

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

**January 16, 2014**

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, January 16, 2014**, in the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA. The Board of Education will call the meeting to order at 4:30 p.m. in the Board Conference Room at the District Offices, at which time the Board of Education will move to Closed Session regarding the items listed below. The public meeting will reconvene at 5:30 p.m. in the Board Room.

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

**Note:**

**Public Comments:** Persons wishing to address the Board of Education regarding an item scheduled for this meeting must submit the "Request to Address" card prior to consideration of that item. Persons wishing to address the Board of Education regarding an item 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 fifteen (15) minutes.

**CLOSED SESSION** (4:30-5:30 p.m.)

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

Persons wishing to address the Board of Education regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of closed session.

**II. CLOSED SESSION** (60 minutes)

- Government Code §54957 (5)  
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- Government Code §54956.9(d)(2) (30)  
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – SIGNIFICANT EXPOSURE TO LITIGATION
  - DN-1007-13/14 (Special Education)
  - DN-1008-13/14 (Special Education)
  - DN-1009-13/14 (Special Education)
- Government Code §54957.6 (25)  
CONFERENCE WITH LABOR NEGOTIATORS
  - Agency designated representative: Sandra Lyon
  - Employee Organizations: SMMCTA and SEIU

**OPEN SESSION** (5:30 p.m.)

**III. CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance

**IV. APPROVAL OF THE AGENDA**

<b>V.</b>	<b>APPROVAL OF MINUTES</b>	
A.01	November 19, 2013 .....	1
	December 12, 2013 .....	
<b>VI.</b>	<b>BOARD OF EDUCATION – COMMENDATIONS / RECOGNITIONS</b> (10 minutes)	
	• Martin Luther King, Jr., Day Celebration	
<b>VII.</b>	<b>STUDY SESSION</b> (60 minutes)	
	These items are staff presentations and/or updates to the Board of Education.	
S.01	School Site Presentations (60).....	2
	<i>Edison Language Academy</i>	
	<i>Will Rogers Learning Community</i>	
	<i>John Adams Middle School</i>	
<b>VIII.</b>	<b>COMMUNICATIONS</b> (30 minutes)	
	The Communications section provides an opportunity for the Board of Education to hear reports from the individuals or committee representatives listed below. All reports are limited to <u>5 minutes or less</u> . However, if more time is necessary, or if a report will not be presented, please notify the Board secretary eight workdays prior to the date of the meeting.	
	A. Student Board Member Reports (15)	
	1. Matthew Ware & Cecilia Sanchez – Santa Monica High School	
	2. Michael Jacobson – Malibu High School	
	3. Amanda Huffman – Olympic High School	
	B. SMMCTA Update – Mr. Harry Keiley (5)	
	C. SEIU Update – Ms. Keryl Cartee-McNeely (5)	
	D. PTA Council – Ms. Patti Braun (5)	
<b>IX.</b>	<b>SENIOR STAFF REPORTS</b> (20 minutes)	
	A. Asst. Supt., Educational Services – Dr. Terry Deloria (5)	
	B. Assoc. Supt., Business & Fiscal Services/CFO – Ms. Janece Maez (5)	
	C. Asst. Supt., Human Resources – Ms. Debra Moore Washington (5)	
	D. Superintendent – Ms. Sandra Lyon (5)	
<b>X.</b>	<b>CONSENT CALENDAR</b> (10 minutes)	
	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. <u>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.</u>	
	<b><u>Curriculum and Instruction</u></b>	
A.02	Approval of Independent Contractors.....	3-4
A.03	Overnight Field Trip(s) 2013-2014 .....	5
A.04	Conference and Travel Approval/Ratification .....	6-7
A.05	Head Start – ERSEA Plan.....	8-8y
A.06	Self-Assessment Plan for State Preschool/Head Start .....	9-9a
A.07	Head Start One-time Funding .....	10
A.08	Policy Committee By-laws – Head Start.....	11-11p
A.09	Head Start Collaboration with the Los Angeles County Office of Education (LACOE).....	12-12ak
A.10	Approval of Special Education Contracts – 2013-2014 .....	13-15
	<b><u>Business and Fiscal</u></b>	
A.11	Award of Purchase Orders – 2013-2014 .....	16-16g
A.12	Acceptance of Gifts – 2013/2014 .....	17-18

**Facilities Improvement Projects**

A.13 Partial Release of Retention – Lease Leaseback – John Adams Middle School – Replacement of Classroom Buildings E, F, & G, New Administration, Modernization & Site Improvements Package 2B – Swinerton Builders – Measure BB..... 19  
A.14 Accept Work as Completed – Multiple Purchase Orders Projects – Capital Fund & Measure BB .....20-21

**Personnel**

A.15 Certificated Personnel – Elections, Separations.....22-28  
A.16 Classified Personnel – Merit .....29-32  
A.17 Classified Personnel – Non-Merit.....33

**XI. 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 two (2) or three (3) minutes, depending on the number of speakers. The Brown Act (Government Code) states that Board members may not engage in discussion of issues raised during 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.**

**DISCUSSION and MAJOR Items**

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

**XII. DISCUSSION ITEMS (65 minutes)**

These items are submitted for discussion. Any action that might be required will generally be scheduled for the next regularly scheduled Board meeting.

7:00 pm

D.01 RAND Report: Early and School-Age Care in Santa Monica (15).....34  
D.02 Common Core State Standards (CCSS) Update (30).....35  
D.03 Consider Revising BP and AR 5117 – Interdistrict Attendance (10) .....36-44  
D.04 Consider Revising BP and AR 5116.1 – Intradistrict Open Enrollment (10).....45-50

**XIII. MAJOR ITEMS (90 minutes)**

These items are considered to be of major interest and/or importance and are presented for action at this time. Some may have been discussed by the Board at a previous meeting.

A.18 Adopt Resolution No. 13-06 – Commemorating Martin Luther King, Jr. Day (10) .....51-53  
A.19 Adopt Resolution No. 13-07 – In Honor of Fred Korematsu Day of Civil Liberties and the Constitution (10) .....54-55  
A.20 Approval of 2012-13 Financial Audit Report (10).....56  
A.21 Approval of 2012-13 School Accountability Report Cards (SARC) for Elementary, Middle, and High Schools (30).....57  
A.22 Board Direction to Staff Regarding the Hiring of an Environmental Engineering Firm to Assist with Environmental Questions (30).....58-60e

**XIV. INFORMATIONAL ITEMS** (0 minutes)

These items are submitted for the public record for information. These items do not require discussion nor action.

I.01	Supplemental Instructional Materials.....	61
I.02	Quarterly Report on Williams Uniform Complaints .....	62-62a
I.03	Quarterly Report on Disability Harassment Reporting .....	63

**XV. BOARD MEMBER ITEMS**

These items are submitted by individual board members for information or discussion, as per Board Policy 9322.

**XVI. REQUESTS BY MEMBERS OF THE PUBLIC OR DISTRICT ADVISORY COMMITTEES TO ADDRESS THE BOARD OF EDUCATION**

A member of the public may request that a matter within the jurisdiction of the board be placed on the agenda of a regular meeting, as per Board Policy 9322. The request shall be in writing and be submitted to the superintendent or designee 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 board president and superintendent shall decide whether a request is within the subject matter jurisdiction of the board. Items not within the subject matter jurisdiction of the board may not be placed on the agenda. In addition, the board president and superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

**XVII. CONTINUATION OF PUBLIC COMMENTS**

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

**XVIII. BOARD MEMBER COMMENTS**

A Board member may make a brief announcement or report on his/her own activities relative to Board business. There can be no discussion under "BOARD MEMBER COMMENTS."

**XIX. FUTURE AGENDA ITEMS**

Items for future consideration will be listed with the projected date of consideration. The Board of Education will be given any backup information available at this time.

**XX. CLOSED SESSION**

The Board of Education will, if appropriate, adjourn to Closed Session to complete discussion on items listed under Section III (Closed Session) following the regular business meeting.

**XXI. ADJOURNMENT**

This meeting will adjourn to a regular meeting scheduled for 5:30 p.m. on **Thursday, February 6, 2014**, in the **Malibu City Council Chambers: 23825 Stuart Ranch Road, Malibu, CA.**

**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 2013-2014**

**Closed Session begins at 4:30pm**  
**Public Meetings begin at 5:30pm**

July through December 2013					
Month	1 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> Thursday	Special Note:
July			7/18* DO	7/24* DO 7/30* DO	*7/18: Special Meeting *Wednesday, 7/24 *7/30: Special Meeting
August		8/14* DO		8/28* DO	*Wednesday, 8/14 First day of school: 8/22
September	9/5 <del>DO</del>		9/19 DO		*9/5: District Holiday
October	10/3 M		10/17 DO		
November	11/7 M		11/19* LMS 11/21 DO		*11/19: workshop Thanksgiving: 11/28-29
December		12/12 DO		winter break	
<b>Winter Break: December 23 – January 3</b>					
January through June 2014					
<b>Winter Break: December 23 – January 3</b>					
January	winter break	1/16 DO		1/25* DO	*1/25: workshop
February	2/6 M		2/20 DO		
March	3/6 DO		3/20 M		
<b>Spring Break: April 7-18</b>					
April	4/3 DO	spring break	spring break		
May	5/1 M		5/15 DO		
June	6/5 DO			6/25* DO	Last day of school: 6/10 *Wednesday: 6/25

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

TO: BOARD OF EDUCATION  
FROM: SANDRA LYON  
RE: APPROVAL OF MINUTES

ACTION  
01/16/14

RECOMMENDATION NO. A.01

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

November 19, 2013  
December 12, 2013

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

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## **STUDY SESSION**



TO: BOARD OF EDUCATION  
FROM: SANDRA LYON / TERRY DELORIA  
RE: SCHOOL SITE PRESENTATIONS

DISCUSSION  
01/16/14

STUDY SESSION ITEM NO. S.01

Principals from Edison language Academy (Lori Orum), Will Rogers Learning Community (Annette Mendoza) and John Adams Middle School (Steve Richardson) will share substantive, current school information in twelve-minute presentations, focusing on how their schools are advancing two of the Board's five goals below:

1. Professional Learning Communities (PLCs)
2. Response to Instruction and Intervention (RTI<sup>2</sup>)
3. Equity and Access for Student Success
4. Science, Technology, Engineering, and Mathematics (STEM) Curriculum
5. Common Core State Standards (CCSS)



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## **CONSENT ITEMS**



TO: BOARD OF EDUCATION

ACTION/CONSENT

01/16/14

FROM: SANDRA LYON / TERRY DELORIA / JANECE L. MAEZ / 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 2013-2014 budget.

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

<b>Contractor/ Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding</b>
Reading Partners 09/16/13 to 06/10/14 Not to exceed: \$10,000	Provide individual reading instruction for K-5 <sup>th</sup> grades	John Muir John Muir SMASH	<del>\$5,000</del> : 01-90150-0-11100-10000-5802-005-4050 (Resource-PTA)  <del>\$2,000</del> : 01-30100-0-11100-10000-5802-005-4050 (Title I)  <del>\$3,000</del> : 01-90121-0-11100-10000-5802-009-4090 (SMASH Equity Fund)
PS Arts 9/16/13 to 5/30/14 Not to exceed: \$5,000	To teach Art to all K-5 Classes	John Muir	01-90150-0-11100-10000-5802-005-4050 (PTA)
Pretender's Studio 10/18/13 to 06/10/14 Not to exceed: \$3,800	Kindergarten Dance instruction	Roosevelt	01-90150-0-11100-10000-2917-007-1501 (PTA)
UCLA Math Project 1/27/14 to 6/30/14 Not to exceed: \$17,200	Professional Development in cognitively guided instruction (CGI)	Educational Services	01-90180-0-11100-10000-5802-030-1300 (RGK Grant)
Theatre Thirty-One 12/13/13 to 3/31/14 Not to exceed: \$16,000	Provide after-school Theatre/Drama Program two to three days/week including a culminating event at the end of the program	John Adams	01-90810-0-11100-10000-5802-011-4110 (Ed Foundation)  01-90150-0-11100-10000-5802-01-4110 (Reimbursed by PTSA)

The Phylmar Group, Inc. 10/1/13 to 6/30/14  1 <sup>st</sup> addendum to increase contract amount by: \$96,700; total not to exceed: \$260,850 <i>(\$164,150 approved on 11/7/13)</i>	Additional environmental testing at MHS	District	25-90100-0-00000-82000-5890-050-1500
NRC Environmental Services Inc. 12/19/13 to 6/30/14  Not to exceed: \$81,800	Best Management Practices (BMP) Cleaning of Class Room Areas at MHS	District	25-90100-0-00000-82000-5890-050-1500
Pillsbury 11/1/13 to 6/30/14  Not-to-exceed hourly amount as follows: \$695 (partners) \$550 (associates) \$270 (paralegals)	To provide legal counsel regarding environmental issues throughout the district.	District	25-90100-0-00000-82000-5820-050-1500 (Capital Facility Fund)
Davida Leal Jane Glaser 2/1/14 to 5/30/14  Not to exceed: \$14,000	Ceramics and Dance enrichment classes for second semester for K-5 <sup>th</sup> grade students.	Grant Elementary School	01-90150-0-11100-10000-5300-003-4030 (PTA)
Pretender's Studio 10/18/13 to 6/10/14  Not to exceed: \$3,800	Kindergarten Dance Instruction	Roosevelt	01-90150-0-11100-10000-2917-1501 (PTA)

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

TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / TERRY DELORIA  
 RE: OVERNIGHT FIELD TRIP(S) 2013-2014

ACTION/CONSENT  
 01/16/14

RECOMMENDATION NO. A.03

It is recommended that the Board of Education approve the special field trip(s) listed below for students for the 2013-2014 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
John Muir Elementary 5 <sup>th</sup> Grade 55 students	Camp Hess-Kramer Malibu Outdoor Science Camp/school 3/31/14-4/4/14	Tristan Komlos/ L. Benitez/ M. Davies/ K. Griffin/	\$ 340.00  Student paid by parents and fundraising	Science	Outdoor science school curriculum base field trip
McKinley 4 <sup>th</sup> grade 75 students	Nature Bridge-Santa Monica Mountains 5/17/14	Irene Gonzalez-Castillo /M. Scifres/ D. Edwards/ B. Dempsey	\$2,248 for all students/ parent funded	Science	Outdoor Science Camp for our 4 <sup>th</sup> grade students.
Santa Monica High 9 <sup>th</sup> – 12 <sup>th</sup> 15	Anaheim, CA 2/6/14-2/9/14	Eva Mayoral/ Mariam Shafiey	\$200 per student paid through fundraising	ROP/ DECA	Competition at the state level in business and marketing categories, allowing students to study and apply their knowledge in real case studies as well as network with business representatives from industries across California.
Santa Monica High 9 <sup>th</sup> – 12 <sup>th</sup> 5	Atlanta, GA 5/2/14-5/7/14	Eva Mayoral/ Mariam Shafiey	\$600 per student paid through fundraising	ROP/ DECA	Competition at int'l level in business & marketing categories. Allows students to study & apply their knowledge in real case studies as well as network with int'l business representatives who may participate as judges or sponsors of a business category. Competitive events are great tools in assisting student's post-secondary education & career goals.

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

01/16/14

FROM: SANDRA LYON / JANECE L. MAEZ / PAT HO

RE: CONFERENCE AND TRAVEL APPROVAL/RATIFICATION

RECOMMENDATION NO. A.04

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

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

<u>NAME</u> <u>SITE</u> Account Number Fund – Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>GONZALEZ-CASTILLO, Irene</u> Ed Services 01-74050-0-11100-10000-5220-035-1300 General Fund- Resource: Common Core	Early Childhood STEM Conference Costa Mesa, CA February 7, 2014	\$240
<u>MOORE-WASHINGTON-Debra</u> Human Resources 01-00000-0-00000-74000-5220-025-1250 General Fund- Function: Personnel/Human Resources	ABC West Coast Labor Management Institute Costa Mesa, CA October 22 – 23, 2013	\$300
<u>POPOVICH, Judy</u> Human Resources 01-00000-0-00000-74000-5220-025-1250 General Fund- Function: Personnel/Human Resources	HRS Training Downey, CA November 7, 2013	\$40 <b>Mileage Only</b>

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

<b>Group Conference and Travel: In-State</b> * a complete list of conference participants is on file in the Department of Fiscal Services		
<u>CHUNG, Alice</u> <u>+2 Additional Staff</u> Child Development Services 12-61050-0-85000-27000-5220-070-2700 Child Development Fund- Resource: State Pre-School Program	2014 Child Care and Development State Budget Policy Workshops La Crescenta, CA January 30, 2014	\$435
<u>DIAZ, Aida</u> <u>+4 Additional Staff</u> Ed Services 01-70910-0-47600-10000-5220-035-1300 General Fund- Resource: Economic Impact Aid	With Different Eyes Los Angeles, CA November 16, 2013	\$479

<u>GRIEGO, Orlando</u> <u>LANCASTER, Kelly</u> Food and Nutrition Services 13-53100-0-00000-37000-5220-057-2570 Cafeteria Fund- Resource: Child Nutrition	Super Co-op Food Show Pomona, CA January 8, 2014	\$51 <b>Mileage Only</b>
<u>HURST, Victoria</u> <u>+7 Additional Staff</u> Special Education 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	Applied Behavior Analysis Calabasas, CA February 24 – 25, 2014	\$600 <b>+4 SUBS</b>
<u>LYTZ, Paula</u> <u>+3 Additional Staff</u> Lincoln Middle 01-90150-0-11100-10000-5220-012-4120 General Fund- Resource: Reimbursed by PTA	ACSA 2014 Every Child Counts Symposium Monterey, CA January 15 – 17, 2014	\$4,675
<u>WALLACE, Theresa</u> <u>+4 Additional Staff</u> Lincoln Middle 01-90150-0-11100-10000-5220-012-4120 General Fund- Resource: Reimbursed by PTA	CAHPERD Annual State Conference Garden Grove, CA February 27 – March 2, 2014	\$3,200
<u>WOOLVERTON, Sara</u> <u>+4 Additional Staff</u> Special Education No Cost to District	2013 Education Law Conference Cerritos, CA November 19, 2013	\$0

**Out-of-State Conferences: Individual**

<u>BOEWE, Juliette</u> Malibu High 01-65000-0-50010-21000-5220-043-1400 <u>\$900</u> 01-90120-0-11100-10000-5220-010-4100 <u>\$800</u> 01-90140-0-11100-10000-5220-010-4100 <u>\$750</u> General Fund- Function: Special Ed/Gifts/Reimb. ASB	Crisis Prevention Training Renewal Phoenix, AZ February 5 – 7, 2014	\$2,450
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**Out-of-State Conferences: Group**

<b>NONE</b>		
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MOTION MADE BY:  
 SECONDED BY:  
 STUDENT ADVISORY VOTE:  
 AYES:  
 NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/16/14

FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG

RE: HEAD START – ERSEA PLAN

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve the attached Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Plan for program year 2014-2015 for the Head Start Program.

COMMENT: The ERSEA Plan outlines policy, procedures, and responsibilities and includes the agency's Contingency Plan. The ERSEA plan is implemented to ensure that age eligible and income eligible children are enrolled into the program, and that families with greatest need are provided services.

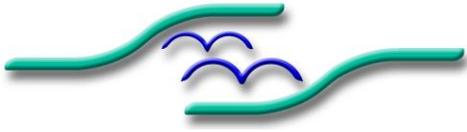
MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

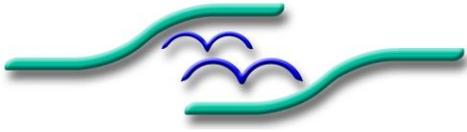
NOES:



Santa Monica  
Malibu Schools

**Eligibility, Recruitment, Selection,  
Enrollment and Attendance (ERSEA)  
Plan**

**Program Year 2014 - 2015**



## Overview

Santa Monica-Malibu Unified School District (SMMUSD) Head Start Program provides services to 160 children in 8 classes on 5 different campuses throughout the school district. SMMUSD blends Head Start funds with California State Preschool Program funds (CSPP) and Los Angeles Universal Preschool (LAUP) to provide full day classes to meet the needs of Santa Monica, Bel-Air, Brentwood, Century City, Cheviot Hills, Malibu, Marina del Rey, Rancho Park, Sawtelle, Venice, Veterans Administration and Westwood families.

Santa Monica-Malibu Unified School District's ERSEA Plan follows the December 11, 2012 ERSEA procedures, guidance, and reporting system set forth by Los Angeles County of Education (LACOE).

Policy Committee members work in partnership with SMMUSD key management staff to develop, review, and approve the criteria for defining recruitment, selection, and enrollment priorities in accordance with the requirements of 45 CFR part 1305 and LACOE contract. SMMUSD Board of Education reviews and approves the ERSEA Plan at the monthly Board meeting.

Santa Monica-Malibu Unified School District Head Start designs its Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Plan based on community needs, which are derived from data gathered from the agency's Community Assessment.

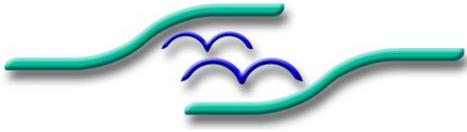
ERSEA Plan outlines policy, procedures, and responsibilities and includes the agency's Contingency Plan. The ERSEA plan is implemented to ensure that age eligible and income eligible children are enrolled into the program, and that families with greatest need are provided services.

Santa Monica Malibu Unified School District uses the ChildPlus Software as its comprehensive database system for record keeping, reporting, ongoing monitoring and follow-up. Monthly, quarterly, and the annual Program Information Report are generated from ChildPlus.

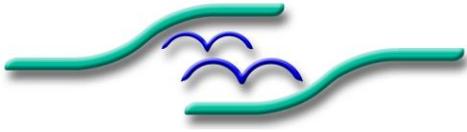
## Definitions

### **Performance Standards 1305.2**

- a. **Children with disabilities** means children with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments, autism, traumatic brain injury, other health impairments or specific learning disabilities who, by reason thereof need special education and related services and have an IEP.
- b. **Enrollment** means the official acceptance of a family by the Head Start/State Preschool program and the completion of all procedures necessary for a child and family to begin receiving services.

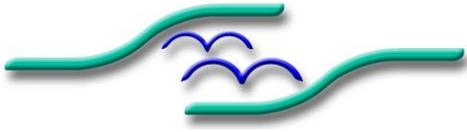


- c. **Enrollment opportunities** mean vacancies that exist at the beginning of the enrollment year, or during the year because of children who leave the program to achieve and maintain its funded enrollment.
- d. **Enrollment year** means the period of time, not to exceed twelve months, during which a Head Start/State preschool program provides center or home based services to a group of children and their families.
- e. **Family** means all persons living in the same household who are:
  - 1. Supported by the income of the parent or guardian of the child enrolling in the program, and related to the parent or guardian by blood, marriage or adoption.
- f. **Funded enrollment** means the number of children which the Head Start/State Preschool delegate agency is given federal fund to serve.
- g. **Head Start eligible** means a child that meets the requirements for the age and family income as established by the federal income guidelines. Head Start families must also meet criteria set forth by the performance standards and The Office of Head Start. Up to ten percent of the children enrolled may be from families that exceed the low-income guidelines.
- h. **Income** means gross cash income and includes earned income, military income, veteran's benefits, social security benefits, unemployment compensation and public assistance benefits. Refer to complete definition of income form.
- i. **Income guidelines** mean the official poverty line specified in section 562 of the Head Start Act.
- j. **Low Income family** means a family whose total annual income before taxes is equal to, or less than, the income guidelines. For the purpose of eligibility, a child from a family that is receiving TANF or SSI assistance, a child in foster care, and families meeting the criteria of "homeless" using the McKinney-Vento act are eligible even if the family income exceeds the income guidelines.
- k. **Migrant family** means, for purposes, of head Start eligibility, a family with children under the age of compulsory school attendance who change their residence by moving from one geographic location to another, or intrastate, within the past twelve months, for the purpose of engaging in agricultural work that involves the production and harvesting of tree and field crops and whose family income comes primarily from this activity.



# Santa Monica Malibu Schools

- l. **Recruitment** means the systematic way in which a Head Start/State Preschool program identified families whose children are eligible for Head Start/State Preschool services, informs them of the service available, and encourages them to apply for enrollment in program.
- m. **Recruitment area** means that geographic locality within which Head Start/State Preschool seeks to enroll children and families.
- n. **Selection** means the systematic process used to review all applicants for Head Start/State Preschool services and to identify those children and families that are to be enrolled in the program.
- o. **Vacancy** means an unfilled enrollment opportunity for a child and family in the Head Start/State Preschool program.



## Santa Monica-Malibu Unified School District Head Start Policies & Procedures

Subject: Recruitment  
 Part: 1305  
 Subpart: Age of Children and Family Income Eligibility  
 Section Title(s): Recruitment of Children  
 Related Performance Standard(s): 1305.5(a)(b)(c)  
 Lead Responsibility: Director

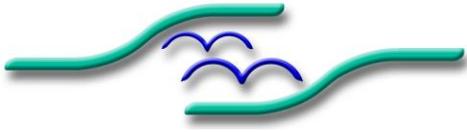
(A) Policy: The Head Start concept is promoted in our community to search out eligible families through a specific recruitment process. The recruitment process focuses on the low income population, as well as reaching the required 10% of the funded enrollment with children who have special needs or disabilities. Recruitment area entails Santa Monica, Bel-Air, Brentwood, Century City, Cheviot Hills, Malibu, Marina del Rey, Rancho Park, Sawtelle, Venice, Veterans Administration and Westwood.

(B) Rationale: In order to reach the most in need of Head Start Services, the agency needs to implement a recruitment plan to encourage eligible families to apply for services.

(C) Responsibility: All Staff

(D) Procedure: Flyers describe the qualifications for the program and also encourages the recruitment of children with special needs. They are distributed in February and May or whenever needed. Flyers and/or letters in English and Spanish are distributed or mailed to the following locations bi-annually basis:

- Santa Monica College
- Elementary Schools in the District
- Community Centers: PAL, Virginia Park, Reed Park, Jocelyn Park
- Health Department
- Markets: Ralphs, Albertson's, Carnicerias, specialty shops
- Libraries: Fairview
- Food Stamps-Olympic/Purdue
- Apartment building lobbies – Community Corporations
- Affordable Housing



# Santa Monica Malibu Schools

Laundromats: Lincoln, Ocean Park, Rose & 4<sup>th</sup>  
Hospitals and other facilities: Saint John's Hospital, UCLA  
Health clinics: Les Kelly, Venice, Burke, Westside Family Health Center, La Vida Medical  
Regional Center and other organizations serving children with special needs  
District Search and Serve State  
Unemployment Office  
Social Security Office  
WIC  
99 Cent Store  
Thrift shops  
Swap meets  
Venice Skills Center  
Ocean Park Community Center  
Sojourn (Domestic Violence Shelter)  
Bible Tabernacle (Homeless Shelter)  
Upward Bound (Homeless Shelter)

Articles and announcements describing the Head Start Program, qualification requirements, and encouraging the registration of children with special needs are submitted to local papers ( Santa Monica Mirror, Santa Monica Daily Press, Santa Monica Surf the Outlook, The Argonaut, Santa Monica Star, La Opinion) throughout the year;

## **Community Partnerships**

Information is provided through church bulletins within the community;

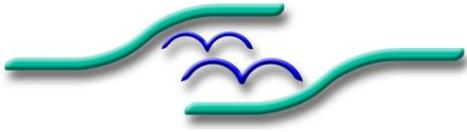
Community Partnerships with local homeless agencies to refer families for childcare: Bible Tabernacle and Upward Bound;

Letters are sent through the local Resource and Referral and Connections for Children;

Parents are involved in distributing flyers about Head Start openings and recruitment of children with special needs;

Recruitment priorities that are tied into the community needs assessment are reviewed and established by parents and voted on at a Policy Committee meeting approving refunding priorities annually;

Collaborative meetings with LAUSD and SMMUSD (Special Education Department);



The recruitment efforts begin in February for the upcoming enrollment year. During the months of February and March, parents and staff are part of The Kindergarten Round up team, which visits and recruits at local elementary sites;

Preschool Fun Festival in May as part of SMMUSD recruitment efforts to share information and resources to the community;

SMMUSD utilizes LACOE's pamphlets, stickers, book marks and PreKKid hotline to support our recruitment efforts;

FA's will contact the families from the DCFS/Foster Referrals provided by LACOE;

The FA's will coordinate recruitment efforts with the SMMUSD Adult Education program, Santa Monica College, and District-operated Infant/Toddler Center;

District's website advertising services;

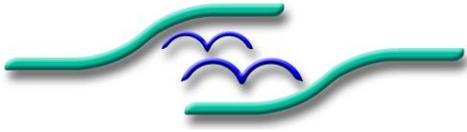
In order to monitor recruitment a log is maintained to record activity to make sure it is ongoing.

Names and addresses of recruited families will be verified in the Facility Site Locator to ensure family resides in area;

Initial contact is obtained using the pre-enrollment application by the FA to develop an interest list on ongoing basis. During the recruitment period, beginning in March the FA will review the interest list monthly and send a letter to request income documentation (including those families that did not get enrolled in the current year and may be interested in applying for the new program year). FA will follow-up with phone calls if information has not been received from the family within 30 days.

### **Policy and Process**

All interested families are entered into ChildPlus system as "New". For monitoring purposes, the Computer Operator will run a report showing a list of the "New" children on a monthly basis to give to the Director/FAs.

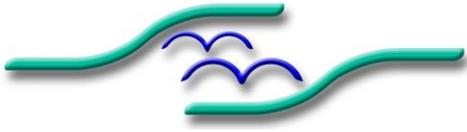


# Santa Monica Malibu Schools

FA's will meet with parent to fill out the Application of Services for those income/categorical eligible children returning for the next program year during the month of April. Parent and staff sign on the bottom of page 2. Stickers will be used on page 2 documenting "Eligibility information captured in Year 1".

(E) Forms: Door hangers (English/Spanish)  
Flyers (English/Spanish)  
Contact Log  
Recruitment Log

(F) Additional  
Resources: N/A



## Santa Monica-Malibu Unified School District Head Start Policies & Procedures

Subject: Eligibility  
 Part: 1305  
 Subpart: Age of Children and Family Income Eligibility  
 Section Title(s): Attendance  
 Related  
 Performance  
 Standard(s): 1305.8 (a)(b)(c)  
 Lead Responsibility: Director

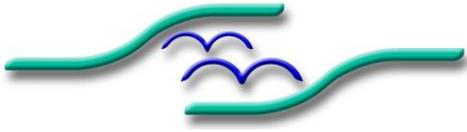
(A) Procedure The Eligibility Procedures will ensure that all eligible applicants are considered for Head Start services. This procedure identifies the children and families that are in most need.

(B) Rationale: Head Start services will be determined based on age and income eligibility.

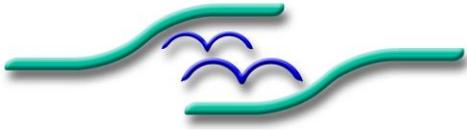
(C) Responsibility: All Staff

(D) Procedure: **Intake Procedure:**  
 Eligible families with children ages 3-5, must live, work or go to school in Santa Monica, Venice, Bel-Air, Brentwood, Century City, Cheviot Hills, Malibu, Marina del Rey, Rancho Park, Sawtelle, Veterans Administration or Westwood. In order to provide full day services, Head Start services are enhanced with LAUP, California State Preschool and Special Education.

1. When a parent/guardian inquires about the Head Start program, staff will give the parent a Pre-Enrollment Application as well as the first page of the Head Start Application.
2. Staff will inform the parent or guardian that they need to provide verification of the following information:
  - Age
  - Income
  - Proof of need
  - IEP or IFSP, if applicable



3. The Computer Operator will input the Pre- Enrollment Application information that has been submitted, into ChildPlus creating a "New" applicant entry if the family lives in Santa Monica, Venice, Bel-Air, Brentwood, Century City, Cheviot Hills, Malibu, Marina del Rey, Rancho Park, Sawtelle, Veterans Administration or Westwood. Once eligibility has been determined, the child will be updated to a "Wait List" status.
4. Over Income Families:
  - Children identified as over income and 101-130% will be waitlisted for selection in July. For students over the California Department of Education guidelines, LACOE approval will be requested prior to enrollment.
  - Children that are returning and have previous year's approval based on IEP will be allowed to return. All other students of 101-130% require annual approval from LACOE.
  - SMMUSD reserved 10% of slots for children that are over income especially for the children that have IEPs as long as the family is not over the 130%.
  - For families that are not eligible for Head Start, SMMUSD refer their family to other programs such as CSPP Part Day, CSPP Full day, LAUP and other local preschools.
  - Staff will review the check stub, W2 or Federal Income Tax and document on the Application for Services to determine the family's income eligibility.
  - Children that are over income with an IEP but surpass the state guidelines must be approved by LACOE. SMMUSD will submit an Over State Income Grantee Approval Form.



## **Eligibility Procedure:**

### 1. Age Eligibility:

To be eligible for Head Start, a child must be at least 3 years old at the time of enrollment and no older than 5 by September 1st (Exception children with IEPs).

### 2. Age Verification of the Child:

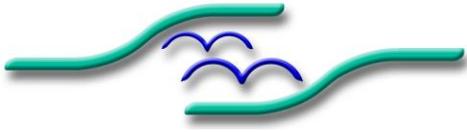
Staff must verify the age of the child by examining one of the following:

- Certified Birth Certificate
- Hospital Record
- Health Department Certificate
- Immunization Card
- Passport

A copy of the verifying document will be attached to the application and originals will be returned to parent or guardian.

### 3. Income Eligibility

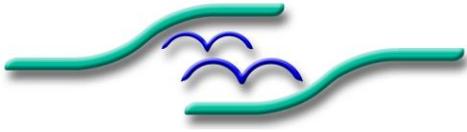
- a. When computing family income the staff will use the twelve-month period immediately preceding the month in which application for enrollment in Head Start is made. Alternatively the staff can use the calendar year immediately preceding the calendar year in which the application is made.
- b. Calculation of income is to be completed by staff on the section of the Application for Services. Returning eligible students are automatically eligible to return for a second year.
- c. Staff will check income against the current Head Start Income Guidelines. (Note: a family may exceed the Health and Human Services (HHS) Poverty Guidelines, yet be eligible for the program due to public assistance, homelessness or foster care. A family may also exceed the HHS Poverty Guidelines and yet be eligible for the Head Start program if a child has a current IEP/IFSP according to the agency's recruitment plan until 10% enrollment for children with disabilities is achieved by January 31<sup>st</sup>. If



# Santa Monica Malibu Schools

enrollment is not met, agency will contact Grantee for assistance to request a waiver.

- d. If child has an IEP/IFSP, staff will make a copy of the IEP/IFSP and any other supporting documentation and give copies to the Nurse.
  - e. Documents used to verify income are to be copied and returned to the parent or guardian after completion of the Income Eligibility on to the Application for Services.
  - f. If an over income family does not meet any of the eligibility criteria, staff will refer them to another community preschool program.
  - g. SMMUSD will consider a family's "current situation" as a possible case for eligibility in the program.
    1. Collect the historical documentation that must be presented to consider a family's eligibility.
    2. Collect proof of 12 months of prior income (paycheck stubs, payroll reports, unemployment, etc.).
    3. Determine the number of months that a family's "current situation" exists in order to be considered (e.g., a family whose circumstances changed within the last six months). EPC points will be used to rank these families against other applicants.
    4. All families must be approved by the Director on a case by case basis to be considered part of the eligible families for selection.
4. Verification of Income:  
As part of the application and selection process, the program must verify family income before determining the child is eligible. Staff will verify the income by examining any of the following:
- Individual Income Tax Form 1040
  - W-2 forms
  - Pay stubs
  - Written statements from employers
  - Documentation showing current status of public assistance
  - Self-declaration (Note: Parents that are unable to provide any of the official documentation of income, such as day laborers, will be asked to provide a statement self-declaring income that is signed under penalty of perjury)

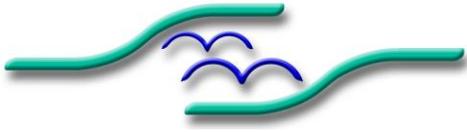


# Santa Monica Malibu Schools

- Current Situation
5. All Head Start Eligible children will have an Application for Services signed by their Parent/Guardian and staff.
  6. Residency Verification:  
Staff must verify their residency by examining one of the following:
    - Residency Questionnaire
    - Gas bill
    - Electric bill
    - Water bill
    - Rental Agreement

A copy of the verifying document will be attached to application and originals will be returned to parent or guardian.

7. For out of service area families that work or go to school in the service areas, the staff will complete an Interagency Agreement, obtain Director's signature, make a copy for our files and forward the original to the appropriate Agency for approval.
8. Additional Eligibility Factors:  
  
Verification of the following information may influence the Selection Process based on the Head Start Eligibility Point Criteria (EPC) points:
  - a. Documents of custody or guardianship
  - b. Referrals from other agencies e.g. MOU
  - c. Documentation of receipt of assistance such as SSI, homelessness or receipt of foster care.
9. Staffs will completed/signed the Head Start Eligibility Verification (HSEV) form then approved/signed by the Director before the child is put on the "Wait List". Computer Operator will update ChildPlus for approved HSEV's from "New" to "Wait List" using the date form was signed. Families with the highest points are updated to an "enrolled" status.
10. Staff will contact the families in person to let them know that they are on the "Wait List".
11. Staff will contact families within ten days once family has accepted the site. Computer Operator will move the child from "Accepted" to "Enrolled".

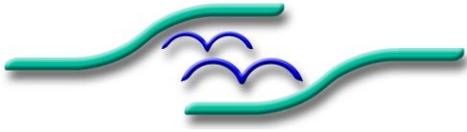


# Santa Monica Malibu Schools

12. During the pre-enrollment period, parents have the opportunity to choose site and/or session although SMMUSD cannot guarantee the preference placement.
13. To ensure full enrollment 30 days prior to start date, SMMUSD utilizes ChildPlus report to monitor.
14. Director will monitor through ChildPlus reports to ensure vacancies are filled within 30 calendar days and full enrollment is maintained throughout the program year. Reports will be shared with the Policy Committee and Board on a monthly basis.
15. If determination of eligibility is incorrect, staff will proceed with due diligence to collect additional information from parents.
16. SMMUSD will stop enrollment within the last 60 days of the program year.

(E) Forms:

- Pre-Enrollment Application
- Applicant Statement
- Income Eligibility Worksheet
- Application for Services
- EPC Points form
- Interagency Agreement
- Head Start Eligibility Verification



## Santa Monica-Malibu Unified School District Head Start Policies & Procedures

Subject: Selection and Enrollment  
Part: 1305  
Subpart: Age of Children and Family Income Eligibility  
Section Title(s): Selection Process: Enrollment and Reenrollment  
Related  
Performance  
Standard(s): 1305.6; 1305.7  
Lead Responsibility: Director

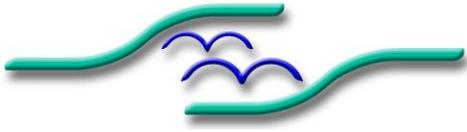
(A) Policy: The Head Start Program must consider all eligible applicants and have a formal process for establishing selection criteria for serving children and families.

(B) Rationale: SMMUSD will determine the selection criteria according to the Community Assessment and Recruitment Plan. All eligible families will be selected according to the eligibility point criteria ranking system in ChildPlus as vacancies occur.

(C) Responsibility: Family Advocates, Assistant Director, Director and Computer Operator

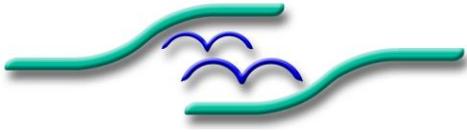
(D) Procedure: Selection and Enrollment:  
When an opening occurs, staff will take the following steps to ensure that the child with the highest priority is contacted and offered the program:

1. Check for enrolled children who wish to transfer into the center with the opening. (Children wishing to transfer have priority.)
2. If there are no children that wish to transfer, staff will ask the Computer Operator to run the priority waitlist in ChildPlus and identify the child with the highest priority points based by site request. If there are two children with the same ranking and only one slot available the family that applied first will be selected.



# Santa Monica Malibu Schools

Criteria	EPC
Foster Child	70
Single Parent	20
Teen Parent	20
Elderly Foster Parent	10
4-5 years old	10
Parent Working/In Training	50
Public Assistance/SSI or TANF	70
Military family	10
No High School Diploma/GED	10
No Health Insurance	10
Limited English Speaking	20
Non English speaking	30
IEP	45
Homeless	75
Working Poor	30
Social Services Crisis	10
Parent Incarcerated	10
Recent Immigrant	10
Pregnant Teen	10
Pregnant Woman	10
DCFS Family Intervention	20
Child Protective Services	40
Returning Student	70
Early Head Start	30



3. Once the child has been identified, the staff will make at least three attempts to contact the family via telephone within five business days. If phone calls were not successful after third attempt, a home visit is made.

4. If the family does not respond, one more phone call will be attempted by the FA. If the family does not respond, the child will remain on the prioritized-waitlist for another selection cycle.

The FA, Admin Leadership Team, and PC member analyzes the Community Assessment provided by LACOE to update the selection criteria and present a recommendation for selection criteria to the Head Start Policy Committee by January of each year.

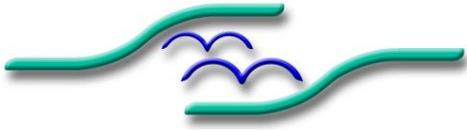
5. The FA will document the phone calls on the Contact Log Sheet. The Contact Log Sheet/application copies of the attached to the Eligibility Application and file in the pending file at the SMMUSD CDS office.

6. When a family has accepted the program slot, the FA will document it in the Contact Log Sheet and schedule an appointment with the family. The FA will ask the family to bring the following enrollment documents to the appointment:

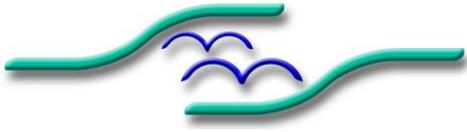
- Current monthly income verification for State eligibility and Annual Income for the past year
- Employment verification form and/or school schedule
- Immunizations

7. During the appointment, staff will give the Parent/Guardian an enrollment packet and complete the following with the parent:

- Residency Verification
- Pre-Enrollment Application
- Income and Eligibility Form



8. Another appointment will be made to return the enrollment packet. Following the second appointment, the staff will inform and provide the parent of any missing documents needed to continue the enrollment process and document this conversation on the Contact Log Sheet. If there is a health, nutrition or disability issue identified on the health history form, the staff will write the issue on the Referral form.
9. Once the documents have been completed with the family, the Computer Operator will accept/enroll the child in ChildPlus and enter the start date and any notes in the enrollment screen.
10. The staff will collect the following documents to develop a children file that will remain at the SMMUSD CDS Office:
  - Application for Services
  - Copy of Birth Certificate
  - Head Start Eligibility Form
  - Pre-Enrollment Application
11. A file will be created by the staff and labeled with child's name, DOB, and the name of the center the child will be attending.
12. Applications will be maintained for all families requesting Head Start services. A list of families with 101-130% income will be kept in the possibility full enrollment is not achieved. Selection and enrollment will only be available based on LACOE approval.
13. Children with disabilities will be obtained in collaboration with SMMUSD and LAUSD Special Education. SMMUSD identifies 10 families to participate in the inclusion partnership at McKinley site. Returning IEP students are given priority for enrollment and based on ASQ and ASQ/SE results children will be referred for assessment.
14. Age eligible children who were enrolled in Head Start the previous program year will be considered returning children and will be considered age and income eligible for the new program year. The verification documentation used for the prior program year will be attached to the Head Start Eligibility Verification form and maintained in the child's file. Children enrolled as over income (except IEP) for 101-130% will recertify for the second year.
15. Once roll-over process is determined by the Grantee, SMMUSD will update the returning children from "New" to the "Wait List" with updated EPC points for the upcoming program year. Documentation on



# Santa Monica Malibu Schools

the Application of Services' note section of 2<sup>nd</sup> page will have a sticker stating "Eligibility captured on Year 1".

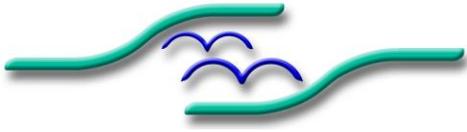
16. When a vacancy occurs, the Computer Operator will use ChildPlus waitlist to identify the family with the highest EPC points. FA will repeat steps 3-11 to complete the enrollment within 30 days. If a vacancy occurs within the last 60 days of the school year, the opening will not be filled.
17. The Computer Operator will generate ongoing reports for the Director and FA. Reports will be reviewed biweekly to ensure enrollment is maintained and vacancies are filled in a timely manner.
18. Children eligible for Head Start and enrolled are able to remain in Head Start until they reach appropriate age to enter kindergarten.
19. For families requesting enrollment in the Full Day classroom(s), documentation must be presented at the time of income verification that demonstrates enrollment as a student, employment or job training. ChildPlus Eligibility Notes section is where FA can document that families requested and meet Full Day requirements.

For families with other special needs that may justify full day services, their documentation must be presented by the FA to the Director/Assistant Director for review and approval.

20. Higher EPC points are given to categorical eligible families (e.g. foster children and homeless families).

(E)Forms: N/A

(F)Additional Resources: N/A



## Santa Monica-Malibu Unified School District Head Start Policies & Procedures

Subject: Attendance Monitoring  
Part: 1305  
Subpart:  
Section Title(s): Attendance  
Related  
Performance  
Standard(s): 1305.08 (a)(b)(c)  
Lead Responsibility: Director

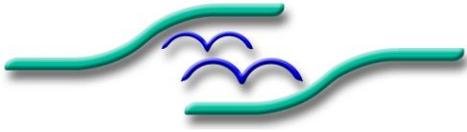
(A) Policy: Federal Performance Standards require Head Start programs to track daily attendance and analyze the causes of absenteeism when the monthly average daily attendance rate falls below 85%.

(B) Rationale: Children enrolled in SMMUSD programs are expected to attend school on a consistent basis. Teachers and Family Advocates (FA) are expected to encourage parents/guardians to bring their children to school and provide support and resources when necessary to assist parent/guardian in bringing their child to school regularly.

(C) Responsibility: Assistant Director, Teachers, Teacher Assistant, Family Advocates (FA), Nurse and Computer Operator.

(D) Procedures: Parents must sign in and out on the sign-In/Out Sheet each day and include the time that the child arrives and departs. The Teacher in each class will monitor that parents/guardian sign in and out on a daily basis.

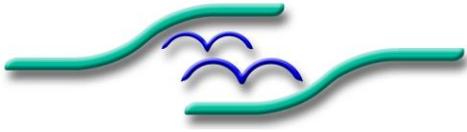
- The parent/guardian is expected to call the center if the child cannot attend and give a reason for the absence.
- The Center staff will record the specific reason for absence i.e. has fever, ear infection, family illness, etc. on the child's sign in sheets.
- If a child is going to be absent for an extended period of time, the Teacher or FA will have the parent/guardian sign a Limited Term Leave Request form.
- If a child does not show up on the 1<sup>st</sup> day of school, the child will be considered as "no show".



- The Teachers will collect Sign-In/Out Sheets each month and review attendance for parent signatures.
- The Teachers will give the Sign-In/Out Sheets to the Computer Operator on the first business day of the month for previous month's attendance.
- The Computer Operator will reconcile attendance in ChildPlus, complete the monthly attendance report for LACOE, calculate attendance percentage, and analyze the reasons for falling under 85%.
- The Computer Operator will submit the report to the Director, Family Advocates and Policy Committee for review.

### **Steps to follow in case of absence:**

1. Staff needs to write an **A** in red ink on the day of the absence and highlight the appropriate box to signal a reason for absence and Parent/Guardian signature is needed on the monthly sign-in sheet.
2. When a parent does not call-in the absence, the Teacher or Teacher Assistant will call the family on the same day of the absence to obtain the reason for the absence.
3. If the parent is unable to be reached, the Teacher will continue to attempt to contact the family by calling the emergency contacts listed on the Emergency Card for three (3) consecutive school days. The attempts will be documented on the back of the sign-in sheet. At least once a week the FAs will check the sign-in sheets for any absences that have not been verified for three days.
4. The Teacher or Teacher Assistant will send an email to their FA to let them know to contact the family by calling all the emergency contacts on the Emergency Card.
5. If no contact is made the FA will make a home visit to attempt to contact the family. If parent is not available, a letter will be left for the family asking them to contact Child Development Services immediately as their child may be dropped from the program if contact is not made by a certain date.
6. In cases, when child is frequently absent, staff will fill out an In-house referral which will go to the Nurse for processing.
7. Chronic absenteeism means patterns of absences such as every Monday or every Friday, or a few times every week. When a child has been absent for more than ten consecutive days and site staff members have exhausted all efforts to contact the family, then, the Director will make the final decision if the child is going to be dropped from the program. The child's file will also reflect the efforts to address the chronic absenteeism.



8. SMMUSD will not charge any fees for children participating in the Head Start program.

**If contact is not made by the deadline, the following steps will be taken:**

1. The FA will notify the Director/Assistant Director of the intent to drop the child.
2. With Director/Assistant Director's approval, the FA will assign a drop date to the child and process the child's file as a termination.
3. The FA will provide termination dates and reason for termination on the drop form and the Computer Operator will enter this data into ChildPlus.

**Recording Attendance and Absences:**

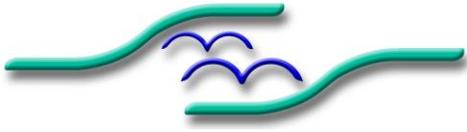
- The Teacher or Teacher Assistant will track attendance on Monthly Attendance Summary sheets and input Daily Attendance and Absences into ChildPlus daily.
- The Computer Operator will review and monitor the attendance reports for completion.

**Entering Attendance in ChildPlus:**

1. When you first log in, click on the *Entry Express*.
2. Click on *Attendance*.
3. Use the *Class* drop-down menu to select the site you wish to record attendance.
4. Use the *Month/Year* drop-down menu to select the appropriate month/year.
5. Use the *Day* drop-down menu to select which date you wish to record attendance.
6. All children enrolled in the class you specified will appear as "Present" automatically.
7. If a child was absent, use the drop-down box to select one of the following: Excused or Unexcused. If you select Excused select the appropriate reason for the absence.

**Attendance Monitoring:**

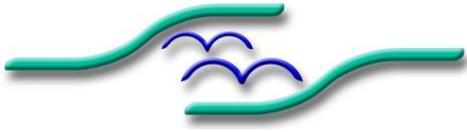
- The Computer Operator will compare the Sign-in/Sign-out sheets with the Monthly Summary reports to verify accuracy on a monthly basis. The Computer Operator will generate an Attendance % reporting the average daily attendance (ADA) and give it to the



Assistant Director, Family Advocates, Director, Policy Committee and Board to review if monthly attendance is at or above 85%.

- If the agency as a whole is below 85% ADA, the Computer Operator will analyze trends and contributing factors. The report will be sent to notify the Grantee (LACOE) by the 7<sup>th</sup> of the month.
- If a plan of action is necessary, the Assistant Director/Director will involve all applicable staff in the development and implementation of the action plan.
- On-going concerns are shared with the Assistant Director/Director monthly for review and plan of action if necessary.
- In cases of late pick up or late arrival: Parent receives a first late pick up notice; for second notice, parent need to meet with the Assistant Director and third notice could led to suspension from the program.

(E) Forms:      Contact Log Sheet  
                     Limited Term Leave Request  
                     Monthly Attendance Report  
                     Monthly Attendance Summary Sheets  
                     Sign-in/Out Sheet and Attendance % Report



## **Santa Monica-Malibu Unified School District Head Start**

### **Contingency Plan**

#### **Guidelines for Disruption of Services**

##### **Purpose:**

To provide for continuance of services to children and families in the Head Start Program in the event of a disruption to the normal operating services provided.

##### **Background:**

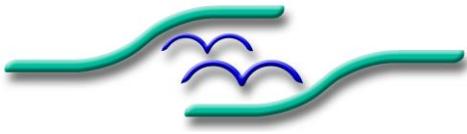
The Santa Monica-Malibu Unified School District Head Start Program currently operates 8 classes on 5 different campuses throughout the school district. If there is a need to close a center, the days of service missed will be earned during breaks.

##### **Procedure:**

Upon notification of the need to disrupt services or delay in start date at a site, the Child Development Services (CDS) Director will notify the Los Angeles County Office of Education-Head Start Division, Head Start families and all management staff. Plans will be determined on a case by case model dependent on the reason for the disruption of services. Management staff will then be responsible that information is communicated to appropriate personnel within each unit and that all steps are followed to ensure a continuation of services.

The following steps must be followed. Any additional steps deemed necessary must be approved by the Head Start Director before implementation.

1. Verbal and written, via e-mail, notification to district personnel, including: Superintendent, Head Start Policy Committee Executive Board, school site Principal, Director of Food Services and Director of Facilities.
2. Formal meeting with parents followed by written notification.
3. Written notification to the assigned agency analyst from the Community Care and Licensing department.
4. Family Advocates along with the classroom teacher will meet with each family to determine the family's ability to adapt to the change in services. Accommodations will be made to the extent possible to ensure services are met.



A summary report will be developed by the CDS Director and forwarded to the Policy Committee Chairperson, Board and the assigned Los Angeles County Office of Education Program Design Consultant and Business Services Consultant on a as needed basis to ensure that all parties are kept informed of all relevant information.

In the event that multiple sites are affected by a disruption of services, delay in start date or it is determined that the above plan would cause hardship on families, the agency would implement a

Twilight session, 4:00 p.m. -7:30 p.m. at an existing non-affected site closer to the home school or implement a Home Based option until normal service delivery could be established. By providing home-based services, no make-up days will be required.

In the event of facility lock down, SMMUSD will follows the District Comprehensive School Safety Plan and Emergency Procedures. Staff will notify parents via telephone to give parents directive on regarding the event.

The CDS Director will be responsible for ensuring that all steps are followed including notification to the Grantee, Governing Bodies and staff and parents at affected site.

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/16/14

FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG

RE: SELF-ASSESSMENT PLAN FOR STATE PRESCHOOL/HEAD START

RECOMMENDATION NO. A.06

It is recommended that the Board of Education approve the plan for Self-Assessment for State Preschool/Head Start for the week of January 27-31, 2014

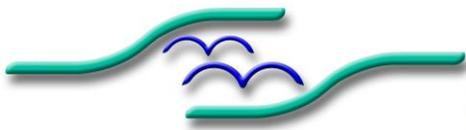
MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



# Santa Monica Malibu Schools

## **Self-Assessment Planning Process (Road Map) Santa Monica-Malibu Unified School District Program Year 2013-14**

Each year the Santa Monica-Malibu Unified School District Child Development Services conducts a thorough planning process for developing and implementing plans for the program's overall goals and objectives to assure quality services for families and ensure effective use of its resources. This written planning procedure is comprised of the following seven phases that take place each year.

**Phase 1:** Develop a Self-Assessment Plan

**Phase 2:** Conduct a Self-Assessment.

**Phase 3:** Review and Analyze Key Program Indicators and Overall Program Performance.

**Phase 4:** Develop Program Improvement Plans (PIPs) of Findings

**Phase 5:** Report the Self-Assessment results and PIPs to the Policy Committee and Board of Education (BOE) for Approval

**Phase 6:** Submit an electronic copy of all completed Self-Assessment tools and documents to LACOE

**Phase 7:** Implement and Monitor PIPs

The activities involved in each of the seven major planning phases are outlined in the attached matrix along with the responsible persons, necessary collaborations/approvals, and the timeline for each activity.

TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG  
 RE: HEAD START ONE-TIME FUNDING

ACTION/CONSENT  
 01/16/14

RECOMMENDATION NO. A.07

It is recommended that the Board of Education approve the One-Time Supplemental Funds (OTS) from LACOE for the amount not to exceed \$60,000 to replace/renovate items at various sites.

Funding Information

Source: Head Start  
 Currently Budgeted: Yes  
 Account Number: 12-52101-0-85000-82000-5640-070-2700  
 Description: One-Time Only Funding

COMMENT: This project correct items cited by Los Angeles County Office of Education (LACOE) in the area of health and safety per federal regulation 1304.53 (a) (10) (xiv). By replacing/repairing the following items Santa Monica-Malibu Unified School District will be in federal compliance and ensure that the children are in a safe environment that will improve the quality of services provided. The total investment for the project is proposed not to exceed \$60,000.

SITE	DESCRIPTION
McKinley	Replace/repaint the panels in the 4 restrooms walls
	Install low wall with gate to separate the classrooms and hallway - safety
	Replace the rubber surface under the playground structure
	Purchase new refrigerator to replace the old on in the kitchen
Muir	Replace the roof gutter due to rusting
	Install fabric fence covering the ramp and the fence facing the public sidewalk – safety
Rogers	Replace the roof gutter due to rusting
Woods	Install the fabric fence covering for the fence facing the park – safety
Head Start Classrooms	Replace area rugs for all 8 classrooms – health

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



TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG  
 RE: POLICY COMMITTEE BY-LAWS – HEAD START

ACTION/CONSENT  
 01/16/14

RECOMMENDATION NO. A.08

It is recommended that the Board of Education approve the update on the Policy Committee By-Laws for the Head Start Program.

COMMENT: Some of the most significant changes due to enrollment and the elimination of the coordinator position for SY 2012-2013 are:

CURRENT	PROPOSED
Coordinator	Director/Assistant Director
2 Representatives and 2 Alternates per Classroom	1 Representative and 1 Alternate per Site
Maximum of 8 Community Representatives	Maximum of 4 Community Representatives
Quorum of 4 voting members during the school year, 3 for the months of July, August, and September.	Quorum of 3 voting members during the school year, 2 during the months of July, August, and September.
	Special Call Meetings may be conducted through teleconference
In the past, procedures between the Santa Monica Board Policy Committee and the Board of Education have to be resolved within 12 days.	Procedures have to be resolved within 20 days to give us more time to schedule appointments with Board Members.

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



Head Start Program

# *Policy Committee By-Laws*

PC Approved:     12     -     18     -     2013    

BOE Approved:     -     -     -    

Month

Day

Year

**Santa Monica Malibu Unified School District**  
***Policy Committee By-Laws***  
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**Santa Monica Malibu Unified School District**  
***POLICY COMMITTEE* By-Laws**  
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# Santa Monica Malibu Unified School District

## HEAD START POLICY COMMITTEE BY-LAWS

### ARTICLE I NAME

The name of this organization shall be the Santa Monica Malibu Unified School District Head Start *Policy Committee*, hereinafter referred to as the “*Policy Committee*.”

### ARTICLE II STRUCTURE

#### **Section 1. Purpose of -Policy Committee**

The purpose of the *Policy Committee* is to *participate in shared decision making activities related* for the delivery of quality services to families and children served by Santa Monica Malibu Unified School District as expressed in the Head Start Performance Standards section 45 Code of Federal Regulations (CFR) 1304.5 and Appendix A: Governance and Management Responsibilities, the California Education Code, the *Policy Committee* Bylaws, the Ralph M. Brown Act and the rulings of the Santa Monica Malibu Schools.

#### **Section 2. Categories of Membership**

Categories of membership shall be current Head Start parent representatives, current parent alternates and community representatives.

a. Current Head Start Parent Representatives:

Current Head Start parents representatives are parents or legal guardians of children currently enrolled in the Head Start program. There shall be at least one elected current Head Start parent representative from each site to sit on the *Policy Committee*.

b. Current Head Start Parent Alternates:

Current parent alternates are parents or legal guardians of children currently enrolled in the Head Start program. There shall be at least one elected current Parent Alternate from each site to participate in the *Policy Committee*. Alternates have voting rights only in the absence of a parent representative from his/her designated class. Alternates may not run for any office however, they may serve as members of various committees. Alternates cannot be appointed to the Personnel Committee and cannot hold positions that occupy a seat on the Executive Committee. Alternates may not be the chairperson of any committee.

c. Community Representatives:

Community representatives shall reside or work in the service area of Santa Monica Malibu Schools, they may represent community, civic, or professional organizations that have a concern for children of low-income families and can contribute to the program. Community representatives should, attend monthly meetings, provide training to *Committee* members; they should be mentoring parents and providing links to resources and *Policy* services within the community. Community representatives can be parents of former Head Start children. Community representatives are to be trained prior to participating in the *Policy Committee*. Community representatives shall be selected in accordance by the agencies community representative selection process.

### **Section 3. Composition of Membership**

The voting membership of the *Policy Committee* must be composed of at least 51% percent of current Head Start parent representatives and not more than 49% community representatives. There shall not be more than 50% percent of former Head Start parents of the total number of Community Representatives selected to serve.

#### Parent Representatives:

- a. Must have a child currently enrolled in program
- b. One elected from each site
- c. Has full voting rights at the meetings
- d. Must be trained prior to participating in the *Policy Committee*.

#### Parent Alternate:

- a. Must have a child currently enrolled in program
- b. One elected from each site
- c. Has voting rights when representative from same site is absent at the meetings
- d. Must be trained prior to participating in the *Policy Committee*
- e. May not run for any office but may sit on a committee.

#### Community Representative:

- a. Must have been selected through the Community Representative selection process.
- b. Community representatives shall reside or work within the district's boundaries.
- c. There shall be a maximum of 4 community representatives selected to serve at least 2 will be past parents.
- d. Must be trained prior to participating in the *Policy Committee*.

### **Section 4. Duties of the Policy Committee Members**

- a. Attending all regular and special call meetings.
- b. Responsible for reporting information back to the classroom or site at the next scheduled meeting.
- c. Prepare meeting agendas with the assistance from the classroom and/or Community Liaison.
- d. Perform functions and duties as noted in the Appendix A Shared Decision Making process and planning procedures documents.
- e. Ensure that the *Policy Committee* meeting notices are posted 72 hours in advance of the scheduled meetings.
- f. Ensure that the *Policy Committee* meeting minutes from the prior meeting are posted.
- g. Report any concerns or other information pertaining to their site or the community to the *Policy Committee* via the Open Communication process.
- h. Ensure the classroom or sites hold regularly scheduled meetings each month to inform parents of program and class activities

### **Section 5. Terms of Membership for the Policy Committee**

The term of all categories of membership is for a maximum of one year, ending with the seating of the next *Policy Committee*. No member shall serve a combined total of 3 years in any category of membership.

### **Section 6. Reimbursement**

Members may be eligible to receive reimbursement in accordance with the Federal Regulations, Part 1304.50, Appendix A.

**Section 7. Conflict of Interest**

- a. Members of the *Policy Committee* must resign from the personnel committee immediately upon applying for any Head Start position.
- b. Any *Policy Committee* member who applies for a position within the Head Start Program may not vote on the approval/disapproval for hiring for that position or influence the decision of other *Policy Committee* members.
- c. Any *Policy Committee* member who has a relative/family member/significant other who is an applicant for a Head Start position must disqualify themselves from all activities related to this position vacancy.
- d. If a *Policy Committee* member has a relative/family member/significant other who becomes or is employed by the SMMUSD program must resign from the *Policy Committee*.

**ARTICLE III**  
**NOMINATING AND ELECTION PROCEDURES**

**Section 1. Nominations**

Nominations will be taken from the floor at a *Policy Committee* meeting along with written letters of intent for those unable to attend the meeting who wish to run for an office or committee. The written letters of intent shall be read to the *Policy Committee* members during the time each member is asked to share about themselves and their reasons they want to participate.

**Section 2. Election of Officers (Officers will be elected annually)**

The officers of the *Policy Committee* shall be the chairperson, vice-chairperson, secretary, and treasurer. Elections will be conducted in accordance with *Policy Committee* nominating and election procedures. No member shall be elected to more than one seat on the Executive Committee. All elections of officers shall be by a show of hands or roll call vote. A majority vote is required of those present and voting in order to win an election for office. If one person does not receive a majority vote, or there is a tie, a runoff election will be held. In the event an officer's position becomes vacant, the *Policy Committee* shall conduct an election to fill the position at the following *Policy Committee* meeting. One representative and one alternate from the *Policy Committee* will be elected to represent the Santa Monica Malibu Schools at the Los Angeles County Office of Education Head Start Policy Council meetings. In the event the representative and alternate are unable to attend a Policy Council meeting, any member of the *Policy Committee* is authorized to attend as a member of the *Policy Committee* Santa Monica Malibu Schools as a guest to bring back information to the *Policy Committee*. These officers shall perform the duties prescribed by these bylaws and The Robert's Rules of Order.

**Section 3. Election for the Standing Committee's**

Standing Committees will be elected as a slate by a show of hands or roll call vote. In the event that a position becomes available, the *Policy Committee* shall conduct an election to fill the position at the regular *Policy Committee* meeting following notification of vacancy.

**Section 4. Election for Special Events**

Elections will be held for formal representation from the *Policy Committee* to meetings of agencies or organization, which may include, but are not limited to Region IX, California Head Start Association, PTA – Parent and Teachers Association, National Head Start Association and the National Head Start Association Annual Parent Training Conference. The *Policy Committee* will elect one or more members as is appropriate to represent the members. A member with a majority vote will be declared elected. Those members with the next highest vote will be considered alternates if the elected member is unable to attend.

**Section 5. Any Vacancies on the *Policy Committee***

1. New elections will occur when there is a vacancy.
2. Any officer or parent representative who resigns will be replaced by an election at the next regularly scheduled meeting of the *Policy Committee* or site level meeting.
3. Any member who is absent from two consecutive meetings and has not communicated to the Executive Committee the reason for the absences, shall be considered to have resigned.
4. Any member who has been designated as resigned due to unexcused absences may appear before the Executive Committee to be reinstated.

**ARTICLE IV**  
**OFFICERS**

**Section 1. Officers**

The officers of the *Policy Committee* shall perform the duties presented by these Bylaws and by the parliamentary authority adopted by the committee. All officers shall be familiar with:

- A. Roberts Rules of Order, newly revised
- B. The By-Laws of the *Policy Committee*
- C. Federal Head Start Regulations
- D. Policies of the Santa Monica Malibu Schools
- E. The Ralph M. Brown Act, Open Meeting Law

**Section 2. Duties and Functions of the Officers**

**1. Chairperson**

- a. Conducts regular and special meetings of the *Policy Committee*.
- b. Communicates duly voted recommendations to the Head Start Director/Assistant Director.
- c. Acts as liaison between *Policy Committee* and Director/Assistant Director.
- d. Prepares the agenda for all *Policy Committee* meetings with assistance of the Executive Committee and Head Start Director/Assistant Director.
- e. Refers to Robert's Rules of Order for clarification of duties.

**2. Vice-Chairperson**

- a. Conducts meetings in the absence of chairperson.
- b. Communicates with absent committee members and encourages their participation.
- c. Will do the roll call at meetings and maintains the *Policy Committee* roster.

**3. Secretary**

- a. Writes minutes, reports, and maintains all records of the *Policy Committee* and the Executive Committee.
- b. Maintains a log and file of all committee agendas and minutes.
- c. Assists with agenda preparation.
- d. Informs vice-chairperson of unexcused absences after second unexcused absence.
- e. Works with staff to mail agendas and minutes to committee members no less than seven days prior to the next regularly scheduled meeting.
- f. Enforces the committee attendance policy.

**4. Treasurer**

- a. Periodically reports the status of finances at *Policy Committee* meetings.

- b. Maintains records of Parent Activity Fund and monitors financial matters.
- c. Stands as chairperson on Finance Committee.
- d. Reviews expenditures with the Fiscal Supervisor on a periodic basis.

**5. Policy Council Representative**

- a. Reports information from the LACOE Grantee's Policy Council to the *Policy Committee* at the regularly scheduled monthly meeting. Reports significant information about the Santa Monica Malibu School District Head Start program to the Grantee's Policy Council.
- b. In the event the representative and alternate are unable to attend a Policy Council meeting, any member of the *Policy Committee* is authorized to represent Santa Monica Malibu Schools as a guest to bring back information to the *Policy Committee*.

**6. District Advisory Committee (DAC) Liaison**

- a. The DAC Liaison will represent the Santa Monica Malibu Schools Head Start Program at District-level meetings. The purpose of this position will be to support the partnership and the two-way communication process between the *Policy Committee* and the Santa Monica Malibu Schools Board.

**ARTICLE V**  
**MEETINGS**

**Section 1. Quorum**

A quorum at all regular meetings shall be 3 voting members of the committee. All special meetings *and summer meetings: July, August, and September* shall have 2 of the voting members present.

**Section 2. Regular Meetings**

Regularly scheduled *Policy Committee* meetings shall be held the third week of each month providing unforeseen circumstances do not arise. Executive Committee meetings shall be held the 1<sup>st</sup> week of each month providing unforeseen circumstances do not arise. Classrooms/sites will hold regularly scheduled meetings each month to inform parents of the program and class activities.

**Section 3. Meeting Procedures**

Meetings shall be conducted in accordance with Roberts Rules of Order, parliamentary procedures. Meetings shall be limited to a reasonable amount of time. All special call meetings will be called to order no later than fifteen (15) minutes after their scheduled time. Upon the request or agreement of the *Policy Committee*, staff consultation and input will be given. The *Policy Committee* may go into a closed session to discuss Personnel issues, Grievances, or Disciplinary Actions. The *Policy Committee* will ensure that there is an opportunity for the public to speak during Open Communication prior to voting on action items. The *Policy Committee* will use one of three methods to vote:

- a. A show of hands with vote cards.
- b. Roll call vote. Any *Policy Committee* member may make a motion to have a roll call vote. The motion must be seconded and receive approval through a majority vote.
- c. The chairperson may vote to break a tie.

**Section 4. Special Call Meetings**

Special meetings may be called by the chairperson or vice chairperson (in the absence of the chairperson only) with approval of the Director/Assistant Director or by written request of three executive committee members. Special meetings require 24 hours advance notice and may be conducted via tele-conference. The Director/Assistant Director may request meeting changes. All appropriate staff and all parents shall be notified in advance of all meetings.

**ARTICLE VI**  
**THE EXECUTIVE COMMITTEE**

**Section 1. Purpose of Executive Committee**

The function of the Executive Committee is to coordinate all *Policy Committee* activities and provide leadership to the *Policy Committee* in the areas of decision-making and communication;

Regular meetings shall be held on the 1<sup>st</sup> week of the month unless otherwise ordered by a majority vote of the Executive Committee members.

Officers will be elected annually, (at minimum) and as needed. The officers of the *Policy Committee* shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer, Policy Council Representative, and District Advisory Committee (DAC) Representative.

These officers shall perform the duties prescribed by these bylaws and The Robert's Rules of Order. The Executive Committee will meet once a month to develop the agenda for the *Policy Committee*.

**Section 2. Term of Office**

The terms of office for elected officers shall be for a period of one year, terminating at the conclusion of the meeting at which the new officers are seated.

**Section 3. Training of New Officers**

Past officers will be invited to take an active role in training newly elected officers. Training will be provided by appropriate staff and will take place early in the program year.

**Section 4. Vacancies in Officers' Positions**

The remaining committee will fulfill responsibilities of the vacant position until the next *Policy Committee* meeting where a quorum is present and an election for that officer can be conducted.

**Section 5. Resignation and Replacement**

Any officer who resigns will be replaced by majority election at the next regularly scheduled meeting of the *Policy Committee*. Any Officer who is absent from two consecutive meetings and has not communicated to the Executive Committee the reason for the absences, shall be considered to have resigned. Any member who has been designated as resigned due to unexcused absences may appear before the Executive Committee to have be reinstated.

**Section 6. Duties**

The officers of the *Policy Committee* shall perform the duties presented by these bylaws and by the parliamentary authority adopted by the committee. All officers shall be familiar with:

- A. Robert's Rules of Order
- B. The By-Laws of the *Policy Committee*
- C. Federal Head Start Regulations/Performance Standards

- D. Policies of Santa Monica Malibu Schools
- E. The Ralph M. Brown Act, Open Meeting Law

**ARTICLE VII**  
**STANDING COMMITTEES**

**Section 1.** The *Policy Committee* shall have the following Standing Committees:

- 1. Personnel Committee
- 2. Program and Evaluation Committee
- 3. Finance Committee
- 4. By-Laws Committee
- 5. District Advisory Committee

Composition

Any member of the *Policy Committee* may be elected to Standing Committee with the exception of the alternates on the Personnel Committee. A member may be elected to a maximum of two committees.

Minutes

Each Standing Committee shall keep minutes regarding all actions. The chairperson of each Standing Committee shall report minutes to the next meeting of the *Policy Committee* and give a written copy to the secretary of the *Policy Committee* for its records.

Committee Recommendations

Committees shall develop recommendations for the *Policy Committee*. The Executive Committee shall place the recommendation on the agenda for the next regular *Policy Committee* meeting.

**1. Personnel Committee**

The Personnel Committee shall consist of no more than three (3) members. The committee shall meet or conduct interviews as needed. The Personnel Committee shall act on behalf of the *Policy Committee* and shall perform the following functions:

- 1. Participate in reviewing and screening applicants for Head Start positions in accordance with Board Policies.
- 2. Participate in resolution of grievances, disputes or impasses as provided in these By-Laws.
- 3. Annually review personnel practices and procedures as they relate to the Head Start Program.
- 4. Participate in the hiring of Head Start employees in accordance with the Federal Regulations, applicable provisions of state and federal law, SMMUSD Board policy, and the dictates of sound personnel practices.
- 5. Acting on behalf of the *Policy Committee*, the Personnel Committee shall:
  - a. Provide personnel committee members to participate in the oral interview of applicants with the Director/Assistant Director of Head Start or designee.
  - b. Present a name of a candidate for approval to the *Policy Committee*.

### Process for Hiring

After receipt of name from the Personnel Committee, the Director/Assistant Director will transmit the name of the recommended applicant to Personnel Services. Personnel Services shall carry out the formal and procedural aspects to complete the employment process.

### Oversee the Transfer, Procedure, or Employees

\*Employees requesting consideration for transfer into the Head Start Program, in accordance with the personnel policies will be considered by the selecting supervisor when consideration is given to the “top candidate” who has passed the “oral interview.” All employees requesting transfers will interview with a Personnel Committee member and the selecting Director/Assistant Director.

### Process for Dismissal of Head Start Staff –May go into Closed Session in the *Policy Committee Meeting*

The dismissal of employees for cause shall be governed by the applicable statutes of the Education Code of the State of California and the Personnel rules and procedures of the District. The Director/Assistant Director will meet with the Personnel Committee regarding dismissals to discuss termination. Recommendations will be made to the *Policy Committee* for termination and the Head Start Director/Assistant Director will take the necessary action.

The district determines if legal cause for termination exists and if state and federal laws regarding employee rights have been met.

## 2. Programs and Evaluation Committee

The Program and Evaluation Committee shall have no more than three (3) members. The committee may conduct no more than twenty (20) meetings, which shall not exceed four (4) hours each, and shall perform the following functions:

The Program Committee is responsible to

1. Recommend a plan to conduct a self-assessment of the agency’s Head Start program.
  - a. Review, discuss and provide input to the agency Self-Assessment plan. Insure that there is parent participation in the self-assessment.
  - b. Provide information to the *Policy Committee* regarding the agency’s Self- assessment plan, ongoing assessment progress and assessment results.
  - c. This committee shall be involved in the corrective actions from the Self-Assessment review.
2. Recommend the agency’s program goals to the *Policy Committee*.
  - a. Participate with staff in reviewing the Community Assessment (CA).
  - b. Based on the Community Assessment, review, discuss and provide input toward establishing program goals.
  - c. Review, discuss and recommend the agencies written plans.
  - d. Review, discuss and recommend the curriculum provided in the classroom.
  - e. Review and recommend the agencies refunding application.
  - f. Review the agencies
3. Recommend to the *Policy Committee* areas in the community in which the Head Start program will operate.

- a. Review the agencies criteria for recruitment, selection and enrollment priorities.

**3. Finance Committee**

The Finance Committee shall consist of no more than three (3) members. The committee shall conduct no more than fifteen (15) meetings during the course of the program year and the meetings shall be limited for four (4) hours in duration. The role of the Finance Committee shall be to participate, on behalf of the Head Start *Policy Committee*, in the following functions consistent with the preparation of request of funds from the Los Angeles County Office of Education.

The Finance Committee is responsible for the following:

1. The Finance Committee shall receive training and will be provided with a notebook which, at minimum, shall contain: Current Agency Budgets, Budget Modifications (if any have been made), Cost Reports (year to date), Salary schedules, Agency Organizational Chart, Finance Committee Roster
2. Make recommendation(s) to the *Policy Committee* regarding major budget changes to the Agency budget, as proposed.
  - a. Staff will provide the committee with a draft budget, which includes details for all known fixed costs and proposed use of non-fixed costs. Personnel costs shall be included for all approved staff positions and consultants providing required services.
  - b. Committee shall develop a plan for the use of non-fixed with the Head Start Director/Assistant Director.
  - c. Committee shall develop and complete the Parent Involvement budget portion of the Agency budget by November 30.
  - d. The Committee will provide, at minimum, quarterly updates of the agencies fiscal status to the *Policy Committee*.
  - e. The Committee shall be informed of federal funding availability by District staff (i.e. expansion, etc) and receive recommendations as to the feasibility of submitting application.

**4. By-Laws Committee**

The By-Laws Committee shall have no more than (4) members. Members shall meet as needed. The committee shall conduct no more than twenty (20) meetings, which shall not exceed four (4) hours each, and shall perform the following functions:

1. The committee shall annually review and/or revise the *Policy Committee* By-Laws and Procedures.
  - a. Review the composition/representation, which determines the membership.
  - b. Review the role of community representation and the selection process.
  - c. Review composition of the Standing Committees.
  - d. Review and or revise procedures for the self-assessment and the utilization of the assessment results as it pertains to the Agency's training practices and corrective actions needed.
  - e. Review and or revise the Community Complaint Procedure.
  - f. Review and or revise the Open Forum Procedure.

- g. Review and or revise the Attendance Procedure.
- h. Review and or revise the Nomination and Election Procedures.
- i. Review and or revise the Reimbursement Procedures.
- j. Review and or revise the Impasse Procedure.
- k. Review and or revise the Standards of Conduct.
- l. Review and or revise the *Policies* of Confidentiality.

2. The committee shall work on developing and reviewing the following.

- a. Recommend a format for the meeting minutes with timelines
- b. Recommend a procedures for the conduct of meetings
- c. Recommend meeting dates.
- d. Recommend a format for committee recommendations to the Executive Committee and then to the *Policy Committee*.
- e. Recommend a process of communicating the current issues with the Director/Assistant Director.
- f. Recommend a format for maintaining attendance and the current status of committee membership and the criteria for re-elections.

5. **District Advisory Committee (DAC)**

The purpose is to have a liaison between the *Policy Committee* and the SMMUSD Board. Encourage shared decision-making and governance of the management responsibilities per 45 CFR part 1304.5 and Appendix A: Governance and Management Responsibilities.

**Membership**

The community at large may be eligible to participate as members however they must apply and be approved by the SMMUSD Board. The DAC shall have no more than 2 Head Start *Policy Committee* representatives. The Director will serve as the Board Liaison designated to this group. In addition a member of the Santa Monica Malibu School Districts Board will be trained and seated as a voting member and to also serve as a liaison of the District Advisory Committee.

**Meetings**

Members will meet on a monthly basis (3<sup>rd</sup> week of the month) with additional meetings as needed, which shall not exceed (4 hours) each.

**Function**

The committee will serve as the active body for the shared decision making and planning process as described in Appendices A, B, C.

- A. Child Care Partner Appendix A - revised
- B. Organizational Chart
- C. Planning Procedure

## ARTICLE VIII DISCIPLINARY ACTION

### **Section 1. Definition**

Disciplinary action is applicable only to *Policy Committee* members. Disciplinary action is designed to correct and improve any inappropriate actions made by *Policy Committee* members. Disciplinary action may result from a concern, problem, complaint, grievance or violation of the Standards of Conduct brought against any *Policy Committee* member.

Disciplinary action is applicable to all classes of membership, and current parents, community representatives and alternates.

### **Section 2. Inappropriate Actions**

Inappropriate actions shall include but are not limited to:

- a. Violation of, or any act in opposition to, the *Policy Committee* By-Laws.
- b. Personal misconduct when representing the *Policy Committee*.
- c. Presenting false information verbally or in writing.
- d. Lewd and/or illegal behavior.
- e. Acting in opposition to *Policy Committee* decisions.
- f. Violations of confidentiality.
- g. Inciting conflict or hostilities.
- h. Bringing false accusations to the *Policy Committee* members, L.A.C.O.E. staff and the Santa Monica Malibu Schools staff.

### **Section 3. Who May Initiate Disciplinary Action**

Any member of the general community, committee members, parents and delegate agency staff may initiate disciplinary action against any *Policy Committee* member through appropriate channels.

### **Section 4. Appropriate Channels and Timelines**

Disciplinary action may be initiated by submitting a written statement to the Director/Assistant Director and the *Policy Committee* Executive Committee. The written statement shall identify the inappropriate actions, which occurred as listed in Section 2 (above). Written statements must be submitted within five (5) working days following the incident. The Executive Committee will make recommendations for any resolution and will consult with the Director/Assistant Director and respond within 10 working days of receipt of statement.

### **Section 5. Recommendation for Resolution**

In all cases, the *Policy Committee* member in question shall receive a copy of the written statement concerning their actions and shall be given an opportunity to discuss the statement with the Executive Committee prior to any action being taken.

Upon verification that the allegation (s) is/are accurate, the Executive Committee shall respond to accusations made against *Policy Committee* member (s) at a meeting scheduled by the Executive Committee in one of the following ways:

- a. Recommend that the involved parties discuss the issues and work toward a resolution.
- b. Provide a written recommendation leading to improvement of the Problem identified in Section II.

- c. Suspend the *Policy Committee* member's voting rights for up to 60 days.
- d. Initiate a termination action from the committee.

**Section 6. Termination Action for Inappropriate Actions**

The chairperson of the Executive Committee shall present a written recommendation for termination of *Policy Committee* member and the reasons for the recommendation to the *Policy Committee*. The *Policy Committee* shall then vote on the recommendation. Approval of a termination action requires a 2/3 vote of the *Policy Committee* members. Once terminated, an individual may not be seated for the remainder of the current school year.

**Section 7. Termination Appeal Procedure**

Any terminated *Policy Committee* member who is otherwise eligible for *Policy Committee* membership may appeal the termination to the *Policy Committee* by presenting a petition, signed by 51 percent of sponsoring classroom parents and staff, and to the Executive Committee, within 30 days of termination.

The petition must include the name, position and phone number of all signatories. Signatures shall be verified by the Executive Committee chairperson. Upon verification of all signatures, the Executive Committee shall present the appeal to the *Policy Committee* to determine whether to reinstate the individual or uphold the determination.

**ARTICLE IX**  
**COMMUNITY COMPLAINTS**

**Definition of Complaints**

Complaints shall be defined as a formal written allegation against a person and relevant to the Head Start/State Preschool program. See attached Community Complaint Procedure.

**Section 1. Who May Bring Complaints to the Policy Committee**

Any member of the general community, *Policy Committee* members, parents, and staff may bring complaints to the *Policy Committee* through the appropriate channels.

**Section 2. Appropriate Channels and Time Lines**

All complaints must be submitted in writing within five (5) working days of the occurrence to the Director/Assistant Director and the *Policy Committee* Executive Committee. An initial response will be made within five (5) working days from the receipt. The Executive Committee and Director/Assistant Director will make recommendations for resolution.

**ARTICLE X**  
**IMPASSE PROCEDURE FOR THE POLICY COMMITTEE**

Disputes shall be limited to the scope of the Code of Federal Regulations, Part 1304.50, Appendix A, Program Governance. If the Santa Monica Malibu Unified School District Board and the *Policy Committee*, via their respective authorized agents, cannot resolve within twenty (20) working days following notification in writing by either party of the existence of a dispute, then the following procedures will apply:

1. Each party shall appoint two persons to act as impartial panelists in an attempt to resolve the dispute (Dispute Resolution Group). The parties shall mutually appoint a fifth person. The appointed individual shall not be a person involved in any manner in the dispute.

2. This Dispute Resolution Group shall convene not later than twenty (20) working days following notification of appointment and existence of a dispute. The Dispute Resolution Group shall meet for a maximum of four (4) four-hour sessions during the subsequent ten (10) working days to resolve the dispute.
3. Findings of the Dispute Resolution Group shall be binding upon the parties hereto.

**ARTICLE XI**  
**IMPLEMENTATION OF BY LAWS**

The bylaws shall become effective upon approval by 51 percent majority vote of the voting members present at a regular meeting, provided parents are given notification and the text of the proposed bylaws are available for review at least ten (10) days prior to the meeting at each site.

**Amendments**

These bylaws may be amended by a 51 percent majority vote of the voting members present, provided a quorum is present and all parents are given notification and the text of the proposed amendment is available for review at least ten (10) days prior to the meeting at which the vote on the amendment is going to be taken.



TO: BOARD OF EDUCATION

ACTION/CONSENT

01/16/14

FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG

RE: HEAD START COLLABORATION WITH THE LOS ANGELES COUNTY OFFICE OF EDUCATION

RECOMMENDATION NO. A.09

It is recommended that the Board of Education approve the refunding application and budget for fiscal year 2014-2015 with Los Angeles County Office of Education (LACOE) for the purpose of providing Head Start Services to eligible families effective July 1, 2014, through June 30, 2015. This agreement is to be executed between LACOE, and the Santa Monica-Malibu Unified School District, wherein LACOE agrees to pay Santa Monica-Malibu Unified School District Child Development Services an amount not to exceed \$1,328,000 for the Head Start-Basic Program and \$4,800 for the Head Start Training and Technical Assistance.

COMMENT: Head Start is a federal grant program with a long history of providing comprehensive child development and support services to young children and families with incomes at or below the poverty level. The contract operates on a minimum of 180 days, provides for the operation of 8 Head Start classes – approximately 160 children in a full day setting in partnership with State Preschool Funds.

GOALS (2014-2015):

1. To enhance the quality of school readiness for preschool children in an effort to support the school district’s focus on closing the achievement gap. Children will demonstrate an awareness they can manipulate the sounds in the spoken language such as words syllables and portions of words.

Objectives:

- 100% of the classrooms will increase scores on the CLASS observation of a minimum of one point in categories of instruction support.
- All classroom staff will implement four strategies from the GLAD model.
- By June 2015 the final outcomes report will reflect an increase of five percent of the children achieving the level of integrating on the phonological awareness indicator.
- To establish a partnership with Venice Family Clinic through parent and staff participation in the Dental Health Innovation Project.
- To provide health events by June 2015.

<b>BUDGET 2014-2015</b>	
Personnel	\$ 845,249
Fringe Benefits	353,907
Supplies	20,749
Contractual	24,000
Other	88,895
<b>TOTAL</b>	<b>\$1,332,800</b>

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

Los Angeles County Office of Education, Head Start-State Preschool Division  
**2014-2015 Funding Application**

Narrative and Budget Instructions

**INTRODUCTION**

This document provides LACOE and its Delegate Agencies (DA) instructions for completing the Head Start (HS)/Early Head Start (EHS) funding application for the 2014-2015 program year. The Grantee consolidates each DA’s completed application into its application and submits one holistic application to the Office of Head Start (OHS).

DAs operating both HS and EHS programs must provide a response for each program separately. Also, a separate GABI, Schedules (B, C, D, E, F, G, I, and K), and Training and Technical Assistance Summary and Plan must be completed for HS and EHS.

The DA’s designated Delegate Liaison Team Leader and/or Fiscal Liaison will answer questions and/or provide technical assistance as needed.

The documents provided in electronic format are as follows:

- 2014-2015 Funding Summary
- Application template and instructions
- Fiscal Schedules Attachment (B, C, D, E, F, and G)
- Schedule I and K Attachment
- SF424, SF424A, & SF424 B (must be completed in GABI using HS Enterprise System)
- Policy Council and Board approval template, and Employee Compensation Cap
- Sample Organization Chart
- Training and Technical Assistance Summary and Plan Template
- Checklist

**SUBMISSION INSTRUCTIONS**

1. Submit applications electronically, according to the assigned cycle due date, to the following e-mail address: **hs\_doc\_submission@lacoed.edu**

*Attention:* Gabriela Abarca, Program Development Assistant

Task	Cycle I	Cycle II	Cycle III
	Bellflower, CII, Foundation, Mt. View, Pomona	Bassett, Garvey, MAOF, Norwalk, Santa Monica	ABC, El Monte, Plaza
Application Due:	Jan. 10	Jan. 22	Jan. 31

2. Complete the checklist to ensure a complete application is submitted. Applications will not be logged in or accepted prior to the DA’s designated due date.

Agency Name: Santa Monica – Malibu Unified School District

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3. Prepare the application narrative as a *WORD* document using *Times New Roman, 12 font*.
4. Submit original signatures on the Board and Policy Committee approvals, Application for Federal Assistance form (SF424), assurances (SF424B), and employee compensation CAP certification by mail or hand deliver to the Grantee Office on the assigned due date, by 5:00 p.m. to the attention of Gabriela Abarca.

Task	Cycle I	Cycle II	Cycle III
	Bellflower, CII, Foundation, Mt. View, Pomona	Bassett, Garvey, MAOF, Norwalk, Santa Monica	ABC, El Monte, Plaza
Signed Documents Due:	Jan. 17	Jan. 29	Feb. 7

## APPROVALS

### Policy Committee Approval (Section)

Complete form and have Policy Committee Chairperson sign. Do not include policy committee minutes with your narrative. *Submit a hard copy of this document with the original signature by the due date noted above.*

### Board Approval (Section)

Complete form and have Board Chairperson sign. *Submit a hard copy of this document with the original signature by the due date noted above.*

### Application for Federal Assistance Form SF424

Complete form in GABI using the HS Enterprise System; print, and have Board Chairperson sign. *Submit a hard copy of this document with the original signature by the due date noted above.*

Agency Name: Santa Monica – Malibu Unified School District

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### **Assurances**

Complete using the HS Enterprise System, GABI provides all necessary SF424B Assurances. Print assurances by selecting the “REPORT” option on the GABI toolbar and then select the “424B” option. Open the assurances, reformat (if necessary), and print. The Board Chairperson must sign the SF424B. *Submit a hard copy of the following assurance pages with the original signature by the due date noted above:*

- Non-Construction Programs
- Drug Free Workplace
- Certification Regarding Environmental Tobacco Smoke
- Certification Regarding Debarment and Suspension
- Certification Regarding Lobbying

### **Employee Compensation Cap Certification**

Complete certification form and have Board Chairperson sign. *Submit a hard copy of this document with the original signature by the due date noted above.*

If any employee’s compensation exceeds the cap, no portion is a reimbursable HS/EHS cost. This is an unallowable cost and DAs must compensate the employee without using HS/EHS funds. Include a schedule with the following:

1. Identify, by job title, all employees whose compensation exceed the cap
2. Identify, for each employee, the total compensation from all sources
3. Identify the percentage of time, for each employee, allocated to each program including HS/EHS
4. Describe how the percentage of time allocated to HS/EHS will be paid without using HS/EHS funds

### **Naming Files**

When submitting the completed documents, follow the naming convention described below to ensure proper cataloging. Include the following when naming the document:

- (1) Agency Name or Acronym
- (2) Date of Submission (mm\_dd\_yy)

Agency Name: Santa Monica – Malibu Unified School District

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Head Start and Early Head Start Funding Application  
General Narrative and Budget Instructions  
Program Year 2014-2015

Certification of Employee Compensation Cap  
LOS ANGELES COUNTY OFFICE OF EDUCATION  
Head Start-State Preschool Division

Name of Agency: SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Contact Person: Laurie Lieberman

Telephone Number: (310) 450-8338

Certification:

I, Laurie Lieberman , certify that no federal funds are being used for  
(Print Name of Board Member)  
the compensation (wages and certain benefits) of employees whose total compensation exceeds the cap established by the Head Start Act and defined in the program instruction released by the Administration of Children and Families, ACF-PI-HS-08-03 dated May 12, 2008. This certification includes any and all employees, whether full-time or part-time, working in the Head Start and/or Early Head Start program as well as any agency employee that receives any portion of their total compensation from the Head Start and/or Early Head Start program, whether charged to direct or indirect costs.

\_\_\_\_\_  
Signature of Board Chairperson

\_\_\_\_\_  
Date

(3) Original File Name

Agency Name: Santa Monica – Malibu Unified School District

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*Examples:* MAOF 01\_10\_14 Funding Application  
BUSD 01\_10\_14 Fiscal Schedules  
PLAZA 01\_10\_14 Schedule I and K

Agency Name: Santa Monica – Malibu Unified School District

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### **Schedule I**

Complete a separate Schedule I for all EHS and HS slots. Refer to the instructions in the Schedule I and K workbook for details on completing the form.

### **Schedule K**

Refer to the instructions in the Schedule I and K workbook for details on completing the form.

#### *Reminders:*

- If DA operates home-based program option and/or combination program options, a calendar must be completed indicating when the socializations will take place.
- If DA operates CSPP funded through LACOE, complete a separate calendar indicating 175 days of operation.

## **A. PROGRAM DECISIONS**

### **A.1 Curriculum**

LACOE selected Creative Curriculum (CC) Preschool (center-based Head Start), CC Infants, Toddlers and Twos (center-based EHS), Learning Games (EHS & HS home-based), and CC Family Child Care (FCC) as the standard curriculum for the 2014-2015 program year. Describe the agency's ongoing monitoring plan for full and accurate implementation of the selected curriculum for all the program options.

The Santa Monica-Malibu Unified School District Child Development Services (SMMUSD CDS) has developed a written Standard Operation Procedure for ongoing monitoring that describes all of the activities planned to meet the Head Start Performance Standards, the Head Start Act and any other pertinent information. The educational service area is designed as follows: the teachers will implement the Creative Curriculum in the classroom. All teaching staff will be trained on the Creative Curriculum for Preschool in the Spring and Summer 2014 by LACOE. The Creative Curriculum for Preschool meet the requirements established by Office of Head Start, is fully aligned with the Head Start Child Development and Early Learning Framework domain and State early learning standards; are valid with the population being served, including dual language learners; and also align with State and OHS benchmarks, outcomes, and approaches to learning. The Creative Curriculum for Preschool enables children to develop confidence, creativity, and lifelong critical thinking skills. Classrooms observation will be conducted monthly to ensure teaching staff implementing the selected curriculum.

Each child's progress is monitored by anecdotal record keeping and a portfolio artifact collection. The portfolio system is based on a collection of hand written notes, anecdotes, and photos collected over a period of time. This information provides a basis for the teachers to score the Desired Results Developmental Profile – Preschool (2010) three times a year.

### **A.2 Parenting Training Curricula**

LACOE approved three parenting training curricula-Abriendo Puertas, Center on the Social and Emotional Foundations for Early Learning (CSEFEL), and Incredible Years. Identify which parent curricula the DA will adopt and describe how it will support family engagement and school readiness. Agencies may choose to implement more than one parenting curricula.

SMMUSD CDS Health Coordinator and a Family Advocate attended the training on Center on the Social and Emotional Foundations for Early Learning (CSEFEL) in December 2013. Family Advocate and Health Coordinator will start implementing

CSEFEL in the Spring 2014.

CSEFEL is an evidence-based, user friendly parent training series of six sessions. It promotes positive and effective parenting behaviors and addresses the challenging behavior and mental health needs of children.

The Health Coordinator together with the two Family Advocates will also provide training/mini-conferences for parents throughout the year based on parents' interest.

### **A.3 Family Services**

DAs must assure that ratios for Family Services Workers does not exceed 65 families per assigned FSW, though caseloads may be lower than 65 per FSW (refer to GIM 1304.52(a)(1)(2)\_(16)v2 – Human Resources Management – Organizational Structure).

*Note:* In cases where the ratios exceed 65 families per FSW, DAs may request a waiver from the Grantee with a plan for implementing the mandate.

Describe how the DA will take into account the overall staffing structure and maximize the use of existing positions to decrease the Family Service Staff caseloads. and increase the support to families. (Identify the position(s) on the organizational chart that also have this responsibility).

SMMUSD currently has two Family Advocates with a caseload of 1:80. In order to meet all the requirements set forth by LACOE, other support staff i.e. Computer Operator, Administrative Assistant, and Director assists the Family Advocates with the enrollment and inputting Family Services Information into ChildPlus.

For PY 2014-2015, SMMUSD will hire a part time (4 hours) Family Advocate with a caseload of 1:40 - this will reduce the two full time Family Advocates caseload down to 1:60.

**B. PROGRAM DESIGN**

**B.1 Geographic Area/Locations of Centers and Home-Based Programs**

Based on the service area assigned to the DA by the grantee for PY 2014-2015 identify the communities with the greatest need for services which the agency will target for recruitment. Additionally, what changes does the agency propose to make to its location of centers, home-based programs and services to ensure families/communities with the greatest needs will be served?

*Note:* Changes to locations of centers/home-based programs/services must be reflected in Schedule I.

PY 2014-15 the Grantee expanded the service area for Santa Monica-Malibu Unified School District to serve the following community: Bel-Air, Brentwood, Century City, Cheviot Hills, Malibu, Marina del Rey, Rancho Park, Santa Monica, Sawtelle, Venice, Veterans Administration and Westwood.

Based on the information provided by LACOE, the following chart demonstrates the population (under 5), percentage of eligible families, percentage of served families and unserved families.

Community	Population (under 5)	% Eligible	% Served	% Unserved
Bel-Air	166	2%	0	100%
Brentwood	675	33%	0	100%
Century City	136	5%	46%	54%
Cheviot Hills	177	8%	63%	37%
Malibu	203	7%	0	100%
Marina del Rey	124	11%	0	100%
Rancho Park	255	27%	24%	76%

Santa Monica	1,472	146%	132%	0%
Sawtelle	795	117%	18%	11%
Venice	666	80%	89%	11%
Veterans Administration	6	3%	0	100%
Westwood	482	50%	12%	88%

Based on the chart above, for recruitment SMMUSD will target the communities with the greatest need for services: Santa Monica, Venice and Sawtelle.

Santa Monica has a population of 89,736 in 46,917 households and the median age is 40 years old; 16.7% of the population are children under the age of 18, 71.6% of the population are residing in housing units and 28.4% are homeowners.

Venice has a population of 37,705 and the median age is 35 years old; 68.8% of the population residing in housing units and 31.2% are homeowners.

Sawtelle is an incorporated area with a population of 35,844 with the average annual income of \$57,710.

No changes are anticipated at this time in the location of centers.

The recruitment process focuses on the low-income population and families that have a need for child care services, as well as reaching the required 10 percent of children enrolled with disabilities.

The first wave of enrollment for each year will be eligible four-year-old children and will be identified by May 1<sup>st</sup> every year. All eligible families will have the Eligibility Point Criteria (EPC) points assigned and will be selected to enroll based on the highest EPC points. The second round of enrollment will be the eligible three-year olds. Those families who meet the criteria and have greatest need will be enrolled into the program first. Children identified as having a disability or a suspected disability will be referred to the nurse or disabilities coordinator as soon as possible to transition into Head Start with an IEP.

Based on the McKinney Vento Act, SMMUSD gives a high priority to families that are considered homeless, and determine their need for services (along with other grantee and local priorities) as a result of the pre-enrollment screening interviews.

The selection criteria will be based on the assigned points. The following table illustrates the Eligibility Point Criteria:

Criteria	EPC
Foster Child	70
Single Parent	20
Teen Parent	20
Elderly Foster Parent	10
4-5 years old	10
Parent Working/In Training	50
Public Assistance/SSI or TANF	70
Military family	10
No High School Diploma/GED	10
No Health Insurance	10
Limited English Speaking	20
Non English speaking	30
IEP	45
Homeless	75
Working Poor	30
Social Services Crisis	10
Parent Incarcerated	10
Recent Immigrant	10
Pregnant Teen	10
Pregnant Woman	10
DCFS Family Intervention	20
Child Protective Services	40
Returning Student	70
Early Head Start	30

**B.2 Program Option/Variation Justification**

Provide a narrative summary that describes and justifies the need for the identified program options/variations as indicated in the Schedule I. Include the benefits for children and families, program model, staffing patterns, how the services will ensure compliance with standards.

The community assessment for Los Angeles County identified a need for child care to serve children and families that resided in Los Angeles County, working, attending school or in transition and needed full-day program. It is the priority that families who are homeless have access to services, without creating barriers or obstacles at the time of intake.

