

**AGENDA OF THE REGULAR MEETING
BOARD OF TRUSTEES
MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
325 S. Peck Ave., Manhattan Beach, CA 90266**

**August 25, 2010
5:30 PM Closed Session
6:30 PM Regular Open Session**

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the Board Secretary, Nancy Bogart, at 310-318-7345, ext. 5902, for assistance. Notification at least 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services.

Writings related to a Board meeting agenda item that are distributed to at least a majority of Board members less than 72 hours before a noticed meeting, and that are public records not otherwise exempt from disclosure, will be available for inspection at the District office, 325 S. Peck Avenue, Manhattan Beach, CA 90266. Such writings may also be available on the District's website. (Government Code §54957.5 (b)).

A. CALL TO ORDER (5 minutes)

1. Call to Order (5:30)
2. Recess to Closed Session
3. Reconvene Open Session (6:30)
4. Pledge of Allegiance
5. Report from Closed Session
6. Approval of Agenda

B. ANNOUNCEMENTS AND COMMUNICATIONS (5 Minutes)

1. Public Comment Regarding Agenda
The purpose of this section is to permit any person in the audience to make a statement to the Board of Trustees on items on the Agenda. Persons are limited to three (3) minutes for their communication, unless the Board deems otherwise. The President will conclude the Public Comment after a reasonable length of time and proceed with the Agenda. The Board may, at its discretion, permit statements on items not on the Agenda, but pertaining to the school district, if appropriate and not an impediment to the efficiency and orderliness of the meeting; no action shall be taken on any item not appearing on the Agenda.
2. Board Member Announcements

C. PRESENTATION/DISCUSSION ITEMS (15 Minutes)

Members of the audience may request to speak on any item(s), prior to discussion by the Board. Speakers will have one (1) minute to address the Board.

Seaton

1. Update on new Illuminate Data System

D. PRESENTATION/ACTION ITEMS

Members of the audience may request to speak on any item(s), prior to action by the Board. Speakers will have one (1) minute to address the Board.

None.

E. CONSENT CALENDAR (15 Minutes)

Items included in this section are considered routine and customary school district business. Any Board member or member of the audience may request that any consent item(s) be removed, discussed, and acted upon separately.

General

- | | |
|--------------------------|---|
| Schneider
1-2 | 1. Approve consultant agreement for Connie Hatt to assist with vision and hearing screenings, from September 1, 2010, through June 30, 2011, not-to-exceed \$1,800.00, to be paid from Consultant – Health Program acct. #01.0-00000.0-00000-31400-0000013.
This item has been budgeted. |
| Seaton
3-6 | 2. Approve Agreement for School Counseling Services between the Manhattan Beach Unified School District and the South Bay Children’s Health Center for the 2010-2011 School Year. |
| Seaton
7-8 | 3. Ratify Consultant Agreement with Mr. Matthew McLellan for Information Technology Consulting Services. |
| Hall
9-10 | 4. Ratify 2010-2011 Membership in Employee Assistance Service for Education (EASE) in the amount of \$6,548.40, and charge to acct. # 01.0-00000.0-00000-74002-5310-0000115. |
| Hall
11-12 | 5. Ratify 2010-2011 Membership in Personnel Commissioners Association of Southern California in the amount of \$40.00 and charged to Acct. # 01.0-00000.0-00000-74001-5310-0000115. |
| Hall
13-14 | 6. Approve Resolution #2010-11, Temporary Assignment for Departmentalized Classes (Ed. Code 44256(b)). |
| Hall
15-16 | 7. Approve Resolution #2010-12, Assignment for Departmentalized Classes (Ed. Code 44263). |

**Hall
17** **Personnel**

8. Ratify employment of classified personnel at effective dates listed:
- Hilgendorf, Donna, Administrative Secretary, D.O., Perm., 87.5% time, Range 3, Step 4, (Confidential salary schedule), effective 08/09/10 (Replacement)
- Raooof, Taliah, Human Resources Technician, D.O., Perm., 100% time, Range 29, Step 2, effective 07/12/10 (Replacement)

9. Approve resignation/retirement of classified personnel at effective dates listed:
 - Chiles, Kathy, EDP Assistant, Grand View, 100% time, effective 08/10/10 (Retirement)
 - Myers, Valerie, Staff Secretary, Food Services, 60% time, effective 08/05/10 (Resignation)
 - Rogers, Carly, Occupational Therapist, Student Services, 60% time, effective 08/06/10 (Resignation)
10. Ratify leave of absence for classified employees at effective dates as listed:
 - Brown, Ronald, Operations Crew Leader, M&O, (Contract Article 6), effective 07/07/10 – 08/31/10
 - Spoerl, Nadine, School Office Manager, Preschool, (Contract Article 6), effective 08/02/10 – 09/17/10
11. Ratify change of status of Lawrence, Charlene, Office Specialist, Ed. Services, 100% time, to Administrative Secretary – Non Confidential, Ed. Services, 100% time, effective 08/09/10 (Replacement/Promotion).
12. Ratify employment of classified personnel to serve as substitutes, district wide, at effective dates listed:
 - Doll, Kamrin, effective 07/08/10
 - Woods, Pamela, effective 08/03/10
13. Approve change in status for certificated staff as follows:
 - Allen, Janet (MCHS), change from 100% to 60%, eff. 7/21/10
 - Caine, Andrew (MCHS), change from 100% to 40%, eff. 7/21/10
 - Kellogg, Jody (MBMS), change from 66.64% to 100%, eff. 8/31/10
 - Lewis, Jonathan (MCHS), change from 100% to 60%, eff. 7/21/10
 - Zask, Peggy (MCHS), change from 60% to 80%, eff. 7/21/10
14. Approve resignation of Nancy Caine (PK), eff. 7/21/10.
15. Approve extra period assignment for Michael Hernandez (MCHS), at Col. 6, Step 12, eff. 8/31/10.
16. Ratify employment of certificated summer school staff at the rate of \$31.83 per hour as follows:
 - Burrell, Lynn (Student Services), eff. 7/1/10
 - Walz, Kristin (Student Services), eff. 6/28/10.
17. Ratify employment of certificated personnel for summer workshops at the rate of \$31.83 per hour as follows:
 - Alley, Linda, eff. 7/1/10
 - Mendez, Barbara, eff. 7/1/10

18. Ratify employment of Cathleen Klein, Home Teacher, at the rate of \$37.13 per hour effective 5/27/10.
19. Approve leave of absence for Batavick, Andrea, (Grand View), from 08/31/10 to 06/23/11, per MBUTA Contract Article #11.18.6.

18 20. Approve employment of certificated staff effective August 31, 2010, per attachment.

Romines **Business**

19-20 21. Ratify acceptance of bid for backstop replacement and curbing installation at Mira Costa High School, from State Electric, Inc., in the amount of \$65,600.00, as the lowest responsible bidder for this project.

21-23 22. Accept developer fee report for the month of July 2010.

F. PUBLIC AND STAFF SUBMITTED ITEMS

(This section includes topics submitted in writing by citizens, staff, or students ten (10) working days prior to the Board meeting, by 12:00 noon, [MBUSD Board Bylaw 9322, Agenda/Meeting Materials]. Each person submitting a topic will be allocated a maximum of three (3) minutes in which to address the Board. Some topics may be given additional time, at the Board's discretion. This section of the agenda does not take the place of the public comment section, which follows later. The requirement for advance submission of topics allows for better agenda planning, improved staff response and eliminates the Brown Act restriction against Board discussion of unagendized topics that would otherwise exist.)

None.

G. BOARD BUSINESS (20 Minutes)

24-29 1. Receive for first reading and adoption, new Board Policy 6163.3, Service Animals, and review new Administrative Regulation.

30-32 2. Review new Exhibit 7310, Naming of Facilities and Properties.

33-34 3. Accept 2009-10 report from the District Facility/Property Naming Committee to the Board of Trustees and approve to name/rename the following Mira Costa High School fields/buildings:

Lloyd Waller Stadium to continue by that name
 Carl Fisher Gymnasium to continue by that name
 Osterhaus Field to continue by that name
 Waller Stadium Field to be **renamed** Bill Cooper Field

35-40 4. Adopt Board Protocols.

41-43 5. Adopt 2010-2011 Goals of the Board of Trustees.

44-61 6. Approve process for evaluation of the Superintendent of Schools.

