

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

BOARD OF EDUCATION

CSBA Professional Governance Standards

Adopted by the Santa Maria Joint Union High School District April 11, 2001

THE BOARD

School districts and county offices of education are governed by boards, not by individual trustees. While understanding their separate roles, the board and superintendent work together as a “governance team.” This team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively.

To operate effectively, the board must have a unity of purpose and:

- Keep the district focused on learning and achievement for all students.
- Communicate a common vision.
- Operate openly, with trust and integrity.
- Govern in a dignified and professional manner, treating everyone with civility and respect.
- Govern within board-adopted policies and procedures.
- Take collective responsibility for the board’s performance.
- Periodically evaluate its own effectiveness.
- Ensure opportunities for the diverse range of views in the community to inform board deliberations.

THE INDIVIDUAL TRUSTEE

In California’s public education system, a trustee is a person elected or appointed to serve on a school district or county board of education. Individual trustees bring unique skills, values and beliefs to their board. In order to govern effectively, individual trustees must work with each other and the superintendent to ensure that a high quality education is provided to each student.

To be effective, an individual trustee:

- Keeps learning and achievement for *all* students as the primary focus.
- Values, supports and advocates for public education.
- Recognizes and respects differences of perspective and style on the board and among staff, students, parents and the community.
- Acts with dignity, and understands the implications of demeanor and behavior.
- Keeps confidential matters confidential.
- Participates in professional development and commits the time and energy necessary to be an informed and effective leader.
- Understands the distinctions between board and staff roles, and refrains from performing management functions that are the responsibility of the superintendent and staff.
- Understands that authority rests with the board as a whole and not with individuals.



Board of Trustee Action Plans
Santa Maria Joint Union High School District

- **Maximize Student Success**
- **Develop and Maintain a Districtwide Accountability System**
- **Enhance Student Support Services: Facilities, Technology, Safe, Clean, Nurturing Environment; Expand Food Services**
- **Foster Partnerships**
- **Manage Rapid District Growth**

RESPONSIBILITIES OF THE BOARD

The primary responsibilities of the board are to set a direction for the district, provide a structure by establishing policies, ensure accountability and provide community leadership on behalf of the district and public education. To fulfill these responsibilities, there are a number of specific jobs that effective boards must carry out.

Effective boards:

- Involve the community, parents, students and staff in developing a common vision for the district focused on learning and achievement and responsive to the needs of all students.
- Adopt, evaluate and update policies consistent with the law and the district's vision and goals.
- Maintain accountability for student learning by adopting the district curriculum and monitoring student progress.
- Hire and support the superintendent so that the vision, goals and policies of the district can be implemented.
- Conduct regular and timely evaluations of the superintendent based on the vision, goals and performance of the district, and ensure that the superintendent holds district personnel accountable.
- Adopt a fiscally responsible budget based on the district's vision and goals, and regularly monitor the fiscal health of the district.
- Ensure that a safe and appropriate educational environment is provided to all students.
- Establish a framework for the district's collective bargaining process and adopt responsible agreements.
- Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state and federal levels.

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT BOARD OF EDUCATION

Regular Meeting
October 12, 2021

English: <https://www.youtube.com/channel/UCvPYs34Im9h0dAwgfi-gDGg>

Spanish: <https://www.youtube.com/channel/UCvP0f03ekQDsiYfv6OFfbg>

Mixteco: <https://www.youtube.com/channel/UCviEi9hvcQI96poD0PDiSIA>

5:30 p.m. Closed Session/6:30 p.m. General Session

*The Santa Maria Joint Union High School District mission is,
“We prepare all learners to become productive citizens and college/career ready by
providing challenging learning experiences and establishing high expectations for achievement.”*

This meeting is being conducted pursuant to Assembly Bill (AB) 361 signed by California Governor Gavin Newsom on September 16, 2021. Consistent with AB 361 and Government Code section 54953, and subsequent SMJUHS Board action, this meeting will be held remotely. The Board room will not be open to the public for this meeting. Archives of meetings are available on the District’s website at www.smjuhsd.k12.ca.us.

The District is committed to swiftly resolving any requests for reasonable modification or accommodation for individuals with disabilities who wish to observe the meeting, please contact Arcy Pineda at (805) 922-4573, extension 4202 by 5:00 p.m. on October 11, 2021.

If you would like to address the SMJUHS Board of Education at the October 12, 2021 meeting for either open or closed session items, see the options for participation below.

1) To provide public comment prior to the meeting:

- A. **In writing:** Submit your comment via email to SMJUHS-Public-Comment@smjuhsd.org by 8:00 a.m. on October 12, 2021. Please include your name and contact information. Written public comment is limited to 250 words or less.
- B. **By phone:** If you would like to dictate your comment by phone, please call 805-922-4573, extension 4202 and state your name and phone number. A staff member will return your phone call so that you may dictate your public comment over the phone. Requests to use this mode must be received by 8:00 a.m. on October 12, 2021. Please note: The time limit to address the Board may not exceed two minutes.

2) To provide public comment during the meeting - Members of the public may also provide their comment during the live meeting. Your phone number will be required in case of a disconnection. The time limit to address the Board may not exceed two minutes. The two options are:

- A. **Sign up prior to the meeting:** You may sign up prior to the meeting start time to be given a call back when public comment is opened. Please email SMJUHS-Public-Comment@smjuhsd.org and include your name, phone number, and topic. It is important to provide a reliable phone number where you may be reached when it is your turn to speak. This request must be received by 12 p.m. on October 12, 2021. We

appreciate the public signing up in advance if at all possible as this will help the District run an efficient meeting.

- B. **During the meeting:** Please call 805-922-4573 during the meeting; you must call prior to the close of public comment as listed on the agenda to speak during the meeting.
- English – Dial extension 4204
 - Spanish – Dial extension 4209
 - Mixteco – Dial extension 4208

Your name, phone number, and the topic will be noted. You may be placed on hold **or** given a call back. When it is your turn to speak, you will be transferred to the public comment phone line.

I. OPEN SESSION

A. Call to Order

II. ADJOURN TO CLOSED SESSION

Note: The Board will consider and may act upon any of the following items in closed session. They will report any action taken publicly at the end of the closed session as required by law.

- A. Certificated and Classified Personnel Actions** – Government Code § 54957. The Board will be asked to review and approve hiring, transfers, promotions, evaluations, terminations, and resignations as reported by the Assistant Superintendent, Human Resources. **Appendix A**
- B. Conference with Labor Negotiators** – The Board will be provided a review of negotiations with the Faculty Association (California Teachers Association) and the California School Employees Association (CSEA).
- C. Student Matters– Education Code § 35146 and § 48918.** The Board will review proposed expulsions/suspended expulsion(s) and/or requests for re-admission. NOTE: The education code requires closed sessions in these cases to prevent disclosure of confidential student record information.
- D. Conference with Legal Counsel regarding Anticipated Litigation** – Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2): four matters.
- E. Potential Threat to Public Services or Facilities Pursuant to Government Code §54957(a)** – Consultation with District legal counsel.

- F. Public Employee Performance Evaluation – Government Code § 54957, subd. (b)(1) Title: Superintendent**
-

III. RECONVENE IN OPEN SESSION

- A. Call to Order/Flag Salute**
-

IV. ANNOUNCE CLOSED SESSION ACTIONS – Antonio Garcia, Superintendent

V. REPORTS

- A. Student Reports – Madisyn Cutliff/ERHS; Ceferino Quiroz Gonzalez/DHS; Jasmin Rodriguez/SMHS; Jesse Rodriguez-Torres/PVHS**
- B. Superintendent’s Report**
- C. Board Member Reports**
-

VI. REPORTS FROM EMPLOYEE ORGANIZATIONS

VII. OPEN SESSION PUBLIC COMMENTS

Please refer to Page 1 of this agenda for instructions on how to submit Public Comment.

VIII. PRESENTATIONS

- A. Facilities Update**
-

IX. ITEMS SCHEDULED FOR ACTION

A. GENERAL

- 1. Election of Board Members. Second public hearing regarding potential composition of trustee-areas prior to drawing of maps, pursuant to Elections Code section 10010, subdivision (a) (1) – *Appendix F***

Resource Person: Yolanda Ortiz, Asst. Superintendent of Business Services;

Chelsea Olson Murphy, Attorney – Lozano Smith; Daniel Phillips, Demographer – National Demographics Corporation

The Santa Maria Joint Union High School District Board of Education (“District”) is currently elected under an “at-large” election system, where trustees are elected by voters of the entire District. Trustees are elected in even-numbered years and serve staggered, four-year terms.

Cities, public entities, and other school districts have recently had their at-large election systems challenged under the California Voting Rights Act. These situations have resulted in expensive and divisive litigation. On April 10, 2018, the Board adopted Resolution No. 15-207-2018, Intent to Initiate Transition From At-Large to By-Trustee Area Elections for the 2022 Governing Board Election. As provided in Resolution No. 15-207-2018, the Board intended to wait until the release of the 2020 Census data then begin the transition process.

On September 14, 2021, the Board considered information on the process and potential criteria for drawing the trustee area boundary maps, and the Board held a statutorily required hearing to receive input from the community on the trustee area map creation process, pursuant to Elections Code section 10010(a)(1).

The District’s demographers, National Demographics Corporation, will present information on the process and criteria for drawing the trustee-area boundary maps. Following the presentation, the Board will hold the second of two statutorily required hearings to received input from the community on the trustee area map creation process, pursuant to Elections Code section 10010(a)(1). After the public hearing and considering input from the community, the Board will provide direction to its demographer regarding criteria to utilize in developing draft boundary maps.

1. Open Public Hearing
2. Take Public Comments
3. Close Public Hearing

2. Ratification of Faculty Association Agreement – *Appendix C*

Resource Person: Kevin Platt, Assistant Superintendent, Human Resources

The District and SMJUHSD Faculty Association have negotiated and agreed upon comprehensive changes to language throughout the labor agreement. The tentative agreement is for three years; 2021-2022 and 2022-2023 and 2023-2024 school years (see Appendix C).

*** **IT IS RECOMMENDED THAT** the Board of Education approve the Agreement with the Faculty Association as presented.

Moved _____ **Second** _____

Roll Call Vote:

Dr. Garvin _____
Dr. Karamitsos _____
Ms. Perez _____
Mr. Palera _____
Ms. Lopez _____

3. Approval of Tentative Agreement for Classified Bargaining Unit regarding the negotiation of a new bargaining unit job description - Appendix D

Resource Person: Kevin Platt, Assistant Superintendent, Human Resources, Joni McDonald, Director, Human Resources

The District and the California School Employees Association (CSEA) have reached a tentative agreement regarding the negotiation of a new bargaining unit job description. The Tentative Agreement dated September 29, 2021, will take effect upon approval by both parties. (see Appendix D).

*** **IT IS RECOMMENDED THAT** the Board of Education approve the Agreement with the Classified Bargaining Unit as presented.

Moved _____ **Second** _____

Roll Call Vote:

Dr. Garvin _____
Dr. Karamitsos _____
Ms. Perez _____
Mr. Palera _____
Ms. Lopez _____

B. INSTRUCTION

1. Quarterly Report on Williams Uniform Complaint

Resource Person: John Davis, Assistant Superintendent of Curriculum

Pursuant to Education Code Section 35186, the governing board of a school district must conduct a public hearing to report the quarterly report that was submitted October 2021 on the Williams Uniform Complaints for the months of July-September 2021. Each school site has reported that there have been no complaints in the general subject areas of Textbooks and Instructional Materials, Teacher Vacancy or Miassignments, Facilities Conditions, or Valezuela/CAHSEE Intensive Instruction and Services.

1. Open Public Hearing
2. Take Public Comments
3. Close Public Hearing

*** **IT IS RECOMMENDED THAT** the Board of Education approve the Quarterly Report on Williams Uniform Complaints as presented.

Moved _____ **Second** _____

Roll Call Vote:

Dr. Garvin	_____
Dr. Karamitsos	_____
Ms. Perez	_____
Mr. Palera	_____
Ms. Lopez	_____

C. BUSINESS

1. Public Disclosure of Collective Bargaining Agreement with Faculty Association – Appendix E

Resource Person: Yolanda Ortiz, Assistant Superintendent of Business Services

In accordance with AB 1200 reporting requirements, the District must make public disclosure of any proposed collective bargaining agreements with their various employee organizations as to the effects of the agreements on the District's financial status. The District has reached an agreement with the Faculty Association. The agreement includes a 4.50% salary schedule increase effective with the 2021-2022 school year, a 2.00% salary schedule increase effective 2022-2023 school year and an increase to health benefits for single coverage effective January 1, 2022. This puts all groups in alignment for health and welfare benefits.

The estimated total cost of the agreement is projected to be \$2,286,749 in 2021-

2022 and an additional \$1,061,154 in 2022-2023. Further documentation of the fiscal impacts (as required by AB1200) is shown in Appendix E.

*** **IT IS RECOMMENDED THAT** the Board of Education approve the AB 1200 Public Disclosure of Collective Bargaining Agreement with the Faculty Association.

Moved _____ **Second** _____

Roll Call Vote:

Dr. Garvin	_____
Dr. Karamitsos	_____
Ms. Perez	_____
Mr. Palera	_____
Ms. Lopez	_____

X. CONSENT ITEMS

*** **IT IS RECOMMENDED THAT** the Board of Education approve the following consent items as presented.

All items listed are considered to be routine and may be enacted by approval of a single roll call vote. There will be no separate discussion of these items; however, any item may be removed from the consent agenda upon request of any member of the board and acted upon separately.

Moved _____ **Second** _____

Roll Call Vote:

Dr. Garvin	_____
Dr. Karamitsos	_____
Ms. Perez	_____
Mr. Palera	_____
Ms. Lopez	_____

A. Approval of Minutes

Regular Board Meeting – September 14, 2021

B. Approval of Warrants for the Month of September 2021

Payroll	\$ 9,058,329.16
Warrants	6,700,405.29
Total	\$ 15,758,734.45

C. Attendance Report

Mrs. Yolanda Ortiz, Assistant Superintendent of Business Services, will be available to answer questions regarding the 2021-22 monthly attendance report presented on the last page of this agenda.

D. Approval of Contracts

COMPANY/ VENDOR	DESCRIPTION OF SERVICES	AMOUNT/ FUNDING	RESOURCE PERSON
State of Mind Performance	Provide interactive presentations to students during designated PE classes for the 2020-21 school year	NTE \$4,950 AB86/ELO Grant	John Davis
United We Lead Foundation	ELA/ELD Virtual Student Academy for migrant & English learner students during Fall 2021	\$28,125: Migrant- \$5,000 Title III- \$23,125	John Davis
Burnham Benefits Insurance Services	Provide ACA reporting & compliance evaluation services through September 2022	\$18,000/ General Fund	Kevin Platt
GO 2 Speech, LLC.	An online Speech and Language Pathologist will be provided through June 2022	NTE \$103,950/ SPED	John Davis

E. Facility Report - **Appendix B**

F. Obsolete Equipment

Education Code §17545 and 17546 allows the district to dispose of personal property belonging to the district that is unsatisfactory, no longer necessary (obsolete), or unsuitable for school use. The district administration is requesting authorization to dispose of obsolete items in the list below in compliance with government regulations. If an auction is warranted, the district will conduct an auction via the internet by and through its representative RT Auctions. Notices of items for sale at auction will be posted in no less than three public places within the District, including the District's website at <http://www.smjuhsd.k12.ca.us>

Asset Tag	Description	Serial Number
	Powermatic Bandsaw	98948548
12196	Craftsman Lathe	
	Laguna Tools Bandsaw	9111579

- G. Authorization to Piggyback on Arvin Union School District for School Furnishings, Office Furniture and Accessories District-Wide for the Length of the Contract through November 12, 2022

Section 20118 of the Public Contract Code (PCC) provides an alternative for obtaining supplies, furniture, and equipment, commonly referred to as “piggybacking”, where notwithstanding Section 20111 and 20112 of the PCC, the governing board of any school district without advertising for bids, and if the board has determined it to be in the best interest of the district may authorize the purchase of such supplies, furniture and equipment.

Arvin Union School District has awarded their furnishings bid to Sierra School Equipment - Piggyback Bid #2018-19-001, through November 12, 2022. The district recommends that the board find and determines that it is in the best interest of the district to authorize purchasing of furniture and accessories under the same terms and conditions. With Board approval the district may “piggyback” on their bid pursuant to the provisions of PCC20118.

- H. Authorization to Contract for Architectural and Engineering Services for Project #21-384 SMHS Seven (7) Portable Addition 2022

The district administration recommends approval of Rachlin Partners to perform Architectural and Engineering Services for Project #21-384 - SMHS Seven (7) Portable Addition 2022 for the amount of \$68,500.

- I. Approval of Change Order No. 6 for Architectural and Engineering Services for the Addition of Two (2) Classrooms and 4,381 Square Feet of Administrative Office Space

Additional funds are requested in the amount of \$379,950.30 for Architectural and Engineering (A&E) Services to be performed by Rachlin Partners. The work is part of the Santa Maria High School Reconstruction, 50 Classrooms Project. The increased scope includes two classrooms and 4,381 square feet of additional administrative space. The added work was captured in the final 50 Classroom design and the Vernon Edwards Constructors Gross Maximum Price, however, was not included in the original A&E agreement calculations.

- J. Notice of Completion

The following project was substantially completed on September 21, 2021 and in order to file the necessary Notice of Completion forms with the County of

Santa Barbara, the Acceptance of Substantial Completion needs to be formally accepted by the Board of Education.

- 1) SMHS PVHS 2021 Summer Roofing Repairs, #21-367 with Craig Roofing Company (Contractor)

- K. Authorization to Contract for Architectural and Engineering Services for Project #21-390 SMHS Career Technical Education Facility Program Modernization Grant

The district administration recommends approval of Rachlin Partners to perform Architectural and Engineering Services for Project #21-390 - SMHS Career Technical Education Facility Program Modernization Grant (Ag Mechanics Rooms 510, 511 and 517; Auto Tech Rooms 512, 513, 514, 515 and 516) for the amount of \$622,521.70.

- L. Authorization to Contract for Architectural and Engineering Services for Project #21-391 ERHS Career Technical Education Facility Program Modernization Grant

The district administration recommends approval of Rachlin Partners to perform Architectural and Engineering Services for Project #21-391 - ERHS Career Technical Education Facility Program Modernization Grant (Ag Mechanics Rooms 401, 402, 409 and 410; Ag Science Rooms 404, 405, and 406) for the amount of \$532,690.60.

- M. Agreement between SMJUHSD and Cuyama Unified School District to provide Independent Study services

Pursuant to AB 130, SMJUHSD agrees to provide an Independent Study program to Cuyama Unified School District students during the 2021-22 school year.

- N. K12 Strong Workforce Partnership Grant

K-12 Strong Workforce Partnership Grant (K12SWP Grant) is a grant that helps fund the district's CTE programs. The county helps lead a consortium of local districts SMJUHSD is a part of. This helped pay for some of the machines in the machine shop and will help build out pathways in the district. This is the fourth year of this grant.

- O. Student Matters - Education Code § 35146 and § 48918

Administrative Recommendation to order expulsion: 361447, 363565

- P. Out of State Travel

REGULAR MEETING October 12, 2021

PERSON/REASON	PLACE/DATE	FUNDING
Clemente Ayon, Amanda Rodriguez NAAE-National Association of Ag Ed Conference	New Orleans, LA Dec. 1-4, 2021	Perkins/AIG
Sara Araujo First Lady Luncheon (Design Flowers Event)	Washington, D.C. Oct. 19-23, 2021	LCAP Goal 3, Serv. 5

Q. Purchase Orders

PO #	Vendor	Amount	Description/Funding
PO22-00613	ELITE MODULAR LEASING	\$157,220	SMHS 7 Portable Installation-Lease Fund 25 Capital Facilities
PO22-00873	TACO WORKS, INC	\$85,000	Cafeteria/Food Service Supplies Fund 13
PO22-00632	RDO EQUIPMENT CO.	\$70,687.50	X53x Excavator System Career Technical Education Facilities Program Fund 01

R. Acceptance of Gifts

Pioneer Valley High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
G Brothers Kettlecorn	Link Crew Club	180.00
Lupita's Aqua Frescas	AVID 2023	400.00
Total Pioneer Valley High School		<u>\$580.00</u>
Righetti High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
Tomooka Brothers	Softball	\$650.00
Tomooka Brothers	Girl's Golf	\$350.00
Rancho Maria Women's Golf Club	Girl's Golf	\$100.00
The Wonderful Company Foundation Inc	Marimba Band	\$1,000.00
Dana Adobe Nipomo Amigos Inc.	Ballet Folklorico	\$150.00
Total Righetti High School		<u>\$2250.00</u>
Santa Maria High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
Virginia Perry Souza	Band	\$250.00
Santa Maria Produce	Girls Golf	\$500.00

REGULAR MEETING October 12, 2021

Ace Pump Inc	Girls Golf	\$1200.00
Vivid Financial Management, Inc	Girls Golf	\$1500.00
Associated Professional Advisors of Santa Maria, Inc	Girls Golf	\$600.00
Central Coast Medical Oncology Corp	Girls Golf	\$5,000.00
Total Santa Maria High School		<u>\$9,050.00</u>

XI. NEXT MEETING DATE

Unless otherwise announced, the next regular meeting of the Board of Education will be held on November 9, 2021. Closed session begins at 5:30 p.m. Open session begins at 6:30 p.m.

XII. FUTURE REGULAR BOARD MEETINGS FOR 2021

November 9, 2021
 December 14, 2021

XIII. ADJOURN

CLASSIFIED PERSONNEL ACTIONS							
	Action	Assignment	Site	Effective	Pay Rate	Hours	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/E	4 to 7	
	Employ	Custodian	RHS	10/4/21	15/A	8	
	Employ	Library Assistant	RHS	10/11/21	14/A	8	
	Employ	Instructional Assistant-Spec Ed I	SMHS	10/6/21	13/A	5.5	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/E	4 to 7	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/E	4 to 6	
	Employ	Custodian	SMHS	10/4/21	15/E	8	
	Employ	Attendance Assistant	PVHS	10/4/21	15/A	4	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/E	4 to 7.75	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/D	4 to 6.75	
	Resign	Campus Security Assistant	SMHS	9/15/21	12/E	2	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/E	4 to 7.75	
	Employ	Instructional Assistant-Spec Ed I	SMHS	9/24/21	13/A	5.5	
	Employ	Instructional Assistant	RHS	10/1/21	11/A	6.5	
	Transfer	Campus Security Assitant II	DHS to PVHS	10/18/21	17/A	7.5	
	Employ	Custodian	RHS	10/8/21	15/A	8	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/E	4 to 6	
	Promote	Library Technician	PVHS	10/4/21	18/A	8	
	Promote	Instructional Assistant-Spec Ed I	SMHS	9/20/21	13/A	5.5	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/E	4 to 6.50	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/E	4 to 5.75	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/E	4 to 6.25	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/E	4 to 6	
	Transfer	Campus Security Assistant II	PVHS to SMHS	10/4/21	17/D	7.5	
	Leave Without Pay	Migrant School Advisor	SMHS	12/17/21 - 6/15/22	24/E	8	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/A	4 to 8	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/E	4 to 6.75	
	Employ	Instructional Assistant-Special Ed I	SMHS	9/20/21	13/A	5.5	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/D	4 to 6.50	
	Employ	Custodian	PVHS	10/4/21	15/A	8	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/D	4 to 7	
	Promote	Computer Network Technician	DO	10/1/21	28/C	8	
	Promote	Executive Assistant to Superintendent	DO	9/1/21	C/A	8	
	Employ	Instructional Assistant-Spec Ed I	SMHS	10/4/21	13/A	5.5	
	Employ	Custodian	RHS	10/13/21	15/A	8	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/E	4 to 5.50	
	Employ	Instructional Assistant-Spec Ed I	PVHS	10/4/21	13/A	5.5	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/C	4 to 6.25	

CLASSIFIED PERSONNEL ACTIONS							
	Action	Assignment	Site	Effective	Pay Rate	Hours	
	Retire	Maintenance Worker II	RHS	12/31/21	25/E	8	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/B	4 to 6	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/C	4 to 6.25	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/E	4 to 7.5	
	Employ	Instructional Assistant-Spec Ed II	SMHS	9/20/21	15/A	6	
	Employ	Instructional Assistant-Spec Ed I	PVHS	10/4/21	13/A	5.5	
	Leave Without Pay	Food Service Worker I	RHS	9/16/21 - 10/29/21	9/C	3.5	
	Employ	Custodian	PVHS	10/7/21	15/A	8	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/E	4 to 6.50	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/E	4 to 6.25	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/E	4 to 7.75	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/A	4 to 6.75	
	Transfer	Custodian	SMHS to RHS	10/6/21	15/C	8	
	Employ	Instructional Assistant-Spec Ed II	PVHS	9/15/21	15/A	6	
	20 Day Rebid	Bus Driver	DO	9/16/21	18/E	4 to 7.75	
	Employ	Custodian	PVHS	10/8/21	15/A	8	
CERTIFICATED PERSONNEL ACTIONS							
	Action	Assignment	Site	Effective	Salary	FTE	
	Extra Prep Period	Int'l Language/French	SMHS	8/9/21-12/17/21	10/V	0.2	
	Extra Prep Period	Science	PVHS	8/9/21-12/17/21	13/IV	0.2	
	Extra Prep Period	Family Consumer Science	RHS	8/9/21-12/17/21	25/IV	0.2	
	Extra Prep Period	Special Education	SMHS	8/9/21-12/17/21	11/III	0.2	
	Extra Prep Period	Math	PVHS	8/9/21-12/17/21	12/V	0.2	
	Extra Prep Period	Special Education	SMHS	8/9/21-12/17/21	9/V	0.2	
	Extra Prep Period	Visual Performing Arts	RHS	8/9/21-12/17/21	6/V	0.2	
	Extra Prep Period	Math	RHS	8/9/21-12/17/21	14/V	0.2	
	Employ	Social Science TOSA	RHS	2021-22	10/V	0.2	
	Extra Prep Period	Social Science	RHS	8/9/21-8/27/21	10/V	0.2	
	Stipend	Class Advisor/Grade 9	PVHS	2021-22	1/I 2%		
	Extra Prep Period	Social Science	RHS	8/9/21-12/17/21	9/V	0.2	
	Extra Prep Period	Physical Education	PVHS	8/9/21-12/17/21	32/III	0.2	
	FTE Increase	Int'l Language/French	PVHS	2021-22	18/V	0.8 > 1.0	
	Employ/Temp	In School Intervention	RHS	9/23/21	1/IV	1.0	
	Extra Prep Period	Special Education	SMHS	8/9/21-12/17/21	24/V	0.2	
	Extra Prep Period	Health	PVHS	8/9/21-12/17/21	28/V	0.2	
	Extra Prep Period	Special Education	SMHS	8/9/21-12/17/21	32/V	0.2	
	Extra Prep Period	English	PVHS	8/9/21-12/17/21	16/V	0.2	
	Extra Prep Period	Special Education	SMHS	8/9/21-12/17/21	10/V	0.2	
	Extra Prep Period	Special Education/ADPE	PVHS	8/9/21-12/17/21	11/V	0.2	
	Extra Prep Period	Social Science	RHS	8/9/21-12/17/21	19/V	0.2	

CERTIFICATED PERSONNEL ACTIONS

	Action	Assignment	Site	Effective	Salary	FTE		
	Extra Prep Period	Social Science	RHS	8/9/21-12/17/21	22/V	0.2		
	Employ	Social Science TOSA	RHS	2021-22	22/V	0.2		
	Extra Prep Period	Agriculture	RHS	8/9/21-12/17/21	3/V	0.2		
	Extra Prep Period	Agriculture	RHS	8/9/21-12/17/21	33/V	0.2		
	Extra Prep Period	Visual Performing Arts	RHS	8/9/21-12/17/21	4/V	0.2		
	Employ/Prob 1	Athletic Trainer	SMHS	8/27/21	Step E	1.0		
	Extra Prep Period	Agriculture	RHS	8/9/21-8/27/21	10/V	0.2		
	Column Advance	Special Education	PVHS	2021-22	2/II	1.0		
	Extra Prep Period	English	RHS	8/9/21-8/27/21	11/V	0.2		
	Extra Prep Period	Math	PVHS	8/9/21-12/17/21	14/V	0.2		
	Extra Prep Period	Int'l Language/Spanish	RHS	8/9/21-12/17/21	7/V	0.2		
	Extra Prep Period	Physical Education	PVHS	8/9/21-12/17/21	18/V	0.2		
	Extra Prep Period	Business	RHS	8/9/21-12/17/21	31/V	0.2		
	Extra Prep Period	Special Education	SMHS	8/9/21-12/17/21	13/V	0.2		
	Employ/Prob 0	Int'l Language/Spanish	PVHS	8/23/21	4/V	1.0		
	Column Advance	Science	PVHS	2021-22	4/V	1.0		
	Extra Prep Period	Family Consumer Science	PVHS	8/9/21-12/17/21	6/V	0.2		
	Extra Prep Period	English	PVHS	8/9/21-12/17/21	16/V	0.2		
	Extra Prep Period	Physical Education	RHS	8/9/21-12/17/21	22/V	0.2		
	FTE Increase	Graphic Arts	DHS	2021-22	21/V	0.8 > 1.0		
	Extra Prep Period	Graphic Arts	DHS	8/9/21-12/17/21	21/V	0.2		
	Employ/Prob 0	Special Education	SMHS	9/7/21	1/I	1.0		
	Extra Prep Period	Special Education	RHS	8/9/21-12/17/21	20/V	0.2		
	Resign	District TOSA	District	9/30/21	21/V	1.0		
	Extra Prep Period	Special Education	SMHS	8/9/21-12/17/21	2/V	0.2		
	Employ/Prob 0	On Track Credit Recovery	SMHS	9/23/21	1/I	1.0		
	Employ/Prob 1	Industrial Technology	PVHS	9/30/21	11/I	1.0		
	Extra Prep Period	Special Education	SMHS	8/9/21-12/17/21	13/V	0.2		
	Extra Prep Period	Physical Education	PVHS	8/9/21-12/17/21	16/V	0.2		
	Extra Prep Period	Special Education	SMHS	8/9/21-12/17/21	11/IV	0.2		
	Employ/Prob 1	Athletic Trainer	RHS	9/23/21	Step E	1.0		
	Stipend	Yearbook	DHS	2021-22	1/I 7%			
	Extra Prep Period	Math	RHS	8/9/21-12/17/21	10/V	0.2		
	Extra Prep Period	Special Education	SMHS	9/22/21-12/17/21	23/V	0.2		
	Extra Prep Period	Visual Performing Arts	PVHS	8/9/21-12/17/21	19/III	0.2		
	Employ/Prob 1	Athletic Trainer	PVHS	9/20/21	Step D	1.0		
	Extra Prep Period	Special Education	SMHS	8/9/21-8/21/21	9/V	0.2		
COACHING PERSONNEL ACTIONS								
Name	Action	Assignment	Site	Effective	District	ASB/Booster	Dignity Health	Employee Type
	Void Stipend	Assistant Varsity Boys Football	SMHS	2021-2022	\$2,000			CLASS.
	Stipend	Assistant Varsity Boys Football	SMHS	2021-2022	\$2,000			CLASS.

COACHING PERSONNEL ACTIONS								
Name	Action	Assignment	Site	Effective	District	ASB/Booster	Dignity Health	Employee Type
	Void Stipend	Assistant JV Boys Football	SMHS	2021-2022	\$900			CLASS.
	Stipend	Assistant JV Boys Football	SMHS	2021-2022	\$900			WALK-ON
	Stipend	Head JV Girls Volleyball	ERHS	2021-2022	\$2,772			WALK-ON
	Stipend	Head Frosh Girls Volleyball	ERHS	2021-2022	\$2,772			WALK-ON

Appendix B

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT FACILITIES REPORT

September 2021 and Coronavirus Activities

1. Santa Maria High School Construction Projects

SMHS Reconstruction – Rachlin Partners

- Increment 1, Phase 1 - 50 Classroom and Administration Building: Activities occurring this period include continuation of underground utility infrastructure installation, concrete pours, structural steel, metal decking, steel stud framing, as well as mechanical, electrical, and plumbing rough-in. New activities include HVAC, fire sprinkler, electrical, security, and communication rough in. [\(Photos\)](#)
- Increment 2, Phase (To Be Determined) - Administration Building Conversion to Classrooms: DSA approval of plans and specifications was received June 3, 2021. Relocation of staff to the 50 Classroom building will occur upon completion of the 50 Classroom project in April of 2023. Negotiations of a Gross Maximum Price amendment will commence December 2022.

SMHS 4 Portable Classrooms – Rachlin Partners

- Final contract close out activities continue.

SMHS 2022 7 Portable Classrooms – Rachlin Partners

- A meeting was held with site administration regarding anticipated needs for additional classroom spaces for the fall 2022 semester. It was determined that 7 portables would be required to offset the continuing impact of the 50 Classroom construction and recent increases in students and teachers. 4 units will be located at the south end of the pickleball courts with another 3 added north of the recently installed portable classrooms in the practice field. An Architectural and Engineering services proposal will be presented to the Board at the October meeting. Installation will occur during the summer of 2022.

2. Ernest Righetti High School Construction Projects

ERHS Maintenance and Operations Building – Rachlin Partners

- Activities occurring this period include continued preparation for concrete pours. New work includes relocation of water line, installation of a new underground electrical vault, and tree removal. Construction remains estimated to be completed in August 2022. [\(Photos\)](#)

ERHS Phase 2 Improvements – Rachlin Partners

- Activities continuing this period include interior demolition, hazardous material abatement, rough in of electrical, mechanical, and plumbing, and interior framing. On September 13, 2021, a meeting was held including the Project Architect, Support Services staff, Site Administration, as well as Science and Home Economics teachers to review the Phase 4 and 5 work. Phase 1 construction remains on schedule for completion in January of 2022. The overall Project construction remains scheduled to complete in April 2023. [\(Photos\)](#)

ERHS Turf Replacement – Support Services

- All project documents have been received. The final payment warrant was issued, and retention has been released. This project is closed.

ERHS Quad Area Shade Canopy – Rachlin Partners

- Integration of the canopy vendor's structural drawings into the DSA submittal set continues. The Architect is now anticipating that the final plan and specification package will be complete and ready to submit to DSA in mid-September 2021. The DSA plan check is estimated to last 6 to 8 weeks.

3. Pioneer Valley High School Construction Projects

PVHS 3 New Modular Classrooms – Rachlin Partners

- The Architect is now expecting cost and layout design proposals from two modular building vendors in early October. Evaluations of the proposals will occur upon receipt with recommendations to the Board to follow. If approved, the vendor designs and Architect package will be combined and submitted to DSA.

PVHS Relocate 86 HVAC Diffusers – Support Services

- All project documents have been received. The final payment warrant was issued, and retention has been released. This project is closed.

PVHS Electrical Bus Duct Repair – Support Services

- A Change Order cost was approved for work to replace the entire bus duct assembly rather than just the damaged portions. The work will be scheduled to occur during winter break 2021-22 to avoid impact to the site.

4. Career Technical Education Center & Agriculture Farm

Perimeter Security Fencing Addition – Support Services

- A bid package is being prepared for additional security fencing to include extension of the existing black rail at the west side (entry gate) and chain link with gates to complete the remainder of the perimeter.

New Maintenance and Operation Building – Support Services

- An initial scope meeting was held with site administration, M&O staff, Support Services, and 19x6 Architects to discuss M&O needs, desired layouts, and potential locations. The Architect is preparing a proposal for Architectural and Engineering support.

Well Installation – Support Services

- A Request for Qualification was issued to 3 local Geologists to provide support identifying suitable locations, design development, and construction documents. Responses were received up to September 24, 2021. Only one requestor submitted a package for consideration. After review of the information provided, Geologist Adam Simmons was deemed qualified to provide services as requested. A project schedule will be established after contract documents are completed in October.

5. District Wide and Support Services Center District Wide Project Closeout – Support Services

- Closeout of legacy projects continues:
 - SMHS #03-105496 Construction of Classroom Building, Special Education Building: A letter was received from DSA indicating the project was closed and certified as of May 27, 2021.
 - SMHS #03-102635 Alteration to Graphic Arts/Restroom bldg. 320 and 320A; Industrial Arts bldg. 500; Home Economics bldg. 210: A letter was received from DSA indicating the project was closed and certified as of April 30, 2021.
 - ERHS #03-105187, Alterations to 3 classroom Buildings (C, D, and E): Architect and Consultant evaluations of Change Order #3 has determined they do not include structural, Fire/Life/Safety, or Accessibility work. A Form 310 will be created and presented to DSA for review of findings.
 - SMHS #03-103743 Gym Renovation: The Consultant and Architect are continuing work on substitute submittals for DSA review. The search for information related to addendum #7 continues. Evaluation regarding the type and extent of acceptable testing options necessary to validate the sub roof clips status is ongoing.
 - SMHS #03-107526/107330 Cafeteria Building and 7 Classrooms: Remaining deficiencies including unapproved non-structural, Fire/Life/Safety, or Accessibility related Change Orders will be presented to DSA under a form 310. Inspection of pendant lights determined they were acceptable as installed. Change Order #4 is under review for required action.

SSC 2021 Paving SSC– Flowers and Associates

- Construction including asphalt crack fill, slurry seal, and temporary markings is scheduled for November 11 and 12, 2021. The contractor will return the weekend of November 20, 2021, to complete final striping.

District Wide Roof Repairs 2021 SMHS and PVHS – Support Services

- Items identified during the September 6, 2021, punch list walk are complete. Final pay application and retention release activities are underway.

SSC Purchasing Office Reconfiguration – Ravatt-Albrecht Architects

- Plans and specifications were submitted to the City of Santa Maria for review on May 17, 2021. The City is still reviewing. A project schedule will be determined upon completion of the City review.

SSC Second Story Office Reconfiguration – Ravatt-Albrecht Architects

- Plans and specifications were submitted to the City of Santa Maria for review on September 7, 2021. A project schedule update will occur upon approval by the City.

REGULAR MEETING
October 12, 2021

SSC Tire Room Reconfiguration – Ravatt-Albrecht Architects

- The plans and specifications package was submitted to the City of Santa Maria for review on September 7, 2021. A project schedule update will occur upon approval by the City.

Gary Wuitschick
Director – Support Services

Maintenance & Operations

SMHS

- Performed weekly grooming and cleaning of stadium sports turf.
- Supported recycle cardboard collection program.
- Installed portable restroom trailers in support of 500 and 600 restroom floor repairs.
- Repaired student bench seating.
- Performed gopher control best practices to safely and efficiently maintain a near zero gopher population.
- Performed monthly online and in-person training.
- Completed repairs to sprinklers at the Broadway Building and Lincoln Center landscape.
- Performed routine landscape maintenance at areas A, B, and C.
- Repaired hole in wall in office 120. The hole was discovered after removing a wall mounted storage system.
- Performed restorative painting to 350 Building exterior; offices 118 and 120; and classrooms 339, 636, 257, and 907.
- Repaired hand wash sinks in Industrial Arts Shop 510.
- Completed extensive flooring repairs and replacement in the 500 and 600 portable restroom facilities. Included removal and replacement of partitions and fixtures. (Photos)
- Completed installation of new and replacement security cameras. New locations include 335 exterior, Industrial arts exterior, auto shop interior and exterior.
- Completed HVAC service calls in office and classrooms: 110, 112, 257, 356, 520, 528, and 641.
- Assisted Information Services with warranty service of Smart Technologies IFP in classroom 356.
- Completed repairs to restroom fixtures in 820 and the Multipurpose Room.
- Completed mounting of MMEP Banners in rooms 907 and 909.
- Repaired the Agriculture Department floral cooler condenser.
- Performed weekly test operation of four ADA chair lifts and one passenger elevator.
- Performed Covid-19 related additional cleaning tasks, including student desk cleaning and high touch point cleaning.
- Supported freshman tablet distribution by providing temporary tablet storage and delivery to distribution location.
- Removed obsolete equipment from rooms 123B, 124A, 250, 331, 354, 618, 629, 632, and 646.
- Completed light fixture lamp replacement in classrooms 340, 628, and 909.
- Provided staff support by supplying various furniture needs to new and relocated staff at rooms 124B, 126, 127, 129, 235, 244, 257, 258 338, 339, 524, 604, 612, 626, 646, 647, 648, 649, 901.
- Completed distribution of new digital radio upgrade to assigned staff.
- Completed monthly fire extinguisher inspections.
- Performed extensive repairs to restrooms at the onset of a restroom damage outbreak. (Photos)
- Assisted with installation of 75" Tatung IFP technology package at room 120, 257, 340, 638.
- Installed new updated library furniture. (Photos)
- Performed restocking and regular delivery of PPE to requested areas and predetermined stations.
- Provided support of school event and civic center use activities: Mixteco Parent Advisory meeting, SMJUHS health benefit open enrollment, student tablet distribution, 9th grade parent meeting, Back to School night, SMHS picture retakes, ELAC, FFA meeting, Migrant services meeting, Student Services Fair, SMHS boys' basketball practices, SMHS volleyball, SMHS football, SMHS football Thursday team dinner.
- Preventive work hours - 6
- Routine work hours - 250
- Total work orders completed - 284
- Event setup hours - 107

Ken Groppetti
Plant Manager

REGULAR MEETING

October 12, 2021

PVHS

- Installed yellow top fence capping around varsity softball field.
- Painted field lines on practice fields for weekend soccer club.
- Groomed stadium and set up for home football game and cleaned trash from bleachers following the game.
- Completed herbicide treatment in several areas of campus.
- Replaced a failed irrigation well pump motor. Removed fencing at the well to replace motor. (Photo)
- Diagnosed and repaired aisle and seating lights in the Performing Arts Center.
- Painted a new Agriculture Department storage unit; replaced a wood structure in the staff parking lot that was assembled when the school opened in 2004.
- Completed plumbing repairs: replaced sink faucet in classroom 305, replaced toilet and flange broken in 400 boys' south restroom, cleared two plugged toilets in the 400 Building north boys' restroom, repaired leaking faucet in 300 Building second floor teacher work room, repaired a flush valve in the handicap stall of south 400 girl's restroom, cleared a plugged sink drain in the boys' locker room. (Photo)
- Repainted the entire marquee structure following graffiti spray paint.
- Painted classroom evacuation numbers on concrete curb by the front flagpoles.
- Installed NO LOITERING signs on south facing exterior wall at the boys' and girls' locker rooms.
- Issued new digital radios to staff along with installing new digital repeaters to improve radio communication for administration, security, and maintenance.
- Assembled new desks for Dean of Students, Migrant Education, and Dean of Students administrative assistant.
- Repaired athletic trainers' electric cart # 363.
- Gathered all fire extinguishers for annual service.
- Assembled and delivered a 75" Tatung interactive flat panel monitor for classroom 553.
- Installed a safety goggle sanitizing station in the 400 Science Building preparation center.
- Repaired locking mechanism on a two-drawer file cabinet in office 763.
- Diagnosed and repaired HVAC for classroom 364.
- Installed an acrylic protective cover for the pool scoreboard. (Photo)
- Replaced light ballast in the girl's restroom at the gym lobby.
- Installed three new signs in the cafeteria serving room for the kitchen staff.
- Replaced a computer projector bulb in classroom 422.
- Replaced broken wall mounted hand sanitizer in classroom 432.
- Replaced broken blinds at the teacher's desk in classroom 625.
- Assembled and delivered twenty-four new sewing machine desks to classroom 314.
- Performed extensive repairs to restrooms at the onset of a restroom damage outbreak: installed six new soap dispensers in boys' restrooms that were broken or removed, replaced three toilet seat cover dispensers in the boys' restrooms that were broken or removed, repaired partitions torn off the wall in 400 south and 300 west boy's restroom, repaired a sink pulled away from the wall in boys' 400 north restroom. (Photo)
- Assembled four modular workstations in 300 and 400 Building work rooms for expanded support staff.
- Inspected roofing repairs on classroom 610, performed needed repairs. (Photo)
- Performed COVID positive cleaning nightly in rooms where exposures occurred.
- Provided support of school event and civic center use activities: water polo matches, volleyball games, tennis matches, football, Parent Information Night, FFA event in the cafeteria, and weekend club soccer.
- Preventive work order hours – 34
- Routine work hours – 358 (includes CTE – 17)
- Total work orders completed – 227 (includes CTE – 25)
- Event setup hours – 95 (includes CTE – 6)

Dan Mather
Plant Manager

REGULAR MEETING
October 12, 2021

ERHS

- Completed a major cleanup near the practice field in preparation for a grounds material storage area. **(Photo)**
- Groomed the stadium turf for football, prepared tennis courts for tennis, and trimmed the Junior Varsity baseball infield for practices. **(Photo)**
- Secured all outdoor lunch tables, umbrellas, and benches with Loctite to prevent theft and vandalism after information surfaced about planned defacement.
- Picked up, delivered, and assembled portable bleachers for Delta High School sports events.
- Revised the planter outside athletic training classroom 407 for athletic cart parking.
- Installed a Cyber Key docking location in the staff work room 599.
- Pulled computer communication cable to remote switches for portable classroom thermostats to provide connection to the network for programming and monitoring.
- Painted Dignity Health logo on the new turf in stadium. **(Photo)**
- Performed touch up painting in boy's locker room.
- Repainted the mailbox in front of Delta High School.
- Patched and painted holes in classroom 617.
- Performed extensive repairs to restrooms at the onset of a restroom damage outbreak: cleared plugged toilets caused by deliberate acts; repaired flush valves damaged by kicking them; replaced a toilet knocked off its base; replaced soap, paper towel, and toilet paper dispensers as well as hand dryers, toilet seat covers, and mirrors. **(Photo)**
- Repaired campus doors: broken tail piece, panic hardware failed, loose hinges, and closer replacements.
- Completed monthly inspections: AEDs; emergency lighting, showers and eye washes; fire extinguishers.
- Mounted whiteboards, installed ergonomic desk equipment, changed office name plates.
- Repaired student book lockers.
- Repaired remote-operated Gate 6 not opening and closing.
- Repaired damaged grounds shop rollup door caused by students throwing cones and tires.
- Replaced projector lamp bulbs at ERHS and DHS.
- Installed plastic pins in several fire alarm pull stations.
- Delivered PPE to classrooms as needed.
- Performed cleaning in identified COVID-positive classrooms each night.
- Prepared the COVID positive and testing room (103).
- Assembled serving carts for the cafeteria kitchen.
- Completed online training.
- Provided support of school event and civic center use activities: school pictures, staff development, ACT testing, college presentation, Drama auditions, FFA meeting, girls' volleyball, girls' tennis, and football.
- Preventive work order hours – 16 (0 DHS)
- Routine work order hours – 239 (includes 36 DHS)
- Total work orders completed – 170 (includes 32 DHS)
- Event setup hours – 34 (includes 0 DHS)

Danny Sheridan
Plant Manager

Graffiti & Vandalism

- DHS \$ 0
- ERHS \$ 2,000
- SMHS \$ 500
- PVHS \$ 1,600

Reese Thompson
Director – Facilities and Operations

Photo Gallery – Major Projects



SMHS 50-Classroom Building – View of Walkway Decking Between Administration and Classrooms



SMHS 50-Classroom Building – View from Roof Deck Shows Scale of the Building



SMHS 50-Classroom Building – Inspector Reviews First Floor Hall Metal Studs



SMHS 50-Classroom Building – Campus View Shows the Exterior Structure Underway



ERHS Maintenance and Operations Building – Sanitary Sewer Tie-in is In Progress



ERHS Maintenance and Operations Building – Underground Electrical Box is Installed



ERHS Modernization – HVAC Distribution Cassettes Installed and Plumbed to Variable Refrigerant Flow Compressors



ERHS Modernization – New Metal Studs are in Place to Define Classrooms and Drywall Installations Begins

Photo Gallery – Maintenance & Operations



SMHS – New Flooring Installed in Two Portable Restroom Buildings



SMHS – Alex Banda and Tom Harold Re-install Restroom Partitions after New Flooring is Placed



SMHS Restroom Damage – Partition Door Hinges Stolen



SMHS Restroom Damage – Soap Dispensers Completely Removed



SMHS Restroom Damage – Fire Alarm Annunciator Removed from the Wall



SMHS Restroom Damage – Beer Cans in Toilets and Emptied Toilet Tissue Rolls



SMHS Library – Students Try the New Café Tables



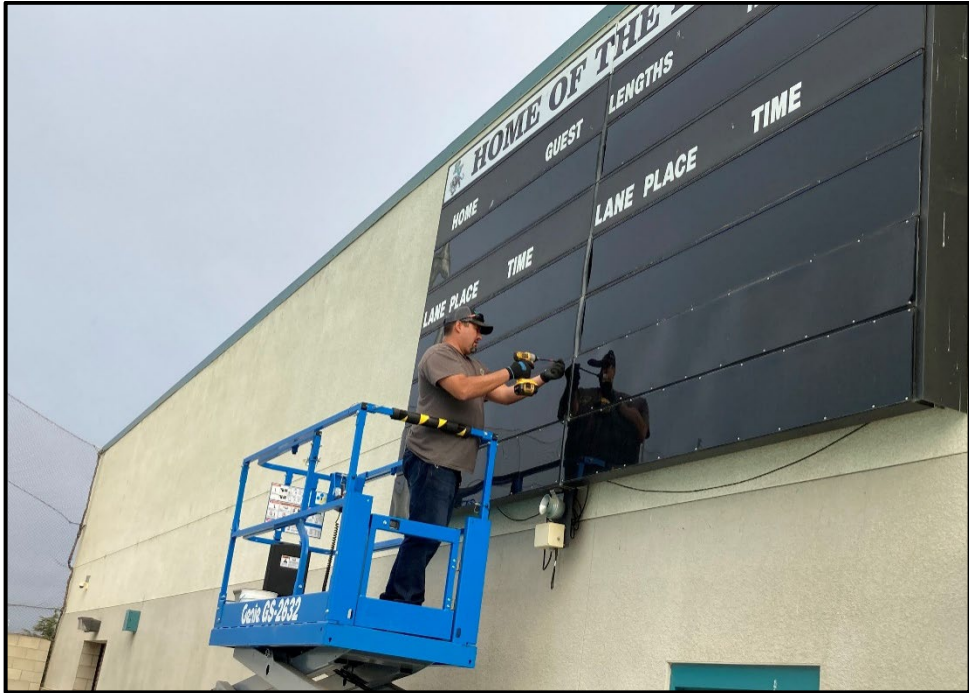
SMHS Library – Lounge Furniture Invites Student to Linger in the Library



PVHS – Irrigation Well Piping is removed to Replace the Submersible Motor and Pump



PVHS – Elias Camacho Clears a Plugged Drain



PVHS – Elias Camacho Installs a Protective Cover over the Pool Scoreboard



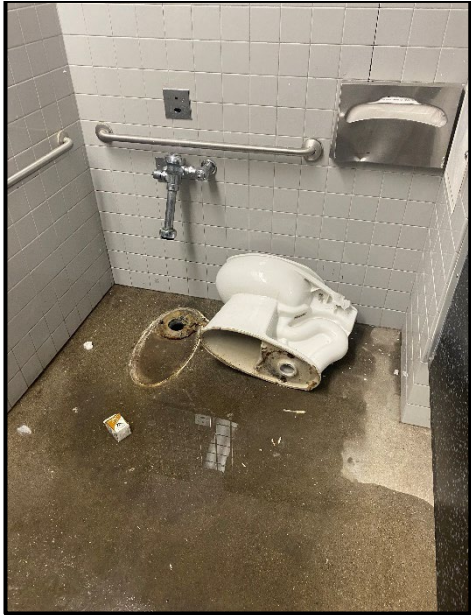
PVHS Restroom Damage – Elias Camacho and Jesus Reyes Re-install a Sink Pulled of the Wall



PVHS Restroom Damage – Sink and Mirror Broken



PVHS Restroom Damage – Fire Alarm Annunciator Ripped off the Wall



PVHS Restroom Damage – Toilet Knocked off its Mount



PVHS – Roofers Complete Repairs on the Replacement Roof at Classroom 620



ERHS – Joseph Campos and Juan Rodriguez Remove Salvage Material to Prepare a Grounds Material Storage Area



ERHS – The Grounds Crew Prepares the Junior Varsity Baseball Field for Practice



ERHS – Ernest Paz Applies the Dignity Health Logo on the Football Turf



ERHS Restroom Damage – Jimmy Salutan Replaces Stainless Steel Soap Dispensers



ERHS Restroom Damage – Toilet Knocked off its Base and Towel Dispenser Pried Open

REGULAR MEETING
October 12, 2021

APPENDIX C

Ratification of Faculty Association Agreement
2021-2024

TENTATIVE AGREEMENT

between the
SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
and the

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT FACULTY ASSOCIATION

September 17, 2021

The following Agreement reflects the full and complete agreement of the Santa Maria Joint Union High School District (hereinafter "District") and the Santa Maria Joint Union High School District Faculty Association (hereinafter "SMJUHSDFA") regarding a successor Collective Bargaining Agreement between the District and Association commencing July 1, 2021, through June 30, 2024.

The attached articles shall constitute all changes to the 20121-2024 Collective Bargaining Agreement.

The following Articles were changed:	The following Articles remain unchanged:
Article 1 – Preamble and Recognition	Article 3 – Joint Councils
Article 2 - Compensation	Article 8 – Peer Assistance and Review
Article 4 – Hours	Article 9 – Personnel Records/Public Charges
Article 5 – Transfer/Reassignment	Article 10 – General Terms and Conditions of Employment
Article 6 - Leaves	Article 11 – Classroom Aides and Student Teachers
Article 7 – Evaluation Procedures	Article 12 – Shared Decision Making
Article 15 – Hiring Ration	Article 13 – Membership Dues
Article 16 - Conclusion	Article 14 – Grievance Procedure
Appendix A – Certificated Salary Schedule	Appendix B – Definitions
Appendix D – Evaluation Forms Package	Appendix C – Adjunct Duties
Appendix E – Uniform School Site Schedule	Appendix F – SDM Oversight By-Laws

Tentatively agreed to this 17th day of September 2021. This Tentative Agreement shall become final upon ratification by the membership of the Association and adoption by the Santa Maria Joint Union High School District Board of Education.

FOR THE ASSOCIATION:


Patricia Peinado

Richard Guiremand

Tanya Guiremand

Rebecca Masuda

Aaron Nesper

FOR THE DISTRICT:


Kevin Platt

John Davis

Joni McDonald

Yolanda Ortiz

Salvador Reynoso

Paul Robinson

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COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE
SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
AND THE
SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT FACULTY
ASSOCIATION/CTA/NEA

~~2018-2021~~ 2021-2024

(Revised March 2019) (Revised September 2021)

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ARTICLE 1

PREAMBLE AND RECOGNITION

1.1 Preamble

1.1.1 This Collective Bargaining Agreement (“Agreement”) is entered into by and between the
SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT (herein the “District” or
“Employer”) and the **SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
FACULTY ASSOCIATION/CTA/NEA** (herein the “Association”) recognized as the
Exclusive Representative pursuant to Chapter 10.7, §3540 through §3549 of Division 4 of
Title One of the Government Code (the “Act”) (See Appendix B).

1.1.2 This Agreement shall supersede any District rule, policy, regulation , and/or any practice
which is contrary to or inconsistent with the terms of this Agreement except MOUs.

1.2 Recognition

1.2.1 The District recognizes the Association as the exclusive bargaining agent for the following
certificated employees of the District:

- Administrative Intern - Part-Time
- Athletic Directors
- Activities Directors
- Coordinators
- Counselors
- District/SELPA Liaison
- Librarians
- Nurses
- Psychologists
- Speech Language Pathologists **Therapists**
- Teachers – Full-Time
- Teachers – Part-Time
- Teachers on Special Assignment
- Teachers – Temporary

and excluding all other positions not designated, including, but not limited to:

- Administrative Interns – Full-Time
- Adult Education Teachers
- Assistant Principals
- Assistant Superintendents
- Deans
- Directors
- Hourly - Contracted
- Independent Study Teachers
- School Principals

1 Student Teachers
2 Substitute Teachers working less than 75% of the school year
3 Summer School Teachers
4 Superintendent

5 1.2.2 The Association and the District agree that the unit is appropriate.

6 1.3 The text of California statutes referenced in this Agreement, including the Education Code,
7 Government Code, and Labor Code, may be accessed online at <http://leginfo.legislature.ca.gov/>
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ARTICLE 2
COMPENSATION

2.1 **Wages**

2.1.1 Salary Schedule: The Certificated Salary Schedules are attached to this Agreement as Appendix A. For the ~~2018-2019~~ **2021-2022** school year, the Certificated Salary Schedule shall be increased by ~~two~~ **four and one-half** percent (~~2.00%~~) **(4.50%)**, retroactive to July 1, 2018~~21~~ and shall be paid to active bargaining unit members employed as of ~~January 14, 2019~~ **September 1, 2021**. The ~~two~~ **four and one-half** percent (~~2.00~~ **4.50%**) on-schedule shall be computed using the base salary on the ~~2018-19~~ **2019-20** salary schedule ~~in Appendix A~~ and shall be included on the ~~March~~ **October** pay warrant following ratification of this Agreement by the Board of Trustees. For the ~~2019-2020~~ **2022-2023** school year, the Certificated Salary Schedule shall be increased by two percent (2.00%) beginning July 1-~~2019~~, **2022**.

2.2 **Longevity**

2.2.1 Unit members will earn longevity steps at sixteen (16), nineteen (19) and twenty-two (22) or more years (accredited time, based on placement on the District salary schedule).

2.3 **Doctorate Degree**

2.3.1 One thousand five hundred dollars(\$1,500.00) will be added to Column V of the salary schedule for an earned doctorate from an accredited college or university.

2.4 **Step Advancement/Placement**

2.4.1 A unit member will advance on the salary schedule upon the completion of seventy-five percent (75%) service during the school year in the District. A unit member must work two (2) consecutive semesters in order to advance on the salary schedule.

2.4.2 For employees newly hired to the District beginning with the 2021-22 school year, experience outside the District shall be granted on a year-for-year basis up to ten (10) years of experience. The highest initial placement for teachers hired subsequent to July 1, 2021, will be Step 11. A year of experience shall represent no less than seventy-five percent (75%) of the days of required service for one given year.

Experience shall be within the last fifteen (15) years. (ex: A hiree who has ten (10) years of experience and then a five (5) year break shall be granted ten (10) years of experience. That same hire with a seven (7) year break would be granted eight (8) years of experience.

2.5 Extra Pay Assignments

2.5.1 During the term of this Agreement, the extra-pay positions listed in paragraphs 2.5.2 through 2.5.4, below shall be based upon a percentage of step 1, column I, on the Salary Schedule.

2.5.2 Department Chair and Delta Curriculum Council Liaison stipends shall be established at the following:

Department Chair:

6.0 FTE's and below 9.0%

6.01 FTE's to 10.0 FTE's 9.5%

Above 10.0 FTE's 10.0%

Delta Curriculum Council Liaison 2.0%

Department Chairs may share the duties and stipends for the position, Delta CCLs may not.

