

# 2022 Local Agency Biennial Notice

Name of Agency: Santa Maria-Bonita School District

Mailing Address: 708 S. Miller Street, Santa Maria, CA 93454-6230

Department Head or Director

Contact Person

Name: Dr. Darren McDuffie, Superintendent

Name: Kristyn Cornejo, Executive Secretary

Phone No: (805) 361-8110

Phone No: (805) 361-8111

Email: dmcduffie@smbds.net

Email: kcornejo@smbds.net

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its Conflict of Interest Code and has determined that (*Check one box*):

No amendment is required.

The following amendments are required:

(*Check all that apply.*)

Add new positions (including consultants) that must be designated.

Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions.

Revise based on updates to disclosure categories

Revise the titles of existing positions.

Other (*describe*) \_\_\_\_\_

By signing below, you are attesting to the following:

*To the best of my knowledge, the agency's code accurately designates all positions that make or participate in the making of the governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding the designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

*I have reviewed the Conflict of Interest Code requirements against the positions within my department and as indicated above, I have either determined the revised Conflict of Interest Code attached meets the filing requirements and I authorize the changes or that no amendment is required.*



Signature of Department Head or Director

8/29/2022

Date

The code is currently under review by the code reviewing body.

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than October 3, 2022 to the following address:

Santa Barbara County  
Clerk of the Board of Supervisors  
Attn: Chelsea Lenzi  
105 E. Anapamu St., Room 407  
Santa Barbara, CA 93101

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**Conflict of Interest**

**E 9270**

**Board Bylaws**

**Conflict of Interest Code of the  
SANTA MARIA-BONITA SCHOOL DISTRICT**

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

**Disclosure Categories**

1. Category 1: A person designated Category 1 shall disclose:
  - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
  - b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.
  
2. Category 2: A person designated Category 2 shall disclose:
  - a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
  - b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.
  
3. Full Disclosure: Because it has been determined that the district's Board members and/or Superintendent "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:
  - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
  - b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.

**Designated Position****Disclosure Category**

Governing Board Members	1
Superintendent	1
Deputy Superintendent for Business Services	1
<del>Coordinator of After School Programs</del>	
Assistant Superintendent for Instructional Services	1
Assistant Superintendent for Human Resources	1
Chief Technology Officer	1
Coordinator, Assessment & Accountability	1
Coordinator of Budget & Finance	1
Coordinator of Teaching and Learning Programs	1
<b>Coordinator, Family and Community Engagement*</b>	<b>1</b>
Coordinator, Maintenance, Operations, Facilities & Transportation	1
Coordinator, Classified Human Resources	1
Coordinator of Purchasing	1
Coordinator, Special Education	1
Coordinator, Food Services	1
<del>Coordinator of Migrant Services</del>	
Director, Plan Alignment	1
Director, Preschool	1
Director, Special Education	1
Director of Teaching & Learning	1
<b>Director, Teaching &amp; Learning, Supplemental*</b>	<b>1</b>
Director, School Support	1
Director for Pupil Personnel Services	1
<del>Director, Expanded Learning Program</del>	
Assistant Administrator	2
Principal	2
Assistant Principal/ <del>Administrator</del>	2
Junior High Dean	2
Student Housing Technician	2
<b>Credential Analyst and Budget Manager for Teacher Development*</b>	<b>2</b>
Accounting Supervisor	2
Custodial Supervisor	2
Construction/School Facilities Supervisor	2
Human Resources Supervisor	2
Maintenance & Operations Supervisor	2
Supervisor for Food Services	2
Supervisor - Instructional Media	2
Supervisor, Instructional Technologies	2
Supervisor of Risk Management	2
Program Specialist	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)

## **Exhibit**

### **Conflict of Interest**

**E 9270**

### **Board Bylaws**

## **Conflict of Interest Code of the SANTA MARIA-BONITA SCHOOL DISTRICT**

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## APPENDIX

<u>Designated Position</u>	<u>Disclosure Category</u>
Governing Board Members	1
Superintendent	1
Deputy Superintendent for Business Services	1
Assistant Superintendent for Instructional Services	1
Assistant Superintendent for Human Resources	1
Chief Technology Officer	1
Coordinator, Assessment & Accountability	1
Coordinator of Budget & Finance	1
Coordinator of Teaching and Learning Programs	1
Coordinator, Family and Community Engagement	1
Coordinator, Maintenance, Operations, Facilities & Transportation	1
Coordinator, Classified Human Resources	1
Coordinator of Purchasing	1
Coordinator, Special Education	1
Coordinator, Food Services	1
Director, Plan Alignment	1
Director, Preschool	1
Director, Special Education	1
Director of Teaching & Learning	1
Director, Teaching & Learning, Supplemental	1
Director, School Support	1
Director for Pupil Personnel Services	1
Assistant Administrator	2
Principal	2
Assistant Principal	2
Junior High Dean	2
Student Housing Technician	2
Credential Analyst and Budget Manager for Teacher Development	2
Accounting Supervisor	2
Custodial Supervisor	2
Construction/School Facilities Supervisor	2
Human Resources Supervisor	2
Maintenance & Operations Supervisor	2
Supervisor for Food Services	2
Supervisor - Instructional Media	2
Supervisor, Instructional Technologies	2
Supervisor of Risk Management	2
Program Specialist	2

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Exhibit SANTA MARIA-BONITA SCHOOL DISTRICT

Date Adopted: 12/14/2016

Revised: 09/12/18, 09/26/18, 08/12/20

Revised: 08/24/2022

**SANTA MARIA-BONITA SCHOOL DISTRICT  
BOARD OF EDUCATION  
BOARD STUDY SESSION**

SMBSD Board Room  
708 S. Miller Street  
Santa Maria, CA  
**August 24, 2022**

ADOPTED

**I. OPENING BUSINESS**

Mr. Lara called the Meeting of the Board of Education to order at 6:00 p.m.

