

SANTA BARBARA ELEMENTARY/HIGH SCHOOL DISTRICTS BOARD OF EDUCATION

Nancy Harter, *President*
Robert Noël, *Vice President*
Ruth E. Green, *Member*
Fred Rifkin, *Member*
Lynn Rodriguez, *Member*

Administration Center
720 Santa Barbara Street
<http://www.sbsdk12.org>

AGENDA

Regular Meeting

Tuesday, January 27, 2004

5:30 p.m. (Closed session to commence at 5:35 p.m.)
7:00 p.m. (Regular session reconvenes)

Order of Business: The regular meetings of the Board of Education begin at 7:00 p.m. in the administration center board room on the second and fourth Tuesday of each month. (Closed sessions are scheduled prior to the 7:00 p.m. regular session.)

Estimated Time: The time at which an item is scheduled is an estimate only. The Board may consider and act on an agenda item in a different order. In addition, an item may be considered earlier or later than the estimated time. All persons interested in an item listed on the agenda are advised to be present throughout the meeting to insure that they are present when the item is called.

Public Comments: Public comments are welcome. When addressing the meeting, please use the microphone. Stating your name will assist the Board and staff in responding to comments. Speaker cards may be turned in at any time before the agenda item is called and will assist the Board in determining the time for each item. Each speaker is usually limited to three minutes. There is a separate opportunity for public comments on matters not on the agenda at the beginning of the regular session. The Board of Education is not responsible for the content of statements made during the public comment period, or the factual accuracy of any such statements.

Reports/Attachments: Copies of reports/attachments relating to agenda items are available for review in the administration center lobby and at the board meeting.

Accessibility: In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please contact the Superintendent's Office at (805) 963-4331. Notification at least 48 hours prior to the meeting will assist the District to make suitable arrangements.

Broadcast: A videotape of meetings is normally broadcast the Saturday following the meeting at 5:00 p.m. on Channel 18.

An asterisk () indicates that there is an attachment to the item available in the rear of the Board Room.*

**SANTA BARBARA ELEMENTARY/HIGH SCHOOL DISTRICTS
BOARD OF EDUCATION**

**AGENDA
Regular Meeting
January 27, 2004**

5:30 p.m. (Closed session to commence at 5:35 p.m.)
7:00 p.m. (Regular session reconvenes)

A.1 Call to Order (5:30 p.m.)

A.2 Public Comments (relating to closed session items only)

A.3 Closed Session/Adjourn to Closed Session – 5:35 P.M.

The Board will discuss the following matters in closed session:

- **Public Employee Discipline/Dismissal/Release** (Government Code section 54957)
- **Student Discipline** (Education Code 48918) *Expulsion Case: Numbers 03/04-15, 03/04-16, and 03/04-17 (Santa Barbara High School District).*
- **Conference with Labor Negotiator** (Government Code sections 54957.6 and 3549.1)
Agency Designated Representative: Superintendent Deborah Flores
Employee Organizations: Santa Barbara Teachers Association, California School Employees Association, Santa Barbara School Administrators' Association

Return to Regular Session – 7:00 P.M.

A.4 Pledge of Allegiance

A.5 Announcement of Closed Session Action

A.6 Approval of Minutes – December 9, 2003 and January 13, 2004

A.7 Receipt of Gifts

Resource Person: Mary T. Stark, Assistant Superintendent of Business Services

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The board will acknowledge the following people and/or organizations for their generous donations:

Donor	Gift	Estimated Value
Archuleta, Ralph and Lucy	Monetary donation for the EXCEL and tutoring programs at Dos Pueblos High School	\$1,000
Brown, James	Monetary donation for the band program at Goleta Valley Junior High School	\$75
Ehlen, Spiess & Hagt, Inc.	Monetary donation for the Monroe Elementary School PTA	\$50
Frech, Elizabeth and H.E.	Monetary donation for the special education and business departments at Goleta Valley Junior High School	\$300
Matson, Dorothy	A violin, bow, and case for the district's music program	\$500
Osherenko, Gail	Various used and new office supplies for San Marcos and Dos Pueblos High Schools and district offices	Not provided
Roy E. Crummer Foundation	Monetary donation for the Roosevelt Elementary School library, various teachers, curriculum, and school support	\$5,000
Ware, Ed and Charlotte	Amana 20-cubic refrigerator and a Quasar microwave oven	\$250
Washington Mutual	Monetary donation for supplies at McKinley Elementary School	\$2,941
Wells Fargo Bank	Monetary donation for the Santa Barbara High School library	\$5,550
Wells Fargo Bank	Monetary donation for support of the Santa Barbara Elementary School District library program	\$2,035

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Recommended: That the Board of Education accept with appreciation the above listed donations to the schools and districts.

