

# BALLARD SCHOOL DISTRICT

2425 SCHOOL STREET  
SOLVANG, CALIFORNIA 93463  
(805) 688-4812

## BOARD OF TRUSTEES Minutes - October 13, 2011 6:00 pm in the Multipurpose Room

### 1. CALL TO ORDER

Shawn Knight called the meeting to order at 6:03 pm.

### 2. ROLL CALL

Micah Brady was absent. There were no guests.

### 3. PLEDGE OF ALLEGIANCE

At Shawn Knight's request, Allan Pelletier led the Pledge of Allegiance.

### 4. APPROVAL OF MINUTES

The minutes of the regular board meeting held September 15, 2011 were approved on a motion by Chris Kazali, seconded by Shawn Knight and passed 2-0.

### 5. PUBLIC COMMENT

None

### 6. STAFF PRESENTATION

- a. Jennifer Gibson, Ballard School's Technology Teacher on Assignment, will present information about the work she is doing with the staff and students.

Allan informed the board that Mrs. Gibson was ill and will not be attending the board meeting. We will have her attend a board meeting in the future.

### 7. PUBLIC HEARING: CONSIDERATION AND ADOPTION OF RESOLUTION 2011/2012 - #2: SUFFICIENCY OF INSTRUCTIONAL MATERIALS

*Background: As a condition of compliance with the Education Code Section 60119 and California Code of Regulations, Title 5, Section 9531 (c), district, charter school, and county office of education local governing boards are required to hold an annual public hearing and adopt a resolution stating whether each pupil in the district or charter school has, or will have prior to the end of that year, sufficient textbooks or instructional materials in each subject consistent with the content and cycles of the curriculum framework adopted by the State Board of Education.*

*Recommendation: Approval of Resolution 2011/2012 - #2: Sufficiency of Instructional Materials.*

Allan reported that school districts in California are required annually to certify the sufficiency of instructional materials for their students. In some school districts the textbooks are old and outdated, and there may not be enough books, resulting in students having to share. At Ballard School we are fortunate to have more than sufficient amount of instructional materials. We follow the California Department of Education's cycle for textbook adoption. Most recently Ballard adopted a new English Language Arts program. We make an effort to purchase

PUBLIC HEARING: CONSIDERATION AND ADOPTION OF RESOLUTION 2011/2012 - #2: SUFFICIENCY OF INSTRUCTIONAL MATERIALS (continued)

additional textbooks in some subjects at the older grades so that students may have a home copy and a school copy.

Shawn Knight opened the public hearing at 6:10 pm. There were no public comments.

Shawn closed the public hearing at 6:11 pm.

At the conclusion of the public hearing, Resolution 2011/2012 #2 was approved on a motion by Chris Kazali, seconded by Shawn Knight, and passed 2-0.

8. INFORMATION SECTION

a. CALENDAR

Allan reported on the upcoming events at Ballard School.

- Week of 10/10 Arts Outreach Classes Begin

Arts Outreach classes began this week.

- Thurs, 10/13 All Staff Meeting  
Regular Board Meeting: 6:00  
Homework Club: 3:00 – 4:00 (Library)  
Journalism Enrichment  
Technology Teacher at Ballard  
Students may work in the School Garden at lunch.
- Mon, Tues, Wed Technology Enrichment and/or Staff Development
- Thursday Mornings Character Counts Week
- Thursdays
- Thursday Afternoons
- Week of 10/17

Next week the school will be participating in Character Counts Week. We will emphasize making positive choices and focus on 'universal' character traits such as respect, responsibility, and truthfulness. Teachers will make grade appropriate connections with the Red Ribbon Week drug and alcohol free message. The highlight of the week will be the Bully Dudes assembly. This information was spotlighted in the October newsletter.

- Wed, 10/18 Bully Dudes Assembly: 11:00

Allan corrected the agenda to reflect Tuesday, 10/18 as the date of the Bully Dudes assembly.

