

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

**March 17, 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 (25 Minutes)

1. Moment of Silence for Stephen Reynolds, Albert Siegel, Darius Smith, and Julia Tedesco.
2. 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.
3. Board Member Announcements
4. 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.

AT THIS TIME, THE REGULAR OPEN SESSION BOARD MEETING WILL BE ADJOURNED SO THAT A MEETING OF THE MANHATTAN BEACH SCHOOL FACILITIES CORPORATION MAY BE HELD.

THE REGULAR OPEN SESSION BOARD MEETING WILL BE RECONVENED IMMEDIATELY AFTER THE MEETING OF THE MANHATTAN BEACH SCHOOL FACILITIES CORPORATION.

C. PRESENTATION/DISCUSSION ITEMS (10 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.

Romines
1

1. MCHS Athletic Facilities Master Plan Update

Rohrer
2

2. Superintendent's Fiscal Advisory Committee Update

D. PRESENTATION/ACTION ITEMS (15 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.

Romines
3-7

1. Second Interim Budget Report as of January 31, 2010 (**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
8-9

1. Approval of Field Trip Request for Mira Costa High School Boys' Baseball to participate in the 60th Annual Lions Tournament. Mira Costa High School is requesting Board approval for twenty students and six chaperones to travel via rental van to San Diego, CA, March 29-April 1, 2010. Accommodations will be at the Marriott Hotel.

Seaton
10-13

2. Approval of Field Trip Request for Mira Costa High School Yearbook staff to participate in the National Journalism Convention at the Oregon Convention Center in Portland, Oregon. Mira Costa High School is requesting Board approval for ten students and one chaperone to travel via airline to Portland, Oregon, April 14-18, 2010. Accommodations will be at the Hilton Hotel. Two days of school will be missed.

Seaton
14-15

3. Approval of Field Trip Request for the Mira Costa High School Marine Science CIMI Tall Ship Expedition to the Channel Islands on April 17-21, 2010. Approximately 30 students and 4 adult chaperones will participate, with proper

gender ratios observed. Accommodations will be aboard the S.S. V. Tole Mour and three days of school will be missed.

- Seaton
16-17** 4. Approval of Field Trip Request for the Mira Costa High School Women's Choir to participate in the Golden State Women's Choral Competition at the Poway Center for the Performing Arts in Poway, California. Mira Costa High School is requesting Board approval for twenty-eight students and three chaperones to travel via bus to Poway, CA, March 25-26, 2010. Accommodations will be at the Best Western. One class period and one day of school will be missed.
- Schneider
18-19** 5. Ratify Student Services Special Employment Agreement for 2009/10 fiscal year with Janet Philabaum Cameron, to provide educational consultant services, for the period March 10, 2010, 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 \$1,200.00. Funds to be paid from Special Education account, #01.0-65000.0-57500-31200-5850-0000053. This item has been budgeted.
- Schneider
20** 6. Ratify reimbursement to parent for educational fees and costs of not-to exceed \$1,080.00, as per Compromise and Release Agreement, finalized on March 3, 2010, and replacing an existing Individualized Education Plan (IEP) service. Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5890-0000051. This item is within the planned budget. No change to overall budget.
- Schneider
21** 7. Ratify agreement per Individualized Education Plan (IEP) mandated service to reimburse parents for educational costs of not-to-exceed \$6,600.00, incurred from January 12, 2010, through June 30, 2010, and in accordance with our reimbursement policy. Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5890-0000053. This item is within planned budget. No change to overall budget.

Hall **Personnel**

8. Ratify leave of absence for Fleming, Linda, Special Ed. I.A., Preschool, (Contract Article 6) effective 12/01/09 – 06/23/10.
9. Ratify change in status for Sam, Marie-France, (MCHS/MBMS), change from 60% to 93.32%, eff. 2/1/10.
10. Ratify employment of certificated substitutes at current rate of pay as follows:
Blakney, Clayton eff. 3/2/10
Long, Kathryn eff. 3/5/10
Pike, Adam eff. 2/11/10
11. Ratify change in status for certificated staff as follows:
Daughdrill, Evon (GV), change from Col. IV, Step 3, to Col. V, Step 3, eff. 3/1/10
Whalley, Heather (ROB), change from Col. III, Step 4, to Col. IV, Step 4, eff. 3/1/10

Romines **Business**

- 22** 12. Reject claim for damages from the Law Offices of Klass, Helman & Ross on behalf of Rosalie Lichtenstein.

13. Accept Developer Fee report for the month of February 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 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 (10 Minutes)

- | | |
|----------------------------|--|
| Rohrer
26-30 | 1. First reading and adoption of Manhattan Beach Unified School District REVISED Board Policy 2210, Administrative Discretion Regarding Board Policy. |
| Romines
31-37 | 2. First reading and adoption of Manhattan Beach Unified School District REVISED Board Policy 3100, Budget. |
| Romines
38-46 | 3. First reading and adoption of Manhattan Beach Unified School District REVISED Board Policy 3270, Sale and Disposal of Books, Equipment and Supplies; receive for information and review AR 3270, Sale and Disposal of Books, Equipment and Supplies. |
| Romines
47-50 | 4. First reading and adoption of Manhattan Beach Unified School District REVISED Board Policy 3280, Sale or Lease of District-Owned Real Property. |
| Romines
51-59 | 5. First reading and review of Manhattan Beach Unified School District REVISED Administrative Regulation 3460, Financial Reports and Accountability. |
| Seaton
60-66 | 6. First reading and review of Manhattan Beach Unified School District Exhibit 6141.5, Advanced Placement. |
| Rohrer
67-69 | 7. Discuss support of SCA 6, proposed Parcel Tax Initiative. |
| Rohrer
70-71 | 8. Manhattan Beach Parks and Recreation Commissions, Annual Recreation and Youth Services Award. |
| Schneider
72-73 | 9. Receive for information only, the draft charter petition for Endeavors Charter School. (Will be available at the Board meeting) |
| Romines
74-80 | 10. Appointment of a new member to the Bond Oversight Committee. |
| | 11. Approve minutes of the following Board meetings: |
| | Regular Board meeting of November 4, 2009 |
| | Regular Board meeting of November 18, 2009 |
| | Special Board meeting of December 2, 2009 |

12. Approve minutes of the following Board meetings:

Organizational Board Meeting of December 9, 2009
Regular Board meeting of December 9, 2009
Regular Board meeting of February 3, 2010
Special Board meeting of February 10, 2010

13. Nominees for LACSTA Executive Board of Directors, to serve a two-year term, from May 2010 to May 2011.

H. SUPERINTENDENT/CABINET REPORT (5 Minutes)

1. Superintendent Search
2. MCHS Bond Update
3. District Website Development
4. Planning for 2010-2011

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
MARCH 17, 2010
5:30 PM

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. Public Employee Appointment, Superintendent of Schools, per Government Code Section 54954.5.

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

(Note: These dates are subject to change)

MARCH

March 17, 2010, 6:30 PM
Board Meeting

March 29-April 2, 2010
Spring Break

APRIL

April 21, 2010, 6:30 PM
Board Meeting

April 29, 2010
Open House
Manhattan Beach Middle School

MAY

May 5, 2010, 6:30 PM
Board Meeting

May 19, 2010, 6:30 PM
Board Meeting

May 27, 2010
Open House
Grand View, Meadows, Pacific, Pennekamp

May 31, 2010
Memorial Day Holiday

JUNE

June 2, 2010, 6:30 PM
Board Meeting

June 3, 2010
Open House
Robinson Elementary School

June 16, 2010, 6:30 PM
Board Meeting

June 22, 2010
MBMS Promotion

June 23, 2010
Last Day of School

June 24, 2010
MCHS Graduation

**MANHATTAN BEACH SCHOOL FACILITIES CORPORATION
BOARD OF DIRECTORS
AGENDA**

Wednesday, March 17, 2010
325 S. Peck Avenue
Manhattan Beach, California 90266

A. CALL TO ORDER

B. BUSINESS OF THE SCHOOL FACILITIES CORPORATION

1. Elect Chairperson of the Manhattan Beach School Facilities Corporation.

Motion: _____ Second: _____

2. Chairperson announces that incorporator filed original articles of incorporation with Office of the Secretary of State of California on June 21, 1995. Incorporator has elected as directors of the corporation:

Penny Bordokas
Bill Fournell
Amy Howorth
Ellen Rosenberg
Ida Vanderpoorte

3. Nominate officers of the corporation. Elect the following:

Treasurer: Dr. Steve Romines, Assistant Superintendent
Secretary: Dr. Beverly J. Rohrer

Motion: _____ Second: _____

C. ADJOURNMENT

C. **PRESENTATION/DISCUSSION ITEM**

1. **TITLE:** Presentation Update and Discussion on the Athletic Facilities Master Plan

BACKGROUND: Gary Wayland, President of the Manhattan Beach Athletic Foundation will present an update on the Mira Costa High School Athletic Facilities Master Plan.

ACTION RECOMMENDED: None

PREPARED BY: Steve Romines

DATE OF BOARD MEETING: March 17, 2010

C. PRESENTATION/DISCUSSION ITEM

2. **TITLE:** Presentation Update and Discussion on the Superintendent's Fiscal Advisory Committee

BACKGROUND: Lynn Johnson and Adam Geczi will present an update on the Superintendent's Fiscal Advisory Committee

ACTION RECOMMENDED: None

PREPARED BY: Beverly J. Rohrer, Superintendent of Schools

DATE OF BOARD MEETING: March 17, 2010

D. PRESENTATION/ACTION ITEMS

1. **TITLE:** Second Interim Financial Report as of January 31, 2010

BACKGROUND: The Second Interim Financial Report is a year to date review of the district's finances as January 31, 2010.

This review allows the board to see changes and revisions that have occurred in the budget since the 1st Interim financial report presented in December. The report is broken down into three sections. The Unrestricted Budget Summary presents all unrestricted revenues and expenditures and shows the remaining unrestricted, unencumbered revenue balance. This balance is the money available to the district for salary/benefit increases and program improvements. The Restricted Budget Summary presents the revenues and expenses that have spending restrictions. The final summary is the Combined Budget Summary, which pulls together the Unrestricted and Restricted Summaries.

After Board adoption the District submits the report to the County Office of Education and the State Department of Finance review and approval.

A brief presentation will be made that reviews key findings and note worthy facts about the second interim report.

ACTION RECOMMENDED: It is recommended that the Board approve the Positive Certification for the Second Interim Report and Budget Revisions.

PREPARED BY: Steve Romines, Assistant Superintendent of Administrative Services

DATE OF BOARD MEETING: March 17, 2010

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

2009/10 2ND INTERIM BUDGET EXECUTIVE SUMMARY

This executive summary information covers the 2009/10 2nd Interim budget revenue and expense summary.

Education code sections 42130 and 42131 require that twice a year a “snap shot” of the districts financial position be presented to the board. This snap shot projects the district’s financial position at the end of the current year. And this look allows staff to project into the following year an estimate of revenues and expenses to determine if expenditure adjustments will be necessary.

Total budgeted revenues as of January 31, 2010 are estimated to be \$52,184,517. This amount reflects an increase over 1st Interim budgeted revenues of \$1,527,239. \$784,701 of the increase is from one time monies from ASB, PTAs, or Booster Clubs, with \$57,824 reflecting a slight increase in ARRA special education funds, \$64,236 is from a positive adjustment in the supplemental school counseling State categorical grant and the remaining \$620,478 reflects the net increase in CSR revenue the district expects to receive.

Total Expenditures at the 2nd Interim show an over all increase of \$470,774 when compared to 1st Interim total expenditures. Certificated and Classified salaries combine to account for \$220,527 of the total. The budgeting of ARRA special education funds and the need to add additional special education classroom aids are the reasons for the increase.

An increase in the Benefits budget of \$8,431 was required to handle the statutory requirements from increased salaries. Increases in Supplies and Services of \$165,398 were required to account for budgeted expenditures in ARRA special education funds and offsetting revenue contributions from ASB, PTA and Boosters Clubs. Lastly the excess costs for County special education programs were increased by \$76,418 to reflect current county estimates.

When 09/10 total revenues are compared to 09/10 total expenditures the excess of expenditures over revenues is \$(2,183,882). The district expected about \$1.6 million of this excess to account for the one time revenue limit reduction of \$251 per ADA for levied against the district at the beginning of the 09/10 school year. Funds to pay for this one time reduction will come from the beginning fund balance which holds the ARRA revenue reduction monies that arrived and were booked in the 08/09 school year.

After the Beginning Fund Balance of \$11,293,956 is applied to the excess of expenditures over revenues the resulting projected ending fund balance is \$9,110,074. And after netting out the AB1200 3% reserve requirement, the restricted ending balance of \$1,782,120, a set aside of \$250,000 for potential special education cost increase, and the one time money from ASB, Boosters and PTAs the resulting projected ending fund balance is \$5,010,915.

