

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

**December 10, 2008
6:30 p.m. Regular, Annual Organizational Meeting
7:30 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 (7:30)
2. Approval of Agenda

B. ANNOUNCEMENTS AND COMMUNICATIONS (30 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. Teacher Spotlight on Joann Guelff, teacher at Grand View School.
3. The Parents of the Month, Ellen Chao and Faith Lyons, will be recognized.
4. Recognition of "Yes on BB Committee – Building a Better Mira Costa."
5. Introduction of Citizens' Bond Oversight Committee members.
6. Board Member Announcements
7. Hannah Geiser and Kian Rowshani, Student Board Members, will discuss student topics at Mira Costa High School and events and activities in the District. Natalie Pratt will report on activities at Manhattan Beach Middle School.

C. SUPERINTENDENT/CABINET REPORT (5 Minutes)

- Seaton**
1. 2008 Standardized Testing and Reporting (STAR) Assessment Data for Manhattan Beach Unified School District.

- Rohrer 2. District Advisory Council Update
- Romines 3. Bond Update

D. PRESENTATION/ACTION ITEMS (30 Minutes)

- Seaton 1. School Plans – Overview/Questions/Answers (**Approval is Requested**)
1
- Romines 2. First Interim Budget Report (**Approve Positive Certification and Budget Revisions**)
2-11

E. INFORMATION/DISCUSSION ITEMS

None.

F. CONSENT CALENDAR (15 Minutes)

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

General

- Schneider 1. Ratify District Master Contract for Nonsectarian, Nonpublic Agency (NPA) Services with Julia Hobbs Speech Pathology, Inc. Contract is necessary to provide services for the 2008/09 fiscal year as per Final Settlement and Release Agreement Office of Administrative Hearings (OAH) Case No. 2008090822, finalized on October 8, 2008. Services will be provided as designated in the Agreement. Contract is effective from November 10, 2008, through June 30, 2009. Amount not to exceed \$1,050.00. Funds to be paid from Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57700-11801-5810-0000051; by transferring from an existing Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11801-5810-0000051. This item has been budgeted given that a transfer is being made.
12-17
- Schneider 2. Ratify Amendment to the District Master Contract for the 2008/09 fiscal year for Nonsectarian, Nonpublic Agency (NPA) Services with Pediatric Therapy Network. Amendment is necessary as per an Individualized Education Plan (IEP) mandate to add a service to the contract. Master contract is effective from July 1, 2008, through June 30, 2009, and amended effective December 1, 2008. Amount not to exceed \$24,400.00. This is an increase of \$1,500.00. Funds to be paid from Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11801-5810-0000051. This item has been budgeted.
18-19
- Schneider 3. Ratify Student Services Special Employment Agreement for 2008/09 School Year with W. Sonya Gambaro, M.A., Speech and Language Pathologist, to provide services for students currently serviced by District Speech Pathologist who will be taking a medical leave of absence. Services will be provided as specified in each student’s Individualized Education Plan (IEP). Amount not to exceed \$27,000.00. This is an increase of \$24,000.00. Funds to be paid from Special Education account, #01.0-65000.0-57500-31500-5850-0000113. This item has been budgeted and included in the 1st Interim Report.
20-22

- Schneider 23** 4. Ratify reimbursement to parents for educational costs of not to exceed \$3,821.14, incurred from December 28, 2007, through December 29, 2007, as per Individualized Education Plan (IEP) mandated visits, and in accordance with our visitation policy. Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5813-0000053. This item has been budgeted.
- Schneider 24** 5. Ratify reimbursement to parents for educational costs of not to exceed \$855.71, incurred from October 16, 2008, through October 19, 2008, as per Individualized Education Plan (IEP) mandated visits, and in accordance with our visitation policy. Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5813-0000053. This item has been budgeted.

Schwabe **Personnel**

6. Ratify employment of classified personnel at effective dates listed:
- Adams, Brian, Computer Lab Specialist, Pacific, Perm., 87.5% time, Range 24, Step 2, effective 11/14/08 (Replacement)
- Bottomley, Bruce, IBI, MBMS, Perm., 81.25% time, Range 17, Step 3, effective 11/19/08 (IEP)
- Davis, Ericka, Food Service Ass't. 1, MCHS, Perm., 25% time, Range 6, Step 1, effective 11/17/08 (Replacement)
- Tozer, Amber, IBI, Preschool, Perm., 75% time, Range 17, Step 1, effective 11/21/08 (Replacement)
7. Ratify termination of employee #9103, effective 11/20/08.
8. Ratify change of status of Ojeda, Malisa, IBI, Preschool, 50% time to 75% time, effective 12/01/08 (Replacement)
9. Approve resignation/retirement, layoff of DeGarza, Claudia, Food Service Assistant 1, MCHS, effective 11/14/08 (Resignation)
10. Ratify employment of classified personnel to serve as substitute and/or short term/intermittent, district wide, at effective dates listed:
- Hayes, Amanda, effective 11/20/08
Nagdev, Starr, effective 11/10/08
Tordella, Brian, effective 11/04/08
11. Ratify employment of certificated substitutes at current rate of pay as follows:
- Kraus, David, eff. 11/14/08
Matsuda, Shelby, eff. 11/17/08
Petersen, Jennifer, eff. 11/19/08
12. Ratify change in status of certificated personnel as follows:
- Cottingham, Jeannette (GV), change from Col. 4, Step 4, to Col. 5, Step 4, eff. 11/1/08
Cox, Thomas (MCHS), change from Col. 2, Step 10, to Col. 3, Step 10, eff. 11/1/08

13. Ratify leave of absence for certificated staff per MBUTA Contract Article #11.9, #11.10, #11.18 as follows:
 - Davis, Julia (PAC), from 12/1/08 through 1/7/09
 - Opfer, Alissa (ME), extend from 11/24/08 to 1/2/09
14. Approve a one-year extension to the contract for the Superintendent of Schools, through June 30, 2010. All conditions and terms to remain the same.

Business

- | | |
|--------------|--|
| 25-27 | 15. Approve the Minute Order Confirming Election Results for General Obligation Bond Measure BB. |
| 28 | 16. Approve authorization for the Board of Trustees Bond Finance Committee to interview Bond Underwriters. |
| 29-30 | 17. Approve change order from Prime, Inc., painting contractors in the amount of \$7,986.53, for repair of cracks in the plaster and change of trim color at MBMS. |
| 31-32 | 18. Approve Notice of Completion from Prime, Inc., painting contractors for exterior painting of MBMS. |
| 33-42 | 19. Adopt updated Facility Use Fee Schedule, effective January 1, 2009. |
| 43-44 | 20. Approve decrease in 2009 Federal Mileage Rate, from 58.5 cents to 55 cents, effective January 1, 2009. |
| 45-47 | 21. Approve K-3 Class Size Reduction Program application and certify that the information on the application is true and correct. |
| 48-53 | 22. Ratify purchase orders to date. |
| 54-72 | 23. Approve annual agreement with Educational Networks to redesign and maintain District website and annual agreement to develop and maintain Bond Oversight Committee website, for a total of \$14,400.00, to be charged to the general fund. |
| 73-74 | 24. Accept, with thanks, gifts to the District from Kay Whitehead. |
| 75-77 | 25. Accept Developer Fee report for the month of November 2008. |

G. PUBLIC AND STAFF SUBMITTED ITEMS

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

None.

H. 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.

I. BOARD BUSINESS (30 Minutes)

- 78** 1. Authorize travel and lodging expenses for Board members and District staff to attend MBUSD PTAs Council Capital Convoy visit, March 10 and 11, 2009 in Sacramento, California. The cost for travel and lodging will not exceed \$600 per person or a total of \$2,400. It is anticipated that some of this cost will be deferred by one or more of the individuals attending who will pay all or some of their own expenses.
- 79-86** 2. Receive for first reading and adoption of new Board Policy and Administrative Regulation 5141.23, Asthma Management.
- 87-90** 3. Receive for first reading and adoption, new Board Policy and Administrative Regulation 6155, Challenging Courses by Examination.
- 91-109** 4. Receive for first reading and adoption, new Board Policy and revised Administrative Regulation 7160, Charter School Facilities.
5. Approve cancellation of the January 21, 2009, Board meeting.
6. Approve scheduling of the following Board meetings:
December 17, 2008, 6:30 p.m.
January 14, 2009, 6:30 p.m.
January 28, 2009, 6:30 p.m.

J. ITEMS FOR FUTURE DISCUSSION/ACTION

K. ADJOURNMENT

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

(Note: These dates are subject to change)

DECEMBER

December 10, 2008, 6:30 PM
Board Meeting

December 22-31, 2008
Winter Recess

JANUARY

January 1-2, 2009
Continuation of Winter Recess

January 19, 2009
Martin Luther King Holiday

January 21, 2009, 6:30 PM
Board Meeting

FEBRUARY

February 4, 2009, 6:30 PM
Board Meeting

February 16-20, 2009
District Recess

MARCH

March 4, 2009, 6:30 PM
Board Meeting

March 18, 2009, 6:30 PM
Board Meeting

APRIL

April 1, 2009, 6:30 PM
Board Meeting

April 6-10, 2009
Spring Break

MAY

May 6, 2009, 6:30 PM
Board Meeting

May 20, 2009, 6:30 PM
Board Meeting

May 25, 2009
Memorial Day

JUNE

June 3, 2009, 6:30 PM
Board Meeting

June 16, 2009, 6:30
Board Meeting

D. PRESENTATION/ACTION ITEMS

1. **TITLE:** Manhattan Beach Unified School District Single Plans for Student Achievement

BACKGROUND: California Education Code sections 41507, 41572, and 64001 and the federal No Child Left Behind Act (NCLB) require each school to consolidate all school plans for programs funded through the School and Library Improvement Block Grant, the Pupil Retention Block Grant, the Consolidated Application, and NCLB Program Improvement into the Single Plan for Student Achievement. The purpose of the Single Plan for Student Achievement (SPSA) is to create a cycle of continuous improvement of student performance and to ensure that all students succeed in reaching academic standards set by the State Board of Education. Each school receiving categorical funds must update its Single Plan for Student Achievement annually.

Each Single Plan for Student Achievement contains the following information:

- School Vision and Mission
- School Profile
- School Accountability Report Card
- Analysis of Current Educational Practice
- School Student Performance Data Summary
- Goals for Improving Student Performance
- Centralized Support for Planned Improvements in Student Achievement
- District and Site Budget Information

The 2008-2009 Single Plans for Student Achievement (SPSA) will also serve as Interim SPSA for the beginning of the 2009-2010 school year. In the fall of 2009, the SPSA will be updated based on new assessment data and then brought to the Board for approval in December 2009.

FISCAL IMPACT: Funds received through the Consolidated Application must be used to reach school goals for improving the academic performance of all students to the level of state standards. In so doing, care must be exercised to ensure that each funding source is used for the purposes for which the funds are allocated and for eligible students.

ACTION RECOMMENDED: Approve the Single Plans for Student Achievement for 2008-2009.

PREPARED BY: Carolyn Seaton, Executive Director of Educational Services

DATE OF BOARD MEETING: December 10, 2008

The Draft Single Plans for Student Achievement can be accessed on the District's website at www.mbusd.org. Copies are available at the District Office located at 325 S. Peck Avenue and will also be available at the Board Meeting on December 10, 2008.

D. PRESENTATION/ACTION ITEMS

2. **TITLE:** Board Approval of the District's Positive Certification of the First Interim Financial Report and Budget Revisions

BACKGROUND: The First Interim Financial Report is a year-to-date review of the district's finances as of October 31, 2008.

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

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

Unfortunately, the district still does not have a reliable, adopted state budget. To compensate for this uncertainty the district continues to take a very conservative approach to budgeting revenues and expenses. Staff is not budgeting for any new revenue in 08/09 and is conserving cash in anticipation of the possibility of mid-year budget reductions. A brief presentation will be made that reviews key findings and noteworthy facts about the first interim report.

ACTION RECOMMENDED: Approve the Positive Certification for the First Interim Financial Report and Budget Revisions.

PREPARED BY: Steve Romines, Assistant Superintendent of Administrative Services

DATE OF BOARD MEETING: December 10, 2008

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

08/09 1ST INTERIM BUDGET REVENUE AND EXPENDITURE COMBINED SUMMARY

	Revised Budget 2008/09	1st Interim Budget 2008/09	Difference	
	Combined	Combined		
Budgeted Revenue				
Revenue Limit	\$ 37,726,769	\$ 38,372,282	\$ 645,513	Net increase due to 106 ada increase over last year
Federal Revenue	\$ 1,317,002	\$ 1,370,694	\$ 53,692	increase due to slightly higher sp ed revenue
State Revenue	\$ 7,836,847	\$ 7,910,458	\$ 73,611	incr from I.M. \$40,300, Drug/Alcohol/tobac \$15,700, sch lib imp grant \$16,100
Local Revenue	\$ 4,806,169	\$ 6,372,486	\$ 1,566,317	Net increase due to city contribution and ASB and PTA budgets
Total Projected Revenues	\$ 51,686,787	\$ 54,025,920	\$ 2,339,133	
Expenditures				
Certificated Salaries	\$ 24,905,811	\$ 25,580,355	\$ 674,544	Net inc due to salary inc, step and column, with dec due to retirees, new hires
Classified Salaries	\$ 7,152,874	\$ 7,342,685	\$ 189,811	Net inc due to sal inc, step and column, OT off set by and retirees/new hires
Benefits	\$ 8,191,023	\$ 8,216,457	\$ 25,434	Effect of increased salaries and h/w increase
Books/Supplies	\$ 2,097,324	\$ 4,524,300	\$ 2,426,976	Net increase due PTA/ASB expense budgets
Services	\$ 8,273,634	\$ 8,398,741	\$ 125,107	Net increase due to PTA/ASB expense budgets
Capital Outlay	\$ -	\$ 41,153	\$ 41,153	Routers switches and identification software for internet system
Other Outgo	\$ 1,787,754	\$ 1,952,554	\$ 164,800	Debt service lacoe. ascip, selpa exc cost, ROC trans
Transfers of indirect/direct costs	\$ -	\$ -	\$ -	
Budgeted Expenditures	\$ 52,408,420	\$ 56,056,245	\$ 3,647,825	
Excess of Revenues over Expenditures	\$ (721,633)	\$ (2,030,325)		
Sources and Uses				
Transfers Out of General Fund	\$ (270,000)	\$ (270,000)		
Contributions	\$ -	\$ -		
Total Sources and Uses	\$ (270,000)	\$ (270,000)		
Net Increase or Decrease in Fund Balance	\$ (991,633)	\$ (2,300,325)		
Beginning Fund Balance	\$ 7,431,818	\$ 7,431,818		
Ending Fund Balance	\$ 6,440,185	\$ 5,131,493		
Designated set asides and carryovers	\$ (1,611,740)	\$ (5,019,941)		
3% Reserves for Economic Uncertainties	\$ (1,572,253)	\$ (1,681,687)		
Revolving Cash	\$ (10,000)	\$ (10,000)		
Stores	\$ (29,487)	\$ (30,000)		
Special Education Reserve for Economic Uncertainties	\$ -	\$ (250,000)		
Restricted Ending Balances	\$ -	\$ (1,748,254)		
Set Aside to cover 07/08 salary increase 2 years out	\$ -	\$ (1,300,000)		
Undesignated Revenue	\$ 4,828,445	\$ 111,552		

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

08/09 1ST INTERIM BUDGET UNRESTRICTED REVENUE AND EXPENDITURE SUMMARY

	Revised Budget 2008/09	1st Interim Budget 2008/09	Difference
Budgeted Revenue			
Revenue Limit	\$ 37,139,763	\$ 37,537,080	\$ 397,317
Federal Revenue	\$ -	\$ -	\$ -
State Revenue	\$ 2,945,064	\$ 2,959,076	\$ 14,012
Local Revenue	\$ 861,022	\$ 1,488,197	\$ 627,175
Total Projected Revenues	\$ 40,945,849	\$ 41,984,353	\$ 1,038,504
Expenditures			
Certificated Salaries	\$ 19,001,339	\$ 19,558,080	\$ 556,741
Classified Salaries	\$ 3,231,807	\$ 3,342,914	\$ 111,107
Benefits	\$ 5,814,770	\$ 5,771,479	\$ (43,291)
Books/Supplies	\$ 1,111,387	\$ 1,062,818	\$ (48,569)
Services	\$ 2,677,422	\$ 2,922,820	\$ 245,398
Capital Outlay	\$ -	\$ -	\$ -
Other Outgo	\$ 234,667	\$ 234,667	\$ -
Transfers of indirect/direct costs	\$ (202,791)	\$ (227,658)	\$ (24,867)
Budgeted Expenditures	\$ 31,868,601	\$ 32,665,120	\$ 796,519
Excess of Revenues over Expenditures	\$ 9,077,248	\$ 9,319,233	\$ 241,985
Sources and Uses			
Transfers Out of General Fund	\$ -	\$ -	\$ -
Contributions	\$ (10,068,881)	\$ (9,871,305)	\$ 197,576
Total Sources and Uses	\$ (10,068,881)	\$ (9,871,305)	\$ 197,576
Net Increase or Decrease in Fund Balance	\$ (991,633)	\$ (552,072)	
Beginning Fund Balance	\$ 5,683,564	\$ 4,691,931	
Projected Ending Balance	\$ 4,691,931	\$ 4,139,859	

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

08/09 1ST INTERIM BUDGET
RESTRICTED REVENUES AND EXPENDITURES SUMMARY

	Revised Budget 2008/09	1st Interim Budget 2008/09	Difference
Budgeted Revenue			
Revenue Limit	\$ 587,006	\$ 835,202	\$ 248,196
Federal Revenue	\$ 1,317,002	\$ 1,370,694	\$ 53,692
State Revenue	\$ 4,891,783	\$ 4,951,382	\$ 59,599
Local Revenue	\$ 3,945,147	\$ 4,884,289	\$ 939,142
Total Projected Revenues	\$ 10,740,938	\$ 12,041,567	\$ 1,300,629
Expenditures			
Certificated Salaries	\$ 5,904,472	\$ 6,022,275	\$ 117,803
Classified Salaries	\$ 3,921,067	\$ 3,999,771	\$ 78,704
Benefits	\$ 2,376,253	\$ 2,444,978	\$ 68,725
Books/Supplies	\$ 985,937	\$ 3,461,482	\$ 2,475,545
Services	\$ 5,596,212	\$ 5,475,921	\$ (120,291)
Capital Outlay	\$ -	\$ 41,153	\$ (41,153)
Other Outgo	\$ 1,553,087	\$ 1,717,887	\$ 164,800
Transfers of indirect/direct costs	\$ 202,791	\$ 227,658	\$ 24,867
Budgeted Expenditures	\$ 20,539,819	\$ 23,391,125	\$ 2,769,000
Excess of Revenues over Expenditures	\$ (9,798,881)	\$ (11,349,558)	
Sources and Uses			
Transfers Out	\$ 270,000	\$ 270,000	
Contributions	\$ 10,968,881	\$ 9,871,305	
Total Sources and Uses	\$ 9,798,881	\$ (9,601,305)	

2008-09 First Interim
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) Revenue Limit Sources		8010-8099	37,726,769.00	37,726,769.00	6,818,586.64	38,372,282.00	645,513.00	1.7%
2) Federal Revenue		8100-8299	1,317,002.00	1,317,002.00	149,411.33	1,370,694.00	53,692.00	4.1%
3) Other State Revenue		8300-8599	7,836,847.00	7,836,847.00	1,601,024.35	7,910,458.00	73,611.00	0.9%
4) Other Local Revenue		8600-8799	4,806,169.00	4,806,169.00	1,542,386.81	6,372,466.00	1,566,317.00	32.6%
5) TOTAL, REVENUES			51,686,787.00	51,686,787.00	10,111,409.13	54,025,920.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	24,905,811.00	24,905,811.00	2,803,176.65	25,580,355.00	(674,544.00)	-2.7%
2) Classified Salaries		2000-2999	7,152,874.00	7,152,874.00	1,586,035.08	7,342,685.00	(189,811.00)	-2.7%
3) Employee Benefits		3000-3999	8,191,023.00	8,191,023.00	1,042,582.41	8,216,457.00	(25,434.00)	-0.3%
4) Books and Supplies		4000-4999	2,097,324.00	2,097,324.00	1,537,199.77	4,524,300.00	(2,426,976.00)	-115.7%
5) Services and Other Operating Expenditures		5000-5999	8,273,634.00	8,273,634.00	2,004,843.70	8,398,741.00	(125,107.00)	-1.5%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	41,153.00	(41,153.00)	New
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	1,787,754.00	1,787,754.00	166,666.67	1,952,554.00	(164,800.00)	-9.2%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			52,408,420.00	52,408,420.00	9,140,504.28	56,056,245.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(721,633.00)	(721,633.00)	970,904.85	(2,030,325.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	270,000.00	270,000.00	0.00	270,000.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00		
4) TOTAL, OTHER FINANCING SOURCES/USES			(270,000.00)	(270,000.00)	0.00	(270,000.00)		



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(991,633.00)	(991,633.00)	970,904.85	(2,300,325.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	7,431,818.36	7,431,818.36		7,431,818.36	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			7,431,818.36	7,431,818.36		7,431,818.36		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			7,431,818.36	7,431,818.36		7,431,818.36		
2) Ending Balance, June 30 (E + F1e)			6,440,185.36	6,440,185.36		5,131,493.36		
Components of Ending Fund Balance								
a) Reserve for								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
General Reserve		9730	0.00	0.00		0.00		
Legally Restricted Balance		9740	0.00	0.00		0.00		
b) Designated Amounts								
Designated for Economic Uncertainties		9770	0.00	0.00		0.00		
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00		0.00		
Other Designations		9780	0.00	0.00		0.00		
c) Undesignated Amount						5,131,493.36		
d) Unappropriated Amount		9790	6,440,185.36	6,440,185.36				

7.

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) Revenue Limit Sources		8010-8099	37,139,763.00	37,139,763.00	6,818,586.64	37,537,080.00	397,317.00	1.1%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	2,945,064.00	2,945,064.00	109,560.63	2,959,076.00	14,012.00	0.5%
4) Other Local Revenue		8600-8799	861,022.00	861,022.00	702,472.57	1,488,197.00	627,175.00	72.8%
5) TOTAL, REVENUES			40,945,849.00	40,945,849.00	7,630,619.84	41,984,353.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	19,001,339.00	19,001,339.00	2,122,658.57	19,558,080.00	(556,741.00)	-2.9%
2) Classified Salaries		2000-2999	3,231,807.00	3,231,807.00	785,873.22	3,342,914.00	(111,107.00)	-3.4%
3) Employee Benefits		3000-3999	5,814,770.00	5,814,770.00	687,733.01	5,771,479.00	43,291.00	0.7%
4) Books and Supplies		4000-4999	1,111,387.00	1,111,387.00	335,063.42	1,062,818.00	48,569.00	4.4%
5) Services and Other Operating Expenditures		5000-5999	2,677,422.00	2,677,422.00	1,188,440.66	2,922,820.00	(245,398.00)	-9.2%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299						
		7400-7499	234,667.00	234,667.00	166,666.67	234,667.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(202,791.00)	(202,791.00)	0.00	(227,658.00)	24,867.00	-12.3%
9) TOTAL, EXPENDITURES			31,868,601.00	31,868,601.00	5,286,435.55	32,665,120.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			9,077,248.00	9,077,248.00	2,344,184.29	9,319,233.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(10,068,881.00)	(10,068,881.00)	0.00	(9,871,305.00)	197,576.00	-2.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(10,068,881.00)	(10,068,881.00)	0.00	(9,871,305.00)		

8.

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(991,633.00)	(991,633.00)	2,344,184.29	(552,072.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	5,683,564.47	5,683,564.47		5,683,564.47	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			5,683,564.47	5,683,564.47		5,683,564.47		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			5,683,564.47	5,683,564.47		5,683,564.47		
2) Ending Balance, June 30 (E + F1e)			4,691,931.47	4,691,931.47		5,131,492.47		
Components of Ending Fund Balance								
a) Reserve for								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
General Reserve		9730	0.00	0.00		0.00		
Legally Restricted Balance		9740	0.00	0.00		0.00		
b) Designated Amounts								
Designated for Economic Uncertainties		9770	0.00	0.00		0.00		
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00		0.00		
Other Designations		9780	0.00	0.00		0.00		
c) Undesignated Amount						5,131,492.47		
d) Unappropriated Amount			4,691,931.47	4,691,931.47				

9.

