

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

**November 18, 2009  
5:30 Closed Session  
6:30 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. Report of Action Taken During Closed Session
5. Pledge of Allegiance
6. Approval of Agenda

**B. ANNOUNCEMENTS AND COMMUNICATIONS (20 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
3. Jeff Whalen and Sarah Keasler, Student Board Members, will discuss student topics at Mira Costa High School, elementary schools, and events and activities in the District. Jina Stanfill will report on activities at Manhattan Beach Middle School.

**C. PRESENTATION/DISCUSSION ITEMS**

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.

None.

**D. PRESENTATION/ACTION ITEMS (20 Minutes)**

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.

1. Mira Costa High School Master Plan and Next Steps (**Approval is Requested**)

**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**

**Seaton  
1-9**

1. Approve the Contract to Implement the High School Involvement Partnership (HIP) between the Manhattan Beach Unified School District and Northrop Grumman Systems Corporation.

**Seaton  
10-12**

2. Approve Consultant Agreement between the Manhattan Beach Unified School District and Ms. Terri Arnold to be paid from the general fund not to exceed a total of \$5,000.00, to analyze and develop recommendations for the elementary library media specialist program and the elementary computer laboratory specialist program.

**Schneider  
13-14**

3. Approve Student Services Special Employment Agreement for the 2009-2010 fiscal year with Deborah Budding, Ph.D., to provide educational consultant services from November 18, 2009, through June 30, 2010, in an amount not-to-exceed \$3,600.00, charged to Special Education acct. #02.0-65000.0-57500-31200-5850-0000113.

**Hall  
15-16**

4. Ratify consultant agreement for Lynn McIver to serve as the Reading and Writing Consultant at Robinson Elementary School from July 1, 2009, through June 30, 2010, to be paid at the rate of \$50.00 per hour, not-to-exceed \$9,500.00, charged to Acct. #01.0-90255.0-11101-10000-5890-5000400.

**Hall  
17-18**

5. Ratify consultant agreement for Jon Fowler to serve as the Character Building Consultant at Robinson Elementary School, from July 1, 2009, through June 30, 2010, to be paid at the rate of \$50.00 per hour, not-to-exceed \$3,500.00, charged to Acct. #01.0-90255.0-11101-10000-5890-5000400.

**Hall**

**Personnel**

6. Ratify employment of classified personnel at effective dates listed:

Anderson, Nancie, Special Ed. I.A., Perm., Pacific, 81.25% time, Range 12, Step 2, effective 10/19/09 (IEP)

Cartland, LaDonna, Special Ed. I.A., Perm., Grand View, 78.75% time, Range 12, Step 6, effective 10/13/09 (IEP)

Schroeder, Yolanda, Special Ed. I.A., Perm., Meadows, 62.5% time, Range 12, Step 6, effective 10/16/09 (IEP)

True, Jennifer, IBI, Perm., MBMS, 87.5% time, Range 17, Step 3, effective 11/09/09 (Replacement)

7. Ratify leave of absence for classified employees at effective dates as listed:
  - Amaral, Emily, Tech. Resource Ass't., DO, (Contract Article 6) effective 10/20/09 – 11/16/09
  - Cerezo, Teresa, Food Service Assistant 1, MCHS, (Contract Article 6) effective 10/01/09 – 11/30/09
  - Fleming, Linda, Special Ed. I.A., Preschool, (Contract Article 6) effective 10/01/09 – 11/30/09
  
8. Ratify change of status of classified personnel at effective dates listed:
  - Cooper, Timothy, Athletic Trainer, MCHS, Perm., 75% time to 100% time, effective 09/01/09 (Funded through MBAF)
  - Klahr, Susan, IBI, MBMS, Perm., 87.5% time to Special Ed. I.A., Preschool, Perm., 50% time, effective 11/09/09 (Voluntary reduction in hours)
  
9. Ratify employment of classified personnel to serve as substitute and/or short term/intermittent, district wide, at effective dates listed:
  - Aubrey, Martin, effective 10/07/09
  - Chavez, Armando, effective 10/06/09
  - Del Valle, Nikolas, effective 10/19/09
  - Giovati, John A., effective 10/21/09
  
10. Ratify leave of absence for certificated staff per MBUTA Contract Article #11.9, #11.10, #11.18 as follows:
  - Notarnicola, Marni (MBMS), eff. 10/8/09 to 12/3/09 (revised dates)
  - Ochoa, Candida (MBMS), eff. 10/14/09 to 11/30/09
  
11. Ratify change in status of certificated staff as follows:
  - Miko, Christopher (ME), Perm, from Col. 1, Step 3, to Col. 2, Step 3, eff. 10/1/09
  - Naves, Edward (MBMS), Temp, from 49.98% to 100%, eff. 10/14/09
  - Sieker, Diana (MCHS), Perm, from Col. 4, Step 5, to Col. 5, Step 5, eff. 10/1/09
  - Wallace, Katie (PAC), Perm, from Col. 4, Step 4, to Col. 5, Step 4, eff. 10/1/09
  
12. Ratify employment of certificated substitutes at current rate of pay as follows:
  - Beatty, Carol, eff. 10/19/09
  - Junger, Karen, eff. 10/13/09
  - Lopez, Kristal, eff. 10/9/09
  - Kim, Steve, eff. 10/13/09
  - Michael, Rodney, 10/30/09
  - Singh, Barathi, eff. 11/4/09
  
13. Ratify employment of certificated long-term substitute at current rate of pay as follows:
  - Junger, Karen (MCHS), eff. 10/13/09
  - Singh, Barathi (MCHS), eff. 11/4/09

14. Ratify employment of certificated staff as follows:

Fedrow, Nicholas (ME/MBMS), Col. 4, Step 1, eff. 9/29/09  
Moss, Elisabeth (ME), Col. 1, Step 13, eff. 9/24/09

**Romines**      **Business**

- 19-20      15. Approve the 09-10 Special Education American Recovery and Reinvestment Act, ARRA Funds Budget.
- 21-25      16. Ratify purchase orders to date.
- 26-28      17. Accept Developer Fee report for the month of October.

**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 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 (5 Minutes)**

- Hall  
29-36      1. Receive for first reading and adoption Manhattan Beach Unified School District Board Policy 4154; 4254; 4354, Health and Welfare Benefits. Receive, for information, Administrative Regulation 4154; 4254; 4354, Health and Welfare Benefits.
- Hall  
37-39      2. Receive for first Reading and adoption Manhattan Beach Unified School District job description for Intervention Specialist.
- Rohrer      3. Greater South Bay Education Coalition fall meeting.
- Rohrer      4. Superintendent Search Timeline
- Rohrer      5. Date for December Board Workshop Re: Board/District Goals
6. Approve minutes of the regular Board meeting of August 26, 2009.
7. Approve minutes of the regular Board meeting of September 2, 2009.

**H.      SUPERINTENDENT/CABINET REPORT (10 Minutes)**

1. MCHS Master Plan Architect Contract Approval Process
2. Bond Oversight Committee Update

3. Holiday Events Calendar
4. Sexual Harassment Training
5. MBEF Pledge Day
6. Superintendent's Committee on MCHS PE/Athletic Facilities Master Plan
7. Brown Act Workshop
8. Budget Workshop

**I. PUBLIC COMMENTS (10 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**  
**NOVEMBER 18, 2009**  
**5:30 P.M.**

1. Public employee discipline/dismissal/release, pursuant to Government Code Section 54957.
2. Conference with district labor negotiator Steve Romines regarding MBUTA negotiations, per Government Code Section 54957.6.
3. Conference with district labor negotiator Steve Romines regarding CSEA negotiations, per Government Code Section 54957.6.
4. 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)

**NOVEMBER**

November 18, 2009, 8:30 AM  
Brown Act Workshop

November 18, 2009, 6:30 PM  
Board Meeting

November 23-27, 2009  
Thanksgiving Break

**DECEMBER**

December 9, 2009, 6:30 PM  
Organizational Board Meeting

December 21-31, 2009  
Winter Break

**JANUARY**

January 1, 2010  
Winter Break

January 13, 2010, 6:30 PM  
Board Meeting

January 18, 2010  
Martin Luther King, Jr., Holiday

**FEBRUARY**

February 3, 2010, 6:30 PM  
Board Meeting

February 15-19, 2010  
District Recess

**MARCH**

March 3, 2010, 6:30 PM  
Board Meeting

March 17, 2010, 6:30 PM  
Board Meeting

March 29-April 2, 2010  
Spring Break

**APRIL**

April 21, 2009, 6:30 PM  
Board Meeting

**MAY**

May 5, 2009, 6:30 PM  
Board Meeting

May 19, 2009, 6:30 PM  
Board Meeting

May 31, 2009  
Memorial Day Holiday

**JUNE**

June 2, 2009, 6:30 PM  
Board Meeting

June 16, 2009, 6:30 PM  
Board Meeting

June 22, 2009  
MBMS Promotion

June 23, 2009  
Last Day of School

June 24, 2009  
MCHS Graduation

**E. CONSENT CALENDAR**

1. **TITLE:** Contract to Implement the High School Involvement Partnership (HIP) between the Manhattan Beach Unified School District and Northrop Grumman Systems Corporation

**BACKGROUND:** The Northrop Grumman HIP program is open to seniors and involves an extensive internship opportunity in a variety of areas at Northrop's El Segundo and Space Park locations, from engineering to tooling to computers. Students accepted into the program spend two hours each day at Northrop, either before or after school. Students from other districts that have participated in the program in prior years have had the opportunity to earn high school credits through HIP. Should the Board approve this contract, we can study the feasibility of providing work experience credit to our Mira Costa seniors who participate. According to our Northrop Grumman representative, we could have up to fifteen MCHS students in this program.