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

09/10 2ND INTERIM AND 1ST INTERIM UNRESTRICTED/RESTRICTED COMBINED BUDGET SUMMARY

	1st Interim Budget 2009/10	2nd Interim Budget 2009/10	Difference	
Budgeted Revenue		Combined		
Revenue Limit	\$ 33,217,047	\$ 33,217,047.00	\$ -	
Federal Revenue	\$ 2,858,202	\$ 2,916,026.00	\$ 57,824	slight adjustment to ARRA special ed funds
State Revenue	\$ 6,575,393	\$ 7,260,107.00	\$ 684,714	incr in CSR \$620,478 & \$64,236 supplement sch counseling
Local Revenue	\$ 8,006,636	\$ 8,791,337.00	\$ 784,701	increase from asb, pta, booster funds
Total Projected Revenues	\$ 50,657,278	\$ 52,184,517.00	\$ 1,527,239	
Expenditures				
Certificated Salaries	\$ 24,863,628	\$ 25,022,481.00	\$ 158,853	increases in ARRA budget two positions to help with IEPs
Classified Salaries	\$ 7,081,739	\$ 7,143,413.00	\$ 61,674	increase in 7 sp ed aids
Benefits	\$ 8,248,674	\$ 8,257,105.00	\$ 8,431	increases in statutory, retirement and benefits
Books/Supplies	\$ 3,251,841	\$ 3,368,671.00	\$ 116,830	ARRA supplies plus PTA smart board purchases
Services	\$ 8,066,170	\$ 8,114,738.00	\$ 48,568	ARRA special ed funds staff training contracts
Capital Outlay	\$ -	\$ -	\$ -	
Other Outgo	\$ 2,385,573	\$ 2,461,991.00	\$ 76,418	additional excess cost estimate
Transfers of indirect/direct costs	\$ -	\$ -	\$ -	
Budgeted Expenditures	\$ 53,897,625	\$ 54,368,399.00	\$ 470,774	
Excess of Revenues over Expenditures	\$ (3,240,347)	\$ (2,183,882.00)		
Contributions, Sources and Uses				
Total Sources and Uses	\$ -	\$ -		
Net Increase or Decrease in Fund Balance	\$ (3,240,347)	\$ (2,183,882.00)		
Beginning Fund Balance	\$ 11,293,956	\$ 11,293,956.00		
Ending Fund Balance	\$ 8,053,609	\$ 9,110,074.00		
Components of Ending Balance				
AB 1200 3% Reserve for Economic Uncertainty	\$ 1,616,929	\$ 1,631,052.0		
Restricted Ending Balance	\$ 1,782,120	\$ 1,782,120.0		
Potential Special Education Cost Increase	\$ 250,000	\$ 250,000		
Set Aside for ASB, PTA, Booster One Time Money	\$ -	\$ 435,987		
Total EFB Components	\$ 3,649,049	\$ 4,099,159.0		
Unappropriated Ending Fund Balance	\$ 4,404,560	\$ 5,010,915.0		

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

09/10 2ND INTERIM AND 1ST INTERIM BUDGET
RESTRICTED REVENUE AND EXPENDITURE SUMMARY

	1st Interim Budget 2009/10	2nd Interim Budget 2009/10
Budgeted Revenue	Restricted	Restricted
Revenue Limit	\$ 744,707	\$ 744,707
Federal Revenue	\$ 2,858,202	\$ 2,916,026
State Revenue	\$ 2,706,748	\$ 2,706,351
Local Revenue	\$ 5,939,172	\$ 6,412,537
Total Projected Revenues	\$ 12,248,829	\$ 12,779,621
Expenditures		
Certificated Salaries	\$ 4,961,391	\$ 5,099,993
Classified Salaries	\$ 3,234,140	\$ 3,288,753
Benefits	\$ 2,138,339	\$ 2,144,861
Books/Supplies	\$ 2,094,295	\$ 1,908,854
Services	\$ 4,998,988	\$ 5,029,775
Capital Outlay	\$ -	\$ -
Other Outgo	\$ 1,788,000	\$ 1,864,418
Transfers of indirect/direct costs	\$ 58,635	\$ 58,615
Budgeted Expenditures	\$ 19,273,788	\$ 19,395,269
Excess of Revenues over Expenditures	\$ (7,024,959)	\$ (6,615,648)
Net Contributions, Sources and Uses	\$ 5,544,461	\$ 5,615,139
Total Sources and Uses	\$ 5,544,461	\$ 5,615,139
Net Increase of Decease to Fund Bal	\$ (1,480,498)	\$ (1,000,509)
Beginning Fund Balance	\$ 1,782,120	\$ 1,782,120
Ending Fund Balance	\$ 301,622	\$ 781,611

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

09/10 2ND INTERIM AND 1ST INTERIM BUDGET UNRESTRICTED REVENUE AND EXPENDITURE SUMMARY

	1st Interim Budget 2009/10	2nd Interim Budget 2009/10
Budgeted Revenue	Unrestricted	Unrestricted
Revenue Limit	\$ 32,472,340	32,472,340
Federal Revenue	\$ -	-
State Revenue	\$ 3,868,645	4,553,756
Local Revenue	\$ 2,067,464	2,378,800
Total Projected Revenues	\$ 38,408,449	39,404,896
Expenditures		
Certificated Salaries	\$ 19,902,237	19,922,488
Classified Salaries	\$ 3,847,599	3,854,660
Benefits	\$ 6,110,335	6,112,244
Books/Supplies	\$ 1,157,546	1,459,817
Services	\$ 3,067,182	3,084,963
Capital Outlay	\$ -	-
Other Outgo	\$ 597,573	597,573
Transfers of indirect/direct costs	\$ (58,635)	(58,615)
Budgeted Expenditures	\$ 34,623,837	34,973,130
Excess of Revenues over Expenditures	\$ 3,784,612	4,431,766
Net Contributions, Sources and Uses	\$ (5,544,461)	(5,615,139)
Total Sources and Uses	\$ (5,544,461)	(5,615,139)
Net Increase or Decrease in Fund Balance	\$ (1,759,849)	(1,183,373)
Beginning Fund Balance	\$ 9,511,836	9,511,836
Projected Ending Balance	\$ 7,751,987	8,328,463

E. CONSENT CALENDAR

1. **TITLE:** Overnight Field Trip - Mira Costa High School Boys' Baseball Team at the 60th Annual Lions Tournament in San Diego, California

BACKGROUND: The Lions Baseball Tournament has grown to be the oldest, biggest and one of the best high school tournaments in the nation. Annually, the tournament attracts some of America's finest teams. According to some reports, it also attracts the largest collection of college and major league scouts to assemble in one place each year. Eligibility to participate is determined by the Tournament Committee.

This year's tournament features:

- 2,200 -- 2,300 baseball players
- 400 – 450 coaches
- Thousands of parents, relatives, teachers and fans attending 300-350 games

Athletes from the Mira Costa High School Boys' Baseball Team will travel to San Diego, California to participate in the 60th Annual Lions Baseball Tournament on March 29-April 1, 2010. There will be twenty male athletes participating in this event, with six adult male chaperones.

The cost for this field trip will be paid for by the booster club. Transportation will be via rental van and accommodations will be at the Marriott Hotel.

ACTION RECOMMENDED: Approval is requested.

PREPARED BY: Carolyn Seaton, Executive Director, Educational Services

DATE OF BOARD MEETING: March 17, 2010

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
OVERNIGHT FIELD TRIP REQUEST FORM

Name of Person Requesting Approval: CASSIDY OLSON Your Position: BASEBALL COACH
Your Location/School Site: MIRA COSTA Your Work Telephone: (310) 318-7337 x5174

Name/Grade Level(s) of Class Participating: 10th, 11th, 12th

Dates of Travel: from 3/29/10 to 4/1/10

Name of Destination: SAW DIEGO LIONS TOURNAMENT

Destination Address: Poway High School 15500 Espola Rd, Poway

Destination Phone Number: (858) 748-0245

Name of Contact Person at Destination: Bob Parry 858-395-7050

Reason for Travel/Educational Goal: SPRING BREAK BASEBALL TOURNAMENT

Number of Students Attending: Male: 20 Female: _____

*Number of Chaperones: Male: 6 Female: _____

Complete Name and Phone Number of Each Chaperone (use additional page if necessary):

- 1. CASSIDY OLSON Bill Em Hoff
- 2. SCOTT ARZASMITA Drew Jelmin
- 3. CARLOS ROSAS Carlos Rosas
- 4. AARON MEDINA
- 5. ~~BOB DUREN~~

A Completed and signed *Chaperone Guidelines Agreement* for each chaperone must be attached to this request form upon submission to the Board of Trustees. *There must be a minimum of two adult chaperones (one male and one female), unless all travelers are of the same gender. There must be one adult chaperone for each 10 students of the same gender. If the trip involves water activities, the ratio of chaperones shall be revised to ensure closer supervision of elementary grade students appropriate to their age.

Name of Travel Agency: _____ Contact: _____

(Proof of Insurance must accompany this form.)
Address: _____ City/State/Zip/Phone: _____

Method of Transportation (be specific): _____

Name and Address of Hotel (be specific): MARSHOTT, 12032 SCRIPPS HIGHWAY DR, SAN DIEGO, CA 92131

How Many Days of School Will Be Missed? — List School Dates Missed: —

Will Student Participate in Water Sports, Rock Climbing or Other Hazardous Activities? —
If so, what type? _____

Will scholarships be provided? — Will any cost (including sub costs) be borne by the district? —
If so, why? _____

Account Number to be Charged: _____

Board approval must be obtained before any deposits are made. Please submit your request at least 3-4 months in advance of the travel. The Board will not approve travel when the request form is incomplete. If you have additional information, please attach it to this request form. This form must be signed by the principal and the Executive Director-Educational Services prior to being submitted to the Superintendent's Office.

Signatures:
Your Signature: [Signature] Principal: [Signature]

Exec. Dir, Ed. Svcs: Carolyn Seaton Clerk, Board of Trustees: _____

E. CONSENT CALENDAR

2. **TITLE:** Overnight Field Trip Request - MCHS Yearbook Editors to attend the Spring National High School Journalism Conference in Portland, Oregon.

BACKGROUND: The yearbook editors of Mira Costa High School have been invited to attend the annual Spring National High School Journalism Convention, sponsored jointly by the National Educational Association and the National Scholastic Press Association. The convention will be held in Portland, Oregon on April 14-18, 2010. More than 200 learning sessions in newspaper, yearbook, photography, desktop publishing, advising, press law, broadcasting, on-line publishing, communications law, ethics, and leadership skills are offered. Students will have the opportunity to attend professional press conferences, compete in write-offs, layout and photo competitions, and professional critiques of their publications. The convention is being held at the Portland Hilton and Executive Tower or one of three overflow hotels and the Portland Convention Center. Students will stay at the Hyatt Regency and transportation will be via airline. There is no cost to the district.

ACTION RECOMMENDED: Approval of the field trip is requested.

PREPARED BY: Carolyn Seaton, Executive Director, Educational Services

DATE OF BOARD MEETING: March 17, 2010

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
OVERNIGHT FIELD TRIP REQUEST FORM

Name of Person Requesting Approval: Dawn Nelson Your Position: Yearbook Adviser
Your Location/School Site: Mira Costa HS Your Work Telephone: 310-318-7337 x5227

Name/Grade Level(s) of Class Participating: Yearbook staff (editors) - grades 10-12
Dates of Travel: from (PM) Wed, April 15 (Lunches) to (AM) Sunday, April 18, 2010
Name of Destination: National Journalism ^{134th APRIL'S} Convention - "Portland Current."
Destination Address: Oregon Convention Center, Portland, Oregon
Destination Phone Number: _____

Name of Contact Person at Destination: _____
Reason for Travel/Educational Goal: National Scholastic Journalism Convention/Learning Sessions/Competitions/
Number of Students Attending: Male: 0 Female: 8-10 *See attached
*Number of Chaperones: Male: _____ Female: 1 convention
description and
rationale.

- Complete Name and Phone Number of Each Chaperone (use additional page if necessary):
- Dawn M. Nelson _____
 - _____
 - _____
 - _____
 - _____

A Completed and signed Chaperone Guidelines Agreement for each chaperone must be attached to this request form upon submission to the Board of Trustees. *There must be a minimum of two adult chaperones (one male and one female), unless all travelers are of the same gender. There must be one adult chaperone for each 10 students of the same gender. If the trip involves water activities, the ratio of chaperones shall be revised to ensure closer supervision of elementary grade students appropriate to their age.

Name of Travel Agency: NIA Contact: NIA
(Proof of Insurance must accompany this form.)
Address: NIA City/State/Zip/Phone: NIA

Method of Transportation (be specific): Air to/from Portland. Public transportation in Portland.
Name and Address of Hotel (be specific): Hilton Portland and Executive Tower (or one of the over-flow hotels)
How Many Days of School Will Be Missed? 2 List School Dates Missed: April 15-16
Will Student Participate in Water Sports, Rock Climbing or Other Hazardous Activities? NO
If so, what type? _____
Will scholarships be provided? yes Will any cost (including sub costs) be borne by the district? NO
If so, why? Yearbook Ad. Sales will cover conference fees.
Account Number to be Charged: Yearbook ASB of Mira Costa

Board approval must be obtained before any deposits are made. Please submit your request at least 3-4 months in advance of the travel. The Board will not approve travel when the request form is incomplete. If you have additional information, please attach it to this request form. This form must be signed by the principal and the Executive Director, Educational Services prior to being submitted to the Superintendent's Office.