A.8 Superintendent's Report

The superintendent and/or her designee may report about various matters involving the districts. There will be no board discussion except to ask questions or refer matters to staff, and no action will be taken unless listed on the subsequent agenda.

A.9 Student Board Member Report

A.10 Correspondence

Individual board members may receive correspondence that they want to share with the board, staff, and the public.

A.11 Superintendent's Bulletin

On the second and fourth Friday of each month, the superintendent provides the board with a report called the Superintendent's Bulletin. This is an informational report about school district matters. A copy of the report is available for the public to read in the reception area of the District Office. Anyone who would like a copy of the report should contact the superintendent's office. A list of the topics included in the last two week's Superintendent's Bulletin is attached at the end of this agenda.

A.12 Board Focus Goals

A copy of the Board Focus Goals is attached at the end of this agenda.

A.13 Public Comments

During this time, the board president will acknowledge requests to speak on a topic not on the agenda, but within the subject matter jurisdiction of the board. Persons wishing to address the board should complete a "Speaker Card" prior to this agenda item.

Individuals will be limited to a maximum of three minutes and possibly less, depending on the number of speakers. If the speaker needs more time, s/he may submit written comments or request time on a future agenda

B. Action Agenda – 7:20 P.M.

B.1 Approval of the Revised Competitive Food/Beverage Sales Board Policy 3542.5 and Administrative Regulations 3542.5*

Resource Person: Michael Couch, Assistant Superintendent of Secondary Education 7:20 p.m./5 mins.

At the September 9, 2003 meeting of the Board of Education, the formation of a Nutrition Task Force was approved. The Task Force has held two meetings. At its December 8, 2003 meeting, the Task Force completed the revision of the Competitive Food/Beverage Sales Board Policy 3542.5 and Administrative Regulations 3542.5. The new policy and regulation were reviewed by the Board of Education at its January 13, 2004 board meeting.

Recommended: That the Board of Education approve the revised Competitive Food/Beverage Sales Board Policy 3542.5 and Administrative Regulations 3542.5.

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B.2 Required Public Hearing of California School Employees Association's Initial Proposal for Negotiations*

Resource Person: Elaine Alvarado, Coordinator of Classified Personnel

7:25 p.m./5 mins.

The California School Employees Association (CSEA) has requested to reopen negotiations pursuant to the current employment agreement.

In keeping with the guidelines of the Public Employees Relations Board (PERB), the notice of receipt of this proposal has been officially posted at the District Office. In addition, copies of the proposal have placed at the reference desks of the Santa Barbara and Goleta public libraries.

In accordance with collective bargaining laws under which the districts negotiate with their employees, the districts are required to receive an initial proposal at a public meeting and subsequently conduct a public hearing on the initial proposal. The initial proposal was received at the board meeting on January 13, 2004. A scheduled public hearing is being conducted as part of this agenda to provide an opportunity for any member of the public to comment regarding the initial proposal presented by the CSEA.

Recommended: That the Board of Education accept the California School Employees Association initial proposal for negotiations.

B.3 Selection of Board Representatives for Meeting with Feeder School Board Members Regarding the School Calendar

Resource Person: Deborah A. Flores, Ph.D., Superintendent

7:30 p.m./5 mins.

At the January 13, 2003 board meeting, the next steps in determining whether to change the school calendar were discussed. One of the steps recommended was a joint meeting of school board members and superintendents from the feeder districts. The purpose of this item is for the board to appoint two board members to represent the Santa Barbara School Districts and to discuss possible meeting dates and times.

Recommended: That the Board of Education appoint two board members to represent the Santa Barbara Elementary and High School Districts in a joint meeting with feeder school board members and superintendents.

B.4 Proposed FY 2004-2005 Budget Calendar for Santa Barbara School Districts*

Resource Person: Mary T. Stark, Assistant Superintendent of Business Services

7:35 p.m./5 mins.

A proposed calendar, listing administrative and board activities related to the development of the fiscal year 2004-2005 budget for each of the Santa Barbara School Districts is presented for consideration.

The calendar details the tasks required to produce the budget documents, gather information, and provide workshops.

Recommended: That the Board of Education approve the FY 2004-2005 Budget Calendar.

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B.5 Proposal for Consultant Firm to Complete a Business Services Records Retention Project*

Resource Person: Mary T. Stark, Assistant Superintendent of Business Services 7:40 p.m./5 mins.

