

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

**October 6, 2009  
5:00 PM, Dedication of MBMS Music Room  
6:00 Closed Session  
6:30 Regular Open Session**

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

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

**A. CALL TO ORDER (5 minutes)**

1. Call to Order (6:00)
2. Recess to Closed Session
3. Reconvene Open Session (6:30)
4. Report of Action Taken During Closed Session
5. Pledge of Allegiance
6. Approval of Agenda

**B. ANNOUNCEMENTS AND COMMUNICATIONS (20 Minutes)**

1. **Public Comment Regarding Agenda**  
The purpose of this section is to permit any person in the audience to make a statement to the Board of Trustees on items on the Agenda. Persons are limited to three (3) minutes for their communication, unless the Board deems otherwise. The President will conclude the Public Comment after a reasonable length of time and proceed with the Agenda. The Board may, at its discretion, permit statements on items not on the Agenda, but pertaining to the school district, if appropriate and not an impediment to the efficiency and orderliness of the meeting; no action shall be taken on any item not appearing on the Agenda.
2. **Announcement** - On October 21, 2009, a Public Hearing will be held on Resolution 2009-25, regarding the assurance that each pupil in each school in the District has sufficient textbooks or instructional materials, or both, in each subject, that are consistent with the content and cycles of the curriculum framework adopted by the California State Board of Education.
3. **Recognition:**
  - a. Jill Brunkhardt, from Chevron, will be recognized for Chevron's generous support of the Manhattan Beach Unified School District.
  - b. The Teacher Spotlight for October will be on Laurie Stern, 3rd grade teacher from Pacific.

c. School Resource Officers John Loy, Mira Costa High School, and Claudia Heydinger, Manhattan Beach Middle School, will be introduced.

4. Board Member Announcements

5. Jeff Whalen and Sarah Keasler, Student Board Members, will discuss student topics at Mira Costa High School, elementary schools, and events and activities in the District. Jina Stanfill will report on activities at Manhattan Beach Middle School.

**C. PRESENTATION/DISCUSSION ITEMS (15 Minutes)**

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

**Seaton** 1. Physical Fitness Testing and Independent Study Physical Education

**Rohrer** 2. Update on activities of the Manhattan Beach Athletic Foundation  
(Gary Wayland, President)

**D. PRESENTATION/ACTION ITEMS**

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

None.

**E. CONSENT CALENDAR (15 Minutes)**

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

**General**

**Seaton  
1-2** 1. Approve consultant agreement with David Ghoogasian of The Lyceum, to present three workshops in November 2009, in an amount not-to-exceed \$3,200.00, charged to acct. #01.0 40350.0 11100 10000 5850 112, Title II, Improving Teacher Quality.

**Rohrer  
3-12** 2. Adopt revised rental fee schedule for Mira Costa High School auditorium to a not-for-profit rate of \$135.00 per hour, for a minimum use time of 5 hours and a for-profit rate of \$175.00 per hour, for a minimum use time of 5 hours.

**Rohrer** 3. Approve 2009-2010 membership in Los Angeles County School Trustees Association (LACSTA), in the amount of \$100.00, to be charged to Board Dues and Memberships acct. #00000.0-00000-71100-5310.

**Schneider  
13-14** 4. Ratify Amendment to District Master Contract for Nonsectarian, Nonpublic Agency Services (NPA) with Pediatric Therapy Network. Amendment is necessary to reflect correct charges for services for the 2009/10 fiscal year, as mandated by Individualized Education Plans (IEP's). The Master Contract is effective from July 1, 2009, through June 30, 2010, in an amount not-to-exceed \$1,615.00. This is an increase of \$475.00. Funds to be paid from Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11801-5810-0000051. This item has been budgeted.

- Schneider 15-16** 5. Ratify Amendment to District Master Contract for Nonsectarian, Nonpublic School Services (NPS) with The Westview School. Amendment is necessary to correct the rate as per agreement by SW SELPA, and to add a student transferring from another NPS from an existing contract, for the 2009/10 fiscal year. The Master Contract is effective from July 1, 2009, through June 30, 2010, in an amount not-to-exceed \$219,296.00. This is an increase of \$36,034.00. Funds to be paid from Nonsectarian, Nonpublic School Services acct. #01.0-65000.0-57500-11802-5810-0000053, by transferring from existing Nonsectarian, Nonpublic School Services acct. #01.0-65000.0-57500-11802-5810-0000053. This item has been budgeted given that a transfer is being made.
- Schneider 17-18** 6. Ratify Amendment to Student Services Special Employment Agreement for 2008/09 fiscal year with Janice Carter-Lourensz, M.D., M.P.H., F.A.A.P., Inc., to provide educational consultant services as mandated by an Individualized Education Plan (IEP) team meeting, in an amount not-to-exceed \$3,600.00. This is an increase of \$400.00. Funds to be paid from Special Education acct. #01.0-65000.0-57500-31200-5850-0000113. This item has been budgeted.
- Schneider 19** 7. Ratify agreement per Individualized Education Plan (IEP) mandated service to reimburse parents for educational costs of not-to-exceed \$16,875.00, incurred from July 1, 2009, through June 30, 2010, and in accordance with our reimbursement policy. Funds to be paid from Special Education Other Services acct. #01.0-65000.0-57500-71101-5890-0000053. This item has been budgeted.
- Hall 20-21** 8. Ratify 2009-2010 Consortium membership with Breon & Shaeffer, P.L.C. in the amount of \$1,000.00, to be charged 50% to Personnel Commission Dues & Membership acct. #01.0-00000.0-00000-74002-5310-0000115, and 50% to Administrative Services Dues & Membership acct. #01.00000.0-00000-74001-5310-0000115.
- Hall 22-23** 9. Ratify membership in the Employee Assistance Service for Education (EASE) for fiscal year 2009-2010, in the amount of \$6,548.40. \$3,274.20 to be charged to acct. #01.0-00000.0-74002-5310-0000115 (County Contracts, Pers. Comm.), and \$3,274.20 to be charged to acct. #01.000000.0-00000-74001-5310-0000115, (County Contracts, Adm. Svs.).

**Hall** **Personnel**

10. Ratify employment of Crist, Arnoldine, EDP Assistant, Perm., Pennekamp, 25% time, Range 11, Step 6, effective 09/21/09 (Replacement).
11. Ratify change of status of Zapata, Arcelia, EDP Assistant, Pennekamp, Perm., 25% time, to 37.5% time, effective 09/10/09 (Replacement).
12. Ratify employment of classified personnel to serve as substitute and/or short term/intermittent, district wide, at effective dates listed:
- Challender, Julienne, effective 09/08/09  
 Daniels, Paula, effective 09/23/09  
 Finnerty, Sean, effective 09/10/09  
 Rudinica, Brittany, effective 08/31/09  
 Schroeder, Yolanda, effective 09/17/09  
 Strong, Yuriko, effective 09/14/09  
 Ward, Barbara, effective 09/03/09

13. Ratify change in status for certificated staff as follows:
  - Geller, Tracy (MBMS), change from Col. 3, Step 18, to Col. 4, Step 18, eff. 9/1/09
  - Fulton, Dawn (PAC), change from Col. 2, Step 10, to Co. 3, Step 12, eff. 9/1/09
  - McKee, Susana (MCHS) change from Col. 2, Step 3, to Col. 3, Step 3, eff. 9/1/09
  - Ochoa, Candida (MBMS), change from Col. 5, Step 3, to Col. 6, Step 3, eff. 9/1/09
  - Tittle, Anne (MBMS), change from 41.65% to 49.98%, eff. 9/1/09
  
14. Ratify leave of absence for certificated staff per MBUTA Contract Article #11.9, #11.10, #11.18 as follows:
  - Clark, Tiffany (MCHS), from 9/30/09 to 11/17/09
  - Miles, Dawn (GV), from 9/28/09 to 11/6/09
  - Ochoa, Candi (MBMS), from 10/9/09 to 11/20/09
  
15. Ratify employment of certificated long-term substitutes at the current rate of pay as follows:
  - Beck, Carol (MCHS), eff. 9/1/09
  - Burrell, Lynn (MCHS), eff. 9/1/09

**Romines      Business**

- |              |   |
|--------------|---|
| <b>24-30</b> | 16. Ratify purchase orders to date.   |
| <b>31-34</b> | 17. Approve K-3, class size reduction program application and certify that the information on the application is true and correct.      |
| <b>35-37</b> | 18. Adopt Resolutions 2009-23, and 2009-24, for volunteers to be covered by the District worker's compensation and liability insurance. |
| <b>38-39</b> | 19. Accept, with thanks, gifts to the District from The Home Depot and Dave Barakat.  |

**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.)

1. Lauri Gonalons will address the Board regarding French at Mira Costa High School.

**G.      BOARD BUSINESS (10 Minutes)**

- |                          |   |
|--------------------------|---|
| <b>Hall<br/>40-43</b>    | 1. Receive for First Reading and Adoption Manhattan Beach Unified School District Board Policy 4119.21, 4219.21, and 4319.21, Professional Standards  |
| <b>Romines<br/>44-55</b> | 2. Receive for first reading and adoption, revised Manhattan Beach Unified District Board Policy 7310, Naming of Facilities and Properties (new title), and receive, for information, <b>NEW</b> Administrative Regulation 7310, Naming of Facilities and Properties. |

**H. SUPERINTENDENT/CABINET REPORT (5 Minutes)**

1. Fifth Grade T.E.M.P.O. Music Program
2. MCHS 60th Reunion
3. CASCWA Southern Section Conference

**I. PUBLIC COMMENTS (10 minutes)**

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

**J. ITEMS FOR FUTURE DISCUSSION/ACTION**

**K. ADJOURNMENT**

**CLOSED SESSION AGENDA**  
**OCTOBER 6, 2009**  
**6:00 P.M.**

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

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

(Note: These dates are subject to change)

**OCTOBER**

October 6, 2009, 6:30 PM  
Board Meeting

**NOTE NEW DATE**

October 12, 2009  
Staff Development Day  
No Students

October 14, 2009, 6:00 PM  
Board Workshop

October 21, 2009, 6:30 PM  
Board Meeting

**NOVEMBER**

November 3, 2009  
Election Day

November 4, 2009, 6:30 PM  
Board Meeting

November 11, 2009  
Veteran's Day

November 18, 2009, 6:30 PM  
Board Meeting

November 23-27, 2009  
Thanksgiving Break

**DECEMBER**

December 9, 2009, 6:30  
Organizational Board Meeting

December 21-31, 2009  
Winter Break

**JANUARY**

January 1, 2010  
Winter Break

January 13, 2010, 6:30  
Board Meeting

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

**FEBRUARY**

February 3, 2010, 6:30 PM  
Board Meeting

February 15-19, 2010  
District Recess

**MARCH**

March 3, 2010, 6:30 PM  
Board Meeting

March 17, 2010, 6:30 PM  
Board Meeting

March 29-April 2, 2010  
Spring Break

**APRIL**

April 21, 2009, 6:30 PM  
Board Meeting

**MAY**

May 5, 2009, 6:30 PM  
Board Meeting

May 19, 2009, 6:30 PM  
Board Meeting

May 31, 2009  
Memorial Day Holiday

**JUNE**

June 2, 2009, 6:30 PM  
Board Meeting

June 16, 2009, 6:30 PM  
Board Meeting

June 22, 2009  
MBMS Promotion

June 23, 2009  
Last Day of School

June 24, 2009  
MCHS Graduation

**E. CONSENT CALENDAR**

**1. TITLE: Consultant Agreement with David Ghoogasian**

**BACKGROUND:**

David Ghoogasian has a rich background in education, which includes teaching, counseling, administration, and professional development. Among the areas of emphasis in the training he provides are the classroom applications of brain research, learning styles, teaching styles, multiple intelligence theory, differentiated instruction, classroom management, and emotional intelligence. He is a sought after speaker, who presents nationally and internationally for public, private, and independent schools, school organizations, school districts, institutions of higher learning, conferences, and the corporate world. His presentations, classes, and training are consistently well received for their informative, practical, and applicable nature. Recently Mr. Ghoogasian taught *How the Brain Learns* and *Learning Styles* to MBUSD teachers who were participating in the summer GATE certification cohort. Our teachers felt that the information he shared with them will greatly improve their instructional strategies as well as student learning.

This proposed contract would allow Mr. Ghoogasian to provide MBUSD fourth, fifth, and middle school GATE cluster teachers with support in meeting the needs of the gifted students in their classes. The schedule would allow fourth and fifth grade teachers to share substitutes on November 9<sup>th</sup>. Fourth grade teachers would meet with Mr. Ghoogasian from 8:00-11:00 a.m., and fifth grade teachers would meet with him from 12:00 noon to 3:00 p.m. On November 18<sup>th</sup>, Mr. Ghoogasian would meet with MBMS science teachers to assist them in meeting the needs of their gifted students for a half-day session from 12:00 noon to 3:00 p.m. The total cost for these proposed sessions is \$3,200.

**FISCAL IMPACT:**

The \$3,200 cost of the staff development sessions for fourth and fifth grade GATE cluster teachers and middle school science GATE cluster teachers is \$3,200. The total cost will be paid out of Title II, so there will be no impact on the general fund.

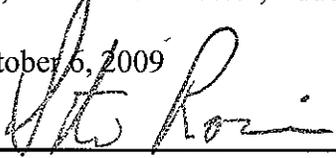
**ACTION RECOMMENDED:**

Approval is requested to obtain the services of David Ghoogasian for a full day on November 9, 2009, and a half day on November 18, 2009. The amount not-to-exceed \$3,200.00 will be charged to Account No. #01.0 40350.0 11100 10000 5850 112, Title II, Improving Teacher Quality.