Signatures:
Your Signature: Dawn Nelson Principal: Prussinger
Exec. Dir, Ed. Srvs: Carolyn E Seaton Clerk, Board of Trustees: _____

REQUEST FOR FIELD TRIP THAT INCLUDES OUT-OF-STATE TRAVEL

The yearbook editors of Mira Costa High School are invited to attend the annual Spring National High School Journalism Convention, sponsored jointly by the National Journalism Educational Association and the National Scholastic Press Association. The convention will be held in **Portland, Oregon April 15-18, 2010**. More than 200 learning sessions in newspaper, yearbook, photography, desktop publishing, advising, press law, broadcasting, on-line publishing, communications law, ethics, and leadership skills are offered.

These national conventions are irreplaceable learning opportunities and are attended by thousands of the most talented high school journalists in the country. Students have the opportunity to attend professional press conferences, compete in write-offs, layout and photo competitions, and professional critiques of their publications. In addition, they may submit their work for awards in "Best of Show" competitions. These conventions afford students and schools the opportunity to:

- showcase their talents and skills
- learn new skills and techniques
- interact with other student journalists from around the country
- participate in a little "friendly competition" with other top journalism programs
- learn from the best advisors and professional journalists in the country.

These conventions are the "nationals" of high school journalism and are the equivalent of going to "nationals" in any other academic co-curricular activity, such as Model UN or Science Olympiad, and the absences will be excused as such. Last year's editors attended the convention in Phoenix, AZ, and we feel it will be beneficial to travel to Portland, Oregon for this event this year. The heightened sense of knowledge they gain each year is a welcome addition to our yearbook program, and I believe that this year's editors have earned the right to go and compete and learn at a national level. I have attached a copy of the convention syllabus, which outlines in detail the educational opportunities that will be available. I require the students participate in workshops during all regular convention operating hours, and to enter at least one on-the-spot writing, design, or photography competition.

Itinerary: The conference dates are **Thursday, April 16 through Sunday, April 18, 2010**. Firm travel arrangements will be made upon approval of this request. A proposed itinerary follows:

DATE	TIME	ITINERARY ELEMENT
Wednesday, April 14	6:30 p.m. 7:30 p.m. 8:30 p.m.	Depart LAX by air Arrive Portland International Airport Arrive convention hotel
Thursday, April 15 – Sunday, April 18		Participate in convention activities
Sunday, April 18, 2010	1:30 p.m. 3:00 p.m.	Depart Portland International Airport Arrive LAX airport

Travel and housing arrangements: The convention is being held at the Hilton Portland and Executive Tower or one of the three overflow hotels and the Portland Convention Center. Students will stay three-to-a-room for four nights at that hotel or one of the officially-sanctioned overflow hotels adjacent to the convention center. Transportation will be by air. We need to travel as a group. Students will miss two days of school. These days will be excused as school activity travel.

Sponsors and Chaperones: Mrs. Dawn Nelson, Mira Costa yearbook advisor, will chaperone the group to Portland and is the official sponsor of the trip. All of this year's editors are girls, so no male chaperone is needed.

Insurance arrangements: Students will be required to carry their own personal health and accident insurance and parents will be required to provide Emergency Data Sheets and Parent Permission Slips which hold the District and trip sponsors harmless in case of injury.

Cost to the student: We are aware that academic travel is a luxury in today's economy, and thanks to advertising sales revenue, yearbook will be able to pay for the editors' conference fees and hotel accommodations. We ask that each student pay \$350 for her air transportation and hotel accommodation, and to bring enough money to pay for her own meals and incidentals while in Portland (approximately \$150). Scholarships are available for those who need assistance.

REQUEST RESPECTFULLY SUBMITTED ON FEBRUARY 10, 2010.



Dawn M. Nelson, Yearbook Adviser, MCHS

E. CONSENT CALENDAR

3. **TITLE:** Overnight Field Trip – Marine Science CIMI Tall Ship Expedition

BACKGROUND: Students from the Mira Costa High School Marine Science class will attend a five day trip to Catalina Island April 17-21, 2010. MCHS has participated in this activity for ten years. The purpose for the travel is for students to experience in-situ identification of organisms and hands-on oceanographic research. This activity will include snorkeling. Students will be traveling with science teachers Harold Coller and Karl Kurz.

The cost for this field trip, approximately \$388, will be paid by each student. Students going on the trip will participate in fundraising, part of which will offset the expense for those with financial need. The cost of substitutes will be paid by the science department. Appropriate adult chaperones for students in a 1:10 ratio, male and female as necessary, will be provided. Three days of school will be missed. Students' parents and/or insured adults will drive students to and from the dock.

ACTION RECOMMENDED: Approval is requested

PREPARED BY: Carolyn Seaton, Executive Director, Educational Services

DATE OF BOARD MEETING: March 17, 2010

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
OVERNIGHT FIELD TRIP REQUEST FORM

Name of Person Requesting Approval: HAROLD COLLIER Your Position: TEACHER
Your Location/School Site: MCHS Your Work Telephone: 310-318-7337 x5118

Name/Grade Level(s) of Class Participating: 9-12 Marine Science / Bio

Dates of Travel: from April 17 to April 21

Name of Destination: Channel Islands

Destination Address: N/A

Destination Phone Number: 310-508-0953 (ships cell)

Name of Contact Person at Destination: _____

Reason for Travel/Educational Goal: Bio/Marine Science

Number of Students Attending: Male: ~15 Female: ~15

*Number of Chaperones: Male: 2 Female: 2

Complete Name and Phone Number of Each Chaperone (use additional page if necessary):

1. HAROLD R. COLLIER
2. KARL KURZ
3. KAREN CUNNINGHAM
4. REBECCA SCHWARTZ
5. _____

A Completed and signed Chaperone Guidelines Agreement for each chaperone must be attached to this request form upon submission to the Board of Trustees. *There must be a minimum of two adult chaperones (one male and one female), unless all travelers are of the same gender. There must be one adult chaperone for each 10 students of the same gender. If the trip involves water activities, the ratio of chaperones shall be revised to ensure closer supervision of elementary grade students appropriate to their age.

Name of Travel Agency: Guided Discoveries Contact: Sharon
(Proof of Insurance must accompany this form.)

Address: 232 W. Harrison Ave, Claremont CA 91711 City/State/Zip/Phone: (909) 625-3261

Method of Transportation (be specific): Personal Car + Tall Ship SS. V. Tole Moun

Name and Address of Hotel (be specific): _____

How Many Days of School Will Be Missed? 3 List School Dates Missed: April 19-21, 2010

Will Student Participate in Water Sports, Rock Climbing or Other Hazardous Activities? Yes

If so, what type? Sailing, Snorkeling

Will scholarships be provided? Yes Will any cost (including sub costs) be borne by the district? No If so, why? _____

Account Number to be Charged: Field Trip Fund

Board approval must be obtained before any deposits are made. Please submit your request at least 3-4 months in advance of the travel. The Board will not approve travel when the request form is incomplete. If you have additional information, please attach it to this request form. This form must be signed by the principal and the Executive Director-Educational Services prior to being submitted to the Superintendent's Office.

Signatures:
Your Signature: [Signature] Principal: [Signature]

Exec. Dir, Ed. Svcs: [Signature] Clerk, Board of Trustees: _____

E. CONSENT CALENDAR

4. **TITLE:** Overnight Field Trip-Golden State Women's Choral Competition

BACKGROUND: Students from Mira Costa High School's Women's Choir will participate in the southern division of this year's Golden State Women's Choir competition on Friday, March 26, 2010 in Poway, California. There will be twenty-eight female students participating with three chaperones.

The required piece for this year's festival is: *Lift Thine Eyes to the Mountains Trio from "Elijah" by F. Mendelssohn-Bartholdy*. Students will have the opportunity to perform two other songs of their choosing for the adjudication panel, who at the end of the event, rank each choir and compile the results, which are handed to the choral director following the conclusion of the morning awards concert. This year the winning choir will be asked to sing an additional piece of their choice. Travel will be via bus and accommodations will be at the Best Western in Poway, California. The cost of the trip is being paid for by the students and the Choir Boosters will provide scholarships. There is no cost to the district.

ACTION RECOMMENDED: Approval is requested.

PREPARED BY: Carolyn Seaton, Executive Director, Educational Services

DATE OF BOARD MEETING: March 17, 2010

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
OVERNIGHT FIELD TRIP REQUEST FORM

Name of Person Requesting Approval: MICHAEL Hayden Your Position: Teacher
Your Location/School Site: Mira Costa Your Work Telephone: (310) 318-7337 ext. 5067

Name/Grade Level(s) of Class Participating: Advanced Women's Chorale
Dates of Travel: from March 25 to March 26

Name of Destination: Poway H.S.
Destination Address: 15500 Espola Rd. Poway, CA 92064

Destination Phone Number: 858-748-0245 x 5155 or 858-213-9014

Name of Contact Person at Destination: Nancy Gray

Reason for Travel/Educational Goal: Golden State Women's Competition
Number of Students Attending: Male: _____ Female: 28
*Number of Chaperones: Male: _____ Female: 3

- Complete Name and Phone Number of Each Chaperone (use additional page if necessary):
1. Pat Yates
 2. Kim Foster
 3. Cathy Slappery
 4. _____
 5. _____

A Completed and signed *Chaperone Guidelines Agreement* for each chaperone must be attached to this request form upon submission to the Board of Trustees. *There must be a minimum of two adult chaperones (one male and one female), unless all travelers are of the same gender. There must be one adult chaperone for each 10 students of the same gender. If the trip involves water activities, the ratio of chaperones shall be revised to ensure closer supervision of elementary grade students appropriate to their age.

Name of Travel Agency: _____ Contact: _____
(Proof of Insurance must accompany this form.)
Address: _____ City/State/Zip/Phone: _____

Method of Transportation (be specific): VIP Tour Bus of VIP Tours

Name and Address of Hotel (be specific): BEST WESTERN 13845 Poway Road.

How Many Days of School Will Be Missed? 1 List School Dates Missed: March 26 + 25^{6th} period

Will Student Participate in Water Sports, Rock Climbing or Other Hazardous Activities? NO
If so, what type? _____
Will scholarships be provided? yes Will any cost (including sub costs) be borne by the district? No If so, why? _____

Account Number to be Charged: Choir Boosters

Board approval must be obtained before any deposits are made. Please submit your request at least 3-4 months in advance of the travel. The Board will not approve travel when the request form is incomplete. If you have additional information, please attach it to this request form. This form must be signed by the principal and the Executive Director-Educational Services prior to being submitted to the Superintendent's Office.

Signatures:
Your Signature: Michael Hayden Principal: [Signature]

Exec. Dir, Ed. Srvs : _____ Clerk, Board of Trustees: _____

E. CONSENT CALENDAR

5. **TITLE:** Student Services Special Employment Agreement for 2009/10 School Year with Janet Philabaum Cameron.

BACKGROUND: An agreement is needed between the District and Janet Philabaum Cameron, to provide educational consultant services, for the period March 10, 2010, through June 30, 2010.

FINANCIAL IMPACT:

Not to exceed \$1,200.00.

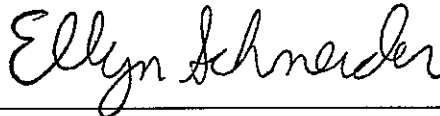
This is a new special employment contract. The amount is within the planned budget for services, therefore no change to existing overall budget.

Funds to be paid from Special Education account,
#01.0-65000.0-57500-31200-5850-0000053.

This item has been budgeted.

ACTION RECOMMENDED: Ratify Student Services Special Employment Agreement for 2009/10 fiscal year with Janet Philabaum Cameron, to provide educational consultant services, for the period March 10, 2010, 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 \$1,200.00. Funds to be paid from Special Education account, #01.0-65000.0-57500-31200-5850-0000053. This item has been budgeted.

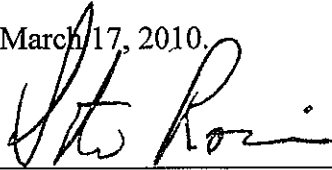
PREPARED BY:



Ellyn Schneider, Executive Director of Student Services

DATE OF MEETING: March 17, 2010.

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 Janet Philabaum Cameron social security or Tax I.D. number _____ 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 17th day of March, 2010, and between the Manhattan Beach Unified School District and the above named person/agency, hereinafter called Consultant:
Located: 1140 Hastings Ranch Drive, Pasadena, CA 91107-1731

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 \$100/hour for a max of 12 hours;
Not-to-Exceed \$1,200.00.

DATE(S) OF SERVICE

Said person/agency agrees to render service(s) on the following date(s) stated below:
From March 10, 2010 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 Janet Philabaum Cameron Date

01.0-65000.0-57500-31200-5850-0000053
Account Number

Signature Ellyn Schneider, Executive Director of Student Services Date

E. CONSENT CALENDAR

6. **TITLE:** Reimbursement Agreement between Parents and District for Educational Fees and Costs as per Individualized Education Plan (IEP) Mandated Service.

BACKGROUND: As a result of Compromise and Release Agreement, finalized on March 3, 2010, it was agreed to reimburse the parents for educational fees and costs replacing an existing IEP service.

FINANCIAL IMPACT:

Not to exceed \$1,080.00.

Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5890-0000051.

This item is within planned budget. No change to overall budget.

ACTION RECOMMENDED: Ratify reimbursement to parent for educational fees and costs of not to exceed \$1,080.00, as per Compromise and Release Agreement, finalized on March 3, 2010, and replacing an existing Individualized Education Plan (IEP) service. Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5890-0000051. This item is within the planned budget. No change to overall budget.

PREPARED BY: Ellyn Schneider
Ellyn Schneider, Executive Director of Student Services

DATE OF MEETING: March 17, 2010

Approved by: Steve Romines
Steve Romines, Asst. Superintendent of Administrative Services

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

E. CONSENT CALENDAR

7. **TITLE:** Reimbursement Agreement Between Parents and District for Educational Costs as per Individualized Education Plan (IEP) Mandated Service.

BACKGROUND: Per an IEP mandated service, and in accordance with our reimbursement policy, it was agreed to reimburse parents for educational costs incurred from January 12, 2010, through June 30, 2010.

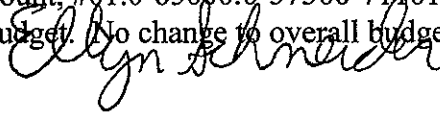
FINANCIAL IMPACT:

Not to exceed: \$6,600.00.

Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5890-0000051.

This item is within planned budget. No change to overall budget.

ACTION RECOMMENDED: Ratify agreement per Individualized Education Plan (IEP) mandated service to reimburse parents for educational costs of not to exceed \$6,600.00, incurred from January 12, 2010, through June 30, 2010, and in accordance with our reimbursement policy. Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5890-0000053. This item is within planned budget. No change to overall budget.



PREPARED BY:

Ellyn Schneider, Executive Director of Student Services

DATE OF MEETING: March 17, 2010.

Approved by:



Steve Romines, Asst. Superintendent of Admin. Services

AGENDA NOTE

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AGENDA NOTE

E. CONSENT ITEM

12. **TITLE:** Claim Rejection

BACKGROUND: A claim against public entity dated February 22, 2010, was received by the Manhattan Beach Unified School District on February 25, 2010 from the Law Offices of Klass, Helman & Ross on behalf of Rosalie Lichtenstein.

ACTION RECOMMENDED: That the Board of Trustees of Manhattan Beach Unified School District reject this claim.

PREPARED BY: Steve Romines

DATE OF BOARD MEETING: March 17, 2010

E. CONSENT ITEM

13. **TITLE:** Developer Fees

BACKGROUND: The attached material details the District's share of Developer Fees collected during the month of February, 2010. The total received for the month of February is \$25,379.50.

ACTION RECOMMENDED: No action is recommended.

PREPARED BY: Steve Romines

DATE OF BOARD MEETING: March 17, 2010

**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

2008/09 Total	329,901.86
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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	
April	
May	
June	

2009/10 Total	176,838.37
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MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEVELOPER FEES
February 2010

<u>DATE</u>	<u>ADDRESS</u>	<u>ADDITION/ NEW CONSTRUCTION</u>	<u>SQUARE FOOTAGE</u>	<u>AMT PAID</u>	<u>REC NO.</u>
Feb					
02	209 33rd St	New Construction	3638	9,567.94	8238
05	916 N Herrin Ave	New Construction	2116	5,565.08	8239
08	424 5th St	Addition	747	1,964.61	8240
09	1721 10th St	Addition	624	1,641.12	8241
15	128 5th St	New Construction	2525	6,640.75	8242

Total: \$25,379.50

G. BOARD BUSINESS

1. **TITLE:** Receive for First Reading and Adoption Manhattan Beach Unified School District **REVISED** Board Policy 2210, Administrative Discretion Regarding Board Policy

BACKGROUND: Manhattan Beach Unified District Board Policy 2210, Administrative Discretion Regarding Board Policy, is presented as a **REVISED POLICY** for Board adoption. The retitled policy is revised to reflect flexibility for Tier 3 categorical programs as added by NEW LAWS (SBX3 4 and ABX4 2). Upon Board's exercise of flexibility, the policy grants the Superintendent the authority to suspend any statutory or regulatory program requirements for Tier 3 categorical programs reflected in any district policy, administrative regulation, or bylaw. The policy also requires the Superintendent to consult with district staff and report to the Board regarding the district's exercise of flexibility.

FINANCIAL IMPACT: None

ACTION: Receive for First Reading and Adoption Manhattan Beach Unified School District **REVISED** Board Policy 2210, Administrative Discretion Regarding Board Policy

PREPARED BY: Dr. Beverly Rohrer, Superintendent of Schools

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

REVISED POLICY

MBUSD

BP 2210(a)

Administration

ADMINISTRATIVE DISCRETION REGARDING BOARD POLICY

Through ~~Board policy~~ *the adoption of written policies*, the Governing Board tries to anticipate ~~critical policy issues that may affect district students and operations~~ *conveys its expectations for actions that will be taken in the district, clarifies roles and responsibilities of the Board and Superintendent, and communicates Board philosophy and direction*. However, the Board recognizes that, *at times*, questions *issues* may arise in the day-to-day operations of the *district* schools that are not addressed in Board policy or administrative regulations. When resolution of such issues ~~demands timely~~ *necessitates immediate* action, the Superintendent or designee shall have the authority to act on behalf of the district.

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 9000 - Role of the Board)

(cf. 9310 - Board Policies)

If the matter involves a policy decision ~~that is likely to be controversial~~ *where controversy is foreseeable*, or a matter that has a significant impact on student learning or safety, the Superintendent or designee shall notify the Board president as soon as practicable after its occurrence. The Board president shall then inform the Board as appropriate. ~~The Board president may schedule a review of the action at the next regular Board meeting.~~ *The Board president and the Superintendent shall schedule a review of the action at the next regular Board meeting.* If the action indicates the need for additions or revisions in Board policies, the Superintendent or designee shall make the necessary recommendations to the Board.

(cf. 9322 - Agenda/Meeting Materials)

Tier 3 Categorical Flexibility

The Board has determined that it is in the best interest of the district to utilize the categorical program flexibility authorized by Education Code 42605. In accordance with Education Code 42605, for the 2008-09 through 2012-13 fiscal years, the Superintendent may suspend statutory or regulatory program and funding requirements for Tier 3 categorical programs reflected in any of the district's Board policies, administrative regulations, bylaws, or exhibits to the extent that such suspension does not affect the terms of any existing district contract or bargaining agreement. He/she may also suspend any such language reflected in any district

REVISED POLICY

MBUSD

BP 2210(b)

Administration

ADMINISTRATIVE DISCRETION REGARDING BOARD POLICY

procedure, rule, plan, or employee or student handbook. As necessary, the Superintendent or designee shall consult with other staff, district legal counsel, and/or the chief business official regarding the district's exercise of this flexibility.

The Superintendent or designee shall regularly report to the Board regarding how the district is exercising the flexibility and whether the desired results are being achieved.

- (cf. 0420 - School Plans/Site Councils)*
- (cf. 0420.1 - School-Based Program Coordination)*
- (cf. 0520.1 - High Priority Schools Grant Program)*
- (cf. 1220 - Citizen Advisory Committees)*
- (cf. 1312.4 - Williams Uniform Complaint Procedures)*
- (cf. 3110 - Transfer of Funds)*
- (cf. 3111 - Deferred Maintenance Funds)*
- (cf. 4111 - Recruitment and Selection)*
- (cf. 4112.2 - Certification)*
- (cf. 4112.21 - Interns)*
- (cf. 4113 - Assignment)*
- (cf. 4117.14/4317.14 - Postretirement Employment)*
- (cf. 4131 - Staff Development)*
- (cf. 4131.1 - Beginning Teacher Support/Induction)*
- (cf. 4139 - Peer Assistance and Review)*
- (cf. 4231 - Staff Development)*
- (cf. 4331 - Staff Development)*
- (cf. 5123 - Promotion/Acceleration/Retention)*
- (cf. 5136 - Gangs)*
- (cf. 5141.32 - Health Screening for School Entry)*
- (cf. 5145.6 - Parental Notifications)*
- (cf. 5146 - Married/Pregnant/Parenting Students)*
- (cf. 5147 - Dropout Prevention)*
- (cf. 5148.1 - Childcare Services for Parenting Students)*
- (cf. 5149 - At-Risk Students)*
- (cf. 6111 - School Calendar)*
- (cf. 6141.5 - Advanced Placement)*
- (cf. 6142.6 - Visual and Performing Arts Education)*
- (cf. 6142.91 - Reading/Language Arts Instruction)*
- (cf. 6142.94 - History-Social Science Instruction)*
- (cf. 6146.1 - High School Graduation Requirements)*

REVISED POLICY

MBUSD

BP 2210(c)

Administration

ADMINISTRATIVE DISCRETION REGARDING BOARD POLICY

- (cf. 4138 - Mentor Teachers)*
- (cf. 6151 - Class Size)*
- (cf. 6161.1 - Selection and Evaluation of Instructional Materials)*
- (cf. 6162.52 - High School Exit Examination)*
- (cf. 6163.1 - Library Media Centers)*
- (cf. 6164.2 - Guidance/Counseling Services)*
- (cf. 6172 - Gifted and Talented Student Program)*
- (cf. 6176 - Weekend/Saturday Classes)*
- (cf. 6177 - Summer School)*
- (cf. 6178 - Career Technical Education)*
- (cf. 6178.2 - Regional Occupational Center/Program)*
- (cf. 6179 - Supplemental Instruction)*
- (cf. 6184 - Continuation Education)*
- (cf. 6185 - Community Day School)*
- (cf. 6200 - Adult Education)*
- (cf. 7214 - General Obligation Bonds)*
- (cf. 9323.2 - Actions by the Board)*

Legal Reference:

EDUCATION CODE:

- 35010 Control of district, prescription and enforcement of rules*
- 35035 Powers and duties of superintendent*
- 35160 Authority of governing boards*
- 35160.5 Annual review of school district policies*
- 35163 Official actions, minutes and journal*
- 42605 Tier 3 categorical flexibility*

Management Resources:

CSBA PUBLICATIONS

- Policy Implications of Categorical Program Flexibility, Policy Advisory, November 2009*
- Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009*

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

- Fiscal Issues Relating to Budget Reductions and Flexibility Provisions, April 2009*

REVISED POLICY

MBUSD

BP 2210(d)

Administration

ADMINISTRATIVE DISCRETION REGARDING BOARD POLICY

WEB SITES

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

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

Policy
adopted: May 4, 2005
reviewed: September 5, 2007
revised:

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
Manhattan Beach, California

G. BOARD BUSINESS

2. **TITLE:** Receive for First Reading and Adoption Manhattan Beach Unified School District **REVISED** Board Policy 3100, Budget

BACKGROUND: Manhattan Beach Unified District Board Policy 3100, Budget, is presented as a **REVISED POLICY** for Board adoption. The revised policy clarifies the requirement that the budget formally adopted by the Board must be in the format prescribed by the California Department of Education (CDE). The Section on "Budget Criteria and Standards" is updated to reflect **NEW LAW (ABX4 2)** which lowers the required general fund reserve for economic uncertainty until fiscal year 2011-12

FINANCIAL IMPACT: None

ACTION: Receive for First Reading and Adoption Manhattan Beach Unified School District **REVISED** Board Policy 3100, Budget

PREPARED BY: Dr. Steve Romines, Assistant Superintendent, Administrative Services

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

REVISED POLICY

MBUSD

BP 3100(a)

Business and Noninstructional Operations

BUDGET

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

(cf. 0000 - Vision)

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures *and Purchases*)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

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

Budget Development and Adoption Process

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

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

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

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

(cf. 9320 - Meetings and Notices)

REVISED POLICY

MBUSD

BP 3100(b)

Business and Noninstructional Operations

BUDGET

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

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

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

Budget Advisory Committee

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives and/or members of the community. The committee shall develop recommendations during the budget development process, and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board, Superintendent, or designee.

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 3350 - Travel Expenses)

(cf. 9130 - Board Committees)

(cf. 9140 - Board Representatives)

Budget Criteria and Standards

In developing the district budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures,

REVISED POLICY

MBUSD

BP 3100(c)

Business and Noninstructional Operations

BUDGET

use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of ~~5 CCR 15450~~ *of law. (Education Code 33128.3; 5 CCR 15450).*

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

(cf. 2210 - Administrative Discretion Regarding Board Policy)

(cf. 3110 - Transfer of Funds)

Long-Term Financial Obligations

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

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

(cf. 7210 - Facilities Financing)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

~~Regardless of the funding strategy used by the district, Governmental Accounting Standards Board (GASB) Statement 45 requires the district to report the annual expense of OPEBs and, to the extent that the OPEBs are not prefunded, to report them as a liability on the district's financial statements; see AR 3460 - Financial Reports and Accountability.~~

The Board shall approve a plan for meeting the district's long-term obligations to fund

REVISED POLICY

MBUSD

BP 3100(d)

Business and Noninstructional Operations

BUDGET

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

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

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

Budget Amendments

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

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

REVISED POLICY

MBUSD

BP 3100(e)

Business and Noninstructional Operations

BUDGET

budget projections.

