

## 2014 Local Agency Biennial Notice

Name of Agency: Guadalupe Union School District  
Mailing Address: P.O. Box 788, Guadalupe, CA 93434  
Contact Person: Juanita Nichols Phone No: (805) 343-2114  
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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):

☒ **An amendment is required. The following amendments are necessary:**

(Mark all that apply.)

- ☒ Include new positions (including consultants) that must be designated
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☐ Delete positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) \_\_\_\_\_

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

☐ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

### Verification

*This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of 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 designated positions. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

9/30/14  
\_\_\_\_\_  
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2014**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF THE CODE REVIEWING BODY HERE)

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



# MEMO

**Guadalupe Union School District  
Office of the Superintendent**

4465 Ninth St., P.O. Box 788  
Guadalupe, CA 93434-0788  
Phone: 805-343-2114  
Fax: 805-343-6155

To: Chelsea Lenzi  
Clerk of the Board of Supervisors

From: Juanita Nichols  
Executive Assistant to the Superintendent

Date: September 30, 2014

RE: 2014 LOCAL BIENNIAL NOTICE

Hi there,

Enclosed please find our revised Conflict of Interest Code of the Guadalupe Union School District.

Please note the following changes and additions.

1. **Add:** Chief Business Official – Category 1

**CATEGORY 2**

2. **Delete:** Director of Curriculum & Instruction
3. **Change to:** Director of Educational Services
4. **Delete:** Business Services Assistant
5. **Change to:** Confidential Administrative Assistant
6. **Add:** After School Education and Safety Program Supervisor

If you have any questions, please feel free to let me know.

Thanks,

# **Guadalupe Union School District**

## **Conflict Of Interest**

**Board Bylaws - 9270**  
**No. 2014/2015-04**

### **RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Guadalupe Union School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Guadalupe Union School District has recently reviewed its positions, and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Guadalupe Union School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.


PASSED AND ADOPTED THIS 9<sup>th</sup> day of October 2014 at this regular meeting, by the following vote:

AYES: Five - Baro, Sabedra-Cuello, Michaud, Arriola & Rodriguez

NOES: None

ABSENT: None

  
Anna Marie Santillan Michaud, Board President

  
Ed Cora, Secretary to the Board

## **Conflict of Interest Code of the Guadalupe Union 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 the 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.

### **APPENDIX**

#### **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 Positions**

### Designated Position and Disclosure Category

#### Governing Board Members – Category 1

Board President

Board Vice President

Board Clerk

#### Superintendent of Schools – Category 1

#### Purchasing Agent – Category 1

#### **ADD: Chief Business Official – Category 1**

#### Directors – Category 2

~~Director of Curriculum & Instruction~~ **Director of Educational Services**

Director - Food Services

Director – Business Services

Director – Maintenance, Operations & Transportation

#### Principal – Category 2

#### Assistant Principal – Category 2

#### Education Services Coordinator – Category 2

#### Executive Assistant to the Superintendent – Category 2

#### ~~Business Services Assistant~~ **Confidential Administrative Assistant** – Category 2

#### **ADD: After School Education and Safety Program Supervisor – Category 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 18701)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke a 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 18702.2 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 18701)

**GUADALUPE UNION SCHOOL DISTRICT  
BOARD OF EDUCATION**

**MINUTES OF REGULAR SCHOOL BOARD MEETING  
October 9, 2014**

Board President, Anna Marie Michaud, called the regular meeting of October 9, 2014 to order at 5:31 p.m. and the flag salute was also held at this time.

**MEMBERS PRESENT:** Anna Marie Santillan Michaud, Diana Arriola, MaryLou Sabedra-Cuello, David Rodriguez and Licha Baro

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Ed Cora, Superintendent/ Board Secretary; Julie Lopez, Dir. Ed. Services, Jesely Alvarez, Elem. Principal, Gabriel Solorio, Jr. High Principal, Kim Greer, CBO, Matt Dwyer, Dir.-Food Services, Juanita Nichols, Exec. Assistant to the Superintendent, Debbie Lipner-Johnson, Special Ed. Resource Teacher/GTA

Others Present: Ms. Maggie Lepore, Senior Account Executive, Burnham Benefits Insurance Services, Alma Wilson, Family Services Coordinator, Jose Luis Gonzalez, Case Worker.