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

**DATE OF BOARD MEETING:** October 6, 2009

**BUDGET APPROVED BY:**

  
\_\_\_\_\_  
Steven Romines, Ph.D., Assistant Superintendent,  
Administrative Services

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

David Ghoogasian Social Security # \_\_\_\_\_ for  
(Name)  
services in the Educational Services Department and  
(Education/Business/Administration)

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

SERVICES TO BE RENDERED

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

Staff development workshops  
(Program/Project)

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

WITNESSETH:

THEREFORE, this agreement is made and entered into this 6<sup>th</sup> day of October 2009, by and between the Manhattan Beach Unified School District and the above named person, hereinafter called Consultant.

PAYMENT TO BE MADE BY THE DISTRICT

In consideration of the services to be rendered, the District agrees to pay at the rate of \$ N/A per day, \$ N/A per hour, not to exceed \$ 3,200.00.

DATES OF SERVICE

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

November, 2009

01.0 40350.0 11100 10000 5850 112, Title II  
(Account No.)

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

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

Warrant to be mailed to:

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. CONSENT CALENDAR**

**2. TITLE: Adopt Revised Mira Costa High School Auditorium Rental Fee Schedule**

**BACKGROUND:** For some time, District and Mira Costa administration and staff have been studying the physical condition of the Mira Costa Auditorium, its potential to generate revenues as a viable performance venue for use by outside groups as well as better methods to handle the scheduling and marketing of the facility itself.

Andrew Potvin, MCHS Auditorium Manager, has summarized this study in a proposal (see attached) which details a proposed marketing plan; an auditorium description and use analysis; an action plan to improve immediate and long term marketability; a market analysis; a potential source of revenues with associated costs; and a recommended revised MCHS auditorium rental fee schedule.

In conducting a rental rate comparison for this study, Mr. Potvin found that currently the MCHS auditorium rental fees are the second highest when compared to five other local performing arts theatres even though many of these other facilities have more modern technology, added attractive stage spaces, and better fly system capabilities. The high cost for use of the MCHS auditorium, in addition to the need for facility improvements, particularly as these relate to lighting and sound equipment, more than likely account for the lack of use and the ability to generate outside rental income. During the 2008-2009 school year, the MCHS auditorium was "dark" for forty-six weekends and rented a total of eight days during the summer. Staff believes that we can change this lack of utilization by (1) reducing rental fees, (2) using some of the additional revenues received from the rentals for auditorium improvements and (3) pursuing an aggressive marketing plan. All of these recommendations are detailed in the proposal.

To begin this plan, staff is proposing to restructure the MCHS Auditorium Rental Fee Schedule from its current hourly rate of \$210.00 for non-profit and \$300.00 for profit groups to a Not for Profit rate of \$135.00 per hour for a minimum use time of 5 hours and a For Profit rate of \$175.00 per hour for a minimum use time of 5 hours. It is further recommended that staff be authorized by the Board to implement other aspects of the proposed marketing plan as timely and appropriate.

**FINANCIAL IMPACT:** By implementing the recommended MCHS auditorium proposal for a self-sustaining financial and facility plan, to recognize additional rental revenue for facility improvements and as added local income for the district

**ACTION:** Adopt Revised Mira Costa High School Auditorium Rental Fee Schedule to a Not for Profit rate of \$135.00 per hour for a minimum use time of 5 hours and a For Profit rate of \$175.00 per hour for a minimum use time of 5 hours.

**PREPARED BY:** Dr. Beverly Rohrer, Superintendent of Schools

**DATE OF MEETING:** October 6, 2009

**AGENDA NOTE    AGENDA NOTE    AGENDA NOTE**

**Proposal to Institute**  
**a Self-Sustaining Arts Facility**  
**Mira Costa Auditorium**

Fall 2009  
Manhattan Beach Unified School District

Developed by: D. Andrew Potvin  
MCHS Auditorium Manager

## **Proposed Marketing Plan**

- Lower auditorium rates to regain applicants and compete with surrounding theatre facilities.
- Send letters to local companies/organizations letting them know our facilities are available for use.
- Use a portion of the rental fees to maintain and improve the facility, which will help solidify repetitive business and the reputation of the auditorium.
- Book a summer season.
- Provide excellent service that will encourage repeated business and partnerships.

## Auditorium Description and Use Analysis

- The Mira Costa Auditorium is a 1,500-seat lecture and performing arts space located on the southeast corner of Mira Costa High School in Manhattan Beach, Ca.
- The auditorium has dated technology and a resident technical and managerial team that is capable of handling independent and third party events in the facility under the supervision of the auditorium manager.
- The auditorium is limited due to its lack of a backstage fly system and space availability. This prohibits the use of large sets and backdrops.
- The auditorium is used for many school events throughout the school year, mostly during the week.
- In the 2008-2009 school year, the auditorium had forty-six “dark” weekends. (Dark: Theatre terminology for not being used.)
- During the summer of 2009 the auditorium was rented for a total of eight days.
- The auditorium has adequate parking availability.

## Action Plan to Improve Marketability

### Immediate:

- Lower auditorium rental fees so that rates are comparable to those charged by other facilities
- Ensure that the facility is secure
- Purchase equipment. Light/sound boards need to be replaced
- Renovate the lobby
- Seek Sponsors
- Improve District system/procedures for reserving, booking, and tracking rentals (stage manager to oversee scheduling of reservations)
- Establish an auditorium account used to fund maintenance and improvement projects. Funds will be garnered from rentals of the facility.

### Long term:

- Develop a comprehensive modernization plan
- Maintain the facility and equipment
- Build a support program for the auditorium
- Provide opportunities for Theatre Management and Art/Theatre Production (SoCaROC) students to utilize the knowledge and skills they have learned working on productions of professional quality and earning money for doing so.

## **Market Analysis**

### **How will the lowering of facility charges benefit the school district?**

Currently the auditorium charges are the second highest in the community even though many of these other facilities have modern technology, attractive spaces, and fly system capabilities. Lowering the current rental fees will attract local businesses/organizations back to the facility. If the auditorium is given a portion of the funds derived from the rentals, and these funds are used to improve the facility, over time, prices can be raised because of the technical and aesthetic improvements that will have been made.

### **Who are the clients and what do we have to offer?**

There was a time when companies such as Honeywell, TRW, etc. would use our facility for events, holiday parties, and so on. By lowering our prices and reaching out to different kinds of organizations, we can rebuild past relationships and establish new clients.

### **What is the demographic profile of the community?**

We reside in one of the best places to live in the state of California with lots of opportunities for community outreach. We have the aerospace industry, many community theatre groups, local independent talent, and non-profit organizations. Many have

employees that live in the community and have kids that attend our schools.

**How will we advertise?**

Through the school/ district websites, a partnership with local newspapers, community brochures, and referrals.

**Sources of Revenue**

- Rentals
- Self-produced events
- Sponsorships

**Explanation of Expenses**

- Auditorium Manager
- Expendables (About \$500 a month)
- Equipment Costs

## **Recommended rental rate**

Recommended rental rate for the Mira Costa auditorium, based upon a comparison of community theatres and the current condition of our facility is:

For Profit:                    \$175.00 per hour- minimum time = 5 hours

Not for Profit:                \$135.00 per hour-Minimum time = 5 hours

- Stage manager will be paid current MBUSD hourly rate.
- Student techs needed to do the job will be paid \$8.00 per hour
- Use of projector = \$100 per day
- Use of automated lighting = \$200 per day

Please see chart on next page for a comparison of community theatre rental rates.

**Rental Rate Comparison**

	Non-Profit Hourly Rate	For Profit Hourly Rate	Non-Profit Hourly Rehearsal	For Profit Hourly Rehearsal	Stage Manager Hourly Rate	Custodial Per Hour	Other
Mira Costa High School Auditorium	\$210.00	\$300.00	\$150	\$250	\$20	Min of \$100	Student Aides
Redondo Beach High School Theatre	\$125.00	\$175	\$100	\$125	\$35.00	\$45-\$55	Student Aides
Torrance Armstrong Theatre	\$168.00	\$308.00	\$168.00	\$308.00	\$30.00	N/A	Multiple Charges Based On Equipment Requests
Hermosa Beach Playhouse	\$50.00	\$100.00	\$25	\$50.00	\$20.00	N/A	Security Deposit and Application Fee
Norris Center for the Performing Arts Theatre	\$85.00	\$135	20% Off	20% Off	\$25 Per Person Per Hour	\$100	Multiple Charges Based On Equipment Requests
Redondo Beach Performing Arts Center	\$212.50	\$257.50	\$135	\$165	N/A	N/A	8 Hour Minimum

Information collected by: D. Andrew Potvin

Resources:

Mira Costa High School- MBUSD Facilities Fee Schedule

Redondo Beach High School- Yolanda Maintenance Secretary (310)372-9889

Torrance Armstrong Theatre- Jason

Botiller (310)781-7150

Hermosa Beach Playhouse- Dante Technical Director Hermosa Beach Recreation

Norris Theater-

Redondo Beach Performing Arts Center- John La Rock Facility Manager

E. **CONSENT CALENDAR**

4. **TITLE:** Amendment to District Master Contract for 2009/10 School Year for Nonsectarian, Nonpublic Agency (NPA) Services with Pediatric Therapy Network.

**BACKGROUND:** It is necessary to amend District Master Contract for NPA Services with Pediatric Therapy Network, to reflect correct charges for the 2009/10 fiscal year, as mandated by Individualized Education Plans (IEP's).

Services will be provided as designated in the student Individualized Education Plans (IEP's). The Master contract is effective from July 1, 2009, through June 30, 2010.

**FINANCIAL IMPACT:**

Amount not to exceed \$1,615.00.

This is an increase of \$475.00.

Funds to be paid from Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11801-5810-0000051;

This item has been budgeted.

**ACTION RECOMMENDED:** Ratify the Amendment to District Master Contract for Nonsectarian, Nonpublic Agency Services (NPA) with Pediatric Therapy Network. Amendment is necessary to reflect correct charges for services for the 2009/10 fiscal year, as mandated by Individualized Education Plans (IEP's). The Master Contract is effective from July 1, 2009, through June 30, 2010. Amount not to exceed \$1,615.00. This is an increase of \$475.00. Funds to be paid from Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11801-5810-0000051. This item has been budgeted.

**PREPARED BY:**

  
Ellyn Schneider, Executive Director of Student Services

**DATE OF MEETING:** October 6, 2009.

Approved by:

  
Steve Romines, Asst. Superintendent of Admin. Services

**AMENDMENT TO A GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL / AGENCY SERVICES**

(Education Code Section 56365 et seq.)

THE GENERAL AGREEMENT FOR NONSECTARIAN, NONPUBLIC SCHOOL / AGENCY SERVICES, made and entered into on **September 2, 2009**, effective July 1, 2009 through June 30, 2010, between **Manhattan Beach Unified School District**, County of Los Angeles, hereinafter referred to as the "District" and **Pediatric Therapy Network**, hereinafter referred to as the "Contractor," located at 1815 W. 213<sup>th</sup> Street, Suite 100, Torrance, Ca 90501, is hereby amended effective July 1, 2009, and ratified on **October 6, 2009** as follows:

**Amend the following provision:**

**Exhibit A: Rates**

Payment under this contract may not exceed **\$1,615.00**

Total LEA Enrollment may not exceed **2**

**- CONTRACTOR -**

**- DISTRICT -**

**Pediatric Therapy Network**

Name of Non-Public Agency

**Manhattan Beach Unified School District**

By \_\_\_\_\_

Contracting Officer's Signature

By \_\_\_\_\_

Signature

**Zoe Mailloux, M.A., OTR/L, FAOTA**

**Ellyn Schneider,**  
**Executive Director of Student Services**

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

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

E. **CONSENT CALENDAR**

5. **TITLE:** Amendment to District Master Contract for 2009/10 School Year for Nonsectarian, Nonpublic School (NPS) Services with The Westview School.

**BACKGROUND:** It is necessary to amend District Master Contract for NPS Services with The Westview School, to amend the rate as per agreement by SW SELPA, and to add a student transferring from another NPS on an existing contract, for the 2009/10 fiscal year.

Services will be provided as designated in the student Individualized Education Plans (IEP's). The Master contract is effective from July 1, 2009, through June 30, 2010.

**FINANCIAL IMPACT:**

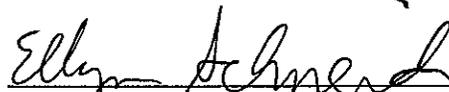
Amount not to exceed \$219,296.00.

This is an increase of \$36,034.00.

Funds to be paid from Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053; by transferring from existing Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053. This item has been budgeted given that a transfer is being made.

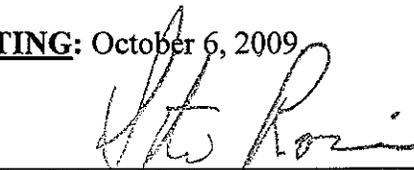
**ACTION RECOMMENDED:** Ratify the Amendment to District Master Contract for Nonsectarian, Nonpublic School Services (NPS) with The Westview School. Amendment is necessary to correct the rate as per agreement by SW SELPA, and to add a student transferring from another NPS from an existing contract, for the 2009/10 fiscal year. The Master Contract is effective from July 1, 2009, through June 30, 2010. Amount not to exceed \$219,296.00. This is an increase of \$36,034.00. Funds to be paid from Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053; by transferring from existing Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053. This item has been budgeted given that a transfer is being made.

**PREPARED BY:**

  
Ellyn Schneider, Executive Director of Student Services

**DATE OF MEETING:** October 6, 2009

Approved by:

  
Steve Romines, Asst. Superintendent of Admin. Services

**AMENDMENT TO A GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL / AGENCY SERVICES**  
(Education Code Section 56365 et seq.)

