

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

**September 17, 2008
6:00 p.m. Closed Session
6:30 p.m. Regular Open Session**

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

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

A. CALL TO ORDER (5 minutes)

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

B. ANNOUNCEMENTS AND COMMUNICATIONS

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; however, no action shall be taken on any item not appearing on the Agenda.
2. Board Member Announcements
3. Hannah Geiser and Kian Rowshiani, Student Board Members, will discuss student topics at Mira Costa High School and events and activities in the District.

C. SUPERINTENDENT/CABINET REPORT

1. Enrollment Update (Schneider)
2. New School Year Calendars (Schwabe)
3. Parent Donation to After School Social Clubs (Schneider)

4. MBEF 25th Celebration Event (Rohrer)
5. Every Idea is a Good Idea Pilot (Seaton)
6. Bond Progress (Romines)
7. GATE Plan (Seaton)

D. PRESENTATION/ACTION ITEMS (60 Minutes)

1. Bob Farran, SELPA Director – MBUSD Special Education Contracts
- Romines 2. 2007-2008 Unaudited Actuals (**Approval is Requested**)
1-8

E. INFORMATION/DISCUSSION ITEMS (40 Minutes)

- Romines 1. 2004 Measure M Bond Oversight Committee Report Recommendations
9-27
- Rohrer 2. MBUSD Website Redesign

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

- Seaton 1. Approve Mira Costa High School Boys' Water Polo Team overnight field trip
28-30 to Coronado AFC Water Polo Tournament in San Diego, CA, on September 26-27, 2008. The students and chaperones will leave on Friday, September 26, and return on Saturday, September 27. There will be eighteen male students attending, with two chaperones supervising. Transportation will be by carpool and accommodations will be at Days Inn, Mission Valley, CA.
- Seaton 2. Approve seventh grade GATE overnight field trip to the Ocean Institute in
31-38 Dana Point, on October 7-8, 2008. The students and chaperones will leave on Tuesday afternoon, October 7th, and return on Wednesday morning, October 8th. There will be twenty-seven male students and fifteen female students attending, with three male chaperones and two female chaperones supervising. Transportation will be by Pacific Coachways Bus.
- Schneider 3. Ratify Amendment to the District Master Contract for the 2008/09 fiscal year
39-40 for Nonsectarian, Nonpublic Agency (NPA) Services with Autism Spectrum Therapies, Inc. Amendment is necessary as per a change to an Individualized Education Plan (IEP). NPA service is extended as we transition from the NPA to District provided service. Master contract is effective from July 1, 2008, through June 30, 2009, and amended effective August 27, 2008. Amount not to exceed \$139,100.00. This is an increase of \$2,600.00. Funds to be paid from Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11801-5810-0000052. This item has been budgeted.

- Schneider
41-42** 4. Ratify Amendment to the District Master Contract for Nonsectarian, Nonpublic School Services (NPS) with Center for Learning Unlimited. Amendment is necessary as per a change to an Individualized Education Plan (IEP). The Master Contract is effective from July 1, 2008, through June 30, 2009, and amended effective July 1, 2008. Amount not to exceed \$416,200.00. This is an increase of \$4,400.00. Funds to be paid from Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053; by transferring from existing Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11802-5810-0000053. This item is budgeted given that a transfer is being made.
- Schneider
43-48** 5. Ratify District Master Contract for Nonsectarian, Nonpublic School (NPS) Services with Excelsior Youth Centers, Inc. Contract is necessary to provide services for the 2008/09 fiscal year as per a change of placement in an existing Individualized Education Plan (IEP). Services will be provided as designated in the IEP. Contract is effective from August 27, 2008, through June 30, 2009. Amount not to exceed \$15,500.00. Funds to be paid from Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053; by transferring from an existing Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053. This item has been budgeted given that a transfer is being made.
- Schneider
49-50** 6. Ratify Amendment to the District Master Contract for Nonsectarian, Nonpublic School Services (NPS) with Speech and Language Development Center, Inc. Amendment is necessary as per a change to an Individualized Education Plan (IEP). The Master Contract is effective from July 1, 2008, through June 30, 2009, and amended effective August 21, 2008. Amount not to exceed \$109,600.00. This is an increase of \$56,900.00. Funds to be paid from Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000052; by transferring from existing Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11801-5810-0000052. This item is budgeted given that a transfer is being made.
- Schneider
51-52** 7. Ratify Amendment to the District Master Contract for Nonsectarian, Nonpublic School Services (NPS) with UHS of Delaware, Inc. dba Provo Canyon School. Amendment is necessary as per a change to an Individualized Education Plan (IEP). The Master Contract is effective from July 1, 2008, through June 30, 2009, and amended effective September 2, 2008. Amount not to exceed \$38,000.00. This is an increase of \$32,000.00. Funds to be paid from Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053; by transferring from existing Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11802-5810-0000053. This item is budgeted given that a transfer is being made.
- Schneider
53-54** 8. Ratify Amendment to the District Master Contract for Nonsectarian, Nonpublic School Services (NPS) with Villa Esperanza Services. Amendment is necessary as per an Individualized Education Plan (IEP) mandated provider change. The Master Contract is effective from July 1, 2008, through June 30, 2009, and amended effective September 4, 2008. Amount not to exceed \$81,600.00. This is an increase of \$2,400.00. Funds to be paid from Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053; by transferring from existing Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11801-5810-0000053. This item is budgeted given that a transfer is being made.

- Schneider 55** 9. Ratify reimbursement to parents for educational costs of not to exceed \$888.37, incurred from August 21, 2008, through August 24, 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, #01.0-65000.0-57500-71101-5813-0000052. This item has been budgeted.
- Schneider 56** 10. Ratify reimbursement to parents for educational costs of not to exceed \$16,875.00, incurred from July 1, 2008, through June 30, 2009, as per an Individualized Education Plan (IEP) mandated service, and in accordance with our reimbursement policy. Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5890-0000052. This item has been budgeted.
- Schneider 57** 11. Ratify reimbursement to parents for educational costs of not to exceed \$6,750.00, as per Final Settlement and Release Agreement, Office of Administrative Hearings (OAH) Case No. 2008030052, finalized on May 2, 2008, for costs incurred from May 2, 2008 through May 31, 2009. Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5890-0000051. This item has been budgeted.
- Schneider 58-63** 12. Ratify Student Placement Agreement for 2008-2009, between Manhattan Beach Unified School District, Wiseburn School District, and Southwest Special Education Local Planning Area.
- Schwabe 64-65** 13. Approve membership in the Employee Assistance Service for Education (EASE) for the Fiscal Year 2008-2009, in the amount of \$6,548.40, 50% to be charged to acct. #01.0-00000.0-74002-5310-0000115, County Contracts, Pers. Comm., and 50% to be charged to acct. #01.0-00000.0-00000-74001-5310-0000115, County Contracts, Admin. Svs.
- Schwabe 66-67** 14. Approve 2008-2009 Consortium membership with Breon & Shaeffer, P.L.C., in the amount of \$1,000.00, to be charged 50% to Personnel Commission Dues & Memberships acct. #01.0-00000.0-00000-74002-5310-0000115, and 50% to Administrative Services Dues 7 Memberships acct. #01.0-00000.0-00000-74001-5310-0000115.
- Schwabe 68-69** 15. Ratify Consultant Agreement for Michelle Bellissimo to serve as the Sea Lab Maintenance Consultant at Pacific Elementary School to be paid at the rate of \$300.00, per month from September 18, 2008, through June 19, 2009, charged to acct. #01.0-90230.0.-11101-10000-5890-3000400, paid by Pacific PTA funding.

Schwabe **Personnel**

16. Ratify resignation/retirement, layoff of classified personnel at effective dates listed:
- Abbitt, David, Food Serv. Supervisor, Perm., MCHS, 100% time, Range 8, Step 6, (Classified Mgmt.) effective 09/04/08 (Resignation)
- Ceperley, Jerrolan, Comp. Lab Specialist, Perm., Pacific, 87.5% time, Range 24, Step 6, effective 09/05/08 (Resignation)
17. Ratify leave of absence for classified employees at effective dates as listed:
- Kacherwski, Mickey, Operations Worker, Robinson, (Contract Article 6) effective 08/07/08-09/15/08
- Myers, Valerie, Staff Secretary, DO, (Contract Article 6) effective 09/02/08 – 10/10/08

18. Ratify change of status of classified personnel at effective dates listed:
- Mederos, Juanita, EDP Ass't., Pennekamp, Perm., 25% time to EDP Ass't., Pennekamp, Perm. 37.5% time (Replacement)
- Zapata, Arcelia, EDP Ass't., Pennekamp, Perm., 25% time, (Re-instatement after lay-off)
19. Ratify employment of classified personnel to serve as substitute and/or short term/intermittent, district wide, at effective dates listed:
- Burgin, KeriAnne, effective 08/28/08
Melikian, Eric, effective 08/27/08
Mishler, Diane, effective 08/27/08
20. Ratify change in status for certificated personnel as follows:
- Choi, Annie (MCHS) increase percentage of time from 40% to 60%, eff. 9/2/08
Curry, Dawn (PK) change from Col. 4, Step 9, to Col. 5, Step 9, eff. 8/26/08
Hart, Erynne (PK) change from Col. 4, Step 4, to Col. 5, Step 4, eff. 8/26/08
Hoosack, Molly (GV) change from Col. 2, Step 5, to Col. 4, Step 5, eff. 8/26/08
Kniest, Kiley (GV) change from Col. 3, Step 2, to Col. 4, Step 2, eff. 8/26/08
Kurz, Karl (MCHS) change from Col. 5, Step 5, to Col. 6, Step 5, eff. 8/26/08
Locke, James (MBMS) change from Col. 4, Step 11, to Col. 5, Step 11, eff. 8/26/08
Mollick, Daniel (EdSvs) change from Col. 3, Step 8, to Col. 4, Step 8, eff. 8/26/08
Olson, Cassidy (MCHS) reduce percentage of time from 100% to 80%, eff. 9/2/08
Romero, Kimberly (MCHS) change from Col. 5, Step 3, to Col. 6, Step 3, eff. 8/26/08
Rumble, Sandra (PK) change from Col. 3, Step 17, to Col. 4, Step 17, eff. 8/26/08
Saliba, Jennifer (GV) change from Col. 3, Step 12, to Col. 4, Step 12, eff. 8/26/08
Stansbury, Nancy (MBMS) change from Col. 5, Step 16, to Col. 6, Step 16, eff. 8/26/08
21. Ratify employment of certificated substitute at current rate of pay.
- Anderson, Denise, eff. 8/27/08
Ghil, Skyler, eff. 8/27/08
22. Ratify employment of certificated summer school teachers at current rate of pay as follows:
- Gottwald, Vezna, eff. 7/7/08
Saikley, RosaLee, eff. 8/7/08
23. Ratify Leave of Absence for certificated staff per MBUTA Contract Article #11.9, #11.10, #11.18 as follows:
- Campisi, Christine (PAC), from 9/8/08 to 12/1/08
Granberg, Traci (ME), from 9/3/08 to 11/4/08
24. Ratify employment of Charlene Dispoto (Preschool) as summer school substitute teacher at Col. 3, Step 5, eff. 8/1/08.

Business

70-71

25. Adopt Resolution 2008-16, Authorizing Temporary Interfund Cash Borrowing, per Education Code 35161.

- 72-75 26. Ratify purchase orders to date.
- 76-78 27. Accept developer fee report for the month of August 2009.

G. PUBLIC AND STAFF SUBMITTED ITEMS (10 Minutes)

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

- 1. Jay Stevens will address the Board regarding the involuntary transfer of his son.

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 (15 minutes)

- Rohrer
79-90** 1. Receive for first reading and adoption, revised Board Policy and Deletion of Exhibit 1100, Communication with the Public.
- Rohrer
91-96** 2. Receive for first reading and adoption, revised Board Policy 1700, Relations Between Private Industry and the Schools.
- Schneider
97-102** 3. Receive for first reading and adoption, revised Board Policy 5131.7, Weapons and Dangerous Instruments.
- Schneider
103-109** 4. Receive for first reading and adoption, revised Board Policy 5137, Positive School Climate.
- Schneider
110-118** 5. Receive for first reading and adoption, Administrative Regulation 5141.4, Child Abuse Prevention and Reporting.
- Schneider
119-128** 6. Receive for first reading and adoption, new Board Policy and Administrative Regulation 6145.5, Student Organizations and Equal Access.
- Schneider
129-134** 7. Receive for first reading and adoption, Exhibits E6158(a) through E6158(d), Independent Study.
- Schneider
135-144** 8. Receive for first reading and adoption, revised Board Policy and new Administrative Regulation 6178.1, Work Experience Education.
- Rohrer
145-151** 9. Accept two students from Manhattan Beach Middle School as representatives to the city's Environmental Task Force.

- Rohrer** 10. Approve joint meeting of the Manhattan Beach Unified School District Board of Trustees and the City of Manhattan Beach City Council on Monday, October 6, 2008, at 6:30 p.m., in the Police/Fire conference room.
- Rohrer** 11. Nominations to the County Committee on School District Organization, Fourth Supervisorial District.
- Rohrer** 12. Approve 2008-2009 membership in National School Boards Association for \$4,000.00, charged to 00000.0-00000-71100-5310, Dues and Memberships.

J. ITEMS FOR FUTURE DISCUSSION/ACTION

K. ADJOURNMENT

CLOSED SESSION AGENDA
September 17, 2008
6:00 p.m.

1. Conference with District labor negotiators Janet Schwabe and Steve Romines, regarding MBUTA negotiations, per Government Code section 54957.6.
2. Conference with District labor negotiators Janet Schwabe and Steve Romines, regarding CSEA negotiations, per Government Code section 54957.6.
3. Public Employment pursuant to Government Code §54957: Maintenance and Operations.

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

(Note: These dates are subject to change)

SEPTEMBER

September 16, 2008
Back-to-School Night
Manhattan Beach Middle School

September 17, 2008, 6:30 PM
Board Meeting

September 18, 2008
Back-to-School Night
Mira Costa High School

September 30, 2008
Non-Student, Non-Teacher Day

OCTOBER

October 1, 2008, 6:30 PM
Board Meeting

October 9, 2008
Non-Student, Non-Teacher Day

October 10, 2008
Staff Development Day

October 15, 2008, 6:30 PM
Board Meeting

NOVEMBER

November 4, 2008
Election Day

November 5, 2008, 6:30 PM
Board Meeting

November 11, 2008
Veterans Day Holiday

November 19, 2008, 6:30 PM
Board Meeting

November 24-28, 2008
Thanksgiving Holidays

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/DISCUSSION ITEMS

2. **TITLE:** Approval of the 2007-2008 Unaudited Actuals into the 2008-2009 Budget

BACKGROUND: Pursuant to the pertinent Education Codes, by September 15th or the next regularly scheduled meeting of the Board of Trustees, the Board shall approve the unrestricted and restricted Ending Fund Balances for 2008-2009.

Generally, in the month of September, the Board approves new revenue allocations from the State-adopted budget. However, this year, the State has yet to adopt a budget. Therefore, the only action necessary is to approve the 07-08 unrestricted and restricted ending fund balance into the 08-09 beginning fund balance.

Upon adoption by the Board, the Unaudited Actuals budget is sent to the Los Angeles County Office of Education to comply with their oversight requirements. From there it will be sent to the State of California, Department of finance for final approval.

ACTION RECOMMENDED: Approve the 2007-2008 Unaudited Actuals into the 2008-2009 budget.

SUBMITTED BY: Dr. Steve Romines, Assistant Superintendent

DATE OF BOARD MEETING: September 17, 2008

AGENDA NOTE AGENDA NOTE AGENDA NOTE

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
EXECUTIVE SUMMARY**

**08/09 UNAUDITED ACTUALS BUDGET HIGHLIGHTING, RESTRICTED AND
UNRESTRICTED REVENUE AND EXPENDITURE BUDGET DETAILS**

SEPTEMBER 2008

2007/08 Unaudited Actuals

A positive increase totaling \$1,209,731 in 07/08 Revenues over Expenses resulted in a \$7,431,818 Ending Fund Balance for 07/08. While this one time money and cannot be spent on ongoing expenses it provides increased cash security during these turbulent economic times in our State.

Additional revenues from some of the Districts participating in the El Camino Transition program along with expenditure transfers to Fund 63 and not spending all Unrestricted Budgets contributed to the positive Ending Fund Balance.

2008/09 Adopted Budget

The (\$721,633) Expenses over Revenues has not changed from the June adoption. The cash infusion of \$520,000, one time contribution from the City of Manhattan Beach was received after the Unaudited Actuals were completed and will mitigate the negative expenditures substantially. This one time contribution from the City allowed the district to reinstate certain positions for one year only and will be reflected in the First Interim report.

The sluggish California Economy, current State budget deficit, and unwillingness by the legislature to compromise will result in a very late State budget with no new revenue for the district in 08/09.

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

08/09 ADOPTED BUDGET REVENUE AND EXPENDITURE COMBINED SUMMARY

	Unaudited Actuals 2007/08	Adopted Budget 2008/09	Difference	
Budgeted Revenue				
Revenue Limit	\$ 37,738,309	\$ 37,726,769	\$ (11,540)	Net decrease due to no .303 cola and no el camino rev.
Federal Revenue	\$ 1,377,359	\$ 1,317,002	\$ (60,357)	Decrease due to slightly lower sped revenue
State Revenue	\$ 8,408,582	\$ 7,836,847	\$ (571,735)	Decrease due to 6.5% reduction and reclassification of routine restricted main.
Local Revenue	\$ 6,124,303	\$ 4,806,169	\$ (1,318,134)	Net difference does not reflect ASB and PTA accounts
Total Projected Revenues	\$ 53,648,553	\$ 51,686,787	\$ (1,961,766)	
Expenditures				
Certificated Salaries	\$ 24,658,246	\$ 24,905,811	\$ 247,565	Net inc due to salary inc, step and column, with dec due to retirees, new hires
Classified Salaries	\$ 7,715,844	\$ 7,152,874	\$ (562,970)	Net inc due to sal inc, step and column, OT off set by and retirees/new hires
Benefits	\$ 7,474,007	\$ 8,191,023	\$ 717,016	Effect of increased salaries and h/w increase
Books/Supplies	\$ 3,306,973	\$ 2,097,324	\$ (1,209,649)	Net dec due to 6.5% decrease, and no PTA/ASB expenses offset by 3% inc
Services	\$ 7,191,509	\$ 8,273,634	\$ 1,082,125	Net dec due to 6.5% decrease, and no PTA/ASB expenses offset by 3% inc
Capital Outlay	\$ -	\$ -	\$ -	
Other Outgo	\$ 2,092,243	\$ 1,787,754	\$ (304,489)	Debt service lacoe, ascip, selpa exc cost, ROC trans
Transfers of indirect/direct costs	\$ -	\$ -	\$ -	
Budgeted Expenditures	\$ 52,438,822	\$ 52,408,420	\$ (30,402)	
Excess of Revenues over Expenditures	\$ 1,209,731	\$ (721,633)		
Sources and Uses				
Transfers Out of General Fund	\$ (260,000)	\$ (270,000)		
Contributions	\$ -	\$ -		
Total Sources and Uses	\$ (260,000)	\$ (270,000)		
Net Increase or Decrease in Fund Balance	\$ 949,731	\$ (991,633)		
Beginning Fund Balance	\$ 6,482,087	\$ 7,431,818		
Ending Fund Balance	\$ 7,431,818	\$ 6,440,185		
Designated set asides and carryovers	\$ (1,612,652)	\$ (5,020,507)		
3% Reserves for Economic Uncertainties	\$ (1,573,165)	\$ (1,572,253)		
Revolving Cash	\$ (10,000)	\$ (10,000)		
Stores	\$ (29,487)	\$ (40,000)		
Special Education Reserve for Economic Uncertainties	\$ -	\$ (350,000)		
Restricted Ending Balances	\$ -	\$ (1,748,254)		
Set Aside to cover 07/08 salary increase 2 years out	\$ -	\$ (1,300,000)		
Undesignated Revenue	\$ 5,819,166	\$ 1,419,678		

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

08/09 ADOPTED BUDGET UNRESTRICTED REVENUE AND EXPENDITURE SUMMARY

	Unaudited Actuals		Adopted Budget		
	2007/08		2008/09		
	Unrestricted	Unrestricted	Unrestricted	Difference	
Budgeted Revenue					
Revenue Limit	\$ 36,944,133	\$ 37,139,763	\$ 37,139,763	\$ 195,630	
Federal Revenue	\$ 1,248	\$ -	\$ -	\$ -	
State Revenue	\$ 3,174,575	\$ 2,945,064	\$ 2,945,064	\$ (229,511)	
Local Revenue	\$ 1,453,705	\$ 861,022	\$ 861,022	\$ (592,683)	
Total Projected Revenues	\$ 41,573,660	\$ 40,945,849	\$ 40,945,849	\$ (626,563)	
Expenditures					
Certificated Salaries	\$ 18,487,241	\$ 19,001,339	\$ 19,001,339	\$ 514,098	
Classified Salaries	\$ 3,466,016	\$ 3,231,807	\$ 3,231,807	\$ (234,209)	
Benefits	\$ 5,140,249	\$ 5,814,770	\$ 5,814,770	\$ 674,521	
Books/Supplies	\$ 1,055,304	\$ 1,111,387	\$ 1,111,387	\$ 56,083	
Services	\$ 2,099,075	\$ 2,677,422	\$ 2,677,422	\$ 578,347	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	
Other Outgo	\$ 477,396	\$ 234,667	\$ 234,667	\$ (242,729)	
Transfers of indirect/direct costs	\$ (109,360)	\$ (202,791)	\$ (202,791)	\$ (93,431)	
Budgeted Expenditures	\$ 30,615,922	\$ 31,868,601	\$ 31,868,601	\$ 1,252,679	
Excess of Revenues over Expenditures	\$ 10,957,739	\$ 9,077,248	\$ 9,077,248	\$ (1,879,243)	
Sources and Uses					
Transfers Out of General Fund	\$ -	\$ -	\$ -	\$ -	
Contributions	\$ (9,624,861)	\$ (10,068,881)	\$ (10,068,881)	\$ (444,020)	
Total Sources and Uses	\$ (9,624,861)	\$ (10,068,881)	\$ (10,068,881)	\$ (444,020)	
Net Increase or Decrease in Fund Balance	\$ 1,332,878	\$ (991,633)	\$ (991,633)		
Beginning Fund Balance	\$ 4,350,687	\$ 5,683,565	\$ 5,683,565		
Projected Ending Balance	\$ 5,683,565	\$ 4,691,932	\$ 4,691,932		

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
08/09 ADOPTED BUDGET
RESTRICTED REVENUES AND EXPENDITURES SUMMARY

	Unaudited Actuals 2007/08	Adopted Budget 2008/09	Difference
Budgeted Revenue			
Revenue Limit	\$ 794,176	\$ 587,006	\$ (207,170)
Federal Revenue	\$ 1,376,111	\$ 1,317,002	\$ (59,109)
State Revenue	\$ 5,234,008	\$ 4,891,783	\$ (342,225)
Local Revenue	\$ 4,670,598	\$ 3,945,147	\$ (725,451)
Total Projected Revenues	\$ 12,074,893	\$ 10,740,938	\$ (1,333,955)
Expenditures			
Certificated Salaries	\$ 6,171,005	\$ 5,904,472	\$ (266,533)
Classified Salaries	\$ 4,249,828	\$ 3,921,067	\$ (328,761)
Benefits	\$ 2,333,758	\$ 2,376,253	\$ 42,495
Books/Supplies	\$ 2,251,669	\$ 985,937	\$ (1,265,732)
Services	\$ 5,092,434	\$ 5,596,212	\$ 503,778
Capital Outlay	\$ -	\$ -	\$ -
Other Outgo	\$ 1,614,847	\$ 1,553,087	\$ (61,760)
Transfers of indirect/direct costs	\$ 109,360	\$ 202,791	\$ 93,431
Budgeted Expenditures	\$ 21,822,901	\$ 20,539,819	\$ (1,283,082)
Excess of Revenues over Expenditures	\$ (9,748,008)	\$ (9,798,881)	
Sources and Uses			
Transfers Out	\$ 260,000	\$ 270,000	
Contributions	\$ 9,624,861	\$ 10,068,881	
Total Sources and Uses	\$ (9,364,861)	\$ (9,798,881)	
Net Increase or Decrease in Fund Bal.	\$ (383,147)	\$ -	

Description	Resource Codes	Object Codes	2007-08 Unaudited Actuals			2008-09 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
A. REVENUES									
1) Revenue Limit Sources		8010-8099	36,944,133.06	794,176.00	37,738,309.06	37,139,763.00	567,006.00	37,726,769.00	0.0%
2) Federal Revenue		8100-8299	1,248.00	1,376,110.75	1,377,358.75	0.00	1,317,002.00	1,317,002.00	-4.4%
3) Other State Revenue		8300-8599	3,174,574.55	5,234,007.78	8,408,582.33	2,945,064.00	4,891,783.00	7,836,847.00	-6.8%
4) Other Local Revenue		8600-8799	1,453,704.88	4,670,598.40	6,124,303.08	881,022.00	3,945,147.00	4,806,169.00	-21.5%
5) TOTAL, REVENUES			41,573,660.29	12,074,892.93	53,648,553.22	40,945,849.00	10,740,938.00	51,686,787.00	-3.7%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	18,487,240.88	6,171,004.71	24,658,245.59	19,001,339.00	5,904,472.00	24,905,811.00	1.0%
2) Classified Salaries		2000-2999	3,466,016.36	4,249,827.88	7,715,844.24	3,231,807.00	3,921,067.00	7,152,874.00	-7.3%
3) Employee Benefits		3000-3999	5,140,249.23	2,333,758.09	7,474,007.32	5,814,770.00	2,376,253.00	8,191,023.00	9.6%
4) Books and Supplies		4000-4999	1,055,304.22	2,251,668.89	3,306,973.11	1,111,387.00	985,937.00	2,097,324.00	-36.6%
5) Services and Other Operating Expenditures		5000-5999	2,099,074.89	5,092,434.15	7,191,509.04	2,677,422.00	5,596,212.00	8,273,634.00	15.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)		7100-7299 7400-7499	477,396.23	1,614,846.70	2,092,242.93	234,667.00	1,653,087.00	1,787,754.00	-14.6%
8) Transfers of Indirect/Direct Support Costs		7300-7399	(109,360.15)	109,360.15	0.00	(202,791.00)	202,791.00	0.00	0.0%
9) TOTAL, EXPENDITURES			30,615,921.66	21,822,900.57	52,438,822.23	31,868,601.00	20,539,819.00	52,408,420.00	-0.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)									
			10,957,738.63	(9,746,007.64)	1,209,730.99	9,077,248.00	(9,798,881.00)	(721,633.00)	-159.7%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	260,000.00	260,000.00	0.00	270,000.00	270,000.00	3.8%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	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	0.00	0.0%
3) Contributions		8980-8999	(9,624,861.03)	9,624,861.03	0.00	(10,068,881.00)	10,068,881.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(9,624,861.03)	9,364,861.03	(260,000.00)	(10,068,881.00)	9,798,881.00	(270,000.00)	3.8%

6.

Description	Resource Codes	Object Codes	2007-08 Unaudited Actuals			2008-09 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,332,877.60	(383,146.61)	949,730.99	(991,633.00)	0.00	(991,633.00)	-204.4%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	4,350,686.87	2,131,400.50	6,482,087.37	5,683,564.47	1,748,253.89	7,431,818.36	14.7%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,350,686.87	2,131,400.50	6,482,087.37	5,683,564.47	1,748,253.89	7,431,818.36	14.7%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,350,686.87	2,131,400.50	6,482,087.37	5,683,564.47	1,748,253.89	7,431,818.36	14.7%
2) Ending Balance, June 30 (E + F1e)			5,683,564.47	1,748,253.89	7,431,818.36	4,691,931.47	1,748,253.89	6,440,185.36	-13.3%
Components of Ending Fund Balance									
a) Reserve for									
Revolving Cash		9711	10,000.00	0.00	10,000.00	0.00	0.00	0.00	-100.0%
Stores		9712	29,486.50	0.00	29,486.50	0.00	0.00	0.00	-100.0%
Prepaid Expenditures		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Legally Restricted Balance		9740	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Designated Amounts									
Designated for Economic Uncertainties		9770	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Designations		9780	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) Undesignated Amount			5,644,077.97	1,748,253.89	7,392,331.86				
d) Unappropriated Amount						4,691,931.47	1,748,253.89	6,440,185.36	

7.