2.5.3 Activity stipends shall be established at the following:

Activity Director	7.5%
Ag Judging Team Advisors	7.5%
AVID Grade 9 (limit of one stipend per teacher per grade level)	5.5%
AVID Grade 10 (limit of one stipend per teacher per grade level)	5.5%
AVID Grade 11 (limit of one stipend per teacher per grade level)	5.5%
AVID Grade 12 (limit of one stipend per teacher per grade level)	5.5%
Class Advisor-Grade 9	2.0%
Class Advisor-Grade 10	2.0%
Class Advisor-Grade 11	5.0%
Class Advisor-Grade 12	7.0%
Dance Team Advisors	5.5%
Drama Coach	7.0%
<u>FBLA/DECA Advisors</u>	7.0%
<u>FCCLA Advisors</u>	<u>7.0%</u>
FOL (Focus Group Leaders)	6.5%
FOL Head	8.0%
<u>HOSA Advisors</u>	<u>7.0%</u>
Intramural (2 per Comp site/1 DHS)	5.8%
Journalism	7.0%

1	Marimba/Ballet Folklorico	7.0%
	MESA Advisor	6.0%
2	Music (Instrumental)	7.0%
	Music (Vocal)	6.5%
3	<u>SKILLS USA Advisors</u>	<u>7.0%</u>
4	Song & Cheer	7.0%
	Speech/Debate, or Mock Trial	6.0%
5	Teacher Induction Program	11.1%
	<u>TSA Advisors</u>	<u>7.0%</u>
6	Yearbook	7.0%

7 2.5.4 Coaching stipends shall be established at the following:

8 Assistant Varsity, Head JV, and Head Frosh will be seventy-five percent (75%) of the
9 stipend. Assistant JV and Assistant Frosh will be fifty percent (50%) of the stipend. There
10 will be an extra five hundred dollar (\$500.00) stipend for on-site coaches who coach two
11 (2) or more sports per school year.

12	Assistant Athletic Director	7.0% per season
13	Athletic Trainer	10.0% per season
	Baseball	8.5%
14	Head Varsity	
	Assistant Varsity	
15	Head JV	
	Head Frosh	
16	Basketball	9.0%
17	Head Varsity	
	Head JV	
18	Head Frosh	
	Cross Country	7.0%
19	Football	9.5%
	Head Varsity	
20	Assistant Varsity (3)	
21	Head JV	
	Assistant JV	
22	Head Frosh	
	Assistant Frosh	
23	Golf	7.0%
	Head Varsity	
24	Soccer	7.5%
	Head Varsity	
25	Head JV	
	Softball	8.5%
26	Head Varsity	
	Assistant Varsity	
27	Head JV	
28	Swimming	7.0%

1	Head Varsity	
2	Head JV	
	Tennis	7.0%
3	Head Varsity	
	Head JV	
4	Track	8.0%
5	Head Varsity	
	Head JV	
6	Volleyball	7.5%
7	Head Varsity	
	Head JV	
8	Water Polo	7.5%
9	Head Varsity	
	Head JV	
10	Wrestling	8.5%
	Head Varsity	
11	Head JV	

12 2.5.5 The school sites may desire to hire hourly certificated teachers as tutors after school. The
13 District recognizes the need to start as early as possible after school to attract students to
14 the program and avoid delay until 3:10 p.m. Therefore faculty members may tutor for
15 the hourly pay rate after the last regularly scheduled class of the day.

16 2.5.6 Extra-pay positions listed in this paragraph shall be compensated as specified:

17	After School Tutor	\$ 21 <u>30</u> .00/hr
18	PAR Mentor	\$ 21 <u>30</u> .00/hr

19 All other hourly positions except summer school.

20 2.5.7 Preference for summer school positions and all other extra pay assignments including,
21 but not limited to, positions listed in section 2.5, inclusive, shall be given to unit
22 members.

23 **2.6 Preparation Period Teaching Assignment**

24 2.6.1 A teacher who is requested and agrees to teach a regular class offering during a
25 scheduled preparation period shall be compensated at twenty percent (20%) of his or her
26 regular daily rate of pay for each semester of the assignment.

27 **2.7 Employee Benefits Program**

28

1 2.7.1 The District shall make contributions for **qualified** medical, dental, vision, life, and long-
2 term disability insurance programs and coverages. Each unit member's contribution
3 obligation for the medical insurance is determined by the level of coverage (single, two-
4 party, family) that is selected **and FTE. Employees must enroll in the medical plan to**
5 **qualify for dental and vision.**

6 2.7.1.1 **Beginning with the plan year January 1, 2022** ~~For the 2018-2019 school year,~~
7 the tenthly District contribution **to medical insurance** on behalf of each full-time
8 employee is as follows:

- 9 • Single (employee only) - six hundred ~~twenty~~ **fifty-one** dollars and ~~forty-three~~
10 **sixty** cents (~~\$620.43~~ **651.60**);
- 11 • Two-party (employee and one [1] dependent) - one thousand two hundred
12 seventy-seven dollars and seventy-eight cents (\$1,277.78);
- 13 • Family (employee and two [2] or more dependents) - one thousand seven hundred
14 seventy-three dollars and seventy-two cents (\$1,773.72).

15 2.7.1.2 Each employee is responsible for the difference between the District
16 contribution and the monthly cost of the selected health benefit plans. ~~The~~
17 ~~administrative fee of .33% shall be included in the payroll deduction for the~~
18 ~~benefit cost.~~

19 2.7.1.3 If the District achieves a savings in the per-member contributions as a result of
20 an employee electing an insurance plan coverage that costs less than the
21 District's contribution for ~~the 2018-2019~~ coverage in which the employee was
22 enrolled, ~~a reduction in District contribution amounts for unit members who are~~
23 ~~married to other unit members,~~ or other verifiable savings, the savings shall be
24 placed in a restricted fund to offset future cost increases to unit members. The
25 distribution of the savings dollars shall be determined by the Association.

26 2.7.2 The following special provisions are related to the employee insurance benefits program.

27 2.7.2.1 ~~Each unit member employed at .80 FTE or greater on or after January 1, 2008~~
28 ~~shall be required to enroll as the subscriber and pay the applicable contribution~~

1 for the plan selected in the District's health and welfare insurance program.
2 Employees hired prior to January 1, 2008 are not required to enroll in the
3 District's health and welfare insurance plan. However, once the employee hired
4 prior to January 1, 2008 enrolls in the District's health and welfare plan as a
5 subscriber, the employee must remain as a subscriber in the District's health and
6 welfare plan as long as they remain an employee of the District.

7 2.7.2.21 Permanent, and probationary employees ~~.16 to .79~~ FTE, and temporary
8 employees ~~.60~~ **.40** FTE to ~~.79~~ **1.0** FTE, shall have the option to participate **in**
9 **the employee benefits program** and shall have District health and welfare plan
10 contributions pro-rated in accordance with the following schedule:

11 ~~.80 and above~~ 100% of District contribution

12 ~~.60 to .79~~ 75% of District contribution

13 ~~.40,50~~ to ~~.59~~ 50% of District contribution

14 **.40 to .49 0% of District contribution**

15 ~~.16 to .39~~ 25% of District contribution

16 **0 to .39% Not able to participate**

17 2.7.2.3 Temporary employees below ~~.60~~ FTE shall not receive District paid contributions.

18 2.7.3 If a unit member and spouse/domestic partner are employed .80 FTE or greater prior to
19 January 1, 2008 and are covered by this Agreement, the unit members' contribution
20 obligation is waived if they enroll as subscriber and dependent on a two (2)-party or
21 family plan prior to January 1, 2008. If the unit member and spouse/domestic partner
22 elect to have separate health and welfare plans, each unit member shall be responsible for
23 the contribution obligation of the plan the unit member selects at the same rate as any
24 other unit member. Once each unit member becomes a subscriber, the unit member must
25 remain a subscriber as long as the unit member remains an employee of the District and
26 the unit member's contribution obligation is no longer waived. If one unit member is full-
27 time (at least .80 FTE) and the spouse/domestic partner is part-time, the following
28 calculation applies:

Spouse/Domestic Partner FTE Unit	District Contribution of Member's Contribution
.60 FTE	87.5%
.40 FTE	75.0%
.20 FTE	62.5%

2.7.4 The Association is responsible for the designation of the health insurance provider.

2.7.4.1 The District is not a party to the designation of a health insurance provider. As such, the District shall not be bound by any resolution, agreement, contract, or other legal device of the health insurance provider unless specifically ratified by the Board of Trustees. The District's obligation to any health insurance provider is limited to processing and transmitting the contribution amounts set forth in paragraph 2.7.1.1 of this Article, including prorated contributions for part-time employees and contributions for eligible retired employees as set forth in paragraph 2.8 of this Article.

~~2.7.4.2 The District's contribution shall not extend to payment of any fees, costs, dues, or assessments that exceed the contribution amounts set forth in paragraph 2.7.1.1, unless specifically ratified by the Board of Trustees.~~

2.7.4.3~~2~~ No provision relative to health insurance contained in this Agreement may be modified based on the Association's designation of a particular health insurance provider.

2.7.5 The District will receive written assurance that it will never be financially liable to the health insurance provider for more than the contributions made on behalf of District employees. The assurance may be made in any form that is acceptable to the District.

2.8 Employee Retirement Benefits

1 2.8.1 Unit members hired on or after January 1, 2008 must ~~be~~ have been vested in the
2 District for ten (10) years in order to receive a District contribution toward retiree
3 benefits offered by the District.

4 2.8.2 Effective March 1, 1990, retiring unit members have the option of continuing to receive
5 fully paid District health and welfare benefits for single-party coverage, or; participate in
6 the health and welfare benefit plan as if they were active employees. Retirees choosing
7 the latter shall be responsible for current co-payments of premiums.

8 2.8.3 The District will pay one hundred percent (100%) of retiree only coverage for medical,
9 dental and vision insurance until the retiree is eligible for Medicare or attains age sixty-
10 five (65).

11 2.8.4 In accordance with Ed Code 7000, the District will continue health, dental and vision
12 insurance benefits until the retiree is eligible for Medicare or attains age sixty-five (65) at
13 the retiree's expense.

14 2.8.5 Retirees/spouses wishing to continue coverage after age sixty-five (65), may enroll in
15 ~~health~~ medical and dental and vision insurance programs at their own expense with
16 open enrollment restrictions.

17 **2.9 Mileage**

18 2.9.1 Unit members who use their own transportation in the performance of their duties, and
19 unit members who are assigned to more than one (1) school per day, shall be reimbursed
20 for all such travel at the current Internal Revenue Service allowable rate per mile. Unit
21 members who use their personal transportation for approved field trips or other approved
22 District business shall receive the benefits provided in this section.

23 **2.10 Personal Property Damage Reimbursement**

24 2.10.1 The District will consider requests for reimbursement for damages or loss to personal
25 property used in the course of employment. Such use must have prior written District
26 approval and must not involve culpability on the part of the unit member. The District
27 and the Association agree to review methods to protect unit members' personal property.

28 **2.11 Student Teacher Payment**

1 2.11.1 A unit member who accepts the responsibility for a student teacher shall be paid the
2 student teacher fee offered by the sponsoring educational institution.
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1 **ARTICLE 3**

2 **JOINT COUNCILS**

3 **3.1 Faculty, Management Council (FMC)**

4 3.1.1 The purpose of FMC is to facilitate communication within the District and to problem-
5 solve on an informal and expeditious basis. The FMC will consist of the President of the
6 Association along with one (1) teacher from each of the comprehensive sites (appointed
7 by the Association Executive Board) the Superintendent, and two (2) other management
8 employees (appointed by the Superintendent).

9 3.1.2 FMC will meet once per month with logistics to be determined by the Superintendent
10 and the President. All agenda items will be submitted to the other party at least three (3)
11 days in advance of the scheduled meeting date. No item relating to a specific school site
12 may be placed on the agenda unless the issue has been addressed by the School Site
13 Principal.

14 **3.2 Budget Committee**

15 3.2.1 The District and the Association agree to establish a Budget Committee which shall
16 include two (2) teachers appointed by the Association Executive Board and two (2)
17 administrators.

18 3.2.2 The Committee will serve in an advisory capacity to assist in preparation of the proposed
19 budget for the June Board meeting. The Committee will meet at least monthly, as needed,
20 decided by the committee, to receive information and make recommendations to the
21 District on budget priorities.

22 **3.3 Local Control Accountability Plan**

23 3.3.1 Bargaining unit members, on all District LCAP committees, shall be appointed by the
24 Association Executive Board.

25 3.3.1.2 There will be at least four (4) bargaining unit members on the District LCAP
26 Steering Committee. Each bargaining unit member at this committee meeting(s)
27 will have the opportunity to provide input on all LCAP Goals.
28

1 3.3.2 Following the initial meeting of the LCAP Steering Committee to begin the Annual
2 Update Template process, the District will meet with up to five (5) members appointed by the
3 Association Executive Board to receive input on behalf of their constituency. The meeting shall
4 be held within three (3) weeks of the initial Steering Committee meeting.
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ARTICLE 4

HOURS

4.1 Workday

4.1.1 Except as modified elsewhere in this Agreement, the normal work day for full-time regular teachers covered by this Agreement shall be seven hours and fifteen minutes (7:15), exclusive of a duty-free lunch, beginning five (5) minutes before the first student period and ending fifteen (15) minutes after the last student period. The uniform school site schedule is attached as Appendix E. The regular teaching assignment shall be five (5) teaching periods and two (2) preparation periods, ~~between the hours of 7:25 a.m. and 3:10 p.m.~~ A teaching assignment outside of the regular bell schedule must be negotiated between the parties. **Beginning with the 2022-23 school year, the normal work day for full-time regular teachers covered by this Agreement shall be seven hours and fifteen minutes (7:15), exclusive of a duty-free lunch, beginning fifteen (15) minutes before the first student period and ending five (5) minutes after the last student period.**

4.1.2 The Independent Study Coordinator's hours may extend no later than 9:00 p.m.

4.1.3 All other unit members will not be required to work past 5:00 p.m. on a daily basis. If there is a need for unit members to serve on a daily basis past 5:00 p.m., it is agreed to re-open and discuss this Article. **Beginning with 2022-23, above hours will change to 6:00 p.m.**

4.1.4 Field trips are not subject to limitations set forth in section 4.1.1, inclusive, of this Article.

4.1.5 It is understood and agreed that **contractual** hours of employment at Delta may be different from the hours of other unit members. The differences in terms and conditions of employment between unit members assigned to Delta, and teachers assigned to other schools in the District shall not be grounds for grievances because they are different. The District agrees to make no changes in adopted

1 District Policies concerning hours of employment at Delta without negotiations
2 with the Association.

3 **4.1.5.1 The language in article 4.6.1 does not apply to Delta High School. The**
4 **Delta bell schedule is included in Appendix E for information.**

5 4.1.6 The parties to this Agreement agree that the normal work day set forth above shall
6 not be construed to limit the District's right to require, and/or the unit member's
7 obligation to participate in or perform, adjunct duties outside the normal work day
8 without additional compensation. If adjunct duties cannot be staffed by
9 volunteers, assignments thereto shall be made in an equitable way as outlined in
10 Appendix C.

11 **4.1.7 Bargaining Unit members who are assigned to a Professional Learning**
12 **Community Team shall attend Collaboration meetings (PLC, WASC, Staff**
13 **Meetings, etc.) in alignment with the bell schedule. Less than 1.0 FTE unit**
14 **members shall attend no fewer than 60% of the collaboration meetings for**
15 **a .6 FTE and 80% for .8 FTE. Other employees with less than 1.0 FTE**
16 **shall follow the same pro-rated formula.**

17 **4.2 Work Year**

18 4.2.1 Except as otherwise provided in this Agreement, the work year for classroom unit
19 members shall be no more than one hundred eighty-five (185) days per school
20 year, including one hundred eighty (180) student contact days, two (2) unit
21 member work days and three (3) staff development days conditional upon state
22 budget allocations for the staff development days. Should State funding be
23 withdrawn, the unit member work year will revert to one hundred eighty-three
24 (183) days, of which three (3) days are unit member work days.

25
26 4.2.2 Any time or day variation, requested by a site, from the normal work day schedule
27 for the three staff development days will be negotiated.
28

1 4.2.3 If the two (2) unit member work day(s) cannot fit within the Monday through
2 Friday cycle, the work day shall be worked at the unit member's discretion within
3 a two (2) week period of the first(1st) contact day, with reasonable notification to
4 the Principal. No mandatory staff meetings will be held before the start of student
5 contact days unless agreed to by the Association.

6 4.2.4 The District reserves the right to require non-classroom teacher unit members,
7 including, but not limited to **Athletic Directors**, Librarians, Coordinators
8 **Counselors, Nurses, Technology TOSAs, Speech Language Therapists**, and
9 Psychologists to work an additional number of days at their daily rate of pay
10 under this Agreement. **Prior to any change in the assignment level of the above**
11 **positions the District will communicate with the FA and the unit member.**

12 4.2.4.1 Counselors will be guaranteed at least five (5) contiguous days of
13 additional work per school year for the term of the Agreement.

14 4.2.4.2 Psychologists **and Speech Language Therapists** shall be placed on
15 Column V, and have a minimum placement of Step 9 and a maximum of
16 Step 13, depending on experience, plus ten (10) percent of salary
17 schedule placement.

18 4.2.4.3 The work year for Psychologists and ~~SBCP Coordinators~~ **Speech**
19 **Language Therapists** shall have ten (10) additional days per school
20 year, pro-rated if less than a full-time equivalent assignment.

21 4.2.4.4 Special Education Coordinators shall have seven (7) additional days
22 beyond the one hundred eighty-five (185) contract days per school year,
23 pro-rated if less than a full-time equivalent assignment.

24 4.2.4.5 The position of Special Education Department Chair and Special
25 Education Coordinator shall not be held by the same unit member at any
26 site, except by mutual agreement between the District and the
27 Association.
28

1 4.2.4.6 School Nurses shall have **a minimum placement of Column V, and a**
2 **minimum placement of Step 8 and a maximum placement of Step 12,**
3 **depending on experience, plus** five (5) additional work days per school
4 year.

5 4.2.4.7 Athletic Directors shall have a minimum placement on Column IV, and
6 have a minimum placement of Step 9 and a maximum placement of Step
7 13, depending on experience, plus nine (9) percent of the salary schedule
8 placement.

9 4.2.4.8 The work year for Athletic Directors shall have five (5) additional days
10 per school year, pro-rated if less than a full-time equivalent assignment.

11 4.2.5 All Agricultural teacher unit members, regardless of teaching load within the
12 agriculture department, shall be offered twenty-eight (28) additional days for
13 summer work at their daily rate of pay.

14 4.2.6 The specific calendar for these days shall be assigned after consultation with
15 the unit member.

16 **4.3 Preparation Periods**

17 4.3.1 The District agrees not to change the proportion of teaching to preparation periods for the
18 duration of this Agreement (five[5] periods teaching, two[2] preparation periods).

19 4.3.2 Non-classroom personnel shall not be entitled to preparation periods, but shall be entitled
20 to two (2) fifteen (15)-minute rest periods during a normal work day. Such rest periods
21 shall be taken at times which do not disrupt or interfere with regular duties.

22 4.3.3 Classroom unit members who travel from one (1) campus to another shall use a portion
23 of their preparation period for such travel. The remainder of the period shall be used for
24 preparation. No classroom unit member shall be required to make more than one (1)
25 campus change for instruction per day. Classroom unit members will only be assigned to
26 two (2) schools when necessary.

27 4.3.4 Preparation Period teaching assignments shall be offered **first** to ~~volunteers~~ **teachers** who
28 are ~~regular part-time~~ **less than 1.0 FTE** employees ~~on a rotating seniority basis~~. If no

1 regular ~~part-time~~ **less than 1.0 FTE** employee **accepts the assignment** ~~volunteers,~~
2 preparation period teaching assignments shall be offered to **teachers** ~~volunteers~~ who are
3 regular full-time employees ~~on a rotating seniority basis~~ **per the ongoing list maintained**
4 **for each department at each site.**

5 4.3.4.1 Each school site shall **maintain an accurate list for each department and** post
6 potential assignments **by email to the department members** and offer unit
7 members an opportunity to ~~volunteer for~~ **accept the** Preparation Period
8 assignments at the beginning of each school year **semester.**

9 4.3.4.2 ~~Volunteers~~ **Teachers** ~~will~~ **shall** be listed by department and **ongoing adjustments**
10 **to the lists shall be made as assignments become available.** ~~by hire date~~
11 ~~seniority from the most senior to the least senior.~~ If an opportunity arises, it shall
12 be offered to the ~~most senior~~ employee in the department **at the top of the list.**
13 **New employees or transfers shall be placed at the bottom of the list at the**
14 **time of their hiring or transfer.**

15 4.3.4.3 If an employee declines an offer, he or she shall **go to the bottom of the list and**
16 **will** not receive another offer until the other employees on the list have accepted
17 or declined subsequent offers. **If an employee is not available for the offered**
18 **assignment, they shall remain in their current position on the list.** Upon
19 request, the District will provide the Association a copy of each list utilized
20 pursuant to paragraph 4.3.4.2.

21 4.3.4.4 The District agrees that Preparation Period assignments shall be limited to twelve
22 (12) sections per school site, unless the site Principal and Association President
23 agree to a higher number.

24 **4.3.4.5 Special Education classes that have mandatory six (6) periods of instruction**
25 **will not count toward the site limit of twelve (12) sections.**

26 **4.3.4.6 Special Education assignments that require six periods of coverage (e.g.**
27 **TLC, SESP), the teacher in the assignment shall have “the right of first**
28 **refusal,” meaning that they shall be offered the additional preparation**

period assignment first. If the teacher in the assignment refuses the assignment, then the additional preparation period assignment offering shall follow the procedures established in 4.3.4.

4.4 Campus Supervision

4.4.1 The District agrees to review its campus supervision requirements of unit members with the Association at least twice a year. In case of an emergency the District and the Association agree that emergency supervision requirements will be reviewed and approved by the Principal and the Association President or designee at each site.

4.5 School Calendar Consultation

4.5.1 The Association shall be consulted annually on the calendar prior to its adoption by the District. If no agreement is reached by the April Board meeting, the Board may act unilaterally.

4.6 Schedules

4.6.1 For the 2021-22 school year, the bell schedule shall remain in place with ~~The regular~~ schedule ~~shall begin~~ beginning with Period One at 7:30 a.m. and ending with Period Seven at 2:55 p.m. Beginning the 2022-23 school year, the regular schedule shall begin with Period One at 8:30 a.m. and end with Period Seven at 3:55 p.m. Each teaching and preparation period shall be fifty (50) minutes in length. In 2021-22, ~~The~~ passing time between periods is ten (10) minutes, except that passing time between periods Three and Four shall be fifteen (15) minutes and serves as a nutrition break. Lunch is between Fifth and Sixth periods and shall be forty (40) minutes in length, including ten (10) minute passing time (See Appendix E). In 2022-23, the passing time between periods is ten (10) minutes, except that passing time between periods Two and Three shall be fifteen (15) minutes and serves as a nutrition break. Lunch is between Fourth and Fifth periods and shall be forty (40) minutes in length, including ten (10) minute passing time (See Appendix E). If an In-School Intervention teacher's regular assignment requires covering students during the scheduled nutrition

1 break and/or lunch period, the equivalent amount of time shall be scheduled by mutual
2 agreement with the Principal. The Intervention teacher lunch period will be held either
3 immediately before or after the regular lunch period. Prior to each school year, the
4 Principal and the Intervention teacher at each site will mutually agree on which time
5 frame will be used for lunch. The District and Association shall determine uniform
6 “special day” schedule(s) by mutual agreement.

7 **4.6.2 It is understood and agreed that contractual hours of employment at the CTE**
8 **Center may be different from the hours of other unit members. The differences in**
9 **terms and conditions of employment between unit members assigned to the CTE**
10 **Center, and teachers assigned to other schools in the District shall not be grounds**
11 **for grievances because they are different.**

12 **4.6.2.1 The district agrees to make no changes in adopted District Policies**
13 **concerning hours of employment at the CTE Center without negotiations**
14 **with the Association. The CTE Schedule will align with the bell schedules of**
15 **the comprehensive sites with the exception that each period will be 100**
16 **minutes in length.**

17 **4.6.2.2 Employment at or transfer to the District’s Career and Technical Education**
18 **site is voluntary – no Unit Member may be involuntarily transferred to the**
19 **CTE site. Those who accept employment at the CTE high school accept the**
20 **CTE bell schedule (preparation period teaching assignment) and**
21 **compensation structure.**

22 **4.7 Job Share Provisions**

23 4.7.1 The District agrees to consider requests for teachers to job share in a way that is
24 agreeable to the Principal and the department and student needs. It is understood that the
25 District does not owe a full-time teacher a part-time assignment.

26 4.7.1.1 All job shares are subject to annual approval by the District. Deadline dates for
27 requesting leaves are referred to in Article 6, section 6.11.3. A teacher may apply
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for a job share for either a full year or a semester, pending successful hiring of a qualified replacement.

4.7.1.2 If the job share request is approved, the Principal, in conjunction with the Department Head and the requesting teacher(s), will work out the specific arrangements of the assignment. Priority is given to the program needs.

4.7.1.3 Teachers will find their own job share partner within the District, otherwise outside applicants are subject to the District hiring process. If no qualified teacher is found, the District may deny the request.

4.7.2 While teachers are allowed to request the percentage of their job share, the final schedule is subject to approval by the District. All pay will be pro-rated, and benefits will be provided as set forth in 2.7.2.

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ARTICLE 5

TRANSFER/REASSIGNMENT

5.1 Transfer/Reassignment

5.1.1 “Transfer/Reassignment” refers to any change in the permanent assignment of unit members from one (1) site to a different site. A vacancy is any position to which a unit member is not assigned. This includes any vacated, promotional, or newly created position, including positions created by reconfiguration or restructuring, and all vacancies must be posted **internally**.

5.1.2 No assignment to fill a vacancy shall be made until after the closing date. No outside applicant shall be selected to fill a vacancy if there is a qualified unit member applicant. When filling vacancies, the District shall interview and consider all internal applicants. The following factors shall be considered in determining qualifications:

- a) The educational-related needs of the District.
- b) The credentials to perform the required services as required by State and Federal laws.
- c) The qualifications by training and/or experience.
- d) Affirmative action and Title IX mandates.
- e) If criteria a-d of this paragraph are determined to be equal, the bargaining unit member with the greatest length of service with the District shall be selected.

5.1.2.1 The District shall, within thirty (30) days of the District’s intent to fill a vacant position, send notice in writing to all bargaining unit members’ email on record with the District to notify bargaining unit members of the vacancy. In addition, the District shall deliver the posting to the Association and post in all school buildings a list of all vacancies which occur during the school year and for the following school year. Such notice shall include a job description of duties, responsibilities, and qualification requirements, and closing date, so that current bargaining unit members may apply, and shall be considered by the District.

1 5.1.2.2 If a **permanent** unit member already has a transfer application on file, it is not
2 necessary to make a further application in order to be considered for any
3 vacancies. The District shall provide written acknowledgement of receipt to each
4 applicant with two (2) days of receipt of the application. At any time after the
5 vacancy is posted and before the posted deadline, **permanent** bargaining unit
6 members may apply for the vacant position.

7 5.1.2.3 All qualified **and permanent** bargaining unit members who apply for vacant
8 positions shall be given priority consideration. The vacant position must be flown
9 for a minimum of five (5) days before internal interviews take place. No
10 assignment to fill a vacancy shall be made until after the closing date. **Permanent**
11 **b**Bargaining unit members who apply shall be given written notification of the
12 hiring decision within ten (10) days after such action has been taken.

13 5.1.2.4 If a **permanent** bargaining unit member is not selected for a vacant position for
14 which he/she applied, upon written request, he/she shall be provided the reasons
15 in writing, within two (2) weeks of the request being submitted to the District.
16 Those reasons must demonstrate that the external candidate was substantially
17 better qualified for the particular position in question based on criteria in 5.1.2.

18 5.1.3 **Permanent u**Unit members who desire a transfer/reassignment may file a written
19 statement of such desire with the Human Resources Office. Such statement shall include
20 the grade and/or subject to which the **permanent** unit member desires to be assigned, and
21 the school or schools to which the **permanent** unit member desires to be
22 transferred/reassigned.

23 5.1.4 Upon request, and as soon as practical, the District shall make available to the
24 Association a list of all unit members who have been transferred/reassigned. The District
25 shall not be required to furnish such a list more than once in any given school year, unless
26 further transfer/reassignments occur, then upon request.

27 5.1.5 A **permanent** unit member may submit a request(s) for transfer to the District each
28 academic year on the District Transfer Form, whether or not a vacancy exists. A

1 **permanent** unit member may also submit a request for a transfer subsequent to the
2 posting of a vacancy notice pursuant to the posting procedure of this Article. If the
3 **permanent** unit member requests that his/her application for transfer be kept
4 confidential, only the Principal at his/her school shall be notified by the District of the
5 application. **Permanent u**Unit members returning from leave shall be afforded all rights
6 provided under this section. If there is a qualified volunteer for a vacant position, the
7 position cannot be filled by an involuntary transfer.

8 5.1.6 Involuntary transfer/reassignment shall be made only for the following reasons: A
9 decrease in the number of pupils which requires a decrease in the number of unit
10 members, class size, elimination of program(s) and/or funding, or school closings. If a
11 decrease in the number of pupils or the elimination of program(s) and/or funding occurs,
12 the District shall seek volunteers prior to making any involuntary transfer/reassignment.
13 If an involuntary transfer/reassignment becomes necessary, the unit member with the
14 least seniority with the appropriate credential shall be transferred and/or reassigned. An
15 involuntary transfer/reassignment shall be made only after a conference with the unit
16 member involved. The unit member may elect to have a representative of the Association
17 present at the conference.

18 5.1.7 Notices of involuntary transfer/reassignment shall be given in writing to the unit
19 members as soon as practical. Unit members who are transferred/reassigned during the
20 school year shall be given five (5) days' notice insofar as practical before the actual
21 transfer/reassignment occurs and shall be allowed two (2) days of paid release time for
22 preparation prior to the effective date of the transfer/reassignment. The District shall
23 provide assistance in moving a unit member's materials whenever a unit member is
24 transferred/reassigned.

1 **ARTICLE 6**

2 **LEAVES**

3 **6.1 Leaves of Absence – General**

4 6.1.1 Leaves of absence are authorized time away from work and may be with or without pay
5 as specified by the District.

