

**GUADALUPE UNION SCHOOL DISTRICT  
BOARD OF EDUCATION**

**SPECIAL SCHOOL BOARD MEETING**

**Thursday, July 19, 2018, 10:00 am**

10:00 am – Call to Order

LOCATION OF MEETING: DISTRICT OFFICE CONFERENCE ROOM #1  
4465 NINTH STREET, GUADALUPE, CA

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Superintendent's Office at (805)343-2114. Notification of 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting.

Any of the materials related to items on this agenda are available for viewing at the Office of the District Superintendent, 4465 Ninth Street, Guadalupe, CA during regular business hours, 8:00 am to 5:00 pm, Monday through Friday; telephone 805-343-2114.

**I. Call to Order**

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda

**II. Adjourn to closed session**

**Closed Session Public Comments:** This section of the agenda is intended for members of the public to address the Board of Education on items involving the school district that are being considered **Closed Session**. Such testimony shall be limited to three (3) minutes each person and fifteen (15) minutes each topic. If an answer to a specific question is requested, the Board President will, if appropriate, direct administration to respond in writing.

The Board will consider and may act upon any of the following items in closed session. Any action taken may be reported publicly at the end of closed session, where required by law.

- A. Certificated/Classified Personnel Order 2018/2019-2; Public Employment Discipline/Dismissal/Release/Resignation pursuant to Gov. Code § 54954.5(e) (Possible Action)
- C. Public Employment Appointment, Government Code section 54957(b)  
Title: Interim Elementary Principal (Possible Action)
- D. Conference with Real Property Negotiators, Government Code 54956.8

Property:

Approximately 5.1 acres of unimproved real property located in the City of Guadalupe, California, APN 113-450-008 ("Property").

Negotiating Parties:

Guadalupe Union School District (Buyer) Real Property Negotiators Dr. Handall, Superintendent, and Constance Schwindt, Atkinson, Andelson, Loya, Rudd & Romo; and the City of Guadalupe (Seller).

Under Negotiation:

Instruction to Negotiators will concern both price and terms of payment for the acquisition the identified Property.

**III. Reconvene in open session; announce closed session actions**

**IV. Open Session – Public Comments**

The Board of Trustees will receive comments about items and issues not appearing on tonight's agenda. We ask that those who address the Board limit their remarks to three (3) minutes. 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 its district 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.

Any person may address the Board concerning any item on the agenda and may be granted three (3) minutes to make a presentation to the Board at the time a specific item is under discussion or, in the case of a closed session item, prior to the Board convening in closed session. A form is available from the Superintendent's secretary that should be completed and returned to her. Please indicate on the form if additional time is requested and state the reason. The president may grant additional time if circumstances permit.

The public may address the board on any matter pertaining to the school district that is not on the agenda.

**V. Items Scheduled for Action**

**A. General Functions**

1. **Adoption of Resolution 2018/2019-02; Functional Responsibilities.** Resolution 2018/2019-02 is an update of functional responsibilities to the district. Resolution reflects recent personnel changes in the district.

**Roll Call will be taken** for the Board approval of Resolution 2018/2019-02, as presented.

**VI. Items Scheduled for Information/Discussion**

**VII. Future Agenda Items**

- 1.
- 2.
- 3.
- 4.

**VIII. Adjournment**

**Next Regular Meeting:** August 8, 2018, 5:15 p.m. at Mary Buren Elementary School,  
1050 Peralta Street, Guadalupe, CA 93434.



**GUADALUPE UNION SCHOOL DISTRICT  
RESOLUTION 2018/2019-02  
FUNCTIONAL RESPONSIBILITIES**

**WHEREAS**, effective administration of a school district is dependent upon assignment of functional responsibilities; and

**WHEREAS**, the Board of Education of the Guadalupe Union School District is required to process the payrolls of the District at the times prescribed by the Superintendent of Schools of Santa Barbara County; and

**WHEREAS**, the payrolls are to be signed by a person authorized by the Board of Education of the Guadalupe Union School District; and

**WHEREAS**, the Board of Education of the Guadalupe Union School District is desirous of participating in Federal financial assistance under provisions of Public Law 864; and

**WHEREAS**, the Guadalupe Union School District purchases property from the California State Educational Agency for Surplus Property; and

**WHEREAS**, the Board of Education of the Guadalupe Union School District receives requests of employees desiring to avail themselves of the annuity purchase and deferred income tax provision of Section 403(b) of the Internal Revenue Code of the United States; and

**WHEREAS**, the Guadalupe Union School District by resolution of the Board of Education has been authorized to conduct negotiations with the California State Teachers' Retirement System and insurance company duly qualified and authorized to do business in the State of California and to sell annuity contract and policies of life insurance to public employees in this state:

**BE IT HEREBY RESOLVED** by the Board of Education of the Guadalupe Union School District that the following persons are authorized as agents for the Guadalupe Union School District and its Governing Board as described:

1. In accordance with sections 42632, 42633, 85232, and 85233 of the Education Code, that any one of the following persons all members of the Board of Education, are duly authorized to sign orders drawn on the funds of the Guadalupe Union School District commencing July 19, 2018: **Diana Arriola, MaryLou Sabedra-Cuello, Sheila Marie Cepeda, José E. Pereya and David Hosking.**

2. **Emilio Handall, Ed.D.**, District Superintendent, is designated Secretary to the Board of Education of the Guadalupe Union School District.

3. **Emilio Handall, Ed.D.**, District Superintendent, be designated agent in connection with requests for use of School District building and facilities.

4. **Emilio Handall, Ed.D.**, District Superintendent, is designated as authorized agent for the school district and it's Governing Board in connection with the school district's site acquisition and construction program, including new construction and modernization projects and is authorized to sign applications to State and Federal agencies involved and to otherwise administer the program in a manner consistent with the action and approved plans of the Governing Board.

5. **Emilio Handall, Ed.D.**, District Superintendent, be designated as duly authorized agent and representative of the school district for the purpose of filing applications and other necessary documents for Federal financial assistance under the provisions of Public Law 874 and Public Law 864.

6. Under provisions of Education Codes 42632, 42633, 85232, 85233, **Emilio Handall, Ed.D.**, District Superintendent and Secretary of the Board; is hereby authorized to sign payrolls drawn upon the funds of the Guadalupe Union School District.

7. **Emilio Handall, Ed.D.**, District Superintendent, **Gina Branum**, Assistant Superintendent of Curriculum and Instruction, **Anita Flores**, Executive Assistant to the Superintendent and **Marytza Guzman**, Administrative Assistant-Confidential are designated agents in connection with the school district's Student Activity Accounts, Clearing Account and the Revolving Cash Fund, and are authorized to sign orders drawn upon the funds of such accounts.

8. **Emilio Handall, Ed.D.**, District Superintendent, **Anita Flores**, Executive Assistant to the Superintendent, **Marytza Guzman**, Administrative Assistant – Confidential and **Gloria Grijalva**, Chief Business Official, and **Crystal Alley**, Accounting Technician II are authorized to receive cash receipts collected.

9. **Emilio Handall, Ed.D.**, District Superintendent, is authorized to execute Purchase Orders.

10. **Gina Branum**, Assistant Superintendent of Curriculum and Instruction, **Anita Flores**, Executive Assistant to the Superintendent and **Marytza Guzman**, Administrative Assistant-Confidential are authorized to execute Purchase Orders up to a limited amount of three hundred (\$300.00) as authorized by the Superintendent.

11. **Emilio Handall, Ed.D.**, District Superintendent, be authorized to sign Warehouse and Issue Sheets (SEASP form 109) of the California State Educational Agency For Surplus Property on behalf of the Guadalupe Union School District.

12. **Emilio Handall, Ed.D.**, District Superintendent, is authorized to sign application forms for tax shelter annuities, which constitute an agreement between the employee and the California State Teachers' Retirement System of an insurance company duly qualified and authorized to sell annuity contracts and policies of life insurance to public employees of the State of California.

13. **Emilio Handall, Ed.D.**, District Superintendent, **Anita Flores**, Executive Assistant to the Superintendent, **Marytza Guzman**, Administrative Assistant-Confidential and **Gloria Grijalva**, Chief Business Official are authorized to deposit funds in the form of Time Deposit Open Accounts or in the form of Certificates of Deposits in order or bearer form; accept and direct delivery of any

Certificate of Deposit, all of which authority extends to any and all renewals of such deposits. Authority is further given to make withdrawals from any account established hereby and to endorse for deposit, encashment or negotiation any Certificate of Deposit.

**BE IT FURTHER RESOLVED** by the Board of Education of the Guadalupe Union School District that:

14. In the absence of the District Superintendent, the following administrative officials, as available in the order listed, are assigned the responsibility of action on behalf of the District Superintendent, in the conduct of school affairs, in addition to their regularly assigned responsibilities;

1. **Mrs. Gina Branum**, Assistant Superintendent of Curriculum and Instruction
2. **Mrs. Anne Rigali**, Director of Pupil Services
3. **Ms. Maria Gonzalez**, Interim School Site Principal
4. **Mr. Gabriel T. Solorio**, School Site Principal

15. When any of the designated officials is acting on behalf of the District Superintendent in his or other staff members' absence, that administrator is designated as Acting Superintendent of the Board of Education; and

**BE IT FURTHER RESOLVED** that such authorization and designations shall become effective immediately.

**AMENDMENT PASSED AND ADOPTED** by the Governing Board of the Guadalupe Union School District the 19<sup>th</sup> day of July, 2018 by the following votes:

AYES:

NOES:

ABSENT:

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Sheila Marie Cepeda  
GUSD Governing Board Clerk

**GUADALUPE UNION SCHOOL DISTRICT**

**RESOLUTION 2018/2019-2  
FUNCTIONAL RESPONSIBILITIES**

**WHEREAS**, effective administration of a school district is dependent upon assignment of functional responsibilities; and

**BE IT HEREBY RESOLVED** by the Board of Education of the Guadalupe Union School District that the following persons are authorized as agents for the Guadalupe Union School District and its Governing Board as described:

1. **Emilio Handall, Ed.D.**, District Superintendent, **Gina Branum**, Assistant Superintendent of Curriculum and Instruction, **Anita Flores**, Executive Assistant to the Superintendent and **Marytza Guzman**, Administrative Assistant-Confidential are designated agents in connection with the school district's Student Activity Accounts, the Revolving Cash Fund, and Clearing Cash Fund and are authorized to sign orders drawn upon the funds of such accounts.

**BE IT FURTHER RESOLVED** by the Board of Education of the Guadalupe Union School District that:

**BE IT FURTHER RESOLVED** that such authorization and designations shall become effective immediately.

**AMENDMENT PASSED AND ADOPTED** by the Governing Board of the Guadalupe Union School District the 19<sup>th</sup> day of July, 2018 by the following votes:

AYES:

NOES:

ABSENT:

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GUSD Governing Board Clerk

(Functional Responsibility to take to Rabobank)