

Santa Barbara School Districts

Board of Education Meeting Minutes

Special Meeting Tuesday, June 17, 2008

720 Santa Barbara Street Santa Barbara, CA 93101 (805) 963-4338 www.sbsdk12.org

Board Members In Attendance

Laura Malakoff, Board President
Kate Parker, Vice President

Annette Cordero, Member
Nancy Harter, Member
Robert Noël, Member

REGULAR SESSION

A.1 Call to Order

Board president Malakoff called the meeting to order at 4:00 p.m.

A.2 Public Comments (related to closed session)

None

CLOSED SESSION

The board adjourned to closed session.

B.1 CAHSEE Waiver for Graduation for Student with Disabilities - Consideration (Education Code § 56101, 60851) The board of education reviewed and considered a list of students who qualify for the California High School Exit Exam (CAHSEE) waiver. Pupil names were unspecified and are protected under Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232(g)); 34 CFR Part 99; Education Code § 49073 et seq.

B.2 Student Discipline (Education Code § 48918)

Expulsion case number: 07/08-19

B.2 Student Discipline (Education Code § 48918)

Expulsion case number 06/07-90, request to expunge expulsion records

REGULAR SESSION

The board returned to regular session at 4:15 p.m.

C.1 Pledge of Allegiance

Board president Malakoff led the pledge.

C.2 Spanish Translation

Esperanza Villegas was present to provide Spanish translation.

C.3 Headsets for Hearing Impaired

Board president Malakoff announced headsets were available for the hearing impaired.

C.4 Announcement of Closed Session Action

Board president Malakoff announced the following:

Motion made by board member Harter to approve the CAHSEE waivers. Seconded by board vice president Parker.

Motion passed. Vote: 3-0-2 / Ayes: 3 (Harter, Malakoff, Parker) / Noes: 0 / Absent: 2 (Cordero, Noël)

C.5 Introductions, Proclamations, Presentations or Recognitions

Superintendent Sarvis introduced four Dos Pueblos High School student award recipients of the National Hispanic Recognition Program.

C.6 Public Comments

None.

CONSENT AGENDA

Motion made by board member Cordero to approve all items on the consent agenda. Seconded by board member Harter.

Motion passed. Vote: 5-0 / Ayes: 5 (Cordero, Harter, Malakoff, Noël, Parker) / Noes: 0

D.1 Approval of Minutes – April 8, 2008

D.2 Approval of Recommended Personnel Action Items Dated June 17, 2008

ACTION AGENDA

E.1 Approval of Business Office Efficiency Study Implementation Plan

Eric D. Smith, deputy superintendent, reviewed the Business Office Efficiency Study Implementation Plan. He indicated the cost to implement the plan was \$294,000 in ongoing unrestricted general funds and a one-time expense of \$112,660 to upgrade the financial computer system. Mr. Smith identified savings that would offset the cost involved in adopting the plan.

Motion made by board member Harter to approve the Business Office Efficiency Implementation Study Plan that includes a one-time expense to upgrade the financial computer system, the augmented positions, and four new positions. Seconded by board member Cordero.

Motion passed. Vote: 4-1 / Ayes: 5 (Cordero, Harter, Malakoff, Parker) / Noes: 1 (Noël)

E.2 Approval of Resolution No. 2007/08-41 Public Employees' Retirement System Golden Handshake

Mr. Smith reviewed Resolution No. 2007/2008-41 Public Employees' Retirement System Golden Handshake.

Motion made by board vice president Parker to approve the Public Employees' Retirement System Golden Handshake resolution. Seconded by board member Harter.