**FISCAL IMPACT:** There is no impact on the general fund.

**ACTION RECOMMENDED:** Approval by the Board.

**PREPARED BY:** Carolyn Seaton, Executive Director, Educational Services

**DATE OF BOARD MEETING:** November 18, 2009

**AGENDA NOTE**

**AGENDA NOTE**

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## Northrop Grumman Corporation High School Involvement Partnership Program YEAR 2010 JOB DESCRIPTIONS

**(Note: These positions are available 6:00 - 8:00 a.m.; 12:30 - 2:30 p.m.; and 1:30 - 3:30 p.m. - unless otherwise noted)**

LAUSD students can only work 1:30 - 3:30 p.m. time slots

TITLE	DESCRIPTION/SKILLS
<u>Office Administration/ Technical/Computers</u> Accounting	Basic accounting procedures: Process daily paperwork, audit invoices against purchase orders and contracts, apply methods to process for payment. Learn customer service skills and telephone procedures. Basic office skills include record keeping and various computer applications. Interest in working with numbers is helpful. Excel knowledge helpful.
Administrative Assistant	Basic office procedures: Prepare general correspondence utilizing computer software. Arrange meeting and travel schedules and maintain office files. Learn customer service skills and telephone procedures. Exposure to latest computer software. Good writing skills are helpful. Positions in general office environment & executive office environment. Microsoft Office, Word, PP, Excel knowledge helpful.
Computers	Assist with network equipment; assist messaging control area – e-mail administration and server assistance. Data input and customer support of network.
Corporate Citizenship	Administrative position with direct contact with customers (internal and external). Must have skills in working with people, event planning support, organizational skills and capabilities. Multi-task capabilities. Knowledge of computers.
Engineering Aide	Prepare and maintain a computerized database and library for computer aided design (CAD). Work with desktop applications such as MSWord, MSExcel, PROJECT, PowerPoint and other software and hardware design as necessary. Writing skills and computer knowledge is helpful.

Human Resources  
Assistant

General office duties such as typing, filing, communicating with management at various level, exposure to employee relations procedures. Must be able to work well with others. Computer knowledge helpful.

Manufacturing Engineer

Basic office duties include telephone procedures, utilize office copiers and fax equipment. Learn computer drafting programs and read blueprints for parts and tooling. Mechanical aptitude, advanced math.

Proposal Analyst

Work with senior level personnel plan and schedule manned and unmanned vehicle type proposal efforts. Help compile cost, schedule, and technical elements in the development of proposals in accordance with Request for Proposal (RFP) specifications. Work with senior level personnel to coordinate the collection and accumulation of cost, scheduling, and performance elements from functional departments. Help others to research and analyze historical data, develop cost models to support proposal efforts. Be a participant in should-cost and pricing reviews with management. This position requires strong math, computer, and communication skills to gain experience in estimating manned and unmanned type aircraft, spacecraft, and other special type projects related to all types of aerospace platforms/programs.

Graphics/Media

Assist with photography, developing and printing company media, videos, brochures, posters and paper products. Interest in graphics, computer animation and working with your hands is helpful.

Security Assistant

Work in Badge and ID; assist with vendor processing. Learn security knowledge for defense contractor and limitations of access to program areas. Good position for those interested in investigative work; police work.

Web Design/Development

Design, build and implement websites/web applications from inception to completion using the latest tools & technologies.

Print Services, Signs &  
Display

Student will learn basic fundamentals of the Printing & Signage Department. Some of the duties will include digital prepress, understanding of offset printing, bindery, shipping & receiving.

Special Fields

Firefighter Trainee

Train in routine fire prevention, aid in fire inspections and suppressions. Observe fire suppression response calls and learn about hazardous/environmental waste. Interest in fire fighting helpful. Hours 12:30-2:30 or 1:30 to 3:30. El Segundo site only.

Medical Assistant

Exposure to all aspects of a medical department to include medical test, record keeping and injury report writing. Interest in pre-medicine, nursing, or medical administration and public relations helpful. (Hours 6:00 - 8:00) 1 position available in El Segundo.

Display Model Shop

Assist in the production of recognition awards. Learn how to prepare artwork on the computer using computer graphics applications. Produce sandblasted crystal awards and laser-engraved wooden plaques. Create decals, cut vinyl markings and paint stencils for aircraft and model requirements.  
6:00-8:00 a.m. or 12:30-2:30 p.m.

Factory

Mechanic General Helper

Observes in the fabrication and assembly of aircraft structures and components of the F/A-18, F-35, F-5 and T-38. Loading & unloading parts. Lubricate and clean parts, assemblies and material. Prepare parts for identification, storage and disposal. Supply workers with tools, parts and materials. Students will learn to interpret blueprints and understand machine operations.

Composites Inspector

Basic inspection procedures. Handling blueprints, inspection tools and equipment. Working with computer aided design (CAD) and aircraft mechanics. Learn to work status charts and some general office duties such as telephone procedures. Mechanical aptitude helpful.

Factory Clerk

Assist the shop and office areas with supply crib, calibration, and production control. Basic office administrative skills such as telephone procedures, maintaining records, and electronic communication methods such as e-mail, Internet, and fax machines. Interest in working with people.

Precision Inspector	Basic blueprint procedures. Verify various aircraft specifications, handle engineering drawings, and learn various computer applications. Mechanical aptitude required. Interest in manufacturing helpful.
Production Trainee	Assist by performing basic task in one or more areas of Composites Fabrication. The individual will be working under the direction of supervisors or lead personnel assisting in tasks related to the assigned area. Will gain an understanding of the processes and technologies used in Composites Fabrication without actually working on any flight production hardware.
Stock Clerk	Basic office and inventory skills: Learn computer database for inventory of small equipment items. Maintain stock, research, identify and control inventory items. Learn telephone and customer service procedures. Ability to handle light, physical work (some lifting involved).
Tool Builder	Assist tool builder in the manufacturing of tools to be used on the production line. Mechanical assembly and physical loading and unloading required. Student will learn to interpret blueprints and understand machine operations.

**“HIP...A test flight into the world of  
Tomorrow”**

Ryan Mulligan, Ramona High School

HIGH SCHOOL INVOLVEMENT PARTNERSHIP  
AGREEMENT

This Agreement is entered into as of September 15, 2009 by and between NORTHROP GRUMMAN SYSTEMS CORPORATION a Delaware corporation, ("Northrop Grumman") and Manhattan Beach Unified School District ("Participant").

RECITALS

WHEREAS, Northrop Grumman and Participant desire to provide vocational instruction to selected students of Participant (the "Students") in connection with the High School Involvement Partnership (the "Program").

NOW, THEREFORE, in consideration of the foregoing and of the mutual agreements contained herein, the parties hereto agree as follows:

1. Northrop Grumman shall designate and provide certain space (the "Premises") for the Program at facilities operated by Northrop Grumman at no rent to Participant. The Premises shall be available for Participant's use for the Program at such times as shall be mutually agreed upon by the parties hereto. Students shall enter Northrop Grumman facilities only during the hours designated pursuant to this section and shall confine themselves to the Premises at all times unless specifically directed otherwise by Northrop Grumman.
2. Northrop Grumman shall provide and maintain adequate work space in the Premises for each Student, including the use of lavatories, as designated by Northrop Grumman. Northrop Grumman shall also provide all custodial services required in the Premises and all utilities required for the Program.

3. Participant shall provide qualified staff for the purpose of supervising instruction and monitoring progress of the Students and shall be responsible for the actions of Students participating in the Program while on any Northrop Grumman premises.
4. Northrop Grumman shall be responsible for: (i) the preparation and distribution to Participant's staff and Students in the Program of such written rules and regulations regarding Northrop Grumman's company policies and procedures as may be required by Northrop Grumman and (ii) the enforcement of Northrop Grumman's rules and regulations while Participant's staff and Students are on any Northrop Grumman premises whether such rules and regulations are distributed by Northrop Grumman or by Participant.
5. Northrop Grumman shall provide necessary supplies and materials for the Students' use in connection with the Program. Northrop Grumman may, upon the request of the Participant, provide additional equipment and procedures for the use of such equipment as is appropriate to the Program, provided that Northrop Grumman has agreed to provide such equipment. Participant shall be liable for any loss or theft or damage of any such materials, equipment or supplies.
6. Students shall not displace any regular paid employee of Northrop Grumman. Students are not employees of Northrop Grumman and shall not be employed, jointly employed, or compensated by Northrop Grumman to perform tasks which are included as part of the Program while the Students are enrolled in the Program. Students participating in the Program shall remain under the direction and control of Participant.
7. Participant hereby assumes entire responsibility and liability for any and all damage or injury of any kind or nature whatsoever (including death therefrom) to all persons and all property (including loss of use thereof) caused by, resulting from, arising out of or occurring in connection with the Program or the Students' or Participant's use of any Northrop Grumman premises. Except for willful acts of misconduct or gross negligence of Northrop Grumman, Participant shall indemnify and hold Northrop Grumman, its

officers, agents and employees free and harmless from any and all expenses, claims or demands made and from any and all liability, loss, damage or expense of any kind whatsoever which may be incurred by reason of any theft or damage to property, or death of or injury to persons, arising out of the Program or the Students' or Participant's use of any Northrop Grumman premises. Northrop Grumman shall not have any responsibility for or incur any liability regarding any Student or Participant's staff or any property of any Student or of Participant's staff except as specifically provided herein. In no event shall Northrop Grumman be liable to Participant for any incidental, consequential, special or punitive damages arising out of or related to this Agreement.

8. During the term of this Agreement, Participant shall maintain such public liability, property damage, workers' compensation or such other insurance as Northrop Grumman may require from time to time in its sole discretion.
9. This Agreement shall be in effect for the period beginning February 9, 2010, to June 11, 2010. This Agreement may be amended only by mutual written agreement of the parties hereto. This Agreement is not a lease or a license, and may be terminated by either party for any reason upon receipt by either party of written notification thirty (30) days prior to the date of such termination.
10. Participant represents and warrants that the Program shall be conducted pursuant to Section 51769 of the Education Code of California and Sections 10090 and 10107, as applicable, of the California Administrative Code, Title 5.
11. The individuals executing this Agreement on behalf of the parties hereto represent and warrant that they are duly authorized to execute and deliver this Agreement on behalf of such entities.
12. This Agreement shall be governed by and construed in accordance with the laws of the State of California, exclusive of its choice of law provisions. Any dispute arising out of or in connection with this Agreement shall be resolved by the judicial reference

proceeding pursuant to California CCP 638. The judicial referee shall be empowered to hear and resolve all legal and factual issues.

13. This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof, and supercedes any all prior discussions, negotiations or agreements, whether written or oral.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth above.

PARTICIPANT

NORTHROP GRUMMAN SYSTEMS  
CORPORATION

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

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

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

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

By: \_\_\_\_\_  
Title

By: \_\_\_\_\_  
Title

By: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
Date



**E. CONSENT CALENDAR**

2. **TITLE:** Approve Consultant Agreement with Terri Arnold

**BACKGROUND:** Terri Arnold is an outstanding educational leader who retired from the Los Angeles Unified School District this past summer. She most recently served as a Director for Local District Six where she was responsible for supporting several elementary schools. Prior to assuming that position, Ms. Arnold was the Administrative Coordinator for the LAUSD Charter Schools Division where she provided oversight and guidance for the charter schools under her purview. Earlier in her administrative career, Ms. Arnold served as Principal of Palisades Elementary School in the Pacific Palisades area for over sixteen years.

