

# 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 Trustees 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  
January 13, 2015**

**Santa Maria Joint Union High School District  
2560 Skyway Drive, Santa Maria, California 93455**

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

*The Santa Maria Joint Union High School District mission is to provide all students with an enriching high school experience that strives to enhance students' natural abilities, to promote the development of new capabilities, and to encourage the lifelong pursuit of wisdom and harmony as productive individuals in their community.*

*Any materials required by law to be made available to the public prior to a meeting of the Board of Education of the District can be inspected at the above address during normal business hours.*

*Individuals who require special accommodation including, but not limited to, American Sign Language Interpreter, accessible seating or documentation in accessible formats should contact the superintendent or designee within a reasonable amount of time before the meeting date.*

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**I. OPEN SESSION**

A. Call to Order

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**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 Section 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. Student Matters** – Education Code Sections 35146 & 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.*
- C. 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).
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**III. RECONVENE IN OPEN SESSION**

Call to Order/Flag Salute

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**IV. ANNOUNCE CLOSED SESSION ACTIONS – Dr. Richardson**

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**V. PRESENTATIONS**

- A. Post Bond Sale Cost Information – CFW/Miguel Rodriguez**
  - B. CFW Reconfiguration and Facilities Six Month Update - CFW Staff**
  - C. Recycling Program – Reese Thompson**
  - D. Health Services Update at CHC and School Sites – Tracy Marsh**
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**VI. REPORTS**

**A. Superintendent’s Report**

- 1. Board Retreat Discussion Item
- 2. Direction on times for school graduation ceremonies.

**B. Student Reports**

Gerardo Nevarez/SMHS; Jhaicelle Laron/ERHS; David Torres/PVHS;  
Carlos Alvarado/Delta

**C. Board Member Reports**

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**VII. ITEMS SCHEDULED FOR ACTION**

**A. General**

- 1. Public Hearing for District’s Initial Proposal to the California School Employees Association, Chapter #455, for Reopeners**

The Board recognizes its responsibility to represent the public’s interests in the collective bargaining process. In negotiating agreements on employee contracts, the Board shall balance the needs of staff and the priorities of the district in order to provide students with a high quality instructional program based on a sound, realistic budget.

At the December 10, 2014 meeting, the district presented their initial proposal for the 2015-16 reopeners to the California School Employees Association, Chapter #455, for acceptance by the Board and public review. A public hearing is required at this time to provide an opportunity for members of the public to directly address the Board on this topic.

**Resource Person: Tracy Marsh, Asst. Supt. of Human Resources**

1. Open Public Hearing
  2. Take Public Comments
  3. Close Public Hearing
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**2. Public Hearing for California School Employees Association, Chapter #455, Initial Proposal to the District for Reopeners**

At the December 10, 2014 meeting, the California School Employees Association, Chapter #455, presented their initial proposal for the 2015-16 reopeners to the District, for acceptance by the Board and public review. A public hearing is required at this time to provide an opportunity for members of the public to directly address the Board on this topic.

**Resource Person: Tracy Marsh, Asst. Supt. of Human Resources**

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

**B. INSTRUCTION**

**1. Approval of the Quarterly Report on Williams Uniform Complaints**

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 in January 2015 on the Williams Uniform Complaints for the months of October – December 2014. Each school site has reported that there have been no complaints in the general subject areas of Textbooks and Instructional Materials, Teacher Vacancy or Misassignments, Facilities Conditions or Valenzuela/CAHSEE Intensive Instruction and Services.

**Resource Person: John Davis, Asst. Supt. of Curriculum**

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

**Moved** \_\_\_\_\_                      **Second** \_\_\_\_\_                      **Vote** \_\_\_\_\_

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**C. BUSINESS**

**1. Approval of the Fiscal Year 2013-14 Audit Report and Plan of Corrective Actions**

As required by Education Code §41010, the District retained the services of the auditing firm, Christy White Accountancy Corporation, to audit the books and accounts of the District. In accordance with Education Code §41020, the audit report for the year ended June 30, 2014 is hereby submitted to the Board of Education for review at this public meeting and includes the district's plan of corrective actions for the findings and recommendations identified in the audit report. The full audit report can be found on the District's website.

Resource Person: Yolanda Ortiz, Asst. Supt. of Business Services

\*\*\* **IT IS RECOMMENDED THAT** the Board of Education review the audit report for the year ended June 30, 2014 and approve the District's plan of corrective actions for the findings and recommendations identified in same and submit the plan to the County Superintendent of Schools as required by Education Code §41020.

**Moved** \_\_\_\_\_                      **Second** \_\_\_\_\_                      **Vote** \_\_\_\_\_

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**2. Approval of Authorization to Contract for Architectural Services for Project 1 of the Reconfiguration and Facilities Program, Phase I: 38-Classroom Facility at Righetti High School**

On September 23, 2014, the Board approved and prequalified five architecture firms to deliver services to the District for the Reconfiguration and Facilities Program. On November 10, 2014, the District released a Request for Proposals to each of the prequalified firms soliciting proposals for a 38-classroom facility at Righetti High School (Project 1). All five firms responded and participated in a presentation of their proposals along with an interview and were evaluated by the selection committee on the merits of their presentation and the quality of their proposal. After a comprehensive and competitive evaluation of proposals, the District Selection Committee, composed of Yolanda Ortiz, Assistant Superintendent of Business Services, Gary Wuitschick, Director of Support Services, and Reese Thompson, Director of Facilities, selected Rachlin

Partners as the top-ranked proposal for Project 1: 38-Classroom Facility at Righetti High School.

The District seeks the approval of the Board to authorize district administration to enter into a contract with Rachlin Partners for architectural services for Phase I-Project 1: 38-Classroom Facility.

Resource Person: Yolanda Ortiz, Asst. Supt. of Business Services

\*\*\* **IT IS RECOMMENDED THAT** the Board of Education approve district administration to enter into a contract with Rachlin Partners for architectural services for Phase I-Project 1: 38-Classroom Facility at Righetti High School.

**Moved** \_\_\_\_\_                      **Second** \_\_\_\_\_                      **Vote** \_\_\_\_\_

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**3. Approval of the January 2015 Semi-Annual Update to the Reconfiguration and Facilities Program approved by the Board in August 2014**

In August 2014, the Board of Education for the Santa Maria Joint Union High School District (“District”) adopted a Reconfiguration and Facilities Program (“Program”) prepared by Caldwell Flores Winters, Inc. (CFW) that assessed needs at the District’s four high school sites and presented an improvement and financing program to accommodate these needs. Pursuant to its agreement, CFW will prepare an update to the Board every six months, containing a review of program implementation activities. It will also review the master program schedule and master program budget and propose adjustments to either, as warranted by developments or decisions made during the preceding six months, or by the availability of new data. The first status report has been completed and contains the following proposed changes to the master schedule and master budget:

- Phase 1 schedules have been amended to allow additional time to develop the educational component for the Righetti campus and the CTE/Ag Farm projects in order to better guide the design and development of the required facilities improvements in support of the educational program
- The Pioneer Valley PAC schedule has been adjusted to reflect a December DSA approval date
- Phase 2 projects remain the same, except that the proposed Ag Farm Pavilion has been moved into Phase 2 to accommodate the revised CTE/Ag Farm site plan and educational program
- The master budget has been amended to accommodate a \$3.2 million increase at Righetti due to increased number of classrooms required to expand pathway, assessment and classroom opportunities at the site and a \$5.5 million increase to the CTE Center/Ag

Farm due to refinements to scope of work to expand workshops and provide a more functional barn and animal husbandry facility for the educational program.

- The 1:1 device initiative will be funded as approved in the Local Control Accountability Plan thus allowing for funds to be re-directed to other projects as indicated above.

The District has submitted to the Board the first status report on the Re-configuration and Facilities Program and seeks the Board’s approval of the document as a record of program implementation achievements and as a summary of adjustments to the master program schedule and budget.

Resource Person: Yolanda Ortiz, Asst. Supt. of Business Services

\*\*\* **IT IS RECOMMENDED THAT** the Board of Education approve the January 2015 Semi-Annual Update to the Reconfiguration and Facilities Program.

**Moved** \_\_\_\_\_                      **Second** \_\_\_\_\_                      **Vote** \_\_\_\_\_

**4. Approval of Resolution No. 14–2014-2015 (“Adopting a Bidder Prequalification Process”) modifying the Contractor Prequalification Procedures and Contractor Prequalification Questionnaire documents included in the Prequalification Process for Construction Contractors adopted by the Board in Resolution No. 2–2014-2015 in order to require prequalification renewal on a calendar year basis instead of a project-specific basis. *Appendix C***

On August 6, 2014, the Board unanimously approved, passed, and adopted Resolution No. 2–2014-2015 (“Adopting a Bidder Prequalification Process”). This resolution ensures that the Board and District are in compliance with Public Contract Code section 20111.6, requiring bidders for construction contracts awarded after January 1, 2014, on certain public projects for which the Board uses funds received pursuant to the Leroy F. Greene School Facilities Act of 1998, or any funds from any future state school bond for a public project that involves a projected expenditure of one million dollars (\$1,000,000) or more, submit to a prequalification process.

Resolution No. 2–2014-2015, did not address the expiration of the prequalified status granted to eligible construction services firms. However, the District now seeks to extend and renew the bidder prequalification process by adding the following clause to the District’s “Contractor Prequalification Procedures” document:



*IV. Renewal of Prequalification Status. Each prequalified Contractor shall be required to renew their prequalified status every calendar year by submitting a new prequalification questionnaire and financial statement to the District.*

Resolution No. 2–2014-2015, included in the Contractor Prequalification Questionnaire in Step 5 Supplemental Questions an Essential Yes/No question (No. 2), which references project-specific requirements. Changing the renewal process from project-specific to a calendar year basis requires the elimination of Question No. 2:

2. *General Contractor response required. Has your Firm contracted for and completed construction of a minimum of: One (1) Public or private Performing Arts Facility, either new construction or renovation project; each with a value of at least \$3 million dollars (\$3,000,000) if applying as a General Contractor; and all within the past five (5) years? NOTE: You must list these projects in the “Contractor Project References” Section.*

Resource Person: Yolanda Ortiz, Asst. Supt. of Business Services

\*\*\* **IT IS RECOMMENDED THAT** the Board of Education approve modifications to the “Contractor Prequalification Procedures” document requiring that bidders requalify each calendar year as required by Public Contract Code Section 20111.6; and the elimination of Step 5 Supplemental Question No. 2 in the “Contractor Prequalification Questionnaire” that was project specific. (**Resolution No. 14-2014-2015/Appendix C**)

**Moved** \_\_\_\_\_ **Second** \_\_\_\_\_

**A Roll Call Vote is Required:**

Mr. Tognazzini \_\_\_\_\_  
Dr. Garvin \_\_\_\_\_  
Dr. Karamitsos \_\_\_\_\_  
Ms. Perez \_\_\_\_\_  
Mr. Palera \_\_\_\_\_

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**5. Approval of Resolution No. 15-2014-2015: Cell Tower Equipment Building Exempted from Field Act**

The Verizon Cell Tower Equipment Room at Santa Maria High School is nearing completion. Since this building is located on a school site, the use of the building must be approved by the Division of State Architect (DSA). However, since this building is designed to house cell tower

equipment only and will be accessed by authorized cell tower personnel only, the building is not built to Field Act standards. Therefore, DSA requires the adoption of Resolution Number 15-2014-2015, wherein the Board acknowledges and the Superintendent instructs that no pupils or students will be permitted in the building at any time.

Resource Person: Yolanda Ortiz, Asst. Supt. of Business Services

**\*\*\* IT IS RECOMMENDED THAT** the Board of Education approve Resolution No. 15-2014-2015.

**Moved** \_\_\_\_\_ **Second** \_\_\_\_\_

**A Roll Call Vote is Required:**

- Mr. Tognazzini \_\_\_\_\_
  - Dr. Garvin \_\_\_\_\_
  - Dr. Karamitsos \_\_\_\_\_
  - Ms. Perez \_\_\_\_\_
  - Mr. Palera \_\_\_\_\_
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**REGULAR MEETING  
JANUARY 13, 2015**

**SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT  
RESOLUTION NUMBER 15-2014-2015**

**CELL TOWER EQUIPMENT BUILDING EXEMPTED FROM FIELD ACT**

**WHEREAS**, the Board of Education did heretofore authorize the construction of a cellular tower equipment room at Santa Maria High School, same to be located on the southwest portion of the school grounds; and

**WHEREAS**, some question has arisen as to whether such building would be used or entered by pupils or teachers as such and therefore come within the provisions of Education Code Section 17283;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of the Santa Maria Joint Union High School District of said building will be used exclusively as a cellular tower equipment room and will not be used or entered, or be available for entry for school purposes, by pupils or teachers of this school; and

**BE IT FURTHER RESOLVED**, that the Superintendent is hereby instructed to see that no pupils or teachers as such shall be permitted to use or enter said building for school purposes at any time.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of January, 2015 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Clerk/President/Secretary of the Board of Education  
Santa Maria Joint Union High School District

**VIII. 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 motion. 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 \_\_\_\_\_ Vote \_\_\_\_\_**

A. Approval of Minutes

Regular Board Meeting – December 10, 2014

B. Approval of Warrants for the Month of December 2014

Payroll	\$5,896,809.23
Warrants	<u>\$2,273,625.82</u>
<b>Total</b>	<b><u>\$8,170,435.05</u></b>

C. Attendance Report

Mrs. Yolanda Ortiz, Assistant Superintendent of Business Services, will be available to answer questions regarding the 2014-2015 fourth and fifth monthly attendance reports presented on the last two pages of this agenda.

D. Facility Report – **Appendix B**

E. Sheriff’s Resource Officer Agreement

Upon approval the District will enter into an Agreement for Law Enforcement Services with the County of Santa Barbara in which the County will provide one (1) Sheriff Resource Deputy at an estimated cost of \$ 92,477 to the district. This agreement will be effective upon approval.

F. Student Discipline Matters – Education Code Sections 35146 & 48918

Administrative Recommendation to suspend the order of expulsion:  
 Student #s 334600, 342202, 339776, 334828, 341723, 341291

Administrative Recommendation to order expulsion:  
 Student #'s 344524, 341663, 341947

G. Acceptance of Gifts

<b>Pioneer Valley High School</b>		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
Santa Ynez Band of Chumash Indians	Baseball	\$1,000.00
PG & E	Watkins	\$30.00
PG & E	Athletics	\$140.00
PG & E	Link Crew	\$54.00
Dee Ringstead	Music Program	<u>\$120.00</u>
<b>Total Pioneer Valley High School</b>		<b><u>\$1,344.00</u></b>
<b>Santa Maria High School</b>		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
The Henry May Newhall Foundation	FFA	\$14,000.00
Arrow Screw Products	Athletics	\$300.00
Pamela A Rowan DBA Coffee A La Cart	Athletics	\$250.00
Rotary Club of Santa Maria Breakfast	Band	\$100.00
Andres Garcia	Baseball	\$100.00
Ruben Lopez	Baseball	\$150.00
<b>Total Santa Maria High School</b>		<b><u>\$14,900.00</u></b>

H. Notice of Completion

The following project has been substantially completed 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) Santa Maria High School-Verizon Cell Site - Project #09-050;  
SAC Wireless for Verizon Wireless - General Contractor

**IX. REPORTS FROM EMPLOYEE ORGANIZATIONS**

**X. OPEN SESSION PUBLIC COMMENTS**

The public may address the Board on any matter (except personnel) concerning the District and not on the agenda. Note: The time limit to address the Board may not exceed two minutes. The Board is not required to respond to the Public Comment. The public may also address the Board on each item on the Agenda as the Board takes up those items. Persons wishing to speak should complete a blue request form and hand it to the Board secretary.

**XI. ITEMS NOT ON THE AGENDA**

Note: The law generally prohibits the Board from discussing items not on the agenda. Under limited circumstances, the Board may discuss and act on items not on the agenda if they involve an emergency affecting safety of persons or property, or a work stoppage, or if the need to act came to the attention of the District too late to include on the posted agenda.

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**XII. NEXT MEETING DATE**

Unless otherwise announced, the next regular meeting of the Board of Education will be held on February 10, 2015. Closed session begins at 5:30 p.m. Open session begins at 6:30 p.m. The meeting will be held at the District Support Services Center.

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**XIII. FUTURE REGULAR BOARD MEETINGS FOR 2015**

Tuesday, March 10, 2015	Tuesday, June 9, 2015	Tuesday, September 8, 2015
Tuesday, April 14, 2015	Tuesday, July 14, 2015	Tuesday, October 13, 2015
Tuesday, May 12, 2015	Tuesday, August 4, 2015	Tuesday, November 10, 2015
		Tuesday, December 8, 2015

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**XIV. ADJOURN**

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SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT  
MONTHLY REPORT OF ATTENDANCE  
FOURTH MONTH OF 2014-15

November 3, 2014 through November 28, 2014

	Fourth Month 2013-14			Fourth Month 2014-15			Cumulative ADA			
	Ending Enrollment	ADA	ADA % of Poss. Enroll.	Ending Enrollment	ADA	ADA % of Poss. Enroll.	Prior Year		Current Year	
							ADA % to CBEDS	ADA	ADA % to CBEDS	ADA
<b>ERNEST RIGHETTI HIGH</b>										
Regular	1865	1808.50	96.6%	1888	1843.85	97.1%		1819.47		1854.08
Special Education	97	92.75	94.2%	79	76.00	96.9%		92.62		76.85
Independent Study	42	31.13	73.5%	33	25.92	81.2%		24.35		19.62
Independent Study 12+	0	0.00	---	1	0.77	76.9%		0.00		0.72
CTE Program	12	9.44	78.6%	8	7.46	93.3%		9.58		7.31
Home and Hospital Reg Ed	10	9.06	94.8%	5	2.46	86.5%		4.36		1.79
Home and Hospital Spec Ed	1	0.31	71.4%	3	3.00	100.0%		0.07		1.37
<b>TOTAL RIGHETTI</b>	<b>2027</b>	<b>1951.19</b>	<b>96.5%</b>	<b>2017</b>	<b>1959.46</b>	<b>97.1%</b>		<b>1950.46</b>		<b>1961.73</b>
<b>SANTA MARIA HIGH</b>										
Regular	2127	2023.13	95.0%	2366	2277.85	96.2%		2053.93		2296.18
Special Education	87	81.38	92.7%	90	84.77	93.2%		82.85		87.68
Independent Study	97	80.69	85.3%	61	44.85	75.1%		54.77		28.79
Independent Study 12+	1	1.00	100.0%	2	1.85	66.7%		0.45		1.39
Independent Study Spec Ed	1	1.00	100.0%	1	0.31	30.8%		0.77		0.38
CTE Program	8	4.69	60.0%	7	5.23	74.7%		5.09		5.38
Home and Hospital Reg Ed	6	3.88	76.5%	8	8.54	91.7%		3.61		7.15
Home and Hospital Spec Ed	4	1.88	58.8%	0	0.00	---		1.74		0.00
<b>TOTAL SANTA MARIA</b>	<b>2331</b>	<b>2197.63</b>	<b>94.9%</b>	<b>2535</b>	<b>2423.38</b>	<b>96.1%</b>		<b>2203.22</b>		<b>2426.96</b>
<b>PIONEER VALLEY HIGH</b>										
Regular	2452	2389.50	97.2%	2533	2461.15	96.9%		2433.70		2495.39
Special Education	129	120.44	93.4%	122	116.85	94.2%		121.53		117.14
Independent Study	39	29.13	74.0%	29	22.38	75.0%		23.26		15.68
Independent Study Spec Ed	5	3.00	61.5%	3	2.15	71.8%		2.49		2.79
Home and Hospital Reg Ed	4	3.50	90.3%	8	7.54	92.5%		2.62		6.42
Home and Hospital Spec Ed	1	1.00	100.0%	0	0.00	---		0.53		0.00
<b>TOTAL PIONEER VALLEY</b>	<b>2630</b>	<b>2546.56</b>	<b>97.0%</b>	<b>2695</b>	<b>2610.08</b>	<b>96.8%</b>		<b>2584.12</b>		<b>2637.42</b>
<b>DAY TREATMENT @ LINCOLN STREET</b>	<b>4</b>	<b>3.50</b>	<b>87.5%</b>	<b>8</b>	<b>6.08</b>	<b>81.4%</b>		<b>3.65</b>		<b>5.46</b>
<b>DISTRICT SPECIAL ED TRANSITION</b>	<b>9</b>	<b>8.38</b>	<b>93.1%</b>	<b>11</b>	<b>10.38</b>	<b>94.4%</b>		<b>8.91</b>		<b>9.87</b>
<b>DISTRICT SPECIAL ED TRANS/VOC MM</b>	<b>6</b>	<b>5.44</b>	<b>90.6%</b>	<b>14</b>	<b>12.15</b>	<b>83.6%</b>		<b>5.08</b>		<b>12.06</b>
<b>ALTERNATIVE EDUCATION</b>										
Delta Continuation	308	247.22	78.2%	308	231.92	73.8%		265.61		244.15
Delta 12+	0	0.00	---	1	1.00	100.0%		0.00		0.93
Delta Independent Study	52	42.99	84.9%	42	40.94	98.6%		36.03		26.69
Delta Independent Study 12+	30	31.78	94.0%	28	26.86	95.4%		33.82		29.28
Delta Independent Study Spec Ed	5	0.74	16.2%	2	0.00	---		0.99		0.00
Home and Hospital Reg Ed	2	0.00	---	1	0.00	---		0.13		0.41
Freshman & Sophomore Prep	167	156.01	93.4%	0	0.00	---		142.59		0.00
Reach Program--DHS	1	1.00	100.0%	0	0.00	---		0.36		0.00
Reach Program--SMHS	9	6.19	67.8%	6	4.92	87.7%		6.99		3.46
Reach Program--PVHS	15	12.50	95.7%	11	6.85	61.8%		7.31		4.10
Home School @ Library Program	47	41.69	88.7%	39	32.54	84.8%		43.15		31.85
<b>TOTAL ALTERNATIVE EDUCATION</b>	<b>636</b>	<b>540.12</b>	<b>84.9%</b>	<b>438</b>	<b>345.02</b>	<b>78.8%</b>		<b>536.97</b>		<b>340.86</b>
<b>TOTAL HIGH SCHOOL DISTRICT</b>	<b>7643</b>	<b>7252.81</b>	<b>94.9%</b>	<b>7718</b>	<b>7366.56</b>	<b>95.4%</b>		<b>7292.41</b>		<b>7394.37</b>