Motion passed. Vote: 5-0 / Ayes: 5 (Cordero, Harter, Malakoff, Noël, Parker) / Noes: 0

E.3 Second Reading and Adoption of Revised Board Policies on Business and Noninstructional Operations, 3000 Series

Delete Old Policies:

BP 3000	Business Management Goals
BP 3001	Fiscal Accountability
AR 3001	Fiscal Accountability
BP 3230	Supplementary Financial Aid
AR 3230	Supplementary Financial Aid
BP 3271	Disposal of Surplus Property
BP 3292	Authority for Investment of Funds
BP 3293	Grant Development and Implementation
AR 3293	Grant Development and Implementation
BP 3310	Expenditures and Expending Authority
AR 3310	Purchasing Requisitions/Purchase Orders
BP 3311	Computer Hardware & Software Procurement
AR 3311	Computer Hardware & Software Procurement

BP 3312	Contracts
BP 3314.4	Purchase of Fluid Milk and Associated Dairy Products
BP 3315	Advertising for Bids
AR 3315	Advertising for Bids
BP 3326.2	Revolving Cash Funds
AR 3326.2	Revolving Cash Funds
BP 3326.3	Financing of Secondary School Band Uniforms
BP 3511	Water and Energy Conservation
AR 3511	Water and Energy Conservation
BP 3511.1	Hazard Communication Program
BP 3513.3	Tobacco-Free Schools
AR 3513.3	Tobacco-Free Schools
BP 3514.2	Integrated Pest Management
AR 3514.2	Integrated Pest Management
BP 3515.5	Workplace Violence
BP 3516	Emergencies and Disaster Preparedness Plan
AR 3516	Emergencies and Disaster Preparedness Plan
BP 3517.1	Control of Keys
AR 3517.1	Procedure Regarding Keys
AR 3521.1	Priority of Work Requests
AR 3521.2	Authorization of Work Requests
BP 3541.26	Providing for a Reduction in the Cost of Bus Transportation for Needy Students within the High School District
AR 3541.26	Providing for a Reduction in the Cost of Bus Transportation for Needy Students within the High School District
AR 3542.1	Operation of Cafeterias
BP 3542.421	Furnishing of Free Meals to Needy Pupils
AR 3542.421	Furnishing of Free Meals to Needy Pupils
E 3542.421	Furnishing of Free Meals to Needy Pupils
BP 3542.5	Competitive School Food/Beverage Sales
AR 3542.5	Competitive School Food/Beverage Sales
BP 3550	Food Service/Child Nutrition Program
AR 3550	Food Service/Child Nutrition Program
BP 3553	Free and Reduced Price Meals
AR 3553	Free and Reduced Price Meals
BP 3554	Other Food Sales
AR 3554	Other Food Sales
BP 3581.1	Property Control
AR 3581.1	Property Control and Elementary Standard Equipment Allowances
AR 3581.2	Property Accounting and Control: Licensing, Registering and Record Keeping of District Vehicles
BP 3581.4	Personal Use of District Equipment Supplies, Materials and Facilities
AR 3581.4	Personal Use of District Equipment Supplies, Materials and Facilities
BP 3585	Reimbursement for Loss, Destruction or Damage of Personal Property
AR 3585	Reimbursement for Loss, Destruction or Damage of Personal Property
BP 3586	Smoking at Districts' Facilities
AR 3586	Smoking at Districts' Facilities

Replace with New or Revised Policies:

BP 3000	Concepts and Roles
BP 3001	Fiscal Accountability
AR 3001	Fiscal Accountability
E 3001	Fiscal Accountability
BP 3100	Budget
AR 3100	Budget
BP 3110	Transfer of Funds
BP 3111	Deferred Maintenance Funds
BP 3220.1	Lottery Funds
BP 3260	Fees and Charges
AR 3260	Fees and Charges
BP 3270	Sale and Disposal of Books, Equipment and Supplies
AR 3270	Sale and Disposal of Books, Equipment and Supplies
BP 3280	Sale, Lease, Rental of District-Owned Real Property
AR 3280	Sale, Lease, Rental of District-Owned Real Property
BP 3290	Gifts, Grants and Bequests
BP 3300	Expenditures/Expending Authority
BP 3311	Bids
AR 3311	Bids

BP 3312	Contracts
BP 3312.2	Educational Travel Program Contracts
AR 3312.2	Educational Travel Program Contracts
BP 3314	Payment for Goods and Services
AR 3314	Payment for Goods and Services
BP 3314.2	Revolving Funds
BP 3320	Claims and Actions Against the District
AR 3320	Claims and Actions Against the District
E 3320	Claims and Actions Against the District
BP 3350	Travel Expenses
BP 3360	Classroom Expenses
AR 3360	Classroom Expenses
BP 3400	Management of District Assets/Accounts
AR 3400	Management of District Assets/Accounts
BP 3430	Investing
AR 3440	Inventories
AR 3451	Petty Cash Funds
BP 3452	Student Activity Funds
BP 3460	Financial Reports and Accountability
AR 3460	Financial Reports and Accountability
BP 3511	Energy and Water Conservation
AR 3511	Energy and Water Conservation
BP 3511.1	Integrated Waste Management
AR 3511.1	Integrated Waste Management
AR 3512	Equipment
E 3512	Equipment
BP 3513.3	Tobacco-Free Schools
AR 3513.3	Tobacco-Free Schools
BP 3514	Environmental Safety
AR 3514	Environmental Safety
BP 3514.1	Hazardous Substances
AR 3514.1	Hazardous Substances
AR 3514.2	Integrated Pest Management
AR 3515	Campus Security
BP 3515.2	Disruptions
AR 3515.2	Disruptions
BP 3515.4	Recovery for Property Loss or Damage
AR 3515.4	Recovery for Property Loss or Damage
AR 3515.6	Criminal Background Checks for Contractors
BP 3516	Emergencies and Disaster Preparedness Plan
AR 3516	Emergencies and Disaster Preparedness Plan
AR 3516.1	Fire Drills and Fires
AR 3516.2	Bomb Threats
AR 3516.3	Earthquake Emergency Procedure System
BP 3516.5	Emergency Schedules
BP 3517	Facilities Inspection
BP 3530	Risk Management/Insurance
AR 3530	Risk Management/Insurance
BP 3531	Reimbursement for Theft, Intentional Destruction or Damage of Personal Property
AR 3531	Reimbursement for Theft, Intentional Destruction or Damage of Personal Property
BP 3540	Transportation
AR 3540	Transportation
AR 3540.1	Providing for a Reduction in the Cost of Bus Transportation for Needy Students Within the Santa Barbara High School District
AR 3541	Transportation, Routes and Services
AR 3541.1	Transportation for School-Related Trips
E 3541.1	Transportation for School-Related Trips
BP 3541.2	Transportation for Students with Disabilities
AR 3541.2	Transportation for Students with Disabilities
AR 3542	School Bus Drivers
BP 3550	Nutrition Service/Child Nutrition Program
BP 3551	Nutrition Service Operations/Cafeteria Fund
AR 3551	Nutrition Service Operations/Cafeteria Fund
BP 3553	Free and Reduced Price Meals
AR 3553	Free and Reduced Price Meals
BP 3554	Other Food Sales
AR 3554	Other Food Sales
BP 3580	District Records

Mr. Smith requested “assistant superintendent of business services” be replaced with “deputy superintendent” throughout the board policies and regulations.

Board member Harter requested “assistant superintendent of elementary education” be replaced with “associate superintendent” throughout the board policies and regulations.

Board member Harter requested “next competitive bid” be added after “\$69,000” on pages 34 and 40.

Board member Cordero requested changing the word “its” to “their” on item eight of page 43, before “discretion.”

Board member Cordero requested the word “district” be replaced with “districts” throughout all document.

Board member Harter requested the symbol before the words “The principal” in paragraph two of page 83 be deleted.

Mr. Smith suggested “\$200” be changed to “\$200 for elementary” and “\$400 for secondary” on page 83. Board members agreed.

Board members agreed to add the word “volunteers” to the third paragraph on page 106.

Board member Cordero requested adding “with the following exceptions” at the end of the first paragraph on page 125, and then bullet the items listed.

Board member Harter suggested surveying the sites as to the number of staff that hold a valid certification and then provide a specific ratio on item 3d of page 139. Board member Harter indicated the ratio would have to be linked to each school’s emergency plan. Item will return to a future board meeting.

Board member Noël requested adding the words “and/or student” after “may direct a person” and before “is committing.” in the first paragraph on page 129. Item will return to a future board meeting.

Board member Harter requested adding additional language to page 197 so that it is clear that students and groups are prohibited from selling candy to fundraise. Item will return to a future board meeting.

Board member Noël inquired if the districts had a documents retention schedule for pages 209, 210, and 211. Mr. Smith indicated a copy of the California Association of School Business Officials’ Records Retention Manual schedule could be added. Item will return to a future board meeting.

Motion made by board member Cordero to delete the old 3000 series policies. Seconded by board member Harter.

Motion passed. Vote: 5-0 / Ayes: 5 (Cordero, Harter, Malakoff, Noël, Parker) / Noes: 0

Motion made by board member Cordero to approve the new 3000 series policies with the exception of administrative regulations 3516, 3515.2, 3554, and 3580. Seconded by board member Harter.

Motion passed. Vote: 5-0 / Ayes: 5 (Cordero, Harter, Malakoff, Noël, Parker) / Noes: 0

E.4 Approval of Contract for Associate Superintendent for Education

Motion made by board member Harter to approve the associate superintendent’s contract. Seconded by board member Cordero.

Motion passed. Vote: 4-0-1 / Ayes: 4 (Cordero, Harter, Malakoff, Parker) / Noes: 0 / Abstentions: 1 (Noël)

E.5 Board Action on Student Expulsion Case Number 07/08-19

In the case of 07/08-19, a motion was made by board member Harter to approve the stipulated agreement. Seconded by board member Cordero.

Motion passed. Vote: 5-0 / Ayes: 5 (Cordero, Harter, Malakoff, Noël, Parker) / Noes: 0

E.6 Board Action on Student Expulsion Case Number 06/07- 90, Request to Expunge Expulsion Records

In the case of 06/07-90, a motion was made by board member Harter to approve the request to expunge the expulsion records. Seconded by board member Cordero.

Motion passed. Vote: 5-0 / Ayes: 5 (Cordero, Harter, Malakoff, Noël, Parker) / Noes: 0

Board adjourned for a break.

CONFERENCE AGENDA

F1 Review and Revision of Board Mission Statement

Board members Cordero and Harter presented a draft mission statement and suggested returning the item and any board comments/thoughts regarding the draft mission statement to the next board agenda.

F.2 Discussion of Revision of Board Focus Goals

Superintendent Sarvis explained the board focus goals were the accountability part of the mission statement. Board members agreed it was necessary to have a mission statement prior to revising or discussing the board focus goals. Board member Cordero requested adding to the agenda cover sheets the specific board focus goal that each agenda item was seeking to achieve. Board vice president Parker requested more specificity in the goals and suggested surveying the staff. Board member Harter suggested a board workshop specifically to work on board focus goals. Board vice president Parker requested more research regarding board focus goals before the workshop. Board vice president Parker will provide information regarding other districts' board focus goals through a *Board Brief*. Superintendent Sarvis will query board members as to their availability for a workshop.

F.3 First Reading of Changes to Administrative Regulation 1330, "Use of School Facilities"

David Hetyonk, director of facilities and operations, recommended "Parent Teacher Associations and Parent Teacher Organizations" be added to the *Free Use* list on page three, fourth bullet of administrative regulation (AR) 1330, before "Board approved fundraisers"; and that the words "or for charitable purposes" be added to the second bullet under *Fair Market Value Use* section on page 4 of AR 1330. Board member Harter indicated it was necessary to have clarification of what a school-age activity was under the first bullet of *Direct Cost Use* on page 4 and suggested changing to "promote activity participation for school age children."

Board member Harter requested adding a timeline to the "Application and Permit for Civic Center Use of Site Property." Board member Cordero requested the addition of a timeline to the board policy as well. Board vice president Parker requested a sentence stating "must be a completed application to process" be included on the application.

Item will return to a future board meeting as a consent item.

G. Return to Consent Items Designated for Discussion

None.

H. Adjournment

There being no further business, the meeting was adjourned at 6:15 p.m.

Attest:

Laura Malakoff, President
Board of Education

Adopted by the Santa Barbara School Districts Board of Education
on September 9, 2008

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