THE GENERAL AGREEMENT FOR NONSECTARIAN, NONPUBLIC SCHOOL / AGENCY SERVICES, made and entered into on **August 26, 2009**, effective July 1, 2009 through June 30, 2010, between **Manhattan Beach Unified School District**, County of Los Angeles, hereinafter referred to as the "District" and **The Westview School**, hereinafter referred to as the "Contractor," located at 11801 Mississippi Avenue, Los Angeles, Ca 90025, is hereby amended effective July 1, 2009, and ratified on **October 6, 2009** as follows:

**EXHIBIT A: RATES**

Payment under this contract may not exceed **\$219,296.00**

Total LEA enrollment may not exceed **6**

**A. Basic Education Program/Special Education Instruction      \$124.11      Per Day**

**- CONTRACTOR -**

**- DISTRICT -**

The Westview School

Manhattan Beach Unified School District

Name of Non-Public School/Agency

By \_\_\_\_\_  
Contracting Officer's Signature

by \_\_\_\_\_  
Signature

Jackie Strumwasser, Executive Director

Ellyn Schneider,  
Executive Director of Student Services

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

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

**E. CONSENT CALENDAR**

6. **TITLE:** Amendment to Student Services Special Employment Agreement for 2008/09 School Year with Janice Carter-Lourensz, M.D., M.P.H., F.A.A.P., Inc.

**BACKGROUND:** An amendment is needed to the service agreement between the District and Janice Carter-Lourensz, M.D., M.P.H., F.A.A.P., Inc., to provide educational consultant services, as mandated by an Individualized Education Plan (IEP) team meeting.

Services will be provided as designated in the IEP. The contract is effective from July 1, 2009, through June 30, 2010.

**FINANCIAL IMPACT:**

Not to exceed \$3,600.00.

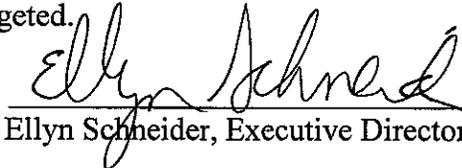
This is an increase of \$400.00.

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

This item has been budgeted.

**ACTION RECOMMENDED:** Ratify Amendment to Student Services Special Employment Agreement for 2008/09 fiscal year with Janice Carter-Lourensz, M.D., M.P.H., F.A.A.P., Inc., to provide educational consultant services, as mandated by an Individualized Education Plan (IEP) team meeting. Amount not to exceed \$3,600.00. This is an increase of \$400.00. Funds to be paid from Special Education account, #01.0-65000.0-57500-31200-5850-0000113, This item has been budgeted.

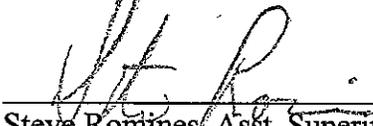
**PREPARED BY:**



Ellyn Schneider, Executive Director of Student Services

**DATE OF MEETING:** October 6, 2009.

Approved by:



Steve Romines, Asst. Superintendent of Administrative Services

**AMENDMENT TO A SPECIAL EMPLOYMENT AGREEMENT FOR SERVICES**

THE SPECIAL EMPLOYMENT AGREEMENT made and entered into on **August 26, 2009**, between **Manhattan Beach Unified School District**, County of Los Angeles, hereinafter referred to as the "District" and **Janice H. Carter-Lourensz, M.D., M.P.H., F.A.A.P.**, hereinafter referred to as the "Contractor," located at 3136 Stanford Avenue, Marina Del Rey, Ca 90292-5529, is hereby amended effective July 1, 2009, and ratified by the Board on October 6, 2009, as follows:

**Payment to Be Made By District:**

**Total Not to Exceed \$3,600.00.**

01.0-65000.0-57500-31200-5850-0000113

Account Number

\_\_\_\_\_  
Janice Carter-Lourensz, M.D., M.P.H., F.A.A.P.

Education Consultant and Evaluation/Review  
Program

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

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 July 1, 2009, through June 30, 2010.

**FINANCIAL IMPACT:**

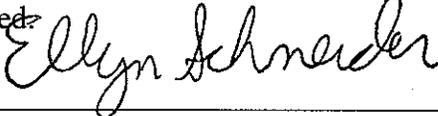
Not to exceed: \$16,875.00.

Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5890-0000053.

This item has been budgeted.

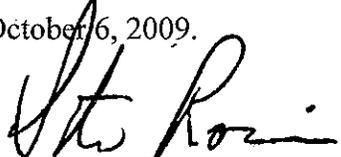
**ACTION RECOMMENDED:** Ratify agreement per Individualized Education Plan (IEP) mandated service to reimburse parents for educational costs of not to exceed \$16,875.00, incurred from July 1, 2009, through June 30, 2010, and in accordance with our reimbursement policy. Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5890-0000053. This item has been budgeted.

**PREPARED BY:**

  
Ellyn Schneider, Executive Director of Student Services

**DATE OF MEETING:** October 6, 2009.

Approved by:

  
Steve Romines, Asst. Superintendent of Admin. Services

**AGENDA NOTE**

**AGENDA NOTE**

**AGENDA NOTE**

**E. CONSENT CALENDAR**

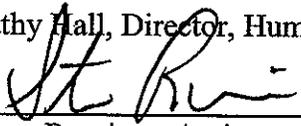
8. **TITLE:** Breon & Shaeffer, P.L.C. 2009-2010 Consortium Membership

**BACKGROUND:** The Consortium meets once a month to hear presentations on current legislation and legal issues related to education. The meetings are very valuable and keep district personnel apprised of current employer-employee topics in education.

**ACTION RECOMMENDED:** Ratify 2009-2010 Consortium membership with Breon & Shaeffer, P.L.C. in the amount of \$1,000.00 to be charged 50% to Personnel Commission Dues & Membership Acct. #01.0 00000.0 00000 74002 5310 0000115 and 50% to Administrative Services Dues & Membership Acct. #01.00000.0 00000 74001 5310 0000115.

**FISCAL IMPACT:** \$1,000.00 (This is a budgeted expense).

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

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

**DATE:** October 6, 2009

**AGENDA NOTE**

**AGENDA NOTE**

**AGENDA NOTE**

**BREON & SHAEFFER, P.L.C.**

Newport Gateway - Tower I I  
1990 MacArthur Boulevard, Suite 1150  
Irvine, CA 92612  
(949) 260-0900

September 01, 2009

San Francisco Office  
225 Bush Street, Suite 1600  
San Francisco, CA 94104  
(415) 439-8855

Manhattan Beach Unified School District  
325 South Peck Avenue  
Manhattan Beach, CA 90266

In Reference To: Consortium Membership  
(#00030)

	<u>Amount</u>
Previous balance	\$1,000.00
<b>Balance due</b>	<b><u><u>\$1,000.00</u></u></b>

Approved: *Kathy Hall* 9/9/09  
*Director of Human Resources*

**E. CONSENT CALENDAR**

9. **TITLE:** Approve Membership in the Employee Assistance Service for Education (EASE) for the Fiscal Year 2009 – 2010

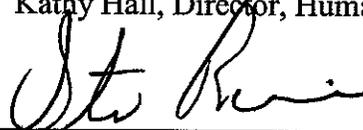
**BACKGROUND:** This is an annual budgeted expense. Please see attached invoice.

**ACTION RECOMMENDED:** Ratify membership in the employee Assistance Service for Education (EASE) for fiscal year 2009-2010, in the amount of \$6,548.40. \$3,274.20 to be charged to Acct. #01.0 00000.0 74002 5310 0000115 (County Contracts, Pers. Comm.) and \$3,274.20 to be charged to Acct. #01.00000.0 00000 74001 5310 0000115, (County Contracts, Adm. Svs.)

**FISCAL IMPACT:** Budgeted expense

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

**APPROVED BY:**



Steve Romines, Assistant Superintendent  
Administrative Services

**DATE:** October 6, 2009

**AGENDA NOTE**

**AGENDA NOTE**

**AGENDA NOTE**



**Los Angeles County  
Office of Education**

9300 Imperial Highway  
Downey, CA 90242-2890

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



**Invoice**

1  
DATE OF INVOICE  
**06/01/2009**  
CONTRACT OR PURCHASE ORDER NUMBER

RECEIPT NUMBER  
DATE PAID

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

**Note To Payer:**

NAME OF COUNTY  
**Los Angeles**

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

DESCRIPTION OF CHARGES	CHECK IF TAXABLE ITEM	QUANTITY	UNIT PRICE	EXTENSION
Membership in the Employee Assistance Service for Education (EASE) beginning July 1, 2009 through June 30, 2010.		642	10.20	6,548.40
(642 employees @ \$10.20/yr.)				0.00
				0.00
				0.00
				0.00
Total number of employees reflects last year's bill. If the current number is different, please notify the EASE Office at (562) 922-6683.				0.00
				0.00

**Account Numbers**  
01.7-92609.0-00000-00000-8677-0002609

NAME OF DIVISION  
**Human Resource Services - EASE**

SIGNATURE OF DIVISION DIRECTOR OR PROGRAM ADMINISTRATOR  
*Manilla K. Rey*  
DATE SIGNED  
**6/1/09**

Nontaxable Subtotal	6,548.40
Taxable Subtotal	
Tax Rate	
Sales Tax	
Mailing Charge	
<b>Total</b>	<b>\$6,548.40</b>

Originating Division: Forward to Accounts Receivable Unit for numbering, logging, and mailing.

E. **CONSENT ITEM:**

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

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

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

**PREPARED BY:** Steve Romines

**DATE OF BOARD MEETING:** October 6, 2009

AGENDA NOTE    AGENDA NOTE    AGENDA NOTE

**Manhattan Beach Unified School District - Business Services Division**

Board List Purchase Orders Report

Purchase Orders/Buyouts To The Board for Ratification From : August 10 through September 25, 2009