(~~cf. 3110—Transfer of Funds~~)

Legal Reference:

EDUCATION CODE

- 1240 Duties of county superintendent of schools
- 33127-33131 Standards and criteria for local budgets and expenditures
- 35035 Powers and duties of superintendent
- 35161 Powers and duties, generally, of governing boards
- 42103 Public hearing on proposed budget; requirements for content of proposed budget
- 421202-42129 Budget requirements
- 421320-42134 Resolutions identifying estimated appropriations limit
- 42602 Use of unbudgeted funds
- 42605 Tier 3 categorical flexibility**
- 42610 Appropriation of excess funds and limitation thereon
- 44518-44519.2 Chief business officer training program
- 45253 Annual budget of personnel commission
- 45254 First year budget of personnel commission

GOVERNMENT CODE

- 7900-7914 Appropriations limit
- CODE OF REGULATIONS, TITLE 5
- 15060 Standardized account code structure
 - 15440-15451 Criteria and standards for school district budgets

Management Resources:

CSBA PUBLICATIONS

- Maximizing School Board Governance: Budget Planning and Adoption, 2006
- Maximizing School Board Governance: Understanding District Budgets, 2006
- School Finance CD-ROM, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

- California School Accounting Manual

REVISED POLICY

MBUSD

BP 3100(f)

Business and Noninstructional Operations

BUDGET

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

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

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

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

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

WEB SITES

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

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

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

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

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

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

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

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

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: January 18, 2006 Manhattan Beach, California

revised: September 5, 2007

revised: May 20, 2009

revised:

G. BOARD BUSINESS

3. **TITLE:** Receive for First Reading and Adoption Manhattan Beach Unified School District **REVISED** Board Policy 3270, Sale and Disposal of Books, Equipment and Supplies; Receive for information and review AR 3270, Sale and Disposal of Books, Equipment and Supplies

BACKGROUND: Manhattan Beach Unified District Board Policy 3270, Sale and Disposal of Books, Equipment and Supplies, is presented as a **REVISED POLICY** for Board adoption. This **MANDATED** policy revises and expands sample criteria for determining when instructional materials are obsolete or unusable, including adding nonalignment with the district's academic standards or course of study.

The **UPDATED** regulation reorganizes the section on "Personal Property." The regulation also revises the section on "Instructional Materials" to reflect **NEW LAW (AB 487)** which deletes requirement that materials could be sold or donated only to organizations that would use them for educational purposes and adds a requirement regarding the use of proceeds of the sale.

FINANCIAL IMPACT: None

ACTION: Receive for First Reading and Adoption Manhattan Beach Unified School District **REVISED** Board Policy 3270, Sale and Disposal of Books, Equipment and Supplies; Receive for information and review AR 3270, Sale and Disposal of Books, Equipment and Supplies.

PREPARED BY: Dr. Steve Romines, Assistant Superintendent, Administrative Services

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

Business and Noninstructional Operations

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

When district-owned books, equipment and supplies, *or other personal property* become unusable, obsolete, or no longer needed, the Superintendent or designee shall ~~identify these items to~~ *notify* the Governing Board, ~~together with their~~ *provide an* estimated value, and ~~a~~ recommend ~~that they~~ *whether the items* be sold or disposed of by one of the methods prescribed in law and administrative regulation. ~~With~~ *Upon approval by the* Board, ~~approval~~ the Superintendent or designee shall arrange for the sale or disposal of these items.

- (cf. 0440 - District Technology Plan)*
- (cf. 6161 - Equipment, Books and Materials)*
- (cf. 6161.11 - Supplementary Instructional Materials)*
- (cf. 6163.1 - Library Media Centers)*

Instructional materials may be considered obsolete or unusable when they:

- ~~1. Contain information rendered inaccurate or incomplete by new discoveries or technologies;~~
- 1. Have been replaced by more recent versions or editions of the same *or new* materials *selected by the Board* and ~~are of~~ *have* no foreseeable value in other instructional areas

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

- 2. *Are not aligned with the district's academic standards or course of study*

(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)

- 3. *Contain information rendered inaccurate or incomplete by new discoveries or technologies*
- 4. *Contain demeaning, stereotyping or patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities; any group of persons protected against discrimination by law or Board policy*

(cf. 0410 - Nondiscrimination in District Programs and Activities)

- ~~5. Have been inspected and discovered to be~~ Are damaged beyond use or repair

REVISED POLICY

MBUSD

BP 3270(b)

Business and Noninstructional Operations

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

(cf. 1312.4 - Williams Uniform Complaint Procedures)

The Superintendent or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

35168 Inventory, including record of time and mode of disposal

~~42291.5 Temporary school bus designation~~

~~42303 School bus sale to another district~~

~~60500-60530 Determination of obsolescence~~ **Sale, donation, or disposal of instructional materials**

~~60510-60511 Donation or sale~~

~~60520-60521 Disposition of sale proceeds~~

~~60530 Methods of destruction~~

~~62001.4 Instructional materials program, sunset date~~

GOVERNMENT CODE

25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

3944 Consolidated categorical programs, district title to equipment

3946 Disposal of equipment purchased with state and federal consolidated application funds

UNITED STATES CODE, TITLE 40

484 **549** Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 34

80.32 Equipment acquired under a grant or subgrant

REVISED POLICY

MBUSD

BP 3270(c)

Business and Noninstructional Operations

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards WEB SITES

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

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

for Evaluating Instructional Materials for Social Content, 2000

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: January 18, 2006 Manhattan Beach, California

reviewed: September 5, 2007

revised:

REVISED ADMINISTRATIVE REGULATION

MBUSD

AR 3270(a)

Business and Noninstructional Operations

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

~~The Governing Board may dispose of personal property belonging to the district by any of the following methods:~~
The district may sell surplus or obsolete district-owned personal property through any of the following methods:

~~1. If the Board members attending a meeting unanimously agree that the property is worth no more than \$2,500, the Board may designate any district employee to sell the property without advertising. (Education Code 17546)~~

~~2. The Board may advertise for bids and either sell the property to the highest responsible bidder or reject all bids. (Education Code 17545)~~

~~Notice for bids shall be posted in at least three public places in the district for at least two weeks or published at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, published within the district. (Education Code 17545)~~

~~Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17546)~~

~~3. The Board may authorize the sale of the property by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. Notice related to the auction shall be posted or published as described in item #2 above. (Education Code 17545)~~

~~4. Without advertising for bids, the Board may sell the property to agencies of federal, state or local government, to any other school district, or to any agency eligible under the federal surplus property law (40 USC 484(j)(3)). In such cases, the sale price shall equal the cost of the property plus estimated cost of purchasing, storing and handling. (Education Code 17540)~~

~~5. Without advertising for bids, the Board may sell or lease the property to agencies of federal, state or local government or to any other school district. In such cases, the price and terms of the sale or lease shall be fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)~~

REVISED ADMINISTRATIVE REGULATION

MBUSD

AR 3270(b)

Business and Noninstructional Operations

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

~~6. If the Board members attending a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping. (Education Code 17546)~~

~~Money received from the sale of surplus property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)~~

1. The Superintendent or designee may advertise for bids by posting a notice in at least three public places in the district for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, publishing within the district. The district shall sell the property to the highest responsible bidder or shall reject all bids. (Education Code 17545)

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17546)

(cf. 3311 - Bids)

2. The property may be sold by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. Notice related to the auction shall be posted or published as described in item #1 above. (Education Code 17545)

3. The district may sell the property without advertising for bids under any of the following conditions:

a. The Governing Board members attending a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value. (Education Code 17546)

(cf. 9323.2 - Actions by the Board)

REVISED ADMINISTRATIVE REGULATION

MBUSD

AR 3270(c)

Business and Noninstructional Operations

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

b. The district sells the property to agencies of federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law (40 USC 484 renumbered 40 USC 549) and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540)

c. The district sells or leases the property to agencies of the federal, state, or local government or to any other school district and the price and terms of the sale or lease are fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

If the Board members attending a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping. (Education Code 17546)

Money received from the sale of surplus property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

Instructional Materials

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the district, in which case all of the proceeds of the sale shall be available to acquire basic instructional materials, supplemental instructional materials, or technology-based materials. (Education Code 60510, 60510.1, 60521)

(cf. 0440 - District Technology Plan)

(cf. 6161 - Equipment, Books and Materials)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

~~Surplus or undistributed obsolete instructional materials that are usable for educational purposes~~
Such materials also may be donated to any governing board another district, county free library,

REVISED ADMINISTRATIVE REGULATION

MBUSD

AR 3270(d)

Business and Noninstructional Operations

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing *general literacy of the people*. ~~They also may be sold to any organization that agrees to use the materials for educational purposes.~~ *Any organization, agency, or institution receiving obsolete instructional materials donated by the district shall certify to the Board that it agrees to make no charge to any persons to whom it gives or lends these materials.* (Education Code 60510, 60511)

~~Any organization, agency or institution receiving obsolete instructional materials from the district shall certify to the Board that it agrees to use the materials for educational purposes and make no charge to any persons to whom the materials are given or lent. (Education Code 60511)~~

At least 60 days before ~~disposing of these~~ *selling or donating surplus or obsolete* instructional materials, the ~~Board~~ *Superintendent of designee* shall notify the public of ~~it's~~ *the district's* intention to do so through a public service announcement on a local television station, in a local newspaper, or by another means ~~the Board~~ *he/she* believes will most effectively reach the entities described above. The Board shall also permit representatives of these entities and members of the public to address the Board regarding the distribution of these materials.

(cf. 9323 - Meeting Conduct)

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)

1. ~~By being~~ Mutilated so as not to be salable and sold for scrap at the highest obtainable price;
2. ~~By being~~ Destroyed by any economical means, provided the materials are not destroyed until at least 30 days after the ~~Board~~ district has given notice to all persons who have ~~requested~~ filed a request for such notice.

(cf. 3510 - Green School Operations)

(cf. 3511.1 - Integrated Waste Management)

(cf. 9323.2 - Actions by the Board)

REVISED ADMINISTRATIVE REGULATION

MBUSD

AR 3270(e)

Business and Noninstructional Operations

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

Regulation MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

approved: January 18, 2006 Manhattan Beach, California

reviewed: September 5, 2007

revised:

G. BOARD BUSINESS

4. **TITLE:** Receive for First Reading and Adoption, revised Board Policy 3280, Sale or Lease of District-Owned Real Property

BACKGROUND: Manhattan Beach Unified Board Policy 3280, Sale or Lease of District-Owned Real Property, is presented to the Board as a revised policy for first reading and adoption. The policy has been retitled and revised to include new language in reference to publication of the resolution and notice of the hearing for the proposed sale or lease of unused district real property. It also contains new text summarized from the state Allocation Board regulations which specify that the proceeds from the sale of property can only be used for one-time expenditures and not for ongoing expenditures.

FINANCIAL IMPACT: None

ACTION: Receive for First Reading and Adoption, revised Board Policy 3280, Sale or Lease of District-Owned Real Property.

PREPARED BY: Dr. Steve Romines, Assistant Superintendent, Administrative Services

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

Business and Noninstructional Operations

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY

The Governing Board believes that the district should utilize its facilities and resources in the most economical and practical manner. To that end, the Superintendent or designee shall periodically study the current and projected use of all district facilities in order to ensure the efficient utilization of space and the effective delivery of *instruction in order to maximize student learning*.

- (cf. 1330 - Use of School Facilities)
- (cf. 7110 - Facilities Master Plan)
- (cf. 7111 - Evaluating Existing Buildings)
- (cf. 7160 - Charter School Facilities)

Upon determination that district property is no longer needed or may not be needed until some future time, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in law, including, but not limited to, Education Code 17230, 17464, 17485-17500, and Government Code 54222.

- (cf. 5148 - Child Care and Development)
- (cf. 5148.2 - Before/After School Programs)
- (cf. 6300 - Preschool/Early Childhood Education)

When required by law, the Board shall appoint a district advisory committee to advise the Board in the development of policies and procedures governing the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388)

- (cf. 1220 - Citizen Advisory Committees)

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regular, open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rental, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rental. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

- (cf. 9323.2 - Actions by the Board)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting by posting copies of the resolution, signed by the Board, in

three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a paper exists. (Education Code 17469)

~~The Superintendent or designee shall ensure that notice of the resolution of intention to sell or lease property is provided in accordance with Education Code 17469-17470.~~

The Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it in accordance with Education Code 17470.