The Superintendent of Schools has requested a thorough analysis of the elementary library media specialist and computer laboratory specialist programs in order to determine current practices, areas of strength, and challenges of each program. After meeting with the library media specialists and computer laboratory specialists as well as touring the elementary facilities for these programs, Ms. Arnold would develop a plan for each program that would outline best practices and recommendations. Ultimately, we want to establish consistency in both programs across all five elementary schools so that students entering the middle school have had similar library and computer laboratory experiences that have provided an outstanding foundation for research and technology at the secondary level.

**ACTION RECOMMENDED:** Approve Consultant Agreement between The Manhattan Beach Unified School District and Ms. Terri Arnold to be paid from the General Fund, not to exceed a total of \$5,000.00, to analyze and develop recommendations for the elementary library media specialist program and the elementary computer laboratory specialist program.

**FISCAL IMPACT:** Pending Board approval, Ms. Arnold would be paid at a rate of \$50 per hour not-to-exceed \$5,000 from the general fund.

**PREPARED BY:** Carolyn Seaton  
Executive Director, Educational Services

**APPROVED BY:**   
Beverly J. Rohrer, Ed.D.  
Superintendent of Schools

**DATE:** November 18, 2009

**AGENDA NOTE**

**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

Terri Arnold 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.)

Analysis of elem. library media specialist program and elem. computer laboratory specialist program.  
(Program/Project)

This service does \_\_\_\_\_ does not  require direct contact with students.

WITNESSETH:

THEREFORE, this agreement is made and entered into this 18<sup>th</sup> day of November 2009,  
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, \$ N/A per hour, not to exceed \$ 5,000.00.

DATES OF SERVICE

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

November 18, 2009 through June 30, 2009

\_\_\_\_\_  
(Account No.)

\_\_\_\_\_  
(Consultant Signature)

\_\_\_\_\_  
(Asst. Supt., Admin. Svcs.)

Warrant to be mailed to:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Exec. Dir., Educational Svcs.)

*Terri L. Arnold*  
2019 Plant Avenue #A  
Redondo Beach, California 90278  
(310) 374-7220

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**EDUCATION: University of Southern California**

*School of Education:*

* Bachelor of Science: English Major/Art Minor	1969
* California Standard Teaching Credential (Pre K – 9)	1970
* Master of Science: Educational Administration	1972
* California Administrative Services Credential (Pre K – Adult)	1972

**EXPERIENCE: Los Angeles Unified School District**

July 1, 2006 - June 30, 2009	LOCAL DISTRICT 6 OFFICE Director School Services
August 15, 2003 – June 30, 2006	CHARTER SCHOOLS DIVISION Administrative Coordinator
February 17, 2003 – August 15, 2003	ADMINISTRATIVE ACADEMY Administrative Coordinator
August 1986 – February 14, 2003	PALISADES ELEMENTARY CHARTER SCHOOL Principal – Single Administrator School
February 1986 – August 1986	REGION D OFFICE Compliance Advisor
August 1985 – February 1986	CERTIFICATED PLACEMENT OFFICE Certificated Assignment and Placement Advisor
April 1985 – August 1985	ARLINGTON HEIGHTS ELEMENTARY SCHOOL Assistant Principal
August 1980 – April 1985	FIFTY-FOURTH STREET SCHOOL Program Coordinator
September 1979 – June 1980	TWENTY-FOURTH STREET SCHOOL Reading/Language Arts/ Mathematics Specialist
September 1976 – June 1979	Teacher of the Gifted (Grades 3 – 6 self-contained)
September 1974 – June 1976	HYDE PARK ELEMENTARY SCHOOL Teacher Librarian
February 1970 – June 1974	BALDWIN HILLS ELEMENTARY SCHOOL Teacher

**REFERENCES:**

Martin Galindo	Local District 6 Superintendent, Los Angeles Unified School District
Roberta Benjamin:	Los Angeles Unified School District (Retired); Vice President Aspire Charter Schools
Patricia Forkos:	Director School Services, Los Angeles Unified School District; Retired
Luis Camarena:	Principal, Los Angeles Unified School District
Beth Fuller:	Principal, Los Angeles Unified School District

E. **CONSENT CALENDAR**

3. **TITLE:** Student Services Special Employment Agreement for 2009/10 School Year with Deborah Budding, Ph.D.

**BACKGROUND:** An agreement is needed between the District and Deborah Budding, Ph.D., to provide educational consultant services, for the period November 18, 2009, through June 30, 2010.

**FINANCIAL IMPACT:**

Not to exceed \$3,600.00.

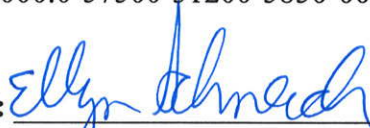
This is a new special employment contract. The amount is within the planned budget for services, therefore no change to existing overall budget.

Funds to be paid from Special Education account,  
#01.0-65000.0-57500-31200-5850-0000113.

This item has been budgeted.

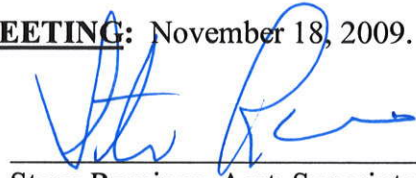
**ACTION RECOMMENDED:** Approve Student Services Special Employment Agreement for 2009/10 fiscal year with Deborah Budding, Ph.D., to provide educational consultant services, for the period November 18, 2009, through June 30, 2010. This is a new special employment contract. The amount is within the planned budget for services, therefore no change to existing overall budget. Amount not to exceed \$3,600.00. Funds to be paid from Special Education account, #01.0-65000.0-57500-31200-5850-0000113. This item has been budgeted.

**PREPARED BY:**

  
\_\_\_\_\_  
Elyn Schneider, Executive Director of Student Services

**DATE OF MEETING:** November 18, 2009.

Approved by:

  
\_\_\_\_\_  
Steve Romines, Asst. Superintendent of Administrative Services

**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 or use the services of Deborah Budding, Ph.D. social security or Tax I.D. number 20-0599035 in the Student Services Department, and

**WHEREAS**, such service will assist the Governing Board in discharging its legal obligation to provide an adequate education 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 18<sup>th</sup> day of November, 2009, and between the Manhattan Beach Unified School District and the above named person/agency, hereinafter called:

Deborah Budding, Ph.D.

Located: 509 N. Sepulveda, Suite 202, Manhattan Beach, Ca 90266

**SERVICES TO BE RENDERED**

Said person/agency will serve/provide the following service(s): Educational Consultation, Evaluation, & Review, & report, as per an IEP. Timesheets for service must be submitted along with the invoice.

This service does X does not \_\_\_\_\_ require direct contact with students.

\*\*\*\*\*

**PAYMENT TO BE MADE BY THE DISTRICT**

In consideration of the service(s) to be rendered, the District agrees to pay \$200/hour for a max of 18 hours; Not-to-Exceed \$3,600.00.

**DATE(S) OF SERVICE**

Said person/agency agrees to render service(s) on the following date(s) stated below:

From November 18, 2009 through June 30, 2010, under the direction of the Executive Director of Student Services.

This agreement may be terminated by either party within twenty (20) days written notice.

This agreement may be terminated without advance notice if both parties agree to do so in writing.

Educational Consultation & Evaluation  
Program

Signature  
Deborah Budding, Ph.D.

Date

01.0-65000.0-57500-31200-5850-0000051  
Account Number

Signature  
Ellyn Schneider,  
Executive Director of Student Services

Date

E. **CONSENT CALENDAR**

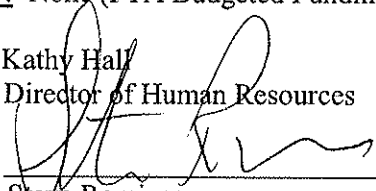
4. **TITLE:** Consultant Agreement for Lynn McIver, Reading and Writing Consultant

**BACKGROUND:** Lynn McIver worked as an elementary teacher for the Manhattan Beach Unified School teacher until her retirement in June 2007. As a consultant she will provide services to the Reading Club and Written Expression Club for grade 4 at Robinson Elementary School. The funding for these services has been budgeted by the PTA for the 2009-2010 school year.

**ACTION RECOMMENDED:** Ratify consultant agreement for Lynn McIver to serve as the Reading and Writing Consultant at Robinson Elementary School; consultant to be paid at the rate of \$60.00 per hour, not-to-exceed \$9,800.00 for the period July 1, 2009, through June 30, 2010, and charged to Acct. #01.0-90255.0-11101-10000-5890-5000400.

**FISCAL IMPACT:** None (PTA Budgeted Funding)

**PREPARED BY:** Kathy Hall  
Director of Human Resources

**APPROVED BY:**   
Steve Romines  
Assistant Superintendent, Administrative Services

**DATE:** November 18, 2009

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 Lynn Mc Iver whose last four digits of her social security number are 3069, 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 18<sup>th</sup> day of November 2009, 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 a **Consultant, Reading/Writing, at Robinson Elementary School**

This service does **X** does not \_\_\_ require direct contact with students.

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**PAYMENT TO BE MADE BY THE DISTRICT**

In consideration of the services to be rendered, the District agrees to pay at the rate of **\$50.00** per hour, and not to exceed **\$9,800.00** for services rendered.

**DATES OF SERVICE:**

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

**July 1, 2009, through June 30, 2010**

**01.0 902 55.0-11101-10000-5850-5000400**  
(Account Number)

\_\_\_\_\_  
Consultant, Lecturer, Etc.

\_\_\_\_\_  
Kathy Hall, Director of Human Resources

\_\_\_\_\_  
Steve Romines, Assistant Superintendent,  
Administrative Services

E. **CONSENT CALENDAR**

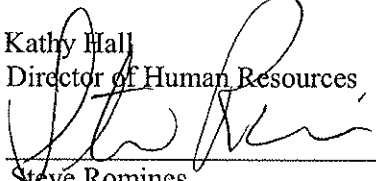
5. **TITLE:** Consultant Agreement for Jon Fowler, Character, Friendship Building Consultant

**BACKGROUND:** Jon Fowler worked as a Physical Education Teacher for the Manhattan Beach Unified School District until his retirement in June 2005. As a consultant he will provide periodic assemblies to students on bullying, building character and friendships, in grade assembly format. The funding for these services has been budgeted by the PTA for the 2009-2010 school year.

**ACTION RECOMMENDED:** Ratify consultant agreement for Jon Fowler to serve as the Character Building Consultant at Robinson Elementary School; consultant to be paid at the rate of \$50.00 per hour, not-to-exceed \$3,500.00 for the period July 1, 2009, through June 30, 2010, and charged to Acct. #01.0-90255.0-11101-10000-5890-5000400.