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

2007/08 UNRESTRICTED AND RESTRICTED CARRYOVER BALANCES SUMMARY

Resource	Description	Unrestricted	Restricted	Combined
00000.0	Unrestricted Resources	\$ 5,618,663		\$ 5,618,663
00020.0	API	\$ 55,329		\$ 55,329
11000.0	Lottery	\$ 9,572		\$ 9,572
62860.0	English Lang Learners		\$ 1,548	\$ 1,548
63000.0	Restricted Lottery Instr. Supplies		\$ 66,223	\$ 66,223
63770.0	Career tech Educ Equip & Supplies		\$ 1,902	\$ 1,902
67600.0	Arts & Music Block Grant		\$ 55,472	\$ 55,472
67610.0	Art, Music PE Equip Grant		\$ 283,194	\$ 283,194
70800.0	Supplemental School Counseling		\$ 289,128	\$ 289,128
71400.0	Gifted & Talented Education		\$ 1,378	\$ 1,378
71560.0	IMFRP: K-8		\$ 408,892	\$ 408,892
71570.0	Instructional Materials: English Learners		\$ 1,019	\$ 1,019
72710.0	Peer Assistance & Review Prog		\$ 72,728	\$ 72,728
73930.0	Prof Dev (was buy-back)		\$ 181,262	\$ 181,262
73940.0	TIG		\$ 130	\$ 130
73950.0	School & Library Improvement (SLIP)		\$ 81,339	\$ 81,339
73960.0	Library Portion of SLIP		\$ 913	\$ 913
73960.0	School-site 1-time		\$ 240,128	\$ 240,128
73970.0	District block grant		\$ 62,998	\$ 62,998
	Total	\$ 5,683,564	\$ 1,748,254	\$ 7,431,818

E. INFORMATION/DISCUSSION ITEMS

1. **TITLE:** Review and Discuss the Findings and Recommendations from the Manhattan Beach Unified School District Measure M Bond Oversight Committee Report from 2004

BACKGROUND: The Board of Trustees is studying multiple sources to ensure that appropriate and proper management procedures and oversight are delineated and in place prior to execution of the General Obligation Bond, if passed.

This report is one source of information in the study process. Included in the attached report are the eight (8) findings and recommendations provided by the Measure M Bond Oversight Committee.

ACTION RECOMMENDED: Review and discuss the Findings and Recommendations from the Manhattan Beach Unified School District Measure M Bond Oversight Committee Report from 2004.

SUBMITTED BY: Dr. Steve Romines, Assistant Superintendent

DATE OF BOARD MEETING: September 17, 2008

AGENDA NOTE AGENDA NOTE AGENDA NOTE

Manhattan Beach Unified School District
Measure M Bond Oversight Committee Report
August 18, 2004

Introduction

The Measure M Bond Oversight Committee (BOC) was reconvened in November 2003 by the present Manhattan Beach Unified School District (District) Board of Trustees (Board) to investigate cost overruns on Mira Costa High School (MCHS) construction projects. The BOC met ten times in public meetings and posted agendas, meeting minutes and supporting information via the District's public notice email distribution list and on the District's Web Site: www.mbusd.org/staff/bond/index.html.

While the BOC's focus was on Measure M, project costs at the elementary and middle school sites and the District's use of alternate funding sources were examined as to their impact on MCHS overruns. This report summarizes the committee's findings.

The BOC is an all-volunteer committee of Manhattan Beach citizens. No funds were expended by the committee. At the BOC's request, District staff provided copies of records and prepared financial spreadsheets. Committee meetings were often attended by MCHS and District administrators, Board members and other interested parties. Anyone who expressed interest was invited to join the BOC's email distribution list and to attend its meetings.

Members attending six or more committee meetings in 2003-2004 included: LeRoy Nelson (Chairman), Gary Stabile (Vice Chairman), Duane Hove (Secretary), Walt Dougher, Russ Lesser, Howard Sofen and Erika White.

Frequent guests included Bill Cooper, Sandra Hardy, Herb Hinsche, Lynn McCormack, Steve McMahon, and David Wachtfogel.

The organization of the BOC report is as follows:

Introduction	1
What Went Wrong and Why	2
Findings and Recommendations	10
Exhibit A: Measure A Summary	13
Exhibit B: Sources of Construction Funds	14
Exhibit C: Construction Expenditures by Site and Project	16

A copy of this report and copies of the documents mentioned in this report are posted on the BOC's page on the District web site:

<http://www.mbusd.org/staff/bond/index.html>

What Went Wrong and Why

Measure A Projects

The original plan for the modernization of all District schools and the construction of a new middle school was developed over several years with the help of HMC Architects. Site-based facilities committees submitted proposals to the Facilities Steering Committee, which incorporated them into District-wide project lists. HMC filled in the gaps and provided time and cost estimates for all of the projects. The total estimated cost of the proposed projects was \$87 million. Election consultants surveyed the community to determine the kinds and total cost of projects the voters were willing to fund with a bond measure. The consultants determined that voters were willing to fund about half of the total cost.

A Community Relations Advisory Committee was formed to prioritize the projects and to develop a proposal that the Board and community would approve. That committee's report to the Board is posted on the BOC page on the District web site. The recommended \$51.3 million budget was approved by the Board on June 15, 1995. It called for the immediate approval of \$10 million in Certificates of Participation (COP) to start several time-critical modernization projects prior to the approval and funding of a \$47.3 million bond measure (Measure A). The budget summary page produced by HMC, the Board meeting minutes, the bond resolution, and the ballot measure were included in the School Services of California (SSC) Report as Appendices A-D (available on the web site).

COP #1

The COP was issued in August 1995, and Measure A was approved by the voters on November 7, 1995. The Measure A bonds were scheduled to be issued in three series: Series A in 1996, Series B in 2001 and Series C in 2006. Each series was to be repaid from additional property taxes over a period of 25 years. Also, half of a projected \$20 million from the Special Reserve Fund (proceeds from previous sales of property, including Aviation High School) was to be spent on the construction of a new middle school.

A COP is a lease financing agreement in the form of tax-exempt securities similar to bonds, but without the requirement of a vote of citizens. A COP is a method of borrowing against the value of the District's assets in order to finance other assets. The leased assets are held by a trustee corporation (with the same Board members) for the benefit of the COP investors.

The COP was to be a bridge loan, which was to be retired with proceeds from the Series B and Series C bonds. The COP was used to fund time-critical modernization projects that were included in the original \$51.3 million budget. There was no separate budget for COP projects in the original plan, but a 1999 COP Report does show which projects were funded by the COP. When the Measure A projects were completed, the District would have six modernized elementary schools (including the former Manhattan Beach Intermediate (MBI) site, which was actually only partially modernized), a new middle school, a modernized high school, \$10 million in the Special Reserve Fund, and no debt other than the bonds.

General Fund Augmentation

The original financial plan for Measure A also included a provision to siphon off \$800,000 per year for ten years from interest and reserves to augment the General Fund. This provision was proposed to maintain programs that had been supported by interest on the Special Reserve Fund. Of the \$8 million allocated for this purpose, \$2 million was expected to come from interest on bond funds (float), and \$6 million was expected to be withdrawn from reserves, which were also to be replenished from the proceeds of the sale of Series C bonds in 2006.

Since bond funds cannot be used for General Fund expenditures, one might ask whether this \$6 million replenishment of the Special Reserve Fund from the bond fund was legal. It was legal, because the bond funds were technically replenishing part of the \$10 million of reserves used to build the new middle

school. The District planned to spend \$10 million of reserves on the middle school in 1997-1999, of which \$6 million were to be repaid from Series C bond funds in 2006. Therefore, the planned net construction spending from the Special Reserve Fund was really \$4 million, not \$10 million. The other \$6 million of reserves was to be transferred from the Special Reserve Fund to the General Fund. The Board actually approved transferring \$3.5 million from the Special Reserve Fund to the State Modernization Fund on March 8, 2002, and reserves were not replenished from bond funds, so the net result was pretty close to the original plan of \$4 million of reserves spent on construction.

Robinson Scope Increases

The biggest project funded by the COP was the modernization of Robinson. The reopening of Robinson required establishing an attendance boundary that was closer to Pacific than to Robinson. Some of the prospective Robinson parents protested the boundary. In order to placate these parents, the District Superintendent and Board attempted to make Robinson more attractive by adding many enhancements to the Robinson modernization plan. Conspicuous examples included new cabinetry, large-screen TVs and VCRs in every classroom. Since Robinson was relatively small, the cost of these scope increases was a small percentage of the total budget, although they contributed to a 43% increase over the original Robinson budget. However, since Robinson was the first school modernized, it became the development model and the financial baseline for all of the others. Costs escalated along with expectations for each successive modernization project.

Class Size Reduction

Class size reduction (CSR) was another budget buster. CSR was adopted by the State in 1996, the year after Measure A was approved. Implementing CSR for grades K-3 required 28 additional classrooms. The state eventually provided funding to support a portion of the costs of adding CSR classrooms. CSR also greatly increased the demand for classroom portables and for classroom renovation and construction statewide, which resulted in unexpected cost increases for all subsequent new construction and modernization projects.

Additional Revenues

At a Board meeting on January 26, 1999, the Board directed District staff to include alternative funding sources for modernization. On March 24, 1999, District staff produced a Bond/COP Report that showed potential revenues of \$77.3 million, which was \$26 million larger than the original budget of \$51.3 million. The \$26 million increase had three components. (1) The \$10 million COP, which was listed as a *separate funding source* from the bond proceeds for the first time. (2) \$6 million of additional bond proceeds, which were listed as \$47.3 million instead of the planned \$41.3 million. (3) An initial \$10 million estimate for State School Modernization Funds (discussed later in this report). As noted previously, \$16 million of the \$47.3 million bond proceeds were originally intended to pay off the \$10 million COP and to replenish \$6 million of reserves, not as separate sources of modernization funding. Treating these amounts as independent funding sources had the same financial impact as drawing down reserves. On May 17, 1999, the District Superintendent sent a memo to the Board proposing to refinance rather than pay off the COP; this alternative proposal was quietly supported by a majority of Board members but not discussed publicly until after Measure M was approved. It is not known whether the \$6 million shift was deliberate or accidental. Adding that \$6 million to the construction budget would have made sense if the Board had not transferred \$6.7 million from the Special Reserve Fund to the General Fund between 1999 and 2004.

When the Series B and Series C bonds were sold much earlier than planned because of rapidly increasing property tax income, the District did not use the proceeds to pay off the COP, it did not restore reserves as planned, and it did not adjust expenditures to match revenues. Instead, the District took advantage of

favorable interest rates to refinance COP #1 in 2001, which added a little over \$4 million to construction funding by increasing indebtedness. The increased debt service for the refinanced COP #1 consumes the income that the District receives each year from Developer Fees. Thus, Developer Fees are fully committed to modernization through 2020. As of June 30, 2004, \$5.3 million of Developer Fees have been spent on modernization.

Cost Increases

The 1999 Bond/COP Report showed that actual plus expected/projected expenses for Measure A projects had expanded to consume the extra \$26 million of potential revenues. The magnitude of this growth was not obvious to the Board, however, because the report did not show the original budget amount. One Board member produced a modified version of this report in April 1999 that included a column for the project budgets. An updated version of this report is included as Exhibit A, Measure A Summary.

Some of the cost increases reflected the general construction cost increases that resulted from the increased demand for school contractor services statewide. However, most of the increases were scope increases beyond the original budget, such as those discussed previously for Robinson. Many of these scope increases involved projects included in the original site proposals, but not included in the recommended project list. In other words, the Board ultimately approved many of the lower-priority projects requested by the school principals and site facilities committees, even though they were not included in the approved plans, and even though adequate funding was not available.

Some of the cost increases were due to unforeseen conditions discovered during construction. The original budget included a 5% contingency allowance, but this was exceeded for almost every project. The contingency allowance should have been several times larger for all school modernization projects and even larger for the older schools—Grandview and Pacific—where serious termite damage and rat infestation problems were uncovered during construction. The March 1999 Bond/COP Report included an additional 10% contingency allowance for the remaining K-8 costs.

Middle School Construction Cost Increases

The cost of building Manhattan Beach Middle School (MBMS) increased an estimated \$2 million when the Board decided to resolve the threat of litigation by residents north of the campus by moving the school approximately 100 yards to the south. This decision was made just before the bid packages were submitted to contractors. Half of the cost increase was due to the lateness of the change of plans. Additional costs were incurred at MBMS after the prime steel contractor defaulted, causing serious delays in the construction schedule. In order to maintain the completion date in the face of these challenges, the District negotiated with the subcontractors to accelerate the remaining work. The District attempted to recover the additional costs through litigation, but the legal fees ended up greatly exceeding the amount recovered.

State School Modernization Matching Funds

The District's modernization budget received substantial relief in the form of State matching funds, which were initially approved by State voters in November 1998, three years after Measure A was approved. For projects submitted before September 15, 2001, the State matched district funds 4 to 1 for modernization (80% match) and 1 to 1 for new construction (50% match), with limits based on school enrollment. The District created School Modernization Fund 82 on April 28, 1999.

The District was not able to take advantage of State matching funds for Robinson or MBMS because of timing issues, but applications for State matching funds were submitted for each of the other five schools as their modernization plans were approved. Each project was approved for the maximum amount of State matching funds based on school enrollment, and the District transferred its required contributions from bond funds to the School Modernization Fund. All of the District contributions to the School

Modernization Fund should have come from Measure A, but more than half (\$1.9 million) was actually transferred from Measure M. Amended applications were submitted to take advantage of any enrollment growth after the completion of each modernization project. Because of the large backlog of approved projects, receipt of matching funds was sometimes delayed for years, until additional bond measures were approved by the voters. A total of \$13.0 million (80% of the \$16.2 million total) in State matching funds was approved, compared to the March 1999 estimate of \$10.0 million. An additional \$1.5 million of State matching funds for MCHS enrollment growth has not yet been received.

Although State matching funds were allocated to each school site, they were never allocated to specific projects at those sites. The existence of these additional funds was used to justify Board approval of many incremental scope increases in addition to covering some of the increases in the costs of the originally budgeted projects.

Routine Restricted Maintenance Account (RRMA)

Districts receiving State matching funds after November 1998 are required to contribute at least 3% of their General Fund budget to an RRMA fund for the next 20 years. The State matches up to ½% of this contribution under the State School Deferred Maintenance Program. The District is required to contribute about \$1.4 million each year to RRMA. Since 1995, the District has transferred interest on the Special Reserve Fund to the RRMA, and the balance has been paid from the General Fund. The total RRMA contribution could be considered a cost of modernization, since the requirement resulted from accepting State matching funds. However, the RRMA contribution could also be considered a prudent operating expense regardless of modernization.

MCHS Modernization

The amount allocated to MCHS modernization in the District's March 24, 1999 Bond/COP Report was arrived at by deducting the projected costs of all other modernization projects from the projected revenues. The balance available for MCHS modernization was 126% more than the original budget. Although this allocation may have appeared ample to most observers, there were several reasons to believe that this amount would not be sufficient. First, bids received a few months previously for the Meadows modernization project were much higher than expected – projected costs to completion were 176% over the budget. Even greater cost increases were predicted for Pennekamp, the next school to be modernized. Second, MCHS modernization was not expected to start for one year, and was expected to take several years, so additional cost increases were likely to occur because of cost inflation due to the later start. Third, modernization costs have consistently exceeded estimates (even revised estimates) by significant amounts (Exhibit A. Measure A Summary). The K-8 modernization costs grew from the 1995 budget of \$41.0 million to the 1999 estimate of \$53.9 million (32% increase) to the 2004 estimate of \$64.1 million (56% increase over budget). The MCHS modernization costs grew from the 1995 budget of \$10.3 million to the 1999 estimate of \$23.4 million (126% increase) to the 2004 estimate of \$27.1 million (163% increase over budget).

Measure A Projects - The Bottom Line

The total costs of Measure A projects grew from the 1995 budget of \$51.3 million to the 1999 estimate of \$77.3 million (51% increase) to the 2004 estimate of \$91.2 million (136% increase over budget). Even after expanding the funds available by refinancing the COP and by adding developer fees and donations subsequent to the 1999 report, the project costs continued to grow faster than the available funds. Our best estimate is that the total costs of Measure A projects exceeded all available funds other than Measure M and the remaining reserves by \$13.2 million dollars (Exhibit A. Measure A Summary). The impact on Measure M is discussed in a later section.

Measure M Projects

On August 4, 2000, the Board authorized placing a \$26 million bond on the ballot; the Board's resolution is included in the SSC Report. Measure M was approved by the voters on November 7, 2000. The bond proceeds were to be used for the construction of five new two-story buildings at MCHS.

The Measure M campaign in 2000 advertised that all Measure A projects were "on time and on budget." The "on time" claim was substantially correct, although schedules were frequently maintained by using emergency declarations (to avoid the time-consuming competitive public bidding process) and costly accelerated work schedules. However, the "on budget" claim was only true if one retroactively included the \$26 million of additional revenues identified in the March 1999 report in the budget. That is not what an average citizen would understand as "on budget", but it was an effective campaign slogan.

Bond Oversight Committee

The Board passed a resolution on July 5, 2000 which stated, "In the event that a statewide ballot proposition is approved on November 7, 2000 lowering the required voter approval level from its current two-thirds, it is the intent of the District to have its election governed by the provisions of such statewide proposition if otherwise permitted by law." Proposition 39 was approved. It required districts to form a Citizens' Oversight Committee with specific duties and membership requirements. The primary requirement is ensuring that bond revenues are expended only for the purposes described in Article XIII A, Section 1(b) (3) of the California Constitution:

Bonded indebtedness incurred by a school district ... for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities ... , approved by 55 percent of the voters of the district ... , voting on the proposition on or after the effective date of the measure adding this paragraph. This paragraph shall apply only if the proposition approved by the voters and resulting in the bonded indebtedness includes all of the following accountability requirements:

(A) A requirement that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIII A, Section 1(b) (3), and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

(B) A list of the specific school facilities projects to be funded and certification that the school district board ... has evaluated safety, class size reduction, and information technology needs in developing that list.

Applications for the Bond Oversight Committee (BOC) were accepted in December and members were appointed by the Board in January, 2001. The BOC met five times during 2001 and once in 2002: 01/31/01, 03/14/01, 04/25/01, 08/21/01, 10/26/01 and 05/21/02. At the April 25, 2001 meeting, State modernization matching funds for MCHS were estimated at \$7.7 million. The architect presented exterior design concepts for the two-story classroom building and for the student services building. Timelines were slipping for all construction projects. The next meeting was to be scheduled when the preliminary plans for both buildings were available. On August 21, 2001, the architect presented interior design concepts for both buildings. On October 26, 2001, at a joint meeting with the MCHS facilities committee, the architect presented schematics of the exterior design for both buildings. The Deputy Superintendent stated that it was too early to tell if the MCHS projects were on budget. "We are OK for now. ... We will know more when the bids come in..." According to an email status report on January 24, 2002, the plans for both buildings were submitted to the Division of State Architect (DSA). BOC was not given an opportunity to review the plans. The Deputy Superintendent reported, "I am not concerned about the budget (yet), but want to be sure that we stay within budget on the first two buildings." At the final meeting on May 21, 2002, it was reported that plans had been received from DSA the previous day. Bids were scheduled in July, with start of construction in September. The committee reviewed an updated site plan and building models. The Deputy Superintendent's final email status report to the BOC on October 15, 2002 indicated problems with structural steel for the two-story classroom building and problems with DSA approval of plans for the student services building. There was no mention of any shortfall of construction funding.

Measure M Accounting

The District's accounting staff has been very thin for many years because of many rounds of cost reductions to balance operating budgets. District staff was able to produce two spreadsheets that reconciled the sources of funds and ending balances with the actual expenditures by site and by project (Exhibit B. Sources of Construction Funds and Exhibit C. Construction Expenditures by Site and Project). District staff also produced several versions of a spreadsheet that summarized budgets and expenditures by site and by project, but this report included several discrepancies. SSC included a simplified version of this spreadsheet in their revised report of April 2004, but their spreadsheet also contains many discrepancies. Resolving the remaining discrepancies would take resources that are currently not available to the BOC.

Although all Measure M funds were spent on projects at MCHS as promised, it appears that \$13.2 million of Measure M funds were spent on MCHS modernization (\$1.9 million on the District's share of the State School Modernization matching fund and \$11.3 million on scope increases for MCHS modernization projects). The total cost of MCHS modernization was \$27.1 million, 163% over the original \$10.3 million budget. Thus, more than half of the \$26 million Measure M funds were spent on MCHS modernization instead of on new construction, as planned. **Measure M funds diverted to MCHS modernization equaled 91% of the original budgets of the library and performing arts buildings.**

Constructability Review and Value Engineering

At the December 17, 2003 BOC meeting, a number of local construction industry professionals provided information about construction management, project management and inspection services. There was consensus among these experts that pre-construction planning and design reviews are necessary to project success. These reviews should take place early in the design phase, well before construction bids are solicited.

A constructability review involves an analysis of essential construction needs, desired project features and budget. This review should determine whether the essential elements of the project could be constructed within the target budget and the extent to which desired elements can be included. The cost of essential plus desired elements generally exceeds the projected budget, requiring decisions and design changes to match the project's features with available funding. Value engineering involves an analysis of how to get the most value out of each budget dollar. This also involves tradeoffs between what is desired and what is economically feasible. Implementation of constructability review and value engineering early in the design phase of the project enhances the likelihood of achieving desired construction results within budget and minimizing the need for expensive change orders at later stages of construction.

Design reviews are most effective when conducted by expert individuals or organizations that (1) are on board at the earliest stages of the project, (2) do not have an economic incentive to increase the scope and cost of the project, and (3) do not have a relationship with the architect or general contractors that would undermine their independence and objectivity. The architect and general contractor typically have economic interests in expansive design and construction, which conflict with the goals of design reviews. A construction manager could possibly perform these functions. A "construction client advocate" is most likely to meet all of these criteria, but would probably add 3% to project soft costs.

The District's construction manager provided a constructability review on June 14, 2002 and two lists of value engineering suggestions for the MCHS Student Services and Administration Building: \$566,000 on June 14, 2002 and \$177,500 more on September 9, 2002. The total amount of the value engineering suggestions represented only 15% of the original project budget (\$4.9 million). The constructability review estimated construction costs at \$6.0 million, which was 24% over the original project budget, and this estimate did not include any allowance for subsequent change orders, scope increases or soft costs.

The total cost of this building is now projected to reach \$9.7 million, 100% over the original budget. The value engineering suggestions were hopelessly insufficient to keep the project on budget. Moreover, the bid packages for this building were approved by the Board on October 23, 2002, so the design reviews were performed far too late for serious consideration or beneficial effect. All of the value engineering suggestions were rejected by the MCHS facilities committee, and the Board approved none of them.

MCHS Building Cost Increases

The MCHS facilities committee, like facilities committees at other school sites, worked with the architects to refine and enhance the construction plans without evaluating the cost implications of the proposed enhancements. The Board approved these enhanced plans without evaluating the cost implications.

Harry Ford provided an interesting analysis of changes in MCHS building sizes and costs based on documents provided by

District staff. His figures have been updated in the table below based on recent data. Each of these buildings ended up costing about three times the architect's \$160 per square foot original estimate and nearly twice the \$189 per square foot average cost of new high school construction published by the California Office of Public School Construction on October 23, 2002.

		Finish	Total Cost	Sq. Ft.	Cost/SF
Two-story Classroom Building	Budget	Aug. 2001	\$1,632,000	10,200	\$160
	Actual	Mar. 2003	\$4,767,943	13,683	\$348
	Increase	19 Months	192%	34%	118%
Student Services Building	Budget	Apr. 2002	\$2,824,000	17,650	\$160
	Actual	Dec. 2003	9,730,080	26,987	\$361
	Increase	20 Months	245%	53%	125%

When the low bids for construction of these two new buildings at MCHS came in around twice their original budgets, it should have become painfully obvious to the Board and District administration that the construction budget at MCHS was in trouble. Original budgets were not discussed when the construction bids were brought to the Board for approval. However, the Superintendent and Deputy Superintendent began looking once again for additional sources of funds. Preliminary studies indicated that the unused hillside north of Ladera could generate as much as \$20 million in additional revenues that could be used for construction. This information was not shared with the public, and it was apparently not shared with the entire Board at that time either. In a February 23, 2003 letter to residents of Manhattan Beach regarding the proposed \$7.5 million parcel tax, the Superintendent stated, "We have no more land for sale."

Financial Crisis

The Board was confronted by several problems in recent years that distracted it from closely monitoring the construction budget: rapid uncontrolled growth of operating deficits, the Measure E parcel tax campaign to alleviate them, and the development of rivalries and animosities between Board members.

The financial situation reached a crisis early in 2003, when the District was forced to deal with a \$4 million deficit created by uncontrolled expenditure growth and unexpected midyear State budget cuts. Well-attended public Board meetings were held at MBMS on February 5 and 19, 2003, where the discussion of personnel cuts brought forth passionate pleas from constituents to save jobs and programs. A majority of Board members favored spending reserves to avoid making staff reductions in the current year. One Board member wanted to set a limit on the amount of the withdrawal, and the motion failed when no limit was proposed. However, the Board subsequently failed to make enough staff reductions to eliminate the budget deficit, so the District was required by law to transfer funds from the Special Reserve Fund to the General Fund to balance the budget. In effect, the Board decided to spend the reserves by default.

The Board voted on March 5, 2003 to place a \$7.5 million parcel tax on the ballot. The statements made by the District in support of Measure E touting the success of modernization and construction projects were even less accurate and less credible than the claims made in support of Measure M. Measure E failed on June 3, 2003.

Parent organizations responded to the operating budget financial crisis with the Vital Programs fundraising campaign. In spite of their heroic fundraising efforts, \$2.75 million had to be transferred from the Special Reserve Fund to the General Fund in 2002-03 and another \$2.34 million was transferred in 2003-04.

The full magnitude of the construction funding shortfall reportedly first came to the attention of the Superintendent and Board members in July 2003. A summary of expenditures versus income for all construction projects was compiled in a spreadsheet by District staff and updated by the Board President, published in a local newspaper, and presented at a public Board meeting in August 2003. The community was outraged. SSC was hired in October 2003 to audit the construction projects. Financial mismanagement became a major issue in the November 2003 Board election; both of the incumbent candidates were defeated.

The BOC was reconvened in November 2003 after not meeting since May 2002. SSC issued a report in January 2004 and then issued an addendum in April 2004 to answer some of the questions that the first report failed to address. The BOC did not consider the answers in either version of the SSC Report to be satisfactory, so the three BOC officers undertook the arduous task of writing this new report.

A law firm specializing in construction law and an owner's construction advocate were hired in 2004 to evaluate the District's recovery options. Bids for a forensic audit of the last two construction projects (the MCHS Student Services Building and the Education Center) were received in August 2004. Based on past experience, the BOC expects that all of these efforts will enable the District to recover \$100,000 or less after deducting recovery costs.

Education Center

The Education Center is not discussed in this report because it is self-funding. Debt service on the \$5 million COP #2 plus the loss of interest on the \$0.75 million transferred from the Special Reserve Fund to pay for the Education Center are less than the rent the District projected that it would have to pay at the previous District Office. After 20 years of interest and debt payments less than projected rents, the District will own the building.

Conclusion

The District spent two to three times the original budget on modernization projects at five of the seven school sites as well as on the two new construction projects at MCHS. Only three major projects experienced less than 50% growth from the original budget: Robinson, MBMS and the Education Center. Although every project increased significantly in scope, the District received tangible value for every additional expenditure. Even the estimated \$1 million spent on acceleration charges at MBMS, because of the late decision to move the buildings and because of the defaulting contractor, provided a tangible value. Finishing MBMS on time enabled the District to save over \$1 million by not adding enough portables at MBI to accommodate all of the 6th graders. The results obtained reflect the high quality of facilities that the vast majority of community members requested for our children.

The three authors of this report did not have sufficient resources to answer all of the questions that have been asked, but we have attempted to understand and explain what when wrong and why in sufficient detail to enable us to develop the following findings and recommendations, which we hope will permit the District to avoid repeating past mistakes.

Findings and Recommendations

Finding 1: The Measure M Bond Oversight Committee (BOC) was never empowered to perform its advertised function and it did not do so.

