

**SANTA CLARA ELEMENTARY SCHOOL DISTRICT
BOARD OF EDUCATION
20030 E. TELEGRAPH ROAD
SANTA PAULA, CA. 93060**

**OFFICIAL MINUTES
REGULAR BOARD MEETING**

December 16, 2015

3:00 p.m.

Santa Clara Schoolhouse

I. Preliminary

- A. Call to Order**
- B. Flag Salute**
- C. Roll Call**

**Board: President: Jason Raley--Present
Clerk: Lynne Peterson--Present
Member: Deann Hobson--Absent**

**CBO: Tami Peterson--Present
Teacher/Principal: Kari Skidmore--Absent**

- D. Introductions**
- E. Emergency Additions to the Agenda**
- F. Approval of Agenda—Moved, seconded (Peterson/Raley), and unanimously carried to approve the agenda. (Peterson-aye, Raley-aye) 2-0**
- G. Organizational**
 - 1. Election and Swearing in of Officers and Committee Representatives**
 - a. President—Moved, seconded (Peterson/Raley), and unanimously carried to elect Jason Raley as Board President. (Peterson-aye/Raley-aye) 2-0**
 - b. Clerk—Moved, seconded (Raley/Peterson), and unanimously carried to elect Lynne Peterson as Board Clerk. (Peterson-aye/Raley-aye) 2-0**
 - c. County Committee on School District Organization Representative—Moved, seconded (Peterson/Raley), and unanimously carried to elect Jason Raley as County Committee on School District Organization Representative. (Peterson-aye/Raley-aye) 2-0**
 - 2. Set Date, Time, and Place of Meetings—Meetings will be held the 3rd Wednesday of each month at 3:00 p.m. at the schoolhouse.**
 - 3. Certification of Signatures**
 - 4. Newly elected President assumes leadership of the meeting**
 - 5. Public Lottery for 2016-17 enrollment**

II. Public Hearing

III. Information Items

A. Other Parties Desiring to Address the Board

Individuals wishing to address the Board on non-agenda items may request permission from the Board President to speak on non-agenda items. When the board opens discussion to the public on any individual item, members of the audience are welcome to address the board on this item. Please identify yourself when recognized. Three (3) minutes are allotted to each speaker. A maximum of twenty (20) minutes may be allotted to each subject. No oral presentation shall include charges or complaints against any employee of the district, regardless of whether or not the employee is identified in the presentation by name or by another reference, which tends to identify. Charges or complaints of any employee of the district shall be made in writing to the Superintendent or Designee or President of the Board of Trustees. Persons with disabilities requiring special accommodations should contact the school's office prior to the meeting.

B. Board Members Unscheduled Items

Board members may wish to make personal reports on meetings, conferences they have attended, or raise questions for subsequent meetings.

C. Correspondence

D. Classroom Visitation

- E. **CBO Report**—The Chief Business Official will provide a report of current activities.
 - 1. **Local Control Funding Formula/Local Control Accountability Plan**—The CBO will provide current information regarding the LCFF and the LCAP for Board discussion.
- F. **Principal’s Report**—The Principal will provide a report of current activities.
 - 1. **PTO**—The agendas/minutes are included for the Board’s review.
 - 2. **SSC**— The agendas/minutes are included for the Board’s review.
 - 3. **Parent letters**-The principal letters that have been sent to date are included.
 - 4. **Common Core Standards**—The Principal will report on CCSS.
- G. **Enrollment-- There are 55 students enrolled for the 2015-2016 school year; 16 K-1st, 16 2nd-3rd, and 23 4th-6th.**
- H. **Calendar**
 - 1. **January Calendar**

IV. Action Items

- A. **Approval of Consent Agenda**
 Agenda items presented in this section compose the consent agenda and unless removed by the request of a Board member will be approved by the Board as a group as the first action on the agenda. Each item approved shall be deemed to have been read in full and adopted as recommended.

- 1. **Minutes of November 18, 2015 regular meeting**
- 2. **Finance and Purchasing**
 - 2.1 **Monthly Board Report**

Moved, seconded (Peterson/Raley), and unanimously carried to approve the Consent Agenda. (Peterson-aye, Raley-aye) 2-0

- B. **Old Business**

- 1. **Board Policies 3300 Expenditures and Purchases, 3310 Purchasing Procedures, 3311 Bids, 3312 Contracts, and Administrative Regulation 3311 Business and Non-instructional Operations—Second Read—Recommend approval.**

Moved, seconded (Raley/Peterson), and unanimously carried to approve Board Policies 3300 Expenditures and Purchases, 3310 Purchasing Procedures, 3311 Bids, 3312 Contracts, and Administrative Regulation 3311 Business and Non-instructional Operations. (Peterson-aye, Raley-aye) 2-0

- 2. **Board Policy 4121 Personal Leaves/Administrative Regulations 4161.1 & 4361.1 Personal Illness/Injury Leave— Second Read—Recommend approval.**

Moved, seconded (Peterson/Raley), and unanimously carried to approve Board Policy 4121 Personal Leaves/Administrative Regulations 4161.1 & 4361.1 Personal Illness/Injury Leave. (Peterson-aye, Raley-aye) 2-0

- C. **New Business**

- 1. **Santa Clara Classified Miscellaneous Salary Schedule 2015-16**—The Schedule reflects the State Increase in Minimum Wage to \$10 per hour. **Recommend approval.**

Moved, seconded (Peterson/Raley), and unanimously carried to approve Santa Clara Classified Miscellaneous Salary Schedule 2015-16. (Peterson-aye, Raley-aye) 2-0

D. Resolutions

E. Personnel

V. Adjourn to Executive Session

In accordance with the posted agenda, the Board might wish to adjourn to closed session during the course of the meeting to consider the topics indicated below:

***Personnel (Govt. Code Section 54957)**

***Collective Bargaining (Govt. Code Section 3549.1)**

***Discipline (Ed. Code Sections 35146 and 48918(c))**

***Litigation (Govt. Code 54956.9)**

***Real Property (Govt. Code Section 54956.8)**

VI. Return From Executive Session

VII. Advance Planning

A. Suggested Agenda Items

1. Outdoor School Presentation

B. Future Meeting Dates

The next regular meeting is scheduled for January 20, 2016

VIII. Adjournment

Moved, seconded (Peterson/Raley), and unanimously carried to adjourn the meeting at 3:45 p.m. (Peterson-aye, Raley-aye) 2-0