

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

**October 20, 2010
5:30 PM Closed Session
6:30 PM Regular Open Session**

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

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

A. CALL TO ORDER (5 minutes)

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

B. ANNOUNCEMENTS AND COMMUNICATIONS (30 Minutes)

1. Public Comment Regarding Agenda
The purpose of this section is to permit any person in the audience to make a statement to the Board of Trustees on items on the Agenda. Persons are limited to three (3) minutes for their communication, unless the Board deems otherwise. The President will conclude the Public Comment after a reasonable length of time and proceed with the Agenda. The Board may, at its discretion, permit statements on items not on the Agenda, but pertaining to the school district, if appropriate and not an impediment to the efficiency and orderliness of the meeting; no action shall be taken on any item not appearing on the Agenda.
2. A Public Hearing will be held on Resolution 2010-14 regarding the assurance that each pupil in each school in the District has sufficient textbooks or instructional materials, or both, in each subject, that are consistent with the content of the curriculum frameworks adopted by the California State Board of Education.
3. Leasa Ireland, MBEF Pledge Day Chair, will speak regarding Pledge Day.
4. Grant Johnson, a 10th grade student at Mira Costa High School, will be recognized for participating in the U. S. National Yo-Yo Competition in Chico, and he will provide a demonstration.
5. Members of Mira Costa's La Vista newspaper will reveal their new on-line version.
6. Board Member Announcements

7. Sierra Bloodgood and Emily Goldenberg, Student Board Members, will discuss student topics at Mira Costa High School, elementary schools, and events and activities in the District. Dana Sheckter will report on activities at Manhattan Beach Middle School.

C. PRESENTATION/DISCUSSION ITEMS (30 Minutes)

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

- Seaton**
1
1. Update on Implementation of the 2008 Saxon Mathematics Program in Kindergarten through Third Grade

- Romines**
2
2. Impact of Recently Approved California Budget

D. PRESENTATION/ACTION ITEMS

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

None.

E. CONSENT CALENDAR (15 Minutes)

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

General

- Seaton**
3-21
1. Adopt Resolution 2010-14, Regarding Sufficiency of Instructional Materials, and Resolution 2010-15, Certification of Provision of Standards-Aligned Instructional Materials.

- Seaton**
22-23
2. Approve field trip request for sixth grade Science School at Pali Mountain Institute on March 28, 2011, through April 1, 2011. Four Hundred and sixty-seven students and 14 district employees will travel via bus to Running Springs, CA. Camp chaperones will also be provided.

- Seaton**
24-27
3. Approve agreement for California Physical Fitness Test Scoring and Reporting Services between the Manhattan Beach Unified School District and Evalumetrics, Inc., for 2010-2011. The estimated \$600.00 cost qualifies as a mandated cost item and is reimbursable through the state's mandated cost program, should that program be reinstated in the future. These funds will be paid from Educational Services Testing acct., #01.0-00000.0-15000-31600-5890-0000112.

Hall **Personnel**

4. Approve resignation of Costa, Stacia, Library Media Specialist, PK, effective 09/20/10.

5. Ratify change of status of classified personnel at effective dates listed:

Danaei, Maryam, EDP Teacher, Preschool, Perm., 62.5% to Preschool/MBMS, 100% time, effective 10/01/10 (Replacement)

Kahler, Amelia, Special Ed. I.A., Preschool, Perm., 50% to 56.25% time, effective 10/01/10 (Student needs)

6. Ratify employment of classified personnel to serve as substitutes, district wide, at effective dates listed:

Aguilar, Sara, effective 09/23/10

Hoffman, Heather, effective 09/20/10

Weekes, Nicholas, effective 09/01/10

F. PUBLIC AND STAFF SUBMITTED ITEMS

(This section includes topics submitted in writing by citizens, staff, or students ten (10) working days prior to the Board meeting, by 12:00 noon, [MBUSD Board Bylaw 9322, Agenda/Meeting Materials]. Each person submitting a topic will be allocated a maximum of three (3) minutes in which to address the Board. Some topics may be given additional time, at the Board's discretion. This section of the agenda does not take the place of the public comment section, which follows later. The requirement for advance submission of topics allows for better agenda planning, improved staff response and eliminates the Brown Act restriction against Board discussion of unagendized topics that would otherwise exist.)

None.

G. BOARD BUSINESS (10 Minutes)

**Romines
28-31**

1. Adopt revised Board Policy 3220.1, Lottery Funds.

Romines

2. Adopt revised Board Policy 3314.2, Revolving Funds.
3. Approve minutes of the regular Board meeting of October 6, 2010.

H. SUPERINTENDENT/CABINET REPORT (20 Minutes)

1. Staff Development Day, October 11, 2010
2. MB Chamber Staff Appreciation Event, October 11, 2010
3. Disaster Preparedness Meeting at Joslyn Center, October 12, 2010
4. Drug Task Force Meeting, October 14, 2010

I. PUBLIC COMMENTS (5 minutes)

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

J. ITEMS FOR FUTURE DISCUSSION/ACTION

K. ADJOURNMENT

CLOSED SESSION AGENDA

October 20, 2010

5:30 PM

1. Conference with Legal Counsel - Existing Litigation, pursuant to subdivision (a) of Government Code Section 54956.9. Case nos. 2010090275 and 2010090235.
2. Conference with district labor negotiator Steve Romines regarding CSEA negotiations, per Government Code section 54957.6.
3. Conference with district labor negotiator Steve Romines regarding MBUTA negotiations, per Government Code section 54957.6.
4. Public Employee Performance Evaluation, Superintendent, per Government Code section 54957.

Adopted Goals of the Board of Trustees for 2010-2011

- Examine our existing academic programs and explore best practices that may have potential for our students
- Maintain transparent, responsible, focused and collaborative budgetary and financial practices
- Develop excellent communication practices with our employees and our community
- Celebrate and enhance the excellence of Mira Costa High School.

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

(Note: These dates are subject to change)

OCTOBER

October 20, 2010, 6:30 PM
Board Meeting

NOVEMBER

November 2, 2010
Election Day

November 3, 2010, 6:30 PM
Board Meeting

November 11, 2010
Veteran's Day Holiday

November 17, 2010, 6:30 PM
Board Meeting

November 22-26, 2010
Thanksgiving Recess

DECEMBER

December 8, 2010, 6:30 PM
Board Meeting

December 20-31, 2010
Winter Recess

JANUARY

January 12, 2011, 6:30 PM
Board Meeting

January 17, 2011
MLK Holiday

FEBRUARY

February 2, 2011, 6:30 PM
Board Meeting

February 16, 2011, 6:30 PM
Board Meeting

February 21-25, 2011
District Recess

MARCH

March 2, 2011, 6:30 PM
Board Meeting

March 16, 2011, 6:30 PM
Board Meeting

APRIL

April 4-8, 2011
Spring Break

April 20, 2011, 6:30 PM
Board Meeting

MAY

May 4, 2011, 6:30 PM
Board Meeting

May 18, 2011, 6:30 PM
Board Meeting

May 30, 2011
Memorial Day

JUNE

June 1, 2011, 6:30 PM
Board Meeting

June 15, 2011
Board Meeting

C. **PRESENTATION/DISCUSSION ITEMS**

1. **TITLE:** Update on Implementation of the 2008 Saxon Mathematics Program in Kindergarten through Third Grade

BACKGROUND: At its July meeting, the Board approved the purchase of new Saxon mathematics instructional materials for grades K-3. The consumable instructional materials from the previously-adopted 2002 Saxon math program were becoming very challenging to purchase due to lack of availability, so it was critical that the Board adopt a more recent mathematics program for our primary teachers and students.

During this presentation, the Board will be updated regarding the positive aspects and the challenges that have occurred as a result of the transition to the California standards-aligned Saxon 2008 mathematics program in kindergarten through third grade.

FISCAL IMPACT: None.

ACTION RECOMMENDED: None

PREPARED BY: Carolyn Seaton, Executive Director, Educational Services

DATE OF BOARD MEETING: October 20, 2010

AGENDA NOTE AGENDA NOTE AGENDA NOTE

C. **PRESENTATION/DISCUSSION ITEMS**

2. **TITLE:** Impact of Recently Approved California Budget

BACKGROUND: Last week, the California legislature finally passed a budget for the 2010-11 school year. MBUSD and school districts across the state have already established their budgets for the year based on expectations and expert analysis. The fact that the California budget was due on June 30 and is just now approved has been a source of great concern for MBUSD and other school districts.

This budget is being analyzed by education officials and independent agencies. Since the moment the budget passed, District staff members have been consulting with those agencies and officials, as well as conducting its own analysis. Staff will present to the Board a summary of the new budget and an initial analysis of the impact on the District budget.

ACTION RECOMMENDED: None.