Background: Measure M was passed in the same election as Proposition 39, which requires an independent Citizens' Oversight Committee with specific membership and duties. Measure M passed with a 2/3 vote, and it was not required to meet the requirements of Proposition 39. However, the Board resolved to treat the BOC as if it was so empowered. This did not occur. BOC meetings were called by the Deputy Superintendent at his discretion and with his agendas. Eventually, meetings were not called at all, and individual BOC member's requests for information were not answered.

Recommendation: Oversight committees should elect their own officers, call meetings at their own discretion, set their own agendas, and receive unqualified support from the Board, District administration and contractor officials. If requested support is not forthcoming, the Committees should make this known to the public at Board meetings and through the local media.

Finding 2: A unified project budget and expenditure accounting was and is lacking.

Background: A project budget showing funding sources and actual plus projected expenditure accounting did not exist when the BOC was convened in 2001 or when it was reconvened in 2003. Subsequent efforts by School Services of California (SSC) and by District staff to account for expenditures produced conflicting results. Complete and credible accounting of the sources of funds (Exhibit B. Sources of Construction Funds) and actual expenditures (Exhibit C. Construction Expenditures by Site and Project) was recently completed by school site, but is still not available for all of the Mira Costa High School (MCHS) projects enumerated in the next finding.

Recommendation: A project budget should be prepared showing the expected costs and specific sources of funds for each project prior to initiating construction. All project expenditures should be tracked against budgets and funding sources in a spreadsheet format. The spreadsheet should be kept current, reviewed regularly by the BOC and Board, published on the District web site, and made available to the print media.

Finding 3: While the Measure M Bond proceeds were expended at MCHS, they were not all used for the purposes outlined in the MCHS Facilities Committee's September 21, 2000 public communication just prior to the Measure M vote and in the District's budget published on April 25, 2001- five months after the bond's approval.

Background: Measure M voters were promised that the following projects would be completed at MCHS at a cost of \$26 million:

- Phase 1.** Campus renovations already complete and paid for by \$12 million of Measure A funds [Finished]
- Phase 2.** General Classroom Building [Finished] and Maintenance and Operations/Field House Building [Canceled]
- Phase 3.** Student Services Building [Finished]
- Phase 4.** Library/Media Arts Building [Unfinished]

Phase 5. General Classroom Building with a 250-seat lecture hall [Unfinished]

Although more than \$12 million of Measure A and related modernization funds were spent on MCHS Phase 1 modernization projects as advertised, that amount was not sufficient to complete the campus renovations. \$13.2 million of Measure M funds were used to pay for part of Phase 1. Because Measure M funds were diverted to cover MCHS modernization cost overruns, insufficient Measure M funds remain for the Maintenance & Operations/Field House Building, the Library/Media Arts Building and the second General Classroom Building. The latter two buildings are now referred to as the Library and Performing Arts Buildings, respectively.

Recommendation: Bond funds raised for specific purposes should be allocated to those purposes. Funds should not be diverted to alternate uses/projects.

Finding 4: The MCHS building projects (and others) did not utilize independent constructability reviews and value engineering studies to achieve cost-effective use of Measure M funds.

Background: Constructability review analyzes and reconciles essential construction needs, desired but nonessential construction needs, and budgets. Value engineering studies analyze how to optimize available funding to achieve the desired results. To be effective, constructability reviews and value engineering studies must be implemented early in the design phase by experienced professionals with the appropriate incentives to reduce costs. The constructability reviews and value engineering studies conducted for the MCHS projects were conducted too late and were not sufficiently comprehensive to keep the costs of the projects within the original budgets. None of the suggestions were approved.

Recommendation: Construction projects should utilize the expertise of independent contractors to perform constructability reviews and value engineering studies early in the design phase. Results of these analyses should be reviewed by District staff, the BOC and the Board before the architect proceeds to final design. The reasons for not accepting cost saving recommendations should be disclosed publicly.

Finding 5: MCHS project cost growth was largely due to added work and soft costs. Change orders contributed little to cost overruns. Significant cost growth resulted from differences between planned building concepts and designs included in bid packages.

Background: The Measure M bond had specific project designs in mind with accompanying cost estimates. While soft costs (architects, construction manager, legal) were supposed to have been included, it is not at all clear that they were appropriately accounted for. Often the scope of projects enlarged to incorporate items not budgeted and soft costs either were not escalated or were not included at all.

An accounting prepared by District staff after the fact, with the assistance of interested parties, revealed that change orders, often blamed for increased costs, averaged 3 percent of planned costs. Added work averaged 26 percent and soft costs averaged 32 percent of planned costs. Cost growth between concept and bid design for the General Classroom Building was 48 percent and for the Student Services Building was 100 percent. Total project costs averaged 58 percent over planned costs.

Recommendation: Scope changes and added work should not be undertaken unless specific funding is available and committed. Change orders are to be expected and budgeted for. Strict adherence to these principles is the duty of the Board and should be implemented by the District staff. Monthly fiscal reports should be made available to a properly empowered BOC and to the public.

Finding 6: District administrators and Board members concealed past and impending project overruns, which avoided public scrutiny and ultimately led to the inability to complete major portions of promised construction at MCHS.

Background: The citizens of the District were first informed of project budget shortfalls when print media revealed massive overruns in District projects across the board - overruns which ultimately proved serious enough to eliminate major planned MCHS facilities. Subsequent investigations, including recovered email text and statements by former Board members, revealed that District administrators and Board members were aware of these overruns long before informing the public. Indeed, the Board authorized the overrun expenditures piecemeal.

Recommendation: District administrators and Board members should immediately inform the BOC and the public when financing shortfalls threaten the completion of promised construction projects. Debate on alternatives should be made public early and often.

Finding 7: The Board yielded to demands from staff and parents for excessive spending on individual school site projects.

Background: Board members and the public were not formally notified that available funds were insufficient to complete planned district-wide projects promised in bond measure advocacy literature. However, Board members were aware of substantial individual project overruns. Cumulative impacts, starting at the elementary level and proceeding through MBMS, combined with project growth at MCHS, contributed to an over \$20,000,000 shortfall. Excessive spending at Robinson started a chain reaction of demands for at least equal improvements at other elementary schools, each adding to the cumulative deficit. Unbudgeted special projects exacerbated financial difficulties. Measure M funds intended for new construction were used for MCHS modernization. Therefore, MCHS new construction projects, having been scheduled last, bore the ultimate consequences -- the loss of three buildings promised during the Measure M campaign. The Board is responsible for insuring that all of the projects are completed on time and on budget as promised. Lack of knowledge and ongoing public disclosure are inexcusable.

Recommendation: Bond funds approved by taxpayers for specific purposes should be allocated to project budgets as the campaign literature described. Total expenses cannot be allowed to exceed the total funding available. Spending for a particular project should not be allowed to exceed its budget unless spending for other projects are reduced below their budgets by enough to make up the difference or unless other funding sources are available and committed. Doing so without public approval is irresponsible.

Finding 8: The construction manager's contract terms were not conducive to cost savings.

Background: The Construction Manager was paid a percentage of project funds, including change orders and extra work. Therefore, there was little incentive for the Construction Manager to minimize costs. The crucial period where the Construction Manager's expertise is most cost effective is between concept and final design. The scope of the two MCHS buildings was allowed to increase dramatically during the design phase. Several value-engineering recommendations by the Construction Manager came too late in the projects and were too limited in scope to restore the projects to their original budgets.

Recommendation: Contract terms should be negotiated in a manner that provides an incentive for the Construction Manager to maximize quality at the lowest cost. Alternatively, a Construction Advocate should be hired whose sole purpose is to represent the District's best interests. District staff should seek and implement project value engineering recommendations early in the design phase.

Exhibit A. Measure A Summary (\$ Million)

Manhattan Beach Unified School District Bond Oversight Committee

Excludes Measure M Buildings, New Track, Education Center

Revenue Source	Original Budget	Projected Revenue	Percent of Budget	Used Revenue	Percent of Budget
As of date	06/15/95	03/24/99	03/24/99	04/14/04	04/14/04
COP #1	0.0	10.0		14.9	
Measure A	41.3	47.3		41.3	
Special Reserves	10.0	10.0		3.5	
Modernization	0.0	10.0		13.0	
Developer Fees	0.0	0.0		5.3	
Measure M	0.0	0.0		13.2	
Revenue Totals	51.3	77.3	151%	91.2	178%

School or Project	Plan Year	Bids Approved	Original Budget	Expended	Cost to Complete	Projected Cost	Percent of Budget	Total Cost	Percent of Budget
As of date			06/15/95	01/08/99	03/24/99	03/24/99	03/24/99	04/14/04	04/14/04
Robinson	1996	03/27/96	2.6	3.5	0.0	3.5	136%	3.7	143%
MBMS	1997	05/28/97	19.2	20.1	1.5	21.6	113%	22.5	117%
MBI Conversion	1996	06/24/98	4.7	2.6	1.5	4.1	52%	2.5	54%
Meadows	2001	12/09/98	1.7	1.2	3.5	4.7	276%	5.4	314%
Pennekamp	2000	10/13/99	1.8	1.5	3.8	5.3	291%	6.1	333%
Portables	1996	07/19/00	3.2	(Included in MBI Conversion)				2.3	72%
Grand View	1997	12/11/00	3.6	1.8	4.2	6.0	168%	8.4	236%
Pacific	1999	07/18/01	3.0	1.7	4.5	6.2	204%	10.5	346%
Other	1996		1.2	0.4	0.0	0.4	36%	2.7	230%
Contingency			(5% included)		2.0	2.0			
K-8 Subtotals			41.0	32.9	21.0	53.9	132%	64.1	156%
MCHS	1997		10.3	5.8	17.6	23.4	226%	27.1	263%
Pool	1996	01/31/96							
Infrastructure		05/24/00							
Phase 1A&B		05/02/01							
Phase 1C		06/18/02							
Phase 1D		05/17/03							
Cost Totals			51.3	38.7	38.6	77.3	151%	91.2	178%

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Notes to "Sources Of Construction Funds" Report of 7/22/2004

Income

1. Donations: All donations that were recognized within the construction accounts were recorded. Other donations that were used for construction purposes were not historically recorded within the district construction accounts. Identifying those donations and determining what they were used for, back to 1995 is very difficult given many changes to the accounting software providers during the time period.
2. State Modernization: This account contains of the District's 20% contributions (the State Modernization Match Expenditure) plus the State's 80% contributions.

Expenditures

3. State Modernization Match: This column shows the District's 20% contributions to the State Modernization account. The "match" amounts were transferred from the District's bond funds to the State Modernization account, where it was matched by the State's 80% contributions.
4. Refinance Costs/Debt Service: the costs of the COP refinancing and debt service were paid from bond funds.
5. Deferred Maintenance Match: Minimally the District matches the State allocation for Deferred Maintenance up to one-half of 1% of the district annual General Fund budget. Because the district needs were so great during the time period reported, the district contributed and spent, more than the minimum amount required to achieve full funding.
6. Property purchases: As reported, the amount shown reflects the net proceeds and use of property purchases and sales during the time period reflected.

Exhibit C. Construction Expenditures
by Site and Project

Manhattan Beach Unified School District
Business Services Division
Bond Oversight Committee

Construction Costs							
SITE	Planning Estimates 1995	Yr of Construc.	Construction Estimates	Bid Amounts	Change Orders	% Change Orders	Total Constr. Costs
Meadows	\$ 2,699,023	98-99	\$ 3,482,703	\$ 3,028,437	\$ 272,372	8.99%	\$ 3,300,809
Pennekamp	\$ 3,026,253	99-00	\$ 1,874,200	\$ 3,000,355	\$ 341,138	11.37%	\$ 3,341,493
Grand View	\$ 4,977,458	00-01	\$ 4,540,910	\$ 4,464,900	\$ 267,318	5.99%	\$ 4,732,218
Pacific	\$ 5,309,959	01-02	\$ 5,676,078	\$ 5,237,343	\$ 918,465	17.54%	\$ 6,155,808
Robinson	\$ 2,558,300	95-96	\$ 2,560,000	\$ 1,960,325	\$ 305,378	15.58%	\$ 2,265,703
MBI	\$ 3,198,790	95-98		\$ 2,067,150			\$ 2,067,150
Ladera							
MBMS	\$ 19,160,200	97-98		\$ 18,555,212	\$ (1,161,537)	-6.26%	\$ 17,393,675
CDC							
Old District Office							
Technology							
Portables							
SUBTOTAL	\$ 40,929,983		\$ 18,133,891	\$ 38,313,722	\$ 943,134	2.46%	\$ 39,256,856
Mira Costa High School							
Pacific Shores		95					
Portables							
Various MCHS	\$ 4,711,110						
Pool	\$ 1,100,000	96-97					
Science Classes		99		\$ 370,008	\$ 20,410	5.52%	\$ 390,418
Marine Sci Lab		99		\$ 389,633	\$ 10,669	2.74%	\$ 400,302
Broadcast Studio		99		\$ 478,000	\$ 53,807	11.26%	\$ 531,807
Auditorium	\$ 2,229,000	Sum 00		\$ 546,829	\$ (30,000)	-5.49%	\$ 516,829
Utility Upgrade	\$ 2,038,390	99-00	\$ 5,000,000	\$ 4,338,217	\$ 27,242	0.63%	\$ 4,365,459
Phase 1A & 1B	\$ 5,497,970	Sum 01	\$ 3,062,350	\$ 2,312,247	\$ 88,627	3.83%	\$ 2,400,874
Phase 1C	\$ 2,425,262	Sum02	\$ 2,839,125	\$ 2,677,496	\$ 73,542	2.75%	\$ 2,751,038
Phase 1D *	\$ 2,361,325	Sum03	\$ 2,062,500	\$ 1,692,117	\$ 3,358	0.20%	\$ 1,695,475
Two Story	\$ 2,360,125	02-03	\$ 3,505,490	\$ 3,238,721	\$ 231,339	7.14%	\$ 3,470,060
Student Services *	\$ 3,025,500	02-03	\$ 6,025,823	\$ 6,668,628	\$ 467,183	7.01%	\$ 7,135,811
Track	\$ 380,000	03		\$ 594,000	\$ 29,699	5.00%	\$ 623,699
Sub Total MCHS	\$ 26,128,882		\$ 22,495,288	\$ 23,305,896	\$ 975,876	4.19%	\$ 24,281,772
Debt Service	\$ -		\$ -	\$ -	\$ -		\$ -
TOTAL COMPLETED	\$ 67,058,865		\$ 40,629,179	\$ 61,619,618	\$ 1,919,010	3.11%	\$ 63,538,628
MCHS Perform. Arts	\$ 5,728,000	???					
MCHS Library	\$ 3,971,000	???					
MBI Modernization	\$ 7,812,403	???					
Education Center	\$ 5,000,000	02-03	\$ 4,996,592	\$ 4,790,879	\$ 141,674	2.96%	\$ 4,932,553
GRAND TOTAL	\$ 89,568,068		\$ 45,625,771	\$ 66,410,497	\$ 2,060,684	3.10%	\$ 68,471,181

* includes bills not yet received

Costs.xls - update
Prepared by: Robin D. Page, Accountant
Formatted by: LeRoy E. Nelson, BOC Chairman

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Exhibit C. Construction Expenditures
by Site and Project

Manhattan Beach Unified School District
Business Services Division
Bond Oversight Committee

SITE	Added Work							Total Added Work
	Windows	Special Projects	Roofing	Demolition, Security, Move	Parking, Paving	Fum, Elect, Heat, Fence, Paint, Misc.		
Meadows	\$ 215,147	\$ 283,554	\$ 347,594			\$ 45,504	\$ 891,799	
Pennekamp	\$ 297,793	\$ 255,892	\$ 330,402		\$ 444,583	\$ 33,164	\$ 1,361,834	
Grand View		\$ 836,680	\$ 287,684		\$ 332,378	\$ 275,294	\$ 1,732,036	
Pacific		\$ 1,966,834	\$ 202,459			\$ 372,226	\$ 2,541,519	
Robinson		\$ 5,718	\$ 366,458	\$ 65,637	\$ 135,134	\$ 184,128	\$ 757,075	
MBI	\$ 15,850					\$ 29,395	\$ 45,245	
Ladera		\$ 294,874					\$ 294,874	
MBMS						\$ 478,968	\$ 478,968	
CDC		\$ 80,631					\$ 80,631	
Old District Office		\$ 76,521					\$ 76,521	
Technology		\$ 2,176,457					\$ 2,176,457	
Portables		\$ 2,126,104		\$ 154,771			\$ 2,280,875	
SUBTOTAL	\$ 528,790	\$ 8,103,265	\$ 1,534,597	\$ 220,408	\$ 912,095	\$ 1,418,679	\$ 12,717,834	
Mira Costa High School								
Pacific Shores		\$ 91,500					\$ 91,500	
Portables		\$ 2,266,874		\$ 167,668			\$ 2,434,542	
Various MCHS	\$ 758,603	\$ 782,058	\$ 910,662	\$ 178,149	\$ 359,653	\$ 1,037,126	\$ 4,026,251	
Pool		\$ 1,369,910					\$ 1,369,910	
Science Classes								
Marine Sci Lab								
Broadcast Studio								
Auditorium								
Utility Upgrade		\$ 402,960					\$ 402,960	
Phase 1A & 1B								
Phase 1C						\$ 7,310	\$ 7,310	
Phase 1D *				\$ 23,505			\$ 23,505	
Two Story		\$ 29,491		\$ 27,622			\$ 57,113	
Student Services *				\$ 13,434			\$ 13,434	
Track							\$ -	
Sub Total MCHS	\$ 758,603	\$ 4,942,793	\$ 910,662	\$ 410,378	\$ 359,653	\$ 1,044,436	\$ 8,426,525	
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COMPLETED	\$ 1,287,393	\$ 13,046,058	\$ 2,445,259	\$ 630,786	\$ 1,271,748	\$ 2,463,115	\$ 21,144,359	
MCHS Perform. Arts								
MCHS Library								
MBI Modernization								
Education Center		\$ 225,000					\$ 225,000	
GRAND TOTAL	\$ 1,287,393	\$ 13,271,058	\$ 2,445,259	\$ 630,786	\$ 1,271,748	\$ 2,463,115	\$ 21,369,359	

* includes bills not yet received

Costs.xls - update
Prepared by: Robin D. Page, Accountant
Formatted by: LeRoy E. Nelson, BOC Chairman

04/14/04 12:32
08/13/04 02:49

26.

Exhibit C. Construction Expenditures
by Site and Project

Manhattan Beach Unified School District
Business Services Division
Bond Oversight Committee

SITE	Other Costs (Soft Costs)							Grand Total
	Architect, Eng. Testing	PCM3	Inspector	Asbestos	Legal, EIR, Refinance	Fum, Equip, Supplies	Total Other Costs	
Meadows	\$ 536,695	\$ 378,060	\$ 55,000		\$ 61,188	\$ 178,229	\$ 1,209,172	\$ 5,401,780
Pennekamp	\$ 646,018	\$ 392,773	\$ 75,622		\$ 80,856	\$ 216,253	\$ 1,411,522	\$ 6,114,849
Grand View	\$ 780,846	\$ 607,672	\$ 76,793	\$ 157,174	\$ 93,148	\$ 227,537	\$ 1,943,170	\$ 8,407,424
Pacific	\$ 563,673	\$ 708,947	\$ 68,280		\$ 110,771	\$ 339,710	\$ 1,791,381	\$ 10,488,708
Robinson	\$ 288,135			\$ 46,829	\$ 37,411	\$ 263,288	\$ 635,663	\$ 3,658,441
MBI	\$ 352,067				\$ 68,990	\$ 15,339	\$ 436,396	\$ 2,548,791
Ladera							\$ -	\$ 294,874
MBMS	\$ 2,030,814	\$ 955,286	\$ 98,000	\$ 68,647	\$ 889,646	\$ 593,170	\$ 4,635,563	\$ 22,508,206
CDC						\$ 16,080	\$ 16,080	\$ 96,711
Old District Office						\$ 57,065	\$ 57,065	\$ 133,586
Technology							\$ -	\$ 2,176,457
Portables	\$ 28,180						\$ 28,180	\$ 2,309,055
SUBTOTAL	\$ 5,226,428	\$ 3,042,738	\$ 373,695	\$ 272,650	\$ 1,342,010	\$ 1,906,671	\$ 12,164,192	\$ 64,138,882
Mira Costa High School								
Pacific Shores							\$ -	\$ 91,500
Portables	\$ 30,528						\$ 30,528	\$ 2,465,070
Various MCHS	\$ 955,814			\$ 27,410	\$ 546,366	\$ 816,114	\$ 2,345,704	\$ 6,371,955
Pool							\$ -	\$ 1,369,910
Science Classes	\$ 44,261		\$ 5,000	\$ 32,792			\$ 82,053	\$ 472,471
Marine Sci Lab		\$ 37,015	\$ 4,740	\$ 32,792			\$ 74,547	\$ 474,849
Broadcast Studio	\$ 70,749						\$ 70,749	\$ 602,556
Auditorium	\$ 74,630			\$ 32,792			\$ 107,422	\$ 624,251
Utility Upgrade	\$ 618,080		\$ 24,985				\$ 643,065	\$ 5,411,484
Phase 1A & 1B	\$ 297,419	\$ 329,216	\$ 38,675				\$ 665,310	\$ 3,066,184
Phase 1C	\$ 460,283	\$ 378,741	\$ 14,020	\$ 79,500			\$ 932,544	\$ 3,690,892
Phase 1D *	\$ 389,381	\$ 235,936	\$ 67,500	\$ 44,800			\$ 737,617	\$ 2,456,597
Two Story	\$ 712,668	\$ 428,629	\$ 95,890		\$ 3,583		\$ 1,240,770	\$ 4,767,943
Student Services *	\$ 1,038,618	\$ 761,036	\$ 106,540		\$ 2,651		\$ 1,908,845	\$ 9,058,090
Track	\$ 63,851	\$ 94,570					\$ 158,421	\$ 782,120
Sub Total MCHS	\$ 4,756,282	\$ 2,265,143	\$ 357,350	\$ 250,086	\$ 552,600	\$ 816,114	\$ 8,997,575	\$ 41,705,872
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ 4,915,652	\$ -	\$ 4,915,652	\$ 4,915,652
TOTAL COMPLETED	\$ 9,982,710	\$ 5,307,881	\$ 731,045	\$ 522,736	\$ 6,810,262	\$ 2,722,785	\$ 26,077,419	\$ 110,760,406
MCHS Perform. Arts	\$ 51,749	\$ 180,000					\$ 231,749	\$ 231,749
MCHS Library	\$ 250,620	\$ 76,500					\$ 327,120	\$ 327,120
MBI Modernization								
Education Center	\$ 450,839	\$ 544,590	\$ 132,541	\$ 37,265	\$ 181,119	\$ -	\$ 1,346,354	\$ 6,503,907
GRAND TOTAL	\$ 10,735,918	\$ 6,108,971	\$ 863,586	\$ 560,001	\$ 6,991,381	\$ 2,831,494	\$ 28,091,351	\$ 117,931,891

* includes bills not yet received

Costs.xls - update
Prepared by: Robin D. Page, Accountant
Formatted by: LeRoy E. Nelson, BOC Chairman

04/14/04 12:32
08/13/04 02:49

27.

F. CONSENT CALENDAR

1. TITLE: Overnight Field Trip - Mira Costa High School Boys' Water Polo Team at America's Finest City Invitational, San Diego, California

BACKGROUND: Athletes from the Mira Costa High School Boys' Water Polo Team will travel to San Diego, California to participate in the America's Finest City Invitational on September 26-27, 2008. They will participate in two games on Friday and three games on Saturday. There will be eighteen male athletes participating in this event, with two adult male chaperones. The substitute teacher cost for one day will be billed to the Athletics Department at Mira Costa High School.

The cost for this field trip will be paid for by each student. The Aquatics Booster Club will offer scholarships for this trip. Parents will provide athletes with transportation via carpool and accommodations will be at the Days Inn, Mission Valley, California.

ACTION RECOMMENDED: Approval is requested .

PREPARED BY: Julie Ruisinger, MCHS Principal
Carolyn Seaton, Executive Director, Educational Services

DATE OF BOARD MEETING: September 17, 2008

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
OVERNIGHT FIELD TRIP REQUEST FORM

Name of Person Requesting Approval: Jon Reichardt Your Position: Head Water Polo Coach/Teacher
Your Location/School Site: Mira Costa H.S. Your Work Telephone: 310-318-7337 x5296

Name/Grade Level(s) of Class Participating: Boys Water Polo 10-12

Dates of Travel: from Sep 26th to Sep 27th

Name of Destination: SAN DIEGO CA

Destination Address: VARIOUS high schools

Destination Phone Number: 619-435

Name of Contact Person at Destination: Randy Burgess Tournament Director

Reason for Travel/Educational Goal: Water Polo Tournament

Number of Students Attending: Male: 18 Female: _____

*Number of Chaperones: Male: 2 Female: _____

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

- 1. Jon Reichardt (Head Coach) 310-983-9710
- 2. Dave Halushka (Asst Coach) 310 291-2366
- 3. _____
- 4. _____
- 5. _____

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

Name of Travel Agency: _____ Contact: _____

(Proof of Insurance must accompany this form.)

Address: _____ City/State/Zip/Phone: _____

Method of Transportation (be specific): carpooling

Name and Address of Hotel (be specific): Days Inn Mission Valley CA

How Many Days of School Will Be Missed? 1 List School Dates Missed: 9/26

Will Student Participate in Water Sports, Rock Climbing or Other Hazardous Activities? NO

If so, what type? _____

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

Account Number to be Charged: _____

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

Signatures:
Your Signature: Jon Reichardt Principal: [Signature]

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

14. Chaperones are encouraged to know how to provide assistance in an emergency (medical emergency, natural emergency, lost child, serious breach of a rule, etc.) by being aware of the adults on the trip who are trained in first aid, and the whereabouts of the first aid kit, etc.

You are valued for your service, and we hope that your rewards will be recognized through your chaperone volunteer experiences.

I, Dave Halushka -
Full Name of Chaperone Volunteer

Chaperone volunteer of Coronado AFC water polo tournament on sep 25-27 2008
Name / Destination of Trip Date

for Mira Costa with Jon Belchardst
School Site Name of Supervising Teacher / Sponsor

have read the and understand all of the responsibilities and duties as a Chaperone Volunteer, and I accept these responsibilities.


Signature

9/26/08
Date

310 545-7018 — 310-291-2366
Home Phone Number Work Phone Number Cell Phone Number

Already employed by district

CONSENT CALENDAR

2. **TITLE:** Overnight Field Trip – Seventh Grade GATE at the Ocean Institute in Dana Point

BACKGROUND: Seventh grade students who attend MBMS and have been identified as gifted and talented have the opportunity to participate in an overnight experience at the Ocean Institute in Dana Point. The purpose of this overnight experience is to provide these GATE students with a rigorous academic program which complements and enriches the grade seven science standards. Furthermore, a goal of the overnight experiences has traditionally focused on the social-emotional needs of the GATE student. The lessons that have been designed include critical and creative thinking activities based on the theme of marine science. The GATE Specialist, Mrs. Alyse McDonald, will send a letter home via mail to each 7th grade GATE student in September. This letter will include details of the overnight experience and the requirements that must be fulfilled to participate. On the date of the trip, October 7th, students will meet at 2:00 p.m. in front of the middle school to board buses to the Ocean Institute.

The MBMS GATE parent donations will fund the cost of this field trip; therefore, there will be no impact on the general fund. District chaperone guidelines will be observed. The cost of meals has been incorporated into the parent donation request. Students will be spending the night at the Ocean Institute and will sleep in separate galleries of the facility accompanied by their chaperones. The donation request asked of parents will include entrance fees to the Ocean Institute, meals (dinner and breakfast), snacks (afternoon and morning), transportation (one bus) to and from the facility, and program costs. Parents will be responsible for picking up their children at MBMS at approximately 11:00 a.m. on October 8, 2008 or students may return to their classes.

ACTION RECOMMENDED: Approval is requested.

PREPARED BY: Alyse McDonald, GATE Specialist,
Carolyn Seaton, Executive Director, Educational Services

DATE OF BOARD MEETING: September 17, 2008

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
OVERNIGHT FIELD TRIP REQUEST FORM

Name of Person Requesting Approval: Alyse McDonald Your Position: GATE Specialist
Your Location/School Site: Pacific Rm 27 Your Work Telephone: x5727

Name/Grade Level(s) of Class Participating: 7th grade GATE

Dates of Travel: from October 7, 2008 to October 8, 2008

Name of Destination: Ocean Institute in Dana Point

Destination Address: 24200 Dana Point Drive Dana Point CA 92629

Destination Phone Number: 949-496-2274

Name of Contact Person at Destination: Alexis Honens EXT 610

Reason for Travel/Educational Goal: GATE enrichment + social, emotional

Number of Students Attending: Male: 27 Female: 15

*Number of Chaperones: Male: 3 Female: 2

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

1. _____
2. _____
3. See attached list
4. _____
5. _____

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

Name of Travel Agency: _____ Contact: _____

(Proof of Insurance must accompany this form.)