Santa Monica – Malibu Unified School District (SMMUSD) proposed to serve 160 Head Start

children on five at (5) locations. The locations are 2 classrooms at McKinley Elementary; 1 classroom at John Muir Elementary; 3 classrooms at Will Rogers Elementary; 1 classroom at Washington West; and 1 classroom at Geraldine Woods in Venice.

SMMUSD provides full-day program partnering with California State Preschool Program (CSPP) in order to provide 6.5 hours, five days a week of service for parents that are working, going to school, or are in transition at five locations in 8 classrooms. Two classes are partnered with CDE General Child Care (CCTR) funds to provide full day/full year services to children for longer hours (10.5 hours) to meet the need of parents requiring more hours.

SMMUSD operates Monday – Friday from 8:00 a.m. to 2:30 p.m. with 1 teacher and 2 children center assistants in every classroom with 20 children.

Below is a table that illustrates the program options SMMUSD currently operates:

Program Option	Program Variation	Enrollment Slots	Total Hours	Days per Week	Total Days	Total Weeks	Total Home Visit	Total Center Conferences
Centered-based	Full-day	120	6.5	5	180	39	2	2
Centered-based	Full-day	40	10.5	5	245	52	2	2

The Santa Monica-Malibu Unified School District has developed written plans that describe all of the activities planned for all service areas to meet the Head Start Performance, the Head Start Act and other pertinent information.

The education service area is designed as follows: the teachers will implement Creative Curriculum in the classroom. Staff will be trained on Creative Curriculum in the Spring/Summer 2014. Each child’s progress is monitored by anecdotal record keeping and a portfolio artifact collection. The portfolio system is based on a collection of hand written notes, anecdotes, and photos collected over a period of time. This information provides a basis for the teachers to score the Desired Results Developmental Profile (DRDP-2010) three times a year. SMMUSD will also implementing GLAD in all of our classrooms.

Mental Health and Disabilities – SMMUSD hired a Mental Health consultant to provide services to children and families. We utilized the Ages and Stages Questionnaire (ASQ/ASQSE) for developmental and social-emotional screening. The screening was completed during the first 45 days

of enrollment by the parent and reviewed and scored by staff. The screening tool assists the teacher to identify any performance, which may require an outside assessment for special services. If additional follow up is required, a parent-approved referral is made to the Local Education Agency (LEA) or mental health consultant for further assessment.

If a child is determined as having a disability, an Individualized Educational Plan (IEP) is developed in collaboration with the parent. Specific services are identified and implemented by the LEA after the IEP meeting. Some of the student services may include speech therapy, adaptive physical education, occupational therapy, and a certificated special education teacher. Activities are monitored to ensure delivery of services and periodic progress reports are shared with parents. The Santa Monica-Malibu Unified School District offers two inclusion preschool classrooms with Special Education Services at McKinley Elementary.

Health/Nutrition - SMMUSD employed a full time Registered Nurse and contracted with a Registered Dietician to provide services to children and families.

All children are expected to receive medical and dental screenings and services as part of the prevention and early intervention program as required in the Head Start Program Performance Standards. The Registered Nurse, Mental Health Consultants and Registered Dietician are on staff/consultant to review records and develop intervention and treatment plans with local professionals to meet each child's individual challenges. Continual follow-up is an integral part of the process to obtain documents and implementation of the treatment plan. This process is completed with the participation of classroom staff and parents working in conjunction with the service area staff. As a part of the services for families, parent education is an integral part of the activities offered. Through morning and evening parent meetings and the parent mini-conference in the Spring, topics of interest to parents such as Safety at Home, Healthy Nutrition Practices, and Separation Anxiety, are provided annually.

Family and Community Services - SMMUSD Family Advocates completed the required course for the Family Development Credential.

All parents are encouraged to participate in a Family Partnership Agreement (FPA) at the time of enrollment. The Family Advocates assumed the responsibility of facilitating the FPA process. Parents who complete a partnership plan have a follow-up session with the Family Advocates after their child(ren) begins Head Start. An effort is made to avoid duplication of services/goals that are in process with other agencies. Parents are asked at the time of enrollment when they complete the needs assessment. Together, parent(s) and Family Advocates discuss any obstacles and modify plans to achieve their goal. Follow up discussions are scheduled and completed with the families three month after school begins then again one more time before school ends and/or as requested by the parents to track the progress, modify goals and to keep the relationship-building process going.

Community Partnerships – The number one strength of the community in Santa Monica is its ability to collaboratively serve children and families residing in Santa Monica. The majority of the community organizations and agencies are actively involved on collaborative committees such as the Early Childhood and Development Task Force. This common vision has allowed the Head Start staff

to develop a well-rounded list of partnership agreements with more than 30 community agencies to offer support services for the Head Start families. They cover a wide range of services: health, social service's needs, and parent education options.

Governance - Shared decision-making takes place through the work of the Parent Committee Group and the District Advisory Committee (DAC) for Child Development Services. The Parent Committee Group functions as a Policy Committee with by-laws that describe the purpose and framework for its operation. Parents are elected from each sites to represent their center to assist in the planning, evaluating and decision making processes. The Parent Committee Group then elects a parent representative to the DAC. Up to three SMMUSD Board of Ed members sits on the DAC committee for input and consultation purposes and to serve as the link to the school board when decisions are made regarding Head Start and all other Child Development Services activities.

There is also written communication with the governing body through status reports. The Director prepares monthly reports and includes attachments as part of what the board members receives to prepare for board meetings. The Parent Committee Group also elects a representative to the Los Angeles County Office of Education (LACOE) Grantee Policy Council to represent SMMUSD. Parents are also involved in projects at their school sites and invited to attend parent education workshops.

**B.3 Collaborations**

Full Day Collaborations: Complete the following table, describing all collaborations in which the agency is currently involved in to provide full day services to HS/EHS children and families (e.g., California State Preschool, Los Angeles Universal Preschool (LAUP), collaborations with other child care providers, etc.). Identify if the partner provides services for children ages zero to five, zero to three, or three to five. Include in the description, the benefits for children and families, days of operation, staffing patterns, how the services will ensure compliance with standards and how services will be sustained if partnerships expire. Add lines as necessary.

<b>Partner (serves 0-5, 0-3, or 3-5)</b>	<b>Benefits to HS/EHS Children and Families</b>	<b>Days/Hours of Operation</b>	<b>Staffing Patterns</b>	<b>Compliance and Sustainability</b>
California State Preschool Program	Provides extended child care services for families with work and/or go to school.	8:00 a.m. – 2:30 p.m.	1 teacher and 2 children center assistants are assigned to 20 children.	State Funding Terms and Conditions and annual self-evaluation are used to determine compliance.

				Compliance Review is conducted once every 3 years.
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1. Describe the collaborations the DA has established to provide services/resources for HS/EHS children and their families.

<b>Partner</b>	<b>Services provided to HS, EHS or both programs</b>	<b>Briefly describe services and/or type of resource</b>
1. Los Angeles Universal Preschool (LAUP)	1. Collaborative partnership between LAUP and Head Start will provides enhancement funding with the objective to offer preschool to 4-year olds in Los Angeles County.	1. Funding for classroom enhancement in one Head Start/State preschool classroom at Will Rogers Elementary.
2. SMMUSD Special Education Department	2. Two Head Start classrooms at McKinley Elementary collaborate with SMMUSD Special Education Department.	2. By collaborating with SMMUSD Special Education Department, Child Development Services Head Start are able to provide a developmentally appropriate environment for children with special needs through an inclusion program. SMMUSD Special Education Department provides a full-time special education teacher to work side by side with Head Start teaching staff.

2. If the DA is looking to offer full day, will the DA be partnering with CSPP to implement a full day program? Does the DA plan to request CSPP slots from LACOE? If so, how many?

N/A

#### **B.4 Staff Qualifications**

- a. Describe how the agency meets the mandates outlined in GIM-1304.52(e)-(f)\_ (15)v5 Human Resource Management-Educational and Family Support Staff Qualifications for HS and EHS staff.

SMMUSD teachers meet the mandated qualifications outlined in GIM – 1304.52 (e)- (f) (15).

SMMUSD Family Advocates meet the required qualification by completing the Family Development Credential.

SMMUSD Children Center Assistants have either the degree or permit.

- b. If the agency does not currently meet the mandates, describe how, all staff impacted, will meet the OHS and LACOE degree and education requirements.

SMMUSD currently does not meet the requirement set forth by OHS and LACOE to have 100 percent of Children Center Assistants with a California Child Development Associate Teacher Permit and be enrolled in a program leading to an Associate degree or higher.

Due to financial hardship, some of the SMMUSD Children Center Assistants have not applied for the Associate Teacher Permits or are continued to enroll in a program leading to a degree.

To assist the Children Center Assistants to meet the requirement set forth by OHS and LACOE, the following steps will be implemented:

- 1) SMMUSD will collaborate with Santa Monica Community College to set up classes for the Assistants to attend and complete their degree.
- 2) The Director will provide information for online courses to the assistants to enroll and obtain their degree.
- 3) The Director will actively seek additional funds to assist staff with tuition and permits fees.

- c. For programs operating Early Head Start describe how the agency is ensuring personnel possess the qualifications and skills to support a birth-to-five continuum.

N/A

### **B.5 Organizational Chart**

Create an organizational chart in a WORD format document on 8½”x11” letter size paper only, and include as a separate file on the flash drive. A sample organizational chart has been provided on the flash drive. The DA may submit one organizational chart with HS and EHS portions clearly identified, or a separate organizational chart may be submitted for each program. Organizational charts must include job titles and the total HS/EHS FTE’s for each position. It must delineate the shared decision-making responsibilities and supervision for HS/EHS, and it must be aligned to the staffing schedules (Schedules B, C, & D).

Any organizational changes described in Section D. (Personnel) of the Budget Justification must be reflected on the organizational chart. If there are any required positions not funded through HS/EHS, insert a footnote in the organization chart.

## C. TRAINING AND TECHNICAL ASSISTANCE

### C.1 Assessing T & TA Needs

Describe how the agency developed the training plan by addressing the following areas:

1. The process used to develop the plan (policy committee involvement, staff development surveys, etc.)

SMMUSD is committed to building staff skills, knowledge, experience, and professional competencies necessary to provide high quality, comprehensive, culturally and linguistically appropriate services for children and families. The agency's first priority is to provide training and technical assistance to be in compliance with the Head Start Act, the Head Start Performance Standards, State, Licensing, and LACOE requirements.

Parents and staff are surveyed annually to determine any training and technical assistance needs. The areas most requested via survey are combined with the required mandated trainings to establish a training plan for the year.

2. Program data used to identify trends and/or gaps, and determine program implications, e.g. Community Assessment, CLASS, Child Outcomes, Self Assessment, etc.

In addition to input from staff and parents, program data from the PIR, ECERS, DRDP, CLASS, Self-Assessment, School Readiness and monitoring reports are also integrated into the plan.

3. Process for ensuring opportunities for ongoing professional staff development is provided to all service area experts (education, health, mental health, nutrition, disabilities, and family services).

Education Coordinator, Health Coordinator, Registered Dietician Consultant, and Family Advocates attend all training provided by LACOE throughout the year. Content area experts are also encouraged to attend local conferences such as LACOE CPIN, DRDP, SBCAEYC conferences. This allows staff the opportunity to improve delivery of services for children and families.

4. If trainings provided in the previous year are to continue in the 2014-2015 program year, please include a brief justification for repeating the same training or explain how the follow-up training will differ from and enhance previous trainings in the same subject area.

Many of the T&TA activities are the required annual mandated trainings. This involves routine updates related to mandated topics.

1. Parent Mini Conference – Performance Standards require training for parents in the service areas of Nutrition, Mental Health, Safety and Transition. A half-day conference will be held and workshops provided on topics such as Meal Planning on a Budget, Helping Your Child Build Self-Esteem, Emergency First Aid/Home Safety and Transition into Kindergarten. The mini-conference is an annual activity designed to meet the various mandated Performance Standards for parent education services.
2. Child First Aid and CPR – Performance Standards require staff development in several areas to ensure the safety and quality of services for children and families is current and based on up to date information. All classroom teachers will be CPR certified.
3. DRDP, CLASS and GLAD are areas that would require multi-year plans for execution.

## C.2 T & TA Plan

Use the T/TA Excel spreadsheet to complete the T & TA plan. Note: If the plan is completed correctly, then the summary automatically populates in the EXCEL workbook. **Do not delete any of the rows** (deleting rows will cause the spreadsheet's formulas not to work). To remove or replace text, highlight the text in the respective cell, and then press the delete button.

Also, complete a T/TA Plan(s) that addresses the ongoing support and training needed for teachers, home visitors, and FCC providers to fully and accurately implement the adopted curriculum.

## C.3 T & TA Summary

The T & TA Plan will automatically populate the summary. Refreshing data in the summary will ensure that the most current data will be pulled from the plan (refer to T & TA Summary Instructions). Verify that the summary information is correct. If an error is found the correction must be made in the plan (EXCEL spreadsheet).

## **D. BUDGET JUSTIFICATION**

The budget amounts described in this section must align with the amounts identified in the fiscal schedules (EXCEL workbook).

Provide a budget narrative justification for each of the following GABI categories to demonstrate allowability, necessity, reasonableness, and allocability of proposed costs:

### **D.1 Personnel (GABI Section (a))**

Provide a narrative explanation on the reasonableness of your personnel costs (salaries and wages) and staffing structure as presented in your organizational chart. Also, describe how the responsibilities of the fiscal officer differ from those of the director.

#### **Personnel Costs Include:**

##### Child Health and Developmental Services Personnel

- Director/Coordinator and Assistant Director: \$50,758  
This amount includes .25 FTE for the Head Start Coordinator and .25 FTE for the Head Start Assistant Director. The responsibilities for these positions have been reflected in the functional allocation schedule and the GABI.
- Teachers: \$374,595
- Teacher Assistants: \$265,581
- Health/Mental Health Services Personnel \$53,914

##### Family and Community Partnerships Personnel:

- Other Family and Community (Bilingual Community Liaisons): \$55,800

##### Program Design and Management Personnel:

- Clerical Personnel (Administrative Assistant) \$6,924
- Fiscal Personnel (Accountant) \$14,241

Under the direction of the Director-Child Development Services and in collaboration with the Head Start Coordinator, the Accountant oversees and monitors the fiscal related activities of the Head Start program; participates in the development of and administers the Head Start Budget; monitors, analyzes and supervises operational expenses to assure that the Head Start program is fiscally sound; prepares financial and statistical reports in compliance with District, LACOE, and OHS regulations and policies; evaluates the performance of assigned personnel. The Accountant provides financial data to the Director of Child Development Services to make decisions as necessary.

Under the direction of the Assistant Superintendent of Educational Services/Chief Academic Office, the Director of Child Development Services provides oversight of both program and fiscal operations. The Director acts as the liaison between the Child Development Department and District Administration as well as community partners.

Other Personnel:

- Other Personnel (Computer Operator) \$23,436

**Total All Personnel Costs: \$845,249**

Child Health and Development:

In order to provide service for 160 children, SMMUSD operates 8 classrooms. Each classroom is staffed with one teacher and two teacher assistants. Two Teachers on Special Assignment (TOSA) (56% HSB & 44% CSPP) release classroom teachers, as well as complete required record keeping activities and parent conference activities. Substitute teachers are projected at one (1) at 8 hours per day for 182 days and one (1) at 8 hours per day for 11 days and 10 months.

SMMUSD classroom staff are 11-month employees and are assigned additional days for the summer session. The cost is based on the number of operational days in a full-time assignment on average hourly rate.

To facilitate the medical services for children and families, a full time school nurse is assigned to Head Start. The Nurse works 5 days/week = 1.00 FTE funded by Head Start. To support the nurse, several contracts are maintained for dental, mental health and nutritional support services.

**2014-15:** TOSA is increased by 1.0 FTE to assist the Assistant Director in a portion of shared governance activities.

Family and Community Partnerships:

A part-time (50%) bilingual community liaison facilitates parent involvement, parent education, community partnerships and a major portion of the shared governance activities. Two full time (50% HSB & 50% CSPP) bilingual community liaisons facilitate family and community partnerships and a portion of the shared governance activities. The liaisons initiate the parent partnership process at the time of enrollment and follow up during the school year.

Mental Health consultants assist with follow up activities and classroom observations of children with referrals.

**2014-15:** Family Advocates/Bilingual Community Liaisons will increase by .50 FTE to bring the caseload down to 1:60.

Program Design and Management:

To comply with the eight management systems, facilities and ERSEA, the following positions facilitate the activities:

10% Administrative Assistant – Shared Governance, Family and Community Partnerships, Record Keeping, ERSEA, Monitoring, Health and Safety, Self-Assessment.

25% Accountant regarding Head Start Operational Expenses.

**D.2 Fringe Benefits (GABI Section (b))**

In the chart below, provide specific rates (%) and amounts (\$) for all fringe costs ensuring that the totals agree to the total fringe benefits budget identified on the fiscal schedules.

Fringe Description	GABI Reference	Budgeted Amount (\$)	% of Total Personnel Costs
FICA-OASDI 6.2%/Medicare1.45%	<b>B.1</b>	\$36,567	4.3%
SUI (.05%)	<b>B.1</b>	\$423	.05%
Workers Compensation (2.8%)	<b>B.1</b>	\$23,666	2.8%
OPEB (1.25%)	<b>B.1</b>	\$10,523	1.25%
H/W (\$13,760 avg)	<b>B.2</b>	201,441	23.8%
Retirement-PER 11.442%, STR 8.25%	<b>B.3</b>	\$78,197	9.3%
Other – Cash In Lieu of H/W	<b>B.4</b>	\$3,090	.37%
<b>TOTAL</b>		<b>\$353,907</b>	<b>41.9%</b>

For non-profit agencies that maintain a vacation reserve account indicate the projected reserve to liability percentage as of June 30, 2013 (Explain if there is any unfunded liability).

N/A

If the DA maintains a “pay as you go” option, does the DA accrue the unfunded liability in the official financial records (attach evidence)? Describe the contingency plan to fund the liability if the grant funding is terminated; reference LACOE vacation GIM.

N/A

**D.3 Travel Costs (GABI Section (c))**

Describe travel costs that have been budgeted under the Basic grant (do not discuss T/TA related travel in this section). Local (in-county) conference and/or local travel (e.g., mileage) costs must be included in the “Other” category (GABI Section h).

N/A

**D.4 Equipment Purchases (GABI Section (d))**

1. Describe the proposed equipment purchases and explain why it is needed to support program services. Add lines as necessary.

Description of Equipment; Location; Funding Source; Procurement Method; Sole Source Justification	Number of Units and Unit cost	Extended Cost (Unit Cost X Quantity)	Sales Tax	Shipping and Handling Costs	Total Cost
No equipment purchases are anticipated					

2. Describe the proposed equipment leases and explain why the equipment is needed to support program services. Add lines as necessary.

Description, Funding Source	Capital Lease	Lease Term (from/to)	Location or Activity	Procurement Method	Reason for Lease	Budget Lease Amount
No equipment leases are anticipated						
Total Equipment Lease Budget						

**D.5 Supplies (GABI Section (e))**

Include costs of consumable supplies and tangible personal property (e.g., physical items) having a life expectancy of less than one year and a cost of less than \$5,000. This must include tax, shipping and installation costs.

Description of Item	Amount
• Office Supplies	\$3,000
• Child and Family Service Supplies	\$15,749
• Transportation Supplies	
• Disabilities Supplies	
• Medical Supplies	
• Dental Supplies	
• Food Service Supplies	\$1,000
• Other Supplies	\$1,000
• Maintenance Supplies	

**D.6 Contractual (GABI Section (f))**

Provide the following details for each of the requested contracts. Include the costs of contracts associated with only incorporated individuals or organizations in this section. Do not include unincorporated consultants, e.g., sole proprietors, in this section. These consultants must be budgeted in the “Other” section (GABI Section (h)). Add lines as necessary.

Contractor	Nature – Relevance of Services	Procurement Method; Sole Source Justification	GABI Line Number; GABI Description	Amount
1. Family Service of Santa Monica	<p>The Head Start program contracts the Family Service of Santa Monica to provide health/mental health services to 276 children participating in the HS/CSPP collaboration classes. The cost of the services equal to \$28,500 has been allocated as follows:</p> <ul style="list-style-type: none"> <li>- Head Start 87.72%</li> <li>- LAUP 12.28%</li> </ul> <p>Health Coordinator coordinates referrals with staff as well as a liaison between Family Service of Santa Monica and SMMUSD.</p>	<p>SMMUSD has established procurement procedures to contract for services to be provided to the District. The selection has been made through a bidding process and the final decision is made by the Board of Education to grant the contract to the lowest bid. Family Services of Santa Monica has been providing services to children and families with the District for many years. The Purchasing Department with the approval of the Board of Education has established procurement procedures and policies. These policies are available on the District website.</p>	F.2	\$12,000

**D.7 Renovations or Construction (GABI Section (g))**

Complete the following table describing in detail the renovation(s) and/or construction activities supported by this budget. All renovations included in this section must be major renovations and a facilities checklist must be included with this application. Incidental alterations/renovations are to be included in section H7. Add lines as necessary.

Description and Location of Project	Completion Timeline; Davis-Bacon Compliance	GABI Line Number; GABI Description; Amount
No renovations are anticipated		

**D.8 Other Direct Costs (GABI Section (h))**

Include costs for those items not budgeted on any other budget line and describe them in detail here. Describe the project or activity that substantiates the accompanying budget line item amount. For consultant contracts describe how services will be provided (e.g. intern, sub-contractor). For Incidental Alterations/Renovations over \$25,000 a facilities checklist must be included with this application. While facilities leases belong on line H2, equipment leases belong in item d.

GABI Line Item	Description	Amount	Justification
H1	Depreciation/Use Allowance		See below item 1
H2	Rent		See below item 2
H3	Mortgage		
H4	Utilities, Telephone		
H5	Building & Child Liability Insurance		
H6	Building Maintenance/Repair and Other Occupancy		
H7	Incidental Alterations/Renovations		
H8	Local Travel		
H9	Nutrition Services		
H10	Child Services Consultants		
H11	Volunteers		
H12	Substitutes (if not paid benefits)		
H13	Parent Activities/Services		See below item 3
H14	Accounting and Legal Services		
H15	Publications/Advertising/Printing		
H16	Training or Staff Development		
H17	Other		

1. Depreciation/Use Allowance: Explain any depreciation or use allowance budgeted.

2. Facility Rent or Lease Contracts: Complete the following table, providing information for all Equipment and Facility Rent/Lease Contracts. Add lines as necessary.

Site Name; Landlord/Lesser; (GABI Line Number)	Term Start Date	Term End Date	Monthly Rent	Annual Payment
Woods; City of Los Angeles <b>Gabi Line H.2</b>	8/24/2011	8/25/2016	\$500	\$6,000

3. Parent Activities: Describe each activity and the associated budget.

N/A

4. Unincorporated Consultant Contracts: Describe sole proprietors, in this section that reflect those consultants budgeted in H1-H17 of the “Other” section (GABI Section (h)). Identify the line item where the budgeted amount has been included.

Dental Service Providers – To provide dental examinations and treatment to the children as needed based on School Nurse assessment and recommendation.

Nutritionist – Dona Richwine, Registered Dietician:  
Reviews files, provides consultation for parents and staff on nutrition issues.  
Monitors child’s progress when need is identified.

5. Other Expense included in Other Category (H17 above): Any “other expense” budgeted in the “Other Category” must be explained in this section. Include costs for those items not budgeted on any other budget line and describe them in detail here. Provide a narrative that describes the project or activity that supports the budget line item amount.

**D.9 Non-Federal Share (GABI – Non-Federal Share Column)**

Describe all non-federal share matching sources (refer to LACOE NFS Manual). Include the number of volunteer hours, the volunteer wage rate and fringe benefit rate. Non-federal share reported by other agencies may not be used, but DAs may use one-half of the LACOE partnered CSPP Funds since LACOE will only be using one half of these funds as non-federal share.

**D.10 Cash and Other Resources**

Complete the table below for cash and other resources. This includes cash, other federal funding, state funding, and local government funding. Cash received as non-federal share is not counted as match until it is spent.

Source of Funding	Amount	Estimated or Actual	Variable or Fixed	Used as Non-Federal Share
USDA/CACFP/NSLP (Federal Portion)				
CACFP (State Portion)				
LACOE Partnered State Preschool				
CDE Partnered State Preschool				
Los Angeles Universal Preschool				
First Five LA				

**D.11 Inter-fund Loan Transactions**

All agencies must respond to the following questions whether or not the DA uses such transfers.

What other programs does HS/EHS program coordinate or cooperate with in order to provide support or supplemental services to eligible HS/EHS children and families?

The Head Start Program coordinates programs with the California State Preschool Program (CSPP), and the Los Angeles Universal Preschool (LAUP). CSPP is in partnership with Head Start to provide a full-day/full-year program for 160 children. LAUP funds are enhancement funds to improve quality of services.

1. What type of support or supplemental services does each of the other programs provide to the HS/EHS program?

The California State Preschool Program provides support in personnel costs allowing children to stay longer hours. LAUP funds enhance the quality of program services through providing funds for a second teacher aide assistant at 2 classes. LAUP enhancement funds also provide additional funds to purchase classroom supplies.

2. Explain how each of the other programs receive the funding, the timing of that funding to the agency, and the effect on the purchase of goods and services to the HS/EHS program and the collaborative program.

CSPP funding sources provide an advance apportionment at the beginning of the year. Fiscal and attendance quarterly reports are prepared and submitted to the CDE to continue the apportionment process which is based on attendance and enrollment.

The Fiscal Supervisor reconciles expenditures monthly to ensure appropriate allocations are consistent and accurate. The reconciliation process consist of a final 4<sup>th</sup> quarter report reflecting final/corrected enrollment/attendance and unaudited actual cost; this is completed and the end of the school year. By analyzing this data, a need is determined to set up an account payable or receivable to pay or receive funds to and from the State. Each program has its own account code and inter-fund loans or transactions are not permitted.

LAUP provides a cash advance on a monthly basis. Necessary adjustments are made on the following month's advancement. Enrollment/attendance is reported on a monthly basis.

3. Provide an explanation of how the agency ensures the use of HS/EHS funds to cover the total costs of the collaborative effort are documented and that any pro-rata share of the costs to the partner programs is reimbursed to the HS/EHS program in a timely manner. Include in the description how the reimbursement is monitored to ensure appropriate charges to all programs is documented and the timing of the reimbursement from the alternative funding source to the HS/EHS program.

The Standardized Account Code Structure (SACS) provides a list of resource numbers that requires the District to identify each funding source available to your program and to process expenditures accordingly to ensure that the costs for one program are not funded by other sources. Expenses are allocated to corresponding resources based on the previously determined cost allocation plan.

4. Provide a detailed explanation for how the pro-rata costs for HS/EHS and the partnered programs are calculated. Also, include an example of the pro-rata charges.

Pro-rata costs are based on the length of time classroom services for classroom staff and time studies for office staff. Teachers work 8 hours per day, 3.5 hours are funded by CDE/CSSP (3.5 hours divided by 8 hours per day = 44% or 0.44FTE) and 56% is funded by Head Start. The same cost allocation is applied to all other operating costs. Administration and clerical costs are allocated based on a time study report. Therefore, a Personnel Activity Report is issued to capture allocation of time worked for each employee to sign on a monthly basis.

### **D.12 Program Income**

Identify all HS/EHS program income and explain how it will be used in the program. See federal regulations 45CFR 74.24 or 45CFR 92.25.

N/A

### **D.13 Cost Allocation Plan**

All agencies must submit a current board-approved cost allocation plan with this application.

1. What other programs does your HS/EHS program collaborate with in order to provide support or supplemental services to eligible HS/EHS children and families?

The Head Start Program coordinates programs with the California State Preschool Program (CSPP), and the Los Angeles Universal Preschool (LAUP). CSPP is in partnership with Head Start to provide a full-day/full-year program for 160 children. LAUP funds are enhancement funds to improve quality of services.

2. Describe the internal controls the DA has in place to avoid the use of unallowable inter-fund loan activities related to cost allocation.

### **D.14 Partnered Program Transactions**

All agencies must respond to the following questions whether or not the agency uses such transfers.

1. What other programs does your HS/EHS program coordinate or cooperate with in order to provide support or supplemental services to eligible HS/EHS children and families?

The Head Start Program coordinates programs with the California State Preschool Program (CSPP), and the Los Angeles Universal Preschool (LAUP). CSPP is in partnership with Head Start to provide a full-day/full-year program for 160 children. LAUP funds are enhancement funds to improve quality of services.

2. What type of support or supplemental services does each of the other programs provide to the HS/EHS program?

3. Explain how each of the other programs receive their funding, the timing of that funding to your agency, and the effect on the purchase of goods and services to your HS/EHS program and the collaborative program.

4. Provide an explanation of how your agency ensures that the use of HS/EHS funds to cover the total costs of the collaborative effort are documented and that any pro-rata share of the costs to the partner programs is reimbursed to the HS/EHS program in a timely manner. Include in your description how the reimbursement is monitored to ensure appropriate charges to all programs is documented and the timing of the reimbursement from the alternative funding source to the HS/EHS program.

5. Provide a detailed explanation for how the pro-rata costs for HS/EHS and your partnered programs are calculated. Also, include an example of the pro-rata charges.

#### **D.15 Plans for Future Budget Needs**

Long term fiscal planning is an essential part of developing an annual budget. The process of multi-year fiscal planning is a proactive approach to ensure that sufficient funds are strategically allocated to replace resources on an ongoing basis.

1. Discuss the agency plan to meet COLA/merit increases in the 2014-15 program year assuming no additional funding will be available from the OHS for the program year.

It is assumed that SMMUSD as a District will not offer a COLA increase for FY 14-15. Step and column increases are accounted for in the FY 14-15 budget.

2. Provide a detailed description and/or update of any renovation/replacement projects to be completed in the next five years (2014-2015 through 2018-2019 program years). For each of the agency's sites, describe the planned renovations and property/equipment replacements in order of priority (highest to least) so that those with the highest priority are proposed for action first. Also, identify the expected source of funds that will finance the planned improvement projects and property/equipment replacements, with the expectation that HS/EHS supplemental funding will not be available. Add lines as necessary.

*Note:* These are not projects currently funded and/or described in item G or H7.

Year (time period)	Site	Description of Renovation, Replacement or Equipment	Funding Source	Estimated Cost
2014-15				
2015-16				
2016-17				
2017-18				
2018-19				

**E. APPROVALS**

**E.1 Policy Committee Approval**

Agency: SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Items Approved:	Date Approved:
_____	_____
_____	_____
_____	_____

The signatures below certify that the item(s) listed above were approved by the Policy Committee. For each item listed a quorum was established, a motion to approve was made, the motion was second and a majority of the committee voted to approve the motion. This action is described in the committee minutes of the meeting date indicated.

Agency Coordinator/Director	_____	_____
	(signature)	(date)
Policy Committee Chairperson	_____	_____
	(signature)	(date)

**E.2 Board Approval**

Agency: SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Items Approved:	Date Approved:
_____	_____
_____	_____
_____	_____

The signatures below certify that the item(s) listed above were properly approved by the agency's governing board.

Agency Coordinator/Director	_____	_____
	(signature)	(date)
Board President/Chairperson	_____	_____
	(signature)	(date)

Certification of Employee Compensation Cap  
LOS ANGELES COUNTY OFFICE OF EDUCATION  
Head Start-State Preschool Division

Name of Agency: SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Contact Person: Laurie Lieberman

Telephone Number: (310) 450-8338

Certification:

I, Laurie Lieberman, certify that no federal funds are being used for  
(Print Name of Board Member)  
the compensation (wages and certain benefits) of employees whose total compensation  
exceeds the cap established by the Head Start Act and defined in the program instruction  
released by the Administration of Children and Families, ACF-PI-HS-08-03 dated May  
12, 2008. This certification includes any and all employees, whether full-time or part-  
time, working in the Head Start and/or Early Head Start program as well as any agency  
employee that receives any portion of their total compensation from the Head Start and/or  
Early Head Start program, whether charged to direct or indirect costs.

\_\_\_\_\_  
Signature of Board Chairperson

\_\_\_\_\_  
Date



TO: BOARD OF EDUCATION

ACTION/CONSENT

01/16/14

FROM: SANDRA LYON / TERRY DELORIA / SARA WOOLVERTON

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2013-2014

RECOMMENDATION NO. A.10

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2013-2014 as follows:

**NPS**

2013-2014 Budget 01-65000-0-57500-11800-5125-043-1400

2013-2014 Budget 01-65120-0-57500-31400-5890-043-1400

Nonpublic School	SSID	Service Description	Contract Number	Cost Not to Exceed
Village Glen (Help Group)	5103150682	NPS	66-SPED14093	\$160.00
Village Glen (Help Group)	6168084434	NPS	64-SPED14091	\$61,338.00
Village Glen (Help Group)	5103151852	NPS	75-SPED14108	\$37,448.00
Summit View West (Help Group)	2119527595	NPS	72-SPED14105	\$37,448.00
Summit View West (Help Group)	6148250684	NPS	73-SPED14106	\$37,448.00
Summit View West (Help Group)	9155041301	NPS	74-SPED14107	\$40,506.00
Westview	4103150220	NPS	70-SPED14102	\$17,830.00
Westview	2119528495	NPS	38-SPED14056	\$1,960.00
Westview	2042683637	NPS	76-SPED14109	\$17,171.00

Amount Budgeted NPS 13/14		\$ 1,700,000
Amount Budgeted Mental Health Services 13/14		\$ 900,000
Total Budgeted		\$ 2,600,000
Prior Board Authorization as of 12/12/13		\$ 1,864,855
	Balance	\$ 735,145
Positive Adjustment (See Below)		\$ 23,749
		\$ 758,894
Total Amount for these Contracts		\$ 251,309
	Balance	\$ 507,585

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 2013-2014 in the amount of \$0 as of 12/12/13					
NPS	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
ECF Kayne Eras Center	NPS	52-SPED14080	R	\$690.00	
North Hills Prep	NPS	24-SPED14035	E	\$18,307.00	
North Hills Prep	NPS	50-SPED14072	E	\$4,752.00	

**NPA**

2013-2014 Budget 01-65000-0-57500-11800-5126-043-1400

Nonpublic Agency	SSID	Service Description	Contract Number	Cost Not to Exceed
Chris Byers, MA, CCC-SLP	1160926503	SLP Services	61-SPED14097	\$4,800.00
K & M Center	5103152212	Reading Intervention	68-SPED14098	\$5,500.00
ERA Ed/STAR of California	1762951893	Behavior 1:1, BID	51-SPED14075	\$1,142.40
Julia Hobbs Speech Therapy	4145842800	Speech Evaluation	69-SPED14100	\$1,800.00
California Psychcare	4156409070	Behavior 1:1	23-SPED14034	\$4,620.00
Therapy West	3104331917	OT & PT Services	77-SPED14110	\$19,200.00
Trang Nguyen, OD, FAAO	2957708698	Vision Therapy	78-SPED14103	\$900.00

Amount Budgeted NPA 13/14		\$	847,000
Prior Board Authorization as of 12/12/13		\$	<u>974,224</u>
	Balance	\$	-127,224
Positive Adjustment (See Below)		\$	<u>2,750</u>
		\$	-124,474
Total Amount for these Contracts		\$	<u>37,962</u>
	Balance	\$	-162,436

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 2013-2014 in the amount of \$0 as of 12/12/13					
NPA	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
The Kelter Center	Reading Intervention	44-SPED14064	E	\$2,750.00	

### Instructional Consultants

2013-2014 Budget 01-65000-0-57500-11900-5802-043-1400

Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
Total Recall Captioning	1103200503	Real-time captioning	24-SPED14033	\$3,510.00
Pyramid Educational Consultants	3104331917	PECS consultation	6-SPED14009	\$1,140.00

Amount Budgeted Instructional Consultants 13/14		\$	447,000
Prior Board Authorization as of 12/12/13		\$	<u>216,924</u>
	Balance	\$	230,076
Positive Adjustment (See Below)		\$	<u>0</u>
		\$	230,076
Total Amount for these Contracts		\$	<u>4,650</u>
	Balance	\$	225,426

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 2013-2014 in the amount of \$0 as of 12/12/13					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

### Non-Instructional Consultants

2013-2014 Budget 01-65000-0-57500-11900-5890-043-1400

Non-Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
Minds in Motion Therapy	4/2/2010	Speech Evaluations	35-SPED14099	\$1,200.00
OT 4 Kids	5192831722	OT Evaluation	36-SPED14101	\$850.00

Amount Budgeted Non-Instructional Consultants 13/14		\$	150,000
Prior Board Authorization as of 12/12/13		\$	<u>236,840</u>
	Balance	\$	-86,840
Positive Adjustment (See Below)		\$	<u>0</u>
		\$	-86,840
Total Amount for these Contracts		\$	<u>2,050</u>
	Balance	\$	-88,890

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 2013-2014 in the amount of \$0 as of 12/12/13					
Non- Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**Legal**

2013-2014 Budget 01-65000-0-57500-11900-5820-043-1400

Legal Contractor	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Legal Services 13/14		\$ 300,000
Prior Board Authorization as of 12/12/13		<u>250,000</u>
	Balance	\$ 0
Adjustments for this period		<u>\$ 0</u>
		\$ 0
Total Amount for these Contracts		<u>\$ 0</u>
	Balance	\$ 50,000

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 2013-2014 in the amount of \$ 0 as of 12/12/13				
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:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



TO: BOARD OF EDUCATION

ACTION/CONSENT

01/16/14

FROM: SANDRA LYON / JANECE L. MAEZ / VIRGINIA I. HYATT

RE: AWARD OF PURCHASE ORDERS – 2013-14

RECOMMENDATION NO. A.11

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from December 3, 2013, through January 6, 2014, for fiscal year 2013-14.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF JANUARY 16, 2014

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
<u>*** NEW PURCHASE ORDERS ***</u>					
142603	#1 TOUCH-SCREEN TABLET	SES 3 STUDENTS	STATE AND FEDERAL PROJECTS	1,939.50	R
142605	1ST CHOICE ANDROID SMART	SES 2 STUDENTS	STATE AND FEDERAL PROJECTS	1,293.00	R
142610	A BETTER TOMMORROW EDUCATION	SES 4 STUDENTS	STATE AND FEDERAL PROJECTS	2,586.00	R
142957	A Z BUS SALES INC	Open order for parts - Transp.	TRANSPORTATION	3,000.00	R
143150	A Z BUS SALES INC	Open order for parts	TRANSPORTATION	4,000.00	R
142606	A+ EDUCATIONAL CENTERS	SES 13 STUDENTS	STATE AND FEDERAL PROJECTS	8,404.50	R
142604	ACE TUTORING SERVICES INC	SES 6 STUDENTS	STATE AND FEDERAL PROJECTS	3,879.00	R
143067	ADVANCED ELECTRONICS	REPEATER REPLACEMENT SAMOHI	FACILITY MAINTENANCE	3,866.69	R
143248	ADVANCED ELECTRONICS	RADIO REPAIRS	THEATER OPERATIONS&FACILITY PR	300.00	R
142623	ADVANCED READING SOLUTIONS LLC	SES 21 STUDENTS	STATE AND FEDERAL PROJECTS	13,576.50	R
142562	ALPHA LEARN CENTERS LLC	SES 50 STUDENTS	STATE AND FEDERAL PROJECTS	32,325.00	R
143038	ALTA ENVIRONMENTAL	MALIBU FRIABLE ACMs SUMMARY	FACILITY MAINTENANCE	2,478.75	R
142611	ALTERNATIVES UNLIMITED INC	SES 8 STUDENTS	STATE AND FEDERAL PROJECTS	5,172.00	R
142919	AMERICAN COUNCIL ON EDUCATION	GED TESTING BILLING FEES	ADULT EDUCATION CENTER	356.50	A
142948	AMERICAN SCHOOL COUNSELOR ASSN	BOOKS FOR ADVISORS	SANTA MONICA HIGH SCHOOL	393.69	R
143044	APPLE COMPUTER CORP	CLASSROOM COMPUTERS	SPECIAL EDUCATION REGULAR YEAR	8,238.78	R
143057	APPLE COMPUTER CORP	ADMIN LAPTOP	WILL ROGERS ELEMENTARY SCHOOL	3,222.77	R
142982	APPLE INC	APPLE LEASE FOR IMACS	MALIBU HIGH SCHOOL	22,944.64	R
143148	ARGO FLEET SERVICES	Parts Purchase - Transp.	TRANSPORTATION	410.63	R
143028	ATLANTIC EXPRESS OF LA INC	TRANSPORTATION	SANTA MONICA HIGH SCHOOL	792.50	U
143069	ATLANTIC EXPRESS OF LA INC	TRANSPORTATION	SANTA MONICA HIGH SCHOOL	430.00	U
143194	ATLANTIC EXPRESS OF LA INC	FIELD TRIP BUS/LACMA/IMMERISION	JOHN ADAMS MIDDLE SCHOOL	340.00	R
143200	ATLANTIC EXPRESS OF LA INC	TRANSPORTATION	SANTA MONICA HIGH SCHOOL	531.25	U
143089	ATTAINMENT COMPANY	BLOCK PROGRAM MATERIALS	SPECIAL EDUCATION REGULAR YEAR	227.86	R
143203	AVON CAR RENTAL	TRANSPORTATION	SANTA MONICA HIGH SCHOOL	2,000.00	U
143101	B & H PHOTO VIDEO	2-WAY RADIOS	CABRILLO ELEMENTARY SCHOOL	239.02	R
143137	B & H PHOTO VIDEO	2-WAY RADIOS	EDISON ELEMENTARY SCHOOL	239.02	R
143252	BALLROOM MADNESS	BALLROOM DANCE CONTRACT	CURRICULUM AND IMC	8,000.00	R
143020	BARNES & NOBLE/SANTA MONICA	TEACHER REFERENCE BOOKS	ROOSEVELT ELEMENTARY SCHOOL	394.20	R
143092	BARNES & NOBLE/SANTA MONICA	OPEN ORDER/BOOKS/LANG ARTS	JOHN ADAMS MIDDLE SCHOOL	125.00	U
142614	BASIC EDUCATIONAL SVCS TEAM	SES 6 STUDENTS	STATE AND FEDERAL PROJECTS	3,879.00	R
143065	BOYLE, LAURA E.	REIMBURSEMENT	OLYMPIC CONTINUATION SCHOOL	134.12	R
143087	BRADFORD, MAUREEN	Lunch for ELA Meeting	STATE AND FEDERAL PROJECTS	100.00	R
142998	BULB AND BATTERY INC	PROJECTOR LAMPS	WILL ROGERS ELEMENTARY SCHOOL	1,282.10	U
142932	BUS WEST	REPAIR PARTS - SPECIAL ED.	TRANSPORTATION	3,903.98	R
143185	CALIFORNIA DEPT OF EDUCATION	GED PROCESSING FEES	ADULT EDUCATION CENTER	600.00	A
143122	CALIFORNIA OFFICE SYSTEMS INC	OPEN PO FOR SUPPLIES	FRANKLIN ELEMENTARY SCHOOL	1,000.00	R
143169	CALIFORNIA OFFICE SYSTEMS INC	DATA CUT OUTS IN CABINETS	EDISON ELEMENTARY SCHOOL	650.00	BB
143171	CALIFORNIA OFFICE SYSTEMS INC	DATA CUT OUTS IN CABINETS	EDISON ELEMENTARY SCHOOL	4,900.00	BB
143183	CALIFORNIA OFFICE SYSTEMS INC	SPECIAL ED DEPARTMENT SUPPLIES	MALIBU HIGH SCHOOL	350.00	R
143268	CALIFORNIA OFFICE SYSTEMS INC	OPEN ORDER/ADMIN SUP	JOHN ADAMS MIDDLE SCHOOL	1,000.00	U
143013	CANON SOLUTIONS AMERICA INC	COPIER CANON IR8285	LINCOLN MIDDLE SCHOOL	20,534.60	R
142922	CANON SOLUTIONS AMERICA INC.	COPIER INSPECTION FEE	ADULT EDUCATION CENTER	180.00	A
142990	CANON SOLUTIONS AMERICA INC.	OVERAGES FOR COPIES	JOHN MUIR ELEMENTARY SCHOOL	482.17	U
142992	CANON SOLUTIONS AMERICA INC.	OVERAGES FOR COPIES	JOHN MUIR ELEMENTARY SCHOOL	424.13	U
143014	CANON SOLUTIONS AMERICA INC.	MAINTENANCE AGMT: IR 8285	LINCOLN MIDDLE SCHOOL	885.00	R
143182	CANON SOLUTIONS AMERICA INC.	STAPLES FOR CANON COPIER	MALIBU HIGH SCHOOL	441.10	U
143250	CANON SOLUTIONS AMERICA INC.	MAINTENANCE AGREEMENT / COPIER	ADULT EDUCATION CENTER	465.67	A
142938	CARQUEST AUTO PARTS	OPEN ORDER FOR PARTS - TRANSP.	TRANSPORTATION	2,000.00	R

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF JANUARY 16, 2014

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SF-SPECIAL FINANCING (FLEX) BB,X-BONDS D-DEVELOPER FEES SR-SPECIAL RESERVE CAPITAL  
DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
143153	CARQUEST AUTO PARTS	Parts purchase/Transp.	TRANSPORTATION	361.57	R
143258	CARTER, CHRISTIAN	REIMBURSEMENT/COURSE FEES	CURRICULUM AND IMC	395.00	R
142884	CDW-G COMPUTING SOLUTIONS	IPAD SURVIVOR CASE	SPECIAL EDUCATION REGULAR YEAR	243.80	R
143054	CDW-G COMPUTING SOLUTIONS	WORKMANS COMP CLAIM ITEMS	SPECIAL EDUCATION REGULAR YEAR	131.06	R
143103	CDW-G COMPUTING SOLUTIONS	OPERATIONS SUPPLIES	FOUNDATIONS MAINTENANCE	64.93	U
143205	CDW-G COMPUTING SOLUTIONS	WIRELESS NETWORK DEPLOYMENT	EDISON ELEMENTARY SCHOOL	12,678.00	BB
142926	CGB REHAB	CLASSROOM SENSORY MATERIALS	SPECIAL EDUCATION REGULAR YEAR	760.10	R
142988	CHEVRON U.S.A. INC.	MAINTENANCE VEHICLE GAS	FACILITY MAINTENANCE	5,000.00	R
143097	CLARK SECURITY PRODUCTS	PADLOCKS	SANTA MONICA HIGH SCHOOL	160.31	R
143254	CLIFF SPENCER FURNITURE MAKER	EDISON CABINETRY MODIFICATION	EDISON ELEMENTARY SCHOOL	19,580.00	BB
142615	CLUB Z IN HOME TUTORING	SES 18 STUDENTS	STATE AND FEDERAL PROJECTS	11,637.00	R
143154	COASTAL ENTERPRISES	REORDER PE CLOTHES	SAMOHI STUDENT STORE	960.00	U
142961	COLLEGE BOARD	TEXTBOOKS/MATHEMATICS	STATE AND FEDERAL PROJECTS	600.49	R
142962	COLLEGE BOARD	TEXTBOOKS/MATHEMATICS	STATE AND FEDERAL PROJECTS	700.57	R
143162	COMMUNITY CARE LICENSING	ANNUAL LICENSING FEES	CHILD DEVELOPMENT CENTER	220.00	CD
142540	COMMUNITY COLLEGE FOUNDATION	SES 9 STUDENTS TUTORING SRVCS	STATE AND FEDERAL PROJECTS	5,818.50	R
143155	COPYLAND INC	SAMOHI MUGS FOR RESALE	SAMOHI STUDENT STORE	396.00	U
142980	COUNTY OF LA - PUBLIC HEALTH	PLAN CHECK FEE	EDISON ELEMENTARY SCHOOL	129.00	BB
143113	CROWN DISPOSAL CO INC	OPERATIONS DISTRICT TRASH	FACILITY MAINTENANCE	750.00	U
143216	CROWN DISPOSAL CO INC	EXTRA DISPOSAL PICK-UP	GRANT ELEMENTARY SCHOOL	280.00	R
142464	CULVER NEWLIN	CHAIRS FOR 2 TEACHERS	JOHN MUIR ELEMENTARY SCHOOL	844.35	U
143006	CULVER NEWLIN	TEACHER CHAIR	CHILD DEVELOPMENT CENTER	541.53	CD
143173	DAILY BREEZE, THE	ADVERTISING	PURCHASING/WAREHOUSE	500.00	U
143098	DANIELS TIRE SERVICE	OPEN ORDER OPERATIONS VEHICLES	FOUNDATIONS MAINTENANCE	1,000.00	U
143114	DIAGNOSTICS DIRECT INC	NURSERY SUPPLIES	CHILD DEVELOPMENT CENTER	557.34	CD
143000	DICK BLICK - PICK UP ONLY	ART SUPPLIES	OLYMPIC CONTINUATION SCHOOL	350.00	R
143221	DICK BLICK - PICK UP ONLY	OPEN ORDER/ART SUPPLIES/GIFT	JOHN ADAMS MIDDLE SCHOOL	200.00	R
142950	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	240.77	CD
142951	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	157.32	CD
143007	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	174.80	CD
143008	DISCOUNT SCHOOL SUPPLY	WINTER BREAK/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	415.29	CD
143151	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	283.24	CD
143284	DISCOUNT SCHOOL SUPPLY	OCCUPATIONAL THERAPY SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	205.83	R
143156	DISCOVERY EDUCATION	LICENSE/INST MEDIA/EQUITY	JOHN ADAMS MIDDLE SCHOOL	4,565.00	R
143144	DISPLAY SONIC CORPORATION	55" SAMSUNG SMART TVS	LINCOLN MIDDLE SCHOOL	3,120.75	R
142617	DOCTRINA TUTORING	SES 1 STUDENT	STATE AND FEDERAL PROJECTS	646.50	R
142940	DON JOHNSTON INC	ASSISTIVE TECHNOLOGY LICENSES	SPECIAL EDUCATION REGULAR YEAR	1,350.00	R
143206	DURHAM SCHOOL SERVICES	ATHLETIC TRANSPORTATION	MALIBU HIGH SCHOOL	8,000.00	R
142758	EBSCO SUBSCRIPTION SERVICES	YEARLY SUBSCRIPTION RENEWAL	WEBSTER ELEMENTARY SCHOOL	105.85	R
143152	ECONOMY GLASS CO INC	Parts Purchase	TRANSPORTATION	55.00	R
143104	ELECTRIC SUPPLY CONNECTION	ELECTRIAL SUPPLIES	FACILITY MAINTENANCE	2,000.00	R
143251	ELECTRIC SUPPLY CONNECTION	ELECTRICAL SUPPLIES	FACILITY MAINTENANCE	700.00	R
143037	EMS SAFETY SERVICES INC	CPR RECERTIFICATION	HEALTH SERVICES	180.00	U
143042	ENABLING DEVICES/TOYS FOR	ELECTRONIC DEVICE REPAIR	SPECIAL EDUCATION REGULAR YEAR	37.00	R
142844	ERIC HALL & ASSOC LLC	CLASSROOM CAPACITY STUDY	BUSINESS SERVICES	22,250.00	R
142619	ETS EDUCATION AND TUTORING	SES 12 STUDENTS	STATE AND FEDERAL PROJECTS	7,758.00	R
142907	FAMILY SERVICE OF SANTA MONICA	STUDENT COUNCELING SERVICES	SMASH SCHOOL	11,560.00	U
142909	FAMILY SERVICE OF SANTA MONICA	STUDENT COUNCELING SERVICES	ROOSEVELT ELEMENTARY SCHOOL	3,000.00	R
142910	FAMILY SERVICE OF SANTA MONICA	STUDENT COUNSELING SERVICES	JOHN ADAMS MIDDLE SCHOOL	5,000.00	R
142997	FASTSPRING	BACKUP SOFTWARE	WILL ROGERS ELEMENTARY SCHOOL	89.63	U

## PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF JANUARY 16, 2014

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 SF-SPECIAL FINANCING (FLEX) BB,X-BONDS D-DEVELOPER FEES SR-SPECIAL RESERVE CAPITAL  
 DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
142835	FLUIDITY SOFTWARE INC.	INVOICE	LINCOLN MIDDLE SCHOOL	150.00	R
143253	FOLLETT LIBRARY BOOK CO	COMMON CORE LIBRARY BOOKS	ROOSEVELT ELEMENTARY SCHOOL	2,000.00	R
143105	FOOTHILL SOILS	OPERATIONS GROUNDS SUPPLIES	GROUNDS MAINTENANCE	978.90	U
143036	FUENTES, CHRISTOPHER	SCHOLARSHIPT	OLYMPIC CONTINUATION SCHOOL	300.00	R
142939	GALE SUPPLY CO	CUSTODIAL SUPPLIES	SANTA MONICA HIGH SCHOOL	3,872.25	U
143009	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	753.41	CD
143027	GALE SUPPLY CO	CUSTODIAL SUPPLIES FOR BARNUM	THEATER OPERATIONS&FACILITY PR	646.98	R
143063	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	523.79	CD
143071	GALE SUPPLY CO	CUST SUPPLIES	CABRILLO ELEMENTARY SCHOOL	435.65	U
143139	GALE SUPPLY CO	CUSTODIAL SUPPLIES	EDISON ELEMENTARY SCHOOL	1,650.93	R
143186	GALE SUPPLY CO	CUSTODIAL SUPPLIES	MALIBU HIGH SCHOOL	2,000.00	R
143213	GALE SUPPLY CO	CUSTODIAL SUPPLIES	LINCOLN MIDDLE SCHOOL	718.59	U
143222	GALE SUPPLY CO	CUSTODIAL SUPPLIES/PERMIT	JOHN ADAMS MIDDLE SCHOOL	1,708.97	R
143235	GALE SUPPLY CO	CUSTODIAL SUPPLIES	ROOSEVELT ELEMENTARY SCHOOL	1,003.46	U
143245	GALE SUPPLY CO	CUSTODIAL SUPPLIES	OLYMPIC CONTINUATION SCHOOL	450.26	R
143257	GALE SUPPLY CO	CLASSROOM SUPPLIES	SANTA MONICA HIGH SCHOOL	54.31	U
143266	GALE SUPPLY CO	CUSTODIAL EQUIPMENT	WILL ROGERS ELEMENTARY SCHOOL	101.84	U
143280	GALE SUPPLY CO	soap for dispensers Barnum Hal	THEATER OPERATIONS&FACILITY PR	126.64	R
143272	GOLD COAST TOURS	YOSEMITE TRANSPORTATION	SMASH SCHOOL	5,694.00	R
142804	GOODWIN PROCTER LLP	GENERAL REAL ESTATE ADVICE	BUSINESS SERVICES	30,000.00	U
143019	GRIEGO, ORLANDO	REIMBURSE FOR CAFE SUPPLIES	FOOD SERVICES	1,000.00	F
143126	HILLYARD FLOOR CARE SUPPLY	GYM FLOOR MAT AND RACK	THEATER OPERATIONS&FACILITY PR	8,493.90	U
142923	HOME DEPOT- L.A.	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	50.00	R
143234	INDIAN JEWELERS SUPPLY CO. INC	INSTRUCTIONAL SUPPLIES	ADULT EDUCATION CENTER	363.53	A
143086	INDUSTRIAL ELECTRIC SERVICE	PANS FOR WEBSTERS STEAM TABLE	FOOD SERVICES	814.17	F
142620	INNOVATION THROUGH EDUC. INC	SES 36 STUDENTS	STATE AND FEDERAL PROJECTS	23,274.00	R
142925	INTELLI-TECH	ASSIST TECH LIFE SKILLS HRDWR	SPECIAL EDUCATION REGULAR YEAR	1,216.13	R
143050	INTELLI-TECH	COMPUTER ACCESSORIES	CURRICULUM AND IMC	2,269.89	U
143187	INTELLI-TECH	DOCKING STATION FOR BCL	MALIBU HIGH SCHOOL	145.64	R
143188	INTELLI-TECH	NEW COMPUTER FOR ADMIN ASST	MALIBU HIGH SCHOOL	1,749.69	U
143269	INTELLI-TECH	LAPTOPS:HP ELITEBK FOLIO	CURRICULUM AND IMC	3,321.99	U
142890	INTERNATIONAL PAPER	COPIER PAPER	MALIBU HIGH SCHOOL	2,700.00	U
142984	INTERNATIONAL PAPER	COPY PAPER	SANTA MONICA HIGH SCHOOL	3,943.10	R
143039	INTERNATIONAL PAPER	COPY PAPER	PERSONNEL SERVICES	328.28	U
143094	INTERNATIONAL PAPER	COPY PAPER	JOHN ADAMS MIDDLE SCHOOL	2,000.00	R
143159	INTERNATIONAL PAPER	INSERVICE OFFICE SUPPLIES	STATE AND FEDERAL PROJECTS	262.36	R
143145	IPSWITCH INC	FTP MAINTENANCE	INFORMATION SERVICES	725.00	U
143141	IRON MOUNTAIN INFORMATION MGMT	COURIER SERVICE	INFORMATION SERVICES	1,629.00	U
143047	J H MCKINNEY CO	HOIST TRANSFER	FACILITY MAINTENANCE	441.66	R
143263	JOHNSON, REBECCA	REIMBURSEMENT/COURSE FEES	CURRICULUM AND IMC	425.00	R
142979	JOHNSTON, CINDY	REIMBURSEMENT	MCKINLEY ELEMENTARY SCHOOL	330.00	R
142945	JONES, TERI	OPEN PO FOR SNACK FOOD/SUPPLIE	SAMOHI STUDENT STORE	2,000.00	U
142403	JOSTENS/CAP & GOWNS	CAP/GOWNS	OLYMPIC CONTINUATION SCHOOL	573.85	R
142969	KORADE & ASSOCIATE BUILDERS	PUSHBUTTON LOCK INSTALL	FACILITY MAINTENANCE	977.00	R
143197	KORADE & ASSOCIATE BUILDERS	PROVIDE & INSTALL SHADE	JOHN ADAMS MIDDLE SCHOOL	296.00	BB
143199	KORADE & ASSOCIATE BUILDERS	ENTRY GATE AND MOLDING STOPS	JOHN ADAMS MIDDLE SCHOOL	1,397.00	BB
142994	LAGUNA CLAY COMPANY	Glazes for clay and kiln shelf	FRANKLIN ELEMENTARY SCHOOL	152.15	U
142947	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	300.00	CD
143001	LAKESHORE	CLASSROOM SUPPLIES	OLYMPIC CONTINUATION SCHOOL	200.00	R
143005	LAKESHORE	WINTER BREAK/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	250.00	CD
143083	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	100.00	CD

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
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SF-SPECIAL FINANCING (FLEX) BB,X-BONDS D-DEVELOPER FEES SR-SPECIAL RESERVE CAPITAL  
DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
143136	LAKESHORE	OCCUPATIONAL THERAPY SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	102.88	R
143002	LAKESHORE CURRICULUM	CLASSROOM CARPET	CHILD DEVELOPMENT CENTER	482.74	CD
143125	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	294.31	CD
142989	LAMINATING DEPOT INC	LAMINATING SUPPLIES	GRANT ELEMENTARY SCHOOL	415.88	R
143132	LAW FIRE PROTECTION SERVICES	OPEN ORDER DISTRICT FIRE EXT	FACILITY OPERATIONS	810.00	U
142869	LINCOLN EQUIPMENT	HVAC REPAIR PARTS/SUPPLIES	FACILITY MAINTENANCE	1,000.00	R
143026	LOS ANGELES COUNTY FIRE DEPART	CUPA YEARLY FEE MALIB HIGH	FACILITY MAINTENANCE	625.00	R
142934	LYNTON'S UNIFORMS INC	SHIRT ORDER - TRANSP.	TRANSPORTATION	195.00	R
143170	MCKEOWN, KEVIN F	MAC SUPPORT SERVICE	INFORMATION SERVICES	50,000.00	U
143163	MEDCO SUPPLY CO	HEALTH & SAFETY: BAND AIDS	CHILD DEVELOPMENT CENTER	100.63	CD
143142	MIRACLE RECREATION EQUIP CO	PLAYGROUND EQUIPMENT PART	CHILD DEVELOPMENT CENTER	788.15	CD
143261	MOE, ERIC	REIMBURSEMENT/COURSE FEE	CURRICULUM AND IMC	275.00	R
142973	MOELLER, GLORIA VI	PD TCI TRAINING	ST. MONICA HIGH PRIVATE SCHOOL	600.00	R
142902	MUSCO SPORTS LIGHTING LLC	REPLACE LAMPS ON FTBL FIELD	THEATER OPERATIONS&FACILITY PR	3,154.25	U
143260	MUSIC CENTER EDUCATION DIV	CULTURAL MUSICAL ASSEMBLY	FRANKLIN ELEMENTARY SCHOOL	4,925.00	R
143267	NGO, REBECCA CHU	REIMB LUNCH 5TH GR TEACHERS	JOHN ADAMS MIDDLE SCHOOL	168.62	R
142927	NIEVES, MELISSA	REIMBURSEMENT - NCLB	PERSONNEL SERVICES	800.00	U
142964	NORM'S REFRIGERATION & ICE	LABOR TO INSPECT FREEZERS	FOOD SERVICES	204.50	F
142965	NORM'S REFRIGERATION & ICE	REPAIR PT DUME'S REFRIGERATOR	FOOD SERVICES	923.23	F
142931	NORTHSTAR AUDIO VISUAL LLC	AV SUPPLIES	SANTA MONICA HIGH SCHOOL	218.99	R
143202	NORTHSTAR AUDIO VISUAL LLC	AV SUPPLIES	SANTA MONICA HIGH SCHOOL	218.99	R
143140	OCLC FOREST PRESS	CATEXPRESS LIBRARY MAINTENANCE	INFORMATION SERVICES	2,437.00	U
142877	OLIVER WORLDCLASS LABS INC	SMARTBoards	MCKINLEY ELEMENTARY SCHOOL	9,851.50	R
142975	OLIVER WORLDCLASS LABS INC	RELOCATE EXISTING SMART BOARD	GRANT ELEMENTARY SCHOOL	479.57	R
143040	OLIVER WORLDCLASS LABS INC	UNIFI 45 PROJECTOR LAMP	MALIBU HIGH SCHOOL	318.21	U
142843	ORBACH HUFF & SUAREZ LLP	GENERAL LEGAL COUNSEL SERVICES	BUSINESS SERVICES	85,000.00	U
143230	ORTCO INC.	PLAYGROUND EQUIPMENT FOR MCK	CHILD DEVELOPMENT CENTER	1,850.00	CD
142949	PATTONS PHARMACY	EPI PENS	CHILD DEVELOPMENT CENTER	1,915.58	CD
143107	PEARL MOTOR	OPEN ORDER FOR SMOG CERT.	TRANSPORTATION	300.00	R
143108	PEARL MOTOR	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	500.00	R
143110	PEARL MOTOR	VEHICLE REPAIR	PURCHASING/WAREHOUSE	100.00	U
143164	PILLSBURY	LEGAL COUNSEL	BUSINESS SERVICES	30,000.00	D
143220	PLUMBMASTER INC	FILTER FOR WATER FOUNTAIN	ROOSEVELT ELEMENTARY SCHOOL	108.24	R
142956	PRO SOUND	Software Installation	THEATER OPERATIONS&FACILITY PR	247.50	R
143238	PROGRESSIVE BUS PUBLICATION	SUBSCRIPTION RENEWAL	SPECIAL EDUCATION REGULAR YEAR	179.58	R
142972	QSS	BUDGET DEVELOPMENT WEBINARS	FISCAL SERVICES	500.00	U
143068	QUALITY RUBBER STAMPS	CERTIFICATION STAMP/TANYA	FISCAL SERVICES	92.47	U
143198	QUICK CRETE PRODUCTS CORP	PLANTERS	EDISON ELEMENTARY SCHOOL	8,655.98	BB
143217	R G ENTERPRISES	SMOG TEST - TRANSPORTATION	TRANSPORTATION	600.00	R
142911	RAFFA, DAVIDA	STUDENT COUNCELING SERVICES	ROOSEVELT ELEMENTARY SCHOOL	7,000.00	R
143062	RALPH'S	OPEN ORDER/SUPPLIES	CHILD DEVELOPMENT CENTER	250.00	CD
143079	RALPH'S	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	140.00	CD
143080	RALPH'S	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	73.28	CD
143081	RALPH'S	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	50.00	CD
143082	RALPH'S	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	37.02	CD
143255	RALPH'S	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	77.24	CD
143225	RAYVERN LIGHTING	OPERATIONS CUSTODIAL SUPPLIES	GROUNDS MAINTENANCE	283.40	R
142963	REFRIGERATION SUPPLIES	HVAC SUPPLIES	FACILITY MAINTENANCE	1,500.00	R
142891	REGENCY ENTERPRISES INC.	REPLACEMENT BULBS	MALIBU HIGH SCHOOL	310.65	R
142974	REGENCY ENTERPRISES INC.	LIGHTBULBS	PT DUME ELEMENTARY SCHOOL	500.00	R
143072	REGENCY ENTERPRISES INC.	FLOURESCENT LIGHT	CABRILLO ELEMENTARY SCHOOL	187.25	U

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
143285	REHABMART LLC	OCCUPATIONAL THERAPY SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	459.41	R
143130	REISS-WOZNAK MEDICAL CLINIC	OPEN ORDER FOR DRIVER PHY.	TRANSPORTATION	240.00	R
143030	RICOH USA INC.	SUPPLIES FOR COPIER	GRANT ELEMENTARY SCHOOL	108.39	R
143049	RICOH USA INC.	MAINTENANCE RENEWAL-COPIER	SAINTE ANNE'S PRIVATE SCHOOL	198.91	R
143167	RICOH USA INC.	STAPLES FOR COPIER	WEBSTER ELEMENTARY SCHOOL	82.67	R
143052	RUETSCHLE, VALITA	CLASSROOM MATERIALS	SPECIAL EDUCATION REGULAR YEAR	150.00	R
143018	S C A Q M D	ANNUAL EMISION FEES	FACILITY MAINTENANCE	434.94	R
142941	SAMMANN, KEVIN	REIMBURSEMENT - FIRST AID/DPR	TRANSPORTATION	110.00	R
143138	SAN JOAQUIN CNTY OFFICE OF ED	MAINTENANCE SEIS/SIS	INFORMATION SERVICES	999.00	U
142904	SANTA MONICA ACADEMY OF MUSIC	MUSIC INSTRUCTION SERVICES	MCKINLEY ELEMENTARY SCHOOL	7,200.00	R
142936	SANTA MONICA FORD	BUS REPAIRS #19 - SP.ED.	TRANSPORTATION	1,625.76	R
142958	SANTA MONICA MOTORS	Open order for Smog Check - Tr	TRANSPORTATION	55.00	R
143095	SANTA MONICA MOTORS	OPEN ORDER OPERATIONS VEHICLES	GROUND MAINTENANCE	250.00	R
143128	SANTA MONICA MOTORS	OPEN ORDER FOR SMOG CHECK	TRANSPORTATION	150.00	R
143032	SCHOLASTIC	SCHOLASTIC TECHNICAL SERVICES	JOHN MUIR ELEMENTARY SCHOOL	1,136.67	R
143124	SCHOLASTIC	MATH SUPPLIES FOR BENITEZ	JOHN MUIR ELEMENTARY SCHOOL	1,013.23	U
143239	SCHOOL HEALTH CORPORATION	HEALTH OFFICE SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	100.84	R
142942	SCHOOL OUTFITTERS LLC	HEADPHONES FOR READING CLASS	JOHN ADAMS MIDDLE SCHOOL	162.11	R
143059	SCHOOL SPECIALTY INC	CLASSROOM SENSORY MATERIALS	SPECIAL EDUCATION REGULAR YEAR	261.62	R
143246	SCRIP INC	PHYSICAL THERAPY SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	162.36	R
143012	SCSBOA	JUDGING FEES-BAND & ORCHESTRA	LINCOLN MIDDLE SCHOOL	320.00	R
143192	SCSBOA	FESTIVAL FEES/INST. MUSIC/GIFT	JOHN ADAMS MIDDLE SCHOOL	320.00	R
142933	SEFAC INC.	INSPECTION AND SERVICES - TR	TRANSPORTATION	784.20	R
143219	SEFAC INC.	Inspection and Services	TRANSPORTATION	50.00	R
142976	SEHI COMPUTER PRODUCTS	PRINTER INK	GRANT ELEMENTARY SCHOOL	130.70	R
143011	SEHI COMPUTER PRODUCTS	CARTRIDGE TONER FOR PRINTERS	JOHN MUIR ELEMENTARY SCHOOL	323.37	U
143184	SEHI COMPUTER PRODUCTS	PRINTER TONER FOR SPED DEPT	MALIBU HIGH SCHOOL	1,423.77	R
142968	SHIFFLER WEST EQUIPMENT SALES	RESTROOM PARTITIONS GRANT	FACILITY MAINTENANCE	3,510.83	R
143085	SIMON-CAIN, MONICA	REIMBURSEMENT/WINTER BREAK	CHILD DEVELOPMENT CENTER	200.00	CD
142937	SIR SPEEDY PRINTING #0245	PRINTING	SANTA MONICA HIGH SCHOOL	2,168.61	R
143181	SIR SPEEDY PRINTING #0245	MS SPIRIT TICKETS	MALIBU HIGH SCHOOL	383.25	U
143166	SIRSIDYNIX	SOFTWARE MAINTENANCE	INFORMATION SERVICES	17,406.20	U
142946	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	150.00	CD
143004	SMART & FINAL	OPEN ORDER/SUPPLIES	CHILD DEVELOPMENT CENTER	500.00	CD
143061	SMART & FINAL	OPEN ORDER/SUPPLIES	CHILD DEVELOPMENT CENTER	100.00	CD
143077	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	125.00	CD
143078	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	92.00	CD
143084	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	50.00	CD
143240	SMART & FINAL	CLASSROOM REINFORCERS	SPECIAL EDUCATION REGULAR YEAR	164.25	R
143281	SMART & FINAL	SPED CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	164.25	R
143076	SMART & FINAL #315	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	50.00	CD
143283	SOFT TILES	CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	187.78	R
142872	SOLUTION TREE	PD WORKSHOPS	STATE AND FEDERAL PROJECTS	4,800.00	R
143196	SOUTH BAY LANDSCAPING	PLANTER & GREEN SCREEN INSTALL	EDISON ELEMENTARY SCHOOL	10,325.00	BB
142952	SOUTHERN CALIFORNIA EDISON CO	METER FEES	EDISON ELEMENTARY SCHOOL	1,072.00	BB
143286	SOUTHPAW ENTERPRISES	REPLACEMENT PARTS FOR SWING	SPECIAL EDUCATION REGULAR YEAR	375.59	R
143023	SOUTHWEST SCHOOL SUPPLY	OFFICE FLAG & ROUND LABELS	SANTA MONICA HIGH SCHOOL	55.28	U
143176	SOUTHWEST SCHOOL SUPPLY	OPEN ORDER FOR SUSY BLAIR	WEBSTER ELEMENTARY SCHOOL	600.00	R
143100	SPARKLETTS WATER CO	WATER FOR SCIENCE LABS	SANTA MONICA HIGH SCHOOL	200.00	R
143147	SPEEDO ELECTRIC CO	Tach Charts Purchase-Transp.	TRANSPORTATION	96.34	R
142883	STAPLES BUSINESS ADVANTAGE	SPED CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	137.54	R

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
143031	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	GRANT ELEMENTARY SCHOOL	300.00	R
143041	STAPLES BUSINESS ADVANTAGE	HEADPHONES	WILL ROGERS ELEMENTARY SCHOOL	114.98	U
143043	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	1,000.00	R
143056	STAPLES BUSINESS ADVANTAGE	SPED CLASSROOM MATERIALS	SPECIAL EDUCATION REGULAR YEAR	55.45	R
143161	STAPLES BUSINESS ADVANTAGE	OPEN ORDER/OFFICE SUPPLIES	CHILD DEVELOPMENT CENTER	1,000.00	CD
143064	STAPLES/P-U/VENICE/LINCOLN BL	CLASSROOM SUPPLIES	OLYMPIC CONTINUATION SCHOOL	300.00	R
143259	STAR INC	CULTURAL MUSICAL ASSEMBLY	FRANKLIN ELEMENTARY SCHOOL	1,500.00	R
143146	STEVE BROWN	Reimbursement for first aid	TRANSPORTATION	75.00	R
143111	STOVER SEED CO	OPERATIONS GROUNDS SUPPLIES	GROUNDS MAINTENANCE	2,177.13	U
143075	SUPER DUPER PUBLICATIONS	SUPPLEMENTAL SPECIALIZED MAT.	SPECIAL EDUCATION REGULAR YEAR	89.52	R
143209	SWRCB ACCOUNTING OFFICE	STATE WATER BOARD PERMIT FEE	FACILITY MAINTENANCE	970.00	R
142967	TANDUS US INC	FLOORING RM 30 ROOSEVELT	FACILITY MAINTENANCE	4,446.82	R
142971	TANDUS US INC	FLOORING RM204 ROGERS	FACILITY MAINTENANCE	3,274.45	R
143119	TARGET SPECIALTY PRODUCTS	OPERATIONS GROUNDS SUPPLIES	GROUNDS MAINTENANCE	338.09	U
143017	TEMP POWER SYSTEMS	TEMPORARY POWER FOR BUNGALOWS	EDISON ELEMENTARY SCHOOL	17,275.00	BB
143274	THE ARTIST COLLECTIVE	CONTEMPORARY DANCE	LINCOLN MIDDLE SCHOOL	3,000.00	R
143282	THE PROPHET CORP	APE EQUIPMENT	SPECIAL EDUCATION REGULAR YEAR	243.64	R
143053	THERAPY SHOPPE INC	SENSORY MATERIALS	SPECIAL EDUCATION REGULAR YEAR	71.51	R
143175	THERMO FISHER SCIENTIFIC	EARTH/AP ENVIRO SCIENCE SUPPLY	MALIBU HIGH SCHOOL	1,315.49	R
142621	TOTAL EDUCATION SOLUTIONS	SES 8 STUDENTS	STATE AND FEDERAL PROJECTS	5,172.00	R
143029	TUMBLEWEED TRANSPORTATION	ATHLETIC TRANSPORTATION	SANTA MONICA HIGH SCHOOL	1,744.80	U
143193	TUMBLEWEED TRANSPORTATION	FIELD TRIP BUS/UCLA/EQUITY	JOHN ADAMS MIDDLE SCHOOL	325.00	R
143229	TYPINGCLUB	STUDENT LICENSES FOR TYPING	STATE AND FEDERAL PROJECTS	1,752.00	R
142977	U S BANK (GOVT CARD SERVICES)	OPEN PO FOR PARTS	FACILITY OPERATIONS	500.00	U
143035	U S BANK (GOVT CARD SERVICES)	SOFTWARE & TRAINING	INFORMATION SERVICES	948.00	U
143120	U S BANK (GOVT CARD SERVICES)	EXIT EMERGENCY LIGHT/SIGN	WILL ROGERS ELEMENTARY SCHOOL	145.23	U
143143	U S BANK (GOVT CARD SERVICES)	DOMAIN NAMES FOR BARNUMHALL	INFORMATION SERVICES	360.00	U
143236	U S BANK (GOVT CARD SERVICES)	EPA ID NUMBER FEE	FACILITY MAINTENANCE	250.00	R
143021	U.S. POSTAL SERVICE	POSTAGE	PURCHASING/WAREHOUSE	10,000.00	U
143231	ULTRASONIC BLIND CLEANING INC	OPERATIONS CUSTODIAL CONTRACT	GROUNDS MAINTENANCE	740.00	R
143022	UNCLE SAM'S DISTRIBUTING	CUSTODIAL SUPPLIES	SANTA MONICA HIGH SCHOOL	164.25	R
143223	UNCLE SAM'S DISTRIBUTING	OPEN ORDER OPERATIONS EQUIP	GROUNDS MAINTENANCE	1,150.00	R
143121	UNISAN PRODUCTS LLC	OPEN ORDER CUSTODIAL SUPPLIES	GROUNDS MAINTENANCE	750.00	U
142954	W.W. GRAINGER INC.	GENERAL MAINTENANCE SUPPLIES	FACILITY MAINTENANCE	2,000.00	R
143178	WARDS NATURAL SCIENCE	EARTH/AP ENVIRO SCIENCE SUPPLY	MALIBU HIGH SCHOOL	163.26	R
142970	WEATHERPROOFING TECHNOLOGIES	ROOR REPAIR CABRILLO FAN CURB	FACILITY MAINTENANCE	990.00	R
142607	WEST EAST COMMUNITY ACCESS NTW	SES 38 STUDENTS	STATE AND FEDERAL PROJECTS	24,567.00	R
142609	WEST EAST COMMUNITY ACCESS NTW	SES 14 STUDENTS	STATE AND FEDERAL PROJECTS	9,051.00	R
142716	WIDEWORLD SPORTSWEAR INC.	SPIRIT SWEATSHIRTS	SAMOHI STUDENT STORE	1,152.28	U
143262	WITT COMPANY	RIZO COPIER SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	1,268.52	R
				** NEW PURCHASE ORDERS	809,447.45

**\*\* FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATION/NEW CONSTRUCTION/DEVELOPER FEES \*\***

142991	GAUDET CONSULTING	ASSESSMENT REPORTS	BUSINESS SERVICES	2,500.00	BB
143201	LEIGHTON CONSULTING INC	TESTING & SPECIAL INSPECTION	WEBSTER ELEMENTARY SCHOOL	3,000.00	BB
143277	NETWORLDS SOLUTIONS INC	TECHNOLOGY CONSULTING- SAMOHI	SANTA MONICA HIGH SCHOOL	22,125.00	BB
142987	RICOH U.S.	COPIER OVERAGES	BUSINESS SERVICES	3,500.00	BB
143133	S & S PORTABLE SERVICES INC	TEMPORARY FENCE RENTAL	SANTA MONICA HIGH SCHOOL	821.91	BB
143134	S & S PORTABLE SERVICES INC	TEMPORARY FENCE PURCHASE	SANTA MONICA HIGH SCHOOL	4,007.72	BB
143195	SAFE GAS SERVICES INC	SUB DRAIN INSTALLATION	SANTA MONICA HIGH SCHOOL	19,969.00	BB
143131	SGS PLUMBING & RETROFITTING	SEWER CLEAN UP	CHILD DEVELOPMENT CENTER	2,995.00	BB

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

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142999	SIR SPEEDY PRINTING #0245	PRINTING	BUSINESS SERVICES	500.00	BB
142646	SOHAIL JAY HEDJAZI	CAPITAL PROGRAM MGMT SOFTWARE	BUSINESS SERVICES	175,000.00	BB
143204	STATE OF CALIFORNIA	CCD/ADDENDA/REVISION FEES	SANTA MONICA HIGH SCHOOL	543.20	BB
143226	STATE OF CALIFORNIA	CCD/ADDENDA FEES	OLYMPIC CONTINUATION SCHOOL	1,581.00	BB
143227	STATE WATER RESOURCES	ANNUAL PERMIT FEES	SANTA MONICA HIGH SCHOOL	868.00	BB
** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATON/NEW CONSTRUCTION/DEVELOPER FEES				237,410.83	

TO: BOARD OF EDUCATION  
FROM: SANDRA LYON / JANECE L. MAEZ / PAT HO  
RE: ACCEPTANCE OF GIFTS – 2013/2014

ACTION/CONSENT  
01/16/14

RECOMMENDATION NO. A.12

It is recommended that the Board of Education accept, with gratitude, checks totaling **\$48,052.69** presented to the Santa Monica-Malibu Unified School District.

It is further recommended that the Fiscal/Business Services Office, in accordance with Educational Code §42602, be authorized to increase the 2013-2014 income and appropriations by **\$48,052.69** as described on the attached listing.

This report details only cash gifts. It includes all contributions made by individuals or companies and some of the contributions made by our PTA's. Contributions made by a PTA in the form of a commitment and then billed are reported in a different resource. A final report that compiles all gift and PTA contributions is prepared and available annually.

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

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

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

School/Site Account Number	Cash Amount	Item Description	Purpose	Donor
<b>Adams Middle School</b> 01-90120-0-00000-00000-8699-011-0000	\$20,500.00 \$ 20.00		Field Trip General Supplies and Materials	Santa Monica Science Magnet  Lidia Sanchez
<b>Cabrillo Elementary School</b> 01-90120-0-00000-00000-8699-017-0000	\$ 3,052.35		General Supplies and Materials	Various
<b>Lincoln Middle School</b> 01-90120-0-17100-00000-8699-012-0000	\$ 9,922.00		General Supplies and Materials	Various Parents
<b>Malibu High School</b> 01-90120-0-17100-00000-8699-010-0000	\$ 5,250.00 \$ 4,000.00 \$ 1,525.19 \$ 60.00		Equipment  Coach Assistant, Hourly General Supplies and Materials General Supplies and Materials	Malibu High School Grad Night Malibu High School Grad Night Malibu Special Ed Foundation Various
<b>McKinley Elementary School</b> 01-90120-0-17100-00000-8699-004-0000	\$ 2,035.00 \$ 1,070.00 \$ 148.93		Field Trip Field Trip General Supplies and Materials	Various Various Various
<b>Olympic High School</b> 01-90120-0-00000-00000-8699-014-0000	\$ 200.00		Other Operating Expense	Martha Moutrie
<b>Santa Monica High School</b> 01-90120-0-00000-00000-8699-015-0000	\$ 269.22		General Supplies and Materials	Wells Fargo Foundation Ed
<b>TOTAL</b>	<b>\$48,052.69</b>			

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/16/14

FROM: SANDRA LYON / JANECE L. MAEZ / STUART A. SAM

RE: PARTIAL RELEASE OF RETENTION – LEASE LEASEBACK – JOHN ADAMS MIDDLE SCHOOL – REPLACEMENT OF CLASSROOM BUILDINGS E, F, & G, NEW ADMINISTRATION, MODERNIZATION & SITE IMPROVEMENTS PACKAGE 2B – SWINERTON BUILDERS – MEASURE BB

RECOMMENDATION NO. A.13

It is recommended that the Board of Education approve a partial release of retention (5%) for the Lease Leaseback – John Adams Middle School – Replacement of Classroom Building E, F & G, New Administration, Modernization and Site Improvements Project (Package 2B) to Swinerton Builders, for an amount of \$653,124.09.

Funding Information

Budgeted: Yes  
Fund: 82  
Source: Measure BB  
Account Number: 82-90500-0-00000-85000-6200-011-2600  
Budget Category: Hard Costs/Construction/Construction Contracts  
DSA #: 03-112808  
Friday Memo: 1/10/14

COMMENTS: On July 20, 2011, the Santa Monica-Malibu Unified School District Board of Education awarded Swinerton Builders the lease leaseback contract for the John Adams Middle School – Replacement of Classroom Building E, F & G, New Administration, Modernization and Site Improvements Project in the amount of \$11,728,854.

The John Adams Middle School – Replacement of Classroom Building E, F & G, New Administration, Modernization and Site Improvements Project (Package 2B) was entirely beneficially occupied on August 31, 2013. The Measure BB staff is working with Swinerton Builders on completing all remaining scope tasks, change order review, negotiation and administrative close-out.

Public Contract Code 9203 allows the District to release Partial Retention if more than 50% of the scope of work is complete and is satisfactory. As the scope of work for the project is nearly complete and all the areas of work are occupied by the school site, the contractor would like to request the Board of Education to release five percent of the total ten percent retention. This will allow the contractor to pay the subcontractors who have completed the project. Total 10% retention is \$1,306,248.94 and 5%, \$653,124.47 would be released.

A Friday Memo accompanies this item.

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

01/16/14

FROM: SANDRA LYON / JANECE L. MAEZ / STUART A. SAM

RE: ACCEPT WORK AS COMPLETED – MULTIPLE PURCHASE ORDERS  
PROJECTS – CAPITAL FUND & MEASURE BB

RECOMMENDATION NO. A.14

It is recommended that the Board of Education accept as completed all work contracted for the indicated Purchase Orders for the Washington South Project and Washington West Child Development Services Project which have a Substantial Completion date during the first quarter of 2013 or prior:

Washington South – Washington South Project

Budgeted: Yes  
Fund: 25  
Source: Capital Fund  
Account: 25-90100-0-00000-85000-6200-070-2600  
Budget Category: Hard Costs\Construction

Vendor Name	PO Number	Amount	Substantial Completion Date
Korade & Associate Builders, Inc.	131812	\$ 44,890.00	10/8/2012
Specialized Environmental Inc.	131641	\$ 44,479.00	10/29/2012
E.J. Enterprises	132496	\$ 36,180.00	12/4/2012
Commercial Scaffolding of CA, Inc.	131814	\$ 8,615.00	12/10/2012
AT&T	132695	\$ 22,290.71	12/17/2012
Go Construction	133104	\$ 24,763.00	12/17/2012
JRC Wrought Iron	133354	\$ 15,188.00	2/1/2013
Go Construction	133369	\$ 11,622.00	2/26/2013
Safe Gas Services Inc.	132958	\$ 44,869.00	3/5/2013
Dodge Concrete Surfaces	134050	\$ 6,575.00	3/11/2013

Washington South – Washington South Project

Budgeted: Yes  
Fund: 25 & 21  
Source: Capital Fund & Measure BB  
Account: 25-90100-0-00000-85000-6200-070-2600  
Account: 21-90500-0-00000-85000-6200-070-2600  
Budget Category: Hard Costs\Construction

Vendor Name	PO Number	Amount	Substantial Completion Date
Specialized Environmental Inc.	126247	\$44,230.00 (\$6,090.00 – Fund 25 \$38,140.00 – Fund 21)	7/2/2012

(continued on next page)

Washington South – Washington South Project (Fund 25)

Washington West – Child Development Services Project (Fund 21)

Budgeted: Yes  
Fund: 25 & 21  
Source: Capital Fund & Measure BB  
Account: 25-90100-0-00000-85000-6200-070-2600  
Account: 21-90500-0-00000-85000-6200-070-2600  
Budget Category: Hard Costs\Construction

Vendor Name	PO Number	Amount	Substantial Completion Date
Economy Glass Co. West, Inc.	133396	\$15,790.28 (\$10,525.80 – Fund 25 \$5,264.48 – Fund 21)	1/17/2013
Commercial West	133078	\$5,625.00 (\$3,000.00 – Fund 25 \$2,625.00 – Fund 21)	1/22/2013
Economy Glass Co. West, Inc.	132307	\$24,278.04 (\$17,898.04 – Fund 25 \$6,380.00 – Fund 21)	2/8/2013
Arieden Inc.	134051	\$44,900.00 (\$14,817.00 – Fund 25 \$30,083.00 – Fund 21)	3/26/2013

Washington West – Child Development Services Project

Budgeted: Yes  
Fund: 21  
Source: Measure BB  
Account: 21-90500-0-00000-85000-6200-070-2600  
Budget Category: Hard Costs\Construction

Vendor Name	PO Number	Amount	Substantial Completion Date
Lahav Group	133107	\$ 44,880.00	1/8/2013
Networld Solutions, Inc.	133358	\$ 8,040.00	1/17/2013
LA Pros	133543	\$ 15,025.00	1/28/2013
E.A.S. Bobcat Works, Inc.	133302	\$ 44,350.00	2/1/2013
R.A.P. Bobcat Works, Inc.	133209	\$ 22,500.00	2/20/2013
Tandus	133793	\$ 8,937.35	2/26/2013
Macias Maintenance	133362	\$ 44,575.00	3/5/2013
Western Fence	133401	\$ 44,889.00	3/11/2013
R.A.P. Bobcat Works, Inc.	133909	\$ 16,400.00	3/18/2013
California Office System, Inc.	134049	\$ 10,120.95	3/26/2013
California Office System, Inc.	134438	\$ 20,495.48	3/26/2013

COMMENT: A Notice of Completion must be filed within thirty-five (35) days with the County of Los Angeles pending approval by the Board of Education.

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

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

ACTION/CONSENT  
 01/16/14

RECOMMENDATION NO. A.15

Unless otherwise noted, all items are included in the 2013/2014 approved budget.

**ADDITIONAL ASSIGNMENTS**

**ADAMS MIDDLE SCHOOL**

Rajabali, Jahan	\$40.46, as needed	11/25/13-6/10/14	<u>Est Hrly/\$----</u>
			TOTAL ESTABLISHED HOURLY \$----

Comment: After School Library Supervision  
 01-Reimbursed by PTA

Doloso, Tess	\$40.46, as needed	12/14/13-6/6/14	<u>Est Hrly/\$----</u>
			TOTAL ESTABLISHED HOURLY \$----

Comment: Saturday School  
 01-Unrestricted Resource

Loopesko, Lorna	\$40.46, as needed	12/16/13-6/6/14	<u>Est Hrly/\$----</u>
			TOTAL ESTABLISHED HOURLY \$----

Comment: Substitute for After-School/Weekend Science Seminars  
 01-Tier III Programs Cat Flex

**CHILD DEVELOPMENT SERVICES**

Alidina, Jamila	64 hrs @\$31.18	12/23/13-1/3/14	Own Hrly/\$1,996
Barba, Yesenia	64 hrs @\$28.05	12/23/13-1/3/14	Own Hrly/\$1,795
Cruse, Patricia	64 hrs @\$35.52	12/23/13-1/3/14	Own Hrly/\$2,273
Gonzalez, Yolanda	64 hrs @\$31.18	12/23/13-1/3/14	Own Hrly/\$1,996
Gutierrez, Sofia	64 hrs @\$27.33	12/23/13-1/3/14	Own Hrly/\$1,749
Martinez, Emelita	64 hrs @\$35.52	12/23/13-1/3/14	Own Hrly/\$2,273
Mercier, Alisha	64 hrs @\$32.72	12/23/13-1/3/14	Own Hrly/\$2,094
Patton, Roxanna	64 hrs @\$31.18	12/23/13-1/3/14	Own Hrly/\$1,996
Rodriguez, Claudia	64 hrs @\$32.25	12/23/13-1/3/14	Own Hrly/\$2,064
Smith, LaTonya	64 hrs @\$27.69	12/23/13-1/3/14	<u>Own Hrly/\$1,772</u>
			TOTAL OWN HOURLY \$20,008

Comment: Winter Break Assignment  
 12-Unrestricted Resource

Castellon, Emma	64 hrs @\$25.78	12/23/13-1/3/14	Own Hrly/\$1,650
Douglas, Jennifer	64 hrs @\$33.33	12/23/13-1/3/14	Own Hrly/\$2,133
Garrett, Chakesha	64 hrs @\$21.57	12/23/13-1/3/14	Own Hrly/\$1,380
Herberg, Joan	64 hrs @\$33.84	12/23/13-1/3/14	Own Hrly/\$2,166
Jaye, Susan	64 hrs @\$31.18	12/23/13-1/3/14	Own Hrly/\$1,996
Norodom, Pachapor	64 hrs @\$29.88	12/23/13-1/3/14	Own Hrly/\$1,912
Rodriguez, Claudia	64 hrs @\$32.25	12/23/13-1/3/14	Own Hrly/\$2,064
Yadegari, Sholeh	64 hrs @\$25.78	12/23/13-1/3/14	<u>Own Hrly/\$1,650</u>
			TOTAL OWN HOURLY \$14,951

Comment: Winter Break Assignment  
 12-CA State Preschool Progr.

**EDUCATIONAL SERVICES**

Andrew, Vy	1 hr @\$40.46	11/21/13	Est Hrly/\$40
Bon, Nancy	1 hr @\$40.46	11/21/13	Est Hrly/\$40
Cruce, Marae	1 hr @\$40.46	11/21/13	Est Hrly/\$40
Gonzalez, Alicia	1 hr @\$40.46	11/21/13	Est Hrly/\$40

Utzinger, Sara	1 hr @\$40.46	11/21/13	Est Hrly/\$40
Wadsworth, Henry	1 hr @\$40.46	11/21/13	<u>Est Hrly/\$40</u>
TOTAL ESTABLISHED HOURLY			\$240

Comment: Middle and High School Curriculum Debrief Meeting  
01-RGK Foundation

Cordes, Amy	1 hr @\$40.46	11/20/13	Est Hrly/\$40
Jauregui, Marissa	1 hr @\$40.46	11/20/13	Est Hrly/\$40
Mathewson, Stefanie	1 hr @\$40.46	11/20/13	Est Hrly/\$40
Matthews, Jill	1 hr @\$40.46	11/20/13	Est Hrly/\$40
Meade, Maggie	1 hr @\$40.46	11/20/13	Est Hrly/\$40
Murcia, Constanza	1 hr @\$40.46	11/20/13	Est Hrly/\$40
Murcia, Gabriella	1 hr @\$40.46	11/20/13	Est Hrly/\$40
Snow, Angela	1 hr @\$40.46	11/20/13	Est Hrly/\$40
Stark, Amy	1 hr @\$40.46	11/20/13	Est Hrly/\$40
Treuenfels, Therese	1 hr @\$40.46	11/20/13	Est Hrly/\$40
Weinstock, Cyndie	1 hr @\$40.46	11/20/13	Est Hrly/\$40
Witt, Carl	1 hr @\$40.46	11/20/13	<u>Est Hrly/\$40</u>
TOTAL ESTABLISHED HOURLY			\$480

Comment: Elementary Curriculum Debrief Meeting  
01-RGK Foundation

Beeman-Solano, Amy	1 hr @\$40.46	11/25/13	Est Hrly/\$40
De la Cruz, Gilda	1 hr @\$40.46	11/25/13	Est Hrly/\$40
Gies-McLaughlin, Gretchen	1 hr @\$40.46	11/25/13	Est Hrly/\$40
Pust, Jennifer	1 hr @\$40.46	11/25/13	Est Hrly/\$40
Reichle, Tisha	1 hr @\$40.46	11/25/13	Est Hrly/\$40
Saling, David	1 hr @\$40.46	11/25/13	<u>Est Hrly/\$40</u>
TOTAL ESTABLISHED HOURLY			\$240

Comment: Secondary ELA CCSS Implementation of Benchmark Meeting  
01-Common Core Implementation

Berman, Wendy	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Carey, Anne	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Cullen, Christine	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Gusmao-Garcia Williams, R.	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Hamilton, LaDawna	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Hovest, Christie	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Levy, Nancy	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Marek, Mallory	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Mowry, Kristen	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Murdock, Sheryl	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Nitti, Anna	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Ostrom, Mike	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Pirri, Stephanie	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Powell, Erin	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Schneider, Kirsten	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Scrifres, Mary	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Verham, Karen	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Ware, Andrea	6 hrs @\$40.46	1/20/14-4/11/14	Est Hrly/\$243
Zagor, Maura	6 hrs @\$40.46	1/20/14-4/11/14	<u>Est Hrly/\$243</u>
TOTAL ESTABLISHED HOURLY			\$4,617

Comment: Common Core Curriculum Mapping  
01-Common Core Implementation

FRANKLIN ELEMENTARY SCHOOL

Corpuz, Rowena	44 hrs @\$40.46	12/2/13-5/27/14	<u>Est Hrly/\$1,780</u>
TOTAL ESTABLISHED HOURLY			\$1,780

Comment: After School Intervention  
01-Gifts – Equity Fund

HUMAN RESOURCES

Morn, Lora 9.5 days @\$421.90 12/1/13-6/30/14 Own Daily/\$4,008  
TOTAL OWN DAILY \$4,008

Comment: MAA Coordinator  
01-Unrestricted Resource

Contreras, Sitara 15 hrs @\$40.46 1/1/14-6/10/14 Est Hrly/\$607  
TOTAL ESTABLISHED HOURLY \$607

Comment: BTSA Support Provider  
01-Tier III Programs Cat Flex

LINCOLN MIDDLE SCHOOL

Forte, Mark 12 hrs @\$40.46 11/16/13-6/10/14 Est Hrly/\$486  
Moazzez, Rozita 12 hrs @\$40.46 11/16/13-6/10/14 Est Hrly/\$486  
TOTAL ESTABLISHED HOURLY \$972

Comment: Saturday School  
01-Unrestricted Resource

Ehrke, Shelly 49.45 hrs @\$40.46 8/20/13-6/10/14 Est Hrly/\$2,000  
Hart, Sharon 49.45 hrs @\$40.46 8/20/13-6/10/14 Est Hrly/\$2,000  
Stauffer, Nathaniel 49.45 hrs @\$40.46 8/20/13-6/10/14 Est Hrly/\$2,000  
TOTAL ESTABLISHED HOURLY \$6,000

Comment: Grade Level Coordinators  
01-Tier III Programs Cat Flex

Seymour, Robert 98.86 hrs @\$40.46 8/20/13-6/10/14 Est Hrly/\$4,000  
TOTAL ESTABLISHED HOURLY \$4,000

Comment: ASB Coordinator  
01-Tier III Programs Cat Flex

Johnston, Roe 49.45 hrs @\$40.46 8/20/13-6/10/14 Est Hrly/\$2,000  
TOTAL ESTABLISHED HOURLY \$2,000

Comment: Audio-Visual Coordinator  
01-Tier III Programs Cat Flex

Tolentino-Stauffer, Aimee 6 hrs @\$40.46 11/21/13-6/10/14 Est Hrly/\$243  
TOTAL ESTABLISHED HOURLY \$243

Comment: PTSA Parent Education Nights  
01-Reimbursed by PTA

Perez, Raymond 49.45 hrs @\$40.46 8/20/13-6/10/14 Est Hrly/\$2,000  
TOTAL ESTABLISHED HOURLY \$2,000

Comment: AVID Coordinator  
01-Gifts – Equity Fund

Moazzez, Rozita 2 hrs @\$40.46 12/9/13-12/13/13 Est Hrly/\$81  
TOTAL ESTABLISHED HOURLY \$81

Comment: Student-Led Conferences  
01-Tier III Programs Cat Flex

MALIBU HIGH SCHOOL

Corrigan, Brian 50 hrs @\$40.46 11/1/13-6/10/14 Est Hrly/\$2,023  
Ryan, Sarah 33 hrs @\$40.46 11/1/13-6/10/14 Est Hrly/\$1,335  
Stowell, Rachel 33 hrs @\$40.46 11/1/13-6/10/14 Est Hrly/\$1,335  
Wadsworth, Henry 33 hrs @\$40.46 11/1/13-6/10/14 Est Hrly/\$1,335  
Wintner, Lisa 43 hrs @\$40.46 11/1/13-6/10/14 Est Hrly/\$1,740  
TOTAL ESTABLISHED HOURLY \$7,768

Comment: After School Tutoring  
01-Gifts – Equity Fund

MCKINLEY ELEMENTARY SCHOOL

Taslimi, Laila 28 hrs @\$40.46 10/14/13-1/13/14 Est Hrly/\$1,133  
TOTAL ESTABLISHED HOURLY \$1,133

Comment: Reading Instruction  
01-Gifts – Equity Fund

King, Keri 30 hrs @\$40.46 9/12/13-6/10/14 Est Hrly/\$1,214  
TOTAL ESTABLISHED HOURLY \$1,214

Comment: Coordinate Student Council  
01-Reimbursed by PTA

Freehill, Nikki 6 hrs @\$40.46 12/6/13-12/20/13 Est Hrly/\$243  
TOTAL ESTABLISHED HOURLY \$243

Comment: Compile Student Intervention Services  
01-IASA: Title I Basic-LW Inc/Neg

Wetmore, Elayne 2 hrs @\$40.46 12/13/13 Est Hrly/\$81  
TOTAL ESTABLISHED HOURLY \$81

Comment: Family Movie Night  
01-Tier III Programs Cat Flex

MUIR ELEMENTARY SCHOOL

Benitez, Lourdes 35 hrs @\$40.46 1/7/14-4/30/14 Est Hrly/\$1,416  
TOTAL ESTABLISHED HOURLY \$1,416

Comment: After School Math Class  
01-IASA: Title I Basic-LW Inc/Neg

ROOSEVELT ELEMENTARY SCHOOL

Duncan, Yeato 8 hrs @\$40.46 12/2/13-12/13/13 Est Hrly/\$324  
O'Meara, Peggy 8 hrs @\$40.46 12/2/13-12/13/13 Est Hrly/\$324  
TOTAL ESTABLISHED HOURLY \$648