**FISCAL IMPACT:** None (PTA Budgeted Funding)

**PREPARED BY:** Kathy Hall  
Director of Human Resources

**APPROVED BY:**   
Steve Romines  
Assistant Superintendent, Administrative Services

**DATE:** November 18, 2009



**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 **Jon Fowler** whose last four digits of her social security number are **1653**, 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 18<sup>th</sup> day of November 2009, 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 a **Consultant, Character Building grade level assemblies, at Robinson Elementary School**

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 at the rate of **\$50.00** per hour, and not to exceed **\$3,500.00** for services rendered.

**DATES OF SERVICE:**

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

**July 1, 2009, through June 30, 2010**

**01.0 902 55.0-11101-10000-5850-5000400**  
(Account Number)

\_\_\_\_\_  
Consultant, Lecturer, Etc.

\_\_\_\_\_  
Kathy Hall, Director of Human Resources

\_\_\_\_\_  
Steve Romines, Assistant Superintendent,  
Administrative Services

E. **CONSENT ITEM**

15. **TITLE:** Approve the 09/10 Special Education American Recovery and Reinvestment Act, ARRA Funds Budget

**BACKGROUND:** Part of the federal government's ARRA grant program to states for the budget year 09/10, are funds allocated to school districts to enhance their special education programs. The funds are allocated in the areas of Local Assistance, Preschool Local and Federal Preschool. Funds are not transferable between resources. Should ending fund balances occur, they are restricted and will be carried over into the next budget year with the same spending parameters.

**ACTION RECOMMENDED:** Approve the 09/10 Special Education American Recovery and Reinvestment Act, ARRA Funds Budget.

**PREPARED BY:** Steve Romines

**DATE OF BOARD MEETING:** November 18, 2009

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT**

**09/10 SPECIAL EDUCATION ARRA FUNDS BUDGET SUMMARY**

1	<b>Resource 3313 Local Assistance</b>	
2	<b>Revenue</b>	<b>\$1,014,547</b>
3		
4	<b>Expenditures</b>	
5	Salaries and Benefits	\$300,000
6	Speech Path \$88,000	
7	Two Positions TBD	
8	Supplies/Instructional materials	\$300,000
9	Services/Consulting/Training	\$100,000
10	Transfers	\$314,547
11	County Indirect \$2029	
121	Lowering 09/10 MOE	
3	<b>Total Expenditures</b>	<b><u>\$1,014,547</u></b>
15		
16	<b>Resource 3324 Preschool Local</b>	
17	<b>Revenue</b>	<b>\$138,428</b>
18		
19	<b>Expenditures</b>	
20	Salaries and Benefits	\$0
21	Supplies/Instructional materials	\$18,428
22	Services/Consulting/Training	\$75,000
23	Transfers	\$45,000
24	County Indirect \$277	
25	Lowering 09/10 MOE	
26	<b>Total Expenditures</b>	<b><u>\$138,428</u></b>
27		
28	<b>Resource 3319 Federal Preschool</b>	
29	<b>Revenue</b>	<b>\$40,497</b>
30		
31	<b>Expenditures</b>	
32	Salaries and Benefits	\$0
33	Supplies/Instructional materials	\$7,497
34	Services/Consulting/Training	\$20,000
35	Transfers	
36	County Indirect \$81	
37	Lowering 09/10 MOE	\$13,000
38	<b>Total Expenditures</b>	<b><u>\$40,497</u></b>

E. **CONSENT ITEM:**

16. **TITLE:** Business - Purchase Orders

**BACKGROUND:** The attached business item is standard. A listing of purchase orders to date is attached. Per Board directive, an explanation is included for each Purchase Order exceeding \$5,000.00.

**ACTION RECOMMENDED:** Ratify purchase orders to date.

**PREPARED BY:** Steve Romines

**DATE OF BOARD MEETING:** November 18, 2009

AGENDA NOTE      AGENDA NOTE      AGENDA NOTE

# Manhattan Beach Unified School District - Business Services Division

## Board List Purchase Orders Report

Purchase Orders/Buyouts To The Board for Ratification From: September 25 - November 6, 2009

Purchase Orders/Buyouts in Excess of \$100.00 To Be Ratified

District - 75333 Manhattan Beach USD

PO Issue	Change Order	Vendor Name	Description	Department/Site	Fund	Res.Pri	Goal	Funct	OBJ	Sch/Loc	PO Amount
1											
3	5-Oct-09 17707	5-Oct-09 Office Depot	OFFICE SUPPLIES	Grand View, PTA	01.0	90210.0	11101	10000	4310	1000400	5,487.50
4	22-Oct-09 17732	22-Oct-09 Office Depot	OFFICE SUPPLIES	Mira Costa,discretionary	01.0	00000.0	18303	10000	4310	9000100	312.79
5	6-Nov-09 17735	6-Nov-09 Office Depot	OFFICE SUPPLIES	Mira Costa,discretionary	01.0	00000.0	18673	10000	4310	9000100	164.63
6	20-Oct-09 17755	20-Oct-09 Office Depot	OFFICE SUPPLIES	Mira Costa,district-level	01.0	00000.0	11103	10000	4310	9000000	109.75
7											6,074.67
8	29-Jul-09 17578	1	Alarm maintenance	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	5,487.50 inc.
9	29-Jul-09 17682	1	RADIOS	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	1,000.00 inc.
10	18-Aug-09 17684	3	PAINT SUPP/EQUIP	Maintenance Yard	01.0	00000.0	00000	82000	4370	0000117	-5,487.50 dec.
11											1,000.00
12	5-Oct-09 17941	1	PRINTING SERVICES	Warehouse Stores	01.0	00000.0	00000	00000	9320	0000000	998.00
13	15-Oct-09 17982	1	FORMS	Warehouse Stores	01.0	00000.0	00000	00000	9320	0000000	6,289.83
14	6-Nov-09 18028	1	PRINTING SERVICES	Warehouse Stores	01.0	00000.0	00000	00000	9320	0000000	492.78
15	3-Nov-09 17980	1	FEES, LICENSE	Mira Costa,discretionary	01.0	00000.0	17243	10000	4310	9000100	130.00
16	15-Oct-09 17985	1	INSTRUCTIONAL SUPPLIES	Mira Costa,discretionary	01.0	00000.0	18303	10000	4310	9000100	850.00
17	6-Nov-09 18031	1	PRINTING SERVICES	Mira Costa,district-level	01.0	00000.0	11103	10000	4350	9000000	140.00
18	21-Oct-09 17996	1	PRINTING SERVICES	MBMS,discretionary	01.0	00000.0	00000	27000	4350	8000100	2,000.00
19	21-Oct-09 17997	1	PRINTING SERVICES	Mira Costa,discretionary	01.0	00000.0	00000	27000	4350	9000100	900.00
20	21-Oct-09 17999	1	INSTRUCTIONAL SUPPLIES	Mira Costa,discretionary	01.0	00000.0	00000	27000	4350	9000100	564.00
21	22-Oct-09 18006	1	CONTRACTED SERVICES	Mira Costa,district-level	01.0	00000.0	00000	31101	5850	9000000	71,500.00
22	28-Sep-09 S10-NO101	1	CONSULTANTS	Student Services	01.0	00000.0	00000	31400	5850	0000113	4,137.90
23	28-Sep-09 S10-NO102	1	CONSULTANTS	Student Services	01.0	00000.0	00000	31400	5850	0000113	2,228.10
24	2-Oct-09 17936	1	TEST/TEST MATERIALS	Educational Services	01.0	00000.0	00000	31600	4310	0000112	950.00
25	12-Oct-09 17975	1	MEMBERSHIPS	Superintendent/Board	01.0	00000.0	00000	71100	5310	0000011	100.00
26	12-Oct-09 17976	1	MEMBERSHIPS	Superintendent/Board	01.0	00000.0	00000	71100	5310	0000011	220.41
27	15-Oct-09 17987	1	CATERING SERVICES	Superintendent/Board	01.0	00000.0	00000	71100	5310	0000011	4,250.00
28	6-Nov-09 18022	1	PACKAGING EQUIP/ITRLS/SERVICES	Undistributed	01.0	00000.0	00000	72000	5630	0000000	800.00
29	15-Oct-09 17990	1	CONFERENCE AND TRAVEL	Business Office	01.0	00000.0	00000	73000	5220	0000114	475.00
30	15-Oct-09 17991	1	MEMBERSHIPS	Human Resources	01.0	00000.0	00000	74001	5310	0000115	500.00
31	15-Oct-09 17991	1	MEMBERSHIPS	Human Resources	01.0	00000.0	00000	74002	5310	0000115	500.00
32	21-Oct-09 17995	1	EASE MEMBERSHIPS	Human Resources	01.0	00000.0	00000	74002	5310	0000115	6,548.40
33	12-Oct-09 17875	1	Waste Disposal	Maintenance Yard	01.0	00000.0	00000	82000	5630	0000117	11,268.00
34	8-Oct-09 17964	1	LANDSCAPE CONTRACTORS	Maintenance Yard	01.0	00000.0	00000	82050	5630	0000117	150.00
35	8-Oct-09 17965	1	PEST CONTROL	Maintenance Yard	01.0	00000.0	00000	82050	5630	0000117	340.00
36	29-Sep-09 17934	1	BOOKS	Meadows, lost book money	01.0	00422.0	00000	24200	4220	2000100	937.61
37	27-Jul-09 T10-102A	1	COMPUTER SUPP/EQUIP	Information Technology	01.0	11000.0	00000	24200	4340	0000116	5,000.00 inc.
38	15-Oct-09 T10-121	1	COMPUTER SUPP/EQUIP	Information Technology	01.0	11000.0	00000	24200	4400	0000116	5,380.09
39	15-Oct-09 T10-122	1	Watchguard Firewall	Information Technology	01.0	11000.0	00000	24200	4400	0000116	6,229.15
40	29-Oct-09 T10-124	1	MEDIA EQUIPMENT	Information Technology	01.0	11000.0	00000	24200	4400	0000116	1,081.04
41	4-Nov-09 T10-125A	1	TELEPHONE SUPP/EQUIP/SYSTEM	Information Technology	01.0	11000.0	00000	24200	4310	0000116	493.88
42	4-Nov-09 T10-125	1	MEDIA EQUIPMENT	Information Technology	01.0	11000.0	00000	24200	5635	0000116	1,414.68
43	4-Nov-09 T10-127	1	SOFTWARE	Information Technology	01.0	11000.0	00000	24200	4340	0000116	892.07
44	30-Oct-09 T10-125	1	INSTRUCTIONAL SUPPLIES	APRR, IDEA Local Assistance	01.0	33130.0	57500	11300	4340	0000113	333.94
45	2-Oct-09 17942	1	CONTRACTED SERVICES	SDFS (Safe & Drug Free Schools)	01.0	37100.0	11100	10000	5890	0000112	4,050.00
46	29-Sep-09 17931	1	TESTING LABORATORIES	Title II	01.0	40350.0	11100	10000	4310	0000112	1,410.32
47	21-Oct-09 17898	1	BOOKS	IMFRP, K-5	01.0	71560.0	11101	10000	4110	0000051	451.35
48	22-Oct-09 17983	1	INSTRUCTIONAL SUPPLIES	IMFRP, K-5	01.0	71560.0	11101	10000	4110	0000051	309.39
49	4-Nov-09 17984	1	INSTRUCTIONAL SUPPLIES	IMFRP, K-5	01.0	71560.0	11101	10000	4110	0000051	1,484.90
50	24-Aug-09 17597	1	REPAIRS - OTHER	Maintenance Yard	01.0	81500.0	00000	81100	5630	0000117	3,111.00 inc.
51	8-Oct-09 17935	1	PLUMBING SUPP/SYSTEM	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	175.16
52	8-Oct-09 17946	1	SOUND EQUIP/SYSTEM	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	2,200.00
53	8-Oct-09 17948	1	AIR CONDITIONING SERVICE/SYST	Maintenance Yard	01.0	81500.0	00000	81100	5630	0000117	1,800.00
54	8-Oct-09 17966	1	FIRE SAFETY SUPP/EQUIP/SYSTEM	Maintenance Yard	01.0	81500.0	00000	81100	5630	0000117	621.07
55	2-Oct-09 17945	1	CONFERENCE AND TRAVEL	Grand View, PTA	01.0	90210.0	11101	10000	5220	1000400	796.00
56	4-Nov-09 17994	1	INSTRUCTIONAL SUPPLIES	Grand View, PTA	01.0	90210.0	11101	10000	4310	1000400	1,551.96

