

Blochman Union School District
Benjamin Foxen School * 4949 Foxen Canyon Road
Santa Maria, CA 93454 * (805) 937-1148

BOARD OF TRUSTEES SPECIAL MEETING AGENDA
Tuesday, December 15, 2020
Library
5:00 p.m. – Open Session

IMPORTANT NOTICE REGARDING PUBLIC PARTICIPATION

Based on guidance from the California Department of Public Health and the California Governor’s Stay at Home Executive Order N-33-20, Blochman Union School District no longer allows in-person meeting participation for community members. The following alternative participation methods are available:

- If you wish to participate in this public meeting through a Zoom webinar, please register in advance at the following address:

https://zoom.us/meeting/register/tJIsfuCvrzkuH9wnQbbNP_dcjyIr6SC2lkoA

After registering, you will receive a confirmation email containing information about joining the meeting.

- If you do not have internet access please call 805-937-1148 ext. 113 to make arrangements to participate via telephone.

Any materials required by law to be made available to the public prior to a meeting of the Board of Education of the District can be inspected at the above address during normal business hours. Individuals who require special accommodations including, but not limited to, American Sign Language interpreter, accessible seating or documentation in accessible formats should contact the superintendent or designee within a reasonable time before the meeting date.

Governing Board Members

Shannon Clay, President
Daniella Pearce, Clerk
Thomas Gibbons, Trustee
Jania Reasner, Trustee
Kelly Salas-Ernst, Trustee

- I. Open Session - 5:00 p.m. Call to Order and Flag Salute and welcome guests**
- II. Administer Oath of Office to newly elected board members**
- III. DISCUSSION ITEMS**

- A. COVID-19 employee travel, quarantine, and leave policies**

IV. ITEMS SCHEDULED FOR ACTION

A. Approval of the Governing Board meeting schedule for 2021 (Attachment B).

*****IT IS RECOMMENDED THAT the Board of Education take action to approve the 2021 Governing Board meeting schedule as presented:**

MOVED:	SECOND:
VOTE:	
Shannon Clay:	Jeania Reasner:
Daniella Pearce:	Kelly Salas-Ernst:
Thomas Gibbons:	

B. Election of the 2021 School Board President (Attachment C).

*****The Board elects _____ as the 2021 School Board President.**

MOVED:	SECOND:
VOTE:	
Shannon Clay:	Jeania Reasner:
Daniella Pearce:	Kelly Salas-Ernst:
Thomas Gibbons:	

C. Election of the 2021 School Board Clerk/Secretary (Attachment C).

*****The Board elects _____ as the 2021 School Board Clerk/Secretary.**

MOVED:	SECOND:
VOTE:	
Shannon Clay:	Jeania Reasner:
Daniella Pearce:	Kelly Salas-Ernst:
Thomas Gibbons:	

D. Election of the 2021 School Board Representative to the County Committee on School District Organization (Attachment D).

*****The Board elects _____ as the 2021 School Board Representative to the County Committee on School District Organization.**

MOVED:	SECOND:
VOTE:	
Shannon Clay:	Jeania Reasner:
Daniella Pearce:	Kelly Salas-Ernst:
Thomas Gibbons:	

E. Approval of district personnel for Release of Commercial and Payroll warrants (Attachment F).

*****IT IS RECOMMENDED THAT the Board of Education take action to approve the district personnel for release of commercial and payroll warrants as presented:**

MOVED:

SECOND:

VOTE:

Shannon Clay:

Jeania Reasner:

Daniella Pearce:

Kelly Salas-Ernst:

Thomas Gibbons:

F. Approval of the district personnel to act as District Agents (Attachment G).

*****IT IS RECOMMENDED THAT the Board of Education take action to approve the district personnel to act at district agents as presented:**

MOVED:

SECOND:

VOTE:

Shannon Clay:

Jeania Reasner:

Daniella Pearce:

Kelly Salas-Ernst:

Thomas Gibbons:

G. Approval of the Resolution of the Governing Board Delegating the Authority to Make Cash and Budget Transfers (Attachment H-1).

*****IT IS RECOMMENDED THAT the Board of Education take action to approve the Resolution Delegating the Authority to Make Cash and Budget Transfers as presented:**

MOVED:

SECOND:

VOTE:

Shannon Clay:

Jeania Reasner:

Daniella Pearce:

Kelly Salas-Ernst:

Thomas Gibbons:

V. PUBLIC COMMENTS

PUBLIC COMMENTS ARE WELCOME

The Blochman Union School District will receive public comments about items not appearing on today's agenda, as well as other matters within the subject matter jurisdiction of the Board. All such comments will be received during the Public Comments section of the agenda. Individuals who address the Board are limited to three (3) minutes to speak on any item and a total of 10 minutes on all items for their presentation. The Board may limit the total time for all public comment to 30 minutes. Persons needing additional time are requested to submit the information in writing.

