

**BOARD OF TRUSTEES SPECIAL BOARD MEETING
GUSTINE UNIFIED SCHOOL DISTRICT
1500 MEREDITH AVENUE
GUSTINE, CA 95322
WEDNESDAY, MARCH 2, 2022
Closed Session – 5:00 p.m. Open Session – 5:30 p.m.**

I. CALL TO ORDER - 5:00 p.m. – *OPEN SESSIONS OF THIS MEETING WILL BE RECORDED*

A. Roll Call

Mr. Gary Silva, President
Mr. Zachery Ramos, Clerk
Mr. Kevin Bloom, Board Member
Mr. Kevin Cordeiro, Board Member
Mrs. Loretta Rose, Board Member
Miss Alondra Meza Camarillo, Student Board Member

B. Public Comment

The public may comment on any closed session agenda item.

II. CLOSED SESSION

A. Public Employee Discipline/Dismissal/Release [Gov't Code Section 54957]

III. RECONVENE TO OPEN SESSION –6:00 p.m.

A. Pledge of Allegiance

B. Revision/Ordering of Agenda

C. Adoption of Agenda

D. Disability-Related Modifications

Request for any disability-related modification or accommodation, including auxiliary aids or services in order to participate in the public meeting, may be made by contacting the Gustine Unified School District Office at (209) 854-3784 at least four (4) days prior to the scheduled meeting. Agendas and other writings may also be requested in alternative formats, as outlined in Section 12132 of the Americans With Disabilities Act.

E. Communication from the Public

Members of the public may bring before the Board matters that are not listed on the agenda. The Board may refer such a matter to the Superintendent or designee or take it under advisement, but shall not take action at that time. Comments will be accepted during this time concerning any action item on the agenda. The Board will consider all comments prior to taking action on the item as listed on the agenda in the Action Item section. (Gov. Sec. 54954.3) Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item (BP 9323).

IV. WORKSHOP

A. Governor's Proposed Budget

B. Board Regulation 3350 Travel Expenses

C. Board Bylaw 9240 Board Training

D. Board Policy 3300 Expenditures and Purchases

E. Board Bylaw 9250 Remuneration, Reimbursement and other Benefits

1. Life Insurance for Board Members

V. ADJOURNMENT

WORKSHOP

Regulation 3350: Travel Expenses

Status: ADOPTED

Original Adopted Date: 04/07/2004 | Last Revised Date: 06/19/2018

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.

An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

Expenses approved by the Superintendent for reimbursement shall be actual, usual and necessary to the conduct of school business.

1. Meals: Meals will be reimbursed based on the per diem amount specified below. No reimbursements will be made for meals when they are included in the cost of registration.

For approved travel, prior to employee departure and upon completing required travel forms, employees will be provided with a check totaling up to \$50.00-\$60.00 per day (depending on the county, see Tier information below) for meals based on the following rates and times:

Meal Time* Per Diem-Tier I** Per Diem-Tier II

Breakfast 6:00 am - 10:59 am \$11.00 \$13.00

Lunch 11:00 am - 3:59 pm \$14.00 \$17.00

Dinner 4:00 pm - 9:00 pm \$25.00 \$30.00

* Per IRS Regulations, meals that are reimbursed when there is no overnight stay will be taxable as wages (i.e. payroll) and subject to state and federal taxes.

** Including Tax and Tip, Tier I is for the following counties: all counties not listed in Tier II.

Including Tax and Tip, Tier II is for the following counties: Orange, Los Angeles, Monterey, San Francisco, Alameda, Santa Clara, San Mateo, Marin, Napa, San Diego, and Santa Barbara, or with Superintendent approval.

2. Lodging: Lodging will be reimbursed at the per diem rate of \$175 per night and \$225 if in Southern California or coastal areas. Receipts are required.

The maximum rate may be exceeded with prior Superintendent approval for conference hotels or based on extenuating circumstances.

If traveling with a group of greater than 3 employees, a District approved travel agency may be used for lodging reservations for one event, if that travel agency accepts purchase orders as a form of payment.

In the event an employee cannot attend a conference and said employee fails to cancel his/her reservation/registration or secure an approved alternate, the employee will be responsible for reimbursing the district for any expenses incurred as a result of his/her absence. Under extenuating circumstances, this may be waived with Superintendent approval.

3. Mileage:

A district vehicle or mileage reimbursement will be provided for approved travel in the following order:

i. A district vehicle will be provided for travel when possible.

ii. In the event that a district vehicle is not available,

a. Carpooling will be coordinated if there is more than one person traveling to the same location to ensure the least amount of trips

b. If an employee chooses to make other arrangements (i.e. take own vehicle instead of carpooling) that would incur additional expense to the district, employee will only be reimbursed up to mileage for one way.

c. If an employee is required to use his/her own vehicle, employee will be reimbursed for all miles driven for District business.

Mileage reimbursement for use of personal vehicles used for district related travel outside of the district boundaries will be paid at the current IRS rate per mile. Mileage is applied from the work site or from home, whichever is closer to the destination.

4. Common Carrier: The actual cost of common carrier round trip fare will be reimbursed upon submission of receipt.

5. Miscellaneous Travel Expenses: Travel expenses essential to official district business are reimbursable when reasonably incurred and submitted with valid, original, itemized, receipts. Allowable expenses include, but are not limited to, transportation costs, parking fees, bridge or road tolls, cab fare, car rental, registration fees for seminars and conferences, and other necessary incidental expenses.

6. Personal Expenses: Certain travel expenses are considered personal expenses which are not essential to district business. These personal expenses are "Non-Reimbursable Expenses." These type of expenditures include: alcoholic beverages; meal or travel expenses for guests, spouses, or friends who are accompanying the employee on district-related business; entertainment; transportation to or from places of entertainment; laundry; personal phone calls; or personal losses or traffic violation fees incurred while on district business.

The Superintendent is directed to establish regulations for implementing this policy and is authorized to perform all powers authorized under Education Code 44032 so long as expended funds do not exceed those previously budgeted for those purposes by the Governing Board.

Travel costs and expenses will be reimbursed based upon a claim form submitted by the employee. Claims shall be submitted on the form provided by the district and submitted within one month after incurring the expenses.

All claims for reimbursement shall be supported by the actual receipts, except meal reimbursements which will be as specified in item 1 above.

(cf. 9240 - Board Development)

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

**Board Policy Manual
Gustine Unified School District**

Bylaw 9240: Board Training

Status: ADOPTED

Original Adopted Date: 03/14/2018

The Governing Board believes that the Board's ability to effectively and responsibly govern the district is essential to promoting student achievement, building positive community relations, and protecting the public interest in district schools. Board members shall be provided sufficient opportunities for professional development that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardmanship skills.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

The Board and/or the Superintendent or designee shall provide an orientation to newly elected or appointed Board members which includes comprehensive information regarding Board roles, policies, and procedures and the district's vision and goals, operations, and current challenges. Throughout their first term, Board members shall continue to participate in additional educational opportunities designed to assist them in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, labor relations, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with law.

(cf. 9230 - Orientation)

All Board members are encouraged to continuously participate in advanced training offered by the California School Boards Association in order to reinforce boardmanship skills and build knowledge related to key education issues. Such activities may include online courses, webinars, webcasts, and in-person attendance at workshops and conferences. In addition, workshops and consultations may be held within the district on issues that involve the entire governance team.

Funds for board training shall be budgeted annually for the Board and each Board member. In selecting appropriate activities, the Board and/or individual Board members shall consider activities that are aligned with the district's vision and goals and the needs of the Board or individual member to obtain specific knowledge and skills. The Board shall annually develop a board training calendar in order to schedule and track board training activities and to schedule opportunities for Board members to report on the activities in which they participated.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 3100 - Budget)

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

Board members may attend a conference or similar public gathering with other Board members and/or with the Superintendent or designee in order to develop common knowledge and understanding of an issue or engage in team-building exercises. In such cases, a majority of the Board members shall not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the district's jurisdiction, so as not to violate the Brown Act open meeting laws pursuant to Government Code 54952.2.

(cf. 9320 - Meetings and Notices)

Board members shall report to the Board, orally or in writing, on the board training activities they attend, for the purpose of sharing the acquired knowledge or skills with the full Board and enlarging the benefit of the activity to the Board and district.

**Board Policy Manual
Gustine Unified School District**

Status: ADOPTED

Policy 3300: Expenditures And Purchases

Original Adopted Date: 09/29/2010 | **Last Revised Date:** 03/10/2021 | **Last Reviewed Date:** 03/10/2021

The Governing Board recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds. In order to best serve district interests, the Superintendent or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the district receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

(cf. 3000 - Concepts and Roles)

(cf. 3100 - Budget)

(cf. 3350 - Travel Expenses)

(cf. 3400 - Management of District Assets/Accounts)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9270 - Conflict of Interest)

Expending Authority

The Superintendent or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required. The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

The Board shall review all transactions entered into by the Superintendent or designee on behalf of the Board every 60 days. (Education Code 17605)

The Superintendent or designee may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Board.

(cf. 3110 - Transfer of Funds)

District funds shall not be expended for the purchase of alcoholic beverages. (Education Code 32435)

Purchasing Procedures

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings.

The Superintendent will bring to the Board of Education for prior approval all purchases in excess of \$5,000.00 that were not identified in the adopted budget or school site plans for that fiscal year.

(cf. 3314.2 - Revolving Funds)

(cf. 3440 - Inventories)

(cf. 3511.1 - Integrated Waste Management)

All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

Bylaw 9250: Remuneration, Reimbursement And Other Benefits

Status: ADOPTED

Original Adopted Date: 09/29/2010

Remuneration

Each member of the Governing Board may receive the monthly compensation or Health and Welfare benefits as provided for in law.

On an annual basis, the Board may increase the compensation of Board members beyond the limit delineated in Education Code 35120 in an amount not to exceed five percent based on the present monthly rate of compensation. Any increase made pursuant to this section shall be effective upon approval by the Board. (Education Code 35120)

Board members are not required to accept payment for meetings attended.

If a member does not attend all Board meetings during the month, he/she is eligible to receive a percentage of the monthly compensation equal to the percentage of meetings attended unless otherwise authorized by the Board in accordance with law. (Education Code 35120)

A member may be paid for meetings he/she missed when the Board, by resolution, finds that he/she was performing designated services for the district at the time of the meeting or that he/she was absent because of illness, jury duty or a hardship deemed acceptable by the Board. (Education Code 35120)

In order to receive compensation for attending any Board meeting, Board members shall be present for at least _____ percent of the meeting time.

Reimbursement of Expenses

Board members shall be reimbursed for traveling expenses incurred when authorized in advance by the Board. (Education Code 35044)

(cf. 9240 - Board Development)

The rate of reimbursement shall be the same rate specified for district personnel.

(cf. 3350 - Travel Expenses)

Board members may use district-issued credit cards while on official district business. Under no circumstances may personal expenses be charged on district credit cards.

Board members may participate in the health and welfare benefits program provided for district employees.

Health and welfare benefits for Board members shall be no greater than that received by district's nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

The district shall pay the cost of all premiums required for Board members electing to participate in the district health and welfare benefits program to the same extent that the district pays premiums for district staff in accordance with Government Code 53208.5.

Health and welfare benefits provided to Board members shall be extended at the same level to their spouses, dependent children under the age of 21, dependent children under the age of 25 who are full-time students at a college or university, and dependent children regardless of age who are physically or mentally incapacitated.

Retired Board members may participate in the health and welfare benefits program provided for district employees under the conditions specified below.

Health and welfare benefits for retired Board members shall be no greater than that received by district nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

Any former member whose first term of office began on or after January 1, 1995, and any other member retiring from the Board after at least one term, may continue the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

Because the district did not pay health and welfare benefits for retired Board members before January 1, 1994, any former member retiring from the Board after at least one term may continue the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)