Address: _____ City/State/Zip/Phone: _____

Method of Transportation (be specific): Pacific Coachways Bus

Name and Address of Hotel (be specific): X

How Many Days of School Will Be Missed? 1 List School Dates Missed: Oct. 8th, 2008

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

If so, what type? X

Will scholarships be provided? yes Will any cost (including sub costs) be borne by the district? no If so, why? X

Account Number to be Charged: _____

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

Signatures:

Your Signature: Alyse McDonald Principal: o

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

Exhibit

version: May 21, 2008

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

Manhattan Beach, California

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

CHAPERONE VOLUNTEER GUIDELINES FOR FIELD TRIPS

Chaperone Volunteer assistance is encouraged and welcomed by the Manhattan Beach Unified Board of Trustees, Superintendent and staff. As a chaperone volunteer of the district, it is important to understand your role and responsibilities in working with our students to assist you in maximizing your contribution to our educational vision and goals. We believe that field trips provide a valuable educational experience for the students of the district, and we thank you for volunteering your time and support to these important activities.

In an effort to ensure that District-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared the following guidelines on volunteering as a field trip chaperone:

1. All Chaperone Volunteers must be at least 21 years of age.
2. All Chaperone Volunteers must be a district registered volunteer (fingerprint clearance) if there is any potential that the chaperone volunteers will have direct and unmonitored contact with any students without a credentialed employee of the school always being present.
3. Overnight chaperones must assume a 24-hour day responsibility for students from the time they leave until the time they return. Overnight chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped, and the chaperones are sure the students are secure.
4. All school rules apply on district-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
5. The level of student supervision of students while on a field trip is no less than the level of supervision of students required when students are on campus, participating in class, or participating in other school or school board activities.
6. Chaperones should be familiar with the school's Student Code of Conduct and Discipline, and shall report all suspected violations to the field trip supervisor immediately.
7. Chaperones may not drive students in a private vehicle unless prior approval has been obtained from the principal, and the appropriate forms ("*Chaperone Volunteer Driver Agreement*" and "*Statement of Insurance on Private Vehicles*") have been completed and signed.
8. A log with emergency numbers and designated contact people for students on the trip must be kept by each chaperone on duty.
9. In order to comply with district policy, during District sponsored events, chaperones:
 - a. may not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - b. may not use tobacco in the presence of, or within the sight of, students
 - c. may not possess any weapon
 - d. may not administer any medications, prescription or nonprescription, to students.
10. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
11. Chaperones may not bring siblings of participating students or other persons on a field trip unless they are a member of the official class or group participating in the trip.
12. Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student's permission slip shall be attached to the student injury incident report which is required with an accident.
13. Chaperones may not deviate from the established itinerary and assigned group.

14. Chaperones are encouraged to know how to provide assistance in an emergency (medical emergency, natural emergency, lost child, serious breach of a rule, etc.) by being aware of the adults on the trip who are trained in first aid, and the whereabouts of the first aid kit, etc.

You are valued for your service, and we hope that your rewards will be recognized through your chaperone volunteer experiences.

I, Bradley Robert Kingston
Full Name of Chaperone Volunteer

Chaperone volunteer of 7TH Grade GATE on 10/7-10/8/2008
Name / Destination of Trip Date

for MBMS with Alyse McDonald
School Site Name of Supervising Teacher / Sponsor

have read the and understand all of the responsibilities and duties as a Chaperone Volunteer, and I accept these responsibilities.

Bradley R. Kingston 9/5/2008
Signature Date

310-545-0445
Home Phone Number

310-436-7018
Work Phone Number

310-529-8983
Cell Phone Number

14. Chaperones are encouraged to know how to provide assistance in an emergency (medical emergency, natural emergency, lost child, serious breach of a rule, etc.) by being aware of the adults on the trip who are trained in first aid, and the whereabouts of the first aid kit, etc.

You are valued for your service, and we hope that your rewards will be recognized through your chaperone volunteer experiences.

I, Jeff Mahony
Full Name of Chaperone Volunteer

Chaperone volunteer of Ocean Institute on October 7th/8th
Name / Destination of Trip Date

for MIBMS with Alyse McDonald
School Site Name of Supervising Teacher / Sponsor

have read the and understand all of the responsibilities and duties as a Chaperone Volunteer, and I accept these responsibilities.

[Signature] 9/5/08
Signature Date

310 545 1810 562 795 7505 310 713 4103
Home Phone Number Work Phone Number Cell Phone Number

14. Chaperones are encouraged to know how to provide assistance in an emergency (medical emergency, natural emergency, lost child, serious breach of a rule, etc.) by being aware of the adults on the trip who are trained in first aid, and the whereabouts of the first aid kit, etc.

You are valued for your service, and we hope that your rewards will be recognized through your chaperone volunteer experiences.

I, Marlene Sanaye Yamada
Full Name of Chaperone Volunteer

Chaperone volunteer of Ocean Institute on 10/7/08 - 10/8/08
Name / Destination of Trip Date

for MBMS with Alyse McDonald
School Site Name of Supervising Teacher / Sponsor

have read the and understand all of the responsibilities and duties as a Chaperone Volunteer, and I accept these responsibilities.

Marlene Yamada 9/7/08
Signature Date

(310) 374-6999 (310) 435-7878 (310) 435-7878
Home Phone Number Work Phone Number Cell Phone Number

- 14. Chaperones are encouraged to know how to provide assistance in an emergency (medical emergency, natural emergency, lost child, serious breach of a rule, etc.) by being aware of the adults on the trip who are trained in first aid, and the whereabouts of the first aid kit, etc.

You are valued for your service, and we hope that your rewards will be recognized through your chaperone volunteer experiences.

I, Maizie Block
Full Name of Chaperone Volunteer

Chaperone volunteer of GATE-Ocean Institute on Oct 7-8, 2009
Name / Destination of Trip Date

for MBMS with Alyse McDonald
School Site Name of Supervising Teacher / Sponsor

have read the and understand all of the responsibilities and duties as a Chaperone Volunteer, and I accept these responsibilities.

Maizie Block 9/19/08
Signature Date

310-374-9650 310-374-9650 310-908-5570
Home Phone Number Work Phone Number Cell Phone Number

Chaperone List for 7th grade Ocean Institute GATE Overnight

Leslie Afzali	310-546-6787
Marjie Block	310-374-9650
Brad/Mickie Kingston	310-545-0445
Ed/Amy McKeegan	310-372-7499
Liz Neal	310-798-4866
Darren Sepanek	310-318-7383
Chris/Marlene Yamada	310-374-6099

F. **CONSENT CALENDAR**

3. **TITLE:** Amendment to District Master Contract for 2008/09 School Year for Nonsectarian, Nonpublic Agency (NPA) Services with Autism Spectrum Therapies, Inc.

BACKGROUND: It is necessary to amend the District Master Contract for NPA services with Autism Spectrum Therapies, Inc., as per a change to an Individualized Education Plan (IEP) during and IEP meeting. NPA service has been extended as we transition from NPA to District provided service beginning September 27, 2008 for this 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 August 27, 2008.

FINANCIAL IMPACT:

Amount not to exceed \$139,100.00.

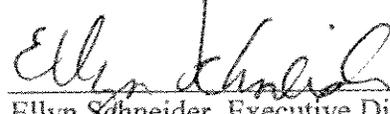
This is an increase of \$2,600.00.

Funds to be paid from Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11801-5810-0000052;

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 Autism Spectrum Therapies, Inc. Amendment is necessary as per a change to an Individualized Education Plan (IEP). NPA service is extended as we transition from the NPA to District provided service. Master contract is effective from July 1, 2008, through June 30, 2009, and amended effective August 27, 2008. Amount not to exceed \$139,100.00. This is an increase of \$2,600.00. Funds to be paid from Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11801-5810-0000052. This item has been budgeted.

PREPARED BY:


Ellyn Schneider, Executive Director of Student Services

DATE OF MEETING: September 17, 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 **Autism Spectrum Therapies, Inc.**, hereinafter referred to as the "Contractor," located at 6001 Bristol Parkway, Suite 200, Culver City, Ca 90230, is hereby amended effective August 27, 2008, and ratified on **September 17, 2008** as follows:

Amend the following provision:

Exhibit A: Rates

Payment under this contract may not exceed \$139,100.00

- CONTRACTOR -

- DISTRICT -

Autism Spectrum Therapies, Inc.

Name of Non-Public Agency

Manhattan Beach Unified School District

By _____

Contracting Officer's Signature

By _____

Signature

Ronit Molko, Ph.D., Director

Ellyn Schneider,
Executive Director of Student Services

Date: _____

Date: _____

F. **CONSENT CALENDAR**

4. **TITLE:** Amendment to District Master Contract for 2008/09 School Year for Nonsectarian, Nonpublic School (NPS) Services with Center for Learning Unlimited.

BACKGROUND: It is necessary to amend the District Master Contract for NPS Services with Center for Learning Unlimited, to add to the contract as per a services change in 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, and amended effective July 1, 2008.

FINANCIAL IMPACT:

Amount not to exceed \$416,200.00.

This is an increase of \$4,400.00.

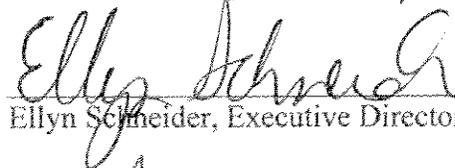
Funds to be paid from Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053;

By transferring from existing Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11802-5810-0000053.

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

ACTION RECOMMENDED: Ratify Amendment to the District Master Contract for Nonsectarian, Nonpublic School Services (NPS) with Center for Learning Unlimited. Amendment is necessary as per a change to an Individualized Education Plan (IEP). The Master Contract is effective from July 1, 2008, through June 30, 2009, and amended effective July 1, 2008. Amount not to exceed \$416,200.00. This is an increase of \$4,400.00. Funds to be paid from Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053; by transferring from existing Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11802-5810-0000053. This item is budgeted given that a transfer is being made.

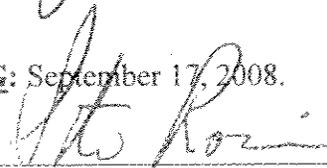
PREPARED BY:



Ellyn Schneider, Executive Director of Student Services

DATE OF MEETING: September 17, 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 **Center for Learning Unlimited**, hereinafter referred to as the "Contractor," located at 608 Silver Spur Road, Suite 250, Rolling Hills Estates, Ca 90274, is hereby amended effective July 1, 2008, and ratified on **September 17, 2008** as follows:

EXHIBIT A: RATES

Rate Schedule.

Payment under this contract may not exceed \$416,200.00

- CONTRACTOR -

- DISTRICT -

Center for Learning Unlimited, L.L.C.

Manhattan Beach Unified School District

Name of Non-Public School/Agency

By _____

by _____

Contracting Officer's Signature

Signature

Virginia S. Erxleben, Ed.D., Director

Ellyn Schneider,
Executive Director of Student Services

Date: _____

Date: _____

F. **CONSENT CALENDAR**

5. **TITLE:** District Master Contract for 2008/09 School Year for Nonsectarian, Nonpublic School (NPS) Services with Excelsior Youth Centers, Inc.

BACKGROUND: It is necessary to establish a District Master Contract for the 2008/09 fiscal year for NPS Services with Excelsior Youth Centers, Inc. As per an existing Individualized Education Plan (IEP) placement, services were being provided by another provider currently contracted with the District. Placement has been changed to Excelsior as per an IEP team meeting.

Services will be provided as designated in the IEP. The Master contract is effective from August 27, 2008, through June 30, 2009.

FINANCIAL IMPACT:

Amount not to exceed \$15,500.00.

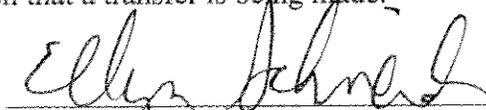
Funds to be paid from Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053;

By transferring from an existing Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053.

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

ACTION RECOMMENDED: Ratify District Master Contract for Nonsectarian, Nonpublic School (NPS) Services with Excelsior Youth Centers, Inc. Contract is necessary to provide services for the 2008/09 fiscal year as per a change of placement in an existing Individualized Education Plan (IEP). Services will be provided as designated in the IEP. Contract is effective from August 27, 2008, through June 30, 2009. Amount not to exceed \$15,500.00. Funds to be paid from Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053; by transferring from an existing Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053. This item has been budgeted given that a transfer is being made.

PREPARED BY:



Ellyn Schneider, Executive Director of Student Services

DATE OF MEETING: September 17, 2008.

Approved by:



Steve Romines, Asst. Superintendent of Admin. Services

2008-2009

CONTRACT NUMBER:
S09-M009

LEA: Manhattan Beach Unified School District

NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER:
Excelsior Youth Centers, Inc. – 77-76422-6131080

NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
MASTER CONTRACT

AUTHORIZATION FOR MASTER CONTRACT AND GENERAL PROVISIONS

1. MASTER CONTRACT

This Master Contract is entered into this 17th day of September, 2008, between the Manhattan Beach Unified School District (hereinafter referred to as “LEA” or “District”) and Excelsior Youth Centers, 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 August 27, 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, 2008. (Title 5 California Code of Regulations section 3062(d)) No Master Contract will be offered years 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 foregoing, the LEA may modify the LEA procedures from time to time without the consent of CONTRACTOR.

The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This contract is effective on the 27th day of August 2008 and terminates at 5:00 P.M. on June 30, 2009, unless sooner terminated as provide herein.

CONTRACTOR,
Excelsior Youth Centers, Inc.

School
District Manhattan Beach Unified School District

Nonpublic School/Agency

By:

Signature Date
Joan Gabrielson, Executive Director
Name and Title of Authorized Representative

By:

Ellyn Schneider, Date
Executive Director of Student Services

Notices to CONTRACTOR shall be addressed to:

Arnie Goldstein, Associative Director

Name

Excelsior Youth Centers, Inc.

Nonpublic School/Agency/Related Service Provider

15001 E. Oxford Avenue

Address

Aurora CO 80014

City State Zip

(303) 693-1550 x321 (303) 693-8309

Phone Fax

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 Excelsior Youth Centers **CONTRACTOR NUMBER** 18055 2008-2009
(NONPUBLIC SCHOOL OR AGENCY) (CONTRACT YEAR)

Per CDE Certification, total enrollment may not exceed _____ **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 \$15,500.00
 Total LEA enrollment may not exceed 1

	Rate	Period
A. <u>Basic Education Program/Special Education Instruction</u>	<u>73.73</u>	<u>Per Day</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. Psych Services	_____	_____
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 – Per diem	_____	_____
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 – Group of 2	_____	_____
c. Occupational Therapy – Group of 3	_____	_____
d. Occupational Therapy – Group of 4 - 7	_____	_____

F. CONSENT CALENDAR

6. **TITLE:** Amendment to District Master Contract for 2008/09 School Year for Nonsectarian, Nonpublic School (NPS) Services with Speech and Language Development Center, Inc.

BACKGROUND: It is necessary to amend the District Master Contract for NPS Services with Speech and Language Development Center, Inc., to add to the contract as per a placement change in 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, and amended effective August 21, 2008.

FINANCIAL IMPACT:

Amount not to exceed \$109,600.00.

This is an increase of \$56,900.00.

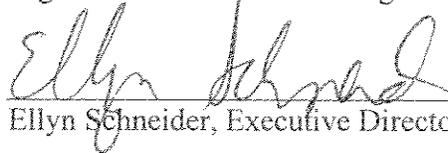
Funds to be paid from Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000052;

By transferring from existing Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11801-5810-0000052.

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

ACTION RECOMMENDED: Ratify Amendment to the District Master Contract for Nonsectarian, Nonpublic School Services (NPS) with Speech and Language Development Center, Inc. Amendment is necessary as per a change to an Individualized Education Plan (IEP). The Master Contract is effective from July 1, 2008, through June 30, 2009, and amended effective August 21, 2008. Amount not to exceed \$109,600.00. This is an increase of \$56,900.00. Funds to be paid from Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000052; by transferring from existing Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11801-5810-0000052. This item is budgeted given that a transfer is being made.

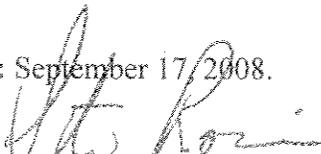
PREPARED BY:



Ellyn Schneider, Executive Director of Student Services

DATE OF MEETING: September 17, 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 **July 23, 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 **Speech and Language Development Center, Inc.**, hereinafter referred to as the "Contractor," located at 8699 Holder Street, Buena Park, Ca 90620, is hereby amended effective August 21, 2008, and ratified on **September 17, 2008** as follows:

Amend the following provision:

Exhibit A: Rates

Payment under this contract may not exceed **\$109,600.00**

Total LEA enrollment may not exceed **2**

- CONTRACTOR -

- DISTRICT -

Speech and Language Development Center, Inc. **Manhattan Beach Unified School District**
Name of Non-Public School/Agency

By _____
Contracting Officer's Signature

by _____
Signature

Dawn O'Connor, M.Ed., Program Director

Ellyn Schneider,
Executive Director of Student Services

Date: _____

Date: _____

F. **CONSENT CALENDAR**

7. **TITLE:** Amendment to District Master Contract for 2008/09 School Year for Nonsectarian, Nonpublic School (NPS) Services with UHS of Delaware, Inc. dba Provo Canyon School.

BACKGROUND: It is necessary to amend the District Master Contract for NPS Services with UHS of Delaware, Inc. dba Provo Canyon School, to add to the contract as per a placement change in 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, and amended effective September 2, 2008.

FINANCIAL IMPACT:

Amount not to exceed \$38,000.00.

This is an increase of \$32,000.00.

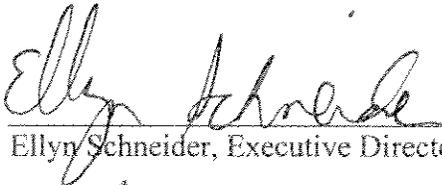
Funds to be paid from Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053;

By transferring from existing Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11802-5810-0000053.

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

ACTION RECOMMENDED: Ratify Amendment to the District Master Contract for Nonsectarian, Nonpublic School Services (NPS) with UHS of Delaware, Inc. dba Provo Canyon School. Amendment is necessary as per a change to an Individualized Education Plan (IEP). The Master Contract is effective from July 1, 2008, through June 30, 2009, and amended effective September 2, 2008. Amount not to exceed \$38,000.00. This is an increase of \$32,000.00. Funds to be paid from Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053; by transferring from existing Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11802-5810-0000053. This item is budgeted given that a transfer is being made.

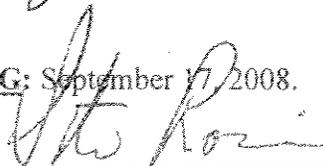
PREPARED BY:



Ellyn Schneider, Executive Director of Student Services

DATE OF MEETING: September 17, 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 **July 23, 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 **UHS of Delaware, dba Provo Canyon School**, hereinafter referred to as the "Contractor," located at 1350 East North, Orem, UT 84097, is hereby amended effective September 2, 2008, and ratified on **September 17, 2008** as follows:

EXHIBIT A: RATES

Payment under this contract may not exceed **\$38,000.00**

- CONTRACTOR -

- DISTRICT -

UHS of Delaware, Inc. dba Provo Canyon School
Name of Non-Public School/Agency

Manhattan Beach Unified School District

By _____
Contracting Officer's Signature

by _____
Signature

Bill Parkes, CFO

Ellyn Schneider,
Executive Director of Student Services

Date: _____

Date: _____

F. **CONSENT CALENDAR**

8. **TITLE:** Amendment to District Master Contract for 2008/09 School Year for Nonsectarian, Nonpublic School (NPS) Services with Villa Esperanza Services.

BACKGROUND: It is necessary to amend the District Master Contract for NPS Services with Villa Esperanza Services, to add a service to the contract and increase the contracted amount, as per an Individualized Education Plan (IEP) mandated provider change. Services have been provided by a Nonpublic Agency (NPA) currently contracted with the District, and will now be provided by Villa onsite.

Services will be provided as designated in the IEP. The Master contract is effective from July 1, 2008, through June 30, 2009, and amended effective September 4, 2008.

FINANCIAL IMPACT:

Amount not to exceed \$81,600.00.

This is an increase of \$2,400.00.

Funds to be paid from Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053;

By transferring from existing Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11801-5810-0000053.

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

ACTION RECOMMENDED: Ratify Amendment to the District Master Contract for Nonsectarian, Nonpublic School Services (NPS) with Villa Esperanza Services. Amendment is necessary as per an Individualized Education Plan (IEP) mandated provider change. The Master Contract is effective from July 1, 2008, through June 30, 2009, and amended effective September 4, 2008.

Amount not to exceed \$81,600.00. This is an increase of \$2,400.00. Funds to be paid from Nonsectarian, Nonpublic School Services account, #01.0-65000.0-57500-11802-5810-0000053; by transferring from existing Nonsectarian, Nonpublic Agency Services account, #01.0-65000.0-57500-11801-5810-0000053. This item is budgeted given that a transfer is being made.

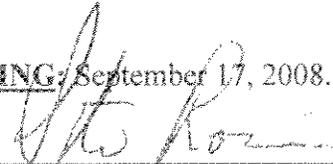
PREPARED BY:



Ellyn Schneider, Executive Director of Student Services

DATE OF MEETING: September 17, 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 **July 23, 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 **Villa Esperanza**, hereinafter referred to as the "Contractor," located at 2116 E. Villa Street, Pasadena, Ca 91107, is hereby amended effective September 4, 2008, and ratified on **September 17, 2008** as follows:

EXHIBIT A: RATES

Rate Schedule.

Payment under this contract may not exceed \$81,600.00

B. Related Services

- | | | | |
|-----|--------------------------------------|--------------|-----------------|
| (7) | a. Occupational Therapy – Individual | <u>85.00</u> | <u>Per Hour</u> |
| | b. Occupational Therapy – Consult | <u>85.00</u> | <u>Per Hour</u> |

- CONTRACTOR -

- DISTRICT -

Villa Esperanza Services
Name of Non-Public School/Agency

Manhattan Beach Unified School District

By _____
Contracting Officer's Signature

by _____
Signature

Casey Gregg, Director

Ellyn Schneider,
Executive Director of Student Services

Date: _____

Date: _____

F. **CONSENT CALENDAR**

9. **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 August 21, 2008, through August 24, 2008.

FINANCIAL IMPACT:

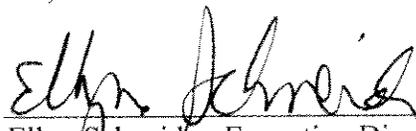
Not to exceed: \$888.37.

Funds to be paid from Student Services Other Services account, #01.0-65000.0-57500-71101-5813-0000052.

This item has been budgeted.

ACTION RECOMMENDED: Ratify reimbursement to parents for educational costs of not to exceed \$888.37, incurred from August 21, 2008, through August 24, 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, #01.0-65000.0-57500-71101-5813-0000052. This item has been budgeted.

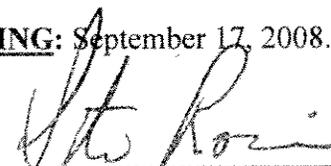
PREPARED BY:



Ellyn Schneider, Executive Director of Student Services

DATE OF MEETING: September 17, 2008.

Approved by:



Steve Romines, Asst. Superintendent of Admin. Services

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

F. **CONSENT CALENDAR**

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

BACKGROUND: Per an IEP mandated service, and in accordance with our reimbursement policy, it was agreed to reimburse parents for educational costs incurred from July 1, 2008, through June 30, 2009.

FINANCIAL IMPACT:

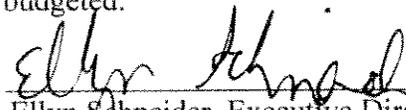
Not to exceed: \$16,875.00.

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

This item has been budgeted.

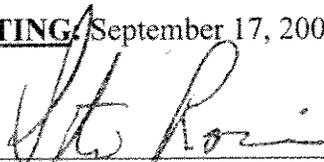
ACTION RECOMMENDED: Ratify reimbursement to parents for educational costs of not to exceed \$16,875.00, incurred from July 1, 2008, through June 30, 2009, as per Individualized Education Plan (IEP) mandated service, and in accordance with our reimbursement policy. Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5813-0000052. This item has been budgeted.

PREPARED BY:


Ellyn Schneider, Executive Director of Student Services

DATE OF MEETING: September 17, 2008.

Approved by:


Steve Romines, Asst. Superintendent of Admin. Services

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

F. **CONSENT CALENDAR**

11. **TITLE:** Final Settlement Agreement and Release between parents and District for educational costs.

BACKGROUND: As a result of a Final Settlement and Release Agreement, Office of Administrative Hearings (OAH) Case No. N2008030052, finalized on May 2, 2008, it was agreed to reimburse parents for educational costs incurred from May 2, 2008, through May 31, 2009.

FINANCIAL IMPACT:

Not to exceed \$6,750.00.

Funds to be paid from Special Education Other Services account,

#01.0-65000.0-57500-71101-5890-0000051;

This item has been budgeted.

ACTION RECOMMENDED: Ratify reimbursement to parents for educational costs of not to exceed \$6,750.00, as per Final Settlement and Release Agreement, Office of Administrative Hearings (OAH) Case No. 2008030052, finalized on May 2, 2008, for costs incurred from May 2, 2008 through May 31, 2009. Funds to be paid from Special Education Other Services account, #01.0-65000.0-57500-71101-5890-0000051. This item has been budgeted.

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

DATE OF MEETING: September 17, 2008

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

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

F. CONSENT CALENDAR

12. **TITLE:** Student Placement Agreement for 2008/09 School Year between Manhattan Beach Unified School District, Wiseburn School District, and Southwest Special Education Local Planning Area.

BACKGROUND: Agreement between the District, Wiseburn School District and SELPA, will be needed to provide educational services for one student, for the 2008-2009 school-year.

FINANCIAL IMPACT: None

ACTION RECOMMENDED: Ratify this Student Placement Agreement between District, Wiseburn School District and SELPA, to provide educational services for one student for the 2008-2009 school-year.

PREPARED BY: Ellyn Schneider, Executive Director, Student Services

DATE OF MEETING: September 17, 2008

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

AGREEMENT
BETWEEN
MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
SOUTHWEST SPECIAL EDUCATION LOCAL PLANNING AREA
AND
WISEBURN SCHOOL DISTRICT

THIS AGREEMENT is entered into on this 17th day of July, 2008, by and between the **MANHATTAN BEACH UNIFIED SCHOOL DISTRICT**, (hereinafter referred to as "Manhattan Beach USD") and the **WISEBURN SCHOOL DISTRICT** (hereinafter referred to as "Wiseburn SD"), members of the Southwest Special Education Local Plan Area, and the **SOUTHWEST SPECIAL EDUCATION LOCAL PLAN AREA** (hereinafter referred to as "Southwest SELPA") (collectively with referred to as "Parties").

The governing board of each of the Parties has approved this Agreement, and has authorized the execution of this Agreement by an authorized agent.

NOW THEREFORE, the aforesaid Parties do hereby agree as follows:

1. PERIOD OF AGREEMENT

This Agreement is effective for the period beginning **September 3, 2008 and ending June 18, 2009**. This contract may be modified or amended by a written document executed by the Parties.

2. PURPOSE OF AGREEMENT

- 2.1 This Agreement governs the placement of Emma Crain (hereinafter referred to as "Student"), a resident of **Manhattan Beach USD** who is eligible for special education services under the eligibility category of "Other Health Impairment," at Juan de Anza Elementary School (hereinafter referred to as "Anza"), located in **Wiseburn SD**.
- 2.2 **Manhattan Beach USD and the Southwest SELPA** is required to ensure that Student receives special education and related services in conformity with her individualized education plan ("IEP") and in compliance with the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA 2004") its implementing regulations and all applicable state and federal law.
- 2.3 This Agreement defines the roles and responsibilities of the Parties with regard to Student's placement at Anza.

3. COMPLIANCE ASSURANCE

By executing this Agreement, each of the Parties certifies that it will comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies, and regulations related to general and special education. The provisions of any new laws which relate to general and special education that may become effective during the period of this Agreement shall be incorporated herein.

4. RESPONSIBILITIES OF WISEBURN SD

4.1 Facilities

Wiseburn SD shall provide classrooms and other facilities as required to implement the program and services specified in Student's IEP and this Agreement. Except as set forth in this Agreement, and unless the Parties agree otherwise, **Wiseburn SD** shall be responsible for the provision of all appropriate supplies, equipment, and facilities for Student, specified in Student's IEP.

This obligation does not include the cost of modifying Anza's facilities solely for the purpose of Student's placement at Anza. The costs of modifying Anza's facilities solely for the purpose of Student's placement at Anza, including but not limited to the cost of window tinting and light fixture covers, shall be borne by **Manhattan Beach USD and the Southwest SELPA**, as described in Paragraph 5.1 of this Agreement.

Wiseburn SD shall maintain adequate property damage and liability insurance at all times covered by this Agreement.

4.2 **Wiseburn SD** is also responsible for the following:

- a. Providing Student with a program of instruction which is consistent with Student's IEP dated March 26, 2008, including any and all future amendment and/or addendums to Student's IEP dated March 26, 2008.
- b. Assigning Student to a general education classroom taught by staff members that are willing to accept Student and work with her despite any limitations Student may demonstrate.
- c. Allowing all **Wiseburn SD** staff members who work with Student to attend all necessary trainings regarding Student.
- d. Ensuring that all relevant **Wiseburn SD** staff members track Student's progress, attend IEP team meetings for Student, and otherwise cooperate in the IEP process.
- e. Providing the school psychologist consultation services set forth in Student's IEP dated March 26, 2008 through the Southwest SELPA

Nothing in this Agreement is intended, or shall be interpreted, to shift responsibilities for any complaint(s) and/or due process matters to **Wiseburn SD**. Such responsibility shall remain with **Manhattan Beach USD and the Southwest SELPA**, as set forth in Paragraph 5.2(j) of this Agreement.

5. RESPONSIBILITIES OF MANHATTAN BEACH USD AND SOUTHWEST SELPA

5.1 Facilities.

Manhattan Beach USD and the Southwest SELPA shall be responsible for the payment of any and all costs of modifying the facilities at Anza related solely to Student's placement. These costs include, but are not necessarily limited to, the following: tinting all of the windows in the classroom where Student will be placed and the windows in the hallways adjacent to Student's classroom; and covering any light fixtures in Student's classroom and the adjacent hallways that are found to emit UV rays.

Manhattan Beach USD shall provide three (3) functioning UV light meters to **Wiseburn SD** for use by **Wiseburn SD** staff members to monitor the emission of UV rays while Student is at school.

5.2 **Manhattan Beach USD** is also responsible for the following:

- a. Conducting all assessments of Student
- b. Scheduling, developing, and attending all IEP team meetings for Student. **Manhattan Beach USD** will ensure that appropriate **Wiseburn SD** staff members are invited to IEP team meetings for Student, when necessary.
- c. Providing **Wiseburn SD** with all necessary student records pertaining to Student.
- d. Providing Student with support from a teacher support assistant each day Student attends Anza as set forth in Student's IEP dated March 26, 2008.
- e. Arranging and providing Student with the health and nursing services set forth in Student's IEP dated March 26, 2008.
- f. Arranging and providing for nursing support for the purpose of developing an emergency health and safety plan for Student.
- g. Assigning a **Manhattan Beach USD** staff member to be Student's "case manager," for the purpose of ensuring that Parents and **Wiseburn SD** staff members have access to a single point of contact for issues regarding Student.
- h. Allowing **all Manhattan Beach USD** staff members who work with Student to attend all necessary trainings regarding Student.
- i. Authorizing and providing for the contracting and funding of all non-public school or agency costs/services, all search and serve activities, complaint and due process costs and/or services, and all other related services and costs, unless expressly provided otherwise under this Agreement for Student.
- j. Remaining the responsible local educational agency/school district for all complaints and/or due process matters by or on behalf of Student.

6. **FUNDING**

Student's placement at Anza shall be at no additional cost to **Wiseburn SD**. Except as otherwise provided in this Agreement, any excess costs of Student's educational program shall be paid by **Manhattan Beach USD** and **Southwest SELPA**. **Wiseburn SD** will inform **Manhattan Beach USD** and the **Southwest SELPA Director** quarterly of any potential additional costs, allowing **Manhattan Beach USD** and the **Southwest SELPA Director** to approve or deny as appropriate. It is understood that **Manhattan Beach USD** and the **Southwest SELPA Director** will not unreasonably deny those requests.

If applicable, at the end of each school year, **Wiseburn SD** shall provide **Manhattan Beach USD** and the **Southwest SELPA Director** with an invoice indicating the amount of excess costs due and the appropriate supporting documentation, including any authorization from **Manhattan Beach USD** or the **Southwest SELPA Director**. If additional payment is due, payment shall be made by **Manhattan Beach USD** or the **Southwest SELPA** to **Wiseburn SD** within thirty (30) days of receipt of the invoice.

7. **HOLD HARMLESS AND INDEMNIFICATION**

Notwithstanding any insurance coverage which may be in effect for **Wiseburn SD**, and in addition to any additional undertakings referred to herein, **Manhattan Beach USD** and the **Southwest SELPA** agree to bear all responsibility and liability and to protect, indemnify, forever hold harmless and defend and to assume the cost of defense including attorney's fees of **Wiseburn SD**, its Board, officers, members, representatives, agents, guests, invitees, and/or employees, from and against any and all liabilities, claims, losses, judgments, damage, demands or expenses resulting from Student's placement at Anza located in **Wiseburn SD**, excepting those claims, demands, actions, suits, losses, liability, expenses and costs arising out of caused by the sole negligent, reckless, or wrongful intentional acts of **Wiseburn SD**, its Board, officers, members, representatives, agents, guests, invitees, and/or employees.

8. **INSURANCE**

Each of the Parties shall maintain a program of liability, property damage, workers' compensation and auto insurance in amounts adequate to protect it as its interests may dictate.

9. **OTHER DOCUMENTS**

The Parties agree to cooperate fully in the execution of any additional documents that may be necessary to finalize and/or implement this Agreement, including, but not necessarily limited to, the Southwest SELPA form titled "Placement Agreement."

10. **SEVERABILITY**

Should any portion, term, condition, or provisions of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be

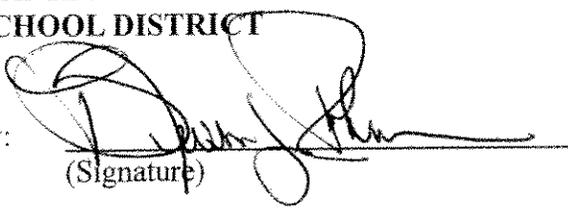
otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions shall not be affected thereby.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed by their authorized officers thereunto duly authorized as set forth herein below.

On this ____ day of _____, 2008

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

by:


(Signature)

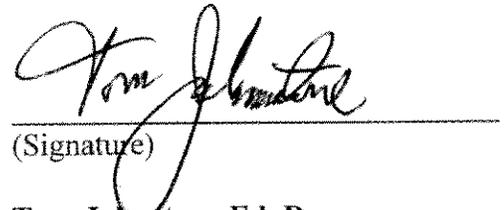
Beverly J. Rohrer, Ed.D.

Title: Superintendent of Schools

Date: _____

WISEBURN SCHOOL DISTRICT

by:


(Signature)

Tom Johnstone Ed. D.

Title: Superintendent of Schools

Date: 8/28/08

SOUTHWEST SPECIAL EDUCATION LOCAL PLANNING AREA

By:

(Signature)

Robert Farran

Title: Director

Date: _____

Approved and ratified this ____ day of _____, 2008 by the Board of Trustees of the Manhattan Beach Unified School District.

Approved and ratified this 28th day of August, 2008 by the Board of Trustees of the Wiseburn School District.

F. **CONSENT CALENDAR**

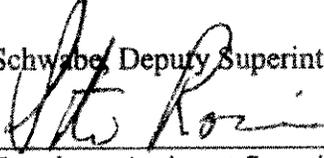
13. **TITLE:** Approve Membership in the Employee Assistance Service for Education (EASE) for the Fiscal Year 2008-2009

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

ACTION RECOMMENDED: Approve membership in the Employee Assistance Service for Education (EASE) for fiscal year 2008-2009, in the amount of \$6,548.40. \$3,274.20 to be charged to acct. #01.0 00000.0 74002 5310 0000115 (County Contracts, Pers. Comm.) and \$3,274.20 to be charged to acct. #01.0 00000.0 00000 74001 5310 0000115, (County Contracts, Adm. Svs.).

FISCAL IMPACT: Budgeted Expense

PREPARED BY: Janet Schwabe, Deputy Superintendent, Human Resources

APPROVED BY: 
Steve Romines, Assistant Superintendent
Administrative Services

DATE: September 17, 2007

AGENDA NOTE AGENDA NOTE AGENDA NOTE



**Los Angeles County
Office of Education**

9300 Imperial Hwy.
Downey, CA 90242-2890

**Division of Business Operations
Accounting Section
Accounts Receivable Unit
Clark Building
(562) 803-8424**

TO BE COMPLETED BY ACCT. REC. UNIT
INVOICE NUMBER 26393

DATE OF INVOICE 08/15/08
CONTRACT OR PURCHASE ORDER NUMBER CR30195100

Invoice

NAME AND ADDRESS OF PAYER

Manhattan Beach USD
Attn.: Accounts Payable
701 S. Peck Avenue
Manhattan Beach, CA 90266

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

DESCRIPTION OF CHARGES	QUANTITY	UNIT PRICE	EXTENSION
Membership in the Employee Assistance Service for Education (EASE) beginning July 1, 2008 through June 30, 2009. (642 employees x \$10.20/yr.)	642	\$10.20	\$6,548.40
Account Number(s)			Sub-Total
91-7-92609-0-68860-007001-0577-03012800			\$6,548.40
			Sales Tax (if applicable)
			Mailing Charges (if any)
			TOTAL
			\$6,548.40

NAME OF DIVISION Division of Business Operations - 2208	
SIGNATURE OF DIVISION DIRECTOR OR PROGRAM ADMINISTRATOR <i>[Signature]</i>	DATE SIGNED (MONTH/DAY/YEAR) 08/15/08

Originating Division: Forward all copies to Accounts Receivable Unit for numbering, logging, and mailing. Goldenrod copy will be returned to originating division by Accounts Receivable.

DISTRIBUTION: Original and Green Copies - Accounts Receivable Unit; Canary and Pink Copies - Payer; Goldenrod - Originator
Form No. 501-457 Rev. 02-07-2000

65.

F. **CONSENT CALENDAR**

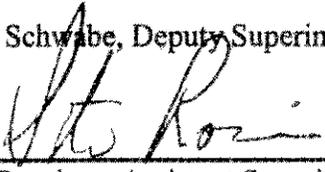
14. **TITLE:** Breon & Shaeffer, P.L.C. 2008-2009 Consortium membership

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

ACTION RECOMMENDED: Approve 2008 – 2009 Consortium membership with Breon & Shaeffer, P.L.C. in the amount of \$1,000.00 to be charged 50% to Personnel Commission Dues & Membership Acct. #01.0 00000.0 00000 74002 5310 0000115 and 50% to Administrative Services Dues & Membership Acct. #01. 00000.0 00000 74001 5310 0000115.

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

PREPARED BY: Janet Schwabe, Deputy Superintendent, Human Resources

APPROVED BY: 
Steve Romines, Assistant Superintendent,
Administrative Services

DATE: September 17, 2008

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

BREON & SHAEFFER, P.L.C.

Newport Gateway - Tower I
19800 MacArthur Boulevard, Suite 850
Irvine, CA 92612
(949) 260-0900

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

August 01, 2008

Invoice # 22331

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

In Reference To: Consortium Membership
(#00030)

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
7/31/2008 KVB Consortium membership dues 2008-2009		1,000.00
For professional services rendered	0.00	\$1,000.00
Balance due		\$1,000.00

67.

F. CONSENT ITEMS

15. **TITLE:** Consultant Agreement for Michelle Bellissimo

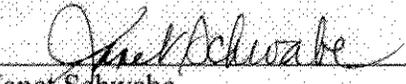
BACKGROUND: The Sea Lab at Pacific Elementary requires steady maintenance in order for the sea life to continue to thrive. This is an ongoing position.

ACTION RECOMMENDED: Ratify consultant agreement for Michelle Bellissimo to serve as the Sea Lab Maintenance Consultant at Pacific Elementary to be paid at the rate of \$300.00 per month for the period September 18, 2008, through June 19, 2009.

PREPARED BY: Janet Schwabe, Deputy Superintendent, Human Resources

FISCAL IMPACT: Funding allocated by Pacific PTA

APPROVED BY:



Janet Schwabe
Deputy Superintendent, Human Resources

DATE: September 17, 2008.

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

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

WHEREAS, It is the desire of the Governing Board of the Manhattan Beach Unified School District to employ Michelle Bellissimo whose last four digits of security number are on file and WHEREAS, such service will assist the Governing Board in discharging its legal obligation to provide an adequate educational program and will supplement assistance by the State and County authorities and not replace such assistance:

WITNESSETH:

THEREFORE, this agreement is made and entered into the 18th day of September 2008, by and between the Manhattan Beach Unified School District and the above named person, hereinafter called Consultant.

SERVICES TO BE RENDERED

Said person will serve as Sea Lab Maintenance Consultant

This service does does not require direct contact with students.

PAYMENT TO BE MADE BY THE DISTRICT

In consideration of the services to be rendered, the District agrees to pay \$300.00 per month for services rendered.

DATES OF SERVICE:

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

July 1, 2008, through June 30, 2009

01.0-90230.0-11101-10000-5890-3000400

(Account Number)

(Consultant, Lecturer, Etc.)

Janet Schwabe
Deputy Superintendent, Human Resources

Steve Romines
Assistant Superintendent, Administrative
Services

F. **CONSENT ITEMS**

25. **TITLE:** Resolution Authorizing Temporary Interfund Cash Borrowing -- Resolution No. 2008-16.

BACKGROUND: From time to time during a school year the district needs to transfer funds to meet temporary cash flow needs. Education Code 35161 requires the district to adopt a resolution allowing the Superintendent or Designee to approve such transfers.

RECOMMENDATION: Staff recommends the approval of Resolution No. 2008-16.

PRESENTED BY: Steve Romines

DATE OF BOARD MEETING: September 17, 2008

Resolution – 2008-16

Manhattan Beach Unified School District

TEMPORARY INTERFUND CASH BORROWING

WHEREAS, Special Emergency Session Assembly Bill X34, signed February 16, 2008, relieved the State of California from distributing the July Advance Apportionment payment to School Districts until the end of September 2008.

WHEREAS, The District may temporarily find that they do not have enough cash to meet their fiscal obligations in the general or other operating funds due to the shortage of funds created by the deferral of the July apportionment payment or the lack of an authorizing State Adopted budget which delays the release of other state funds normally received during this period.

WHEREAS, The district may temporarily borrow, as identified under Education Code 42603, cash from any fund of the district.

NOW THEREFORE, The Governing Board hereby approves this blanket resolution to authorize the use of an aggregate cash balance in all district funds if the need arises.- -

Passed and adopted on September 17, (date), at a regular meeting of the Governing Board by the following vote: 2008

Ayes: _____

Noes: _____

Absent: _____

I certify that the foregoing Resolution was duly introduced, passed and adopted as stated.

President, Governing Board

F. **CONSENT ITEM:**

26. **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: September 17, 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 : 8/07/2008 to 8/29/2008
 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	Fund	Res.Pri	Goal	Funcnt	Obj	Sch,Loc	PO Amount
1	20-Aug-08 8608-5	20-Aug-08	Xerox Capital Services, LLC	Lease payments	01.0	00000.0	11103	10000	4415	9000000	1,366.68
3	20-Aug-08 8608-5	20-Aug-08	Xerox Capital Services, LLC	Maintenance per copy	01.0	63000.0	11103	10000	4350	9000000	1,100.00
4	20-Aug-08 9528-5	20-Aug-08	Xerox Capital Services, LLC	Lease payments	01.0	00000.0	11101	10000	4415	1000000	1,045.92
5	20-Aug-08 9528-5	20-Aug-08	Xerox Capital Services, LLC	Maintenance per copy	01.0	63000.0	11101	10000	4350	1000000	600.00
6	20-Aug-08 9897-4	20-Aug-08	Xerox Capital Services, LLC	Maintenance per copy	01.0	00000.0	00000	21100	4350	0000112	2,500.00
7	20-Aug-08 9897-4	20-Aug-08	Xerox Capital Services, LLC	Lease payments	01.0	00000.0	00000	21100	4415	0000112	2,832.47
8	20-Aug-08 11046-5	20-Aug-08	Xerox Capital Services, LLC	Lease payments	01.0	00000.0	11101	10000	4415	1000000	1,577.38
9	20-Aug-08 11046-5	20-Aug-08	Xerox Capital Services, LLC	Maintenance per copy	01.0	63000.0	11101	10000	4350	1000000	6,495.00
10	2-Sep-08 13737-2	2-Sep-08	Xerox Capital Services, LLC	Lease payments	01.0	00000.0	11102	10000	4415	8000000	10,942.39
11	2-Sep-08 13737-2	2-Sep-08	Xerox Capital Services, LLC	Maintenance per copy	01.0	63000.0	11102	10000	4350	8000000	10,825.00
12	2-Sep-08 13738-2	2-Sep-08	Xerox Capital Services, LLC	Lease payments	01.0	00000.0	11102	10000	4415	8000000	7,895.71
13	2-Sep-08 13738-2	2-Sep-08	Xerox Capital Services, LLC	Maintenance per copy	01.0	63000.0	11102	10000	4350	8000000	7,794.00
14	2-Sep-08 13739-2	2-Sep-08	Xerox Capital Services, LLC	Lease payments	01.0	00000.0	11102	10000	4415	8000000	5,535.36
15	2-Sep-08 13739-2	2-Sep-08	Xerox Capital Services, LLC	Maintenance per copy	01.0	63000.0	11102	10000	4350	8000000	6,000.00
16	2-Sep-08 13740-2	2-Sep-08	Xerox Capital Services, LLC	Lease payments	01.0	00000.0	11102	10000	4415	8000000	11,056.56
17	2-Sep-08 13740-2	2-Sep-08	Xerox Capital Services, LLC	Maintenance per copy	01.0	63000.0	11102	10000	4350	8000000	7,794.00
18	2-Sep-08 14771-1	2-Sep-08	Xerox Capital Services, LLC	Lease payments	01.0	00000.0	11102	10000	4415	8000000	392.30
19	2-Sep-08 14771-1	2-Sep-08	Xerox Capital Services, LLC	Maintenance per copy	01.0	63000.0	11102	10000	4350	8000000	270.63
20	2-Sep-08 15666-0	5-Sep-08	Xerox Capital Services, LLC	Lease payments	01.0	00000.0	11101	10000	4415	5000000	11,791.01
21	2-Sep-08 15666-0	5-Sep-08	Xerox Capital Services, LLC	Maintenance per copy	01.0	63000.0	11101	10000	4350	5000000	4,165.00
22	18-Aug-08 16222-0	3-Sep-08	Canon Business	Lease payments	01.0	63000.0	11101	10000	4350	1000000	3,780.00
23	18-Aug-08 16222-0	3-Sep-08	Canon Financial Services	Maintenance per copy	01.0	00000.0	11101	10000	4415	1000000	9,462.35
24	18-Aug-08 16361-0	3-Sep-08	Canon Business	Lease payments	01.0	63000.0	11101	10000	4350	1000000	981.00
25	18-Aug-08 16362-0	3-Sep-08	Canon Financial Services	Maintenance per copy	01.0	00000.0	11101	10000	4415	2000000	8,154.36
26	18-Aug-08 18363-0	3-Sep-08	Canon Business	Lease payments	01.0	63000.0	11101	10000	4350	2000000	4,050.00
27	Open Purchase Orders (Sales Departments)										
28	20-Aug-08 16109	20-Aug-08	Office Depot	OFFICE SUPPLIES	01.0	11000.0	00000	24200	4350	0000116	1,500.00
29	20-Aug-08 16118	20-Aug-08	Office Depot	OFFICE SUPPLIES	01.0	00000.0	11102	10000	4350	8000100	15,000.00
30	20-Aug-08 16119	20-Aug-08	Office Depot	OFFICE SUPPLIES	01.0	00000.0	00000	27000	4350	9000100	19,000.00
31	2-Sep-08 16120	2-Sep-08	Office Depot	OFFICE SUPPLIES	01.0	00000.0	11403	10000	4310	9000100	3,500.00
32	2-Sep-08 16121	2-Sep-08	Office Depot	OFFICE SUPPLIES	01.0	00000.0	12003	10000	4310	9000100	2,400.00
33	2-Sep-08 16122	2-Sep-08	Office Depot	OFFICE SUPPLIES	01.0	00000.0	13003	10000	4310	9000100	3,200.00
34	2-Sep-08 16123	2-Sep-08	Office Depot	OFFICE SUPPLIES	01.0	00000.0	13403	10000	4310	9000100	2,000.00
35	3-Sep-08 16124	3-Sep-08	Office Depot	OFFICE SUPPLIES	01.0	00000.0	13803	10000	4310	9000100	2,400.00
36	3-Sep-08 16125	3-Sep-08	Office Depot	OFFICE SUPPLIES	01.0	00000.0	15003	10000	4310	9000100	200.00
37	19-Aug-08 16145	19-Aug-08	Office Depot	OFFICE SUPPLIES	01.0	00000.0	00000	31400	4350	0000113	300.00
38	2-Sep-08 16176	2-Sep-08	Office Depot	OFFICE SUPPLIES	01.0	70900.0	47500	10000	4310	0000112	300.00
39	20-Aug-08 16182	20-Aug-08	School Specialty Company	INSTRUCTIONAL SUPPLIES	01.0	00000.0	11101	10000	4310	2000100	4,000.00
40	20-Aug-08 16185	20-Aug-08	School Specialty Company	INSTRUCTIONAL SUPPLIES	01.0	00000.0	11101	10000	4310	4000100	1,500.00
41	20-Aug-08 16186	20-Aug-08	School Specialty Company	INSTRUCTIONAL SUPPLIES	01.0	00000.0	11101	10000	4310	5000100	5,000.00
42	20-Aug-08 16188	20-Aug-08	School Specialty Company	INSTRUCTIONAL SUPPLIES	01.0	00000.0	11403	10000	4310	9000100	1,100.00
43	20-Aug-08 16189	20-Aug-08	School Specialty Company	INSTRUCTIONAL SUPPLIES	01.0	00000.0	00000	27000	4350	9000100	1,000.00
44	Maintenance Open Purchase Orders										
45	Individual Purchase Orders										
46	25-Aug-08 16392	25-Aug-08	Manhattan Beach Chamber of Commerce	MEMBERSHIPS	01.0	00000.0	00000	21100	5310	0000112	135.00
47	20-Aug-08 16375	20-Aug-08	Dell	OFFICE MACHINES SUPP/SERVICES	01.0	00000.0	00000	24200	4310	9000100	768.62
48	18-Aug-08 16356	18-Aug-08	Cartwrite	FURNITURE, SCHOOL	01.0	00000.0	00000	27000	4400	0000000	4,536.97
49	18-Aug-08 16357	18-Aug-08	Culver Newlin	FURNITURE, SCHOOL	01.0	00000.0	00000	27000	4400	0000000	3,038.99
50	28-Aug-08 18406	28-Aug-08	Sparklets	WATER SUPP/SERV/SYSTEM	01.0	00000.0	00000	27000	4350	3000100	250.00

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Manhattan Beach Unified School District - Business Services Division

PO Issue Date	PO #	Change Order Date	Vendor Name	Description	Fund	Res.Pri	Goal	Funct	OBJ	Sch/Loc	PO Amount
19-Aug-08	16340	19-Aug-08	MacGill & Co	FIRST AID SUPP/EQUIP	01.0	00000.0	00000	31400	4390	0000050	187.75
19-Aug-08	16341	19-Aug-08	MacGill & Co	HEALTH SUPP/EQUIP	01.0	00000.0	00000	31400	4390	0000050	389.81
7-Aug-08	16349	7-Aug-08	Star Thrower Dist.	VIDEO SUPP/EQUIP/RENTAL	01.0	00000.0	00000	71100	4350	0000011	660.44
25-Aug-08	16378	25-Aug-08	Star Thrower Dist.	VIDEO SUPP/EQUIP/RENTAL	01.0	00000.0	00000	71100	4350	0000011	3,062.06
27-Aug-08	16400	27-Aug-08	Side Walk Strategies	CONSULTANTS	01.0	00000.0	00000	71100	5820	0000011	40,200.00
19-Aug-08	16374	19-Aug-08	BiometricsALL, Inc.	CONTRACTED SERVICES	01.0	00000.0	00000	74001	5860	0000115	300.00
20-Aug-08	16381	20-Aug-08	Paradise Awards	AWARDS/CERTIFICATES	01.0	00000.0	00000	74001	4350	0000115	391.56
19-Aug-08	16367	19-Aug-08	Brown Industries	AWARDS/CERTIFICATES	01.0	00000.0	00000	74002	4350	0000115	468.00
25-Aug-08	16395	25-Aug-08	Xerox	OFFICE MACHINES SUPP/SERVICES	01.0	00000.0	11101	19000	4310	0000100	201.35
18-Aug-08	16364	18-Aug-08	Xerox - The Document Company	OFFICE MACHINES SUPP/SERVICES	01.0	00000.0	11103	75500	4350	9000100	289.29
21-Aug-08	16339	21-Aug-08	Insight	COMPUTER SUPP/EQUIP	01.0	11000.0	00000	24200	4400	0000116	456.18
21-Aug-08	16348	21-Aug-08	Lockid8 LLC	COMPUTER SUPP/EQUIP	01.0	11000.0	00000	24200	4340	0000116	1,799.00
19-Aug-08	16354	19-Aug-08	Laser Service	COMPUTER SUPP/EQUIP	01.0	11000.0	00000	24200	5630	0000116	1,500.00
19-Aug-08	16360	19-Aug-08	Bomgar Corporation	SOFTWARE	01.0	11000.0	00000	24200	4340	0000116	5,346.59
28-Aug-08	16398	28-Aug-08	Robert Valencia	CONTRACTED SERVICES	01.0	11000.0	00000	24200	5630	0000116	1,180.74
4-Sep-08	16413	4-Sep-08	Sullivan Technologies	CONTRACTED SERVICES	01.0	11000.0	00000	24200	5630	0000116	648.69
4-Sep-08	16416	4-Sep-08	Matthew McLellan	CONTRACTED SERVICES	01.0	11000.0	00000	24200	4340	0000116	500.00
5-Sep-08	16441	5-Sep-08	Hewlett-Packard Company	COMPUTER SUPP/EQUIP	01.0	11000.0	00000	24200	4310	0000116	4,736.04
21-Aug-08	16387	21-Aug-08	Skull Path Seminars	CONFERENCE AND TRAVEL	01.0	40350.0	11100	10000	5220	0000112	430.83
25-Aug-08	16393	25-Aug-08	Thomson West	BOOKS	01.0	40350.0	11100	10000	4310	0000112	731.50
25-Aug-08	16394	25-Aug-08	University of California	BOOKS	01.0	41100.0	19000	10000	4310	0000112	200.00
18-Aug-08	16359	18-Aug-08	McDougal Littell	INSTRUCTIONAL SUPPLIES	01.0	71560.0	11102	10000	4110	0000052	6,485.25
18-Aug-08	16365	18-Aug-08	Bedford St. Martins	BOOKS	01.0	71560.0	11103	10000	4110	0000053	366.00
28-Aug-08	16401	28-Aug-08	McGraw-Hill	INSTRUCTIONAL SUPPLIES	01.0	71560.0	11101	10000	4110	0000051	269.44
28-Aug-08	16403	28-Aug-08	Saxon Publishers, Inc.	INSTRUCTIONAL SUPPLIES	01.0	71560.0	11101	10000	4110	0000051	684.57
2-Sep-08	16419	2-Sep-08	Xerox Capital Services, LLC	Photocopier purchase	01.0	73960.0	11103	10000	4400	9000200	5,335.65
28-Aug-08	16336	28-Aug-08	Brian's Herwood	FLOORING MTRLS/INSTALLATION	01.0	81500.0	00000	81100	5630	0000117	12,126.00
15-Aug-08	16358	15-Aug-08	Hermosa Build Center	BUILDING MAINTENANCE	01.0	81500.0	00000	81100	5630	0000117	5,640.00
21-Aug-08	16384	21-Aug-08	Sandy Pringle	CONSULTANTS	01.0	81500.0	00000	81100	5630	0000117	5,000.00
18-Aug-08	16224	18-Aug-08	Canon Business Solutions	Photocopier purchase	01.0	90210.0	11101	10000	4400	1000400	9,995.59
4-Sep-08	16415	4-Sep-08	Becker's School Supplies	INSTRUCTIONAL SUPPLIES	01.0	90220.0	11101	10000	4310	2000400	168.13
20-Aug-08	16380	20-Aug-08	Michelle Bellesimo	CONTRACTED SERVICES	01.0	90230.0	11101	10000	5890	3000400	300.00
25-Aug-08	16396	25-Aug-08	Kevin Halfhill	CONTRACTED SERVICES	01.0	90230.0	11101	10000	5890	3000400	1,700.00
28-Aug-08	16399	28-Aug-08	Hewlett Packard	COMPUTER SUPP/EQUIP	01.0	90250.0	00000	24200	4400	5000400	2,113.05
28-Aug-08	16408	28-Aug-08	Brain Pop	SUBSCRIPTIONS	01.0	90280.0	00000	24200	4340	8000400	995.00
25-Aug-08	16390	25-Aug-08	Allegro Music	MUSICAL INSTRUMENTS/SUPP	01.0	90401.0	17201	10000	4310	0000112	3,000.00
25-Aug-08	16391	25-Aug-08	Music Rhapsody	MUSICAL INSTRUMENTS/SUPP	01.0	90401.0	17201	10000	4310	0000112	4,000.00
25-Aug-08	16389	25-Aug-08	Kate Nelson	CONTRACTED SERVICES	01.0	90404.0	13400	10000	5890	0000112	1,800.00
3-Sep-08	16429	3-Sep-08	Carolina Biological Supply Co.	SCIENTIFIC SUPP/EQUIP	01.0	90404.0	13400	10000	4310	0000112	903.77
19-Aug-08	16355	19-Aug-08	Hewlett-Packard Company	COMPUTER SUPP/EQUIP	01.0	90630.0	57500	11300	4400	0000113	1,107.40
4-Sep-08	16431	4-Sep-08	Sawday and Holmes Music, Inc.	MUSICAL INSTRUMENTS/SUPP	01.0	98175.0	17252	41000	4310	8000500	3,191.25
19-Aug-08	16144	19-Aug-08	Office Depot	OFFICE SUPPLIES	01.0	65000.0	50010	31100	4350	0000113	2,000.00
19-Aug-08	16146	19-Aug-08	Office Depot	OFFICE SUPPLIES	01.0	65000.0	57700	11900	4350	0000113	200.00
19-Aug-08	16147	19-Aug-08	Office Depot	OFFICE SUPPLIES	01.0	65000.0	57700	11900	4350	0000113	200.00
19-Aug-08	16148	19-Aug-08	Office Depot	OFFICE SUPPLIES	01.0	65000.0	57500	11905	4350	0000113	300.00
2-Sep-08	16150	2-Sep-08	Office Depot	OFFICE SUPPLIES	01.0	65000.0	57300	11200	4350	0000049	150.00
2-Sep-08	16151	2-Sep-08	Office Depot	OFFICE SUPPLIES	01.0	65000.0	57300	11902	4350	0000049	150.00
19-Aug-08	16343	19-Aug-08	S&S Worldwide, inc.	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57700	11905	4310	0000113	898.79
19-Aug-08	16344	19-Aug-08	School Specialty Company	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57700	11905	4310	0000113	196.30
19-Aug-08	16347	19-Aug-08	Super Duper Publications	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57700	11905	4310	0000113	54.01
19-Aug-08	16347	19-Aug-08	Super Duper Publications	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57700	11300	4340	0000113	345.22
19-Aug-08	16371	19-Aug-08	Fun & Function	INSTRUCTIONAL SUPPLIES	01.0	65000.0	57700	11905	4310	0000113	261.37

Manhattan Beach Unified School District - Business Services Division

PO Issue Date	PO #	Change Order Date	Vendor Name	Description	Department/Site	Fund	Res.Prj	Goal	Funct	OBJ	Sch/Loc	PO Amount
105	19-Aug-08 16372	19-Aug-08	Best Prices Products	INSTRUCTIONAL SUPPLIES	Student Services	01.0	65000.0	57700	11905	4310	0000113	206.93
106	19-Aug-08 16373	19-Aug-08	Sensory Edge	INSTRUCTIONAL SUPPLIES	District-level,6-8	01.0	65000.0	57500	11100	4310	0000052	153.57
107	19-Aug-08 16377	19-Aug-08	Designing Mobility	FURNITURE, SCHOOL	Student Services	01.0	65000.0	57500	11300	4400	0000113	3,838.61
108	27-Aug-08 16397	27-Aug-08	Ultimate Office	OFFICE MACHINES SUPP/SERVICES	Student Services	01.0	65000.0	50010	31100	4350	0000113	159.02
109	28-Aug-08 16404	28-Aug-08	Harcourt, Brace, Jovanovich	FORMS	Student Services	01.0	65000.0	57700	31200	4310	0000113	347.26
110	28-Aug-08 16405	28-Aug-08	Riverside Publishing Company	FORMS	Student Services	01.0	65000.0	57700	31200	4310	0000113	649.85
111	28-Aug-08 16407	28-Aug-08	Riverside Publishing Company	INSTRUCTIONAL SUPPLIES	Student Services	01.0	65000.0	57700	31200	4310	0000113	1,778.88
112	4-Sep-08 16414	4-Sep-08	Hewlett Packard	COMPUTER SUPP/EQUIP	Student Services	01.0	65000.0	57500	11100	4400	0000113	1,763.40
113	4-Sep-08 16432	4-Sep-08	Learning Disabilities Resources	FORMS	District-level,9-12	01.0	65000.0	57700	11200	4310	0000053	460.00
114	4-Sep-08 16434	5-Sep-08	Pegasus Associates	LIGHTING SUPP/EQUIP/MAINT/SYST	Student Services	01.0	65000.0	57500	11300	4310	0000113	183.51
115	Individual Service Agreements (purchase orders to cover board approved contracts).											
116	4-Sep-08 509-C0501	4-Sep-08	Dr. Albert K.K. Chun, O.D., F.C.O.V.D.	CONTRACTED SERVICES	Student Services	01.0	65000.0	50010	31400	5850	0000113	300.00
117	4-Sep-08 509-C1301	4-Sep-08	W. Sonya Gambaro, M.A. Speech Path.	CONTRACTED SERVICES	Student Services	01.0	65000.0	57500	31500	5850	0000113	3,000.00
118	4-Sep-08 509-C1801	4-Sep-08	Kari Napier	CONTRACTED SERVICES	Student Services	01.0	65000.0	57500	11905	5850	0000113	1,600.00
119	4-Sep-08 509-C2101	4-Sep-08	Katherine Philippoff Anthony	CONTRACTED SERVICES	District-level,9-12	01.0	65000.0	57500	11300	5850	0000053	7,400.00
120	4-Sep-08 509-M08301	4-Sep-08	Resources in Autism Education	CONTRACTED SERVICES	District-level,K-5	01.0	65000.0	57500	11801	5810	0000051	70,300.00
121	4-Sep-08 509-M08302	4-Sep-08	Resources in Autism Education	CONTRACTED SERVICES	District-level,K-5	01.0	65000.0	57500	11801	5810	0000051	27,200.00
122	4-Sep-08 509-M8304	4-Sep-08	Resources in Autism Education	CONTRACTED SERVICES	District-level,K-5	01.0	65000.0	57500	11801	5810	0000051	85,800.00
123	4-Sep-08 509-T00901	4-Sep-08	West Shield	TRANSPORTATION SUPP/EQUIP/SERV	Student Services	01.0	65000.0	57500	11300	5890	0000113	2,370.00
124											subtotal	197,970.00
125												212,277.72
126	EDP/Preschool											
128	3-Sep-08 16170	3-Sep-08	Office Depot	OFFICE SUPPLIES	EDP, Pacific	63.0	00100.0	00000	60000	4350	3000000	500.00
129	19-Aug-08 16370	19-Aug-08	Lakeshore	INSTRUCTIONAL SUPPLIES	Preschool	63.0	00200.0	00000	60000	4310	0000060	185.81
130	19-Aug-08 16389	19-Aug-08	Discount School Supply	INSTRUCTIONAL SUPPLIES	Preschool	63.0	00200.0	00000	60000	4310	0000060	422.67
131	20-Aug-08 16379	20-Aug-08	Cleveland Business Supply	INSTRUCTIONAL SUPPLIES	Preschool	63.0	00200.0	00000	60000	4400	0000060	569.09
132	19-Aug-08 16368	19-Aug-08	Discount School Supply	INSTRUCTIONAL SUPPLIES	Preschool	63.0	00200.0	00000	60000	4310	0000060	674.06
133												2,351.63
134	Mira Costa Booster Clubs, etc.											
136	21-Aug-08 16385	21-Aug-08	H.P. Faber & Company	HOME ECONOMICS SUPP/EQUIP	Mira Costa, Clothing	01.0	91168.0	18303	41000	4310	9000500	183.42
137	21-Aug-08 16386	21-Aug-08	NAESCO	HOME ECONOMICS SUPP/EQUIP	Mira Costa, Clothing	01.0	91168.0	18303	41000	4310	9000500	353.44
138	21-Aug-08 16383	21-Aug-08	Schelastic	SUBSCRIPTIONS	Mira Costa, Clothing	01.0	91168.0	18303	41000	4310	9000500	534.97
139	19-Aug-08 16366	19-Aug-08	Choices Catering	CATERING SERVICES	Mira Costa, Holding	01.0	91194.0	00000	27000	4350	9000500	287.27
140	4-Sep-08 16433	4-Sep-08	Discount Video Warehouse	VIDEO SUPP/EQUIP/RENTAL	Mira Costa, Leadership	01.0	91195.0	11103	41000	4310	9000500	860.00
141	19-Aug-08 16353	19-Aug-08	Hewlett-Packard Company	COMPUTER SUPP/EQUIP	Mira Costa, Leadership	01.0	91195.0	11103	41000	4400	9000500	1,580.75
142	4-Sep-08 16402	5-Sep-08	Xerox	OFFICE MACHINES SUPP/SERVICES	Mira Costa, PSAT Testing	01.0	91200.0	11103	41000	4310	9000500	345.58
143	19-Aug-08 16353	19-Aug-08	Hewlett-Packard Company	COMPUTER SUPP/EQUIP	Mira Costa, PSAT Testing	01.0	91200.0	11103	41000	4400	9000500	650.05
144	19-Aug-08 16352	19-Aug-08	Hewlett-Packard Company	MEDIA EQUIPMENT	Mira Costa, PSAT Testing	01.0	91200.0	11103	41000	4400	9000500	1,279.51
145	21-Aug-08 16382	21-Aug-08	Bay Scan Technologies	INSTRUCTIONAL SUPPLIES	Mira Costa, Textbook Replacement	01.0	91205.0	11103	41000	4310	9000500	1,194.00
146												7,288.99
148												550,215.57
149	Legal bills paid											
150	4-Sep-08		Fagen Friedman & Fulfrst, LLP	General fund	General fund	01.0	00000.0	00000	71100	5820	0000011	3,060.52
151	4-Sep-08		Fagen Friedman & Fulfrst, LLP	General fund	General fund	01.0	00000.0	00000	73000	5820	0000114	45.50
152	4-Sep-08		Fagen Friedman & Fulfrst, LLP	General fund	General fund	01.0	00000.0	00000	74001	5820	0000115	1,177.50
153	4-Sep-08		Fagen Friedman & Fulfrst, LLP	Spec Educ, Elementary	Spec Educ, Elementary	01.0	65000.0	50010	71100	5820	0000051	11,873.82
154	4-Sep-08		Fagen Friedman & Fulfrst, LLP	Spec Educ, Middle School	Spec Educ, Middle School	01.0	65000.0	50010	71100	5820	0000052	5,294.86
155	4-Sep-08		Fagen Friedman & Fulfrst, LLP	Spec Educ, High School	Spec Educ, High School	01.0	65000.0	50010	71100	5820	0000053	648.75
156	4-Sep-08		Fagen Friedman & Fulfrst, LLP	Spec Educ, General	Spec Educ, General	01.0	65000.0	50010	71100	5820	0000113	5,893.01
157												28,013.96

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F. CONSENT ITEM

27. **TITLE:** Developer Fees

BACKGROUND: The attached material details the District's share of Developer Fees collected during the month of August, 2008. The total received for the month of August is \$53,606.66.

ACTION RECOMMENDED: No action is recommended.

PREPARED BY: Steve Romines

DATE OF BOARD MEETING: September 17, 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	
October	
November	
December	
January	
February	
March	
April	
May	
June	
2008/09 Total	79,358.57

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

**DEVELOPER FEES
AUGUST 2008**

<u>DATE</u>	<u>ADDRESS</u>	<u>ADDITION/ NEW CONSTRUCTION</u>	<u>SQUARE FOOTAGE</u>	<u>AMT PAID</u>
august		Redondo Beach USD		
01	417 HighlandAve	New Construction	785	2,064.55
01	930 Manhattan Bch Blvd	New Constr—comm ** *less demo credit	0	(497.70)
01	932 Manhattan Bch Blvd	New Constr—2 unit condo	4157	10,932.91
06	1608 Wendy Way	New Construction	1892	4,975.96
11	523 14th St	New Construction	3565	9,375.95
12	1340 Marine Ave	Addition	943	2,480.09
13	445 33rd St	New Construction	2171	5,709.73
14	433—432 21st	New Constr—2 unit condo	2133	5,609.79
14	429 21st St	New Constr—2 unit condo	3150	8,284.50
15	304 20th Pl	New Construction	3118	8,200.34
18	1204 Pine Ave	New Construction	2023	5,320.49
21	328 16th St	New Construction	2971	7,813.73
			Total:	\$70,270.34
	872 8th St	Refund		(16,663.68)
			Total:	\$53,606.66

I. **BOARD BUSINESS**

1. **TITLE:** Receive for First Reading and adoption, revised Board Policy and Deletion of Exhibit 1100 Communication with the Public

BACKGROUND: Manhattan Beach Unified Board Policy 1100, Communication with the Public is presented to the Board as a revision for a first reading and adoption. The Exhibit that reproduced Title 2 regulations is deleted as unnecessary.

The updated policy replaces the former adoption to focus on the development of effective strategies for two-way communication. It also includes new language on distributing communications protocols and procedures for the Board and staff, use of a variety of communications methods, responsiveness to requests from the public, and public input on district and school operations. In addition, the revised policy adds a new section on the development, implementation, and evaluation of a comprehensive, proactive communications plan.

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, Board Policy 1100, Communication with the Public and Deletion of Exhibit 1100 to the Policy.

PREPARED BY: Beverly Rohrer, Superintendent of Schools

AGENDA NOTE AGENDA NOTE AGENDA NOTE

Community Relations**COMMUNICATION WITH THE PUBLIC**

The Governing Board recognizes the district's responsibility to keep the public informed regarding the goals, programs, achievements, and needs of the schools and district and to be responsive to the concerns and interests expressed by members of the community.

(cf. 1000 - Concepts and Roles)

The Superintendent or designee shall establish strategies for effective two-way communications between the district and the public and shall consult with the Board regarding the role of Board members as advocates for the district's students, programs, and policies.

(cf. 9000 - Role of the Board)

The Superintendent or designee shall distribute communications protocols and procedures to the Board and staff, which include, but are not limited to, identification of spokesperson(s) authorized to speak to the media on behalf of the district, job descriptions that identify the responsibilities of the public information officer and other staff members related to communications with the public, strategies for coordinating communications activities, legal requirements pertaining to confidentiality as well as the public's right to access records, and the importance of presenting a consistent, unified message on district issues.

(cf. 1112 - Media Relations)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 9005 - Governance Standards)

(cf. 9010 - Public Statements)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

Community Relations

COMMUNICATION WITH THE PUBLIC

~~The Governing Board appreciates the importance of community involvement and therefore shall strive to keep the community informed of developments within the school system in timely and understandable ways.~~

~~The Superintendent or designee shall use all available means of communication to keep the public aware of the goals, programs, achievements and needs of our schools. Members of the community shall have opportunities to become involved in the schools and to express their interests and concerns.~~

~~The district shall seek to communicate in ways that accommodate the needs of all members of the public, including the visually or hearing impaired, those who do not understand English and those who do not read.~~

~~(cf. 1340 - Access to District Records)~~

~~(cf. 5145.6 - Parental Notifications)~~

~~(cf. 9321 - Closed Session Purposes and Agendas)~~

The Superintendent or designee shall utilize a variety of communications methods in order to provide the public with adequate access to information. Such methods may include, but not be limited to, district and school newsletters, mailings, the district and school web sites, direct email communications, recorded telephone messages for parent/guardian information, school accountability report cards, community forums and public events, notices sent home with students, and news releases and meetings with editorial boards.

(cf. 0510 - School Accountability Report Card)

(cf. 1113 - District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

In developing communications strategies, the Superintendent or designee shall take into account the needs of all members of the public, including those whose primary language is not English and those who are visually or hearing impaired or have other special needs.

The Superintendent or designee shall ensure that staff are responsive to requests by parents/guardians or members of the public for information or assistance and may provide staff with professional development in their "customer service" role as needed.

Community Relations

COMMUNICATION WITH THE PUBLIC

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall provide multiple opportunities for members of the public to give input on district and school issues and operations. Community members are encouraged to participate on district and school committees, provide input at Board meetings, submit suggestions to district staff, use the district's complaint procedures, as appropriate, and become involved in school activities.

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1260 - Educational Foundation)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 6020 - Parent Involvement)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Community Relations

COMMUNICATION WITH THE PUBLIC

Prohibition Against Mass Mailings at Public Expense

~~The Board recognizes that state law prohibits mass mailings or distributions at public expense which aggrandize elected officers. No newsletter or other mass mailing, as defined in Government Code 82041.5 and 2 CCR 18901, shall be sent by the district at public expense if such material aggrandizes one or more Board members.~~ The name, signature, or photograph of a Board member may be included in such materials only as permitted by 2 CCR 18901. (Government Code 82041.5, 89001; 2 CCR 18901)

Comprehensive Communications Plan

The Superintendent or designee shall develop a written communications plan which establishes priorities for proactive community outreach to build support for district programs and issues. The plan shall also incorporate strategies for effective communications during an emergency or other situation that may arise.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1160 - Political Processes)

(cf. 1330 - Use of School Facilities)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The plan shall identify specific communications goals aligned with the district's vision and goals for student learning. For each communications goal, the plan shall identify key messages, individuals or groups that can help the district achieve its goal, strategies tailored for communicating with each target audience, timelines, persons responsible for each activity, and budget implications.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

As appropriate for each issue, target audiences may include parents/guardians, the media, local governmental agencies, businesses, community organizations and civic groups, postsecondary institutions, health care professionals, child care providers, senior citizens, community leaders, state or federal legislators or agencies, and/or other segments of the public.

Community Relations

COMMUNICATION WITH THE PUBLIC

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

The Superintendent or designee shall annually evaluate the implementation and effectiveness of the district's communications plan and recommend to the Board whether the goals and key issues identified in the plan need to be revised to meet changing circumstances or priorities.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

35145.5 Board meetings, public participation

35172 Promotional activities

38130-38138 Civic Center Act

GOVERNMENT CODE

54957.5 Meeting agendas and materials

82041.5 Mass mailing

89001 Newsletter or mass mailing

CODE OF REGULATIONS, TITLE 2

18901 Mass mailings sent at public expense

Management Resources:

CSBA PUBLICATIONS

Mass Mailings at Public Expense, Legal Advisory, January 2007

Community Relations

COMMUNICATION WITH THE PUBLIC

911: A Manual for Schools and the Media During a Campus Crisis, 2001

Political Activities of School Districts: Legal Issues, rev. 2001

Maximizing School Board Governance: Community Leadership, 1996

WEB SITES

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

California School Public Relations Association: <http://www.calspra.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: January 27, 1993 Manhattan Beach, California

revised: March 16, 2005, September 5, 2007;

Community Relations

COMMUNICATION WITH THE PUBLIC

~~California Code Of Regulations, Title 2~~

~~18901. Mass Mailings Sent At Public Expense~~

~~(a) Except as provided in subdivision (b), a mailing is prohibited by Section 89001 if all of the following criteria are met:~~

~~(1) Any item sent is delivered, by any means, to the recipient at his/her residence, place of employment or business, or post office box. For purposes of this subdivision (a)(1), the item delivered to the recipient must be a tangible item, such as a videotape, record, or button, or a written document.~~

~~(2) The item sent either:~~

~~(A) Features an elected officer affiliated with the agency which produces or sends the mailing, or~~

~~(B) Includes the name, office, photograph or other reference to an elected officer affiliated with the agency, which produces or sends the mailing, and is prepared or sent in cooperation, consultation, coordination, or concern with the elected officer;~~

~~(3) (A) Any of the costs of distribution is paid for with public moneys; or~~

~~(B) Costs of design, production and printing exceeding \$50 are paid with public moneys, and the design, production or printing is done with the intent of sending the item other than as permitted by this regulation.~~

~~(4) More than 200 substantially similar items are sent, in a single calendar month, excluding any item sent in response to an unsolicited request and any item described in subdivision (b);~~

~~(b) Notwithstanding subdivision (a), mass mailing of the following items is not prohibited by Section 89001:~~

~~(1) Any item in which the elected officer's name appears only in the letterhead or logotype of the stationery, forms (including "For Your Information" or "Compliments of" cards), and envelopes of the agency sending the mailing, or a committee of the agency, or of the elected officer, or in a roster listing containing the names of all elected officers of the agency. In any such item, the names of all elected officers must appear in the same type size, typeface, type color, and~~

Community Relations

COMMUNICATION WITH THE PUBLIC

~~location. Such item may not include the elected officer's photograph, signature or any other reference to the elected officer, except as specifically permitted in this subdivision (b)(1) or elsewhere in this regulation.~~

~~(2) A press release sent to members of the media;~~

~~(3) Any item sent in the normal course of business from one governmental entity or officer to another governmental entity or officer;~~

~~(4) Any intra-agency communication sent in the normal course of business to employees, officers, deputies and other staff;~~

~~(5) Any item sent in connection with the payment or collection of funds by the agency sending the mailing, including tax bills, checks and similar documents, in any instance where use of the elected officer's name, office, title or signature is necessary to the payment or collection of the funds. Such item may not include the elected officer's photograph, signature or any other reference to the elected officer except as specifically permitted in this subdivision (b)(5) or elsewhere in this regulation.~~

~~(6) Any item sent by an agency responsible for administering a government program, to persons subject to that program, in any instance where the mailing of such item is essential to the functioning of the program where the item does not include the elected officer's photograph, and where use of the elected officer's name, office, title or signature is necessary to the functioning of the program.~~

~~(7) Any legal notice or other item sent as required by law, court order, or order adopted by an administrative agency pursuant to the Administrative Procedure Act, and in which use of the elected officer's name, title or signature is necessary in the notice or other mailing. For purposes of this subdivision (b)(7), inclusion of an elected officer's name on a ballot as a candidate for elective office, and inclusion of an elected officer's name and signature on a ballot argument, shall be considered necessary to such a notice or other item.~~

~~(8) A telephone directory, organization chart, or similar listing or roster which includes the names of elected officers as well as other individuals in the agency sending the mailing, where the name of each elected officer and individual listed appears in the same type size, typeface, and type color. Such item may not include an elected officer's photograph, name, signature, or any other reference to an elected officer, except as specifically permitted in this subdivision (b)(8) or elsewhere in this regulation.~~

Community Relations

COMMUNICATION WITH THE PUBLIC

~~(9) (A) An announcement of any meeting or event of the type listed in paragraphs (i) or (ii):~~

~~(i) An announcement sent to an elected officer's constituents concerning a public meeting which is directly related to the elected officer's incumbent governmental duties, which is to be held by the elected officer, and which the elected officer intends to attend.~~

~~(ii) An announcement of any official agency event or events for which the agency is providing the use of its facilities or staff or other financial support.~~

~~(B) Any announcement provided for in this subdivision (9) shall not include the elected officer's photograph or signature and may include only a single mention of the elected officer's name except as permitted elsewhere in this regulation.~~

~~(10) An agenda or other writing that is required to be made available pursuant to Sections 4425.1 and 54957.5 of the Government Code, or a bill, file, history, journal, committee analysis, floor analysis, agenda of an interim or special hearing of a committee of the Legislature, or index of legislation, published by the Legislature.~~

~~(11) A business card which does not contain the elected officer's photograph or more than one mention of the elected officer's name.~~

~~(c) The following definitions shall govern the interpretation of this regulation:~~

~~(1) "Elected officer affiliated with an agency" means an elected officer who is a member, officer or employee of the agency, or of a subunit thereof such as a committee, or who has supervisory control over the agency, or who appoints one or more members of the agency.~~

~~(2) "Features an elected officer" means that the item mailed includes the elected officer's photograph or signature, or singles out the elected officer by the manner of display of his/her name or office in the layout of the document, such as by headlines, captions, type size, typeface or type color.~~

~~(3) "Substantially similar" is defined as follows:~~

~~(A) Two items are "substantially similar" if any of the following applies:~~

~~(i) The items are identical, except for changes necessary to identify the recipient and his/her address.~~

Community Relations

COMMUNICATION WITH THE PUBLIC

~~(ii) The items are intended to honor, commend, congratulate or recognize an individual or group, or individuals or groups, for the same event or occasion; are intended to celebrate or recognize the same holiday; or are intended to congratulate an individual or group, or individuals or groups, on the same type of event, such as birthdays or anniversaries.~~

~~(iii) Both of the following apply to the items mailed:~~

~~a. Most of the bills, legislation, governmental action, activities, events, or issues of public concern mentioned in one item are mentioned in the other.~~

~~b. Most of the information contained in one item is contained in the other.~~

~~(B) Enclosure of the same informational materials in two items mailed, such as copies of the same bill, public document, or report, shall not, by itself, mean that the two items are "substantially similar." Such informational materials may not include the elected officer's name, photograph, signature or any other reference to the elected officer except as permitted elsewhere in this regulation.~~

~~(4) "Unsolicited request" is defined as follows:~~

~~(A) A written or oral communication (including a petition) which specifically requests a response and which is not requested or induced by the recipient elected officer or by any third person acting at his/her behest. However, an unsolicited oral or written communication (including a petition), which contains no specific request for a response, will be deemed to constitute an unsolicited request for a single written response.~~

~~(B) An unsolicited request for continuing information on a subject shall be considered an unsolicited request for multiple responses directly related to that subject for a period of time not to exceed 24 months. An unsolicited request to receive a regularly published agency newsletter shall be deemed an unsolicited request for each issue of that newsletter.~~

~~(C) A previously unsolicited request to receive an agency newsletter or mass mailing on an ongoing basis shall not be deemed to have become solicited by the sole fact that the requester responds to an agency notice indicating that, in the absence of a response, his/her name will be purged from the mailing list for that newsletter or mass mailing. A notice in the following language shall be deemed to meet this standard:~~

~~"The law does not permit this office to use public funds to keep you updated on items of interest unless you specifically request that it do so."~~

Community Relations

COMMUNICATION WITH THE PUBLIC

~~Inclusion of a similar notice in other items shall not constitute a solicitation under this regulation.~~

~~(D) A communication sent in response to an elected officer's participation at a public forum or press conference, or to his/her issuance of a press release, shall be considered an unsolicited request.~~

~~(E) A person who subscribes to newspapers or other periodicals published by persons other than elected officers shall be deemed to have made unsolicited requests for materials published in those subscription publications.~~

~~AUTHORITY: Government Code 83112~~

~~REFERENCE: Government Code 82041.5 and 89001~~

~~Exhibit MANHATTAN BEACH UNIFIED SCHOOL DISTRICT~~

~~version: January 27, 1993 Manhattan Beach, California~~

~~revised: March 16, 2005~~

~~reviewed: September 5, 2007~~

I. **BOARD BUSINESS**

2. **TITLE:** Receive for First Reading and Adoption, revised Board Policy 1700, Relations Between Private Industry and the Schools

BACKGROUND: Manhattan Beach Unified Board Policy 1700, Relations between Private Industry and the Schools is presented to the Board as a revision for first reading and adoption. The updated policy replaces the former adoption to express the Board's support of business partnerships aligned with the district's vision and goals for student achievement.

The Policy also contains language on coordination of the district's community/business outreach efforts, revises and expands the list of appropriate roles for business partners, identifies appropriate methods of acknowledging business support, and adds language on the reports to the Board.

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, revised Board Policy 1700, Relations Between Private Industry and the Schools

PREPARED BY: Dr. Beverly Rohrer, Superintendent of Schools

AGENDA NOTE AGENDA NOTE AGENDA NOTE

Community Relations

RELATIONS BETWEEN PRIVATE INDUSTRY AND THE SCHOOLS

~~The Governing Board encourages representatives of private industry to participate with the schools in preparing our students for challenges they will meet in the future. Working together as partners, business and the schools should seek to educate citizens who can contribute to the productive workforce on which our economy depends.~~

~~The Superintendent or designee shall invite local employers to serve on advisory committees, help design regular, vocational and technical programs, and provide needs assessments, program evaluations, and/or staff development for school managers and teachers. Businesses may also provide classroom assistance, individual tutoring, incentive and recognition programs, work experience opportunities, apprenticeship programs and employment opportunities. The Board recognizes that staff members need adequate time to plan these activities in cooperation with the business volunteers.~~

~~(cf. 1220 - Citizen Advisory Committees)~~

~~(cf. 1240 - Volunteer Assistance)~~

~~(cf. 6178 - Vocational Education)~~

~~The Board also encourages private industries to contribute funds and equipment to further the district's educational programs. To prepare for an increasingly technological job market, students especially need access to equipment that meets current business standards.~~

~~(cf. 1260 - Educational Foundation)~~

~~(cf. 3290 - Gifts, Grants and Bequests)~~

The Governing Board recognizes that private industry and the schools have a mutual interest in maximizing student achievement in order to prepare students to be productive citizens and contribute to the economic health of the community. The Board shall encourage local business involvement in efforts that support the core mission and goals of the district and promote the academic, social, and physical well-being of students.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 6142.3 - Civic Education)

Community Relations

RELATIONS BETWEEN PRIVATE INDUSTRY AND THE SCHOOLS

(cf. 6142.4 - Service Learning/Community Service Classes)

The Board and the Superintendent or designee shall develop strategies to initiate business partnerships and shall communicate with business partners about district needs and priorities. The Superintendent or designee may assign district staff to coordinate community/business outreach efforts on behalf of the district and work to ensure equitable distribution of business involvement across all district schools.

(cf. 9000 - Role of the Board)

Businesses and industry and/or their representatives may support district schools and programs by:

1. Volunteering in the classroom or school, providing special instructional programs or assemblies, and serving as tutors or mentors for individual students

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

2. Donating funds, products, instructional materials, or services that serve an educational purpose

(cf. 1260 - Educational Foundation)

(cf. 3290 - Gifts, Grants and Bequests)

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

(cf. 9270 - Conflict of Interest)

3. Purchasing advertisements in school-sponsored publications or on school property in accordance with law and Board policy

(cf. 1325 - Advertising and Promotion)

(cf. 3312 - Contracts)

4. Serving on advisory committees in order to provide business expertise or perspectives

Community Relations

RELATIONS BETWEEN PRIVATE INDUSTRY AND THE SCHOOLS

(cf. 1220 - Citizen Advisory Committees)

(cf. 5030 - Student Wellness)

- 5. Working with district staff to ensure the relevance and rigor of the district's career technical education program and providing work opportunities for students enrolled in these programs

(cf. 5113.2 - Work Permits)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work Experience Education)

- 6. Engaging in other activities approved by the Superintendent or designee that are designed to increase student learning or support school operations

The Board urges employers to further support the schools by recognizing their employees' needs as parents/guardians ~~accommodating their needs for child care~~ and supporting their involvement with their children's schools.

~~(cf. 1250 - Visitors/Outsiders)~~

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

~~The Superintendent or designee shall ensure that staff, students, and parents/guardians have the opportunity to periodically assess the support which local businesses provide our schools. The Superintendent or designee shall regularly report these evaluations to the Board and recommend those individuals and/or businesses whose contributions merit Board commendation.~~

~~(cf. 1150 - Commendations and Awards)~~

The Superintendent or designee may publicly acknowledge the support of a business partner in district communications and/or by allowing the use of the business name or logo on donated products or materials, but shall not unduly promote or endorse any commercial activity or products. He/she also may recommend Board commendation to those individuals and/or businesses that have made extraordinary contributions to the district.

Community Relations

RELATIONS BETWEEN PRIVATE INDUSTRY AND THE SCHOOLS

(cf. 1150 - Commendation and Awards)

The Superintendent or designee shall regularly report to the Board regarding the district's progress in establishing and sustaining business partnerships and the ways in which businesses have supported district programs.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

8070 Career technical education advisory committee

35160 Authority of governing boards

35160.1 Broad authority of school districts

41030-41037 Gifts and bequests

51760-51769.5 Work experience education

52300-52499.66 Career technical education

UNITED STATES CODE, TITLE 20

2301-2414 Carl D. Perkins Career and Technical Education Act of 2006, especially:

2354 Local plan for career technical education, business involvement

Management Resources:

CSBA PUBLICATIONS

School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006

Maximizing School Board Governance: Community Leadership, 1996

Community Relations

RELATIONS BETWEEN PRIVATE INDUSTRY AND THE SCHOOLS

COUNCIL FOR CORPORATE AND SCHOOL PARTNERSHIPS PUBLICATIONS

A How-To Guide for School-Business Partnerships

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Building Business Support for School Health Programs, 1999

WEB SITES

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

California Consortium of Education Foundations: <http://www.cceflink.org>

California Department of Education, Parents/Family and Community:
<http://www.cde.ca.gov/ls/pf>

Council for Corporate and School Partnerships: <http://www.corpschoolpartners.org>

National Association of State Boards of Education: <http://www.nasbe.org>

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
adopted: March 16, 2005 Manhattan Beach, California
revised: September 5, 2007
Revised: July 23, 2008
Revised:

1. **BOARD BUSINESS**

3. **TITLE:** Receive for First Reading and Adoption, revised Board Policy 5131.7, Weapons and Dangerous Instruments

BACKGROUND: Manhattan Beach Unified Board Policy 5131.7, Weapons and Dangerous Instruments, is presented to the Board as a revision for first reading and adoption. This **MANDATED** policy is updated to include language (currently in AR 5144.1) requiring the expulsion, for not less than one year, of any student who has brought a firearm or possessed a firearm at school. During Categorical Program Monitoring, this language must be in a Board-adopted policy or Board-approved administrative regulation. The policy also contains an expanded section reflecting federal law, which provides additional safeguards if the district authorizes firearms on school grounds with advance permission from the principal.

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 RECOMMENDED: Receive for First Reading and Adoption, revised Board Policy 5131.7, Weapons and Dangerous Instruments

PREPARED BY: Ellyn Schneider, Executive Director, Student Services

DATE OF MEETING: September 17, 2008

AGENDA NOTE

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Students

WEAPONS AND DANGEROUS INSTRUMENTS

The Governing Board desires students and staff to be free from the fear and the danger presented by firearms and other weapons *and recognizes that they have the right to a safe and secure campus free from psychological and physical harm.*

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

Possession of Weapons

The Board prohibits any person other than authorized law enforcement or security personnel from ~~bringing a firearm to school. Other weapons, imitation firearms, or injurious objects of any kind in school buildings, are prohibited on school grounds or buses, or at a school-related or school-sponsored activity away from school.~~ *possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.*

Possession of Weapons

~~Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, injurious object or imitation firearm from any person on school grounds or buses, or at a school-related or school-sponsored activity away from school.~~

~~(cf. 0450 - Comprehensive Safety Plan)~~

~~(cf. 4158/4258/4358 - Employee Security)~~

Unless he/she has obtained prior written permission as specified below, any student who is determined to have brought a firearm to school or possessed a firearm at school, as verified by a school employee, shall be expelled for not less than one year, except that the Board may set an earlier date for readmission on a case-by-case basis, in accordance with Board policy and administrative regulation. (Education Code 48915; 20 USC 7151)

Students**WEAPONS AND DANGEROUS INSTRUMENTS**

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

Students possessing or threatening others with ~~the intent to use as~~ **any** weapon, **dangerous instrument**, ~~injurious object~~ or imitation firearm are subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations. ~~The Board further requires the expulsion for not less than one year of any student who is determined to have brought a firearm (handgun, shotgun/rifle, and other firearms that include explosive devices) to school. The Board, in accordance with law, is allowed to modify the expulsion requirement on a case-by-case basis.~~

Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff, and the public, any school employee is authorized to confiscate a weapon, dangerous instrument, or imitation firearm from any person on school grounds.

(cf. 4158/4258/4358 - Employee Security)

The principal or designee shall ~~initiate a referral to the criminal justice system, juvenile justice system or local law enforcement agency~~ notify law enforcement authorities when any student possesses a weapon without permission or commits any act of assault with a firearm or other weapon. (Education Code 48902; Penal Code 245, 626.9, 626.10; 20 USC 7151)

Advance Permission for Possession of a Firearm for Educational Use

A student who desires to possess or transport a firearm or imitation firearm on school grounds for an educational purpose shall request prior permission from the principal at least five school days in advance of the planned possession. The student's parent/guardian shall provide written permission explaining the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

On a case-by-case basis, the principal shall determine whether to grant permission for such possession when necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience

Students**WEAPONS AND DANGEROUS INSTRUMENTS**

is expected, and any perceived adverse effects to the safety and well-being of students or staff. If the principal grants such permission, he/she shall provide the student and staff person with a written explanation regarding any limitations and the permissible duration of the student's possession.

The principal and/or a staff member with knowledge of firearm safety shall inspect the weapon to ensure that necessary safety precautions have been taken, including inspection to ensure that no live ammunition is present. The firearm shall be stored in a locked vehicle or in an appropriate, locked container before and after the educational activity.

A student granted permission to possess a firearm may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.

Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

The Board encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

(cf. 5125 - Student Records)

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The strategy shall also provide a method of informing staff, students, and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

(cf. 5138 - Conflict Resolution/Peer Mediation)

Students

WEAPONS AND DANGEROUS INSTRUMENTS

Legal Reference:

EDUCATION CODE

35291 Governing board to prescribe rules for discipline of the schools

48900 Grounds for suspension/expulsion

48902 Notification of law enforcement authorities

48915 Required recommendation for expulsions

48916 Readmission

49330-49335 Injurious objects

PENAL CODE

245 Assault with deadly weapon

417.4 Imitation firearm; drawing or exhibiting

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razor or stun gun; bringing or possessing in school

653k Soliciting a minor to commit certain felonies

12001 Control of deadly weapons

12020-12036 Unlawful carrying and possession of concealed weapons

12220 Unauthorized possession of a machine gun

12401-12404 Tear gas

12550-12556 BB devices and imitation firearms

UNITED STATES CODE, TITLE 20

Students

WEAPONS AND DANGEROUS INSTRUMENTS

6301-7941 No Child Left Behind Act; especially:

7151 Gun-Free Schools Act

Management Resources:

CSBA PUBLICATIONS

911: A Manual for Schools and the Media During a Campus Crisis, 2001

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

0401.01 Protecting Student Identification in Reporting Injurious Objects

WEB SITES

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

California Attorney General's Crime and Violence Prevention Center: <http://www.safestate.org>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/lr/ss>

National Alliance for Safe Schools: <http://www.safeschools.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office of Safe and Drug Free Schools:
<http://www.ed.gov/about/offices/list/osdfs/index.html>

adopted: June 18, 2002 Manhattan Beach, California

reviewed: September 5, 2007;

I. BOARD BUSINESS

4. **TITLE:** Receive for First Reading and Adoption, revised Board Policy 5137, Positive School Climate

BACKGROUND: Manhattan Beach Unified Board Policy 5137, Positive School Climate, is presented to the Board as a revision for first reading. The updated policy adds material addressing the link between positive school climate and student learning, staff's responsibility to serve as positive role models and to manage the classroom effectively, enforcement of the rules for student conduct, and the provision of character education. The policy also expands sample strategies for increasing students' feelings of connectedness with the schools and topics to be addressed in related staff development.

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 RECOMMENDED: Receive for First Reading and Adoption, revised Board Policy 5137, Positive School Climate

PREPARED BY: Ellyn Schneider, Executive Director, Student Services

DATE OF MEETING: September 17, 2008

AGENDA NOTE

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Students

POSITIVE SCHOOL CLIMATE

~~The Governing Board desires to provide an orderly and caring learning environment in which all students feel comfortable, share the responsibility for maintaining a positive school climate, and take pride in their school and their achievements.~~ *The Governing Board desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.*

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

(cf. 3515 - Campus Security)

(cf. 3515.2 - Disruptions)

(cf. 5030 - Student Wellness)

(cf. 5131.4 - Student Disturbances)

(cf. 5142 - Safety)

(cf. 5145.3 - Nondiscrimination/Harassment)

~~The district shall encourage attitudes and behaviors that promote mutual respect and harmonious relations. The school shall promote nonviolent conflict resolution techniques and provide students opportunities to voice their concerns about school policies and practices. The Superintendent or designee may initiate student courts, campus beautification projects, buddy systems, vandalism prevention campaigns, and other programs in which students may identify and solve problems that affect their school.~~

~~The school shall not tolerate any comments or gestures which are vulgar or obscene or which denigrate others on account of sex, race, color, religion, ancestry, national origin, handicap or disadvantage. Students shall be subject to disciplinary procedures for bullying other students or for using insults, slurs, or fighting words which may disrupt school activities.~~

~~*(cf. 5131.4 - Campus Disturbances)*~~

Students

POSITIVE SCHOOL CLIMATE

~~The curriculum and counseling programs shall foster positive racial and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias and show them how to deal with discriminatory behavior in appropriate ways. The Board encourages the use of cooperative learning strategies in the classroom in order to foster positive social interactions among students.~~

~~(cf. 6141.6 - Multicultural Education)~~

~~School staff shall encourage and reward success and achievement, participation in community projects and positive student conduct.~~

~~(cf. 5126 - Awards for Achievement)~~

~~(cf. 6142.4 - Learning through Community Service)~~

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. Teachers shall use effective classroom management techniques based on clear expectations for student behavior.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

Staff shall consistently enforce Board policies and regulations which establish rules for appropriate student conduct, including prohibitions against bullying, cyberbullying, harassment of students, hazing, other violence or threats of violence against students and staff, and drug, alcohol, and tobacco use.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 4020 - Drug and Alcohol-Free Workplace)

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.6 - Alcohol and Drugs)

Students

POSITIVE SCHOOL CLIMATE

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5136 - Gangs)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

The district's curriculum shall include age-appropriate character education which includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. Teachers are encouraged to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

(cf. 5131.9 - Academic Honesty)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6141.6 - Multicultural Education)

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

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

The Superintendent or designee may develop other strategies to enhance students' feelings of connectedness with the schools, such as campus beautification projects, graffiti removal, development of extracurricular activities and after-school programs, pairing of adult mentors with individual students, recognition of student achievement, and encouragement of strong family and community involvement in the schools.

Students

POSITIVE SCHOOL CLIMATE

(cf. 1240 - Volunteer Assistance)

(cf. 5126 - Awards for Achievement)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5148.2 - Before/After School Programs)

(cf. 6020 - Parent Involvement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.5 - Student Organizations and Equal Access)

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school.

The schools shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction, and mediation skills.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

Staff shall receive professional development designed to improve classroom management, conflict resolution techniques, and communications with students and parents/guardians including persons of diverse backgrounds.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Students

POSITIVE SCHOOL CLIMATE

Legal Reference:

EDUCATION CODE

233-233.8 Hate violence prevention

32280-32289 School safety plans

32295.5 Teen court programs

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

44807 Teachers' duty concerning conduct of students

48900-48925 Suspension and expulsion

Management Resources:

CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

Protecting Our Schools: Governing Board Strategies to Combat School Violence, rev. 1999

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

Creating Safe and Drug-Free Schools: An Action Guide, 1996

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Preventing Bullying: A Manual for Schools and Communities, 1998

WEB SITES

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

MBUSD

BP 5137 (f)

Students

POSITIVE SCHOOL CLIMATE

California Department of Education, Learning Support: <http://www.cde.ca.gov/ls>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office of Safe and Drug-Free Schools:
<http://www.ed.gov/offices/OESE/SDFS>

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: July 14, 1993 Manhattan Beach, California

revised: September 5, 2007;

I. **BOARD BUSINESS**

5. **TITLE:** Receive for First Reading and Adoption, Administrative Regulation 5141.4, Child Abuse Prevention and Reporting

BACKGROUND: Manhattan Beach Unified Administrative Regulation 5141.4, Child Abuse Prevention and Reporting, is presented to the Board as a revised regulation for first reading and adoption. This updated regulation is revised to reflect **NEW LAW (AB 673)** which amended the definition of child abuse to include death as well as physical injury.

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 RECOMMENDED: Receive for First Reading and Adoption, Administrative Regulation 5141.4, Child Abuse Prevention and Reporting

PREPARED BY: Ellyn Schneider, Executive Director, Student Services

DATE OF MEETING: September 17, 2008

AGENDA NOTE

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Students**CHILD ABUSE PREVENTION AND REPORTING****Definitions**

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury *or death* inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, *including sexual assault or sexual exploitation*, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)

(cf. 5144 - Discipline)

Students**CHILD ABUSE PREVENTION AND REPORTING**

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; district police or security officers; *licensed nurse or health care provider*; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05)

Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual

Students

CHILD ABUSE PREVENTION AND REPORTING

agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (~~excluding a school district police/security department~~), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11166)

Child Abuse Hotline

800-540-4000

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of *knowing or observing the information* concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the Department of Justice form from either the district or the appropriate agency.

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Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

Employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal ~~or designee~~ as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal ~~or designee~~ so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

The mandated reporter shall not be required to disclose his/her identity to the principal. (Penal Code 11166)

He/she may provide or mail a copy of the written report to the principal or Superintendent or designee without his/her signature or name.

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CHILD ABUSE PREVENTION AND REPORTING

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Training of mandated reporters shall include child abuse *and neglect* identification and *mandated* reporting. (Penal Code 11165.7)

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5145.7 - Sexual Harassment)

Victim Interviews

Whenever a representative of a government agency investigating suspected child abuse or neglect *or the state Department of Social Services* deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.

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2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form.

(cf. 5145.11 - Questioning and Apprehension)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians ~~with procedures that describe how to report suspected child abuse~~ **with a copy of the district's administrative regulation** that describes how to report suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint ~~to any district employee, that employee~~ **about an employee to any other employee, the employee receiving the information** shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to

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Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.1 - Complaints Concerning District Employees)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The district shall also provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)

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

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

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CHILD ABUSE PREVENTION AND REPORTING

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

Regulation MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

approved: September 5, 2007 Manhattan Beach, California

revised:

I. **BOARD BUSINESS**

6. **TITLE:** Receive for First Reading and Adoption, New Board Policy and Administrative Regulation 6145.5, Student Organizations and Equal Access

BACKGROUND: Manhattan Beach Unified Board Policy and Administrative Regulation 6145.5, Student Organizations and Equal Access, are presented to the Board as revisions for first reading and adoption. The policy is updated to clarify distinction between curriculum-related and non-curriculum-related student groups. Material formerly in its regulation in reference to equal access requirements for noncurriculum-related groups has been moved to the policy.

The reorganized regulation is updated to reflect **NEW LAW (AB 132)** which has revised the definition of hazing and added new material on authorization of student groups and role of staff review.

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 RECOMMENDED: Receive for First Reading and Adoption, Board Policy and Administrative Regulation 6145.5, Student Organizations and Equal Access

PREPARED BY: Ellyn Schneider, Executive Director, Student Services

DATE OF MEETING: September 17, 2008

AGENDA NOTE

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AGENDA NOTE

Students**STUDENT ORGANIZATIONS AND EQUAL ACCESS**

The Governing Board believes that student groups or clubs reinforce the instructional program, give students ~~practice in democratic self-government~~ *experience in civics and government*, and provide social and recreational activities. Student ~~organizations~~ groups also serve to honor outstanding student achievement and enhance school spirit and students' sense of belonging. *Prior to meeting on school grounds, all student groups shall be authorized by the principal or designee in accordance with Board policy and administrative regulation.*

(cf. 1321 - Solicitation of Funds from and by Students)

~~(cf. 1325 - Advertising and Promotion)~~

(cf. 3452 - Student Activity Funds)

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

~~The Superintendent or designee shall establish criteria and a process for school sponsorship of student clubs.~~

Limited Open Forum

The Board encourages students to pursue interests and clubs which may not directly relate to the district's curriculum and, to that end, has created a limited open forum.

All student-initiated groups shall be given equal access to meet on school premises during noninstructional time without regard to their religious, political, philosophical, or other speech content. *The Board shall ensure that: (20 USC 4071, 4072)*

1. *The meeting shall be voluntary and student-initiated.*
2. *There shall be no sponsorship of the meeting by the school or staff. The term sponsorship means that school staff are promoting, leading, or participating in a meeting. The assignment of a teacher, administrator, or other school employee to a meeting for custodial purposes shall not constitute sponsorship of the meeting.*
3. *Employees of the school shall be present at religious meetings only in nonparticipatory capacity.*

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- 4. *The meeting shall not materially and substantially interfere with the orderly conduct of educational activities within the school.*
- 5. *Nonschool persons shall not direct, conduct, control, or regularly attend activities of student groups.*

(cf. 1330 - Use of School Facilities)

(cf. 3515.2 - Disruptions)

(cf. 5145.2 - Freedom of Speech/Expression)

All student clubs or groups shall have equal access to the school media *to announce meetings*, including the public address system, the school newspaper, bulletin boards, *and school web site to announce meetings*. ~~However, the Superintendent~~ principal or designee may *issue a disclaimer* that ~~certain groups~~ *such activities* are not school-sponsored.

All noncurriculum-related student groups shall be given equal access to meeting space, school equipment, and supplies.

No school shall deny equal access or a fair opportunity to meet, or *otherwise* discriminate against, any group officially affiliated with the Boy Scouts of America, or with any other youth group listed as a patriotic society in Title 36 of the United States Code, for reasons based on the membership or leadership criteria or oath of allegiance to God and country. (20 USC 7905)

Legal Reference:

EDUCATION CODE

52 Designation of secondary schools

53 Designation of high schools

200-262.3 Prohibition of discrimination on the basis of sex

38130-38138 Civic Center Act

48900 Hazing

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48907 Student exercise of free expression

48930-48938 Student organizations

48950 Freedom of speech

49020-49023 Athletic programs

PENAL CODE

627-627.10 Access to school premises

CODE OF REGULATIONS, TITLE 5

2 Definitions

5531 Supervision of extracurricular activities of students

UNITED STATES CODE, TITLE 20

4071-4074 Equal Access Act

7904 School prayer

7905 Boy Scouts equal access

UNITED STATES CODE, TITLE 36

20101-240112 Patriotic organizations

COURT DECISIONS

Prince v. Jacoby, (2001) 303 F.3d 1074

Culbertson et al. v. Oakridge School District, (2002) 258 F.3d 1061

Good News Club et al. v. Milford Central School, (2001) 121 S.Ct. 2093

Ceniceros v. Board of Trustees of the San Diego Unified School District, (1997) 106 F.3d 878

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Board of Education of Westside Community School District v. Mergens By and Through Mergens (1989, 8th Cir.) 867 F.2d 1076

Perumal et al v. Saddleback Valley Unified School District, (1988) 198 Cal. App. 3d 64

Student Coalition for Peace v. Lower Merion School District Board of Directors, (1985) 776 F.2d. 431

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources:

WEB SITES

U.S. Department of Education: <http://www.ed.gov>

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

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: September 5, 2007 Manhattan Beach, California

revised:

Students

STUDENT ORGANIZATIONS AND EQUAL ACCESS

School Sponsorship

~~School sponsored student organizations must be organized at the school, have a certificated advisor, be composed completely of current student body members and be approved by the Superintendent or designee in accordance with Governing Board policy. They shall hold the majority of their meetings at school and have a democratic plan for the selection of officers. Organization activities shall not conflict with the authority and responsibilities of school officials.~~

~~The principal or designee shall direct any group of students seeking recognition as a student organization to submit a district approved application form which includes the following information:~~

- ~~1. Name of the organization and names of student contacts~~
- ~~2. A statement of the organization's purposes, objectives and activities~~
- ~~3. Name of staff sponsor, and a description of the function of staff adviser in the promotion, supervision and leadership of the group. The principal shall have final authority in determining the assignment and role of the staff adviser.~~
- ~~4. The proposed dates, times, and location of meetings~~
- ~~5. Any special equipment to be used~~
- ~~6. A description of the qualifications for membership, if any~~
- ~~7. If a curriculum related group, a statement of the relation of the club to the curriculum and/or instructional program~~

~~The principal or designee shall establish school rules governing the meetings of curriculum related groups. Such rules may vary depending on the circumstances that apply, such as whether or not academic credit is given for participation in the group.~~

~~The Superintendent or designee shall not deny any student initiated group access to school facilities during noninstructional time on the basis of religious, political, philosophical or any other content to be addressed at such meetings. Such meetings shall not interfere with regular school activities.~~

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~~The Superintendent or designee shall identify the noninstructional time period(s) set aside for noncurriculum-related student organization meetings before or after actual classroom instructional times. Meetings shall not be held during the lunch hour.~~

~~The following criteria must be met for these meetings: (20 USC 4071, 4072)~~

- ~~1. The meeting shall be voluntary and student-initiated.~~
- ~~2. There shall be no sponsorship of the meeting by the school or staff. The school or staff shall not promote, lead, or participate in a meeting. The assignment of a teacher, administrator, or other school employee to a meeting for custodial purposes shall not constitute sponsorship of the meeting.~~
- ~~3. Employees of the school shall be present at religious meetings only in a nonparticipatory capacity.~~
- ~~4. The meeting shall not materially and substantially interfere with the orderly conduct of educational activities within the school.~~
- ~~5. Nonschool persons shall not direct, conduct, control, or regularly attend activities of student groups.~~

~~School staff may be assigned voluntarily to observe meetings for purposes of maintaining order and protecting student safety. Students shall leave the meeting place in a clean, orderly and secure condition after their meetings. (20 USC 4071)~~

~~The Superintendent may deny the use of facilities to any groups that he/she believes will disrupt the school program or threaten the health and safety of students and staff. (20 USC 4071)~~

~~Meetings held within the limited open forum shall entail no expenditure of public funds beyond the incidental cost of providing the meeting space. (20 USC 4071(d))~~

Limited Open Forum

Because the district has established a limited open forum, the principal or designee shall not deny any student-initiated school group access to school facilities during noninstructional time on the basis of religious, political, philosophical, or any other content of speech to be addressed at such meetings. (20 USC 4071)

Students**STUDENT ORGANIZATIONS AND EQUAL ACCESS**

Such meetings shall not interfere with regular school activities. The Superintendent or designee shall identify the noninstructional time period(s) set aside for meetings of student groups either before or after actual classroom instruction times.

Meetings may also be held during the lunch period.

Meetings held within the limited open forum shall entail no expenditure of public funds beyond the incidental cost of providing the meeting space. (20 USC 4071)

Students shall leave the meeting place in a clean, orderly, and secure condition after their meetings. The Superintendent or designee may deny the use of facilities to any group that he/she believes will materially disrupt the school program or threaten the health and safety of students and staff. (20 USC 4071)

Authorization for Student Groups

Any student wishing to create either a curriculum- or noncurriculum-related student group shall first request authorization from the principal or designee. The group shall provide the principal or designee with the following information:

- 1. Name of the organization and names of student contacts*
- 2. A statement of the organization's purposes, objectives, and activities*
- 3. A copy of the proposed bylaws of the student group, including a description of how officers will be selected, as well as the bylaws of any off-campus organization with which the group may be affiliated*
- 4. The name of the proposed faculty advisor, if any*
- 5. The proposed dates, times, and location of meetings*
- 6. Any special equipment to be used*
- 7. A description of the qualifications for membership, if any*
- 8. If a curriculum-related group, a statement of the relation of the club to the curriculum and/or instructional program*

Students**STUDENT ORGANIZATIONS AND EQUAL ACCESS**

The principal or designee may establish school rules governing the meetings of curriculum-related groups, such as attendance or grade requirements. Such rules may vary depending on the group, such as whether or not academic credit is given for participation in the group.

Role of Staff Adviser

For any curriculum-related student group, the staff adviser shall provide guidance and teaching to students to ensure that the group's activities are aligned to the district's goals and objectives and shall provide supervision and leadership of the group. The principal shall have final authority in determining the assignment and role of the staff adviser.

