

BALLARD SCHOOL DISTRICT

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

BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Wednesday, December 14, 2016
5:30 PM in the Multipurpose Room

1. CALL TO ORDER

Board President, Dave Watkins, called the meeting to order at 5:30 PM.

2. ROLL CALL

All board members were present. There were no guests in attendance.

3. PLEDGE OF ALLEGIANCE

Sandy Knight led the Pledge of Allegiance.

4. APPROVAL OF MINUTES

a. Regular Meeting – Thursday, November 17, 2016

The minutes of the regular meeting held Thursday, November 17, 2016, were approved on a motion by Sandy Knight, seconded by Dave Watkins, and passed unanimously.

5. PUBLIC COMMENT

None

6. RECOGNITION OF OUTGOING BOARD MEMBER

The Board and Superintendent/Principal will recognize David Watkins for his four years of dedicated service to the Ballard School District as a school board member (2012 – 2016) and school board president (2015 – 2016). After the approval of the minutes, Dave Watkins completed his four year term on the Ballard School District Board of Trustees. Superintendent/Principal, Allan Pelletier, expressed his appreciation for Dave's dedication and hard work while on the school board.

Allan Pelletier presented a plaque to Dave, recognizing his service to the district.

7. ANNUAL ORGANIZATIONAL MEETING OF THE GOVERNING BOARD

a. Board Member Oath of Office for Tracey Cassidy

Allan Pelletier administered the Oath of Office to Tracey Cassidy.

b. Board Members Elect Board President

Sandy Knight was approved as President of the Board on a motion by Sandy Knight, seconded by Chris Kazali, and passed unanimously.

ANNUAL ORGANIZATIONAL MEETING OF THE GOVERNING BOARD (continued)

c. Board Members Elect Clerk of the Board

Chris Kazali was approved as Clerk of the Board on a motion by Tracey Cassidy, seconded by Sandy Knight, and passed unanimously.

d. Designate the Representative to Elect Members to the County Committee on School District Organization
Sandy Knight agreed to serve as Ballard's Representative to Elect Members to the County Committee on School District Organization. Chris Kazali agreed to serve as the alternate.

e. Designate Board Meeting Location, Time, and Day of the Month

The Board agreed that regular meetings will be held at 5:30 PM on the 2nd Thursday of each month in the Ballard School Library.

8. INFORMATION SECTION

a. Calendar

(**Indicates off campus events that the Superintendent/Principal is scheduled to attend.)

Allan Pelletier provided information about upcoming events at Ballard School, including meetings he attends as Ballard's representative.

- Wed, 12/14 School Board Organizational Meeting & 1st Interim Report: 5:30 (Library)
- Thurs, 12/15 3rd gr Holidays Around the World: 10:15 (MP room)
4th gr Christmas Around the World: 11:00 (classroom)
Kindergarten Holiday Extravaganza: 6:30 (Red Schoolhouse)

Ballard School is a very busy place this week.

- Fri, 12/16 Last Day Before Winter Vacation: All Students Dismissed at 12:00
1st gr Winter Program: 11:00 (MP room)
Staff Holiday Luncheon: 1:00
- Mon, 12/19 – Mon, 1/2 Winter Vacation

The school and office will be closed over vacation.

- Tues, 1/3/17 Return to School

School resumes on Tuesday, January 3, 2017.

- Fridays, 1/6 & 1/13 3rd grade Learn to Swim Program – YMCA
- Mon, 1/9 **SBCEO Superintendents' Meeting: 9:00 (Buellton)
- Tues, 1/10 **SYV Special Education Consortium Meeting: 11:00 (Buellton)
- Wed, 1/11 State Mandated Vision/Hearing Screening: K, 2nd, 5th
- Thurs, 1/12 School Board Meeting: 5:30 (Library)

The next school board meeting will be held on Wednesday, January 11.

- Fri, 1/13 PTA Membership Meeting: 2:00
- Mon, 1/16 Dr. Martin Luther King, Jr. Holiday

b. Board Members' Comments & Correspondence

The board discussed the student report cards, wondering if parents feel like the report cards provide sufficient information. Allan Pelletier talked about standards-based report cards, the report card indicators, and the rigorous standards that are currently in place. Allan Pelletier will invite teachers to an upcoming board meeting to discuss the report cards in more detail.

c. PTA Report

Allan Pelletier thanked the PTA for a wonderful first half of the school year. PTA members dedicate countless hours to the school and their children. Some of the highlights included: PTA member 'mixer' at the Ballard Inn, Thanksgiving Food Drive and Feast, Book Fair, PCPA Theater Trip, and special assemblies, especially Joseph Castle. There is much more to come in the second half of the year, including the Jamboree which will be held on Sunday, April 2. The next PTA meeting will be held at 2:00 on Friday, January 13.

INFORMATION SECTION (continued)

d. Superintendent's Report

- Book Fair

The Book Fair was another success. Special thanks to Kerry Enderle, Chris Kazali, Linda Shier, and the many volunteers who bring this to our students. Like last year, we are planning to hold a smaller book fair with Open House in the spring.

- School Office Closed During Winter Vacation

Although the school and office will be closed during the winter vacation, Kim Bramsen, Gina Floyd, and Allan Pelletier will be on campus occasionally.

- Santa Ynez Valley School Districts 2017 Board Governance Series

The Valley School Districts will be hosting another School Board Governance Series this year. These have always been productive and well attended. The first session will focus on 'Board Ethics in Education' (including the Brown Act). It will be held from 5:00 – 7:00 at the Santa Ynez High School library on Thursday, January 26, 2017. Allan Pelletier will need to RSVP on Ballard's behalf by January 19.

- Annual Audit Update

Allan Pelletier just received the audit and will place it on the January meeting agenda. The great news is that there were not any audit findings in this audit.

- 2016 Enacted Legislation Related to Education

Allan Pelletier shared a document prepared by Schools Legal Services (2016 Enacted California Legislation Related to Education). The report contains a summary of major laws enacted by the legislature during the 2016 session. Allan Pelletier will make a copy of this document for any board members who are interested.

- Proposed SYUHS Calendar – 2017/2018 School Year

The proposed calendar for the high school district has them beginning school on Thursday, August 10. The high school will be taking the entire week of Thanksgiving off, as well as a week in February that will encompass both of the Presidents' holidays. The superintendents of the other school districts are having conversations about the high school calendar. Allan Pelletier advised that we need to see what Solvang is going to do and then develop Ballard's calendar accordingly. If we incorporated these changes into the calendar, Ballard would start school on Wednesday, August 23, and get out of school on June 12 or 13. This would be the same start date as the 15/16 school year. The last day of school would be one week later.

- Schools for Sound Finance Reports

November 17: State Revenues and Forecast

December 1: Special Education Funding Report, Supermajority of Democrats in the Legislature

December 9: Introduction of several bills that do not impact Basic Aid districts specifically

- Schools Legal Service: A Short Primer on Gift Limitations to Public Officials

This document, prepared by Schools Services Legal Service, provides information for elected officials about accepting gifts – 'A Short Primer on Gift Limitations for Public Officials.' This will be discussed at the Santa Ynez Valley School Boards training in January.

9. CORRESPONDENCE

None

11. BUSINESS MATTERS

a. 1st Interim Report

Background: The board will review the 1st Interim Financial Report

Recommendation: Approval of a Positive Certification of the 1st Interim Report

Allan Pelletier shared detailed information about the 1st Interim Report. (see board packet) In addition to speaking about the district's funds he also addressed the following forms: Attendance, Multi-Year Projections, and Criteria and Standards. Ballard continues to maintain a strong financial position and is capable of meeting the 5% minimum reserve requirement in 2016/2017 and the two subsequent fiscal years.

The board approved a positive certification of the 1st Interim Report on a motion by Sandy Knight, seconded by Chris Kazali, and passed unanimously.

b. Review Current Board Report: Funds 01, 14, 17, 25

Allan Pelletier shared detailed information from the Board Report regarding the district's four funds. (see board packet) This information was previously reviewed in the 1st Interim Report.

c. Review Board Resolution 2016/2017 - #3 – Annual Accounting of Developer Fees

Background: The board will review the resolution, but no action will be taken until the next meeting.

(January 12, 2017)

Allan Pelletier explained:

- Each year districts must account for their developer fees. The law requires that districts provide developer fee information to anyone who is interested, and that the board adopt a resolution accounting for developer fees a minimum of 15 days after that time.
- Technically, Ballard's developer fee information is always available, as we offer it whenever somebody comes in to pay their fees.
- We also present that information in the Board Report each month.
- The law requires the board to review a draft of the resolution at a meeting prior to adopting the resolution. The resolution is presented for the board's review and will be on the agenda for approval at the January meeting.

No action was taken.

12. ADMINISTRATIVE MATTERS

a. Authorized Signatures – District Personnel Who May Release Warrants on Behalf of the District (Allan Pelletier, Gina Floyd, & Tina Rhodes: Commercial Warrants & Payroll Warrants)

b. Authorized Signatures – District Personnel Who May Act as Agents of the Governing Board (Gina Floyd & Tina Rhodes: Vendor Prelists & Payroll Prelists; Allan Pelletier: Vendor Prelists, Contracts, & Payroll Prelists)

c. Resolution 2016/2017 - #4 for the Delegation of Governing Board Powers/Duties (Allan Pelletier: Authority to Make Cash and Budget Transfers)

Background – 12a, b, c: These forms are required by the Santa Barbara County Office of Education to carry out the business of the school district.

Recommendation: Approval of items 12a, b, c

Allan Pelletier explained that these are forms required by the SBCEO permitting Gina Floyd, Tina Rhodes, and himself, to carry out the business of the district. The first has to do with distributing warrants and payroll. The second has to do with approving and preparing warrants and payroll, and signing contracts. The resolution provides the authority for Allan Pelletier to authorize cash and budget transfers. All of these actions are reviewed at each board meeting.

Items 11 a, b, and c were approved on a motion by Chris Kazali, seconded by Sandy Knight, and passed unanimously.

13. NEXT REGULAR BOARD MEETING

Unless otherwise announced, the next regular Board meeting will be held on Wednesday, January 11, 2017 at 5:30 PM in the library at Ballard School.

14. CLOSED SESSION – None Scheduled

15. ADJOURNMENT – Time: 7:07 PM



Chris Kazali, Clerk of the Board



Date