7. Approve minutes for the following Board meetings:

Regular Board meeting of May 5, 2010
Regular Board meeting of May 19, 2010
Regular Board meeting of June 2, 2010
Regular Board meeting of June 16, 2010
Regular Board meeting of July 21, 2010

H. SUPERINTENDENT/CABINET REPORT (15 Minutes)

1. Academic Achievements in 09-10
2. Preparing for the 2010-11 School Year
3. Staffing Our Schools in 2010-11

I. PUBLIC COMMENTS (5 minutes)

As a courtesy, please complete the Public Comment card and give it to the Recorder before the beginning of this meeting. You will have three (3) minutes to speak.

J. ITEMS FOR FUTURE DISCUSSION/ACTION

K. ADJOURNMENT

**CLOSED SESSION AGENDA
August 25, 2010
5:30 PM**

1. Conference with Legal Counsel - Anticipated Litigation - significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9. Three potential cases.

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
CALENDAR OF EVENTS**

(Note: These dates are subject to change)

AUGUST

August 25, 2010
Board Meeting

SEPTEMBER

September 1, 2010
First Day of School

September 1, 2010, 6:30 PM
Board Meeting

September 6, 2010
Labor Day Holiday

September 15, 2010, 6:30 PM
Board Meeting

OCTOBER

October 6, 2010, 6:30 PM
Board Meeting

October 20, 2010, 6:30 PM
Board Meeting

NOVEMBER

November 3, 2010, 6:30 PM
Board Meeting

November 11, 2010
Veteran's Day Holiday

November 17, 2010, 6:30 PM
Board Meeting

November 22-26, 2010
Thanksgiving Recess

DECEMBER

December 8, 2010, 6:30 PM
Board Meeting

December 20-31, 2010
Winter Recess

JANUARY

January 12, 2011, 6:30 PM
Board Meeting

January 17, 2011
MLK Holiday

FEBRUARY

February 2, 2011, 6:30 PM
Board Meeting

February 16, 2011, 6:30 PM
Board Meeting

February 21-25, 2011
District Recess

E. CONSENT CALENDAR

1. **TITLE:** Student Services Educational Consultant Agreement for 2010/2011 School Year with Connie Hatt.

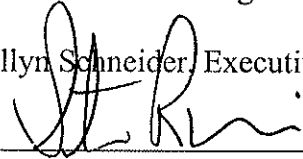
BACKGROUND: The District annually conducts vision and hearing screenings during the months of October, November and December at the elementary schools and in January and February at Mira Costa. In order to complete the screenings in the time provided, additional short-term assistance is required. The school nurses have requested the help of Connie Hatt, a retired school nurse.

ACTION RECOMMENDED: Approve consultant agreement for Connie Hatt to assist with vision and hearing screenings, not to exceed \$1,800, from September 1, 2010 through June 30, 2011. Funds to be paid from Consultant – Health Program Acct. #01.0-00000.0-00000-31400-5850-0000013. This item has been budgeted.

FISCAL IMPACT: Not-to-exceed \$1,800
Funds to be paid from Consultant – Health Acct. #01.0-00000.0-00000-31400-5850-0000013. This item has been budgeted.

PREPARED BY: Elyn Schneider, Executive Director, Student Services

APPROVED BY: _____


Steve Romines
Assistant Superintendent, Administrative Services

DATE OF MEETING: August 25, 2010

AGENDA NOTE AGENDA NOTE AGENDA NOTE

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
SPECIAL EMPLOYMENT
AGREEMENT FOR SERVICES**

WHEREAS, it is the desire of the Governing Board of the Manhattan Beach Unified School District to employ Connie Hatt, social security number _____, and

WHEREAS, such service will assist the Governing Board in discharging its legal obligation to provide an adequate educational program and will supplement assistance by the State and County authorities and not replace such assistance:

WITNESSETH:

THEREFORE, this agreement is made and entered into the **25th** day of August, 2010, by and between the Manhattan Beach Unified School District and the above named person, hereinafter called **Consultant**.

SERVICES TO BE RENDERED

Said person will serve as **Hearing and Vision Assessment Assistant**

This service does X does not _____ require direct contact with students.

PAYMENT TO BE MADE BY THE DISTRICT

In consideration of the services to be rendered, the District agrees to pay **\$31.93 per hour, not to exceed \$1,800.00** for services rendered.

DATES OF SERVICE

Said person agrees to render services on the following date or dates stated below:

September 1, 2010 through June 30, 2011

01.0 00000.0 00000 31400 5850 0000013
(Account Number)

Connie Hatt, Consultant

Ellyn Schneider
Executive Director, Student Services

Steve Romines
Assistant Superintendent,
Administrative Services

E. **CONSENT CALENDAR**

2. **TITLE:** Agreement for School Counseling Services between the Manhattan Beach Unified School District and the South Bay Children's Health Center for the 2010-2011 School Year

BACKGROUND: The attached agreement between the Manhattan Beach Unified School District and the South Bay Children's Health Center provides school-based counseling in grades K-8 for the general student population. The total cost of this agreement is \$95,368.00. The funding for this program is provided by a grant for this purpose from the Beach Cities Health District from account 01.0 90500.0 00000 31100 5850 0000113 in the amount of \$95,368.00.

FISCAL IMPACT: Approval of this agreement will have no impact on the general fund. The counseling services provided by the South Bay Children's Health Center are paid in full via a grant from the Beach Cities Health District.

ACTION RECOMMENDED: Approval by the Board is requested.

PREPARED BY: Carolyn Seaton, Executive Director, Educational Services

DATE OF MEETING: August 25, 2010

**AGREEMENT FOR COUNSELING SERVICES BETWEEN THE
MANHATTAN BEACH UNIFIED SCHOOL DISTRICT AND THE
SOUTH BAY CHILDREN'S HEALTH CENTER
FISCAL YEAR 2010-2011**

This Agreement is made between the Manhattan Beach Unified School District ("District") of Los Angeles County, and the South Bay Children's Health Center ("Consultant"). This Agreement shall remain in effect from October 1, 2010, until September 30, 2010, unless terminated at an earlier time as provided for below.

1. Services. Consultant agrees to provide the following services for District:
 - A. Provide weekly on-site, individual and/or group school based counseling services, in grades K-8 for the general student population;
 - B. Work cooperatively with each school site's Student Study Team to determine students who are appropriate for this service;
 - C. Provide consultation to District staff on effective strategies for working with at-risk students;
 - D. Provide the school/principal/District with evaluation and follow-up of progress and outcome;
 - E. Provide parent support services in consultation with District school psychologist.

2. Compensation and Method of Payment. The District agrees to pay Consultant an amount **not to exceed \$95,368**. Compensation for five (5) MFT certified counselors to provide services at Grand View, Meadows, Pacific, Pennekamp, Robinson and Manhattan Beach Middle Schools. **The Consultant will provide 2, 317 hours of counseling services at a rate of \$41.16 per hour.**

Program administration by Christina Harris, Executive Director, South Bay Children's Health Center.

Payment of services will be made upon receipt of an invoice for time worked. The invoice is to include dates and numbers of hours of service per date, itemized by school counselor. The District will make payment no later than thirty (30) days after verification of services for which the District has been invoiced. If such payment is not made within thirty (30) days, the Consultant may suspend performance until such payment is made, or treat the lack of payment as a breach by the District and terminate the contract. The District will be responsible for late fees and/or interest on payment not made within the thirty (30) days.

3. Independent Contractor. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the District.

4. Termination and Termination Costs. This Agreement may be terminated at any time by either party upon giving ninety (90) days notice in writing to the other party. In such event, Consultant shall be compensated for all services rendered

in accordance with the terms of the Agreement that have not been previously reimbursed to the date of said termination.

5. Indemnity. District shall indemnify, defend and hold harmless Consultant and its officers, employees, elected and appointed officials, and volunteers from and against any and all claims, liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with District's failure to comply with any of its obligations contained in the agreement, or its failure to comply with any current or prospective law, except for such loss or damage which was caused by the sole negligence or willful misconduct of Consultant. This indemnification obligation shall survive this Agreement and shall not be limited by any term of any insurance policy required under this Agreement.

Consultant shall indemnify, defend and hold harmless District and its officers, employees, elected and appointed officials, and volunteers from and against any and all claims, liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, or its failure to comply with any current or prospective law, except for such loss or damage which was caused by the sole negligence or willful misconduct of District. This indemnification obligation shall survive this Agreement and shall not be limited by any term of any insurance policy required under this Agreement.
6. Notices. All notices must be personally delivered or mailed to the below listed addresses. These addresses must be used for delivery of service of process.
 - 6.1 Address of Consultant is:
410 Camino Real
Redondo Beach, California 90277
 - 6.2 Address of District is:
325 South Peck Ave.
Manhattan Beach, California 90266
7. Arbitration. Any dispute or controversy arising under this Agreement shall be submitted to final and binding arbitration. In the event of arbitration, the parties shall mutually agree on an arbitrator; provided, however, that if the parties cannot so agree, an arbitrator shall be selected by using on the following procedures, in the Consultant's sole discretion: (1) the parties shall petition the court of appointment of an arbitrator; or (2) the parties shall request the American Arbitration Association to appoint an arbitrator; or (3) each party shall select an arbitrator, and the two arbitrators shall agree on a third arbitrator who shall decide the dispute.
8. Interpretation. District acknowledges that it has had ample opportunity to negotiate this Agreement. This Agreement shall be interpreted as if prepared by both parties.
9. Modifications. Any change or modification to the contract can only be done upon thirty (30) days notice and a writing signed by both parties.
10. Severability. Should any provision of this Agreement be found invalid or

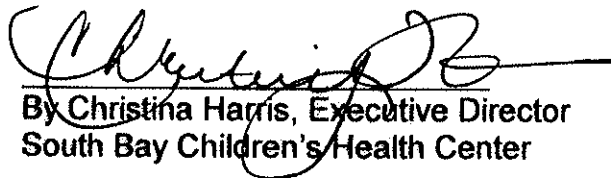
unenforceable, the decision shall affect only the provision interpreted, and all remaining provisions shall remain enforceable.

IN WITNESS WHEREOF, the parties have entered into this Agreement effective as of this _____ day of _____, 2010.

Manhattan Beach Unified School District

By **Mike Matthews**, Superintendent
Manhattan Beach Unified School District

South Bay Children's Health Center


By **Christina Harris**, Executive Director
South Bay Children's Health Center

E. CONSENT CALENDAR

3. **TITLE:** Ratify Consultant Agreement with Mr. Matthew McLellan for Information Technology Consulting Services

BACKGROUND: The Manhattan Beach PTAs/PTSAs are funding online student registration through a partnership with Infosnap, Inc. A key component of the online registration process is the transfer of data from Infosnap into the District's Aeries student information system. Unfortunately, Aeries representatives are unwilling to assist the District in the data transfer as they are developing a similar online registration product for release in the future. Mr. Matt McLellan, former Aeries programmer and current Aeries consultant, is available and willing to assist the District with the data transfer from Infosnap to Aeries.

Mr. McLellan will be paid at a rate of \$100.00 per hour not-to-exceed fifty total hours or \$5,000.00 total payment.

ACTION RECOMMENDED: Ratify consultant agreement between the Manhattan Beach Unified School District and Mr. Matthew McLellan, to be paid from account #01.0 00000.0 00000 24200 5840 0000000, at a rate of \$100.00 per hour not-to-exceed a total of \$5,000.00, for facilitation of data uploading from Infosnap to Aeries from August, 2010 through June, 2011.

FISCAL IMPACT: Mr. McClellan's fees will be paid out of account #01.0 00000.0 00000 24200 5840 0000000, Data Processing.

PREPARED BY: Carolyn Seaton, Executive Director, Educational Services

DATE: August 25, 2010

BUDGET APPROVED BY:



Steven Romines, Ph.D., Asst. Supt., Admin. Svcs.

AGENDA NOTE

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MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
SPECIAL EMPLOYMENT
AGREEMENT FOR SERVICES

WHEREAS, it is the desire of the Governing Board of the MANHATTAN BEACH UNIFIED SCHOOL DISTRICT to employ

Matthew McLellan Social Security # _____ for
(Name)
services in the Educational Services Department and
(Education/Business/Administration)

WHEREAS, such service will assist the Governing Board in discharging its legal obligation to provide an adequate educational program and will supplement assistance by the State and County authorities and not replace such assistance:

SERVICES TO BE RENDERED

Said person will serve as Consultant
(Consultant/Lecturer/Etc.)

Information Technology Consulting Services
(Program/Project)

This service does _____ does not X require direct contact with students.

WITNESSETH:

THEREFORE, this agreement is made and entered into this 25th day of August 2010 by and between the Manhattan Beach Unified School District and the above named person, hereinafter called Consultant.

PAYMENT TO BE MADE BY THE DISTRICT

In consideration of the services to be rendered, the District agrees to pay at the rate of \$ N/A per day, \$ 100.00 per hour, not to exceed \$ 5,000.00.

DATES OF SERVICE

Said person agrees to render services on the following date(s):

August, 2010 through June, 2011

01.0 00000.0 00000 24200 5840 0000000
(Account No.)

(Asst. Supt., Admin. Svcs.)

(Exec. Dir., Ed. Svcs.)

(Consultant Signature)

Warrant to be mailed to:

Matthew McLellan

E. CONSENT CALENDAR

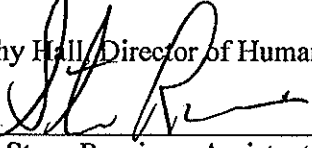
4. **TITLE:** Ratify 2010-2011 Membership in Employee Assistance Service for Education (EASE)

BACKGROUND: This is an on-going membership. Free confidential help for family troubles, emotional distress, drug and alcohol problems and job stress are provided to all classified and certificated employees. This service is offered by the Los Angeles County Office of Education and member school districts.

ACTION RECOMMENDED: Ratify 2010-2011 Membership in Employee Assistance Service for Education (EASE) in the amount of \$6,548.40, and charge to Acct. # 01.0-00000.0-00000-74002-5310-0000115.

PREPARED BY: Kathy Hall, Director of Human Resources

APPROVED BY: _____


Steve Romines, Assistant Superintendent
Administrative Services

DATE OF MEETING: August 25, 2010



Los Angeles County
Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Division of Accounting and Budget Development
Accounting Section
Accounts Receivable Unit
Clark Building
(562) 803-8424



Invoice

DATE OF INVOICE 07/01/2010
CONTRACT OR PURCHASE ORDER NUMBER C830:95:00

NAME AND ADDRESS OF PAYER Manhattan Beach USD 325 S. Peck Ave. Manhattan Beach, CA 90266
--

RECEIPT NUMBER
DATE PAID

Note To Payer:

NAME OF COUNTY Los Angeles

- (1) Please show invoice number above (upper right of this form) on your check, or include a copy of this invoice with your remittance.
- (2) Los Angeles County school districts are requested to pay by commercial warrant.

DESCRIPTION OF CHARGES	CHECK IF TAXABLE ITEM	QUANTITY	UNIT PRICE	EXTENSION
Membership in the Employee Assistance Service for Education (EASE) beginning July 1, 2010 through June 30, 2011.		642	10.20	6,548.40
(642 employees @ \$10.20/yr.)				0.00
				0.00
				0.00
				0.00
Total number of employees reflects last year's bill. If the current number is different, please notify the EASE Office at (562) 922-6683.				0.00
				0.00

Account Numbers

01.7-92609.0-00000-00000-8677-0002609

Nontaxable Subtotal	6,548.40
Taxable Subtotal	
Tax Rate	
Sales Tax	
Mailing Charge	
Total	\$6,548.40

NAME OF DIVISION Human Resource Services - EASE

SIGNATURE OF DIVISION DIRECTOR OR PROGRAM ADMINISTRATOR <i>[Signature]</i>	DATE SIGNED <i>[Date]</i>
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Originating Division: Forward to Accounts Receivable Unit for numbering, logging, and mailing.

E. CONSENT CALENDAR

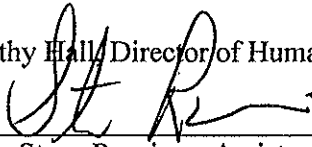
5. TITLE: Approve 2010-2011 Membership in Personnel Commissioners Association of Southern California

BACKGROUND: This is an on-going membership funded by the Personnel Commission budget. The membership provides timely information and conference offerings to the Personnel Commissioners. The funding is allocated by Personnel Commission Budget.

ACTION RECOMMENDED: Ratify 2010-2011 Membership in Personnel Commissioners Association of Southern California in the amount of \$40.00 and charged to Acct. # 01.0-00000.0-00000-74001-5310-0000115.