PTA Board Meeting: TBD

Allan will be attending an E-Rate training/meeting at the SBCEO next week. E-Rate could provide funding to offset some of our telephone and internet charges. The application process is detailed and involved, so the training is important.

- Wed, 10/19 E-Rate Meeting/Training

Ballard's annual audit will take place at the end of the month.

- Thurs, 10/27 & Fri, 10/28 Annual Audit

The annual Halloween Parade and Carnival will take place on Friday, October 28. Students will be dismissed at noon to go home, have lunch, and change into their costumes. They will return at 1:00 for the festivities. Monday, then, will be a regular school day without costumes.

- Fri, 10/28 Halloween Parade & Carnival
- Sun, 11/6 Daylight Saving Time Ends
- Fri, 11/11 Veteran's Day Holiday

The board changed November's meeting from November 10 to November 17 because of Veteran's Day holiday on November 11.

- Thurs, 11/17 Regularly Scheduled Board Meeting
- Tues, 11/22 Thanksgiving Feast  
End of 1<sup>st</sup> Trimester

INFORMATION SECTION (continued)

The annual Thanksgiving Feast is right around the corner. It will take place much as it has in the past, hopefully, with better weather than in two of the past three years.

- Wed, 11/23 – Fri, 11/25 Thanksgiving Holiday

b. Board Members' Reports

Shawn Knight:

Shawn reported that he attended the Santa Barbara County School Boards' Association meeting last week. Several board members brought copies of their district's interdistrict transfer policies, but few were able to share them with the group. The attorney who represents the county board on interdistrict transfer appeals made the following points:

- The county is aware that local boards have concerns about the appeals process.
- Parents who appeal usually feel like they have not been heard at the local level.
- Interdistrict transfer policies need clear criteria.
- Districts should have an appeals process in place.
- Districts should let the parents know that their concerns are heard by the local board.

c. PTA Report

Allan passed along Ana Ladinig's regrets at not being able to attend the meeting. The PTA's emphasis for the next few months will be on the Halloween events, the gift-wrap fundraiser, and the Thanksgiving Feast.

d. Superintendent's Report

- Staff Development Day – Staff Team Building

The staff development day focusing on team building activities was a huge success. Eighteen Ballard staff members participated in activities that included a low ropes course and getting the entire team over a wall. The teams were only able to rely on themselves to accomplish their tasks. Allan shared pictures with the board.

- Mandated Cost Reimbursement

Allan shared a copy of a check the district received for Mandated Cost Reimbursement claims dating back to the 2009/2010 school year. The district hires Axiom to prepare and submit the claims. It is good to see those funds finally arrive.

- School District Bonding Capacity

We received this information from the county office of education. It indicates the bonding capacity of each school district. This is the maximum amount a district may seek if the district attempts to pass a school bond. This is not something that the board is considering or has even discussed. The handout is for informational purposes only. (see board packet)

- Schools for Sound Finance

Allan attended the Schools for Sound Finance regional meeting in Goleta yesterday. Schools for Sound Finance continues to work and lobby on behalf of basic aid districts across the state. Topics on the agenda included: California State Budget, Fair Share Reduction, Transitional Kindergarten, and a legislative update.

- E-Rate

Allan will be attending a meeting/training regarding the E-Rate application process. This is a very detailed application that may provide partial reimbursement for internet and telephone services.

- Annual Audit

The auditors will be at Ballard at the end of the month.

- Construction Update

Weather permitting we are still planning to install the windows and doors in the Red Schoolhouse over the winter vacation.

9. CORRESPONDENCE

The Superintendent may share pertinent correspondence at this time.

Allan shared a nice note from Mr. and Mrs. Keane. (see board packet) A donation from the Oige Keane Memorial Fund accompanied the note.

10. CONSENT AGENDA

The board will be asked to approve all of the following items by a single vote, unless any member of the board or public requests an item be removed from the consent agenda and considered and discussed separately.

- a. Approval of Warrants
  - 1693003 – 1693004 (9/9/11)
  - 1693906 – 1693931 (9/16/11)
  - 1695012 – 1695021 (9/23/11)
  - 1696080 – 1696087 (9/30/11)

Allan commented about the following warrants.

