

ATTACHMENT B

District Notice of Intention to Amend the Conflict of Interest Code, including amended Conflict of Interest Code in strikethrough format, and Minutes of September 11, 2018 District Meeting

**NOTICE OF INTENTION TO AMEND THE CONFLICT OF INTEREST CODE
of the
SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT**

NOTICE IS HEREBY GIVEN that the Santa Maria Joint Union High School District, pursuant to the authority vested in it by §87306 of the Government Code, proposes amendment to its Conflict of Interest Code. The purpose of these amendments is to implement the requirements of §87300 through §87302, and §87306 of the Government Code.

The Santa Maria Joint Union High School District proposes to amend its Conflict of Interest Code to include positions that involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, as set forth in subdivision (a) of §87302 of the Government Code.

Specifically, the proposed amendment will add positions that are newly created by the agency, and revise the titles of existing positions. Copies of the amended code are available and may be requested from the contact person set forth below.

The Santa Maria Joint Union High School District has prepared a written explanation of the reasons for the proposed amendments and has available the information on which the amendments are based. Copies of the proposed amendments, the written explanation of the reasons, and the information on which the amendments are based may be obtained by contacting the contact person set forth below.

Contact Person: Mark Richardson, Superintendent
 Santa Maria Joint Union High School District
 2560 Skyway Drive
 Santa Maria, California 93455
 805-922-4573, extension 4201

**WRITTEN EXPLANATION OF REASONS FOR AMENDMENT
to the
CONFLICT OF INTEREST CODE
for the
SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
2018**

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The Santa Maria Joint Union High School District proposes to amend its Conflict of Interest Code to include positions that involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, as set forth in subdivision (a) of §87302 of the Government Code.

Specifically, the proposed amendment will add positions that are newly created by the agency, and revise the titles of existing positions. Copies of the amended code are available and may be requested from the Human Resources Department.

At this time, no public hearing has been scheduled concerning the proposed amendments. If any interested person or the person's representative requests a public hearing, he or she must do so no later than September 11, 2018, by contacting the Superintendent's Office.

The Santa Maria Joint Union High School District is amending its Conflict of Interest Code to bring it current with the existing organizational structure of the agency. The specific amendments and an explanation of each proposed change is as follows:

- The following positions are new and have been amended into the code, and have been designated as disclosure category 2:
 - Director of Student Services
 - Facilities Planner
 - Public Information Officer

- The following positions have been revised and are designated as disclosure category 2:
 - Assistant Director of Human Resources revised to
Human Resources Manager

CONFLICT OF INTEREST CODE
for the
SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

The Political Reform Act, Government Code Section 81000, et. seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. This regulation and the attached Code designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the **SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT**.

Designated employees shall file statements of economic interests with the SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT who will make the statements available for public inspection and reproduction. (Government Code §81008). Upon receipt of the Statement filed by the designated employee, a copy shall be retained with the Santa Maria Joint Union High School District and the original shall be forwarded to the County Clerk, Recorder and Assessor.

DISCLOSURE CATEGORIES

Category 1

Designated employees assigned to this category must report:

(a) Interests in real property which are located in whole or in part: (1) within the boundaries of the District, (2) within two miles of the boundaries of the District, or (3) within two miles of any land owned or used by the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

(b) Investments and business positions, in business entities or income from sources which engage in the acquisition or disposal of real property within the jurisdiction.

(c) Investments and business positions, in business entities or income from sources which: (1) are contractors or subcontractors engaged in the performance of work or services of the type utilized by the District, or (2) which manufacture or sell supplies, books, machinery or equipment of the type utilized by the District.

Category 2

Designated employees assigned to this category must report:

Investments and business positions in business entities and income from sources which: (1) are contractors or subcontractors engaged in the performance of work or services of the type utilized by the employee's department, or (2) which manufacture or sell supplies, books, machinery or equipment of the type utilized by the employee's department. For the purpose of this category, a principal's department is his entire school.