At this time, hundreds of boxes of documents and computer printouts are stored in an unorganized and inaccessible manner.

A quote has been requested and received from Records Consultants, Inc. (RCI) to sort, classify, and inventory the records currently located in the basements at Santa Barbara Junior High School and the district administrative office.

This firm performed a thorough inventory for the districts to be used for the independent audit and for compliance with GASB 34 and staff was pleased with the competence and results of the inventory.

A team of staff members responsible for knowing what records are to be retained include the director of information technology, director of fiscal services, bond accountant, and the purchasing agent, The assistant superintendent for business services will be involved in monitoring and directing the project. The company asks that district staff assist in moving boxed materials and purchasing storage boxes of a certain size and dimension, estimated to cost \$1.00 per box.

Estimated cost of the project:

Proposed 509 boxes x \$22.00 for records retention	\$11,198
Proposed 509 boxes x \$1.00 for storage	<u>509</u>
Estimated cost	\$11,707

This figure does not include the cost of staff time to meet with RCI team members, move boxes, or for additional boxes beyond the 509 that are proposed.

This project would be responsive to attorney Peter Brown’s discussion during the October 8, 2003 Public Records Act workshop. Mr. Brown noted the importance of the ability to locate vital support files to respond to requests made pursuant to the Public Records Act.

A copy of the proposal from RCI is attached for further information.

Recommended: That the Board of Education approve the recommendation to hire Records Consultants, Inc. to sort, classify and inventory district records.

B.6 SBHS/New York, New York--Seventh Annual International Trade Fair; SBHS/Reno, Nevada--2004 Reno Jazz Festival; DPHS/Lincoln, Nebraska--The International Thespian Festival

Resource Person: Michael Couch, Assistant Superintendent of Secondary Education 7:45 p.m./5 mins.

Santa Barbara High School teacher LeeAnn Ben-Kinney is requesting approval to go to the Seventh Annual International Trade Fair in New York, New York. Inclusive dates of travel will be March 27-April 1, 2004. Thirteen students and five parents and staff will be going. The students

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will not miss any days of school as the trip will take place during spring break. Fundraising will cover all expenses.

Santa Barbara High School's band director, Charles Ortega, is requesting approval to go to the Reno 2004 Jazz Festival in Reno, Nevada. Inclusive dates of travel will be April 21-25, 2004. Fifty-one students and ten parents and staff will be going. The students will miss three days of school. Fundraising will cover all expenses.

Dos Pueblos High School's performing arts teacher, Clark Sayre, is requesting approval to go to the International Thespian Festival in Lincoln, Nebraska. Inclusive dates of travel will be June 20-27, 2004. Fifty-six students and ten parents will be going. The students will not miss any school as the trip will take place during the summer vacation. Fundraising will cover all expenses.

Recommended: That the Board of Education approve the above listed field trips.

B.7 Out-of-State Travel and Expenses in Excess of \$500

Resource Person: Michael Couch, Assistant Superintendent of Secondary Education 7:50 p.m./5 mins.

Carolyn Ross, teacher at La Cumbre Junior High School, is requesting approval for expenses in excess of \$500 to attend the California Association of GATE, in Anaheim, California. Inclusive dates of travel are February 26-29, 2004. She will miss two days of work. Gifted and Talented Education funds will cover expenses of approximately \$673.49 for meals, lodging, and travel.

Tiffany Quackenbush, teacher at La Colina Junior High School, is requesting approval for out-of-state travel to attend the California Activities Directors Conference in Reno, Nevada. Inclusive dates of travel are March 4-6, 2004. She will miss three days of work. School Improvement Program (SIP) funds will cover expenses of approximately \$682.82 for meals, lodging, and travel.

Clark Sayre, theater teacher at Dos Pueblos High School, is requesting approval for out-of-state travel to attend the International Thespian Festival in Lincoln, Nebraska. Inclusive dates of travel are June 20-27, 2004. He will not miss any days of work as the trip will take place during the summer vacation. SIP funds will cover expenses of approximately \$860.00 for meals, lodging, and travel.

Frank Stewart, teacher at Santa Barbara High School, is requesting approval for out-of-state travel to be a reader for the Advanced Placement World History Exam in Lincoln, Nebraska. Inclusive dates of travel are June 1-12, 2004. He will miss nine days of work. He will cover all expenses.

Charles Ortega, band director, SBHS, is requesting approval for out-of-state travel to attend the 2004 Reno Jazz Festival in Reno, Nevada. Inclusive dates of travel are April 21-25, 2004. He will miss three days of work. Fundraising funds will cover all expenses.

LeeAnn Ben-Kinney, teacher, SBHS is requesting approval for out-of-state travel to attend the Seventh Annual International Trade Fair in New York, New York. Inclusive dates of travel are

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March 27-April 1, 2004. She will not miss any days of school as this is spring break. Fundraising funds will cover all expenses.

Recommended: That the Board of Education approve the above listed out-of-state travel and/or expenses in excess of \$500.

B.7 Student Expulsions

Resource Person: Deborah A. Flores, Ph.D., Superintendent

7:55 p.m./5 mins.

The Board of Education is required to take action on student expulsions in open session. The review of an expulsion case must be completed in closed session unless the parent or student requests an open session.

The Board of Education will take action regarding expulsion case numbers 03/04-15, 03/04-16, and 03/04-17 (Santa Barbara High School District).

Recommended: That the Board of Education take action regarding expulsion case numbers 03/04-15, 03/04-16, and 03/04-17 (Santa Barbara High School District).

C. Conference Agenda – 8:00 P.M.

Conference items may recognize people and programs, provide reports, request operational actions, discuss proposals or make recommendations. The board may comment, provide direction or take action on these items. Generally, items requiring action will be placed on a following action agenda.

C.1 Report from Dr. Paul Neel Regarding Bond-Funded Projects

Resource Person: Deborah A. Flores, Ph.D., Superintendent

8:00 p.m./45 mins.

Dr. Paul Neel was hired by the district in December 2003 to complete an independent review of matters relating to bond-funded projects including an assessment of the district's obtainment of state matching funds. Dr. Neel will report his findings.

C.2 Truancy Update*

Resource Person: Michael Couch, Assistant Superintendent of Secondary Education

8:45 p.m./40 mins.

At the request of a board member, a presentation will be made to update the board about the current progress and activities of the truancy program. Presenters will include Lisa Fritz-Spencer, deputy district attorney; members of Fighting Back involved in truancy prevention; and Mirna Ramos, the Santa Barbara High School truancy coordinator.

C.3 State Budget Update

Resource Person: Deborah A. Flores, Ph.D., Superintendent

9:25 p.m./30 mins.

Ms. Mary Stark, assistant superintendent of business services, will update the board on Governor Schwarzenegger's proposed budget for 2004-2005 and the potential impact on the districts' budgets. Ms. Stark and her team attended a workshop offered by School Services of California (SSC) on January 14, 2004 and will be sharing SSC's analysis of the state budget proposal.

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C.4 Brown Act, Public Records Act, and Conflict of Interest Code Report

Resource Person: Deborah A. Flores, Ph.D., Superintendent

9:55 p.m./30 mins.

Craig Price, the districts' legal counsel, will give the board a report regarding steps the district has taken to address issues relating to the Brown Act, Public Records Act, and Conflict of Interest Code.

D. Consent Calendar – 10:25 P.M.

The following items are routine and may be enacted by approval of a single motion. There will be no separate discussion of these items. Any item may be removed from the consent agenda upon request of a board member.

Recommended: That the Board of Education approve the following items as presented:

D.1 Personnel Action Items*

*Resource Persons: Jolene Reed, Coordinator of Certificated Personnel
Elaine Alvarado, Coordinator of Classified Personnel*

Recommended: That the Board of Education approve the attached recommended Personnel Action Items. Documents regarding the appointments of candidates, leaves of absence, resignations, and reassignments have been submitted and meet the necessary requirements.

D.2 Purchase Orders*

Resource Person: David Hetyonk, Director of Facilities and Operations

A list of routine purchase orders is being submitted to the Board of Education for review. Purchase orders in excess of \$5,000 require board approval.

Recommended: That the Board of Education approve the purchase order reports for the period January 7, 2004 through January 21, 2004.

D.3 Warrants*

Resource Person: Andrea McNeill, Director of Fiscal Services

Commercial warrant register sheets have been provided to the Board of Education for approval.

Recommended: That the Board of Education approve the attached warrant listings, dated December 15, 2003 through January 23, 2004.

D.4 Field Restroom Renovation at San Marcos High School*

Resource Person: David Hetyonk, Director of Facilities and Operations

As part of the Measure V modernization at San Marcos High School, numerous upgrades are required. This project addresses the ADA upgrades necessary for the restroom facility at the stadium. This work is required to satisfy Department of State Architect requirements associated with the replacement of a ROTC portable which was lost to a fire. A mandatory pre-bid

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conference was held on December 3, 2003 in response to public advertisement. Seven contractors attended the pre-bid conference and two submitted bids. The non-collusion affidavit submitted by EJS Construction was blank, causing the bid to be non-responsive. District staff and the architect have reviewed the bid amount of the remaining bidder and it does not appear appropriate for the scope of services.

