

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
March 10, 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,
“We prepare all learners to become productive citizens and college and/or career ready by
providing challenging learning experiences and establishing high expectations for achievement.”*

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.

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 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).

D. Conference with Legal Counsel – Existing Litigation

(Subdivision (a) of Section 54956.9) Name of case: Mohabbat v. Santa Maria Joint Union High School District, Case No. 1460006

E. Conference with Legal Counsel – Anticipated Litigation

(Subdivision (d)(2) of section 54956.9) Number of Cases: One

III. RECONVENE IN OPEN SESSION

Call to Order/Flag Salute

IV. ANNOUNCE CLOSED SESSION ACTIONS – Dr. Richardson

Present initial contract proposal from the Santa Maria Joint Union High School District to the Santa Maria Joint Union High School District Faculty Association (“FA”) for the 2015-2016 school year.

V. PRESENTATIONS

A. Migrant Students Field Trip Presentation (Close-Up Washington)

VI. REPORTS

A. Student Reports

B. Board Member Reports

VII. ITEMS SCHEDULED FOR ACTION

A. General

1. CSBA Delegate Assembly Election

Delegates ensure that the association’s governance structure reflects the interests of school districts and county offices of education throughout the state. Voting for Delegates is an action of the entire board and requires a majority vote. The term of office for each Delegate is two years beginning April 1, 2015 through March 31, 2017.

The election of CSBA Delegate for Subregion 11-A, Santa Barbara County is open. Board members may vote for no more than one candidate. Candidates are: S. Monique Limon and Janet Zilli.

Moved _____ **Second** _____ **Vote** _____

2. Approval of Board Policies/Administrative Regulations – Appendix C

The administration has reviewed the following amended or new Board Policies/Administrative Regulations, aligned with California School Boards Association updates, which are provided as education code and laws change.

These policies and regulations are being presented for the Board’s review and adoption and will be included in the existing sections upon approval.

A summary of the new policies are presented in Appendix C of the agenda. The complete revised policies and regulations are posted on the district’s website at www.smjuhsd.k12.ca.us.

Board Policies/Administrative Regulations

Volunteer Assistance	BP/AR 1240
Uniform Complaint Procedures	BP/AR 1312.3
Health Examinations	AR 4112.4/4212.4/4312.4
Criminal Record Check	AR/E 4112.5/4212.5/4312.5
Maintenance of Criminal Offender Records	AR/E 4112.62/4212.62/4312.62
Dismissal	AR 4117.4
Dismissal/Suspension/Disciplinary Action	BP/AR 4118

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

***** IT IS RECOMMENDED THAT the Board of Education approve the Board Policies and Administrative Regulations as presented in Appendix C.**

Moved _____ **Second** _____ **Vote** _____

3. Approval of Early Notification Bonus

In order to help our district plan staffing needs as soon as possible, the administration would like to offer a cash bonus for early notification of any retirements that will take place prior to the start of the next school year.

The district would offer a \$500 cash bonus to any classified or certificated employee who notifies the Human Resources Department by March 2, 2015 of their retirement and meets the following criteria:

- 1. The employee must be of retirement age according to STRS or PERS.
- 2. The employee must retire by June 30, 2015.
- 3. The employee must submit an irrevocable letter of retirement by March 2, 2015.
- 4. The employee must submit proof of PERS/STRS application for retirement by March 30, 2015.
- 5. The \$500 cash bonus will be paid following receipt of items 3 and 4 on your April 30, 2015 paycheck.

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

***** IT IS RECOMMENDED THAT the Board of Education approve the Early Notification Bonus to employees who meet the prescribed criteria.**

Moved _____ Second _____ Vote _____

4. Approval of Settlement Agreement for Classified Bargaining Unit, Job Description Creation and/or Modification – Appendix D

The District and the California School Employees Association (CSEA) have reached settlement agreement which establishes a process for the creation and/or modification of classified job descriptions. The Settlement Agreement dated February 4, 2015 will take effect upon approval by both parties. See Appendix D.

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

***** IT IS RECOMMENDED THAT the Board of Education approve settlement agreement for Classified Bargaining Unit, Job Description Creation and/or Modification as presented in Appendix D.**

Moved _____ Second _____ Vote _____

5. Approval of Tentative Agreement for Classified Bargaining Unit, Article 1, Recognition - Appendix E

The District and the California School Employees Association (CSEA) have reached tentative agreement on changes to positions formerly designated as “Confidential”. The job descriptions have been revised and the positions will be placed on the classified salary schedule as indicated on

each respective job description. See *Appendix E*.

The Tentative Agreement (TA) dated February 17, 2015 deletes language in Article 1 for positions previously designated as Confidential and amends Appendix B by removing the grandfathered Confidential positions from the confidential salary schedule. The TA will take effect upon approval by both parties.

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

***** IT IS RECOMMENDED THAT the Board of Education approve the Tentative Agreement with the Classified Bargaining Unit as presented for Article 1, Recognition in Appendix E.**

Moved _____ Second _____ Vote _____

6. Approval of Classified Bargaining Unit Tentative Agreement on Work Calendars for 2015/16 - *Appendix F*

The District and the California School Employees Association (CSEA) have reached a tentative agreement on work calendars for 2015/16. The Tentative Agreement dated February 25, 2015 will take effect upon approval by both parties. See *Appendix F*.

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

***** IT IS RECOMMENDED THAT the Board of Education approve the work calendars for 2015/16 with CSEA pursuant to the tentative agreement dated February 25, 2015 and pending ratification by CSEA as presented in Appendix F.**

Moved _____ Second _____ Vote _____

B. INSTRUCTION

1. Review of Textbooks

The following textbooks are presented to the Board of Education for pre-view. These textbooks are aligned with the common core.

SMHS Science Department / Ben Wieman
Title: Make: Electronics
Author: Charles Pratt
Publisher: Maker Media
Copyright: 2009

***** IT IS RECOMMENDED THAT the Board of Education approve the “Authorized Signature Forms” on file with the Assistant Superintendent of Business Services and for transmittal to the County Superintendent of Schools.**

Moved _____ Second _____ Vote _____

3. Approval of the Selection of Four Lease Lease-Back Firms for a District Panel for Projects Identified in the District’s Reconfiguration & Facilities Program

In August 2014, the Board of Education for the Santa Maria Joint Union High School District (“District”) adopted a Reconfiguration and Facilities Program (“Program”) that assessed needs at the District’s four high school sites and presented an improvement and financing program to accommodate these needs. The Program identifies projects at each of the high schools and establishes a new center for career technical education and applied agricultural sciences.

District staff have interviewed General Contracting Firms from the pool of Department of Industrial Relations pre-qualified firms and is recommending the selection of four firms to a District “panel” of firms to provide pre-construction professional services and lease lease-back construction services for projects identified in Phase 1 of the District’s Reconfiguration and Facilities Program.

