

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 19, 2018

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

8:30 a.m. Open Session/Closed Session immediately following

*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/Flag Salute

II. ITEMS SCHEDULED FOR ACTION

A. GENERAL

1. Approval of Local Control Accountability Plan (LCAP)

Resource Person: Steve Molina, LCFF Director

The Board of Education was presented a draft of the Local Control Accountability Plan (LCAP) for review at the June 12, 2018 regular board meeting.

Education Code Section code 52062, requires that the Governing Board conduct a public hearing (which was held at the June 12, 2018 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 _____

B. BUSINESS

1. Public Hearing to Receive and Expend Educational Protection Account (“EPA”) Funds – Resolution Number 24-2017-2018

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 2018-2019 proposed Adopted Budget, EPA funds are estimated to be \$11,475,961.

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 and approve Resolution No. 24-2017-2018 regarding the use of EPA funding.

Moved _____ **Second** _____

A Roll Call Vote is Required:

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

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
RESOLUTION NUMBER 24-2017-2018

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 2018-2019 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 19th day of June, 2018 by the following vote:

ROLL CALL

AYES:

NOES:

ABSENT:

ABSTAIN:

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

2. Budget Adoption for Fiscal Year 2018-2019

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 2018-2019 was presented at the June 12, 2018 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 2018-2019.

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

**3. School Bus Replacement Program –
Resolution Number 25-2017-2018**

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

The California Energy Commission’s (Energy Commission’s) School Bus Replacement Program announced the availability of up to \$78.7 million in grant funds for the replacement of the oldest school buses in California. Additionally, the Energy Commission’s Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) announced the availability of up to \$13 million in grant funds for electric vehicle infrastructure and \$2.4 million in grant funds for compressed natural gas (CNG) fueling infrastructure for the replacement school buses.

Funding is available for public school districts and county offices of education that operate the oldest buses in California. Priority consideration will be given to

school buses that operate in a disadvantaged community and public school districts and county offices of education that had a majority of students eligible for free or reduced-price meals as reported in the 2017-18 First Principal Apportionment (P-1).

Senate Bill 110 (SB 110), Chapter 55, Statutes of 2017 allocates up to \$75 million to public school districts and county offices of education (COE) for grants for school bus replacement through a program administered by the Energy Commission, in consultation with the California Air Resources Board. SB 110 appropriated remaining funds in the Proposition 39 K-12 Grant Program Funds and established the Clean Energy Job Creation Program for the purpose of funding a new School Bus Replacement Program, in addition to two other school related energy efficiency programs.

The Energy Commission is emphasizing electric school buses as the preferred type of bus replacement under SB 110. As an incentive, the Energy Commission is planning to provide up to \$60,000 per awarded bus for electric vehicle charging infrastructure. Additionally, the Energy Commission expects to provide school districts/COE awarded an electric bus, access to workforce development and training resources.

The District intends to submit an application for a competitive grant to replace 3 busses. As part of the application process, Resolution #25-2017-2018 is required to be submitted with the application.

*** **IT IS RECOMMENDED THAT** the Board of Education approve Resolution Number 25-2017-2018 authorizing district administration to submit a grant application to the California Energy Commission for replacement of up to three of our oldest diesel school busses and accept grants received for the replacements and vehicle infrastructure.

Moved _____ **Second** _____

A Roll Call Vote is Required:

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

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
RESOLUTION NUMBER 25-2017-2018

CALIFORNIA ENERGY COMMISSION
SCHOOL BUS REPLACEMENT PROGRAM

WHEREAS, the California Energy Commission's School Bus Replacement Program provides grant funding to public school districts and county offices of education to replace old diesel school buses; and

WHEREAS, The Board of Education of the Santa Maria Joint Union High School District authorizes the Assistant Superintendent of Business Services to apply for school bus grant funding from the California Energy Commission to replace old school bus(es).

BE IT ALSO RESOLVED, that if recommended for funding by the California Energy Commission, this Board of Education authorizes the Santa Maria Joint Union High School District to accept a grant for a school bus replacement and vehicle infrastructure.

BE IT FURTHER RESOLVED, that Assistant Superintendent of Business Services is hereby authorized and empowered to execute in the name of Santa Maria Joint Union High School District all necessary documents to implement and carry out the purpose of this resolution, and to undertake all actions necessary to undertake and complete the projects.

Passed, approved and adopted this 19th day of June 2018.

ROLL CALL

AYES:

NOES:

ABSENT:

ABSTAIN:

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

III. 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. AG Incentive Grant Application

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. Righetti High School, Pioneer Valley High School, and Santa Maria High School have applied for the grant. The 2018-19 estimated grant funding amounts per school site are:

Ernest Righetti High School:	\$ 31,160
Pioneer Valley High School:	\$ 29,560
Santa Maria High School:	\$ 48,084

B. 2018-19 Single Plan for Student Achievement (SPSA's):

Delta, Righetti, Pioneer, and Santa Maria High School are presenting their 2018-19 Single School Plans for approval. These plans have been developed on tentative budgets; therefore, budget revisions will be finalized once the Consolidated Application is completed at the end of January. SPSA's will only be returned to the Board if major changes are made in the goals and strategies.

C. Approval of Amendment No. 1 to Facilities Lease Adding Guaranteed Maximum Price (GMP) for Project #11-102.1

Vernon Edwards Constructors' Guaranteed Maximum Price (GMP) was reviewed by the District and program manager Caldwell Flores Winters, Inc. (CFW) and has been deemed acceptable to the approved project budget and allocation of program reserves. The contractor engaged in an Open Book/Best Value sub bid process to determine the GMP for this Lease Leaseback Agreement. After

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review and negotiation with the Contractor thru CFW, the GMP is \$19,925,033.00 for the CTE Center/Agricultural Farm Facility Project #11-102.1. The District thus recommends the approval of Amendment No. 1 to the Facilities Lease with Vernon Edwards Constructors.

- D. Authorization to Piggyback on Palo Verde Unified School District for Flooring Materials and Installation District-Wide for the Length of the Contract through March 14, 2019

Section 20118 of the Public Contract Code provides an alternative for obtaining supplies, furniture, and equipment, commonly referred to as “piggybacking”, where notwithstanding Section 20111 and 20112 of the Public Contract Code, the governing Board of any school district without advertising for bids and if the Board of Education has determined it to be in the best interest of the district may authorize the purchase of such supplies, furniture and equipment.

Palo Verde Unified School District has awarded their flooring materials and installation bid to Tandus Centiva Inc. Contract Bid #B-DWCI-17 (Unit Bid Contract #B-111202) on May 1, 2018, and with Board approval the district may “piggyback” on their bid.

- E. Approval of Inspector of Record Services for Project #11-102.1

The district administration recommends approval of Tom Little Inspections (TLI), to perform DSA Project Inspection Services as required by the Public Education Code Section 17280, for the CTE Center/Agricultural Farm Project #11-102.1.

- F. Approval of Materials Testing Services for Project #11-102.1

The district administration recommends approval of Earth Systems Pacific, to perform Materials Testing Services as required by the Public Education Code Section 17280, for the CTE Center/Agricultural Farm Project #11-102.1.

- G. Denial of Claim

The District is in receipt of a claim from James Murphy, Jr, Attorney, for James Philson on behalf of James Philson II in regards to alleged personal injury that occurred on March 14, 2018. It is recommended that the Board of Education deny the claim and refer the matter to the District’s insurance carrier.

H. Memo of Understanding with Fighting Back Santa Maria Valley

The purpose of the agreement is to outline the services and supports planned for students. The scope of service includes Foster Liaison Services, Conflict Mediations, Summer Enrichment, Youth Leadership and Parent Education. The term of the agreement is from July 1, 2018 to June 30, 2019 for \$245,000 funded out of LCAP Goal 8.

I. Purchase Orders

PO #	Vendor	Amount	Description/Funding
PO19-00008	Shi International Corp.	\$ 73,670.70	MS CAMSA Agreement / General Fund, LCAP LCFF Funds
PO19-00009	CIO Solutions, LP	\$ 144,555.70	Extreme/Juniper/Shoretel Maint. renewal / General Fund
PO19-00010	Esecurity Solutions, LLC	\$ 104,583.40	WatchGuard Firewall Security/ General Fund
PO19-00006	Dannis Woliver Kelly	\$ 250,000.00	District legal services FY 18-19 / General Fund
PO19-00011	School Innovations & Achievement	\$ 78,300.00	A2A management Fees / LCAP LCFF Funds
PO19-00012	Turnitin, LLC	\$ 88,800.00	Turn-It In & Revision Assistant Formative Writing Bundle / LCAP LCFF Funds
PO19-00013	Renaissance Learning, Inc.	\$ 91,926.00	Star ELA & Star Math / LCAP LCFF Funds

IV. 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.

V. ITEMS NOT ON THE AGENDA

Note: The law generally prohibits the Board from discussing items not on the agenda. Under limited circumstances, the Board may discuss and act on items not on the agenda if they involve an emergency affecting safety of persons or property, or a work stoppage, or if the need to act came to the attention of the District too late to include on the posted agenda.

VI. 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 54957. The Board will be asked to review and approve hiring, transfers, promotions, evaluations, terminations, and resignations as reported by the Assistant Superintendent, Human Resources.
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VII. ANNOUNCE CLOSED SESSION ACTIONS – Dr. Richardson

VIII. NEXT MEETING DATE

Unless otherwise announced, the next regular meeting of the Board of Education will be held August 7, 2018. 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.

IX. FUTURE REGULAR BOARD MEETINGS FOR 2018

September 11, 2018	November 13, 2018
October 9, 2018	December 11, 2018

X. ADJOURN