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

District - 75333 Manhattan Beach USD



PO Issue Date	PO #	Change Order Date	Vendor Name	Description	Department/Site	Fund	Res.Prj	Goal	Funct	OBJ	Sch/Loc	PO Amount
1	19-Aug-09	17701	Office Depot	OFFICE SUPPLIES	Superintendent/Board	01.0	000000.0	00000	71500	4350	0000011	1,646.25
2	21-Aug-09	17712	Office Depot	COMPUTER SUPPLIE/EQUIP	Pacific, PTA	01.0	90230.0	18601	10000	4310	3000040	5,500.00
3	21-Aug-09	17717	Office Depot	OFFICE SUPPLIES	Mira Costa,discretionary	01.0	000000.0	11403	10000	4310	9000100	3,841.25
4	19-Aug-09	17718	Office Depot	OFFICE SUPPLIES	Mira Costa,discretionary	01.0	000000.0	12003	10000	4310	9000100	2,634.00
5	21-Aug-09	17719	Office Depot	OFFICE SUPPLIES	Mira Costa,discretionary	01.0	000000.0	13003	10000	4310	9000100	3,512.00
6	21-Aug-09	17720	Office Depot	OFFICE SUPPLIES	Mira Costa,discretionary	01.0	000000.0	13403	10000	4310	9000100	2,195.00
7	21-Aug-09	17721	Office Depot	OFFICE SUPPLIES	Mira Costa,discretionary	01.0	000000.0	13803	10000	4310	9000100	2,634.00
8	8-Sep-09	17723	Office Depot	OFFICE SUPPLIES	Mira Costa,discretionary	01.0	000000.0	17103	10000	4310	9000100	164.63
9	18-Aug-09	17736	Office Depot	OFFICE SUPPLIES	Mira Costa,discretionary	01.0	000000.0	00000	24200	4310	9000100	548.75
10	11-Sep-09	17741	Office Depot	OFFICE SUPPLIES	Title V	01.0	41100.0	11100	10000	4310	0000112	1,097.50
11	2-Jul-09	17776	School Specialty Company	INSTRUCTIONAL SUPPLIES	Meadows,discretionary	01.0	000000.0	11101	10000	4310	2000100	1,000.00
12	18-Aug-09	17803	Biometrics4ALL, Inc.	MAINTENANCE AGREEMENTS	Human Resources	01.0	000000.0	00000	74001	5635	0000115	600.00
13	18-Aug-09	17803	Biometrics4ALL, Inc.	MAINTENANCE AGREEMENTS	Human Resources	01.0	000000.0	00000	74002	5635	0000115	600.00
14	18-Aug-09	17804	3 S Corp	PAPER PRODUCTS AND PAPERBOARD	Undistributed	01.0	000000.0	00000	72000	4350	0000000	4,390.00
15	18-Aug-09	17805	3 S Corp	PAPER PRODUCTS AND PAPERBOARD	Pennkamp,discretionary	01.0	000000.0	11101	10000	4310	4000100	7,500.00
16	18-Aug-09	17806	3 S Corp	PAPER PRODUCTS AND PAPERBOARD	Grand View,discretionary	01.0	000000.0	11101	10000	4310	1000100	6,996.56
17	1-Sep-09	17807	3 S Corp	PAPER PRODUCTS AND PAPERBOARD	Mira Costa, PTA	01.0	90290.0	11103	10000	4350	9000400	13,993.13
18	2-Sep-09	17807	3 S Corp	PAPER PRODUCTS AND PAPERBOARD	Mira Costa, PTA	01.0	90290.0	11103	10000	4350	9000400	13,993.13
19	10-Sep-09	17808A	3 S Corp	PAPER PRODUCTS AND PAPERBOARD	Meadows, PTA	01.0	90220.0	11101	10000	4310	2000400	5,487.50
20	10-Sep-09	17809	3 S Corp	PAPER PRODUCTS AND PAPERBOARD	Meadows, PTA	01.0	90220.0	11101	10000	4310	2000400	5,487.50
21	10-Sep-09	17809	3 S Corp	PAPER PRODUCTS AND PAPERBOARD	MBMS, PTA	01.0	90280.0	11102	10000	4310	8000400	13,993.13
22	14-Jul-09	17625	Dunn Edwards	PAINT SUPPLIE/EQUIP	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	24,773.38
23	25-Sep-09	17625	Dunn Edwards	PAINT SUPPLIE/EQUIP	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	14,267.50
24	28-Aug-09	17628	Edwards Service	FIRE SAFETY SUPPLIE/EQUIP/SYSTEM	Maintenance Yard	01.0	81500.0	00000	81100	5630	0000117	6,500.00
25	20-Aug-09	17629	Empire Floor Machine	CLEANING SUPPLIE/EQUIP	Maintenance Yard	01.0	000000.0	00000	82000	4370	0000117	7,682.50
26	20-Aug-09	17630	Florence Filter Corporation	SWIMMING POOL SUPPLIE/EQUIP/SERV	Maintenance Yard	01.0	81500.0	00000	81100	4386	0000117	3,292.50
27	20-Aug-09	17631	Fry's Electronics	ELECTRONIC SUPPLIE/EQUIP	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	548.75
28	20-Aug-09	17632	Gardena Welding Supply Co., Inc.	WELDING SUPPLIE/EQUIP	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	548.75
29	20-Aug-09	17633	Geary Pacific Corporation	AIR CONDITIONING SERVICE/SYST	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	548.75
30	20-Aug-09	17636	Hertz Equipment Rental	EQUIPMENT RENTAL/LEASE	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	1,646.25
31	20-Aug-09	17638	Howard Industries	ELECTRICAL SUPPLIE/EQUIP	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	1,646.25
32	18-Aug-09	17642	ISI Poly (Winzer)	CLEANING SUPPLIE/EQUIP	Maintenance Yard	01.0	000000.0	00000	82000	4370	0000117	1,097.50
33	18-Aug-09	17643	Jaregui Nursery	LANDSCAPE/GARDENING SUPPLIE/EQUIP	Maintenance Yard	01.0	000000.0	00000	82050	4370	0000117	1,646.25
34	18-Aug-09	17645	Kellogg Supply	BUILDING MATERIALS	Maintenance Yard	01.0	000000.0	00000	82000	4370	0000117	1,097.50
35	18-Aug-09	17646	Kobata Growers Inc.	LANDSCAPE/GARDENING SUPPLIE/EQUIP	Maintenance Yard	01.0	000000.0	00000	82000	4370	0000117	1,097.50
36	18-Aug-09	17647	Kurt True Value Hardware	HARDWARE SUPPLIES	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	2,195.00
37	18-Aug-09	17649	Lawson Products, Inc.	MAINTENANCE SUPPLIE/EQUIP	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	2,743.75
38	21-Aug-09	17651	Lot's Golf and Industrial Carts	AUTOMOTIVE SUPPLIE/EQUIP	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	4,390.00
39	21-Aug-09	17652	M.K. Metal Company	METAL FABRICATORS	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	548.75
40	21-Aug-09	17653	Maner Sign	CHEMICALS	Maintenance Yard	01.0	000000.0	00000	82000	4370	0000117	4,938.75
41	21-Aug-09	17654	Maner Sign	SIGNS	Maintenance Yard	01.0	000000.0	00000	82000	4370	0000117	4,938.75
42	21-Aug-09	17655	McKinley Equipment Corporation	REPAIRS - OTHER	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	2,195.00
43	21-Aug-09	17656	McKinney, J. M. Company	PLUMBING SUPPLIE/SYSTEM	Maintenance Yard	01.0	81500.0	00000	81100	5630	0000117	2,195.00
44	21-Aug-09	17657	Metro Chem Industries	CHEMICALS	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	1,097.50
45	21-Aug-09	17658	Mowatt's Glass	GLASS AND GLASS PRODUCTS	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	8,231.25
46	21-Aug-09	17659	Mr. Rooter Plumbing	PLUMBING SUPPLIE/SYSTEM	Maintenance Yard	01.0	81500.0	00000	81100	5630	0000117	1,097.50
47	20-Aug-09	17661	Nexgen	CLEANING SUPPLIE/EQUIP	Maintenance Yard	01.0	000000.0	00000	82000	4370	0000117	2,195.00
48	21-Aug-09	17662	Norwalk Power Equipment Company	EQUIPMENT RENTAL/LEASE	Maintenance Yard	01.0	81500.0	00000	81100	5630	0000117	1,097.50
49	21-Aug-09	17664	Parkhouse Tire, Inc.	TIRES AND TUBES	Maintenance Yard	01.0	000000.0	00000	81100	4380	0000117	4,938.75
50	28-Aug-09	17665	Pyro-Comm Systems, Inc.	FIRE SAFETY SUPPLIE/EQUIP/SYSTEM	Maintenance Yard	01.0	81500.0	00000	81100	5630	0000117	2,743.75
51	28-Aug-09	17666	Related Products	MAINTENANCE SUPPLIE/EQUIP	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	1,646.25
52	17-Aug-09	17667	Shifter Equipment Sales	HARDWARE, FASTENERS	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	1,646.25
53	17-Aug-09	17669	Seers Lumber	LUMBER	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	2,195.00
54	17-Aug-09	17670	Smarten Supply	PLUMBING SUPPLIE/SYSTEM	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	7,682.50
55	17-Aug-09	17671	Somerville Plywood Corporation	LUMBER	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	1,646.25
56	28-Aug-09	17673	Target Specialty Products	AGRICULTURAL SUPPLIE/EQUIP	Maintenance Yard	01.0	000000.0	00000	82050	4370	0000117	1,097.50

25

Manhattan Beach Unified School District - Business Services Division

#	PO #	Change Order Date	Vendor Name	Description	Department/ Site	Fund	Res.Prj	Goal	Funct	OBJ	Sch/ Loc	PO Amount
57	28-Aug-09	17674	Thyssen Krupp	ELEVATORS, MAINTENANCE	Maintenance Yard	01.0	81500.0	00000	81100	5635	0000117	3,125.00
58	28-Aug-09	17676	Tool City	TOOLS	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	1,097.50
59	28-Aug-09	17677	Trane Company	AIR CONDITIONING SERVICE/SYST	Maintenance Yard	01.0	81500.0	00000	81100	5630	0000117	1,097.50
60	28-Aug-09	17679	Youngs	HARDWARE, FASTENERS	Maintenance Yard	01.0	00000.0	00000	81100	4380	0000117	548.75
61	18-Aug-09	17680	Turf Star, Inc.	LANDSCAPE/GARDENING SUPP/EQUIP	Maintenance Yard	01.0	00000.0	00000	82000	4370	0000117	3,841.25
62	28-Aug-09	17683	Water, Inc.	WATER SUPP/SERV/SYSTEM	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	1,646.25
63	18-Aug-09	17684	Waxie Sanitary Supply	PAINT SUPP/EQUIP	Maintenance Yard	01.0	00000.0	00000	82000	4370	0000117	13,170.00
64	28-Aug-09	17685	West Coast Batteries	BATTERIES	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	548.75
65	28-Aug-09	17686	West-Lite Supply Company, Inc.	LIGHTING SUPP/EQUIP/MAINT/SYST	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	548.75
66	28-Aug-09	17687	Westwood Building Materials	LUMBER	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	2,743.75
67	Individual Purchase Orders											128,703.75
68	14-Sep-09	17141	School Services of California Inc.	CONFERENCE AND TRAVEL	Superintendent/Board	01.0	00000.0	00000	71100	5220	0000011	750.00
69	10-Aug-09	17514	California Western Visuals	Smart Boards	Grand View, PTA	01.0	90215.0	00000	24200	4400	1000400	16,225.07
70	10-Aug-09	17514	California Western Visuals	Smart Boards	Pacific, PTA	01.0	90235.0	00000	24200	4400	3000400	16,224.59
71	10-Aug-09	17514	California Western Visuals	Smart Boards	Robinson, PTA	01.0	90255.0	00000	24200	4400	5000400	15,017.79
72	10-Aug-09	17515	California Western Visuals	Smart Boards	Pacific, PTA	01.0	90235.0	00000	24200	4400	3000400	15,713.98
73	10-Aug-09	17516	California Western Visuals	Smart Boards	Pacific, PTA	01.0	90235.0	00000	24200	4400	3000400	13,934.52
74	10-Aug-09	17517	California Western Visuals	Smart Boards	Grand View, PTA	01.0	90215.0	00000	24200	4400	1000400	33,316.24
75	10-Aug-09	17518	California Western Visuals	Smart Boards	Pennekamp, PTA	01.0	90245.0	00000	24200	4400	4000400	14,498.15
76	18-Aug-09	17519	California Western Visuals	Smart Boards	Robinson, PTA	01.0	90255.0	00000	24200	4400	5000400	16,596.80
77	18-Aug-09	17593	Academy Flooring Systems	CARPETS	Maintenance Yard	01.0	81500.0	00000	81100	5630	0000117	1,934.52
78	18-Aug-09	17594	McGraw-Hill	INSTRUCTIONAL SUPPLIES	IMFRP, K-5	01.0	71560.0	11101	10000	4110	0000051	2,943.28
79	11-Aug-09	17595	A-Pro Glass Tinting	GLASS AND GLASS PRODUCTS	Maintenance Yard	01.0	81500.0	00000	81100	5630	0000117	42,966.00
80	24-Aug-09	17597	Brian's Hardwood	FLOORING MTRLS/INSTALLATION	MC & MBMS Gyms	01.0	81500.0	00000	81100	5630	0000117	14,865.00
81	24-Aug-09	17598	Valiant Music Supply, Inc.	MUSICAL INSTRUMENTS/SUPP	MBMS Instrumental Music	01.0	98175.0	17252	10000	4310	8000400	1,170.00
82	17-Aug-09	17599	Trugreen Landscape	LANDSCAPE/GARDENING SUPP/EQUIP	Tree Pruning	01.0	00000.0	00000	82050	5630	0000117	24,165.00
83	18-Aug-09	17830	Dept of Toxic Substance Control	License	Maintenance Yard	01.0	00000.0	00000	82000	4370	0000117	500.00
84	18-Aug-09	17831	Slate Electric	ELECTRICAL CONTRACTORS	Maintenance Yard	01.0	81500.0	00000	81100	5630	0000117	1,850.00
85	18-Aug-09	17834	LACOE	CONFERENCE AND TRAVEL	Student Services	01.0	65350.0	50010	31100	5220	0000113	40.00
86	8-Sep-09	17836	Canon Business	OFFICE MACHINES SUPP/SERVICES	Meadows, PTA	01.0	90220.0	11101	10000	4310	2000400	663.02
87	8-Sep-09	17837	Zaner-Bloser	INSTRUCTIONAL SUPPLIES	Meadows, PTA	01.0	90220.0	11101	10000	4310	2000400	1,174.56
88	24-Aug-09	17838	Sparkletts	WATER SUPP/SERV/SYSTEM	Pacific, discretionary	01.0	00000.0	00000	27000	4350	3000100	200.00
89	24-Aug-09	17840	Morey's Music Store, Inc.	MUSICAL INSTRUMENTS/SUPP	MBMS Instrumental Music	01.0	98175.0	17252	10000	5630	8000400	590.00
90	26-Aug-09	17841	Lamination Depot.Com	INSTRUCTIONAL SUPPLIES	Pennekamp, Donations	01.0	90440.0	11101	10000	4350	4000400	189.52
91	26-Aug-09	17843	Morey's Music Store, Inc.	MUSICAL INSTRUMENTS/SUPP	MBMS Instrumental Music	01.0	98175.0	17252	10000	5630	8000400	1,774.31
92	3-Sep-09	17845	Deil	OFFICE MACHINES SUPP/SERVICES	MBMS, PTA	01.0	90280.0	11102	10000	4350	8000400	4,329.21
93	3-Sep-09	17846	Chattanooga Corp>	ATHLETIC SUPP/EQUIP	Maintenance Yard	01.0	00000.0	00000	81100	4380	0000117	164.63
94	31-Aug-09	17849	Marie Solymosi	CONTRACTED SERVICES	Maintenance Yard	01.0	00000.0	00000	82000	5630	0000117	290.00
95	8-Sep-09	17850	Southwest Strings	MUSICAL INSTRUMENTS/SUPP	Music Donations	01.0	90401.0	17201	10000	4310	0000112	1,000.00
96	1-Sep-09	17851	Textbook Warehouse Inc.	BOOKS	IMFRP, 9-12	01.0	71560.0	11103	10000	4110	0000053	12,168.90
97	1-Sep-09	17852	J W Pepper	INSTRUCTIONAL SUPPLIES	Music Donations	01.0	90401.0	17201	10000	4310	0000112	1,200.00
98	3-Sep-09	17853	Macmillan/McGraw-Hill	BOOKS	IMFRP, K-5	01.0	71560.0	11101	10000	4110	0000051	2,399.03
99	14-Sep-09	17854	J & R Key Hardware	LOCKS AND KEYS	MBMS, discretionary	01.0	00000.0	11102	10000	4310	8000100	965.80
100	3-Sep-09	17855	SRA/McGraw Hill	INSTRUCTIONAL SUPPLIES	IMFRP, K-5	01.0	71560.0	11101	10000	4110	0000051	1,815.51
101	3-Sep-09	17856	Allegro Music	MUSICAL INSTRUMENTS/SUPP	Music Donations	01.0	90401.0	17201	10000	4310	0000112	3,200.00
102	3-Sep-09	17857	Oriental Trading Co., Inc	INSTRUCTIONAL SUPPLIES	Music Donations	01.0	90401.0	17201	10000	4310	0000112	441.42
103	3-Sep-09	17858	Manhattan Beach Coordinating Council	MEMBERSHIPS	Title II	01.0	40350.0	11100	10000	5310	0000112	135.00
104	3-Sep-09	17861	Music Rhaphody	MUSICAL INSTRUMENTS/SUPP	Music Donations	01.0	90401.0	17201	10000	4310	0000112	350.00
105	3-Sep-09	17866	CSBA CIO Westamerica Bank	Gamut Subscriptions	Superintendent/Board	01.0	00000.0	00000	71100	4340	0000011	5,350.00
106	8-Sep-09	17867	Xerox	OFFICE MACHINES SUPP/SERVICES	Mira Costa, PTA	01.0	90290.0	11103	10000	4350	9000400	594.85
107	14-Sep-09	17868	The Music Mart	MUSICAL INSTRUMENTS/SUPP	Mira Costa, discretionary	01.0	00000.0	17243	10000	4310	9000100	881.53
108	14-Sep-09	17869	Earthsongs	MUSICAL INSTRUMENTS/SUPP	Mira Costa, discretionary	01.0	00000.0	17243	10000	4310	9000100	173.21
109	11-Sep-09	17870	Saxon Publishers, Inc.	INSTRUCTIONAL SUPPLIES	IMFRP, K-5	01.0	71560.0	11101	10000	4110	0000051	11,375.76
110	11-Sep-09	17871	SRA/McGraw Hill	INSTRUCTIONAL SUPPLIES	IMFRP, K-5	01.0	71560.0	11101	10000	4110	0000051	6,369.52
111	11-Sep-09	17872	Houghton Mifflin	BOOKS	IMFRP, K-5	01.0	71560.0	11101	10000	4110	0000051	3,696.16
112	11-Sep-09	17873	Macmillan/McGraw-Hill	BOOKS	IMFRP, K-5	01.0	71560.0	11101	10000	4110	0000051	782.13
113	8-Sep-09	17876	Canon Business	OFFICE MACHINES SUPP/SERVICES	Grand View, PTA	01.0	90210.0	11101	10000	4310	1000400	735.00
114	8-Sep-09	17877	Morey's Music Store, Inc.	MUSICAL INSTRUMENTS/SUPP	Music Donations	01.0	90401.0	17201	10000	5630	0000112	500.00
115	8-Sep-09	17879	Calumet Photographic	PHOTOGRAPHIC SUPP/EQUIP	Mira Costa, discretionary	01.0	00000.0	18653	10000	4310	9000100	4,372.39
116	11-Sep-09	17885	Canon Business	OFFICE MACHINES SUPP/SERVICES	Pennekamp, Donations	01.0	90440.0	11101	10000	4310	4000400	224.55

26.

Manhattan Beach Unified School District - Business Services Division

PO #	PO Issue Date	Change Order Date	Vendor Name	Description	Fund	Res.Prj	Goal	Funcnt	OBJ	Sch/Loc	PO Amount
117	11-Sep-09	17888	MBUSD Revolving Cash Fund	CONFERENCE AND TRAVEL	01.0	40350.0	11100	10000	5220	0000112	680.00
118	14-Sep-09	17889	Long Beach Aquarium	FIELD TRIPS	01.0	90402.0	11102	10000	5890	8000400	3,500.00
119	14-Sep-09	17890	University of California	CONFERENCE AND TRAVEL	01.0	41100.0	19000	10000	5890	0000112	275.00
120	18-Sep-09	17891	Pearson Education	Textbooks	01.0	71560.0	11103	10000	4110	0000053	588.64
121	18-Sep-09	17892	Scantlon	TEST/TEST MATERIALS	01.0	90210.0	11101	10000	4310	1000400	557.30
122	23-Sep-09	17893	Glencoe/McGraw Hill	BOOKS	01.0	71560.0	11102	10000	4110	0000052	727.12
123	23-Sep-09	17894	Glencoe/McGraw Hill	BOOKS	01.0	71560.0	11103	10000	4110	0000053	5,726.73
124	23-Sep-09	17895	Macmillan/McGraw-Hill	BOOKS	01.0	71560.0	11101	10000	4110	0000051	5,236.67
125	23-Sep-09	17897	Holt McDougal	INSTRUCTIONAL SUPPLIES	01.0	90280.0	11102	10000	4340	8000400	1,239.93
126	21-Sep-09	17900	Brain Pop	SUBSCRIPTIONS	01.0	40350.0	11100	10000	4110	0000052	995.00
127	21-Sep-09	17901	CSTA	CONFERENCE AND TRAVEL	01.0	90280.0	11100	10000	5220	0000112	123.00
128	21-Sep-09	17903	The Showpros Group, Inc.	MEDIA EQUIPMENT	01.0	98172.0	17202	10000	5890	8000400	900.56
129	21-Sep-09	17904	Ocean Institute	FIELD TRIPS	01.0	90402.0	11102	10000	5890	8000400	4,600.00
130	21-Sep-09	17906	Daily Breeze	ADVERTISING	01.0	00000.0	00000	74002	5830	0000115	1,388.34
131	21-Sep-09	17908	California Industrial	AIR CONDITIONING SERVICE/SYST	01.0	81500.0	00000	81100	5630	0000117	802.99
132	21-Sep-09	17909	Bob Peters Fire Protection	FIRE SAFETY SUPPLIES/SUPP	01.0	41500.0	00000	81100	5630	0000117	4,877.01
133	21-Sep-09	17910	Musical Products Inc.	MUSICAL INSTRUMENTS/SUPP	01.0	41100.0	17200	10000	4310	0000112	4,000.00
134	21-Sep-09	17912	Comfort Inn	CONFERENCE AND TRAVEL	01.0	40350.0	11101	10000	5220	0000112	312.14
135	24-Sep-09	17914	Xerox - The Document Company	OFFICE MACHINES SUPP/SERVICES	01.0	90230.0	11101	10000	4310	3000400	219.50
136	22-Sep-09	17915	First Student	BUSES	01.0	98172.0	17202	10000	5812	8000400	1,244.97
137	22-Sep-09	17916	First Student	BUSES	01.0	98172.0	17202	10000	5812	8000400	800.00
138	22-Sep-09	17917	First Student	BUSES	01.0	98172.0	17202	10000	5812	8000400	1,000.00
139	22-Sep-09	17918	Atlas Levy Sewing Machine Co.	SEWING MACHINES	01.0	00000.0	18303	10000	4310	9000100	849.47
140	23-Sep-09	17919	CSPCA	MEMBERSHIPS	01.0	00000.0	00000	74002	5310	0000115	657.00
141	23-Sep-09	17921	Cambrina	MEDIA EQUIPMENT	01.0	00000.0	11101	10000	4310	1000100	759.47
142	24-Sep-09	17923	Dick Blick	ART SUPPLIEQUIP	01.0	00000.0	17103	10000	4310	9000100	1,562.54
143	24-Sep-09	17925	Discovery Education	INSTRUCTIONAL SUPPLIES	01.0	90280.0	00000	24200	4340	8000400	1,570.00
144	24-Sep-09	17926	Formal Fashions	UNIFORMS	01.0	98172.0	17202	10000	4310	8000400	1,136.16
145	24-Sep-09	17927	Formal Fashions	UNIFORMS	01.0	98172.0	17202	10000	4310	8000400	3,234.60
146	24-Sep-09	17928	Librarians' Book Express	BOOKS	01.0	41100.0	00000	24200	4220	0000081	520.98
147	24-Sep-09	17929	Xerox - The Document Company	OFFICE MACHINES SUPP/SERVICES	01.0	90290.0	00000	27000	4350	9000400	1,000.00
148	9-Sep-09	9876-5	Package Products and Services	COMPUTER SUPP/EQUIP	01.0	10000.0	00000	24200	4340	0000116	1,023.36
149	17-Sep-09	S10-120	CASCWA Southern Section	CONFERENCE AND TRAVEL	01.0	65350.0	50010	31100	5220	0000113	200.00
150	17-Aug-09	T10-106	Insight	COMPUTER SUPP/EQUIP	01.0	90280.0	00000	24200	4400	8000400	4,758.69
151	18-Aug-09	T10-107	Insight	COMPUTER SUPP/EQUIP	01.0	90290.0	00000	24200	4400	9000400	2,813.16
152	24-Aug-09	T10-108	Insight	COMPUTER SUPP/EQUIP	01.0	90230.0	00000	24200	4310	3000400	719.38
153	24-Aug-09	T10-109	Insight	COMPUTER SUPP/EQUIP	01.0	10000.0	00000	24200	4310	0000116	1,599.96
154	14-Sep-09	T10-111	The Tree House, Inc.	OFFICE MACHINES SUPP/SERVICES	01.0	00000.0	00000	00000	9320	0000010	7,630.37
155	21-Sep-09	T10-112	California Western Visuals	Smart Boards	01.0	90240.0	11101	10000	4400	4000400	5,180.23
156	21-Sep-09	T10-113	BI Pro Computers	COMPUTER SUPP/EQUIP	01.0	90240.0	11101	10000	4400	4000400	411.57
157	21-Sep-09	T10-114	Dell	COMPUTER SUPP/EQUIP	01.0	00000.0	00000	00000	9320	0000000	1,735.04
158	21-Sep-09	T10-115	Fedtel	TELEPHONE SUPP/EQUIP/SYSTEM	01.0	10000.0	00000	24200	4310	0000116	526.81
159	24-Sep-09	T10-116	Dell	COMPUTER SUPP/EQUIP	01.0	90210.0	11101	10000	4310	1000400	440.37
160	24-Sep-09	T10-117	Dell	COMPUTER SUPP/EQUIP	01.0	90280.0	11102	10000	5630	8000400	436.80
161											382,467.81
162											535,844.94
163	Special Education										
164	21-Aug-09	17738	Office Depot	OFFICE SUPPLIES	01.0	65000.0	57500	11100	4310	9000100	1,975.50
165	1-Sep-09	S10-113	Gregor Enterprises	CONTRACTED SERVICES	01.0	00000.0	00000	31100	5850	0000113	3,000.00
166	4-Sep-09	S10-114	MacGill & Co	HEALTH SUPP/EQUIP	01.0	00000.0	00000	31400	4390	0000113	5,487.50
167	14-Sep-09	S10-118	Connie Halt	CONTRACTED SERVICES	01.0	00000.0	00000	31400	5850	0000113	1,800.00
168	21-Sep-09	AT-100	Prentke Romich Company	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57500	11300	5635	0000113	447.78
169	21-Sep-09	AT-101	Toball ATI	COMPUTER SUPP/EQUIP	01.0	65000.0	57500	11300	4400	0000113	9,806.16
170	21-Sep-09	17902	Wisburn School District	CONTRACTED SERVICES	01.0	65000.0	57500	92000	7142	0000113	6,000.00
171	21-Sep-09	17899	RF&B	SUBSCRIPTIONS	01.0	65000.0	57700	11200	4310	0000113	500.00
172	26-Aug-09	S10-111	Learning Disabilities Resources	FORMS	01.0	65000.0	57700	11200	4310	0000053	510.00
173	26-Aug-09	S10-112	Lisa Smollen & Associates	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57700	11300	4340	0000113	247.35
174	18-Aug-09	17821	S&S Worldwide, Inc.	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57700	11905	4310	0000113	600.45
175	18-Aug-09	17824	Fun & Function	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57700	11905	4310	0000113	1,059.30
176	18-Aug-09	17825	Integrations	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57700	11905	4310	0000113	149.93

27.