For noncurriculum-related student groups, a staff adviser may be assigned voluntarily to observe meetings for purposes of maintaining order and protecting student safety. Staff advisers and other school employees shall not promote, lead, or participate in the meetings. (20 USC 4071, 4072)

A school employee may refuse to attend a meeting of a student group if the content of the speech at the meeting is contrary to the employee's beliefs. (20 USC 4071)

Hazing

~~No student shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student. Persons violating this regulation shall be subject to district discipline and penalties specified in law. (Education Code 32051)~~

~~(cf. 5144 - Discipline)~~

Any student who engages in hazing may be subject to discipline including, but not limited to, suspension or expulsion. Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by the district, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. (Education Code 48900)

(cf. 5131 - Conduct)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

MBUSD

AR 6145.5 (e)

Students

STUDENT ORGANIZATIONS AND EQUAL ACCESS

Regulation MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

approved: September 5, 2007 Manhattan Beach, California

revised:

I. **BOARD BUSINESS**

7. **TITLE:** Receive for First Reading and Adoption, Board Policy Exhibits E6158(a) through E6158(d), Independent Study

BACKGROUND: Manhattan Beach Unified Exhibits E6158(a) through E6158(d), Independent Study, are presented to the Board for first reading and adoption. These Exhibits consist of the High School Master Agreement for Independent Study, Assignment and Work Record Forms, and Attendance Credit Report.

The Independent Study program was presented at the June 4, 2008 Board Meeting. The program will begin on September 29, 2008. Exhibits E6158(a) through E6158(d) are required forms for each student to complete in order to enroll in the program.

FINANCIAL IMPACT: None

ACTION RECOMMENDED: Receive for First Reading and Adoption, Exhibits E6158(a) through E6158(d), Independent Study

PREPARED BY: Ellyn Schneider, Executive Director, Student Services

DATE OF MEETING: September 17, 2008

AGENDA NOTE

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AGENDA NOTE



High School Master Agreement for Independent Study

Name:		Student number:		Grade:	
Address:			Age:	Birth date:	
City:		ZIP code:		Phone: ()	
Location(s):		Social Security number: - -			
Duration:		Entry date:		Exit date:	

Agreement: We have read both sides of this agreement and hereby agree to all the conditions set forth within.

Signatures:

Student	Date
Parent/Guardian/Caregiver	Date
Teacher	Date
Program Administrator	Date
Other	Date

Objective: The student will complete the courses listed below during the semester as they are outlined in the Manhattan Beach Unified School District course descriptions. All course objectives will be consistent with the established district guidelines. Assignment and Work-Record Forms will include additional descriptions of the major objectives and activities of the course of study covered by the agreement and the methods for evaluating student work. It is understood that:

- The purpose of this agreement is to enable the student to successfully reach the objectives and complete the assignments identified in the Assignment and Work-Record Forms that will be part of this agreement.
- According to district policy for independent study in grades nine through twelve, no more than 3 weeks may elapse between the date an assignment is made by the teacher and the date it is due, unless an exception is made in accordance with district policy.
- The Manhattan Beach Unified School District will provide the teacher services, instructional materials, and other necessary items and resources as specified for each assignment.
- The student agrees to meet with or report to the teacher regularly, in accordance with the frequency, date, time, and location specified in the course contract or the assignment and work-record form.

<i>Subject</i>	<i>Course value</i>	<i>Subject</i>	<i>Course value</i>

Certification of completed course work

<i>Subject</i>	<i>Course code number</i>	<i>Grade</i>	<i>Credits earned</i>	<i>Teacher's initials</i>	<i>Date</i>

Total credits _____ Date recorded _____ Teacher's signature _____

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Manhattan Beach Unified School District

High School Master Agreement (Continued)

Student:

I understand that:

- Independent study is an optional educational alternative that I have voluntarily selected. If I am a student who was suspended or expelled, I was offered the alternatives of classroom instruction and independent study, and I chose independent study.
- By entering Mira Costa High School I have not waived any rights as a student, and I am entitled to all Manhattan Beach School District services and resources.
- If I am a student with an individualized education program (IEP), my IEP must specifically provide for my enrollment in Independent Study.
- I must follow all the discipline code and behavior guidelines of the Manhattan Beach School District. Any violation of these guidelines or failure to meet school/district requirements could result in dismissal from Mira Costa High School.
- Visitation on any other school campus requires permission from that school.
- If I achieve only minimum study requirements, I will complete the equivalent of only one semester course a month, or a minimum of 25 credits a semester. A regular high school program is 30 credits a semester.

I agree to:

- Be supervised by _____ and/or other approved resource personnel.
- Meet regularly with the assigned staff member. I understand that failure to complete _____ assignments will result in an evaluation to determine if I should remain in independent study and may also result in one or more of the following:
 1. A letter of concern to me and my parent, guardian, or caregiver, if appropriate
 2. A specially scheduled appointment
 3. A special meeting with the teacher and/or counselor
 4. A meeting with the administrator, including my parent, guardian, or caregiver, if appropriate
 5. Placement on probation
 6. Increase in the amount of time I must be on campus or in an equivalent supervised situation
 7. Revocation of any work permit issued until my school work is satisfactorily completed
 8. Termination of the agreement and my return to a regular classroom program of instruction or other appropriate alternative
- Meet weekly with the Outside Work Experience (OWE) coordinator if I am enrolled in work experience.
- Obtain transportation to scheduled meetings. I understand that lack of transportation to the school site is not an acceptable reason for failing to meet with my teacher and/or supervisor to submit my completed assignments.
- Complete my assigned work and achieve at least the minimum performance requirements of the course of study. I understand that credit, which is based on mastery of learning, can only be issued after I have successfully completed an activity and it has been evaluated. I realize that a minimum of _____ hours of work is needed for each unit of credit.

Student's signature: _____

Parent/Guardian/Caregiver:

I understand that the major objective of Independent Study is to provide a voluntary educational alternative for my son or daughter.

I agree to the above conditions listed under "Student." I also understand that:

- Individual course objectives are consistent with and evaluated in the same manner that they would be if he or she were enrolled in a traditional school program.
- I am liable for the cost of replacement or repair for wilfully damaged or destroyed books and other school property checked out to my son or daughter.
- Unless otherwise indicated, a teacher or supervisor will meet with my son or daughter on a regular basis to direct and measure progress. The time and location of meetings with the teacher or supervisor will be determined by the teacher or the supervisor in consultation with my son or daughter.
- I am expected to encourage him or her to do more than the minimum study requirements and be involved in an Outside Work Experience (OWE), a Regional Occupational Program (ROP), community volunteer work, or a directed project.
- I have the right to appeal any decision about my son's or daughter's placement, school program, or transfer according to the school district's procedures.

Parent's/Guardian's/Caregiver's signature: _____



Assignment and Work Record Form

Student name:	School:	
Instructor:	Date given:	Date due:
Course title:	Course number:	

Regular appointments are required between the teacher and student on the following schedule:

Frequency: _____ Starting (date): _____ Time: _____ Place: _____

Assignments with due dates will be made in writing at each student-teacher meeting.

_____ incomplete assignments will result in a reevaluation of this student's placement in independent study.

Course title and objectives: _____

Method of study: _____

Method of evaluation:

1. Teacher observation and review of student work
2. Quizzes and tests (mastery level _____ percent or better)
3. Other: _____

Description of major learning activities and/or study materials

Textbook and study materials: _____

Computer-based instructional opportunity: _____

Supplemental audiovisual instructional support: _____

Other: _____

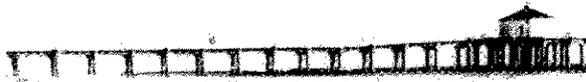
Student's signature _____ Date _____

Parent's/Guardian's/Caregiver's signature _____ Date _____

Teacher's signature _____ Date _____

Teacher's comments/grades: _____

Credits: _____



Manhattan Beach Unified School District



High School Assignment and Work Record Form

Name	Subject
------	---------

Objective (Short term):	Start date
	Due date

Study methods:

Resources:

Evaluation method:

Teacher's signature: _____ Student's signature: _____

Teacher comments/grade:

Attendance credit:

Objective (Short term):	Start date
	Due date

Study methods:

Resources:

Evaluation method:

Teacher's signature: _____ Student's signature: _____

Teacher comments/grade:

Attendance credit:



Independent Study Attendance Credit Report

District of residence _____

Student name _____ Grade _____

Supervising teacher's signature _____

School month _____

Dates										
Attendance: (Record complete days of attendance credit only.)	Mon.	Tue.	Wed.	Thurs.	Fri.	Mon.	Tues.	Wed.	Thurs.	Fri.
Dates										
Attendance: (Record complete days of attendance credit only.)	Mon.	Tue.	Wed.	Thurs.	Fri.	Mon.	Tues.	Wed.	Thurs.	Fri.

Total days of apportionment: _____

Independent Study Attendance Credit Report

District of residence _____

Student name _____ Grade _____

Supervising teacher's signature _____

School month _____

Dates										
Attendance: (Record complete days of attendance credit only.)	Mon.	Tue.	Wed.	Thurs.	Fri.	Mon.	Tues.	Wed.	Thurs.	Fri.
Dates										
Attendance: (Record complete days of attendance credit only.)	Mon.	Tue.	Wed.	Thurs.	Fri.	Mon.	Tues.	Wed.	Thurs.	Fri.

Total days of apportionment: _____

1. **BOARD BUSINESS**

8. **TITLE:** Receive for First Reading and Adoption, revised Board Policy and NEW Administrative Regulation 6178.1, Work Experience Education

BACKGROUND: Manhattan Beach Unified Board Policy 6178.1, Work Experience Education, is presented to the Board as a revision for first reading and adoption. The updated policy clarifies its use with middle and/or high schools, expands material on program goals and requires integrated efforts of teachers, counselors, students, parents/guardians, and employers.

The NEW regulation highlights program requirements that are reviewed during the state's Categorical Program Monitoring process. The regulation also includes a section on "Work Experiences and Related Instruction" to reflect required legal requirements, and the section on "Criteria for Credit" to include material on the maximum credit for each type of work experience program. The section on "Minimum Day" adds item #3 which addresses the shorter day allowed for the last semester of grade 12. The Section on "Responsibilities of Teacher Coordinator" addresses material on qualifications, student-teacher ratio, and professional development. The regulation finally includes a section on "Records" which details student records that these records must be maintained by the district.

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 RECOMMENDED: Receive for First Reading and Adoption, Board Policy and Administrative Regulation 6178.1, Work Experience Education

PREPARED BY: Ellyn Schneider, Executive Director, Student Services

DATE OF MEETING: September 17, 2008

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

Instruction

WORK EXPERIENCE EDUCATION

~~In order to provide students with valuable instruction in the skills, attitudes and understandings necessary for successful employment, the Governing Board shall offer a program of work experience education. Students enrolled in this program shall receive guidance and supervision designed to ensure maximum educational benefit from placement in suitable work experience education courses.~~

The Governing Board desires to facilitate school-to-career transitions by providing secondary school students with a program of work experience education (WEE) which links the academic curriculum with experiences in actual work settings. The Superintendent or designee shall design a program which provides paid and/or unpaid on-the-job experiences as well as instruction in the skills, attitudes, and knowledge necessary for successful employment.

(cf. 5147 - Dropout Prevention)

~~(cf. 6030 - Integrated Academic and Vocational Education)~~

~~(cf. 6164.2 - Guidance/Counseling Services)~~

~~(cf. 6178 - Vocational Education)~~

(cf. 6000 - Concepts and Roles)

(cf. 6143 - Courses of Study)

(cf. 6178 - Career Technical Education)

~~Work experience education shall include the part-time employment of students in jobs which are selected or approved as having educational value for the employed students and which are coordinated by school employees. (Education Code 51764)~~

Students enrolled in this program shall receive guidance and supervision designed to ensure maximum educational benefit from placement in suitable WEE courses. The program shall integrate the efforts of teachers, counselors, students, parents/guardians, and employers to assist students in selecting a career path and developing a positive work ethic and work habits.

(cf. 6164.2 - Guidance/Counseling Services)

Instruction

WORK EXPERIENCE EDUCATION

The WEE program shall include the part-time employment of students in jobs which are selected or approved as having educational value for the employed students and which are coordinated by district employees. (Education Code 51764)

(cf. 5113.2 - Work Permits)

The district may provide for liability insurance for students participating in ~~work experience programs of study~~ *a WEE program* off school grounds in accordance with law and Board policy. (Education Code 51760)

(cf. 5143 - Insurance)

Legal Reference:

EDUCATION CODE

46144 Minimum school day for work experience program

46147 Exception for minimum day; students in last semester or quarter of grade 12

46300 Method of computing ADA

48402 Enrollment in continuation education, minors not regularly employed

49110-49119 Permits to work

49160 Permits to work, duties of employer

51760-51769.5 Work experience education

52300-52499.66 Career technical education

56026 Students with exceptional needs

LABOR CODE

1285-1312 Employment of minors

1391-1394 Working hours for minors

MBUSD

BP 6178.1 (c)

Instruction

WORK EXPERIENCE EDUCATION

3070-3099.5 Apprenticeships

3200-6002 Workers' compensation and insurance

CODE OF REGULATIONS, TITLE 5

1635 Credit for work experience education

10070-10075 Work experience education

UNITED STATES CODE, TITLE 20

2301-2414 Carl D. Perkins Career and Technical Education Act of 2006

CODE OF FEDERAL REGULATIONS, TITLE 29

570.35a Work experience programs

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Work Permit Handbook for California Schools: Laws and Regulations Governing the Employment of Minors, 2007

Work Experience Education Guide, 2005

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Child Labor Laws, 2000

WEB SITES

California Association of Work Experience Educators: <http://www.cawee.org>

California Department of Education, Work Experience Education:
<http://www.cde.ca.gov/ci/ct/we>

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

MBUSD

BP 6178.1 (d)

Instruction

WORK EXPERIENCE EDUCATION

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: September 5, 2007 Manhattan Beach, California

revised:

Instruction

WORK EXPERIENCE EDUCATION

Work Experiences and Related Instruction

The district's work experience education (WEE) program shall consist of one or more of the following types of unpaid and paid on-the-job experiences: (5 CCR 10071)

- 1. Exploratory WEE which provides students with a combination of classroom instruction in WEE and unpaid opportunities to observe and sample systematically a variety of conditions of work for the purpose of ascertaining their interest and suitability for the occupation they are exploring*

The length of exploratory work experience assignments may vary depending on the aptitude of the student, the occupation being explored, the facilities of the work station, and the job classification. A student may not participate in an exploratory work experience assignment if he/she receives pay for like work at the same work station or similar job outside of the WEE program.

- 2. General WEE which has as its purpose the application of basic skills of reading, writing, and computation and which enables students to acquire general and specific occupational skills through a combination of supervised paid employment in any occupational field and related classroom instruction in WEE*
- 3. Vocational WEE which reinforces and extends vocational learning opportunities for students through a combination of related classroom instruction in WEE and supervised paid employment in the occupation for which their vocational course in school prepares them*

(cf. 6178 - Career Technical Education)

For each student enrolled in WEE, the district shall develop a written training agreement with the employer which identifies the responsibilities of the district, employer, student, and parent/guardian of a minor student and outlines the objectives that the student is to accomplish at the training site. (5 CCR 10071)

Opportunities for part-time employment may be provided by any public or private employer. (Education Code 51768)

Instruction

WORK EXPERIENCE EDUCATION

The Superintendent or designee may establish and supervise work experience programs and/or provide for part-time employment of students in areas outside the district, either within California or in a contiguous state. (Education Code 51767, 51768)

All laws or rules applicable to minors in employment relationships shall be applicable to students enrolled in WEE courses. (Education Code 51763)

A minor student shall be issued a work permit before beginning employment through a paid WEE program in accordance with law, Board policy, and administrative regulation. (Education Code 49113, 49160)

(cf. 5113.2 - Work Permits)

A WEE program offered during the summer shall be conducted in the same time period as the regular summer school program and shall conform to all appropriate laws and regulations applicable to WEE.

(cf. 6177 - Summer School)

Criteria for Credit

A student shall be granted up to 40 semester periods of credit for WEE of one or more of the following types: (Education Code 51760.3; 5 CCR 1635)

- 1. For exploratory WEE, the student may earn 10 semester periods for each semester, with a maximum of 20 semester periods earned in two semesters.*
- 2. For either general or vocational WEE, the student may earn 10 semester periods for each semester, with a maximum of 40 semester periods.*

(cf. 6146.11 - Alternative Credits Toward Graduation)

Credit shall be granted for successful completion of WEE in the amounts specified above provided that all the following conditions are met: (Education Code 51760.3; 5 CCR 10071)

- 1. At the time of enrollment, the student is at least 16 years of age or, if under the age of 16 years, fulfills one of the following criteria:
 - a. The student is enrolled in grade 11 or higher.**

Instruction

WORK EXPERIENCE EDUCATION

- b. The principal certifies that the student is in need of immediate WEE in order to pursue employment opportunities.*
- c. The principal certifies that there is a probability that the student will no longer be enrolled as a full-time student without being provided the opportunity to enroll in a WEE program.*

(cf. 5147 - Dropout Prevention)

- d. For students with disabilities, the student's individualized education program prescribes the type of training for which participation in a WEE program is deemed appropriate.*

(cf. 6159 - Individualized Education Program)

- 2. During the course of the student's enrollment in the program, the student receives at least the equivalent of one instructional period per week, in sessions scheduled intermittently throughout the semester, of related classroom instruction or counseling by a certificated employee.*
- 3. The WEE program meets all the requirements of law.*

Minimum Day

The minimum day for students enrolled in a WEE program shall be four periods totaling at least 180 minutes in duration, with the following exceptions: (Education Code 46144, 46147)

- 1. When a school's regularly scheduled period is greater than 60 minutes, the minimum day shall be one or more periods totaling at least 180 minutes in duration.*
- 2. A different schedule shall be established for students who are enrolled in a continuation school or classes pursuant to Education Code 48402.*

(cf. 6184 - Continuation Education)

- 3. Upon written request of the student or his/her parent/legal guardian, the Superintendent or designee may permit the student to attend school for less than a*

Instruction

WORK EXPERIENCE EDUCATION

minimum day of 180 minutes if the student is in grade 12, in his/her last semester or quarter before graduation, and would complete all the requirements for graduation, except physical education courses, by attending high school for less than 180 minutes per day.

(cf. 6112 - School Day)

(cf. 6146.1 - High School Graduation Requirements)

Responsibilities of Teacher-Coordinator

The WEE teacher-coordinator shall possess a valid California secondary-level credential, have two years of occupational experience outside the field of education, and have knowledge of the educational purposes, standards, laws, and rules and regulations applicable to the program. (5 CCR 10075)

(cf. 4112.2 - Certification)

The teacher-coordinator shall:

- 1. If so designated by the Superintendent, issue work permits in accordance with law (Education Code 49110)*
- 2. Select and approve work assignments for individual students that enable them to accomplish meaningful learning objectives (5 CCR 10072)*
- 3. Conduct the related classroom instruction (5 CCR 10073)*
- 4. Provide for supervision of students by preparing individual training plans, observing and consulting with students, and making at least two on-site contacts per semester with each work supervisor or at least one on-site contact during summer school to evaluate student performance (5 CCR 10074)*

The student-teacher ratio in the WEE program shall not exceed 125 students per full-time equivalent certificated teacher-coordinator. (Education Code 46300)

The Superintendent or designee shall provide professional development for new and continuing teacher-coordinators and other support personnel to ensure the quality of the program.

Instruction

WORK EXPERIENCE EDUCATION

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

Records

The Superintendent or designee shall maintain records for each student's participation in the program, including:

- 1. The type of WEE program in which the student is enrolled, where the student is employed, the type of job held or observation sites, and hours*
- 2. Work permit issued, if applicable*
- 3. Employer's report of the student's hourly work record and performance on the job*
- 4. Report of each consultation between the teacher-coordinator and the employer*
- 5. Ratings of the student, including his/her grade*
- 6. Formal training agreement for each student that describes the responsibilities of the employer, student, school, and parent/guardian and contains a statement of nondiscrimination*

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

- 7. Individual training plan for the student*

(cf. 5125 - Student Records)

Regulation MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

approved: Manhattan Beach, California

revised:

I. BOARD BUSINESS

9. **TITLE:** The City of Manhattan Beach Environmental Task Force

BACKGROUND: Attached are two applications from students at Manhattan Beach Middle School for the city's Environmental Task Force. This Task Force will make specific recommendations to the City Council on environmental issues as assigned by City Council. The city is seeking members who represent a diverse cross-section of the residential, business and school communities. Both students will serve a term up to 18 months.

ACTION RECOMMENDED: Confirmation of these two students as members of the city's the Environmental Task Force, is requested.

DATE OF BOARD MEETING: September 17, 2008

SUBMITTED BY: Beverly J. Rohrer, Ed.D., Superintendent

AGENDA NOTE AGENDA NOTE AGENDA NOTE

Adam Maxwell Gerard

Objectives

To take leadership role in environmental programs, to ensure a greener planet and prevent global warming.

Education

Manhattan Beach Middle School
Robinson Elementary School

Experience

- **Tree Musketeers**, a youth established and run organization founded in 1987, whose mission is to empower young people to be leaders of social and environmental change in Earth's communities. One recent accomplishment of Tree Musketeers was planting Trees on Imperial Highway from the 105 to the ocean - www.treemusketeers.org
 - President of Tree Musketeers, 2007- present
 - Tree Musketeers Board Member, 2006- present
 - Tree Musketeers Youth Management Team Member, 2004- present
 -
- **Manhattan Beach Middle School Student Council**
 - Appointed Campus Environmental Coordinator of Manhattan Beach Middle School, 2008-2009
 - Elected 7th Grade Representative of Manhattan Beach Middle School, 2007-2008
 - Helped Lead an Environmental Beautification Day at MBMS, 2008

Skills

- Expert public speaker- 1st place in Toastmaster speech contest 2005
- Leadership skills- Tree Musketeers LEAD class



City Hall 1400 Highland Avenue Manhattan Beach, CA 90266-4795
Telephone (310) 802-5050 FAX (310) 802-5051 TDD (310) 546-3501

APPLICATION for the ENVIRONMENTAL TASK FORCE

The City of Manhattan Beach is forming an Environmental Task Force for a term of up to 18 months with the purpose of making specific recommendations to the City Council on environmental issues as assigned by City Council. We are seeking a diverse cross-section of our residential, business and school community to become members of this task force. (Current City Board and Commissioners are not eligible for appointment.) Please fill out the application below and return by **Wednesday, August 27th at 5:00 p.m.** to:

Sona Kalapura
Environmental Programs Manager
1400 Highland Ave., MB 90266
skalapura@citymb.info
310-802-5056 (phone); 310-802-5051 (fax)

Name: Adam Gerard

Home Phone: 310-318-1111

Address: 5014 15th St

Manhattan Beach, CA 90266

Are you a qualified elector of the City of Manhattan Beach? no, due to age, but I am a student at Manhattan Beach Middle School

Will you be able to attend monthly Committee meetings? yes

Each Committee Member will be appointed to a Subcommittee which will hold separate meetings. Will you be able to attend separate monthly subcommittee meetings? yes

Will you have time to review materials prior to your monthly committee meetings as well as subcommittee meetings? yes

Please check each box that describes your qualifications:

- expertise or experience in residential or commercial recycling
- expertise or experience in business related recycling
- expertise in environmental protection
- construction industry representative
- environmental non-profit representative
- operator of a multi-family living complex in our City
- restaurant/grocery owner/manager experience in our City
- experience in architectural design and construction
- expertise in green building design and construction
- knowledge of municipal building codes and process
- knowledge of carbon emission issues/global warming
- knowledge of potable water and storm water issues

You may attach a separate paper to answer the following questions. Please limit your answers to approximately 200 words a piece. Thank you.

Please describe your experience and expertise in the items checked above: AAt Tree Musketeers, we are in charge of a city-wide program in El Segundo, where people who live in multi-unit housing can pay a monthly fee and receive recycling bins. Tree Musketeers also started curbside recycling in the city of El Segundo. One way Tree Musketeers has protected the environment is by creating an environmental protection barrier on Imperial Highway by planting trees. As President of Tree Musketeers, I frequently represent a non-profit organization. I have represented Tree Musketeers at award ceremonies, conferences, congressional subcommittee hearings, City Council meetings, and I excepted an award from the National Arbor Day Foundation, and more. I have vast knowledge of carbon emission and global warming issues. Not only have I given award winning speeches on the topic, but I currently co-teach classes where the subject is covered. I was also appointed to the position of Campus Environmental Coordinator at Manhattan Beach Middle School in order to help educate students on the topic, improve the environment there, encourage more environmental awarness, and much, much more.

After reviewing the City of Manhattan Beach Green Report (which can be found at www.citymb.info), what environmental issues would you consider to be most pressing for the City of Manhattan Beach: II feel that Urban Forestry should be the top priority for the city. I feel this way because urban forestry has so many benefits. Some of benefits are city beautification, cleaner air, sound barriers and much more. Under the Urban Forestry section in the report it mentions a public awarness program promoting natural and sustainable landscapes. This is important because in Manhattan Beach there are so many beautiful trees and when I see one that is healthy being destroyed, taken down, or "topped" it is quite a disappointment. I also feel that the recycling and reducing waste section comes in a close second. The city of Manhattan Beach obviously made huge strides in this category when it banned the use of plastic bags. However, there is still so much that can be done. As a student, I feel that environmental education is also important and has been well implemented but there is still much more that can be done. I feel that this kind of education can enhance recycling in schools. The waste reduction plan that I feel is most important is the enhancement of our hazardous waste program. When put in landfills, these hazardous materials are extremely damaging to the environment. The second most important would be a ban of styrofoam in the city which would go a long way to reducing the waste output of the city and would be a feasible action for our city to take.

If appointed to the task force what unique skills or strengths would you bring: For starters, I would bring the unique perspective of a student involved in the environmental movement since the age of nine. As I stated earlier, I have a very large amount of experience representing environmental organizations. Also, through my experience with Toastmasters International I have spoken at many venues and am considered a talented speaker. I also constantly represent Tree Musketeers at Fairs, Expos, etc. This is important because "tabling" is an important skill to have when representing an organization, team, or foundation. These skills and more are reasons why I would make a valuable asset to the Manhattan Beach Green Team.

Please indicate your first, second, third and fourth preference (1-4) for the following issue areas that will be considered by the Environmental Task Force:

- Residential and commercial solid waste reduction, diversion and recycling. 2
- Green building/sustainable development. 3
- Potable water and storm water issues 4
- Climate Action Plan 1

**Resumes and/or additional information may be attached and submitted with application.
All materials submitted will be forwarded to the City Council for consideration.**

Jack Camden Kirkpatrick

648 31st Street, Manhattan, NY 10017

Elementary School: Grand View Elementary

Middle School: MBMS; currently going into 8th grade

My parents are very involved in helping the environment and I am too.

My dad is a former Planning Commissioner and I went to many city meetings with him. My dad is also a local "green" architect. His office has just launched a green product line called "Hom Escape in Style" which you can check out on the web. They also have a program called "Design for the Future prosperity of the planet". This involves generating 44kw of their own rooftop solar, most of their Manhattan Beach projects include solar, they are using thermal systems which use the earth to heat or cool homes.

My mom is a co-chair of Planet Pals which is a program that educates kids in local MB schools on helping the environment be more green. I attended the plastic ban meeting. My mom also chaired Growing Great at Grand View which is a healthy food choice program that educates kids in making healthy choices.

I did a school report on oil spills; what causes them and how to help end them.

I have attended many Richstone Pier to Pier walks.

I helped campaign for Richard Montgomery for City Council.

I am going to attend 2008 PeaceJam Global Call to Action Conference which is on Sept. 11-13 at Loyola University. This 3 day event is bringing together seven leading Nobel Peace Prize Winners and over 3,000 youth

from around the world. I am really looking forward to meeting Desmond Tutu and the Dalai Lama!

I think I would be a great student representative for the Environmental Task Force for the city of Manhattan Beach. I am passionate about the city and how my voice, commitment and energy can create positive change in our community. My hope that between both my parents being such leaders in the green movement that I would be able to bring that to the task force as well.

My other interests are golf, baseball, surfing, wakeboarding, snowboarding and hanging out with my family and friends.

Please call Mayor Richard Montgomery, Former Mayor Joyce Fahey and City Council member Portia Cohen for references.

Sincerely,

Jack Kirkpatrick