Agenda for Regular Board of Education Meeting

SANTA BARBARA HIGH SCHOOL DISTRICT
Thursday, April 19, 1962, 4:00 p.m.

1 GENERAL FUNCTIONS

1.1 Call to Order
1.2 Roll Call
1.3 Minutes
1.4 Welcome to Guests
1.5 Hearing of Citizens and Petitions
1.6 Communications
1.7 Adoption of Resolution re. Public Schools Week
   (please see 1.7, Elementary District Agenda)

2 PERSONNEL

2.1 Certificated Personnel Assignments (please see 2.1, Elementary District Agenda)

2.2 Establishment of Position of Business Manager, Student Finance, City College:
   In order to improve the organization of Santa Barbara City College, and upon
   the recommendation of Mr. Cosand and Mr. White, the Superintendent recom-
   mends establishment of the classified position of Business Manager, Student
   Finance, Santa Barbara City College, effective July 1, 1962, at a classification
   of Range 20 on the present classified salary schedule, salary $531. - $646. a
   calendar month (12 months' assignment).

2.a Classified Personnel Assignments (please see 2.a, Elementary District Agenda)

3 CURRICULUM AND INSTRUCTION

3.1 Approval of Summer Session Programs: The Superintendent recommends
   approval of the conduct of the following summer sessions for the six-weeks' period
   June 18 - July 27, 1962, in accordance with details as outlined:

   Lawrence M. Parma School (please see 3.1, Elementary District Agenda)

   High School Summer Session (please see details of supplemental report)
   The Superintendent calls the Board's attention to the three classes
   recommended for 7th and 8th grade students. These classes, which will
be held at Santa Barbara Junior High School, are being offered on an experimental basis for 7th and 8th grade students. They will be under the administration of the High School Summer Session, and will be subject to the same general administrative procedures. Recommendations on staff will be presented at a later Board meeting. 

City College (please see details of supplemental report)

Note: Recommendations on hourly salary rates for summer school teachers will be presented to the Board at a subsequent meeting.

3.2 Applications for National Defense Education Act Funds: The Superintendent recommends authorization to make the following applications for NDEA funds for the City College for the 1962-1963 school year. District funds required will be appropriated from the Special Reserve Fund for the City College, and no net additional expenditure of District funds is anticipated because of the qualification for NDEA funds.

<table>
<thead>
<tr>
<th>Project</th>
<th>Total Proposed Expenditure</th>
<th>Proposed School District Expenditure</th>
<th>NDEA Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title III:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Science: Equipment for General Zoology, Botany, General Biology, Marine Biology, Anatomy, Physiology</td>
<td>$2708.00</td>
<td>$1354.00</td>
<td>$1354.00</td>
</tr>
<tr>
<td>B Mathematics: Machine calculator for mathematical problems</td>
<td>500.00</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td>C Foreign Language: Laboratory equipment</td>
<td>2330.00</td>
<td>1165.00</td>
<td>1165.00</td>
</tr>
<tr>
<td>D Science: Chemistry equipment</td>
<td>2024.50</td>
<td>1012.25</td>
<td>1012.25</td>
</tr>
<tr>
<td>E Science: Equipment for Physics instruction</td>
<td>1328.45</td>
<td>664.23</td>
<td>664.22</td>
</tr>
<tr>
<td>F Science: Supplemental equipment for Basic Geology course</td>
<td>2776.45</td>
<td>1388.23</td>
<td>1388.22</td>
</tr>
<tr>
<td><strong>Total, Title III</strong></td>
<td>($11,667.40)</td>
<td>($5833.71)</td>
<td>($5833.69)</td>
</tr>
</tbody>
</table>
Title VIII

G. Business Education
Equipment for shorthand instructional laboratory

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>School District</th>
<th>NDEA Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,845.00</td>
<td>$922.50</td>
<td>$922.50</td>
</tr>
</tbody>
</table>