Manhattan Beach Unified School District - Business Services Division

PO Issue	PO #	Change Order Date	Vendor Name	Description	Fund	Res.Prj	Goal	Funcnt	OBJ	Sch/Loc	PO Amount	
177	18-Aug-09	17826	Therapy Shop	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57700	11905	4310	0000113	520.65	
178	21-Sep-09	17911	Take A Swing LLC	PLAYGROUND SUPP/EQUIP	01.0	65000.0	57700	11905	4400	0000113	930.00	
179	18-Aug-09	17822	Pearson Assessments	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57700	31200	4310	0000113	283.40	
180	18-Aug-09	17823	WPS	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57700	31200	4310	0000113	1,257.86	
181	24-Aug-09	\$10-104	Harcourt Assmt	TEST/TEST MATERIALS	01.0	65000.0	57700	31200	4310	0000113	9,695.70	
182	25-Aug-09	\$10-105	WPS	TEST/TEST MATERIALS	01.0	65000.0	57700	31200	4310	0000113	3,862.60	
183	26-Aug-09	\$10-106	Pro-ed	FORMS	01.0	65000.0	57700	31200	4310	0000113	251.48	
184	26-Aug-09	\$10-107	Edits	FORMS	01.0	65000.0	57700	31200	4310	0000113	113.36	
185	26-Aug-09	\$10-108	H & H Publishing Company	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57700	31200	4310	0000113	113.79	
186	26-Aug-09	\$10-110	PAR	FORMS	01.0	65000.0	57700	31200	4310	0000113	122.16	
187	1-Sep-09	\$10-115	Riverside Publishing Company	FORMS	01.0	65000.0	57700	31200	4310	0000113	1,059.49	
188	Individual Service Agreements (purchase orders to cover board approved contracts)											
189	21-Sep-09	\$10-C0301	Janice H. Carter-Lourensz, MD MPH	CONSULTANTS	01.0	65000.0	57500	31400	5850	0000113	3,200.00	
190	18-Sep-09	\$10-C0501	Dr. Albert K.K. Chun, O.D., F.C.O.V.D.	CONSULTANTS	01.0	65000.0	57500	21000	5850	0000113	300.00	
191	21-Sep-09	\$10-C1501A	Amy Jamba	CONSULTANTS	01.0	65000.0	57500	21000	5850	0000113	72,150.00	
192	18-Sep-09	\$10-M00501	The Center for Learning Unlimited	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	41,865.00	
193	18-Sep-09	\$10-M00502	The Center for Learning Unlimited	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	101,210.00	
194	18-Sep-09	\$10-M00503	The Center for Learning Unlimited	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	109,645.00	
195	18-Sep-09	\$10-M00504	The Center for Learning Unlimited	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	119,830.00	
196	18-Sep-09	\$10-M01101	Help Group, The	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	43,774.00	
197	18-Sep-09	\$10-M01201	Help Group, The	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	38,303.00	
198	21-Sep-09	\$10-M01202	Help Group, The	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	37,878.00	
199	18-Sep-09	\$10-M01203	Help Group, The	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	40,173.00	
200	18-Sep-09	\$10-M01204	Help Group, The	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	43,828.00	
201	18-Sep-09	\$10-M01301	Help Group, The	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	6,527.00	
202	18-Sep-09	\$10-M01302	Help Group, The	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	42,808.00	
203	18-Sep-09	\$10-M01601	Logan River Academy	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	25,736.00	
204	17-Sep-09	\$10-M01701	Oak Grove Institute/Jack Weaver School	CONTRACTED SERVICES	01.0	65000.0	57500	11802	5810	0000053	28,072.00	
205	18-Sep-09	\$10-M01901	South Bay High School	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	13,140.00	
206	18-Sep-09	\$10-M01902	South Bay High School	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	12,480.00	
207	18-Sep-09	\$10-M01903	South Bay High School	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	34,719.00	
208	18-Sep-09	\$10-M01904	South Bay High School	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	32,199.00	
209	18-Sep-09	\$10-M01905	South Bay High School	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	3,223.00	
210	18-Sep-09	\$10-M01906	South Bay High School	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	36,039.00	
211	25-Sep-09	\$10-M01907	South Bay High School	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	26,365.00	
212	18-Sep-09	\$10-M02001	Speech and Language Development Cent	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	53,060.00	
213	18-Sep-09	\$10-M02501	Villa Esperanza	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	80,838.00	
214	18-Sep-09	\$10-M02601	Vista Del Mar Child Family Services	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000051	36,762.00	
215	21-Sep-09	\$10-M02702	The Westview School	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	36,762.00	
216	21-Sep-09	\$10-M02703	The Westview School	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	36,762.00	
217	21-Sep-09	\$10-M02704	The Westview School	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000053	36,762.00	
218	21-Sep-09	\$10-M02705	The Westview School	NONPUBLIC SCHOOLS SERVICE	01.0	65000.0	57500	11802	5810	0000052	37,598.00	
219	18-Sep-09	\$10-M05101	Autism Behavior Consultants	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000051	41,470.00	
220	21-Sep-09	\$10-M05102	Autism Behavior Consultants	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000051	74,140.00	
221	18-Sep-09	\$10-M05501	Autism Spectrum Therapies, Inc.	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000052	44,125.00	
222	18-Sep-09	\$10-M05502	Autism Spectrum Therapies, Inc.	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000051	40,275.00	
223	18-Sep-09	\$10-M05601	Behavior and Education, Inc.	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000052	26,520.00	
224	18-Sep-09	\$10-M05602	Behavior and Education, Inc.	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000049	4,896.00	
225	18-Sep-09	\$10-M06001	Believe Ability, Inc.	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000113	14,080.00	
226	18-Sep-09	\$10-M06401	California Unified Service Providers	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000051	101,530.00	
227	18-Sep-09	\$10-M06402	California Unified Service Providers	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000051	98,780.00	
228	18-Sep-09	\$10-M06501	Center for Autism and Related Disorders	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000051	90,750.00	
229	18-Sep-09	\$10-M07401	First Steps for Kids, Inc.	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000051	3,850.00	
230	18-Sep-09	\$10-M07402	First Steps for Kids, Inc.	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000051	5,940.00	
231	18-Sep-09	\$10-M07403	First Steps for Kids, Inc.	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000051	81,840.00	
232	18-Sep-09	\$10-M07404	First Steps for Kids, Inc.	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000051	37,290.00	
233	18-Sep-09	\$10-M07405	First Steps for Kids, Inc.	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000051	9,625.00	
234	18-Sep-09	\$10-M07901	Inclusive Educ.and Comm.Partnership	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000053	49,200.00	
235	18-Sep-09	\$10-M08401	JBA Institute, LLC	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000052	52,836.00	
236	18-Sep-09	\$10-M08402	JBA Institute, LLC	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000051	52,836.00	

28.

# Manhattan Beach Unified School District - Business Services Division

PO Issue Date	PO #	Change Order Date	Vendor Name	Description	Fund	Res.Prj	Goal	Funct	OBJ	Sch/Loc	PO Amount
237	18-Sep-09	18-Sep-09	Jennifer Keany, MS	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000053	2,090.00
238	18-Sep-09	18-Sep-09	Jennifer Keany, MS	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000051	48,620.00
239	18-Sep-09	18-Sep-09	Kids in Motion Pediatric Therapy	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000051	4,680.00
240	18-Sep-09	18-Sep-09	Kids in Motion Pediatric Therapy	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000051	3,870.00
241	18-Sep-09	18-Sep-09	Maxim Healthcare Services	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000051	24,000.00
242	18-Sep-09	18-Sep-09	Pediatric Therapy Network	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000052	475.00
243	18-Sep-09	18-Sep-09	Pediatric Therapy Network	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000051	1,140.00
244	18-Sep-09	18-Sep-09	Patric White, Ph.D	Non Public Agency Services	01.0	65000.0	57500	11801	5810	0000053	4,444.88
245											2,151,337.88
246										subtotal	2,201,126.33
247	EDP/Preschool										
249											
250	8-Sep-09	8-Sep-09	SparkleItts	WATER SUPP/SERV/SYSTEM	63.0	00100.0	00000	60000	4310	3000000	300.00
251	21-Sep-09	21-Sep-09	Discount School Supply	INSTRUCTIONAL SUPPLIES	63.0	00100.0	00000	60000	4310	1000000	612.44
252	21-Sep-09	21-Sep-09	Smilemakers	INSTRUCTIONAL SUPPLIES	63.0	00100.0	00000	60000	4310	1000000	112.28
253	23-Sep-09	23-Sep-09	Softer Ware	SOFTWARE	63.0	00100.0	00000	60000	4340	0000061	306.00
254	24-Sep-09	24-Sep-09	Discount School Supply	INSTRUCTIONAL SUPPLIES	63.0	00100.0	00000	60000	4310	2000000	794.43
255	21-Aug-09	21-Aug-09	American Office Products	OFFICE SUPPLIES	63.0	00200.0	00000	60000	4350	0000060	8,231.25
256	2-Jul-09	21-Aug-09	Office Depot	OFFICE SUPPLIES	63.0	00200.0	00000	60000	4350	0000060	(7,500.00) dec.
257	22-Sep-09	22-Sep-09	School Specialty Company	INSTRUCTIONAL SUPPLIES	63.0	00200.0	00000	60000	4310	0000060	1,097.50
258	7-Jul-09	24-Aug-09	Unisource Maintenance Supply Systems	CLEANING SUPP/EQUIP	63.0	00200.0	00000	60000	4370	0000060	2,500.00 inc.
259	23-Sep-09	23-Sep-09	Softer Ware	SOFTWARE	63.0	00200.0	00000	60000	4340	0000060	306.00
260											6,759.90
261	Building (Bond) Fund										
263	3-Sep-09	3-Sep-09	Beach Reporter, The	ADVERTISING	21.0	09000.0	00000	85000	5830	9000000	340.00
264	3-Sep-09	3-Sep-09	Easy Reader, Inc.	ADVERTISING	21.0	09000.0	00000	85000	5830	9000000	493.88
265	23-Sep-09	23-Sep-09	Harley Ellis Devereaux	ARCHITECTURAL SERVICES	21.0	09000.0	00000	85000	6210	9000000	105,000.00
266											105,833.88
267	Developer Fees										
269	19-Aug-09	19-Aug-09	Culver Newlin	FURNITURE, SCHOOL	25.0	00000.0	00000	72000	4310	0000000	7,095.86
270	26-Aug-09	26-Aug-09	Insight	COMPUTER SUPP/EQUIP	25.0	00000.0	00000	72000	4400	0000000	1,431.26
271											8,527.12
272	Self Insurance Fund										
274	8-Sep-09	8-Sep-09	Rehab Solutions	FURNITURE, OFFICE	67.0	00000.0	00000	60000	4400	0000000	813.09
275											813.09
276	Mira Costa Booster Clubs, etc.										
278	17-Aug-09	17-Aug-09	Pearson Education	INSTRUCTIONAL SUPPLIES	01.0	91110.0	13453	10000	4110	9000500	33,826.34
279	21-Sep-09	21-Sep-09	Flinn Scientific, Inc.	SCIENTIFIC SUPP/EQUIP	01.0	91110.0	13453	10000	4110	9000500	787.15
280	14-Sep-09	14-Sep-09	Rivars	UNIFORMS	01.0	91169.0	17243	10000	4310	9000500	2,284.82
281	8-Sep-09	8-Sep-09	Calumet Photographic	PHOTOGRAPHIC SUPP/EQUIP	01.0	91190.0	18653	10000	4310	9000500	1,370.78
282	11-Sep-09	11-Sep-09	123 Inkjets	OFFICE MACHINES SUPP/SERVICES	01.0	91195.0	11103	10000	4350	9000500	1,000.00
283	18-Aug-09	18-Aug-09	Western Association of Schools	MEMBERSHIPS	01.0	91195.0	00000	27000	5310	9000500	720.00
284	18-Aug-09	18-Aug-09	Copy Shop, The	PRINTING SERVICES	01.0	91195.0	00000	27000	4350	9000500	107.56
285	18-Aug-09	18-Aug-09	Daily Breeze	SUBSCRIPTIONS	01.0	91195.0	00000	27000	5830	9000500	174.20
286	18-Aug-09	18-Aug-09	Manhattan Beach Athletic Foundation	SUBSCRIPTIONS	01.0	91195.0	00000	27000	4350	9000500	1,000.00
287	26-Aug-09	26-Aug-09	Proquest LLC	SUBSCRIPTIONS	01.0	91195.0	00000	27000	4350	9000500	1,895.00
288	3-Sep-09	3-Sep-09	MBUSD - Cafeteria Account	CATERING SERVICES	01.0	91195.0	00000	27000	4350	9000500	608.00
289	3-Sep-09	3-Sep-09	Copy Shop, The	PRINTING SERVICES	01.0	91195.0	00000	27000	4350	9000500	263.40
290	3-Sep-09	3-Sep-09	Expressive Flowers	PRINTING SERVICES	01.0	91195.0	00000	27000	4350	9000500	329.25
291	11-Sep-09	11-Sep-09	Axel Koester Photography	PHOTOGRAPHIC SUPP/EQUIP	01.0	91195.0	00000	27000	4310	9000500	170.00
292	11-Sep-09	11-Sep-09	Copy Shop, The	PRINTING SERVICES	01.0	91195.0	11103	10000	4350	9000500	126.21
293	11-Sep-09	11-Sep-09	Manhattan Beach Coordinating Council	MEMBERSHIPS	01.0	91195.0	00000	27000	5310	9000500	189.00
294	11-Sep-09	11-Sep-09	Flinn Scientific, Inc.	SCIENTIFIC SUPP/EQUIP	01.0	91204.0	13403	10000	4310	9000500	400.00
295	21-Sep-09	21-Sep-09	Apperson Educational Services	TEST/TEST MATERIALS	01.0	91204.0	13403	10000	4310	9000500	1,700.00
296	18-Aug-09	18-Aug-09	Glencoe Order Department	INSTRUCTIONAL SUPPLIES	01.0	91205.0	17203	10000	4110	9000500	919.29
297	31-Aug-09	31-Aug-09	Louis & Company	INSTRUCTIONAL SUPPLIES	01.0	91215.0	18403	10000	4310	9000500	317.35
298											48,168.35

29.



**E. CONSENT CALENDAR**

17. **TITLE:** 2009-10 Operations Application  
K-3 Class Size Reduction Program

**BACKGROUND:** The attached application requires Board approval, certifying that the information on the application is true and correct.

**ACTION RECOMMENDED:** Approval of the K-3 class size reduction program application is requested. The Board also certifies that the information on the application is true and correct.

**PREPARED BY:** Steve Romines

**DATE OF BOARD MEETING:** .October 6, 2009 .

### 2009-10 Operations Application K-3 Class Size Reduction Program

County and District Code

1	9	7	5	3	3	3
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Charter School Code\*

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County Los Angeles

District Manhattan Beach Unified SD

Charter School\* \_\_\_\_\_

\*For use only by charter schools applying independent of their authorizing entity. Do not submit a separate application for charter schools that were included in their authorizing entity's 2008-09 application.

Contact Person Kristin Verity

Title Accountant

Address 325 S. Peck Avenue

City, Zip Code Manhattan Beach, CA 90266

Telephone 310-318-7345 Ext. 5965

E-mail Address kverity@mbusd.org

#### Certifications

As a condition of applying for and receiving funds under the Kindergarten and Grades One through Three Class Size Reduction (K-3 CSR) Program, commencing with California *Education Code (EC)* Section 52120, the Governing Board of the above named school district or charter school (applicant) certifies that the statements below are true and accurate, and are evidenced by a Board Resolution or entry in the Board meeting minutes. Please do not submit the Resolution or minutes to the California Department of Education (CDE):

1. The number of classes participating in Option One and Option Two is identified and the total number of classes does not exceed the total number of classes identified on the 2008-09 Operations Application. [EC Section 52123(a), 52124.3(b), Title 5 *California Code of Regulations* Section 15103]
2. The pupil counts reported do not include special education pupils enrolled in special day classes full time, pupils enrolled in independent study, or charter school pupils enrolled in a home study program. [EC Section 52123(b)]. The total pupil count reported is not greater than the enrollment cap computed based on prior year K-2 enrollment.
3. A certificated teacher has been hired by the applicant and is providing direct instructional services to each class participating in the K-3 CSR Program. [EC Section 52123(c)]
4. The applicant will provide a staff development program for any teacher who will participate for the first time in the K-3 CSR Program as specified in Certification #3. Appropriate training to maximize the education advantages of class size reduction will be provided to such teachers. This training shall include, but not be limited to, methods for providing each of the following: (1) individualized instruction, (2) effective teaching, including classroom management in smaller classes, (3) identifying and responding to pupil needs, and (4) opportunities to build on the individual strengths of pupils. [EC sections 52123(d), 52127]
5. The applicant will collect and maintain data required by the State Superintendent of Public Instruction for evaluation of the K-3 CSR Program. The data shall include, but not be limited to, individual test scores or other records of pupil achievement. Any data collected will be protected in a manner that will not permit the personal identification of any pupil or parent. [EC section 52123(e)]
6. Each class participating in the K-3 CSR Program is housed in either a separate, self-contained classroom or the space provided for each participating class for each grade level at that schoolsite is of a square footage per pupil enrolled in each class that is not less than the average square footage per pupil enrolled in those grade levels at that schoolsite in the 1995-96 school year. [EC section 52123(f)]
7. Priority for reducing class size or claiming reduced funding for classes exceeding 20.44 to 1 is in accordance with the following grade level implementation requirements at each schoolsite:
  - If only one grade level is reduced/claimed, the grade level will be 1st grade.
  - If two grade levels are reduced/claimed, the grade levels will be 1st and 2nd grades.
  - If three or four grade levels are reduced/claimed, the grade levels will be 1st and 2nd and then any combination of kindergarten and/or 3rd grade.
8. The K-3 CSR Program has been implemented in the current year. A district is considered to have implemented the program even if it claims reduced funding for all eligible classes.
9. The applicant will submit final enrollment counts on the Form J-7CSR to the CDE by May 14, 2010.