Recommended: That the Board of Education reject all bids, on the field restroom renovation and direct staff to modify the construction documents for additional cost savings and re-bid the project with the revised documents.

D.5 Additional Fundraising Plans for the 2003-2004 School Year*

Resource Person: Michael Couch, Assistant Superintendent of Secondary Education

Education Code Section 51521 requires that the board approve all fundraising by schools prior to fundraising events. To comply with this provision, each secondary school has submitted its fundraising plan for 2003-2004 to the board for its approval. Santa Barbara High School and San Marcos High School are asking approval for additional fundraising.

Recommended: That the Board of Education approve the additional fundraising plans for 2003-2004 for Santa Barbara High School and San Marcos High School.

D.6 Agreement Between Rocket Vending Service and the Santa Barbara School District Department of Food Services*

Resource Person: Michael Couch, Assistant Superintendent of Secondary Education

As part of the school's program to promote better nutrition, Santa Barbara High School is requesting the approval of an agreement with Rocket Vending Service that will put a vending machine on its campus which will sell only healthy snacks. Stoneyfield Farms will lease the machine and be responsible for it. Food Services will receive a commission of 10% of the gross sales after sale taxes and California Redemption Value are paid.

Recommendation: That the Board of Education approve the agreement between Rocket Vending Service and the Santa Barbara School District, Department of Food Services.

E. Coming Events – 10:35 P.M.

This agenda item allows the superintendent or individual board members to announce coming events. No action or public input will be taken.

F. Board Comments – 10:40 P.M.

This agenda item allows board members the opportunity to discuss items of general interest, provide a reference or other resource to staff, ask for clarification or request staff to report to the board on a certain matter. No action or public input will be taken.

G. Future Agenda Items – 10:50 P.M.

This agenda item allows board members to direct staff to place a matter of business on a future agenda.

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H. Adjournment

Next Regularly Scheduled Board Meeting: Tuesday, February 10, 2004

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I. Summary – ***SUPERINTENDENT’S BULLETIN***

On a bi-monthly basis, the Superintendent provides the Board with a report called the ***Superintendent’s Bulletin***. This is an informational report about school district matters. A copy of the report is available for the public to read in the reception area of the District Office. Anyone who would like a copy of the report should contact the Superintendent’s Office. Below is a list of the topics included in the last issue of the ***Superintendent’s Bulletin***.

January 27, 2004

1. Future Agenda Items
2. January 20, 2004 Board Workshop
3. Charter School Items
4. Non-Classroom Based Instruction
5. Meeting with Feeder Board Members and Superintendents
6. Elementary District Unrestricted General Fund Expenditure Freeze Recommendation
7. Governor’s Proposed 2004-2005 Budget Proposal
8. *Sacramento Bee* Article
9. Fiscal Reports
10. Expulsions – Home Instruction
11. Lost ADA on December 12, 2003
12. Math and Science Partnership Grant
13. School Demographics
14. Enrollment through November 21, 2003
15. SELPA Joint Powers Agency Board Agenda

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**Santa Barbara Elementary & High School District
Board of Education
2003-2004 Focus Goals**

1. Schools will meet the following accountability goals for student achievement:
 - a. No child Left Behind AYP (Adequate Yearly Progress) goals for all significant subgroups in the following areas:
 - (1) Participation Rate
 - (2) Percent of students proficient or above on the California Standards Test (elementary and junior high schools) and high school exit exam (high schools)
 - (3) Graduation rate improvement (high schools only)
 - b. State API (Academic Performance Index) targets as follows:
 - (1) Growth targets based on calculations using California Standards Test and CAT/6 performance
 - (2) Similar schools ranks of seven (7) or higher
2. Improve the delivery of educational services for learning disabled students in both regular and special education through early identification and intervention based on scientifically sound research, and implement performance-based methods for program evaluation.
3. Implement a master facilities plan to guide the use of facilities resources, including 1-98 and Measure V bond funds and real property assets, to provide housing for students and staff that will promote student achievement and learning. Critical facilities needs include relocation of the District Offices, expansion of the Santa Barbara Community Academy, and permanent housing for Open Alternative School and Santa Barbara Charter. Plans for meeting these critical facility needs will be developed by November 2004.
4. Enhance communication with, and outreach to parents and community members regarding district policies, individual school site programs, academic achievement, and successes within the District.
5. Seek to broaden the representation of diverse constituencies in the Santa Barbara School Districts' governance.

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