

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

**OFFICIAL MINUTES
REGULAR BOARD MEETING**

December 19, 2017

3:00 p.m.

Santa Clara Schoolhouse

I. Preliminary

A. Call to Order—The meeting was called to order at 3:14 p.m. by Board Clerk, Jason Duque.

B. Flag Salute

C. Roll Call

Board: President: Deann Hobson—Absent

Clerk: Jason Duque—Present

Member: Lynne Peterson--Present

CBO: Tami Peterson—Present

Teacher/Principal: Kari Skidmore—Present

D. Introductions

E. Emergency Additions to the Agenda

F. Approval of Agenda—Moved, seconded (Peterson/Duque), and unanimously carried to approve the agenda. (Duque-aye, Peterson-aye) 2-0

G. Organizational

1. Election and Swearing in of Officers and Committee Representatives

a. President—Moved, seconded (Peterson/Duque), and unanimously carried to elect Jason Duque as Board President. (Duque-aye, Peterson-aye) 2-0

b. Clerk— Moved, seconded (Duque/Peterson), and unanimously carried to elect Lynne Peterson as Board Clerk. (Duque-aye, Peterson-aye) 2-0

c. County Committee on School District Organization Representative— Moved, seconded (Peterson/Duque), and unanimously carried to elect Deann Hobson as County Committee on School District Organization Representative. (Duque-aye, Peterson-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 2018-19 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**
 - 1. **Karry MacDonald**—Letter was received on October 30, 2017.
 - 2. **California Department of Education**—State Superintendent, Tom Torlakson, announces new rules to protect students from unintended pesticide exposure in the news release dated, November 8, 2017.
- 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.
- G. **Enrollment--There are 58 students enrolled for the 2017-18 school year; 17 K-1st, 17 2nd-3rd, and 24 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 October 18, 2017 regular meeting**
 - 2. **Finance and Purchasing**
 - 2.1 **Monthly Board Report October**
 - 2.2 **Monthly Board Report November**

Moved, seconded (Peterson/Duque), and unanimously carried to approve the Consent Agenda. (Duque-aye, Peterson-aye) 2-0
- B. **Old Business**
 - 1. **Board Policy/Administrative Regulations 3513.3**—Tobacco-Free Schools- The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420, 104559) —Second Read. **Recommend approval.**

Moved, seconded (Duque/Peterson), and unanimously carried to approve Board Policy/Administrative Regulations 3513.3. (Duque-aye, Peterson-aye) 2-0
 - 2. **Board Policy/Administrative Regulations 5131.62**—Tobacco- The Superintendent or designee shall provide prevention, intervention, and cessation education, information, activities, and/or referrals to district students and shall ensure consistent enforcement of district policies prohibiting student possession and use of tobacco products—Second Read. **Recommend approval.**

Moved, seconded (Peterson/Duque), and unanimously carried to approve Board Policy/Administrative Regulations 5131.62. (Duque-aye, Peterson-aye) 2-0

C. New Business

- 1. Interface Children and Family Services MOU effective July 1, 2017-June 30, 2018. Recommend approval.**

Moved, seconded (Peterson/Duque), and unanimously carried to approve Interface Children and Family Services MOU. (Duque-aye, Peterson-aye) 2-0

- 2. VCEDNET—Addendum to Existing Contract dated 3/13/15, extended through 6/30/19 for 20Mbps/\$17,500 annually. Recommend approval.**

Moved, seconded (Duque/Peterson), and unanimously carried to approve VCEDNET—Addendum to Existing Contract. (Duque-aye, Peterson-aye) 2-0

- 3. First Interim Report 2017-18—Local agency governing boards are required to certify twice a year regarding their ability to meet their financial obligations for the remainder of the current fiscal year and for the subsequent two fiscal years, in accordance with Education Code Section 42131. The First Interim Report covers the financial and budgetary status for the period ending October 31, 2017. Recommend approval.**

Moved, seconded (Peterson/Duque), and unanimously carried to approve First Interim Report 2017-18. (Duque-aye, Peterson-aye) 2-0

D. Resolutions

- 1. Resolution #17-18-06—Annual Accounting and Five-Year Accounting of Development Fees for Fiscal Year 2016-17 in the Developer Fee Fund(s)—Government Code sections 66001 and 66006 require school districts collecting statutory school facilities fees to take certain actions to comply with these requirements. The purpose of this Resolution is to comply with these requirements. Recommend approval of Resolution and Report.**

Moved, seconded (Peterson/Duque), and unanimously carried to approve Resolution #17-18-06. (Duque-aye, Peterson-aye) 2-0

E. Personnel

- 1. PAR—Stipend for employee, Morgan Stowers, 2 hours at \$40/per hour, for providing CPR Staff Training. Recommend approval.**

Moved, seconded (Duque/Peterson), and unanimously carried to approve the PAR. (Duque-aye, Peterson-aye) 2-0

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

B. Future Meeting Dates

The next regular meeting is scheduled for January 17, 2018

**VIII. Adjournment--Moved, seconded (Peterson/Duque), and unanimously carried to Adjourn at 4:10 p.m.
(Duque-aye, Peterson-aye) 2-0**