

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

BOARD OF EDUCATION

CSBA Professional Governance Standards

Adopted by the Santa Maria Joint Union High School District April 11, 2001

THE BOARD

School districts and county offices of education are governed by boards, not by individual trustees. While understanding their separate roles, the board and superintendent work together as a “governance team.” This team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively.

To operate effectively, the board must have a unity of purpose and:

- Keep the district focused on learning and achievement for all students.
- Communicate a common vision.
- Operate openly, with trust and integrity.
- Govern in a dignified and professional manner, treating everyone with civility and respect.
- Govern within board-adopted policies and procedures.
- Take collective responsibility for the board’s performance.
- Periodically evaluate its own effectiveness.
- Ensure opportunities for the diverse range of views in the community to inform board deliberations.

THE INDIVIDUAL TRUSTEE

In California’s public education system, a trustee is a person elected or appointed to serve on a school district or county board of education. Individual trustees bring unique skills, values and beliefs to their board. In order to govern effectively, individual trustees must work with each other and the superintendent to ensure that a high quality education is provided to each student.

To be effective, an individual trustee:

- Keeps learning and achievement for *all* students as the primary focus.
- Values, supports and advocates for public education.
- Recognizes and respects differences of perspective and style on the board and among staff, students, parents and the community.
- Acts with dignity, and understands the implications of demeanor and behavior.
- Keeps confidential matters confidential.
- Participates in professional development and commits the time and energy necessary to be an informed and effective leader.
- Understands the distinctions between board and staff roles, and refrains from performing management functions that are the responsibility of the superintendent and staff.
- Understands that authority rests with the board as a whole and not with individuals.



Board of Trustee Action Plans
Santa Maria Joint Union High School District

- **Maximize Student Success**
- **Develop and Maintain a Districtwide Accountability System**
- **Enhance Student Support Services: Facilities, Technology, Safe, Clean, Nurturing Environment; Expand Food Services**
- **Foster Partnerships**
- **Manage Rapid District Growth**

RESPONSIBILITIES OF THE BOARD

The primary responsibilities of the board are to set a direction for the district, provide a structure by establishing policies, ensure accountability and provide community leadership on behalf of the district and public education. To fulfill these responsibilities, there are a number of specific jobs that effective boards must carry out.

Effective boards:

- Involve the community, parents, students and staff in developing a common vision for the district focused on learning and achievement and responsive to the needs of all students.
- Adopt, evaluate and update policies consistent with the law and the district's vision and goals.
- Maintain accountability for student learning by adopting the district curriculum and monitoring student progress.
- Hire and support the superintendent so that the vision, goals and policies of the district can be implemented.
- Conduct regular and timely evaluations of the superintendent based on the vision, goals and performance of the district, and ensure that the superintendent holds district personnel accountable.
- Adopt a fiscally responsible budget based on the district's vision and goals, and regularly monitor the fiscal health of the district.
- Ensure that a safe and appropriate educational environment is provided to all students.
- Establish a framework for the district's collective bargaining process and adopt responsible agreements.
- Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state and federal levels.

**SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION**

Regular Meeting

June 18, 2019

**Santa Maria Joint Union High School District
2560 Skyway Drive, Santa Maria, California 93455**

8:30 a.m. General Session

*The Santa Maria Joint Union High School District mission is,
“We prepare all learners to become productive citizens and college/career ready by
providing challenging learning experiences and establishing high expectations for achievement.”*

Any materials required by law to be made available to the public prior to a meeting of the Board of Education of the District can be inspected at the above address during normal business hours.

Individuals who require special accommodation including, but not limited to, American Sign Language Interpreter, accessible seating or documentation in accessible formats should contact the superintendent or designee within a reasonable amount of time before the meeting date.

I. OPEN SESSION

A. Call to Order

II. PRESENTATIONS

A. Fighting Back Santa Maria Valley – “In Plain Sight” Overview

III. ITEMS SCHEDULED FOR ACTION

A. GENERAL

1. Approval of Local Control Accountability Plan (LCAP)

Resource Person: John Davis, Acting Superintendent

The Board of Education was presented a draft of the Local Control Accountability Plan (LCAP) for review at the June 11, 2019 regular board meeting.

Education Code §52062, requires that the Governing Board conduct a public hearing (which was held at the June 11, 2019 meeting) to review its Local Control Accountability Plan (LCAP) at the same meeting as the hearing for the District’s budget, with adoption of both to follow at a subsequent meeting. The full report is available on the district’s website.

*** **IT IS RECOMMENDED THAT** the Board of Education approve the Local Control Accountability Plan (LCAP) as presented.

Moved _____ **Second** _____ **Vote** _____

2. Realignment of Management Salary Schedule

Resource Person: Kevin Platt, Asst. Superintendent of Human Resources

The district administration met to consider and evaluate the realignment of the management employees' salary schedule. The administration is recommending realignment of 3 positions as follows effective for the 2019/20 school year.

Current Classification	Current Range	Recommended Classification	Recommended Range
Food Services Manager	6	Food Services Director	8A
Human Resources Manager	8	Director II – Human Resources	12A
Public Information Officer	4	Public Information Officer	6

*** **IT IS RECOMMENDED THAT** the Board of Education approve the recommendations of the administration to realign the management salary schedule as presented effective July 1, 2019.

Moved _____ **Second** _____ **Vote** _____

B. BUSINESS

1. Public Hearing to Receive and Expend Educational Protection Account (“EPA”) Funds – Resolution Number 16-2018-2019

Resource Person: Yolanda Ortiz, Asst. Superintendent of Business Services

Educational Protection Account “EPA” funds result from the passage of Proposition 30 “Temporary Taxes to Fund Education. Guaranteed Local Public Safety Funding” in November of 2012. As part of the requirements of the law, the money raised from the taxes was to be set aside in an “EPA” account. As per the District’s 2019-2020 proposed Adopted Budget, EPA funds are estimated to be \$14,074,347.

Prior to spending the funds, districts are required to hold a public meeting to discuss and approve the use of the EPA funds. Funds may be spent on virtually any allowable expense other than administrative expenses. For Santa Maria Joint Union High School District, it is proposed that the EPA funds be used for employee salaries, wages, and benefits in the functions deemed allowable under the law. In the months that funding is received, the EPA account will be charged for such allowable expenses. At the conclusion of the fiscal year, and as part of the District's year end closing process, allowable amounts of employee salaries, wages, and benefits will be allocated to the EPA account. In addition, a report showing the expenditure of the EPA funds will be posted, as required, on the District's website. It should be noted that these EPA funds are not "new" money; rather they represent a cut that was avoided with the passage of Proposition 30.

A PUBLIC HEARING IS REQUIRED.

1. Open Public Hearing
2. Take Public Comments
3. Close Public Hearing

*** **IT IS RECOMMENDED THAT** the Board of Education receive public comment, discuss and approve Resolution No. 16-2018-2019 regarding the use of EPA funding.

Moved _____ **Second** _____

A Roll Call Vote is Required:

Mr. Palera	_____
Ms. Lopez	_____
Dr. Garvin	_____
Dr. Karamitsos	_____
Ms. Perez	_____

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
RESOLUTION NUMBER 16 - 2018-2019

RECEIVE AND EXPEND EDUCATIONAL PROTECTION ACCOUNT (“EPA”) FUNDS

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much

money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.3

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of the Santa Maria Joint Union High School District.

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Santa Maria Joint Union High School District has determined to spend the monies received from the Education Protection Act for the 2019-2020 school year, on employee salaries, wages, and benefits in those non-administrative functions as allowed under the law, up to the amount of funding available.

PASSED AND ADOPTED this 18th day of June, 2019 by the following vote:

ROLL CALL

AYES:

NOES:

ABSENT:

ABSTAIN:

President/Clerk/Secretary of the Board of Education
Santa Maria Joint Union High School District

2. Budget Adoption for Fiscal Year 2019-2020

Resource Person: Yolanda Ortiz, Asst. Superintendent of Business Services

Education Code Section 42127 requires that on or before July 1 of each year the Governing Board of the school district shall hold a public hearing on the budget to be adopted for the subsequent year.