The four firms on the panel will be eligible to participate in the District’s Requests for Proposal related to the projects identified in the Program. The firms are Bernard’s, Frank Schipper Construction Co, Roebbelen, and Vernon Edwards.

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

***** IT IS RECOMMENDED THAT the Board of Education approve the Lease Lease-Back Firms selected for a District Projects identified in the District’s Reconfiguration and Facilities Program as presented.**

Moved _____ Second _____ Vote _____

4. Information Item Only - Righetti High School New Classroom Building: Architect’s Conceptual Design Presentation

Phase I of the adopted Reconfiguration and Facilities Program is underway and includes the design and construction of a new 38-classroom building at Righetti High School. The Board approved Rachlin Partners

as the Architect of Record for the project at its January 13, 2015 meeting. The Rachlin Partners architectural team is prepared to present to the Board its conceptual design for the new building, representative of the proposal provided to the District's Selection Committee and based on the guidance and direction provided by the Board's adoption of the First Semi-Annual Report of program status.

5. Approval of the Roebbelen Contracting, Inc. to perform Preconstruction Professional Services for the Righetti High School New Classroom Building project of the District's Reconfiguration and Facilities Program

A selection committee consisting of District staff have reviewed proposals for the Righetti High School New Classroom Building project and interviewed Firms interested in providing the District with preconstruction professional consulting services and, ultimately, Lease Lease-Back construction services. Of seven proposals received, the committee is recommending the selection of Roebbelen Contracting, Inc. to perform preconstruction services for the project. The preconstruction services include, but are not limited to, professional cost estimating, plan review, constructability review, value engineering and professional scheduling services.

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

***** IT IS RECOMMENDED THAT the Board of Education approve the selection of Roebbelen Contracting, Inc. to perform preconstruction services for the Righetti High School New Classroom Building project of the Districts Reconfiguration and Facilities Program.**

Moved _____ Second _____ Vote _____

6. Approval of 2014/15 Second Interim Report – Appendix G

California Education Code section 42130 et seq requires each school district to prepare and submit interim reports detailing the financial and budgetary status, to the County Office of Education. The Second Interim Report shall cover the period from July 1, 2014 to January 31, 2015, and be approved by the Board of Education no later than 45 days after the close of this period.

The Board shall certify in writing that the district can meet its financial obligations for the remainder of the fiscal year, based on current forecasts

and assumptions, and for the subsequent two fiscal years. This certification is subject to review and confirmation by the County Office of Education.

Based upon current projections contained in the Report, the certification shall be classified as:

- 1) Positive Certification, indicating that the district can meet its financial obligations for the current and subsequent two years, or
- 2) Qualified Certification, indicating that the district may not be able to meet its financial obligations for the current year or the subsequent two years, or
- 3) Negative Certification, indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year.

A summary of the report is contained in Appendix G; the full report in accordance with the state-adopted Standards and Criteria is posted on the District website at: www.smjuhsd.k12.ca.us, click on Departments, Business Services, Financial Documents & Reports and finally Financial Reports 2014-15.

Since the District last revised its budget in December 2014, and taking into account adjustments to other items of income and expense, this Second Interim Report reflects an overall decrease of \$111,402 in the District's ending fund balance since the First Interim Revised Budget.

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

***** IT IS RECOMMENDED THAT the Board of Education approve adopting a Positive Certification for the Second Interim report for fiscal year 2014/15 as shown in Appendix G.**

Moved _____ Second _____ Vote _____

7. Approval of Authorization to Make Budget Revisions

Income and expenditures have been updated in accordance with revenues, grant awards, personnel and other expenditure adjustments. The working budget, as shown in the Projected Year Totals column of the 2014/15 Second Interim Report has been adjusted to reflect these changes.

Resolution Number 17-2014-2015, printed on the following page authorizes these revisions.

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

***** IT IS RECOMMENDED THAT the Board of Education approve Resolution Number 17-2014-2015 authorizing budget revisions as identified in the 2014/15 Second Interim Report.**

Moved _____ Second _____

A Roll Call Vote is Required:

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

**SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
RESOLUTION NUMBER 17-2014-2015**

AUTHORIZATION FOR BUDGET REVISIONS

WHEREAS, the Board of Education adopted its budget on June 16, 2014 for the fiscal year 2014/2015; subsequently revised the budget on December 10, 2014; and

WHEREAS, income will be received and expenditures in certain classifications will be required in excess of amounts budgeted therefore; and

WHEREAS, Education Code Section 42602 authorizes that the Board may budget and use any unbudgeted income provided during the fiscal year; and

WHEREAS, Education Code Section 42600 authorizes that transfers may be made from the designated fund balance or the unappropriated funds balance to any expenditure classification or between expenditure classifications at any time by written resolution of the district governing board;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Santa Maria Joint Union High School District hereby authorizes budget revisions be made as reflected in the 2014/2015 Second Interim Report.

PASSED AND ADOPTED this 10th day of March, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

8. Selection of Auditor

Education Code Section 41020 requires the Governing Board of a public school district to identify a qualified independent auditor each year to conduct an audit of all funds under the control or jurisdiction of the District, and notify the County Superintendent of Schools by April 1st each year of the district's selection.

The administration has received notification from their current audit firm, Christy White Associates, of rotation of the supervising partner for the District's audit. In addition, a proposed engagement letter has been provided detailing maximum not to exceed fees over the next three years totaling \$97,800. This amount is only \$632 greater than the fees quoted for the prior three years.

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

***** IT IS RECOMMENDED THAT the Board of Education approve the contract for Audit Services as presented.**

Moved _____ Second _____ Vote _____

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 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 _____

A Roll Call Vote is Required:

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

A. Approval of Minutes

Regular Board Meeting – February 10, 2015

B. Approval of Warrants for the Month of February 2015

Payroll	\$5,917,907.12
Warrants	<u>1,822,689.37</u>
Total	<u>\$7,740,596.49</u>

C. Attendance Report

Mrs. Yolanda Ortiz, Assistant Superintendent of Business Services, will be available to answer questions regarding the 2014-2015 sixth monthly attendance report presented on the last page of this agenda.

D. Facility Report – **Appendix B**

E. Textbook Approval

The following textbook was presented to the Board of Education for preview at the February 10, 2015 Board meeting. It is presented for second reading and approval.

SMHS Social Studies Department / Amy Hennings; Title: America’s History; Author: Henretta/Hinderaker/Edwards/Self; Publisher: Bedford/St. Martin; Copyright: 2014

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

Administrative Recommendation to suspend the order of expulsion:
Student #s 338248

Administrative Recommendation to order expulsion:
Student #'s 343966

G. Acceptance of Gifts

Pioneer Valley High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
Better Products, Inc.	Panteras Sin Fronteras	\$2,000.00
SM Employees Federal Credit Union	Panteras Sin Fronteras	\$250.00
Apex Auto Glass, Inc.	Girls Basketball	\$100.00
Lions Sight Conversation of SM	Band	\$300.00
PC Mechanical Inc.	Girls Basketball	\$100.00
PVHS Boosters	Athletic Programs	\$2,530.00
PVHS Boosters	ASB Clubs	\$2,278.49
PVHS Boosters	Girls Soccer	\$224.00
PVHS Boosters	Boys Soccer	\$777.00
Mama Morales Catering Patricia Morales	Swim Program	<u>\$100.00</u>
Total Pioneer Valley High School		<u>\$8,659.49</u>

REGULAR MEETING March 10, 2015

Santa Maria High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
Rogelio Gonzalez	Girls Soccer	\$589.00
Crop Production Services	Baseball	\$500.00
John Yanez	Baseball	\$100.00
Leopolo & Maria Pantoja	Baseball	\$200.00
Blanca L. Vazquez	Baseball	\$200.00
Robert Ruiz	Baseball	\$100.00
Abe & Alicia Pantoja	Baseball	\$200.00
Evelyn Jimenez	Baseball	\$165.00
Total Santa Maria High School		<u>\$2,054.00</u>

Righetti High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
Warrior Boosters Club	Wrestling	\$5,380.00
Warrior Boosters Club	Boys Waterpolo	\$2,400.00
Warrior Boosters Club	Girls Waterpolo	\$2,440.00
Warrior Boosters Club	Softball	\$2,820.00
Warrior Boosters Club	Marimba Band	\$5,620.00
Warrior Boosters Club	Girls Soccer	\$740.00
Warrior Boosters Club	Boys Waterpolo	\$4,546.94
Warrior Boosters Club	Girls Soccer	\$100.00
Warrior Boosters Club	Boys Golf	\$3,017.72
Warrior Boosters Club	Baseball	\$1,373.16
Warrior Boosters Club	Boys Tennis	\$2,161.61
Warrior Boosters Club	Girls Waterpolo	\$2,171.38
Warrior Boosters Club	Wrestling	\$1,353.88
Warrior Boosters Club	Girls Volleyball	\$726.79
Warrior Boosters Club	Girls Tennis	\$2,917.50
Warrior Boosters Club	Girls Golf	\$1,550.78
Warrior Boosters Club	Girls Soccer	\$797.45
Warrior Boosters Club	Girls Basketball	\$1,547.94
Warrior Boosters Club	Football	\$4,278.63
Warrior Boosters Club	Dance Team	\$2,758.83
Laray	Boys Volleyball	\$500.00
Cronin Estate	Math Scholarship	<u>\$15,000.00</u>
Total Righetti High School		<u>\$64,202.61</u>

H. Request for Travel

SCHOOL	INSTRUCTOR IN CHARGE	EVENT/ LOCATION	DATES
PVHS	Lisa Walters	CASL Conference	March 28-30, 2015
ERHS	Kelley DeBernardi	San Jose, CA	
SMHS	Adrian Salazar		

I. 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) Support Services Center – Multipurpose Room - Project #13-149; Carroll Development dba Carroll Construction - General Contractor

J. Adoption of Boundary Realignment Proposal

The Board approved the Attendance Boundary Realignment Criteria, Process and Timeline on November 12, 2014. The proposed boundary change was presented and a Public Hearing was held at the February 10, 2014 meeting. It is presented for approval.

K. Approval/Ratification of Purchase Orders

<u>P.O. #</u>	<u>Vendor</u>	<u>Amount</u>	<u>Description & Funding Source</u>
15-1101	Dell Computers	\$2,194,101.00	Student Tablets/ LCAP and CCSS

L. New Course Adoption

The following new courses are being presented to the Board of Education for approval:

- Santa Maria High School
 - Science and Engineering of Electronics and Robotics 1 A/B

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.

XII. NEXT MEETING DATE

Unless otherwise announced, the next regular meeting of the Board of Education will be held on April 14, 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, 2560 Skyway Drive, Santa Maria, CA 93455.

XIII. FUTURE REGULAR BOARD MEETINGS FOR 2015

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

XIV. ADJOURN

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

December 29, 2014 through January 23, 2015

	Sixth Month 2013-14			Sixth 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
ERNEST RIGHETTI HIGH										
Regular	1858	1789.33	96.0%	1857	1784.86	95.9%		1816.04		1844.30
Special Education	93	90.08	95.5%	78	75.00	95.6%		92.33		76.51
Independent Study	34	26.08	77.3%	32	23.86	78.0%		25.49		21.83
Independent Study 12+	0	0.00	---	1	1.00	100.0%		0.00		0.74
CTE Program	12	9.67	80.6%	7	6.43	91.8%		9.66		7.30
Home and Hospital Reg Ed	5	4.67	91.8%	2	1.00	58.3%		4.84		1.73
Home and Hospital Spec Ed	1	0.92	91.7%	3	2.86	100.0%		0.17		1.58
TOTAL RIGHETTI	2003	1920.75	96.0%	1980	1895.00	95.9%		1948.53		1953.99
SANTA MARIA HIGH										
Regular	2100	2000.25	94.5%	2329	2229.00	95.6%		2042.67		2287.60
Special Education	84	78.25	91.7%	90	81.57	91.1%		82.00		86.89
Independent Study	98	78.50	85.3%	51	38.29	75.7%		60.79		34.82
Independent Study 12+	1	1.00	100.0%	3	1.00	33.3%		0.57		1.56
Independent Study Spec Ed	1	1.00	100.0%	1	0.00	---		0.85		0.34
CTE Program	7	4.58	71.4%	7	6.00	85.7%		4.92		5.51
Home and Hospital Reg Ed	4	2.75	68.8%	7	5.00	87.5%		3.48		6.11
Home and Hospital Spec Ed	3	2.33	77.8%	0	0.00	---		1.95		0.00
TOTAL SANTA MARIA	2298	2168.67	94.4%	2488	2360.86	95.4%		2197.23		2422.83
PIONEER VALLEY HIGH										
Regular	2410	2331.25	96.6%	2496	2411.29	96.3%		2415.98		2491.00
Special Education	128	114.50	89.7%	119	108.71	91.0%		120.57		116.97
Independent Study	39	28.92	74.6%	32	22.43	70.4%		24.67		18.25
Independent Study Spec Ed	6	2.42	44.6%	5	4.86	100.0%		2.34		2.82
Home and Hospital Reg Ed	2	1.25	62.5%	7	5.86	91.1%		2.49		5.82
Home and Hospital Spec Ed	1	0.67	66.7%	0	0.00	---		0.56		0.00
TOTAL PIONEER VALLEY	2586	2479.00	96.3%	2659	2553.14	96.0%		2566.61		2634.85
DAY TREATMENT @ LINCOLN STREET	3	2.17	72.2%	9	6.29	69.8%		3.44		5.66
DISTRICT SPECIAL ED TRANSITION	12	11.08	93.7%	11	10.43	94.8%		9.24		10.04
DISTRICT SPECIAL ED TRANS/VOC MM	8	7.67	100.0%	13	11.14	85.7%		5.46		12.20
ALTERNATIVE EDUCATION										
Delta Continuation	313	268.11	85.6%	315	269.96	85.4%		262.39		242.37
Delta 12+	1	0.00	---	0	0.00	---		0.00		0.87
Delta Independent Study	60	46.32	86.3%	38	31.90	77.5%		37.81		25.42
Delta Independent Study 12+	23	23.11	89.7%	17	15.56	80.1%		31.53		24.88
Delta Independent Study Spec Ed	4	0.92	22.9%	2	0.00	---		0.96		0.00
Home & Hospital Reg Ed	2	0.00	---	2	0.00	---		0.14		0.31
Freshman & Sophomore Prep	153	150.47	98.0%	0	0.00	---		144.64		0.00
Reach Program--DHS	1	1.08	---	0	0.00	---		0.47		0.00
Reach Program--SMHS	18	14.33	89.1%	19	11.00	65.3%		7.83		4.44
Reach Program--PVHS	11	8.33	74.6%	11	9.71	88.3%		7.73		5.88
Home School @ Library Program	53	44.58	89.2%	43	38.14	89.9%		42.72		33.08
TOTAL ALTERNATIVE EDUCATION	639	557.25	87.2%	447	376.27	84.2%		536.23		337.25
TOTAL HIGH SCHOOL DISTRICT	7549	7146.59	94.7%	7607	7213.13	94.8%	94.3%	7266.74	95.6%	7376.82

Santa Maria Joint Union High School District
March 10, 2015

APPENDIX A

CLASSIFIED PERSONNEL ACTIONS							
Name	Action	Assignment	Site	Effective	Pay Rate	Hours	
	Employ	Bus Driver	DO	03/04/15	18/A	4	
	Promote	Maintenance Worker I	PVHS	03/02/15	21/C	8	
	Inactivate	Campus Security Coordinator	SMHS	03/02/15	25/E	8	
	Short Term Employ	Lead District Maintenance	DO	1/17/15 to 3/31/15	34/A	8	
	Promote	Payroll & Benefits Specialist	DO	03/02/15	26/E	8	
	Rescind Resignation	Instructional Asst/Spec Ed II	PVHS	02/10/15	15/E	6	
	Retire	Community Liaison Specialist	SMHS	06/30/15	26/E	8	
	39-Month Reemploy	Guidance Technician	RHS	02/27/15	22/E	8	
CERTIFICATED PERSONNEL ACTIONS							
Name	Action	Status	Subject	Site	Effective	Salary	FTE
	End of Contract	Temporary	Mathematics	SMHS	6/11/2015	III-01	1
	End of Contract	Temporary	Mathematics	SMHS	6/11/2015	IV-02	1
	LWOP	Permanent	English	PVHS	2015/16	IV, 11	0.2
	Change Status	Permanent	SPED: Learning Handicapped	SMHS	2015-16	V-03	1
	Change Status	Permanent	Physical Ed/Adaptive P.E.	RHS	2015-16	V-07	1
	End of Contract	Temporary	Agriculture	SMHS	6/11/2015	III-01	1
	End of Contract	Temporary	English	SMHS	6/11/2015	V-06	1
	End of Contract	Temporary	Physical Ed	RHS	6/11/2015	III, 1	1
	Salary Adjust	Temporary	Physical Ed	RHS	6/11/2015	III, 1	1
	Change Status	Permanent	ELD	SMHS	2015-16	III-03	1
	End of Contract	Temporary	English	SMHS	6/11/2015	V-02	1
	End of Contract	Temporary	Mathematics	RHS	6/11/2015	V-07	1
	Change Status	Permanent	Physical Ed	SMHS	2015-16	V-10	1
	End of Contract	Temporary	English	SMHS	6/11/2015	V-03	1
	End of Contract	Temporary	Mathematics	PVHS	6/11/2015	V-06	1
	LWOP	Permanent	Social Science	SMHS	2015-16	V, 10	0.4
	Change Status	Permanent	Social Science	PVHS	2015-16	III-03	1
	End of Contract	Temporary	Social Science	SMHS	6/11/2015	III-05	1

Santa Maria Joint Union High School District
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APPENDIX A

CERTIFICATED PERSONNEL ACTIONS (continued)

Name	Action	Status	Subject	Site	Effective	Salary	FTE
	LWOP	Permanent	Home Economics	SMHS	2015-16	IV, 20	0.2
	Change Status	Permanent	Counselor	SMHS	2015-16	V-09/+5 days	1
	End of Contract	Temporary	Social Science	SMHS	6/11/2015	III-01	0.4
	End of Contract	Temporary	Social Science	RHS	6/11/2015	V-02	1
	Change Status	Permanent	SPED: Severely Handicapped	SMHS	2015-16	V-05	1
	Change Status	Permanent	Special Ed Coordinator	SMHS	2015-16	V-08	1
	LWOP	Permanent	Int'l Languages/VPA	SMHS	2015-16	V, 12	0.2
	Change Status	Permanent	Science	SMHS	6/11/2015	V-05	1
	End of Contract	Temporary	Physical Ed	PVHS	6/11/2015	III-01	1
	LWOP	Permanent	Mathematics	RHS	2015-16	V, 27	0.2
	End of Contract	Temporary	Int'l Languages/VPA	RHS	6/11/2015	IV-06	1
	End of Contract	Temporary	Counselor	SMHS	6/11/2015	IV-01/+5 days	1
	End of Contract	Temporary	Int'l Languages	PVHS	6/11/2015	IV-01	1
	End of Contract	Temporary	Social Science	PVHS	6/11/2015	IV-03	1
	End of Contract	Temporary	Agriculture	SMHS	6/11/2015	III-01	1
	Change Status	Permanent	English	SMHS	2015-16	II-03	1
	Change Status	Permanent	Social Science	SMHS	2015-16	IV-03	1
	End of Contract	Temporary	Science	RHS	6/11/2015	V-04	1
	End of Contract	Temporary	Counselor	SMHS	6/11/2015	IV-03/+5 days	1
	Change Status	Permanent	Counselor	SMHS	2015-16	IV-05/+5 days	1
	End of Contract	Temporary	English	SMHS	6/11/2015	III-01	1
	Change Status	Permanent	Social Science	PVHS	2015-16	V-04	1
	LWOP	Permanent	Physical Ed	PVHS	2015-16	IV, 10	0.2
	Change Status	Permanent	Counselor	SMHS	2015-16	V-14/+5 days	1
	Early Notice	Permanent	Assistant Principal	RHS	4/30/2015	\$500	1
	Retire	Permanent	Assistant Principal	RHS	6/30/2015	16-3	1
	Change Status	Permanent	Social Science	RHS	2015-16	IV-03	1
	LWOP	Permanent	Visual & Performing Arts	SMHS	2015-16	V, 11	0.2

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APPENDIX A

CERTIFICATED PERSONNEL ACTIONS (continued)							
Name	Action	Status	Subject	Site	Effective	Salary	FTE
	Early Notice	Permanent	Science	SMHS	4/30/2015	\$500	~~
	Retire	Permanent	Science	SMHS	6/30/2015	V, 18	1
	Change Status	Permanent	Psychologist	PVHS	2015-16	V-11	1
	End of Contract	Temporary	Home Economics	SMHS	6/11/2015	III-01	0.8
	Change Status	Permanent	Physical Ed	SMHS	2015-16	IV-03	1
	End of Contract	Temporary	Science	SMHS	6/11/2015	V-06	1
	End of Contract	Temporary	Mathematics	PVHS	6/11/2015	V-07	1
	End of Contract	Temporary	Mathematics	PVHS	6/11/2015	II-02	0.8
	End of Contract	Temporary	Int'l Languages	SMHS	6/11/2015	V-06	1
	End of Contract	Temporary	Mathematics	SMHS	6/11/2015	IV-01	1
	End of Contract	Temporary	Counselor	SMHS	6/11/2015	IV-01/+5 days	1
	Resignation	Probationary 2	OCS Teacher	SMHS	6/11/2015	V, 8	1
	End of Contract	Temporary	Social Science	SMHS	6/11/2015	IV-02	1
	Change Status	Permanent	Science	PVHS	2015-16	IV-03	1
	Change Status	Permanent	Science	PVHS	2015-16	IV-03	0.67
	Change Status	Permanent	English	SMHS	2015-16	II-05	1
	Change Status	Permanent	Visual & Performing Arts	SMHS	2015-16	V-05	1
	End of Contract	Temporary	Physical Ed	SMHS	6/11/2015	III-01	1
	Change Status	Permanent	English	SMHS	2015-16	V-08	1
	End of Contract	Temporary	English	SMHS	6/11/2015	IV-06	1
	Change Status	Permanent	Counselor	SMHS	2015-16	V-05/+5 days	1
	Extra-pay	Substitute	Yearbook	SMHS	1/26/2015	\$2,774.59	~~
	Extra-pay	Substitute	Journalism	SMHS	1/26/2015	\$2,774.59	~~
	End of Contract	Temporary	Mathematics	SMHS	6/11/2015	II-01	1
	Change Status	Permanent	Agriculture	PVHS	2015-16	V-07	1
	Change Status	Permanent	Agriculture	SMHS	2015-16	III-06	1
	Change Status	Permanent	Agricluture	SMHS	2015-16	V-6	1
	End of Contract	Temporary	SPED: Severely Handicapped	PVHS	6/11/2015	V-02	1

Santa Maria Joint Union High School District
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APPENDIX A

CERTIFICATED PERSONNEL ACTIONS (continued)

Name	Action	Status	Subject	Site	Effective	Salary	FTE
	End of Contract	Temporary	English	RHS	6/11/2015	II-01	1
	End of Contract	Temporary	English	SMHS	6/11/2015	III-01	1
	Change Status	Permanent	English	SMHS	2015-16	III-05	1
	Change Status	Permanent	Mathematics	SMHS	2015-16	III-06	1
	Change Status	Permanent	Counselor	SMHS	2015-16	V-10/+5 days	1
	Change Status	Permanent	SPED: Emotionally Disturbed	SMHS	2015-16	IV-07	1
	End of Contract	Temporary	Agriculture	SMHS	6/11/2015	III-02	1
	End of Contract	Temporary	English	SMHS	6/11/2015	III-06	1
	End of Contract	Temporary	Science	SMHS	6/11/2015	III-01	1
	Change Status	Permanent	English	SMHS	2015-16	III-03	1
	Change Status	Permanent	Counselor	SMHS	2015-16	V-13/+5 days	1
	End of Contract	Temporary	Physical Ed/OCS	RHS	6/11/2015	V-05	0.8
	End of Contract	Temporary	English	SMHS	6/11/2015	V-06	1
	Change Status	Permanent	Visual & Performing Arts	SMHS	2015-16	III-03	1
	End of Contract	Temporary	Social Science	SMHS	6/11/2015	III-03	1
	Change Status	Permanent	SPED: Resource Specialist	SMHS	2015-16	V-17	1
	End of Contract	Temporary	Counselor	PVHS	6/11/2015	V-01/+5 days	1
	End of Contract	Temporary	English	PVHS	6/11/2015	III-01	0.4
	End of Contract	Temporary	Physical Ed	SMHS	6/11/2015	V-06	1

2015/16 EMPLOYMENT LIST ATTACHED

COACHING PERSONNEL ACTIONS

Assignment	Name	Action	Site	Effective	District	ASB
Baseball , Head Varsity Boys		Stipend	PVHS	Spring	\$3,459.00	
Asst Varsity Boys		Stipend	PVHS	Spring	\$1,500.00	
Head JV Boys		Stipend	PVHS	Spring	\$1,500.00	
Asst JV Boys		Stipend	PVHS	Spring	\$1,600.00	

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COACHING PERSONNEL ACTIONS (continued)

Assignment	Name	Action	Site	Effective	District	ASB
Asst JV Boys		Stipend	PVHS	Spring	\$1,600.00	
Asst JV Boys		Stipend	PVHS	Spring	\$1,500.00	
Head Frosh Boys		Stipend	PVHS	Spring	\$1,500.00	
Golf , Head Varsity Boys		Stipend	PVHS	Spring	\$3,106.00	
Softball , Head Varsity Girls		Stipend	PVHS	Spring	\$3,600.00	
Asst Varsity Girls		Stipend	PVHS	Spring	\$2,400.00	
Asst Varsity Girls		Stipend	PVHS	Spring	\$1,930.00	
Head JV Girls		Stipend	PVHS	Spring	\$1,500.00	
Swim , Head Varsity Boys		Stipend	PVHS	Spring	\$2,071.00	
Asst Varsity Boys		Stipend	PVHS	Spring	\$2,071.00	
Head Varsity Girls		Stipend	PVHS	Spring	\$2,070.00	
Tennis , Head Varsity Boys		Stipend	PVHS	Spring	\$3,106.00	
Head JV Boys		Stipend	PVHS	Spring	\$2,329.00	
Track , Head Varsity Boys		Stipend	PVHS	Spring	\$3,300.00	
Head JV Boys		Stipend	PVHS	Spring	\$2,200.00	
Head Varsity Girls		Stipend	PVHS	Spring	\$2,100.00	
Asst Varsity Girls		Stipend	PVHS	Spring	\$2,100.00	
Asst Varsity Girls		Stipend	PVHS	Spring	\$1,100.00	
Asst Varsity Girls		Stipend	PVHS	Spring	\$1,100.00	
Head JV Girls		Stipend	PVHS	Spring	\$524.00	
Volleyball , Head Varsity Boys		Stipend	PVHS	Spring	\$3,328.00	
Asst Varsity Boys		Stipend	PVHS	Spring	\$1,700.00	
Head JV Boys		Stipend	PVHS	Spring	\$2,496.00	
Asst JV Boys		Stipend	PVHS	Spring	\$796.00	
Co-Asst Athletic Director		Stipend	PVHS	Spring	\$1,553.00	
Co-Asst Athletic Director		Stipend	PVHS	Spring	\$1,553.00	
Baseball , Head Varsity Boys		Stipend	RHS	Spring	\$2,857.00	
Asst Varsity Boys		Stipend	RHS	Spring	\$1,400.00	