#### Signature

I hereby certify that, to the best of my knowledge, this application is true and correct and is in compliance with state law and regulations of the California Department of Education and the State Board of Education. The Governing Board of the above named school district or charter school has authorized me to sign this application on its behalf.

Signature of District Superintendent or  
Charter School Chief Administrative Officer

Steven Romines  
Printed Name

9-28-09  
Date

32.

## 2009-10 Operations Application K-3 Class Size Reduction Program

County and District Code

9	5	3	3	3
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Charter School Code\*

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County Los Angeles

District Manhattan Beach Unified SD

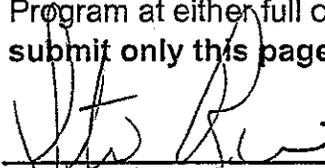
Charter School\* \_\_\_\_\_

\*For use only by charter schools applying independent of their authorizing entity. Do not submit a separate application for charter schools that were included in their authorizing entity's 2008-09 application.

### Intended Level of Program Participation in 2009-10

Check the appropriate box below and, as noted, submit the required pages of the Operations Application to the CDE. This information is for planning purposes and to continue the flow of funds. The calculation of final entitlements will be based on actual enrollment data submitted on the Form J-7CSR. For more information, please see the Application Instructions.

1.  The district/charter school intends to participate in the 2009-10 K-3 CSR Program at the same level (number and size of classes) as reported on the 2008-09 Form J-7CSR. The February 2010 apportionment will therefore be based on the district/charter school's 2008-09 final entitlement. **If this box is checked, complete and submit only pages 1 and 2 of this application to the CDE.**
  
2.  The district/charter school intends to participate in the 2009-10 K-3 CSR Program at a higher or lower level than what was claimed on the 2008-09 Form J-7CSR (but capped at the number of classes reported on the 2008-09 Operations Application). The February 2010 apportionment will therefore be based on the information reported on page 3 of this application. **If this box is checked, complete and submit pages 1 through 3 of this application to the CDE.**
  
3.  The district/charter school does not intend to participate in the 2009-10 K-3 CSR Program at either full or reduced funding. **If this box is checked, complete and submit only this page of the application to the CDE.**

  
 \_\_\_\_\_  
 Signature of District Superintendent or  
 Charter School Chief Administrative Officer

  
 \_\_\_\_\_  
 Printed Name

9-28-09  
 Date

**Mail the required pages of this application by October 26, 2009 (postmark) to:**

Rebecca Lee ~ CDE, School Fiscal Services Division ~ 1430 N Street, Suite 3800 ~ Sacramento, CA 95814

33

## 2009-10 Operations Application K-3 Class Size Reduction Program

County and District Code

9	7	5	3	3	3
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Charter School Code\*

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County Los Angeles

District Manhattan Beach Unified SD

Charter School\* \_\_\_\_\_

\*For use only by charter schools applying independent of their authorizing entity. Do not submit a separate application for charter schools that were included in their authorizing entity's 2008-09 application.

### Calculation of Provisional Funding for 2009-10 (February 2010 payment)

These calculations are for planning purposes and to continue the flow of funds. The calculation of final entitlements will be based on actual enrollment data submitted on the Form J-7CSR.

	1 Class Size	2 Number of Classes	3 Number of Enrolled Pupils	4 2009-10 Funding Level	5 Estimated Allocation
<b>Option One</b>					
a	20.44 pupils or fewer	91	1,929	\$1,071	\$2,065,959
b	20.45 to 21.44			95%	\$0
c	21.45 to 22.44			90%	\$0
d	22.45 to 22.94			85%	\$0
e	22.95 to 24.94			80%	\$0
f	24.95 pupils or greater			70%	\$0
g	Subtotal, Option 1	91	1,929		\$2,065,959
<b>Option Two</b>					
h	20.44 pupils or fewer			\$535	\$0
i	20.45 to 21.44			95%	\$0
j	21.45 to 22.44			90%	\$0
k	22.45 to 22.94			85%	\$0
l	22.95 to 24.94			80%	\$0
m	24.95 pupils or greater			70%	\$0
n	Subtotal, Option 2	0	0		\$0
o	<b>Grand Totals*</b> Option 1 + Option 2	91	1,929		\$2,065,959

\*The total number of classes reported on the application may not exceed the total number of classes reported on the 2008-09 Operations Application.

**Complete this page only if box 2 on page 2 was checked. Mail the entire  
3-page application by October 26, 2009 (postmark) to:**

Rebecca Lee ~ CDE, School Fiscal Services Division ~ 1430 N Street, Suite 3800 ~ Sacramento, CA 95814

34

g. CONSENT ITEM

18. TITLE: Use of District Volunteers, Resolution No. 2009-23 and 2009-24

BACKGROUND: In order for volunteers to be covered by our workers' compensation and liability insurance, the District must annually approve a resolution.

ACTION RECOMMENDED: Approval of Resolution Numbers 2009-23 and 2009-24 is requested.

PREPARED BY: Steve Romines

DATE OF BOARD MEETING: October 6, 2009

**Resolution No. 2009-23**  
**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT**  
**WORKERS' COMPENSATION COVERAGE**  
**FOR VOLUNTEER PERSONNEL**

WHEREAS, Manhattan Beach Unified School District recognizes the need for and the benefit derived from individuals and groups providing volunteer services to the District; and

WHEREAS, the Legislature of the State of California has provided authorization for inclusion of coverage of volunteers in the Manhattan Beach Unified School District workers' compensation program; and

WHEREAS, the Manhattan Beach Unified School District desires to provide workers' compensation coverage for individuals in their capacity as volunteers to the District while they are performing services for the District in accordance with District regulations and policy;

THEREFORE, BE IT RESOLVED THAT:

The Manhattan Beach Unified school District hereby adopts the policy for purposes of workers' compensation benefits that an unsalaried person (s) authorized by the Superintendent/Governing Board to perform volunteer services for the District shall be deemed to be an employee of the Manhattan Beach Unified School District should he/she sustain an injury while engaged in the services of this District under the direction and control of the District Superintendent of the District's Governing Board.

For the purposes of extending this coverage to official volunteers of the District, all individuals who directly volunteer to provide services in the District, and whose volunteered services are accepted in accordance with District regulations and policy shall be covered. The type of approved volunteer service shall be on file in the appropriate District or local school site office prior to commencing volunteer services.

PASSED AND ADOPTED this 7th day of October, 2009, by the Governing Board of the Manhattan Beach Unified School District of Los Angeles County, California, by the following vote:

AYES:

NOES:

ABSENT:

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

\_\_\_\_\_  
Secretary to the Governing Board of  
Manhattan Beach Unified School District

**Resolution No. 2009-24**  
**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT**  
**LIABILITY COVERAGE FOR VOLUNTEERS**

WHEREAS, Manhattan Beach Unified School District recognizes the need for and the benefit derived from individuals and groups providing volunteer services to the District; and

WHEREAS, the Manhattan Beach Unified School District desires to provide Liability coverage for individuals in their capacity as volunteers to the District while they are performing services for the District in accordance with District regulations and policy;

THEREFORE, BE IT RESOLVED THAT:

For the purposes of extending this coverage to official volunteers of the District, all individuals who directly volunteer to provide services in the District, and whose volunteered services are accepted in accordance with District regulations and policy shall be covered by the District's Liability insurance program. The type of approved volunteer service shall be on file in the appropriate District or local school site office prior to commencing volunteer services.

PASSED AND ADOPTED this 7th day of October, 2009, by the Governing Board of the Manhattan Beach Unified School District of Los Angeles County, California, by the following vote:

AYES:

NOES:

ABSENT:

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

\_\_\_\_\_  
Secretary to the Governing Board of  
Manhattan Beach Unified School District

**E. CONSENT ITEMS**

19. **TITLE:** Business

**BACKGROUND:** In accordance with Board Policy #3290, it is the right of the Board to accept all gifts to the District, monetary and material.

We have received gifts from: The Home Depot and Dave Barakat.

**ACTION RECOMMENDED:** Accept with thanks, gifts from:  
The Home Depot and Dave Barakat

**PREPARED BY:** Steve Romines

**DATE OF BOARD MEETING** October 6, 2009

AGENDA NOTE    AGENDA NOTE    AGENDA NOTE

<b>Donor</b>	<b>Description</b>	<b>Site Donated To</b>
The Home Depot	Plastic sheets for school-wide painting assembly	Pacific
Dave Barakat	Office furniture	District Office

**G. BOARD BUSINESS**

1. **TITLE:** Receive for First Reading and Adoption Manhattan Beach Unified School District Board Policy 4119.21; 4219.21; 4319.21, Professional Standards

**BACKGROUND:** Manhattan Beach Unified District Board Policy 4119.21; 4219.21; 4319.21, Professional Standards, is presented as a revised policy for Board adoption. The revised policy contains a new section entitled "Staff Conduct with Students," which requires employees to maintain professional boundaries when interacting with students. It also prohibits inappropriate employee conduct, such as engaging in harassing behavior, engaging in inappropriate socialization or fraternization; or establishing an inappropriate written, verbal, or physical relationship with a student.

**FINANCIAL IMPACT:** None

**ACTION:** Receive for First Reading and Adoption Manhattan Beach Unified School District Board Policy 4119.21; 4219.21; 4319.21, Professional Standards

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

**DATE OF BOARD MEETING:** October 6, 2009

**AGENDA NOTE**

**AGENDA NOTE**

**AGENDA NOTE**

**Personnel**

**PROFESSIONAL STANDARDS**

The Governing Board expects district employees to maintain the highest ethical standards, *exhibit professional behavior*, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

~~(cf. 0000 - Vision)~~

*(cf. 0200 - Goals for the School District)*

(cf. 4112.2 - Certification)

*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

*The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.*

*(cf. 2111 - Superintendent Governance Standards)*

*(cf. 9005 - Governance Standards)*

**Staff Conduct with Students**

*The Board expects all employees to exercise good judgment and maintain professional standards and boundaries when interacting with students both on and off school property. Inappropriate employee conduct shall include, but not be limited to, engaging in harassing or discriminatory behavior; engaging in inappropriate socialization or fraternization with a student; soliciting, encouraging, or establishing an inappropriate written, verbal, or physical relationship with a student; furnishing tobacco, alcohol, or other illegal or unauthorized substances to a student; or engaging in child abuse.*

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

*(cf. 4040 - Employee Use of Technology)*

*(cf. 5131 - Conduct)*

*(cf. 6163.4 - Student Use of Technology)*

**MBUSD**

**BP 4119.21(b)**

**4219.21**

**4319.21**

**Personnel**

**PROFESSIONAL STANDARDS**

*An employee who observes or has evidence of inappropriate conduct between another employee and a student shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.*

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

*Any employee who is found to have engaged in inappropriate conduct with a student in violation of law or this policy shall be subject to disciplinary action.*

*(cf. 4118 - Suspension/Disciplinary Action)*

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

Legal Reference:

**EDUCATION CODE**

**200-262.4 Prohibition of discrimination on the basis of sex**

**PENAL CODE**

**11164-11174.4 Child Abuse and Neglect Reporting Act**

CODE OF REGULATIONS, TITLE 5

80331-80338 Rules of conduct for professional educators

Management Resources:

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~California Professional Standards for Educational Leaders, 2001~~

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Standards for School Leaders, 1996

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

WEB SITES

CALIFORNIA DEPARTMENT OF EDUCATION: <http://www.cde.ca.gov>

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

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

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

**MBUSD**

**BP 4119.21(c)**

**4219.21**

**4319.21**

**Personnel**

**PROFESSIONAL STANDARDS**

California Teachers Association: <http://www.cta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Council of Chief State School Officers: <http://www.ccsso.org>

~~California School Leadership Academy: <http://www.esla.org>~~

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: September 5, 2007, Manhattan Beach, California

revised: October 6, 2009, Manhattan Beach, California

**G. BOARD BUSINESS**

2. **TITLE:** Receive for First Reading and Adoption revised Manhattan Beach Unified District Board Policy 7310, Naming of Facilities and Properties (new title). Receive, for information, **NEW** Administrative Regulation 7310, Naming of Facilities and Properties.

**BACKGROUND:** Manhattan Beach Unified District Board Policy 7310, Naming of Facilities and Properties, is presented under a **NEW** title (old title re: Naming of Facility), and as a revision for Board adoption. The **NEW** Regulation 7310, Naming of Facilities and Properties, is included for Board review.