At the public meeting specified in the resolution, the Board shall open, examine, and declare all sealed bids. Before accepting any written proposal, the Board shall call for oral bids in accordance with law. The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is for the best public interest. (Education Code 17472, 17473)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid, after deducting commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned meeting of the same meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17472-17478)

(cf. 1431 - Waivers)
(cf. 9320 - Meetings and Notices)

The Superintendent or designee shall ensure that proceeds from the sale, or lease with an option to purchase, of district surplus property are used in accordance with law. (*Education Code 17462; 2 CCR 1700*)

Legal Reference:

EDUCATION CODE

8469.5 Use of school facilities or grounds for school age child care

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17400-17429 Leasing property

17430-17447 Leasing facilities
17453 Lease of surplus district property
17455-17484 Sale or lease of real property
17485-17500 Surplus school playground (Naylor Act)
17515-17526 Joint occupancy
17527-17535 Joint use of district facilities
33050 Request for waiver
38130-38139 Civic Center Act

GOVERNMENT CODE

54220-54232 Surplus land
54222 Offer to sell or lease property
54950-54963 Brown Act, especially:
54952 Legislative body, definition

PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App.4th 1356

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Unused Site Program Handbook, October 2004

WEB SITES

California Department of Education, School Facilities Planning Division:

<http://www.cde.ca.gov/ls/fa>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Office of Public School Construction: <http://www.dgs.ca.gov/opsc>

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: January 18, 2006 Manhattan Beach, California

revised: September 5, 2007

G. BOARD BUSINESS

5. **TITLE:** Receive for First Reading and Review Manhattan Beach Unified School District **REVISED** Administrative Regulation 3460, Financial Reports and Accountability

BACKGROUND: Manhattan Beach Unified District Administrative Regulation 3460, Financial Reports and Accountability, is presented as a **REVISED ADMINISTRATIVE REGULATION** for Board review. This regulation has been updated to add a Note in the "Interim Reports" section reflecting **NEW LAW (ABX4 2)** which prohibits the County Superintendent of Schools or the State Superintendent of Public Instruction from assigning the district a qualified or negative certification based substantially on a projected loss of federal American Recovery and Reinvestment Act funds in the 2011-12 fiscal year. Other additions, deletions and clarifying language has been added, deleted, or edited to update the regulation.

FINANCIAL IMPACT: None

ACTION: Receive for First Reading and Review Manhattan Beach Unified School District **REVISED** Administrative Regulation 3460, Financial Reports and Accountability

PREPARED BY: Dr. Steve Romines, Assistant Superintendent, Administrative Services

AGENDA NOTE

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REVISED ADMINISTRATIVE REGULATION

MBUSD

AR 3460(a)

Business and Noninstructional Operations

Financial Reports and Accountability

Unaudited Actual Receipts and Expenditures

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

Gann Appropriations Limit Resolution

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

Interim Reports

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

(cf. 1340 - Access to District Records)

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

Business and Noninstructional Operations**Financial Reports and Accountability**

liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 33128.3, 42130, 42131; 5 CCR 15453-15464)

~~Within 45 days after the close of the period reported, the Board shall assess the interim report on the basis of criteria adopted by the State Board of Education pursuant to Education Code 33127 and on current information regarding the adopted state budget, district property tax revenues if any, and ending balances for the preceding year. The Board shall approve the fiscal report and send it to the County Superintendent of Schools in a format or on forms prescribed by the Superintendent of Public Instruction. In addition, the Board shall submit its certification of the district's financial status based on current projections, in accordance with the following: (Education Code 42130, 42131; 5 CCR 15453-15463)~~ *approve the interim fiscal report and certify, on the basis of the interim report and any additional financial information known by the Board to exist at the time of certification, whether the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent fiscal year. The certification shall be classified as one of the following: (Education Code 42130, 42131)*

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

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

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

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

Business and Noninstructional Operations

Financial Reports and Accountability

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

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

~~Whenever the district has a qualified or negative certification, it shall allow the county office of education at least 10 working days to review and comment on any proposed agreement with exclusive representatives of employees. The district shall provide the County Superintendent with all information relevant to provide an understanding of the financial impact of any final collective bargaining agreement. (Government Code 3540.2)~~

~~(cf. 4141/4241 – Collective Bargaining Agreement)~~

~~(cf. 4143.1/4243.1 – Public Notice – Personnel Negotiations)~~

~~Annual Statement of Receipts and Expenditures~~

~~On a form prescribed by the Superintendent of Public Instruction, the Superintendent or designee shall prepare a statement of all receipts and expenditures of the district for the preceding fiscal year. On or before September 15, the Board shall approve this statement and file it with the County Superintendent. (Education Code 42100)~~

~~Appropriations Limit Resolution~~

~~The Board shall adopt a resolution by September 15 of each year to identify the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit of the district during the preceding year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132)~~

Business and Noninstructional Operations

Financial Reports and Accountability

Audit Report

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

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

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

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

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

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

(cf. 3430 - Investing)

(cf. 3451 - Petty Cash Funds)

(cf. 3452 - Student Activity Funds)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

The district's audited financial reports shall include:

1. Management's discussion and analysis, which shall introduce the basic financial statements and provide an analytical overview of the district's financial activities, including:

a. An objective and easily readable analysis of the district's financial activities based on

MBUSD

AR 3460(e)

Business and Noninstructional Operations

Financial Reports and Accountability

currently known facts, decisions, and conditions

b. Comparisons of the current year to the prior year

c. An analysis of the district's overall financial position, enabling a determination as to whether that position has improved or deteriorated as a result of the year's activities

d. An analysis of significant changes that occur in funds and significant budget variances

e. A description of capital asset and long-term debt activity during the year

f. A description of currently known facts, decisions, and conditions that are expected to have a significant effect on the district's financial position

2. Basic financial statements, including:

a. Districtwide financial statements, consisting of a statement of net assets and a statement of activities which report all of the assets, liabilities, revenues, expenses, and gains and losses of the district

b. Fund financial statements, consisting of a series of statements that focus on information about the district's major governmental and enterprise funds, including its blended component units

c. Notes to the financial statements that are essential to a user's understanding of the basic financial statements

3. Supplementary information required by the Governmental Standards Accounting Board, including but not limited to budgetary comparison schedules

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

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

Business and Noninstructional Operations

Financial Reports and Accountability

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

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

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

Negative Balance Report

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

Non-Voter-Approved Debt Report

~~Whenever the Board approves~~ *Upon approval by the Board to proceed with* the issuance of certificates of participation bonds, revenue bonds, or any agreement for financing school construction *pursuant to Education Code 17170-17199.5*, the Superintendent or designee shall notify the County Superintendent and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. ~~Within 15 days, the County Superintendent and county auditor may comment publicly to the Board regarding the district's capability to repay the debt.~~ (Education Code 17150)

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

evidence of the district's ability to repay the obligation, and the issuance costs. (Education
MBUSD **AR 3460(g)**)

Business and Noninstructional Operations

Financial Reports and Accountability

Code 17150.1)

Other Postemployment Benefits Report (GASB 45)

~~Accrued Benefits and Claims Report~~

~~The Superintendent or designee shall plan for the implementation of the Governmental Accounting Standards Board Statement 45, including the procurement of a qualified actuary to determine the district's annual expense and liability for post-employment health and welfare benefits. In addition, the Superintendent or designee shall recommend actions to the Board to mitigate the financial impact to the district of any unfunded liabilities.~~

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

(cf. 4154/4254/4354 - Health and Welfare Benefits)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

~~The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The Board shall disclose, as a separate agenda item, whether or not it will reserve in the budget sufficient amounts to fund the present value of these claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)~~
present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

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

Regulation MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
approved: January 18, 2006 Manhattan Beach, California

revised: September 5, 2007

G. BOARD BUSINESS

6. **TITLE:** Receive for First Reading and Review, Exhibit 6141.5, Advanced Placement.

BACKGROUND: Manhattan Beach Unified School District Exhibit 6141.5, Advanced Placement (AP), is presented to the Board as a new Exhibit for first reading and review. For the past several months, Mira Costa High School staff and administration have been reviewing the prerequisite indicators for placement in AP courses. In addition, this Exhibit includes the protocol for students who wish to apply for a waiver to be admitted into a course for which they do not meet the stated prerequisites. This work has been adapted as an Exhibit to BP and AR 6141.5, Advanced Placement.

FINANCIAL IMPACT: None

ACTION: Receive for First Reading and Review, Exhibit 6141.5, Advanced Placement.

PREPARED BY: Carolyn Seaton, Executive Director, Educational Services

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

Instruction

ADVANCED PLACEMENT

Advanced Placement/Honors/Accelerated Program Information

The Manhattan Beach Unified School District encourages all students to take a challenging academic program. Mira Costa High School maintains comprehensive Advanced Placement (AP), Honors and Accelerated courses to make it possible for academically talented and high achieving students to increase the challenge of their studies. The policies described herein apply to currently enrolled Mira Costa students who are working on their course schedule for the following academic year.

Teachers in the Mira Costa AP/Honors/Accelerated program are committed to preparing students to achieve academic excellence that will ensure superior preparation for college course work. These courses are more rigorous than college prep level courses. Teachers cover curriculum at a faster pace and in greater depth, while incorporating more complex analysis. An AP class is a college level course that culminates with an exam, which can earn college credit for the student. In an effort to ensure a high caliber AP/Honors/Accelerated program, prerequisites have been established to set admission criteria for these courses and to serve as indicators of the academic skills needed to succeed.

This policy applies to the following courses in the Course Description Handbook:

Social Studies	Science	Foreign Language	Mathematics	English (Not eligible for the waiver process)
AP European History AP U.S. History AP Government AP Economics	AP Biology AP Chemistry Honors Chemistry AP Physics Honors Physics	AP French AP Spanish	AP Calculus BC AP Calculus AB AP Statistics Algebra 3-4 with Trigonometry PreCalculus	Advanced English 1-2 English 3-4 Accelerated English 5-6 Honors AP English 7-8

Prerequisites/Indicators for Successful Placement

Students most likely to succeed in AP/Honors/Accelerated courses have the following characteristics:

- High academic achievement and intellectual ability;
- Self-motivation and self-discipline;
- Good organizational skills;
- Excellent written expression;
- An avid interest in reading;
- Good oral communication skills;
- An ability to work independently and collaboratively;
- Good citizenship and attendance

Instruction**ADVANCED PLACEMENT**

Students are invited to seek placement in AP/Honors/Accelerated courses if they comply with the prerequisites in the Course Description Handbook, which is available on the school's website (www.miracostahigh.org). In general, these prerequisites include the completion of all prerequisite courses with a grade of A in all semesters (or a grade of B or higher if the prerequisite course is an AP/Honors/Accelerated course). If, at the time of scheduling in early spring, the student has met the prerequisites, but subsequently fails to earn the requisite spring semester grade, then the student will be placed in a CP level class or alternate course choice. If the student wishes to request special admission to the advanced course, then the student must pursue the Special Request/Academic Waiver procedure specifically described in these course materials. However, if a student wishing to enter an AP, Honors or Accelerated course earned a grade of D or F in the prerequisite course, he or she is not eligible to submit a waiver. [Note: The Special Request/Academic Waiver procedure is not available for any courses in the English Department.]

Student Expectations

Upon acceptance into an AP/Honors/Accelerated course, students are expected to:

- Maintain a high standard of academic performance and integrity
- Remain in the course for the entire school year and if an AP course, take the AP exam for the course
- Be in class every day. Excessive absences are grounds for removal from the course
- Maintain a grade of B or higher in both semesters. Students earning a Spring Semester grade of C or lower may not be eligible to take another AP/Honors/Accelerated course in the same academic department unless a waiver (except in English) is submitted and accepted.
- Complete the AP/Honors/Accelerated Student Commitment Form (Form 1)

After enrollment in an AP/Honors/Accelerated course, a student may switch to a lower level course **ONLY** after completion of the first semester **AND ONLY** if the student's final first semester grade is a D or F.

Instruction

ADVANCED PLACEMENT

Form 1

**Mira Costa High School
Advanced Placement/Honors/Accelerated Student Commitment Form
2010-2011 School Year**

Student Name: _____ Grade level in Fall: _____

Advanced Placement/Honors/Accelerated Course(s) selected:

I am aware that the Advanced Placement, Honors and Accelerated courses are rigorous and demanding. I believe that I have the necessary academic background, commitment and motivation to succeed.

I understand that Advanced Placement courses are equivalent to freshman-level courses at an American university, and that at the conclusion of an Advanced Placement course, I am required to take the corresponding Advanced Placement Exam. (Exam fee waivers are available upon a showing of requisite financial need.)

I commit to stay in the class **for one year**, and I am aware that my grade will be part of my permanent high school record.

I recognize that success in these courses requires that I may need to sacrifice school-sponsored and community activities, especially those that require me to miss school or require evening hours.

I am aware that summer homework is required in most Advanced Placement, Honors and Accelerated courses and becomes part of my fall semester grade.

I have read and agree to the policies and procedures set forth in the school's Advanced Placement/Honors/Accelerated Program Information.

I have discussed my decision to take Advanced Placement/Honors/Accelerated courses with my current teacher in the same department(s) as the course(s) in question, my counselor and my parents.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Instruction**ADVANCED PLACEMENT****Course Prerequisite****Special Placement/Academic Waiver Policy and Procedure**

(This waiver policy does not apply to courses in the English Department)

If a student does not meet the prerequisites required for enrollment in any course, including but not limited to Advanced Placement, Honors and Accelerated courses, then the student may request special placement in the course. A Special Request/Waiver Form (Form 2) must be completed and submitted to the designated box in the Mira Costa school office. The deadlines for submitting the Form are as follows: (1) May 7, 2010, if the student's 2009-2010 first semester grade does not meet the grade prerequisite for the course applied for; (2) July 9, 2010, if the student's 2009-2010 first semester grade meets the grade prerequisite for the course applied for, but his/her second semester grade does not. A separate form must be submitted for each course for which an academic waiver is requested.

Each special request will be reviewed by the school administration on a case by case basis. The primary factors that will be considered are the student's prior grades and California Standards Test scores in the applicable academic discipline. The only other factors that the administration may consider are the student's attendance and discipline history. A student is not eligible for an academic waiver in an Advanced Placement, Honors or Accelerated course, including Algebra 3-4 with Trigonometry and/or PreCalculus, if he/she receives a grade of D or F in either semester in the current course in the same discipline, or if not currently enrolled in a class in the same discipline as the course requested, then the student's immediately prior course in the same academic discipline. However, for other than AP/Honors/Accelerated courses, a student is eligible for an academic waiver to go to the next level in other courses if he or she receives a grade of D in the first semester of the prerequisite class, but receives a grade of C or higher in the subsequent semester. Special requests via the academic waiver process will be considered only if space is available in the requested course; optimal class size will NOT be increased to accommodate special requests.

Students placed in a course based on a Special Request/Waiver are expected to meet and maintain the academic standards of the course discussed elsewhere in these course materials. Students admitted to a course based on an Academic Waiver may switch to a lower level course ONLY after completion of the first semester AND ONLY if the student's final first semester grade is a D or F.

Instruction

ADVANCED PLACEMENT

Form 2

**Mira Costa High School
Course Prerequisite
Special Request/Academic Waiver Form
2010-2011 School Year**

(This waiver does not apply to courses in the English Department)

This form is for students who would like to take a course, but do not meet the prerequisites set forth in the Course Description Handbook.

Student Name: _____ Grade level in Fall: _____

Name of course for which special placement/academic waiver is requested:

1. List the prerequisites for the above class (these can be found in the Course Description Handbook on the school's website – www.miracostahigh.org):

IMPORTANT – All applicants must check a box.

Yes No If the prerequisite class is a not an Advanced Placement, Honors or Accelerated course, please check whether or not you received a D in the first semester of the prerequisite class.

2. Please **initial** the following:

_____ I understand that I do not meet the prerequisites for the above course, but I still request placement.

_____ I understand that these prerequisites are an important indicator of the likelihood of success in the requested course.

_____ I am willing to do the work necessary to meet the rigorous academic standards of the course.

Instruction

ADVANCED PLACEMENT

_____ I understand that the grade that I earn in this class transfers with me if I make a course level change.

_____ I understand that should the course teacher determine that my performance fails to meet the rigorous academic standards of the course, then I may be required to drop to a lower level course. I understand that I may not drop the course until after completion of the first semester.

_____ I understand that my request will only be considered if there is space available in the course, and that all course level changes are based on space availability.

3. List your semester grades for all courses completed at Mira Costa in previous levels of the requested discipline/subject matter (Summer School courses are indicated as SS).

Course	Teacher	Report Card Grades		
_____	_____	1 st Sem _____	2 nd Sem _____	SS _____
_____	_____	1 st Sem _____	2 nd Sem _____	SS _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

(Parent/guardian name)

(Street address)

(City, State, Zip)

(Telephone number) (Cell phone number)

Exhibit MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
approved: Manhattan Beach, California

G. BOARD BUSINESS

7. TITLE: SCA 6 Parcel Tax Initiative

BACKGROUND: Pursuant to the California Constitution, taxes levied by local governments are either general taxes, subject to majority approval of its voters, or special taxes, subject to a 2/3 vote. The Constitution further bars school districts from imposing general taxes, but does allow school districts, community college districts, and county offices of education to issue bonded indebtedness for school facilities with 55% percent approval per Proposition 39 of 2000.

Further existing law permits a school district to levy a special tax that is uniformly applied to all taxpayers, except that a district may exempt persons over the age of 65, with a 2/3 vote of the electorate. The district may implement the tax for as long as it wants, spend the proceeds for any purpose, and apply any tax rate it chooses

SCA is a proposed Constitutional Amendment (Parcel Tax Initiative) authored by Senator Simitian which would authorize school districts, community college districts, or county offices of education to impose a parcel tax on real property by a 55 percent vote of the voters in the district or county instead of a 2/3 vote.

"Parcel tax" is defined as a special tax imposed upon real property at a rate determined without regard to the property's value. Parcel taxes are flexible ways of raising revenues at the local level, but are subject to certain requirements. Parcel tax elections must be held on "established election dates," which means in March, April, or November of an even-numbered year, or March, June, or November in an odd-numbered year. Parcel taxes do not have a cap.

According to EdSource, between 1983 and 2006, voters approved 211 of 414 parcel tax elections, with another 166 reaching majority vote but falling short of the required 2/3. One in five California School Districts have tried to enact a parcel tax. Parcel tax proposals voted on in 2003 varied from \$30 per parcel to \$385 per parcel, with terms as short as two years, and some being permanent.

The President of the Board has requested that this item appear on the agenda to allow members of the Board and community an opportunity to discuss the proposed Constitutional Amendment (SCA 6) and its ramifications for the MBUSD. At the June 16, 2009 Board meeting, the Board took formal action to adopt Resolution 2009-17, In Support of Senate Constitution Amendment 6, School Districts Parcel Tax SCA 6.

ACTION: Discuss support of SCA 6, proposed Parcel Tax Initiative.

PREPARED BY: Dr. Beverly J. Rohrer, Superintendent

DATE: March 18, 2010

AGENDA NOTE AGENDA NOTE AGENDA NOTE

67.

The FISCAL REPORT *an informational update*

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Volume 30

For Publication Date: January 29, 2010

No. 2

Initiative Would Reduce Voter Approval Required for Parcel Tax

An initiative cleared for circulation by the Secretary of State would require a parcel tax proposed by a two-thirds vote of the Governing Board of a school district or community college district to be approved by a 55% vote if specified accountability measures are included in the measure. The initiative would provide an alternative to, but would not eliminate, the current constitutional provision requiring a two-thirds vote for parcel tax approval.

The parcel tax, to be known as the Education Special Tax, would be a fixed rate not exceeding \$250 per parcel (adjusted annually for inflation). Parcels owned and occupied by a person age 65 or older would be exempted from taxation.

To comply with the accountability measures, the parcel tax measure would have to include:

1. A list of the specific purposes and programs to be funded (proceeds could be used for any lawful district purpose except payment of administrator salaries).
2. A requirement that the proceeds be used only for the purposes and programs specified in the measure, and not for any other purpose.
3. A requirement that the Governing Board of the district conduct an annual audit of the amount of funds collected and expended, along with the specific authorized purposes and programs funded.
4. A requirement that the Governing Board of the district establish a citizens' oversight committee to review expenditures and audits and report its findings to the Governing Board and the public.

Proceeds of a parcel tax levied by a K-12 school district would have to benefit all students, including charter school students, enrolled in schools operated by or chartered by the district governing board.

The initiative would prohibit the Legislature from taking any of the tax revenues raised from a parcel tax approved pursuant to the new authority, or from counting the revenues toward the Proposition 98 minimum guarantee.

Because this initiative would amend the State Constitution, proponents must obtain 694,354 valid signatures by May 28, 2010, to qualify the measure for the November 2010 ballot.

The proponents' website, <http://www.improveschoolfunding.com>, lists endorsements from 57 individuals (primarily superintendents and trustees, but also former Superintendent of Public Instruction Delaine Eastin), and four organizations (including school districts) as of this writing. It is clear that proponents are beginning to garner political support. But whether they will have the fiscal support to gather the requisite number of signatures to qualify their initiative for the November 2010 ballot remains to be seen.

There is also a bill pending in the Legislature, State Constitutional Amendment (SCA) 6 (Simitian, D-Palo Alto), that would allow a local school district, community college district, or county office of education to

approve a parcel tax with a 55% majority rather than the two-thirds majority currently required. "Parcel tax" would be defined to mean a special tax imposed upon a parcel of real property at a rate that is determined without regard to that property's value. The bill requires two-thirds vote for passage, so it stalled in last year's legislative session. It is currently on the Senate floor.

We at School Services of California, Inc., have been collecting information on parcel tax measures for many years. Since 1986, 54% of parcel taxes have received the requisite two-thirds vote for passage. According to the Legislative Analyst's Office, an additional 33% of K-12 parcel tax measures received more than 55% of the vote, but not enough to reach the two-thirds requirement. There is no comparable data for community colleges.

With the severe cuts already made to education, and the expectation that state revenues will not rebound so as to allow the state to adequately fund education any time soon, passage of either the initiative now being circulated or SCA 6 would be applauded by most K-14 districts and county offices of education as providing a better local option to maintain or enhance instructional programs. It would be a shame to deny local communities that option.

—Deborah Harmon

posted 01/15/2010

G. BOARD BUSINESS

8. **TITLE:** Nominee for Annual Manhattan Beach Recreation and Youth Services Award

BACKGROUND: The Manhattan Beach Parks and Recreation Commission is seeking nominees for the Annual Manhattan Beach Recreation and Youth Services Award. The purpose of the award is to honor an individual who has made significant contributions to youth services in Manhattan Beach. The award will be presented at a July City Council meeting.

The Board has participated by submitting nominations in the past. This is an excellent opportunity for the Board to nominate someone from the District or another deserving candidate. Nomination form is to be returned to the Parks and Recreation Department by April 16.

ACTION: Submit nominee for the Annual Manhattan Beach Recreation and Youth Services Award.

PREPARED BY: Dr. Beverly J. Rohrer, Superintendent

DATE: March 17, 2010

CITY OF MANHATTAN BEACH

DESCRIPTION AND CRITERIA FOR MANHATTAN BEACH RECREATION & YOUTH SERVICE AWARD

THE AWARDS

The Manhattan Beach Recreation and Youth Service Annual Awards are given to honor those citizens (lay and professional) who have made a significant and creative contribution to recreation and youth services in the leisure services field in Manhattan Beach. They are not solely to recognize long service in the field, although this factor is a consideration.

If there is no suitable recipient for the award in any given year, it will not be presented.

ELIGIBILITY

Any individual making distinguished contributions to recreation and youth services in a leisure services field in Manhattan Beach may be considered eligible for the award as follows:

1. Lay Citizen – One who volunteers his or her time and energy to an organization, agency or project. Current commission members, except those terminating their term on the board, will not be eligible.
2. Professional – A professional is one who is engaged in an occupation in the recreation and youth services field. Current commission professional advisory members, consultants and staff will not be eligible.

BASIS FOR SELECTION

The contribution must be noteworthy, creative, identifiable, and describable. For both the lay and professional awards, consideration will be given to nominees whose contributions may have been made in one or more of the following three categories of services:

1. Broad, top policy level leadership on a statesmanlike plane involving major enterprises, affecting wide areas of people and services.
2. Middle-level, extraordinary, dedicated leadership in community services.
3. Intimate and meaningful “face-to-face” leadership, involving and influencing the lives of young people.

G. BOARD BUSINESS

9. **TITLE:** Charter School Application for Alternative Education

BACKGROUND: The Charter Schools Act of 1992 (“Charter Schools Act”) allows a petition for the operation of a local education agency charter school to be submitted directly to the Board of Trustees and gives the Board authority to approve such a charter. The Act further requires the Board to adopt regulations that implement that authority.

Education Code § 47605 states that a petition for the establishment of a charter school shall identify such a school that intends to operate within the boundaries of the district. The petition may be submitted to the Board for review after either of the following conditions is met:

- (1) The petition has been signed by a number of parents or guardians that is equivalent to at least one-half of the number of pupils that the charter school estimates will enroll in the school for the first year of operation; or
- (2) The petition has been signed by a number of teachers that is equivalent to at least one-half of the number of teachers that the charter estimates will be employed at the school during the first year of operation.

In addition to the signature requirement, the petition must include a description of the educational program of the school; identify those whom the school is attempting to educate and what it means to be an “educated person” in the 21st century. Because this charter school will serve high school students, the petition must inform parents about the transferability of courses to other public high schools and eligibility of courses to meet college entrance requirements. Courses offered in the charter must be accredited and meet the University of California or California State University requirements as creditable under the “A” to “G” admissions criteria. The petition, in addition, will include several other areas that meet the requirements of the law.

Jennie Wright, Assistant Principal, Mira Costa High School, is requesting approval of a five-year charter for the Endeavors Charter School, a charter school designed to serve approximately 150 grade 10-12 students in the South Bay community that are severely credit deficient, at risk of dropping out, or looking for an alternative to the comprehensive high school. The school will offer 180 days of instruction and will operate on a quarter system in order for students to earn credits at a more rapid pace than a comprehensive high school. The first official day of school will be August 9, 2010, and school will conclude on June 3, 2011.

The purpose of Endeavors Charter School is to establish and maintain a small school educational environment for high school students who are in need of an alternative to the comprehensive high school setting. The courses will be non-college preparatory but will meet the requirements for a high school diploma. The school aims to maintain the high quality of education expected of a Manhattan Beach school, and is focused on assuring

that students achieve proficient to advanced levels on state standardized testing. Endeavors Charter School will work in conjunction with the local ROC/P and local businesses to create partnerships that will help prepare these students for success after high school.