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) Revenue Limit Sources		8010-8099	587,006.00	587,006.00	0.00	635,202.00	248,196.00	42.3%
2) Federal Revenue		8100-8299	1,317,002.00	1,317,002.00	149,411.33	1,370,694.00	53,692.00	4.1%
3) Other State Revenue		8300-8599	4,891,783.00	4,891,783.00	1,491,463.72	4,951,382.00	59,599.00	1.2%
4) Other Local Revenue		8600-8799	3,945,147.00	3,945,147.00	839,914.24	4,884,289.00	939,142.00	23.8%
5) TOTAL REVENUES			10,740,938.00	10,740,938.00	2,480,789.29	12,041,567.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	5,904,472.00	5,904,472.00	680,518.08	6,022,275.00	(117,803.00)	-2.0%
2) Classified Salaries		2000-2999	3,921,067.00	3,921,067.00	600,161.86	3,999,771.00	(78,704.00)	-2.0%
3) Employee Benefits		3000-3999	2,376,253.00	2,376,253.00	354,849.40	2,444,978.00	(68,725.00)	-2.9%
4) Books and Supplies		4000-4999	985,937.00	985,937.00	1,202,136.35	3,461,482.00	(2,475,545.00)	-251.1%
5) Services and Other Operating Expenditures		5000-5999	5,596,212.00	5,596,212.00	816,403.04	5,475,921.00	120,291.00	2.1%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	41,153.00	(41,153.00)	New
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	1,553,087.00	1,553,087.00	0.00	1,717,887.00	(164,800.00)	-10.6%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	202,791.00	202,791.00	0.00	227,658.00	(24,867.00)	-12.3%
9) TOTAL EXPENDITURES			20,539,819.00	20,539,819.00	3,854,068.73	23,391,125.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(9,798,881.00)	(9,798,881.00)	(1,373,279.44)	(11,349,558.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	270,000.00	270,000.00	0.00	270,000.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	10,068,881.00	10,068,881.00	0.00	9,871,305.00	(197,576.00)	-2.0%
4) TOTAL OTHER FINANCING SOURCES/USES			9,798,881.00	9,798,881.00	0.00	9,801,305.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	(1,373,279.44)	(1,748,253.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,748,253.89	1,748,253.89		1,748,253.89	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,748,253.89	1,748,253.89		1,748,253.89		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,748,253.89	1,748,253.89		1,748,253.89		
2) Ending Balance, June 30 (E + F1e)			1,748,253.89	1,748,253.89		0.89		
Components of Ending Fund Balance								
a) Reserve for								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
General Reserve		9730	0.00	0.00		0.00		
Legally Restricted Balance		9740	0.00	0.00		0.00		
b) Designated Amounts								
Designated for Economic Uncertainties		9770	0.00	0.00		0.00		
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00		0.00		
Other Designations		9780	0.00	0.00		0.00		
c) Undesignated Amount						0.89		
d) Unappropriated Amount		9790	1,748,253.89	1,748,253.89				

F. CONSENT CALENDAR

1. **TITLE:** District Master Contract for 2008/09 School Year for Nonsectarian, Nonpublic Agency (NPA) Services with Julia Hobbs Speech Pathology, Inc.

BACKGROUND: It is necessary to establish a District Master Contract for the 2008/09 fiscal year for Speech Pathology Services with Julia Hobbs Speech Pathology, Inc., as per Final Settlement and Release Agreement Office of Administrative Hearings (OAH) Case No. 2008090822, finalized on October 8, 2008.

Services will be provided as designated in the Agreement. The Master contract is effective from November 10, 2008, through June 30, 2009.

FINANCIAL IMPACT:

Amount not to exceed \$1,050.00.

Funds to be paid from Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57700-11801-5810-0000051;

By transferring from an existing Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11801-5810-0000051.

This item has been budgeted given that a transfer is being made.

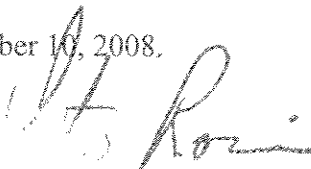
ACTION RECOMMENDED: Ratify District Master Contract for Nonsectarian, Nonpublic Agency (NPA) Services with Julia Hobbs Speech Pathology, Inc. Contract is necessary to provide services for the 2008/09 fiscal year as per Final Settlement and Release Agreement Office of Administrative Hearings (OAH) Case No. 2008090822, finalized on October 8, 2008. Services will be provided as designated in the Agreement. Contract is effective from November 10, 2008, through June 30, 2009. Amount not to exceed \$1,050.00. Funds to be paid from Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57700-11801-5810-0000051; by transferring from an existing Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11801-5810-0000051. This item has been budgeted given that a transfer is being made.

PREPARED BY:


Ellyn Schneider, Executive Director of Student Services

DATE OF MEETING: December 10, 2008.

Approved by:


Steve Romines, Asst. Superintendent of Admin. Services

2008-2009

CONTRACT NUMBER:
S09-M066

LEA: Manhattan Beach Unified School District

NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER:
Julia Hobbs Speech Pathology, Inc. – 1A-19-129

NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
MASTER CONTRACT

AUTHORIZATION FOR MASTER CONTRACT AND GENERAL PROVISIONS

1. MASTER CONTRACT

This Master Contract is entered into this 10th day of December, 2008, between the Manhattan Beach Unified School District (hereinafter referred to as "LEA" or "District") and Julia Hobbs Speech Pathology, Inc. (hereinafter referred to as "CONTRACTOR") for the purpose of providing special education and/or related services to LEA students with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 *et seq.* and Title 5 of the California Code of Regulations section 3000 *et seq.*, AB490 (Chapter 862, Statutes of 2003) and AB1858 (Chapter 914, Statutes of 2004). It is understood that this agreement does not commit LEA to pay for special education and/or related services provided to any LEA student, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR.

Upon acceptance of a LEA student, CONTRACTOR shall submit to LEA an Individual Services Agreement (hereinafter referred to as "ISA") and a Nonpublic Services Student Enrollment form as specified in the LEA Procedures. Unless otherwise agreed in writing, these forms shall acknowledge CONTRACTOR's obligation to provide all services specified in the student's Individualized Education Plan (hereinafter referred to as "IEP"). The ISA shall be executed within ninety (90) days of an LEA student's enrollment. LEA and CONTRACTOR shall enter into an ISA for each LEA student served by CONTRACTOR.

Unless placement is made pursuant to an Office of Administrative Hearings (hereinafter referred to as "OAH") order, a lawfully executed agreement between LEA and parent or authorized by LEA for a transfer student pursuant to California Education Code section 56325, LEA is not responsible for the costs associated with nonpublic school placement until the date on which an IEP team meeting is convened, the IEP team determines that a nonpublic school placement is appropriate, and the IEP is signed by the LEA student's parent.

2. CERTIFICATION

CONTRACTOR shall be certified by the California Department of Education (hereinafter referred to as "CDE") as a nonpublic, nonsectarian school/agency. All nonpublic school and

nonpublic agency services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code, section 56366 *et seq* and within the professional scope of practice of each providers license, certification and/or credential. A current copy of CONTRACTOR's nonpublic school/agency certification or a waiver of such certification issued by the CDE pursuant to Education Code section 56366.2 must be provided to LEA on or before the date this contract is executed by CONTRACTOR. This Master Contract shall be null and void if such certification or waiver is expired, revoked, rescinded, or otherwise nullified during the effective period of this Master Contract. Total student enrollment shall be limited to capacity as stated on CDE certification. Total LEA student enrollment shall be limited to capacity as stated in Section 24 of the Master Contract.

3. **COMPLIANCE WITH LAWS, STATUTES, REGULATIONS**

During the term of this contract unless otherwise agreed, CONTRACTOR shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies, and regulations. CONTRACTOR shall also comply with all applicable LEA policies and procedures unless, taking into consideration all of the surrounding facts and circumstances, a policy or policies or a portion of a policy does not reasonably apply to CONTRACTOR. CONTRACTOR hereby acknowledges and agrees that it accepts all risks and responsibilities for its failure to comply with LEA policies and shall indemnify LEA under the provisions of section 16 of this Agreement for all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of CONTRACTOR's failure to comply with applicable LEA policies (e.g., those policies relating to, the provision of special education and/or related services, facilities for individuals with exceptional needs, LEA student enrollment and transfer, LEA student inactive status, corporal punishment, student discipline, and positive behavior interventions).

CONTRACTOR acknowledges and understands that LEA may report to the CDE any violations of the provisions of this Master Contract; and that this may result in the suspension and/or revocation of CDE nonpublic school/agency certification pursuant to California Education Code section 56366.4(a).

4. **TERM OF MASTER CONTRACT**

The term of this Master Contract shall be from November 10, 2008 to June 30, 2009 (Title 5 California Code of Regulations section 3062(a)). Neither the CONTRACTOR nor the LEA is required to renew this Master Contract in subsequent contract years. However, the parties acknowledge that any subsequent Master Contract is to be re-negotiated prior to June 30, 2009. (Title 5 California Code of Regulations section 3062(d)) No Master Contract will be offered unless and until all of the requirements set forth in the district's application packet and or contracting requirements have been satisfied.

5. **INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION OR TERMINATION**

This Master Contract includes the LEA Procedures and each Individual Services Agreement and they are incorporated herein by this reference. This Master Contract supersedes any prior or contemporaneous written or oral understanding or agreement. This Master Contract may be amended only by written amendment executed by both parties. Notwithstanding the

bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This contract is effective on the 10th day of November 2008 and terminates at 5:00 P.M. on June 30, 2009, unless sooner terminated as provide herein.

CONTRACTOR,
Julia Hobbs Speech Pathology, Inc.

Nonpublic School/Agency

School
District Manhattan Beach Unified School District

By: _____
Signature Date
Julia Hobbs, Speech Pathologist

Name and Title of Authorized
Representative

By: _____
Ellyn Schneider, Date
Executive Director of Student Services

Notices to CONTRACTOR shall be addressed to:

Julia Hobbs – Speech Pathologist

Name

Julia Hobbs Speech Pathology, Inc.

Nonpublic School/Agency/Related Service Provider

11835 Olympic Blvd., Suite 300

Address

Los Angeles Ca 90064

City State Zip

(310) 996-8900 (310) 996-8909

Phone Fax

Mimi Holliday– Office Manager

Notices to LEA shall be addressed to:

Ellyn Schneider, Executive Director of Student Services

Name and Title

Manhattan Beach Unified School District

LEA

325 S. Peck Avenue

Address

Manhattan Beach Ca 90266

City State Zip

(310) 318-7345 x5913 (310) 303-3826

Phone Fax

eschneider@mbusd.org

Email

Mail Completed Contract & Invoices to:

Tracy Angle, Accounting Specialist - MBUSD

Name and Title

325 S. Peck Avenue

Address

Manhattan Beach Ca 90266

City State Zip

(310) 318-7345 x5927 (310) 303-3826

Phone Fax

tangle@mbusd.org

Email

EXHIBIT A: RATES

CONTRACTOR Julia Hobbs Speech Pathology **CONTRACTOR** NEW 2008-2009
(NONPUBLIC SCHOOL OR AGENCY) **NUMBER** (CONTRACT YEAR)

Per CDE Certification, total enrollment may not exceed 5 If blank, the number shall be as determine by CDE Certification.

Rate Schedule. This rate schedule limits the number of MBUSD LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \$1,050.00
 Total LEA enrollment may not exceed 1

	Rate	Period
A. <u>Basic Education Program/Special Education Instruction</u>		
Basic Education Program/Dual Enrollment		

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

B. Related Services

(1) a. Transportation – Round Trip		
b. Transportation – One Way		
c. Transportation-Dual Enrollment		
d. Public Transportation		
e. Parent*		
(2) a. Educational Counseling – Individual		
b. Educational Counseling – Group of		
c. Counseling – Parent		
(3) a. Adapted Physical Education – Individual		
b. Adapted Physical Education – Group of _____		
c. Adapted Physical Education – Group of _____		
(4) a. Language and Speech Therapy – Individual		
b. Language and Speech Therapy – Group of 2		
c. Language and Speech Therapy – Group of 3		
d. Language and Speech Therapy – Evaluation	175.00	Per Hour
e. Language and Speech - Consultation Rate		
(5) a. Additional Instructional Assistant - Individual (must be authorized on IEP)		
b. Additional Instructional Assistant – Group of 2		
c. Additional Instructional Assistant – Group of 3		
(6) Intensive Special Education Instruction**		
(7) a. Occupational Therapy – Individual		
b. Occupational Therapy – Individual		
c. Occupational Therapy – Group		
d. Occupational Therapy – Group of 4 - 7		

17.

F. CONSENT CALENDAR

2. **TITLE:** Amendment to District Master Contract for 2008/09 School Year for Nonsectarian, Nonpublic Agency (NPA) Services with Pediatric Therapy Network.

BACKGROUND: It is necessary to amend the District Master Contract for NPA services with Pediatric Therapy Network, to add a service as mandated by an Individualized Education Plan (IEP).

Services will be provided as designated in the IEP. The Master contract is effective from July 1, 2008, through June 30, 2009. Amendment is effective December 1, 2008.

FINANCIAL IMPACT:

Amount not to exceed \$24,400.00.

This is an increase of \$1,500.00.

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

This item has been budgeted.

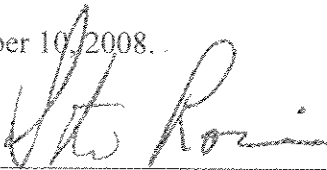
ACTION RECOMMENDED: Ratify Amendment to the District Master Contract for the 2008/09 fiscal year for Nonsectarian, Nonpublic Agency (NPA) Services with Pediatric Therapy Network. Amendment is necessary as per an Individualized Education Plan (IEP) mandate to add a service to the contract. Master contract is effective from July 1, 2008, through June 30, 2009, and amended effective December 1, 2008. Amount not to exceed \$24,400.00. This is an increase of \$1,500.00. 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: December 10, 2008.

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 20, 2008**, effective July 1, 2008 through June 30, 2009, between **Manhattan Beach Unified School District**, County of Los Angeles, hereinafter referred to as the "District" and **Pediatric Therapy Network (PTN)**, hereinafter referred to as the "Contractor," located at 1815 W. 213th Street, Suite 100, Torrance, Ca 90501, is hereby amended effective December 1, 2008, and ratified on **December 10, 2008** as follows:

Amend the following provision:

Exhibit A: Rates

Payment under this contract may not exceed \$24,400.00

B. Related Services

(12) Augmentative and Alternative Communication

Consult	150.00	Per Hour
----------------	---------------	-----------------

- 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: _____

F. CONSENT CALENDAR

3. TITLE: Amendment to Student Services Special Employment Agreement for 2008/09 School Year with W. Sonya Gambaro, M.A., Speech and Language Pathologist.

BACKGROUND: An amendment is needed to the service agreement between the District and W. Sonya Gambaro, to provide Speech therapy services for students currently serviced by a District Speech Pathologist who will be taking a medical leave of absence. Services will be provided as specified in each student's Individualized Education Plan (IEP).

FINANCIAL IMPACT:

Not to exceed \$27,000.00.

This is an increase of \$24,000.00.

Funds to be paid from Special Education account,

#01.0-65000.0-57500-31500-5850-0000113;

This item has been budgeted and included in the 1st Interim Report.

ACTION RECOMMENDED: Ratify Student Services Special Employment Agreement for 2008/09 School Year with W. Sonya Gambaro, M.A., Speech and Language Pathologist, to provide services for students currently serviced by District Speech Pathologist who will be taking a medical leave of absence. Services will be provided as specified in each student's Individualized Education Plan (IEP). Amount not to exceed \$27,000.00. This is an increase of \$24,000.00. Funds to be paid from Special Education account, #01.0-65000.0-57500-31500-5850-0000113. This item has been budgeted and included in the 1st Interim Report.

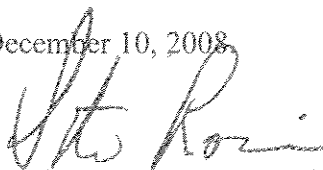
PREPARED BY:



Ellyn Schneider, Executive Director of Student Services

DATE OF MEETING: December 10, 2008

Approved by:



Steve Romines, Asst. Superintendent of Administrative Services

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

AMENDMENT TO A SPECIAL EMPLOYMENT AGREEMENT FOR SERVICES

THE SPECIAL EMPLOYMENT AGREEMENT made and entered into on **July 23, 2008**, between **Manhattan Beach Unified School District**, County of Los Angeles, hereinafter referred to as the "District" and **W. Sonya Gambaro, M.A., Speech/Language Pathologist** hereinafter referred to as the "Contractor," located at 4221 Rousseau Lane, Palos Verdes Peninsula, Ca 90274, is hereby amended effective December 1, 2008 and ratified by the Board on December 10, 2008, as follows:

Payment to Be Made By District:

In consideration of the services to be rendered, the District agrees to pay **\$100.00 per hour, approx. 6-8 hrs per day; not to exceed 24 hrs/wk.** **Total Not to Exceed \$27,000.00.**

01.0-65000.0-57500-31500-5850-0000113

Account Number

Sonya Gambaro,
M.A., Speech/Language Pathologist
Provider of Service

Speech Pathologist

Program

Ellyn Schneider,
Executive Director of Student 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 or use the services of W. Sonya Gambaro M.A., Speech/Language Pathologist
Soc Sec or Tax I.D. number 7604 in the Student Services Department, and

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

WITNESSETH:

THEREFORE, this agreement is made and entered into the 1st day of July, 2008, by and Ratified by the Board of Directors on July 23, 2008, between the Manhattan Beach Unified School District and the above named person/agency, hereinafter called:

Sonya Gambaro, M.A., Speech Pathologist. Located at: 4221 Rousseau Lane, Palos Verdes Peninsula, Ca 90274.

SERVICES TO BE RENDERED

Said person/agency will serve/provide the following service(s): Speech and Language Services as per the Student Individualized Education Plans (IEP)'s.

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

PAYMENT TO BE MADE BY THE DISTRICT

In consideration of the service(s) to be rendered, the District agrees to pay \$100.00 per hour; approx. 6 hrs/day; 1 day/wk.

Total Not to Exceed \$3,000.00.

DATE(S) OF SERVICE

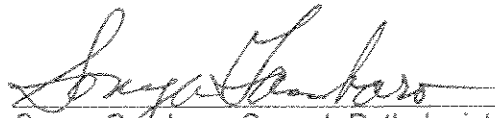

Said person/agency agrees to render service(s) on the following date(s) stated below:

From July 1, 2008, through June 30, 2009, under the direction of the Executive Director of Student Services. The services will be provided in accordance to the District 2008-2009 academic calendar.

This agreement may be terminated by either party with twenty (20) days written notice. This agreement may be terminated without advance notice if both parties agree to do so in writing.

01.0-65000.0-57500-31500-5850-0000113
Account Number

Speech Pathologist
Program


Sonya Gambaro, Speech Pathologist

Eilyn Schneider,
Executive Director of Student Services

F. CONSENT CALENDAR

4. **TITLE:** Reimbursement Agreement between Parents and District for Parent Travel as per Individualized Education Plan (IEP) Mandated Visits.

BACKGROUND: Per an IEP mandated visit, and in accordance with our visitation reimbursement policy, it was agreed to reimburse parents for travel costs incurred from December 28, 2007, through December 29, 2007.

FINANCIAL IMPACT:

Not to exceed: \$3,821.14.


Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5813-0000053.

This item has been budgeted.

ACTION RECOMMENDED:

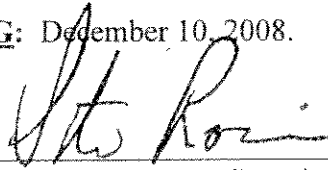
Ratify reimbursement to parents for educational costs of not to exceed \$3,821.14, incurred from December 28, 2007, through December 29, 2007, as per Individualized Education Plan (IEP) mandated visits, and in accordance with our visitation policy. Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5813-0000053. This item has been budgeted.

PREPARED BY:


Ellyn Schneider, Executive Director of Student Services

DATE OF MEETING: December 10, 2008.

Approved by:


Steve Romines, Asst. Superintendent of Admin. Services

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

F. CONSENT CALENDAR

5. TITLE: Reimbursement Agreement between Parents and District for Parent Travel as per Individualized Education Plan (IEP) Mandated Visits.

BACKGROUND: Per an IEP mandated visit, and in accordance with our visitation reimbursement policy, it was agreed to reimburse parents for travel costs incurred from October 16, 2008, through October 19, 2008.

FINANCIAL IMPACT:

Not to exceed: \$855.71.

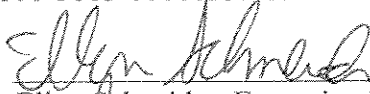
Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5813-0000053.

This item has been budgeted.

ACTION RECOMMENDED:

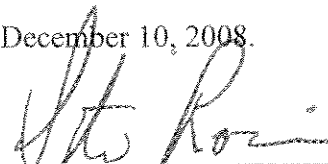
Ratify reimbursement to parents for educational costs of not to exceed \$855.71, incurred from October 16, 2008, through October 19, 2008, as per Individualized Education Plan (IEP) mandated visits, and in accordance with our visitation policy. Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5813-0000053. This item has been budgeted.

PREPARED BY:


Ellyn Schneider, Executive Director of Student Services

DATE OF MEETING: December 10, 2008.

Approved by:


Steve Romines, Asst. Superintendent of Admin. Services

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

F. **CONSENT ITEM**

15. TITLE: Board Approval of the Minute Order Confirming Election Results for General Obligation Bond Measure BB

BACKGROUND: Once the County Registrar certifies election results, the District is required to have entered into the minutes of a regularly scheduled Board meeting those final results. Approval of this Consent Item will allow the attached certificate of election results to be included in the Board minutes thus conforming to all legal and regulatory requirements.

ACTION RECOMMENDED: Board Approve the Minute Order Confirming Election Results for General Obligation Bond Measure BB

PREPARED BY: Steve Romines

DATE OF BOARD MEETING: December 10, 2008

**CERTIFICATE OF THE CLERK OF THE
BOARD OF TRUSTEES AS TO RESULTS OF THE
CANVASS OF ELECTION RETURNS**

STATE OF CALIFORNIA)
) ss
COUNTY OF LOS ANGELES)

I, Ida VanderPoorte, Clerk of the Board of Trustees (the "Board") of the Manhattan Beach Unified School District, do hereby certify that I have examined the results of the Election conducted within the District on November 4, 2008, reported to me by the Los Angeles County Registrar of Voters. At the Board's request, the election was conducted at the regular polling places of the County on November 4, 2008, between the hours of 7:00 a.m. and 8:00 p.m., prior to which time, the Los Angeles County Registrar of Voters delivered ballot pamphlets and absentee ballots to qualified voters.

The results of the election, as provided to the Board by the Los Angeles County Registrar of Voters are attached to this Certificate and incorporated herein by this reference. I hereby certify that the results of said election and the number of votes cast for and against Measure BB are as follows:

BONDS YES:	12,191 votes (61.57%)
BONDS NO:	7,610 votes (38.43%)

These results are officially entered into the minutes of the meeting of the Board of Trustees of the Manhattan Beach Unified School District held on December 10, 2008.