Pg 1 3003	Earth Systems	\$627	Soils testing / summer projects
3004	Johnson Controls	\$402,985	Summer projects
Pg 3 3907	Axiom	\$150	Mandated Cost Preparation
3909	Department of Justice	\$32	Pre-employment fingerprint / background check
3916	Limotta	\$1,134	Monthly support (\$437) and internet service (\$696)
3920	A Pelletier	\$486.59	Flip video cameras (5)**, stamps
Pg 4 3924	Santa Barbara Botanic Garden	\$100	2 <sup>nd</sup> & 4 <sup>th</sup> grade field trip**
3931	West Coast Heating & Repair	\$385.50	Routine maintenance and repair
Pg 5 5012	Brodart Co	\$661.52	Rug and flannel board for the K class**
5013	CA Weekly Explorer	\$1,185	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> grade 'Walkthrough History' programs
5018	Renaissance Learning	\$1,848	STAR Math software subscription**
5019	Study Island	\$2,720	Study Island subscription**
Pg 6 6080	Bureau of Lectures and Concerts	\$295	Math Magic Assembly**
6081	Island Packers	\$200	Deposit for 2 <sup>nd</sup> / 4 <sup>th</sup> grade field trip**
6082	J Gibson Professional Dev.	\$2,600	Technology – August/September**
6086	School Indian Encampments	\$400	4 <sup>th</sup> gr Indian Encampment Day
6087	State of California	\$23	4 <sup>th</sup> gr La Purisma trip

\*\*Supported by PTA

- b. Approval of Certificated and Classified Payroll: September, 2011
- c. Recommendation for the Board to Designate Thursday, December 8, 2011 as the Annual Organizational Meeting
- d. Approval of Quarterly Report on Williams Uniform Complaints: July, 2011 – September, 2011 (No complaints)

No complaints were received during this time.

The Consent Calendar was approved on a motion by Chris Kazali, seconded by Shawn Knight, and passed 2-0.

11. BUSINESS MATTERS

- a. Review Current Board Report

Allan shared detailed information about the status of the district's four funds. (see board packet)

12. ADMINISTRATIVE MATTERS

- a. Authorized Signatures – District Personnel Who May Pick Up Warrants on Behalf of the District (Allan Pelletier & Gina Floyd: Commercial Warrants & Payroll Warrants)
- b. Authorized Signatures – District Personnel Who May Act as Agents of the Governing Board (Allan Pelletier & Gina Floyd: Vendor Prelists & Payroll Prelists; Allan Pelletier: Contracts)
- c. Resolution 2011/2012 - #3 for the Delegation of Governing Board Powers/Duties (Authority to Make Cash and Budget Transfers)

*Background: These forms are required by the Santa Barbara County Office of Education*

*Recommendation: Approval of items 12 a, b, and c*

These are forms required by the SBCEO that permit Gina and Allan to carry on the business of the district. The first has to do with preparing warrants and payroll. The second has to do with approving warrants and payroll, and signing contracts. The resolution provides the authority for Allan to authorize cash and budget transfers. All of these actions are reviewed at each board meeting.

Items 12a, b, and c were approved on a motion by Shawn Knight, seconded by Chris Kazali, and passed 2-0.

13. ITEMS NOT ON THE AGENDA

None

14. NEXT REGULAR BOARD MEETING

Unless otherwise announced, the next regular board meeting will be held on Thursday, November 17, 2011 at 6:00 in the multipurpose room at Ballard School.

15. CLOSED SESSION

- a. Superintendent/Principal's Annual Review and Goal Setting, Government Code Section 54957

Because Micah Brady was not in attendance, the closed session was postponed to a later date. Allan will work with the board members to coordinate calendars.

16. RECONVENE IN OPEN SESSION: ANNOUNCE CLOSED SESSION ACTIONS

No closed session was held.

17. ADJOURNMENT – Shawn Knight adjourned the meeting at 6:52 pm.



Chris Kazali, Clerk of the board



Date