Education Code Section code 52062, requires that the Governing Board conduct a public hearing to review its Local Control and Accountability Plan (“LCAP”) at the same meeting as the hearing for the District’s budget, with adoption of both to follow at a subsequent meeting.

The proposed budget for 2019-2020 was presented at the June 11, 2019 meeting and a public hearing was held. The full budget report is available on the district’s website.

Pursuant to Education Code Section 33127, the adopted budget complies with the standards and criteria as established by the State Board of Education.

*** **IT IS RECOMMENDED THAT** the Board of Education approve the budget for 2019-2020.

Moved _____ **Second** _____ **Vote** _____

3. Authorized Signers for School Site Bank Accounts

Resource Person: Yolanda Ortiz, Asst. Superintendent of Business Services

Community Bank of Santa Maria requires board action when bank accounts are being opened or changed and establishing or changing authorized signatures on bank accounts held at their bank.

The following accounts are being moved from Rabobank to Community Bank of Santa Maria:

- Santa Maria High School – ASB Checking
- Authorized signers:
 - Joe Domingues – Principal
 - Steve Campbell – Interim Principal
 - Ivan Diaz – Assistant Principal
 - Jeanette McColm – ASB Bookkeeper

Adrian Salazar – Activities Director
Brian Wallace – Athletics Director
Mary Andrade – Budget Manager
Michelle Coffin – Director of Fiscal Services
Yolanda Ortiz – Asst. Superintendent of Business Services

Santa Maria High School – Savings
Santa Maria High School – Scholarship
Santa Maria High School – Clearing

- Authorized Signers:
Joe Domingues – Principal
Steve Campbell – Interim Principal
Jeanette McColm – ASB Bookkeeper
Mary Andrade – Budget Manager
Michelle Coffin – Director of Fiscal Services
Yolanda Ortiz – Asst. Superintendent of Business Services

Ernest Righetti High School - ASB Checking

- Authorized Signers:
Karen Rotondi – Principal
Gene Rickman – Assistant Principal
Rikki Rodriguez – ASB Bookkeeper
Kelly DeBernardi – Activities Director
Kevin Barbarick – Athletics Director
Mary Andrade – Budget Manager
Michelle Coffin – Director of Fiscal Services
Yolanda Ortiz – Asst. Superintendent of Business Services

Ernest Righetti High School – Savings
Ernest Righetti High School – Scholarship
Ernest Righetti High School – Clearing

- Authorized Signers:
Karen Rotondi – Principal
Rikki Rodriguez – ASB Bookkeeper
Mary Andrade – Budget Manager
Michelle Coffin – Director of Fiscal Services
Yolanda Ortiz – Asst. Superintendent of Business Services

The current Pioneer Valley High School accounts at Community Bank of Santa Maria have the following signer changes:

Pioneer Valley High School – ASB Checking

- Authorized Signers:
Shanda Herrera – Principal
Paul Collier – Assistant Principal
Tracy Coates – ASB Bookkeeper

Lisa Walters – Activities Director
 Jeff Montiero – Athletics Director
 Mary Andrade – Budget Manager
 Michelle Coffin – Director of Fiscal Services
 Yolanda Ortiz – Asst. Superintendent of Business Services

Pioneer Valley High School – Scholarship Account
 Pioneer Valley High School – Clearing Account

- Authorized Signers:
 - Shanda Herrera – Principal
 - Tracy Coates – ASB Bookkeeper
 - Mary Andrade – Budget Manager
 - Michelle Coffin – Director of Fiscal Services
 - Yolanda Ortiz – Asst. Superintendent of Business Services

***** IT IS RECOMMENDED THAT** the Board of Education approve moving both Santa Maria High School and Righetti High School bank accounts to Community Bank of Santa Maria and authorize the signers on all school site bank accounts as indicated herein.

Moved _____ **Second** _____ **Vote** _____

IV. CONSENT ITEMS

***** IT IS RECOMMENDED THAT** the Board of Education approve the following consent items as presented.

All items listed are considered to be routine and may be enacted by approval of a single vote. There will be no separate discussion of these items; however, any item may be removed from the consent agenda upon request of any member of the board and acted upon separately.

Moved _____ **Second** _____ **Vote** _____

A. Approval of Contracts

COMPANY/ VENDOR	DESCRIPTION OF SERVICES	AMOUNT/ FUNDING	RESOURCE PERSON
Leslie Fisher	Presenter for Staff Development	\$5,250/ District Title I	John Davis
Santa Barbara County ROP	Automotive Program at SMHS (2019-2020 and 2020-2021)	\$84,683 LCAP 3.4	John Davis
Christopher Pendleton	Wrestling Camp Clinician	\$1,000/ PVHS ASB	Yolanda Ortiz

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COMPANY/ VENDOR	DESCRIPTION OF SERVICES	AMOUNT/ FUNDING	RESOURCE PERSON
Larry Jamill Kelly	Wrestling Camp Clinician	\$1,000/ PVHS ASB	Yolanda Ortiz
Zachary Luke Sanders	Wrestling Camp Clinician	\$1,000/ PVHS ASB	Yolanda Ortiz
Christopher Mark Bono	Wrestling Camp Clinician	\$2,000/ PVHS ASB	Yolanda Ortiz
Jonathan Todd Reader	Wrestling Camp Clinician	\$2,000/ PVHS ASB	Yolanda Ortiz

B. Ag Incentive Grant Applications

The Agricultural Career Technical Education Incentive Grant provides local educational agencies (LEAs) with funds to improve the quality of their agricultural career technical education programs. The goal is to maintain a high-quality, comprehensive agricultural career technical program in California’s public-school system to ensure a constant source of employable, trained, and skilled individuals. Santa Maria High School has applied for the 2019-20 grant. The estimated grant funding amount is:

Pioneer Valley High School	\$34,160
Righetti High School	\$32,056
Santa Maria High School	\$48,300

C. Contract with Board Certified Board Analyst (BCBA) Jennifer Brooke Foster, MPP, BCBA – Non Public Agency (NPA)

Service: Through ABA strategies: (1) observe, evaluate, and analyze ‘assigned’ student behavior; (2) Conduct assessments as needed, use a fidelity focused data methodology, to develop effective treatment program with replacement skills to address ‘assigned’ student behavior; (3) Provide consultation and behavioral intervention strategies, with parents, classroom teachers and IEP team during instructional school day and (4) Attend student’s annual, triennial, or requested IEP meetings. Travel mileage and per diem are not included in service contract. The term of the Service Agreement for school year 2019-2020 estimated cost is \$20, 000.00.

D. Approval of Warrants for the Month of May 2019:

Payroll:	\$ 7,420,755.27
Warrants:	2,071,784.82
Total:	<u>\$ 9,492,540.09</u>

- E. Approval of Amendment No. 1 to Facilities Lease Adding Guaranteed Maximum Price (GMP) for Project #17-267 SMHS Reconstruction Increment 1, Phase 0 – Main Electrical, Culinary Arts, and Arts located at 901 South Broadway, Santa Maria (“Site”)

Vernon Edwards Constructors’ (Contractor) Guaranteed Maximum Price (GMP) was reviewed by the District and architect, Rachlin Partners and has been deemed acceptable to the approved project budget. The contractor engaged in an Open Book/Best Value sub bid process to determine the GMP for this Lease Leaseback Agreement. After review and negotiation with the Contractor, the GMP is \$2,739,104 for Project #17-267 SMHS Reconstruction, Increment 1, Phase 0 – Main Electrical, Culinary Arts, and Arts. The District thus recommends the approval of Amendment No. 1 to the Facilities Lease with Vernon Edwards Constructors.

- F. Out of State Travel

PERSON/REASON	PLACE/DATE	FUNDING
Salustia Avila and Edith Lopez/UN-Conference for Indigenous Interpreters and Translators (to strengthen interpretation skills and terminology in the Mixtec Bajo and Alto dialects)	University of Benito Juarez of Oaxaca in Oaxaca City/ August 7-10, 2019	LCAP 2.1
Tyler Dickinson/FFA National Leadership Conference	Washington DC June 18-23, 2019	VEA
Charlie Kim/ Band Director Workshop	Columbus, OH June 18-21, 2019	RHS Admin

- G. Purchase Orders

PO #	Vendor	Amount	Description/Funding
PO19-01399	Creative Bus Sales, Inc.	\$197,694.00	GreenPower Synaps Electric Bus / General Fund Transportation, grant funding from CARB & APCD
PO19-03892	Dell Marketing	\$63,425.35	Optiplex 3050 AIO student computers / General Fund Title I
PO20-00024	Instructure, Inc	\$64,000.00	Canvas cloud subscription / General Fund LCAP Goal 5
PO20-00027	Renaissance Learning, Inc	\$132,798.20	Star ELA & Star Math / General Fund LCAP Goal 4
PO20-00026	Turnitin, LLC	\$88,800.00	Turn-It In & Revision Assistant Formative Writing Bundle / General Fund LCAP Goal 4

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PO #	Vendor	Amount	Description/Funding
PO20-00025	Illuminate Education, Inc.	\$69,247.68	SchoolCity Software Agreement / General Fund LCAP Goal 1
PO20-00023	Fighting Back SM Valley	\$60,000.00	Homeless Liaison svc contract SY 19-20 / General Fund Title I
PO20-00028	Fighting Back SM Valley	\$330,000.00	Foster Youth & School Climate Educ Contract / General Fund LCAP Goal 8

H. Acceptance of Gifts

Pioneer Valley High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
Elks Recreation	PVHS Admin	\$500.00
Total Pioneer Valley High School		<u>\$500.00</u>
Righetti High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
Warriors Boosters Club	Softball	\$3,345.34
Michael Orban	Boys Waterpolo	\$100.00
Dana Adobe Nipomo Amigos	Marimba Band	\$100.00
Pamela Cosma	Cosma Scholarship	\$500.00
Breakfast Rotary Club of Santa Maria	Rotary Scholarship	\$17,500.00
Lions Club International District 4-A3	Marimba Band	\$400.00
Guadalupe Hardware Company	FFA	\$250.00
Total Righetti High School		<u>\$22,195.34</u>

V. REPORTS FROM EMPLOYEE ORGANIZATIONS

VI. OPEN SESSION PUBLIC COMMENTS

The public may address the Board on any matter (except personnel) concerning the District and not on the agenda. Note: The time limit to address the Board may not exceed two minutes. The Board is not required to respond to the Public Comment. The public may also address the Board on each item on the Agenda as the Board takes up those items. Persons wishing to speak should complete a blue request form and hand it to the Board secretary.

VII. ADJOURN TO CLOSED SESSION

Note: The Board will consider and may act upon any of the following items in closed session. They will report any action taken publicly at the end of the closed session as required by law.

A. Certificated and Classified Personnel Actions – Government Code Section 59457. The Board will be asked to review and approve hiring, transfers, promotions, evaluations, terminations, and resignations as reported by the Assistant Superintendent, Human Resources. **Appendix A**

VIII. ANNOUNCE CLOSED SESSION ACTIONS – Mr. Davis

IX. NEXT MEETING DATE

Unless otherwise announced, the next regular meeting of the Board of Education will be held July 9, 2019. Closed session begins at 5:30 p.m. Open session begins at 6:30 p.m. The meeting will be held at the District Support Services Center.

X. FUTURE REGULAR BOARD MEETINGS FOR 2019

August 6, 2019	October 8, 2019	December 10, 2019
September 10, 2019	November 12, 2019	

XI. ADJOURN

CERTIFICATED PERSONNEL ACTIONS						
	Action	Assignment	Site	Effective	Salary	FTE
	Employ	Principal/Interim	SMHS	7/1/19	20/2	1.0
	Employ	Assistant Principal/Interim	SMHS	7/1/19	16/1	1.0
	Retire	Superintendent	District	7/1/19	25/3	1.0