CONFLICT OF INTEREST CODE
for the
SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

| <u>Designated Positions</u> | <u>Disclosure Category</u> |
|--|----------------------------|
| Board Members | 1 |
| Superintendent | 1 |
| Assistant Superintendent of Human Resources | 2 |
| Assistant Superintendent of Curriculum | 2 |
| Assistant Superintendent of Business Services | 2 |
| Principal | 2 |
| LCFF Task Force Coordinator | 2 |
| Director of Alternative Education | 2 |
| Director of Special Education | 2 |
| <u>Director of Student Services</u> | 2 |
| Assistant Principal | 2 |
| Multilingual & Migrant Ed Services | 2 |
| Director of Facilities and Operations | 2 |
| Director of Information Systems | 2 |
| Director of Fiscal Services | 2 |
| Budget Manager | 2 |
| Energy Manager | 2 |
| Plant Manager | 2 |
| Director of Support Services | 2 |
| <u>Facilities Planner</u> | 2 |
| Assistant Director of Human Resources <u>Human Resources Manager</u> | 2 |
| <u>Public Information Officer</u> | 2 |
| Transportation Manager | 2 |
| Food Service Manager | 2 |
| Consultant* | 2 |

*Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval

5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)

**REGULAR MEETING OF THE
SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
September 11, 2018**

A regular meeting of the Board of Education of the Santa Maria Joint Union High School District was held at the Student Services Center on September 11, 2018 with a closed session at 5:30 p.m. and open session at 6:30 p.m.

Members present: Perez, Lopez, Garvin, Karamitsos
Members absent: Palera

OPEN SESSION

Ms. Perez called the meeting to order at 5:33 p.m. There were no public comments. The meeting was immediately adjourned to closed session.

RECONVENE AND ANNOUNCE CLOSED SESSION ACTIONS

Ms. Perez called the meeting to order at 6:36 p.m. Tom Fast led the Flag Salute.

Dr. Richardson announced the closed session items. All personnel actions and student matters were approved as submitted. The Board was updated regarding labor negotiations and had conference with legal counsel regarding anticipated litigation.

REPORTS

Student Reports

Jenny Ruiz/PVHS: Link Crew held freshmen orientation to make them feel safe and show them around the campus and it went really well (up to 700 students attended). On the first day of school ASB handed out donuts to the students and had music in the morning to make them comfortable and at home because that is what a school should feel like. The first welcome back dance was held and was free to freshman and the turnout was impressive (200 students). There are several new clubs on campus this year. Hoping for a lot of good things to come this year.

Kate Martella/RHS: ASB promoted their Instagram (which highlights positive things happening at school). They already have over 600 followers. Supporting National Suicide Week by handing out uplifting quotes and ribbons and posters that contain contact information. Club presidents and sports team captains met with Ms. Rotondi. They want people to be excited about the positive things happening at the school. They are promoting inclusivity and cohesiveness among the major groups on campus and are going to celebrate the triumphs of each individual group. They are organizing a tailgate party before the homecoming game where everyone can get together. ASB is also planning homecoming events.

Cristy Vega/SMHS: ASB hosted a welcome back rally for all classmates. They are busy planning homecoming. ASB will be going to leadership camp on September 25. They will be taking 40 students. New clubs have been approved by ASB. The Link Crew did a great job welcoming freshmen. They had another successful March of the Saints. All the clubs

and sports were out there promoting their organizations to everyone. They also promote clubs and sports to the whole school during their morning announcements.

Sebastion Rivera from Delta was unable to attend but left a report with the Board. Delta started in a positive way by bringing all students together to get to know one another more. Every other Friday they have Dragon Battles. The first Delta Basketball Tournament will be on Thursday, September 27 at Lopez High School in Arroyo Grande.

Superintendent's Report

Dr. Richardson said he appreciates staff members working so hard every day to make great things happen for kids. He honored staff member Tom Fast who is retiring September 30.

Mr. Fast has been in the district since 2007. He has worked his way up to Security Coordinator and was on the Executive Board for CSBA. He is a guy that has been involved and jumped in with both feet.

He and his wife will be moving to Bull Head Arizona and get a RV and go travel this great country of ours. He also plans to spend time with his grandbabies. Tom thanked the great staff here at the district and at SMHS for their support and opportunities. His shining moment was participating in the 4th of July parade in Washington, DC with the SMHS Marching Band.

Board Member Reports

Dr. Karamitsos: She welcomed everyone back. She spoke to the student board representatives and explained that they are the builders with their peers. Everyone is here to create policies that promote construction for opportunity for students. She was impressed with their reports (especially that they are working about being inclusive and letting kids know they matter). That is why everyone is here. She spoke with them about how kids are not so nervous about change, but adults need reminded to not shy away from change when it is positive and constructive. She is looking forward to this year with the construction projects and the curricular programs that are being built. Change is hard, but the road needs leveled for those that want to try it. She encourages teachers to get involved in extracurricular activities and events. She would like the Athletic and Activities Directors to look at student participation and how opportunity can be created for all students. There are approximately 400 district boys participating in football but there isn't any activity where 400 girls can participate. She is not anti-football (it is fun) but she would like to bring other things to the forefront.