Clerk, Board of Trustees
Manhattan Beach Unified School District

Attachment

000ET0018 County of Los Angeles
 000ET0018 Department of Registrar-Recorder/County Clerk
 000ET0018 NOVEMBER 4, 2008 - GENERAL ELECTION
 000ET0018 Final Official Election Returns
 000TD0018 17:11 11/28/2008
 098PRSCH LW TOTAL PRECINCTS 15 PRECINCTS REPORTING
 15 100.00
 098DRSCH LW REGISTRATION 10,926
 099MCSCH MA MANHATTAN BEACH UNIF SCH MEASURE
 099BKSCH MA
 099MTSCH MA BB - SCHOOL IMPROVEMENT BONDS - YES
 12,191 61.57
 099MTSCH MA (55% OF VOTES CAST) - NO
 7,610 38.43
 099BKSCH MA
 099PRSCH MA TOTAL PRECINCTS 27 PRECINCTS REPORTING
 27 100.00
 099DRSCH MA REGISTRATION 23,340
 100MCSCH MB MANHATTAN BEACH USD RECALL MEASURE-EISEN
 100BKSCH MB
 100MTSCH MB 01 - SHALL EISEN BE RECALLED - YES
 12,765 71.94
 100MTSCH MB (MAJORITY OF VOTES CAST) - NO
 4,979 28.06
 100BKSCH MB
 100PRSCH MB TOTAL PRECINCTS 27 PRECINCTS REPORTING
 27 100.00
 100DRSCH MB REGISTRATION 23,340
 101CCSCH MC MANHATTAN BEACH USD RECALL TO SUCCEED BILL EISEN
 101BKSCH MC
 101CNSCH MC JOYCE FAHEY
 12,693 100.00
 101BKSCH MC

F. **CONSENT ITEM**

16. **Title:** Authorize the Board of Trustees Bond Finance Committee to Interview Bond Underwriters

Background: Last summer, the Board Bond Finance Committee interviewed several bond underwriters to become familiar with each firm's experience in underwriting education bonds, current products and financial strength.

Between those interviews and this Board meeting, the financial markets have experienced some significant solvency challenges. The Board and Superintendent felt that going through the interviewing process again would allow for an objective second look at each underwriting firm. This second look will ensure the District is providing best business practices that result in the selection of the most qualified firm to represent the District's needs.

Fiscal Implications: There is no impact to the general fund. The costs associated with the Underwriter are paid through the total cost of issuance of the general obligation bond.

Action Recommended: Authorize the Board of Trustees Bond Finance Committee to interview bond underwriters.

Prepared By: Steve Romines

Date of Board Meeting: December 10, 2008

F. CONSENT ITEMS

17. TITLE: Change Order -- Prime Painting Contractors Inc.
Exterior Painting of Manhattan Beach Middle School

BACKGROUND: During the process of painting the middle school, it became evident that one trim color needed to be changed and the depth and amount of cracks observed in the plaster was greater than originally observed. Therefore the district issued a change order to improve the color scheme and incur the additional labor to make the necessary repairs to the plaster. This type of wear and tear on the plaster is usual and customary and is due to the expansion and contraction of the building material as the temperature changes. Taking additional time to make the repairs will ensure that expensive renovation due to water damage is avoided in the future.

ACTION RECOMMENDED: Board approval of this Change Order in the amount of \$7,986.53 is requested.

PREPARED BY: Steve Romines

DATE OF BOARD MEETING: December 10, 2008

PRIME INC
 PAINTING CONTRACTORS
 17033 Gledhill Street
 Northridge, CA 91325
 tel(818) 833-8866 fax (818)833-3109

Proposed Change Order

COR#: 4
 Date: 02-Aug-08

Project:

Manhattan Beach Middle School
 Manhattan Beach U S D
 325 South Peck Avenue
 Manhattan Beach CA 90266
 Att. Paul Ruta Director of M & O fax 310-303-3605

ASI / RFI#: _____
 Field Directive#: 4

Work Description:



- 1 Prep, prime and paint three concrete columns
- 2 Repaint the exterior side of stucco at bridge. Also repaint the stucco at stairs
- 3 Repaint the two metal canopies and flashings at the Gym. - Multipurpose Bldg.
- 4 Prep, prime and paint the metal roof top of the lunch shelter structure

Material:	Qty	Price	Total
Subtotal:			
Material Tax (@ 8.25%):			
Total:			\$ -

Labor:	Hrs	Price	Total
Foreman	40.00	49.88	1,995.20
Journeyman	88.00	47.88	4,213.44
Total:			\$ 6,208.64

Equipment	Qty	Price	Total
Boom Lift	2.00	300.00	600.00
Total:			\$ 600.00

Summary			
Material Total			\$ -
Labor Total			\$ 6,208.64
Equipment Total			\$ 600.00
Subtotal:			6,808.64
Overhead and Profit		15%	1,021.30
Subtotal			7,829.94
Bonds		2%	156.60
Total Amount			\$ 7,986.53

Contractor:  
 Date: August 4, 2008
 17-02-08 30

F. CONSENT ITEM

18. TITLE: Notice of Completion for Prime Painting Contractors Inc. – Exterior Painting of Manhattan Beach Middle School

BACKGROUND:

Pursuant to Section 3093 of the Civil Code (CC) the board issues a notice of completion to contractors when projects are completed. The notice of completion allows the district to pay the contractor any retention monies being held.

District staff affirms that Prime Painting Contractors Inc., 17033 Gledhill St., Northridge, California has successfully completed the work they were contracted to perform at Manhattan Beach Middle School.

ACTION RECOMMENDED: Staff recommends the Board issue a Notice of Completion to Prime Painting Contractors Inc.

PREPARED BY: Steve Romines

DATE OF BOARD MEETING: December 10, 2008

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN by the undersigned owner, a political subdivision of the State of California, that a public work of improvement described as Manhattan Beach Middle School was completed on August 15, 2008.

The Contractors on such work were:

Surety on Bond:

Prime Painting Contractors Inc.
17033 Gledhill Street
Northridge, CA 91325

SureTec Insurance Company

The real property upon which said work was done is in the County of Los Angeles, State of California and described as:

Dated December 10, 2008

Manhattan Beach Unified School District

STATE OF CALIFORNIA
COUNTY OF Los Angeles

By _____

Steve Romines

Title: Assistant Superintendent of
Administrative Services

I hereby certify that I am the Secretary of the Trustees of the Manhattan Beach Unified School District, the political subdivision which executed the foregoing notice, and on whose behalf I make this verification; that I have read said notice, know its contents, and that the same is true. I certify under penalty of perjury that the foregoing is true and correct.

Dated December 10, 2008, and executed at Manhattan Beach, California.

SIGNED _____

When recorded, return to:

Manhattan Beach Unified School District
Attn: Business Office
325 S. Peck Ave.
Manhattan Beach, CA 90266

Recorded at the request of:

Manhattan Beach Unified School District
325 S. Peck Ave.
Manhattan Beach, CA 90266

F. CONSENT CALENDAR

19. **TITLE:** Adopt the Updated Manhattan Beach Unified School District Facility Use Fee Schedule to be effective January 1, 2009

BACKGROUND: At a regularly scheduled Board of Trustees meeting, the District's Facility Use Fee Schedule was discussed and feedback provided to staff. The Board requested two areas be reevaluated; the MBMS Gymnasium court fees and charging a separate deferred maintenance fee to each lessee who uses District facilities. These funds could then be set aside in a separate fund to pay for annual maintenance.

The additional deferred maintenance fee charge was reviewed with staff, Athletic Foundation, and one facility lessee. The unanimous feeling was that while a deferred maintenance fee is a good idea it should be built into the hourly fee. Staff would then set aside a portion of each fee for annual deferred maintenance. Handling the fees in this manner would avoid confusion and make the process easier to manage and understand.

The only fees that changed were volleyball court fees at the middle school. They increased by \$5.00 per hour in the Non-Profit and Profit categories. The high school field fees already include an extra amount for deferred maintenance.

An important goal in these economic times and a Board mandate is to look for ways to increase district revenue. Updating the district's facility fee schedule is a way of meeting the Board's direction.

The school year 2002/03 was the last time the district's facility use fee schedule was updated. Staff reviewed previous years Cost of Living Adjustment, (COLA) from School Services dart board and found a 3% to 5% increase each year for the previous 5 years and the current year 08/09. A simple rounded average resulted in all fees being increased by at least 25%. Staff also reviewed the current classified custodial salary levels to make sure the 25% increase covered district salary and benefit costs for custodial services. A commercial real estate company was asked what typical net retail space similar to our locations would lease for in our general area and that amount was \$1.90 per square foot.

Several surrounding districts were also contacted to obtain facility fee schedules. Two districts responded; Redondo Beach Unified School District, (RBUSD) and Beverly Hills Unified School District, (BHUSD) and their facility usage fees are included for your review. RBUSD rolled over their rate schedule from a previous year and is planning on updating fees this year. BHUSD is using a fee schedule from 2003 but feels most

fees are still competitive. The district has received one other facility fee schedule from Torrance USD and is included as back up material.

The result of our activity is that all MBUSD fees have been increased by at least 25%. In all cases fees were rounded up to the nearest dollar. The one time charge, for cleaning the high school stadium increased from \$100 to \$250 to accurately reflect the time required. Staff also endeavored to make fees charged more uniform to make it easier for our community to understand and our staff to implement and interpret.

ACTION RECOMMENDED: Adopt the Updated Manhattan Beach Unified School District Facility Use Fee Schedule effective January 1, 2009

PREPARED BY: Steve Romines

DATE OF MEETING: December 10, 2008

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

FACILITY FEE SCHEDULE

2008/09

The Board of Trustees establishes the following fees for use of school facilities pursuant under Education Code Sections 38130-38139, fees are **effective January 1, 2009.**

GROUPS ENTITLED TO FREE USE:

The governing board shall authorize the use of any school facilities or grounds to nonprofit organizations, clubs or associations organized to promote youth and school activities, including but not limited to : Girl Scouts, Boy Scouts, Camp Fire, Inc., Parent Teachers' associations, School community advisory councils, Education Code Section 38134. The governing board of any school district may grant the use of school facilities or grounds as a civic center upon the terms and conditions the board deems proper, subject to the limitations, requirements, and restrictions set forth in Education Code section 38131.

MANAGEMENT DIRECTION AND CONTROL

The management direction and control of school facilities pursuant to Education Code 38133 is vested in the governing board of the school district.

ADDITIONAL CHARGES FOR CLEAN UP AND SALARY ADJUSTMENTS

In each case where an * appears, it means that fees may be subject to additional clean-up charges. All Fees will include any salary adjustments, when necessary, and will be included in the invoice to the lessee.

ANNUAL COST OF LIVING ADJUSTMENT

A 4% per year Cost Of Living Adjustment will be added to fees on July 1st of each new year hereafter.

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

USE OF FACILITIES FEE SCHEDULE

2008/09

	Non-Profit Organization Per Hour	Profit Organization Per Hour
1 revised 10-15-08		
2		
3 MIRA COSTA		
4 Large Gymnasium	\$70.00	\$115.00
5 Bleachers Out - one time charge \$55.00		
6 Small Gymnasium	\$60.00	\$115.00
7 Wrestling/Dance Room	\$50.00	\$65.00
8 Locker Room	\$50.00	\$65.00
9 Restrooms - Required for every gym use	\$25.00	\$25.00
10 Athletic Fields **	\$30.00	\$45.00
11 Baseball Fields **	\$50.00	\$65.00
12 Tennis Courts **	\$15.00	\$20.00
13 Music Room & Band Room	\$50.00	\$65.00
14 Cafeteria (No kitchen)	\$50.00	\$65.00
15 Weight Room	\$50.00	\$65.00
16 Swimming Pool	\$50.00	\$65.00
17 Lessee must provide a qualified lifeguard (3517.3R)		
18 Track	\$50.00	\$65.00
19 Additional fee of \$30.00/hr for lining track		
20 Football Stadium:		
21 No lights	\$115.00	\$115.00
22 With lights	\$150.00	\$150.00
23 A minimum clean-up fee of \$250.00 will be charged		
24 when bleachers and concession area are used and		
25 district employees clean facility.		
26 Auditorium:		
27 Technical dress rehearsal and performance time	\$210.00	\$300.00
28 Rehearsal, set-up and strike time (excludes	\$150.00	\$250.00
29 operation personnel and stage lighting		
30 Plus: Stage Manager Fees	Staff Mbr Current Rate	Staff Mbr Current Rate
31 Performance only clean-up charge	\$100.00 minimum	\$100.00 minimum
32 Student Aides (or minimum wage State of CA	\$10.00	\$10.00
33 which is greater)		
34 (Fees collected 72 hours in advance of performance.		
35 Deposit of \$130.00 for additional clean-up fees to		
36 be returned if not used.)		
37 MBMS (Custodial Fee Required for all Lessees)		
38 Gymnasium: Custodial	\$25.00	\$35.00
39 Multi-Purpose Room	\$180.00	\$240.00
40 Gymnasium: Court Use	\$75.00	\$150.00
41 Gymnasium: 1 of 3 volleyball courts	\$30.00	\$55.00
42 Gymnasium: 2 of 3 volleyball courts	\$60.00	\$110.00
43 Gymnasium: 3 of 3 volleyball courts	\$90.00	\$165.00
44 Gymnasium: 1/2 court basketball	\$40.00	\$80.00
45 Gymnasium: Full court basketball	\$75.00	\$150.00
46		

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

USE OF FACILITIES FEE SCHEDULE

47	ELEMENTARY SITES	2008/09	
48	Playgrounds (Asphalt Areas)	\$50.00	\$65.00
49	Cafetorium	\$50.00	\$65.00
50	A cafeteria worker shall be present whenever kitchen		
51	facilities are used. Fees will apply.		
52			
53	ALL SITES		
54	Parking Lot	\$25.00	\$25.00
55	Fees may be subject to additional clean-up charges. The District retains the right to request		
56	security guards to be stationed at parking areas to protect district facilities and parking areas.		
57	Classroom	\$50.00	\$65.00
58	Library	\$50.00	\$65.00
	Filming (Flat Rate - Negotiable) Employee costs are not		
59	included and will be charged at an hourly rate.		
		\$3,000/day	\$3,000/day

Notes

- 60
- 61 ** City lease agreement supercedes
- 62
- 63 Recreation Assistants may be required if activity warrants supervision and/or protection of school facilities
- 64
- 65 If operations employee is required for clean up or to prepare field before and after activity, the direct cost of employee,
- 66 time & materials used, plus an additional 20% will be charged. Other salary adjustments, when necessary,
- 67 will be billed to the lessee.
- 68
- 69 If clean-up is required, any salary adjustments, will be billed to the lessee.
- 70
- 71 Overtime of employee may result in adjustments of charges.
- 72
- 73 Specific activities, other than those for which the facilities were specifically designed, planned, and
- 74 maintained, shall be negotiated on an individual basis for the contract and the fee schedule.

Redondo Beach Unified School District
New Facility Use Fees
Sept. 2008

Elementary	NON PROFIT	PROFIT
Basketball Courts	\$ 25.00	\$ 50.00
Cafeteria	\$ 25.00	\$ 35.00
Classrooms	\$ 30.00	\$ 45.00
Custodian	\$ 45.00	\$ 55.00
Library	\$ 30.00	\$ 40.00
Parking Lot	\$ 20.00	\$ 25.00
Playground	\$ 10.00	\$ 15.00
Sports Fields	\$ 20.00	\$ 30.00
Multipurpose Room	\$ 70.00	\$ 90.00
Security	\$ 25.00	\$ 35.00
RUHS		
Auditorium Rehearsal/Hour	\$ 100.00	\$ 125.00
Auditorium Performance/Hour	\$ 125.00	\$ 175.00
Stage Manager \$35.00/hr		
Asst Stage Manager \$19.00/hr		
Student Theatre Tech \$8.00/hr		
Custodian/Hour	\$ 45.00	\$ 55.00
Band Room	\$ 35.00	\$ 45.00
Cafeteria	\$ 50.00	\$ 80.00
Choir Room	\$ 35.00	\$ 45.00
Classrooms	\$ 30.00	\$ 45.00
Dance Room	\$ 35.00	\$ 45.00
Drama Room	\$ 45.00	\$ 60.00
Field/Boys	\$ 30.00	\$ 40.00
Field/Girls	\$ 30.00	\$ 40.00
Gym/Large	\$ 40.00	\$ 75.00
Gym/Small	\$ 40.00	\$ 55.00
Memorial Field	\$ 20.00	\$ 40.00
Parking Lot Fee	\$ 20.00	\$ 25.00
Pool	\$ 35.00	\$ 50.00
Sea Hawk Bowl	\$ 50.00	\$ 75.00
Stadium Track Only	\$ 20.00	\$ 25.00
Tennis Courts	\$ 15.00	\$ 20.00
Weight Room	\$ 35.00	\$ 45.00
Wrestling Room	\$ 35.00	\$ 45.00

*Multi Purpose Rooms are defined as cafeteria with actual stages. Perras, Washington, and Lincoln

** All fees are for facilities only. An additional fee will be charged for lights where applicable.

***Need 503C for non profit rate

NOTE: Exempt groups, AYSO, Little League, RBYB, PTA, Scouts, etc., would only be charged custodial time, if a custodian was not on site at the time of the event.

Club teams are not exempt groups.

8.
(310)
303-3823
38.

**BEVERLY HILLS UNIFIED SCHOOL DISTRICT
FEE SCHEDULE FOR USE OF FACILITIES**

**DIRECT COST
Effective 7/1/2003**

BOARD POLICY 1330

Rental of school facilities based on four (4) hours of use:

<u>School</u>	<u>Facility</u>	<u>Direct Cost</u>
<u>Elementary</u>	Auditorium: Performance	\$350.00 + Labor
	Add'l. Hour	88.00
	Auditorium: Rehearsal	175.00 + Labor
	Add'l. Hour	45.00
	Classroom	75.00 + Labor
	Add'l. Hour	20.00
	Cafeteria (w/o kitchen)	100.00 + Labor
	Add'l. Hour	25.00
	Fields/Playgrounds	200.00 + Labor
	Add'l. Hour	50.00
<u>High School</u>	K.L. Peters Aud.: Performance (8) hours	\$800.00 + Theater Tech, Lighting/Sound Tech, Custodial, Security
	Add'l. Hour	225.00
	K.L. Peters Aud.: Rehearsal (4) hours	400.00 + Theater Tech, Lighting/Sound Tech, Custodial
	Add'l. Hour	125.00
	Salter Theater: Performance (8) hours	650.00 + Theater Tech, Lighting/Sound Tech, Custodial, Security
	Add'l. Hour	175.00
	Salter Theater: Rehearsal (4) hours	325.00 + Theater Tech, Lighting/Sound Tech, Custodial
	Add'l. Hour	100.00
	Lecture Hall "A" (Theatre 40)	200.00 + Theater Tech, Labor
	Add'l. Hour	50.00
	Classroom	75.00 + Labor
	Add'l. Hour	20.00
	Student Cafeteria	200.00 + Labor
	Add'l. Hour	50.00
	Faculty Dining Rm.,	150.00 + Labor
	Add'l. Hour	38.00
	Multi-Media Room	500.00 + Labor
	Add'l. Hour	125.00
	Gym: Swim Gym	800.00 + Labor
	Add'l. Hour	200.00
	Gym: East/West w/o Bleachers	350.00 + Labor
	Add'l. Hour	88.00
Nickoll Field (Main w/Bleachers)	600.00 + Labor	
Add'l. Hour	125.00	
Upper Field/North, Track,	200.00 + Labor	
Outdoor Basketball Courts	100.00	
Parking Structure/Front Lawn	200.00 + Labor	
Add'l. Hour	50.00	
North Parking Lot	500.00 + Labor (per day)	

Any School Site Filming 7,000.00/1-12 Hours

If special services or additional times are required, staffing will be adjusted accordingly and overtime rates of \$45./hour per custodian, security and groundskeeper will prevail (PTA's \$35/per hour).

NOTE: Following information refers to current fees listed herein.

Other Relevant Rates:

Grand Piano (based on eight (8) hours of use)	\$300.00
Piano Tuning	200.00

**BEVERLY HILLS UNIFIED SCHOOL DISTRICT
FEE SCHEDULE FOR USE OF FACILITIES**

FAIR MARKET
Effective 7/1/2003

Non-Profit Residence

BOARD POLICY 1330

Rental of school facilities based on four (4) hours of use:

<u>School</u>	<u>Facility</u>	<u>Fair Market</u>
<u>Elementary</u>	Auditorium: Performance	\$700.00 + Labor
	Add'l. Hour	175.00
	Auditorium: Rehearsal	500.00 + Labor
	Add'l. Hour	125.00
	Classroom	200.00 + Labor
	Add'l. Hour	50.00
	Cafeteria (w/o kitchen)	300.00 + Labor
	Add'l. Hour	50.00
	Fields/Playgrounds	300.00 + Labor
	Add'l. Hour	75.00
<u>High School</u>	K.L. Peters Aud.: Performance (8) hours	\$2500.00 + Theater Tech, Lighting/Sound Tech, Custodial, Security
	Add'l. Hour	625.00
	K.L. Peters Aud.: Rehearsal (4) hours	1250.00 + Theater Tech, Lighting/Sound Tech, Custodial
	Add'l. Hour	320.00
	Salter Theater: Performance (8) hours	800.00 + Theater Tech, Lighting/Sound Tech, Custodial, Security
	Add'l. Hour	200.00
	Salter Theater: Rehearsal (4) hours	400.00 + Theater Tech, Lighting/Sound Tech, Custodial
	Add'l. Hour	100.00
	Lecture Hall "A" (Theatre 40)	450.00 + Theater Tech, Labor
	Add'l Hour	113.00
	Classroom	200.00 + Labor
	Add'l. Hour	50.00
	Student Cafeteria	500.00 + Labor
	Add'l. Hour	125.00
	Faculty Dining Rm	250.00 + Labor
	Add'l. Hour	63.00
	Multi-Media Room	1000.00 + Labor
	Add'l Hour	250.00
	Gym: Swim Gym	1000.00 + Labor
	Add'l Hour	250.00
Gym: East/West w/o Bleachers	500.00 + Labor	
Add'l. Hour	100.00	
Nickoll Field (Main w/Bleachers)	600.00 + Labor	
Add'l. Hour	150.00	
Upper Field/North, Track, Outdoor Basketball Courts	350.00 + Labor	
Add'l. Hour	200.00	
Parking Structure/Front Lawn	500.00 + Labor	
Add'l. Hour	125.00	
North Parking Lot	1000.00 + Labor (per day)	

Any School Site	Filming	7,000.00/1-12 Hours
------------------------	----------------	----------------------------

If special services or additional times are required, staffing will be adjusted accordingly and overtime rates of \$45./hour per custodian, security and groundskeeper will prevail (PTA's \$35./per hour).

NOTE: Following information refers to current fees listed herein.

Other Relevant Rates:

Grand Piano (based on eight (8) hours of use)	\$300.00
Piano Tuning	200.00

*6.
40.*

**BEVERLY HILLS UNIFIED SCHOOL DISTRICT
FEE SCHEDULE FOR USE OF FACILITIES**

**FAIR MARKET
Effective 7/1/2003**

BOARD POLICY 1330

Rental of school facilities based on four (4) hours of use:

<u>School</u>	<u>Facility</u>	<u>Fair Market</u>
<u>Elementary</u>	Auditorium: Performance	\$700.00 + Labor
	Add'l. Hour	175.00
	Auditorium: Rehearsal	500.00 + Labor
	Add'l. Hour	125.00
	Classroom	200.00 + Labor
	Add'l. Hour	50.00
	Cafeteria (w/o kitchen)	300.00 + Labor
	Add'l. Hour	50.00
	Fields/Playgrounds	300.00 + Labor
	Add'l. Hour	75.00
<u>High School</u>	K.L. Peters Aud.: Performance (8) hours	\$2500.00 +Theater Tech, Lighting/Sound Tech, Custodial, Security
	Add'l. Hour	625.00
	K.L. Peters Aud.: Rehearsal (4) hours	1250.00 +Theater Tech, Lighting/Sound Tech, Custodial
	Add'l. Hour	320.00
	Salter Theater: Performance (8) hours	800.00 +Theater Tech, Lighting/Sound Tech, Custodial, Security
	Add'l. Hour	200.00
	Salter Theater: Rehearsal (4) hours	400.00 +Theater Tech, Lighting/Sound Tech, Custodial
	Add'l. Hour	100.00
	Lecture Hall "A" (Theatre 40)	450.00 + Theater Tech, Labor
	Add'l Hour	113.00
	Classroom	200.00 + Labor
	Add'l. Hour	50.00
	Student Cafeteria	500.00 + Labor
	Add'l. Hour	125.00
	Faculty Dining Rm	250.00 + Labor
	Add'l. Hour	63.00
	Multi-Media Room	1000.00 + Labor
	Add'l Hour	250.00
	Gym: Swim Gym	1000.00 + Labor
	Add'l Hour	250.00
	Gym: East/West w/o Bleachers	500.00 + Labor
	Add'l. Hour	100.00
	Nickoll Field (Main w/Bleachers)	600.00 + Labor
Add'l. Hour	150.00	
Upper Field/North, Track,	350.00 + Labor	
Outdoor Basketball Courts	200.00	
Parking Structure/Front Lawn	500.00 + Labor	
Add'l. Hour	125.00	
North Parking Lot	1000.00 + Labor (per day)	
<u>Any School Site</u>	Filming	7,000.00/1-12 Hours

If special services or additional times are required, staffing will be adjusted accordingly and overtime rates of \$45./hour per custodian, security and groundskeeper will prevail.