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APPENDIX A

COACHING PERSONNEL ACTIONS (continued)

Assignment	Name	Action	Site	Effective	District	ASB
Asst Varsity Boys		Stipend	RHS	Spring	\$1,400.00	
Asst Varsity Boys		Stipend	RHS	Spring	\$1,400.00	
Head JV Boys		Stipend	RHS	Spring	\$1,400.00	
Asst JV Boys		Stipend	RHS	Spring	\$1,000.00	
Head Frosh Boys		Stipend	RHS	Spring	\$1,400.00	
Asst Frosh Boys		Stipend	RHS	Spring	\$700.00	
Asst Frosh Boys		Stipend	RHS	Spring	\$700.00	
Golf , Head Varsity Boys		Stipend	RHS	Spring	\$3,106.00	
Softball , Head Varsity Girls		Stipend	RHS	Spring	\$3,772.00	
Asst Varsity Girls		Stipend	RHS	Spring	\$2,829.00	
Head JV Girls		Stipend	RHS	Spring	\$2,829.00	
Swim , Head Varsity Boys		Stipend	RHS	Spring	\$1,035.00	
Asst Varsity Boys		Stipend	RHS	Spring	\$1,035.00	
Asst Varsity Boys		Stipend	RHS	Spring	\$1,035.00	
Asst Varsity Boys		Stipend	RHS	Spring		\$957.77
Head Varsity Girls		Stipend	RHS	Spring	\$1,553.00	
Asst Varsity Girls		Stipend	RHS	Spring	\$1,553.00	
Asst Varsity Girls		Stipend	RHS	Spring		\$957.77
Asst Varsity Girls		Stipend	RHS	Spring		\$957.77
Tennis , Head Varsity Boys		Stipend	RHS	Spring	\$3,106.00	
Head JV Boys		Stipend	RHS	Spring	\$2,329.00	
Track , Head Varsity Boys		Stipend	RHS	Spring	\$3,550.00	
Asst Varsity Boys		Stipend	RHS	Spring	\$1,000.00	
Head JV Boys		Stipend	RHS	Spring	\$2,662.00	
Head Varsity Girls		Stipend	RHS	Spring	\$2,550.00	
Head JV Girls		Stipend	RHS	Spring	\$2,662.00	
Volleyball , Head Varsity Boys		Stipend	RHS	Spring	\$3,328.00	
Head JV Boys		Stipend	RHS	Spring	\$2,496.00	

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APPENDIX A

COACHING PERSONNEL ACTIONS (continued)

Assignment	Name	Action	Site	Effective	District	ASB
Head Frosh Boys		Stipend	RHS	Spring	\$2,496.00	
Asst Athletic Director		Stipend	RHS	Spring	\$3,106.00	
Baseball , Head Varsity Boys		Stipend	SMHS	Spring	\$3,017.00	
Asst Varsity Boys		Stipend	SMHS	Spring	\$1,540.00	
Asst Varsity Boys		Stipend	SMHS	Spring	\$1,540.00	
Head JV Boys		Stipend	SMHS	Spring	\$1,540.00	
Asst JV Boys		Stipend	SMHS	Spring	\$1,540.00	
Asst JV Boys		Stipend	SMHS	Spring	\$1,540.00	
Asst JV Boys		Stipend	SMHS	Spring	\$1,540.00	
Basketball , Asst JV Boys		Stipend	SMHS	Winter	\$875.00	
Asst JV Boys		Stipend	SMHS	Winter	\$125.00	
Cheer Coach		Stipend	SMHS	2014-2015	\$3,075.00	
Golf , Head Varsity Boys		Stipend	SMHS	Spring	\$3,772.00	
Softball , Head Varsity Girls		Stipend	SMHS	Spring	\$3,772.00	
Asst Varsity Girls		Stipend	SMHS	Spring	\$2,829.00	
Head JV Girls		Stipend	SMHS	Spring	\$1,414.00	
Asst JV Girls		Stipend	SMHS	Spring	\$1,414.00	
Swim , Head Varsity Boys		Stipend	SMHS	Spring	\$3,106.00	
Co-Head Varsity Girls		Stipend	SMHS	Spring	\$1,553.00	
Co-Head Varsity Girls		Stipend	SMHS	Spring	\$1,553.00	
Tennis , Head Varsity Boys		Stipend	SMHS	Spring	\$3,106.00	
Head JV Boys		Stipend	SMHS	Spring	\$2,329.00	
Track , Head Varsity Boys		Stipend	SMHS	Spring	\$3,550.00	
Asst Varsity Boys		Stipend	SMHS	Spring	\$2,218.50	
Asst Varsity Boys		Stipend	SMHS	Spring	\$2,218.50	
Asst Varsity Boys		Stipend	SMHS	Spring	\$2,218.50	
Asst Varsity Boys		Stipend	SMHS	Spring	\$2,218.50	
Volleyball , Head Varsity Boys		Stipend	SMHS	Spring	\$1,664.00	

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COACHING PERSONNEL ACTIONS (continued)

Assignment	Name	Action	Site	Effective	District	ASB
Asst Varsity Boys		Stipend	SMHS	Spring	\$1,664.00	
Head JV Boys		Stipend	SMHS	Spring	\$2,496.00	
Asst JV Boys		Stipend	SMHS	Spring	\$2,496.00	
Co-Asst Atheltic Director		Stipend	SMHS	Spring	\$1,553.00	
Co-Asst Atheltic Director		Stipend	SMHS	Spring	\$1,553.00	

Santa Maria Joint Union High School District
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2015/16 Employment List								
Name	Status	FTE	Name	Status	FTE	Name	Status	FTE
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	0.6
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	0.8
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1

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2015/16 Employment List								
Name	Status	FTE	Name	Status	FTE	Name	Status	FTE
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	0.8		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	0.8
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	0.8		Permanent	1		Permanent	0.8
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1

Santa Maria Joint Union High School District
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2015/16 Employment List								
Name	Status	FTE	Name	Status	FTE	Name	Status	FTE
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	0.8		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1
	Permanent	1		Permanent	1		Permanent	1

Appendix B

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT FACILITIES REPORT February 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 2nd floor interior framing details, rough plumbing, rough electrical, ducting, heating and ventilation, interior drywall, finish lathe and plaster, exterior painting, and concrete walkways along Broadway.
- After further evaluation, the contractor has indicated construction completion will now occur June 1st, 2015. Additional extensions may be necessary as District staff are evaluating the potential installation of additional 21st Century Classroom amenities which will require installation of interior wall structures to support additional white boards not previously included in the design.

SMHS Camino Colegio Parking Area – Rachlin Partners

- The architect is continuing structural evaluations for a required ADA ramp installation to the east of the main site entrance on Camino Colegio.
- Construction period estimates are dependent on final project scope, funding determination, and schedule development.

2. Ernest Righetti High School Construction Projects

ERHS 21st Century Demonstration Classroom – Rachlin Partners

- A total of four furniture vendors presented their 21st Century furniture configurations including student desks, chairs, teacher desk, and mobile storage concepts to the committee. In addition, input has been taken from teachers, students, school administrators, and other District employees who have visited the room.
- CFW is compiling the assessment data and will be presenting to the committee for final review.

ERHS Track Resurfacing – Support Services

- Advertisements for bids were issued February 27, 2015 for track resurfacing activities. The pre-bid conference and job walk is scheduled for March 4, 2015. Bids are due March 16, 2015. A special board meeting will be held March 24, 2015.
- Construction is scheduled to begin June 26, 2015.

ERHS Gym Re-Roofing – Support Services

- Project specifications and bid planning are in development.
- Construction is to occur this summer. The specific construction period is to be determined.

ERHS New 38-Classroom Building – Rachlin Architect

- A final Architect and Engineering agreement has been signed with Rachlin Architect and design activities are commencing.
- Request for Proposals for Lease-Leaseback preconstruction and construction services were received from 7 of 9 prequalified general contractors. The seven contractors were interviewed February 26th and 27th. After careful consideration, Roebelen Contracting, Inc. was determined to be the leading candidate.
- Construction is estimated to commence May of 2016.

3. Pioneer Valley High School Construction Projects

C2004 District Performing Arts Center – BCA Architects

- DSA approved plans and specifications have been received by the District. Nine contractors successfully completed the prequalification process. Of these, seven contractors participated in a Request for Qualification to be added to a sub list of Lease-Leaseback qualified contractors. District administration, with support by CFW, is preparing a Request for Proposal for the PAC project to be issued to the sub list.
- Support Services is continuing to work with the original school architect to complete documentation required by DSA to gain original site certification (see Section 5, District Wide Project Closeout).
- Construction is anticipated to commence June 12, 2015.

4. New Facility

C2004 New Facility School CTE Component – Architect to Be Determined

- Phase 1 Environmental Site Assessment (ESA): The mandatory Public Notice of the Public Comment Period and Public Hearing for the Draft Preliminary Environmental Assessment Period issued February 2 and ended on March 3, 2015. No comments were received during the period. 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: The District has filed a Notice of Exemption specific to the acquisition of the property. CEQA Guidelines Section 15061(b)(3) exempts activities from CEQA “[w]here it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.” The district’s activity is acquiring the property and there are no approved development plans at this time. Traffic, utilities, and potential site development assessments are ongoing through School Site Solutions, Inc. and Urban Planning Concepts.

- Educational Program and Funding Development: CFW's latest initial proposed site layout schematics reviewed at the January meeting are being utilized formally in CDE and CEQA documentation.
- During a background review of the title report, District council noted up to three oil and mineral rights leases may encumber the property. The Seller has informed the District it has completed its review of the leases and has decided they will not be pursuing further action to have the leases removed, leaving this to the District. District council is reviewing the impact of this decision and will discuss the options with district administration.
- 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.

- JCI and District Administration met in January to begin assessment of lighting closeout documentation. JCI is continuing preparation of project documentation (including DSA confirmation regarding the installation) and warranty information packages for submittal to the District. Review activities are ongoing.
- Package development activities are expected to continue over 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): District Support Services personnel are continuing reviews of forms and documents provided by WLC for inclusion in a final closeout package for submittal to DSA.
 - PVHS Pool: Evaluations of revisions to the eight concrete block pilasters on the pool building that are necessary to complete the project closeout are continuing.
 - SMHS CHCCC: District Facilities department is preparing to reopen the DSA file to evaluate the current status and determine if documents believed to have already been filed are included. Activities will continue 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 remains incomplete until installation of security cabling can be completed by District forces.
 - Support Services personnel are attempting to locate additional consultants to assist in closeout consultant services for outstanding modernization projects at SMHS and ERHS. The blueprints for ERHS are being scanned and cataloged so that closeout may be expedited once a consultant is chosen.

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

- Final contract closeout activities are underway.

- Board acceptance of substantial completion will be requested at the March 10, 2015 Board Meeting. A formal Notice of Completion will be issued upon approval.

SSC New West Parking Area – Flowers and Associates

- An agreement for Conceptual Design Services by Flowers and Associates related to the preliminary review and assessments has been approved. Surveys and discussions with the City are underway.
- 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

- No change. The final payment and retention releases remain pending receipt of unconditional releases from subcontractors.

District Wide Paving (Summer 2015): Flowers and Associates

- Work locations have been finalized at various locations on the SMHS Campus and at the main student parking lot at PVHS. The project consultant is reviewing the identified scope and is preparing project specifications. A bid schedule will be developed when the specifications are completed.
- 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 continue to be added to this report as they develop.

Gary Wuitschick
Director – Support Services

Maintenance & Operations

SMHS

- Prepared baseball and softball fields for 2015 season. **(Photo)**
- Repaired a sprinkler line in the practice field and at the Stowell Road Bus Drop area. **(Photo)**
- Applied herbicides throughout the campus.
- Vacuum and washed stains on the running track.
- Refurbished the slot drains at the swimming pool.
- Cleaned the stadium bleachers.
- Installed a computer projector in room 216.
- Repaired four exterior lighting fixtures throughout campus.
- Repaired interior lighting fixture in the Breezeway restroom, rooms 330 A & B, 214, 362 and staff restrooms.
- Repaired the public address speaker in room 636 A
- Repaired the drinking fountain at the CADD lab restroom.
- Assembled and setup office furniture for the Migrant Office.
- Installed a new teacher desk in room 444.
- Repaired computer projectors in rooms 615, 528, 320, and 338.
- Repaired the pool heater the automatic makeup water valve, and a pool light. **(Photo)**
- Repaired the food service buffet server.
- Replaced burned out classroom lamps throughout campus.
- Mounted a new periodic table on the wall in room 360.
- Completed annual science classroom fume hood inspection.
- Flushed the storm drain on the southeast end of campus.
- Setup several events – CAHSEE testing Jr High Parent Information Night, Just Communities meetings, Auto Club Car Show, FFA meeting, Migrant Parent meeting, Allan Hancock College ESL classes, PSAT testing, ELAC meeting, basketball, CCSL soccer, wrestling, and Mercy Church Services.
- Preventive work order hours – 30
- Routine work order hours – 210
- Total work orders completed – 134
- Event setup hours – 206