Totals for instructional projects

|                | $13,512.40 | $6,756.21       | $6,756.19  |

4. SCHOOL PLANTS AND PROPERTY

4.1 Agreements with Architects: At its last meeting, the Board of Education retained the following architects for services on the projects noted below, and authorized Mr. Browne to proceed with contract negotiations. The Superintendent recommends the Board approve the form of agreement to be presented by Mr. Browne, and authorize him to sign said contracts on behalf of the Board:

Noel D. Cooke, Architect on Portable Classrooms -- fee of 3-1/2%

Serifo John Menegon, Architect on Multi-use Building at Santa Barbara Junior High School -- fee of 8%

Note: Mr. Menegon has agreed to use Flambert and Flambert, Food Service Specialists, as consultant on food service planning at Santa Barbara Junior High School at no cost to the School District.

4.2 Retention of Architect for Improvements at Santa Barbara High School:
It is hoped that the Board will take action at this meeting to retain an architect for anticipated improvements at Santa Barbara High School since the proposed additional classrooms will be urgently needed by September, 1963.

The Superintendent recommends that consideration be given the appointment of Arendt, Mosher, and Grant as Architect for this project since this firm is familiar with the general situation at the High School due to the fact that it provided architectural services for the recent modernization project and the new classroom building.

The recently approved bond building program includes the following projects at Santa Barbara High School:

- New cafeteria - instrumental music building;
- New library and instructional materials building;
- Alteration of present Industrial Arts building;
- Modernization of Auditorium stage and fly gallery;

(continued on page 4)
Improvement and alteration of girls' physical education facilities; Remodeling of present library and cafeteria areas for classroom use.

4.3 Retention of Architect for Improvements at La Cumbre Junior High School: The Superintendent also recommends that the Board give consideration to the appointment of Frederick Noel, A.I.A., as architect for major bond building fund improvements at La Cumbre Junior High School; and authorize Mr. Browne to proceed with contract negotiations. Improvements at this school include:

- Rehabilitation and modernization of remainder of main building;
- Improvement of the cafeteria;
- New physical education activities room.

4.4 Authorization to Employ Appraisers: The Superintendent recommends that the Board give consideration to the employment of appraisers to appraise the value of the following properties:

- 70-acre site for future junior and senior high schools, Glen Annie Canyon;
- Riviera Campus;
- Present Administration Center property.

5 BUSINESS AND FINANCE

5.1 Acceptance of Bids on Warehouse Stock (please see 5.1, Elementary Agenda)

5.2 Transfer of Funds from Undistributed Reserve: The Superintendent recommends that the County Superintendent of Schools and County Auditor be requested to transfer the sum of $25,000 from the Undistributed Reserve to budget classification V - Maintenance, in the budget of the Santa Barbara High School District for 1961-1962. Mr. Browne will discuss further details at the meeting.

5.a Purchase Order Report (please see 5.a, Elementary District Agenda)

5.b Payment of Claims (please see 5.b, Elementary District Agenda)

5.c Financial Statements, March 31, 1962 (please see 5.c, Elementary Agenda)

6 PUPIL PERSONNEL

6.1 Report re. Attendance Area Problems: Last spring the Board made certain changes in junior high and senior high school attendance areas after careful study on the part of the administration. At that time it was the understanding...
of both the Board and the staff that the recommended changes had been analyzed from the standpoint of obviating the need for annual changes in boundary lines prior to the establishment of new schools.

Existing attendance areas for junior and senior high schools have been studied again this spring on the basis of enrollment expectancies for next year, and the anticipated availability of a 4th junior high school by September, 1963. It is the intent of the administration that the present attendance areas will prevail for 1962-1963, and that transfers among schools will be permitted only for those students who qualify on the basis of present regulations regarding inter- and intra-school transfers.

The Superintendent will discuss the general situation at the Board meeting.

7 COMMUNITY RELATIONS

7.1 Rules, Regulations, and Fee Schedule re. Civic Center Use of School Property (please see 7.1, Elementary District Agenda)

7.2 Name of New Junior High School: At its last meeting, the Board of Education signified its intention of naming the new junior high school on Patterson Avenue the GOLETA VALLEY JUNIOR HIGH SCHOOL, and continued final decision to this Board meeting to give interested persons the opportunity to react to this proposed name. We have received no adverse reactions, and the Superintendent recommends that the Board take action at this meeting to name the new junior high school the Goleta Valley Junior High School.

7.3 Application for NDEA Funds for City College Student Loan Program: The Superintendent recommends that Joseph P. Cosand, President of Santa Barbara City College, be authorized to apply for NDEA (Title II) funds in the amount of $10,800, for a student loan program at the City College.

No District funds are required. The City College must contribute $1,200., and this amount has already been raised by the students through a candy sale. Attached is further information, and Mrs. Marie Lantagne, Dean of Student Personnel, will attend the Board meeting to answer further questions.

8 ADJOURNMENT

S/gmb
1 GENERAL FUNCTIONS

1.1 Call to Order
1.2 Roll Call
1.3 Minutes
1.4 Welcome to Guests and Staff Members
1.5 Hearing of Citizens and Petitions
1.6 Communications

1.7 Resolution re. Public Schools Week:
The Superintendent recommends adoption of the attached form of resolution which has been prepared for the Board's consideration in connection with Public Schools Week which will be held this year the week of April 29 - May 4.

Mr. Roy H. Ellis, Chairman of Public Schools Week Committee for the sponsoring Masonic Bodies, will be present at the Board meeting to outline plans for observing this important observance in the Santa Barbara and Carpinteria areas.

2 PERSONNEL

2.1 Certificated Personnel Assignments: The Superintendent recommends authorization and/or ratification of changes in certificated personnel assignments in accordance with details of supplemental report 2.1.

2.a Classified Personnel Assignments: The Superintendent recommends authorization and/or ratification of changes in classified personnel assignments in accordance with details of supplemental report 2.a.

3 CURRICULUM INSTRUCTION

3.1 Summer Session, Lawrence M. Parma School: The Superintendent recommends authorization for conduct of the customary summer session at the Lawrence M. Parma School for the period June 18 - July 27, 1962. Following the successful experience of the last five summers, this summer program will again be a cooperative activity by the Santa Barbara City Schools, the Crippled Children's
Society, and the County Health Department. The daily time schedule will be from 9:00 a.m. - 2:00 p.m., and an enrollment of 20-24 physically handicapped students is expected.

The Superintendent also recommends employment of Mrs. Alice L. Boettner (Elementary District) and William H. Berger (High School District) as teachers for this summer session at total salaries to be based on hourly rates as determined by the Board at a subsequent meeting.

4 SCHOOL PLANTS AND PROPERTY

5 BUSINESS AND FINANCE

5.1 Acceptance of Portion of Bids on Warehouse Stock: The Superintendent recommends acceptance of bids on a portion of the warehouse stock on which advertised bids were opened March 20, 1962, said acceptance to be in accordance with details noted on supplemental report 5.1. Samples of some of the materials on which bids were submitted have not yet been received for testing, and additional recommendations for bid acceptances will be presented at subsequent Board meetings.

5.2 Purchase Order Report: The Superintendent recommends authorization and/or ratification of the purchase of supplies, equipment, and services on purchase orders numbers 666 through 792 in conjunction with the Santa Barbara High School District and in accordance with details of supplemental report 5.a.

5.3 Payment of Claims: The Superintendent recommends authorization and/or ratification of the payment of the following claims in conjunction with the Santa Barbara High School District (please see supplemental report 5.b):

General claims on warrants numbers B-5329 through B-5503
1560 payroll warrants for March, 1962, in amount of $573,351.54

5.4 Financial Statements, March 31, 1962: The Superintendent recommends that General Fund financial statements as of March 31, 1962, in both school districts be received and ordered filed.

6 PUPIL PERSONNEL

6.1 Referral of Accident Claim: A claim in the amount of $16,338.64 has been received on behalf of Richard D. West, a minor six years of age, in connection with an accident near the Wilson School premises on March 13, 1961. The Superintendent recommends that this claim be referred to the Farmers' Insurance Group, the District's liability insurance carrier.
6.2 Inter-District Attendance Agreements: The Superintendent recommends approval of inter-district attendance agreements covering the following students for 1961-1962:

To: Santa Barbara School District
From: Goleta Union School District: Barbara Schlosser, 5th grade
From: Hope School District: Daniel Zoll, 6th grade

7 COMMUNITY RELATIONS

7.1 Rules, Regulations, and Fee Schedule re. Civic Center Uses of School Property: The Education Code provides that the Board of Education shall make all needful rules and regulations on civic center uses of school properties. Because of greatly increased public use of school facilities, it is recommended that certain revisions be made in the present rules and regulations and fee schedule which were adopted by the Board in 1952.

Attachments 7.1 etc. include pertinent Education Code provisions; recommended rules and regulations, application form, and schedule of fees; and general information. The Superintendent recommends that the proposed rules and regulations, application form, and schedule of fees be accepted for first reading.

8 ADJOURNMENT

S/gmb
WHEREAS, free public education is the most important activity in which a
free people can be engaged, for it embodies the heritage and strength of
America; and

WHEREAS, it has never been more important to insure that every child
shall have the opportunity through education to develop his birthright
to the utmost, and to prepare himself for responsible citizenship in
preserving our American heritage and contributing toward our national
growth and stability; and

WHEREAS, education is a cooperative undertaking between the schools and
the community, and a successful program can be developed only when there
is an effective two-way system of understanding and communication
between them; and

WHEREAS, the California Grand Lodge of Masons instituted Public Schools
Week forty-three years ago in order to alert the public to the
importance of and its responsibilities toward public education; and has
proclaimed the week of April 30th through May 4th, 1962, as 1962 Public
Schools Week throughout the State of California;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED that the Board of
Education of the Santa Barbara School District and/or Santa Barbara High
School District urges all citizens to take this special opportunity to
visit the schools and to learn first hand about their operations,
achievements, and needs, in order that they may broaden their under-
standing and appreciation of California public education in general, and
the Santa Barbara City Schools in particular.

Passed and adopted by the Board of Education of the Santa Barbara School
District and/or Santa Barbara High School District, Santa Barbara County,
State of California, this 19th day of April, 1962, by the following votes:

Ayes:

Nays:

Absent:

April 19, 1962
DEFINITION: Under direction, to supervise and be responsible for all activities of the Associated Students' Bookstore; to maintain the financial records for the Associated Students, student clubs and student trusts; and to do other work as assigned.

EXAMPLES OF DUTIES: Formulates policies for bookstore operation, subject to approval by the Bookstore Board of Control; surveys to determine the needs for textbooks and educational supplies for the coming term in the City College; determines types and quantities of merchandise to be sold in the bookstore, in addition to the basic texts; assists in the operation of the bookstore during peak work loads; employs part time help as needed; prepares financial statements for the bookstore and presents the statements to the Bookstore Board of Control; maintains financial records for the Associated Students, including athletics, student clubs and other student trust funds; maintains records of student loans and scholarship grants; processes purchase orders and makes payments; deposits monies and secures necessary change; advises as to proper financial procedures for the sale of school publications, and such activities as caps and gowns, jewelry, sales and graduation announcements; cooperates with the student activities adviser and the chairman of the physical education division in the planning and administration of ticket sales for student body cards, athletic events, dances and other student functions; requests the proper number of police necessary for student functions, including athletic events, and orients them to their duties; keeps all records in such a manner that any student organization can have knowledge of its financial position with a minimum of delay; maintains inventory of Associated Student equipment.

DESERABLE QUALIFICATIONS

Knowledge of: Methods and practices of purchasing school supplies and equipment; modern retail accounting and business procedures and practices; inventory and stock control practices.

Ability to: Efficiently direct the work of a college bookstore; keep journal and ledger accounts; prepare clear and concise financial reports; understand and carry out oral and written directions; establish and maintain working relationships with students, faculty and others.

Experience: Four years of general business experience, including at least two years in a responsible position in the field of retail trade.

Education: Equivalent to graduation from junior college, including courses in accounting and business administration.

SALARY RANGE: The salary for this position will be at Range 20, $531 to $616 per calendar month, on the Classified Salary Schedule.