Dr. Garvin: He is glad that the students emphasized the new clubs going on at the schools. It is great that they are doing things for the freshmen to make them feel welcome. He was driving around and is impressed with the way the sites look on the outside. It sends a message that we also care about what goes on in the inside. Thanked all the staff for the great conditions of the high schools. The construction going on (CTE site and Righetti building) shows the district is moving forward. He has received great response from the community about the new CTE site. Good job everyone!

Ms. Lopez: She thanked the student representatives for taking time out of their evening. The inclusivity efforts are great. You are leaps and bounds where we were at your age. She is glad that National Suicide Week was brought up and that suicide awareness is brought to the campus. It is also National Recovery Month. Transition Mental Health is coming and that is good. She thanked Dr. Richardson for bringing more awareness of mental health issues to the district. She is honored to be here. She attended the Back to School night at SMHS. They had a good turnout. The Band performed, and the parents were impressed with the folders they received. She spoke to some of the faculty as well. She noted that an athlete from SMHS received Athlete of the Week at Roundtable. It's 9/11 and she will never forget this day. She spent today in the Lompoc riverbed helping the homeless.

Ms. Perez: She thanked the students for being the leaders and participating in these meetings. She sees a lot of our students at Hancock and it is great to see how well they are doing on their next step. It has been a record breaking year (probably due to the Promise). Delta numbers at Hancock doubled. Hancock is doing guided pathways to help students stay focused and transfer. The school district is doing a great job and let's keep doing it. Looking forward to another year.

ITEMS SCHEDULED FOR ACTION

GENERAL

Board Policies – First Reading – No Action Needed

Resource Person: Mark Richardson, Superintendent

The administration presented the proposed updates to the SMJUHS Board Policies listed below. The policies will be on the next board agenda for approval.

| The following board policies are being updated to reflect new law (AB 699). | |
|---|---|
| BP/AR | Title |
| BP 0410 | Nondiscrimination in District Programs and Activities |
| BP/AR 5111 | Admission |
| BP/AR 5111.1 | District Residency |
| BP/AR 5125 | Student Records |
| BP 5131.2 | Bullying |
| BP/AR 5145.3 | Nondiscrimination/Harassment |
| | |

Ed Code Sections used for Assignment Options – Resolution 1-2018-2019

The District is required by state law to have all teachers properly assigned within their credentialed subject areas according to the California Commission on Teacher Credentialing. However, there are several Education Code options to assign teachers in areas in which they have a requisite number of units and/or expertise. The resolution outlines specific names, subject areas and Education Codes to meet this annual criterion.

A motion was made by Dr. Karamitsos and seconded by Dr. Garvin to approve Resolution Number 1-2018-2019 to certify the 2018-2019 teacher assignment options. The motion passed with a roll call vote of 4-0.

A roll call vote was required:

| | |
|----------------|--------|
| Ms. Perez | Yes |
| Mr. Palera | Absent |
| Ms. Lopez | Yes |
| Dr. Garvin | Yes |
| Dr. Karamitsos | Yes |

Approval of the amended 2018 Conflict of Interest Code – Resolution Number 2-2018-2019/Appendix D

The Political Reform Act (Gov. Code § 81000-§ 91015) provides that “no public official at any level of state or local government shall make, participate in making, or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.” In addition, the Act requires every public official to disclose all his or her economic interests that could foreseeably be affected by the exercise of the official’s duties (§ 87200-§ 87313).

The Political Reform Act requires every local agency with a Conflict of Interest Code to review such code beginning July 1 of even-numbered years and submit a notice to the code reviewing body that specifies if the code is accurate, or alternatively, that the code must be amended. The County of Santa Barbara Clerk of the Board of Supervisors, as our code reviewing body, must receive this notice no later than October 1, 2018. An amended Conflict of Interest Code is attached to the agenda as Appendix D.

A motion was made by Dr. Karamitsos and seconded by Dr. Garvin to approve Resolution Number 2-2018-2019 and the amended Conflict of Interest Code for the district as presented. The motion passed with a roll call vote of 4-0.