The policy and regulation have been updated to clarify the authority of the Board for naming all MBUSD facilities and properties as well as defining an orderly process for considering and approving a proposal for a new name and/or change of name, if appropriate.

**FINANCIAL IMPACT:** None

**ACTION:** Receive for First Reading and Adoption revised Manhattan Beach Unified District Board Policy 7310, Naming of Facilities and Properties (new title).

Receive, for information, Administrative Regulation 7310, Naming of Facilities and Properties.

**PREPARED BY:** Dr. Steve Romines, Assistant Superintendent

**DATE OF BOARD MEETING:** October 6, 2009

**AGENDA NOTE**

**AGENDA NOTE**

**AGENDA NOTE**

**Facilities**

**NAMING OF FACILITIES AND PROPERTIES**

*The Governing Board believes that the naming of district and school facilities and properties offer a unique opportunity to acknowledge the functions of the facilities as each relates to the educational tradition and themes of the district; to recognize significant gifts to the schools and district; and to honor the distinguished service of an individual or groups of individuals to the Manhattan Beach Unified School District and its schools. The naming of facilities and properties shall, in addition, recognize cultural, ethnic, national, and gender diversity with fairness, dignity, compassion, and procedural consistency.*

*The Board will name all district facilities and properties such as buildings; major portions of buildings; stadium, baseball, and other athletic fields as well as major areas of assembly or activity; plazas, commons, and other large areas of campus circulation; and all other highly visible facilities and properties. (E.C. 35160)*

*As delegated by the Board, the Superintendent or designee has the authority to name individual rooms, limited areas and individual items or features within rooms, limited areas and individual items or features within buildings, individual landscape items or features, limited outdoor areas, and other minor properties.*

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

**Criteria for Naming District Buildings and Properties**

The ~~Governing Board shall name schools, or individual buildings~~ *district facilities and properties* in recognition of:

1. Individuals, living or deceased, who have made *historic* contributions of state, national, or worldwide significance
2. Individuals, living or deceased, who have made ~~outstanding~~ *significant, lasting, and memorable* contributions to the county or community
3. *Individuals, living or deceased, who have had significant, lasting, and memorable impact on the district or a particular school*

**Facilities**

**NAMING OF FACILITIES AND PROPERTIES**

*4. Individuals, businesses, organizations, or other entities who/which have provided significant funding for a physical facilities project, including construction or renovation of a facility, building, or site*

5. The geographic area in which the school or building is located

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

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

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

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

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

**Facility/ Property Naming Committee**

*As necessary, the Board encourages community participation in the process of selecting names for facilities and properties. A Facility/Property Naming Committee, which includes parents and community members, may be appointed to review proposals, name suggestions, and submit recommendations for the Board's consideration.*

(cf. 1220 - Citizen Advisory Committees)

**Facilities**

**NAMING OF FACILITIES AND PROPERTIES**

**Renaming of Facilities and Properties**

*When a building, facility or other significant area has been named, the district will continue to use the name as long as the building or area remains in use and serves its original function. The renaming of existing schools or major facilities shall occur only under extraordinary circumstances and after thorough study.*

*When the use of the building, facility, or area has changed such that it must be demolished, substantially renovated or rebuilt, the Board may decide to retain the original name, name another comparable room or facility or discontinue the use of the name.*

**Memorials**

~~Upon request, the Board shall consider naming buildings, parts of buildings or athletic fields in honor of the contributions of students, staff members and community members who have been deceased for at least one year.~~

**Memorials for Deceased Students or Staff**

*Permanent memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships, plantings, or collections of books or items of historical or educational significance. Memorials shall be limited to one per loss, per site.*

*The Board encourages school sites to develop an appropriate area for displaying a perpetual plaque to honor deceased students and staff members.*

*All plans for the establishment of a memorial must have the approval of the Superintendent or designee. The Superintendent or designee shall ensure that any type of structural memorial, such as walls, plantings, etc., conforms with the district or school's established design and maintenance parameters as well as the architecture or setting of the facility and blends with existing memorials. The Superintendent shall notify the Board when a request is received for the establishment of a memorial.*

**MBUSD**

**BP 7310(d)**

**Facilities**

**NAMING OF FACILITIES AND PROPERTIES**

**Renaming of Facilities and Properties**

Legal Reference:  
EDUCATION CODE  
35160 Authority of governing boards

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT  
adopted: September 5, 2007 Manhattan Beach, California  
revised:

**FOR REVIEW ONLY**

**NEW ADMINISTRATIVE REGULATION**

**MBUSD**

**AR 7310(a)**

**Facilities**

**NAMING OF FACILITIES AND PROPERTIES**

**General Provisions for Naming of Facilities and Properties**

- 1. No naming will be approved or sustained that will call into serious question the public respect for the Manhattan Beach Unified School District, the Board of Trustees, or its staff and students.*
- 2. The names used to identify district facilities and properties shall lend to the prestige of the district, Board, staff, students, and community. The credentials, character, and reputation of each individual, organization, business, corporation, or entity for which the naming is being considered shall be carefully scrutinized and evaluated. Proposals submitted for naming must be accompanied by supporting documentation.*
- 3. It is the responsibility of the Superintendent or designee to advise any party submitting a naming proposal, including potential benefactors who intend to donate funds, that their proposal is subject to change and the approval of the Board.*

**Proposal for Naming in Recognition of Distinction**

*The proposal to name a facility, building, site, and/or properties for an individual of distinction as identified in BP 7310 shall be submitted in writing to the Superintendent or designee.*

*The proposal shall include:*

- 1. The name of the individual*
- 2. The background on the individual to be honored in the naming, a description of his/her contribution to the school, district, or other supporting organization(s),*
- 3. The facility, building, site and/or properties proposed to be named*

**Facilities**

**NAMING OF FACILITIES AND PROPERTIES**

- 4. The method(s) and place(s) that the name(s) will appear and included in a signage plan*
- 5. The estimated cost to name and/or rename the facility, building, site and/or properties*
- 6. Who will be financially responsible for the naming*

*The Superintendent or designee will review the proposal and submit it to the Board with recommendations or may form a Facility/Property Naming Committee to review the proposal, name suggestions, and submit its recommendations for Board's consideration.*

*Examples of the types of evaluation criteria to be used in the review should include, but not be limited to:*

- 1. What relationship exists between the individual(s) named and the particular facility?*
- 2. How many years did the individual(s) named give service to the students and/or the school/district?*
- 3. What measurable impact did the individual(s) have on students, the school, the district, and the community?*

**Proposal for Naming in Recognition of Financial Support**

*For naming in recognition of financial gifts, the donor will be expected to provide all or a substantial part of the cost of the building project (see BP 7310). Donors may be individual(s), families, organizations, foundations, or corporations.*

*The proposal for naming in recognition of financial support shall be submitted in writing to the Superintendent and include:*

- 1. The name of the individual(s), families, organizations, foundations, or corporations who will donate the financial support.*
- 2. The site and location proposed to be named.*

**Facilities**

**NAMING OF FACILITIES AND PROPERTIES**

3. *A graphic design of the building project including the size, type, location, and color.*
4. *The method(s) and place(s) that the name(s) will appear included in a signage plan. If the proposal is suggesting a name for the building project other than the name(s) of the donor(s), the name of the individual for whom the building project will be named, his/her background, and a description of his/her/its contribution to the school, district, or other supporting organization(s).*
5. *The estimated cost to name and/or rename the facility, building, site, and/or properties.*
6. *Who will be financially responsible for the naming?*

*The Superintendent or designee will review the proposal and submit the proposal to the Board with recommendations or may form a Facility/Property Naming Committee to review the proposal, name suggestions, and submit its recommendations for Board's consideration.*

*Examples of the types of evaluation criteria to be used in the review should include, but not be limited to:*

1. *What is the description of the building project, including identification of new building structure(s) and/or remodeled building(s)?*
2. *Does the graphic design conform with the district or school's established design and maintenance parameters as well as the architecture or setting of the master plan of the school, surrounding buildings, and structures, etc.?*
3. *What is the amount to be donated and does this meet the definition of "significant" under BP 7310?*
4. *How is the donation to be paid to the district (one time or in installments) and do any donation restrictions come with the proposal?*
5. *Who will be financially responsible for the naming?*

**Naming Opportunity as Part of a Fundraising Campaign**

*Any fundraising campaign conducted by a school, foundation, booster club, PTA, or*

**Facilities****NAMING OF FACILITIES AND PROPERTIES**

*other organization or entity, which seeks naming opportunities as a part of its donor recognition program, shall first submit its proposal to the Board for approval. Only after approval by the Board, shall the naming opportunity be used as a part of a donor recognition program.*

*The proposal for a naming opportunity as a part of a fundraising campaign shall be submitted in writing to the Superintendent, and include the following:*

- 1. The name of school, foundation, booster club, PTA, or other organization or entity conducting the fundraising campaign.*
- 2. The site and location proposed to be named included in a signage plan.*
- 3. A graphic design of the building project including the size, type, location, and color.*
- 4. The method(s) and place(s) that the name(s) will appear. If the proposal is suggesting a name for the building project other than the name(s) of the donor(s), the name of the individual for whom the building project will be named, his/her background and a description of his/her contribution to the school, district, or other supporting organization(s).*
- 5. The estimated cost to name and/or rename the facility, building, site, and/or properties.*
- 6. Who will be financially responsible for the naming?*
- 7. A statement from the school, foundation, booster club, PTA, or other organization or entity that the naming opportunity as part of its donor recognition program meets the following criteria:*
  - a. Does not imply an endorsement of any particular business or product or any specific political or religious point of view.*
  - b. Is not in conflict with any federal, state, or local laws, policies, or regulations.*
  - c. Designates a building project that is consistent with the goals of the educational program.*

**Facilities**

**NAMING OF FACILITIES AND PROPERTIES**

- d. Is not inappropriate or harmful to the welfare of students.*
- e. Does not result in excessive maintenance, installation, or unacceptable continuing costs to the district.*
- f. Does not restrict or otherwise limit the school program.*
- g. If the gift includes equipment, furnishings, etc. that these items meet the accepted standards for quality, performance, and safety.*

*The Superintendent or designee will review the proposal and submit it to the Board with recommendations or may form a Facility/Property Naming Committee to review the proposal, name suggestions, and submit its recommendations for Board's consideration.*

*Examples of the types of evaluation criteria to be used in the review should include, but not be limited to:*

- 1. What is the description of the building project, including identification of new building structure(s) and/or remodeled building(s)?*
- 2. Does the graphic design conform with the district or school's established design and maintenance parameters as well as the architecture or setting of the master plan of the school, surrounding buildings and structures, etc.?*
- 3. Does the proposal meet the naming opportunity criteria?*
- 4. How is the donation to be paid to the district (one time or in installments) and do any donation restrictions come with the proposal?*
- 5. Who will be financially responsible for the naming?*

**Facility/Property Naming Committee**

*Should the Board and/or Superintendent determine it is necessary to convene a Facility/Property Naming Committee, the Superintendent shall establish the Committee to be composed of members of the public, parents and staff and students representing the schools and district.*

**Facilities****NAMING OF FACILITIES AND PROPERTIES**

*Upon formation of the Committee, the Superintendent or designee shall call the first meeting and charge the Committee with its task. The Committee shall elect a Chairman and other officers, as the Committee determines necessary. The Committee will set its own agendas and meeting times.*

*The Committee has the responsibility to evaluate a proposal within the established guidelines of Board Policy and Administrative Regulation 7310 as well as other specific criteria developed by the Committee based upon the particular facility, properties, and/or building project under consideration.*

*Following appropriate consideration and evaluation by the Committee, the Committee shall make its report, in writing, with recommendations to the Board.*

*The final authority for naming rests with the Board.*

**Signage**

*A naming proposal submitted to the Board and/or Superintendent shall include a signage plan. The sign must be consistent with signage throughout the school and/or district as well as coordinate with signage for similar projects. The plan shall include:*

- 1. Placement, size, color, aesthetics, and design of signage*
- 2. Wording*
- 3. Timeline of installation and plan for donor recognition*
- 4. Funding for the purchase, installation, and maintenance of the sign*

**Banners**

*Non-profit and profit groups and organizations that have authorized use of district buildings and grounds may, under certain conditions, display indoor and/or outdoor advertisement by means of signs, banners, plaques, etc.*

*Banners, signs, plaques, and other displays shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive; which advocate racial, ethnic, or religious prejudice, or the use of drugs, or alcohol; or which bear drug, alcohol, or tobacco company advertising, promotions and likenesses.*

**Facilities****NAMING OF FACILITIES AND PROPERTIES**

*Display of any advertisement must have prior approval of the Superintendent or designee. No sign may be larger than 4 feet by 8 feet. The district will remove any sign or other form of advertisement that has not had prior approval by the district.*

*The approved advertisement may only be displayed during the time and at the place the user has been authorized in an executed district permit. All signs and other advertisements must be removed immediately at the conclusion of the user's event, activity, or season. The district reserves the right to remove and retain signs, banners, and other displays that are not removed as per this regulation.*

*The district will give one warning to the user if the non-profit or profit group or organization fails to remove all advertisement signage. Should the user fail to remove any signs, banners, plaques, etc. after the warning, the district will no longer approve the display of advertisement by the group or organization.*

**Dedication Plaques for New Facilities**

*With the dedication of each new facility, a dedication plaque shall be affixed to each new facility and shall include the following:*

- 1. The name of the facility and the year the construction was completed.*
- 2. The name of each Board member who was on the Board at the time the construction bid was awarded.*
- 3. The name of the Superintendent at the time the construction bid was awarded.*
- 4. The name of the architect.*
- 5. The name of the contractor.*

Regulation MANHATTAN BEACH UNIFIED SCHOOL DISTRICT  
review: Manhattan Beach, California