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT  
MONTHLY REPORT OF ATTENDANCE  
FIFTH MONTH OF 2014-15

December 1, 2014 through December 26, 2014

	Fifth Month 2013-14			Fifth Month 2014-15			Cumulative ADA			
	Ending Enrollment	ADA	ADA % of Poss. Enroll.	Ending Enrollment	ADA	ADA % of Poss. Enroll.	Prior Year		Current Year	
							ADA % to CBEDS	ADA	ADA % to CBEDS	ADA
<b>ERNEST RIGHETTI HIGH</b>										
Regular	1843	1822.70	97.7%	1869	1825.73	96.7%		1819.86		1849.14
Special Education	96	92.90	95.8%	79	75.60	95.7%		92.65		76.63
Independent Study	29	33.20	78.7%	28	31.33	97.3%		25.40		21.66
Independent Study 12+	0	0.00	---	1	0.73	73.3%		0.00		0.72
CTE Program	12	10.20	85.0%	8	7.67	95.8%		9.65		7.37
Home and Hospital Reg Ed	6	8.60	86.0%	3	1.80	36.0%		4.87		1.79
Home and Hospital Spec Ed	1	0.00	---	3	2.00	66.7%		0.06		1.48
<b>TOTAL RIGHETTI</b>	<b>1987</b>	<b>1967.60</b>	<b>97.6%</b>	<b>1991</b>	<b>1944.87</b>	<b>96.7%</b>		<b>1952.50</b>		<b>1958.79</b>
<b>SANTA MARIA HIGH</b>										
Regular	2093	2010.20	94.6%	2353	2274.33	96.3%		2048.73		2292.37
Special Education	85	80.20	92.6%	89	85.67	95.5%		82.54		87.33
Independent Study	84	84.10	86.1%	63	61.73	99.2%		58.26		34.53
Independent Study 12+	0	0.00	---	3	2.60	88.6%		0.00		1.60
Independent Study Spec Ed	1	1.30	100.0%	1	0.33	33.3%		0.83		0.37
CTE Program	6	4.00	55.6%	7	5.87	88.0%		4.96		5.47
Home and Hospital Reg Ed	4	3.40	56.7%	4	1.67	18.1%		3.58		6.20
Home and Hospital Spec Ed	3	3.00	75.0%	0	0.00	---		1.89		0.00
<b>TOTAL SANTA MARIA</b>	<b>2276</b>	<b>2186.20</b>	<b>94.5%</b>	<b>2520</b>	<b>2432.20</b>	<b>96.3%</b>		<b>2200.80</b>		<b>2427.87</b>
<b>PIONEER VALLEY HIGH</b>										
Regular	2396	2386.50	97.4%	2509	2507.40	99.0%		2428.08		2497.49
Special Education	128	120.80	93.6%	119	120.00	98.8%		121.44		117.64
Independent Study	21	30.00	76.9%	28	28.47	96.0%		24.06		17.91
Independent Study Spec Ed	5	1.20	24.0%	3	2.00	66.7%		2.33		2.65
Home and Hospital Reg Ed	1	3.00	75.0%	6	2.93	29.5%		2.67		5.81
Home and Hospital Spec Ed	1	0.70	70.0%	0	0.00	---		0.55		0.00
<b>TOTAL PIONEER VALLEY</b>	<b>2552</b>	<b>2542.20</b>	<b>97.2%</b>	<b>2665</b>	<b>2660.80</b>	<b>99.0%</b>		<b>2579.13</b>		<b>2641.50</b>
<b>DAY TREATMENT @ LINCOLN STREET</b>	<b>2</b>	<b>3.40</b>	<b>85.0%</b>	<b>8</b>	<b>6.27</b>	<b>79.7%</b>		<b>3.62</b>		<b>5.60</b>
<b>DISTRICT SPECIAL ED TRANSITION</b>	<b>9</b>	<b>9.50</b>	<b>95.0%</b>	<b>11</b>	<b>10.67</b>	<b>97.0%</b>		<b>8.98</b>		<b>10.01</b>
<b>DISTRICT SPECIAL ED TRANS/VOC MM</b>	<b>6</b>	<b>5.60</b>	<b>93.3%</b>	<b>14</b>	<b>13.40</b>	<b>95.7%</b>		<b>5.14</b>		<b>12.29</b>
<b>ALTERNATIVE EDUCATION</b>										
Delta Continuation	277	231.69	76.4%	299	221.09	71.8%		261.57		240.13
Delta 12+	0	0.00	---	1	1.00	100.0%		0.00		0.94
Delta Independent Study	48	40.84	82.5%	45	16.41	37.6%		36.60		24.89
Delta Independent Study 12+	27	24.73	86.8%	24	8.40	33.0%		32.73		25.64
Delta Independent Study Spec Ed	4	0.76	15.2%	2	0.00	---		0.96		0.00
Home and Hospital Reg Ed	1	0.40	---	1	0.00	---		0.16		0.34
Freshman & Sophomore Prep	147	152.81	92.1%	0	0.00	---		143.81		0.00
Reach Program--DHS	1	0.53	53.1%	0	0.00	---		0.38		0.00
Reach Program--SMHS	5	6.30	63.6%	9	6.00	73.2%		6.90		3.91
Reach Program--PVHS	11	10.10	67.3%	15	12.53	100.0%		7.64		5.57
Home School @ Library Program	46	37.30	79.4%	39	36.53	89.3%		42.45		32.66
<b>TOTAL ALTERNATIVE EDUCATION</b>	<b>567</b>	<b>505.46</b>	<b>89.1%</b>	<b>435</b>	<b>301.97</b>	<b>69.4%</b>		<b>533.22</b>		<b>334.08</b>
<b>TOTAL HIGH SCHOOL DISTRICT</b>	<b>7399</b>	<b>7219.96</b>	<b>97.6%</b>	<b>7644</b>	<b>7370.17</b>	<b>96.4%</b>	<b>94.5%</b>	<b>7283.39</b>	<b>95.7%</b>	<b>7390.15</b>



Santa Maria Joint Union High School District  
January 13, 2015

APPENDIX A

CLASSIFIED PERSONNEL ACTIONS							
Name	Action	Assignment	Site	Effective	Pay Rate	Hours	
	Employ	Instructional Asst/Spec Ed I	SMHS	12/15/14	13/A	5.5	
	Retire	Payroll & Benefits Specialist	DO	12/31/14	C/5	8	
	Leave of Absence	Bus Driver	DO	1/29/15-7/29/15	18/E	4	
CERTIFICATED PERSONNEL ACTIONS							
Name	Action	Status	Subject	Site	Effective	Salary	FTE
N/A							
COACHING PERSONNEL ACTIONS							
Assignment	Name	Action	Site	Effective	District	ASB	
<b>Water Polo</b> , Head Varsity Boys		Stipend	ERHS	Fall		\$ 2,680.07	
<b>Basketball</b> , Asst Varsity Boys		Revised Stipend	SMHS	Winter	\$ 500.00		
Asst Varsity Boys		Stipend	SMHS	Winter	\$ 1,000.00		
Head JV Boys		Revised Stipend	SMHS	Winter	\$ 500.00		

## Appendix B

# SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT FACILITIES REPORT December 2015

## 1. Santa Maria High School Construction Projects

### **C2004 SMHS New Classroom Building at Broadway – Rachlin Partners (Photos)**

- Work completed this period includes continued installation of 1<sup>st</sup> and 2<sup>nd</sup> floor interior framing, rough plumbing, rough electrical, heating and air conditioning ducting, window frames, and interior drywall.
- Due to a variety of necessary change order work, the contractor has indicated the construction schedule may move from the current April completion to May 2015. They are evaluating scheduling options to see if the delay can be absorbed and will provide formal confirmation.

### **SMHS Camino Colegio Parking Area – Rachlin Partners**

- The architect continues to modify drawings related to the addition of ADA ramping and Santa Maria Fire Department (SMFD) vehicle access gates.
- Construction period estimates are pending final project scope, funding determination, and schedule development.

## 2. Ernest Righetti High School Construction Projects

### **ERHS 21<sup>st</sup> Century Demonstration Classroom – Rachlin Partners**

- At the suggestion of Caldwell, Flores, Winters (CFW), additional construction was completed during the winter break to allow for the installation of a set of floor to ceiling movable white boards that span the width of room 104. The installation of the white board was suggested as an example to visitors of how such an installation could be used in a 21<sup>st</sup> Century Classroom setting.
- The first of four furniture vendors presented their 21<sup>st</sup> Century furniture configurations including student desks, chairs, teacher desk, and mobile storage. Three more vendors are scheduled at approximately 2 week intervals to conduct presentations regarding their 21<sup>st</sup> Century concept to a committee. The space is also being used by teachers interested in conducting actual classes, and will remain available for viewing by staff and students through scheduled “open house” opportunities.

### **3. Pioneer Valley High School Construction Projects**

#### **C2004 District Performing Arts Building – BCA Architects**

- BCA met with DSA on December 24 and was able to gain final approval for the project. Formal notice was received December 30, 2014.
- Support Services will continue to work with DSA and the original school architect to complete original site certification (see Section 5, District Wide Project Closeout).
- Bidding and construction schedules are being evaluated with CFW Program Managers.

### **4. New Facility**

#### **C2004 New Facility School CTE Component – Architect to Be Determined**

- Phase 1 Environmental Site Assessment (ESA): Work continues on the ESA, Title 5 Environmental Hazards Review, and Geological Hazards Report. Padre Associates has found that the results of the Preliminary Environmental Assessment testing conducted November 11-13 2014 have come back negative, thus a “No Further Action” declaration is expected to be recommended by the Department of Toxic Substances Control.
- California Environmental Quality Act (CEQA) and California Department of Education: Coordination efforts related to traffic, utilities, and site development assessments are ongoing through School Site Solutions, Inc. and Urban Planning Concepts.
- Educational Program and Funding Development: CFW has revised the initial proposed site layout schematics so they are in line with the anticipated program needs and budgets.
- The estimated twelve month escrow period remains on schedule to be complete April 14, 2015.

### **5. District Wide and Support Services Center**

#### **District Wide Energy Upgrade – Johnson Controls Inc.**

- In preparation of substantial completion, JCI is continuing preparation of project documentation (including DSA confirmation regarding the installation) and warranty information packages for submittal to the District.
- Lighting installation documentation has been received and will be reviewed by District Maintenance and Operations personnel.
- Package development activities are expected to take multiple months due to the extensive scope of work.

#### **District Wide Project Closeout – Support Services**

- Review of project closeout issues continues. Projects under current review and their status are as follows:

- PVHS (High School 3): DSA has accepted the structural engineering comments from WLC allowing for approval of the project as complete by the Project Inspector. WLC is working with the District and the special inspections consultant to gather forms and documents for inclusion in a final closeout package of all documents for submittal to DSA. The PVHS PAC architect, BCA, was successful in efforts to revise plans to make the theater project standalone from the original project which will now proceed separate from the closeout activities.
- PVHS Pool: WLC is assisting the District with closeout activities. The District is evaluating revisions to the eight concrete block pilasters on the pool building.
- SMHS CHCCC: Collection of outstanding documents and original participant approvals continues as priorities permit.
- ERHS / SMHS: Westberg + White Architects is continuing activities to close three projects; Industrial Arts Modernization, Administration Building Renovation, and the Lincoln Street 6 Portables (SMHS). The Lincoln Street project closeout is pending installation of security cabling by District forces. The architect representative is continuing to focus on ERHS Administration and Industrial Arts projects in anticipation of proposed future projects at the site.
- Support Services personnel are continuing attempts to gather options related to specialized closeout consultative services for the outstanding modernization projects at SMHS and ERHS.

#### **SSC Wall Crack Assessment and Repair – Support Services**

- Crack repair along with seismic code updates are complete in the area of the new SSC Professional Development Center. Additional projects this fiscal year remain pending higher project priorities established during the annual project planning assessments. This item will be removed pending determination of new projects.

#### **SSC District Professional Development Center (Multiple Purpose Room) – Westberg + White Architects (Photo)**

- Work completed this period include painting, finish electrical, asphalt, and concrete paving. Construction and most punch list work in the main room are complete.
- District performed work, including carpeting and data cabling, is complete. District Information Services will be installing sound and IT control systems.
- Restroom partitions expected to arrive December 29 were received January 5 with one damaged; installation is underway.

#### **SSC New West Parking Area – Flowers and Associates**

- Preliminary review and assessments continue related to the feasibility and cost of installing a parking area at the west (front) of the SSC. Consultant services agreements are under review by District Support Services.
- Construction scheduling will occur after the project scope and feasibility are determined.

**District Wide Portable Roof Retrofits and Repairs: SMHS 641-645 Retrofit, SMHS Repair 635-640, and RHS Repair 626 - Support Services**

- The final payment and retention releases remain pending receipt of unconditional releases from subcontractors.

**District Wide Paving (Summer 2015): Locations to be determined – Flowers and Associates**

- District administration has developed a list of priorities and is continuing assessment of available funding to determine the final projects to be completed this summer.
- Construction is expected to occur during the summer of 2015.

## **6. Summer Activities**

**District Wide Summer Projects Planning**

- Summer 2015 project needs assessments and implementation evaluations are ongoing. Specific projects will be added to this report as they develop.

Gary Wuitschick  
Director – Support Services

## Maintenance & Operations

### SMHS

- Assemble two feet of barriers for athletics. **(Photos)**
- Mounted a new projector in room 900.
- Painted the staff lounge.
- Repaired the slot drains at the pool.
- Reconfigured the cafeteria serving line circuits.
- Repaired the boiler for the Math Building.
- Repaired windows in rooms 210, 222, and 360.
- Repaired a basketball backboard tension rod.
- Repaired the custodians' auto scrubbers in preparation for winter break cleaning.
- Recovered four golf carts that were stolen from the campus. Police are investigating. **(Photo)**
- Inspected and repaired security cameras that lost video feed.
- Investigated [internal] power meter problems and rewired power meters.
- Fertilized baseball fields in preparation for the 2015 season.
- Repaired the electric can opener in the cafeteria.
- Setup several events: District School Board meeting, Saint Pride Night Rally/dance, DELAC, FFA event, winter choir concert, winter band concert, Allan Hancock College ESL classes, AHC Nutcracker Ballet, Central Coast Soccer League games, science speaker boot camp, club "garage sale", CHCCC Health Fair, CASHEE Information Night, financial aid workshop, boys' water polo banquet, girls' volley ball banquet, wrestling tournament, basketball games, girls' soccer, Mercy Church service. **(Photo)**
- Preventive work order hours – 33
- Routine work order hours – 104
- Total work orders completed – 127
- Event setup hours – 133

### PVHS

- Installed new shelving in the maintenance shop parts storage room.
- Installed cabinet locks in science classrooms.
- Repaired the speaker system in the administration building.
- Placed new sod in the baselines of the varsity baseball field. **(Photo)**
- Installed replacement projectors in rooms 312, 432, and 627.
- Relocated shop storage lockers from room 205 to 204 for use in storing small gas engines.
- Repaired the gymnasium lobby door entry locks.
- Repaired the communications room air conditioning in the administration building.
- Replaced the broken Plexiglas cover on the message board in the girls' locker room.
- Repaired a water leak in room 219. The air conditioner condensate pan filled with water.
- Relocated computer tables to room 617 for new computers.
- Power washed the walkways around the performing arts building.
- Power cleaned the cafeteria kitchen floor tile and grout.
- Investigated water leaks in both pool water heaters. We are awaiting a replacement heat exchanger for one heater and evaluating replacement options for the second heater. **(Photo)**
- Installed new surround sound speakers in the band room.
- Installed a new bookshelf in room 628.
- Repaired the drill press in the welding shop, room 207.
- Repaired a leak in the science classroom acid neutralizer system in room 425.
- Setup several events: water polo banquet, boosters meeting, Parent Institute, FFA meeting, truancy meeting, AVID banquet, Link Crew banquet, Panther Senate meeting, winter drama production, Sadie Hawkins Dance, Central Coast Soccer League boys' finals, wrestling tournament, water polo, basketball.
- Preventive work order hours – 19
- Routine work order hours – 73
- Total work orders completed – 84
- Event setup hours – 23

REGULAR MEETING  
January 13, 2015

**ERHS**

- Prepared the stadium and practice fields for soccer tournaments.
- Connected a new water supply at the varsity baseball field for field preparation.
- Cleaned storm drains throughout campus.
- Repaired a broken water line in the staff parking lot. **(Photo)**
- Installed projectors in rooms 123, 626, and 629.
- Completed painting the permanent classrooms doors purple.
- Continued modifying room 104 into the demonstration room for “The Classroom of the 21<sup>st</sup> Century”.
- Performed touch-up painting: cafeteria girls’ restroom and restroom hallway, west gymnasium foyer, and room 104.
- Cleared slow urinals in the boys’ restrooms on the upper campus.
- Adjusted the new security cameras and reconfigured existing cameras.
- Repaired the lights illuminating the school sign on the front of the administration building.
- Replaced the basketball goals on the main court of the gymnasium. **(Photo)**
- Inspected and lubricated the doors on the upper campus classrooms and administration building.
- Patched roof leaks: gymnasium, weight room, and room 502. **(Photos)**
- Replaced the glass in the fire alarm pull station cabinets.
- Replaced corroded rain gutter down spouts on the upper campus permanent buildings.
- Repaired the public address system in room 315. Electrician found a broken wire.
- Replaced the igniters on the domestic heating boiler for the library and related classrooms building.
- Removed fallen tree limbs that resulted from recent storms.
- DHS – Installed new Cyberlock® key system as test project. This is an enhanced security system.
- DHS – Repaired a relief valve on the water anti-backflow system.
- Setup several events: ACT and ASVAB testing, lunch time rallies, football banquets, basketball tournament, parent meeting, Master Class, UCSB Academic Recognition Night, and Central Coast Church.
- Preventive work order hours – 36
- Routine work order hours – 129
- Total work orders completed – 131
- Event setup hours – 23

**Graffiti & Vandalism**

- **ERHS**                 \$    150
- **DHS**                    \$    100
- **SMHS**                 \$    360
- **PVHS**                 \$     80

Reese Thompson  
Director – Facilities and Operations

## Photo Gallery



SMHS - Second Story Drywall Installation in the 14 Classroom Hallway



REGULAR MEETING  
January 13, 2015



SMHS – 14 Classroom Window Frames and Stucco Paper Installation in Progress



SSC – Professional Development Center Receives New Flooring



SMHS – Robert Wallace Assembles Crowd Control Barriers for Athletic Events



SMHS – Finished Prototype Crowd Control Barrier





SMHS – Stolen Security Cart Recovered, Damaged but Back at School



SMHS – Night Rally: Saint Pride Looks Fun!



PVHS – José Gamino & Pepé Gutierrez Prepare the Baseball Filed for Sod in the Baselines



PVHS – Service Technician Inspects Leaking Pool Heaters





ERHS – Juan Rodriguez & Bernie Rayner Investigate a Water Leak in the Staff Parking Lot



ERHS – Jimmy Salutan Replaces Basketball Goals

REGULAR MEETING  
January 13, 2015



ERHS - Heat and Lots of Air Remove Moistures from the Gymnasium Floor



ERHS - Bernie Rayner Addresses a Water Leak on the Weight Room Roof

**REGULAR MEETING  
JANUARY 13, 2015**

**SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT  
RESOLUTION NUMBER 14 – 2014-2015**

**MODIFICATION OF THE CONTRACTOR PREQUALIFICATION PROCEDURES AND CONTRACTOR PREQUALIFICATION QUESTIONNAIRE DOCUMENTS INCLUDED IN THE PREQUALIFICATION PROCESS FOR CONSTRUCTION CONTRACTORS ADOPTED BY THE BOARD IN RESOLUTION NO. 2 – 2014-2015**

**WHEREAS**, the Board of Education of the Santa Maria Joint Union High School District on August 6, 2014, adopted Resolution No. 2 – 2014-2015 “Adopting a Bidder Prequalification Process” (Attachment “A”); and,

**WHEREAS**, the resolution ensures that the Board and District are in compliance with Public Contract Code Section 20111.6, requiring bidders for construction contracts awarded after January 1, 2014, on certain public projects for which the Board of Education uses funds received pursuant to the Leroy F. Greene School Facilities Act of 1998, or any funds from any future state school bond for a public project that involves a projected expenditure of one million dollars (\$1,000,000) or more, submit to a prequalification process; and,

**WHEREAS**, the District seeks to extend and renew the bidder prequalification process authorized by Resolution No. 2 – 2014-2015 and provided in the District’s Contractor Prequalification Procedures document with the following addition:

*IV. Renewal of Prequalification Status. Each prequalified Contractor shall be required to renew their prequalified status every calendar year by submitting a new prequalification questionnaire and financial statement to the District. [Revised Contractor Prequalification Procedures document is appended as Attachment “B”] and,*

**WHEREAS**, the District seeks to modify the Contractor Prequalification Questionnaire (Attachment “B”) authorized by Resolution No. 2 – 2014-2015, in order to change the renewal process from project-specific to calendar year, by removing the following project-specific Essential Yes/No Question from Step 5 Supplemental Questions:

*2. General Contractor response required. Has your Firm contracted for and completed construction of a minimum of: One (1) Public or private Performing Arts Facility, either new construction or renovation project; each with a value of at least \$3 million dollars (\$3,000,000) if applying as a General Contractor; and all within the past five (5) years? NOTE: You must list these projects in the “Contractor Project References” Section. [Revised Contractor Prequalification Questionnaire is appended as Attachment “C”]*

**NOW, THEREFORE,,** the Board of Education of the Santa Maria Joint Union High School District does **HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

**BE IT RESOLVED,** that the Board of Education approve modifications to the “Contractor Prequalification Procedures” document requiring that bidders requalify each calendar year as required by Public Contract Code Section 20111.6; and the elimination of Step 5 Supplemental Question No. 2 in the “Contractor Prequalification Questionnaire” that was project specific; as reflected in Attachments “A”, “B”, and “C” and,

**BE IT FURTHER RESOLVED,** that this Resolution shall take effect immediately upon its passage; and,

**BE IT FURTHER RESOLVED,** that the District’s Superintendent or his designee is authorized to take such actions and execute such agreements and documentation necessary to affect the intention of this Resolution.

**APPROVED, PASSED AND ADOPTED** this 13<sup>th</sup> day of January, 2015 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

President of the Board of Education of the  
Santa Maria Joint Union High School District

**ATTEST**

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Secretary of the Board of Education  
Santa Maria Joint Union High School District

Attachments: (A) Resolution No. 2 – 2014-2015  
(B) Revised Contractor Prequalification Procedures  
(C) Revised Contractor Prequalification Questionnaire



Attachment A  
SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT  
RESOLUTION NO. 2 - 2014-2015

**ADOPTING A BIDDER PREQUALIFICATION PROCESS**

**WHEREAS**, Public Contract Code section 20111.5 authorizes public school districts to require bidders for public works contracts to submit to a prequalification process; and

**WHEREAS**, Public Contract Code section 20111.6 requires that bidders for construction contracts awarded after January 1, 2014 on certain public projects for which the Board of Education uses funds received pursuant to the Leroy F. Greene School Facilities Act of 1998, or any funds from any future state school bond for a public project that involves a projected expenditure of one million dollars (\$1,000,000) or more, submit to a prequalification process; and

**WHEREAS**, to comply with Public Contract Code section 20111.6, the Board of Education must adopt procedures, a standardized questionnaire, and a uniform system of rating bidders on the basis of the completed questionnaires and financial statement.