A roll call vote was required:

| | |
|----------------|--------|
| Ms. Perez | Yes |
| Mr. Palera | Absent |
| Ms. Lopez | Yes |
| Dr. Garvin | Yes |
| Dr. Karamitsos | Yes |

INSTRUCTION

**Instructional Materials Certifications –
Resolution Number 3-2018-2019**

Pursuant to Education Code Section 60119, the governing board of a school district must conduct a public hearing to discuss “whether each pupil in each school in the district has, or will have prior to the end of the fiscal year, sufficient textbooks or instructional materials, or both, in each subject that are consistent with the content and cycles of curriculum framework adopted by the state board.” District Resolution Number 3-2018-2019 indicates that the district has certified for 2018-2019 that Education Code Section 60119 has been followed.

A public hearing was required. The hearing was opened. There were no public comments. The hearing was closed.

A motion was made by Dr. Karamitsos and seconded by Dr. Garvin to adopt Resolution Number 3-2018-2019, which indicates that the district has fulfilled Education Code Section 60119. The motion passed with a roll call vote of 4-0.

A roll call vote was required:

| | |
|----------------|--------|
| Ms. Perez | Yes |
| Mr. Palera | Absent |
| Ms. Lopez | Yes |
| Dr. Garvin | Yes |
| Dr. Karamitsos | Yes |

Consolidated Application 2018-19

The District requested that the Board of Education approve the Consolidated Application for Funding for the 2018-19 school year, which includes Title I, Title II, and Title III. These funds provide a wide array of instructional and supportive services to support student success in our district.

A motion was made by Dr. Garvin and seconded by Ms. Lopez to approve the Consolidated Application for funding as presented. The motion passed with a vote of 4-0.

BUSINESS

2017-2018 Unaudited Actuals – Appendix E

Pursuant to Education Code Section 42100, the school district must file an annual statement with the County Superintendent of Schools regarding prior year actual income and expenditures no later than September 15. This District closed its books for 2017-2018, and these figures are shown on the appropriate state forms which are posted on the District website at

www.smjehsd.k12.ca.us under Parents/Community, Public Notices, Financial Reports, Financial Reports 2017-2018.

A motion was made by Dr. Garvin and seconded by Ms. Lopez to authorize the District to file the 2017-2018 Annual Statement with the County Superintendent of Schools. The motion passed with a vote of 4-0.

Adoption of 2018-2019 Gann Limit – Resolution Number 4-2018-2019

Education Code Section 42132 requires that by September 30 of each year school district governing boards adopt a resolution identifying their estimated appropriations limit for the current year and their actual appropriations limit for the preceding year. Resolution Number 4-2018-2019 reflects the calculation of the estimated appropriation limit for the 2018-2019 school year.

A motion was made by Dr. Garvin and seconded by Dr. Karamitsos to approve Resolution 4-2018-2019. The motion passed with a roll call vote of 4-0.

A roll call vote was required:

| | |
|----------------|--------|
| Ms. Perez | Yes |
| Mr. Palera | Absent |
| Ms. Lopez | Yes |
| Dr. Garvin | Yes |
| Dr. Karamitsos | Yes |

CONSENT ITEMS

A motion was made by Dr. Garvin and seconded by Dr. Karamitsos to approve all consent items as presented. The motion passed with a roll call vote of 4-0.

A roll call vote was required:

| | |
|----------------|--------|
| Ms. Perez | Yes |
| Mr. Palera | Absent |
| Ms. Lopez | Yes |
| Dr. Garvin | Yes |
| Dr. Karamitsos | Yes |

A. Approval of Minutes
Regular Board Meeting – August 7, 2018

B. Approval of Warrants for the Month August 2018

C. Facility Report – **Appendix B**

D. Approval of Board Policies

- E. Approval/Ratification of Contracts
- F. Career Technical Education Facilities Program Cycle 5 Submission
- G. Student Matters – Education Code Sections 35146 & 48918
- H. Notices of Completion
- I. Purchase Orders
- J. Acceptance of Gifts

REPORTS FROM EMPLOYEE ORGANIZATIONS

There were no reports from employee organizations.

OPEN SESSION PUBLIC COMMENTS

| SPEAKER | TOPIC |
|----------------------|---|
| Lawanda Lyons-Pruitt | Commended the district for hosting Dr. Robin DiAngelo on 9/26/18. |

NEXT MEETING DATE

Unless otherwise announced, the next regular meeting of the Board of Education will be held October 9, 2018. Closed session begins at 5:30 p.m. Open session begins at 6:30 p.m. The meeting will be held at the District Support Services Center.

FUTURE REGULAR BOARD MEETINGS FOR 2018

November 13, 2018
December 11, 2018

ADJOURN

The meeting was adjourned at 7:18 p.m.