Comment: Classroom Move  
01-Unrestricted Resource

SANTA MONICA HIGH SCHOOL

Saunders, Shawn \$40.46, as needed 11/2/13-6/9/14 Est Hrly/\$----  
TOTAL ESTABLISHED HOURLY \$----

Comment: Saturday School  
01-Unrestricted Resource

Hafft, Ianna 110 hrs @\$40.46 11/1/13-6/10/14 Est Hrly/\$4,451  
TOTAL ESTABLISHED HOURLY \$4,451

Comment: APEX Learning  
01-Gifts – Equity Fund

Parker, Trevor 4.5 hrs @\$40.46 10/19/13 Est Hrly/\$182  
TOTAL ESTABLISHED HOURLY \$182

Comment: PSAT Proctor  
01-Reimbursed by ASB

Runyon, Greg 58 days @\$550.87 1/6/14-3/28/14 Own Daily/\$31,950  
TOTAL OWN DAILY \$31,950

Comment: House Principal Substitute for Maternity Leave  
01-Unrestricted Resource

**SMASH**

Barba-Castro, Graciela	1 hr @\$40.46	11/15/13	Est Hrly/\$40
Carter, Christian	1 hr @\$40.46	11/15/13	Est Hrly/\$40
Dresher, Pamela	1 hr @\$40.46	11/15/13	Est Hrly/\$40
Haendel, Erin	1 hr @\$40.46	11/15/13	Est Hrly/\$40
Hwang, Genie	1 hr @\$40.46	11/15/13	Est Hrly/\$40
Mendinueto, Darwin	1 hr @\$40.46	11/15/13	Est Hrly/\$40
Mugalian, Tamara	1 hr @\$40.46	11/15/13	Est Hrly/\$40
Powell, Chrysta	1 hr @\$40.46	11/15/13	Est Hrly/\$40
Serapiglia, Anne	1 hr @\$40.46	11/15/13	Est Hrly/\$40
Wold-Florian, Jayme	1 hr @\$40.46	11/15/13	<u>Est Hrly/\$40</u>
TOTAL ESTABLISHED HOURLY			\$400

Comment: CCSS Math Professional Development  
01-RGK Foundation

**SPECIAL EDUCATION**

Boewe, Juliette	80 hrs @\$64.21	7/1/13-11/1/13	<u>Own Hrly/\$5,137</u>
TOTAL OWN HOURLY			\$5,137

Comment: Additional Hours for Neuropsychological Evaluations  
01-Special Education

Curtis, Laura	2.5 hrs @\$40.46	11/18/13-11/19/13	<u>Est Hrly/\$101</u>
TOTAL ESTABLISHED HOURLY			\$101

Comment: CPI Training/Team Meeting  
01-Special Education

Blair, Susy	10 hrs @\$60.97	9/1/13-11/30/14	<u>Own Hrly/\$610</u>
TOTAL OWN HOURLY			\$610

Comment: Additional Hours for Assessments  
01-Special Education

**WEBSTER ELEMENTARY SCHOOL**

Blair, Susy	20 hrs @\$40.46	11/18/13-5/30/14	Est Hrly/\$809
Harris, Stacy	20 hrs @\$40.46	11/18/13-5/30/14	Est Hrly/\$809
London, Kristina	20 hrs @\$40.46	11/18/13-5/30/14	<u>Est Hrly/\$809</u>
TOTAL ESTABLISHED HOURLY			\$2,427

Comment: Homework Club  
01-Gifts

Foster, Craig	20 hrs @\$40.46	12/3/13-5/30/14	Est Hrly/\$809
Held, Pamela	20 hrs @\$40.46	12/3/13-5/30/14	<u>Est Hrly/\$809</u>
TOTAL ESTABLISHED HOURLY			\$1,618

Comment: Math Instruction for GATE Students  
01-Tier III Programs Cat Flex

**ADDITIONAL ASSIGNMENT – EXTRA DUTY UNITS**

SANTA MONICA HIGH SCHOOL – Winter Athletics

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Black, Mark	13 EDU	Var. Wrestling	12/13-2/14	\$3,328
Chapman, James	13 EDU	Var. Girls Soccer	12/13-2/14	\$3,328
Flanders, Matt	13 EDU	Var. Water Polo	12/13-2/14	\$3,328
Gomez, Tony	10 EDU	Asst. Wrestling	12/13-2/14	\$2,560
Hecht, James	13 EDU	Var. Boys Basketball	12/13-2/14	\$3,328
Silvestri, Marisa	13 EDU	Var. Girls Basketball	12/13-2/14	\$3,328
Seals, Mike	10 EDU	Asst. Wrestling	12/13-2/14	\$2,560
Tickler, Brian	6 EDU	Asst. Boys Basketball	12/13-2/14	<u>\$1,536</u>
TOTAL EDUS				\$23,296

**TOTAL ESTABLISHED HOURLY, OWN HOURLY AND OWN DAILY = \$144,902**

**NEW HIRES****PROBATIONARY CONTRACTS**

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Smith, Cynthia/Math Malibu High School	100%	1/6/14

**TEMPORARY CONTRACTS**

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Gonzalez, Monica/5 <sup>th</sup> Grade Rogers Elementary	100%	1/6/14-6/10/14
Sheinbaum, Adriana/Reading Muir Elementary	40%	12/1/13-6/10/14

**SUBSTITUTE TEACHERS****CHILD DEVELOPMENT SERVICES**

<u>(@\$16.19 Hourly Rate)</u>	<u>Effective</u>
Morales, Ismael	12/20/13

**CHANGE IN ASSIGNMENT**

	<u>Effective</u>
Braff, Sarah Ed Svcs/Human Resources/Rogers Elementary	8/20/13-12/20/13
<u>From:</u> Classroom Teacher	
<u>To:</u> Teacher on Special Assignment	

**LEAVE OF ABSENCE (with pay)**

<u>Name/Location</u>	<u>Effective</u>
Cerrato, Wendy Franklin Elementary	11/20/13-12/5/13 [medical] (Extension of dates from 12/12/13 Agenda)
Blitz, Sarah Lincoln Middle School	1/6/14-2/28/14 [maternity]
Florian, Jayme SMASH	1/6/14-2/14/14 [maternity]
Florian, Jayme SMASH	2/17/14-3/21/14 [CFRA]
Rosemberg, Jessica Santa Monica HS	11/21/13-12/21/13 [medical]
Silhavy, Dawn Franklin Elementary	11/25/13-12/10/13 [medical]
Simmons, Martha Roosevelt Elementary	9/25/13-6/10/14 [intermittent FMLA, not to exceed 60 days]
Smith, Courtney Child Develop Svcs	11/12/13-1/8/14 [medical]

**LEAVE OF ABSENCE (without pay)**

Name/Location

Blitz, Sarah  
Lincoln Middle School

Effective

3/3/14-4/2/14  
[CFRA]

Rosemberg, Jessica  
Santa Monica HS

10/12/13-11/20/13  
[CFRA]

Rosemberg, Jessica  
Santa Monica HS

12/22/13-3/28/13  
[child care]

Ryan, Sarah  
Malibu High School

12/2/13-12/16/13  
[FMLA/CFRA]

**RESIGNATION**

Name/Location

Clark, Jason  
Malibu High School

Effective

12/20/13

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



TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / BRANDON TIETZE  
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
 01/16/14

RECOMMENDATION NO. A.16

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.

<b><u>NEW HIRES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Ernst, Amanda Child Develop Svcs-Franklin ES	Children’s Center Asst 3.5 Hrs/SY/Range: 18 Step: A	12/2/13
Hunter, Katherine Special Education	Occupational Therapist 8 Hrs/SY/Range: 78 Step: E	12/2/13
Sanchez, Cecilia Special Ed-Adams MS	Inst Asst – Specialized 6 Hrs/SY/Range: 26 Step: A	11/18/13
<b><u>PROMOTION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Reid, Shuntoria Special Ed-Lincoln MS	Inst Asst – Specialized 6 Hrs/SY/Range: 26 Step: A Fr: Inst Asst – Special Ed: 6 Hrs/SY	11/18/13
Yi, Renee Special Education	Inst Asst – Specialized 6 Hrs/SY/Range: 26 Step: A Fr: Inst Asst – Special Ed: 6 Hrs/SY	11/18/13
<b><u>TEMP/ADDITIONAL ASSIGNMENTS</u></b>		<b><u>EFFECTIVE DATE</u></b>
Avina, Fernando Facility Permits	Sprinkler Repair Technician [overtime; school events]	11/9/13-6/30/14
Brooks, Latricia Roosevelt ES	Inst Asst – Special Ed [additional hours; classroom support]	12/2/13-12/13/13
Burkett, Deena Facility Permits	Senior Office Specialist [additional hours; clerical assistance]	10/1/13-6/30/14
Cruz, Cindy Santa Monica HS	Inst Asst – Bilingual [additional hours; assistance with tutoring]	10/1/13-10/30/13
Gaur, Smirti Special Education	Office Specialist [additional hours; clerical assistance]	11/7/13
Gonzalez, Jose Facility Permits	Campus Security Officer [additional hours; school events]	11/14/13-6/30/14
Gonzalez, Monica Facility Permits	Campus Security Officer [additional hours; school events]	11/14/13-6/30/14
Jorgenson, Stephanie Roosevelt ES	Inst Asst – Special Ed [additional hours; classroom support]	12/2/13-12/13/13
Miller, Karen Educational Svcs	Office Specialist [additional hours; assistance with auditions]	11/16/13

Minca, Robin Facility Permits	Administrative Assistant [additional hours; school events]	11/15/13-6/30/14
Monte, Peri Webster ES	Elementary Library Coordinator [additional hours; Homework Club supervision]	11/18/13-5/30/14
Putt, Marissa Roosevelt ES	Inst Asst – Special Ed [additional hours; classroom support]	12/2/13-12/13/13
Quon, Rosemary Educational Svcs	Office Specialist [additional hours; assistance with auditions]	11/16/13
Sargent, Darren Santa Monica HS	Campus Security Officer [additional hours; construction security]	11/20/13-12/20/13
Sebastiani, Guido Facility Permits	Gardener [overtime; school events]	11/1/13-6/30/14
Smith, Luz Facility Permits	Translator [additional hours; form translation]	10/24/13-6/30/14
Wilson, Terry Facility Permits	Campus Security Officer [additional hours; school events]	11/14/13-6/30/14
Worthington, Jamie Muir ES	Inst Asst – Special Ed [additional hours; classroom support]	10/15/13
<b><u>SUBSTITUTES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Arrington, Antoinette Child Develop Svcs	Children’s Center Asst	11/14/13-6/30/14
Davis, Sharonn District	Campus Security Officer	11/14/13-6/30/14
Gonzalez, Jose District	Campus Security Officer	11/13/13-6/30/14
Gsoell, Valerie Food and Nutrition Svcs	Cafeteria Worker I	11/15/13-6/10/14
Lynch, Margaret Child Develop Svcs	Children’s Center Asst	12/1/13-6/30/14
Preciado, Violeta Child Develop Svcs	Children’s Center Asst	12/6/13-6/30/14
Ramirez, Armida Food and Nutrition Svcs	Cafeteria Worker I	12/6/13-6/10/14
<b><u>INVOLUNTARY TRANSFER</u></b>		<b><u>EFFECTIVE DATE</u></b>
Gonzalez, April Special Education	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/McKinley ES	11/21/13
<b><u>VOLUNTARY TRANSFER</u></b>		
Morris, Diane McKinley ES	Inst Asst – Classroom 3 Hrs/SY Fr: Inst Asst – Classroom: 2.5 Hrs/SY	11/4/13

**VOLUNTARY TRANSFER IN LIEU OF LAYOFF**

Kidwell, Lachell Adams MS	Inst Asst – Special Ed 5 Hrs/SY Fr: 5 Hrs/SY/Olympic HS	11/15/13
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**LEAVE OF ABSENCE (PAID)**

		<b><u>EFFECTIVE DATE</u></b>
Cornell, Constance Santa Monica HS	Inst Asst – Special Ed Medical	12/2/13-2/28/14
Gonzalez, Jessica Child Develop Svcs-SAMOHI	Children’s Center Asst Maternity	12/6/13-1/1/14
Martinez, Kim Roosevelt ES	Inst Asst – Special Ed Personal	11/18/13-1/5/14
McAlpin, Michael Operations	Custodian Medical	11/25/13-1/5/14
Narain, Chandra Educational Svcs	Administrative Assistant Medical	12/1/13-12/23/13
Porter, Joe Operations	Custodian Medical	12/1/13-2/23/14
Simmonds, Hugh Operations	Gardener Medical	11/25/13-1/1/14

**PROFESSIONAL GROWTH**

		<b><u>EFFECTIVE DATE</u></b>
Godinez, Lorena Child Develop Svcs-SAMOHI	Children’s Center Asst	1/1/14
Gonzalez-Mortensen, Simona Roosevelt ES	Physical Activities Specialist	1/1/14
Kamkar, Vida Fiscal Svcs	Accounting Technician	1/1/14
Martinez, Isabel Special Ed-Santa Monica HS	Inst Asst – Specialized	1/1/14
Savage, Stephanie Santa Monica HS	Senior Office Specialist	1/1/14

**WORKING OUT OF CLASS**

		<b><u>EFFECTIVE DATE</u></b>
Hartley, Logan Rogers ES	Physical Activities Specialist Fr: Inst Asst – Physical Education	11/4/13-11/30/13

**ABOLISHMENT OF POSITION**

	<b><u>EFFECTIVE DATE</u></b>
Children’s Center Asst 8 Hrs/SY; Adams MS	10/23/13
Inst Asst – Special Ed 6 Hrs/SY; Special Education – McKinley ES	11/18/13

Inst Asst – Special Ed 5 Hrs/SY; Special Education – Olympic HS	11/12/13
Inst Asst – Specialized 6 Hrs/SY; Special Education	11/4/13
Inst Asst – Specialized 6 Hrs/SY; Special Education	11/14/13

**RESCIND DISQUALIFICATION FROM PROBATION**

DV 8994279	Custodian	<b><u>EFFECTIVE DATE</u></b> 12/13/13
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**RESCIND TERMINATION**

DV 8994279	Gardener	<b><u>EFFECTIVE DATE</u></b> 12/13/13
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**RESIGNATION**

Campos, Oscar Operations	Gardener	<b><u>EFFECTIVE DATE</u></b> 12/4/13
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Capra, Lucas Facility Permits	Technical Theater Technician	12/31/13
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Kim, Laura Lincoln MS	Inst Asst – Music	12/20/13
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Lockett, Tyrone Operations	Custodian Gardener	12/13/13
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**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES**

(39-MONTH MEDICAL REEMPLOYMENT LIST) MJ 7428162	Administrative Assistant	<b><u>EFFECTIVE DATE</u></b> 12/24/13
Educational Svcs		

**SUSPENSION WITHOUT PAY**

TA 5256331		<b><u>EFFECTIVE DATE</u></b> 1/8/14; 1/15/14
Maintenance		

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/16/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON /BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.17

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.

**COACHING ASSISTANT**

Bower, Alan	Malibu HS	11/1/13-6/30/14
Humphrey, Ray	Malibu HS	7/1/13-6/30/14
O'Doherty, Annelise	Malibu HS	11/15/13-6/30/14
Pasion, Joel	Malibu HS	11/26/13-6/30/14
Pineda, Edgar	Malibu HS	12/5/13-6/30/14
Wein, David	Malibu HS	11/20/13-6/30/14

**NOON SUPERVISION AIDE**

Alvarez, Maryke	McKinley ES	11/1/13-6/10/14
Gomez, Noelia	McKinley ES	11/1/13-6/10/14
Lucas, Ralph	McKinley ES	11/1/13-6/10/14
Marion, Rosa	McKinley ES	11/1/13-6/10/14
Mendoza, Ana	McKinley ES	8/22/13-6/10/14
Morris, Diane	McKinley ES	11/4/13-6/10/14
Oyenoki, Aimee	McKinley ES	11/1/13-6/10/14
Reyes, Modesta	McKinley ES	11/1/13-6/10/14
Rodriguez, Ofelia	Educational Svcs	11/20/13-6/30/14
Shahmoradi, Sima	Franklin ES	11/19/13-6/10/14
Sotoj, Maria	McKinley ES	11/4/13-6/10/14

**TECHNICAL SPECIALIST – LEVEL II**

Brown, Kim	Cabrillo ES	11/25/13-3/26/14
	[Intervention Specialist]	
	- Funding: Economic Impact Aid LEP	

**STUDENT WORKER – PEER TUTOR**

Bernstein, Mollie	Santa Monica HS	10/1/13-6/10/14
Dunn, Katie	Santa Monica HS	10/1/13-6/10/14
Oharian, Sarah	Santa Monica HS	10/1/13-6/10/14
Pak, Peter	Santa Monica HS	10/1/13-6/10/14
Pitsker, Jones	Santa Monica HS	10/1/13-6/10/14
Qi, Jerry	Santa Monica HS	10/1/13-6/10/14

**STUDENT WORKER – WORKABILITY**

Michaelson, Jordan	Special Education	11/18/13-6/30/14
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MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



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## **DISCUSSION ITEMS**



TO: BOARD OF EDUCATION

DISCUSSION

FROM: SANDRA LYON / TERRY DELORIA

01/16/14

**7:00PM**

RE: RAND REPORT: EARLY AND SCHOOL-AGE CARE IN SANTA MONICA

DISCUSSION ITEM NO. D.01

In July 2012, the City of Santa Monica Human Services Division and the Santa Monica–Malibu Unified School District (SMMUSD) contracted with the RAND Corporation to conduct an assessment of child care programs in Santa Monica, California. The study was motivated in part by the perception of some stakeholders that the system of care in Santa Monica had become fragmented and complex. Additional motivations were the uncertainty of resource streams stemming from recent and anticipated state and federal budget cuts and a desire to ensure youth wellbeing in the community. The project sought to assess how well Santa Monica’s child care programs meet the needs of families, including child care and early education programs serving children from birth to kindergarten entry, as well as care for school-aged children (kindergarten-12th grade) in the hours before and after school and in the summer. Recommendations would consider how to better meet family needs and sustain programs going forward.

The full report presents the findings from the RAND study, capturing the full range of information gathering and the associated analyses. The study examines early and school-aged care (ESAC) and analyzes ways to make the most effective use of available sources of public funding and of the existing public and private provider infrastructure to deliver effective programs. The recommendations will be of interest to policymakers in local government and school district settings.

RAND staff will present their findings and answer questions related to the research.



TO: BOARD OF EDUCATION

DISCUSSION

01/16/14

FROM: SANDRA LYON / TERRY DELORIA

RE: COMMON CORE STATE STANDARDS (CCSS) UPDATE

DISCUSSION ITEM NO. D.02

Staff will update the Board of Education on the implementation of the Common Core State Standards (CCSS).



TO: BOARD OF EDUCATION

DISCUSSION

01/16/14

FROM: SANDRA LYON / TERRY DELORIA / MARK KELLY

RE: CONSIDER REVISING BP AND AR 5117 – INTERDISTRICT ATTENDANCE

DISCUSSION ITEM NO. D.03

It is recommended that the Board of Education consider revising BP and AR 5117 – Interdistrict Attendance.

COMMENT: Traditionally, the board reviews BP/AR 5117 and BP/AR 5116.1 in February; however, in order to make applications available sooner to adjust for the earlier start to the school year, staff is asking the board to discuss potential changes in January and approve any changes in early February.

As written, both BP/AR 5117 and BP/AR 5116.1 give the district the necessary flexibility to accommodate requests for intradistrict transfers and accept students from outside the district. Staff is recommending the below listed changes to the language of BP and AR 5117.

**Proposed Revisions to BP 5117:**

- Change Section E to read, “The district will accept applications for interdistrict permits in grades TK through 11.”
  - Rationale: Including TK will allow maximum flexibility. Approval is still subject to space available.
- Change section E1 to read, “...2014-15,” school year.
- Insert “non-Title I” to the end of Section F2 to read, “all students enrolled in that school shall be provided an option to transfer to another non-Title I district school.”
  - Rationale: Students seeking a program improvement (PI) transfer may only transfer to a non-Title I (i.e. non-PI) school.
- Add to Section F4 a subsection “i” that states, “Students requesting to be admitted who do not meet any criteria described in Section F1-F4h.”
  - Rationale: Allows for a student to be accepted who does not meet any of the other criteria, but who seeks to enroll in the district. Reflects what has been practiced for school with more space available.

**Proposed Revisions to AR 5117:**

- Modify section header to read, “Conditions for Accepting and Retaining Interdistrict Attendance Permits.”
  - Rationale: Clarifies content of the section.
- Add to the “Conditions for Accepting and Retaining Interdistrict Attendance Permits” section:
  - “...there must be an existing opening in the class, grade level, educational program and school to which the student seeking interdistrict permit would be initially enrolled.”
    - Rationale: Clarifies that a permit may not be approved because there is no opening in the *educational program* that meets the student’s needs.
  - Add to Section 3, “Additionally, approval is contingent on applicants demonstrating they meet standards for retaining a permit, including standards of behavior, attendance or academic”

effort. The district will not pay excess costs to provide specialized services to students on permit.”

- Rationale: Reflects language in the policy that is not addressed in the regulation.

Any changes to the policy will return for board action at the February 6, 2014 board meeting.

**Interdistrict Attendance**

- A. Although students generally must attend school in the district and school where their residence has been established, the Santa Monica-Malibu School District Board of Education recognizes justifiable reasons for interdistrict permits. Upon request, the Superintendent or designee may accept students from other districts and may allow students who live within the district to transfer to another school within the district or out of the district.

Parents must submit verification of continuing enrollment annually. Students enrolled prior to the 2005-06 school year on a PERT or DERT permit will not be affected by this change.

Involuntary loss of housing resulting from: apartments being removed from the rental market (Ellis Act), buildings being red-tagged, or evictions to accommodate owner-occupancy should not interfere with a child completing his/her education in the Santa Monica-Malibu Unified School District. The permit office will require the applicant to obtain verification from the Rent Control Department or other appropriate legal agency. These students will be allowed to remain in their schools for the remainder of the year in which their housing has been lost. In addition, they will be allowed to remain in SMMUSD as permit students in subsequent years provided they meet all the conditions of students attending SMMUSD on permit and submit a verification of continuing enrollment annually. The Ellis Act allows California apartment owners to evict tenants if the landlords intend to withdraw their units from the rental market.

Students "in good standing" who have been attending school/s within SMMUSD as a resident of the district for a minimum period of three complete school years, and subsequently relocate outside the boundaries of SMMUSD, will be allowed to remain in the Santa Monica-Malibu School district as permit students, upon receiving a permit release from their district of residence and meeting all the conditions of students attending Santa Monica-Malibu Unified School District on a permit. Permits will be granted per the language of sections D and F below.

- B. Permits of this type are to be initiated by the student's parent or guardian who attests to the fact or shows evidence that the permit would be in the student's best interests. Cancellation of the permit shall occur if certain provisions are not adhered to by the student or parent/guardian, or if overcrowding should occur at the school of acceptance.
- C. The Board is committed to providing a quality education for all district students legally enrolled and will provide fair and consistent treatment for students and parent/guardians regardless of their residence or permit status. All applications for a permit will be treated in a fair and consistent manner.
- D. Final approval of permits for all students, including students needing specialized programs, such as GATE, special education, ELL, etc., shall rest at the district and shall be contingent upon space, budget and staff availability. Additionally, approval is contingent on applicants demonstrating they meet requirements for retaining a permit including standards of behavior, attendance and academic effort. The district will not pay excess costs to provide specialized services to students on permit.
- E. The district will accept applications for interdistrict permits in grades ~~K~~ TK through 11. Permits will be granted per the language of section D. above.

1. The total number of all new interdistrict permits that will be accepted and approved for the ~~2013-2014~~ 2014-2015 school year will not exceed 300.
    - a. The total number of new permits accepted and approved for kindergarten will not exceed 50.
    - b. The total number of new permits accepted and approved for grades 1 through 5 will be issued on a space available basis.
    - c. The total number of new permits accepted and approved for John Adams Middle School and Lincoln Middle School for grade 6 will not exceed 10.
    - d. The total number of new permits accepted and approved for grades 7 and 8 at John Adams Middle School and Lincoln Middle School will not exceed 10 per grade level.
    - e. The total number of permits accepted and approved for grades 9 through 11 at Santa Monica High School will not exceed 20 per grade level.
    - f. Permits will be accepted to Olympic High School on a case by case basis for students currently enrolled in SMMUSD.
    - g. The district will continue to accept all permit applications to Malibu schools.
    - h. International High School students will be accepted and approved on a case-by-case basis.
  2. All students currently attending on an interdistrict permit will be allowed to remain in the district until they leave or graduate, assuming that they submit a verification of continuing enrollment annually and uphold appropriate standards of behavior, attendance, and academic effort. Interdistrict attendance permits for 11th and 12th graders may not be rescinded.
  3. Guidelines previously applied to SMASH, Edison, including the immersion program through Grade 8, and our preschools will remain in effect.
- F. Requests for new permits will be received (granted) in the following order (Based on the timelines identified in Administrative Regulations 5117):
1. Intradistrict permits allowing children who are residents of the cities of Santa Monica and/or Malibu to attend a school other than their neighborhood school;
 

It is the intention of the district to provide same-school placement for all siblings in a family once an intradistrict permit has been granted, except in cases where students need a specialized program which is only available on another campus.
  2. If a district school receiving Title I funds is identified for program improvement, corrective action, or restructuring, all students enrolled in that school shall be provided an option to transfer to another non-Title I district school or charter school. (20 USC 6316)

3. Interdistrict permits for children of employees of the Santa Monica-Malibu Unified School District [certificated, classified, management, full and part-time (a minimum of 15 hours per week)];

It is the intention of the district to provide a seat in a district school (K-12) to all children of district employees who have requested a new interdistrict permit, with the understanding that Section D will be considered. Staff will do its best to accommodate requests for a specific school but will not guarantee requested placement. On-going permit holders are not affected and will continue in the home school being currently attended.

4. If space, staffing and budget allow, interdistrict permits for:
  - a. Those students "in good standing" who have been attending school/s within SMMUSD as a resident of the district, for a minimum period of three complete school years, and subsequently relocate outside the boundaries of SMMUSD. Permits will be granted per the language of section D above.
  - b. Siblings of current interdistrict permit holders. If a permit is received (granted) there is no guarantee of same-school placement. On-going permit holders are not affected and will continue in the home school being currently attended.
  - c. International High School students on a case-by-case basis.
  - d. Children of employees of the cities of Malibu or Santa Monica.
  - e. Children of full-time, permanent employees of Santa Monica College.
  - f. Children of alumni of Santa Monica High School, Malibu High School, or Olympic High School. Parent must attach a copy of graduation diploma to the permit application.
  - g. Grandchildren of individuals who have been living within the boundaries of SMMUSD for a minimum of five years.
  - h. Children of individuals working within the boundaries of SMMUSD.
  - i. Students requesting to be admitted who do not meet any criteria described in Section F1-F4h.

Legal Reference:

EDUCATION CODE

[41020](#) Annual district audits

[46600-46611](#) Interdistrict attendance agreements

[48204](#) Residency requirements for school attendance

[48300-48316](#) Student attendance alternatives, school district of choice program

[48350-48361](#) Open Enrollment Act

[48915](#) Expulsion; particular circumstances

[48915.1](#) Expelled individuals: enrollment in another district

[48918](#) Rules governing expulsion procedures

[48980](#) Notice at beginning of term

[52317](#) Regional Occupational Center/Program, enrollment of students, interdistrict attendance

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

*Crawford v. Huntington Beach Union High School District*, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

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

**adopted: January 27, 1994 Santa Monica, California**

**revised: February 17, 2005; February 20, 2003; March 3, 2011; March 15, 2012;  
March 5, 2013**

**Interdistrict Attendance**

Interdistrict Attendance Procedures (transfers between districts):

**General Guidelines**

1. The permit office is responsible for processing interdistrict permits.
2. The request for a permit is initiated by the parent at their child's district of residence.
3. The parents/guardians of the child must be informed that the acceptance of their child is contingent upon the parent/guardian and the child assuming full responsibility for:
  - a. Satisfactory attendance
  - b. Satisfactory behavior
  - c. Satisfactory academic effort
  - d. Any necessary documentation requested regarding and including child care, employment, doctor's recommendations and guardianship documentation.
  - e. Understanding that the receiving school has the right to rescind any prior approved interdistrict permit if the parent/guardian or student does not fulfill the responsibilities listed in 3.a, b, and c above.
4. It is the responsibility of each school to ensure that nonresident students accepted and registered without a valid permit be returned to the school of residence.

**Conditions for Accepting and Retaining Interdistrict Attendance Permits**

The school site designee and the Superintendent or designee shall approve or deny applications for transfers. The acceptance of interdistrict permits for students from other school districts to attend classes within the district shall be subject to the following:

1. The student seeking an initial interdistrict permit in the district must submit an SMMUSD permit application and present a permit authorizing his/her release from the school district of residence.
2. A release from the school district of residence is required for the initial permit application only and not required for permit renewal.
3. The student must be eligible to attend elementary school, middle school, or senior high school classes maintained by the Santa Monica-Malibu Unified School District and there must be an existing opening in the class, grade level, education program and school to which the student seeking the interdistrict permit would be initially enrolled. Additionally, approval is contingent on applicants demonstrating they meet standards for retaining a permit, including standards of behavior, attendance or academic effort. The district will not pay excess costs to provide specialized services to students on permit.

4. All students currently attending on an interdistrict permit will be allowed to remain in the district until they leave or graduate, assuming that they: annually submit a verification of continuing enrollment to SMMUSD and comply with all the SMMUSD application requirements; uphold appropriate standards of behavior, attendance, and academic effort.
5. Interdistrict attendance permits for 11th and 12th graders may not be rescinded.

### **Conditions for Cancellation of Interdistrict Permits**

The receiving school or district has the right to revoke any previously approved interdistrict permit for the following reasons:

1. Falsification or misrepresentation of information
2. Enrollment fluctuation
3. Unsatisfactory behavior
4. Unsatisfactory attendance
5. Unsatisfactory academic effort/achievement
6. A change in childcare arrangements
7. Inappropriate guardianship documentation
8. Reason for the original issuance of the permit by the school district of residence is no longer valid
9. Student becomes eligible for a program or class other than the one to which he/she was admitted and there is no available space in the new program or class.
10. A parent requests a transfer to another district school instead of the school his/her child was admitted.

### **Appeal Procedures**

1. Interdistrict transfer requests that are denied by the district at the school level may be appealed by the parent/guardian to the Superintendent or designee within two weeks from the day the request for acceptance of permit is denied.
2. The appeal is to be in writing and must provide all information and detail as to why the denial is being appealed.
3. The Superintendent or designee shall review the permit appeal based on Board policy and regulations, state law, and in consultation with school site(s), parents/guardians and the appropriate district staff as necessary.
4. If the permit continues to be denied, the parent/guardian may within 30 calendar days of the denial, appeal to the County Board of Education
5. There is no appeal process to the County Board for interdistrict permits that are revoked.

## **Annual Report**

The Board will receive a report on permits by February 28 of each year.

**Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**adopted: August 19, 2009 Santa Monica, California**  
**revised: February 17, 2011; February 2, 2012; March 5, 2013**



TO: BOARD OF EDUCATION

DISCUSSION

01/16/14

FROM: SANDRA LYON / TERRY DELORIA / MARK KELLY

RE: REVIEW BP 5116.1 – INTRADISTRICT OPEN ENROLLMENT

DISCUSSION ITEM NO. D.04

It is recommended that the Board of Education consider revising BP 5116.1 – Intradistrict Open Enrollment.

COMMENT: Traditionally, the board reviews BP/AR 5117 and BP/AR 5116.1 in February; however, in order to make applications available sooner to adjust for the earlier start to the school year, staff is asking the board to discuss potential changes in January and approve any changes in early February.

As written, both BP/AR 5117 and BP/AR 5116.1 give the district the necessary flexibility to accommodate requests for intradistrict transfers and accept students from outside the district. Staff is recommending the below listed changes to the language of BP and AR 5117.

**Proposed Revisions to BP 5116.1:**

- Insert “non-Title I” to subsection 2 of the “Enrollment Priorities” section to read, “...all students enrolled in that school shall be provided an option to transfer to another non-Title I district school.”
  - Rationale: Students seeking a program improvement (PI) transfer may only transfer to a non-Title I (i.e. non-PI) school.

**Proposed Revisions to AR 5116.1:**

- Make the following changes to the “Other Intradistrict Open Enrollment” section:
  - “The Superintendent or designee shall identify those schools which may have space available for additional students. ~~A list of these schools and open enrolment applications shall be available at all school office.~~ A list of schools which may have space available shall be maintained by the district’s Student Services Department. Intradistrict open enrollment applications shall be available at all school offices and at the District Office.
    - Rationale: It is not practical for school sites to maintain an up-to-date lists of schools with available space. This is best done by the Student Service Department. Schools have applications and do provide them upon request.
  - “Students of parents/guardians who submit applications to the district by ~~May 31~~ April 30 shall be eligible for consideration for admission to their school of choice the following school year under the district’s open enrollment policy.”
    - Rationale: Earlier due date adjusted for early start of school year. Given that intradistrict permits take priority over interdistrict permits, it is advisable that we have an earlier due date.
  - “Enrollment in a school of choice shall be determined by lot from the eligible applicant pool. ~~And a waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year.~~ Late applicants shall not be added to the waiting list for the current year.”

- Rationale: It is impractical to maintain such a waiting list and doing so makes it difficult for administrators to manage enrollment at their school sites. Student Services continuously monitors space availability and makes alternative offers to families, including revisiting requests over time.
- “Approved applicants must confirm their enrollment within ~~40~~ 5 school days.”
  - Rationale: In practice, the district asks families to respond within 24 hours; five days is a reasonable response time.

