

**MONTECITO UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES MEETING  
Board Meeting Minutes  
April 19, 2022**

Present: Ms. Susannah Osley, President, Mr. Peter van Duinwyk, Vice President, Ms. Kim Crail, Member, Mrs. Jacqueline Duran, Member and, Mrs. Jessica Smith, Member.

Staff Present: Mr. Anthony Ranii, Superintendent, Ms. Virginia Alvarez, Chief Business Official, and Mrs. Autumn Noe, Executive Assistant.

**Call to Order**

Board President, Ms. Susannah Osley called the meeting to order at 3:30 p.m.

**Approval of Agenda**

Mrs. Jessica Smith made the motion to approve the Agenda. Mrs. Jacqueline Duran seconded. Motion carried 5-0, members: Crail, Duran, Osley, Smith, and van Duinwyk.

**Public Comment on Closed Session Items**

There was no public comment.

**Closed Session**

Board President, Ms. Susannah Osley reported that the Board would be going into Closed Session.

Conference with Labor Negotiator (Government Code §54957.6) Agency Designated Representative: Anthony Ranii, Superintendent Employee Organization: Montecito Teachers' Association

Conference with Labor Negotiator (Government Code §54957.6) Agency Designated Representative: Susannah Osley Board President Unrepresented Employee: Superintendent

Conference with Labor Negotiator (Government Code §54957.6) Agency Designated Representative: Anthony Ranii, Superintendent Unrepresented Employees: Chief Business Official, Principal, and Assistant Principal

Conference with Labor Negotiator (Government Code §54957.6) Agency Designated Representative: Anthony Ranii, Superintendent Unrepresented Employees: Classified Staff

Public Employee Performance Evaluation: Superintendent's Goals 2021-2022 (Government Code Section 54957), Title: Superintendent

**Reconvene to Open Session**

**Report Out of Closed Session**

The Board reconvened to Open Session and Ms. Susannah Osley reported that there was no action taken in Closed Session.

**Opening Business**

**Public Comment for Items Not on the Agenda**

There was no public comment.

**Public Comment on Closed Session Items scheduled at 7:45 p.m.**

There was no public comment on Closed Session Items scheduled at 7:45 p.m.

## **Correspondence**

There was no correspondence reported.

## **Montecito Union School Foundation Presidential Report**

Mr. Anthony Ranii read a written Montecito Union School Foundation report from Mrs. Tara Fergusson as she was not able to be present.

## **COVID 19: Update**

Mr. Anthony Ranii reported that there has been an uptick of positives and that there has been one classroom exposure with no additional positives. He also reported that the positive cases for the south region, which includes Montecito have been lower.

***Strategic Initiative #1A: Academic Excellence and Whole-Child Success (Design and implement a Multi-Tiered System of Support that provides intervention, enrichment, and differentiation to meet the diverse needs of ALL students.)***

## **Building D and E and Temporary Classroom Updates**

Mr. Anthony Ranii reported that the District has submitted the draft contract to legal representatives and as soon as the review is completed the contract will be given to ECG for final signatures. He explained for organizational purposes the project will be broken down into four phases: Phase 1: Temporary Classrooms, Phase 2: Building D, Phase 3: Building D Elevators, and Phase 4: Building E. He explained that with the elevator portion of the project that they will be submitted separately for DSA approval as there is a 6–8-month lead time on receiving elevators and the delivery of the elevators would not hold the project back if separated. He also explained that Southern California Edison has been reportedly slow in processing work and a dry utility company is looking to be hired in order to expedite the process. Mr. Anthony Ranii also reported that they have secured off site storage rentals, looking to create additional on-site storage, and preparing to support teachers with packing and moving to temporary classrooms.

Ms. Susannah Osley spoke to the 4 different phases and whether or not there would be an issue with the elevators not being completed.

## **Building D Windows and Doors Phase 2**

Mr. Anthony Ranii explained to the Board that there was bid award issued on Monday, April 11<sup>th</sup> to EJS for the Windows and Doors Phase 2 project. The windows are custom ordered and will take several months to build, originally the plan was to complete this project before the start of the Building D renovation, however the crews will be working simultaneously.

## **Library HVAC Update**

Mr. Anthony Ranii explained that the Notice of Intent to Award the bid was issued to Quinn Con. on Friday, April 8<sup>th</sup> for the library HVAC project. This project is planned to be completed before the start of the 2022-2023 school year, however that is contingent upon the availability of the HVAC units.

## **Nature Lab Updates**

Mr. Anthony Ranii gave the Board an update to the work being done at the Nature Lab. The two rented storage containers were removed from the property and the one owned by the District was moved against the southern fence. The tower gardens were moved in a place selected by 6<sup>th</sup> grade students due to the data of their sun and shade studies. An electrical company has been procured to provide the electricity needed for the gardens and the facility crew dug the trenches and prepped for the work to be done. He also reported that the back check appointment with the Department of State Architects has been scheduled for the Outdoor Learning Pavilion. Once there is DSA approval, this project will go out to bid, the funding for this project is planned from the Montecito Union School Foundation.

Ms. Susannah Osley inquired as to the Outdoor Learning Pavilion and the process for going out to bid even though it is funded by the Montecito Union School Foundation.

***Strategic Initiative #5. Staff Support (Attract, retain, and support high-quality staff as an integral part of our success. Promote staff growth in all job categories through varied and differentiated professional development consistent with high standards of excellence. Nurture a culture of inclusiveness, wellness, and balance.)***

#### **Update: Classroom Configurations**

Mr. Anthony Ranii explained that with planning the classroom configurations the numbers have changed significantly several times. He presented the student numbers for the 2022-2023 school year with the numbers of students known to be returning and the second number with possible adds and drops. At the time of the presentation, there were only 4-5 Transitional Kindergarten students, which is surprisingly low with the newly extended birth dates. He reported that the kindergarten signups are still on the lower end with 42 students and three classrooms planned. He explained the other unknown is with 6<sup>th</sup> grade families still trying to commit to attend middle school. He reminded the Board that they approved 22 classrooms with the ability for administration to add a class if it is required. He reported that they do not feel that they need to add a class, but are prepared to do so if the numbers change.

Ms. Susannah Osley inquired to the hiring of a 23<sup>rd</sup> teacher and whether or not a specialist could be utilized depending on the timing. She also asked about Transitional Kindergartners utilizing neighboring schools and the sharing of services. Mrs. Jacqueline Duran inquired about Transitional Kindergarten information on the school website and whether or not the broader community is aware of the extended birth dates.

***Strategic Initiative #6. Financial Sustainability (Ensure financial sustainability now and into the future through intentional spending and the building of reserves over time.)***

#### **Update on Building D and E Financing to Date**

Ms. Virginia Alvarez gave the Board an update to the Building D and E renovation costs. She reviewed with the Board that they authorized herself and Mr. Anthony Ranii to continue working with KNN Public Finance, to send out Requests for Proposals (RFP) to private lenders, and to work with legal counsel to move forward with the lending process. She also presented a timeline of the process and a summary of progress to date. She reported that there were 7 proposals submitted and with the assistance of the Finance Subcommittee the recommendation was to move forward with the lender Webster Bank. She explained that the Board will finalize the financing and sign loan documents at the May 17<sup>th</sup> board meeting. If the loan processing goes according to the timeline, the transaction closing date will be June 7<sup>th</sup> and the funds will be deposited at the Santa Barbara County Treasury with access through the existing process of the Santa Barbara County Education Office.

#### **Agreement for Municipal Advisory Services with KNN Public Finance**

Ms. Virginia Alvarez presented an updated agreement for municipal advisory services between KNN Public Finance and Montecito Union School District. She explained that the contract includes a one-time fee of \$50,000 for services provided for the issuance of certificates of participation for the lease financing of \$7,500,000 to be used towards the costs of the renovation of Buildings D and E. She also explained that this includes the annual continuing disclosure obligation of the existing bond of a flat annual fee of \$5,000.

Mr. Peter van Duinwyk asked if there could be the possibility of drafting these fees from the \$7.5 million instead of the General Fund.

Mr. Peter van Duinwyk made the motion for the Approval of the Agreement for Municipal Advisory Services with KNN Public Finance. Mrs. Jacqueline Duran seconded. Motion carried 5-0, members: Crail, Duran, Osley, Smith, and van Duinwyk.

#### **Agreement for Legal Counsel Relating to Non-Voter-Approved Debt**

Ms. Virginia Alvarez presented the agreement for Stradling Yocca Carlson & Rauth, a professional corporation for legal services relating to lease financing for a loan of \$7,500,000 towards the renovations of Buildings D and E costs. She explained that Mr. David Casnocha is the attorney to provide legal counsel in order that the District is compliant with applicable laws and regulations as well as preparing the required documents and legal matters relating to the process.

Ms. Kim Crail made the motion for to Approve the Contract Representing a One Time Fee of \$50,000 for Legal Counsel Related Issuance of Certificates of Participation for the Lease Financing of \$7,500,000 to be used Towards the Costs of the Renovations of Building D and E. Mrs. Jessica Smith seconded. Motion carried 5-0, members: Crail, Duran, Osley, Smith, and van Duinwyk.

#### **Approval of Project Manager for Building D and E Renovation Including Temporary Housing, Building D Windows and Doors Phase 2, and Library HVAC**

Mr. Anthony Ranii explained that the District has three facility projects in process: Renovation of Buildings D and E and the Temporary Housing, the Library HVAC Replacement, and Building D Windows and Doors Phase 2. Ms. Virginia Alvarez made the recommendation of Leach Group, Inc., Mr. Brandon Leach to be contracted for the project manager for all three facility projects as well as the Department of State Architects (DSA) inspector on the projects.

Ms. Kim Crail made the motion to Approve Leach Group, Inc. for Project Manager Services for Building D and E Renovation and Temporary Housing, Project Manager for Library HVAC Replacement, and Project Manager for Building D Windows and Doors Phase II. Mrs. Jacqueline Duran seconded. Motion carried 5-0, members: Crail, Duran, Osley, Smith, and van Duinwyk.

#### **Approval of DSA Inspection for Library HVAC Replacement**

Mr. Peter van Duinwyk made the motion to approve DSA Inspection for the Library HVAC Replacement with Leach Group, Inc., Mr. Brandon Leach. Mrs. Jessica Smith seconded. Motion carried 5-0, members: Crail, Duran, Osley, Smith, and van Duinwyk.

#### **Approval of DSA Inspection for Building D Windows and Doors Phase II**

Mr. Peter van Duinwyk made the motion of Approval of DSA Inspection for Building D Windows and Doors Phase II with Leach Group, Inc., Mr. Brandon Leach. Mrs. Jacqueline Duran second. Motion carried 5-0, members: Crail, Duran, Osley, Smith, and van Duinwyk.

#### **Approval of DSA Inspection for Temporary Housing**

Mrs. Jessica Smith made the motion to approve the DSA Inspection for Temporary Housing with Leach Group, Inc., Mr. Brandon Leach. Ms. Kim Crail seconded. Motion carried 5-0, members: Crail, Duran, Osley, Smith, and van Duinwyk.

#### **2022-2023 Proposed Budget - Draft #1/Study Session**

Ms. Virginia Alvarez presented Draft #1 of the proposed budget for the 2022-2023 school year and explained the steps in the budget process; the April and May board meetings allows for the budget to be studied in detail and includes any input provided by the Board before the approval of the budget at the June 7<sup>th</sup> Board Meeting. She explained the steps in the budget development process and what it includes, while also discussing the variables in the budget development and presented a department-by-department breakdown and comparison of changes from 2021/2022 through 2022-2023. She discussed the 2022-2023 Governor's Budget Proposal and presented highlights of the proposed budget

and items that apply to Montecito Union School District. She also reviewed the reliance on property taxes even though the projected property tax revenue was not as high as anticipated. The Budget presented, reflected a projected enrollment of 23 classrooms, 371 students, and an average class size of 15.08. She went over in detail the planned expenditure projections. She reminded the Board that the variables in budget development that are unknown are; are actual property tax revenue allocations, assumptions based on current State budget proposals, rates for statutory benefits, health insurance rates, and utilities cost increase for the upcoming year. She also mentioned that there is a proposal to increase special education funding through the state and she is waiting to hear what will be planned. Student field trips are reinstated for next year and the cost was reflected in the draft budget. Ms. Alvarez also went over the revenue sources and analysis; the 2021-2022 budget, 2022-2023 proposed budget, and the differences between the two. She also highlighted the projected loan payment which will be reflected in the budget. Draft #2 will be presented at the May board meeting.

The Board expressed appreciation for the thorough explanation of the budget.

#### **Update: Universal Transitional Kindergarten Funding for Community Funded Districts**

Mr. Anthony Ranii gave the Board an update to the work that has been being done on behalf of securing additional funding for transitional kindergarten for community funded schools. He explained that they do not think they will see changes in the Governor's May Revision; however, they have not given up on lobbying the Governor directly.

#### **Local Control Accountability Plan: Draft Goals and First Draft (incomplete)**

Mr. Anthony Ranii presented the Local Control Accountability Plan and explained that it was a draft version that was still incomplete because not all expenditures for the year have been made, not all assessments have been given to students, and because of these two reasons it is not possible for a full analysis of the plan to be made. He reported that at the May board meeting additional information and data will be added to the draft.

#### **Ratification of Settlement Agreement and Mutual General Release - Dahl Air Conditioning**

Ms. Virginia Alvarez explained to the Board that in 2020 the District was contacted by an attorney that represented Dahl Air Conditioning Inc. that there was an outstanding invoice of work completed in 2017, 2018, and 2019 on the library's HVAC system. The District provided the attorney with information that the district had not been billed for the stated service and provided back up of invoices paid that and this appeared to be a duplicative invoice. She then explained in February of 2022 Vericore, a collections agency representing Dahl was requesting a payment of \$11,066.66. After many hours spent on this claim and upon advice from the District's legal counsel, it was deemed more cost effective to settle the claim based on the inability of either party to clearly demonstrate its case and that no pre-approval was obtained for this service. She reassured the Board that pre-approval for services and purchases requires two administrators' signatures one of which has to be either the Superintendent or the Chief Business Official and other internal controls have been reinforced for this not to happen again.

Ms. Kim Crail made the motion to Ratify the Settlement Agreement and Mutual General Release with Dahl Air Conditioning. Mr. Peter van Duinwyk seconded. Motion carried 5-0, members: Crail, Duran, Osley, Smith, and van Duinwyk.

#### **Declaration of Need for Fully Qualified Educators (CL-500) for 2022-2023**

Ms. Virginia Alvarez explained that the Declaration of Need must be submitted annually to the California Commission on Teacher Credentialing, by school districts who anticipate employing teachers who are not fully credentialed in the area assigned, including CLAD/BCLAD and limited assignments in general education and special education. She reported that Montecito Union School does not anticipate hiring

any teachers or long-term substitutes that are not fully credentialed and plans on using this requirement to fill day to day on call substitutes.

Mr. Peter van Duinwyk made the motion to Approve the Declaration of Need for Fully Qualified Educators (CL-500) for 2022-2023. Mrs. Jacqueline Duran seconded. Motion carried 5-0, members: Crail, Duran, Osley, Smith, and van Duinwyk.

## **Governance**

### **School Breakfast and Lunch Update**

Mr. Anthony Ranii reported that he presented information regarding the School Breakfast and Lunch Program, "Free Lunch for All" initiative, but wanted to continue to update the Board. He explained that it is not a requirement to create a Request for Proposals, however created a Request for Qualifications. He also reported that currently there is a waiver in order to serve "breakfast" at 10:15am however for the 2022-2023 school year it would need to be in compliance and be served before school started. He also gave the Board an update as to people that are of interest to submit applications.

### **Approval of New, Amended, and Eliminated Board Policies, Administrative Regulations, and Board Bylaws**

Mr. Anthony Ranii expressed his gratitude for the committee board members that review the policies prior to Board approval. He explained that there were no substantive changes to the policies.

Mrs. Jessica Smith made the motion to approve the New, Amended, and Eliminated Board Policies, Administrative Regulations, and Board Bylaws. Ms. Kim Crail seconded. Motion carried 5-0, members: Crail, Duran, Osley, Smith, and van Duinwyk.

### **Superintendent's Report**

Mr. Anthony Ranii expressed his gratitude for working with the Montecito Teachers' Association, he explained that it has not been easy, however everyone is professional and bring creative ideas. He also reported on STEAM Night 2; it was started earlier in the evening, and it was more inclusive of families working together at the stations.

### **Board Reports**

Mrs. Jessica Smith reported that the Montecito Union School Foundation had their budget meeting and are working on the slate of officers for next year. Their focus is currently working on planning the Gala, which is planned for the evening of May 14th.

## **Consent Agenda**

Regular Board Meeting Minutes - March 15, 2022  
Special Board Meeting Minutes - March 31, 2022  
Warrants (March 8, 2022 - April 5, 2022)  
Personnel Action Items  
Quarterly Report Williams/Valenzuela Uniform Complaints – Q1

Mr. Peter van Duinwyk made the motion to approve the Consent Agenda. Mrs. Jessica Smith seconded. Motion carried 5-0, members: Crail, Duran, Osley, Smith, and van Duinwyk.

### **Suggested Agenda Items for Future Board Meetings and Board Business**

Ms. Virginia Alvarez explained that a special board meeting for the budget public hearing would need to be held before the planned June board meeting. The Board agreed to June 1<sup>st</sup> at 3:30 p.m.

Recognition of Retirees at Montecito Union School

2022-2023 Proposed Budget - Draft #2  
Local Control Accountability Plan (LCAP)  
Resolution: Authorization to Teach Outside Credential  
SBCSELPA Local Plan Joint Exercise of Powers Agreement  
Santa Barbara County Expulsion Plan  
Science Classified Instructional Assistant Position  
Notice of Completion for the Solar Project

### **Board Evaluation of the Meeting**

The Board discussed the timeliness of the meeting.

### **Closed Session**

#### **Public Comment on Closed Session Items**

There was no comment on closed session items.

Conference with Labor Negotiator (Government Code §54957.6) Agency Designated Representative: Anthony Ranii, Superintendent Employee Organization: Montecito Teachers' Association

Conference with Labor Negotiator (Government Code §54957.6) Agency Designated Representative: Susannah Osley Board President Unrepresented Employee: Superintendent

Conference with Labor Negotiator (Government Code §54957.6) Agency Designated Representative: Anthony Ranii, Superintendent Unrepresented Employees: Chief Business Official, Principal, and Assistant Principal

Conference with Labor Negotiator (Government Code §54957.6) Agency Designated Representative: Anthony Ranii, Superintendent Unrepresented Employees: Classified Staff

Public Employee Performance Evaluation: Superintendent's Goals 2021-2022 (Government Code Section 54957), Title: Superintendent

### **Reconvene to Open Session**


#### **Report Out of Closed Session**

The Board reconvened to Open Session and Ms. Susannah Osley reported that there was no action taken in Closed Session.

### **Adjournment**

Mr. Peter van Duinwyk made the motion to adjourn the meeting at 8:15 p.m. Mrs. Jacqueline Duran seconded. Motion carried 5-0, members: Crail, Duran, Osley, Smith, and van Duinwyk.

Respectfully submitted,



Mr. Peter van Duinwyk  
Board Vice-President