NOTE: Following information refers to current fees listed herein.

<u>Other Relevant Rates:</u>	
Grand Piano (based on eight (8) hours of use)	\$300.00
Piano Tuning	200.00

7.
41.

FORRANCE USD

Effective July 1, 2008

SCHEDULE OF FEES
(Subject to change bi-annually)

		GROUP 1	GROUP 2	GROUP 3
1.	Auditorium	No fee	\$166/use*	\$579/use*
2.	Auditorium (Rehearsal time)	No fee	\$61/hour	\$110/hour
3.	Classroom	No fee	\$46/hour	\$63/hour
4a.	Cafetorium/H.S. Library	No fee	\$166/use*	\$312/use*
4b.	Cafetorium/H.S. Library Hourly	No fee	\$53/hour	\$99/hour
5.	Kitchen Facilities	No fee	\$186/use*	\$347/use*
6.	Gymnasium	No fee	\$306/use*	\$674/use*
7.	Shower Facilities (No towels)	No fee	\$226/use*	\$399/use*
8.	Athletic Fields / Courts	No fee	\$347use*	\$674/use*
9.	Field Lights	\$36/hour**	\$82/hour	\$132/hour
10.	Custodial Charge (\$46/hour, \$95/hour for paid holiday)	#	#	#
11.	Cafeteria Labor	@	@	@
12.	Parking (Elem/MS school lots)	No fee	\$69/day	\$128/day
13.	Still Photography & Videos			\$78/hour
14.	Filming Companies: Filming Set-up (prep) Take down (strike) Extra parking (HS lots)			\$5165 per day \$2065 per day \$2065 per day \$ 387 per day

* 4 hours constitutes one period of use (2 hours custodial service included).

** Unless superseded by a specific agreement (e.g., AYSO).

Rental fee includes standard custodial costs. Extra custodial time, if required, will be charged at the rates indicated for weekends or time periods when no custodial service is scheduled.

All adult leagues (non-city recreation) will be charged custodial fee per use of fields, courts, or gymnasiums. Number of custodial hours determined by site administrator.

Adult teams using athletic fields/courts will be required to pay a monthly fee for rental of portable toilet facilities as a condition of permit, unless specifically exempted by the District.

@ Cafeteria employee charges as needed based on current average hourly wage, two hours minimum (calculated by Food Services Director).

The District may assess fees, on a pro-rated basis, if it is deemed to be in the interest of the District to do so.

F. **CONSENT CALENDAR**

20. **TITLE:** Year 2009 Federal Mileage Rate Decrease

BACKGROUND: Effective January 1, 2009, the Internal Revenue Service approved mileage rate will be 55 cents, decreasing from 58.5 cents currently. The District has historically matched the approved federal mileage rate for reimbursements.

ACTION RECOMMENDED: Approval is requested that the district mileage rate be the IRS standard mileage reimbursement rate.

PREPARED BY: Steve Romines

DATE OF BOARD MEETING: December 10, 2008

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The FISCAL REPORT an informational update

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Volume 28

For Publication Date: December 5, 2008

No. 25

By the Way . . . IRS Decreases Business Mileage Rate for 2009

The Internal Revenue Service (IRS) has announced that, beginning January 1, 2009, the standard mileage reimbursement rates for the use of a car (including vans, pickups, or panel trucks) will be 55¢ per mile for business miles driven. The new rate for business miles is a decrease when compared to the 58.5¢ per mile in the second half of 2008.

posted 11/25/2008 (updated 11/26/2008)

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44.

F. CONSENT CALENDAR

21. TITLE: 2008-09 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: December 10, 2008

2008-09 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 are included in their authorizing entity's 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 _____


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 in each eligible grade level is identified in Column 2 on page 2 of this application. [EC Section 52123(a), Title 5 California Code of Regulations Section 15103]
2. The pupil counts reported in Column 3 of page 2 of this application ("Number of enrolled pupils") 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 in Column 3 of page 2 of this application 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. There will not be greater than an average of 20.44 pupils per such class. [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 is in accordance with the following grade level implementation requirements at each schoolsite:
 - If only one grade level is reduced, the grade level will be 1st grade.
 - If two grade levels are reduced, the grade levels will be 1st and 2nd grades.
 - If three or four grade levels are reduced, 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.
9. **The applicant will submit final enrollment counts on the Form J-7CSR to the CDE by May 15, 2009.**

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

Steve Romines

 Printed Name

December 3, 2008

 Date

46.

2008-09 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 are included in their authorizing entity's application.

Calculation of Provisional Funding for 2008-09

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		2	3	4	5
Grade		Number of Classes	Number of Enrolled Pupils*	2008-09 Funding Level	Estimated Allocation (col. 3 x col. 4)
Option One					
a	Grade 1	26	520	\$1,071	\$556,920
b	Grade 2	22	440	\$1,071	\$471,240
c	Grade 3	22	440	\$1,071	\$471,240
d	Kindergarten	26	520	\$1,071	\$556,920
e	Subtotal, Option 1	96	1,920	\$1,071	\$2,056,320
Option Two					
f	Grade 1			\$535	\$0
g	Grade 2			\$535	\$0
h	Grade 3			\$535	\$0
i	Kindergarten			\$535	\$0
j	Subtotal, Option 2	0	0	\$535	\$0
Grand Totals					
k	Option 1 + Option 2	96	1,920		\$2,056,320

*For application purposes only, pupil enrollment may not be greater than October 2007 CBEDS data. Please see instructions for specific directions.

**Complete the certification on page 1, and mail pages 1 and 2
of this application by December 22, 2008 to:**

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

47.

F. **CONSENT ITEM:**

22. **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: December 10, 2008

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 :010/03/2008 to 11/24/2008
 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	SchlLoc	PO Amount
1														
Multiple-Year Leases/Agreements														
2	10-Jul-08	8159-5		24-Nov-08	Xerox Capital Services, LLC	PRINTING SUPP/EQUIP	Undistributed	01.0	00000.0	00000	72000	4415	00000000	973.88 inc.
3	1-Jul-08	8161-5		24-Oct-08	Xerox Capital Services, LLC	PRINTING SUPP/EQUIP	Meadows,district-level	01.0	00000.0	11101	10000	4415	20000000	1,977.37 inc.
4	1-Aug-08	8163-5		24-Oct-08	Xerox Capital Services, LLC	PRINTING SUPP/EQUIP	Pennekamp,district-level	01.0	00000.0	11101	10000	4415	90000000	879.80 inc.
5	9-Oct-08	14605-1		9-Oct-08	WRM Company	MAINTENANCE AGREEMENTS	Mira Costa,district-level	01.0	00000.0	11103	10000	5635	40000000	825.00
6	15-Oct-08	14668-1		15-Oct-08	Package Products and Services	MAINTENANCE AGREEMENTS	Business Office	01.0	00000.0	00000	73000	5890	0000114	4,190.54
7	15-Oct-08	14951-1		15-Oct-08	Gregar Enterprises	CONTRACTED SERVICES	Student Services	01.0	00000.0	00000	31100	5850	0000113	5,000.00
8	23-Oct-08	16642-0		23-Oct-08	Canon Business	PRINTING SUPP/EQUIP	Undistributed	01.0	00000.0	00000	72000	4350	00000000	915.00
9	23-Oct-08	16644-0		23-Oct-08	Canon Financial Services	COPY, DUPLICATING SUPP/EQUIP	Pennekamp,district-level	01.0	00000.0	11101	10000	4415	10000000	7,569.88
10	23-Oct-08	16645-0		23-Oct-08	Canon Financial Services	COPY, DUPLICATING SUPP/EQUIP	Grand View,district-level	01.0	00000.0	11101	10000	4415	10000000	7,569.88
Open Purchase Orders (Sites/Departments)														
11	7-Jul-08	16113		13-Nov-08	Office Depot	OFFICE SUPPLIES	Pacific,district-level	01.0	00000.0	11101	10000	4310	3000100	1,000.00 inc.
12	11-Jul-08	16116		29-Oct-08	Office Depot	OFFICE SUPPLIES	Robinson,district-level	01.0	00000.0	11101	10000	4310	5000100	1,500.00
13	2-Sep-08	16121		20-Nov-08	Office Depot	OFFICE SUPPLIES	Mira Costa,district-level	01.0	00000.0	12003	10000	4310	9000100	(277.00) dec
14	15-Oct-08	16127		15-Oct-08	Office Depot	OFFICE SUPPLIES	Mira Costa,district-level	01.0	00000.0	17123	10000	4310	9000100	200.00
15	15-Oct-08	16128		15-Oct-08	Office Depot	OFFICE SUPPLIES	Mira Costa,district-level	01.0	00000.0	17153	10000	4310	9000100	150.00
16	15-Oct-08	16130		15-Oct-08	Office Depot	OFFICE SUPPLIES	Mira Costa,district-level	01.0	00000.0	17253	10000	4310	9000100	150.00
17	15-Oct-08	16131		15-Oct-08	Office Depot	OFFICE SUPPLIES	Mira Costa,district-level	01.0	00000.0	17263	10000	4310	9000100	150.00
18	15-Oct-08	16132		15-Oct-08	Office Depot	OFFICE SUPPLIES	Mira Costa,district-level	01.0	00000.0	17303	10000	4310	9000100	150.00
19	15-Oct-08	16133		15-Oct-08	Office Depot	OFFICE SUPPLIES	Mira Costa,district-level	01.0	00000.0	17353	10000	4310	9000100	100.00
20	15-Oct-08	16134		15-Oct-08	Office Depot	OFFICE SUPPLIES	Mira Costa,district-level	01.0	00000.0	17403	10000	4310	9000100	100.00
21	15-Oct-08	16135		15-Oct-08	Office Depot	OFFICE SUPPLIES	Mira Costa,district-level	01.0	00000.0	18303	10000	4310	9000100	150.00
22	15-Oct-08	16136		15-Oct-08	Office Depot	OFFICE SUPPLIES	Mira Costa,district-level	01.0	00000.0	18403	10000	4310	9000100	150.00
23	15-Oct-08	16137		15-Oct-08	Office Depot	OFFICE SUPPLIES	Mira Costa,district-level	01.0	00000.0	18653	10000	4310	9000100	150.00
24	15-Oct-08	16138		15-Oct-08	Office Depot	OFFICE SUPPLIES	Mira Costa,district-level	01.0	00000.0	18673	10000	4310	9000100	150.00
25	15-Oct-08	16140		15-Oct-08	Office Depot	OFFICE SUPPLIES	Mira Costa,district-level	01.0	00000.0	00000	31101	4310	9000100	400.00
26	29-Oct-08	16158		29-Oct-08	Office Depot	OFFICE SUPPLIES	Student Services	01.0	00000.0	11100	31300	4310	0000113	800.00
27	20-Aug-08	16185		29-Oct-08	School Specialty Company	INSTRUCTIONAL SUPPLIES	Pennekamp,district-level	01.0	00000.0	11101	10000	4310	4000100	1,990.00
28	20-Aug-08	16189		23-Oct-08	School Specialty Company	INSTRUCTIONAL SUPPLIES	Mira Costa,district-level	01.0	00000.0	00000	27000	4350	9000100	(1,000.00) dec
Maintenance Open Purchase Orders														
30	2-Jul-08	16032		4-Nov-08	W.W. Grainger, Inc.	MAINTENANCE SUPP/EQUIP	Maintenance Yard	01.0	00000.0	00000	82000	4370	0000117	(8,500.00) dec
31	9-Jul-08	16080		24-Oct-08	Uniscores Maintenance Supply Systems	JANITORIAL SUPP/EQUIP	Maintenance Yard	01.0	00000.0	00000	82000	4370	0000117	(10,000.00) dec
32	2-Jul-08	16032		24-Oct-08	Dunn Edwards	PAINT SUPP/EQUIP	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	10,825.00 inc.
33	9-Jul-08	16064		24-Oct-08	Pyro-Conn Systems, Inc.	FIRE SAFETY SUPP/EQUIP/SYSTEM	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	(1,500.00) dec
34	9-Jul-08	16067		4-Nov-08	Sea-Clear Pools	SWIMMING POOL SUPP/EQUIP/SERV	Maintenance Yard	01.0	81500.0	00000	81100	4386	0000117	8,500.00 inc.
35	9-Jul-08	16077		24-Oct-08	Tri-Signal Integration	FIRE SAFETY SUPP/EQUIP/SYSTEM	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	1,623.75 inc.
36	9-Jul-08	16077		24-Oct-08	Tri-Signal Integration	FIRE SAFETY SUPP/EQUIP/SYSTEM	Maintenance Yard	01.0	81500.0	00000	81100	4380	0000117	1,623.75 inc.
Individual Purchase Orders														
37	13-Nov-08	16351		13-Nov-08	School Outfitters	FURNITURE, SCHOOL	Undistributed	01.0	00000.0	00000	27000	4310	00000000	1,337.44
38	24-Oct-08	16412		24-Oct-08	Aardvark Clay & Supplies	ART SUPP/EQUIP	Mira Costa,district-level	01.0	00000.0	17123	10000	4310	9000100	917.17
39	8-Oct-08	16503		8-Oct-08	The Document Company	OFFICE MACHINES SUPP/SERVICES	Human Resources	01.0	00000.0	00000	74001	4350	0000115	235.06
40	20-Oct-08	16586		20-Oct-08	Sax Arts & Crafts	ART SUPP/EQUIP	Mira Costa,district-level	01.0	00000.0	17123	10000	4310	9000100	1,499.77
41	20-Oct-08	16590		20-Oct-08	Jostens	AWARDS/CERTIFICATES	Undistributed	01.0	00000.0	11100	10000	4310	00000000	2,475.00
42	8-Oct-08	16592		8-Oct-08	Dell	OFFICE MACHINES SUPP/SERVICES	Undistributed	01.0	00000.0	00000	00000	9320	00000000	400.76
43	8-Oct-08	16596		20-Nov-08	United Rentals	REPAIRS - OTHER	Maintenance Yard	01.0	00000.0	00000	81100	5630	0000117	900.54
44	8-Oct-08	16600		8-Oct-08	Barnes & Noble	BOOKS	Mira Costa,district-level	01.0	00000.0	00000	24200	4220	9000100	1,006.00
45	8-Oct-08	16604		8-Oct-08	Design Science	SOFTWARE	Mira Costa,district-level	01.0	00000.0	13003	10000	4310	9000100	348.80
46	10-Oct-08	16606		10-Oct-08	Xerox - The Document Company	OFFICE MACHINES SUPP/SERVICES	Mira Costa,district-level	01.0	00000.0	00000	27000	4350	9000100	752.29
47	10-Oct-08	16608		10-Oct-08	Xerox - The Document Company	PAPER PRODUCTS AND PAPERBOARD Warehouse	Mira Costa,district-level	01.0	00000.0	00000	00000	9320	00000000	6,443.08
48	10-Oct-08	16610		10-Oct-08	LACOE	MEMBERSHIPS	Human Resources	01.0	00000.0	00000	74001	5310	0000115	3,274.20
49	10-Oct-08	16610		10-Oct-08	LACOE	MEMBERSHIPS	Human Resources	01.0	00000.0	00000	74002	5310	0000115	3,274.20
50	10-Oct-08	16613		10-Oct-08	Armstrong Printing Company	ENVELOPES	Warehouse	01.0	00000.0	00000	00000	9320	00000000	922.29
51	10-Oct-08	16613		10-Oct-08	Armstrong Printing Company	ENVELOPES	Warehouse	01.0	00000.0	00000	00000	9320	00000000	922.29
52	24-Oct-08	16623		24-Oct-08	Canon Business	OFFICE MACHINES SUPP/SERVICES	Meadows,district-level	01.0	00000.0	00000	27000	4350	2000100	368.05
53	24-Oct-08	16649		24-Oct-08	Xerox - The Document Company	OFFICE MACHINES SUPP/SERVICES	Pacific,district-level	01.0	00000.0	00000	27000	4350	3000100	183.08
54	24-Oct-08	16659		24-Oct-08	National School Boards Assoc.	MEMBERSHIPS	Superintendent/Board	01.0	00000.0	00000	71100	5310	0000011	4,000.00
55	24-Oct-08	16662		24-Oct-08	Entertainment Lighting Services	LIGHTING SUPP/EQUIP/MAINT/SYST	Maintenance Yard	01.0	00000.0	00000	81100	4380	0000117	779.41
56	24-Oct-08	16663		24-Oct-08	Marie Solymski	PEST CONTROL	Maintenance Yard	01.0	00000.0	00000	82050	5630	0000117	240.00

49

Manhattan Beach Unified School District - Business Services Division

PO #	PO Issue Date	Vendor Name	Description	Department/Site	Fund	Res.Prj	Goal	Funct	OBJ	SchLoc	PO Amount
57	5-Nov-08 16682	ETS Educational Testing Service	STAR Testing	Educational Services	01.0	00000.0	00000	31600	4310	0000112	1,374.48
58	13-Nov-08 16732	Xerox	OFFICE MACHINES SUPP/SERVICES	Grand View,discretionary	01.0	00000.0	11101	10000	4310	1000100	109.33
59	13-Nov-08 16738	J W Pepper	MUSICAL INSTRUMENTS/SUPP	Mira Costa,discretionary	01.0	00000.0	17253	10000	4310	9000100	790.23
60	20-Nov-08 16763	Positive Promotions	Lanyards	Human Resources	01.0	00000.0	00000	74001	4350	0000115	414.38
61	21-Nov-08 16767	Matthew McLellan	SOFTWARE	District-level 9-12	01.0	00000.0	11103	10000	4340	0000053	1,200.00
62	21-Nov-08 16773	Copy Shop, The	STATIONERY SUPPLIES	Mira Costa,discretionary	01.0	00000.0	00000	27000	4350	9000100	427.59
63	13-Nov-08 16775	L-Soft International, Inc.	COMPUTER SUPP/EQUIP	Information Technology	01.0	11000.0	00000	24200	4310	0000116	375.65
64	13-Nov-08 16775		SOFTWARE	Information Technology	01.0	11000.0	00000	24200	4340	0000116	607.50
65	21-Nov-08 16765	Fedtel	TELEPHONE SUPP/EQUIP/SYSTEM	Information Technology	01.0	11000.0	00000	24200	4310	0000116	697.67
66	15-Oct-08 16621	Hewlett Packard	MEDIA EQUIPMENT	Information Technology	01.0	11000.0	00000	24200	4400	0000116	824.87
67	6-Oct-08 16396-S	Hewlett Packard	PRINTING SUPP/EQUIP	Information Technology	01.0	11000.0	00000	24200	4400	0000116	1,036.87
68	29-Oct-08 16673	insight	COMPUTER SUPP/EQUIP	Information Technology	01.0	11000.0	00000	24200	4310	0000116	1,299.00
69	4-Nov-08 16684	Fedtel	COMPUTER SUPP/EQUIP	Information Technology	01.0	11000.0	00000	24200	4310	0000116	1,036.87
70	15-Oct-08 16591	insight	MEDIA EQUIPMENT	Information Technology	01.0	11000.0	00000	24200	4340	0000116	1,654.06
71	21-Nov-08 16766	Borgnat Corporation	MAINTENANCE AGREEMENTS	Information Technology	01.0	11000.0	00000	24200	4340	0000116	2,215.09
72	4-Nov-08 16684	insight	COMPUTER SUPP/EQUIP	Information Technology	01.0	11000.0	00000	24200	4340	0000116	2,488.99
73	24-Oct-08 16640	insight	COMPUTER SUPP/EQUIP	Information Technology	01.0	11000.0	00000	24200	4400	0000116	2,631.01
74	31-Jul-08 16312	BJ Pro Computers	MEDIA EQUIPMENT	Information Technology	01.0	11000.0	00000	24200	4400	0000116	2,706.25 inc.
75	4-Nov-08 16693	insight	COMPUTER SUPP/EQUIP	Information Technology	01.0	11000.0	00000	24200	4310	0000116	3,563.84
76	21-Nov-08 16754	insight	COMPUTER SUPP/EQUIP	Information Technology	01.0	11000.0	00000	24200	4400	0000116	3,836.95
77	15-Oct-08 16622	insight	MEDIA EQUIPMENT	Information Technology	01.0	11000.0	00000	24200	4400	0000116	4,641.67
78	15-Oct-08 16608	insight	MEDIA EQUIPMENT	Information Technology	01.0	11000.0	00000	24200	4400	0000116	4,862.14
79	15-Oct-08 16620	Dell	COMPUTER SUPP/EQUIP	Information Technology	01.0	11000.0	00000	24200	4400	0000116	5,830.11
80	29-Oct-08 16674	insight	COMPUTER SUPP/EQUIP	Software licenses	01.0	11000.0	00000	24200	4310	0000116	6,170.25
81	4-Nov-08 16705	Carol Andrade, RN	FIRST AID SUPP/EQUIP	Safe and Drug Free	01.0	37100.0	11100	10000	5890	0000112	868.00
82	15-Oct-08 16616	Continuing Education Unlimited	CONFERENCE AND TRAVEL	Safe and Drug Free	01.0	37100.0	11100	10000	5220	0000112	930.00
83	24-Oct-08 16660	Continuing Education Unlimited	CONFERENCE AND TRAVEL	Safe and Drug Free	01.0	37100.0	11100	10000	5220	0000112	1,560.00
84	4-Nov-08 16697	Interquest Detection Canines	CONTRACTED SERVICES	Safe and Drug Free	01.0	37100.0	11100	10000	5890	0000112	4,470.00
85	24-Nov-08 16784	MCHS PTSA	CAMERA SUPP/EQUIP	Safe and Drug Free	01.0	37100.0	11100	10000	4310	0000112	4,500.00 inc.
86	1-Aug-08 8160-5	Xerox Capital Services, LLC	PRINTING SUPP/EQUIP	Prop 20 Lottery, Grand View	01.0	63000.0	11101	10000	4350	1000000	1,490.00
87	18-Aug-08 16222-0	Canon Business	PRINTING SUPP/EQUIP	Prop 20 Lottery, Grand View	01.0	63000.0	11101	10000	4350	1000000	3,520.00
88	23-Oct-08 16642-0	Canon Business	PRINTING SUPP/EQUIP	Prop 20 Lottery, Grand View	01.0	63000.0	11101	10000	4350	1000000	3,520.00
89	23-Oct-08 16643-0	Canon Business	PRINTING SUPP/EQUIP	Prop 20 Lottery, Grand View	01.0	63000.0	11101	10000	4350	1000000	3,520.00
90	18-Aug-08 16363-0	Canon Business	PRINTING SUPP/EQUIP	Prop 20 Lottery, Meadows	01.0	63000.0	11101	10000	4350	2000000	1,525.00 inc.
91	10-Jul-08 8161-5	Xerox Capital Services, LLC	PRINTING SUPP/EQUIP	Prop 20 Lottery, Pennekamp	01.0	63000.0	11101	10000	4350	2000000	3,082.50 inc.
92	1-Aug-08 8163-5	Xerox Capital Services, LLC	PRINTING SUPP/EQUIP	Prop 20 Lottery, Pennekamp	01.0	63000.0	11101	10000	4350	2000000	3,082.50 inc.
93	23-Oct-08 16643-0	Canon Business	PRINTING SUPP/EQUIP	Prop 20 Lottery, Pennekamp	01.0	63000.0	11101	10000	4350	2000000	900.00 inc.
94	15-Oct-08 16615	LACOE	CONFERENCE AND TRAVEL	Art, Music, PE grant	01.0	67610.0	15000	10000	5220	0000112	411.35
95	5-Nov-08 16718	Human Kinetics	PHYSICAL EDUCATION SUPP/EQUIP	Art, Music, PE grant	01.0	67610.0	15000	10000	4210	0000112	446.68
96	15-Oct-08 16566-1	Wenger	Installation	Art, Music, PE grant	01.0	67610.0	17350	10000	6410	0000112	923.96
97	29-Oct-08 16681	Sean Brennan	MUSICAL INSTRUMENTS/SUPP	Art, Music, PE grant	01.0	67610.0	17201	10000	5630	0000112	1,500.00
98	4-Nov-08 16703	J W Pepper	MUSICAL INSTRUMENTS/SUPP	Art, Music, PE grant	01.0	67610.0	17201	10000	5630	0000112	2,500.00
99	23-Oct-08 16632	Fold-a-Goal	PHYSICAL EDUCATION SUPP/EQUIP	Art, Music, PE grant	01.0	67610.0	17201	10000	4310	2000300	784.81
100	23-Oct-08 16652	Great Lakes Sports Catalogue	PHYSICAL EDUCATION SUPP/EQUIP	Art, Music, PE grant, Meadows	01.0	67610.0	15001	10000	4310	2000300	1,362.98
101	24-Nov-08 16787	LACOE	CONFERENCE AND TRAVEL	English Learners	01.0	70900.0	47600	10000	5220	0000112	268.00
102	21-Nov-08 16770	LACOE	CONFERENCE AND TRAVEL	English Learners	01.0	70900.0	47600	10000	5220	0000112	292.28
104	4-Nov-08 16698	LACOE	CONFERENCE AND TRAVEL	English Learners	01.0	70900.0	47600	10000	5220	0000112	730.00
105	23-Oct-08 16657	Long Beach Aquarium	FIELD TRIPS	English Learners	01.0	71400.0	19000	10000	5890	0000052	3,200.00
106	24-Oct-08 16658	Disneyland Resort	FIELD TRIPS	GATE, 6-8	01.0	71400.0	19000	10000	5890	0000052	6,786.00
107	13-Oct-08 16558	Great Books Foundation	INSTRUCTIONAL SUPPLIES	GATE	01.0	71400.0	19000	10000	4310	0000112	779.10
108	23-Oct-08 16647	Easy Grammar Systems	INSTRUCTIONAL SUPPLIES	IMFRP, K-5	01.0	71560.0	11101	10000	4110	0000051	111.80
109	29-Oct-08 16648A	Saxon Publishers, Inc.	INSTRUCTIONAL SUPPLIES	IMFRP, K-5	01.0	71560.0	11101	10000	4110	0000051	332.28
110	29-Oct-08 16671	McGraw-Hill	INSTRUCTIONAL SUPPLIES	IMFRP, K-5	01.0	71560.0	11101	10000	4110	0000051	628.68
111	8-Oct-08 16594	AGS/Globe	BOOKS	IMFRP, 9-12	01.0	71560.0	11103	10000	4110	0000053	432.91
112	23-Oct-08 16359A	McDougal Littell	INSTRUCTIONAL SUPPLIES	IMFRP, 9-12	01.0	71560.0	11103	10000	4110	0000053	6,540.65
113	9-Oct-08 16410A	Dell	OFFICE MACHINES SUPP/SERVICES	MBMS,SSC funds	01.0	73950.0	11102	10000	4350	8000200	3,334.03
114	24-Nov-08 16786	Follett Library Resources	LIBRARY SUPP/EQUIP	MBMS,SSC funds	01.0	73951.0	00000	24200	4220	8000200	974.25
115	7-Nov-08 16724	Market Research Data Co.	CONTRACTED SERVICES	Pennkamp, 1-time grant	01.0	73960.0	00000	27000	5890	4000200	300.00
116	20-Nov-08 16761	Scholastic	BOOKS	Pennkamp, 1-time grant	01.0	73960.0	11101	10000	4210	4000200	319.15