6 6.1.2 Unit members must request in writing all leaves of absence except sick leave, in-lieu
7 leave, industrial accident or illness leave, or bereavement leave. Except in emergencies,
8 leave of absence may not commence prior to written approval.

9 6.1.3 Except as provided by statute or by express provision of Board Policy, the District retains
10 the right to withhold approval of any leave requested.

11 6.1.4 The District at any time may require adequate confirmation of stated reasons for leave,
12 and any false statement made to support a request for leave shall be grounds for
13 withholding leave benefits. A unit member on paid leave of absence shall not be gainfully
14 employed by any other employer except as approved by the District. Violation of this
15 provision shall be grounds for withholding leave benefits.

16 6.1.5 Following any three (3)-day leave due to illness, a doctor’s statement attesting to the unit
17 member’s fitness to resume employment may be required before the unit member returns
18 to work. The District may require, at District expense, confirmation by a doctor of the
19 District’s choice before a unit member is eligible to return to work.

20 6.1.6 A unit member who fails to return to work at the expiration of approved leave shall be
21 deemed to be absent without leave. See 6.12.1.

22 **6.2 In-Lieu Policy**

23 6.2.1 The “In-Lieu” policy is specifically intended as coverage for singleton periods wherein
24 the regular teacher is missing from two (2) or fewer periods or when the District is unable
25 to find enough substitutes. Priority should be given to in-lieu teachers before using
26 substitutes. When a teacher substitutes for another teacher at the request of the
27 administration, the teacher substituting shall be credited with “in-lieu” leave for each
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1 period served. For this Article, a “period” shall be defined as one (1) teaching period. The
2 following conditions shall be met:

3 6.2.1.1 Participation shall be voluntary. Any Bargaining Unit Member who is 1.0 FTE
4 and has at least one classroom assignment is eligible.

5 6.2.1.2 Substitutes shall be assigned by site administration

6 6.2.1.3 All records of “in lieu” time shall be maintained by site administration.

7 6.2.1.4 An orderly selection process with the following priorities will be followed.

8 6.2.1.4.1 The absent teacher’s preference.

9 6.2.1.4.2 Members from the department absented.

10 6.2.1.4.3 Rotation from the sign-up pool.

11 6.2.2 An eligible unit member may in-lieu only during one of his/her designated preparation
12 periods per day.

13 6.2.3 Advanced approval from site administration for use of “in lieu” time is required.

14 6.2.4 Five (5) periods equals one (1) day of “in lieu” time.

15 6.2.5 “In lieu” time may be accumulated from one (1) year to another not to exceed a total of
16 fifteen (15) days at any time.

17 6.2.6 A maximum of seven (7) days of “in lieu” time may be earned or used in any one (1)
18 academic year. No more than ~~three (3)~~ **five (5)** work days may be used consecutively.

19 **When more than three (3) days of “in lieu” time are used consecutively, advance**
20 **approval must be received from site administration a minimum of three (3) working**
21 **days prior to the first day of the leave.**

22 6.2.7 “In lieu” time may be used for any reason in whole day increments.

23 6.2.8 Upon separation from the District, there will be no obligation to pay for any unused in-
24 lieu days. Upon separation from the District, unused in- lieu days may be donated to the
25 Catastrophic Leave Bank.

26 **6.3 Sick Leave**

27 6.3.1 Sick leave is the authorized absence of a unit member due to temporary disability
28 preventing the unit member from working.

1 6.3.2 Full-time unit members are entitled to ten (10) days' sick leave per school year. Sick
2 leave days not taken shall be accumulated from year to year.

3 6.3.3 Following any absence of three (3) days or longer for which sick leave is claimed, the
4 District may require appropriate verification attesting to the unit member's illness during
5 the absence.

6 6.3.4 When unit members are absent due to illness or personal necessity for less than a full day,
7 their sick leave will be charged one (1) hour for every hour of absence.

8 6.3.5 Except as provided by statute, upon separation from the District, no remuneration will be
9 paid for unused sick leave.

10 **6.3.6 If a unit member is required to quarantine by a medical professional or by the**
11 **District based on Public Health guidance after an exposure to an illness at the**
12 **workplace, the unit member will be placed on Paid Administrative Leave for the**
13 **duration of the quarantine period.**

14 **6.4 Personal Necessity**

15 6.4.1 Personal necessity leave shall be deducted from accumulated sick leave. No more than
16 nine(9) personal necessity leave days may be used in a school year. Personal necessity
17 leave days can only be used for reasons listed in this Article with the following
18 conditions:

19 6.4.1.1 Leave is not to be used for any concerted activity.

20 6.4.1.2 On a form provided by the District, the unit member must specify a reason under
21 this Article and provide a signature certifying the information is correct.

22 6.4.2 The term "personal necessity" for purposes of this Article is limited to the following:

23 6.4.2.1 Death of a member of the unit member's extended family when the number of
24 days requested exceed the number provided for under Bereavement Leave.

25 6.4.2.2 An accident involving the unit member's person or property or the person or
26 property of a member of his/her immediate family and of such an emergency
27 nature as to require the attention and presence of the unit member during the
28 working day.

1 6.4.2.3 An illness of a unit member's immediate family or household which the unit
2 member cannot reasonably be expected to disregard, and which requires the
3 attention of the unit member during the working day. For extended leaves beyond
4 the allotted nine (9) days, refer to Section 6.6, Catastrophic Leave Bank.

5 6.4.2.4 Imminent danger to the unit member's home, serious in nature and which requires
6 the presence of the unit member during the working day.

7 6.4.2.5 Personal presence of the parent at the time of birth or adoption of a child, or when
8 birth is imminent.

9 6.4.2.6 Actual attendance at the funeral of a distant relative, friend, neighbor, or
10 employee.

11 6.4.2.7 Unforeseen circumstances involving transportation or storm conditions that
12 prevent the unit member from traveling to and from work.

13 6.4.2.8 Appearance in court as a litigant, except as a plaintiff against the District.

14 6.4.2.9 Specific family responsibilities or family business imperatives which require the
15 personal presence of the unit member during working hours.

16 6.4.2.10 Recognized holidays of the unit member's religion, on which its members
17 traditionally refrain from work.

18 **6.5 Bereavement**

19 6.5.1 A unit member may request and the District will grant bereavement leave not to exceed
20 five (5) days in the event of death of any member of the extended family of the unit
21 member. Extended family is defined as a legal or blood relative, or an individual who
22 performed the functions of a parent to the teacher or spouse.

23 **6.6 Catastrophic Leave Bank**

24 **6.6.1 Catastrophic Leave Bank – Creation**

25 6.6.1.1 Days in the Catastrophic Leave Bank shall accumulate from year to year.

26 6.6.1.2 Days shall be contributed to the Bank and withdrawn from the Bank without
27 regard to the daily rate of pay of the Catastrophic Leave Bank participant.
28

1 6.6.1.3 The Catastrophic Leave Bank shall be administered by a three (3)-member
2 Catastrophic Leave Bank Committee appointed by the President of the
3 Association and one (1) ex-officio representative from the District.

4 **6.6.2 Catastrophic Leave Bank Eligibility and Contributions**

5 6.6.2.1 All certificated employees on active duty with the District are eligible to
6 contribute to the Catastrophic Leave Bank. For purposes of this Article, the
7 Superintendent shall be considered a certificated employee.

8 6.6.2.2 Participation is voluntary, but requires contribution to the Bank. Only contributors
9 will be permitted to withdraw from the Bank.

10 6.6.2.3 Certificated employees who elected to join the Catastrophic Leave Bank must
11 have joined by December 1, 1992. There will be no subsequent open enrollment
12 period.

13 6.6.2.4 The contribution, on the appropriate form, will be authorized by the Participant
14 and continued from year to year until canceled by the Participant.

15 6.6.3 Cancellation, on the proper form, may be effected at any time and Participant shall not be
16 eligible to draw from the Bank as of the effective date of cancellation. Sick leave
17 previously authorized for contribution to the Bank shall not be returned if the Participant
18 effects cancellation.

19 6.6.3.1 Contributions shall be made between July 1, and October 1, of each school year
20 after the initial year. New hires and temporary teachers offered probationary
21 employment will be permitted to contribute within thirty (30) calendar days of
22 beginning work or change of status. The District shall supply the necessary
23 enrollment forms. There will be no subsequent open enrollment period.

24 6.6.3.2 The annual rate of contribution by each Participant for each school year shall be
25 one (1) day of sick leave which shall be deemed to equate to the legal minimum
26 required by Education Code §44043.5.

27 6.6.3.2.1 An additional day of contribution will be required of participants if the
28 number of days in the Bank falls below thirty (30). Catastrophic Leave

1 Bank participants who are drawing from the Bank at the time of the
2 assessment will not be required to contribute to remain eligible to draw
3 from the Bank. If a Catastrophic Leave Bank participant has no
4 remaining sick leave at the time of the assessment, they need not
5 contribute the additional day to remain a participant in the Catastrophic
6 Leave Bank.

7 6.6.3.2.2 If the number of days in the Bank at the beginning of a school year
8 exceeds one thousand (1,000), no contribution shall be required of
9 returning Participants. Those Participants joining the Catastrophic Leave
10 Bank for the first time and those returning from leave, shall be required
11 to contribute one (1) day to the Bank.

12 6.6.3.2.3 The District and the Association will review this Section annually prior
13 to the end of the school year.

14 6.6.3.3 Participants who are retiring or leaving the employ of the District may contribute
15 their unused sick leave to the Catastrophic Leave Bank.

16 **6.6.4 Administration of the Catastrophic Leave Bank**

17 6.6.4.1 The Catastrophic Leave Bank Committee shall have the responsibility of maintaining the
18 records of the Catastrophic Leave Bank, receiving withdrawal requests, verifying the
19 validity of requests, approving or denying the requests, and communicating its decisions,
20 in writing, to the Participants and to the District.

21 6.6.4.2 The committee's authority shall be limited to administration of the Bank. The Committee
22 shall approve all properly submitted requests complying with the terms of this Article.
23 Withdrawals may not be denied on the basis of the type of illness or disability.

24 6.6.4.3 Applications shall be revised and decisions of the Committee reported to the applicant, in
25 writing, within ten (10) days of receipt of the application.

26 6.6.4.4 The Committee shall keep all records confidential and shall not disclose the nature of the
27 illness except as necessary to process the request for withdrawal and defend against any
28 appeals of denials.

1 6.6.4.5 By October 15, of each school year, the District shall notify the Committee of the
2 following:

3 6.6.4.5.1 The total number of accumulated days in the Bank on June 30th of the previous
4 school year.

5 6.6.4.5.2 The number of days contributed by Participants for the current year.

6 6.6.4.5.3 The names of participants.

7 6.6.4.5.4 The total number of days available in the Bank.

8 6.6.5 By the tenth(10th) day of each calendar month in which there is activity in the preceding month,
9 the District shall notify the Committee of the following:

10 6.6.5.1 The names of any additional Participants who have joined in accordance with Section
11 6.6.3.1.

12 6.6.5.2 The names of any Participants who have canceled participation in accordance with
13 Section 6.6.3.

14 6.6.5.3 The total number of days in the Bank at the beginning of the previous month.

15 6.6.5.4 The total number of days added to the Bank by new Participants.

16 6.6.5.5 The total number of days awarded during the previous month and to whom they were
17 awarded.

18 6.6.5.6 Any dispute between the Committee and the District as to the accounting of Catastrophic
19 Leave Bank days shall be immediately reconciled.

20 6.6.5.7 If the Catastrophic Leave Bank is terminated for any reason, the days remaining in the
21 Catastrophic Leave Bank shall be returned to the then current Participants of the Bank
22 proportionately.

23 **6.6.6 Withdrawal from the Bank**

24 6.6.6.1 Catastrophic Leave Bank Participants, whose accumulated sick leave is exhausted, may
25 withdraw from the Bank for catastrophic illness or injury. Catastrophic illness or injury
26 shall be defined as any illness or injury that incapacitates the Participant for over nine (9)
27 consecutive duty days or incapacitates a member of the Participant's family for over nine
28 (9) consecutive duty days which requires the Participant to take time off work to care for

1 that family member. If a reoccurrence or a second(2nd) illness or injury incapacitates a
2 Participant or member of the Participant's family within 12 months, it shall be deemed
3 catastrophic after five (5) consecutive duty days. Withdrawals for any single illness shall
4 not exceed one hundred eighty-five (185) total days.

5 6.6.6.2 When a Participant is ill and has exhausted his/her accumulated sick leave, a differential
6 pay period of five (5) calendar months begins. At that point in time an eligible Participant
7 may begin Catastrophic Leave Bank withdrawals.

8 6.6.6.3 When a Participant has exhausted his/her personal necessity leave in any one (1) year,
9 and has a family member who is ill or incapacitated, the Participant is eligible to
10 withdraw from the Catastrophic Leave Bank. Said Participant agrees to reimburse the
11 Catastrophic Leave Bank for any days withdrawn from the Bank with his/her
12 accumulated sick leave. When the Participant's sick leave is exhausted, the Catastrophic
13 Leave Bank will cover any unreimbursed days up to one hundred eighty-five (185) days
14 per single illness.

15 6.6.6.4 Participants who have exhausted sick leave, but still have differential leave available are
16 eligible for a withdrawal from the Catastrophic Leave Bank. The District shall pay the
17 Participant full pay and the Bank shall be charged one (1) day.

18 6.6.6.5 The first nine (9) duty days of illness or disability must be covered by the Participant's
19 own sick leave, differential leave, or leave without pay the first (1st) time said Participant
20 qualifies for a withdrawal from the Bank. For subsequent withdrawals within twelve (12)
21 consecutive months, the first (1st) five (5) duty days of illness must be covered by the
22 Participant's own sick leave, differential leave, or leave without pay.

23 6.6.6.6 If a Participant is incapacitated, applications may be submitted to the Committee by the
24 Participant's agent or member of the Participant's family.

25 6.6.6.7 Withdrawals from the Catastrophic Leave Bank shall be granted in units of no more than
26 thirty (30) duty days. Participants may submit requests for extensions of withdrawals as
27 their prior grants expire. A Participant's withdrawal from the Bank may not exceed the
28 statutory maximum period of twelve (12) consecutive months.

1 6.6.6.8 Participants applying to withdraw or extend their withdrawal from the Catastrophic
2 Leave Bank will be required to submit a doctor’s statement indicating the nature of the
3 illness or injury and the probable length of absence from work. Members of the
4 Committee shall keep information regarding the nature of the illness confidential. A
5 Participant’s withdrawal may not exceed the statutory maximum period of twelve
6 (12) consecutive months.

7 6.6.6.9 If a Participant has drawn thirty (30) Catastrophic Leave Bank days and requests an
8 extension, the Committee may require a medical review by a physician of the
9 Committee’s choice at the Participant’s expense. The Committee shall choose only a
10 physician who qualifies under the District offered insurance policy. Refusal to submit to
11 the medical review will terminate the Participant’s continued withdrawal from the Bank.
12 The Committee may deny an extension of withdrawal from the Catastrophic Leave Bank
13 based upon the medical report. The Participant may appeal any termination under the
14 procedures outlined in Section 6.6.8 below.

15 6.6.6.10 Leave from the Bank may not be used for illness or disability which qualify the
16 Participants for Workers’ Compensation benefits unless the Participant has exhausted all
17 Workers’ Compensation leave and his/her own sick leave.

18 6.6.6.11 The Bank will be charged for any additional days granted and the Participant will be
19 guaranteed an amount equal to their daily rate of pay. The District shall be responsible
20 for paying the difference between the Participants daily rate of pay and Workers’
21 Compensation benefits.

22 6.6.6.12 In the case of a disputed Worker’s Compensation claim which is eventually settled in
23 favor of the Participant, the District shall reimburse the Bank for the appropriate
24 number of days granted the Participant.

25 6.6.6.13 When the Committee may reasonably presume that the applicant for a draw may be
26 eligible for a Disability award or a Retirement under the California State Teachers
27 Retirement System (“CalSTRS”) or, if applicable, Social Security, the Committee may
28 request that the draw applicant apply for disability or retirement. Failure of the draw

1 applicant to submit a complete application, including medical information provided by
2 the applicant's physician, within twenty (20) days will disqualify the Participant from
3 further Catastrophic Leave Bank withdrawals. Any requests for additional medical
4 information from CalSTRS or Social Security shall be submitted within ten (10) days or
5 the Participant's entitlement to Catastrophic Leave Bank withdrawals will cease. If
6 denied benefits by CalSTRS or Social Security, the applicant must appeal or
7 entitlement to the Catastrophic Leave Bank shall cease.

8 6.6.6.14 Catastrophic Leave Bank Participants who are denied a withdrawal or whose
9 withdrawal is not renewed or terminated may, within thirty (30) days of denial, appeal,
10 in writing, to the Executive Board of the Association. The Executive Board of the
11 Association shall hold a hearing within fifteen (15) duty days of the appeal. The
12 Executive Board shall issue a confidential written decision within fifteen (15) duty days
13 of the appeal. If the Participant's incapacitation does not allow participation in this
14 appeal process, the Participant's agent or member of the family may process the appeal.

15 6.6.7 Appeals of decisions will be referred to the Association Executive Board. If no agreement
16 is reached the appeal will be referred to State Mediation/Arbitration.

17 **6.7 Family Care and Medical Leave**

18 6.7.1 The District will provide family care and medical leave in accordance with all state and
19 federal provisions. Participants in the District Catastrophic Leave Bank meet the
20 provisions of the Family Care and Medical Leave statute. For certificated employees who
21 are not participants in the Catastrophic Leave Bank, the District shall provide the unit
22 member, upon request, Family Care and Medical Leave in accordance with federal and
23 state statutes.

24 **6.8 Sabbatical Leave**

25 6.8.1 Unit members may apply for sabbatical leave upon completion of at least seven (7) years'
26 full-time consecutive service in the District.

27 6.8.2 Applications for sabbatical leaves shall be made to the District by January 15 of the year
28 preceding the requested leave.

- 1 6.8.3 A committee of two (2) administrators, two (2) unit members appointed by the
2 Association, and one (1) Board member shall review all applications and make a
3 recommendation to the Board. A member of the committee shall make a presentation to
4 the Board on behalf of those applicants whose sabbatical leave is recommended by the
5 Committee.
- 6 6.8.4 Applications for second (2nd) semester or third (3rd) and fourth (4th) term leaves shall be
7 made to the District by October 15 of the school year of the requested leave.
- 8 6.8.5 Leaves may be granted by the District for graduate study or research which will be of
9 benefit to the District. Approval will be based on the value of the proposed sabbatical
10 leaves to the District, distribution of applicants, and the availability of funds.
- 11 6.8.6 Not more than three (3) percent of the unit members may be on sabbatical leave at any
12 one (1) time.
- 13 6.8.7 Unit members receiving a full year sabbatical leave must return to the District for a
14 period of at least two (2) years in full time employment immediately following the
15 sabbatical year. Those receiving a one (1)-semester or two (2)-term (See Appendix B)
16 sabbatical leave must return for a period of at least one (1) year in full time employment
17 immediately following the sabbatical semester.
- 18 6.8.8 The District will not be obligated to accept the return of a unit member on leave prior to
19 the stated expiration date.
- 20 6.8.9 The unit member approved for a sabbatical leave will only be assured of a teaching
21 assignment within his/her credential limitations upon return from sabbatical leave.
- 22 6.8.10 The District shall compensate a unit member on sabbatical with fifty percent (50%) of
23 his/her scheduled salary plus full time benefits. A unit member on sabbatical may not be
24 employed by any school district during the regular academic year of the sabbatical.
- 25 6.8.11 Any payments made to a unit member on sabbatical leave shall be contingent upon
26 adherence to the approved plan as the basis for sabbatical leave. The District shall be
27 fully reimbursed for any payments made to a unit member not adhering to the approved
28 plan.

1 6.8.12 Unit members on sabbatical will receive credit for that year on the salary schedule. Credit
2 towards retirement will be determined by CalSTRS.

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4 **6.9 Jury Duty**

5 6.9.1 The District agrees to grant paid leave of absence to a unit member called for jury duty
6 during working hours. The District shall pay the unit member the difference, if any,
7 between the unit member's regular rate of pay and the amount received for jury duty, less
8 meals, travel and parking allowances. The District shall require verification of jury duty
9 time.

10 **6.10 Association Leave**

11 6.10.1 The Association shall be entitled to forty-eight (48) days of release time per year. The
12 District agrees to provide two (2) periods of release time for the Association President at
13 District expense.

14 6.10.2 Not more than five (5) unit members per site may be released in any one (1) day.

15 **6.11 Leave of Absence Without Pay**

16 6.11.1 The District may authorize a leave of absence without pay to any unit member for a
17 period not to exceed one (1) year. In cases of hardship, at the conclusion of the initial
18 period for which the leave was granted, such leaves may be extended for an additional
19 period not to exceed one (1) year.

20 6.11.2 All leaves must be requested by the unit member involved. The leave may be granted
21 when acceptable reasons for such leaves are presented to and approved by the Board of
22 Trustees.

23 6.11.3 A unit member may request a leave of absence without pay for one (1) or two (2)
24 semesters. Requests for leaves that are to commence with the fall semester must be
25 submitted to the Human Resources Office prior to March 1. Requests that are to
26 commence with the spring semester must be submitted to the Human Resources Office
27 by November 1.

1 6.11.3.1 A unit member on such leave shall notify the Human Resources Office in
2 writing by March 1 (or November 1 for a fall semester leave) regarding the unit
3 member's intent to return to the District.

4 6.11.3.2 Failure to notify the District of the intent to return by these dates shall result in
5 the following:

6 6.11.3.2.1 A certified letter will be sent to the last known address of the unit
7 member.

8 6.11.3.2.2 The unit member will have five (5) days after receipt to respond to the
9 certified letter.

10 6.11.3.2.3 Failure to respond within the five (5)-day period shall be considered a
11 voluntary resignation.

12 6.11.3.2.4 If the certified letter is returned to the district after the five (5)-day
13 period, it shall be considered a voluntary resignation.

14 6.11.4 Leaves of absence without pay may be granted to a unit member for any of the following
15 reasons:

16 6.11.4.1 Attend school or college to be trained to improve the quality of service, or
17 prepare for promotion.

18 6.11.4.2 Temporarily incapacitated by illness.

19 6.11.4.3 Loaned to another governmental agency for the performance of a specific
20 assignment.

21 6.11.4.4 Maternity or paternity (child care).

22 6.11.4.5 Other reasons authorized by the District.

23 6.11.5 Authorized leave of absence without pay shall not be construed as a break in service or
24 employment, and rights accrued at the time the leave is granted shall be retained by the
25 unit member; however, sick leave credits, increments in salary, and other similar benefits
26 shall not accrue to a unit member granted such leave during the period of absence. Time
27 spent on such leave without pay shall not count toward service for step increases in the
28 salary schedule.

1 6.11.6 A unit member on leave of absence without pay shall be entitled to continued coverage
2 under the medical and dental plans for the duration of this Agreement provided that:

3 6.11.6.1 The benefit policies in effect permit such continued coverage.

4 6.11.6.2 Application for such continued coverage is made pursuant to forms and
5 procedures, including prior payment of premiums, established by the District.

6 6.11.6.3 The unit member and the Association agree to hold the District and its
7 representatives harmless for any and all claims for any liability arising out of
8 this Article.

9 **6.12 Absence Without Leave**

10 6.12.1 All unauthorized or unreported absences shall be considered as absence without leave,
11 and a deduction of pay shall be made for each period of such absence. Such absence shall
12 also be grounds for disciplinary action. Absence without leave, voluntary or involuntary,
13 for ten (10) days consecutive working days shall constitute automatic resignation from
14 the District.

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ARTICLE 7

EVALUATION PROCEDURES

7.1 Evaluation

7.1.1 The evaluation and assessment of the performance of each certificated employee shall be made on the form located in Appendix D as follows:

7.1.1.1 Every ~~tenured~~ **permanent** unit member shall be evaluated in writing at least once every two (2) years or as provided by Education Code §44664(a)(3). Every non-~~tenured~~ **permanent** unit member shall be evaluated at least once every year. The observation and evaluation of ~~tenured~~ **permanent** unit members will be completed by May 1, insofar as practicable. All non-~~tenured~~ **permanent**, temporary and probationary unit members will be observed and evaluated by ~~March 1~~ **February 15**. Temporary and probationary unit members will continue to receive formal evaluations.

7.1.1.1.1 A ~~tenured~~ **permanent** unit member may be evaluated as follows: “At least every five years for personnel with permanent status who have been employed at least 10 years with the school district, are highly qualified, if those personnel occupy positions that are required to be filled by a highly qualified professional by the federal No Child Left Behind Act of 2001 (20 U.S.C. Sec. 6301, et seq.), as defined in 20 U.S.C. Sec. 7801, and whose previous evaluation rated the employee as meeting or exceeding standards, if the evaluator and certificated employee being evaluated agree. The certificated employee or the evaluator may withdraw consent at any time.” This section shall be in effect as long as the underlying statute authorizes the practice.

7.2 Classroom Observations

7.2.1 ~~Classroom o~~**bservations** will be in accordance with agreed upon evaluation procedures.

7.2.2 In the case of a negative evaluation(s), the evaluator shall take positive action to assist the unit member in correcting any cited deficiencies. The evaluator’s role to assist the unit

1 member shall include but not be limited to the following: specific recommendations for
2 improvement; direct assistance to implement such recommendations; provision of
3 additional resources, without cost to the unit member, to be utilized to assist with
4 improvements; criteria to be measured; time schedule for compliance with specific
5 recommendations for improvement; and second (2nd) level evaluations will be completed
6 using the agreed upon evaluation instrument.

7 7.2.3 A conference will be held whenever a formal evaluation is given. Unit members may
8 attach their comments to the evaluation.

9 7.2.4 ~~The District will conduct all evaluations by non-bargaining unit personnel.~~ **All**
10 **evaluations shall be conducted by District Administration.**

11 7.2.5 No unit member will be evaluated solely by off-site personnel.

12 7.2.6 The District will inform each unit member in writing of the evaluation criteria within a
13 reasonable period of time prior to the unit member's first (1st) evaluation in any given
14 school year.

15 7.2.7 No negative evaluation of classroom performance shall be predicated upon the unit
16 member's use of "controversial" teaching materials provided such materials are consistent
17 with the curriculum, and the age and maturity level of the affected students.

18 7.2.8 The District and Association Negotiation Teams will review and revise the evaluation
19 process as needed.

1 **ARTICLE 8**

2 **PEER ASSISTANCE AND REVIEW**

3 8.1 In the case that a Bargaining Unit Member has received through the evaluation process an
4 overall rating of Unsatisfactory in areas B or C of the evaluation form at the end of the year, and
5 upon the request of the unit member, the District agrees to provide a mentor from the Bargaining
6 Unit that is acceptable to the Unit Member (in consultation with the Association), for a minimum
7 of thirty (30) hours a year, for up to two (2) years, to assist in improving the unit member's
8 performance.

9 8.2 All communication between the PAR mentor and the Bargaining Unit Member mentee shall be
10 confidential, and without the written consent of the mentee, shall not be shared with others,
11 including the site Principal and/or the evaluator.

12 8.3 PAR mentors shall be evaluated under the contract in the same manner as all other unit members.
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ARTICLE 9

PERSONNEL RECORDS/PUBLIC CHARGES

9.1 Personnel Files

9.1.1 A unit member shall have the right to examine and/or obtain copies of any material from the unit member's District personnel file with the exception of material that includes ratings, reports, or records which were obtained prior to employment of the unit member involved or references received confidentially. The District may require notice and adequate supervision of such examination.

9.1.2 Unit members shall be provided an opportunity to sign any derogatory material placed in their District personnel file. Such signature shall not indicate agreement with the contents.

9.1.3 Unit members shall be provided an opportunity to comment in writing on any derogatory material placed in their District personnel file.

9.1.4 Two (2) years from date of placement, a unit member may request that the Superintendent remove derogatory material from their District personnel file.

9.1.5 The District shall not base any adverse action against a unit member upon materials which are not contained in the unit member's District personnel file.

9.1.6 An individual unit member or the Association, with written authorization by the unit member, shall be permitted to examine and/or obtain one (1) copy of material contained in said unit member's District personnel file at no cost.

9.1.7 The person or persons who draft and/or place material in a unit member's District personnel file shall sign the material and signify the date on which such material was (1) drafted, and (2) placed in the file.

9.2 Public Charges

9.2.1 Any citizen or parent complaint about a unit member shall be reported within five (5) days to the unit member by the administrator or Board member receiving the complaint.

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9.2.2 Should the involved unit member or the complainant believe that the allegations in the complaint are sufficiently serious to warrant a meeting, the site administrator shall schedule a meeting with the teacher and the complainant.

9.2.3 If the complaint is not resolved at this meeting, the parent may within five (5) days present a written complaint. If the complaint is not put in writing within five (5) days, the matter shall be dropped. The unit member shall be given a copy of the complaint and an opportunity to respond within five (5) days.

9.2.4 The site administrator will review the complaint, the response, do any investigation necessary, and render a decision within ten (10) days. If the unit member is not satisfied with the decision of the site administrator, the unit member may appeal the decision using the grievance process herein.

1 **ARTICLE 10**

2 **GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

3 **10.1 Individual Contracts of Employment**

4 10.1.1 Any individual agreement between the District and an individual unit member shall be
5 subject to and consistent with the terms and conditions of this Agreement.

6 **10.2 Notification of Rights**

7 10.2.1 The Association shall be granted a minimum of 60 minutes on the District’s new teacher
8 orientation day schedule. The District shall provide to the Association the contact
9 information including: name, job title, department, work location, work, home, and
10 personal cellular telephone numbers, personal email addresses on file with the employer,
11 and home address of newly hired employees within 30 days of hire or by the first pay
12 period of the month following hire. Additionally, the District shall provide the
13 Association a list of the above information for all employees in the bargaining unit at
14 least every 120 days when requested.

15 **10.3 Personal and Academic Freedom**

16 10.3.1 It is the policy of the District that all instruction shall be fair, accurate, objective, and
17 appropriate to the age and maturity of the pupil(s), and sensitive to the community needs
18 and the needs and values of our diverse cultures and heritages. Academic freedom is
19 essential to the fulfillment of this policy and the District acknowledges the fundamental
20 need to protect unit members from any censorship or restraint which might interfere with
21 the unit member’s obligation to pursue truth in performance of their teaching functions.

22 10.3.1.1 A unit member shall have academic freedom in classroom presentations and
23 discussions and may introduce political, religious or otherwise controversial
24 material, provided that said material is relevant to the course content and within
25 the scope of the law.

26 10.3.1.2 In performing teaching functions, unit members shall have academic freedom to
27 express their views on all matters relevant to the course content in an objective
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1 manner. A unit member, however, shall not utilize his/her position to
2 indoctrinate pupils with his/her own personal, political, and/or religious views.

3 10.3.1.3 Unit members must be employed, promoted, or retained without discrimination
4 or harassment regarding their personal opinions or his/her scholarly, literary or
5 artistic endeavors.

6 10.3.1.4 The personal life of a unit member is not an appropriate concern of the District
7 for purposes of evaluation or disciplinary action unless it prevents the unit
8 member from performing his/her duties.

9 10.3.1.5 A unit member shall be entitled to full rights of citizenship, and no religious,
10 political or personal activities, or lack thereof, of any unit member shall be used
11 for purposes of evaluation, transfer, disciplinary or dismissal action.

12 **10.4 Sexual Harassment and Discrimination**

13 10.4.1 The District and the Association agree that sexual harassment negatively affects morale,
14 motivation, and job performance and will not be tolerated.

15 10.4.1.1 Unwelcome sexual advances, requests for sexual favors, and other verbal or
16 physical conduct of a sexual nature constitute sexual harassment when 1)
17 submission to such conduct is made either explicitly or implicitly a term or
18 condition of an individual's employment; 2) submission to or rejection of such
19 conduct by an individual is used as a basis for employment decisions affecting
20 such individual; or 3) such conduct has the purpose or effect of unreasonably
21 interfering with an individual's work performance or creating an intimidating,
22 hostile, or offensive working environment.

23 10.4.1.2 The District shall prohibit discrimination because of race, color, national origin,
24 religion, sex, sexual preference, age, handicap, disability, marital status,
25 economic status, political affiliation, domicile, membership in an employee
26 organization, participation in the activities of an employee organization, union
27 affiliation, or exercise of the rights contained in this agreement.

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1 **10.5 Reporting an Assault**

2 10.5.1 A unit member shall promptly report cases of assault suffered by them in connection with
3 his or her employment to the Principal or immediate supervisor, and shall promptly report
4 the incident to the appropriate law enforcement agency.

5 **10.6 Safe and Healthful Workplace**

6 10.6.1 When it has been determined by the Association and the District that an unsafe condition
7 exists, a unit member shall not be required to work under those conditions nor to perform
8 tasks that would endanger his/her health, safety or well-being.

9 10.6.2 Upon notification, the District shall eliminate or correct any unsafe or hazardous
10 condition. The Association shall be informed of the administrator/manager designated to
11 be Safety and Health Officer, who will be responsible for promptly reporting,
12 investigating and correcting hazardous or unsafe conditions.

13 10.6.3 The Safety and Health Officer shall report to the reporting party what action is to be
14 taken. Nothing contained in this Article shall limit or modify the rights contained in
15 Education Code §48910 (Suspension by teacher; reports; conferences; referrals).

16 10.6.4 The Association shall appoint one (1) representative to the District Safety Committee
17 established to implement the provisions of Labor Code 6401.7. The District Safety
18 Committee shall also formulate a plan for developing disaster preparedness.

19 10.6.4.1 Copies of the plan will be available at the school site and distributed to each
20 department head. Additional copies will be provided to the Association upon
21 request.

22 10.6.4.2 The District is responsible for coordinating contact with outside agencies,
23 maintenance of emergency procedures manuals, policy development and review
24 (as recommended by the District Safety Committee), periodic training (as
25 recommended by the District Safety Committee), equipment maintenance,
26 coordination of emergency evacuation drills, maintenance of District and
27 worksite safety supplies, and maintenance of worksite safety devices.
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1 **10.7 Hepatitis Vaccinations**

2 10.7.1 Teachers of the Severely Handicapped, Physical Education Teachers, Nurses and coaches
3 who are unit members, request an authorization form from the District which authorizes
4 the District/insurance-approved health care provider to administer all Hepatitis B
5 vaccination(s). The District, in coordination with the health insurance carrier, will be
6 responsible for the reimbursement to the unit member within eighteen (18) months of this
7 expense.

8 10.7.2 Any bargaining unit member who suspects exposure to the hepatitis virus may request
9 and shall be provided an authorization form from the district which authorizes the
10 District/insurance-approved health care provider to administer the Hepatitis vaccination
11 series.

12 **10.8 Suspension of Pupils from Classroom**

13 10.8.1 A unit member may suspend a pupil from class for the day of the suspension and the
14 following day for any act that disrupts or diminishes the education process. As soon as
15 possible, the unit member shall ask the parent or guardian of the pupil to attend a parent
16 teacher conference regarding the suspension.

17 10.8.2 The unit member shall immediately report the suspension to the site Principal or
18 designee.

19 10.8.3 The pupil shall not be returned to the class during the period of suspension without the
20 express permission of the unit member who initiated the suspension.

21 10.8.4 The suspended pupil shall not be placed in another regular class during the period of the
22 suspension. (If the student is assigned more than one (1) class per day, this shall apply
23 only to the classes scheduled during the same time as the class from which the student
24 was suspended).

25 **10.9 Notification to Unit Members of Students with a History of Violent Behavior**

26 10.9.1 The District will notify all staff in direct contact with a student with a history of violent
27 behavior within ten (10) school days of receipt of notice from the law enforcement
28 agency. Any information received by a unit member pursuant to this section shall be

1 received in confidence for the limited purpose for which it was provided and shall not be
2 further disseminated by the unit member. (Education Code §49079 Notification to
3 Teacher; student who has caused or attempted to cause serious bodily injury; records of
4 district or law enforcement agency; liability for noncompliance; reporting period;
5 confidential information)

6 **10.10 Physical or Psychiatric Examinations**

7 10.10.1 The District shall pay for the cost of any physical or psychiatric examination required by
8 the District for continued employment.

9 **10.11 Job-Related Liability Protection**

10 10.11.1 The District shall provide unit members with the job-related liability protection set forth
11 in Government Code §825.

12 **10.12 Specialized Student Health Care**

13 10.12.1 The District shall provide each unit member who is, or may be, required to provide
14 specialized health care, as provided by applicable statutes or regulations, appropriate
15 in-service training upon request. No unit member shall be required to provide specialized
16 health care service if the task exceeds the unit member's training. Training beyond that
17 required by Education Code and provisions of federal law is at each teacher's option.

18 10.12.1.1 Unit members shall not be required to perform specialized health care services without
19 the expressed authorization from the District.

20 10.12.1.2 The District shall provide all necessary supplies to perform specialized health care.

21 10.12.1.3 The District shall indemnify and hold harmless from all liability any unit member who
22 performs health care services.

23 **10.13 Copies of the Agreement**

24 10.13.1 Within thirty (30) calendar days after the ratification of this Agreement by both parties,
25 the District shall have sufficient copies prepared and delivered to the Association for
26 distribution to each member of the unit. The District shall provide the Association with a
27 digital copy of this Agreement.
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1 **ARTICLE 11**

2 **CLASSROOM AIDES AND STUDENT TEACHERS**

3 **11.1 Classroom Aides**

4 11.1.1 Unit members shall have the right to an informal interview of prospective classroom
5 aides prior to assignment. No instructional or clerical classroom aide shall be assigned to
6 a unit member without his or her input. The classroom-related work of instructional and
7 clerical aides shall be under the direction of the unit member to which they are assigned.
8 Evaluations shall be conducted by the administration with direct input from the classroom
9 teacher.

10 11.1.1.1 The unit member shall periodically discuss with the site administrator the
11 performance of the instructional or clerical aide (See Appendix B) under his or
12 her professional direction. When an unsatisfactory working relationship occurs
13 between a unit member and an aide, the District and Association shall initiate a
14 dispute resolution process.

15 11.1.2 No instructional or clerical aide or any other classified personnel shall participate in or
16 provide information for the evaluation of a unit member.

17 11.1.3 Unit members will be given at least two (2) days prior written notice when an assigned
18 aide will be absent from his or her normal assignment for reasons other than illness.

19 **11.2 Assignment of Student Teachers**

20 11.2.1 The District shall work cooperatively with unit members on the assignment of student
21 teachers from teacher training institutions. No student teacher shall be assigned to work
22 with a unit member without the unit member's approval.
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1 **ARTICLE 12**

2 **SHARED DECISION MAKING**

3 **12.1 Shared Decision Making (SDM) Site Council**

4 12.1.1 The purpose of site Shared Decision Making is to provide an opportunity for the school
5 community (teachers, parents, students, and other site employees), in collaboration with
6 the principal, to jointly shape decisions regarding policy making and organizational
7 issues related to students, teachers and/or classrooms at the school site level.

8 12.1.1.1 All issues relating to students, teachers or classrooms that are not within the
9 purview of Department Chairs or Board Policies may be addressed by SDM.

10 12.1.1.2 Site SDM will not be involved in personnel selection or evaluation except
11 participation in the interview process; school site financial and budget matters
12 unless requested by the governing bodies of Department Chairs, SIP or
13 curriculum matters unless requested by Department Chairs.

14 12.1.1.3 The voting membership of the site SDM shall consist of:

- 15 • Principal
- 16 • Four (4) teachers (designated by the Association)
- 17 • One (1) other staff member
- 18 • Three (3) parents or community members
- 19 • Three (3) students

20 12.1.2 The District and the Association agree to cooperatively participate in Shared Decision
21 Making at each school location.

22 12.1.2.1 The department chairs will be represented on SDM by a department chair
23 serving as a non-voting liaison.

24 12.1.3 An SDM Oversight Committee consisting of the Superintendent (or designee) and two
25 (2) other administrators/managers plus the Association President (or designee) and two
26 (2) other Association appointees developed by-laws to be observed by the SDM Councils
27 (see Appendix F).

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12.1.3.1 The Oversight Committee will assist the site Shared Decision Making Councils as needed. This assistance will include, but will not be limited to, adjudicating conflicts between constituencies on the site councils, interpreting roles, rights and duties of the councils, and/or facilitating successful implementation of the site councils.

12.1.3.2 The Oversight Committee may be reconvened by mutual agreement of the Association and District to consider amendments to the by-laws.

12.1.4 Site Decision Making Councils shall include the following components as detailed in site SDM bylaws:

12.1.4.1 Site SDM Councils will meet at least four (4) times per year on release time solely for the purpose of conducting their meetings, unless changed by the site SDM agreed upon process. Official minutes of the meetings will be provided to all members at the school site. Any dispute regarding minutes shall be resolved as soon as possible.

12.1.4.2 Site SDM Councils are encouraged to meet and conduct themselves in such a way that maximizes the participation of all stakeholders.

12.1.4.3 All decisions require consensus of the SDM membership. Interest-based processes should be utilized as and when appropriate.

1 **ARTICLE 13**

2 **MEMBERSHIP DUES**

3 **13.1 Membership Dues**

4 13.1.1 Any unit member who is a member of the Association, or who has applied for
5 membership, may sign and deliver to the District an assignment authorizing deductions of
6 unified membership dues and general assessments in the Association.

7 13.1.2 Pursuant to such authorization, the District shall deduct one-tenth (1/10) of such dues
8 from the regular salary check of the unit member each month for ten (10) months.

9 13.1.3 Deductions for unit members who sign such authorization after the commencement of the
10 school year shall be appropriately prorated to complete the payments by the end of the
11 school year.

12 13.2 With respect to all sums deducted by the District pursuant to sections 13.1, the District
13 agrees promptly to remit the monies to the Association accompanied by an alphabetical
14 list of unit members for whom the deductions have been made, categorizing them as to
15 membership or non-membership in the Association, and indicating any change in
16 personnel from the list previously furnished.

17 13.2.1 The Association agrees to furnish any information needed by the District to fulfill
18 the provisions of this Article.

19 13.2.2 The Association agrees to hold the District harmless against any claim made by
20 any member of the bargaining unit or a party acting on behalf of any bargaining
21 unit member or members or any other person or legal entity who challenges, by
22 the institution of a judicial proceeding or proceeding before the PERB, the
23 implementation of this Article as follows:

24 13.2.2.1 The Association agrees to defend and to indemnify the District against
25 any challenge to the implementation of Article 13 by any member or
26 members of the bargaining unit or a party acting on behalf of any
27 bargaining unit member or members or any other person or legal entity.
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13.2.2.2 Upon receipt of notice that an action has been filed, the District shall inform the Association.

13.2.2.3 The District agrees to provide the Association with all information, documents and assistance necessary for the Association’s defense or settlement of the action and agrees to fully cooperate with the Association in providing all necessary witnesses, experts and assistance.

13.2.2.4 The Association shall have the exclusive right to decide and determine whether any claim, liability, suit or judgment shall or shall not be compromised, resisted, defended, tried or appealed. The Association’s decision thereon shall be final and binding.

13.3 Employee requests to cancel or change authorizations for payroll deductions for the Association shall be directed to the Association rather than the District. The Association shall be responsible for processing these requests. The District shall rely on information provided by the Association regarding whether deductions for the Association were properly cancelled or changed, and the Association shall indemnify the District for any claims made by the employee for deductions made on that information.

13.4 The Association shall not be required to submit to the District a copy of the employee’s written authorization for the payroll deductions described in this section to be effective, unless a dispute arises about the existence or terms of the written authorization. The Association shall indemnify the District for any claims made by the employee for deductions made in reliance on its notification.

1 **ARTICLE 14**

2 **GRIEVANCE PROCEDURE**

3 **14.1 Grievance Procedure**

4 14.1.1 The purpose of this procedure is to secure, at the lowest possible administrative level,
5 equitable solutions to the problems which may arise concerning the application of the
6 Agreement.

7 **14.1.2 Informal Problem Solving**

8 14.1.2.1 Within ten (10) days after a grievant (See Appendix B) knew, or should have
9 known, of the act or condition upon which a problem is based, the grievant shall
10 discuss the matter in an informal conference with the immediate supervisor (See
11 Appendix B) in an attempt to resolve the problem. However, resolution of
12 problems in such informal conferences shall not be binding upon the parties in
13 subsequent grievances.

14 **14.1.3 Formal Grievance Procedure**

15 **14.1.3.1 Level I:** If the matter is not resolved at the informal conference, the grievant
16 may submit the grievance in writing to the immediate supervisor with a copy to
17 the Association and to the Superintendent. The written grievance will be
18 submitted on a District form and shall include:

19 14.1.3.1.1 The name of the grievant.

20 14.1.3.1.2 A listing of the provision(s) of the Agreement alleged to have been
21 violated.

22 14.1.3.1.3 A statement describing how the District is alleged to have violated the
23 Agreement (including all names, dates, and places necessary for a
24 complete understanding of the grievance), the decision rendered as a
25 result of informal problem solving and the remedy sought. This written
26 statement of the grievance must be submitted within fifteen (15) days
27 after the occurrence of the act or condition giving rise to the grievance.
28

1 The immediate supervisor shall present a written response to the
2 grievant within ten (10) days of receiving the grievance.

3 **14.1.3.2 Level II:** If the grievance is not settled in Level I and if the immediate
4 supervisor is subordinate to a site administrator (see Appendix B), the grievant
5 may appeal it to such site administrator. The site Administrator shall submit a
6 written response within ten (10) days of receiving the grievance. If the
7 immediate supervisor is the site administrator, the grievant may appeal it to the
8 Superintendent. A Level II appeal shall be filed within ten (10) days of receipt
9 by the grievant of the Level I denial or within ten (10) days of the Level I
10 response deadline. If the written response is not provided, the grievance is
11 denied.

12 **14.1.3.3 Level III:** If the grievance is not settled in Level II, the grievant may appeal it to
13 the Superintendent. The appeal shall be in writing and shall be submitted within
14 ten (10) days after the grievant receives the site administrator's written response.
15 The appeal shall include a copy of the original grievance, the immediate
16 supervisor's response, and a statement of the reasons for the appeal. The
17 Superintendent shall respond to the appeal in writing within ten (10) days after
18 receipt. Either the grievant filing the grievance or the Superintendent may
19 request a meeting to discuss the grievance within this ten (10) day period. If such
20 meeting is held, the time limit for submission of the Superintendent's response
21 shall be extended until five (5) days after such meeting.

22 **14.1.3.4 Level IV:** If the grievant is not satisfied with the decision at the previous level or
23 if there is no decision within the time limits, the grievant may, within ten (10)
24 days of the receipt of the decision or the exhaustion of the time limits, request
25 conciliation. The District shall then set a meeting with a conciliator from the
26 California State Mediation and Conciliation Service as soon as reasonably
27 possible for all parties of interest (see Appendix B). If agreed by the Association
28 and the District, the State Mediator may serve as Binding Arbitrator.

1 **14.1.3.5 Level V:** If Binding Arbitration is not agreed to in Level IV and the grievant is
2 not satisfied with the disposition of his/her grievance at level IV, or if no written
3 decision has been rendered within ten (10) days after submission of the
4 grievance to the Superintendent, the Association may within ten (10) days
5 request in writing that the grievance be submitted to arbitration. The parties
6 shall select a mutually acceptable arbitrator. Should they be unable to agree on
7 an arbitrator within ten (10) days of the Association's submission of the
8 grievance to arbitration, submission of the grievance shall be made to the
9 American Arbitration Association. In any event, the parties will then be bound
10 by the rules and procedures of the American Arbitration Association in the
11 selection of an arbitrator and the arbitrator shall proceed under the Voluntary
12 Labor Arbitration Rules of said Association. The sole authority of the arbitrator
13 shall be to decide whether there has been a violation of the Agreement and the
14 appropriate remedy if there has been a violation. The arbitrator will be without
15 power or authority to make any decision which requires the commission of an
16 act prohibited by law or which violates the terms of this Agreement, or which
17 alters or amends the terms of this Agreement. The decision of the arbitrator will
18 be submitted to the Association and the Superintendent and will be binding
19 upon the parties to this Agreement and the grievant(s).

20 **14.1.3.6** All costs for the services of the arbitrator, including, but not limited to, per diem
21 expenses, his/her travel and subsistence expenses and the cost of any hearing
22 room will be borne equally by the District and the Association. All other costs
23 will be borne by the parties incurring them.

24 **14.1.4 General Provisions**

25 **14.1.4.1** The filing or pendency of any grievance shall in no way operate to impede,
26 delay or interfere with the right of the District to take the action complained of,
27 nor justify the teacher's refusal to perform assigned duties.
28

1 14.1.4.2 The time limits on the filing and processing of grievances may be extended only
2 by mutual written agreement.

3 14.1.4.3 All materials concerning a grievance shall be kept in a file separate from the
4 grievant's personnel file.

5 14.1.4.4 A grievance must be filed and appealed within the time limits set forth above, or
6 the grievance shall be considered settled on the basis of the last response given.
7 Such settlements shall be binding on all parties. If the District representative
8 fails to respond to a grievance within the time limits provided at a particular
9 step (unless such time limits are extended by mutual agreement), the grievance
10 may be appealed to the next step within the appropriate time limits.

11 14.1.4.5 If the same grievance is made by more than one (1) grievant against one (1)
12 respondent, one (1) unit member, on behalf of him/herself and others similarly
13 involved, may process the grievance through the grievance procedure provided,
14 however, that the District may separate any such group grievances. Names of all
15 aggrieved parties shall appear on all documents related to the settlement of the
16 grievance.

17 14.1.4.6 In the course of investigation of any grievance, the representative of the
18 Association will report to the principal's office of the building being visited and
19 will state the purpose of the visit immediately upon arrival.

20 14.1.4.7 It will be the practice of all parties in interest to process grievances, insofar as
21 possible, at times which do not interfere with assigned duties, and to avoid
22 interruption of classroom activities and the involvement of students.

23 14.1.4.8 If any member of the Association is a party in interest to any grievance, he/she
24 shall not serve as the Association's grievance representative in the process of a
25 grievance except where the Association is the grievant.

26 14.1.4.9 A grievant may be represented at any formal level of the grievance procedure up
27 to arbitration by the Association or a grievance representative of the unit
28

1 members' choice. If not represented by the Association, the Association shall
2 have the right to state its views prior to the resolution of the grievance.

3 14.1.4.10 The Association shall be the sole representative of the grievant in arbitration.

4 14.1.4.11 The Association and unit members agree not to pursue any judicial or
5 administrative remedy against the district as to any matter subject to the
6 procedures established in this Article until such procedures are exhausted.

7 14.1.4.12 Any grievance based upon a complaint that the employee has been placed on
8 the wrong salary schedule or step, or that he/she has been improperly denied an
9 increment, or that his/her salary has been miscalculated, shall be filed directly
10 with the Human Resources Office. The decision of the Assistant
11 Superintendent of Human Resources may be appealed to the Superintendent in
12 writing pursuant to the procedures in Level III.

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ARTICLE 15
HIRING RATIO

15.1 Hiring Ratio

15.1.1 The District will maintain 28 student/1 teacher hiring ratio at each site.

15.1.2 The 28:1 ratio shall not include any interventionists hired with School Site Council funds, Athletic Directors, Activities Directors, teachers on special assignment, special education coordinator, counselors, speech language ~~pathologists~~ **therapists**, school psychologists, English language coaches, teachers of special day and resource classes, Vocational Transition Program, or the time any other certificated bargaining unit members spent outside of the classroom.

15.2 Class Size Limits

15.2.1 Class sizes in a five-and-two (5-and-2) schedule shall be no larger than thirty-six (36) students for any class, except that class sizes for physical education, band, choir, and Leadership classes (e.g., ASB) shall be no larger than fifty (50) students. An exception to the fifty (50) student limitation is subject to agreement with the Association on a case-by-case basis. Band classes may exceed the limitations of this paragraph by agreement between the school site administrator and the teacher.

15.3 Interview Process

15.3.1 The Association Interview Committee will be requested to appoint unit members to participate on interview panels and to advise management regarding the qualifications and selection of applicants for open **or district anticipated** bargaining unit positions:

- Positions: All unit positions set forth in Article 1, paragraph 1.2.1, of the current Agreement.
- Association Appointees:
 - One Department Chair per affected school site if the position is within a department.
 - An additional employee per affected **or district anticipated** school site will be appointed.

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- If the opening is a single employee position at a school site, the appointee may be from another school site.
- A second employee per affected school site if the position does not have a department chair.
- **In the event a Department Chair is not available for an interview, the Department Chair may designate another department member to attend in their place.**

Interviews shall be held at the District office when possible. The Association shall be notified of scheduled interviews at least three (3) days in advance, **but the district will attempt to notify the Association earlier.**

1 **ARTICLE 16**

2 **CONCLUSION**

3 **16.1 Savings Provisions**

4 16.1.1 If any provision of this Agreement or any application thereof to any unit member is held
5 by the legislature, a court of competent jurisdiction or administrative agency to be
6 contrary to law, then such provision or application will be deemed invalid to the extent
7 required by such decision, but all other provisions or applications shall continue in full
8 force and effect. Should a provision or application be deemed invalid, the parties shall
9 meet within ten (10) days of the request of either party to renegotiate the provisions
10 and/or application(s) affected.

11 **16.2 Maintenance of Benefits**

12 16.2.1 The District agrees not to change officially adopted personnel policies within the scope of
13 representation, but not included in the Agreement, without negotiating with the
14 Association. The District shall not reduce or eliminate any benefits within the scope of
15 representation or included in the current contract during the term of this Agreement.

16 **16.3 Support of Agreement**

17 16.3.1 The Association hereby agrees that neither it nor its agents shall initiate or participate in
18 any strike in this District during the life of this Agreement. In the event of any strike by
19 unit members, the Association and its agents will do everything reasonably within their
20 power to end or avert the same. The foregoing shall apply to requests from other
21 organizations to engage in any strike in the District.

22 **16.4 Term of Agreement**

23 16.4.1 This Agreement shall become effective upon ratification, following approval by the
24 Board of Trustees, and shall continue in effect to and including June 30, ~~2021~~ 2024.
25 Articles 2.1 – Wages and 2.7 – Employee Benefits Program will reopen for negotiations
26 for the ~~2020-2021~~ 2023-2024 school year. The limitation of paragraph 16.5.1.2 does not
27 apply to this provision.
28

1 **16.5 Completion of Negotiations**

2 16.5.1 This Agreement represents complete collective bargaining and full agreement by the
3 parties in respect to wages, hours of employment, and other terms and conditions of
4 employment which shall prevail during its term. This Agreement supersedes and replaces
5 the 2015-2018 Collective Bargaining Agreement.

6 16.5.1.1 It is understood and agreed that the specific provisions contained in this
7 Agreement are a true and precise representation of all agreements reached by
8 the parties during this round of meet and negotiation.

9 16.5.1.2 During the period from the ratification of this agreement until June 30, ~~2021~~
10 **2024**, the Parties expressly waive and relinquish the right to meet and negotiate
11 and agree that they shall not be obligated to meet and negotiate with respect to
12 any subject or matter whether or not referred to or covered in this Agreement,
13 even though such subject or matter may not have been within the knowledge or
14 contemplation of either or both the District or the Association at the time they
15 met and negotiated on and executed this Agreement, and even though such
16 subjects or matters were proposed and later withdrawn, except as provided for
17 elsewhere in this Agreement.

18 16.5.1.3 If there are items of mutual concern, the District and the Association may, by
19 mutual consent, meet and negotiate with the intent to modify existing articles,
20 add additional articles to, or delete articles from this Agreement.

RATIFIED AND ACCEPTED

By their signatures below, the signatories certify that they are authorized representatives of either the District or the Exclusive Representative as the contracting parties; that all actions necessary for the District or Exclusive Representative to ratify and accept this Agreement as a binding and bilateral Agreement have been completed in the manner required by that party and the law and that this Agreement is hereby entered into without the need for further ratification and acceptance.

ACCEPTED:

SANTA MARIA JOINT UNION
HIGH SCHOOL DISTRICT

JACK GARVIN
President, Board of Trustees

CAROL KARAMITSOS
Clerk, Board of Trustees

Dated: _____

ACCEPTED:

SANTA MARIA JOINT UNION
HIGH SCHOOL DISTRICT FACULTY
ASSOCIATION/CTA/NEA

MATTHEW PROVOST
President

Dated: _____

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

2021-22 Certificated Salary Schedule

Column I	Bachelor's Degree
Column II	Bachelor's Degree + 15 semester units earned subsequent to receipt of B.A.
Column III	Bachelor's Degree + 30 semester units earned subsequent to receipt of B.A.
Column IV	Bachelor's Degree + 45 semester units earned subsequent to receipt of B.A.; or Master's Degree
Column V	Bachelor's Degree + 60 semester units earned subsequent to receipt of B.A.; or Master's Degree + 15 units

4.5% increase

@ 185 days

EFFECTIVE: 07/01/2021

YEARS OF SERVICE	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
1	\$51,504	\$55,219	\$58,939	\$62,669	\$66,389
2	\$54,499	\$58,227	\$61,948	\$65,669	\$69,384
3	\$57,515	\$61,235	\$64,950	\$68,676	\$72,388
4	\$60,517	\$64,245	\$67,961	\$71,668	\$75,405
5	\$63,521	\$67,249	\$70,959	\$74,685	\$78,396
6	\$66,526	\$70,242	\$73,969	\$77,687	\$81,401
7	\$69,530	\$73,245	\$76,974	\$80,692	\$84,413
8	\$72,534	\$76,249	\$79,978	\$83,702	\$87,413
9	\$72,534	\$79,255	\$82,988	\$86,705	\$90,421
10	\$72,534	\$82,263	\$85,981	\$89,707	\$93,425
11	\$72,534	\$82,263	\$88,989	\$92,722	\$96,427
12	\$72,534	\$82,263	\$88,989	\$95,708	\$99,435
13	\$72,534	\$82,263	\$88,989	\$95,708	\$103,014
14	\$72,534	\$82,263	\$88,989	\$95,708	\$103,014
15	\$72,534	\$82,263	\$88,989	\$95,708	\$103,014
16	\$74,528	\$84,525	\$91,439	\$98,339	\$105,847
17	\$74,528	\$84,525	\$91,439	\$98,339	\$105,847
18	\$74,528	\$84,525	\$91,439	\$98,339	\$105,847
19	\$76,524	\$86,784	\$93,885	\$100,972	\$108,679
20	\$76,524	\$86,784	\$93,885	\$100,972	\$108,679
21	\$76,524	\$86,784	\$93,885	\$100,972	\$108,679
22+	\$78,517	\$89,051	\$96,333	\$103,603	\$111,857

- \$1,500 will be added to Column V for a doctorate
- Psychologists & Speech Language Therapists shall be placed on Column V, Step 9-13, plus 10%
- School Nurses shall be placed on Column V, Step 8-12, plus 5 extra days
- Athletic Directors shall have a minimum placement on Column IV, Step 9, plus 5 extra days, plus 9%
- A maximum of ten (10) years experience will be allowed for initial placement
- Longevity increments are built into the salary schedule at years 16, 19, and 22
- Part-time teachers' salaries shall be computed based on their placement on the salary schedule and percentage of a full-time equivalency

Santa Maria Joint Union High School District programs, activities, practices and employment shall be free from unlawful discrimination, including discriminatory harassment, intimidation, and bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identifications, age, religion, marital, family or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information or any other characteristic identified in Education Code 200 or 220, Penal code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the District's Discrimination, Equity and Title IX Compliance Officer Mr. Sal Reynoso, Director of Certificated Human Resources, at 2560 Skyway Drive, Santa Maria, CA 93455, (805) 922-4573 and/or sreynoso@smjuhsd.org. A copy of SMJUHS'D's Uniform Complaint Procedures, Non-Discrimination Policies, Sexual Harassment Policies are available upon request.

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

2022-23 Certificated Salary Schedule

Column I	Bachelor's Degree
Column II	Bachelor's Degree + 15 semester units earned subsequent to receipt of B.A.
Column III	Bachelor's Degree + 30 semester units earned subsequent to receipt of B.A.
Column IV	Bachelor's Degree + 45 semester units earned subsequent to receipt of B.A.; or Master's Degree
Column V	Bachelor's Degree + 60 semester units earned subsequent to receipt of B.A.; or Master's Degree + 15 units

2.00% increase

@ 185 days

EFFECTIVE: 07/01/2022

YEARS OF SERVICE	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
1	\$52,534	\$56,323	\$60,118	\$63,922	\$67,717
2	\$55,589	\$59,392	\$63,187	\$66,982	\$70,772
3	\$58,665	\$62,460	\$66,249	\$70,050	\$73,836
4	\$61,727	\$65,530	\$69,320	\$73,101	\$76,913
5	\$64,791	\$68,594	\$72,378	\$76,179	\$79,964
6	\$67,857	\$71,647	\$75,448	\$79,241	\$83,029
7	\$70,921	\$74,710	\$78,513	\$82,306	\$86,101
8	\$73,985	\$77,774	\$81,578	\$85,376	\$89,161
9	\$73,985	\$80,840	\$84,648	\$88,439	\$92,229
10	\$73,985	\$83,908	\$87,701	\$91,501	\$95,294
11	\$73,985	\$83,908	\$90,769	\$94,576	\$98,356
12	\$73,985	\$83,908	\$90,769	\$97,622	\$101,424
13	\$73,985	\$83,908	\$90,769	\$97,622	\$105,074
14	\$73,985	\$83,908	\$90,769	\$97,622	\$105,074
15	\$73,985	\$83,908	\$90,769	\$97,622	\$105,074
16	\$76,019	\$86,216	\$93,268	\$100,306	\$107,964
17	\$76,019	\$86,216	\$93,268	\$100,306	\$107,964
18	\$76,019	\$86,216	\$93,268	\$100,306	\$107,964
19	\$78,054	\$88,520	\$95,763	\$102,991	\$110,853
20	\$78,054	\$88,520	\$95,763	\$102,991	\$110,853
21	\$78,054	\$88,520	\$95,763	\$102,991	\$110,853
22+	\$80,087	\$90,832	\$98,260	\$105,675	\$114,094

- \$1,500 will be added to Column V for a doctorate
- Psychologists & Speech Language Therapists shall be placed on Column V, Step 9-13, plus 10%
- School Nurses shall be placed on Column V, Step 8-12, plus 5 extra days
- Athletic Directors shall have a minimum placement on Column IV, Step 9, plus 5 extra days, plus 9%
- A maximum of ten (10) years experience will be allowed for initial placement
- Longevity increments are built into the salary schedule at years 16, 19, and 22
- Part-time teachers' salaries shall be computed based on their placement on the salary schedule and percentage of a full-time equivalency

Santa Maria Joint Union High School District programs, activities, practices and employment shall be free from unlawful discrimination, including discriminatory harassment, intimidation, and bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identifications, age, religion, marital, family or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information or any other characteristic identified in Education Code 200 or 220, Penal code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the District's Discrimination, Equity and Title IX Compliance Officer Mr. Sal Reynoso, Director of Certificated Human Resources, at 2560 Skyway Drive, Santa Maria, CA 93455, (805) 922-4573 and/or sreynoso@smjuhsd.org. A copy of SMJUHS'D's Uniform Complaint Procedures, Non-Discrimination Policies, Sexual Harassment Policies are available upon request.

**APPENDIX B
DEFINITIONS**

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Unit member refers to any member of the certificated bargaining unit

FMC refers to the Faculty, Management Council

“Designee” of the District Superintendent or the Association President refers to a person who is designated to speak, act, reach and enter into agreements on behalf of the Superintendent or President.

A "day" is any of the one hundred eighty-five (185) contract days.

A "term" is equal to approximately nine weeks Four terms equals one year. A semester equals terms 1&2 or 3&4.

SDM refers to Shared Decision Making

DHOH refers to Deaf and Hard of Hearing

DHOH interpreters are part of the Paraprofessional job family.

A "grievance" is a formal written allegation by a grievant that he or she has been adversely affected by a violation of the specific provisions of this Agreement.

A "grievant" may be the Association or any member of the bargaining unit covered by the terms of this Agreement.

The "immediate supervisor" is the certificated administrator having direct supervisory responsibility for the grieving unit member.

The "site administrator" is the Principal or his or her designee.

A "party in interest" is any unit member making the claim, any person who might be required to take action or against whom action might be taken to resolve the claim, and/or the unit member's representative.

“Memorandum of Understanding (MOU)” is a written agreement between the District and the Association regarding a term and condition of employment. A violation of the MOU is subject to the grievance procedure. The duration of the MOU is for the period specified in the document or the duration of the then-current Agreement.

“Side-letter” is (1) a written statement of procedure that implements an existing provision of the Agreement or an MOU, or (2) a written statement regarding any matter deemed appropriate by the District and Association. Failure to adhere to the terms of a side-letter is not subject to the grievance procedure.

“Addendum” is a written modification to an existing provision or provisions of the Agreement, which by its terms is either attached to Agreement or incorporated into the text of the Agreement.

“Aide” is a classified employee of the District who provides appropriate assistance in the assigned

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classroom.
“Full Time Equivalent” or “FTE” for a teacher is equal to a five-period teaching day and two preparation periods.

1 **APPENDIX C**

2 **ADJUNCT DUTIES PROCEDURE**

3 Definition: The negotiated adjunct duties are activities that allow students to be supervised by
4 teachers in a non-curricular/non-instructional environment outside the normal work day
5 without additional compensation.

6 Directions: The Principal’s welcome back letter will include a list of the negotiated adjunct
7 duties supervised by bargaining unit members. A maximum number of two (2) events may be
8 required of any bargaining unit member during an academic year. A bargaining unit member
9 may volunteer for more than two (2) events in an academic year. If a bargaining unit member
10 does not sign up, he/she may be assigned supervision of adjunct duties.

- 11 1. Activity/Athletic Directors will make a calendar of the negotiated list of adjunct duties with
12 events, dates, time frames and locations.
- 13 2. Athletic Directors may allow bargaining unit members to sign up for specialized needs (e.g.
14 timers, etc.) before presenting the list to staff.
- 15 3. Calendars of adjunct duties will be posted for sign ups during the first two contractual days of
16 the school year at predetermined locations.
- 17 4. Activity/Athletic Directors will review the calendars and identify open adjunct duties. The first
18 four (4) days of the second week of school, a list of open adjunct duties will be posted at a
19 designated location for the second opportunity to sign up.
- 20 5. During the third week of school, the Principal will review the calendar and determine any open
21 adjunct duties. If any openings remain, the Principal will conduct a meeting to provide all
22 bargaining unit members, who have not signed up, with the third and final opportunity to
23 volunteer for adjunct duties.
- 24 6. If after the third opportunity to sign up there are any remaining open adjunct duties, then any
25 bargaining unit member who has not volunteered may be assigned to those openings during
26 the fourth week by a lottery system to fill the vacancies in a chronological order. The Principal
27 and an Association designee will conduct the lottery.
- 28 7. The negotiated adjunct duty list and the procedures will be revisited periodically by the Faculty
29 Association and District negotiating teams:

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Dances	Athletics (all level, home games only)
Prom	Fall
Corrigan/King of Hearts	Football
Sadie Hawkins	Water Polo, boys
Winter Formal	Volleyball, girls
Homecoming	Winter
After game dances (two maximum per school year)	Basketball, girls, boys
Grad Night (with next day off-subs paid by school business)	Water Polo, girls
Pride Day	Wrestling
VPA Productions (drama, choir, band)	Spring
	Track and Field
	Swim
	Baseball, Softball
	Volleyball, boys

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APPENDIX D
EVALUATION FORMS PACKAGE

PROCEDURES FOR ADMINISTRATORS TO EVALUATE CERTIFICATED STAFF

TIMELINE:	TENURED <u>PERMANENT</u>:	NON-TENURED <u>PERMANENT</u>:
Pre-Observation Conference	by October 31 st	by October 1 st
Observations	October – April	October-February
Final Evaluation	by May 1 st	by February 15 th

I. **PRE-OBSERVATION CONFERENCE:**

A mutually agreed-upon conference will be held between the administrative evaluator and the teacher unit member to explain the evaluation procedures. At this conference, the teacher unit member will be provided with the evaluation document and the evaluation procedures to be followed, to also include information on instructional strategies.

II. **TEACHER UNIT MEMBER OBSERVATIONS:**

The administrator will make ~~classroom~~ observations of the tenured permanent and non-permanent certificated employee. The administrator will follow the following procedures:

- a. The administrator will observe the class for the entire instructional period/~~block~~. **For non-classroom unit members, the administrator will make observations in various settings.**
- b. The administrator will *script** (during the 2nd classroom observation) teacher and student actions during the instructional period/~~block~~ and respond to the instructional checklist of the modified California Standards of the Teaching Profession/Observation Form (Form A 1) to indicate the performance level demonstrated or not demonstrated during the observation. **For non-classroom unit members, the administrator will make specific notes based on appropriate evaluation form (A2 – A7).**
- c. The evaluator will not participate in classroom activities except when requested by the teacher.

* *Scripting: Detailed note-taking of teacher and student actions during the instructional period/~~block~~.*

III. **FOLLOW-UP ~~CLASSROOM~~ OBSERVATIONS AND CONFERENCES:**

- a. The administrator will schedule a post observation conference with the teacher unit member and provide written comments on each the observation of the teacher unit member within ten (10) school days of the final ~~classroom~~ observation.
- b. Based upon the information gained from at least two ~~the~~ ~~classroom~~ observation, if 50% or more of the criteria in Section B and/or C have not been demonstrated, the teacher unit member and administrator may develop instructional goals for those criteria in the form of an action plan (see Form B). An Action Plan may also be developed for Sections A and/or D. The Action Plan must be developed, implemented and achieved within a minimum of three months.

- c. If a teacher refuses to accept the action plan goals of Section B and/or C, the Final Summative Evaluation will be completed, and the teacher will be referred to PAR.
- d. An action plan will trigger at least one additional observation.
- e. The modified California Standards of the Teaching Profession/State Content Standards Observation Form (Form A₁) and the action plan will be used by the evaluator and the **teacher to facilitate the post observation conference discussion (Form C).**

PROCEDURES FOR ADMINISTRATORS TO EVALUATE CERTIFICATED STAFF

Page 2

IV. FINAL SUMMATIVE EVALUATION:

- a. The Final Summative Evaluation will be based on the teacher's unit member's performance as related to the modified California Teaching Standards of the Teaching Profession/Observation Form (Form A1) or the appropriate standards in the unit member's evaluation (A2 – A7), as well as goals stated in an action plan, if applicable.
- b. If the teacher unit member disagrees on the one or more statements in the Final Summative Evaluation, the teacher unit member must write a written response within ten (10) school days of receiving the Final Summative Evaluation. A copy of the response is attached to Final Summative Evaluation and is given to the evaluator and the Assistant Superintendent of Human Resources.
- c. The Final Summative Evaluation is signed and dated by the evaluator and the teacher unit member. If the teacher unit member refuses to sign the Final Summative Evaluation, the evaluator will indicate so on Final Summative Evaluation.
- d. The original copy of the Final Summative Evaluation is sent to the district Human Resource's office. One copy each is given to the teacher unit member and the evaluator.
- e. An "unsatisfactory" rating in either "B" or "C" of the Final Summative Evaluation form requires the evaluatee to participate in the district's Peer Assistance Review Program pursuant to Education Code §44500 et. seq. A non-classroom unit member that receives an "unsatisfactory" rating shall work with their evaluator to develop a written improvement plan prior to the end of the current school year. The improvement plan is to be reviewed during the spring of the following school year.

ADDITIONAL DIRECTIONS:

- a. Forms A1 – A7 ~~is~~ **shall be** used for classroom the observation of teachers unit members.
- b. Forms A1 – A7 can be used multiple times.
- c. The "Evidence Requested" column on Observation Form for Certificated Employees (Form A) may be used to indicate the need for evidence in an area that has been marked in the "not observed/not applicable" column. The "Evidence Requested" is optional for teachers unit members and administration.
- d. Forms B and C are used by the evaluator and are optional.
- e. Under the "comments" section, the evaluator can describe areas observed or not observed.
- f. Non-permanent, Temporary, and Probationary teachers unit members are evaluated yearly. Tenured teachers Permanent unit members are evaluated every other year or at least every five (5) years for those who have been employed at least ten (10) years with the school district.
- g. The action plan is given to the teacher if it is satisfactorily achieved. If the action plan does not result in satisfactory improvement of performance ~~it will be forwarded to Joint Peer Assistance Committee (JPAC)~~ the teacher will continue with the Peer Assistance Review Program (PAR).
- h. No specific references shall be made in the Final Summative Evaluation about the action plan.

03/02/04 06/30/21

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
Observation Form for Certificated Employees
Form A Evaluation
Article VII

Evaluatee: _____ School: _____

Date: _____ Period: _____ School Year: _____ Course: _____

A. PUPIL PROGRESS TOWARD STANDARDS OF EXPECTED ACHIEVEMENT	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
A1 Collaborating with colleagues to establish and articulate goals for student learning that meet established standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2 Organizing curriculum to support student understanding of subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3 Collecting and using multiple sources of information to assess student learning through records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4 Using multiple assessments to guide instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A5 Communicating with students, families, and other audiences about student progress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. INSTRUCTIONAL TECHNIQUES/STRATEGIES	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
B1 Using materials, resources and/or technologies to make subject matter accessible to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2 Using a variety of instructional strategies and resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3 Developing student understanding through planning of instructional strategies that are appropriate to the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B4 Engaging students in problem solving, critical thinking, and other activities that make subject matter meaningful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B5 Sequencing instructional activities and materials for student learning within the lesson.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B6 Using instructional time appropriately for learning activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. ADHERENCE TO CURRICULAR OBJECTIVES	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
C1 Establishing and communicating learning goals for all students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2 Connecting students prior knowledge and interests to learning goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3 Modifying instructional strategies and activities to adjust for student needs within a lesson.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C4 Facilitating self directed learning and providing appropriate feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C5 Demonstrating knowledge of subject matter content, instruction, and assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. SUITABLE LEARNING ENVIRONMENT	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
D1 Creating a physical environment that engages students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D2 Establishing and maintaining standards for student behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D3 Establishing a climate that promotes fairness, respect, and group responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D4 Facilitating learning experiences which promote interaction and choice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D5 Planning and implementing classroom procedures and routines that support student learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
Observation Form for Certificated Employees
Form A Evaluation
Article VII*

COMMENTS: _____

Evaluator: _____

Date: _____

Evaluatee: _____

Date: _____

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
Observation Form for Certificated Employees
Form A Evaluation
Article VII

Evaluatee: _____ School: _____

Date: _____ Period: _____ School Year: _____ Course: _____

A. ENGAGES, ADVOCATES FOR, AND SUPPORTS ALL STUDENTS IN LEARNING	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
A1 Ensures all students are engaged in a system of support designed for learning and academic success.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2 Advocates for educational opportunity, equity, and access for all students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3 Advocates for the learning and academic success of all students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4 Identifies student problems in their earliest stages and implements student prevention and intervention strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. PLANS, IMPLEMENTS, AND EVALUATES PROGRAMS TO PROMOTE ACADEMIC, CAREER, PERSONAL, AND SOCIAL DEVELOPMENT OF ALL STUDENTS	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
B1 Demonstrates knowledge of counseling standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2 Develops outcome-based programs and student plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3 Assesses program and student plan outcomes and analyze data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B4 Demonstrates leadership in program and student plan development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. UTILIZES MULTIPLE SOURCES OF INFORMATION TO MONITOR AND IMPROVE STUDENT BEHAVIOR AND ACHIEVEMENT	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
C1 Assesses and explains student social/emotional strengths and challenges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2 Interprets and explains student assessment data with students and parents/guardians.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3 Utilizes social/emotional and academic assessment data to develop personal, academic, and career plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C4 Monitors student personal, academic, and career progress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. COLLABORATES AND COORDINATES WITH SCHOOL AND COMMUNITY RESOURCES	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
D1 Builds and maintains student support teams for student achievement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D2 Provides consultation and education for school staff, parents, and/or community members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D3 Develops working relationships within the school that include school staff members, parents, and community members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D4 Coordinates support from community agencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. PROMOTES AND MAINTAINS A SAFE LEARNING ENVIRONMENT FOR ALL STUDENTS	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
E1 Promotes a positive, safe, and supportive learning environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E2 Identifies and utilizes programs that address the personal and social risk factors of students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3 Collaborates with school staff, community agencies, parents, and student groups to maintain safe learning environments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4 Incorporates school safety plan that addresses elements of prevention, intervention, and treatment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FORM A3**(TOSA)**

Teacher on Special Assignment

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT**Observation Form for Certificated Employees****Form A Evaluation****Article VII**

Evaluatee: _____ School: _____

Date: _____ Period: _____ School Year: _____ Course: _____

A. ENGAGES AND SUPPORTS ALL TEACHERS IN LEARNING	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
A1 Engages, supports, and advances the professional learning of each teacher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2 Uses reflective conversation skills to engage teachers in collaborative problem solving and reflective thinking to promote self-directed learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3 Uses a variety of strategies and resources, including technology, to respond to teachers' professional needs and to the learning needs of all students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4 Uses data to engage teachers in examination and improvement of practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. CREATES AND MAINTAINS EFFECTIVE ENVIRONMENTS FOR STUDENT AND TEACHER LEARNING	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
B1 Creates and maintains collaborative and professional partnerships to support teacher growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2 Creates an environment of trust, caring, and honesty with all teachers to establish and maintain strong relationships and promote professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3 Uses coaching and collaboration time effectively, implementing procedures and routines that support teachers' learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B4 Promotes development of teachers' professional responsibility and collaboration with families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. UNDERSTANDS AND ORGANIZES SUBJECT MATTER FOR STUDENT AND TEACHER LEARNING	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
C1 Utilizes knowledge of student content standards (CCSS) to advance teacher and student development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2 Utilizes knowledge of pedagogy and instructional strategies to advance teacher and student development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3 Utilizes knowledge of professional teaching standards (CSTPs) to advance teacher and student development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C4 Uses knowledge of equity principles to deepen teacher understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. PLANS PROFESSIONAL LEARNING OPPORTUNITIES FOR ALL TEACHERS	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
D1 Designs and facilitates professional development for teachers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D2 Builds on and values prior knowledge, background, interests, experiences, and needs of teachers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D3 Creates an effective environment for professional learning (relaxed and inviting with opportunities for collaboration).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D4 Uses a variety of research-based instructional strategies to differentiate professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FORM A3**(TOSA)**

Teacher on Special Assignment

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT**Observation Form for Certificated Employees****Form A Evaluation****Article VII**

E. USES ASSESSMENTS TO PROMOTE STUDENT AND TEACHER LEARNING	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
E1 Utilizes assessments to promote teacher learning and development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E2 Plans and organizes for implementation of formative assessments to advance classroom practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3 Uses results of formative assessments to guide coaching and grade level team meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
Observation Form for Certificated Employees
Form A Evaluation
Article VII

Evaluatee: _____ School: _____

Date: _____ Period: _____ School Year: _____ Course: _____

A. ENGAGES AND SUPPORTS ALL STUDENTS	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
A1 Assists in mailing athletic correspondence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2 Provides publicity release information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3 Plans and supervises athletic physical exams.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4 Responsible for publication, distribution, and checking all CIF eligibility lists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A5 Assumes responsibility for periodic checking of scholastic eligibility with faculty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. ENSURES A HIGH QUALITY ATHLETIC PROGRAM IS ARTICULATED AND IMPLEMENTED	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
B1 Sees that rules and intent of rules pertaining to athletics are carried out by coaching staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2 Advises principals in matters relating to school athletic policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3 Orients all new coaches to school, league, CIF coaching policies, and rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B4 Supervises the conduct of coaches on athletic facilities, both at home and away activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B5 Ensures all written reports are properly submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. PLANS AND COLLABORATES WITH ALL STAKEHOLDERS	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
C1 Coordinates the work of the coaching staff in all regards, including working out coaching personnel problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2 Organizes all trips required by CIF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3 Assists with athletic banquets and the sports segments of the awards assembly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C4 Serves as a school liaison to Boosters and other community support groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C5 Acts as primary designee for coordination of the use of athletic facilities in cooperation with the P.E. Department and others as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. ESTABLISHES AND MANAGES AN ATHLETIC PROGRAM THAT FOSTERS A POSITIVE ENVIRONMENT	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
D1 Makes all necessary arrangements to begin each sports season.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D2 Prepares, distributes, and posts the schedule of competition for all sports, including printed schedules as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D3 Plans all home contests, including arrangements for officials, other adult personnel, and physical and equipment details for CIF office and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D4 Enforces Board policy related to all athletic activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D5 Serves as the primary coordinator of athletic transportation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D6 Serves as the athletic contact to media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D7 Prepares and administers athletic budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
Observation Form for Certificated Employees
Form A Evaluation
Article VII

Evaluatee: _____ School: _____

Date: _____ Period: _____ School Year: _____ Course: _____

A. QUALITY OF SCHOOL NURSE CARE	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
A1 Analyzes and interprets the health and development needs of students and provides appropriate health counseling and care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2 Communicates and consults with administrators, medical providers, and community agencies about policies, procedures, program development, and services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3 Delivers high quality care to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4 Organizes and implements state mandates (immunizations, health screenings, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A5 Develops and maintain effective health records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A6 Identifies and interprets health needs and coordinates appropriate care/plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. DOCUMENTATION AND RECORD KEEPING	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
B1 Records findings of mandated health screening in designated places.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2 Records pertinent information relevant to health status of students provided by parents and health providers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3 Records and maintain student medication logs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B4 Completes and submits required state and county reports in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. COLLABORATES AND COMMUNICATES EFFECTIVELY	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
C1 Participates in IEP/SST/504 and other meetings as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2 Plans and conducts staff development programs on care of medically fragile/ill students for school personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3 Trains staff regarding emergency protocol and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C4 Manages health offices, and adheres to necessary timelines for health services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C5 Collaborates with students, families, staff, and colleagues in a manner that results in quality health care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C6 Coordinates referrals to care providers and/or community agencies that enable continuity of student care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. PROGRAM/PLAN MANAGEMENT	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
D1 Implements student health management plans and coordinates with other school personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D2 Evaluates the delivery and outcomes of health services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D3 Facilitates management of communicable disease issues in schools and/or community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D4 Enhances the overall quality and delivery of health care services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
Observation Form for Certificated Employees
Form A Evaluation
Article VII

Evaluatee: _____ School: _____

Date: _____ Period: _____ School Year: _____ Course: _____

A. DESIGNING AND PLANNING LEARNING EXPERIENCES	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
A1 Organizes a program that addresses students speech/language goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2 Works cooperatively with school personnel to accomplish the speech/language goals and objectives of the district/site/individual student.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3 Coordinates speech/language services with student services provided by other personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4 Maintains records of the speech/language program and prepares reports as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A5 Attends and prepares necessary documents for IEP meetings and other meetings as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A6 Develops appropriate speech/language goals and objectives for students receiving speech services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. ASSESSES STUDENT LEARNING/ELIGIBILITY AND EVALUATION	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
B1 Administers formal and informal tests for speech/language purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2 Obtains additional or supplementary diagnostic information from appropriate persons and available records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3 Chooses diagnostic tools, instruments and procedures for assessment and diagnosis as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B4 Analyzes and interprets information to make recommendations regarding the needs for speech/languages services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B5 Adjusts intervention strategies based upon student performance.				
C. SUPPORTS ALL STUDENTS IN LEARNING/THERAPY IMPLEMENTATION	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
C1 Maintains an environment that is positive and conducive to learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2 Plans appropriate therapy lessons that address IEP goals of students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3 Uses a variety of strategies and techniques appropriate to stated objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C4 Assists students in developing compensatory skills and self-monitoring skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C5 Gives prompt and appropriate feedback to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C6 Provides pullout, collaborative, in-class, and consultative therapy approaches to meet students' speech/language needs.				
D. INCREASES EFFECTIVENESS AND PROFESSIONAL RESPONSIBILITIES	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
D1 Provides consultation and/or in-servicing to parents, teachers, and other appropriate school personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D2 Seeks the assistance of teachers, parents, and others to meet the communication needs of students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FORM A6
Speech Therapist

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
Observation Form for Certificated Employees
Form A Evaluation
Article VII

	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
D3 Provides formal or informal reports to parents about their students' progress in the speech/language program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D4 Makes recommendations and referrals as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FORM A7**School Psychologist****SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT****Observation Form for Certificated Employees****Form A Evaluation****Article VII**

Evaluatee: _____ School: _____

Date: _____ Period: _____ School Year: _____ Course: _____

A. ASSESSMENT AND DATA BASED DECISION MAKING	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
A1 Manages cases of students referred, obtaining parent signatures, manages timelines, follows mandated procedures, completes paperwork and student files.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2 Completes thorough evaluations using current and appropriate assessment instruments. Reviews appropriate history and conducts teacher, student and parent interviews to gather relevant data as part of the assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3 Provides narrative written reports and records to document the student's condition, the need for special education, and to recommend an appropriate course of remediation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4 Functions as a working member of the IEP Team and consults with stakeholders to implement the goals and objectives of the IEP including regular class placement as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A5 Conducts required assessment of Special Education students and completes reports in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. INTERVENTIONS AND INSTRUCTIONAL SUPPORT TO DEVELOP ACADEMIC, SOCIAL, AND LIFE SKILLS	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
B1 Coordinates behavior management programs for individual students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2 Provides individual, short-term counseling and crisis management with individual students and families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3 Conducts evaluation of students' behavioral and emotional needs and provides recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B4 Provides referral to outside agencies as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B5 Coordinates/conducts on-going, small group counseling and social skills training.				
B6 Provides/coordinates in-services for staff and parents on topics such as behavior management, child development, and learning.				
C. CONSULTATION AND COLLABORATION	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
C1 Participates in the development and support of school and District programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2 Maintains rapport with staff and parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3 Recommends appropriate interventions and modifications to facilitate student success.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C4 Participates in referral processes at the school site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C5 Responds in a flexible and professional manner in crisis or adversarial situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C6 Assists and provides in-service and consultation to parents and staff about Special Education and related topics.				

FORM A7

School Psychologist

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

Observation Form for Certificated Employees

Form A Evaluation

Article VII

D. PROFESSIONAL COMMUNICATION	Yes	No	Not Observed/ NA	Evidence Requested/ Offered
D1 Clearly and accurately explains laws, policies and regulations relating to psychological services to parents, students, and school personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D2 Effectively communicates with students, using language appropriate to the listener, including non-vocal communication when necessary.				
D2 Advocates for student success.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

~~TEACHER~~ ACTION PLAN

Teacher Evaluatee:

Evaluator:

Date:

DIRECTIONS: The teacher evaluatee and evaluator will develop an action plan for each criteria not being demonstrated based upon ~~more than one classroom~~ the observation. Multiple criteria can be addressed.

Criteria to be addressed:

Action Plan: include activities that the teacher evaluatee will demonstrate and the methodologies to be used.

Evaluator:

Teacher Evaluatee:

Date:

Date:

FORM C

TEACHER POST OBSERVATION CONFERENCE SUMMARY

TEACHER ~~EVALUATEE~~: _____

EVALUATOR: _____

DATE: _____

DIRECTIONS: For each criteria stated in the Action Plan, indicate how each of the strategies outlined in the Action Plan are or are not being demonstrated. Based upon the classroom observations, indicate specific student and/or teacher actions as evidence.

Evaluator

Teacher Evaluatee

Date

Date

Evaluatee	Grade/Assignment	School Year	
		SATISFACTORY	UNSATISFACTORY
A.	PUPIL PROGRESS TOWARD STANDARDS OF EXPECTED ACHIEVEMENT	<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

B.	INSTRUCTIONAL TECHNIQUES/ STRATEGIES	SATISFACTORY	UNSATISFACTORY
		<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

Evaluatee	Grade/Assignment	School Year	
		SATISFACTORY	UNSATISFACTORY
A.	ENGAGES, ADVOCATES FOR, AND SUPPORT ALL STUDENTS	<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

Evaluatee	Grade/Assignment	School Year	
		SATISFACTORY	UNSATISFACTORY
B.	PLANS, IMPLEMENTS, AND EVALUATES PROGRAMS TO PROMOTE ACADEMIC, CAREER, PERSONAL, AND SOCIAL DEVELOPMENT OF ALL STUDENTS	<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

	SATISFACTORY	UNSATISFACTORY
C. UTILIZES MULTIPLE SOURCES OF INFORMATION TO MONITOR AND IMPROVE STUDENT BEHAVIOR AND ACHIEVEMENT	<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

	SATISFACTORY	UNSATISFACTORY
D. COLLABORATES AND COORDINATES WITH SCHOOL AND COMMUNITY RESOURCES	<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

	SATISFACTORY	UNSATISFACTORY
E. PROMOTES AND MAINTAINS A SAFE LEARNING ENVIRONMENT FOR ALL STUDENTS	<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

FORM D2
Counselor

	SATISFACTORY	UNSATISFACTORY
OVERALL PERFORMANCE	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: An “Unsatisfactory” rating in either A or C above requires the Evaluatee to work with their Evaluator to develop a plan of improvement.

EVALUATEE’S STATEMENT: I acknowledge that this evaluation has been discussed with me, that I have been provided with written recommendations where improvement is indicated, that I understand my signature does not necessarily mean that I agree with this evaluation, and that I may submit a statement in writing to be attached to this form.

Evaluatee’s Signature Date

Evaluator’s Signature Date

FORM D3

TOSA

Teacher on Special
Assignment

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
FINAL SUMMATIVE EVALUATION

Pursuant to Article VII of
The Negotiated Agreement

Evaluatee

Grade/Assignment

School Year

A. ENGAGES AND SUPPORTS ALL TEACHERS
IN LEARNING

SATISFACTORY

UNSATISFACTORY

COMMENDATIONS:

RECOMMENDATIONS:

B. CREATES AND MAINTAINS EFFECTIVE
ENVIRONMENTS FOR STUDENT AND
TEACHER LEARNING

SATISFACTORY

UNSATISFACTORY

COMMENDATIONS:

RECOMMENDATIONS:

	SATISFACTORY	UNSATISFACTORY
C. UNDERSTANDS AND ORGANIZES SUBJECT MATTER FOR STUDENT AND TEACHER LEARNING	<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

	SATISFACTORY	UNSATISFACTORY
D. PLANS PROFESSIONAL LEARNING OPPORTUNITIES FOR ALL TEACHERS	<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

	SATISFACTORY	UNSATISFACTORY
E. USES ASSESSMENTS TO PROMOTE STUDENT AND TEACHER LEARNING	<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

FORM D3

TOSA

Teacher on Special Assignment

	SATISFACTORY	UNSATISFACTORY
OVERALL PERFORMANCE	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: An “Unsatisfactory” rating in either A or B above requires the Evaluatee to work with their Evaluator to develop a plan of improvement.

EVALUATEE’S STATEMENT: I acknowledge that this evaluation has been discussed with me, that I have been provided with written recommendations where improvement is indicated, that I understand my signature does not necessarily mean that I agree with this evaluation, and that I may submit a statement in writing to be attached to this form.

Evaluatee’s Signature _____ Date _____

Evaluator’s Signature _____ Date _____

Evaluatee	Grade/Assignment	School Year	
		SATISFACTORY	UNSATISFACTORY
A.	ENGAGES AND SUPPORTS ALL STUDENTS	<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

Evaluatee	Grade/Assignment	School Year	
		SATISFACTORY	UNSATISFACTORY
B.	ENSURES A HIGH QUALITY ATHLETIC PROGRAM IS ARTICULATED AND IMPLEMENTED	<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

C. PLANS AND COLLABORATES WITH ALL STAKEHOLDERS

SATISFACTORY	UNSATISFACTORY
<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

D. ESTABLISHES AND MANAGES AN ATHLETIC PROGRAM THAT FOSTERS A POSITIVE ENVIRONMENT

SATISFACTORY	UNSATISFACTORY
<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

	SATISFACTORY	UNSATISFACTORY
OVERALL PERFORMANCE	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: An "Unsatisfactory" rating in either B or D above requires the Evaluatee to work with their Evaluator to develop a plan of improvement.

EVALUATEE'S STATEMENT: I acknowledge that this evaluation has been discussed with me, that I have been provided with written recommendations where improvement is indicated, that I understand my signature does not necessarily mean that I agree with this evaluation, and that I may submit a statement in writing to be attached to this form.

Evaluatee's Signature

Date

Evaluator's Signature

Date

FORM D5
Nurse

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
FINAL SUMMATIVE EVALUATION

Pursuant to Article VII of
The Negotiated Agreement

Evaluatee

Grade/Assignment

School Year

A. QUALITY OF SCHOOL NURSE CARE

SATISFACTORY

UNSATISFACTORY

COMMENDATIONS:

RECOMMENDATIONS:

B. DOCUMENTATION AND RECORD KEEPING

SATISFACTORY

UNSATISFACTORY

COMMENDATIONS:

RECOMMENDATIONS:

C. COLLABORATES AND COUMMUNICATES EFFECTIVELY

SATISFACTORY	UNSATISFACTORY
<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

D. PROGRAM/PLAN MANAGEMENT

SATISFACTORY	UNSATISFACTORY
<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

	SATISFACTORY	UNSATISFACTORY
OVERALL PERFORMANCE	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: An “Unsatisfactory” rating in either A or C above requires the Evaluatee to work with their Evaluator to develop a plan of improvement.

EVALUATEE’S STATEMENT: I acknowledge that this evaluation has been discussed with me, that I have been provided with written recommendations where improvement is indicated, that I understand my signature does not necessarily mean that I agree with this evaluation, and that I may submit a statement in writing to be attached to this form.

Evaluatee’s Signature

Date

Evaluator’s Signature

Date

Evaluatee	Grade/Assignment	School Year	
		SATISFACTORY	UNSATISFACTORY
A.	DESIGNING AND PLANNING LEARNING EXPERIENCES	<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

Evaluatee	Grade/Assignment	School Year	
		SATISFACTORY	UNSATISFACTORY
B.	ASSESSES STUDENT LEARNING/ELIGIBILITY AND EVALUATION	<input type="checkbox"/>	<input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

C. SUPPORTS ALL STUDENTS IN LEARNING/
THERAPY IMPLEMENTATION

SATISFACTORY UNSATISFACTORY

COMMENDATIONS:

RECOMMENDATIONS:

D. INCREASES EFFECTIVENESS AND PROFESSIONAL
RESPONSIBILITIES

SATISFACTORY UNSATISFACTORY

COMMENDATIONS:

RECOMMENDATIONS:

OVERALL PERFORMANCE

SATISFACTORY UNSATISFACTORY

NOTE: An “Unsatisfactory” rating in either A or C above requires the Evaluatee to work with their Evaluator to develop a plan of improvement.

EVALUATEE’S STATEMENT: I acknowledge that this evaluation has been discussed with me, that I have been provided with written recommendations where improvement is indicated, that I understand my signature does not necessarily mean that I agree with this evaluation, and that I may submit a statement in writing to be attached to this form.

Evaluatee’s Signature

Date

Evaluator’s Signature

Date

Evaluatee	Grade/Assignment	School Year	
A.	ASSESSMENT AND DATA BASED DECISION MAKING	SATISFACTORY <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>

COMMENDATIONS:

RECOMMENDATIONS:

B.	INTERVENTIONS AND INSTRUCTIONAL SUPPORT TO DEVELOP ACADEMIC, SOCIAL, AND LIFE SKILLS	SATISFACTORY <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
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COMMENDATIONS:

RECOMMENDATIONS:

C. CONSULTATION AND COLLABORATION

SATISFACTORY UNSATISFACTORY

COMMENDATIONS:

RECOMMENDATIONS:

SATISFACTORY UNSATISFACTORY

D. PROFESSIONAL COMMUNICATION

COMMENDATIONS:

RECOMMENDATIONS:

SATISFACTORY UNSATISFACTORY

OVERALL PERFORMANCE

NOTE: An “Unsatisfactory” rating in either B or C above requires the Evaluatee to work with their Evaluator to develop a plan of improvement.

EVALUATEE’S STATEMENT: I acknowledge that this evaluation has been discussed with me, that I have been provided with written recommendations where improvement is indicated, that I understand my signature does not necessarily mean that I agree with this evaluation, and that I may submit a statement in writing to be attached to this form.

Evaluatee’s Signature

Date

Evaluator’s Signature

Date

UNIFORM SCHOOL SITE SCHEDULE

Student Bell Schedule 2021-2022

Regular Day

1	7:30 – 8:20
2	8:30 – 9:20
3	9:30 – 10:20
Break	10:20 – 10:35
4	10:35 – 11:25
5	11:35 – 12:25
Lunch	12:25 – 1:05
6	1:05 – 1:55
7	2:05 – 2:55

Early-Out Day

1	7:50 – 8:20
2	8:30 – 9:00
3	9:10 – 9:40
Break	9:40 – 9:55
4	9:55 – 10:25
5	10:35 – 11:05
Lunch	11:05 – 11:45
6	11:45 – 12:15
7	12:25 – 12:55

Monday Collaboration Day

1	7:40 – 8:20
2	8:30 – 9:10
3	9:20 – 10:00
Break	10:00 – 10:15
4	10:15 – 10:55
5	11:05 – 11:45
Lunch	11:45 – 12:15
6	12:25 – 1:05
7	1:15 – 1:55
Collaboration	2:10 – 3:10

Finals Schedule

	<u>Day 1</u>
1 st Period	7:30 – 9:20
Break	9:20 – 9:40
6 th Period	9:40 – 11:30
Lunch	11:30 – 12:00
7 th Period	12:10 – 2:00
	<u>Day 2</u>
2 nd Period	8:30 – 10:20
Lunch	10:20 – 10:50
3 rd Period	11:00 – 12:50
	<u>Day 3</u>
4 th Period	8:30 – 10:20
Lunch	10:20 – 10:50
5 th Period	11:00 – 12:50

Student Bell Schedule

2022-2023

Regular Day

1	8:30 – 9:20
2	9:30 – 10:20
Break	10:20 – 10:35
3	10:35 – 11:25
4	11:35 – 12:25
Lunch	12:25 – 1:05
5	1:05 – 1:55
6	2:05 – 2:55
7	3:05 – 3:55

Early-Out Day

1	8:30 – 9:00
2	9:10 – 9:40
Break	9:40 – 9:55
3	9:55 – 10:25
4	10:35 – 11:05
Lunch	11:05 – 11:45
5	11:45 – 12:15
6	12:25 – 12:55
7	1:05 – 1:35

Monday Collaboration Day

1	8:30 – 9:10
2	9:20 – 10:00
Break	10:00 – 10:15
3	10:15 – 10:55
4	11:05 – 11:45
Lunch	11:45 – 12:25
5	12:25 – 1:05
6	1:15 – 1:55
7	2:05 – 2:45
Collaboration	3:00 – 4:00

Finals Schedule

<u>Day 1</u>	
1 st Period	8:30 – 10:20
Break	10:20 – 10:40
6 th Period	10:40 – 12:30
Lunch	12:30 – 1:00
7 th Period	1:10 – 3:00
<u>Day 2</u>	
2 nd Period	8:30 – 10:20
Lunch	10:20 – 10:50
3 rd Period	11:00 – 12:50
<u>Day 3</u>	
4 th Period	8:30 – 10:20
Lunch	10:20 – 10:50
5 th Period	11:00 – 12:50

CTE Bell Schedules

2021-2022

CTE REGULAR DAY Tues/Wed/Thur/Fri	
PERIOD	TIME
2-3	8:30 – 10:10
4-5	10:45 -12:25
6-7	1:10 –2:50

MONDAY COLLABORATION DAY Every Monday	
PERIOD	TIME
2-3	8:30 – 9:50
4-5	10:15 - 11:35
6-7	12:25 – 1:45

MINIMUM DAY <i>Days 8/27, 9/17 10/29, 2/25, 4/8, 4/14</i>	
PERIOD	TIME
2-3	8:30 – 9:30
4-5	9:55 - 10:55
6-7	11:45 – 12:45

CTE Bell Schedules 2022-2023

CTE REGULAR DAY Tues/Wed/Thur/Fri	
PERIOD	TIME
1-2	8:30 – 10:10
3-4	10:45 -12:25
5-6	1:05 –2:45

MONDAY COLLABORATION DAY Every Monday	
PERIOD	TIME
1-2	8:30 – 9:50
3-4	10:25 - 11:45
5-6	12:35 – 1:55

MINIMUM DAY <i>Days TBD</i>	
PERIOD	TIME
1-2	8:30 – 9:30
3-4	9:55 – 10:55
5-6	11:45 – 12:45

DELTA HIGH SCHOOL
 BELL SCHEDULE
 2021-22

MONDAY - THURSDAY AM SESSION		
Per. 0	8:00 - 8:14	14 min. Advisement
Per. 1	8:15 - 9:05	50 min.
Per. 2	9:10 - 10:00	50 min.
Per. 3	10:05 - 10:57	52min.
Per. 0	10:58 - 11:00	2 min. Advisement

MONDAY - THURSDAY PM SESSION		
Per. 4	12:00 - 12:14	14 min. Advisement
Per. 5	12:15 - 1:05	50 min.
Per. 6	1:10 - 2:00	50 min.
Per. 7	2:05 - 2:57	52 min.
Per. 4	2:58 - 3:00	2 min. Advisement

FRIDAY (AM SESSION ONLY)		
Per. 0	8:00 - 8:25	25 min. Advisement
Per. 1	8:30 - 9:40	70 min.
Per. 2	9:45 - 10:57	72 min.
Per. 0	10:58 - 11:00	2 min. Advisement

Delta High School Bell Schedule 2022-2023

MONDAY – THURSDAY AM Session		
PERIOD	TIME	
0	8:30 – 8:44	14 min. Advisement
1	8:45 – 9:35	50 min.
2	9:40 – 10:30	50 min.
3	10:35 – 11:27	52 min.
0	11:28 – 11:30	2 min. Advisement

MONDAY – THURSDAY PM Session		
PERIOD	TIME	
4	12:30 – 12:44	14 min. Advisement
5	12:45 – 1:35	50 min.
6	1:40 – 2:30	50 min.
7	2:35 – 3:27	52 min.
4	3:28 – 3:30	2 min. Advisement

FRIDAY (AM Session Only)		
PERIOD	TIME	
0	8:30 – 8:55	25 min. Advisement
1	9:00 – 10:10	70 min.
2	10:15 – 11:27	72 min.
0	11:28 – 11:30	2 min. Advisement

SHARED DECISION MAKING
BYLAWS

ARTICLE I
PHILOSOPHY AND PURPOSE

Philosophy: The Shared Decision Making (SDM) assumes that an agreed-on model for collaborative cooperation and a voice in school site decisions leads to a more inclusive level of involvement of various stake-holders.

Purpose: The purpose of Shared Decision Making is to provide an opportunity for the school community (teachers, parents, students, and other site employees), in collaboration with the principal, to jointly shape decisions regarding policy making and organizational issues related to student, teachers, and/or classrooms at the school site level.

ARTICLE II
SCOPE

Site SDM Councils discuss, deliberate, and make decisions regarding issues or areas other than those assigned to other decision-making bodies (e.g., School Site Council, Department Chairs, Curriculum Council).

ARTICLE III
COMPOSITION

The voting membership of SDM will consist of:

- One(1) Principal
- Four(4) Teachers
- One(1) *Other staff member
- Three(3) Parents or Community Members
- Three(3) Students

Note: The department chairs will be represented on SDM by a non-voting department chair serving as a liaison, unless a department chair is elected as a teacher representative.

* “Other staff member” will be filled by a classified member unless CSEA chooses not to participate.

ARTICLE IV MEMBERSHIP/ELECTIONS

Elections: All elected members will be seated following an election conducted by the represented constituency (Faculty Association, Classified's Association, and ASB). Constituencies may elect alternates at the same time in case a replacement is needed.

Parent or community members' nominations are completed using the following process:

2014 to 2015: All parents currently on the SDM will be asked to serve out their term. Parent vacancy elections will be conducted by the SSC by Winter Break. Elections in subsequent years will be coordinated by SDM using their by-laws unless there is a PTA/PTSA/PTSC who would then coordinate the parent election.

ERHS will run their Parent Elections through their PTA/PTSA/PTSC. PTA/PTSA/PTSC will coordinate their elections per their own by-laws.

The following election procedures will be used for Parents or Community members at PVHS and SMHS.

If a PTA/PTSA/PTSC is in place at those sites, that group will conduct elections per their own by laws as it does at ERHS.

Parent or Community members' nominations are completed using the following process:

1. Request for nominations will be done through the District, using the All Call phone system at the beginning of the school year.
2. Nomination need to be returned in writing at least 72 hours prior to the election to the committee coordinating the election.
3. The election will be conducted at Back to School Night by the committee coordinating the election (or, for the 2014-2015, before the Winter Break).
4. Ballots will be tallied by the committee coordinating the election, archived for one (1) year, and candidates will be notified to the election result.
5. Should a parent or community member be on the ballot for SDM position at more than one campus and win on more than one ballot, she or he will serve only on the SDM committee on which he or she received the highest percentage of votes cast for the site.

Term of Office: The site principal is the only permanent member of SDM. The term of office for each elected member shall be determined by the represented constituency and will be elected for one or two year terms. A person shall not serve for more than four (4) consecutive years.

Substitutes/Assignment of Membership: No substitute is permitted for an elected member. An elected member may not assign his or her membership to any other person.

Termination/Resignation of Membership/Non-Attendance: A Council member shall no longer hold membership should he or she cease to meet the membership requirements under which he or she was eligible elected. A resignation from the Council must be submitted in writing. A member may be removed from the Council after absence from three consecutive regular meetings by agreement of the Council.

ARTICLE V MEMBER ROLES/STRUCTURE OF COUNCIL

Facilitator: Each meeting will be conducted by a Council member serving as a facilitator unless an outside facilitator is deemed necessary by the Council. Each member may be called upon to facilitate a meeting based on agreement of the Council. (Rotating).

SDM Chair: The responsibility of the SDM Chair is to maintain the calendar and the functions of the Council, including scheduling and publicizing the Open Forum before each regularly scheduled Council meeting, preparing agendas in concert with the Recording Secretary, and arranging and communicating meeting logistics. The term of duty shall be one school year.

Recording Secretary: The Recording Secretary assists the SDM Chair in preparing agendas for Council meetings. The Recording Secretary will record, produce, reproduce, and distribute meeting minutes to SDM members and disseminate the approval minutes to the entire school community after SDM approval. The term of duty shall be one school year.

ARTICLE VI

CALENDAR AND QUORUM

Regular Meetings: Site SDM Council will meet at least four (4) times per year on release time and/or after school as determined by the Council. The Council will endeavor to schedule meetings at an appropriate time for maximum participation by elected members.

Special Meetings: Special meetings may be scheduled by the Council as needed.

Quorum: A quorum for any SDM Council meeting is defined as at least 75% of the total Council membership and representation of each constituency. No Council decision may be made without a quorum present at the time of the vote.

ARTICLE VII

DECISION MAKING

SDM decisions require a "Consensus," which is defined as Council members in attendance either agreeing with the decision or not objecting to the decision.

Accepted 10/13/14

REGULAR MEETING
October 12, 2021

APPENDIX D

**Approval of Tentative Agreement with
Classified Bargaining Unit
regarding the negotiation
of a new bargaining unit job description**

TENTATIVE AGREEMENT
between the
SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
and the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS CENTRAL COAST CHAPTER #455

September 29, 2021


The following reflects the full and complete agreement of the California School Employees Association and its Central Coast Chapter #455 (hereinafter "Association") and the Santa Maria Joint Union High School District (hereinafter "District") regarding the negotiation of changes to an existing job description and a new job description for a position added to the unit.

1. The following Association bargaining unit job has been newly created and will be included with the Bargaining Unit:

Instructional Data Analyst (Range 34)

Tentatively agreed to this 29th day of September 2021. This Tentative Agreement shall become final and binding upon the parties with ratification by the membership of the Association (pursuant to Association Policy 610 and if required by that Policy) and adoption by the Santa Maria Joint Union High School District Board of Education.

Dated: 09.29.2021

By: 


Joni McDonald
For Santa Maria Joint Union High School
District

Dated: 9-29-2021

By: 

Tami Contreras
For CSEA Central Coast Chapter #455

Dated: 9-29-2021

By: 

Carlos Lopez
For California School Employees Association

INSTRUCTIONAL DATA ANALYST

BASIC FUNCTION:

Under the direction of the Director of Teaching and Learning, perform a variety of specialized and complex technical duties related to district student information systems; audit, verify, and ensure accurate data; performs high-level data analysis and reporting by accessing, interfacing, and analyzing various local, statewide, federal, and other data; collaborates with stakeholders to translate complex data sets into user-friendly and actionable data reports and tools. Prepare and review a variety of qualitative and quantitative data reports, displays, and presentations.

REPRESENTATIVE DUTIES:

- Translate technical material and data into user-friendly language. *E*
- Compiles and analyzes data from multiple sources; runs queries in appropriate database systems for the purpose creating reports and providing comparative data to Director. *E*
- Perform initial review of data and make recommendations to managers regarding significant data, notable trends, and key data points. *E*
- Conduct data analysis and interpret and apply results in order to prepare periodic reports. *E*
- Develop, design, and prepare assessment, accountability, achievement, and demographic reports using modern data visualization tools and techniques. *E*
- Serve as a liaison between Instructional Technology and Curriculum and Instruction in the coordination of data processing, analysis and reporting functions between district personnel, administrators, vendors and various outside agencies. *E*
- Collaborates with Instructional Technology staff, site staff, agencies and vendors in the collections, extraction, processing, analysis, and reporting of a variety of electronic data. *E*
- Interpret a range of student, school, and district assessment and accountability data including, but not limited to, the California Dashboard indicators. *E*
- Audit a variety of data for accuracy and completeness, compare data and identify errors and discrepancies. *E*
- Evaluate student transcripts for the purpose of ensuring proper reporting and accurate queries. *E*
- Monitor student data and collaborate with Director and school site personnel to ensure updates to individual student records and changes to transcript history are completed as needed. *E*
- Maintain current knowledge of state and federal sources of educational data. *E*
- Attend various meetings and trainings; research and stay current on legislative and policy changes, software updates and changes, and to ensure compliance with State and Federal reporting requirements. *E*
- Provide input concerning the development and modification of computer systems and databases to meet the data collection, analysis, and reporting needs of the District. *E*

- Troubleshoot and resolve data file aggregation issues and malfunctions as needed. *E*
- Perform related duties as assigned.

KNOWLEDGE OF:

Strong quantitative and analytical abilities to analyze and validate data, as well as the tools necessary to accomplish the work.

Queries and analyzing data stored in multiple databases.

Student Information Systems databases.

Querying and analyzing data stored in Microsoft SQL servers and/or using MySQL using SQL / T-SQL statements.

District requirements for graduation.

Presentation standards and presentation software.

ABILITY TO:

Perform complex technical tasks involving independent judgment requiring speed and accuracy.

Operate a variety of office equipment including but not limited to computers, computer peripherals and variety of specialized software.

Run accurate reports and analyze data.

Analyze situations accurately and adopt effective courses of action, working effectively with district staff to identify and accomplish goals.

Make appropriate decisions without direct supervision.

Manage multiple projects on different time tracks at the same time; flexibility to switch back and forth between complex long-term work and short-term detailed work.

Anticipate potential issues affecting data and develop strategies for corrective measures.

Establish and maintain cooperative and effective working relationships.

Communicate effectively with co-workers (email, written, oral).

Understand and follow oral and written instructions.

Maintain records and documentation.

EDUCATION AND EXPERIENCE:

BA in information systems, data processing, business administration or related field; or equivalent combination of education and work experience.

A minimum of 3 years of professional experience that includes analysis and presentation data in the education, human services, or healthcare sectors.

A minimum of 2 years of experience using SQL for query and data manipulation.

Experience with public school assessment and accountability preferred.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and over the phone.

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.

Seeing to read a variety of material

Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.

09/15/2021
SMJUHSD
Range 34

REGULAR MEETING
OCTOBER 12, 2021

APPENDIX E

**PUBLIC DISCLOSURE OF
COLLECTIVE BARGAINING AGREEMENT**

WITH

FACULTY ASSOCIATION

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1992), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
Name of Bargaining Unit:	SANTA MARIA JOINT UNION H.S. DIST FACULTY ASSOC
Certificated, Classified, Other:	CERTIFICATED

The proposed agreement covers the period beginning: July 1, 2021 and ending: June 30, 2023
(date) (date)

The Governing Board will act upon this agreement on: October 12, 2021
(date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Bargaining Unit Compensation All Funds - Combined		Fiscal Impact of Proposed Agreement <small>(Complete Years 2 and 3 for multiyear and overlapping agreements only)</small>			
		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) 2021-22	Year 2 Increase/(Decrease) 2022-23	Year 3 Increase/(Decrease) 2023-24
1. Salary Schedule Including Step and Column	\$ 41,046,893	\$ 1,843,343	\$ 854,153	\$ -	
		4.49%	1.99%	0.00%	
2. Other Compensation Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ 575,372	\$ 23,000	\$ 11,968	\$ -	
		4.00%	2.00%	0.00%	
Description of Other Compensation		Dept. Chair and Various Stipends	Dept. Chair and Various Stipends		
3. Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 8,456,172	\$ 380,596	\$ 176,008	\$ -	
		4.50%	1.99%	0.00%	
4. Health/Welfare Plans	\$ 5,756,203	\$ 39,810	\$ 19,025	\$ -	
		0.69%	0.33%	0.00%	
5. Total Bargaining Unit Compensation Add Items 1 through 4 to equal 5	\$ 55,834,640	\$ 2,286,749	\$ 1,061,154	\$ -	
		4.10%	1.83%	0.00%	
6. Total Number of Bargaining Unit Employees (Use FTEs if appropriate)	461.40				
7. Total Compensation Average Cost per Bargaining Unit Employee	\$ 121,011	\$ 4,956	\$ 2,300	\$ -	
		4.10%	1.83%	0.00%	

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
SANTA MARIA JOINT UNION H.S. DIST FACULTY ASSOC

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a year, what is the annualized percentage of that change for "Year 1"?

For the 2021-22 year, the salary schedule is increased by 4.5% effective and retroactive to July 1, and an additional 2.0% beginning July 1, 2022. For 2021-22 there is a one-time increase of \$182,566 for years of service. Previously, a maximum of five years experience was allowed for initial placement. This District will now allow a maximum of ten years experience. Employees hired in 2016-17 were allowed to advance

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

No.

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes No
If yes, please describe the cap amount.

2021-22 annual caps are, for full 1.0 FTE for health: Single tier \$6,516.00 will increase by \$25.99/mo. beginning 1/1/2022; two party tier \$12,777.72; family tier \$17,737.20. Dental & Vision fully paid by District.

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

None.

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

None known.

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
SANTA MARIA JOINT UNION H.S. DIST FACULTY ASSOC

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

None.

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

None.

F. Source of Funding for Proposed Agreement:

1. Current Year

Current resources and fund balance.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

Existing unallocated unappropriated reserves.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

Existing unallocated unappropriated reserves.

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: SANTA MARIA JOINT UNION H.S. DIST FACULTY ASSOC

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of July 1, 2021 Adopted Budget)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
LCFF Revenue	8010-8099	\$ 108,030,029	\$ -	\$ 108,030,029
Federal Revenue	8100-8299	\$ -	\$ -	\$ -
Other State Revenue	8300-8599	\$ 1,813,331	\$ -	\$ 1,813,331
Other Local Revenue	8600-8799	\$ 845,692	\$ -	\$ 845,692
TOTAL REVENUES		\$ 110,689,052	\$ -	\$ 110,689,052
EXPENDITURES				
Certificated Salaries	1000-1999	\$ 41,223,834	\$ 1,583,521	\$ 42,807,355
Classified Salaries	2000-2999	\$ 13,692,126	\$ -	\$ 13,692,126
Employee Benefits	3000-3999	\$ 20,631,136	\$ 350,103	\$ 20,981,239
Books and Supplies	4000-4999	\$ 6,495,327	\$ -	\$ 6,495,327
Services, Other Operating Expenses	5000-5999	\$ 9,745,372	\$ -	\$ 9,745,372
Capital Outlay	6000-6999	\$ 3,691,669	\$ -	\$ 3,691,669
Other Outgo	7100-7299 7400-7499	\$ 729,050	\$ -	\$ 729,050
Indirect/Direct Support Costs	7300-7399	\$ (1,078,332)	\$ -	\$ (1,078,332)
TOTAL EXPENDITURES		\$ 95,130,182	\$ 1,933,624	\$ 97,063,806
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	\$ 403,000	\$ -	\$ 403,000
Transfers Out and Other Uses	7600-7699	\$ -	\$ -	\$ -
Contributions	8980-8999	\$ (12,304,496)	\$ (353,125)	\$ (12,657,621)
OPERATING SURPLUS (DEFICIT)*		\$ 3,657,373	\$ (2,286,749)	\$ 1,370,624
BEGINNING FUND BALANCE				
	9791	\$ 23,710,634		\$ 23,710,634
Prior-Year Adjustments/Restatements	9793/9795	\$ -		\$ -
ENDING FUND BALANCE		\$ 27,368,007	\$ (2,286,749)	\$ 25,081,258
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts	9711-9719	\$ 175,886	\$ -	\$ 175,886
Restricted Amounts	9740			
Committed Amounts	9750-9760	\$ -	\$ -	\$ -
Assigned Amounts	9780	\$ 712,059	\$ -	\$ 712,059
Reserve for Economic Uncertainties	9789	\$ 3,811,066	\$ 68,602	\$ 3,879,668
Unassigned/Unappropriated Amount	9790	\$ 22,668,997	\$ (2,355,351)	\$ 20,313,646

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: SANTA MARIA JOINT UNION H.S. DIST FACULTY ASSOC

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of July 1, 2021 Adopted Budget)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
LCFF Revenue 8010-8099	\$ 2,125,555		\$ -	\$ 2,125,555
Federal Revenue 8100-8299	\$ 4,547,331		\$ -	\$ 4,547,331
Other State Revenue 8300-8599	\$ 6,860,843		\$ -	\$ 6,860,843
Other Local Revenue 8600-8799	\$ 4,314,701		\$ -	\$ 4,314,701
TOTAL REVENUES	\$ 17,848,430		\$ -	\$ 17,848,430
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 8,057,757	\$ 282,821	\$ -	\$ 8,340,578
Classified Salaries 2000-2999	\$ 5,691,882	\$ -	\$ -	\$ 5,691,882
Employee Benefits 3000-3999	\$ 9,459,072	\$ 70,304	\$ -	\$ 9,529,376
Books and Supplies 4000-4999	\$ 2,219,357			\$ 2,219,357
Services, Other Operating Expenses 5000-5999	\$ 2,136,909		\$ -	\$ 2,136,909
Capital Outlay 6000-6999	\$ 338,800		\$ -	\$ 338,800
Other Outgo 7100-7299 7400-7499	\$ 2,639,051		\$ -	\$ 2,639,051
Indirect/Direct Support Costs 7300-7399	\$ 987,495		\$ -	\$ 987,495
TOTAL EXPENDITURES	\$ 31,530,323	\$ 353,125	\$ -	\$ 31,883,448
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 375,000	\$ -	\$ -	\$ 375,000
Contributions 8980-8999	\$ 12,304,496	\$ 353,125	\$ -	\$ 12,657,621
OPERATING SURPLUS (DEFICIT)*	\$ (1,752,397)	\$ -	\$ -	\$ (1,752,397)
BEGINNING FUND BALANCE				
9791	\$ 7,603,517			\$ 7,603,517
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 5,851,120	\$ -	\$ -	\$ 5,851,120
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ 5,851,120	\$ -	\$ -	\$ 5,851,120
Committed Amounts 9750-9760				
Assigned Amounts 9780				
Reserve for Economic Uncertainties 9789		\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ (0)	\$ -	\$ -	\$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: SANTA MARIA JOINT UNION H.S. DIST FACULTY ASSOC

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of July 1, 2021 Adopted Budget)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
LCFF Revenue	8010-8099	\$ 110,155,584	\$ -	\$ 110,155,584
Federal Revenue	8100-8299	\$ 4,547,331	\$ -	\$ 4,547,331
Other State Revenue	8300-8599	\$ 8,674,174	\$ -	\$ 8,674,174
Other Local Revenue	8600-8799	\$ 5,160,393	\$ -	\$ 5,160,393
TOTAL REVENUES		\$ 128,537,482	\$ -	\$ 128,537,482
EXPENDITURES				
Certificated Salaries	1000-1999	\$ 49,281,591	\$ 1,866,342	\$ 51,147,933
Classified Salaries	2000-2999	\$ 19,384,008	\$ -	\$ 19,384,008
Employee Benefits	3000-3999	\$ 30,090,208	\$ 420,407	\$ 30,510,615
Books and Supplies	4000-4999	\$ 8,714,684	\$ -	\$ 8,714,684
Services, Other Operating Expenses	5000-5999	\$ 11,882,282	\$ -	\$ 11,882,282
Capital Outlay	6000-6999	\$ 4,030,469	\$ -	\$ 4,030,469
Other Outgo	7100-7299 7400-7499	\$ 3,368,101	\$ -	\$ 3,368,101
Indirect/Direct Support Costs	7300-7399	\$ (90,837)	\$ -	\$ (90,837)
TOTAL EXPENDITURES		\$ 126,660,506	\$ 2,286,749	\$ 128,947,255
OTHER FINANCING SOURCES/USES				
Transfer In and Other Sources	8900-8979	\$ 403,000	\$ -	\$ 403,000
Transfers Out and Other Uses	7600-7699	\$ 375,000	\$ -	\$ 375,000
Contributions	8980-8999	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*		\$ 1,904,976	\$ (2,286,749)	\$ (381,773)
BEGINNING FUND BALANCE				
	9791	\$ 31,314,151		\$ 31,314,151
Prior-Year Adjustments/Restatements	9793/9795	\$ -		\$ -
ENDING FUND BALANCE		\$ 33,219,127	\$ (2,286,749)	\$ 30,932,378
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts	9711-9719	\$ 175,886	\$ -	\$ 175,886
Restricted Amounts	9740	\$ 5,851,120	\$ -	\$ 5,851,120
Committed Amounts	9750-9760	\$ -	\$ -	\$ -
Assigned Amounts	9780	\$ 712,059	\$ -	\$ 712,059
Reserve for Economic Uncertainties	9789	\$ 3,811,066	\$ 68,602	\$ 3,879,668
Unassigned/Unappropriated Amount	9790	\$ 22,668,997	\$ (2,355,351)	\$ 20,313,646

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 13/61 - Cafeteria Fund

Bargaining Unit: SANTA MARIA JOINT UNION H.S. DIST FACULTY ASSOC

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of July 1, 2021 Adopted Budget)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
LCFF Revenue 8010-8099	\$ -		\$ -	\$ -
Federal Revenue 8100-8299	\$ -		\$ -	\$ -
Other State Revenue 8300-8599	\$ -		\$ -	\$ -
Other Local Revenue 8600-8799	\$ -		\$ -	\$ -
TOTAL REVENUES	\$ -		\$ -	\$ -
EXPENDITURES				
Certificated Salaries 1000-1999	\$ -	\$ -	\$ -	\$ -
Classified Salaries 2000-2999	\$ -	\$ -	\$ -	\$ -
Employee Benefits 3000-3999	\$ -	\$ -	\$ -	\$ -
Books and Supplies 4000-4999	\$ -		\$ -	\$ -
Services, Other Operating Expenses 5000-5999	\$ -		\$ -	\$ -
Capital Outlay 6000-6999	\$ -		\$ -	\$ -
Other Outgo 7100-7299 7400-7499	\$ -		\$ -	\$ -
Indirect/Direct Support Costs 7300-7399	\$ -		\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE				
9791	\$ -			\$ -
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ -			\$ -
Committed Amounts 9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties 9789	\$ -		\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ -	\$ -	\$ -	\$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
 SANTA MARIA JOINT UNION H.S. DIST FACULTY ASSOC

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4g: Other	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4h: Other	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Additional Comments:

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: SANTA MARIA JOINT UNION H.S. DIST FACULTY ASSOC

Object Code	2021-22	2022-23	2023-24
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ 108,030,029	\$ 109,466,424	\$ 113,507,465
Federal Revenue 8100-8299	\$ -	\$ -	\$ -
Other State Revenue 8300-8599	\$ 1,813,331	\$ 1,879,464	\$ 1,939,091
Other Local Revenue 8600-8799	\$ 845,692	\$ 864,774	\$ 857,707
TOTAL REVENUES	\$ 110,689,052	\$ 112,210,662	\$ 116,304,263
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 42,807,355	\$ 44,753,914	\$ 45,090,076
Classified Salaries 2000-2999	\$ 13,692,126	\$ 13,815,879	\$ 13,902,030
Employee Benefits 3000-3999	\$ 20,981,239	\$ 22,561,299	\$ 23,005,462
Books and Supplies 4000-4999	\$ 6,495,327	\$ 6,662,182	\$ 6,810,749
Services, Other Operating Expenses 5000-5999	\$ 9,745,372	\$ 9,333,942	\$ 11,463,212
Capital Outlay 6000-6999	\$ 3,691,669	\$ 1,877,753	\$ 1,962,053
Other Outgo 7100-7299 7400-7499	\$ 729,050	\$ 747,163	\$ 679,644
Indirect/Direct Support Costs 7300-7399	\$ (1,078,332)	\$ (1,078,332)	\$ (1,017,750)
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 97,063,806	\$ 98,673,800	\$ 101,895,476
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ 403,000	\$ 403,000	\$ 403,000
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -
Contributions 8980-8999	\$ (12,657,621)	\$ (13,255,129)	\$ (13,508,680)
OPERATING SURPLUS (DEFICIT)*	\$ 1,370,624	\$ 684,733	\$ 1,303,107
BEGINNING FUND BALANCE			
9791	\$ 23,710,634	\$ 25,081,258	\$ 25,765,991
Prior-Year Adjustments/Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 25,081,258	\$ 25,765,991	\$ 27,069,098
COMPONENTS OF ENDING BALANCE:			
Nonspendable Amounts 9711-9719	\$ 175,886	\$ 175,886	\$ 175,886
Restricted Amounts 9740			
Committed Amounts 9750-9760	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 712,059	\$ 712,059	\$ 712,059
Reserve for Economic Uncertainties 9789	\$ 3,879,668	\$ 3,935,310	\$ 3,859,420
Unassigned/Unappropriated Amount 9790	\$ 20,313,646	\$ 20,942,736	\$ 22,321,733

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: SANTA MARIA JOINT UNION H.S. DIST FACULTY ASSOC

Object Code	2021-22	2022-23	2023-24
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ 2,125,555	\$ 2,125,555	\$ 2,125,555
Federal Revenue 8100-8299	\$ 4,547,331	\$ 4,547,331	\$ 4,547,331
Other State Revenue 8300-8599	\$ 6,860,843	\$ 5,790,766	\$ 5,603,489
Other Local Revenue 8600-8799	\$ 4,314,701	\$ 4,314,701	\$ 4,314,701
TOTAL REVENUES	\$ 17,848,430	\$ 16,778,353	\$ 16,591,076
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 8,340,578	\$ 7,244,204	\$ 7,342,978
Classified Salaries 2000-2999	\$ 5,691,882	\$ 4,988,494	\$ 5,034,320
Employee Benefits 3000-3999	\$ 9,529,376	\$ 8,956,989	\$ 9,051,424
Books and Supplies 4000-4999	\$ 2,219,357	\$ 8,173,946	\$ 2,237,367
Services, Other Operating Expenses 5000-5999	\$ 2,136,909	\$ 2,147,106	\$ 2,153,905
Capital Outlay 6000-6999	\$ 338,800	\$ 338,800	\$ 338,800
Other Outgo 7100-7299	\$ 2,639,051	\$ 2,639,051	\$ 2,639,051
7400-7499			
Indirect/Dirrect Support Costs 7300-7399	\$ 987,495	\$ 987,495	\$ 926,913
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 31,883,448	\$ 35,476,085	\$ 29,724,756
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 375,000	\$ 375,000	\$ 375,000
Contributions 8980-8999	\$ 12,657,621	\$ 13,255,129	\$ 13,508,680
OPERATING SURPLUS (DEFICIT)*	\$ (1,752,397)	\$ (5,817,603)	\$ -
BEGINNING FUND BALANCE			
9791	\$ 7,603,517	\$ 5,851,120	\$ 33,517
Prior-Year Adjustments/Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 5,851,120	\$ 33,517	\$ 33,517
COMPONENTS OF ENDING BALANCE:			
Nonspendable Amounts 9711-9719	\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ 5,851,120	\$ 33,517	\$ 33,517
Committed Amounts 9750-9760			
Assigned Amounts 9780			
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ (0)	\$ (0)	\$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: SANTA MARIA JOINT UNION H.S. DIST FACULTY ASSOC

Object Code	2021-22	2022-23	2023-24
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ 110,155,584	\$ 111,591,979	\$ 115,633,020
Federal Revenue 8100-8299	\$ 4,547,331	\$ 4,547,331	\$ 4,547,331
Other State Revenue 8300-8599	\$ 8,674,174	\$ 7,670,230	\$ 7,542,580
Other Local Revenue 8600-8799	\$ 5,160,393	\$ 5,179,475	\$ 5,172,408
TOTAL REVENUES	\$ 128,537,482	\$ 128,989,015	\$ 132,895,339
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 51,147,933	\$ 51,998,118	\$ 52,433,054
Classified Salaries 2000-2999	\$ 19,384,008	\$ 18,804,373	\$ 18,936,350
Employee Benefits 3000-3999	\$ 30,510,615	\$ 31,518,288	\$ 32,056,886
Books and Supplies 4000-4999	\$ 8,714,684	\$ 14,836,127	\$ 9,048,115
Services, Other Operating Expenses 5000-5999	\$ 11,882,282	\$ 11,481,048	\$ 13,617,117
Capital Outlay 6000-6999	\$ 4,030,469	\$ 2,216,553	\$ 2,300,853
Other Outgo 7100-7299 7400-7499	\$ 3,368,101	\$ 3,386,214	\$ 3,318,695
Indirect/Direct Support Costs 7300-7399	\$ (90,837)	\$ (90,837)	\$ (90,837)
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 128,947,255	\$ 134,149,886	\$ 131,620,233
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ 403,000	\$ 403,000	\$ 403,000
Transfers Out and Other Uses 7600-7699	\$ 375,000	\$ 375,000	\$ 375,000
Contributions 8980-8999	\$ -	\$ 533,961	\$ 533,961
OPERATING SURPLUS (DEFICIT)*	\$ (381,773)	\$ (4,598,909)	\$ 1,837,067
BEGINNING FUND BALANCE			
9791	\$ 31,314,151	\$ 30,932,378	\$ 26,333,469
Prior-Year Adjustments/Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 30,932,378	\$ 26,333,469	\$ 28,170,536
COMPONENTS OF ENDING BALANCE:			
Nonspendable Amounts 9711-9719	\$ 175,886	\$ 175,886	\$ 175,886
Restricted Amounts 9740	\$ 5,851,120	\$ 33,517	\$ 33,517
Committed Amounts 9750-9760	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 712,059	\$ 712,059	\$ 712,059
Reserve for Economic Uncertainties 9789	\$ 3,879,668	\$ 3,935,310	\$ 3,859,420
Unassigned/Unappropriated Amount 9790	\$ 20,313,646	\$ 21,476,697	\$ 23,389,654

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
SANTA MARIA JOINT UNION H.S. DIST FACULTY ASSOC

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2021-22	2022-23	2023-24
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 129,322,255	\$ 134,524,886	\$ 131,995,233
b.	Less: Special Education Pass-Through Funds	\$ -	\$ -	\$ -
c.	Net Expenditures, Transfers Out, and Uses	\$ 129,322,255	\$ 134,524,886	\$ 131,995,233
d.	State Standard Minimum Reserve Percentage for this District Enter percentage →	3.00%	3.00%	3.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or \$50,000)	\$ 3,879,668	\$ 4,035,747	\$ 3,959,857

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	\$ 3,879,668	\$ 3,935,310	\$ 3,859,420
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	\$ 20,313,646	\$ 20,942,736	\$ 22,321,733
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)			
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	\$ 1,260,126	\$ 1,266,427	\$ 1,272,759
e.	Total Available Reserves	\$ 25,453,440	\$ 26,144,473	\$ 27,453,912
f.	Reserve for Economic Uncertainties Percentage	19.68%	19.43%	20.80%

3. Do unrestricted reserves meet the state minimum reserve amount?

2021-22	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2022-23	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2023-24	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

4. If no, how do you plan to restore your reserves?

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
SANTA MARIA JOINT UNION H.S. DIST FACULTY ASSOC

5. Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	\$ 2,286,749
General Fund balance Increase/(Decrease), Page 4c, Column 2	\$ (2,286,749)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	\$ -
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	\$ -
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	\$ -
Other Fund balance Increase/(Decrease), Page 4g, Column 2	\$ -
Other Fund balance Increase/(Decrease), Page 4h, Column 2	\$ -
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	\$ (2,286,749)

Variance \$ -

Variance Explanation:

6. Will this agreement create or increase deficit financing in the current or subsequent years?

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	\$ 1,904,976	1.5%	
Current FY Surplus/(Deficit) after settlement(s)?	\$ (381,773)	(0.3%)	One-time funds.
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	\$ (5,132,870)	(3.8%)	One-time funds.
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	\$ 1,303,107	1.0%	

Deficit Reduction Plan (as necessary):

Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd

7. Subsequent FY?

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 9a.

MYP	Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	\$ -	
1st Subsequent FY Restricted, Page 5b	\$ -	
2nd Subsequent FY Unrestricted, Page 5a	\$ -	
2nd Subsequent FY Restricted, Page 5b	\$ -	

SANTA MARIA JOINT UNION H.S. DIST FACULTY ASSOC

J. COMPARISON OF PROPOSED CHANGE IN TOTAL COMPENSATION TO CHANGE IN LCFF FUNDING FOR THE NEGOTIATED PERIOD

The purpose of this form is to determine if the district has entered into bargaining agreements that would result in salary increases that are expected to exceed the projected increase in LCFF funding.

(fill out columns for which there is an agreement)

	Prior Year	2021-22	2022-23	2023-24
a. LCFF Funding per ADA	11,915.00	12,668.84	12,834.04	-
b. Amount Change from Prior Year Funding per ADA		753.84	165.20	-
c. Percentage Change from Prior Year Funding per ADA		6.33%	1.30%	0.00%
d. Total Compensation Amount Change (from Page 1, Section A, Line 5)		2,286,749.00	1,061,154.00	-
e. Total Compensation Percentage Change (from Page 1, Section A, Line 5)		4.10%	1.83%	0.00%
f. Proposed agreement is within/exceeds change in LCFF Funding (f vs. e)		Within	Exceeds	-

K. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the Santa Maria Joint Union High School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1, 2021 to June 30, 2022.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:

Revenues/Other Financing Sources
 Expenditures/Other Financing Uses
 Ending Balance(s) Increase/(Decrease)

	Budget Adjustment Increase/(Decrease)
\$	-
\$	2,286,749
\$	(2,286,749)

Subsequent Years

Budget Adjustment Categories:

Revenues/Other Financing Sources
 Expenditures/Other Financing Uses
 Ending Balance(s) Increase/(Decrease)

	Budget Adjustment Increase/(Decrease)
\$	-
\$	-

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

I hereby certify I am unable to certify

District Superintendent
 (Signature)

Date

I hereby certify I am unable to certify

Chief Business Official
 (Signature)

Date

Special Note: The Santa Barbara County Education Office may request additional information, as necessary, to review the district's compliance with requirements.

L. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

[Redacted]

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

District Name

**District Superintendent
 (Signature)**

Date

[Redacted]
 Maria Malkin
 Fiscal Services Manager II

[Redacted]
 805-922-4573 x 4404

Contact Person

Phone

[Redacted]
 After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on September 14, 2021 took action to approve the proposed agreement with California School Employees' Association Central Coast Chapter 455.

**President (or Clerk), Governing Board
 (Signature)**

Date

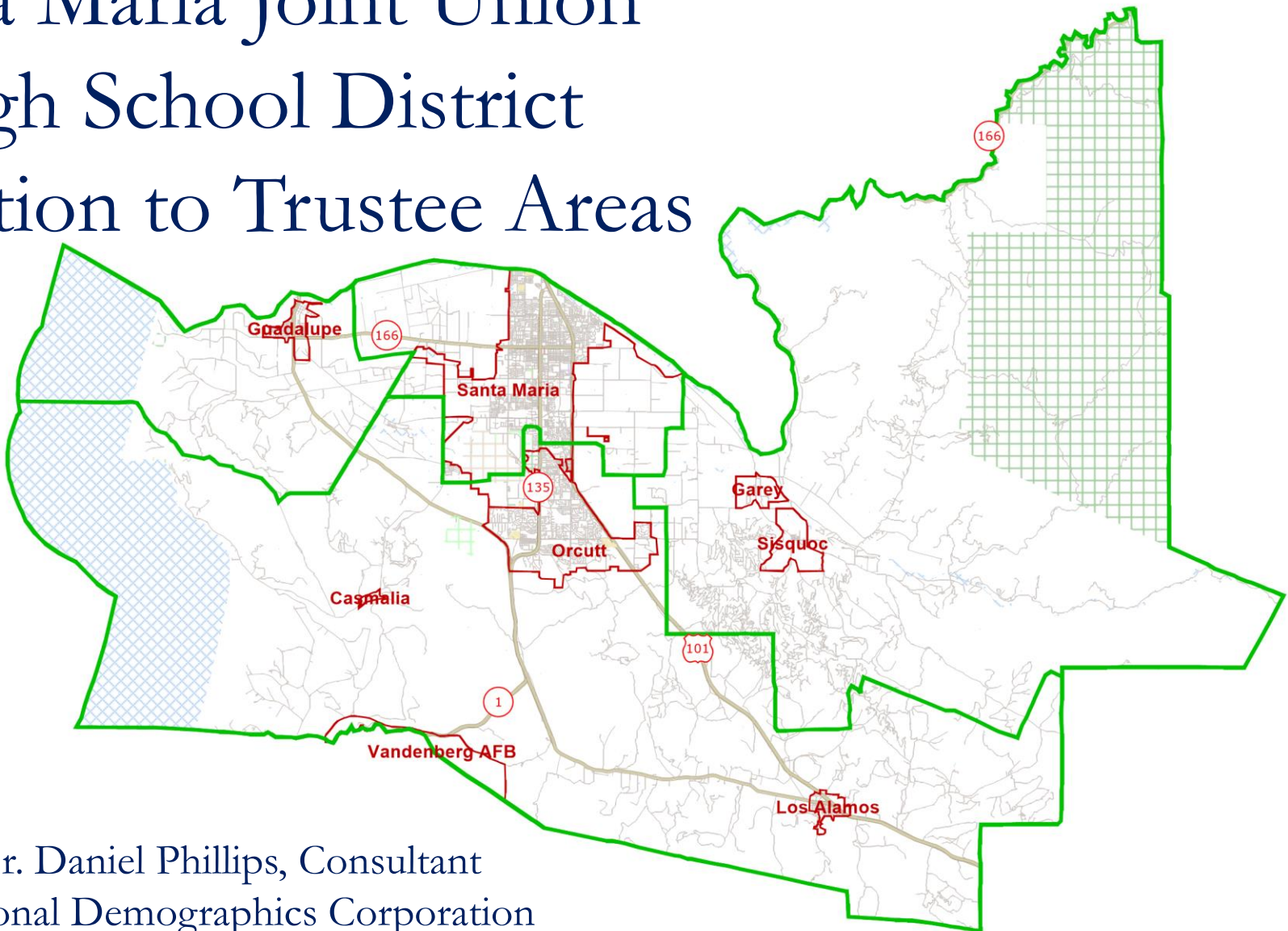
Special Note: The Santa Barbara County Education Office may request additional information, as necessary, to review the district's compliance with requirements.

REGULAR MEETING
OCTOBER 12, 2021

APPENDIX F

Election of Board Members. Second public hearing regarding potential composition of trustee-areas prior to drawing of maps, pursuant to Elections Code section 10010, subdivision (a) (1)

Santa Maria Joint Union High School District Transition to Trustee Areas



Dr. Daniel Phillips, Consultant
National Demographics Corporation

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Election Systems

1. “At Large”
2. “From Trustee Area”
3. “By-Trustee Area”

**The California Voting Rights Act
was written to specifically encourage
by-trustee area elections.**

California Voting Rights Act (CVRA)

- Under the Federal Voting Rights Act (passed in 1965), a jurisdiction must fail 4 factual tests before it is in violation of the law.
- The California VRA makes it significantly easier for plaintiffs to force jurisdictions into “by-district” election systems by eliminating two of the US Supreme Court Gingles tests:
 - ~~■ Can the protected class constitute the majority of a district?~~
 - Does the protected class vote as a bloc?
 - Do the voters who are not in the protected class vote in a bloc to defeat the preferred candidates of the protected class?
 - ~~■ Do the “totality of circumstances” indicate race is a factor in elections?~~
- Liability is now determined only by the presence of racially polarized voting

CVRA Impact

- Switched (or in the process of switching) as a result of CVRA:
 - ▣ At least 240 school districts
 - ▣ 34 Community College Districts
 - ▣ 154 cities
 - ▣ 1 County Board of Supervisors
 - ▣ 35 water and other special districts.
- Cases So Far:
 - ▣ Palmdale, Santa Clara and Santa Monica went to trial on the merits. Palmdale and Santa Clara lost. Santa Monica is awaiting a decision.
 - ▣ Modesto and Palmdale each spent about \$1.8 million on their defense (in addition to the attorney fee awards in those cases).
 - ▣ Santa Monica has spent an estimated \$7 million so far. Plaintiffs in Santa Monica requested \$22 million in legal fees after the original trial.
- Key settlements:
 - ▣ Palmdale: \$4.7 million
 - ▣ Modesto: \$3 million
 - ▣ Highland: \$1.3 million
 - ▣ Anaheim: \$1.1 million
 - ▣ Whittier: \$1 million
 - ▣ Santa Barbara: \$600,000
 - ▣ Tulare Hospital: \$500,000
 - ▣ Camarillo: \$233,000
 - ▣ Compton Unified: \$200,000
 - ▣ Madera Unified: about \$170,000
 - ▣ Hanford Joint Union Schools: \$118,000
 - ▣ Merced City: \$42,000
- An estimated \$16 million in total settlements and court awards so far.

Process of Transitioning to Trustee Areas

Step	Description
Initial Pre-Draft Hearings: September 14 & October 12	Held prior to release of draft maps. Educate on the process and solicit input on which criteria to use and what are the communities of interest in the district.
Release draft maps: November 23	Draft maps posted to district website
Two hearings on draft maps: November 30 & December 14	Two meetings to discuss and revise the draft maps and to discuss the election sequence.
Map adoption: January 11	Map adopted via ordinance/resolution. Final map must be posted at least 7 days prior to adoption.

Rules and Goals for Drawing Trustee Areas

Federal Laws

- Equal Population
- Federal Voting Rights Act
- No Racial Gerrymandering

Traditional Principles

- Communities of interest
- Compactness
- Contiguity
- Following visible (natural and man-made) boundaries
- Respect voters' choices / continuity in office
- Planned future growth



Demographic Summary

Data include recently released 2020 Census total population figures (not yet official) and official 2020 demographic estimates from the American Community Survey.

According to the 2020 Census, each of the 5 trustee areas must contain about 31,200 people.

<i>Santa Maria JUHSD</i>			
Category	Field	Count	Pct
	2020 Census Pop.	156,236	
Total Pop	Hisp	105,671	68%
	NH White	37,350	24%
	NH Black	1,876	1%
	Asian-American	7,513	5%
Citizen Voting Age Pop	Total	76,679	
	Hisp	35,752	47%
	NH White	33,491	44%
	NH Black	1,589	2%
	Asian/Pac.Isl.	4,866	6%

[Interactive Review Map](#)

Public Hearing & Discussion

- Which traditional principles would you like us to consider when drawing your district's trustee areas, in addition to the federal requirements?
- Which of the traditional principles would you like us to prioritize when drawing the trustee areas?
- Any questions about the [Interactive Review Map](#)?

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
MONTHLY REPORT OF ATTENDANCE
FIRST MONTH OF 2021-22

August 09, 2021 through September 03, 2021

	First Month 2020-21			First Month 2021-22			ADA Change from Prior Year
	Ending Enrollment	ADA	ADA % of Poss. Enroll.	Ending Enrollment	ADA	ADA % of Poss. Enroll.	
ERNEST RIGHETTI HIGH							
Regular	2,301.00	2,282.37	99.9%	2,303	2,179.41	95.2%	
Special Education	96.00	94.26	100.0%	109	100.65	92.4%	
Independent Study	26.00	14.32	63.1%	1	26.76	62.5%	
Independent Study Spec Ed	5.00	0.63	13.3%	2	1.59	79.4%	
Independent Study Virtual Academy	0.00	0.00	0.0%	38	30.12	83.0%	
Independent Study Virtual Academy - Spec Ed	0.00	0.00	0.0%	7	4.76	80.2%	
CTE Program	6.00	5.68	100.0%	5	3.24	64.7%	
Home and Hospital Reg Ed	1.00	0.32	37.5%	0	0.00	#DIV/0!	
Home and Hospital Spec Ed	-	0.05	100.0%	0	0.00	#DIV/0!	
TOTAL RIGHETTI	2,435.00	2,397.63	99.9%	2,465	2,346.53	95.1%	(51.10)
SANTA MARIA HIGH							
Regular	2,721	2,710.68	99.8%	2,828	2,745.18	97.2%	
Special Education	224	221.68	99.8%	234	224.24	96.7%	
Independent Study	57	43.37	98.7%	40	33.94	89.7%	
Independent Study Spec Ed	0	0.00	0.0%	2	1.71	100.0%	
Independent Study Virtual Academy	0.00	0.00	0.0%	29	24.41	88.3%	
Independent Study Virtual Academy - Spec Ed	0.00	0.00	0.0%	6	5.00	83.3%	
CTE Program	8	7.89	100.0%	7	6.47	92.4%	
Home and Hospital Reg Ed	6	5.53	86.8%	0	0.00	#DIV/0!	
Home and Hospital Spec Ed	3	3.00	100.0%	2	2.00	100.0%	
TOTAL SANTA MARIA	3,019	2,992.15	99.8%	3,148	3,042.94	97.2%	50.79
PIONEER VALLEY HIGH							
Regular	2,833	2,824.47	99.8%	2,899	2,849.06	97.9%	
Special Education	170	167.32	98.6%	170	162.24	95.1%	
Independent Study	21	8.06	63.8%	47	21.82	59.7%	
Independent Study Spec Ed	2	2.16	89.1%	8	4.88	100.0%	
Independent Study Virtual Academy	0.00	0.00	0.0%	35	25.59	89.3%	
Independent Study Virtual Academy - Spec Ed	0.00	0.00	0.0%	0	0.00	#DIV/0!	
Home and Hospital Reg Ed	1	0.21	33.3%	1	1.00	100.0%	
Home and Hospital Spec Ed	1	1.00	100.0%	3	1.35	100.0%	
TOTAL PIONEER VALLEY	3,028	3,003.21	99.7%	3,163	3,065.94	97.8%	62.73
DAY TREATMENT @ LINCOLN STREET	6	5.74	95.6%	5	4.00	98.6%	(1.74)
DISTRICT SPECIAL ED TRANSITION	23	22.58	98.8%	20	19.06	100.0%	(3.52)
DISTRICT SPECIAL ED PROGRAM F SDC - Trans/Voc M/M	20	18.63	96.2%	17	17.24	95.8%	
ALTERNATIVE EDUCATION							
Delta Continuation	319	164.72	51.0%	272	220.53	78.3%	
Delta 12+	1	0.25	35.9%	1	0.23	99.2%	
Delta Independent Study	25	11.60	55.2%	41	26.42	91.5%	
Delta Independent Study 12+	6	4.12	53.9%	9	6.48	72.0%	
Delta Independent Study Spec Ed	0	0.00	---	0	0.00	#DIV/0!	
Delta Home and Hospital Reg Ed	0	0.00	0.0%	0	0.00	0.0%	
Freshman & Sophomore Prep	0	0.00	0.0%	0	0.00	---	
Reach Program--SMHS	1	0.95	100.0%	0	0.00	#DIV/0!	
Reach Program - ERHS	0	0.00	0.0%	3	2.24	88.4%	
Reach Program--PVHS	4	2.00	66.7%	2	0.59	41.7%	
Home School @ Library Program	22	16.42	75.2%	9	7.76	86.3%	
Delta HS I.S. Program P	13	5.37	51.5%	2	1.80	79.9%	
TOTAL ALTERNATIVE EDUCATION	391	205.43	52.5%	339	265.85	78.4%	60.42
TOTAL HIGH SCHOOL DISTRICT	8,922	8,645.37	96.9%	9,157	8,761.55	95.7%	116.18