# Manhattan Beach Unified School District - Business Services Division

PO Issue	Date	PO #	Vendor Name	Description	Department/Site	Fund	Res.Prj	Goal	Funct	OBJ	Sch/Loc	PO Amount
57	22-Oct-09	9372-5	Follett Software Co.	SOFTWARE	Grand View, PTA	01.0	90210.0	00000	24200	4340	1000400	730.51
58	7-Oct-09	17959	Deborah Delamarter	Afterschool Enrichment	Grand View, PTA	01.0	90215.0	11101	10000	5890	1000400	1,125.00
59	30-Oct-09	18020	Hugo Haezaert	Afterschool Enrichment	Grand View, PTA	01.0	90215.0	11101	10000	5890	1000400	225.00
60	5-Oct-09	17896	Pacific Coachways	BUSES	Meadows, PTA	01.0	90220.0	11101	10000	5812	2000400	875.00
61	12-Oct-09	17947	Deel	OFFICE MACHINES SUPP/SERVICES	Meadows, PTA	01.0	90220.0	11101	10000	5812	2000400	2,441.77
62	12-Oct-09	17954	Discount Office Items	INSTRUCTIONAL SUPPLIES	Meadows, PTA	01.0	90220.0	11101	10000	4310	2000400	93.11
63	22-Oct-09	17993	SHR/McGraw Hill	INSTRUCTIONAL SUPPLIES	Meadows, PTA	01.0	90220.0	11101	10000	4310	2000400	210.56
64	22-Oct-09	18002	Rhinotek	INSTRUCTIONAL SUPPLIES	Meadows, PTA	01.0	90220.0	11101	10000	4310	2000400	105.15
65	23-Oct-09	18007	Lakeshore	OFFICE MACHINES SUPP/SERVICES	Meadows, PTA	01.0	90220.0	11101	10000	4340	2000400	682.33
66	22-Oct-09	9372-5	Follett Software Co.	SOFTWARE	Meadows, PTA	01.0	90220.0	00000	24200	4340	2000400	405.00
67	15-Oct-09	17986	Deborah Delamarter	CONTRACTED SERVICES	Meadows, PTA	01.0	90230.0	11101	10000	5812	3000400	820.00
68	12-Oct-09	17971	Pacific Coachways	BUSES	Pacific, PTA	01.0	90230.0	11101	10000	5812	3000400	1,160.00
69	6-Nov-09	18030	Pacific Coachways	BUSES	Pacific, PTA	01.0	90230.0	11101	10000	4340	3000400	730.51
70	22-Oct-09	9372-5	Follett Software Co.	SOFTWARE	Pacific, PTA	01.0	90231.0	11101	10000	4310	3000200	835.00
71	4-Nov-09	18014	Brain Pop	SUBSCRIPTIONS	Pacific, SSC funds	01.0	90235.0	11101	10000	4400	3000400	7,929.77
72	7-Oct-09	17958	California Western Visuals	MEDIA EQUIPMENT	Pennkamp, PTA	01.0	90240.0	00000	24200	4340	4000400	730.51
73	22-Oct-09	9372-5	Follett Software Co.	SOFTWARE	Pennkamp, PTA	01.0	90245.0	11101	10000	5890	4000400	270.00
74	22-Oct-09	18001	Deborah Delamarter	Afterschool Enrichment	Pennkamp, PTA	01.0	90250.0	00000	24200	4340	5000400	15,627.09
75	12-Oct-09	17970	California Western Visuals	MEDIA EQUIPMENT	Robinson, PTA	01.0	90255.0	11101	10000	4340	5000400	730.51
76	22-Oct-09	9372-5	Follett Software Co.	SOFTWARE	Robinson, PTA	01.0	90255.0	11101	10000	5890	5000400	1,260.00
77	5-Oct-09	17953	Lynn Melver	CONTRACTED SERVICES	Robinson, PTA	01.0	90255.0	11101	10000	4210	8000400	980.16
78	6-Nov-09	18032	Jon Fowler	Afterschool Enrichment	Robinson, PTA	01.0	90280.0	11102	10000	4340	8000400	1,395.00
79	15-Oct-09	17992	Perma-Bound Books	BOOKS	MBMS, PTA	01.0	90280.0	00000	24200	4340	8000400	901.75
80	30-Oct-09	18019	World Book School & Library	SUBSCRIPTIONS	MBMS, PTA	01.0	90402.0	11102	10000	5890	8000400	1,950.00
81	30-Oct-09	18019	World Book School & Library	SOFTWARE	GATE: Field Trips, Middle School	01.0	90407.0	11100	10000	4310	0000112	505.00
82	4-Nov-09	18024	Disneyland Resort	FIELD TRIPS	Chevron Grant	01.0	90407.0	17201	10000	4310	0000112	505.00
83	4-Nov-09	18013	Creative Competitions Inc.	MEMBERSHIPS	Chevron Grant	01.0	90407.0	17201	10000	4310	0000112	346.04
84	4-Nov-09	18026	Music123.com	MUSICAL INSTRUMENTS/SUPP	Chevron Grant	01.0	90407.0	13400	10000	4400	0000112	9,802.48
85	6-Nov-09	T10-129	California Western Visuals	MEDIA EQUIPMENT	Meadows, Donations	01.0	90440.0	11101	10000	4310	2000400	393.40
86	7-Oct-09	17960	Rhinotek	OFFICE MACHINES SUPP/SERVICES	Pennkamp, Donations	01.0	90440.0	11101	10000	5812	4000400	457.87
87	6-Oct-09	17955	First Student	BUSES	Pennkamp, Donations	01.0	90440.0	11101	10000	5812	4000400	479.56
88	12-Oct-09	17972	First Student	BUSES	Pennkamp, Donations	01.0	90440.0	11101	10000	5812	4000400	656.00
89	6-Nov-09	18029	First Student	BUSES	Pennkamp, Donations	01.0	90440.0	11101	10000	5812	4000400	95,368.00
90	4-Nov-09	18023	South Bay Children's Health Center	CONTRACTED SERVICES	Beach Cities Health District	01.0	90500.0	00000	31100	5850	0000113	4,200.00
91	8-Oct-09	17967	First Student	BUSES	After School Activities Program	01.0	90700.0	11102	10000	5812	8000400	9,659.17
92	8-Oct-09	17932	YESCO	LIGHTING SUPP/EQUIP/MAINT/SYST	MB Athletic Foundation	01.0	90800.0	11103	10000	5630	9000400	3,000.00
93	8-Oct-09	17963	L.A. Music Center	LIGHTING SUPP/EQUIP/MAINT/SYST	MB HOA	01.0	90830.0	17353	10000	4400	9000400	323,990.29
94												331,064.96
95												239,418.00
96	Special Education											246.35
97	7-Jul-09	17552	LACOE	Excess Costs	Student Services	01.0	65000.0	57500	92000	7142	0000113	447.78
98	12-Oct-09	AT-102	Lisa Smollen & Associates	SOFTWARE	Student Services	01.0	65000.0	57700	11300	4340	0000113	447.78
99	21-Oct-09	AT-103	Prentke Romich Company	MAINTENANCE AGREEMENTS	Student Services	01.0	65000.0	57500	11300	5630	0000113	1,237.98
100	21-Oct-09	AT-104	Prentke Romich Company	INSTRUCTIONAL SUPPLIES	Student Services	01.0	65000.0	57500	11300	5630	0000113	1,237.98
101	4-Nov-09	AT-105	Prentke Romich Company	MAINTENANCE AGREEMENTS	Student Services	01.0	65000.0	57500	11300	5630	0000113	120.56
102	4-Nov-09	AT-106	Prentke Romich Company	MAINTENANCE AGREEMENTS	Student Services	01.0	65000.0	57500	11300	5630	0000113	520.95
103	15-Oct-09	S10-121	Therapy Shop	INSTRUCTIONAL SUPPLIES	Student Services	01.0	65000.0	57500	11905	4310	0000113	112.00
104	29-Oct-09	S10-122	ATG Rehab	REPAIRS - OTHER	Student Services	01.0	65000.0	57500	11300	5630	0000113	112.00
105	30-Oct-09	S10-123	Legal Books Distributing	BOOKS	Student Services	01.0	65000.0	50010	31100	4350	0000113	243,789.38
106	Individual Service Agreements (purchase orders to cover board approved contracts)											400.00
107	21-Sep-09	S10-C0301	Janice H. Carter-Lourensz, MD MPH	CONSULTANTS	Student Services	01.0	65000.0	57500	31200	5850	0000113	3,600.00
108	24-Oct-09	S10-C1601	Roger Light, Ph.D	CONSULTANTS	Student Services	01.0	65000.0	57500	31200	5850	0000113	215,000.00
109	29-Oct-09	S10-IC0101	Administrative Service Co-Op	TRANSPORTATION SUPP/EQUIP/SERV	Undistributed	01.0	65000.0	57500	36000	5812	0000000	30,000.00
110	29-Oct-09	S10-IC0103	Administrative Service Co-Op	TRANSPORTATION SUPP/EQUIP/SERV	District-level, Post-High Sch.	01.0	65000.0	57504	36000	5812	0000054	22,900.00
111	24-Oct-09	S10-M00301	Beach Cities Learning Center	NONPUBLIC SCHOOLS SERVICE	District-level, 9-12	01.0	65000.0	57500	11802	5810	0000053	20,830.00
112	24-Oct-09	S10-M00302	Beach Cities Learning Center	NONPUBLIC SCHOOLS SERVICE	District-level, 9-12	01.0	65000.0	57500	11802	5810	0000053	22,900.00
113	24-Oct-09	S10-M00303	Beach Cities Learning Center	NONPUBLIC SCHOOLS SERVICE	District-level, 9-12	01.0	65000.0	57500	11802	5810	0000053	-775.00
114	23-Jul-09	S10-M01001	Family Life Center	CONTRACTED SERVICES	District-level, 9-12	01.0	65000.0	57500	11802	5810	0000053	-30,915.19
115	18-Sep-09	S10-M01903	South Bay High School	NONPUBLIC SCHOOLS SERVICE	District-level, 9-12	01.0	65000.0	57500	11802	5810	0000053	-27,691.39
116	18-Sep-09	S10-M01904	South Bay High School	NONPUBLIC SCHOOLS SERVICE	District-level, 9-12	01.0	65000.0	57500	11802	5810	0000053	