**NOW, THEREFORE**, the Board of Education of the Santa Maria Joint Union High School District does hereby resolve as follows:

**Section 1. Recitals.** The foregoing recitals are true and correct.

**Section 2. Prequalification Required.** For all public projects subject to Public Contract Code section 20111.6 no bids will be accepted, and pursuant to Public Contract Code section 20111 no contracts shall be awarded to bidders who have not been prequalified.

**Section 3. Prequalification Procedure, Standardized Forms, and Uniform Rating Procedure Adopted.** Bidders shall be prequalified in accordance with the requirements set forth in the Prequalification Procedures ("Prequalification Procedures") and Prequalification Forms for Contractors Seeking to Contract for Public Works Projects for the Santa Maria Joint Union High School District ("Prequalification Forms"), attached hereto, and adopted by this resolution.

**Section 4. Additional Authorization.** The District Superintendent or his designee is hereby further authorized and directed to prepare, on behalf of the District, any other documentation necessary to effectuate the Prequalification Procedures in accordance with Public Contract Code section 20111.6 or to revise the Prequalification Forms as necessary consistent with the terms and conditions of this resolution. Any actions heretofore taken by the District Superintendent or his designee, on behalf of the District, that is in conformity with the purposes and intent of this resolution and with the provisions of Public Contract Code section 20111.6 with respect to prequalification of contractors are hereby approved and confirmed.

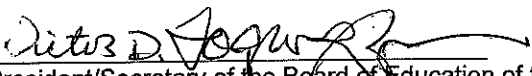
**Section 5. Effective Date.** This resolution shall take effect immediately upon its adoption. **APPROVED, PASSED AND ADOPTED** by the Board of Education of the Santa Maria Joint Union High School District this 6<sup>th</sup> day of August 2014, by the following votes:

**AYES:** Walsh, Tognazzini, Garvin, Karamitsos

**NOES:** N/A

**ABSENT:** Perez

**ABSTAIN:** N/A

  
\_\_\_\_\_  
President/Secretary of the Board of Education of the  
Santa Maria Joint Union High School District

# SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

## Contractor Prequalification Procedures

### I. INTRODUCTION

For any public project, as defined in subdivision (c) of Section 220002 of the Public Contract Code, for which the District uses funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 (Chapter 12.5 (commencing with Section 17070.10) of Part 10 of Division 1 of Title 1 of the Education Code) or any funds from any future state school bond for a public project that involves a projected expenditure of one million dollars (\$1,000,000) or more, the Board shall require that prospective general contractors and, if utilized, prospective electrical, mechanical and/or plumbing subcontractors (“Contractors”) complete and submit a standardized prequalification questionnaire and financial statement, verified under oath.

The Board hereby separately adopts a uniform system of rating Contractors on the basis of the completed questionnaires and financial statements.

### II. PREQUALIFICATION PROCEDURES

#### A. **Competitive Bid Projects**

Prospective Contractors for projects shall submit the prequalification questionnaire and financial statement on or before the deadline specified in the Notice Inviting Bids. Such application submission deadline shall not be less than ten (10) days before the date fixed for public opening of sealed bids. The Notice Inviting Bids shall also specify the date on which the District shall notify Contractors of their prequalification status, which date shall not be less than five (5) days before the date fixed for bid opening. (Public Contract Code § 20111.6)

The information provided in the prequalification questionnaire shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.6)

#### B. **Non-Competitive Bid Projects**

Prospective general contractors for projects that are not publicly bid shall submit the questionnaire and financial statement at least thirty (30) days before the date fixed for the award of any contract associated with a non-bid public project. In the case of lease-leaseback transaction in which there is both a pre-construction contract and a subsequent set of contracts necessary to perform the actual construction work, general contractor shall be prequalified both five (5) days prior to the award of any pre-construction contract and five (5) days prior to the award of the contracts necessary to perform the actual construction work. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.6)

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Prospective electrical, mechanical and plumbing subcontractors for projects that are not publicly bid shall submit the questionnaire and financial statement at least sixty (60) days before the date fixed for award of the contracts necessary to perform the actual construction work. Prospective electrical, mechanical and plumbing subcontractors must be deemed prequalified by the District at least thirty-five (35) days before the award of the contracts necessary to perform the actual construction work. (Public Contract Code § 20111.6) The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.6)

### III. APPEAL PROCEDURES

Contractors will be allowed to appeal a negative prequalification determination in accordance with California Public Contract Code section 20101(d). There is no appeal from a refusal for an incomplete or late application. All appeals shall be made within five (5) days of receipt of a written negative prequalification determination. Without a timely appeal, the Contractor waives any and all rights to challenge the decision of the District, whether by administrative or judicial process or any other legal process or proceeding. In conjunction with this Prequalification Policy, the District hereby establishes a Contractor Prequalification Appeals Panel ("Appeals Panel") consisting of the following three members, or their designee(s):

1. Assistant Superintendent of Business Services
2. Director of Maintenance and Operations
3. Director of Support Services

The sole issue before the Appeals Panel shall be the scoring of a Contractor. The decision of the Appeals Panel shall be the District's final administrative decision. The date for submission and opening of bids for a specific project will not be delayed or postponed to allow for completion of an appeal process.

### IV. RENEWAL OF PREQUALIFICATION STATUS

Each prequalified Contractor shall be required to renew their prequalified status every calendar year by submitting a new prequalification questionnaire and financial statement to the District.

Attachment C  
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**Pre-qualification Questionnaire**

**Note:** \* = required fields.

**Step 1**

**Pre-qualification**

**Contractor Information\***

1. Firm Name
2. Contact Person
3. Address
4. Phone Number
5. Fax Number
6. Email Address
7. Contractor's License No. (program links to Contractor's State License Board page for that license #)
8. Drop down menus to enter multiple License Classifications.

**Qualification\***

Essential Yes/No questions *(See Step 5 Supplemental Questions Section for additional Essential Yes/No Questions Section):*

1. Does Contractor possess a valid and current California Contractor's license for the project or projects for which it intends to submit a bid?
2. Does Contractor have a liability insurance policy in accordance with minimum State requirements?\*
3. Does Contractor have current workers compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et Seq.?
4. Has your firm or any of its owners or officers ever been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?\*
5. Has any contractor's license held by your firm, or its responsible managing employee ("RME") or responsible managing officer ("RMO") been suspended or revoked at any time in the last five years?\*

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## Step 2

### General Requirements

#### Business Structure\*

6. Select Business type (drop down menu)

#### Business Information

7. Please upload a copy of your latest reviewed or audited financial statement with accompanying notes and supplemental information. (Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is no more than 25 percent of the qualifying amount provided in section 14837(d)(1). As of January 1, 2001, the qualifying amount is \$10 million, and 25 percent of that amount, therefore, is \$2.5 million) Note: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.
8. Has your firm or any firm with which any of your company's owners, officers or partners was associated, ever been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?\* If yes, a drop down form opens requesting more information (company, year of event, owner of the project, etc.)
9. Has your firm ever been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder? If yes, a drop down form opens requesting more information (company, year of event, owner of the project, etc.)
10. The following three questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about pass-through disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.
11. Has any claim against your firm concerning your firm's work on a Construction project ever been filed in court or arbitration?\* If yes, a drop down form opens requesting more information (project name, date of claim, name of claimant, description)
12. Has your firm ever made any claim against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?\* If yes, a drop down form opens requesting more information (project name, date of claim, name of entity claimed filed against, description, etc.)
13. Has your firm ever had a contract for a public work of improvement that was terminated for cause by a public entity, or terminated in whole or in part with your consent? Note: you need not answer yes if the public entity terminated the contract for convenience.\* If yes, a drop down form opens requesting more information (owner's name, name of bonding company, original contract value, value of the work terminated, description of circumstances leading to termination)

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14. Has your firm ever agreed with a public entity that your firm would not bid on future projects advertised by the public entity for a specified period of time?\* If yes, a drop down form opens requesting more information (name of public entity, year of agreement, period of time during which your firm agreed not to bid)
15. Has any surety company ever made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project, either public or private?\* If yes, a drop down form opens requesting more information (amount of such claim, name of claimant, telephone number of claimant, date of claim, grounds for the claim, present status of claim, date of resolution of such claim if resolved, method by which claim was resolved if resolved, nature of the resolution, amount of resolution)
16. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?\* If yes, a drop down form opens requesting more information (Name of people involved, name of public agency, date of investigation, grounds for the finding, name of claimant, telephone number of claimant)
17. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?\* If yes, a drop down form opens requesting more information (name of people involved, name of public agency, date of conviction, grounds for conviction)
18. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?\* If yes, a drop down form opens requesting more information (name of person convicted, name of the court, year of event, description of criminal conduct)
19. During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?\* If yes, a drop down form opens requesting more information (date denied coverage, name of company or companies which denied coverage, the period during which no surety bond was in place)
20. Within the last five years has there ever been a period when your firm had employees but was without workers compensation insurance or state-approved self-insurance? If No, please upload a statement by your current workers compensation insurance carrier that verifies periods of workers compensation insurance coverage for the last five years. (If your firm has been in the construction business for less than five years, attach a statement by your workers compensation insurance carrier verifying continuous workers compensation insurance coverage for the period that your firm has been in the construction business.)\*

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## Step 3

### History and Performance

#### Company History

21. Has there been any change in ownership of the firm at any time during the last three years? Note: A corporation whose shares are publicly traded is not required to answer this question. If yes, a drop down form opens requesting more information (year of change in ownership and area to provide explanation)
22. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?\* If yes, a drop down form opens requesting more information (area to provide explanation)
23. Are any corporate officers, partners or owners connected to any other construction firms?\* If yes, a drop down form opens requesting more information (area to provide explanation)
24. Gross revenue (drop downs to add three or more years of gross revenue)
25. How many years has your organization been in business in California as a contractor under your present business name and license number?\* Drop down selection menu
26. Is your firm currently the debtor in a bankruptcy case? If so, please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed\* Upload bankruptcy petition.
27. Was your firm in bankruptcy at any time during the last five years? If so, please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and please attach a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued\*

#### Licenses

28. If any of your firm's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license. If yes, a drop down area opens to provide explanation
29. Has your firm changed names or license number in the past five years?\* If yes, drop down area opens to provide explanation
30. Has any owner, partner or (for corporations) officer of your firm operated a construction firm under any other name in the last five years?\* If yes, drop down area opens to provide explanation

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## Disputes

31. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?\* If yes, drop down opens: Enter information about projects in which your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner. Press the 'Add Project' button to add additional projects
32. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?\* If yes, a drop down form opens requesting more information (name of insurance carrier, form of insurance, year of refusal)
33. In the last three years has your firm held a public works contract on which more than three (3) stop payment notices were served against your firm?\* If yes, a drop down form opens up requesting more information (name of project, dollar value of project. Did any Stop Payment Notice result in a claim against your Payment Bond?)

## Bonding

34. Firm's current maximum bonding capacity\*
35. Provide the name and address of bonding company\*
36. Was your firm required to pay a premium of more than one per cent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years?\* If yes, provide percentage firm was required to pay\* (drop down menu to select percentage and area for explanation)
37. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds\* (area to provide explanation)

## Compliance

38. Has CAL OSHA cited and assessed penalties against your firm for any serious, willful or repeat violations of its safety or health regulations in the past five years?\* If yes, number of CAL OSHA penalties (drop down selection menu) and area to provide description, dates of citation and area to provide nature of violation, name of project, amount of penalty
39. Was citation appealed to the Occupation Safety and Health Appeals Board?\* If yes, drop down form opens up for case number, status of decision, decision, date of decision.
40. Has the Federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?\* If yes, number of Federal Occupational Safety and Health Administration citations \* (drop down to select) and area for description of citation(s)
41. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?\* If yes, drop down for number of citations and area for description of citation(s), date of citation
42. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?\* Drop down to select frequency.
43. List your firm's Experience Modification Rate (EMR) (California workers compensation insurance) for each of the past three premium years. Press the 'Add EMR Rate' button to add each year and rate.\*



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44. Was your EMR for any of these three years 1.00 or higher?\* If yes, drop down opens for area to provide explanation.
45. Has there been an occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the state's prevailing wage laws? If the answer is yes enter one or more wage violations by press the 'ADD STATE WAGE VIOLATION' button below  
NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor. Drop down opens for name of project, nature of violation, public agency name, number of employees, penalty and back wages paid. Press ADD to add additional violations.
46. During the last five years, has there been an occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the federal Davis-Bacon prevailing wage requirements?\* If yes, drop down opens: Number of occasions in which your own firm has been penalized or required to pay back wages for failure to comply with the federal Davis-Bacon prevailing wage requirements \* Drop down to select number and area to add description of each violation, name of project, date of completion, name of public agency, number of employees who were initially underpaid, amount of back wages and penalties required to pay.
47. At any time during the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?\* If yes, drop down opens for number of apprenticeship law violations and date(s) of such findings.

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## Step 4

### Recent Construction Projects

#### Project History

48. Provide the information requested below for the six largest public works projects and three largest private works of improvement on which you have completed your scope of work in the last five years. If you do not have six projects in education, list those first then all other public works. "Largest" means highest contract dollar value, including change orders. Names and references must be current and verifiable. Only list projects your firm performed as the general contractor in charge of all trades for the construction of a building. Provide email addresses for all references where feasible. Press the ADD PROJECT button to add detailed information about each relevant project your company has worked on. If you are a M/E/P contractor, list your largest projects in both categories. \*

- Project name \*
- Project type\*
- Location\*
- Owner \*
- Owner Contact (Name and Current Phone #) \*
- Owner Contact Email \*
- Architect or Engineer \*
- Architect or Engineer Contact (Name and Current Phone #) \*
- Architect or Engineer Contact Email \*
- Construction Manager \*
- Construction Manager Contact (Name and Current Phone #) \*
- Construction Manager Email \*
- Description of Project, Scope of Work Performed \*
- Total Value of Construction (including change orders) \*
- Original Value of Construction \*
- Original Scheduled Completion Date \*
- Time extension s granted (# of days) \*
- Actual date of completion \*

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## Step 5

### Supplemental Questions

#### Step 1 Prequalification, Qualification - Essential Yes/No Questions

1. **General and first-tier MEP Subcontractor response required.** Has your Firm contracted for and completed construction of a minimum of: Four (4) California K-12 public school district construction projects; each with a value of at least \$1 million dollars (\$1,000,000) if applying as a General Contractor OR at least \$100,000 if applying as a first-tier Subcontractor for mechanical, electrical, or plumbing components of a Project; and All within the past ten (10) years? NOTE: You must list these projects in the "Contractor Project References" Section.\*