**Board Members Present:** Ricky Lara, John Hollinshead, Linda Cordero, Vedamarie Alvarez-Flores, Ricardo Valencia.

**Staff Members Present:** Dr. Darren McDuffie, Matt Beecher, Melissa Dutra, Joanne Cameron, Ed.D, Brian Rieke, Kristyn Cornejo.

**Translators:** Sandra Carranza, Maria Cortez, Maria Hernandez.

**II. CLOSED SESSION ITEMS**

A. Conference with Labor Negotiators

Government Code § 54957.6

Agency Representative: Joanne Cameron, Ed.D

Represented Employees: CSEA

B. Public Employee Employment/Discipline/Dismissal/Release/Resignation

Government Code § 54957

Agency Representative: Joanne Cameron, Ed.D

C. Public Employee Employment/Discipline/Dismissal/Release/Resignation

Government Code § 54957

Agency Representative: Joanne Cameron, Ed.D

**III. RECONVENE IN OPEN SESSION**

A. Report from Closed Session

President Lara reported the following information:

Information was shared for Items II.A, B and C.

B. President Lara led in the Pledge of Allegiance.

C. President Lara read the Calendar of Upcoming Meetings/Activities/Events

**IV. PUBLIC COMMENT PERIOD - OPEN SESSION**

No public comments were received.

**V. APPROVAL OF AGENDA AS PRESENTED**

Mr. Hollinshead moved and Mrs. Cordero seconded the motion to approve the agenda as presented. Roll Call Vote. Ayes: 5 (L. Cordero, J. Hollinshead, V. Flores, R. Valencia, R. Lara). Motion passed.



## VI. CONSENT AGENDA

- A. Second Reading and Approval of Revised Board Bylaw - BB 9270 - Conflict of Interest
- B. Second Reading and Approval of Revised Board Bylaw - Exhibit 9270 - Conflict of Interest
- C. Authorization to Declare Obsolete and/or Surplus Equipment or Property

Mrs. Cordero moved and Mrs. Flores seconded the motion to approve the Consent Agenda as presented. Roll Call Vote. Ayes: 5 (L. Cordero, J. Hollinshead, V. Flores, R. Valencia, R. Lara). Motion passed.

## VII. ACTION ITEMS

### A. Approval of Job Description: TK-8 School Counselor

Presented by: Joanne Cameron, Ed.D, Interim Assistant Superintendent of Human Resources

Mrs. Cordero moved and Mr. Valencia seconded the motion to approve the Job Description: TK-8 School Counselor, as presented, with notations noted. Roll Call Vote: 5 Ayes: 5 (L. Cordero, J. Hollinshead, V. Flores, R. Valencia, R. Lara). Motion passed.

## VIII. DISCUSSION ITEMS

### A. Recap of Teaching and Learning, Supplemental Programs Summer Learning Opportunities

Presented by: Melissa Dutra, Assistant Superintendent for Instructional Services and Laurie Graack, Director of Teaching and Learning, Supplemental

President Lara acknowledged receipt of the Teaching and Learning, Supplemental Programs Summer Learning Opportunities, as presented.

### B. First Reading of Revised Board Policy: 5123: Promotion/Acceleration/Retention

Presented by Melissa Dutra, Assistant Superintendent for Instructional Services and Brian Zimmerman, Director of Pupil Personnel Services.

President Lara acknowledged review of the Board Policy, as presented, and requested Administration to bring the item back for action at the next regular board meeting.

## IX. BOARD/SUPERINTENDENT REPORTS

Mrs. Cordero stated she will be visiting school sites in the next week. She also discussed a presentation she recently listened to that was presented by CSBA.

Mr. Valencia welcomed everyone back to school. He reported that he enjoyed watching some of the local media reports on Back to School. He also noted that he enjoyed watching Dr. McDuffie's appearance which was included in some of those reports as well. He is happy to see students so excited to be back at school.


Mrs. Flores reported that she was able to visit four schools on the first day of school (Ontiveros, El Camino, Arellanes, and Jimenez). She noted that this year was one of the smoothest-running openings she has ever witnessed, and that each site she visited was very welcoming - it was very reflective in both the staff and students she saw and interacted with.

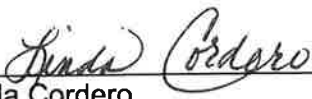
President Lara reported he was able to visit six sites on the 2nd day of school. He visited the offices at each and welcomed the staff back to school. He also noted that you could feel the positive energy, and witnessed a lot of caring for the kids. President Lara also wished to send condolences to the Yanez family on the loss of Mr. Bill Yanez. He added that Mr. Yanez made a very big impact both in the community and the field of education.

Superintendent McDuffie reported that he enjoyed witnessing the excitement in the air at both Bruce and El Camino on the first day of school. He received similar reports from other administrative staff throughout the District, as they visited school sites on the first day back to school as well. Superintendent McDuffie also reported that he visited the Maintenance and Operations department recently, where he had the opportunity to share donuts and conversation with the staff there. He thanked M & O Coordinator Javier Cavazos and his staff for the warm welcome he received. Superintendent McDuffie also added that there will be a Healthy School Pantry held at the Veteran's Memorial Park near El Camino JHS. He reported that he is looking forward to attending the California Latino School Board Association's 2022 Unity Conference being held in Monterey, beginning tomorrow. He will be attending the conference along with Board Member Valencia.

#### **X. ADJOURNMENT**

The Board adjourned the meeting at 6:44 p.m.

Signed   
\_\_\_\_\_  
Ricardo Valencia  
Board Clerk

Signed   
\_\_\_\_\_  
Linda Cordero  
Board Member