Manhattan Beach Unified School District - Business Services Division

PO Issue	Date	PO #	Vendor Name	Description	Department/Site	Fund	Res.Prj	Goal	Funct	OBJ	SchlLoc	PO Amount
117	11-Sep-08	16427	Current Electric Construction, Inc.	ELECTRICAL CONTRACTORS	Maintenance Yard	01 0	81500.0	00000	81100	5630	0000117	1,500.00 inc.
118	8-Oct-08	16599	Entertainment Lighting Services	LIGHTING SUPPLEEQUIP/MAINT/SYST	Auditorium Lights	01 0	81500.0	00000	81100	4400	0000117	5,713.71
119	10-Oct-08	16612	Stanley Louis Company	SWIMMING POOL SUPPEQUIP/SERV	Maintenance Yard	01 0	81500.0	00000	81100	4386	0000117	2,420.00
120	13-Oct-08	16614	Entertainment Lighting Services	LIGHTING SUPPLEEQUIP/MAINT/SYST	Maintenance Yard	01 0	81500.0	00000	81100	4400	0000117	1,472.20
121	24-Oct-08	16664	Stanley Louis Company	SWIMMING POOL SUPPEQUIP/SERV	Maintenance Yard	01 0	81500.0	00000	81100	4386	0000117	110.00
122	24-Oct-08	16669	Carrier Brothers, LLC	FIRE SAFETY SUPPEQUIP/SYSTEM	Maintenance Yard	01 0	81500.0	00000	81100	5630	0000117	570.00
123	20-Nov-08	16719	Kroor Systems	MAINTENANCE SUPPEQUIP	Maintenance Yard	01 0	81500.0	00000	81100	4380	0000117	127.71
124	20-Nov-08	16760	Lucky's Glass, LLC	GLASS AND GLASS PRODUCTS	Maintenance Yard	01 0	81500.0	00000	81100	4380	0000117	825.00
125	20-Nov-08	16762	Carrier Brothers, LLC	REPAIRS - OTHER	Maintenance Yard	01 0	81500.0	00000	81100	5630	0000117	1,325.54
126	20-Nov-08	16764	Carrier Brothers, LLC	ELECTRICAL SUPPEQUIP	Maintenance Yard	01 0	81500.0	00000	81100	4380	0000117	1,227.60
127	13-Nov-08	16735	CEEA	CONFERENCE AND TRAVEL	PTA, Grand View	01 0	90210.0	11101	10000	4310	1000400	199.00
128	13-Nov-08	16735	CEEA	CONFERENCE AND TRAVEL	PTA, Grand View	01 0	90210.0	11101	10000	5220	1000400	199.00
129	23-Oct-08	16653	CEEA	CONFERENCE AND TRAVEL	PTA, Grand View	01 0	90210.0	11101	10000	5229	1000400	1,512.00
130	4-Nov-08	16712	Riso	OFFICE MACHINES SUPP/SERVICES	PTA, Grand View	01 0	90215.0	11101	10000	5890	1000400	4,717.00
131	4-Nov-08	16708	Hugo Haezaert	Afterschool Enrichment	PTA, Grand View	01 0	90215.0	11101	10000	5890	1000400	180.00
132	24-Nov-08	16783	Hugo Haezaert	CONTRACTED SERVICES	PTA, Grand View	01 0	90215.0	11101	10000	5890	1000400	180.00
133	8-Oct-08	16605	Deborah Delamarter	INSTRUCTIONAL SUPPLIES	PTA, Grand View	01 0	90220.0	11101	10000	4310	2000400	450.00
134	4-Nov-08	16709	Deborah Delamarter	INSTRUCTIONAL SUPPLIES	PTA, Grand View	01 0	90220.0	11101	10000	4310	2000400	562.50
135	20-Oct-08	16625	Really Good Stuff	INSTRUCTIONAL SUPPLIES	PTA, Meadows	01 0	90220.0	11101	10000	4310	2000400	87.78
136	20-Oct-08	16624	EAI Education	INSTRUCTIONAL SUPPLIES	PTA, Meadows	01 0	90220.0	11101	10000	4310	2000400	118.94
137	20-Oct-08	16626	Evan-Moor Educ. Publishers	INSTRUCTIONAL SUPPLIES	PTA, Meadows	01 0	90220.0	11101	10000	4310	2000400	124.41
138	23-Oct-08	16639	Dell	OFFICE MACHINES SUPP/SERVICES	PTA, Meadows	01 0	90220.0	11101	10000	4310	2000400	497.73
139	6-Oct-08	16594	Calloway House	OFFICE MACHINES SUPP/SERVICES	PTA, Meadows	01 0	90220.0	11101	10000	4310	2000400	732.39
140	29-Oct-08	16641	Dell	OFFICE MACHINES SUPP/SERVICES	PTA, Meadows	01 0	90220.0	11101	10000	4310	2000400	910.87
141	15-Oct-08	16631	Deborah Delamarter	Afterschool Enrichment	PTA, Meadows	01 0	90225.0	11101	10000	5890	2000400	450.00
142	4-Nov-08	16710	Hugo Haezaert	Afterschool Enrichment	PTA, Meadows	01 0	90225.0	11101	10000	5890	2000400	720.00
143	4-Nov-08	16711	Deborah Delamarter	Afterschool Enrichment	PTA, Meadows	01 0	90225.0	11101	10000	5890	2000400	1,260.00
144	7-Nov-08	16722	Pacific Coachways	BUSES	PTA, Pacific	01 0	90230.0	11101	10000	5812	3000400	497.37
145	7-Nov-08	16723	Pacific Coachways	BUSES	PTA, Pacific	01 0	90230.0	11101	10000	5812	3000400	497.37
146	20-Oct-08	16633	Pacific Coachways	BUSES	PTA, Pacific	01 0	90230.0	11101	10000	5812	3000400	526.47
147	20-Oct-08	16634	Pacific Coachways	BUSES	PTA, Pacific	01 0	90230.0	11101	10000	5812	3000400	555.36
148	20-Oct-08	16635	Pacific Coachways	BUSES	PTA, Pacific	01 0	90230.0	11101	10000	5812	3000400	589.28
149	7-Nov-08	16721	Pacific Coachways	BUSES	PTA, Pacific	01 0	90230.0	11101	10000	5812	3000400	1,505.71
150	9-Oct-08	16609	Deborah Delamarter	CONTRACTED SERVICES	PTA, Pernekamp	01 0	90245.0	11101	10000	5890	4000400	270.00
151	13-Nov-08	16736	Hugo Haezaert	Afterschool Enrichment	PTA, Pernekamp	01 0	90245.0	11101	10000	5890	4000400	945.00
152	13-Nov-08	16737	Deborah Delamarter	CONTRACTED SERVICES	PTA, Pernekamp	01 0	90245.0	11101	10000	5890	4000400	1,125.00
153	28-Aug-08	16399	Hewlett Packard	COMPUTER SUPPEQUIP	PTA, Robinson	01 0	90250.0	00000	24200	4400	5000400	2,195.20
154	28-Oct-08	46498	Light-Speed Technologies	MEDIA EQUIPMENT	PTA, Robinson	01 0	90250.0	11101	10000	4400	5000400	(2,113.05) dec.
155	6-Oct-08	16399-P	Hewlett Packard	PRINTING SUPPEQUIP	PTA, Robinson	01 0	90250.0	11101	10000	4400	5000400	1,588.03
156	20-Nov-08	16595	Raptor Technologies	SECURITY SUPPEQUIP/SYSTEM	PTA, MBMS	01 0	90280.0	11102	10000	4310	8000400	330.00
157	24-Oct-08	16685	World Book School & Library	SUBSCRIPTIONS	PTA, MBMS	01 0	90280.0	00000	24200	4310	8000400	1,323.00
158	4-Nov-08	16702	Discovery Education	SUBSCRIPTIONS	PTA, MBMS	01 0	90280.0	00000	24200	4310	8000400	1,570.00
159	24-Nov-08	16785	Future Horizons, Inc	SUBSCRIPTIONS	PTA, MBMS	01 0	90280.0	00000	24200	4340	8000400	146.00
160	4-Nov-08	16701	LACOE	CONFERENCE AND TRAVEL	PTA, MCHS	01 0	90290.0	11103	10000	5220	9000400	150.00
161	4-Nov-08	16704	California School Library Association	CONFERENCE AND TRAVEL	PTA, MCHS	01 0	90290.0	11103	10000	5220	9000400	400.00
162	20-Oct-08	16636	CMG-South	CONFERENCE AND TRAVEL	PTA, MCHS	01 0	90290.0	11103	10000	5220	9000400	675.00
163	25-Aug-08	16390	Allegro Music	MUSICAL INSTRUMENTS/SUPP	Music Donations	01 0	90401.0	17201	10000	4310	0000112	1,000.00 inc.
164	10-Oct-08	16611	Work Place Pro	UNIFORMS	Grand View, Donations	01 0	90410.0	11101	10000	4310	1000400	744.00
165	8-Oct-08	16603	Tumbleweed Outdoor Education	FIELD TRIPS	Grand View, Donations	01 0	90410.0	11101	10000	5890	1000400	1,440.00
166	23-Oct-08	16530	Vahant Music Supply, Inc.	INSTRUCTIONAL SUPPLIES	MBMS Instrumental Music	01 0	98175.0	17252	41000	4310	8000500	720.00
167												220,785.46
168	Special Education											
169	10-Nov-08	16152	Office Depot	OFFICE SUPPLIES	District-level K-5	01 0	65000.0	57500	11100	4350	0000051	200.00
170	29-Oct-08	16156	Office Depot	OFFICE SUPPLIES	District-level 9-12	01 0	65000.0	57500	11100	4350	0000053	200.00
171	14-Jun-08	16270	LACOE	Includes salaries for Speech Therapists	Student Services	01 0	65000.0	57500	92000	7142	0000013	140,267.00 inc.
172	6-Oct-08	16567	RFB&D	MEMBERSHIPS	Student Services	01 0	65000.0	57700	11200	4310	0000113	500.00
173	8-Oct-08	16593	Handwriting Without Tears	INSTRUCTIONAL SUPPLIES	Student Services	01 0	65000.0	57700	31200	4310	0000113	470.80
174	23-Oct-08	16650	Fagen Friedman & Fulford, LLP	CONFERENCE AND TRAVEL	Student Services	01 0	65000.0	50010	31100	5220	0000113	1,360.00
175	29-Oct-08	16676	SRA/McGraw Hill	INSTRUCTIONAL SUPPLIES	Honda Grant	01 0	65000.0	57500	11300	4310	0000113	2,060.70
176	29-Oct-08	16677	Pearson Education	INSTRUCTIONAL SUPPLIES	Student Services	01 0	65000.0	57500	31200	4310	0000113	339.34

51

Manhattan Beach Unified School District - Business Services Division

PO Issue	Date	PO #	Vendor Name	Description	Fund	Res.Prj	Goal	Funct	OBJ	Schl/Loc	PO Amount
177	29-Oct-08	16678	Super Duper Publications	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57700	11300	4340	0000113	422.16
178	4-Nov-08	16688	LRP	SUBSCRIPTIONS	01.0	65000.0	50010	31100	4210	0000113	184.79
179	4-Nov-08	16689	Pro-ed	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57700	31200	4310	0000113	189.44
180	4-Nov-08	16690	Riverside Publishing Company	FORMS	01.0	65000.0	57700	31200	4310	0000113	222.17
181	4-Nov-08	16691	Pearson Assessments	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57700	31200	4310	0000113	1,213.49
182	4-Nov-08	16692	H & H Publishing Company	FORMS	01.0	65000.0	57700	31200	4310	0000113	139.90
183	4-Nov-08	16693	Wisbeum School District	LEGAL SERVICES	01.0	90600.0	71100	71100	5820	0000113	182.50
184	13-Nov-08	16731	Super Duper Publications	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57700	11902	4310	0000113	533.29
185	19-Nov-08	16759	Prentice Romich Company	INSTRUCTIONAL SUPPLIES	01.0	90630.0	57500	11300	4400	0000113	8,129.63
186	24-Nov-08	16769	insight	COMPUTER SUPP/EQUIP	01.0	65000.0	50010	31100	4400	0000113	1,279.48
187	21-Nov-08	16774	Liquidation Group	PARTITION CONTRACTORS	01.0	65000.0	57500	11100	4310	0000052	474.75
188	21-Nov-08	16775	Okt, Inc	INSTRUCTIONAL SUPPLIES	01.0	90630.0	57500	11100	4400	0000113	414.20
189	21-Nov-08	16776	Pearson Education	SOFTWARE	01.0	65000.0	57700	31200	4310	0000113	560.75
190	21-Nov-08	16777	Renaissance Learning, Inc.	INSTRUCTIONAL SUPPLIES	01.0	90630.0	57500	11300	4400	0000113	2,182.99
191	<u>Individual Service Agreements (purchase orders to cover board approved contracts)</u>										
192	24-Nov-08	S09-C0601	Heather Clare	CONTRACTED SERVICES	01.0	65000.0	57500	11905	5850	0000113	161,547.38
193	21-Oct-08	S09-C2301	Shania Savitz Grudsky	CONTRACTED SERVICES	01.0	65000.0	57700	31200	5850	0000051	850.00
194	11-Sep-08	S09-M00202	Aspen Education Group, Inc.	CONTRACTED SERVICES	01.0	65000.0	57500	11802	5810	0000053	(12,100.00) dec.
195	10-Sep-08	S09-M00504	The Center for Learning Unlimited	CONTRACTED SERVICES	01.0	65000.0	57500	11802	5810	0000053	4,400.00 inc.
196	10-Sep-08	S09-M00601	Colorado Boys Ranch	CONTRACTED SERVICES	01.0	65000.0	57500	11802	5810	0000053	(10,400.00) dec.
197	22-Sep-08	S09-M00901	Excelsior Youth Center, Inc.	CONTRACTED SERVICES	01.0	65000.0	57500	11802	5810	0000053	(13,200.00) dec.
198	20-Nov-08	S09-M01001	Family Life Center	CONTRACTED SERVICES	01.0	65000.0	57500	11802	5810	0000053	30,300.00
199	2-Oct-08	S09-M01101	Help Group, The	CONTRACTED SERVICES	01.0	65000.0	57500	11802	5810	0000053	(2,000.00) dec.
200	2-Oct-08	S09-M01103	Help Group, The	CONTRACTED SERVICES	01.0	65000.0	57500	11802	5810	0000053	3,100.00 inc.
201	2-Oct-08	S09-M01108	Help Group, The	CONTRACTED SERVICES	01.0	65000.0	57500	11802	5810	0000053	(3,000.00) dec.
202	2-Oct-08	S09-M01111	Help Group, The	CONTRACTED SERVICES	01.0	65000.0	57500	11802	5810	0000052	40,000.00
203	2-Oct-08	S09-M01111	Help Group, The	CONTRACTED SERVICES	01.0	65000.0	57500	11802	5810	0000053	3,300.00
204	14-Oct-08	S09-M01403	Heritage Schools	CONTRACTED SERVICES	01.0	65000.0	57500	11802	5810	0000053	19,700.00
205	21-Oct-08	S09-M01901	South Bay High School	CONTRACTED SERVICES	01.0	65000.0	57500	11802	5810	0000053	31,600.00
206	2-Oct-08	S09-M02601	Visita Del Mar Child Family Services	CONTRACTED SERVICES	01.0	65000.0	57500	11802	5810	0000051	37,600.00
207	24-Nov-08	S09-M05401	Behavior and Education, Inc.	CONTRACTED SERVICES	01.0	65000.0	57300	11801	5810	0000049	3,300.00
208	21-Oct-08	S09-M05701	Inclusive Educ and Comm Partnership	CONTRACTED SERVICES	01.0	65000.0	57500	11801	5810	0000052	17,400.00
209	21-Oct-08	S09-M06702	Inclusive Educ and Comm Partnership	CONTRACTED SERVICES	01.0	65000.0	57500	11801	5810	0000053	46,700.00
210	29-Oct-08	S09-T01101	Ladera Travel Service	TRANSPORTATION SUPP/EQUIP/SERV	01.0	65000.0	57500	11300	5890	0000113	351.00
211	5-Nov-08	S09-T01102	Ladera Travel Service	TRANSPORTATION SUPP/EQUIP/SERV	01.0	65000.0	57500	11300	5890	0000113	351.00
212										subtotal	323,094.76
213										subtotal	484,642.14
214	<u>EDP/Preschool</u>										
216	15-Oct-08	16550	Office Depot	OFFICE SUPPLIES	63.0	00100.0	00000	60000	4350	0000061	250.00
217	8-Oct-08	16597	Discount School Supply	INSTRUCTIONAL SUPPLIES	63.0	00100.0	00000	60000	4310	2000000	497.46
218	13-Nov-08	16726	Discount School Supply	INSTRUCTIONAL SUPPLIES	63.0	00100.0	00000	60000	4310	3000000	125.73
219	24-Oct-08	16667	Landscapes Structures Inc.	PLAYGROUND SUPP/EQUIP	63.0	00200.0	00000	60000	4310	0000060	149.40
220	15-Oct-08	16550	Office Depot	OFFICE SUPPLIES	63.0	00200.0	00000	60000	4350	0000060	250.00
221	15-Oct-08	16628	Lakeshore	INSTRUCTIONAL SUPPLIES	63.0	00200.0	00000	60000	4310	0000060	318.90
222	21-Nov-08	16771	Discount School Supply	INSTRUCTIONAL SUPPLIES	63.0	00200.0	00000	60000	4310	0000060	325.74
223	15-Oct-08	16630	Lakeshore	INSTRUCTIONAL SUPPLIES	63.0	00200.0	00000	60000	4310	0000060	515.25
224	15-Oct-08	16629	Discount School Supply	INSTRUCTIONAL SUPPLIES	63.0	00200.0	00000	60000	4310	0000060	615.63
225	5-Nov-08	16716	Earthquake Management	INSTRUCTIONAL SUPPLIES	63.0	00200.0	00000	60000	4310	0000060	892.00
226										subtotal	3,940.11
227	<u>Deferred Maintenance</u>										
229	15-Oct-08	16627	Prime Painting	PAINTING CONTRACTORS	14.0	62050.0	00000	81100	5630	0000017	118,000.00
230										board approved June 4th	118,000.00
231	<u>Mira Costa Booster Clubs, etc.</u>										
233	24-Nov-08	16757	Educational Systems International	FORMS	01.0	91110.0	13453	41000	4310	9000500	150.00
234	24-Nov-08	16756	Science Kit & Borsal Laboratories	SCIENTIFIC SUPP/EQUIP	01.0	91110.0	13453	41000	4310	9000500	200.00
235	20-Oct-08	16617	Pasco	INSTRUCTIONAL SUPPLIES	01.0	91150.0	13483	41000	4310	9000500	1,600.00
236	23-Oct-08	16656	College Preview	AWARDS/CERTIFICATES	01.0	91165.0	16153	41000	4310	9000500	125.00
237	22-Oct-08	16648	LACOE	FIELD TRIPS	01.0	91165.0	16153	41000	5890	9000500	940.00

52.