PREPARED BY: Kathy Hall, Director of Human Resources

APPROVED BY: _____



Steve Romines, Assistant Superintendent
Administrative Services

DATE OF MEETING: August 25, 2010



ANNUAL MEMBERSHIP INVOICE

Invoice Number: 2010/11-030

June 1, 2010

Janet Schwabe, Dir. Personnel Commission

Manhattan Beach Unified School District

325 South Peck Avenue

Manhattan Beach, CA 90266

Description

Unit Price

Annual Membership: *Personnel Commissioners Assoc.*

of Southern California (PCASC)

2010 – 2011 (No Change)

\$40.00

Checks (~~No purchase orders, please~~) payable to:

Personnel Commissioners Association of Southern CA (PCASC)

[Tax ID: 33-0008812]

Please send check with copy of invoice to:

PCASC Treasurer

307 S Hallrich Street

La Puente, CA 91744-6138

E. **CONSENT ITEMS**

6. **TITLE:** Resolution #2010-11, Temporary Assignment for Departmentalized Classes (Ed. Code 44256b)

BACKGROUND: The California Education Code 44256(b) allows the governing board of a school district by resolution to authorize the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in the departmentalized classes or to a given class or group of students below grade 9, provided that the teacher has completed at least 12 semester units, or 6 upper division or graduate units, of coursework at an accredited institution in each subject taught.

ACTION RECOMMENDED: Approve Resolution #2010-11, Temporary Assignment for Departmentalized Classes

PREPARED BY: Kathy Hall, Director, Human Resources

DATED: August 25, 2010

AGENDA NOTE

AGENDA NOTE

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AGENDA NOTE

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
TEMPORARY ASSIGNMENT FOR DEPARTMENTALIZED CLASSES
Resolution #2010-11**

WHEREAS, the Manhattan Beach Unified School District recognizes the need for and the benefit derived from instruction by qualified teachers; and

WHEREAS, the Manhattan Beach Unified School District desires to provide for student instruction in situations of a temporary nature in which a teacher with the appropriate credential is not available to the school district; and

WHEREAS, California Education Code 44256(b) allows the governing board of a school district by resolution to authorize the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in the departmentalized classes or to a given class or group of students below grade 9, provided that the teacher has completed at least 12 semester units, or 6 upper division or graduate units, of coursework at an accredited institution in each subject taught; and

THEREFORE, BE IT RESOLVED THAT:

For the purposes of extending approval and authorization and because teachers have given their written permission and have met the requirements of California Education Code 44256(b) the Governing Board of the Manhattan Beach Unified School District, with written permission from the teachers, authorizes and approves instruction in seventh grade Social Science by Ms. Roberta Schreiner and Judy Simon; and instruction in sixth, seventh science by Ms. Patricia Ware. This approval and authorization shall be in effect for the 2010-2011 school year.

PASSED AND ADOPTED this 25th day of August 2010, by the Governing Board of the Manhattan Beach Unified School District of Los Angeles County, California, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____ ABSTENTIONS: _____

I, _____ Secretary to the Governing Board of the Manhattan Beach Unified School District of Los Angeles County, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at its regular place of meeting at the time and by the vote above stated, which resolution is on file in the office of said Board.

Secretary to the Board of Trustees of the
Manhattan Beach Unified School District

E. CONSENT ITEMS

7. **TITLE:** Resolution #2010-12, Assignment for Departmentalized Classes (Ed. Code 44263)

BACKGROUND: The California Education Code 44263 allows the governing board of a school district by resolution to authorize the holder of a teaching credential to teach with the teacher's consent a departmentalized class if the teacher has completed eighteen semester units of coursework, or nine semester units of upper division or graduate course work, in the subject to be taught.

ACTION RECOMMENDED: Approve Resolution #2010-12, Assignment for Departmentalized Classes (Ed. Code 44263)

PREPARED BY: Kathy Hall, Director, Human Resources

DATED: August 25, 2010

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
ASSIGNMENT FOR DEPARTMENTALIZED CLASSES
Resolution #2010-12**

WHEREAS, the Manhattan Beach Unified School District recognizes the need for and the benefit derived from instruction by qualified teachers; and

WHEREAS, the Manhattan Beach Unified School District desires to provide for student instruction in situations of a temporary nature in which a teacher with the appropriate credential is not available to the school district; and

WHEREAS, California Education Code 44263 allows the governing board of a school district by resolution to authorize the holder of a teaching credential to teach with the teacher's consent a departmentalized class if the teacher has completed eighteen semester units of coursework, or nine semester units of upper division or graduate course work, in the subject to be taught; and

THEREFORE, BE IT RESOLVED THAT:

For the purposes of extending approval and authorization and because a teacher has given his written permission and has met the requirements of California Education Code 44263, the Governing Board of the Manhattan Beach Unified School District, with written permission from the teacher, authorizes and approves instruction in Health by Mr. James Beaumont; and instruction in Pre Algebra and Algebra AB by Mr. Rocky Wilson. This approval and authorization shall be in effect for the 2010-2011 school year.

PASSED AND ADOPTED this 25th day of August 2010 by the Governing Board of the Manhattan Beach Unified School District of Los Angeles County, California by the following vote:

AYES: _____ NOES: _____ ABSENT: _____ ABSTENTIONS: _____

I, _____ Secretary to the Governing Board of the Manhattan Beach Unified School District of Los Angeles County, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at its regular place of meeting at the time and by the vote above stated, which resolution is on file in the office of said Board.

Secretary to the Board of Trustees of the
Manhattan Beach Unified School District

E. **CONSENT ITEMS**

TITLE: Personnel Items

BACKGROUND: The Personnel items listed on the agenda for the meeting of August 25, 2010, are standard. The personnel lists are attached.

ACTION RECOMMENDED: Approval is recommended.

PREPARED BY: Kathy Hall, Director of Human Resources

DATE OF BOARD MEETING: August 25, 2010

AGENDA NOTE AGENDA NOTE AGENDA NOTE

Approve employment of certificated staff effective August 31, 2010, as follows:

Atia, Kristina (PAC), Col. 3, Step 3, TEMP, 80% FTE
Arrieta, Amy (ROB), Col. 5, Step 8, TEMP, 30% FTE
Bituin, Jennifer (GV), Col. 3, Step 5, TEMP, 100%
Blakney, Clayton (MBMS), Col. 3, Step 1, PROB 1, 100%
Burrell, Lynn (SS), Col. 6, Step 2, PROB 1, 100%
Cook, Michael (MCHS), Col. 5, Step 30, TEMP, 36.9% FTE
Fedrow, Nicholas (MBMS), Col. 4, Step 2, PROB 2, 100%
Glassman, Angela (PAC), Col. 4, Step 10, TEMP, 100%
Gonzalez, Trisha (MBMS), Col. 3, Step 3, TEMP, 100%
Gutierrez, Jodi (MCHS), Col. 3, Step 4, PROB 1, 100%
Harding, Lydia (PK), Col. 4, Step 4, TEMP, 100%
Hands, Grisel (MCHS), Col. 1, Step 9, TEMP, 80%
Hubbard, Christopher (ROB), Col. 2, Step 3, TEMP, 100%
Hughes, Jennifer (MBMS), Col. 4, Step 3, PROB 1, 100%
Ibrahim, Christina (ROB), Col. 4, Step 8, TEMP, 100%
Jackson, Karen (PAC), Col. 5, Step 4, TEMP, 100%
Lui, Connie (PAC), Col. 6, Step 7, TEMP, 100%
Martin, Katherine (MCHS), Col. 4, Step 1, PROB 1, 100%
McCormick, Mark (MCHS), Col. 4, Step 5, PROB 1, 20% FTE
Michael, Joanne (ME), Col. 4, Step 5, TEMP, 60% FTE
Moss, Elisabeth (ME), Col. 1, Step 8, TEMP, 22.85% FTE
Mushet, Jacqueline (GV), Col. 3, Step 7, TEMP, 100%
Olson, Brittney (MCHS), Col. 4, Step 3, PERM, 100%
Palmer, Dana (MBMS), Col. 3, Step 3, PROB 1, 100%
Piorek, David (MCHS), Col. 3, Step 2, PROB 2, 100%
Pliaconis, Kari (GV), Col. 4, Step 4, TEMP, 100%
Reyes, Julia (MBMS), Col. 4, Step 5, PROB 1, 100%
Rice, Courtney (MBMS), Col. 4, Step 2, PROB 1, 66.64% FTE
Rogers, Shirlee (PA), Col. 6, Step 30, TEMP, 36.9% FTE
Sabol, Amy (MBMS), Col. 5, Step 3, TEMP, 100%
Shortt, Cindy (MCHS), Col. 5, Step 6, PROB 1, 100%
Spragg, Teryn (GV), Col. 4, Step 1, TEMP, 100%
Tuttle, Heather (ROB), Col. 3, Step 3, PROB 1, 100%
Uhalt, Ian (MCHS), Col. 4, Step 2, PROB 2, 40% FTE
Uhalt, Ian (MCHS), Col. 4, Step 2, TEMP, 20% FTE
Vanick, Cheryl (ME), Col. 6, Step 6, TEMP, 37.14% FTE
Young, Dawn (ROB), Col. 5, Step 7, TEMP, 100%
White, Shirley (GV), Col. 6, Step 30, TEMP, 36.9% FTE
Windes, Tracey (PK), Col. 4, Step 4, TEMP, 70% FTE
Witlin, Cailin (PAC), Col. 4, Step 4, TEMP, 100%
Wolberg, Kristin (MBMS), Col. 4, Step 3, PROB 2, 100%