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# Manhattan Beach Unified School District - Business Services Division

PO Issue	Date	PO #	# Ord	Change Order	Vendor Name	Description	Department/Site	Fund	Res.Prj	Goal	Funcnt	OBJ	Sch/Loc	PO Amount
117	18-Sep-09	S10-M01906	2		South Bay High School	NONPUBLIC SCHOOLS SERVICE	District-level,9-12	01.0	65000.0	57500	11802	5810	0000053	-33,358.42 dec.
118	29-Oct-09	S10-M01908			South Bay High School	NONPUBLIC SCHOOLS SERVICE	District-level,6-8	01.0	65000.0	57500	11802	5810	0000052	25,335.00 inc.
119	18-Sep-09	S10-M02601	1		Vista Del Mar Child Family Services	NONPUBLIC SCHOOLS SERVICE	District-level,K-5	01.0	65000.0	57500	11802	5810	0000051	775.00 inc.
120	22-Oct-09	S10-M02701			The Westview School	NONPUBLIC SCHOOLS SERVICE	District-level,6-8	01.0	65000.0	57500	11802	5810	0000052	9,796.00
121	21-Sep-09	S10-M02702	1		The Westview School	NONPUBLIC SCHOOLS SERVICE	District-level,9-12	01.0	65000.0	57500	11802	5810	0000053	782.00 inc.
122	21-Sep-09	S10-M02703	1		The Westview School	NONPUBLIC SCHOOLS SERVICE	District-level,9-12	01.0	65000.0	57500	11802	5810	0000053	782.00 inc.
123	21-Sep-09	S10-M02704	1		The Westview School	NONPUBLIC SCHOOLS SERVICE	District-level,9-12	01.0	65000.0	57500	11802	5810	0000053	782.00 inc.
124	21-Sep-09	S10-M02705	1		The Westview School	NONPUBLIC SCHOOLS SERVICE	District-level,6-8	01.0	65000.0	57500	11802	5810	0000052	1,104.00 inc.
125	22-Oct-09	S10-M02706			The Westview School	NONPUBLIC SCHOOLS SERVICE	District-level,9-12	01.0	65000.0	57500	11802	5810	0000053	32,200.00
126	22-Oct-09	S10-M02707			The Westview School	NONPUBLIC SCHOOLS SERVICE	District-level,9-12	01.0	65000.0	57500	11802	5810	0000053	25,966.00
127	18-Sep-09	S10-M05501	1		Autism Spectrum Therapies, Inc.	Non Public Agency Services	District-level,6-8	01.0	65000.0	57500	11801	5810	0000052	-26,138.00 dec.
128	18-Sep-09	S10-M05602	1		Behavior and Education, Inc.	Non Public Agency Services	District-level, pre-K	01.0	65000.0	57300	11801	5810	0000049	510.00 inc.
129	24-Oct-09	S10-M05603			Behavior and Education, Inc.	Non Public Agency Services	District-level,6-8	01.0	65000.0	57500	11801	5810	0000052	25,628.00
130	18-Sep-09	S10-M07403	1		First Steps for Kids, Inc.	Non Public Agency Services	District-level,K-5	01.0	65000.0	57500	11801	5810	0000051	5,500.00 inc.
131	18-Sep-09	S10-M07404	1		First Steps for Kids, Inc.	Non Public Agency Services	District-level,K-5	01.0	65000.0	57500	11801	5810	0000051	4,785.00 inc.
132	18-Sep-09	S10-M09802	1		Pediatric Therapy Network	Non Public Agency Services	District-level,K-5	01.0	65000.0	57500	11801	5810	0000051	475.00 inc.
133	24-Oct-09	S10-M09803			Pediatric Therapy Network	Non Public Agency Services	District-level,9-12	01.0	65000.0	57500	11801	5810	0000053	540.00
134	22-Oct-09	T10-123			Bi Pro Computers	SOFTWARE	Student Services	01.0	65000.0	57700	11300	4340	0000113	109.75
135														
136														
137		<u>EDP/Preschool</u>												331,821.75
138														575,611.13
139	2-Oct-09	17943			Discount School Supply	INSTRUCTIONAL SUPPLIES	EDP, Grand View	63.0	00100.0	00000	60000	4310	1000000	124.00
140	7-Oct-09	17957			Affordable Products	INSTRUCTIONAL SUPPLIES	EDP, Robinson	63.0	00100.0	00000	60000	4310	5000000	192.68
141	12-Oct-09	17977			Sparklets	WATER SUPP/SERV/SYSTEM	EDP, Meadows	63.0	00100.0	00000	60000	4310	2000000	200.00
142	15-Oct-09	17998			Oriental Trading Co., Inc	INSTRUCTIONAL SUPPLIES	EDP, Pacific	63.0	00100.0	00000	60000	4310	3000000	239.04
143	7-Oct-09	17956			Discount School Supply	INSTRUCTIONAL SUPPLIES	EDP, Grand View	63.0	00100.0	00000	60000	4310	1000000	336.50
144	21-Oct-09	17998			Discount School Supply	INSTRUCTIONAL SUPPLIES	EDP, Meadows	63.0	00100.0	00000	60000	4310	2000000	418.10
145														1,510.32
146		<u>Building (Bond) Fund</u>												
148	5-Oct-09	17952			Beach Reporter, The	ADVERTISING	Bond Fund, Master Plan	21.0	09000.0	00000	85000	5830	9000000	170.00
149	5-Oct-09	17951			Easy Reader, Inc.	ADVERTISING	Bond Fund, Master Plan	21.0	09000.0	00000	85000	5830	9000000	450.00
150														620.00
151		<u>MBMS.Clubs</u>												
153	22-Oct-09	18005			R.P. & Associates	UNIFORMS	MBMS Vocal Music	01.0	98172.0	17202	10000	4310	8000400	973.32
154	2-Oct-09	17944			Danylik	UNIFORMS	MBMS Vocal Music	01.0	98172.0	17202	10000	4310	8000400	6,050.24
155	22-Oct-09	18004			Danylik	UNIFORMS	MBMS Instrumental Music	01.0	98175.0	17252	10000	4310	8000400	210.74
156	22-Oct-09	18003			Morey's Music Store, Inc.	Musical Instruments	MBMS Instrumental Music	01.0	98175.0	17252	10000	4310	8000400	6,704.78
157														
158														13,939.08
159		<u>Deferred Maintenance</u>												
161	12-Oct-09	17962			Mowatt's Glass	WINDOW GLASS TREATMENTS	Maintenance Yard	14.0	62050.0	00000	81100	5630	0000117	5,000.00
162														5,000.00
163		<u>Mira Costa Booster.Clubs, etc.</u>												
165	12-Oct-09	17961			Carolina Biological Supply Co.	SCIENTIFIC SUPP/EQUIP	MC, AP Biology	01.0	91110.0	13453	10000	4310	9000500	163.28
166	2-Oct-09	17930			D & S Marketing Systems	SCIENTIFIC SUPP/EQUIP	Mira Costa, AP Chemistry	01.0	91120.0	13463	10000	4310	9000500	800.00
167	21-Oct-09	17978			Apperson Educational Services	TEST/TEST MATERIALS	Mira Costa, AP Physics	01.0	91150.0	13483	10000	4310	9000500	250.00
168	8-Oct-09	17969			Melody Topping	CONTRACTED SERVICES	Mira Costa, Ceramics Club	01.0	91164.0	17123	10000	5890	9000500	250.00
169	8-Oct-09	17968			Pacific Art Glass	ART SUPP/EQUIP	Mira Costa, Ceramics Club	01.0	91164.0	17123	10000	4310	9000500	855.09
170	21-Oct-09	17981			Aardvaak Clay & Supplies	INSTRUCTIONAL SUPPLIES	Mira Costa, Ceramics Club	01.0	91169.0	17243	10000	4310	9000500	3,085.10
171	5-Oct-09	17933			CSULB- Cole Conservatory Choral Studies	Festival Fee	Mira Costa, Choir Boosters	01.0	91159.0	17243	10000	4310	9000500	175.00
172	12-Oct-09	17973			Copy Shop, The	PRINTING SERVICES	Mira Costa, Holding	01.0	91194.0	11103	10000	4350	9000500	268.89
173	15-Oct-09	17989			School Center	SOFTWARE	Mira Costa, Holding	01.0	91194.0	00000	27000	4350	9000500	287.76
174	15-Oct-09	17988			PTM Document Systems	FORMS	Mira Costa, Holding	01.0	91194.0	00000	27000	4350	9000500	547.04
175	5-Oct-09	17949			Atlas Levy Sewing Machine Co.	SEWING MACHINES	Mira Costa, Holding	01.0	91194.0	11103	10000	5630	9000500	733.71
176	5-Oct-09	17950			Copy Shop, The	PRINTING SERVICES	Mira Costa, Holding	01.0	91194.0	11103	10000	4310	9000500	1,371.88
177	29-Oct-09	18017			Copy Shop, The	PRINTING SERVICES	Mira Costa, Leadership	01.0	91195.0	00000	27000	4350	9000500	329.25
178	6-Nov-09	T10-128			Bi Pro Computers	MEDIA EQUIPMENT	Mira Costa, Leadership	01.0	91195.0	11103	10000	4310	9000500	347.12

