

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.



BOARD OF EDUCATION

Regular Meeting

December 17, 2024

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

5:00 p.m. Closed Session

5:30 p.m. General Session

YouTube links to VIEW only:

English: <https://www.youtube.com/channel/UCvPYs34Im9h0dAwgfi-gDGg>

Spanish: <https://www.youtube.com/channel/UCvP0f03ekQDsiYfv6OFFbfq>

Mixteco: <https://www.youtube.com/channel/UCviEi9hvcQI96poD0PDiSIA>

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting room or to access written documents being discussed at the Board meeting, please contact Arcy Pineda at 805-922-4573, Ext. 4202 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 required accommodations, auxiliary aids, or services.

Documents provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office at the noted address above, during normal business hours. In addition, such writings and documents may be posted on the District's website: www.smjuhsd.org

PUBLIC COMMENT:

The public may address the Board of Education on any item of interest that is within the Board's jurisdiction. If you would like to address the Board at the December 17, 2024 meeting, see the options for participation below. Please note: The Board appreciates all public participation in the meeting, but it cannot engage in discussion or specifically respond during the public comment period (Board Bylaw 9323; citing Education Code § 35145.5; Government Code § 54954.3).

- A. **In person:** Persons wishing to speak should complete a blue request form and hand it to the Board secretary. Please note: The time limit to address the Board may not exceed two minutes.
- B. **In writing:** Submit your comment via email to SMJUHS-Dublic-Comment@smjuhsd.org by 3:00 p.m. on December 16, 2024. Please include your name, contact information, and topic. Written public comment will be submitted to the Board prior to the start of the Board meeting for their review but will not be read publicly at the meeting.

AGENDA

I. OPEN SESSION

A. Call to Order

II. CLOSED SESSION PUBLIC COMMENTS

Please refer to Page 1 of this agenda for instructions on how to submit Public Comment.

III. 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. Conference with Legal Counsel regarding Anticipated Litigation – Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2): Two matters.

B. Public Employee Performance Evaluation (Government Code § 54957, subd. (b)(1) - Title: Superintendent

IV. RECONVENE IN OPEN SESSION

A. Call to Order/Flag Salute

V. ANNOUNCE CLOSED SESSION ACTIONS

VI. OPEN SESSION PUBLIC COMMENTS

Please refer to Page 1 of this agenda for instructions on how to submit Public Comment.

VII. ANNUAL ORGANIZATION MEETING OF THE GOVERNING BOARD OF TRUSTEES

A. Installation of Board Members Elected November 2024

Santa Maria Joint Union High School District Board Bylaw 9224 stipulates that prior to entering upon the duties of their office, all Governing Board members shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code 1360)

The oath may be administered and certified by a Board member, secretary or assistant secretary to the Board, Superintendent, Deputy or Assistant Superintendent, Principal, or County Superintendent of Schools or any other person authorized in Education Code 60, and that the executed oath shall be filed with the County Clerk. (Government Code 1363)

The Oath of Office will be administered to board members elected to office November 5, 2024: Ms. Alma Hernandez and Dr. Tammie Castillo-Shiffer.

B. Election of President

As outlined in Board Bylaw 9100, the Board will elect a President from its members during an open session of their Annual Organizational Meeting.

*** **IT IS RECOMMENDED THAT** the Board of Education elect a President from its members for the new term.

Moved _____

Second _____

A Roll Call Vote is Required:

- Mr. Aguilar _____
- Mr. Baskett _____
- Ms. Hernandez _____
- Ms. Serrano _____
- Dr. Castillo-Shiffer _____

C. Turn meeting over to new elected President

D. Election of Clerk

As outlined in Board Bylaw 9100, the Board will elect a Clerk from its members during an open session of their Annual Organizational Meeting.

*** **IT IS RECOMMENDED THAT** the Board of Education elect a Clerk from its members for the new term.

Moved _____

Second _____

A Roll Call Vote is Required:

Mr. Aguilar _____
Mr. Baskett _____
Ms. Hernandez _____
Ms. Serrano _____
Dr. Castillo-Shiffer _____

E. Appointment of Secretary to the Board of Education

As outlined in Board Bylaw 9100, the Board will appoint the Superintendent as secretary to the Board during an open session of their Annual Organizational Meeting.

*** **IT IS RECOMMENDED THAT** the Board of Education appoint Antonio Garcia as the Secretary of the Board of Education.

Moved _____ **Second** _____

A Roll Call Vote is Required:

Mr. Aguilar _____
Mr. Baskett _____
Ms. Hernandez _____
Ms. Serrano _____
Dr. Castillo-Shiffer _____

F. School Board Representative to the Santa Barbara County Committee on School District Organization

The Board of Education is required to designate a representative to elect members to the Santa Barbara County Committee on School District Organization (“County Committee”). Education Code Section 35023 specifies that the representative must be a member of the governing board and must be selected at the Annual Organizational Meeting.

The sole function of the board representative is to nominate and elect the eleven members of the Santa Barbara County Committee on School District Organization.

*** **IT IS RECOMMENDED THAT** the Board of Education elect a representative to the SB County Committee on School District Organization.

Moved _____ **Second** _____

A Roll Call Vote is Required:

Mr. Aguilar	_____
Mr. Baskett	_____
Ms. Hernandez	_____
Ms. Serrano	_____
Dr. Castillo-Shiffer	_____

G. Selection of Meeting Dates, Time, and Place for 2025

To facilitate payroll requirements and other reporting deadlines, the administration recommends the Board meet each month on the dates listed below.

The meetings will be held at 5:15 p.m. (Closed Session) and 6:30 p.m. (Open Session) at the District Support Services Center.

January 21, 2025*	May 13, 2025	August 5, 2025*
February 11, 2025	June 10, 2025	September 9, 2025
March 11, 2025	June 13, 2025*	October 14, 2025
April 8, 2025	July 15, 2025*	November 4, 2025*
		December 9, 2025

* *Not on second Tuesday of the month*

*** **IT IS RECOMMENDED THAT** the Board of Education approve the proposed dates and times for the 2025 Board of Education meetings.

Moved _____

Second _____

A Roll Call Vote is Required:

Mr. Aguilar	_____
Mr. Baskett	_____
Ms. Hernandez	_____
Ms. Serrano	_____
Dr. Castillo-Shiffer	_____

VIII. REPORTS FROM EMPLOYEE ORGANIZATIONS

IX. ITEMS SCHEDULED FOR ACTION

A. BUSINESS

- 1. Delegation of Governing Board Powers and Duties – Resolution 12-2024-2025**

Resource Person: Yolanda Ortiz, Assistant Superintendent of Business Services

Education Code Section 35161 grants the Board of Education the authority to delegate various powers and duties to employees of the district to act on its behalf. It is necessary to update the resolution and authorized signatures, annually and in addition to periodic changes of personnel.

Approval of Resolution 12-2024-2025 and the submission of Authorized Signature forms, designate various staff to act on behalf of the Board of Education with specific limitations and restrictions.

***** IT IS RECOMMENDED THAT** the Board of Education approve Resolution Number 12-2024-2025 Delegating Specific Powers and Duties of the Board of Education, and the submission of Authorized Signature forms and notify the County Superintendent of Schools accordingly.

Moved _____ **Second** _____

A Roll Call Vote is Required:

Mr. Aguilar	_____
Mr. Baskett	_____
Ms. Hernandez	_____
Ms. Serrano	_____
Dr. Castillo-Shiffer	_____

**SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
RESOLUTION NUMBER 12-2024-2025**

DELEGATION OF GOVERNING BOARD POWERS/DUTIES

WHEREAS, Education Code Section 35161 provides that “the governing board of any school district may execute any powers delegated by law to it or to the district of which it is the governing board, and shall discharge any duty imposed by law upon it or upon the district of which it is the governing board...” , and

WHEREAS, Education Code Section 35161 further provides that the governing board “may delegate to an officer or employee of the district any of those powers or duties. The governing board, however, retains ultimate responsibility over the performance of those powers or duties so delegated.” and

WHEREAS, the Governing Board of the Santa Maria Joint Union High School District recognizes that while the authority provided in Education Code Section 35161 authorizes the Board to delegate any of its powers and duties, the Governing Board retains the ultimate responsibility over the performance of those powers or duties.

WHEREAS, the Governing Board further recognizes that where other education code provisions authorize a delegation of authority for a specific purpose, but impose restrictions on such delegated authority, these restrictions must be observed.

NOW, THEREFORE, BE IT RESOLVED, that in accordance with the authority provided in Education Code 35161, the Governing Board of the Santa Maria Joint Union High School District hereby delegates to the following officers or employees of the district, the authority to act on its behalf in performance of the duties and powers granted to the Board by law, as indicated below and subject to the following limitations and restrictions:

- Antonio Garcia, District Superintendent
 - Delegated Power or Duty: Ability to make budget revisions to expenses and/or cash transfers between funds, approve payroll warrants, commercial warrants, purchase orders, contracts and process change orders for bids and contracts. Designated as a district representative with the State of California – State Allocation Board/Office of Public School Construction.
- Yolanda Ortiz, Assistant Superintendent of Business Services
 - Delegated Power or Duty: Ability to make budget revisions to expenses and/or cash transfers between funds, approve payroll warrants, commercial warrants, purchase orders, contracts and process change orders for bids and contracts. Designated as a district representative with the State of California – State Allocation Board/Office of Public School Construction.
- Michelle Coffin, Director of Fiscal Services
 - Delegated Power or Duty: Ability to make budget revisions to expenses and/or cash transfers between funds, approve payroll warrants, commercial warrants, purchase orders and contracts.
- Maria Malkin, Fiscal Manager II
 - Delegated Power or Duty: Ability to make cash transfers, approve payroll warrants and commercial warrants.
- Kevin Platt, Assistant Superintendent of Human Resources
 - Delegated Power of Duty: Ability to approve contracts.
- Cesar Lugo, Director of Maintenance, Operations and Transportation
 - Delegated Power or Duty: Ability to approve contracts.
- Gary Wuitschick, Director of Facilities and Logistics
 - Delegated Power or Duty: Ability to approve purchase orders and contracts.

PASSED AND ADOPTED this 17th day of December, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

X. 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 roll call 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 _____

A Roll Call Vote is Required:

Mr. Aguilar _____
 Mr. Baskett _____
 Ms. Hernandez _____
 Ms. Serrano _____
 Dr. Castillo-Shiffer _____

A. Approval of Contracts

Company/Vendor	Description of Services	Amount/ Funding	Resource Person
"Just Breathe" Social Emotional Learning & Wellness Consulting, LLC	Professional Learning sessions on Mindfulness in the Classroom for certificated staff from January 13, 2025.	\$4,000/ LCAP 4.1	Krista Herrera
Bunch Consulting, LLC	Provide professional development consulting services in the area of English Language Development on January 13, 2025.	\$7,674.20/ LCAP 4.1	Krista Herrera
Erika Isham	Provide professional development in the areas of trauma informed practices in the classroom from January 13 to January 14, 2025.	\$1,500/ LCAP 4.1	Krista Herrera
Perry Weather, Inc.	Three-year agreement for Weather Monitoring Services that allows us to be in compliance (Central Section Athletics) AB-1653 to implement and plan for critical weather-based data to mitigate the risk of heat illness to weather to February 2025	\$8,550/ Athletics General Fund	Krista Herrera

B. Purchase Orders

PO #	Vendor	Amount	Description/Funding
PO25-00855	Sierra School Equipment	\$178,876.35	Admin to Classroom Art Desks / Fund 40

C. Authorization to Piggyback on Arvin Union School District for School Furnishings, Office Furniture and Accessories District-Wide for the Length of the Contract through October 16, 2025

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

Arvin Union School District has awarded their furnishings bid to Sierra School Equipment - Piggyback Bid #2023-24-012, through October 16, 2025. The district recommends that the board find and determines that it is in the best interest of the district to authorize purchasing of furniture and accessories under the same terms and conditions. With Board approval the district may “piggyback” on their bid pursuant to the provisions of PCC20118.

XI. FUTURE BOARD MEETINGS FOR 2025

Unless otherwise announced, the next regular meeting of the Board of Education will be held on January 21, 2025. Closed session is scheduled to begin at 5:15 p.m. Open session begins at 6:30 p.m. The meeting will be held at the District Support Services Center. For view only live-stream links, refer to page 1 of the agenda.

Regular Board Meetings for 2025 (*Pending approval on December 17, 2025*):

- | | | |
|-------------------|----------------|-------------------|
| January 21, 2025* | May 13, 2025 | August 5, 2025* |
| February 11, 2025 | June 10, 2025 | September 9, 2025 |
| March 11, 2025 | June 13, 2025* | October 14, 2025 |
| April 8, 2025 | July 15, 2025* | November 4, 2025* |
| | | December 9, 2025 |

**Not on the second Tuesday of the month*

XII. ADJOURN