The mission of the Endeavors Charter School is to operate a small alternative high school that will prepare all students to graduate and be productive citizens of the community.

The vision of Endeavors Charter School is to develop a community of learners where all students are given a second chance at first success academically, personally, socially, and creatively.

Staff will review the complete draft charter petition and submit it to the Board for its perusal prior to the Board meeting on March 17, 2010.

ACTION: Receive for information the draft charter petition for Endeavors Charter School.

PREPARED BY: Ellyn Schneider, Executive Director, Student Services

DATE: March 17, 2010

G. BOARD BUSINESS

10. **TITLE:** Removal of Tony Gonzales from the Bond Oversight Committee (BOC) and Accept the Recommendation to Appoint Kelly Estes to Fill the Vacant Position for the Remaining Time Left of the Term.

BACKGROUND: Per Section IX of the Bond Oversight Committee Bylaws, the Board may remove any Committee member, for cause, including failure to attend, without reason acceptable to the Committee, three (3) consecutive Committee meetings or for failure to comply with the Committee's Ethics Policy. Tony Gonzales has been absent without reason for three consecutive meetings. After a review of applications by the Board President and Board representatives to the BOC, the recommendation for replacement is Kelly Estes. Ms. Estes's resume, profile, and application are included for your information.

ACTION RECOMMENDED: Remove Tony Gonzales from the Bond Oversight Committee (BOC) and accept the recommendation to appoint Kelly Estes to fill the position for the remaining term.

PREPARED BY: Steve Romines, Assistant Superintendent of Administrative Services

DATE OF BOARD MEETING: March 17, 2010

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

CITIZEN'S BOND OVERSIGHT COMMITTEE - SCOPE OF RESPONSIBILITIES

- Purpose: To ensure that General obligation Bond funds are used in accordance with the intention of the voters and with the highest possible level of efficiency so that Mira Costa High School is renovated and improved to better serve the educational needs of the students in our community.
Goals: To validate to the community and to the Board of Trustees that all funds are expended as stated in the bond proposal and as approved by voters on November 7, 2008.
To provide progress reports to the Board of Trustees, MBUSD staff, parents, and members of the community.

APPLICATION FOR APPOINTMENT

General Information

Name: Kelly Estes
Home Address: Manhattan Beach, CA 90266
Telephone # (home):

Employment Information

Name of Employer: (self-employed) C3 Consultants
Work Address:
Telephone # (work):

Educational Background (response optional)

College and/or University: Georgia Institute of Technology
Degree/Major: BS Building Construction

Vocational and/or other institutions:
Certificate/Technical Training:

Have you ever been employed by the Manhattan Beach Unified School District? [] Yes [X] No

Qualifications: Describe your skills, training, and experience in finance, facilities, and/or construction. (You may attach an additional page if needed.)

I have 14 years of experience in K12 facilities. I've served as Director of Construction for a 40K student K12 school district in TX. My department was responsible for the design and construction of over \$600M of Bond funded construction projects. I've attached an expanded version of my resume for reference.
Please answer the following questions:

- 1. How long have you been a resident of Manhattan Beach? 4 Years 1 Months
2. Do you have or have you had children or grandchildren in the Manhattan Beach public schools? [X] Yes [] No
3. Do you know of any reason such as a conflict of interest which would adversely affect your ability to serve on the Oversight Committee [] Yes [X] No
If yes, explain:

4. Explain why you would like to be appointed to this committee. (You may attach pages, if needed.)
I believe my experience and background would add value to the committee. The job the committee does is not only a requirement by law but is also prudent given the financial health of the district. I want to be a positive ingredient in mending the relationship and trust of the community and district.
5. Have you ever been a member of a bond oversight committee either in Manhattan Beach or in another city? If so, when and where?
No
I worked with and answered to a Bond Committee in TX.
6. We anticipate that the committee will begin meeting as early as mid-July, 2008, and continue through approximately the year 2012, meeting when necessary. Will your job and/or home commitments(s) enable you to freely participate in these meetings?
Yes

Additional Information

Have you been a member of any other district or school-based committee? Yes No

If so, in what capacity?

MBUSD Surplus Property Advisory Committee (7/11) 2006-2007

Personal References: List references who have knowledge of your character, experience, and abilities. Do not include names of relatives. (You may attach letters of reference from those listed, if you wish.)

Name	Address	Phone	Business/Occupation
1. Laura Brand			
2. Peter McElwain			
3. Laralie Ogden			

Certificate of Applicant: All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature: Kelly [Signature] Date: 9.24.08

Completed application is to be submitted to Nancy Bogart, Executive Assistant, 325 S. Peck Avenue, Manhattan Beach, CA 90266, or emailed to nbogart@mbusd.org.

Should you have any questions, please call the Superintendent's Office at (310) 318-7345, ext. 5902, for Dr. Beverly Rohrer or Nancy Bogart, or, ext. 5944, for Dr. Steve Romines.

COMPLETED APPLICATIONS MUST BE RECEIVED BY FRIDAY, JUNE 27, 2008

Kelly Ann Estes

Construction Program Manager

Project Executive with 24 years of experience in the construction industry including 14 years of experience in the K-12 educational facilities construction market. As Director of Construction, responsible for \$639M worth of K12 Bond Program construction projects. Proven achievements in managing K-12 construction project budgets, schedules, quality and contracts. Skilled in analyzing, documenting and communicating construction project/program processes and procedures.

Committed to fostering a team culture of collaboration at all levels of the organization. Possess leadership and teambuilding strengths that generate individual productivity and performance. Strong personal and professional integrity.

Key Management Strengths

- Team leadership
- Client relations
- Solution focused management
- Clear communication
- Organized
- Goal oriented
- Analytical problem solver
- Process improvement

Career History

C3 Consultants – Los Angeles, CA
Partner
Program/Project Manager

2004 to Present

Tenant Improvement Projects – InSight Imaging Centers (\$+100M): Project manager augmenting the design and construction department staff of InSight Health Corp. Projects include single modality, multi-modality and modular facilities across the country. Responsibilities include budget and schedule oversight as well as coordination with on site users, OEM vendors, AEs and GCs.

Front Office of the Future, Scoping Phase, Kaiser Permanente (\$100M): As principal in charge, worked with project team under the guidance of National Facilities Services (NFS) and Southern California Permanente Medical Group (SCPMG). Provided examination of physical configuration and operational work flow at over 700 Points of Service throughout Southern California. Final product included workflow, technology and facilities recommendations; an integrated program schedule of all KP global initiatives at 11 medical centers; and a projected program implementation cost.

Integrated Medical Imaging Solution; Southern CA (\$7M): Principal in charge serving as an extension to the National Facilities Services (NFS) staff as regional program manager. Project includes work at 11 medical centers across southern California. Project includes server room remodels and construction and remodel of all radiologist offices including installation of new PACS (picture archiving and communication system) equipment to support a company goal of achieving a film less environment by December 2006. Provided program management to all work groups (NFS, IT, SSD, Med Physics) by developing a program implementation schedule after facilitating a scheduling "card trick" session.

Katy Independent School District – Katy, TX
Director of Construction (2003 to 2004)
Construction Project Manager (2000 to 2003)

2000 to 2004

Director of Construction:

Katy ISD is a fast growth school district. In 2000 there were 33,474 students, in 2004 there were 40,000 students and 70,000 students are projected in 2010.

In the summer of 2004, 4 new elementary schools; 1 new junior high school and 1 new high school were completed and occupied. 1 elementary school was completely renovated – a scholastic village was built to house students until the project was complete. 2 new agricultural barns were built and occupied. \$1.2M road improvement and utilities projects were completed in 3 months.

Managed construction work associated with two Bond Programs - \$324M passed in 1999 and \$315 passed in 2002. Includes construction of:

8 new elementary schools: 114,000 sf ea; \$12M ea; 1040 student capacity

4 new junior high schools: 192,000 sf ea; \$16M to \$21M ea; 1400 student capacity

2 new high schools: 500,000sf and 600,000sf; \$52M to \$58M; 2800 and 3000 student capacity. Each high school includes gymnasias, a natatorium, 900 seat state of the art performing arts center and band and orchestra buildings.

Numerous renovation and addition projects including upgrading each of the four athletic playing fields with sub drainage systems at 4 high school campuses.

Re-negotiated a District contract with the Trane Company allowing for direct purchase of HVAC equipment; KISD is the first K12 school district in Texas to hold this type of contract.

Responsible for the update of the Long Range Facility Plan. This document includes demographic updates and documents conditions of existing facilities. Three task forces review and approve it's contents. It is used by a Bond Committee in developing scope of Bond programs. Developed and implemented a process improvement for the collection and maintenance of the document's data.

Responsible for development of the District's first Design Standards Document and Construction Standards Document.

Created the Facilities and Planning Department's first electronic library of floor plans and O&M manuals. Developed a plan to maintain all floor plans in an electronic file for access by Maintenance Dept, Technology Dept, and Construction Dept. Files will be updated as modifications are made.

Recognized the potential points of integration within the Facilities Department and responded by having upper administration approve a Technology and Operations Assessment for the Construction Department and Maintenance and Operations Department. The implementation of the recommendation has the potential to improve asset management, preventive maintenance and capital budget planning.

Katy High School Phase 2B & PAC, \$21M Additions & Renovations, KISD, (CM-at-Risk):

As project manager, responsible for defining and issuing 5 construction packages phased over the life of the project. Worked closely with the campus administration identifying and meeting

their needs. Managed an early move-in to the classroom addition, accommodating campus needs. Supported other district departments with move-in schedules and coordination.

Educational Support Complex, \$12M Additions & Renovations, KISD, (CM-at-Risk): As project manager, responsible for managing a design and construction team of 6 people. Led the team through numerous scope changes during the construction phase maintaining productivity and performance. Collaborated with various district departments in the design and plans to purchase technology and furniture and equipment. Communicated project needs and status at all organizational levels including Town Hall Meetings and Board Meetings.

Multi Purpose Arena, L.D. Robinson Pavilion/Rodeo Arena, \$25M, KISD, (CSP): As project manager, managed a design team through multiple meetings with user groups. Effectively communicated project status at executive meetings. Provided innovation ideas to schedule and scope challenges. Collaborated with City and State officials to provide the best product for all involved.

Gilbane Building Company – Houston, TX
Design Phase Manager; Project Engineer

1998 to 2000

Cy-Fair High School, \$29M Renovation, CFISD, (CM-at-Risk): Design Phase Manager and Project Engineer. Provided full-time on site supervision of construction projects including asbestos abatement, site utilities and improvements. Responsible for coordinating work with owner and A/Es and minimizing disruption to students and staff. Managed in-house preparation of the Guaranteed Maximum Price (GMP) which included subcontractor solicitation; estimating and scheduling. Collaborated with A/E to produce and release construction packages that supported the budget and schedule.

West Side High School, \$40M New Construction, HISD, (Builder Financed): Project Engineer. As a member of the design team, participated in post-bid value engineering and ultimately responsible for coordination and implementation of accepted changes with subcontractors. Managed in-house implementation of a Contractor Controlled Insurance Program (CCIP). Provided full-time on site contract administration including subcontractor scope development and contract award. Responsible for project cost control.

ExxonMobil Company (Merger): Project Manager; Scheduler: Responsible for coordination and scheduling of all activities related to the Upstream Research Company's office, lab and library merger related construction projects and physical moves between Dallas and Houston.

3D/International – Houston, TX
Project Manager, Senior Associate
Business Development
Cost Control Manager

1989 to 1998

Project Manager – acting on behalf of the owner, managed multiple general contractors and projects. Projects included Texas Education Agency's BETA Project; Renovation of the Civic Center Tunnels and Related Waterproofing and the 611 Walker Renovation for the City of Houston.

Cost Control Manager – Managed an in-house estimating team of six people in the production of project specific estimates. Responsible for developing construction budgets, tracking budgets from schematic design through construction documents and providing change order review during construction phase.

Business Development – Responsible for generating work in the Texas K-12 public school market. Represented the firm at school board, administration and public meetings. Managed the proposal and interview process. Initiated the firm's involvement in various professional

associations including CEFPI, TASA, TASB and TASBO. Managed the marketing effort of the firm's first CM-at-risk school project in Texas.

R.J. Griffin & Company – Atlanta, GA 1987 to 1989
Estimator; Accounting Assistant

Coordinated subcontractor solicitation and bid day activities. Managed computer based payroll accounts receivable/payable system. Prepared monthly job forecast used to track project staffing needs and job profit/revenue.

McDevitt & Street Company – Macon, GA 1984 to 1986
Intern

On site assistant/intern. Prepared weekly job payroll, maintained subcontractor submittal logs, prepared change orders and purchase orders, maintained subcontractor insurance certificates. Assisted in conducting weekly project meetings and safety meetings.

Education/Affiliations/Training

BS, Building Construction, Georgia Institute of Technology, 1988

Past Board Member of the Gulf Coast Chapter of the Council of Educational Facility Planners, International, Southern Region (CEFPI)

Estimating Software: Means, G2, MCACES

Scheduling Software: MS Project, Primavera SureTrak

References available on request