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Manhattan Beach Unified School District - Business Services Division

PO Issue	PO #	Date	Vendor Name	Change Order	Description	Department/Site	Fund	Res.Prj	Goal	Func	OBJ	Sch/Loc	PO Amount
179	29-Oct-09 18018	29-Oct-09	Landmark Collection		PRINTING SERVICES	Mira Costa, Leadership	01.0	91195.0	00000	27000	4350	9000500	363.27
180	11-Sep-09 17800	22-Oct-09	123 Inkiets		OFFICE MACHINES SUPP/SERVICES	Mira Costa, Leadership	01.0	91195.0	11103	10000	4350	9000500	1,000.00 Inc.
181	6-Nov-09 18033	6-Nov-09	Ronald Bergman		TEST/TEST MATERIALS	Mira Costa, PSAT Testing	01.0	91200.0	11103	10000	5890	9000500	150.00
182	29-Oct-09 18000	29-Oct-09	PSAT/NMSQT		TESTING LABORATORIES	Mira Costa, PSAT Testing	01.0	91200.0	11103	10000	4310	9000500	6,916.00
183	7-Oct-09 17940	7-Oct-09	Apperson Educational Services		MAINTENANCE AGREEMENTS	Mira Costa, Science Lab	01.0	91204.0	13403	10000	5635	9000500	159.00
184	21-Oct-09 17979	21-Oct-09	Apperson Educational Services		TEST/TEST MATERIALS	Mira Costa, Science Lab	01.0	91204.0	13403	10000	4310	9000500	250.00
185	7-Oct-09 17939	7-Oct-09	Wards		SCIENTIFIC SUPP/EQUIP	Mira Costa, Science Lab	01.0	91204.0	13403	10000	4310	9000500	1,600.00
186	29-Oct-09 18012	29-Oct-09	Glencoe/McGraw Hill		BOOKS	MC, Textbook Replacements	01.0	91205.0	13803	10000	4110	9000500	174.15
187	29-Oct-09 18011	29-Oct-09	Pearson Education		BOOKS	MC, Textbook Replacements	01.0	91205.0	13803	10000	4110	9000500	397.99
188	24-Oct-09 18010	24-Oct-09	Golden State Paint		PAINT SUPP/EQUIP	Mira Costa, Woodshop	01.0	91215.0	18403	10000	4310	9000500	2,743.75
189	24-Oct-09 18009	24-Oct-09	Reel Lumber		LUMBER	Mira Costa, Woodshop	01.0	91215.0	18403	10000	4310	9000500	4,938.75
190	4-Nov-09 18025	4-Nov-09	Forest Plywood		LUMBER	Mira Costa, Woodshop	01.0	91215.0	18403	10000	4310	9000500	5,000.00
191	12-Oct-09 17974	12-Oct-09	Organized Team Sports		UNIFORMS	Mira Costa, Woodshop	01.0	92500.0	15503	42000	4310	9000500	6,050.77
192	29-Sep-09 T10-118	2-Oct-09	Bi Pro Computers		COMPUTER SUPP/EQUIP	Mira Costa, Physical Education	01.0	95000.0	00000	27000	4400	9000500	356.69
193	29-Sep-09 T10-119	29-Sep-09	Insight		COMPUTER SUPP/EQUIP	Bill Mira Costa ASB	01.0	95000.0	00000	27000	4400	9000500	451.16
194						Bill Mira Costa ASB	01.0	95000.0	00000	27000	4400	9000500	40,015.65
195													
196													
197													967,761.14
198													
199													
200													

No legal bills paid since last board report

Legal bills paid

25.



**E. CONSENT ITEM**

17. **TITLE:** Developer Fees

**BACKGROUND:** The attached material details the District's share of Developer Fees collected during the month of October, 2009. The total received for the month of October is \$29,747.93.

**ACTION RECOMMENDED:** No action is recommended.

**PREPARED BY:** Steve Romines

**DATE OF BOARD MEETING:** November 18, 2009

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

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

2008/09	
July	25,751.91
August	53,606.66
September	72,427.57
October	27,352.00
November	12,487.24
December	40,224.65
January	30,844.64
February	2,779.91
March	12,852.85
April	16,191.07
May	12,101.51
June	23,281.85
<b>2008/09 Total</b>	<b>329,901.86</b>

2009/10	
July	20,011.47
August	3,177.04
September	17,899.78
October	29,747.93
November	
December	
January	
February	
March	
April	
May	
June	
<b>2009/10 Total</b>	<b>70,836.22</b>

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEVELOPER FEES  
October 2009

<u>DATE</u>	<u>ADDRESS</u>	<u>ADDITION/ NEW CONSTRUCTION</u>	<u>SQUARE FOOTAGE</u>	<u>AMT PAID</u>
Oct				
15	578 27th St	New Construction	2466	6,485.58
19	441 2nd St	New Construction	1973	5,188.99
23	1632 Curtis Ave	New Construction	1984	5,217.92
26	612 11th St	Addition	1157	3,042.91
29	3020 Alma Ave	New Construction	2326	6,117.38
30	1521 2nd St	Addition	1405	3,695.15

Total: \$29,747.93

**G. BOARD BUSINESS**

1. **TITLE:** Receive for First Reading and Adoption revised Manhattan Beach Unified School District Board Policy. Receive, for information, Administrative Regulation 4154; 4254; 4354, Health and Welfare Benefits

**BACKGROUND:** Manhattan Beach Unified District Board Policy 4154; 4254; 4354, Health and Welfare Benefits, is presented as a revision for Board adoption. The revised Regulation 4154; 4254; 4354, Health and Welfare Benefits, is included for Board review.

The policy and regulation have been updated to clarify the effect of state and federal laws on benefits for registered domestic partners and to reflect **NEW FEDERAL LAW** (American Recovery and Reinvestment Act) in reference to the temporary subsidized premium for COBRA and Cal-COBRA for "assistance eligible individuals." The policy also clarifies the requirements for confidentiality of health records and expands the material on retired employees to include other individuals eligible under COBRA or Cal-COBRA. The regulation also revises the section on "COBRA/Cal-COBRA Continuation Coverage" to more directly reflect law concerning program eligibility based on reduction in hours of employment.

**ACTION:** Receive for First Reading and Adoption Manhattan Beach Unified School District Board Policy 4154; 4254; 4354, Health and Welfare Benefits

**FISCAL IMPACT:** None

**PREPARED BY:** Kathy Hall, Director, Human Resources

**DATE:** November 18, 2009

**AGENDA NOTE AGENDA NOTE AGENDA NOTE**

**Personnel**

**HEALTH AND WELFARE BENEFITS**

The district shall provide health and welfare benefits for certificated and classified employees in bargaining units in accordance with state and federal law and subject to negotiated employee agreements.

(cf. 4140/4240 - Bargaining Units)  
(cf. 4141/4241 - Collective Bargaining Agreement)

Certificated management, supervisory and confidential employees who are not in bargaining units shall receive the same health and welfare benefits as those specified in the collective bargaining agreement for certificated employees. Classified management, supervisory and confidential employees who are not in bargaining units shall receive the same health and welfare benefits as those specified in the collective bargaining agreement for classified employees.

(cf. 4300 Administrative and Supervisory Personnel)

*For purposes of granting benefits pursuant to state law, a registered domestic partner and his/her child shall have the same rights, protections, and benefits as a spouse and spouse's child. (Family Code 297.5)*

~~The Superintendent or designee shall maintain the confidentiality of employee health records in accordance with law.~~ *The Superintendent or designee shall not use or disclose any medical information the district possesses pertaining to an employee without the employee's authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law. (Civil Code 56.20)*

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

**Continuation of Coverage**

~~Retired employees and other qualified persons may continue to participate in the district's group health and welfare benefit plan and dental care benefit plan in accordance with state and federal law.~~ *Retired certificated employees, other employees who would otherwise lose coverage due*

**Personnel**

**HEALTH AND WELFARE BENEFITS**

*to a qualifying event specified in law and administrative regulation, and their qualified beneficiaries may continue to participate in the district's group health and welfare benefits in accordance with state and federal law.*

To receive continuation coverage ~~under this program~~, covered employees and *their* qualified beneficiaries shall pay the premiums, dues and other charges, including any increases in premiums or dues, and costs incurred by the district in administering this program.

Legal Reference:

EDUCATION CODE

7000-7008 Health and welfare benefits, retired certificated employees

*17566 Establishment of funds to cover losses or payments; contracts for services relating to claims; insurance*

35208 Liability insurance

35214 Liability insurance (self-insurance)

44041-44042 Payroll deductions for collection of premiums

44986 Leave of absence, *STRS* disability benefits

45136 Benefits for classified employees

FAMILY CODE

297-297.5 Rights, protections and benefits under law; registered domestic partners

GOVERNMENT CODE

22750-22944 Public Employees' Medical and Hospital Care Act especially:

~~22931 Application of education code provisions relating to inclusion of certain retirees in local health and welfare benefit plans~~

53200-53210 Group insurance

HEALTH AND SAFETY CODE

1366.20-1366.29 Cal-COBRA program, health insurance

*1367.08 Disclosure of fees and commissions paid related to health care service plan*

*1373 Health services plan, coverage for dependent children over 18 who are full-time students*

1373.621 Continuation coverage, age 60 or older after five years with district

1374.58 Coverage for registered domestic partners, health service plans and health insurers

INSURANCE CODE

10116.5 Continuation coverage, age 60 or older after five years with district

10128.50-10128.59 Cal-COBRA program, disability insurance

*10277-10278 Group and individual health insurance, coverage for dependent children*

*10604.5 Annual disclosure of fees and commissions paid*

**Personnel**

**HEALTH AND WELFARE BENEFITS**

12670-12692.5 Conversion coverage  
LABOR CODE  
2800.2 Notification of conversion and continuation coverage  
*4856 Health benefits for spouse of peace officer killed in performance of duties*  
UNEMPLOYMENT INSURANCE CODE  
2613 Education program; notice of rights and benefits  
*UNITED STATES CODE, TITLE 1*  
*7 Definition of marriage, spouse*  
UNITED STATES CODE, TITLE 26  
*139C COBRA premium assistance, elimination of subsidy for high-income individuals*  
4980B COBRA continuation coverage  
*6432 COBRA premium assistance*  
*6720C COBRA premium assistance, failure to notify health plan of cessation of eligibility*  
UNITED STATES CODE, TITLE 29  
1161-1168 COBRA continuation coverage  
UNITED STATES CODE, TITLE 42  
1395-1395g Medicare benefits  
CODE OF FEDERAL REGULATIONS, TITLE 26  
54.4980B-1-54.4980B-10 COBRA continuation coverage  
CODE OF FEDERAL REGULATIONS, TITLE 45  
164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

Management Resources:

***INTERNAL REVENUE SERVICE GUIDANCE***

***Premium Assistance for COBRA Benefits, Notice 2009-27***

WEB SITES

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

California Department of Industrial Relations: <http://www.dir.ca.gov>

California Employment Development Department: <http://www.edd.ca.gov>

***Internal Revenue Service: <http://www.irs.gov>***

***U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services: <http://www.cms.hhs.gov>***

U.S. Department of Labor: <http://www.dol.gov>

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: September 5, 2007, Manhattan Beach, California

revised:

**FOR INFORMATION ONLY**  
**MBUSD**

**AR 4154(a)**  
**4254**  
**4354**

**Personnel**

**HEALTH AND WELFARE BENEFITS**

**Retired Certificated Employees**

Any former certificated employee who retired from the district under any public retirement system and his/her spouse/domestic partner shall be permitted to enroll in the health and welfare and/or dental care benefit plan currently provided for certificated employees. The plan also shall be available to any surviving spouse/domestic partner of a former certificated employee who either retired from the district or was, at the time of death, employed by the district and a member of the State Teachers' Retirement System. (Education Code 7000)

A retired certificated employee or surviving spouse/domestic partner shall be allowed to enroll in the coverage within 30 days of losing active employee coverage. (Education Code 7000)

If a retired certificated employee or surviving spouse/domestic partner fails to enroll during the initial enrollment period, further opportunity to do so shall be denied. A person who has previously received but then voluntarily terminated coverage also shall be excluded from obtaining further coverage.

**COBRA/Cal-COBRA Continuation of Coverage**

~~Qualified~~ **Covered** district employees **and** their **qualified beneficiaries** ~~spouse/domestic partners, and/or their dependent children~~ shall be offered the opportunity to continue health and disability insurance coverage when they otherwise would lose coverage due to one of the following qualifying events: (Health and Safety Code 1366.23; Insurance Code **10128.51**; 10128.53; **10277**; 26 USC 4980B; 26 CFR 54.4980B-4)

1. Death of the covered employee
2. Termination **or reduction in hours of the covered employee's employment**, other than **termination** by reason of the employee's gross misconduct ~~or reduction in hours, of the covered employee's employment~~

(cf. 4117.4 - Dismissal)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

3. Divorce or legal separation of the covered employee



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**HEALTH AND WELFARE BENEFITS**

- 4. Covered employee's becoming entitled to Medicare benefits
- 5. A dependent child ceasing to be a dependent child of the covered employee

Continuation health coverage shall be the same as provided to similarly situated individuals under the group benefit plan. (Health and Safety Code 1366.23; Insurance Code 10128.53; 26 USC 4980B)

The Superintendent or designee shall notify the health care service plan administrator of a qualifying event listed in item #1, 2 or 4 above, within 30 days of the event. A **covered employee or** qualified beneficiary shall notify the service plan administrator of a qualifying event listed in item #3 or 5 above within 60 days of the event or of the date that the beneficiary would lose coverage, whichever is later. (26 USC 4980B; 29 USC 1163, **1166**)

Continuation coverage shall be terminated in accordance with the district's insurance plan and in accordance with 26 USC 4980B and 26 CFR 54.4980B-6.

*However, a former employee who, prior to January 1, 2005, worked for the district for at least five years and who was age 60 or older on the date employment ended, or his/her qualified beneficiaries which includes dependent children or spouse/former spouse/domestic partner, may continue benefits until the earlier of any of the following events: (Health and Safety Code 1373.621; Insurance Code 10116.5)*

- 1. The date the individual reaches age 65*
- 2. The date the individual is covered under any other group health plan not maintained by the district, regardless of whether that coverage is less valuable*
- 3. The date the individual becomes entitled to Medicare benefits*
- 4. For a qualified beneficiary, five years from the date on which continuation coverage was scheduled to end for the qualified beneficiary*
- 5. The date on which the district terminates its agreement with the health service plan and ceases to provide coverage for any active employees through that plan, in which case the*

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**HEALTH AND WELFARE BENEFITS**

*former employee and/or his/her qualified beneficiary shall have a right to a conversion plan.*

*The Superintendent or designee shall notify covered employees and qualified beneficiaries of the availability of conversion and continuation coverage. This notification shall include the statement in Labor Code 2800.2 encouraging individuals to examine their options carefully before declining such coverage. (Labor Code 2800.2)*

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

**Temporary Subsidized Premium for COBRA/Cal-COBRA**

*Employees whose employment is involuntarily terminated, other than by reason of gross misconduct, between September 1, 2008, and December 31, 2009, and their qualified beneficiaries shall pay 35 percent of the premium amount they would otherwise be required to pay for health care continuation coverage, with the remainder to be subsidized through the American Recovery and Reinvestment Act. (26 USC 6432; Health and Safety Code 1366.25; Insurance Code 10128.55)*

*The premium reduction shall apply until one of the following dates, whichever comes first: (26 USC 6432 Note)*

- 1. Nine months after the first day of the first month for which the premium reduction applies to the assistance eligible individual*
- 2. The first date that the assistance eligible individual becomes eligible for Medicare coverage or other group health plan coverage, with certain exceptions specified in law*
- 3. The date the assistance-eligible individual ceases to be eligible for continuation coverage for other reasons as noted in the section "Continuation of Coverage" above.*

*Because the premium reduction will be offset by an increase in income tax liability for individuals who earn more than \$125,000 for the tax year (or \$250,000 for married couples filing a joint federal income tax return), such individuals may choose to permanently waive their right to the subsidy. (26 USC 139C)*

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*The Superintendent or designee shall, within 14 days of receiving notice of the qualifying event, notify assistance eligible individuals of the availability of the subsidy and the option to enroll in different coverage if the district permits assistance eligible individuals to elect enrollment in different coverage. Assistance eligible individuals shall have 60 days from the date the notice is provided to elect coverage. (26 USC 6432 Note; Health and Safety Code 1366.24, 1366.25; Insurance Code 10128.55)*

*In order to receive reimbursement of district payments toward the normal employee share of the premium as allowed by law, the Superintendent or designee shall maintain records regarding assistance-eligible individuals and the amounts paid by the district in accordance with 26 USC 6432.*

**Disability Insurance**

The Superintendent or designee shall give notice of disability insurance rights and benefits to each new employee and each employee leaving work due to pregnancy, non-occupational illness or injury, *or* the need to provide care for any sick or injured family member, or the need to bond with a minor child within the first year of the child's birth or placement in connection with foster care or adoption. (Unemployment Insurance Code 2613)

- (cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)
- (cf. 4161/4261 - Leaves)
- (cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
- (cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
- (cf. 4261.1 - Personal Illness and Injury Leave)
- ~~(cf. 4361 - Leaves)~~

When disabled by an injury resulting from a violent act sustained while performing his/her job duties, a certificated or classified employee may continue in the district health and dental care plans upon meeting criteria specified by law. The employee shall pay all employer and employee premiums and related administrative costs. (Education Code 7008)

Regulation MANHATTAN BEACH UNIFIED SCHOOL DISTRICT  
approved: September 5, 2007, Manhattan Beach, California  
reviewed:

**G. BOARD BUSINESS**

2. **TITLE:** Receive for First Reading and Adoption the Manhattan Beach Unified School District's Job Description for "Intervention Specialist."

**BACKGROUND:** The District will be using the position, per ARRA, to support the elementary principals in a project designed to create systems change for the IEP process in their schools.

**ACTION REQUESTED:** Receive for First Reading and Adoption the Manhattan Beach Unified School District's Job Description for "Intervention Specialist."

**FISCAL IMPACT:** None (ARRA funding)

**PREPARED BY:** Kathy Hall, Director of Human Resources

**DATE:** November 18, 2009

AGENDA NOTE

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# MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

## Intervention Specialist

### **DEFINITION**

Under the general supervision of the Executive Director, Student Services, provide support for district wide special education programs and services and enhance Response to Intervention efforts.

### **GOALS OF EFFECTIVE PERFORMANCE**

- Promote and support compliant and effective special education service delivery models for all students.
- Coordinate and implement appropriate and effective in-service activities relating to the provision of special education services, Response to Intervention and Positive Behavioral Supports.
- Promote effective on-going communication among staff, students, parents and the community.

### **EXAMPLE OF DUTIES**

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Coordinates the activities of the special education services with principals, general education teachers and staff.
- Collaborate, consult and assist all special education staff and regular education staff as requested.
- Coordinate curricular resources and provide feedback regarding the effectiveness of special education programs and services.
- Serve as an administrative designee at Individualized Education Program (IEP), 504 and SST meetings and in other areas of responsibility as requested.
- Assist in planning and implementing in-service programs for parents, regular teachers, special education staff, and paraprofessionals.
- Serve as a resource in the planning, development, adaptation, modification and implementation of curriculum with regard to special education and at risk program and services.
- Maintain and prepare a variety of records, reports and correspondence as required.
- Perform other duties as assigned, e.g. staff and/or parent newsletter, liaison to community agencies and coordination of search and serve mandates with regard to handicapped students.
- Observe, consult with and assist resource specialist teachers, designated instruction and service instructors, and special class teachers.
- Assist in planning and implementing of in-service programs for parents, regular teachers, special education staff, and paraprofessionals.
- Serve as a resource in the planning, development, and implementation of curriculum and program activities.
- Participates in an active public information and public relations program as it relates to special education.

**REPORTS TO: Executive Director, Student Services**

**MINIMUM QUALIFICATIONS**

- Certificated credential in special education or closely related field
- Strong written and oral communication skills
- Knowledge of current program, placement, laws and educational trends pertaining to special education and At Risk programs and services
- Knowledge of Response to Intervention Strategies and Positive Behavior Supports
- Knowledge of child growth and development and appropriate instructional methods and strategies relating to developmental levels
- In depth knowledge of instructional methods and strategies for various handicapping conditions
- Basic understanding of curriculum development and content and performance standards
- Demonstrated ability to work effectively with parents, professionals and paraprofessionals
- Valid motor vehicle driver's license and personal transportation for travel between school and other work related sites

**EXPERIENCE**

A minimum of two years experience in special education or a closely related field, such as counseling Psychologist.

**EDUCATION**

Bachelor of Arts or Bachelor of Science degree

Valid credential in special education or closely related field

Master's degree in special education or closely related field is desirable.

**Other Conditions of Continued Employment:**

- Participate in employer mandated training and re-training programs

Adopted: