



**ELK HILLS SCHOOL DISTRICT**

**TUESDAY, SEPTEMBER 13, 2011 – 6:00 P.M.**

**BOARD OF EDUCATION – BOARD MEETING MINUTES**

**DISTRICT BOARD / CONFERENCE ROOM**

**501 KERN STREET, TUPMAN, CALIFORNIA 93276**

**Welcome!** Audience members desiring to address the Board on any item on the agenda are asked to raise their hand at the time the item is up for discussion. When recognized by the Board President, stand in place or move to the podium and state your name for the record. For items not on the agenda, audience members may address the Board during “public comments.” Each speaker will have three (3) minutes to address the Board during “public comments.” Please understand that the Board does not take action on non-agendized items. Times listed on the agenda are approximate. Every effort will be made to adhere to the time allotted for each item. Please note: Board of Education meetings may be electronically recorded. The Board fully complies with all American with Disabilities Act’s requirements. Anyone needing special accommodation may contact the Superintendent’s office, 661/765-7431, 48 hours prior to the meeting date. **Thank you for your interest in the education of our students.**

ITEM	ITEM DESCRIPTION
1. CALL TO ORDER:	Board president called the meeting to order. <b>Time: 6:00 p.m.</b>
2. PRELIMINARY ITEMS:	
2.1 Welcome	The Board president provided a welcome and introduction to Board meeting proceedings.
2.2 Flag Salute	The Board president led the flag salute.
2.3 Governance Team Member’s Roll Call	<input type="checkbox"/> Curt Stephens, President <input type="checkbox"/> Debra Howard, Clerk ABS: Brenda Bennett, Member ABS: Scott Meier, Ed.D., Superintendent / Secretary to the Board <input type="checkbox"/> Jeff Tensley, Asst. Supt. / Principal
2.4 Adoption of Agenda (Consideration for Action)	This item is provided as an opportunity for trustees, through consensus, to approve, re-sequence or table agenda topics. <b>Action: Move-up agenda items 8.1-8.6, then back to 3.1 thereafter.</b> <b>C. Stephens Moved, D. Howard Second, -0- Abstention, Vote; 2/0</b>
3. PUBLIC COMMENTS:	Those in the audience desiring to address the Board regarding items <u>not</u> on the agenda may do so at this time. Each speaker will have three (3) minutes to address the Board and make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the school system. Please understand that the Board does not take action on non-agendized items.
3.1 Williams Act Instructional Materials Public Hearing (Supplement)	In order to comply with the requirements of Education Code Section 60119, the Board will hold a public hearing. Notice of the hearing has been posted for 10 days and in three locations (School Office/School Cafeteria/Community Board) per Ed. Code. At this hearing, information will be provided on the number of textbooks and instructional materials that have been provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks. The Board encourages participation by parents, teachers, and members of the community in this public hearing. <b>Open Hearing: 6:05 p.m.</b> <b>Closed Hearing: 6:07 p.m.</b>

<p>3.2 William’s Act Instructional Materials Resolution #2-2011-12 (Supplement) (Consideration for Action)</p>	<p>The Board considered approval of Resolution #2-2011-12, Resolution on Sufficiency of Instructional Materials. Based on information provided at the public hearing and detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district, the administration recommends approval the resolution as presented. A roll call vote was taken for this item.  <b>Action: Approve Resolution as presented.</b>  <b>C. Stephens Moved, D. Howard Second, -0- Abstention, Vote; 2/0</b>  <b>Roll Call Vote:</b>  Aye: Curt Stephens, President  Aye: Debra Howard, Clerk  Absent: Brenda Bennett, Member</p>
<p><b>4. REPORTS / PRESENTATIONS:</b></p>	<p>These items are informational reports or public presentations and in many cases will highlight district and student events and successes.</p>
<p>4.1 Superintendent’s Report (Supplement)</p>	<p>Mr. Tensley provided an update on district events and school activities:</p> <ul style="list-style-type: none"> <li>• 2011-12 School Opening Activities Reflection</li> <li>• Sept. 9 “Bug-out” Overnight Family Event</li> <li>• Student Council Election Process/Timeline</li> <li>• September Event Calendar</li> <li>• Sept. 15-Open House &amp; PTO Dinner</li> <li>• September &amp; October Learning Trips</li> <li>• Oct. 4-7 Outdoor School Planning Update</li> </ul>
<p><b>5. BUSINESS / FACILITIES / PERSONNEL ITEMS:</b></p>	<p>These items are provided for Board information, discussion, and/or action.</p>
<p>5.1 Enrollment Report (Supplement)</p>	<p>The Board received an updated report on the current enrollment for 2011-12. The districts current enrollment is <b>200</b> as of Sept. 1<sup>st</sup>. The class sizes and configurations were shared.</p>
<p>5.2 Bond Facilities Project Report (Supplement)</p>	<p>The Board received an updated report on the planning for upcoming Bond projects. Projects will include current solar energy project and the pending school roofing project.</p>
<p>5.3 Bond Playground Enhancement Project-Notice of Completion (Supplement) (Consideration for Action)</p>	<p>The Board may inspect the completion of the playground enhancements project and consider acceptance of the Notice of Completion to finalize the project with Brown and Fowler, Inc. and release of final payment.  <b>Action: No Action Taken (awaiting completion, missing hardware)</b>  <b>C. Stephens Moved, D. Howard Second, -0- Abstention, Vote; 2/0</b></p>
<p>5.4 Approval-Unaudited Actuals for 2010-11 (Supplement) (Consideration for Action)</p>	<p>The Board reviewed and considered approval of the unaudited actual report for 2010-11 school year prepared &amp; presented by Debbie Reidmiller, from Kern County Superintendent of Schools office. Administration and Ms. Reidmiller presented the budget information, detailing the actual spending from July 1, 2010-June 30, 2011.  <b>Action: Approved as presented.</b>  <b>C. Stephens Moved, D. Howard Second, -0- Abstention, Vote; 2/0</b></p>

<p>5.5 Gann Limit Resolution #3-2011-2012 Approval (Supplement) (Consideration for Action)</p>	<p>Debbie Reidmiller, from Kern County Superintendent of Schools office has prepared the following Resolution #3-2011-2012 for adjustments of the Gann Limit. Government Code §7900, et seq., require local jurisdictions, including school districts, to establish each year the appropriations limit applicable to that entity. District administration recommends approval of the Resolution. A roll call vote was taken for this item. <b>Action: Approved Resolution as presented.</b> <b>C. Stephens Moved, D. Howard Second, -0- Abstention, Vote; 2/0</b> <b>Roll Call Vote:</b> Aye: Curt Stephens, President Aye: Debra Howard, Clerk Absent: Brenda Bennett, Member</p>
<p>5.6 Adopted Budget Report- County Office Approval (Supplement)</p>	<p>The Board received the Letter of Budget Approval from Kern County Superintendent of School Business Office of their concurrence of the District's 2011-12 Budget. This budget was Board adopted in June, which shows a positive certification.</p>
<p>5.7 Food Service Menu Guideline Review (Supplement @ Meeting)</p>	<p>Per Board member request, Nancy Stephens, Food Services Manager will provide a report of the pending state and federal menu changes. The Board will review and discuss the district's implementation of Food Service menu items that are being changed due to new state and federal guidelines. <b>A Verbal Report was presented by Mrs. Stephens.</b></p>
<p>5.8 MOT Work Schedule (Supplement)</p>	<p>The Board received a report of the updated maintenance, operations and transportation work schedule.</p>
<p>5.9 Air Control Services-Proposal for Services (Supplement) (Consideration for Action)</p>	<p>The Board received a service proposal for bi-annual HVAC equipment inspection and service from <i>Air Control Services</i>. The service would include all gas packs, and evaporative coolers currently in use. The proposal is for an annual cost of \$2,597 for two services per year. <b>Action: No Action Taken, Board requested competitive bids.</b> <b>C. Stephens Moved, D. Howard Second, -0- Abstention, Vote; 2/0</b></p>
<p>5.10 Revised Bus Route Schedule (Supplement)</p>	<p>The Board received a report of the revised bus route schedule implemented September 6<sup>th</sup>. The modifications help in three major ways, 1) to equalize the number of students on each bus, 2) lower the time students are on the bus, and 3) accommodates more bus riders needing transportation services. The adjustment does raise costs for the use of a full-size bus rather than a 24-passenger bus for the Bakersfield route.</p>

<p>5.11 Cafeteria Petty Cash Fund Resolution #4-2011-2012 (Supplement) (Consideration for Action)</p>	<p>The Board considered approval of a new Cafeteria Petty Cash Fund in the amount of one hundred dollars (\$100.00) to be available for the use of the Cafeteria Manager of the District for the purpose of purchasing and paying cash for miscellaneous items, which are required from time to time in the operation the department. District administration recommends approval of the Resolution. A roll call vote was taken for this item.  <b>Action: Approve Resolution as presented.</b>  <b>D. Howard Moved, C. Stephens Second, -0- Abstention, Vote 2/0</b>  <b>Roll Call Vote:</b>  Aye: Curt Stephens, President  Aye: Debra Howard, Clerk  Absent: Brenda Bennett, Member</p>
<p>5.12 Ratification of Long-term Substitute Teacher Daily Rate (Consideration for Action)</p>	<p>The Board considered approval of Elk Hills School District Long-Term Substitute Teacher Daily Rate of \$160.00 per day for a substitute teacher who works for 20 days or longer continuously in one classroom, or paid at this rate immediately, if the Substitute is developing lesson plans and fully involved in the operations of the class. The administration recommends ratification.  <b>Action: Approved as presented.</b>  <b>D. Howard Moved, C. Stephens Second, -0- Abstention, Vote 2/0</b></p>
<p>5.13 MOT Director Position Final Interview/Ratification (Supplement @ Mtg.) (Consideration for Action)</p>	<p>The Board considered the final interview process and timeline to fill the MOT Director Position. The position closed on August 31, 2011 and the administration has conducted paper-screening per schedule.  <b>Action: No Action Taken, This item was tabled.</b></p>
<p>5.14 Authorize Signatures (Supplement) (Consideration for Action)</p>	<p>It is recommended the Board of Education authorize, Jeff Tensley, New Superintendent and Sandra Bafia, Vice Principal, as authorized signatures to conduct all district business on behalf of the Board.  <b>Action: Approved as presented.</b>  <b>C. Stephens Moved, D. Howard Second, -0- Abstention, Vote; 2/0</b></p>
<p>5.15 Authorization for Bank Credit Card Application (Consideration for Action)</p>	<p>The Board considered approval to authorize the account change from Scott Meier (Delete) to Jeff Tensley (Add) for the District Visa Credit Card through <i>Bank of America</i>. It is recommended that the Board authorizes Jeff Tensley, New Superintendent to submit an application change as needed for the district to authorizes him to conduct any needed bank approvals for processing transactions. The Board further authorizes three card users for district purposes: Superintendent, Vice Principal, and Asst. to the Supt.  <b>Action: Approved as presented.</b>  <b>C. Stephens Moved, D. Howard Second, -0- Abstention, Vote; 2/0</b></p>

<b>6. INSTRUCTIONAL AND GENERAL ITEMS:</b>	These items are provided for Board information, discussion, and/or action.
6.1 STAR Testing Report for 2010-11 (API) (Supplement)	The Board received information from on the State STAR Testing results for Elk Hills School District. Second through Eighth graders took the State STAR test last April. The parents will be receiving their student's test results via mail. The administration will discuss areas of strength and areas in need of further support and improvement. This year the school posted a 620 API score, which is an impressive 68-point gain and met all goals for the State STAR Testing program! Of course, there is still much growth to be made in order to meet our 800+ API goal. The teachers and staff should be proud of their hard work and efforts.
<b>7. BOARD TOPICS AND ORGANIZATIONAL ITEMS:</b>	These items are provided for Board information, discussion, and/or action.
7.1 CSBA Trustees Conference (Supplement) (Consideration for Action)	The Board considered attending the California School Board Association 2011 Annual Education Conference being held December 1-3, 2011 in San Diego California. <b>Action: Approved to attend as presented, C. Stephens and J. Tensley RSVP'd, the other two board members have until November 10<sup>th</sup> to RSVP.</b> <b>C. Stephens Moved, D. Howard Second, -0- Abstention, Vote; 2/0</b>
<b>8. CONSENT AGENDA</b> (Consideration for Action-One motion and vote will enact all consent agenda items)	All matters listed under Consent Agenda are considered to be routine or sufficiently supported by prior or accompanying reference materials and information as to not require additional discussion. <b>A motion as referenced below will enact all items.</b> There will be no separate discussion of these items prior to the time the Board of Education votes on the motion unless members of the Board, staff or public request specific items to be removed from the Consent Agenda for separate consideration for action.
8.1 Board Meeting Minutes (Supplement)	Approval of Board meeting minutes for the <b>August 9, 2011</b> Regular Board meeting and <b>Special Board meeting on August 15, 2011.</b>
8.2 District Payroll Orders (Supplement)	District administration recommends ratification of Payroll Orders: <ul style="list-style-type: none"> <li>• August 15, 2011 for \$ 4,986.28</li> <li>• August 30, 2011 for \$ 77,166.54</li> </ul>
8.3 District Commercial Warrants (Supplement)	District administration recommends ratification of the Commercial Warrants: <ul style="list-style-type: none"> <li>• Batch #2 for August 1, 2011 for \$ 65,558.00</li> <li>• Batch #3 for August 16, 2011 for \$ 66,633.51</li> <li>• Batch #4 for August 16, 2011 for \$ 1,975.14</li> <li>• Batch #5 for August 26, 2011 for \$ 43,552.82</li> </ul>
8.4 SISC II Liability Coverage Contract (Supplement)	District administration recommends ratification of the contract summary for 2011-12 liability coverage with Self-insured Schools of California (SISC II) per the contract language.
8.5 BTSA Contract Approval with KCSOS	District administration recommends ratification of the contract for support services for the Beginning Teacher Support Program (BTSA) for our five teachers. Mrs. Bafia and Ms. Ingle will be the on-site support providers. A \$1,200 stipend will be paid at the end of the year to the BSTA Support Provider for each teacher supervised and that amount will be reimbursed by state BSTA funding.
8.6 Ratification of Contract Agreement: Superintendent/Principal	The Board considered final ratification of employment contract with Jeff Tensley, as the new superintendent/principal agreed upon and signed at the September 8, 2011 Special Board Meeting.
	<b>The superintendent recommends approval of the consent agenda items 8.1-8.6.</b> <b>Action: Approved as presented.</b> <b>C. Stephens Moved, D. Howard Second, -0- Abstention, Vote; 2/0</b>

<b>9. BOARD REPORTS AND ORGANIZATIONAL ITEMS:</b>	
9.1 Board Members' Reports	This item is provided as an opportunity for trustees to give district related reports and board activities. <b>No Reports Provided.</b>
9.2 Superintendent's Report	This item is provided as an opportunity for the superintendent to give district related reports and activities. <b>J. Tensley reported that the Bakersfield Breakfast Lions donated \$2,500 to our PTO.</b>
<b>10. CLOSED SESSION (AS NEEDED)</b>	The Board may adjourn to closed session to discuss matters of personnel, security, negotiations, student discipline, litigation, or other matters as authorized by Government Code Sections 35157, 54956.6, 54956.8, 54956.9, 54957, 54957.6, 54957.10 and Education Code Sections 35136, 48912, and 48918. <b>Time: 7:24</b>
10.1 Conference with Labor Negotiators	Pursuant to Gov. Code §54957.6, the Board may meet with district labor representative, Jeff Tensley.
10.2 Public Employment: MOT Director	Pursuant to Gov. Code §54956.9, the Board may meet to discuss the selection of MOT Director position.
<b>11. REPORT FROM CLOSED SESSION: (AS NEEDED)</b>	Board president will report any action taken in the closed session. <b>Time: 7:49</b> <b>Reportable Action Taken: None.</b>
<b>12. ADJOURNMENT:</b>	The next regular Board meeting is scheduled for <b>October 11, 2011 @ NOTICE, Meeting time will revert to 9:00 a.m.</b> <b>Adjournment Time: 7:50 p.m.</b> <b>C. Stephens Moved, D. Howard Second, -0- Abstention, Vote; 2/0</b>
Board President / Clerk:	Date:
Superintendent:	Date: