LAS VIRGENES UNIFIED SCHOOL DISTRICT
4111 LAS VIRGENES ROAD
CALABASAS, CALIFORNIA 91302
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BOARD OF EDUCATION

ANGELA CUTBILL

DALLAS LAWRENCE

LINDA MENGES

LESLI STEIN

MATHY WASSERMAN

DANIEL STEPENOSKY, Ed.D.
SUPERINTENDENT

AGENDA
REORGANIZATIONAL MEETING
DECEMBER 6, 2016

DOCUMENT REQUEST: Upon request, the District shall make available for public inspection all documents relating to an agenda item for open session at the Las Virgenes Unified School District located at 4111 Las Virgenes Road, Calabasas, CA.

AMERICANS WITH DISABILITIES ACT: In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting of the District's governing board, please contact the office of the District Superintendent at (818) 880-4000, Ext. 225. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability. Board meetings are webcast on the Internet at www.lvusd.org. Copies of the agenda are available at 4111 Las Virgenes Road, Calabasas, CA.

TIME: 5:30 P.M.
PLACE: DISTRICT OFFICE

I. CALL TO ORDER
The meeting was called to order at _____P.M.

Board of Education	Arrived	Left	Absent
Angela Cutbill	_____	_____	_____
Dallas Lawrence	_____	_____	_____
Linda Menges	_____	_____	_____
Lesli Stein	_____	_____	_____
Mathy Wasserman	_____	_____	_____
Agoura High School Student Representative			
Haley Marcus (at the dais)	_____	_____	_____
Calabasas High School Student Representative			
Maureen Rayburn (in the audience)	_____	_____	_____

II. FLAG SALUTE

III. APPROVAL OF THE AGENDA

It was moved by _____, seconded by _____, that the agenda for the Organizational Meeting of December 6, 2016, be approved.

IV. ITEMS SCHEDULED FOR ACTION

A. APPOINTMENT OF TEMPORARY CHAIRMAN

It was moved by _____, seconded by _____, that Daniel Stepenosky, District Superintendent, be appointed temporary Chairman of the meeting.

B. RECOGNITION OF OUTGOING PRESIDENT LESLI STEIN

C. ELECTION OF OFFICERS

1. President
It was moved by _____, and seconded by _____, that_____ be nominated for the office of President.
It was moved by_____, seconded by _____, that_____ be elected President of the Board of Education of the Las Virgenes Unified School District for the period December 6, 2016, through December 5, 2017.

2. Vice President
It was moved by _____, and seconded by _____, that _____ be nominated for the office of Vice President.
It was moved by _____, seconded by _____, that _____ be elected Vice President of the Board of Education of the Las Virgenes Unified School District for the period December 6, 2016, through December 5, 2017.

3. Clerk
It was moved by _____, and seconded by _____, that _____ be nominated for the office of Clerk.
It was moved by_____, seconded by _____, that_____ be elected Clerk of the Board of Education of the Las Virgenes Unified School District for the period December 6, 2016, through December 5, 2017.

(At this point, the newly elected president will assume the chair to conduct the balance of the meeting.)

D. CONSENT

1. Appointment of Secretary to the Board

It is recommended that Daniel Stepenosky, District Superintendent, be appointed Secretary to the Board.

2. Appointment of Representative for Electing Members to the County Committee on School District Organization

It is recommended that the President of the Board be appointed Representative for Electing Members to the County Committee on School District Organization, and that all other members of the Board serve as alternates.

3. Certification of Signatures – Resolution No. 10 -16

It is recommended that the Board approve Resolution No. 10 -16 (page 7) which verifies signatures of all Board members and authorizes the signature and facsimile signature of staff members for use on salary warrants, notices of employment, contracts, and on all "B" warrants that have been approved.

4. Authorization to Sign Reports, Budgets, and All Documents Requiring Signature of Secretary or Clerk

It is recommended that Daniel Stepenosky, as Secretary to the Board of Education, be authorized to sign reports, budgets, and all other documents which require either the Secretary's signature or the Clerk's signature.

5. Authorization to Sign Employment Contracts

It is recommended that Daniel Stepenosky, or Rose Dunn, or Karen Kimmel, or Clara Finneran, or Robbie Amodio be authorized to sign employment contracts.

6. Appointment of Authorized Agents for Federal and State Applications - Resolution No. 11 -16

It is recommended that Resolution No. 11-16 (page 8) appointing Daniel Stepenosky, or Rose Dunn, or Karen Kimmel, or Clara Finneran, or Ryan Gleason, or Derek Ihori, or Jim Klein as authorized agents for all matters pertaining to Federal or State specially funded projects be approved.

7. Authorization to Sign Purchase Orders

It is recommended that Daniel Stepenosky, or Rose Dunn, or Karen Kimmel, or Clara Finneran be authorized to sign Purchase Orders. It is further recommended that David Brusius, or Jim Klein be authorized to sign Purchase Orders, not to exceed $2,499.99.

8. Authorization to Sign Cafeteria Reports

It is recommended that Daniel Stepenosky, or Karen Kimmel, or Waleska Cannon be authorized to sign Cafeteria Reports.

9. Authorization to Sign Checks for the Cafeteria Account

It is recommended that Daniel Stepenosky, or Rose Dunn, or Karen Kimmel, or Clara Finneran, or Kristine Torres be authorized to sign checks for the Cafeteria Account and that two signatures be required.

10. Authorization to Sign Collection Reports to the County

It is recommended that Daniel Stepenosky, or Rose Dunn, or Karen Kimmel, or Clara Finneran be authorized to sign Collection Reports to the County.

11. Authorization to Sign Board Approved Budget Transfers

It is recommended that Daniel Stepenosky, or Rose Dunn, or Karen Kimmel, or Clara Finneran be authorized to sign Board approved budget transfers.

12. Authorization to Sign Checks on the Clearing, Benefits, Developer, and Transportation Accounts and Revolving Cash Account

It is recommended that Daniel Stepenosky, or Rose Dunn, or Karen Kimmel, or Clara Finneran, or Kristine Torres be authorized to sign checks on the Clearing, Benefits, Developer, and Transportation Accounts and that two signatures be required. It is recommended that Daniel Stepenosky, or Rose Dunn, or Karen Kimmel, or Clara Finneran, or Kristine Torres be authorized to sign checks on the Revolving Cash Account, which is limited to one signature.

13. Authorization to Sign Contracts After Board Approval

It is recommended that the Clerk of the Board of Education, or the President of the Board of Education, or Daniel Stepenosky, or Rose Dunn, or Karen Kimmel, or Clara Finneran be authorized to sign all contracts and agreements approved by the Board, and if those named are absent, then a majority of Board members be required to sign.

14. Authorization to Sign for Collection and Certification of AB 2926 Developer Fees

It is recommended that Daniel Stepenosky, or Rose Dunn, or Karen Kimmel, or Clara Finneran, or David Brusius, or Kristine Torres be authorized to sign for collection and certification of AB 2926 Developer Fees.

15. Authorization to Accept Resignations

It is recommended that Daniel Stepenosky, or Rose Dunn, or Karen Kimmel, or Clara Finneran, or Robbie Amodio be authorized to accept resignations on behalf of the Board of Education, and to certify the effective date of each resignation as of the date of receipt.

16. Authorization to Serve as Hearing Officers

It is recommended that Daniel Stepenosky, or Karen Kimmel, or David Brusius, or Rhonda Bacot, or Shawn Vudmaska be authorized to serve on behalf of the Board of Education as designated Hearing Officers for sub-contractors.

17. Reaffirmation of All District Policies, Rules and Regulations

It is recommended that all District policies, rules and regulations currently in effect be reaffirmed.

18. Readoption of the Course of Study

It is recommended that the course of study currently in effect be readopted.

19. Travel Authorization – Board Members – Resolution No. 12 -16

It is recommended that Resolution No. 12 -16 (page 9) authorizing members of the Board of Education to attend meetings and conferences related to public school education and be reimbursed for actual and necessary expenses in connection therewith be approved.

20. Dates and Times of Board Meetings

It is recommended that all Tuesday nights be designated for regular Board meetings. Ordinarily, the Board of Education will meet on the second and fourth Tuesday of each month; and other regular Board meetings will be called if sufficient agenda items require action. Meetings will be held at 6:00 P.M., in the District Office, 4111 Las Virgenes Road, Calabasas, CA. Closed Session, when needed, generally will begin at 4:30 P.M., before the 6:00 P.M. regular session.

21. Designation of Authorized Representatives

It is recommended that Daniel Stepenosky, or Rose Dunn, or Clara Finneran be authorized to issue 45-day notices of unprofessional conduct and 90-day notices of unsatisfactory performance to certificated staff pursuant to Education Code § 44938.

E. ACTION

1. Appointment of Representative to Los Angeles County School Trustees Association (LACSTA)

The Los Angeles County School Trustees Association has requested that, in order to build a more effective organizational structure, each member Board select a LACSTA representative. The duties of this representative will include voting on all Association matters; communicating between the Executive Board, the Association, and the local Board; serving on the Legislative Committee; and casting the member Board's vote at LACSTA's elections and business meetings.

It is recommended that one member of the Board be designated as Las Virgenes Unified School District's representative to LACSTA.

It was moved by _____, seconded by _____, and that _____ be designated as Las Virgenes Unified School District's representative to LACSTA.

2. Appointment of Representative to Ventura County School Boards Association (VCSBA)

The Ventura County School Boards Association has requested that each of the 23 school boards, including Las Virgenes, elect a VCSBA representative in order to establish a governing board for this organization. Through this representation of each board participating, the VCSBA can develop long-range plans, a newsletter, sub-committees, and a legislative platform.

It was moved by _____, seconded by _____, and that _____ be designated as Las Virgenes Unified School District's representative to VCSBA.

V ADJOURNMENT

It was moved by _____, seconded by _____, and ____(vote)____, that the organizational meeting be adjourned.

Resolution No. 10-16

Las Virgenes Unified School District

DISTRICT

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: December 6, 2016 to December 5, 2017

In accordance with governing board approval dated December 6, 20 16.

Signature _____
Clerk (Secretary) of the Board

Typed Name _____
Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE	INITIALS
TYPED NAME	
President of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Clerk/Secretary of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE	INITIALS
TYPED NAME Daniel Stepenosky, Ed.D	
TITLE Superintendent	
SIGNATURE	INITIALS
TYPED NAME Rose Dunn, Ed.D.	
TITLE Assistant Superintendent of Personnel	
SIGNATURE	INITIALS
TYPED NAME Karen Kimmel	
TITLE Assistant Superintendent of Business	
SIGNATURE	INITIALS
TYPED NAME Clara Finneran, Ed.D	
TITLE Assistant Superintendent of Education	
SIGNATURE	INITIALS
TYPED NAME Robbie Amodio	
TITLE Director of Classified Personnel	
SIGNATURE	INITIALS
TYPED NAME Kristine Torres	
TITLE Director of Accounting	
SIGNATURE	INITIALS
TYPED NAME Jim Klein	
TITLE Chief Technology Officer	
SIGNATURE	INITIALS
TYPED NAME Dave Brusius	
TITLE Business Assistant - Purchasing	

FORM NO. 503-804 Rev. 10-10-2013

LAS VIRGENES UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 11-16

BE IT RESOLVED by the Board of Education of the Las Virgenes Unified School District and hereby ordered that:

> Daniel Stepenosky, District Superintendent; Rose Dunn, Assistant Superintendent - Personnel; or Karen Kimmel, Assistant Superintendent - Business; or Clara Finneran, Assistant Superintendent -Education; or Ryan Gleason, Director of Secondary Education; or Derek Ihori, Director of Pupil Services; or Jim Klein, Chief Technology Officer, shall be and are hereby appointed Authorized Agents of the Las Virgenes Unified School District to file such applications and make the representations and commitments for and on behalf of said school district and otherwise to act as the authorized representatives of the school district in all matters pertaining to Public Laws 815, 864, 874, 88-210, 88-452, 89-10, and all other Federal and State specially funded projects.

Said authorization passed in an official meeting of the Board of Education held on December 6, 2016, and made a part of the minutes of such meeting.

_____
Clerk, Board of Education
Las Virgenes Unified School District

_____
Daniel Stepenosky, Authorized Agent

_____
Rose Dunn, Authorized Agent

_____
Karen Kimmel, Authorized Agent

_____
Clara Finneran, Authorized Agent

_____
Ryan Gleason, Authorized Agent

_____
Jim Klein, Authorized Agent

_____
Derek Ihori, Authorized Agent

LAS VIRGENES UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 12-6
BOARD MEMBER TRAVEL AUTHORIZATION

BE IT RESOLVED that Angela Cutbill, Dallas Lawrence, Linda Menges, Lesli Stein and Mathy Wasserman, members of the Board of Education of the Las Virgenes Unified School District, are hereby authorized to attend and be reimbursed for actual and necessary expenses for meetings and conferences related to public school education as follows:

Within the State of California

- Meetings called by the State Superintendent of Public Instruction.
- Regular or committee meetings of the California Legislature.
- Meetings or conferences of any society, association, or organization for which the Governing Board has approved membership.
- Visits to schools in the State of California for the discussion of any school matter of interest to the school district.
- Any meeting within the State deemed by the Board to relate to public school matters.

Out of State

- Meetings with representatives of the United States Government to discuss school district business.
- Conferences concerned with educational legislation or federal appropriations to public school.
- Meetings or conferences of any society, association, or organization for which the Governing Board has approved membership.
- Visits to schools for the discussion or observance of school matters deemed by the Board to relate to public school matters.

PASSED AND ADOPTED this 6th day of December 2016, by the Governing Board of the Las Virgenes Unified School District by the following vote:

Ayes:_____; Noes:_____; Absent:_____

I, _____, Clerk of the Governing Board of the Las Virgenes Unified School District, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Board at its Organizational Meeting thereof held at its regular place of meeting on the date and by the vote above stated, which resolution is on file in the Office of the Superintendent.

_____
Clerk, Board of Education