Manhattan Beach Unified School District - Business Services Division

PO Issue	Date	PO #	Change	Order Date	Vendor Name	Description	Department/Site	Fund	Res.Pj	Goal	Func	OBJ	Sch/Loc	PO Amount
238	29-Oct-08	16680		29-Oct-08	The Music Mart	MUSICAL INSTRUMENTS/SUPP	Mira Costa, Choir Boosters	01.0	91169.0	17243	41000	4310	9000500	130.48
239	5-Nov-08	16714		5-Nov-08	The Music Mart	MUSICAL INSTRUMENTS/SUPP	Mira Costa, Choir Boosters	01.0	91169.0	17243	41000	4310	9000500	134.55
240	24-Nov-08	16782		24-Nov-08	Mark Hultibarger	MUSICAL INSTRUMENTS/SUPP	Mira Costa, Choir Boosters	01.0	91169.0	17243	41000	5630	9000500	150.00
241	13-Nov-08	16733		13-Nov-08	Mike Pitts	CONTRACTED SERVICES	Mira Costa, Choir Boosters	01.0	91169.0	17243	41000	4310	9000500	166.67
242	24-Nov-08	16781		24-Nov-08	Los Angeles Master Chorale	MUSICAL INSTRUMENTS/SUPP	Mira Costa, Choir Boosters	01.0	91169.0	17243	41000	4310	9000500	241.90
243	5-Nov-08	16713		5-Nov-08	Rivar's	UNIFORMS	Mira Costa, Choir Boosters	01.0	91169.0	17243	41000	4310	9000500	604.80
244	10-Nov-08	16727		10-Nov-08	Museum of Tolerance	FIELD TRIPS	Mira Costa, Academic Support	01.0	91173.0	11103	41000	5890	9000500	510.00
245	24-Oct-08	16666		24-Oct-08	Follett Software Co.	COMPUTER SUPPEQUIP	Mira Costa, Library	01.0	91182.0	00000	24200	4400	9000500	1,477.00
246	20-Oct-08	16637		20-Oct-08	Rydn Decaf	PRINTING SERVICES	Mira Costa, Holding	01.0	91194.0	00000	27000	4310	9000500	254.13
247	8-Oct-08	16602		8-Oct-08	Copy Shop, The	PRINTING SERVICES	Mira Costa, Holding	01.0	91194.0	00000	27000	4350	9000500	405.94
248	20-Oct-08	16638		20-Oct-08	Daktronics	REPAIRS - OTHER	Mira Costa, Holding	01.0	91194.0	00000	27000	5630	9000500	603.75
249	4-Nov-08	16696		4-Nov-08	Hertz Furniture Systems	FURNITURE, OFFICE	Mira Costa, Holding	01.0	91194.0	11103	41000	4310	9000500	635.27
250	5-Nov-08	16717		5-Nov-08	Copy Shop, The	PRINTING SERVICES	Mira Costa, Holding	01.0	91194.0	11103	41000	4310	9000500	963.43
251	29-Oct-08	16679		29-Oct-08	Luella's Quilt Shop	SEWING MACHINES	Mira Costa, Holding	01.0	91195.0	11103	10000	4310	9000500	1,039.11
252	8-Oct-08	16601		8-Oct-08	That's Great News	AWARDS/CERTIFICATES	Mira Costa, Leadership	01.0	91195.0	11103	41000	4350	9000500	174.90
253	21-Nov-08	16772		21-Nov-08	City of Manhattan Beach	FIRE SAFETY SUPPEQUIP/SYSTEM	Mira Costa, Leadership	01.0	91195.0	11103	41000	5890	9000500	214.86
254	24-Oct-08	16670		4-Nov-08	The Gallery Collection	PRINTING SERVICES	Mira Costa, Leadership	01.0	91195.0	00000	27000	4350	9000500	257.03
255	17-Nov-08	16739		17-Nov-08	Daktronics	REPAIRS - OTHER	Mira Costa, Leadership	01.0	91195.0	00000	27000	5630	9000500	1,000.00
256	24-Oct-08	16661		24-Oct-08	Copy Shop, The	PRINTING SERVICES	Mira Costa, Leadership	01.0	91195.0	11103	41000	5812	9000500	1,111.73
257	8-Oct-08	16598		8-Oct-08	Global Transportation Services	BUSES	Mira Costa, Leadership	01.0	91195.0	11103	41000	5812	9000500	1,550.00
258	4-Nov-08	16707		4-Nov-08	Gail Currey	proctoring	Mira Costa, PSAT Testing	01.0	91200.0	11103	41000	5890	9000500	450.00
259	24-Oct-08	16668		24-Oct-08	PSAT/MSQT	TEST/TEST MATERIALS	Mira Costa, PSAT Testing	01.0	91200.0	11103	41000	4310	9000500	6,981.00
260	4-Nov-08	16675		4-Nov-08	Global Transportation Services	BUSES	Mira Costa, Science Field Trips	01.0	91202.0	13403	41000	5812	9000500	325.00
261	13-Nov-08	16706		13-Nov-08	LACOE	FIELD TRIPS	Mira Costa, Science Field Trips	01.0	91202.0	13403	41000	5220	9000500	895.00
262	20-Oct-08	16618		20-Oct-08	Pasco	INSTRUCTIONAL SUPPLIES	Mira Costa, Science lab	01.0	91204.0	13403	41000	4310	9000500	2,500.00
263	4-Nov-08	16700		4-Nov-08	Glencoe/McGraw Hill	BOOKS	Mira Costa, Textbook Replacamer	01.0	91205.0	11103	41000	4110	9000500	1,868.52
264	23-Oct-08	16655		23-Oct-08	Reel Lumber	LUMBER	Mira Costa, Woodshop	01.0	91215.0	18403	41000	4310	9000500	5,000.00
265	23-Oct-08	16654		23-Oct-08	Somerville Plywood Corp.	LUMBER	Mira Costa, Woodshop	01.0	91215.0	18403	41000	4310	9000500	8,000.00
266	23-Oct-08	16651		23-Oct-08	Organized Team Sports	UNIFORMS	Mira Costa, Physical Education	01.0	92500.0	15003	42000	4310	9000500	5,870.51
267														46,530.58
268														873,898.29

53.

F. **CONSENT ITEM**

23. **TITLE:** Approval of Annual Agreement to Redesign and Maintain District Website and Annual Agreement to Develop and Maintain Bond Oversight Website Agreement

BACKGROUND: The District's website is in need of upgrading to reflect the latest in attractive website design and improvements in content software such as events calendar, news and announcements, scrolling marquees, online bulletin board, alumni directory, and memoirs. The annual cost for this service is \$7,200.

This approach is considered the best way to proceed because of the many suggestions for website changes and additions from the Board and community. This company will assist the District in redesigning the site and then be available to continue to make changes and assist the District staff as needed.

The District's Bond Oversight Committee, (BOC) has requested the Board allow them to develop a website. It is anticipated that BOC's website will need the same caliber of design and monitoring as the District web site. The vendor, Educational Networks, will charge the same \$7,200 to develop the BOC website.

ACTION RECOMMENDED: Approval of the Agreement with Educational Networks is requested. The cost is not to exceed \$7,200 for the District website and \$7,200 for the Bond Oversight Committee website.

PREPARED BY: Steve Romines

DATE OF BOARD MEETING: December 10, 2008

EDUCATIONAL NETWORKS

INITIAL ANNUAL LICENSE AGREEMENT

The Annual License Agreement "Agreement" is between Educational Networks, Inc. "ENI" and Manhattan Beach Unified School District "MBUSD".

ENI provides MBUSD a total solutions package for an annual flat subscription fee of \$7,200.00. This package includes the basic CMS, without the optional Multi-Media Package, E-Commerce Package, Publications, Web Forms, and Student-Vault.

The one year subscription renewal period begins on the day of content collection, photo shoot. The renewal is due in full every year on this "subscription renewal date".

ENI's solutions package includes the following products and services:

-Set-up

- oCreation of MBUSD Website
 - Photographer will be sent to the district. (Available only in New York City, Chicago, Houston, and Los Angeles, and the surrounding suburbs. Schools/Districts in other areas provide pictures)
 - Professional project managers and graphic designers
 - Re-design/Re-vision up to three times until district and each school approves
 - Current Website's design can also be used (improved) if preferred
 - Creation of the pages for all the materials provided (texts, handbooks, video/audio, pictures, etc.)
- oDomain name registration
- oSet-up of the Web server

-Web based content management software SchoolSitePro

- oUnlimited user accounts
- oUnlimited disk space (**)
- oFollowing sections of the school Websites can be administered with the CMS
 - Events Calendar
 - News & Announcements
 - Scrolling Marquees
 - Online Bulletin Board
 - Alumni Directory
 - Memoirs

- Teacher Pages
- Teacher Photo Albums
- Teacher Links (with categorization capability)
- Classes
- Homework Assignments
- Photo Albums
- Online Applications
- Departments
- Job Opportunities
- Food Menu
- oTruView File Manager
 - WYSIWYG Editor to maintain content on static pages.
- oReal-time web counter and reporting system
 - Number of visitors
 - Numbers of page visits to individual web pages
- oContent Guard
 - Your database will be scanned for inappropriate content every 3 minutes
 - Automated SMS notifications
- oFree software upgrades and maintenance

-Technical Support

- oAvailable to all staff members including teachers
- oToll-free number (Mon-Fri: 8:00 AM – 8:00 PM EST)
- oSupport Via Email
- oContent insertion for new static sections. Maintenance of these existing sections are done by the schools using the TruView editor.

-Training

- oOne on-site administrator training session of 2.5 Hours for up to 10 key people (Available in New York City, New Jersey, Chicago, Los Angeles, Orange Country, Riverside, and San Diego. Conference Call Training Sessions in all other territories.)

-Hosting and maintenance

- oUnlimited disk space (**)
- oReliable and monitored Internet connection with 99.9% up-time guarantee
- oAutomated backups of MBUSD website
 - Database: Every 30 minutes
 - Static sections and graphics: 2 times a day
 - Off-site backups: Once a week
- oContent Guard (Notification system for inappropriate content)
 - Every 15 minutes
 - Notification through SMS messages (cell phone)
- oStatus Check

School Websites' status will be tested from 3 different off-site locations every 5 minutes

Notification through SMS messages (cell phone)

- Software/Hardware upgrades
- Network security
- Performance monitoring

(*) Following services are not included in our package:

- 1.The Internet connection of schools' building
- 2.Custom programming for specific needs which are not related to a typical school Website
- 3.ENI charges \$180 per hour for custom software development for scope provided by schools and districts

(**) Uploaded files must meet the following requirements:

- 1.Content must be related to the school, teachers, students, teacher pages, or school projects.
- 2.Illegal files such as copyrighted audio/video files or illegal software are prohibited.
- 3.Uploaded files must be linked from at least one page on the Website.
(They must be accessible from the Website)

LIABILITY LIMITATIONS AND DISCLAIMERS.

EDUCATIONAL NETWORKS, INC. "ENI" WILL EXERCISE REASONABLE CARE AND UTILIZE MEASURES REASONABLY AVAILABLE TO MAINTAIN THE INTEGRITY, CONFIDENTIALITY AND PRIVACY OF ITS SERVICE AND TRANSMITTED DATA WITHOUT ALLOWING ANY UNAUTHORIZED ACCESS THERETO AND WITHOUT INTERRUPTION. HOWEVER, THE USE OF ENI CONTENT MANAGEMENT SOFTWARE AND ASSOCIATED SERVICES IS ON AN "AS IS" AND "AS AVAILABLE" BASIS AND IS PROVIDED WITHOUT WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED. ANY MATERIAL INFORMATION OR DATA DOWNLOADED FROM OR OBTAINED THROUGH ENI CONTENT MANAGEMENT SOFTWARE AND ASSOCIATED SERVICES, IS AT YOUR OWN RISK, AND ENI SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER SYSTEM, SOFTWARE OR LOSS OF DATA THAT MAY RESULT THEREFROM, OR FOR LOSS OF LOGIN IDENTIFICATION OR PASSWORD.

TO THE FULLEST EXTENT ALLOWED BY LAW, ENI DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND ENI DISCLAIMS ANY LIABILITY FOR INTERRUPTIONS, ERRORS, VIRUSES OR OTHER HARMFUL COMPONENTS BEYOND ITS CONTROL. ENI DISCLAIMS ALL LIABILITY FOR DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES RESULTING FROM THE USE OF OR INABILITY TO USE ITS SERVICES, THE INFORMATION OR DATA PROVIDED THEREFROM, OR FROM ANY UNAUTHORIZED ACCESS TO, USE OR ALTERATION OF, ANY TRANSMISSIONS OR DATA UNLESS ENI IS AT FAULT THEREFORE. IN NO EVENT SHALL ENI'S TOTAL LIABILITY FOR DAMAGES, LOSSES, AND CAUSES OF ACTION EXCEED THE AMOUNTS PAID BY USER FOR ENI'S SERVICES. ENI ALSO DISCLAIMS ALL LIABILITY RELATING TO ANY INFORMATION, DATA OR OTHER MATERIALS TRANSMITTED OR PROVIDED BY USERS, SUBSCRIBERS, OR OUTSIDE SERVICES AND RESOURCES THAT MAY APPEAR HEREIN AS LINKS TO OTHER WEBSITES, AND ALL LIABILITY AS TO THE APPROPRIATENESS AND ACCURACY OF ANY MATERIALS OR INFORMATION PROVIDED HEREIN RELATING TO THE USE OF THOSE MATERIALS OR INFORMATION IN ANY PARTICULAR JURISDICTION.

SERVICE INTERRUPTIONS. Access to and operation of the school website and the administration website may be temporarily unavailable or interrupted from time to time due to service and equipment problems, modifications, repairs or upgrades. No reduction of charges will be made for such temporary interruptions, except that upon request, subscription periods will be extended day for day for each day that the website is inoperable or inaccessible for more than four business hours. However, in no event shall ENI be liable to you or any third party for any damages or reductions in charges for any interruptions or transmission delays beyond its control, including those caused by Internet service, ENI, or Users.

EDUCATIONAL NETWORKS, INC.

Manhattan Beach Unified School District

Date: _____

Date: _____

By: _____

By: _____

Title: _____

Title: _____

EDUCATIONAL NETWORKS

Our software powers the best school websites in the world!

PRODUCTS AND SERVICES

We provide our schools a total solutions package for an annual flat subscription fee. This package includes all the applications and services a school typically needs for its official website; from the creation of the initial website to technical support for teachers and staff members.

A one year subscription is required to get started. Your annual subscription starts on the day of the "Photo Shoot" (Available only in New York City, New Jersey, Chicago, Los Angeles, Orange County, Riverside, and San Diego. In other areas the subscription start date is the date we receive the pictures sent to us). We do not charge our schools any setup fees. We also develop their website free of charge. If you prefer to keep the look and feel of your existing website, we can also only revamp it so that it meets the requirements of a professional design and user interface, or we can even keep it without any changes. We do not charge our schools for the creative services, website creation, and server set-up.

Three-Year Price Guarantee: We guarantee that your annual subscription fee will not be increased for a three year period.

Our solutions package includes the following products and services:

- **Initial set-up and website creation**
 - o Creation of your school's website
 - Photographer will be sent to school (Available in New York City, New Jersey, Chicago, Los Angeles, Orange County, Riverside, and San Diego. Schools in other areas have to provide pictures.)
 - Professional project managers and graphic designers assigned to each project
 - Up to 3 (three) Rounds of Revisions of the Graphic Design until Approval
 - Current website design can also be used (improved) if preferred
 - Creation of static content pages for materials provided in electronic format (texts, handbooks, pictures, etc. - excludes archives (such as athletic archives and alumni archives), hall of fame pages, ancillary organizations' pages)
 - o Domain name registration
 - o Set-up of the web server

- **Web based content management software SchoolSitePro**
 - o Unlimited user accounts
 - o Unlimited disk space (**)
 - o Following sections of your website can be administered by school staff using SchoolSitePro (no programming or HTML knowledge required):
 - Calendars
 - News & Announcements
 - Scrolling Marquees
 - Online Bulletin Board
 - Alumni Directory
 - Memoirs
 - Departments
 - Teacher Pages
 - Teacher Photo Albums
 - Teacher Links (with categorization capability)

- Classes
- Homework Assignments
- Photo Albums
- Online Applications
- Food Menu
- Job Opportunities
- TruView File Manager
 - WYSIWYG Editor to maintain content on static pages
- Content guard
 - Your database will be scanned for inappropriate content every 3 minutes

Free software upgrades and maintenance

- **Technical Support**

- Available to all staff members including teachers
- Toll-free number (Mon-Fri: 8:30 AM – 8:00 PM EST Monday - Friday)
- Via Ticketing System
- Content insertion for new static sections (except for “web forms”). Maintenance of these sections are done by the school using the TruView File Manager

- **Training**

- One time on-site training for key staff members using “Train the Trainers Model” (2.5 hours, available only in New York City, New Jersey, Chicago, Los Angeles, Orange County, Riverside, and San Diego. Conference Call Training Sessions in all other areas)
- Additional On-Site Training Packages can be ordered (additional fees apply)
 - 2.5 Hour On-Site Training Session (Available only in New York City, New Jersey, Chicago, Los Angeles, Orange County, Riverside, and San Diego)
 - 1.5 Hour On-Site Teacher Workshop (Available only in New York City, New Jersey, Chicago, Los Angeles, Orange County, Riverside, and San Diego)

- **Hosting and maintenance**

- Unlimited disk space (**)
- Reliable and monitored Internet connection with 99.9% up-time guarantee
- Automated backups of your website
 - Database: Every 30 minutes
 - Static sections and graphics: 2 times a day
 - Off-site backups: Once a week
- Status Check
 - Your website’s status will be tested from 3 different off-site locations every 5 minutes
 - Software/Hardware upgrades
- Network security
- Performance monitoring

(*) Following services are not included in our package:

1. The Internet connection of your school's building
2. Custom programming for specific needs which are not related to a typical school website

(**) Uploaded files must meet the following requirements:

1. Content must be related to the school, teachers, students, teacher pages, or projects.
2. Illegal files such as copyrighted audio/video files or illegal software are prohibited
3. Uploaded files must be linked from at least one page on the website. (They must be accessible from the website)

OPTIONAL ENHANCEMENT PACKAGES

Multi Media Package (MMP)

This add-on package allows your school website to feature additional multi-media capabilities of audio and video accessible through the Internet. Using the MMP you can stream media of events such as sports events, school news, class podcasts, teacher podcasts, daily bulletins directly from your school's website.

The MMP includes:

- Streaming Audio and Video (Flash Video)
- Audio Podcasting for school website, department pages, class pages, teacher pages
 - Easy to use user interface through the admin system for uploads
 - Automated integration with Apple's iTunes, AppleTV, and iPOD
- Video Podcasting for school website, department pages, class pages, teacher pages
 - Easy to use user interface through the admin system for uploads
 - Automated integration with Apple's iTunes, AppleTV, and iPOD
- Unlimited Technical Support for Video and Audio
- Unlimited Disk Space

OPTIONAL ENHANCEMENT PACKAGES

E-Commerce Package (ECP)

This add-on package allows your school website to feature an online shop on your school's website. Using the ECP you can sell t-shirts, memorabilia, USB flash drives, year books, homecoming tickets, and much more directly through the school's website. Your website would allow secure payments (processed through Verisign) with real-time credit card processing. Depending on your school's volume per month you can choose to use your own Merchant Account (requires purchase of Verisign Gateway), or you may choose to use Educational Networks' Merchant Account provided by JP Morgan Chase Manhattan Bank.

The ECP includes:

- Real time credit card processing
- Accepts Visa, MasterCard, Discover, and AMEX as well as Debit Cards with Visa and MasterCard Symbols
- Real-time monitoring through the "admin system" of each transaction
- Search transactions by date, date interval, amount
- Access to all printable receipts generated by the system through the admin system
- Unlimited technical support for any modifications to the store
- Unlimited Disk Space

*(***) In addition to the annual fee, merchant account fees are charged when using Credit Cards. Customers may use Educational Networks' merchant account or use any merchant account they have a relationship with. If the customer chooses to use a separate merchant account a Verisign gateway has to be purchased directly from Verisign. For details, please call: 877-623-7200*

OPTIONAL ENHANCEMENT PACKAGES

Online Fundraising Package (OFP)

This add-on package allows your school to conduct fundraisers on your school's website. Using the OFP you can collect donations for various "funds" (alumni, general fund, Parent Organization, Foundation, etc.). The OFP allows the visitors to the website to make donations for those pre-selected categories using a credit card. Donations can be made as a "quick donation" (no registration required), or as a registered user. Registered Users can manage their donations, on-going pledges through a password protected secure section of your school's website. Depending on your school's volume per month you can choose to use your own Merchant Account (requires purchase of Verisign Gateway), or you may choose to use Educational Networks' Merchant Account provided by JP Morgan Chase Manhattan Bank.

The OFP includes:

- Real time credit card processing
- Accepts Visa, MasterCard, Discover, and AMEX as well as all debit cards with Visa and MasterCard Symbols
- Real-time monitoring through the "admin system" of each transaction
- Search transactions by date, date interval, amount
- Access to all printable receipts generated by the system through the admin system
- Ability to manage multiple fundraisers
- Ability to be featured as a supporter of the school on the website or remain anonymous
- Ability to manage donations of the donors by
 - Managing on-going pledges
 - Managing one-time donations
 - Accessing printable receipts
- Unlimited technical support for any modifications to the OFP
- Unlimited Disk Space

*(****) In addition to the annual fee, merchant account fees are charged when using Credit Cards. Customers may use Educational Networks' merchant account or use any merchant account they have a relationship with. If the customer chooses to use a separate merchant account a Verisign gateway has to be purchased directly from Verisign. For details, please call: 877-623-7200*

OPTIONAL ENHANCEMENT PACKAGES

Web Forms (WF)

This add-on package allows your school or district to feature web forms on the website. Using the web forms feature, the Technical Support team would build any type of forms such as free lunch applications, release applications, incident reports, web-based information requests, transcript reports, sign up forms for athletic events, etc.

If purchased in conjunction with the E-commerce Package selected forms can be set up to feature a credit card check out as well.

The web forms are database driven and can be accessed from the admin system of the school or district's website. Furthermore, the forms are also email enabled, so that each filled out form can be delivered to selected recipients. This optional enhancement package allows the use of the Technical Support Team for web-enabled forms.

OPTIONAL ENHANCEMENT PACKAGES

Publications

This add-on package allows your school or district to manage documents on your website. Using this feature, documents such as "Board Policies, Agendas, Minutes" can be easily uploaded to your website. The system would also allow you to create multiple categories and sub-categories to make it very easy to browse through the documents.

On your public website you would be able to search for these documents. The system allows each document to be added as a text document or alternatively a file can be directly uploaded (Word, PDF, etc.) for each document.

The "Publications" feature is database driven and can be accessed from the admin system of the school or district's website.

*(*****) The Technical Support Team would only accept the forms in electronic format such as Microsoft Word, Excel, or PDF.*

65.

EDUCATIONAL NETWORKS

Our software powers the best school websites in the world!

PRODUCTS AND SERVICES

We provide our schools a total solutions package for an annual flat subscription fee. This package includes all the applications and services a school typically needs for its official website; from the creation of the initial website to technical support for teachers and staff members.

A one year subscription is required to get started. Your annual subscription starts on the day of the "Photo Shoot" (Available only in New York City, New Jersey, Chicago, Los Angeles, Orange County, Riverside, and San Diego. In other areas the subscription start date is the date we receive the pictures sent to us). We do not charge our schools any setup fees. We also develop their website free of charge. If you prefer to keep the look and feel of your existing website, we can also only revamp it so that it meets the requirements of a professional design and user interface, or we can even keep it without any changes. We do not charge our schools for the creative services, website creation, and server set-up.

Three-Year Price Guarantee: We guarantee that your annual subscription fee will not be increased for a three year period.

Our solutions package includes the following products and services:

- **Initial set-up and website creation**
 - o Creation of your school's website
 - Photographer will be sent to school (Available in New York City, New Jersey, Chicago, Los Angeles, Orange County, Riverside, and San Diego. Schools in other areas have to provide pictures.)
 - Professional project managers and graphic designers assigned to each project
 - Up to 3 (three) Rounds of Revisions of the Graphic Design until Approval
 - Current website design can also be used (improved) if preferred
 - Creation of static content pages for materials provided in electronic format (texts, handbooks, pictures, etc. - excludes archives (such as athletic archives and alumni archives), hall of fame pages, ancillary organizations' pages)
 - o Domain name registration
 - o Set-up of the web server

- **Web based content management software SchoolSitePro**
 - o Unlimited user accounts
 - o Unlimited disk space (**)
 - o Following sections of your website can be administered by school staff using SchoolSitePro (no programming or HTML knowledge required):
 - Calendars
 - News & Announcements
 - Scrolling Marquees
 - Online Bulletin Board
 - Alumni Directory
 - Memoirs
 - Departments
 - Teacher Pages
 - Teacher Photo Albums
 - Teacher Links (with categorization capability)

- Classes
- Homework Assignments
- Photo Albums
- Online Applications
- Food Menu
- Job Opportunities
- TruView File Manager
 - WYSIWYG Editor to maintain content on static pages
- Content guard
 - Your database will be scanned for inappropriate content every 3 minutes

Free software upgrades and maintenance

- **Technical Support**

- Available to all staff members including teachers
- Toll-free number (Mon-Fri: 8:30 AM – 8:00 PM EST Monday - Friday)
- Via Ticketing System
- Content insertion for new static sections (except for “web forms”). Maintenance of these sections are done by the school using the TruView File Manager

- **Training**

- One time on-site training for key staff members using “Train the Trainers Model” (2.5 hours, available only in New York City, New Jersey, Chicago, Los Angeles, Orange County, Riverside, and San Diego. Conference Call Training Sessions in all other areas)
- Additional On-Site Training Packages can be ordered (additional fees apply)
 - 2.5 Hour On-Site Training Session (Available only in New York City, New Jersey, Chicago, Los Angeles, Orange County, Riverside, and San Diego)
 - 1.5 Hour On-Site Teacher Workshop (Available only in New York City, New Jersey, Chicago, Los Angeles, Orange County, Riverside, and San Diego)

- **Hosting and maintenance**

- Unlimited disk space (**)
- Reliable and monitored Internet connection with 99.9% up-time guarantee
- Automated backups of your website
 - Database: Every 30 minutes
 - Static sections and graphics: 2 times a day
 - Off-site backups: Once a week
- Status Check
 - Your website’s status will be tested from 3 different off-site locations every 5 minutes
 - Software/Hardware upgrades
- Network security
- Performance monitoring

(*) Following services are not included in our package:

1. The Internet connection of your school’s building
2. Custom programming for specific needs which are not related to a typical school website

(**) Uploaded files must meet the following requirements:

1. Content must be related to the school, teachers, students, teacher pages, or projects.
2. Illegal files such as copyrighted audio/video files or illegal software are prohibited
3. Uploaded files must be linked from at least one page on the website. (They must be accessible from the website)

OPTIONAL ENHANCEMENT PACKAGES

Multi Media Package (MMP)

This add-on package allows your school website to feature additional multi-media capabilities of audio and video accessible through the Internet. Using the MMP you can stream media of events such as sports events, school news, class podcasts, teacher podcasts, daily bulletins directly from your school's website.

The MMP includes:

- Streaming Audio and Video (Flash Video)
- Audio Podcasting for school website, department pages, class pages, teacher pages
 - Easy to use user interface through the admin system for uploads
 - Automated integration with Apple's iTunes, AppleTV, and iPod
- Video Podcasting for school website, department pages, class pages, teacher pages
 - Easy to use user interface through the admin system for uploads
 - Automated integration with Apple's iTunes, AppleTV, and iPod
- Unlimited Technical Support for Video and Audio
- Unlimited Disk Space

OPTIONAL ENHANCEMENT PACKAGES

E-Commerce Package (ECP)

This add-on package allows your school website to feature an online shop on your school's website. Using the ECP you can sell t-shirts, memorabilia, USB flash drives, year books, homecoming tickets, and much more directly through the school's website. Your website would allow secure payments (processed through Verisign) with real-time credit card processing. Depending on your school's volume per month you can choose to use your own Merchant Account (requires purchase of Verisign Gateway), or you may choose to use Educational Networks' Merchant Account provided by JP Morgan Chase Manhattan Bank.

The ECP includes:

- Real time credit card processing
- Accepts Visa, MasterCard, Discover, and AMEX as well as Debit Cards with Visa and MasterCard Symbols
- Real-time monitoring through the "admin system" of each transaction
- Search transactions by date, date interval, amount
- Access to all printable receipts generated by the system through the admin system
- Unlimited technical support for any modifications to the store
- Unlimited Disk Space

*(***) In addition to the annual fee, merchant account fees are charged when using Credit Cards. Customers may use Educational Networks' merchant account or use any merchant account they have a relationship with. If the customer chooses to use a separate merchant account a Verisign gateway has to be purchased directly from Verisign. For details, please call: 877-623-7200*

OPTIONAL ENHANCEMENT PACKAGES

Online Fundraising Package (OFP)

This add-on package allows your school to conduct fundraisers on your school's website. Using the OFP you can collect donations for various "funds" (alumni, general fund, Parent Organization, Foundation, etc.). The OFP allows the visitors to the website to make donations for those pre-selected categories using a credit card. Donations can be made as a "quick donation" (no registration required), or as a registered user. Registered Users can manage their donations, on-going pledges through a password protected secure section of your school's website. Depending on your school's volume per month you can choose to use your own Merchant Account (requires purchase of Verisign Gateway), or you may choose to use Educational Networks' Merchant Account provided by JP Morgan Chase Manhattan Bank.

The OFP includes:

- Real time credit card processing
- Accepts Visa, MasterCard, Discover, and AMEX as well as all debit cards with Visa and MasterCard Symbols
- Real-time monitoring through the "admin system" of each transaction
- Search transactions by date, date interval, amount
- Access to all printable receipts generated by the system through the admin system
- Ability to manage multiple fundraisers
- Ability to be featured as a supporter of the school on the website or remain anonymous
- Ability to manage donations of the donors by
 - Managing on-going pledges
 - Managing one-time donations
 - Accessing printable receipts
- Unlimited technical support for any modifications to the OFP
- Unlimited Disk Space

*(****) In addition to the annual fee, merchant account fees are charged when using Credit Cards. Customers may use Educational Networks' merchant account or use any merchant account they have a relationship with. If the customer chooses to use a separate merchant account a Verisign gateway has to be purchased directly from Verisign. For details, please call: 877-623-7200*

OPTIONAL ENHANCEMENT PACKAGES

Web Forms (WF)

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OPTIONAL ENHANCEMENT PACKAGES

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On your public website you would be able to search for these documents. The system allows each document to be added as a text document or alternatively a file can be directly uploaded (Word, PDF, etc.) for each document.

The "Publications" feature is database driven and can be accessed from the admin system of the school or district's website.

*(*****) The Technical Support Team would only accept the forms in electronic format such as Microsoft Word, Excel, or PDF.*

F. CONSENT ITEMS

24. 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: Kay Whitehead

ACTION RECOMMENDED: Accept with thanks, gifts from:
Kay Whitehead

PREPARED BY: Steve Romines

DATE OF BOARD MEETING: December 10, 2008

AGENDA NOTE AGENDA NOTE AGENDA NOTE

Donor	Description	Site Donated To
Kay Whitehead	\$700/Donation of Trees Planted on Campus	Pacific

F. CONSENT ITEM

25. **TITLE:** Developer Fees

BACKGROUND: The attached material details the District's share of Developer Fees collected during the month of November, 2008. The total received for the month of November is \$12,487.24.

ACTION RECOMMENDED: No action is recommended.

PREPARED BY: Steve Romines

DATE OF BOARD MEETING: December 10, 2008

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

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

2007/08	
July	50,153.60
August	75,454.71
September	76,676.66
October	62,436.20
November	65,426.51
December	40,720.29
January	46,236.31
February	103,542.40
March	66,203.24
April	52,407.91
May	112,019.12
June	36,606.07
2007/08 Total	787,883.02

2008/09	
July	25,751.91
August	53,606.66
September	72,427.57
October	27,352.00
November	12,487.24
December	
January	
February	
March	
April	
May	
June	
2008/09 Total	191,625.38

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEVELOPER FEES
NOVEMBER 2008

<u>DATE</u>	<u>ADDRESS</u>	<u>ADDITION/ NEW CONSTRUCTION</u>	<u>SQUARE FOOTAGE</u>	<u>AMT PAID</u>
Nov 14	1335 23rd St	New Construction	4748	12,487.24

Total: \$12,487.24

I. BOARD BUSINESS

1. **TITLE:** Authorize travel and expenses for Board Members and District Staff to Attend the MBUSD PTAs Council Capital Convoy visit, March 10 and 11, 2009, to Sacramento, California

BACKGROUND: For several years, the MBUSD Board of Trustees has supported and continues to support the MBUSD PTA Council's state lobbying efforts through its endorsement and participation by selected Board members and district staff in the Council's annual Capital Convoy visit to Sacramento.

The Board is aware that group and individual contacts are among the most effective ways to communicate with state legislators. This year, more than ever, we, as a united community of the PTAs, Board, staff, students, parents and others, need our voices heard on behalf of our children's education as the Governor and state legislature deliberate the 2009-2010 State Budget. The Manhattan Beach community can carry its message most effectively through the agenda of the 2009 Capital Convoy.

For the 2009 year, it is proposed that Amy Howorth, Nancy Hersman, Carolyn Seaton, Executive Director of Educational Services, and Superintendent Beverly Rohrer, represent the Board and district administration on the Capital Convoy visit to Sacramento, March 10 and 11, 2009.

FINANCIAL IMPACT: The cost for travel and lodging will not exceed \$600 per person or a total of \$2,400. It is anticipated that some of this cost will be deferred by one or more of the individuals attending who will pay all or some of their own expenses.

ACTION: Authorize travel and lodging expenses for Nancy Hersman, Amy Howorth, Carolyn Seaton, and Beverly Rohrer to attend MBUSD PTAs Council Capital Convoy visit, March 10 and 11, 2009 in Sacramento, California.

APPROVAL: _____


DATE OF BOARD MEETING: December 10, 2008

PREPARED BY: Beverly Rohrer, Superintendent of Schools

AGENDA NOTE AGENDA NOTE AGENDA NOTE

I. BOARD BUSINESS

2. **TITLE:** Receive for First Reading and Adoption, **NEW** Board Policy and Administrative Regulation 5141.23, Asthma Management

BACKGROUND: Manhattan Beach Unified Board Policy and Administrative Regulation 5141.23, Asthma Management, are presented to the Board as **A NEW POLICY AND REGULATION** for first reading and adoption. The new policy expresses the Board's goal to provide support systems for students with asthma and the development of strategies to address district response.

The new regulation describes district actions related to the identification of students with asthma, receipt and implementation of asthma action plans, emergency response procedures, professional development, and assessment of the school environment to identify and reduce common asthma triggers.

As delegated by the Board, Board of Trustees' Vice President, Nancy Hersman has reviewed and commented on this policy. Her recommendations have been included in this revision. Mrs. Hersman is recommending adoption with this first reading.

FINANCIAL IMPACT: None

ACTION: Receive for First Reading and Adoption, New Board Policy and Administrative Regulation 5141.23, Asthma Management

PREPARED BY: Ellyn Schneider, Executive Director, Student Services

DATE OF MEETING: December 10, 2008

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

Students**ASTHMA MANAGEMENT**

The Governing Board desires to provide support systems for students with asthma in order to reduce school absences, help ensure that such students receive appropriate intervention if symptoms occur at school, and enable them to participate in the educational program and school activities to the extent possible.

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

(cf. 6142.7 - Physical Education)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall involve school nurses, other health professionals, school administrators, and health educators in the development of strategies to help provide a healthy and safe school environment for students with asthma. He/she may also involve the Medical Advisory Board, school health councils or committees and other interested persons to ensure that the district's strategies are coordinated with other school health programs and practices.

(cf. 1220 - Citizen Advisory Committees)

(cf. 5030 - Student Wellness)

District strategies shall include, but not be limited to, procedures for identifying and addressing individual student needs, providing effective professional development on asthma symptoms and staff responsibilities, and identifying and reducing environmental factors at schools that may trigger and/or worsen asthma symptoms.

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3514.2 - Integrated Pest Management)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

MBUSD

BP 5141.23 (b)

Students

ASTHMA MANAGEMENT

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.24 - Specialized Health Care Services)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - Student Health and Social Services)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6159 - Individualized Education Program)

(cf. 6163.2 - Animals at School)

(cf. 6164.6 - Identification and Education Under Section 504)

Legal Reference:

EDUCATION CODE

49407 Liability for treatment

49408 Emergency information

49414.5 Providing school personnel with voluntary emergency training

49423-49423.1 Administration of prescribed medication for student

49423.5 Specialized health care services

49426 School nurses

49480 Continuing medication regimen; notice

51880-51921 Comprehensive health education

MBUSD

BP 5141.23 (c)

Students

ASTHMA MANAGEMENT

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

280g Children's asthma treatment grant program

Management Resources:

CSBA PUBLICATIONS

Asthma Management in the Schools, Policy Brief, March 2008

CALIFORNIA DEPARTMENT OF HEALTH SERVICES PUBLICATIONS

Asthma Action Plan for Schools and Families, January 2007

Guidelines for the Management of Asthma in California Schools, April 2004

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Managing Asthma in Schools --- What Have We Learned?, August 2006

U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

Indoor Air Quality Tools for Schools

MBUSD

BP 5141.23 (d)

Students

ASTHMA MANAGEMENT

WEB SITES

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

American Lung Association: <http://www.lungusa.org>

American School Health Association: <http://www.ashaweb.org>

California Asthma Public Health Initiative: <http://caasthma.org>

California Department of Public Health: <http://www.cdph.ca.gov>

California School Nurses Organization: <http://www.csno.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov/asthma>

National Heart, Lung, and Blood Institute:
<http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

U.S. Environmental Protection Agency (EPA): <http://www.epa.gov/asthma>

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: Manhattan Beach, California

Students**ASTHMA MANAGEMENT****Identification of Students with Asthma**

When registering their child for school and annually thereafter, parents/guardians of all students shall be requested to notify the principal or designee, in writing, if their child has been diagnosed with asthma, has recently experienced symptoms or has a history of asthma, and/or is at risk for severe asthma attacks. Parents/guardians shall provide authorization for the limited release of medical information related to their child's health records in order for the district to provide support services or to respond in an emergency. The principal or designee shall so notify the student's teacher(s), school nurse, coach(es), bus driver, and any other staff with responsibility for direct supervision of the student.

(cf. 5125 - Student Records)

Plan for Individualized Asthma Management

The Superintendent or designee shall request the parents/guardians of each student identified with asthma to annually submit an asthma action plan developed by the student's health care provider in partnership with the student and his/her parents/guardians. The action plan shall include, but not be limited to, information regarding the student's symptoms and severity, asthma triggers, medications needed by the student, and authorization for disclosure of health information to the district. For students identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act, necessary accommodations and services shall be identified as part of the student's 504 accommodation plan or individualized education program (IEP), as appropriate.

(cf. 5141.24 - Specialized Health Care Services)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

Any student who needs to take prescribed medication during the school day may be assisted by a school nurse or designated school personnel or allowed to carry and self-administer inhaled asthma medication provided that the district receives written statements from the student's physician and parent/guardian in accordance with Education Code 49423.1 and BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions.

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

Students

ASTHMA MANAGEMENT

Students shall be ~~encouraged~~ ***strongly advised*** to notify their teacher, coach, or other staff when they are experiencing symptoms and/or need to alter their physical activity level.

(cf. 6142.7 - Physical Education)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Upon request by the student or his/her parents/guardians, the Superintendent or designee may provide information about available medical resources, including school-based health services as appropriate.

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - Student Health and Social Services)

Emergency Response

In case of emergency, staff shall call 911 and administer quick-relief medication as authorized in the student's asthma action plan, accommodation plan, or IEP. Staff shall also continue to supervise the student and contact his/her parent/guardian or other person identified as an emergency contact.

(cf. 5141 - Health Care and Emergencies)

The Superintendent or designee shall provide each school site with information regarding emergency management of asthma to post in easily accessible locations.

Professional Development

Staff shall be provided professional development which includes information about symptoms and common triggers of asthma, ways to reduce acute symptoms, and emergency response procedures. The professional development shall be provided by a school nurse or other qualified health professional or educator who has received related training.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

Students

ASTHMA MANAGEMENT

(cf. 4331 - Staff Development)

Environmental Assessment

The Superintendent or designee shall periodically conduct an environmental assessment to identify and reduce common asthma triggers in the school environment, including, but not limited to, pesticides, chemical pollutants, mold, and animal and dust mite allergens.

The Superintendent or designee shall communicate with each school principal when local health advisories are issued for high ozone days or poor outdoor air quality so that outdoor physical activities may be curtailed as necessary.

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3514.2 - Integrated Pest Management)

(cf. 3517 - Facilities Inspection)

(cf. 3530 - Risk Management/Insurance)

(cf. 6163.2 - Animals at School)

Regulation MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

approved: Manhattan Beach, California

I. **BOARD BUSINESS**

3. **TITLE:** Receive for First Reading and Adoption, **NEW** Board Policy and Administrative Regulation 6155, Challenging Courses by Examination

BACKGROUND: Manhattan Beach Unified Board Policy and Administrative Regulation 6155, Challenging Courses by Examination, are presented to the Board as **A NEW POLICY AND REGULATION** for first reading and adoption. As stated in the new policy, "The Governing Board recognizes that there is a need to allow high school students to challenge a given course by examination for grade and credit in order to accelerate progress towards graduation and to achieve more flexibility in the selection of electives." This opportunity will permit a select number of students to enroll in courses best suited to his/her educational objectives.

The examination shall be comprehensive and cover all course objectives. Successful completion of the examination shall be at a level which indicates mastery of the content and/or reasonable chance for success in the next higher course.

As delegated by the Board, Board of Trustees' Vice President, Nancy Hersman has reviewed and commented on this policy. Her recommendations have been included in this revision. Mrs. Hersman is recommending adoption with this first reading.

FINANCIAL IMPACT: None

RECOMMENDED ACTION: Receive for First Reading and Adoption, revised Board Policy and Administrative Regulation 6155, Challenging Courses by Examination

PREPARED BY: Ellyn Schneider, Executive Director, Student Services

DATE OF MEETING: December 10, 2008

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

Instruction

CHALLENGING COURSES BY EXAMINATION

The Governing Board recognizes that there is a need to allow high school students to challenge a given course by examination for grade and credit in order to accelerate progress towards graduation and to achieve more flexibility in the selection of electives. This opportunity will permit a student to enroll in courses best suited to his/her educational objectives.

The examination shall be comprehensive and cover all course objectives. Successful completion of the examination shall be at a level which indicates mastery of the content and/or reasonable chance for success in the next higher course.

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

51225.3 Requirements for graduation

64001 Single plan for student achievement

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: Manhattan Beach, California

Instruction**CHALLENGING COURSES BY EXAMINATION**

Petition to Challenge Course

One month prior to the end of the current semester, currently enrolled students interested in challenging a course shall file a petition form with their counselor. Entering ninth-grade students and new enrollees shall file a petition and take the examination within two weeks of the time of initial entry to high school classes.

The counselor shall inform the course instructor of the student's intent to challenge the course. The student shall be allowed to challenge the course by examination if his/her petition is signed by the counselor, department chair and parent/guardian. The student's petition shall include, but not be limited to, the following:

1. Grades in courses of the subject area of the challenge
2. Recommendations from the teacher
3. Substitute courses to be taken by the student
4. Student's rationale or reasons for challenging a specific course

The challenge examination may be offered when the course is part of a sequence of courses normally taken in specific order or when the course is normally required for entry into another course.

1. During their enrollment in high school, students may challenge no more than four courses which meet graduation requirements. While successful challenge will exempt a student from those specific courses required for graduation, the student is still responsible for the total units required for graduation.

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

2. A student may challenge a particular course only once.
3. A student may challenge only one course per semester. This may be a course in which the student is enrolled or any other approved course offering.
4. A student may not attempt credit for a course below his/her ability or grade placement.

Instruction

CHALLENGING COURSES BY EXAMINATION

Test Content and Administration

The principal and department chairpersons shall collaborate with teachers in the development of appropriate district-wide testing procedures and materials for the classes that may be challenged within each department. Departmentally-developed performance objectives shall determine the content and the type of evaluation to be used. The examination may be written, oral, by demonstration or any combination thereof.

The type of test administered shall depend on the course outline. The department chairperson or designee shall supervise the administration and evaluation of tests pertaining to the department.

The student must earn an A or B to receive credit for challenging a course by examination. The transcript shall reflect that the grade was earned by challenge.

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

I. BOARD BUSINESS

4. **TITLE:** Receive for First Reading and Adoption, NEW Board Policy and revised Administrative Regulation 7160, Charter School Facilities

BACKGROUND: Manhattan Beach Unified Board Policy and Administrative Regulation 7160, Charter School Facilities, are presented to the Board as a NEW policy and revised regulation for first reading and adoption. The new policy and revised regulation are updated to reflect NEW TITLE 5 REGULATIONS applicable to Proposition 39 requests for facilities by charter schools submitted to districts in the fall of 2008 for the 2009-2010 school year. The policy details a new requirement that, if the district's facilities offer does not accommodate the charter school at a single site, the Board must make a finding and adopt a statement of reasons, as required by the NEW REGULATIONS.

The revised regulation details other new requirements including: (1) a revised definition of "furnishing and equipment," (2) new timelines to respond to requests and actions to be taken during consideration of requests, (3) additional requirements for conversion charter schools, and (4) a new dispute resolution procedure.

As delegated by the Board, Board of Trustees' Vice President, Nancy Hersman has reviewed and commented on the policy and regulation. Her recommendations have been included in this revision. Mrs. Hersman is recommending adoption with this first reading.

FINANCIAL IMPACT: None

ACTION: Receive for First Reading and Adoption, NEW Board Policy and revised Administrative Regulation 7160, Charter School Facilities

PREPARED BY: Steve Romines, Assistant Superintendent, Administrative Services

DATE OF BOARD MEETING: December 10, 2008

Facilities

CHARTER SCHOOL FACILITIES

Upon request by a charter school operating within the district, the Governing Board shall provide facilities in accordance with law, Board policy, and administrative regulation.

(cf. 0420.4 - Charter Schools)

(cf. 7110 - Facilities Master Plan)

A charter school must be operating in the district as defined in Education Code 47614 before it submits a request for facilities. A new or proposed charter school operating within the district is eligible to request facilities for a particular fiscal year only if it submits its charter petition before November 1 of the fiscal year preceding the year for which facilities are requested. A new charter school is entitled to be allocated and/or provided access to facilities only if it receives approval of the petition before March 15 of the fiscal year preceding the year for which facilities are requested. (5 CCR 11969.9)

The Superintendent or designee shall ensure that requests received are evaluated and processed in accordance with law, Board policy, and administrative regulation.