Closed Session Board adjourned to Closed Session at 5:32 p.m.

Reconvene Board President, Anna Marie Michaud called the meeting back to order at 6:09 p.m. and announced the following action on Personnel Order 2014/2015-04:

Board President, Mrs. Michaud announced the approval of Public Employees Certificated and/or Classified Personnel Order 2014/2015-04. Personnel Order is part of the Minutes of October 9, 2014.

Ayes: Michaud, Baro, Sabedra-Cuello, Arriola & Rodriguez

Public Comments Mrs. Alma Wilson, Family Services Center Coordinator and Mr. Jose Luis Gonzalez, Case Worker announced the Annual Reading Festival scheduled for Sunday, October 19, 2014 at Mary Buren Elementary School. Mrs. Wilson and Mr. Gonzalez extended a personal invitation to the Board and asked if any of them were available to attend, they are also looking for volunteers to read during the festival.

#### Superintendent's Reports

Mr. Cora gave a brief update of the District Facilities Master Plan. Mr. Cora provided the Board with a copy draft drawing of the proposed Mary Buren Elementary outdoor eating area. The priority will be given to the playing fields due to it is a safety issue. It all depends on the availability of funds for both fields and for the outdoor eating area.

Mr. Cora announced he will be out of town on October 19<sup>th</sup> therefore; he will not be able to attend the Reading Festival this year. On Saturday, October 11, 2014 he will be participating in Operation School Bell at Target with the Family Services Center. Each participating student is provided with a \$100 to spend on clothing and an adult is assigned to each student and guides them as to what the student is able to purchase.

Mr. Cora announced the first Coffee with the Superintendent is scheduled for Wednesday, October 22<sup>nd</sup> at Mary Buren Elementary School. Food Day and the Garden Dedication are scheduled for Friday, October 24<sup>th</sup>. The next Staff Development day is scheduled for Monday, November 10<sup>th</sup>.

#### Administrative Reports

Board acknowledged receipt of the Administrative Reports.

Mrs. Alvarez presented a quick overview of the changes with the school bus schedules to accommodate and alleviate the overflow. Mrs. Alvarez also presented a brief video clip of the Watch Dogs Dad program with the PTO group. During the first week in November invitations will be sent out to launch their first event. PTO parent, Michael Calderon has taken the lead of the Watch Dog team and has three teams lined up.

Mr. Matt Dwyer, Director-Food Services extended an invitation to everyone and distributed flyers for the 3<sup>rd</sup> Annual Food Day scheduled for Friday, October 24<sup>th</sup> at Mary Buren Elementary School.

#### Board Reports

Mrs. Sabedra-Cuello wished everyone a Happy Halloween.

Mrs. Arriola reported she's been attended the Righetti High School games when she can. Also, she attended the Guadalupe Kids Come First Foundation Golf Tournament. It was great to see everyone that attended.

Mrs. Michaud announced her niece received the Student of the Month Award and attended all of the boys' volleyball games. Mrs. Michaud mentioned it was great to see the great interaction between the team members. Mrs. Michaud also attended the Guadalupe Kids Come First Foundation Gold Tournament and had



a great time working with Veronica selling the Mulligan's. It was great to see the Foundation members were also present to help out.

**Consent Agenda**

A motion was made by Mrs. Sabedra-Cuello, seconded by Ms. Baro and carried to approve the following Consent Agenda items:

VIII.A. Approval of Minutes of the Regular Meeting of September 11, 2014 and Special Meeting of September 16, 2014.