For comments concerning matters not on the agenda, open meeting laws and fairness to other residents who may have an interest in your topic prohibit the Board from taking action or

engaging in extended discussion of your concerns. The Board may direct staff to meet at a later date with speakers who have specific concerns or needs. The Board may also direct that an issue be placed on a future agenda for discussion and consideration. This permits the Board and staff members to prepare and receive necessary information and for the public to be aware that a topic is being formally considered. We appreciate your cooperation.

VI. MISCELLANEOUS AGENDA ITEMS

A. Items Proposed for Future Action or Discussion

B. Blochman Union School District Board Member Items

C. Items not on the Agenda

D. Next Scheduled Board Meeting: January 12, 2021, closed session at 5:00 p.m.; open session at 5:30 p.m., Library.

X. Adjourn

TIME: _____

MOVED:

VOTE:

Shannon Clay:

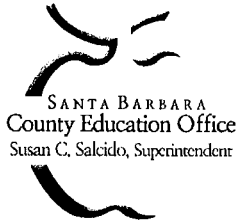
Daniella Pearce:

Thomas Gibbons:

SECOND:

Jeania Reasner:

Kelly Salas-Ernst:



GOVERNING BOARD MEETING SCHEDULE

Today's date: 12 / 15 / 2020

District: Blochman Union School District

Completed by: Nancy Shafer

Title: Interim Business Manager

BOARD MEETING LOCATION

Site Name: Benjamin Foxen Elementary School

Room Name/No.: Library

Address: 4949 Foxen Canyon Rd., Santa Maria, CA 93454

DATE(S) / TIME(S) OF MEETINGS (E.G. 1ST MONDAY OR 2ND AND 4TH TUESDAYS EACH MONTH)

Day(s): 2nd Tuesday of each month; no meeting in July

Time(s): _____

PLEASE NOTE ANY MEETING EXCEPTIONS:

Alternate dates: _____

Alternate times: _____

Alternate locations: _____

Return completed form to:

School Business Advisory Services
Santa Barbara County Education Office

REFERENCE:
EC§35143; 72000(B)(5)(C)(2)A,B,C

ATTACHMENT B



GOVERNING BOARD MEMBER ORGANIZATION

DISTRICT: _____

Name: _____ Title: **Board President**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) _____

Name: _____ Title: **Vice President**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) _____

Name: _____ Title: **Clerk**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) _____

Name: _____ Title: **Board Member**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) _____

Name: _____ Title: **Board Member**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) _____

Name: _____ Title: **Board Member**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) _____

Name: _____ Title: **Board Member**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) _____

Name: _____ Title: **Board Member**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) _____

The below named individual is the Secretary to the Board.

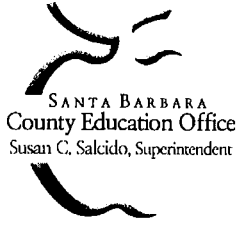
Name: _____ Title: **Secretary**
Address: _____ Zip: _____
Phone No.: _____

I certify that all the information provided herein is true and correct.

Board President's Signature: _____ Date: ____/____/____

REFERENCE:
EC§1010, 35025, 35250, 35143, 72000(B)(5)(C)(2)A,B,C
CSBA BOARD BYLAWS 9100, 9121, 9122

ATTACHMENT C



SCHOOL BOARD REPRESENTATIVE TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

Our office needs the name of the governing board member that has been selected as your district's representative to the Santa Barbara County Committee on School District Organization ("County Committee").

Education Code Section 35023 specifies that the representative must be a member of your governing board and must be selected at your annual organizational meeting. The board representative will **not** be a member of the County Committee. **The singular function of the board representative is to nominate and elect the eleven members of the County Committee.** Elections are held in the fall. Board representatives will be directly notified by our office, with courtesy copies sent to their superintendents. You may name an alternate representative, but there is no requirement that you do so.

Today's date: ____/____/____

District: _____

Completed by: _____

Title: _____

Name of representative: _____

E-mail address: _____

Name of alternate representative: _____

E-mail address: _____

Return completed form to:

School Business Advisory Services
Santa Barbara County Education Office

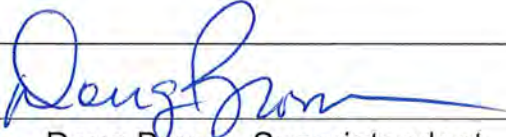
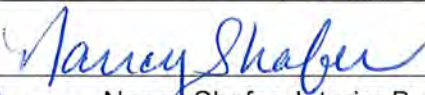
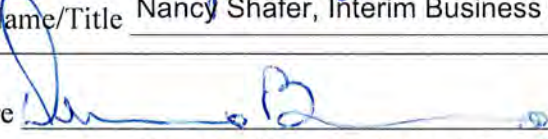
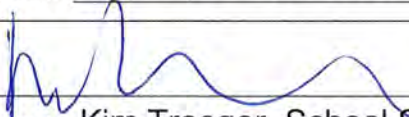

REFERENCE:
EC§35023

ATTACHMENT D

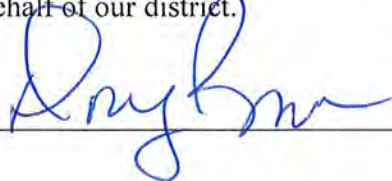


AUTHORIZED SIGNATURES
DISTRICT PERSONNEL APPROVED BY THE SUPERINTENDENT
FOR RELEASE OF COMMERCIAL AND PAYROLL WARRANTS

DISTRICT: Blochman Union School District

Signature <u></u> Typed Name/Title <u>Doug Brown, Superintendent</u>	<input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Payroll
Signature <u></u> Typed Name/Title <u>Nancy Shafer, Interim Business Manager</u>	<input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Payroll
Signature <u></u> Typed Name/Title <u>Deanna Barnes, Accounting Assistant</u>	<input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Payroll
Signature <u></u> Typed Name/Title <u>Kim Troeger, School Secretary</u>	<input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Payroll
Signature <u></u> Typed Name/Title <u>Trudy Shank, Cafeteria Coordinator</u>	<input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Payroll

I certify that the names and signatures above are authorized district personnel who may receive warrants on behalf of our district.

Superintendent's Signature:  Date: 12/2/2010



**AUTHORIZED SIGNATURES
DISTRICT PERSONNEL APPROVED BY THE BOARD
TO ACT AS DISTRICT AGENTS**

DISTRICT: Blochman Union School District

Signature <u><i>Doug Brown</i></u> Typed Name/Title <u>Doug Brown, Superintendent</u>	<input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Contracts <input checked="" type="checkbox"/> Payroll
Signature <u><i>Nancy Shafer</i></u> Typed Name/Title <u>Nancy Shafer, Interim Business Manager</u>	<input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Contracts <input checked="" type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll

I certify that the above individuals are authorized to act as agents of the governing board.

Board President Signature: _____ Date: ____/____/____

REFERENCE:
K-12: EC§42632, 42633, 17604
COMMUNITY COLLEGE: EC§85232, 85233, 85655

Note for Escape Financial System Users: The district must have an active employee with access to Escape in order to authorize accounts payable. This form is needed in order to grant activity permissions necessary to authorize payments in Escape.

**RESOLUTION OF THE GOVERNING BOARD
DELEGATION OF GOVERNING BOARD POWERS DUTIES
AUTHORITY TO MAKE CASH AND BUDGET TRANSFERS**

Whereas, Education Code Section 35161 provides that “The governing board of any school district may execute any powers delegated by law to it or to the district of which it is the governing board, and shall discharge any duty imposed by law upon it or upon the district of which it is the governing board...;” and

Whereas, Education Code Section 35161 further provides that the governing board “...may delegate to an officer or employee of the district any of those powers or duties. The governing board, however, retains ultimate responsibility over the performance of those powers or duties so delegated;” and

Whereas, the governing board of the Blochman Union School District recognizes that, while the authority provided in Education Code Section 35161 authorizes the board to delegate any of its powers and duties, the governing board retains the ultimate responsibility over the performance of those powers and duties; and

Whereas, the governing board further recognizes that where other Education Code provisions authorize a delegation of authority for a specific purpose, but impose restrictions on such delegated authority, these restrictions must be observed;

Now, Therefore, Be It Resolved that, in accordance with the authority provided in Education Code Section 35161, the governing board of the Blochman Union School District hereby delegates to the following officers or employees of the district, the authority to make cash and budget transfers between and within district funds as necessary for the payment of obligations of the district effective from the date this resolution is passed through the year-end accrual phase without submitting the transfers as part of a specific board resolution.

Doug Brown, Superintendent

Authorized District Employee/Officer

Authorized District Employee/Officer

Nancy Shafer, Interim Business Manager

Authorized District Employee/Officer

Authorized District Employee/Officer

Passed and adopted this 15th day of December, 2020 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Board President’s Signature: _____ Date: ____/____/____

Note for Escape Financial System Users: The district must have an active employee with Escape access authorized to perform cash and budget transfers. This resolution is needed in order to grant activity permissions necessary to authorize certain budget and cash transfers (i.e., interfund cash transfers and deposits) in Escape.

REFERENCE:
K-12: EC§35161