PREPARED BY: Dr. Michael Matthews, Superintendent

DATE OF BOARD MEETING: October 20, 2010

E. CONSENT CALENDAR

1. **TITLE:** Adopt Resolution 2010-14, Resolution Regarding Sufficiency of Instructional Materials, and Resolution 2010-15, Certification of Provision of Standards-Aligned Instructional Materials.

BACKGROUND: Education Code 60119 specifies that the governing boards of school districts are to certify compliance with *Education Code* Section 60119 and *California Code of Regulations, Title 5, Section 9531 (c)*. District and county office of education local governing boards are required to hold an annual public hearing and adopt a resolution stating whether each pupil in the district has, or will have prior to the end of that year, sufficient textbooks or instructional materials in each subject consistent with the content and cycles of the curriculum framework adopted by the State Board of Education.

The 2009-2010 state budget package suspended, until 2012-2013, the Instructional Materials Funding and Realignment Program's "24-month rule," which requires districts to purchase new textbooks and instructional materials within 24 months of adoption by the State Board of Education. The budget package also prohibited the State Board from adopting new textbooks and materials until 2013-2014.

This change to the adoption cycle does not relieve districts from the requirements related to "sufficiency" of instructional materials. Pursuant to Education Code 60119, districts must still provide students with "sufficient," standards-aligned instructional materials, hold a public hearing, and adopt a sufficiency resolution. In addition, the new legislation added to the definition of sufficiency a requirement that districts provide all students who are enrolled in the same course with "identical" textbooks and instructional materials from the same adoption cycle.

The Certification of Provision of Standards-Aligned Instructional Materials must be kept on file in the district for auditing purposes. Once a local governing board certifies that it has provided each pupil with standards-aligned instructional materials, the district or county office of education may use 100 percent of any remaining IMFRP funds for other approved educational purposes.

FISCAL IMPACT: None.

ACTION RECOMMENDED: Approval is recommended.

PREPARED BY: Carolyn Seaton, Executive Director, Educational Services

DATE OF BOARD MEETING: October 20, 2010

Manhattan Beach Unified School District

Resolution 2010-14

RESOLUTION REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS:

Whereas, the Governing Board of the Manhattan Beach Unified School District, in order to comply with the requirements of Education Code Section 60119 held a public hearing on October 20, 2010, at 6:30 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Manhattan Beach Unified School District, and;

Whereas, the definition of “sufficient textbooks or instructional materials” means that each student, including English learners, has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, between the 2008-2009 through 2012-2013 fiscal years, the definition of “sufficient textbooks or instructional materials” also means that all students who are enrolled in the same course within the Manhattan Beach Unified School District have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the content of the curriculum frameworks in the following subjects:

- Mathematics
- Science
- History-Social Science
- English-Language Arts

Manhattan Beach Unified School District

Resolution 2010-14 (Continued)

Whereas, sufficient laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the 2010-11 school year, the Manhattan Beach Unified School District has provided each student with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the content of the curriculum frameworks.

PASSED AND ADOPTED THIS 20th day of October, 2010, at a Regular Meeting, by:

Ida VanderPoorte, President

Amy Howorth, Vice-President

Bill Fournell, Clerk

Penny Bordokas, Member

Ellen Rosenberg, Member

Manhattan Beach Unified School District

Resolution 2010-15

Certification of Provision of Standards-Aligned Instructional Materials

End of Fiscal Year 2010-2011

**PUPIL TEXTBOOK AND INSTRUCTIONAL
MATERIALS INCENTIVE PROGRAM
GRADES K-12**

The local governing board of the Manhattan Beach Unified School District hereby certifies that as of this date, each pupil in the district, in Kindergarten through grade twelve, has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas:

- History/Social Science
- Mathematics
- Reading/Language Arts
- Science

For students in K-8, the instructional materials were purchased from an approved standards-aligned state adoption list as required by *CCR, Title 5, Section 9531*. For students in grades 9-12, the instructional materials were adopted by the local governing board following district review of the materials and their alignment with state content standards as required by *CCR, Title 5, Section 9531*.

Certification was approved by the local governing board at a public meeting held on October 20, 2010.

As reported by the California School Boards Association, the 2010-2011 state budget package suspends, until 2012-2013, the Instructional Materials Funding and Realignment Program's "24-month rule," which requires districts to purchase new textbooks and instructional materials within 24 months of adoption by the State Board of Education. The budget package also prohibits the State Board from adopting new textbooks and materials until 2013-2014.

The Board of Trustees must certify compliance that the Manhattan Beach Unified School District has provided each student in Kindergarten through grade eight with a state-adopted textbook or basic instructional materials by the start of the school and that each student enrolled in the same course has been provided with a standards-aligned textbook or basic instructional materials from the same adoption cycle.

PASSED AND ADOPTED THIS 20th day of October, 2010, at a Regular Meeting, by:

Ida VanderPoorte, President

Amy Howorth, Vice-President

Bill Fournell, Clerk

Penny Bordokas, Member

Ellen Rosenberg, Member

**Instructional Materials Survey For Compliance With Education Code Sections 1240 (j) And 60119
Elementary School Level – 2010**

ESSENTIAL COMPONENT	OBJECTIVE	Compliance With Education Code Sections 1240 (j) And 60119		PURCHASED		TO USE	
		GRADE		YES	NO	YES	NO
RLA/ELD Textbooks or Instructional Materials	School/district provides SBE-adopted core textbooks or instructional materials, and/or accelerated interventions, in RLA/ELD (2002-2008 adoption, including interventions), for each pupil to use in class and to take home.	K		X		X	
		1		X		X	
		2		X		X	
		3		X		X	
		4		X		X	
		5		X		X	
		6		N/A		N/A	
<p>The elementary school has distributed to students the district's selection of SBE-adopted RLA/ELD textbook or instructional materials.</p> <p>SBE-adopted basic programs for RLA/ELD include:</p> <p><input type="checkbox"/> Houghton Mifflin, <i>Houghton Mifflin Reading: A Legacy of Literacy</i>, 2003*, Gr. K-6</p> <p><input checked="" type="checkbox"/> SRA/McGraw-Hill, <i>SRA/Open Court Reading</i>, 2000 & 2002*, Gr. K-6</p> <p>[*In Spanish as alternate format]</p> <p>SBE-adopted intervention programs for RLA/ELD include:</p> <p><input type="checkbox"/> Glencoe/McGraw-Hill (Sopris West), <i>Language! A Literacy Intervention Curriculum</i>, 2002, Gr. 4-8</p> <p><input type="checkbox"/> Hampton Brown, <i>High Point</i>, 2001, Gr. 4-8</p> <p><input type="checkbox"/> Hampton Brown, <i>High Point</i> (for English Learners), 2001, Gr. 4-8</p> <p><input type="checkbox"/> Pearson Longman, <i>The Shining Star Program</i>, 2004/2005, Gr. 4-8**</p> <p><input type="checkbox"/> Scholastic, <i>Read 180</i>, 2002, Gr. 4-8</p> <p><input type="checkbox"/> Sopris West, <i>Language!</i> 3rd Edition, 2004, Gr. 4-8**</p> <p><input type="checkbox"/> Sopris West, <i>Language!</i> 3rd Edition (for English Learners), 2004, Gr. 4-8**</p> <p><input type="checkbox"/> SRA/McGraw-Hill, <i>SRA/Reach Program</i>, 2002, Gr. 4-8</p> <p><input type="checkbox"/> Voyager Expanded Learning, <i>Voyager Passport</i>, 2004/2005, Gr. 4-8**</p> <p><input type="checkbox"/> Wright Group/McGraw-Hill, <i>Fast Track Reading Program</i>, 2002/2003, Gr. 4-8</p> <p>[**Programs added by 2005 Follow-Up Adoption]</p> <p><input type="checkbox"/> Alternative Current Materials</p> <p>The district has developed an instructional program consistent with the content and cycles of the curriculum frameworks for this curricular area by combining one or more instructional resources. The program is provided to all students at this grade level or enrolled in these courses. A copy of the local governing board resolution of sufficiency is attached.</p>		<p>Comments:</p> <p>The English-language arts adoption has been postponed because of the state budget.</p>		<p>Note: The Clearinghouse for Specialized Media and Translations at http://www.cde.ca.gov/re/pn/sm provides instructional materials in accessible formats for students with disabilities.</p>		<p>Note: New RLA/ELD instructional materials were adopted by the SBE in November 2008. Districts may continue to use the previously adopted materials to meet the sufficiency requirements of EC Section 60119.</p>	

7.