VIII.B. Approval of Warrant Listing Report of Expenditures

VIII.C. SBCEO Agreement for Additional Services

Ayes: Five – Baro, Sabedra-Cuello, Michaud, Arriola, & Rodriguez

**Action Items**

**Board Bylaws**

Roll Call was taken for the approval and adoption of Resolution 2014/2015-04; Board Bylaws 9270, Conflict of Interest Code, as presented.

Ayes: Five – Baro, Sabedra-Cuello, Michaud, Arriola, & Rodriguez

**Gift Acceptance**

A motion was made by Ms. Baro, seconded by Mr. Rodriguez and carried to acknowledge and accept the donation and that a letter of appreciation be sent to the donor.

\$130.00 Gift Cards for School Supplies – E.F. Lopez to Kindergarten Classrooms (Mrs. Reynolds and Ms. Herning) Mary Buren Elementary School.

Ayes: Five – Baro, Sabedra-Cuello, Michaud, Arriola, & Rodriguez

**Adult Lunches**

A motion was made by Mr. Rodriguez, seconded by Mrs. Arriola and carried to approve the Adult Lunch increase from \$3.10 per person to \$3.60 per person effective immediately.

Ayes: Five – Baro, Sabedra-Cuello, Michaud, Arriola, & Rodriguez

**Call for Recess**

Board President, Mrs. Michaud called for a five minute recess at 6:52 p.m. and reconvened at 6:57 p.m.

**Public Hearing**

Public Hearing opened at 6:57 p.m. and closed at 6:58 p.m. Purpose of this Public Hearing was for the Board to hear any comments regarding the sufficiency of instructional materials for the 2014/2015 school year.

**Resolution**

Roll Call was taken for the adoption and approval of Resolution 2014/2015-02, Statement of Assurance for Fiscal Year 2014/2015 Sufficiency of Instructional Materials, as presented.

Ayes: Five – Baro, Sabedra-Cuello, Michaud, Arriola, & Rodriguez

Math Curriculum Prior to Board action, Mrs. Julie Lopez, Director of Educational Services presented a brief review of the piloting of the math curriculum being presented for adoption. Mrs. Lopez presented a short video on a sample lesson of the math program.

Motion was made by Mrs. Arriola, seconded by Mr. Rodriguez and carried to approve and adopt Engage New York Eureka Math Program for students in grades Kindergarten through Fifth Grade, as presented.

Ayes: Five – Baro, Sabedra-Cuello, Michaud, Arriola, & Rodriguez

Completion Notice Motion was made by Ms. Baro, seconded by Mr. Rodriguez and carried to accept the work completed by CalPortland Construction and submit the Notice of Completion to the Santa Barbara County Clerk/Recorder, as presented.

Ayes: Four – Baro, Sabedra-Cuello, Arriola, & Rodriguez  
Noes: One – Michaud

PMSM Services Motion was made by Mrs. Sabedra-Cuello, seconded by Ms. Baro and carried to ratify and approve the PMSM Scope of Services and Fees – Mary Buren Elementary School – Shade Structure, as presented.

Ayes: Five – Baro, Sabedra-Cuello, Michaud, Arriola, & Rodriguez

#### **Items Scheduled for Information/Discussion**

**A. General Functions**

1. Quarterly Report on Williams Uniform Complaints – July-Sept. 2014.

**B. Curriculum**

1. Mary Buren Elementary School Site Meeting Agenda and Minutes of September 2014.

**C. Financial and Business**

1. District Budget Update as of 9/30/2014.

Adjournment A motion was made by Mrs. Sabedra-Cuello, seconded by Mrs. Arriola and carried to adjourn this regular meeting of October 9, 2014 at 7:24 p.m.

Next Meeting(s):

**Regular Board Meeting** – Thursday, November 13, 2014, 5:30 pm at Mary Buren Elementary School, 1050 Peralta Street, Guadalupe, CA 93434

Board of Trustees

Approved: November 13, 2014