Any changes to the policy will return for board action at the February 6, 2014 board meeting.

### Intradistrict Open Enrollment

The Board of Education desires to provide enrollment options that meet the diverse needs and interests of district students. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. (Education Code [35160.5](#))

The Board shall annually review this policy. (Education Code [35160.5](#), [48980](#))

### Enrollment Priorities

Priority for attendance outside a student's attendance area shall be given as follows:

1. The Board believes it is the best interest of students that firm ties are established between families and schools. Therefore, once a family has received an intradistrict permit, the receiving school shall be regarded as the home school of that family, and all siblings in the family may attend that school. Enrollment of intradistrict siblings will be automatic, and shall not be subject to permit priorities or space availability.
2. If a district school receiving Title I funds is identified for program improvement, corrective action, or restructuring, all students enrolled in that school shall be provided an option to transfer to another non-Title I district school or charter school. (20 USC [6316](#))
3. If while on school grounds a student becomes the victim of a violent criminal offense, he/she shall be provided an option to transfer to another district school or charter school. (20 USC [7912](#))
4. If a student attends a school designated by the California Department of Education as "persistently dangerous," he/she shall be provided an option to transfer to another district school or charter school. (20 USC [7912](#); 5 CCR [11992](#))
5. The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code [35160.5](#))

- a. A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist
- b. A court order, including a temporary restraining order and injunction

For all other applications for enrollment from outside a school's attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who

shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. A school's capacity shall be calculated in a nonarbitrary manner using student enrollment and available space. (Education Code [35160.5](#))

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code [35160.5](#))

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code [35160.5](#))

## **Transportation**

Except as required by 20 USC [6316](#) for transfers out of Title I program improvement schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

### Legal Reference:

#### *EDUCATION CODE*

[200](#) Prohibition against discrimination

[35160.5](#) District policies; rules and regulations

[35291](#) Rules

[35351](#) Assignment of students to particular schools

[46600-46611](#) Interdistrict attendance agreements

[48200](#) Compulsory attendance

[48204](#) Residency requirements for school attendance

[48300-48316](#) Student attendance alternatives, school district of choice program

[48350-48361](#) Open Enrollment Act

[48980](#) Notice at beginning of term

#### *CODE OF REGULATIONS, TITLE 5*

[11992-11994](#) Definition of persistently dangerous schools

#### *UNITED STATES CODE, TITLE 20*

[6316](#) Transfers from program improvement schools

[7912](#) Transfers from persistently dangerous schools

#### *CODE OF FEDERAL REGULATIONS, TITLE 34*

[200.36](#) Dissemination of information

[200.37](#) Notice of program improvement status, option to transfer

[200.39](#) Program improvement, transfer option

[200.42](#) Corrective action, transfer option

[200.43](#) Restructuring, transfer option

[200.44](#) Public school choice, program improvement schools

[200.48](#) Transportation funding for public school choice

#### *COURT DECISIONS*

*Crawford v. Huntington Beach Union High School District*, (2002) 98 Cal.App.4th 1275

#### *ATTORNEY GENERAL OPINIONS*

85 Ops.Cal.Atty.Gen. 95 (2002)

### Management Resources:

U.S. DEPARTMENT OF EDUCATION NONREGULATORY GUIDANCE

Public School Choice, January 2009

Unsafe School Choice Option, May 2004

#### *WEB SITES*

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

California Department of Education, Unsafe School Choice Option: <http://www.cde.ca.gov/ls/ss/se/usco.asp>

U.S. Department of Education, No Child Left Behind: <http://www.nclb.gov>

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

**adopted: August 19, 2009 Santa Monica, California**

**revised: September 8, 2011**

## Intradistrict Open Enrollment

### Transfers for Victims of a Violent Criminal Offense

Within a reasonable amount of time, not to exceed 14 days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In determining whether a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident on a case-by-case basis and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and his/her parent/guardian in making the offer. If the parent/guardian elects to transfer his/her child, the transfer shall be completed as soon as practicable.

### Transfers from a "Persistently Dangerous" School

Within 10 school days after receiving notification from the California Department of Education (CDE) that a school has been designated as "persistently dangerous," the Superintendent or designee shall notify parents/guardians of the school's designation. Within 10 school days after this notification has been provided to parents/guardians, the Superintendent or designee shall notify parents/guardians of their option to transfer their child.

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide written notification to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed seven school days, for the submission of parent/guardian requests.

The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. For students who accept the offer, the transfer shall generally be made within 30 school days of receiving the notice of the school's designation from the CDE. If parents/guardians decline the assigned school, the student may remain in his/her current school.

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin. The Superintendent or designee shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a district school.

### Other Intradistrict Open Enrollment

To implement intradistrict open enrollment pursuant to Education Code [35160.5](#):

1. The Superintendent or designee shall identify those schools which may have space available for additional students. ~~A list of these schools and open enrollment applications shall be available at all school offices.~~ A list of schools which may have space available shall be maintained by the district's Student Services Department. Intradistrict open enrollment applications shall be available at all school offices and at the District Office.
2. Students of parents/guardians who submit applications to the district by May 31 shall be eligible for consideration for admission to their school of choice the following school year under the district's open enrollment policy.
3. Enrollment in a school of choice shall be determined by lot from the eligible applicant pool, ~~and a waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year.~~ Late applicants shall not be added to the waiting list for the current year.
4. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
5. Approved applicants must confirm their enrollment within ~~10~~ 5 school days.

Once enrolled, a student shall not be required to reapply for readmission.

Any complaints regarding the selection process shall be submitted to the Superintendent or designee.

### **Notifications**

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code [48980](#))

1. All options for meeting residency requirements for school attendance
2. Program options offered within local attendance areas
3. A description of any special program options available on both an interdistrict and intradistrict basis
4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied
5. A district application form for requesting a change of attendance
6. The explanation of attendance options under California law as provided by the CDE

**Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**approved: August 19, 2009 Santa Monica, California**  
**revised: September 22, 2011**

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## **MAJOR ITEMS**



TO: BOARD OF EDUCATION

ACTION/MAJOR

01/17/13

FROM: SANDRA LYON

RE: ADOPT RESOLUTION NO. 13-06 – COMMEMORATING DR. MARTIN LUTHER KING, JR. DAY

RECOMMENDATION NO. A.18

It is recommended that the Board of Education adopt Resolution No. 13-06 – Commemorating Dr. Martin Luther King, Jr. Day.

This resolution is to honor Dr. Martin Luther King, Jr.'s birthday, which is officially observed this year on January 20, 2014. Attached is the resolution.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

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

**RESOLUTION NO. 13-06  
COMMEMORATING DR. MARTIN LUTHER KING, JR. DAY**

**Whereas**, Dr. Martin Luther King, Jr. was born in 1929 in Atlanta Georgia;

**Whereas**, the young Martin Luther King attended segregated public schools and graduated from high school at age 15;

**Whereas**, Dr. King received his B.A. degree from Morehouse College in Georgia, the alma mater of both his father and grandfather and earned his B.D. from Crozer Theological Seminary. Later, in 1955, he received a Ph.D. from Boston University;

**Whereas**, Dr. King was committed to equal rights for African-Americans in this country from an early age and was an active member of the NAACP;

**Whereas**, Dr. King led the boycott of Montgomery's segregated buses for over a year after Rosa Parks refused to give up her seat in a bus in 1955, and eventually, the Supreme Court outlawed discrimination in public transportation and Dr. King emerged a prominent leader of the civil rights movement;

**Whereas**, Dr. King began organizing protest demonstrations and marches in such cities as Birmingham, Alabama, St. Augustine, Florida and Selma, Alabama. The marches were for the right to vote, desegregation, labor rights and other basic civil rights.

**Whereas**, between 1957 and 1968, Dr. King canvassed the country and appeared more than 2500 times to speak in protest against injustices toward his race;

**Whereas**, Dr. King wrote five books and numerous articles drawing on his experience as a preacher to galvanize and inspire an audience. Dr. King was arrested and jailed on several occasions;

**Whereas**, on August 28, 1963, Dr. King led the great march in Washington, DC, that culminated with his famous "I Have a Dream" speech at the Lincoln Memorial. More than a quarter million people of all ethnicities attended the event.

**Whereas**, at the height of Dr. King's influence, the Civil Rights Act of 1964 and the Voting Rights Act of 1965 were passed.

**Whereas**, Dr. King was awarded the Nobel Peace Prize in 1964, at the age of 35.

**Whereas**, Dr. King continued his work to attack discrimination in other parts of the North and broadened his criticism against the Vietnam War;

**Whereas**, Dr. King advocated for government compensatory program seeking restitution of wages lost to slavery which in turn, demanded aid for the poorest communities and sought an economic bill of rights that provided for massive government job programs to reconstruct society;

**Whereas**, Dr. King continued to participate in the movement by supporting black city workers striking for higher wages and better treatment in Memphis, Tennessee where he was assassinated;

**Whereas**, in 1986, Congress established the Martin Luther King Day as a United States holiday and in 1994, King Day of Service was built on the teachings of nonviolence and social justice to promote community service. The aim is to make the holiday a day ON, where people of all ages and backgrounds come together to improve lives, bridge social barriers, and move our nation closer to the “Beloved Community” that Dr. King envisioned.

**Therefore, let it be resolved**, that the Santa Monica-Malibu Unified School District celebrates the life and legacy of a man who brought hope and healing to America. We commemorate the timeless values he taught us through his example – the values of courage, truth, justice, compassion, dignity, humility and service that so radiantly defined Dr. King’s character and empowered his leadership. On this holiday, we commemorate the universal, unconditional love, forgiveness and nonviolence that empowered his revolutionary spirit, and speaks to the best of who we are as human beings.

**Be it further resolved**, that our schools, offices, and broader community become places that embody the spirit of this great American by promoting and embracing reconciliation, respect, brotherhood, and our common humanity, not just today, but every day of the year.

**Passed and Adopted** this 16<sup>th</sup> day of January 2014 by the Santa Monica-Malibu Unified School District Board of Education by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Maria Leon-Vazquez  
Board President

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Sandra Lyon  
Superintendent



TO: BOARD OF EDUCATION

ACTION/MAJOR  
01/16/14

FROM: SANDRA LYON / JANECE L. MAEZ / PAT HO

RE: ADOPT RESOLUTION NO. 13-07 – IN HONOR OF FRED KOREMATSU DAY  
OF CIVIL LIBERTIES AND THE CONSTITUTION

RECOMMENDATION NO. A.19

It is recommended that the Board of Education adopt Resolution No. 13-07 in honor of Fred Korematsu Day of Civil Liberties and the Constitution.

COMMENTS: Attached is the resolution.

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

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

**Resolution No. 13-07**

**FRED KOREMATSU DAY OF CIVIL LIBERTIES AND THE CONSTITUTION**

**WHEREAS**, the battle for civil liberties has been championed by ordinary Americans who have had the courage to stand up and fight for their basic Constitutional rights; and

**WHEREAS**, Fred T. Korematsu was one of these individuals, who refused to comply with Civilian Exclusion Order 34, based on the federal Executive Order 9066, which imposed strict curfew regulations and required 120,000 Japanese Americans to leave their homes to be incarcerated in American concentration camps during World War II; and

**WHEREAS**, Mr. Korematsu was arrested and convicted, but fought back because he believed the conviction went against the basic freedoms guaranteed to him by the U.S. Constitution; and

**WHEREAS**, Mr. Korematsu's conviction was ultimately overturned in 1984; a decision that influenced the US government's passage of the Civil Liberties Act of 1988, which recognized that a grave injustice was done by forced relocation and incarceration of civilian Americans because of wartime prejudice; and

**WHEREAS**, current California law designates a number of days as having special significance, when public schools are encouraged to observe and conduct suitable commemorative exercises as specified; and

**WHEREAS**, the History-Social Science Framework for California Public Schools, Kindergarten through Grade Twelve, states that the history curriculum at each grade level relating to community, state, region, nation and the world must reflect and integrate the experiences of men and women of different racial, religious and ethnic groups; and

**WHEREAS**, the California Assembly and State Senate passed AB 1775, the Fred Korematsu Day of Civil Liberties and the Constitution, without opposition and Governor Arnold Schwarzenegger signed this bill into law on September 23, 2010:

**NOW, THEREFORE, BE IT RESOLVED**, that the Santa Monica-Malibu Unified School District Board of Education encourages all schools and teachers to observe the Fred T. Korematsu Day of Civil Liberties and the Constitution on January 30 of every year, or the days surrounding it, and conduct exercises commemorating the life of Fred Korematsu and recognizing the importance of preserving civil liberties, even in times of real or perceived crisis.

**PASSED AND ADOPTED** by the Santa Monica-Malibu Unified School District Board of Education on this day, the 16<sup>th</sup> of January 2014, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Maria Leon-Vazquez  
President, Board of Education

\_\_\_\_\_  
Sandra Lyon  
Superintendent

TO: BOARD OF EDUCATION

ACTION/MAJOR

01/16/14

FROM: SANDRA LYON / JANECE L. MAEZ / PAT HO

RE: APPROVAL OF 2012-13 ANNUAL FINANCIAL AUDIT REPORT

RECOMMENDATION NO. A.20

It is recommended that the Board of Education accept the 2012-13 Annual Financial Audit Report and approve management discussion and analysis/the administrative responses to the "Findings" & "Recommendations" as contained in the Subject audits.

COMMENTS: In response to California Education Code mandate, the 2012-13 financial audit has been completed by the audit firm of Christy White Accountancy Corporation. The Board of Education and the Financial Oversight Committee have previously received copies of the audit report and an information copy is available for public review in the Office of the Superintendent.

There are no audit adjustments or findings in this report.

A representative from Christy White Accountancy will be available at the meeting to answer questions.

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



TO: BOARD OF EDUCATION

ACTION/MAJOR

01/16/14

FROM: SANDRA LYON / TERRY DELORIA / MAUREEN BRADFORD

RE: APPROVAL OF 2012-13 SCHOOL ACCOUNTABILITY REPORT CARDS  
(SARC) FOR ELEMENTARY, MIDDLE, AND HIGH SCHOOLS

RECOMMENDATION NO. A.21

It is recommended that the Board of Education approve the 2012-2013 School Accountability Report Cards for the following sites:

- Edison Language Academy
- Franklin Elementary School
- Grant Elementary School
- John Muir Elementary School
- Juan Cabrillo Elementary School
- McKinley Elementary School
- Point Dume Marine Science School
- Roosevelt Elementary School
- Webster Elementary School
- Will Rogers Elementary School
- Santa Monica Alternative School House (SMASH)
- John Adams Middle School
- Lincoln Middle School
- Malibu High School
- Olympic High School
- Santa Monica High School

COMMENT: The School Accountability Report Cards (SARC) are mandated by California law and fulfill a reporting requirement of the No Child Left Behind Act of 2001. Each school's SARC must contain specific, discrete pieces of information mandated by the State of California, including test score results, demographic information, descriptions of professional development, and information about elements of Williams compliance, such as sufficiency of textbooks and facilities maintenance. Upon Board approval, the 2012-2013 SARCs will be posted on our website for public viewing.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



TO: BOARD OF EDUCATION

ACTION/MAJOR  
01/16/14

FROM: SANDRA LYON / JANCECE L. MAEZ

RE: BOARD DIRECTION TO STAFF REGARDING THE HIRING OF AN  
ENVIROMENTAL ENGINEERING FIRM TO ASSIST WITH ENVIRONMENTAL  
QUESTIONS

#### RECOMMENDATION NO. A.22

It is recommended that the Board of Education direct the Superintendent to enter into a contract with an environmental engineering firm as recommended by the panel of district staff, Environmental Task Force members, interested community members and experts in the field.

COMMENT: Last October, teachers at Malibu High School brought to our attention concerns that serious personal health issues may be connected to their campus, and we took swift action to relocate teachers and students and embark on a plan that strives to ask questions and rely on the analysis of environmental science experts who are qualified to address these emotionally charged questions with objective and solid science.

Following the review of air test data gathered in November and December 2013, professionals at the EPA Region IX told us that it is safe to occupy the classrooms; this information can be found on the District website.

However, we made a commitment to our employees and school community that we would engage a highly qualified and experienced environmental engineering team to guide our next steps, including gathering additional information and taking necessary action, as appropriate, so we can assure our community that our schools are working with safe learning environments. We are relieved that the EPA's analysis of the data thus far is positive and tells us that the air is well within acceptable health limits, and we are eager to engage a firm that will help us continue to deliver on our promise to gather the scientific data necessary to answer the community's questions.

The District is seeking to hire an environmental engineering firm to oversee more air and soils testing to help gather the necessary information to assure our staff, students and community that our schools are safe. They will also assist us in developing the appropriate plan for any further district assessments. The engineering firm will develop investigation plans under the oversight of, and in collaboration with, the EPA and the California Department of Toxic Substances Control.

We issued a Request for Qualifications (RFQ) the first part of December 2013 with a deadline to receive responses by Friday, December 20th. A copy of the RFQ can be found on our website at <http://smmusd.org/PublicNotices/RequestforQualifications.pdf>. The responses received were posted on the District website on January 8, 2014.

The screening and interview process of the environmental engineering firms began the first week of January. It was determined that each of the firms submitting qualifications had responsive documents and therefore final interviews were scheduled with all four of the firms that responded to the RFQ on January 13, 2014. The firms were asked to prepare a 30-minute presentation that summarized their response to the RFQ. They were provide the attached outline

of the RFQ stated Minimum Qualifications, Scope of Work and Additional Key Terms to serve as a guide for the organization of the presentation, and for the topics to be included in the presentation. The interview process also included a 45-minute question-and-answer session with the interview panel. The questions used during the interviews were posted to the website on January 10, 2014. In preparation of this question-and-answer session, the firms were asked to familiarize themselves with the “EPA Fact Sheet – PCBs in Caulk”, also attached as backup material.

It was important to have representation on the interview panel from district employees and Task Force members. Additionally, we wanted individuals who could provide technical expertise to the process. The interview panel included the following: Lisa Lambert (teacher at MHS, Task Force member); Seth Jacobson (parent at MHS and Cabrillo, Task Force member); Andrew Sheldon, PhD, PE, REHS (City of Malibu Environmental Health Administrator); Jose Escarce, MD, PhD (SMMUSD Board of Education); Laurie Lieberman, JD (SMMUSD Board of Education, Task Force member); Jan Maez (SMMUSD CFO); Terry Kamibayashi (SMMMUSD Manager of Facilities and Maintenance); and Shala Craig, PhD, PE, LEED AP, QSD/QSP (Environmental Manager/Program Manager, Parsons).

As part of a document (SMMUSD Schools Environmental Health Q&A – 1/5/14) posted on the District website, several questions were posed and answered that related to the hiring of the engineering firms. The questions and answers include:

**Q: Why did the District decide to hire an environmental engineering (EE) firm?**

**A:** We want experienced professionals to: (a) assess our situation; (b) consider employee and community concerns and questions; (c) construct and conduct the proper/necessary testing; and (d) outline necessary remediation. The District must rely on proven professionals to oversee this technical work.

**Q: What process will you use for determining which firm to hire?**

**A:** A panel will interview the firms. This panel will include district employees and task force members. We are reaching out to environmental engineering professionals to see if they can assist us in finding another environmental expert to sit on the interview panel.

**Q: How will we know what questions you asked of the firms?**

**A:** They will be posted online for public review.

**Q: What process will you use to share the testing plans and data gathered by the EE firm?**

**A:** We understand the need for transparency and open communication, and we will stress this point of importance to the firm hired. In fact, their response to questions on transparency and public meetings will play a significant role in the hiring determination. Once hired, the firm will be required to provide a complete action plan and timeline, which will be posted online, at the school sites and offered in an email to staff and parents.

The four firms interviewed were:

Environ International Corporation; Irvine and Los Angeles  
Exponent; Oakland  
Terraphase Engineering; San Diego  
AMEC Environment & Infrastructure, Inc.; Irvine

Staff will announce the interview panel's recommendation at the Board of Education meeting scheduled tonight and request that the Superintendent be given the authority to enter the contract with the selected firm.

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

## **Santa Monica-Malibu USD**

### **Environmental Engineering Firm Interview Time Allotment – Approximately 1 ¼ hours each**

#### **I. Environmental Engineering Firm Presentation: approximately 30 minutes**

##### **A. Minimum Qualifications**

- i. General background, qualifications and experience of firm
  1. Licenses, certifications
- ii. Identification of key staff assigned to project, including:
  1. Roles, experience and qualifications
  2. Licenses, certifications
- iii. Specific previous experience in:
  1. PCB investigation, management and abatement
  2. PCB investigation, management and abatement in the context of building demolition and renovations
  3. Multi-media site investigation , removal and remedial activities under oversight of the California DTSC for public schools, other public properties and private properties
  4. Previous work experience in the direct services for schools with:
    - a. DTSC,
    - b. EPA Region IX,
    - c. TSCA Coordination Unit, and
    - d. CDE
    - e. Any related departments

##### **B. Scope of Work - Conceptual Outline and proposed process to complete of Scope of Work, including:**

- i. Indoor Air Quality Testing for Malibu High School and Juan Cabrillo Elementary School:
  1. Design of the testing program
  2. Documentation of any testing program
  3. Interaction with EPA Region IX, DTSC, CDE and LA County Health as required
  4. Performance of the program
  5. Quality Assurance
  6. Analysis, report preparation and presentation of results in a transparent, concise manner
  7. Review of the indoor air monitoring and test results, evaluate health risks associated with those results.
- ii. Best Practices (BP) – preliminary and continuing cleaning activities
  1. Develop and assist in the implementation of a BP program at MHS
    - a. Preliminary inspection of caulk conditions
    - b. Cleaning of dust and residue potentially associated with caulk

- c. Disposal of cleaning supplies
    - d. Interaction with government agencies regarding these activities, as necessary
    - e. Documentation
    - f. Short- and long-term elements
    - g. Information element for disclosures to students, staff and teachers on how to reduce the risk of exposure and protection in the event of contact with the caulk
  - iii. DTSC School Property Evaluation and PCB Abatement Program
    - 1. Investigation, risk assessment if required, and abatement program at MHS under the oversight of DTSC, EPA Region IX and TSCA Coordinator intended to identify and eliminate potential human health hazards in indoor and outdoor settings on the MHS property
    - 2. Program shall identify all potential sources of environmental contaminants, such as PCBs in caulk, soil contaminants (pesticides, VOCs, heavy metals, other typical materials)
    - 3. Suggestions for risk management plan for issues that can be managed in place
    - 4. Scope of investigation, and its implementation, shall be developed in conjunction with the responsible agencies
    - 5. Anticipate, and successfully execute, a cost-effective, timely abatement program for TSA-regulated PCBs on the MHS campus as necessary
    - 6. Preparation and execution of systemic program to the investigation and abatement of PCBs in caulk in conjunction with District building activities and for timely identification, abatement and disposal of PCB waste derived from construction processes.
    - 7. Assist with regulatory negotiations, as needed
- C. Additional Key Terms
  - 1. Execution Schedule of Tasks and approximate durations
  - 2. Community outreach activities and provide regular progress reports
  - 3. Management of the disposal of waste and other materials removed from site
- D. Materials charges
- E. Hourly rates

**II. Questions from Panel: approximately 45 minutes**

## EPA Fact Sheet - PCBs in Caulk

### PCBs

- Polychlorinated biphenyls (PCBs) are man-made chemicals that persist in the environment and were widely used in construction materials and electrical products prior to 1979.
- PCBs can affect the immune system, reproductive system, nervous system and endocrine system and are potentially cancer-causing if they build up in the body over long periods of time.
- Congress banned manufacture and use of PCBs in 1976 and they were phased out in 1979 except in certain limited uses.

### PCBs in Caulk

- PCBs may be present in the caulk used in windows, door frames, and masonry columns, and other building materials in many schools and other buildings built or renovated between 1950 and 1979.
- In some cases, PCBs represent a high percentage of the caulk, e.g. 100,000 parts per million (ppm) or higher.
- Because PCBs can migrate from the caulk into air, dust, surrounding materials and soil, EPA is concerned about potential PCB exposure to school children and other building occupants.
- The link between PCBs in caulk and exposures to PCBs in the air or dust is not well understood. EPA has conducted [research](#) to better understand the link between PCBs in caulk and exposures to PCBs in the air and in dust.
- People are exposed to PCBs from many sources, including diet, but air or dust levels in buildings may account for a significant portion of exposure.
- The air levels of PCBs to which individuals may be exposed vary depending on the age of the person exposed and the amount of time the person spends in building areas where PCBs are present. EPA has calculated prudent public health levels that maintain PCB exposures below the "reference dose" – the amount of PCB exposure that EPA does not believe will cause harm. Those levels vary depending on the age group and use assumptions about potential PCB exposures in schools and from other sources, such as diet.

### Immediate Steps to Reduce Exposure

- Though this is a serious issue, the potential presence of PCBs in schools and buildings should not be a cause for alarm – there are steps school administrators and building owners can take to protect students, teachers and others.
- One important step that a school system can do is to minimize the potential for PCBs to be present in the indoor air. Indoor air levels of PCBs within a school can be reduced by ensuring that the ventilation system is operating as designed, and to repair or improve the system if it is not.

EPA recommends the following "best practices" to minimize potential exposure:

- Clean frequently to reduce dust and residue inside buildings
- Use a wet or damp cloth or mop to clean surfaces
- Using vacuums with high efficiency particulate air filters
- Do not sweep with dry brooms; minimize the use of dusters
- Wash children's hands with soap and water often, particularly before eating
- Wash children's toys frequently
- Wash hands with soap and water after cleaning, and before eating or drinking.

## Testing the Air for PCBs and Addressing Elevated Levels

- If school administrators and building owners are concerned about exposure to PCBs and wish to supplement these steps, EPA recommends testing to determine if PCB levels in the air exceed EPA's suggested public health levels.
- Schools should attempt to identify any potential sources of PCBs that may be present in the building, including testing samples of caulk and looking for other potential PCB sources (e.g., old transformers, capacitors, or fluorescent light ballasts that might still be present at the school). While it is possible that PCBs could be released into the environment through the cracking or flaking of caulk, EPA believes the old caulk that is still flexible or is in visibly good condition could be a significant source of PCBs into the air. The only way to be sure that caulk has PCBs is to have a professional test the caulk.
- If elevated air levels of PCBs are found, schools should have the ventilation system evaluated to determine if it is contaminated with PCBs. Although the ventilation system is unlikely to be an original source of PCB contamination, it may have been contaminated before other sources of PCBs were removed from the school and may be contributing to elevated air levels. Contaminated ventilation systems should be carefully cleaned. Ideally, such cleaning should be planned in concert with removal of any sources of PCBs that are found to avoid re-contamination of the system.
- During the search for potential sources, schools should be especially vigilant in implementing to minimize exposures and should retest to determine whether those practices are reducing PCB air levels.
- If these measures do not reduce exposures, caulk and other known sources of PCBs should be removed as soon as practicable.

## Removal of PCB-contaminated Caulk during Renovations and Repairs

- Where schools or other buildings were constructed or renovated between 1950 and 1979, EPA recommends that PCB-containing caulk be removed during planned renovations and repairs (when replacing windows, doors, roofs, ventilation, etc.)
- It is critically important to ensure that PCBs are not released into the air during renovation or repair of affected buildings. EPA is recommending simple, common sense work practices to prevent the release of PCBs during these operations.
- Assessment of the ventilation system for potential contamination, proper cleaning when required, and isolation of the system to prevent further contamination are also important.
- A list of these work practices can be found at [www.epa.gov/pcbaincaulk](http://www.epa.gov/pcbaincaulk)
- Encapsulation of PCB-containing Caulk Based on EPA's Office of Research and Development's laboratory research, encapsulation was found to be most effective for interior surfaces that contain low levels of PCBs (i.e. several hundred parts per million).
- Depending on the PCB reduction goal, the performance of the encapsulant, and the conditions of the building, the upper limit of the PCB concentration for successful encapsulation may vary.
- Therefore, post-encapsulation monitoring is an essential part of the encapsulation process. Building owners should consult EPA's research on this issue for more specifics (see [ORD report](#)).
- Encapsulation may be useful for the reduction of emissions from secondary sources such as contaminated building materials under and around PCB-containing caulk or paint that has been removed.
- Encapsulation was not found to be effective in reducing emissions from sources that have a high PCB content (for example caulk) for more than a short period of time.
- Because each site will present unique circumstances, please consult your [EPA PCB Regional Coordinator](#) regarding the application of encapsulation measures on a case by case basis.

## EPA Research on PCBs in Buildings

- EPA has conducted [research](#) to: 1) characterize potential sources of PCB exposures in schools (caulk, coatings, light ballasts, etc.); 2) investigate the relationship of these sources to PCB concentrations in air, dust, and soil; and, 3) evaluate methods to reduce exposures to PCBs in caulk and other sources.
- Read more about the results of this [research](#).

## For More Information

- Building owners and school administrators seeking additional guidance and information can call the Toxic Substances Control Act (TSCA) Hotline **(888) 835-5372**.
- Schools, parents, building owners and contractors can find information on the safe handling and renovation of potentially contaminated caulk here: [www.epa.gov/pcbsincaulk](http://www.epa.gov/pcbsincaulk)

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## **INFORMATION ITEMS**



TO: BOARD OF EDUCATION

INFORMATION

01/16/14

FROM: SANDY LYON / TERRY DELORIA / IRENE GONZALEZ

RE: SUPPLEMENTAL INSTRUCTIONAL MATERIALS

INFORMATION ITEM NO. I.01

It is recommended that the supplemental instructional materials 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 – 17<sup>th</sup> Street, Santa Monica, CA 90404

**Guided Reading Nonfiction Focus: Complete Set – 26 Levels, A-Z**, by Scholastic for grades K-5. Adoption requested by Irene Gonzalez

**Guided Reading en Español: Kindergarten – Levels 1-3**, by Scholastic for grades K-5. Adoption requested by Irene Gonzalez

**Guided Reading en Español: Grade 1-- Levels 4-6**, by Scholastic for grades K-5. Adoption requested by Irene Gonzalez

**Guided Reading en Español: Grade 2-- Levels 7-9**, by Scholastic for grades K-5. Adoption requested by Irene Gonzalez



TO: BOARD OF EDUCATION

INFORMATION

01/16/14

FROM: SANDRA LYON

RE: QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS

INFORMATION ITEM NO. I.02

Attached is a copy of the Quarterly Report on Williams Uniform Complaints. It is required that the information be reported publicly at a Board Meeting.



Los Angeles County  
Office of Education  
Leading Educators • Supporting Students  
Serving Communities

## Valenzuela/CAHSEE Lawsuit Settlement Quarterly Report on Williams Uniform Complaints

District Name: Santa Monica-Malibu Unified

Date: January 6, 2014

Person Completing this Form: Debra Moore Washington

Title: Asst. Superintendent

Quarter covered by this report (check one below):

- 1<sup>st</sup> QTR July 1 to September 30 Due 15-Oct  
 2<sup>nd</sup> QTR October 1 to December 31 Due 15-Jan  
 3<sup>rd</sup> QTR January 1 to March 31 Due 15-Apr  
 4<sup>th</sup> QTR April 1 to June 30 Due 15-Jul

Date for information to be reported publicly at governing board meeting: January 16, 2014

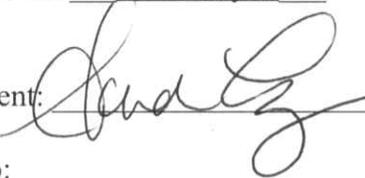
Please check the box that applies:

No complaints were filed with any school in the district during the quarter indicated above.

Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0		
Facilities	0		
Teacher Vacancy and Misassignment	0		
CAHSEE Intensive Instruction and Services	0		
<b>TOTAL</b>	<b>0</b>		

Print name of District Superintendent: Sandra Lyon

Signature of District Superintendent:  Date: January 6, 2014

Return the Quarterly Summary to:  
 Williams Legislation Implementation Project  
 Los Angeles County Office of Education  
 c/o Kirir Chauhan, Williams Settlement Legislation  
 9300 Imperial Highway, ASM/Williams ECW 284  
 Downey, CA 90242

Telephone: (562) 803-8227  
 Fax: (562) 803-8325  
 E-Mail: Chauhan\_Kirit@lacoed.edu

TO: BOARD OF EDUCATION

INFORMATION

01/16/14

FROM: SANDRA LYON / TERRY DELORIA / MARK KELLY

RE: QUARTERLY REPORT ON DISABILITY HARASSMENT REPORTING

INFORMATION ITEM NO. I.03

To comply with BP 5145.10 – Disability Harassment, this item is to come before the Board as an information item each quarter. This report includes reports from October 1, 2013 to December 31, 2013 (2<sup>nd</sup> Quarter).

Quarter covered by this report:

- 1<sup>st</sup> Quarter July 1 to September 30 (Reporting in October)
- 2<sup>nd</sup> Quarter October 1 to December 31 (Reporting in January)
- 3<sup>rd</sup> Quarter January 1 to March 31 (Reporting in April)
- 4<sup>th</sup> Quarter April 1 to June 30 (Reporting in July)

Reports:

- No reports were filed during the quarter indicated.
- Reports were filed at the schools or district offices listed in the report.

Site	Number of Reports	Determined to be Harassment	Resolution
Will Rogers Learning Community	1	Disability	Student-Parent-Administrative conference held. Student's behavior monitored.
John Adams Middle School	1	Disability	Incident occurred at Boys and Girls Club. Student-Parent-Administrative conferences held. School administration advised the Club regarding appropriate consequences and intervention.