**Instructional Materials Survey For Compliance With Education Code Sections 1240 (i) And 60119
Elementary School Level – 2010**

ESSENTIAL COMPONENT	OBJECTIVE	Compliance With Education Code Sections 1240 (i) And 60119		PURCHASED		TO USE	
		GRADE	YES	NO	YES	NO	
Mathematics Textbooks or Instructional Materials	School/district provides SBE-adopted core textbooks or instructional materials in mathematics (2007-2013 adoption), for each pupil to use in class and to take home.				X		X
			X		X		X
			X		X		X
			X		X		X
			X		X		X
			X		X		X
			N/A		N/A		N/A
	<p>The elementary school has distributed to students the district's selection of SBE-adopted mathematics textbook or instructional materials.</p> <p>SBE-adopted Basic Grade-Level Mathematics Programs include:</p> <p><input type="checkbox"/> CGP Education, <i>California Standards-Driven Mathematics Program</i>, 2007, Gr. 6-8</p> <p><input type="checkbox"/> Glencoe/McGraw-Hill, <i>Glencoe California Mathematics & Algebra 1: Concepts, Skills, and Problem Solving</i>, 2008, Gr. 6-8</p> <p><input type="checkbox"/> Harcourt School Publishers, <i>California HSP Math</i>, 2009, Gr. K-6</p> <p><input type="checkbox"/> Holt, Rinehart and Winston, <i>Holt California Mathematics</i>, 2008, Gr. 6-8</p> <p><input type="checkbox"/> Houghton Mifflin Company, <i>Houghton Mifflin California Math</i>, 2009 Gr. K-6</p> <p><input type="checkbox"/> Macmillan/McGraw-Hill, <i>Macmillan/McGraw-Hill Math</i>, 2009, Gr. K-6</p> <p><input type="checkbox"/> Marshall Cavendish International, <i>Earlybird Kindergarten Mathematics: Primary Mathematics</i>, 2007, Gr. K-5</p> <p><input type="checkbox"/> McDougal Littell, <i>McDougal Littell CA Math Course 1, Course 2, Algebra 1</i>, 2008, Gr. 6-8</p> <p><input type="checkbox"/> Pearson Scott Foresman, <i>Scott Foresman – Addison Wesley enVisionMath California</i>, 2009, K-6</p> <p><input type="checkbox"/> Pearson Prentice Hall, <i>Prentice Hall Mathematics California</i>, 2009, Gr. 6-8</p> <p><input type="checkbox"/> Sadlier-Oxford, <i>Progress in Mathematics CA Edition</i>, 2008, Gr. K-6</p> <p><input checked="" type="checkbox"/> Saxon, <i>California Saxon Math</i>, 2008, K-6</p> <p><input type="checkbox"/> SRA/McGraw-Hill, <i>SRA Real Math</i>, 2009, K-6</p> <p><input type="checkbox"/> TPS Publishing Co., <i>CA State Standards Aligned Mathematics Program</i>, 2007, K-3</p> <p><input type="checkbox"/> Wright Group/McGraw-Hill, <i>California Everyday Mathematics</i>, 2008, K-6</p> <p><input checked="" type="checkbox"/> Alternative Current Materials</p> <p>The district has developed an instructional program consistent with the content and cycles of the curriculum frameworks for this curricular area by combining one or more instructional resources. The program is provided to all students at this grade level or enrolled in these courses. A copy of the local governing board resolution of sufficiency is attached.</p>	<p>Comments:</p> <p>The Board adopted Saxon 2008 instructional materials for mathematics for grades K-3 in the spring of 2010. In grades 4 and 5, the mathematics textbooks and ancillary materials are from the 2002 Saxon series. These materials were state adopted and are standards-aligned. A district-wide adoption for new mathematics materials for grades K-7 was scheduled to take place during the 2008-2009 school year, but has been postponed for grades 4-7 due to the state budget.</p> <p>Note: The Clearinghouse for Specialized Media and Translations at http://www.cde.ca.gov/re/pn/lsm provides instructional materials in accessible formats for students with disabilities.</p> <p>Note: The 2001 adoption list (http://www.cde.ca.gov/ci/ma/im/) expired November 2007. Though those programs are no longer state adopted, districts may continue to use them to meet the sufficiency requirements of EC Section 60119.</p>					

This CDE template lists for schools/districts all the SBE-adopted instructional materials. This form is to assist county superintendents of schools to evaluate the sufficiency of textbooks or instructional materials.
California Department of Education

**Instructional Materials Survey For Compliance With Education Code Sections 1240 (i) And 60119
Elementary School Level – 2010**

ESSENTIAL COMPONENT	OBJECTIVE	Compliance With Education Code Sections 1240 (i) And 60119		PURCHASED		TO USE	
		GRADE	YES	NO	YES	NO	
History-Social Science Textbooks or Instructional Materials	School/district provides SBE-adopted core textbooks or instructional materials in history-social science (2005-2011 adoption), for each pupil to use in class and to take home.	K	X		X		
		1	X		X		
		2	X		X		
		3	X		X		
		4	X		X		
		5	X		X		
		6	N/A		N/A		
	<p>The elementary school has distributed to students the district's selection of SBE-adopted history-social science textbook or instructional materials.</p> <p>SBE-adopted history-social science programs include:</p> <p><input type="checkbox"/> Glencoe/McGraw-Hill, <i>Glencoe Discovering Our Past*</i>, 2006, Gr. 6-8</p> <p><input checked="" type="checkbox"/> Harcourt School Publishers, <i>Reflections: California Series*</i>, 2007, Gr. K-6</p> <p><input type="checkbox"/> Holt, Rinehart and Winston, <i>Holt California Social Studies*</i>, 2006, Gr. 6-8</p> <p><input checked="" type="checkbox"/> Houghton Mifflin, <i>Houghton Mifflin Social Science</i>, 2007, Gr. K-6</p> <p><input type="checkbox"/> Macmillan/McGraw-Hill, <i>California Vistas</i>, 2007*, Gr. K-6</p> <p><input type="checkbox"/> McDougal Littell, <i>McDougal Littell California Middle School Social Studies Series*</i>, 2006, Gr. 6-8</p> <p><input type="checkbox"/> Oxford University Press, <i>Oxford History-Social Science Program for California</i>, 2005, Gr. 5-8</p> <p><input type="checkbox"/> Pearson Prentice Hall, <i>Prentice Hall Social Studies</i>, 2006, Gr. 6-8</p> <p><input type="checkbox"/> Pearson Scott Foresman, <i>Scott Foresman History-Social Science for California*</i>, 2006, Gr. K-5</p> <p><input type="checkbox"/> Teachers' Curriculum Institute, <i>History Alive! California Middle Schools Program*</i>, 2005, Gr. 6-8</p> <p>[*Available in Spanish as alternate format]</p> <p><input type="checkbox"/> Alternative Current Materials</p> <p>The district has developed an instructional program consistent with the content and cycles of the curriculum frameworks for this curricular area by combining one or more instructional resources. The program is provided to all students at this grade level or enrolled in these courses. A copy of the local governing board resolution of sufficiency is attached.</p>	<p>Comments:</p> <p>The Harcourt School Publishers series was adopted by the Board for use in K and 5 in 2006. The Board approved the adoption of the Houghton Mifflin series for grades 1-4 at that same time.</p> <p>Note: The Clearinghouse for Specialized Media and Translations at http://www.cde.ca.gov/re/pn/sm provides instructional materials in accessible formats for students with disabilities.</p> <p>Note: The 1999 adoption list expired July 2005. Though those programs are no longer state adopted, districts may continue to use them to meet the sufficiency requirements of EC Section 60119.</p>					

**Instructional Materials Survey For Compliance With Education Code Sections 1240 (i) And 60119
Elementary School Level – 2010**

ESSENTIAL COMPONENT	OBJECTIVE	Compliance With Education Code Sections 1240 (i) And 60119		PURCHASED		TO USE	
		GRADE	YES	NO	YES	NO	
Science Textbooks or Instructional Materials	School/district provides SBE-adopted core textbooks or instructional materials in science (2006-2012 adoption), for each pupil to use in class and to take home.	K	X		X		
		1	X		X		
		2	X		X		
		3	X		X		
		4	X		X		
		5	X		X		
		6	N/A		N/A		
	<p>The elementary school has distributed to students the district's selection of SBE-adopted science textbook or instructional materials.</p> <p>SBE-adopted science programs include:</p> <p><input type="checkbox"/> CPO Science, <i>Focus on Earth, Life, and Physical Science</i>, 2007, Gr. 6-8</p> <p><input type="checkbox"/> Delta Education, <i>Full Option Science System</i>, 2007, Gr. K-5</p> <p><input type="checkbox"/> Glencoe/McGraw-Hill, <i>Glencoe Science Focus On Series</i>, 2007, Gr. 6-8*</p> <p><input type="checkbox"/> Harcourt School Publishers, <i>California Science</i>, 2008, Gr. K-6</p> <p><input type="checkbox"/> Holt, Rinehart and Winston, <i>Holt California Science: Earth, Life, and Physical Science</i>, 2007, Gr. 6-8</p> <p><input type="checkbox"/> Houghton Mifflin, <i>Houghton Mifflin California Science</i>, 2007, Gr. K-6*</p> <p><input type="checkbox"/> It's About Time, <i>Investigating Earth Systems, InterActions in Physical Science</i>, 2007, Gr. 6, 8</p> <p><input checked="" type="checkbox"/> Macmillan/McGraw-Hill, <i>Macmillan/McGraw-Hill California Science</i>, 2008, Gr. K-6</p> <p><input type="checkbox"/> McDougal Littell, <i>McDougal Littell California Middle School Science Series</i>, 2007, Gr. 6-8*</p> <p><input type="checkbox"/> Pearson Prentice Hall, <i>Prentice Hall California Science Explorer, Focus on Earth, Life, and Physical Science</i>, 2008, Gr. 6-8</p> <p><input type="checkbox"/> Pearson Scott Foresman, <i>Scott Foresman California Science</i>, 2008, Gr. K-6</p> <p>[*Available in Spanish as alternate format]</p> <p><input checked="" type="checkbox"/> Alternative Current Materials</p> <p>The district has developed an instructional program consistent with the content and cycles of the curriculum frameworks for this curricular area by combining one or more instructional resources. The program is provided to all students at this grade level or enrolled in these courses. A copy of the local governing board resolution of sufficiency is attached.</p>	<p>Comments: The Board adopted science instructional materials for grades K-5 that were first implemented during the 2008-2009 school year. In addition to the Macmillan/McGraw Hill series, Delta FOSS kits are available for each grade level to share to promote hands-on learning in science.</p> <p>Note: The Clearinghouse for Specialized Media and Translations at http://www.cde.ca.gov/re/pn/sm provides instructional materials in accessible formats for students with disabilities.</p> <p>Note: The 2000 adoption list expired July 2006. Though those programs are no longer state adopted, districts may continue to use them to meet the sufficiency requirements of EC Section 60119.</p>					

**Instructional Materials Survey For Compliance With Education Code Sections 1240 (i) And 60119
Middle School Level - 2010**

ESSENTIAL COMPONENT	OBJECTIVE	Compliance With Education Code Sections 1240 (i) And 60119		PURCHASED		TO USE	
		GRADE		YES	NO	YES	NO
RLA/ELD Textbooks or Instructional Materials	School/district provides SBE-adopted core textbooks or instructional materials, and/or accelerated interventions, in RLA/ELD (2002-2008 adoption, including interventions), for each pupil to use in class and to take home.	6		X		X	
		7		X		X	
		8		X		X	
		<p>Comments: In grades six through eight, McDougal Littell <i>Language of Literature</i> is implemented in all English/language arts classes. This series appeared on the AB 2519-1999 list of approved reading/language arts instructional materials. Though this series was adopted prior to 2002, teachers in grades six through eight supplement instruction with a minimum of three core literature novels at each grade level. All California content standards for English/language arts are taught using a combination of the McDougal Littell anthology and the core literature novels. New English/language arts instructional materials were scheduled to be reviewed and adopted during the 2008-2009 school year, but that adoption has been postponed in light of the state budget.</p> <p>Note: The Clearinghouse for Specialized Media and Translations at http://www.cde.ca.gov/re/pn/lsm provides instructional materials in accessible formats for students with disabilities.</p>					
	<p>The elementary school has distributed to students the district's selection of SBE-adopted RLA/ELD textbook or instructional materials.</p> <p>SBE-adopted basic programs for RLA/ELD include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Houghton Mifflin, <i>Houghton Mifflin Reading: A Legacy of Literacy</i>, 2003*, Gr. K-6 <input type="checkbox"/> SRA/McGraw-Hill, <i>SRA/Open Court Reading</i>, 2000 & 2002*, Gr. K-6 <input type="checkbox"/> Glencoe/McGraw-Hill, <i>The Reader's Choice</i>, 2002, Gr. 6-8 <input type="checkbox"/> Holt, Rinehart and Winston, <i>Literature and Language Arts</i>, 2003, Gr. 6-8 <input type="checkbox"/> McDougal Littell, <i>McDougal Littell Reading and Language Arts Program</i>, 2002, Gr. 6-8 <input type="checkbox"/> Prentice Hall, <i>Prentice Hall Literature: Timeless Voices, Timeless Themes</i>, 2002, Gr. 6-8 <p>[*Note: In Spanish as alternate format]</p> <p>SBE-adopted intervention programs for RLA/ELD include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Glencoe/McGraw-Hill (Sopris West), <i>Language! A Literacy Intervention Curriculum</i>, 2002, Gr. 4-8 <input type="checkbox"/> Hampton Brown, <i>High Point</i>, 2001, Gr. 4-8 <input checked="" type="checkbox"/> Hampton Brown, <i>High Point</i> (for English Learners), 2001, Gr. 4-8 <input type="checkbox"/> Pearson Longman, <i>The Shining Star Program</i>, 2004/2005, Gr. 4-8** <input type="checkbox"/> Scholastic, <i>Read 180</i>, 2002, Gr. 4-8 <input type="checkbox"/> Sopris West, <i>Language! 3rd Edition</i>, 2004, Gr. 4-8** <input type="checkbox"/> Sopris West, <i>Language! 3rd Edition</i> (for English Learners), 2004, Gr. 4-8** <input type="checkbox"/> SRA/McGraw-Hill, <i>SRA/Reach Program</i>, 2002, Gr. 4-8 <input type="checkbox"/> Voyager Expanded Learning, <i>Voyager Passport</i>, 2004/2005, Gr. 4-8** <input type="checkbox"/> Wright Group/McGraw-Hill, <i>Fast Track Reading Program</i>, 2002, Gr. 4-8 <p>[**Program added by 2005 Follow-Up Adoption]</p> <p><input checked="" type="checkbox"/> Alternative Current Materials</p> <p>The district has developed an instructional program consistent with the content and cycles of the curriculum frameworks for this curricular area by combining one or more instructional resources. The program is provided to all students at this grade level or enrolled in these courses. A copy of the local governing board resolution of sufficiency is attached.</p>						

**Instructional Materials Survey For Compliance With Education Code Sections 1240 (i) And 60119
Middle School Level - 2010**

ESSENTIAL COMPONENT	OBJECTIVE	Compliance With Education Code Sections 1240 (i) And 60119		PURCHASED		TO USE	
		GRADE	YES	NO	YES	NO	
Mathematics Textbooks or Instructional Materials	School/district provides SBE-adopted core textbooks or instructional materials in mathematics (2007-2013 adoption), for each pupil to use in class and to take home.		X		X	X	
	<p>The middle school has distributed to students the district's selection of SBE-adopted mathematics textbook or instructional materials (as listed on the CDE web site).</p> <p>SBE-adopted Basic Grade-Level Mathematics Programs include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CGP Education, <i>California Standards-Driven Mathematics Program</i>, 2007, Gr. 6-8 <input type="checkbox"/> CPM Educational Program, <i>Algebra Connections</i>, 2008, Gr. 8 <input type="checkbox"/> Glencoe/McGraw-Hill, <i>Glencoe California Mathematics & Algebra 1: Concepts, Skills, and Problem Solving</i>, 2008, Gr. 6-8 <input type="checkbox"/> Harcourt School Publishers, <i>California HSP Math</i>, 2009, Gr. K-6 <input type="checkbox"/> Holt, Rinehart and Winston, <i>Holt California Mathematics</i>, 2008, Gr. 6-8 <input type="checkbox"/> Houghton Mifflin Company, <i>Houghton Mifflin California Math</i>, 2009, Gr. K-6 <input type="checkbox"/> Key Curriculum Press, <i>Discovering Algebra</i>, 2008, Gr. 8 <input type="checkbox"/> Kinetic Books, <i>Algebra 1</i>, 2007, Gr. 8 <input type="checkbox"/> Macmillan/McGraw-Hill, <i>Macmillan/McGraw-Hill Math</i>, 2009, Gr. K-6 <input type="checkbox"/> McDougal Littell, <i>McDougal Littell CA Pre-Algebra and Algebra 1</i>, 2008, Gr. 7-8 <input checked="" type="checkbox"/> McDougal Littell, <i>McDougal Littell CA Math Course 1, Course 2, Algebra 1</i>, 2008, Gr. 6-8 <input type="checkbox"/> Pearson Scott Foresman, <i>Scott Foresman – Addison Wesley enVisionMath California</i>, 2009, Gr. K-6 <input type="checkbox"/> Pearson Prentice Hall, <i>Prentice Hall Mathematics California</i>, 2009, Gr. 6-8 <input type="checkbox"/> Pearson Prentice Hall, <i>Prentice Hall Mathematics Algebra 1</i>, 2009, Gr. 8 <input type="checkbox"/> Sadlier-Oxford, <i>Progress in Mathematics CA Edition</i>, 2008, Gr. K-6 <input type="checkbox"/> Saxon, <i>California Saxon Math</i>, 2008, Gr. K-6 <input type="checkbox"/> SRA/McGraw-Hill, <i>SRA Real Math</i>, 2009, Gr. K-6 <input type="checkbox"/> Wright Group/McGraw-Hill, <i>California Everyday Mathematics</i>, 2008, Gr. K-6 <p><input checked="" type="checkbox"/> Alternative Current Materials</p> <p>The district has developed an instructional program consistent with the content and cycles of the curriculum frameworks for this curricular area by combining one or more instructional resources. The program is provided to all students at this grade level or enrolled in these courses. A copy of the local governing board resolution of sufficiency is attached.</p>		X		X	X	
	<p>Comments:</p> <p>New instructional materials for mathematics instruction in grades six, seven, and eight (intervention purposes) were scheduled for adoption in 2008-2009 but were postponed because of the state budget. Algebra I/II and Algebra AB materials were already selected and Board approved in the spring of 2008 and implemented in the fall of 2009.</p> <p>Note: The Clearinghouse for Specialized Media and Translations at http://www.cde.ca.gov/re/ol/sm provides instructional materials in accessible formats for students with disabilities.</p> <p>Note: The 2001 adoption list (http://www.cde.ca.gov/ci/mal/im/) expired November 2007. Though those programs are no longer state adopted, districts may continue to use them to meet the sufficiency requirements of EC Section 60119.</p>	6	X		X	X	
		7	X		X	X	
		8	X		X	X	

121

**Instructional Materials Survey For Compliance With Education Code Sections 1240 (i) And 60119
Middle School Level - 2010**

ESSENTIAL COMPONENT	OBJECTIVE	Compliance With Education Code Sections 1240 (i) And 60119		PURCHASED		TO USE	
		GRADE	YES	NO	YES	NO	
Science Textbooks or Instructional Materials	School/district provides SBE-adopted core textbooks or instructional materials in science (2006-2012 adoption), for each pupil to use in class and to take home.	6	X		X		X
		7	X		X		X
		8	X		X		X
<p>Comments: The Holt series was implemented in 2007-2008 at all middle school grade levels.</p> <p>Note: The Clearinghouse for Specialized Media and Translations at http://www.cde.ca.gov/re/pn/lsm provides instructional materials in accessible formats for students with disabilities.</p> <p>Note: The 2000 adoption list expired July 2006. Though those programs are no longer state adopted, districts may continue to use them to meet the sufficiency requirements of EC Section 60119.</p>							
	<p>The middle school has distributed to students the district's selection of SBE-adopted science textbooks or instructional materials.</p> <p>SBE-adopted science programs include:</p> <p><input type="checkbox"/> CPO Science, <i>Focus on Earth, Life, and Physical Science</i>, 2007, Gr. 6-8</p> <p><input type="checkbox"/> Glencoe/McGraw-Hill, <i>Glencoe Science Focus On Series*</i>, 2007, Gr. 6-8</p> <p><input type="checkbox"/> Harcourt School Publishers, <i>California Science</i>, 2008, Gr. K-6</p> <p><input checked="" type="checkbox"/> Holt, Rinehart and Winston, <i>Holt California Science: Earth, Life, and Physical Science</i>, 2007, Gr. 6-8</p> <p><input type="checkbox"/> Houghton Mifflin, <i>Houghton Mifflin California Science*</i>, 2007, Gr. K-6</p> <p><input type="checkbox"/> It's About Time, <i>Investigating Earth Systems, InterActions in Physical Science</i>, 2007, Gr. 6, 8</p> <p><input type="checkbox"/> Macmillan/McGraw-Hill, <i>Macmillan/McGraw-Hill California Science</i>, 2008, Gr. K-6</p> <p><input type="checkbox"/> McDougal Littell, <i>McDougal Littell California Middle School Science Series*</i>, 2007, Gr. 6-8</p> <p><input type="checkbox"/> Pearson Prentice Hall, <i>Prentice Hall California Science Explorer, Focus on Earth, Life, and Physical Science</i>, 2008, Gr. 6-8</p> <p><input type="checkbox"/> Pearson Scott Foresman, <i>Scott Foresman California Science</i>, 2008, Gr. K-6</p> <p>[*In Spanish as alternate format]</p> <p><input type="checkbox"/> Alternative Current Materials</p> <p>The district has developed an instructional program consistent with the content and cycles of the curriculum frameworks for this curricular area by combining one or more instructional resources. The program is provided to all students at this grade level or enrolled in these courses. A copy of the local governing board resolution of sufficiency is attached.</p>						

This CDE template lists for schools/districts all the SBE-adopted instructional materials. This form is to assist county superintendents of schools to evaluate the sufficiency of textbooks or instructional materials.
California Department of Education
Posted 12-4-2007

**Instructional Materials Survey For Compliance With Education Code Sections 1240 (i) And 60119
Middle School Level - 2010**

ESSENTIAL COMPONENT	OBJECTIVE	Compliance With Education Code Sections 1240 (i) And 60119		PURCHASED		TO USE	
		Program	YES	NO	YES	NO	
Foreign Language Textbooks or Instructional Materials	School/district provides state-adopted foreign language textbooks or instructional materials (2003-2011 adoption cycle) in all classrooms for all students enrolled in foreign language courses.		X		X		X
	<p>The middle school has distributed to students state-adopted foreign language textbooks or instructional in all classrooms for all students enrolled in foreign language course(s).*</p> <p>SBE-adopted foreign language programs include:</p> <p>Spanish</p> <input type="checkbox"/> EMC/Paradigm Publishing, <i>Navegando 1A and 1B, 2005**</i> <input type="checkbox"/> Glencoe/McGraw-Hill, <i>Glencoe Spanish 1Buen viaje!</i> <input type="checkbox"/> Glencoe/McGraw-Hill, <i>Glencoe Middle School Spanish Como te va?</i> <input type="checkbox"/> Holt, Rinehart and Winston, <i>Ven conmigo! Holt Spanish</i> <input type="checkbox"/> McDougal, Littell & Company, <i>Tu mundo/Nuestro mundo</i> <input checked="" type="checkbox"/> McDougal, Littell & Company, <i>En espanol!</i> <input type="checkbox"/> Prentice Hall, Inc., <i>Realidades</i> <input type="checkbox"/> Wright Group, <i>¡Viva el español!</i> , 2005, Gr. 1-6** <p>French</p> <input type="checkbox"/> Glencoe/McGraw-Hill, <i>Glencoe French 1 Bon voyage!</i> <input type="checkbox"/> Holt, Rinehart and Winston, <i>Allez, viens! Holt French</i> <input checked="" type="checkbox"/> McDougal, Littell & Company, <i>Discovering French, Nouveau!</i> <p>German</p> <input type="checkbox"/> McDougal, Littell & Company, <i>Auf Deutsch!</i> <p>Japanese</p> <input type="checkbox"/> Cheng and Tsui, <i>Mirai</i> <p>Latin</p> <input type="checkbox"/> Cambridge University Press, <i>Cambridge Latin Course</i> <input type="checkbox"/> Glencoe/McGraw-Hill, <i>Glencoe Latin 1: Latin for Americans</i> <input type="checkbox"/> Prentice-Hall, Inc., <i>Ecce Romani</i> <p>*Under Education Code 60119 (a)(1)(C): "The provision of the textbooks, instructional materials or science equipment specified in this subparagraph is not a condition of receipt of funds provided by this subdivision."</p> <p>[**Program added by 2005 Follow-Up Adoption]</p>	Spanish	X		X		
		French	X		X		
		German					
		Japanese					
		Latin					
		Other:					
		<p>Comments: The middle school Spanish and French textbooks are older editions (1998) than those that are currently listed on the SBE-approved list (2004). They are aligned to the new high school foreign language textbooks that were purchased as part of the Foreign Language Assistance Program (FLAP) grant.</p>					
		<p>Note: The Clearinghouse for Specialized Media and Translations at http://www.cde.ca.gov/re/pn/sm provides instructional materials in accessible formats for students with disabilities.</p>					

14

**Instructional Materials Survey For Compliance With Education Code Sections 1240 (i) And 60119
Middle School Level - 2010**

ESSENTIAL COMPONENT	OBJECTIVE	Compliance With Education Code Sections 1240 (i) And 60119		PURCHASED		TO USE		
		Program	Health	YES	NO	YES	NO	
Health Textbooks or Instructional Materials	School/district provides state-adopted health textbooks or instructional materials (2004-2012 adoption cycle) in all classrooms for all students enrolled in health courses.	The middle school has distributed to students state-adopted health textbooks or instructional materials in all classrooms for all students enrolled in health course(s).*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>SBE-adopted health programs include:</p> <p><input type="checkbox"/> Macmillan/McGraw-Hill, <i>Macmillan/McGraw-Hill Health & Wellness</i></p> <p><input type="checkbox"/> Glencoe/McGraw-Hill, <i>Glencoe Teen Health</i></p> <p><input type="checkbox"/> Holt, Rinehart and Winston, <i>Holt Decisions for Health</i></p> <p>*Under Education Code 60119 (a)(1)(C): "The provision of the textbooks, instructional materials or science equipment specified in this subparagraph is not a condition of receipt of funds provided by this subdivision."</p>	<p>Comments: At the middle school level, the health standards are integrated into both the science and physical education curricula. Instructional materials include current information on personal health; consumer and community health; injury prevention and safety; alcohol, tobacco, and other drugs; nutrition; environmental health; family living; individual growth and development; and communicable and chronic diseases. The <i>Positive Prevention</i> program was adopted by the Board in 2006 and is used to teach HIV/AIDS prevention education.</p>						
								<p>Note: The Clearinghouse for Specialized Media and Translations at http://www.cde.ca.gov/re/pn/sm provides instructional materials in accessible formats for students with disabilities.</p>

Instructional Materials Survey For Compliance With Education Code Sections 1240(i) And 60119 High School Level 2010

ESSENTIAL COMPONENT	OBJECTIVE	Compliance With Education Code Sections 1240(i) and 60119		PURCHASED		TO USE	
		GRADE	YES	NO	YES	NO	
English-Language Arts Textbooks or Instructional Materials	School/district provides state standards-aligned English/language arts textbooks or instructional materials in all classrooms for all students enrolled in grades 9-12 English courses, including all SBE-adopted intervention program textbooks for appropriate students.	9	X		X		
		10	X		X		
		11	X		X		
		12	X		X		
	<p>SBE-adopted intervention programs for RL/ELD include:</p> <input type="checkbox"/> Glencoe/McGraw-Hill (Sopris West), Language! A Literacy Intervention Curriculum, 2002, Gr. 4-8 <input type="checkbox"/> Hampton Brown, High Point, 2001, Gr. 4-8 <input type="checkbox"/> Hampton Brown, High Point (for English Learners), 2001, Gr. 4-8 <input type="checkbox"/> Pearson Longman, The Shining Star Program, 2004/2005, Gr. 4-8** <input type="checkbox"/> Scholastic, Read 180, 2002, Gr. 4-8 <input type="checkbox"/> Sopris West, Language! 3 rd Edition, 2004, Gr. 4-8** <input type="checkbox"/> Sopris West, Language! 3 rd Edition (for English Learners), 2004, Gr. 4-8** <input type="checkbox"/> SRA/McGraw-Hill, SRA/Reach Program, 2002, Gr. 4-8 <input type="checkbox"/> Voyager Expanded Learning, Voyager Passport, 2004/2005, Gr. 4-8** <input type="checkbox"/> Wright Group/McGraw-Hill, Fast Track Reading Program, 2002, Gr. 4-8 <input checked="" type="checkbox"/> Alternative Curriculum Materials	<p>Comments: Mira Costa High School's English/language arts program is based on core literature. Appropriate instructional materials, including copies of all literature selections, are provided to all students enrolled in grades nine-twelve English classes. The California State Standards in English/language arts are taught through the core novels, writing activities, grammar instruction, and incorporation of other supplemental materials.</p>					

This California Department of Education template lists for schools/districts all the SBE-adopted instructional materials. This form is to assist county superintendents of schools to evaluate the sufficiency of textbooks or instructional materials. Modified September 2006.

Instructional Materials Survey For Compliance With Education Code Sections 1240(i) And 60119 High School Level 2010

ESSENTIAL COMPONENT	OBJECTIVE	Compliance With Education Code Sections 1240(i) and 60119	PROGRAM	PURCHASED		TO USE	
				YES	NO	YES	NO
Mathematics Textbooks or Instructional Materials	School/district provides state standards-aligned textbooks or instructional materials in Algebra I and mathematics textbooks in other subject areas, in all classrooms for all students enrolled in grades 9-12 mathematics courses.	The high school has distributed to students state standards-aligned mathematics textbooks or instructional materials in all classrooms for all students enrolled in grades 9-12 mathematics courses.	Algebra I Readiness	X		X	
			Algebra I	X		X	
			Geometry	X		X	
			Algebra II	X		X	
			Trigonometry	X		X	
			Pre-Calculus	X		X	
			Other:	X		X	
			Other:	X		X	
Comments: Mira Costa High School completed an instructional materials adoption process for mathematics in 2008. Students were provided with new textbooks and instructional materials during the 2008-2009 school year.							

This California Department of Education template lists for schools/districts all the SBE-adopted instructional materials. This form is to assist county superintendents of schools to evaluate the sufficiency of textbooks or instructional materials. Modified September 2006.

**Instructional Materials Survey For Compliance With Education Code Sections 1240(i) And 60119
High School Level 2010**

ESSENTIAL COMPONENT	OBJECTIVE	Compliance With Education Code Sections 1240(i) and 60119		PROGRAM	PURCHASED		TO USE	
		YES	NO		YES	NO	YES	NO
History-Social Science Textbooks or Instructional Materials	School/district provides state standards-aligned history-social science textbooks or instructional materials in all classrooms for all students enrolled in grades 10-12 history-social science courses.	X		Geography (where appropriate)	X		X	
		X		World History	X		X	
		X		US History	X		X	
		X		Economics	X		X	
		X		Government	X		X	
		Comments: New history-social science instructional materials were implemented during the 2006-2007 school year.						

Instructional Materials Survey For Compliance With Education Code Sections 1240(i) And 60119 High School Level 2010

ESSENTIAL COMPONENT	OBJECTIVE	Compliance With Education Code Sections 1240(i) and 60119	PROGRAM	PURCHASED		TO USE	
				YES	NO	YES	NO
Science Textbooks or Instructional Materials	School/district provides state standards-aligned science textbooks in all classrooms for all students enrolled in grades 9-12 science courses.	The high school has distributed to students state standards-aligned science textbooks or instructional materials in all classrooms for all students enrolled in 9-12 science courses. For courses determined to be laboratory science courses by the school/district, science laboratory equipment is made available to all students enrolled in these 9-12 science courses. *	Earth/Physical Science	X		X	
			Biology	X		X	
			Chemistry	X		X	
			Physics	X		X	
			Physiology	X		X	
			Environmental Science	X		X	
			Equipment*	X		X	
			Other:	N/A		N/A	
<p>*Under Education Code 60119 (a)(1)(C): "The provision of the textbooks, instructional materials or science equipment specified in this subparagraph is not a condition of receipt of funds provided by this subdivision."</p> <p>Comments: New science instructional materials were implemented during the 2007-2008 school year.</p>							

**Instructional Materials Survey For Compliance With Education Code Sections 1240(i) And 60119
High School Level 2010**

ESSENTIAL COMPONENT	OBJECTIVE	Compliance With Education Code Sections 1240(i) and 60119	PROGRAM	PURCHASED		TO USE	
				YES	NO	YES	NO
Foreign Language Textbooks or Instructional Materials	School/district provides curriculum framework-aligned foreign language textbooks or instructional materials in all classrooms for all students enrolled in foreign language courses.	The high school has distributed to students state Curriculum framework-aligned foreign language textbooks or instructional materials in all classrooms for all students enrolled in foreign language courses.* *Under Education Code 60119 (a)(1)(C): "The provision of textbooks, instructional materials or science equipment specified in this subparagraph is not a condition of receipt of funds provided by this subdivision."	Spanish	X		X	
			French	X		X	
			Latin	N/A		N/A	
			German				
			Japanese				
Other:							
			Comments: The Board approved a new French textbook, <u>Face-À-Face</u> , in the Fall of 2010 for initial implementation in French 7-8 classes during the 2010-2011 school year. No new Latin textbooks have been adopted by the SBE or MBUSD. Textbooks are provided to every foreign language student.				

20.

Instructional Materials Survey For Compliance With Education Code Sections 1240(i) And 60119 High School Level 2010

ESSENTIAL COMPONENT	OBJECTIVE	Compliance With Education Code Sections 1240(i) and 60119	PURCHASED		TO USE		
			YES	NO	YES	NO	
Health Textbooks or Instructional Materials	School/district provides curriculum framework-aligned health or instructional materials in all classrooms for all students enrolled in health courses.	The high school has distributed to students curriculum framework-aligned health textbooks or instructional materials in all classrooms for all students enrolled in health courses.* *Under Education Code 60119 (a)(1)(C): "The provision of textbooks, instructional materials or science equipment specified in this subparagraph is not a condition of receipt of funds provided by this subdivision."	X		X		
			Other:				
			Other:				
			Other:				
Comments: A new health textbook was adopted by the Board in 2007, Holt: <i>Lifetime Health</i> as well as its companion supplement, Holt: <i>Sexuality and Society</i> . The Board also approved the use of the <i>Positive Prevention</i> HIV/AIDS curriculum for Mira Costa High School.							

This California Department of Education template lists for schools/districts all the SBE-adopted instructional materials. This form is to assist county superintendents of schools to evaluate the sufficiency of textbooks or instructional materials. Modified September 2006.

E. CONSENT CALENDAR

2. **TITLE:** Field Trip Request for Manhattan Beach Middle School Sixth Grade Science School at Pali Mountain Institute

BACKGROUND: Manhattan Beach Middle School is requesting permission to have their sixth grade students attend a week-long Outdoor Science School from March 28- April 1, 2011. Approximately 460 students will travel to the San Bernardino Mountains and will stay in cabins at Pali Mountain Institute in Running Springs, CA. The students will travel by bus with fourteen MBMS teachers attending as chaperones. Gender ratios will be observed. Along with our teachers as chaperones, the camp provides additional supervision with camp teachers, a principal, and a nurse. The program is funded through the parents; however, scholarships are available through PTA funding.

The activities of the science camp are aligned with the California Earth Science Component Standards. By attending the Outdoor Science School, students gain independence, develop friendships, and a wealth of knowledge and hands-on experiences that they cannot experience in a classroom. Students will also develop an appreciation of the environment.

FISCAL IMPACT: None.

ACTION RECOMMENDED: Approval is recommended.

PREPARED BY: Carolyn Seaton, Executive Director, Educational Services

DATE OF BOARD MEETING: October 20, 2010.

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
OVERNIGHT FIELD TRIP REQUEST FORM

Name of Person Requesting Approval: J. Jackson Your Position: Principal
Your Location/School Site: MBMS Your Work Telephone: 310-318-7345 x 3000

Name/Grade Level(s) of Class Participating: Sixth Grade Students

Dates of Travel: from March 28, 2011 to April 1, 2011

Name of Destination: Pali Mountain Institute

Destination Address: 1 Pali Mountain Road Running Springs, CA 92382

Destination Phone Number: (800) 713-8160

Name of Contact Person at Destination: Jolee Jones, Director of Outdoor Education

Reason for Travel/Educational Goal: Ability to teach sixth grade science standards in

Number of Students Attending: Male: 224 Female: 243 an authentic

*Number of Chaperones: Male: _____ Female: _____ setting.

Camp Chaperones provided

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

- 1. District Employees (MBMS teachers) 14
- 2. _____
- 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: N/A Contact: _____

(Proof of Insurance must accompany this form.)

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

Method of Transportation (be specific): Bus

Name and Address of Hotel (be specific): N/A

How Many Days of School Will Be Missed? 0 List School Dates Missed: _____

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: _____ Principal: Seaton for J Jackson

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

Exhibit

version: May 21, 2008

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

Manhattan Beach, California

E. CONSENT CALENDAR

3. **TITLE:** Agreement for California Physical Fitness Test Scoring and Reporting Services between the Manhattan Beach Unified School District and Evalumetrics, Inc., for the 2010-2011 school year.

BACKGROUND: For the last few years, Evalumetrics, Incorporated, has provided Manhattan Beach Unified School District with Physical Fitness Test services to assist in submitting and reporting Fitnessgram testing data. The Fitnessgram is the California Department of Education's designated Physical Fitness Test, and all students in grades 5, 7, and 9 participate. Dr. Howard E. Herl, President and CEO of Evalumetrics, had eight years of experience providing these services through the Los Angeles County Office of Education (LACOE) prior to LACOE discontinuing this support. Evalumetrics, Incorporated, is on the California Department of Education's list of approved vendors and will provide 100% CDE compliance with test data formats and submission timelines. The fee for the 2010-2011 school year is estimated at \$600.00 and will be paid from the Educational Services Testing Account, 01.0 00000.0 15000 31600 5890 0000112.

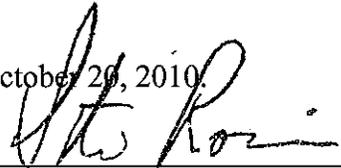
FISCAL IMPACT: The estimated \$600.00 cost for Physical Fitness Testing scoring and reporting qualifies as a mandated cost item and is reimbursable through the state's mandated cost program, should that program be reinstated in the future. The approximate \$600.00 cost will be paid from the Educational Services Testing account, 01.0 00000.0 15000 31600 5890 0000112.

ACTION RECOMMENDED: Approval is recommended.

PREPARED BY: Carolyn Seaton, Executive Director, Educational Services

DATE OF BOARD MEETING: October 20, 2010

BUDGET APPROVED BY:



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



EVALUMETRICS, INC.

2010-2011 Physical Fitness Test Timeline

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

- Submit Order Form
Receive Order Confirmation

- Upload Pre-ID File
Receive Pre-ID Report

- Receive e-Templates
and/or Scantrons

- Submit e-Templates and/or Scantrons
Receive Preliminary Reports

- Receive Data Correction Files
Upload Data Correction Files

★ June 30: CDE File Submission

Receive Student Reports

5/18 6/01 7/20 8/10

- Receive Invoices

- Receive Final Reports

- Receive PowerPoints

- Receive Student Data File

- Receive CD

CDE Physical Fitness Testing Window

CDE Correction Window



Manhattan Beach Unified

SPRING 2011 ORDER FORM

1. Upload using "Upload file" in your online account.....OR
2. Fax to Fitness at (888) 738-7859.....OR
3. Email to howard@evalumetrics.us

1. Contact Information: Please verify or update your contact information.

Name:	Carolyn Seaton		
Phone:	(310) 318-7345	Extension:	5989
Fax:	(310) 303-3827		
Email:	cseaton@mbusd.org		

2. Shipping Address: Please verify or update your shipping address.

Name:	Carolyn Seaton, Educational Services		
Address 1:	Manhattan Beach Unified School District		
Address 2:	1517 Manhattan Beach Blvd.		
City:	Manhattan Beach		
State:	CA		
Zip code:	90266		

3. Billing Information: Please enter if billing address is different from shipping address.

Name:	Shirley Evans, Accounts Payable		
Address 1:	Manhattan Beach Unified School District		
Address 2:	325 S. Peck Ave.		
City:	Manhattan Beach		
State:	CA		
Zip code:	90266		

4. Please enter a Purchase Order number if available.

5. Please check boxes ("X") for the following service questions.

Y	N
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

- A. Will you be uploading a Pre-ID file?
- B. Do you want us to print your student reports? (B/W or color reports)
- C. If your answer to B is yes, do you want B/W student reports (\$0.07 ea) or color student reports (\$0.22 ea)?

BW (\$0.07 ea)	COLOR (\$0.22 ea)	(Type number of sets requested if more t
<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Y	N
<input checked="" type="checkbox"/>	<input type="checkbox"/>

- D. Would you like to use your logo from last year?
- E. When do you need student reports? Please check or enter a date:

Before 05/18/11	Default
enter date	05/18/11 06/01/11 07/20/11 08/10/11
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Y	N
<input type="checkbox"/>	<input checked="" type="checkbox"/>

- F. Please indicate how many sets of color school reports each (leave blank if 0).

(\$1.29 ea)

- G. How many district blank scantrons do you need (enter 0 if none)?

NOTE: There is NO CHARGE for district blank test forms.

26



Manhattan Beach Unified

SPRING 2011 ORDER FORM

1. Upload using "Upload file" in your online account.....OR
2. Fax to Fitness at (888) 738-7859.....OR
3. Email to howard@evalumetrics.us

6. ORDER: Last year's service selections have been highlighted with borders. Type or write order numbers in appropriate columns.
 Non pre-id clients should enter exact numbers of students in the appropriate service column (0 if NOT ordering)
 Pre-id clients can provide estimates. This will assist in the diagnosis of potential errors in your pre-id data files.

Manhattan Beach Unified					
Grade 05	CDS	Charter Number	Grade	Electronic (\$0.33 ea)	Scantron (\$0.47 ea)
Aurelia Pennekamp Elementary	19753336020325		5	106	
Grand View Elementary	19753336020358		5	102	
Meadows Avenue Elementary	19753336020390		5	100	
NPS	19753330000001		5	1	
Opal Robinson Elementary	19753336020408		5	64	
Pacific Elementary	19753336020416		5	100	
Grade 07	CDS	Charter Number	Grade	Electronic (\$0.33 ea)	Scantron (\$0.47 ea)
Manhattan Beach Middle	19753336115307		7	353	
NPS	19753330000001		7	2	
Grade 09	CDS	Charter Number	Grade	Electronic (\$0.33 ea)	Scantron (\$0.47 ea)
Mira Costa High	19753331935808		9	631	
NPS	19753330000001		9	1	

For Information Changes or Additional Schools					
School Name	CDS	Charter Number	Grade	Electronic (\$0.33 ea)	Scantron (\$0.47 ea)

Questions? Please email your questions to fitness@evalumetrics.us	After receiving your order form, we will upload an order confirmation to your web account. Your order confirmation will have an estimated cost and a delivery schedule based on your order.
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G. BOARD BUSINESS

1. **TITLE:** Receive for Board action **REVISED** Board Policy 3220.1 Lottery Funds

BACKGROUND: This policy is revised to reflect **NEW LAW (AB142)** which authorizes the state Lottery Commission to establish the percentage of revenue to be allocated at a level that maximizes revenues to public education. The policy also is modified to include Title 5 regulations which require auditors to examine whether lottery funds have been expended for the education of students and not for a non-instructional purpose, as defined.

ACTION RECOMMENDED: Receive for Board action **REVISED** Board Policy 3220.1 Lottery Funds

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

DATE OF MEETING: October 20, 2010

AGENDA NOTE AGENDA NOTE AGENDA NOTE

REVISED BOARD POLICY MBUSD

BP 3220.1 (a)

Business and Noninstructional Operations

LOTTERY FUNDS

The Governing Board intends to use *California State* Lottery funds for supplemental and nonrecurring expenditures which *in* support of educational programs and activities. In recognition of the fact that amounts received from the California State Lottery fluctuate from year to year *yearly fluctuations of lottery funds received by the district*, the Board shall not commit lottery funds for any purpose until they have been received.

~~The Board shall establish funding priorities and approve all allocations within the parameters of law. Lottery funds allocated for the purchase of instructional materials pursuant to Government Code 8880.4 (Proposition 20, March 2001 ballot initiative) shall be expended on instructional materials as defined in Education Code 60010.~~

~~"Instructional materials" means all materials that are designed for use by students and their teachers as a learning resource to help students to acquire facts, skills, or opinions or to develop cognitive processes. Instructional materials may be printed or nonprinted, and may include textbooks, technology based materials, other educational materials and tests. (Education Code 60010)~~

~~(cf. 6161 - Equipment, Books and Materials)~~

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

~~Lottery funds shall not be used to acquire real estate, build school facilities, finance research, or serve any other noninstructional purpose, such as those related to school maintenance, business and administrative operations.~~

The Board shall establish funding priorities and approve all allocations in accordance with law.

(cf. 6161 - Equipment, Books and Materials)

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

Lottery funds allocated by the state for the purchase of instructional materials shall be expended on instructional materials as defined in Education Code 60010. Lottery funds shall not be used for the acquisition of real property, construction of school facilities, financing of research, or any other noninstructional purpose. (Government Code 8880.4, 8880.5)

(cf. 3460 - Financial Reports and Accountability)

Business and Noninstructional Operations

LOTTERY FUNDS

For the receipt and expenditure of lottery funds, the Superintendent or designee shall establish a separate account that shall be clearly identified as a lottery education account. (Government Code 8880.5)

The Board encourages staff and community ~~input in the spending of members to participate in determining how lottery funds will be used.~~ The Superintendent or designee may solicit input through district advisory groups, school site councils, and/or individual students, staff, parents/guardians and community members.

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)

~~The Superintendent or designee shall establish a separate account for the receipt and distribution of lottery funds that shall be clearly identified as a lottery education account. (Government Code 8880.5)~~

~~(cf. 3100 - Budget)~~

Legal Reference:

EDUCATION CODE

14600 Legislative findings and declarations: state control of lottery funds

14700-14701 Use of lottery funds

60010 Definitions

60119 Hearings, steps to ensure availability of textbooks and instructional materials

GOVERNMENT CODE

8880-8880.5 California state lottery: general provisions

CODE OF REGULATIONS, TITLE 5

19834 Audits, Proposition 20 lottery funds

19835 Audits, state lottery funds

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

2001.05.10 Proposition 20 - Allocation of Lottery Funds for Instructional Materials

WEB SITES

CDE: <http://www.cde.ca.gov>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: September 5, 2007 Manhattan Beach, California

revised: October 20, 2010

G. BOARD BUSINESS

2. **TITLE:** Receive for Board action **REVISED** Board Policy 3314.2 Revolving Funds

BACKGROUND: The **UPDATED** policy has been reorganized to reflect various types of revolving funds authorized by law, including the purposes and limits of the funds. The revisions also contain new language specifying that such funds are subject to the district's internal control procedures established for the purpose of fraud prevention and financial impropriety and must be maintained in accordance with the California School Accounting Manual.

ACTION RECOMMENDED: Receive for Board action **REVISED** Board Policy 3314.2 Revolving Funds

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

DATE OF MEETING: October 20, 2010

AGENDA NOTE AGENDA NOTE AGENDA NOTE

REVISED BOARD POLICY MBUSD

BP 3314.2(a)

Business and Noninstructional Operations

REVOLVING FUNDS

The Governing Board has a fiduciary responsibility to effectively manage and safeguard the district's assets and resources. All revolving cash funds shall be subject to the internal control procedures established by the district to prevent and detect fraud, financial impropriety, or irregularity and shall be maintained in accordance with law and the California School Accounting Manual.

*(cf. 3314 - Payment for Goods and Services)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 3451 - Petty Cash Funds)
(cf. 3530 - Risk Management/Insurance)
(cf. 3551 - Food Service Operations/Cafeteria Fund)*

The Superintendent or designee shall provide regular reports to the Board regarding the use of revolving funds and the results of any audits conducted on the funds.

(cf. 3460 - Financial Reports and Accountability)

~~District~~ *Standard Revolving Cash Fund*

Pursuant to Education Code 42800, the Governing Board has established by adopted a resolution establishing a revolving cash fund for use by the Superintendent or designee in paying for goods, services and other charges determined by the Board, including supplemental payments required to correct any payroll errors chief business officer. The fund shall be used only for the purposes specified in the Board's resolution which may include, but are not limited to, payment for services or supplies for which there is an urgent deadline or to reduce the need for issuing numerous small warrants.

The chief business officer shall be covered by an individual bond or insurance in the amounts specified in law. He/she shall ensure that payments from the fund are for services or materials that are a legal charge against the district and that a receipt is obtained setting forth the date, payee, purpose of the expenditure, and amount expended. (Education Code 41021, 42801, 42801.5, 42804)

~~(Education Code 42800-42806, 45167)~~

Business and Noninstructional Operations

REVOLVING FUNDS

~~At the request of the Board, County Auditor or County Superintendent of Schools, the Superintendent or designee shall give an account of the fund. (Education Code 42804)~~

~~The funds shall be deposited in a bank doing business locally, whose deposits are insured by FDIC. The Superintendent or designee shall be responsible for all payments into the account as well as expenditures from the account subject to the restrictions established by the Board.~~

~~The Board shall review and revise fund usage as appropriate.~~

~~(cf. 3400—Management of District Assets/Accounts)~~

~~*The Board may at any time reduce or discontinue the revolving cash fund. (Education Code 42805)*~~

Additional Revolving Funds

~~The Board also may, by resolution, establish revolving cash funds for use by school principals and other administrative officials to pay for goods and services. The total amount of the funds shall not exceed three percent of the current year's instructional supply budget. (Education Code 42810)~~

~~No funds maintained in a revolving fund shall be used in an attempt to influence government decisions, for entertainment purposes, or for any other purpose not related to classroom instruction. (Education Code 42810)~~

~~The Board shall name the administrators who will have use and control of the funds. Officials so named shall be responsible for all payments into the accounts as well as expenditures from the accounts, subject to restrictions established by the Board.~~

~~The revolving cash fund for supplies shall be subject to the bonding provisions of Education Code 42801.~~

~~(cf. 3530—Risk Management/Insurance)~~

~~The Board shall provide an audit of revolving funds on a regular basis. (Education Code 42810)~~

Business and Noninstructional Operations

REVOLVING FUNDS

Pre-Payment Revolving Cash Fund

Pursuant to Education Code 42820, the Board has adopted a resolution establishing a pre-payment revolving cash fund for use by the individual so designated in the Board's resolution.

The fund shall be established in a bank or other institution whose deposits are federally insured and shall be within the maximum limit specified in law. (Education Code 42820)

The designated individual shall be authorized to make payments from the fund for purchases or minor adjustments to payroll checks in the amount of \$4,000 or less, including freight or tax. He/she shall submit a monthly list of the payments to the Board for approval. (Education Code 42821)

Alternative Revolving Cash Fund

Pursuant to Education Code 42810, the Board has adopted a resolution establishing a revolving cash fund for use by school principals and other administrative staff. The fund shall be used for services or materials related to classroom instruction.

The revolving cash fund for supplies shall be subject to the bonding provisions of Education Code 42801.

The principal or administrative staff member in whose name the revolving cash fund is created shall be responsible for all fund expenditures, subject to Board regulation. (Education Code 42810)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35250 Duty to keep certain records

38091 Cafeteria revolving accounts

41020 Audits of all district funds

41021 Requirement for employee's indemnity bond

41365-41367 Charter school revolving loan fund

42238 ~~Local taxation by school districts~~ Revenue limits

Business and Noninstructional Operations

REVOLVING FUNDS

42630-42652 Orders, requisitions, and warrants

42800-42806 Revolving cash fund

42810 Revolving cash funds; use; administrators

42820-42821 Prepayment revolving cash fund

45167 Error in salary

Management Resources:

WEB SITES

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

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

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: January 18, 2006 Manhattan Beach, California

reviewed: September 5, 2007

revised: October 20, 2010