E. CONSENT ITEM

21. TITLE: Ratify Acceptance of Bid for Backstop Replacement and Curbing Installation at Mira Costa High School – Bid #10.02

BACKGROUND: The district conducted a competitive bid process pursuant to the Public Contract Code section 22002c for the backstop replacement and curbing installation at Mira Costa High School.

Bid notices were advertised in local publications. A job walk was held on July 28, 2010. Bids were opened and verified on August 4, 2010 at 3:00 p.m.

State Electric Inc. submitted the lowest responsible bid in the amount of \$65,600.00.

ACTION RECOMMENDED: The Board is requested to ratify acceptance of the bid submitted by State Electric Inc. in the amount of \$65,600.00 as the lowest responsible bidder for the backstop replacement and curbing installation at Mira Costa High School.

PREPARED BY: Steven Romines

DATE OF BOARD MEETING: August 25, 2010

Bid Opening - Backstop Replacement and Curb
Installation at Mira Costa High School
August 4, 2010 3:00 p.m.

Bidder	Amount
State Electric	\$65,600.00
Wolverine Fence Co.	78,000.00
K & H Construction, Inc.	83,900.00
Devries Construction Inc.	123,000.00

E. **CONSENT ITEM**

22. **TITLE:** Developer Fees

BACKGROUND: The attached material details the District's share of Developer Fees collected during the month of July, 2010. The total received for the month of July is \$10,790.89

ACTION RECOMMENDED: No action is recommended.

PREPARED BY: Steve Romines

DATE OF BOARD MEETING: August 25, 2010

**Manhattan Beach Unified School District
Developer Fees
Report of Collections to Date**

1986/87	27,550.00	1998/99	949,097.79
1987/88	370,367.30	1999/00	845,723.70
1988/89	367,185.00	2000/01	973,429.53
1989/90	664,577.39	2001/02	887,811.27
1990/91	310,430.11	2002/03	1,028,120.90
1991/92	273,011.74	2003/04	1,101,872.99
1992/93	230,276.57	2004/05	984,925.42
1993/94	407,139.86	2005/06	1,013,410.79
1994/95	327,074.42	2006/07	990,987.60
1995/96	456,396.95	2007/08	787,883.02
1996/97	518,156.57	2008/09	329,901.86
1997/98	858,526.83		

2009/10	
July	20,011.47
August	3,177.04
September	17,899.78
October	29,747.93
November	19,977.48
December	17,723.57
January	42,921.60
February	25,379.50
March	42,753.28
April	37,708.94
May	23,809.39
June	30,056.01
2009/10 Total	311,165.99

2010/11	
July	10,790.89
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	
2010/11 Total	10,790.89

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEVELOPER FEES
July 2010

<u>DATE</u>	<u>ADDRESS</u>	<u>ADDITION/ NEW CONSTRUCTION</u>	<u>SQUARE FOOTAGE</u>	<u>AMT PAID</u>
July				
08	1716 Strand	New Construction	2754	7,243.02
28	2300 Laurel Ave	Addition	726	1,909.38
29	12 Village Circle	Addition	623	1,638.49

Total: \$10,790.89

G. BOARD BUSINESS

1. **TITLE:** Receive for First Reading and Adoption **NEW** Policy and for Review **NEW** Administrative Regulation 6163.3, Service Animals

BACKGROUND: Pursuant to Civil Code section 54.2, individuals with disabilities, including children with disabilities, have the right to be accompanied by specially trained guide dogs, signal dogs, or service dogs in all public places, including schools. Manhattan Beach Unified School District did not previously have policy or regulation to address this.

FISCAL IMPACT: None

ACTION RECOMMENDED: Receive for First Reading and Adoption **NEW** Policy and for Review **NEW** Administrative Regulation 6163.3, Service Animals

PREPARED BY: Ellyn Schneider, Executive Director, Student Services

DATE OF MEETING: August 25, 2010

AGENDA NOTE AGENDA NOTE AGENDA NOTE

Guide Dogs, Signal Dogs, and Service Dogs at School

Pursuant to Civil Code section 54.2, individuals with disabilities, including children with disabilities, have the right to be accompanied by specially trained guide dogs, signal dogs, or service dogs in all public places, including schools. Civil Code section 54.1 defines a “guide dog” as a dog trained by an appropriately licensed person to assist an individual with a disability; a “signal dog” as any dog trained to alert an individual, who is deaf or hearing impaired, to intruders or sounds; and a “service dog” as any dog individually trained to the requirements of the individual with a disability, including, but not limited to, minimal protection work, rescue work, pulling a wheelchair, or fetching dropped items.

Guide dogs, signal dogs, and service dogs trained to provide assistance to individuals with disabilities may be transported in a school bus when accompanied by students with disabilities enrolled in a public or private school, by disabled teachers employed in a public or private school or community college, and by individuals who train such dogs.

If the sole function of the dog is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote emotional well being, it shall not be considered to be a guide dog, signal dog, or service dog.

If an individual with a disability seeks to bring a service animal other than a guide dog, signal dog, or service dog, as defined in Civil Code section 54.1, on school property or to a school-sponsored program or activity, the principal or designee shall make the determination of whether the individual may bring the service animal on a case-by-case basis.

Before an individual may bring a guide dog, signal dog, or service dog into a classroom, the principal or designee shall first provide written notification to all parents/guardians of students in the particular class, requesting information regarding whether their child has any known allergies, asthma, or other health-related conditions that may be affected by the dog’s presence in the classroom.

Any guide dog, signal dog or service dog brought to school by an individual with a disability shall be taken home the same day.

The district assumes no liability and shall not be responsible for the provision of a guide dog, signal dog, or service dog. The user of the dog is responsible for its care and conduct at all times.

Legal References:

CIVIL CODE

54.1 Access to public places

54.2 Guide, signal, or service dogs, right to accompany

Instruction

BP 6163.3(b)

Guide Dogs, Signal Dogs, and Service Dogs at School

GOVERNMENT CODE

Section 12926

EDUCATION CODE

Section 39839 Transportation of guide dogs, signal dogs, service dogs

Section 56363(b)(3) Designated Instruction and Services

FEDERAL LAW

Titles II and III of the Americans with Disabilities Act of 1990

(Public Law 101-336)

ADA Amendments Act of 2008

FEDERAL REGULATIONS

34 C.F.R. Section 300.34(b)(7) Orientation and Mobility

COURT DECISIONS

Sullivan v. Vallejo City USD, 731 F.Supp. 947 (1990)

OFFICE OF CIVIL RIGHTS OPINIONS

Bakersfield City School District (OCR 2008) 50 IDELR 169.

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
Adopted:

Guide Dogs, Signal Dogs, and Service Dogs at School

This regulation is designed to provide guidance regarding the use of guide dogs, signal dogs, and service dogs by students with disabilities enrolled in schools in the district, as well as the use of such dogs by visitors and staff on school property and at school-sponsored programs and activities.

1. Definitions

(a) **Individual with a Disability:** As defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the ADA Amendments Act of 2008.

(b) **Guide Dog:** Any dog trained by an appropriately licensed person to assist an individual with a disability.

(c) **Signal Dog:** Any dog trained to alert an individual, who is deaf or hearing impaired, to intruders or sounds.

(d) **Service Dog:** Any dog individually trained to the requirements of the individual with a disability, including, but not limited to, minimal protection work, rescue work, pulling a wheelchair, or fetching dropped items.

2. Right to Use of Facilities and Services

An individual with a disability has the right to be accompanied on school property or at school-sponsored programs or activities by a guide dog, signal dog, or service dog specially trained for that individual. However, prior to receiving permission from the principal or designee to bring a guide dog, signal dog, or service dog on school property or to a school-sponsored program or activity, the user of the dog shall do the following:

(a) The user shall provide information to the principal or designee establishing the individualized training and certification of the dog, including a description of the task(s) the dog performs for the individual.

(b) The user shall ensure the dog is properly harnessed or on a leash at all times and wears an identification tag that identifies the dog as a guide dog, signal dog, or service dog.

(c) The user shall complete and sign a release of liability form, which shall release the district from any and all liability for damage to persons, premises, or facilities caused by the dog. If the user is a minor under the age of eighteen (18) years old, the parent/guardian shall complete and sign the release of liability form. By signing the release, the individual, or the parent/guardian if the individual is a minor, agrees to

Guide Dogs, Signal Dogs, and Service Dogs at School

assume all liability for any and all damage to persons, premises, or facilities caused by the dog.

(d) The user shall be responsible for the care and conduct of the dog at all times. The dog shall be under the user's control at all times. The user is responsible for the cleanliness of the dog, including flea control, to protect the health and safety of others.

If the user fails to satisfy any of the above conditions, the principal or designee shall not permit the user to bring the dog on school property or to school-sponsored programs or events. If the principal or designee grants permission to the user to bring a guide dog, signal dog, or service dog on school property or to school-sponsored programs or activities, the user shall continue to be subject to the conditions stated above. Should the user fail to abide by these conditions, the user shall be required to remove the dog immediately and not bring the dog back on school property until he or she can demonstrate that all conditions are met.

Before granting permission to a student with a disability, who is enrolled in a public school of the district and has a Section 504 plan or an individualized education program (IEP), to bring a guide dog, signal dog, or service dog on school property or to school-sponsored programs or activities, the principal or designee shall determine whether the student's Section 504 or IEP team has addressed the student's educational needs in another manner that would eliminate his or her need for the dog in order to receive a free appropriate public education (FAPE).

Nothing shall preclude the principal or designee, upon receiving a request from or on behalf of a student with a disability to bring a guide dog, signal dog, or service dog on school property or to school-sponsored programs and/or activities, from referring the matter to the student's Section 504 or IEP team for further discussion regarding the appropriateness of the request.

The dog shall not exhibit aggressive behavior toward staff, students, or any other individuals, may not otherwise pose a direct threat to the health and/or safety of others, and may not be disruptive to the educational environment. The principal or designee shall make a reasonable judgment that is based on available objective information regarding whether the dog presents an unacceptable risk or threat to others. In making this determination, the principal or designee may consider factors such as, but not limited to, the dog's pedigree, breed, training, and propensity for harmful or frightening interaction with children or others reasonably attributed to that particular type of dog as determined by those knowledgeable about such dogs.

3. Liability for Service Animals

The district assumes no responsibility for any guide dog, signal dog, or service dog brought on school property or to school-sponsored programs or activities.

Instruction

AR 6163.3(c)

Guide Dogs, Signal Dogs, and Service Dogs at School

The use of guide dogs, signal dogs, and service dogs must comply with all relevant federal and state laws.

Regulation MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
Reviewed:

G. BOARD BUSINESS

2. **TITLE:** Review **NEW** Exhibit 7310, Naming of Facilities and Properties, to support the intent of Board Policy and Administrative Regulation 7310, Naming of Facilities and Properties.

BACKGROUND: In Fall of 2009, the Board of Trustees adopted Board Policy and Administrative Regulation 7310, Naming of Facilities and Properties. The updated policy and regulation contain a number of revisions as well as extensive new wording to clarify the authority of the Board to name all MBUSD facilities and properties as well as define an orderly process for considering and approving a proposal for a new name and/or change of name, if appropriate.

Included in AR 7310 is the authority of the Superintendent to form a Facility/Property Naming Committee to review proposals for name changes to district owned facilities, buildings, and properties and to submit its recommendation on such proposals to the Board. Such a committee was appointed and met on three occasions during the 2009-2010 year. One of the recommendations of the committee was the development of an Exhibit to BP/AR 7310 to standardize a district application form for submission of proposals to name or rename district facilities and properties.

The **NEW** Exhibit that follows is in response to the recommendation from the Facility/Property Naming Committee.

FINANCIAL IMPACT: None

ACTION RECOMMENDED: Review **NEW** Exhibit 7310, Naming of Facilities and Properties, to support the intent of Board Policy and Administrative Regulation 7310, Naming of Facilities and Properties.

PREPARED BY: Dr. Michael Matthews, Superintendent of Schools

DATE OF MEETING: August 25, 2010

Manhattan Beach USD

Exhibit 7310

Naming Of Facilities And Properties



MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

325 South Peck Ave

Manhattan Beach, CA 90266

Phone: (310) 318-7345

APPLICATION FOR NAMING OF FACILITIES AND PROPERTIES (BP 7310)

Proposed Name or Rename of MBUSD District or school facilities/ real and personal properties
Location of District or school facilities/real and personal properties proposed to be named or renamed: _____
Proposed Name or Rename: _____
Alternate Proposed Name or Rename (second choice): _____
Proposed Name or Rename Honors The distinguished service of the following individual (name and title) or group of individuals: _____
Or, Proposed Name or Rename Recognizes A significant gift to district or school by the following contributing individual, group of individuals or organization (name(s) and title(s)): _____

Applicant or Applicants' Representative Information
Name: _____
Address: _____
Email Address: _____
Home Phone: _____
Business Phone: _____
Cell Phone: _____

Each proposal for the naming of a district facility or property shall be considered on its own merits. NO commitment for naming shall be made prior to Board approval of the proposed location and name.

Criteria for Naming District Buildings and Properties (BP 7310)

The Board shall name district facilities and properties in recognition of:

- 1. Individuals, living or deceased, who have made historic contributions of state, national, or worldwide significance
- 2. Individuals, living or deceased, who have made significant, lasting, and memorable contributions to the county or community
- 3. Individuals, living or deceased, who have had significant, lasting, and memorable impact on the district or a particular school
- 4. Individuals, businesses, organizations, or other entities who/which have provided significant funding for a physical facilities project, including construction or renovation of a facility, building, or site
- 5. The geographic area in which the school or building is located

When a proposal for naming a facility or building is to honor a certificated, classified or administrative individual for his/her significant service to the district or a particular school, the Board shall not consider such a proposal until the individual has been retired or deceased for at least one year.

When a gift to the district is involved in the naming of a facility or building, the Board shall consider the significance and amount of the proposed gift as either or both relate to the completion of a facility or to the enhancement of the facility's usefulness to the district and/or school. For an amount to be considered significant, it shall either fund:

- 1. The total cost of the facility to be named, or
- 2. Provide funding, or that portion of the total cost, which would not have been available from any other source, or
- 3. Is integral to the project's completion.

No expenses shall be incurred by the district for the naming of a building, facility, or properties, when the naming occurs as a result of a proposal submitted by an individual, group of individuals, businesses, organization, or other entities unrelated to the district.

In special circumstances, the Board may waive any or all of the above criteria.

<p>Proposed Name or Rename of MBUSD District or school facilities/real and personal properties meets the recognition and/or gift criteria, as stated above, in the following manner:</p>

Applicant Signature: _____
 Date: _____

G. BOARD BUSINESS

3. **TITLE:** Accept the 2009-10 Report from the District Facility/Property Naming Committee to the Board of Trustees and Approve to name/rename the following Mira Costa High School Fields/Buildings:

**Lloyd Waller Stadium continue to be named Lloyd Waller Stadium
Carl Fisher Gymnasium continue to be named Carl Fisher Gymnasium
Osterhaus Field continue to be named Osterhaus Field
Waller Stadium Field to be renamed Bill Cooper Field**

BACKGROUND: In Fall of 2009, the Board of Trustees adopted Board Policy and Administrative Regulation 7310, Naming of Facilities and Properties. The updated policy and regulation contain a number of revisions as well as extensive new wording to clarify the authority of the Board to name all MBUSD facilities and properties as well as define an orderly process for considering and approving a proposal or proposals for a new name and/or change of name, as appropriate.

Included in AR 7310 is the authority of the Superintendent to form a Facility/Property Naming Committee to review a proposal for a name change to district owned facilities, buildings, and properties and to submit its recommendation on such a proposal to the Board. The former Superintendent, with approval from the Board President, appointed Amy Howorth, Board Vice President, Bill Fournell, Board Clerk, Chuck Currier, MCHS teacher and coach, and Jeff Whelan, Student Board Representative, to serve with the Superintendent on the committee.

The committee met on three occasions to consider proposals submitted by faculty, community members, and others for the renaming of existing an existing athletic field as well as a proposal to name a building planned for future construction (as defined in the BB Master Plan). A summary of these meetings is as follows and serves as recommendations to the Board:

- That an Exhibit to BP/AR 7310 be developed, as a District application form, to standardize the proposal requirements for recommending a name or to rename a MBUSD facility, building, and/or property.
- That the submission of a proposal to name the planned new MCHS Fine Arts Building under the BB Master Plan the Sally Reed Fine Arts Building be denied and held for future consideration until such time the construction and occupancy of the building has been completed.

AGENDA NOTE AGENDA NOTE AGENDA NOTE

- That any proposals recommending the naming and/or renaming of buildings, grounds, and other facilities associated with the Mira Costa High School BB Master Plan be held to a future time until all projects under the Master Plan have been completed and occupied. The committee felt that a commitment by the Board to name a building and/or grounds before completion could possibly hold the Board to an agreement without knowing all of the future outcomes of construction and occupancy.
- That existing building and field names be reaffirmed and approved so as to insure that the current names to buildings and fields have met the requirements of the revisions outlined in BP/AR 7310. To this recommendation, the Committee recommends approval of the following:

Lloyd Waller Stadium continue to be named Lloyd Waller Stadium
Carl Fisher Gymnasium continue to be named Carl Fisher Gymnasium
Osterhaus Field continue to be named Osterhaus Field

- That there is further study on the naming of the Waller Stadium Scoreboard to insure that the name recognition for the scoreboard meets the criteria of BP/AR 7310 and is approved by the Board.
- That the submission of the proposal by faculty, alumni, community members, and others to name the field at Waller Stadium, Bill Cooper Field, be accepted and adopted by the Board as meeting the criteria outlined in BP/AR 7310, and, that, from this time forth, the field be known in honor of teacher, administrator, coach, parent, and MBUSD Board Member, Bill Cooper.

FINANCIAL IMPACT: None

ACTION: Accept the 2009-10 Report from the District Facility/Property Naming Committee to the Board of Trustees and Approve to name/rename the following Mira Costa High School Fields/Buildings:

Lloyd Waller Stadium continue to be named Lloyd Waller Stadium
Carl Fisher Gymnasium continue to be named Carl Fisher Gymnasium
Osterhaus Field continue to be named Osterhaus Field
Waller Stadium Field to be renamed Bill Cooper Field

PREPARED BY: Dr. Michael Matthews, Superintendent of Schools

DATE OF MEETING: August 25, 2010

AGENDA NOTE AGENDA NOTE AGENDA NOTE

G. BOARD BUSINESS

4. **TITLE:** Board and Superintendent Protocols

BACKGROUND: The purpose of these protocols is to provide a basic set of professional standards by which the Board of Trustees and the Superintendent are to function as a team.

There is no intention to abridge the rights and obligations of Board members to oversee the operation of the District, nor to interfere with the Superintendent and his/her role as the chief executive officer of the District.

ACTION: Adoption is requested

PREPARED BY: Dr. Michael D. Matthews, Superintendent

DATE: August 25, 2010

Board and Superintendent Protocols

The purpose of these protocols is to provide a basic set of professional standards by which the Board of Trustees and the Superintendent are to function as a team.

There is no intention to abridge the rights and obligations of Board members to oversee the operation of the District, nor to interfere with the Superintendent and his/her role as the chief executive officer of the District. Once agreed upon, these protocols should be considered for adoption as policy of the School Board.

GOVERNANCE

1. Individual Board members will not make or appear to make decisions that should be made by the entire board.
2. Board members will direct requests for the generation of reports, surveys, projects, etc., only to the Superintendent.
3. Board members will accept and be bound by its actions.
4. All significant administrative actions are to be communicated regularly to all Board members.
5. Every action by a Board member should be directed toward improving the educational program.
6. All formal communication with the media and community must go through the Board president (BB 9010).
7. Board members will recognize the importance of flexibility in adjusting priorities and areas of focus to meet changing needs.
8. Board members shall refrain from voting on any issue which would have a significant economic advantage to them.
9. Board members will understand the difference between administration and policy-making as they relate to Board governance. It is the Board's role to develop District policies; it is the role of the management team to implement those policies.
10. Information obtained during closed session will remain absolutely confidential.

OPERATIONAL

1. Board meeting attendance and punctuality will be given the highest priority.
2. Questions regarding Board agenda items will be communicated to the Superintendent or his/her designee prior to the Board meeting.
3. Board members will not bring issues up for discussion without informing other Board members and the Superintendent.
4. Board members are encouraged to visit school sites and attend school functions without interrupting employees in the classroom or offices.
5. The District complaint procedures will be used and reinforced so that those individuals involved have an opportunity to resolve the complaint.
6. Board members will be open-minded to changes which may be non-traditional but beneficial to the District.
7. Board members will be responsible for educating the public regarding the role of Board members.

COMMUNICATION

1. Board members will not make public statements which could be interpreted as having full team concurrence, when in fact, the team has not concurred.
2. Board members will be notified as soon as practical of incidents in the District which they might be called upon to answer or explain.
3. Unsubstantiated rumors, innuendo and information from anonymous sources (except survey information) are not to be pursued except by and in the judgement of the Superintendent.
4. Board members who receive complaints from the community will inform the Superintendent and refer the complaint to the appropriate staff member.
5. Board members will not harbor negative feelings toward each other.
6. To prevent division among Board members, each will seek accommodation and compromise.
7. All substantive contacts between Board members and staff are to be reported to the Superintendent as soon as possible.
8. Individual Board members will not use the media as a personal forum.
9. Board members will share their opinions on all issues brought before them.
10. Board members will refrain from making negative statements in public about other Board members.
11. Board members will share pertinent information that they receive about the District.
12. Board members will recognize that openly considering options and alternatives is a vehicle to good.
13. Board members will not take any action which impacts the Board without the knowledge of the other Board members.
14. Board members receiving questions from the media should refer those questions to the Board president or vice president if the president is unavailable.
15. Board members will refrain from “grand standing” or other inappropriate behavior at Board meetings.
16. Board members will not use electronic mail to discuss or take positions on any items.

TRUST/RESPECT/RELATIONSHIPS

1. Board members will not be divided, but will seek accommodation and compromise.
2. Board members will not air grievances in public or to District staff.
3. Board members will understand that unintentional mistakes should not be attributed to an unwillingness to be a part of the team.
4. Board members will treat each other with dignity and respect, as well as staff and audience members.
5. Board members will respect the opinions of other Board members.
6. Board members will be dedicated to making each other successful.
7. Board members will strive to be honorable, honest, and dedicated to the success of students and District staff.

PERSONNEL

1. Board members will understand that promotional appointments are made by the Superintendent, but only in consultation with the Board.
2. The Superintendent has the authority to make personnel changes. The Board may provide input of significant or relevant data related to these changes.
3. Personnel issues will not be discussed in open session.
4. Board members will refrain from discussing confidential information regarding personnel or negotiations with members of bargaining units.

G. BOARD BUSINESS

5. **TITLE:** 2010-2011 Goals of the Board of Trustees

BACKGROUND: Attached are the Board goals for 2010-2011.

ACTION: Adoption is requested.

PREPARED BY: Dr. Michael D. Matthews, Superintendent

DATE: August 25, 2010

For the 2010-11 school year, the Manhattan Beach Unified School District Board of Trustees will operate with the existing Vision and Mission statements.

Our Vision

The vision of the Manhattan Beach Unified School District is to prepare our students to become good citizens, parents, workers and leaders in the complex, rapidly changing world they will inherit. They will develop strong self-discipline, inter-personal skills, personal values, social and civic responsibilities and respect for nature and for others. They will be able to move beyond us, each prepared to earn a living, cultivate a dream and make a difference.

Our Mission

The mission of the Manhattan Beach Unified School District is to prepare all of our students to meet the challenges of a rapidly changing, highly complex, technology rich, global society. We will continually strive for excellence in all aspects of the education process. We will teach our students to understand and appreciate human and cultural diversity. We will harness the resources of the entire community, including students, parents, teachers, staff, administrators, college and business leaders and others. We will empower students to be lifelong learners, to demonstrate high achievement and to develop the skills and characteristics needed to enjoy happy and successful lives.

For the 2010-11 school year, the Manhattan Beach Unified School District Board of Trustees will operate with the following goals for the year:

- Focus on Current and Potential Academic Programs & Curriculum
 - review teaching and learning approaches being used
 - research best practices
 - review curriculum ideas & potential new programs for consideration by the board for possible action in the 2011/2012 school year
- Budget & Finance
 - be transparent in the Board's budget adoption processes
 - have a responsible budget during the state's budget crisis
 - use the BB funds wisely and responsibly
 - use the budget to maximize student achievement
 - collaborate with employees, parents and the community
- Communications
 - create and maintain an up-to-date District calendar
 - use multiple means of communicating with employees, parents and the public, including newsletters, website, newspapers, and other forms of media
 - communicate clearly and consistently with parent groups, foundations and organizations that support MBUSD.

- Mira Costa High School Excellence
 - Celebrate the achievements and accomplishments of MCHS students and faculty
 - Maximizing the academic achievements of all students
 - Communicate clearly with the MCHS community
 - Articulate clearly with middle school and elementary schools
 - Examine ways of providing course options for all students in spite of state budget reductions.
 - Using the BB Bond Measure to create a first-rate facility for students

G. **BOARD BUSINESS**

6. **TITLE:** Evaluation of the Superintendent

BACKGROUND: As per Board Policy 2140, the Governing Board shall annually conduct a formal evaluation of the Superintendent's performance in order to assess his/her effectiveness in leading the district towards established goals. The Board and Superintendent shall establish an appropriate schedule for the annual evaluation process.

The evaluation shall be based on

- (1) The Board's established goals, for the 2010-11 school year; and
- (2) The Superintendent Governance Standards, as established by Board Policy 2111
- (3) The California Standards for Professional School Leaders. For the 2010-11 school year, Standard 4 (Collaboration with diverse families and communities) will be emphasized.

The Timeline for the Superintendent's Evaluation shall be as follows:

- August: Establish goals for the 2010-11 School Year
- November: Provide feedback to the superintendent on progress toward board goals
- February: Provide feedback to the superintendent on progress toward board goals
- April: Board meets to develop final evaluation
- May: Board gives evaluation to the Superintendent
- June: Establish goals for the 2011-12 School Year.

ACTION: Approval of the timeline is requested.

PREPARED BY: Dr. Michael D. Matthews, Superintendent

DATE: August 25, 2010

Manhattan Beach USD

Board Policy

Superintendent Governance Standards

BP 2111

Administration

The Governing Board recognizes that effective district governance requires strong collaboration and teamwork with the Superintendent. Because the Board and Superintendent each have their unique roles and responsibilities, both contribute to the responsible governance of the district and the quality of education provided to the community's students.

The Superintendent is expected to hold himself/herself to the highest standards of ethical conduct and professionalism.

To support the Board in the governance of the district, the Superintendent:

1. Promotes the success of all students and supports the efforts of the Board to keep the district focused on learning and achievement;
2. Values, advocates and supports public education and all stakeholders;
3. Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents/guardians and the community - and ensures that the diverse range of views contributes to Board decisions;
4. Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior;
5. Serves as a model for the value of lifelong learning and supports the Board's continuous professional development;
6. Works with the Board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture;
7. Recognizes that the Board/Superintendent governance relationship is supported by the management team in the district;
8. Understands the distinctions between Board and staff roles, and respects the role of the Board as the representative of the community;

9. Understands that authority rests with the Board as a whole; provides guidance to the Board to assist in decision-making; and provides leadership based on the direction of the Board as a whole;

10. Communicates openly with trust and integrity, including providing all members of the Board with equal access to information and recognizing the importance of both responsive and anticipatory communications, and

11. Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the district.

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
adopted: May 4, 2005 Manhattan Beach, California
reviewed: September 5, 2007

The California Standards for Professional School Leaders

Standard 1: Shared Vision of Learning

A school administrator is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

- Facilitate the development of a shared vision for the achievement of all students based upon data from multiple measures of student learning and relevant qualitative indicators.
- Communicate and implement the shared vision so that the entire school community understands and acts on the mission of the school as a standards-based educational system.
- Leverage and marshal sufficient resources to implement and attain the vision for all students and subgroups of students.
- Identify and address any barriers to accomplishing the vision.
- Shape school programs, plans, and activities to ensure integration, articulation, and consistency with the vision.
- Use the influence of diversity to improve teaching and learning.

Standard 2: Culture for Student Learning and Professional Growth

A school administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

- Create an accountability system of teaching and learning based on student learning standards.
- Utilize multiple assessment measures to evaluate student learning to drive an ongoing process of inquiry focused on improving the learning of all students and all subgroups of students.
- Shape a culture where high expectations for all students and for all subgroups of students is the core purpose.
- Guide and support the long-term professional development of all staff consistent with the ongoing efforts to improve the learning of all students relative to the content standards.
- Promote equity, fairness, and respect among all members of the school community.
- Provide opportunities for all members of the school community to develop and use skills in collaboration, leadership, and shared responsibility,

- Facilitate the use of appropriate learning materials and learning strategies, which include the following: students as active learners, a variety of appropriate materials and strategies, the use of reflection and inquiry, an emphasis on quality versus quantity, and appropriate and effective technology.

Standard 3: Organization and Management

A school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

- Monitor and evaluate the programs and staff at the site.
- Establish school structures, patterns, and processes that support student learning.
- Manage legal and contractual agreements and records in ways that foster a professional work environment and secure privacy and confidentiality for all students and staff.
- Align fiscal, human, and material resources to support the learning of all students and all groups of students.
- Sustain a safe, efficient, clean, well-maintained, and productive school environment that nurtures student learning and supports the professional growth of teachers and support staff.
- Utilize the principles of systems management, organizational development, problem-solving, and decision-making techniques fairly and effectively,
- Utilize effective and nurturing practices in establishing student behavior management systems.

Standard 4: Collaboration with diverse families and communities

A school administrator is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

- Incorporate information about family and community expectations into school decision-making and activities.
- Recognize the goals and aspirations of diverse family and community groups.
- Treat diverse community stakeholder groups with fairness and with respect.
- Support the equitable success of all students and all subgroups of students through the mobilization and leveraging of community support services.

- Strengthen the school through the establishment of community, business, institutional, and civic partnerships.
- Communicate information about the school on a regular and predictable basis through a variety of media and modes.

Standard 5: Personal Ethics and Leadership Capacity

A school administrator is an educational leader who promotes the success of all students by modeling a personal code of ethics and developing professional leadership capacity.

- Demonstrate skills in decision-making, problem solving, change management, planning, conflict management, and evaluation.
- Model personal and professional ethics, integrity, justice, and fairness and expect the same behaviors from others.
- Make and communicate decisions based upon relevant data and research about effective teaching and learning, leadership, management practices, and equity.
- Reflect on personal leadership practices and recognize their impact and influence on the performance of others.
- Encourage and inspire others to higher levels of performance, commitment, and motivation.
- Sustain personal motivation, commitment, energy, and health by balancing professional and personal responsibilities.
- Engage in professional and personal development.
- Demonstrate knowledge of the curriculum and the ability to integrate and articulate programs throughout the grades.
- Use the influence of the office to enhance the educational program rather than for personal gain.
- Protect the rights and confidentiality of students and staff.

Standard 6: Political, Social, Economic, Legal, and Cultural Understanding

A school administrator is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

- View oneself as a leader of a team and also a member of a larger team.
- Ensure that the school operates consistently within the parameters of federal, state, and local laws, policies, regulations, and statutory requirements.
- Generate support for the school by two-way communication with key decision makers in the school community.
- Work with the governing board and district and local leaders to influence policies that benefit students and support the improvement of teaching and learning.
- Influence and support public policies that ensure the equitable distribution of resources, and support for all the subgroups of students.

- Open the school to the public and welcome and facilitate constructive conversations about how to improve student learning and achievement.