If the district's preliminary proposal or final notification of space does not accommodate the charter school at a single school site, the Board shall consider the offer, make a specific finding that the district cannot accommodate the charter school's students at a single school site, and adopt a written statement of reasons explaining the finding. (5 CCR 11969.2)

Legal Reference:

EDUCATION CODE

17070.10-17080 Leroy F. Greene School Facilities Act of 1998, including:

17078.52-17078.66 Charter schools facility funding; state bond proceeds

17280-17317 Field Act

46600 Interdistrict attendance agreements

47600-47616.5 Charter Schools Act of 1992, as amended

Facilities

CHARTER SCHOOL FACILITIES

48204 Residency requirements for school attendance

GOVERNMENT CODE

53094 Authority to render zoning ordinance inapplicable

53097.3 Charter school ordinances

CODE OF REGULATIONS, TITLE 2

1859.2 Definitions

1859.31 Classroom inventory

1859.160-1859.171 Charter school facilities program, new construction

CODE OF REGULATIONS, TITLE 5

11969.1-11969.10 Charter school facilities

COURT DECISIONS

Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

Sequoia Union High School District v. Aurora Charter High School (2003) 112 Cal.App.4th 185

ATTORNEY GENERAL OPINIONS

80 Ops.Cal.Atty.Gen. 52 (1997)

Management Resources:

CSBA PUBLICATIONS

Charter Schools: A Manual for Governance Teams, rev. 2008

MBUSD

BP 7160 (c)

Facilities

CHARTER SCHOOL FACILITIES

WEB SITES

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

California Department of Education, Charter Schools Office: <http://www.cde.ca.gov/sp/cs>

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

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

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

approved:

Facilities

CHARTER SCHOOL FACILITIES

Definitions

Average daily classroom attendance (ADA) or classroom ADA is ADA for classroom-based apportionment as used in Education Code 47612.5. (5 CCR 11969.2)

In-district classroom ADA is classroom ADA attributable to in-district students. In-district students are those charter school students who are entitled to attend a district school. Students eligible to attend district schools based on an interdistrict attendance agreement or parent/guardian employment shall be considered students of the district where they reside. (5 CCR 11969.2)

(cf. 5111.1 - District Residency)

(cf. 5117 - Interdistrict Attendance)

The district may allow a charter school to include nonclassroom ADA in the ADA calculation only: (5 CCR 11969.2)

1. To the extent of the instructional time that the students generating the nonclassroom-based ADA are actually in the classroom under the direct supervision of and control of a charter school employee

2. If the district and charter school agree upon the time(s) that the facilities devoted to students generating the nonclassroom-based ADA will be used

An eligible charter school operating in the district is one that is either currently providing public education to in-district students or has identified at least 80 in-district students who are meaningfully interested in enrolling in the charter school for the following year, regardless of whether the district is or is proposed to be the chartering entity and whether or not the charter school has a facility inside the district's boundaries. (Education Code 47614; 5 CCR 11969.2)

~~*Contiguous facilities are those contained on a school site or immediately adjacent to a school site. If the charter school's students cannot be accommodated on any single district school site, contiguous facilities also include facilities located at more than one site, provided that the district minimizes the number of sites assigned and considers student safety. (5 CCR 11969.2)*~~

Facilities

CHARTER SCHOOL FACILITIES

Furnished and equipped means the facilities include reasonably equivalent furnishing necessary to conduct classroom instruction and to provide for student services that directly support classroom instruction as found in the comparison group schools established under 5 CCR 11969.3(a) and that the facilities have equipment that is reasonably equivalent to the comparison group schools. Equipment means property that does not lose its identity when removed from its location and is not changed materially or consumed immediately (e.g., within one year). Equipment has relatively permanent value and its purchase increases the total value of the district's physical properties. Examples include furniture, vehicles, machinery, motion picture film, videotape, furnishings that are not an integral part of the building or building system, and certain intangible assets such as major software programs. Furnishings and equipment acquired for a school site with nondistrict resources are excluded when determining reasonable equivalence. (5 CCR 11969.2)

Determination of Reasonably Equivalent Facilities

The district shall provide facilities to a charter school sufficient to accommodate charter school students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other public schools of the district. (Education Code 47614; 5 CCR 11969.3)

Reasonably equivalent conditions shall be determined on the basis of: (5 CCR 11969.3)

1. A comparison group of district schools with similar grade levels, selected in accordance with 5 CCR 11969.3

If a charter school's grade-level configuration is different from the configuration of the district's schools, the district is not obligated to pay for the modification of a school site to accommodate the charter school's configuration. (5 CCR 11969.3)

For high schools, the comparison group shall be the three schools in the district with similar grade levels that the largest number of students of the charter school would otherwise attend or if there are fewer than three schools with similar grade levels, then comparison group all schools in the district with similar grade levels. (5 CCR 11969.3)

2. Capacity, in accordance with 5 CCR 11969.3, including equivalency of the ratio of teaching stations (*classrooms*) to average daily attendance (*ADA*) as those provided to *district* students in the school district attending comparison group schools, allocation of specialized classroom space and access to nonteaching station space as well as a share of the specialized classroom space

Facilities

CHARTER SCHOOL FACILITIES

and/or a provision for access to reasonably equivalent specialized classroom space. District ADA shall be determined using projections for the fiscal year and grade levels for which facilities are requested. (5 CCR 11969.3)

The number of teaching stations shall be determined using the classroom inventory prepared pursuant to 2 CCR 1859.31, adjusted to exclude classrooms identified as interim housing. Interim housing means the rental or lease of classrooms used to house students temporarily displaced as a result of the modernization of classroom facilities, as defined in 2 CCR 1859.2, and classrooms used as emergency housing for schools vacated due to structural deficiencies or natural disasters. (5 CCR 11969.3)

The district shall allocate and/or provide access to nonteaching station space commensurate with the in-district classroom ADA of the charter school and the per-student amount of nonteaching station space in the comparison group schools. Nonteaching station space is all of the space that is not identified as teaching station space or specialized classroom space and includes, but is not limited to, administrative, kitchen, multipurpose room, and play area space. (5 CCR 11969.3)

3. Condition of facilities, *as determined by assessing such factors as age of facilities (from last modernization), quality of materials, and state of maintenance*, including:

- a. School site size
- b. Condition of interior and exterior surfaces
- c. Condition of mechanical, plumbing, electrical and fire alarm systems, *including conformity to applicable codes*
- ~~d. Conformity of mechanical, plumbing, electrical and fire alarm systems to applicable codes~~
- d. Availability and condition of technology infrastructure
- ~~e. Suitability of the facility as a~~ *Condition of the facility as a* learning environment, including but not limited to lighting, noise mitigation, and size for intended use
- ~~f. The manner in which the facility is furnished and equipped~~ *Condition of the facility's furnishing and equipment*
- g. *Condition of athletic fields and/or play area space*

Facilities

CHARTER SCHOOL FACILITIES

~~If a charter school was established through the conversion of an existing public school, the condition of the facility previously used by the district shall be considered to be reasonably equivalent for the first year the charter school uses the facility. (5 CCR 11969.3)~~

(cf. 7111 - Evaluating Existing Buildings)

Request and Provision of Facilities: Timelines and Procedures

~~As of November 8, 2003, or on the first day of July following the passage of a local school bond measure, the district shall make available to a charter school operating in the district facilities within the district sufficient for the charter school to accommodate all of its in-district students in conditions reasonably equivalent to those in other district schools. Facilities provided to charter schools shall be contiguous and shall be furnished and equipped as necessary to conduct classroom-based instruction. (Education Code 47614; 5 CCR 11969.2, 11969.4)~~

(cf. 0420.4 - Charter Schools)

(cf. 7110 - Facilities Master Plan)

~~If a charter school was established through the conversion of an existing public school, the condition of the facility previously used by the district shall be considered to be reasonably equivalent for the first year the charter school uses the facility. (5 CCR 11969.3)~~

~~The district shall not be required to use unrestricted general fund revenues to rent, buy or lease facilities for charter schools. The district may charge the charter school a pro rata share of its facilities costs that the district pays with unrestricted general fund revenues. (Education Code 47614; 5 CCR 11969.7)~~

~~Procedures for requesting facilities shall include the following steps:~~

- ~~1. A charter school must be operating in the district as defined in Education Code 47614 before it submits a request for facilities. A new or proposed charter school is eligible to request facilities for a particular fiscal year only if it submitted its charter petition before November 15 of the fiscal year preceding the year for which facilities are requested. A new charter school is entitled to receive facilities only if its petition was approved before March 1 of the fiscal year preceding the year for which facilities are requested. (5 CCR 11969.9)~~

Facilities

CHARTER SCHOOL FACILITIES

~~2. The charter school shall submit a written facilities request to the Governing Board by October 1 of the preceding fiscal year. A new charter school, as defined in 5 CCR 11969.9, shall submit its request by January 1 of the preceding fiscal year. The request shall include: (Education Code 47614; 5 CCR 11969.9)~~

The following procedures shall apply to a charter school's request for and the district's provision of facilities:

1. On or before November 1, a charter school shall submit a written request for facilities to the Superintendent or designee for the next fiscal year. The request shall include: (Education Code 47614; 5 CCR 11969.9)

a. Reasonable projections of in-district and total ~~average daily attendance and total classroom average daily attendance, broken down by grade level and by the schools that the students would otherwise attend~~ ADA and in-district and total classroom ADA, based on ADA claimed for apportionment, if any, in the fiscal year prior to the fiscal year in which the facilities request is made, adjusted for expected changes in enrollment in the forthcoming fiscal year

Projections of in-district ADA, in-district classroom ADA, and the number of in-district students shall be broken down by grade level and by the district school that the student would otherwise attend.

b. A description of the methodology for the projections

c. If relevant (*i.e., when a charter school is not yet open or to the extent an operating charter school projects a substantial increase in ADA*), documentation of the number of in-district students meaningfully interested in attending the charter school *that is sufficient for the district to determine the reasonableness of the projection, but that need not be verifiable for precise arithmetical accuracy*

d. The charter school's instructional calendar

e. Information regarding the general geographic area in which the charter school wishes to locate

f. Information on the charter school's educational program that is relevant to assignment of facilities

Facilities

CHARTER SCHOOL FACILITIES

In submitting a facilities request, the charter school shall use a form specified by the district. The charter school shall distribute, or otherwise make available for review, the written request to interested parties, including but not limited to parents/guardians and school staff.

2. ~~The Board~~ *On or before December 1, the district shall review the charter school's projections of in-district and total average daily attendance and in-district and total classroom average daily attendance, and shall provide the charter school a reasonable opportunity to respond to any concerns raised by the district. (5 CCR 11969.9) ADA, express any objections in writing, and state the projections the district considers reasonable. If the district does not express any objections in writing and state its own projections by the deadline, the charter school's projections are no longer subject to challenge and the district shall base its offer of facilities on those projections. (5 CCR 11969.9)*

3. ~~The district may deny a facilities request when the projected average daily attendance for the year is less than 80. (Education Code 47614)~~ *On or before January 2, the charter school shall respond to any objections expressed by the district and to the district's attendance projections provided pursuant to item #2 above. The charter school shall reaffirm or modify its previous projections as necessary to respond to the information received from the district pursuant to item #2. If the charter school does not respond by January 2, the district's projections provided pursuant to item #2 are no longer subject to challenge and the district shall base its offer of facilities on those projections. (5 CCR 11969.9)*

4. ~~The Board~~ *On or before February 1, the district shall prepare a written preliminary proposal regarding the space to be allocated to the charter school and the pro rata share amount, and shall provide the charter school a reasonable opportunity to review and comment on the proposal. (5 CCR 11969.9) and/or to which the charter school is to be provided access. At a minimum, the preliminary proposal shall include: (5 CCR 11969.9)*

- a. The projections of in-district classroom ADA on which the proposal is based*
- b. The specific location(s) of the space*
- c. All conditions pertaining to the space, including a draft of any proposed agreement pertaining to the charter school's use of the space*
- d. The projected pro rata share amount and a description of the methodology used to determine that amount*

Facilities

CHARTER SCHOOL FACILITIES

e. A list and description of the comparison group schools used in developing the district's preliminary proposal and a description of the difference between the preliminary proposal and the charter school's request submitted pursuant to item #1 above

In evaluating and accommodating the charter school's request, the charter school's in-district students shall be given the same consideration as students in the district's schools, subject to the requirement that the facilities provided must be contiguous. (5 CCR 11969.2)

Contiguous facilities are those facilities contained on a school site or immediately adjacent to a school site. If the in-district classroom ADA of the charter school cannot be accommodated on any single school site, contiguous facilities also include facilities located at more than one site, provided that the district minimizes the number of sites assigned and considers student safety. (5 CCR 11969.2)

If none of the district-operated schools has grade levels similar to the charter school, then a contiguous facility shall be an existing facility that is most consistent with the needs of students in the grade levels served at the charter school. The district shall not be obligated to pay for the modification of an existing school site to accommodate the charter school's grade level configuration. (5 CCR 11969.3)

5. On or before March 1, the charter school shall respond in writing to the district's preliminary proposal made pursuant to item #4 above and shall express any concerns, including addressing differences between the preliminary proposal and the charter school's request, and/or make a counter proposal. (5 CCR 11969.9)

*6. ~~The Board shall provide~~ On or before April 1, having reviewed any concerns and/or counter proposals made by the charter school pursuant to item #5 above, the district shall submit, in writing, a final notification of the space offered to the charter school. ~~by April 1 preceding the fiscal year for which facilities are requested.~~ The *final* notification shall identify: (5 CCR 11969.9)*

*a. The teaching stations, **specialized classroom spaces**, and nonteaching station spaces offered for the exclusive use of the charter school and ~~that to be shared~~ **the teaching stations, specialized classroom spaces, and nonteaching spaces to which the charter school is to be provided access on a shared basis** with district-operated programs*

b. Arrangements for sharing any shared space

Facilities

CHARTER SCHOOL FACILITIES

c. The assumptions of in-district classroom ADA *for the Charter School* upon which the allocation is based, *and if the assumptions are different than those submitted by the charter school pursuant to item #3 above*, a written explanation of the reasons for any differences ~~than those submitted by the charter school~~

~~d. The pro rata share amount~~ d. *The specific location(s) of the space*

e. All conditions pertaining to the space

f. The pro rata share amount

g. The payment schedule for the pro rata amount, which shall take into account the timing of revenues from the state and from local property taxes

~~7. The charter school shall provide written notification to the Board, by May 1 or within 30 days after the district notification, whichever is later, whether or not it intends to occupy the offered space. (5 CCR 11969.9) By May 1 or within 30 days after the district notification pursuant to item #6 above, whichever is later, the charter school shall notify the district in writing whether or not it intends to occupy the offered space. (5 CCR 11969.9)~~

The charter school's notification may be withdrawn or modified before this deadline. After the deadline, if the charter school has notified the district that it intends to occupy the offered space, the charter school is committed to paying the pro rata share amount as identified. If the charter school does not notify the district by this deadline that it intends to occupy the offered space, then the space shall remain available for district programs and the charter school shall not be entitled to use facilities of the district in the following fiscal year. (5 CCR 11969.9)

8. The district and charter school shall negotiate an agreement regarding the use of and payment for the space. ~~The agreement shall contain the information included in item #6 above. (5 CCR 11969.9)~~ *In addition, the district shall provide a draft of any proposed agreement pertaining to the charter school's use of the space in conjunction with the preliminary offer, as detailed in item #4 above. (5 CCR 11969.9)*

a. At a minimum, the agreement shall contain the information included in the district's final notification, as listed in item #6 above.

b. The charter school shall maintain general liability insurance naming the district as an additional insured in order to indemnify the district for any damage and losses. The district shall maintain first party property insurance for the facilities allocated to the charter school.

Facilities

CHARTER SCHOOL FACILITIES

(cf. 3530 - Risk Management/Insurance)

c. The charter school shall comply with Board policies regarding the operations and maintenance of school facilities, furnishings, and equipment.

d. A reciprocal hold-harmless/indemnification provision shall be established between the district and the charter school.

e. The district shall be responsible for any modifications necessary to maintain the facility in accordance with Education Code 47610(d) or 47610.5.

~~The agreement also shall require the charter school to maintain liability insurance naming the district as an additional insured in order to indemnify the district for any damage or loss for which the charter school is liable, and that the charter school shall comply with Board policies regarding the operations and maintenance of school facilities, furnishings and equipment.~~

~~*(cf. 3530 - Risk Management/Insurance)*~~

9. The space allocated to the charter school *by the district, or the space to which the district provides the charter school access*, shall be furnished, equipped and available for occupancy at least ~~seven days~~ *10 working days* prior to the first day of instruction of the charter school. *For good cause, the district may reduce the period of availability to a period of not less than seven working days.* (5 CCR 11969.9)

Space allocated for use by the charter school, *subject to sharing arrangements, shall be available for the charter school's entire school year regardless of the district's instructional year or class schedule.* ~~The charter school shall not be sublet or used~~ *use the facilities* for purposes other than those that are consistent with Board policies and district practices without permission of the Superintendent or designee. (5 CCR 11969.5)

(cf. 1330 - Use of School Facilities)

10. Facilities, furnishings and equipment provided to a charter school by the district shall remain the property of the district. The district shall be responsible for projects eligible to be included in the district's deferred maintenance plan and the replacement of district-provided furnishings and equipment in accordance with district schedules and practices. The ongoing operations and maintenance of facilities, furnishings and equipment shall be the responsibility of the charter school. (Education Code 47614; 5 CCR 11969.2, 11969.4)

Facilities

CHARTER SCHOOL FACILITIES

~~The charter school shall report actual in-district and total average daily attendance and classroom average daily attendance to the district every time that the charter school reports average daily attendance for apportionment purposes. If the charter school generates less average daily attendance than projected, the charter school shall reimburse the district for the over-allocated space at rates set by the State Board of Education. (Education Code 47614; 5 CCR 11969.9)~~

~~Funding for New Construction~~

~~Applications for facilities funding for new construction pursuant to Education Code 17078.52-17078.62 may be submitted by either. (Education Code 17078.53)~~

~~1. The district on behalf of a charter school that is physically located within the geographical boundaries of the district~~

~~2. A charter school on its own behalf, if the charter school has provided written notification of its intent to both the Board and Superintendent at least 30 days prior to submitting the preliminary application that had demonstrated construction grant eligibility based on current enrollment data~~

~~Any project applying for such funding shall: (Education Code 17078.54)~~

~~1. Meet all the requirements for public school construction, including Field Act, plan approvals, toxic substance review, site selection and site approval that apply to noncharter school projects~~

~~(cf. 7150 Site Selection and Development)~~

~~2. Fund only new construction to be physically located within the geographical jurisdiction of the district~~

~~If a charter school ceases to use any facilities funded through this program, the facility may be used for other purposes in accordance with the priorities established in Education Code 17078.62.~~

~~Zoning Ordinances~~

~~Upon a two-thirds vote, the Board may render a city or county ordinance inapplicable to a charter school facility if the facility is physically located within the district's geographical jurisdiction. (Government Code 53097.3)~~

~~(cf. 9323.2 Actions by the Board)~~

Facilities**CHARTER SCHOOL FACILITIES****Charges for Facilities Costs**

The district shall not be required to use unrestricted general fund revenues to rent, buy, or lease facilities for charter schools. The district may charge the charter school for a pro-rata share of the district's facilities costs for the charter school's use of the facilities in accordance with 5 CCR 11969.7. (Education Code 47614)

General fund means the main operating fund of the district which is used to account for all activities except those that are required to be accounted for in another fund. (5 CCR 11969.2)

Unrestricted revenues are those funds whose uses are not subject to specific constraints and that may be used for any purposes not prohibited by law. Restricted revenues are those funds received from external sources that are legally restricted or that are restricted by the donor to specific purposes. Programs funded by a combination of restricted and unrestricted sources will be accounted for and reported as restricted. Funds or activities that are not restricted or designated by the donor, but rather by the Governing Board, shall be accounted for and reported as unrestricted. (5 CCR 11969.2)

Facilities costs are those activities concerned with keeping the physical plant open, comfortable, and safe for use and keeping the grounds, buildings, and equipment in working condition and a satisfactory state of repair. These include the activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools, as well as plant maintenance and operations, facilities acquisition and construction, and facilities rents and leases. (5 CCR 11969.2)

The charter school shall report actual in-district and total ADA and classroom ADA to the district every time that the charter school reports ADA for apportionment purposes. If the charter school generates less ADA than projected, the charter school shall reimburse the district for the over-allocated space as set forth in 5 CCR 11969.8, unless the district agrees, in response to the notification by the charter school of over-allocation, to exercise its sole discretion to use the over-allocated space for district programs. (Education Code 47614; 5 CCR 11969.8, 11969.9)

Additional Provisions for Charter School Established at an Existing School Site

The following provisions apply only to a charter school established at an existing school site pursuant to Education Code 47605(a)(2), 52055.5, 52055.55, or 52055.650 that operated at the site in its first year pursuant to 5 CCR 11969.3(c)(2). (5 CCR 11969.3)

Facilities**CHARTER SCHOOL FACILITIES**

1. The school site, as identified in the school's charter, shall be made available to the charter school for its second year of operation and thereafter upon annual request for facilities from the district pursuant to Education Code 47614 and this administrative regulation. (5 CCR 11969.3)

The district may charge the charter school the pro-rata costs for the site pursuant to 5 CCR 11969.7 and the district shall be entitled to receive reimbursement for over-allocated space from the charter school pursuant to 5 CCR 11969.8. (5 CCR 11969.3)

If, by February 1 of its first year of operation, a charter school notifies the district that it will have over-allocated space in the following fiscal year, the space identified is not subject to reimbursement for over-allocation space pursuant to 5 CCR 11969.8 in the following year or thereafter. The district may occupy all or a portion of the space identified. (5 CCR 11969.3)

A charter school that wants to recover space surrendered to the district shall apply to the district and the district shall evaluate the application in accordance with law and this administrative regulation. (5 CCR 11969.3)

2. If, as a result of a material revision of the charter, either the location of the charter school is changed or the district approves the operation of additional sites by the charter school, then the charter school may request, and the district shall provide, facilities in accordance with the revised charter, law, and this administrative regulation. (5 CCR 11969.3)

a. If the charter school was established pursuant to Education Code 47605(a)(2), the district shall change the school's attendance area only if the State Board of Education (SBE) grants a waiver of the requirement in Education Code 47605(d)(1) that the charter school continuously give admission preference to students residing in the former attendance area of the school site. (5 CCR 11969.3)

b. If the charter school was established pursuant to Education Code 52055.5, 52055.55, or 52055.650, the district shall relocate the school or change the school's attendance area only if the SBE grants a waiver of the provision of statute binding the school to the existing site. (5 CCR 11969.3)

c. If the district decides to change the charter school's attendance areas as provided in #2(a) or 2(b) above, and if the decision occurs between November 1 and June 30 and becomes operative in the forthcoming fiscal year, then the space allocated to the charter school is not subject to reimbursement for over-allocated space pursuant to 5 CCR 11969.8 in the forthcoming fiscal year. (5 CCR 11969.3)

Facilities**CHARTER SCHOOL FACILITIES****Mediation of Disputes**

If a dispute arises between the district and a charter school pursuant to Education Code 47614 or 5 CCR 11969.1-11969.10 both parties may agree to settle the dispute using mediation. Mediation consists of the following steps: (5 CCR 11969.10)

- 1. If both parties agree to mediation, the initiating party shall select a mediator, subject to the agreement of the responding party. If the parties are unable to agree on a mediator, the initiating party shall request the CDE to appoint a mediator within seven days to assist the parties in resolving the dispute. The mediator shall meet with the parties as quickly as possible.*
- 2. Within seven days of the selection or appointment of the mediator, the party initiating the dispute resolution process shall send a notice to the responding party and the mediator. The notice shall include the following information:*
 - a. Name, address, and phone numbers of designated representatives of the parties*
 - b. A statement of the facts of the dispute, including information regarding the parties' attempts to resolve the dispute*
 - c. The specific sections of the statute or regulations that are in dispute*
 - d. The specific resolution sought by the initiating party*
- 3. Within seven days of receiving the notice, the responding party shall file a written response.*
- 4. The mediation shall be entirely informal in nature. Each party shall share copies of exhibits upon which its case is based with the other party. The relevant facts shall be elicited in a narrative fashion to the extent possible, rather than through examination and cross-examination of witnesses.*
- 5. Any agreement reached by the parties shall be in writing and shall not set a precedent for any other case.*
- 6. The mediation shall be terminated if the district and the charter school fail to meet within the specified timelines, have not reached an agreement within 15 days from the first meeting held by the mediator, or if the mediator declares an impasse.*
- 7. The costs of the mediation shall be divided equally between the parties and paid promptly.*

Facilities

CHARTER SCHOOL FACILITIES

~~Legal Reference:~~

~~EDUCATION CODE~~

~~17070.10-17080 Leroy F. Greene School Facilities Act of 1998, including:~~

~~17078.52-17078.66 Charter schools facility funding, state bond proceeds~~

~~17280-17317 Field Act~~

~~46600 Interdistrict attendance agreements~~

~~47600-47616.5 Charter Schools Act of 1992, as amended~~

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~~CODE OF REGULATIONS, TITLE 2~~

~~1859.160-1859.171 Charter school facilities program, new construction~~

~~CODE OF REGULATIONS, TITLE 5~~

~~11969.1-11969.9 Charter school facilities~~

~~COURT CASES~~

~~Sequoia Union High School District v. Aurora Charter High School (2003) 112 Cal.App.4th 185~~

~~ATTORNEY GENERAL OPINIONS~~

~~80 Ops. Cal. Atty. Gen. 52 (1997)~~

~~Management Resources:~~

MBUSD

AR 7160 (o)

Facilities

CHARTER SCHOOL FACILITIES

~~WEB SITES~~

~~California Department of Education, Charter Schools Office: <http://www.ede.ca.gov/sp/es>~~

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

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

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

Regulation MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

approved: September 5, 2007 Manhattan Beach, California

revised: