

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

**OFFICIAL MINUTES
REGULAR BOARD MEETING**

September 14, 2016

3:00 p.m.

Santa Clara Schoolhouse

I. Preliminary

- A. Call to Order** —The meeting was called to order at 3:03 p.m. by Board President, Jason Duque.
- B. Flag Salute**
- C. Roll Call**
 - Board:** **President: Jason Duque--Present**
 - Clerk: Lynne Peterson—Present**
 - Member: Deann Hobson--Absent**

 - 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

II. Public Hearing

Scheduled Public Hearing—Public Hearing Regarding the Sufficiency and Insufficiency of Instructional Materials—The adoption of Resolution #16-17-01 is necessary in order to continue to receive State textbook and instructional materials funding. During the 2016-17 school year, the district had sufficient funds to purchase instructional materials for students in grades K-6th in English/Language Arts, Mathematics, History/Social Science and Science.

Moved, seconded (Peterson/Duque), and unanimously carried to open the Public Hearing at 3:04 p.m. (Duque-aye, Peterson-aye) 2-0

Moved, seconded (Duque/Peterson), and unanimously carried to close the Public Hearing at 3:04 p.m.. (Duque-aye, Peterson-aye) 2-0

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. VCOE—In accordance with Ed. Code Sections 52070 and 42127, the VCOE has reviewed the Local Control Accountability Plan (LCAP) and adopted budget of Santa Clara Elementary School

District for fiscal year 2016-17. The County Superintendent of Schools has approved the 2016-17 LCAP and adopted budget based on their review.

2. State of California—Letter dated June 30, 2016, stating receipt of S.C. District’s Resolution No. 15-16-06 electing to become member of the California Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code section 22030.

3. VCSBSA—The receipt of Ventura County report of investments for the quarter ending April 30, May 31 and June 30, 2016.

4. Controller of CA—The lottery education apportionment in the amount of \$7,702.57 was received on 8/1/16.

5. County Clerk and Recorder--The letter was received, September 9th, 2016, in regards to the November 8th, 2016, Presidential General Election. No election will be held.

D. CBO Report

E. Classroom Visitation

F. Principal’s Report

1. Art/Music Programs—All S.C. students will participate in art and music classes this year.

We will showcase the art at an Open House/Art Fair and music at our Winter Music Program and at our Promotion Celebration. We will feature an “Artist and a Composer of the Month”.

2. Enrichment/Tutoring Programs—Students were recommended for enrichment/tutoring groups based on performance in the classroom, on district assessment, and on state testing.

3. Staff Development 2016-17—The principal will share the planned staff development for the 2016-17 school year.

4. Williams Uniform Complaints—The quarterly report was submitted to the VCOE for July of 2016 as per Ed. Code 35186.

5. Request for Quote—S.C. will be submitting to build the handball wall.

6. PTO/SSC Report—The agendas/minutes are included for the Board’s review.

7. Parent letters-The principal letters are included for the Board’s review.

G. Enrollment--There are **56 students enrolled for the 2016-17 school year; 16 K-1st, 16 2nd-3rd, and 24 4th-6th.**

H. Calendar

1. October 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 June 15, 2016 regular meeting

2. Finance and Purchasing

2.1 Monthly Board Report

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

B. Old Business

C. New Business

1. Review, discussion, and approval of the Goals and Objectives 2016-17—The Goals and Objectives will be discussed and developed by the Board. **Recommend approval.**

Moved, seconded (Duque/Peterson), and unanimously carried to approve the Goals and Objectives 2016-17. (Duque-aye, Peterson-aye) 2-0

2. **Review, discussion, and approval of the Projected Field Trips 2016-17--** The field trips are submitted to the Board for approval, subject to minor changes due to scheduling. Students will attend field trips based on home-room assignments. Each class will participate in 4 field trips, including the school-wide “secret field trip” and the annual Mupu track meet. **Recommend approval.**

Moved, seconded (Peterson/Duque), and unanimously carried to approve the Projected Field Trips 2016-17. (Duque-aye, Peterson-aye) 2-0

3. **Review, discussion, and approval of the 2015-16 Unaudited Actuals**
Education Code 41023 & 42100 requires that on or before September 15, the governing board of each school district shall approve, on a form prescribed by the Superintendent of Public Instruction, an annual statement of all receipts and expenditures of the district for the preceding fiscal year and shall file the statement with the county superintendent of schools. The attached report has been prepared using the required guidelines. **Recommend approval.**

Moved, seconded (Duque/Peterson), and unanimously carried to approve the 2015-16 Unaudited Actuals. (Duque-aye, Peterson-aye) 2-0

4. **Review and discussion of the Educator Effectiveness Plan, SB 103 and AB104—**
Funding in the amount of \$3,666 will be spent in the 2016-17 school year for Common Core Math Training. **Recommend discussion.**

D. Resolutions

1. Resolution #16-17-01—Sufficiency or Insufficiency of Instructional Materials

The Board must make a determination by resolution as to whether each pupil in the district has sufficient instructional materials in reading/language arts, mathematics, science, and history-social science that are consistent with the content cycles of the curriculum frameworks. If the Board determines that the District does not meet the criteria then information on the reasons why the District does not meet the established criteria must be provided. At the same time, the Board must outline the action that will be taken to insure that each pupil will have sufficient materials.

Recommend approval.

Moved, seconded (Peterson/Duque), and unanimously carried to approve Resolution #16-17-01. (Duque-aye, Peterson-aye) 2-0

2. Resolution #16-17-02—The Gann Limit

School agencies must perform Gann Limit Calculations because they are a constitutional requirement. Also, it is important that school agencies do these calculations to identify how much state aid counts toward the agency’s Gann Limit, so that the State of California knows how much state aid counts toward its own Gann Limit. **Recommend approval.**

Moved, seconded (Duque/Peterson), and unanimously carried to approve Resolution #16-17-02. (Duque-aye, Peterson-aye) 2-0

E. Personnel

1. **Resignation of Substitute Teacher and Music Instructor, Elizabeth Frey received August 29, 2016. Recommend approval**

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

2. Music Instructor/Substitute Teacher --Ratify the hiring Laura Young for the positions. Recommend approval.

Moved, seconded (Duque/Peterson), and unanimously carried to approve the Music Instructor/Substitute Teacher. (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)**

Adjourn to Executive Session for matters of Personnel (Govt. Code Section 54957) Teacher/Principal, Kari Skidmore, Evaluation.

Moved, seconded (Duque/Peterson), and unanimously carried to Adjourn to Executive Session to discuss matters of Personnel at 3:42 p.m. (Duque-aye, Peterson-aye) 2-0

VI. Return From Executive Session

Moved, seconded (Duque/Peterson), and unanimously carried to Return from Executive Session to discuss matters of Personnel at 3:43 p.m. (Duque-aye, Peterson-aye) 2-0

VII. Advance Planning

A. Suggested Agenda Items

1. EEP

2. Prop 39

B. Future Meeting Dates

The next regular meeting is scheduled October 21, 2016 at 3:00 p.m.

VIII. Adjournment--Moved, seconded (Duque/Peterson), and unanimously carried to Adjourn at 3:44 p.m. (Duque-aye, Peterson-aye) 2-0