PVHS

- Modified the pool scoreboard switch for safer operation of the pool and pool equipment.
- Installed new shelving in the maintenance and grounds storage area to improve the efficiency of the maintenance operation.
- Began installation of roofs on the baseball and softball dugouts. Also, installed privacy slats in the dugout fencing to reduce wind in the dugouts.
- Repaired the kitchen oven and food warmer switches.
- Installed new handrails on the gymnasium bleachers.
- Replaced the automatic flushing sensors in the student restrooms at the two-story buildings, the campus's main student restrooms.
- Repaired a hole in the hallway wall in the science building. **(Photo)**
- Replaced the fire alarm tamper switches of the firewater backflow device at the gymnasium.
- Cleaned the carpet in the career center.
- Power washed the cafeteria patio area.
- Cleaned debris and weeds from the tall fescue grass at the football stadium.
- Installed power receptacles for batting cages at varsity baseball and softball fields. **(Photo)**
- Setup several events- softball, wrestling, soccer, baseball, Panther Pals Dance, 8th grade registration, CAHSEE testing, CSEA workshops, Panther Senate, track & field meeting.
- Preventive work order hours – 30
- Routine work order hours – 154
- Total work orders completed – 83
- Event setup hours – 77

REGULAR MEETING
March 10, 2015

ERHS

- Repaired fencing at the varsity baseball field.
- Repaired the main storm drain in the science building quad.
- Performed weed abatement throughout the campus.
- Installed new data connections for the testing room in the library. **(Photo)**
- Installed a computer projector and Smart Board in room 607.
- Performed quarterly HVAC service on the portable classrooms, science building, and Delta High School. **(Photo)**
- Repaired the long jump pit approach. **(Photo)**
- Painted the baseball and softball dugouts and backstops in preparation for the new season.
- Re-established communication with networked thermostats in portable classrooms following the installation of new switches in these classrooms.
- Corrected items found on recent fire department inspection: color code keys in the Knox Box and adjust doors on a fireproof cabinet.
- Completed annual science classroom fume hood inspection.
- Checked and repaired lighting at the baseball and softball fields.
- Assembled and setup new computer furniture in the library as well as rooms 617 and 621.
- Continue clean-up of students "flouring" their friends for birthday celebrations.
- Installed an ergonomic keyboard tray in room 505.
- DHS – adjusted and cleaned security cameras.
- DHS – Cleaned the walkways in the quad area.
- Setup several events – 8th grade registration, ASB Student Leader Conference, Cheer Clinic, Cheer Camp, basketball, soccer.
- Preventive work order hours – 54
- Routine work order hours – 113
- Total work orders completed – 111
- Event setup hours – 63

Transportation

- Practiced nighttime driving. The bus drivers, transportation manager, and school bus driver trainer all assembled at 5:30 a.m. on the in-service day and drove to Lompoc, Santa Ynez, over San Marcos Pass, and then back to Santa Maria via Highway 101. They trained on dealing with oncoming traffic, night time challenges, and sunrise glare. **(Photos)**

Graffiti & Vandalism

- | | | |
|--------|----|----------------|
| • ERHS | \$ | 100 "flouring" |
| • DHS | \$ | 0 |
| • SMHS | \$ | 120 |
| • PVHS | \$ | 0 |

Reese Thompson
Director – Facilities and Operations

Photo Gallery



SMHS – New walkway from Administration to the Broadway 14-Classroom Building



SMHS – New Walkways Accompany the 14 Classroom Addition



SMHS – New Walkways Improve Access to Ethel Pope Auditorium and the New Classrooms



SMHS – 14-Classroom Building Interior Finish Work Underway



SMHS - Robert Wallace Prepares the Varsity Baseball Field for the Season



SMHS – Richard McKinley Repairs an Irrigation Water Leak in the Practice Field



SMHS – City Pool Crew Repairs a Pool Light



PVHS – Ray Segovia Repairs Damaged Walls in the Science Building Hallway



PVHS - John Swanson & Del Ward Wire Batting Cages for Baseball and Softball



ERHS – Del Ward Wires the Library Lecture Area for Computerized Testing Lab



EHRH - Bernie Rayner in the Science Building Attic Services Heating Units



SMHS - Bernie Rayner Assembles Replacement Steps for the Long Jump



Trans - Bus Drivers Board the Early Bus for Night Training



Transportation – Danielle Murillo, Bus Driver Trainer, Discusses Early Morning Glare

Board Policies for Approval
 March 10, 2015 Board Meeting

POLICY NUMBER	DESCRIPTION
<p>BP/AR 1240</p>	<p><u>Volunteer Assistance</u></p> <p>Policy updated to add optional section on workers' compensation for volunteers and to reflect new law (AB 1443) which prohibits harassment of unpaid interns and volunteers. Policy also revised to delete material on options for volunteers working in a student activity program to obtain fingerprint clearance or an Activity Supervisor Clearance Certificate, as this issue is addressed in AR.</p> <p>Regulation updated to reflect law allowing Principal to grant permission for a sex offender to volunteer at a school if all parents/guardians are notified at least 14 days in advance. Section on "Criminal Background Check" adds optional language for district to give volunteers working in a student activity program the discretion to choose whether to obtain fingerprint clearance or obtain an Activity Supervisor Clearance Certificate. Regulation also reflects new law (AB 1667) which requires volunteers instructing or supervising students to complete a tuberculosis risk assessment and provides that a tuberculin skin test will only be necessary if risk factors are identified.</p>
<p>BP/AR 1312.3</p>	<p><u>Uniform Complaint Procedures</u></p> <p>Mandated policy updated to expand the scope of the uniform complaint procedures to include complaints regarding a district's failure to comply with legal requirements related to the implementation of the local control and accountability plan and to reflect new Title 5 regulations (Register 2013, No 38) regarding noncompliance with state law prohibiting the charging of student fees.</p> <p>Mandated regulation updated to more clearly spell out district responsibilities, especially with regards to discrimination complaints. Revised regulation also specifies clear and effective practices that facilitate prompt and fair resolution of complaints, including training for compliance officer(s), establishment of well-defined timelines, and provision of comprehensive requirements regarding essential components of the complaint process such as findings of facts, notification, translation, and corrective action.</p>

Board Policies for Approval
 March 10, 2015 Board Meeting

POLICY NUMBER	DESCRIPTION
AR 4112.4/4212.4/4312.4	<p><u>Health Examinations</u></p> <p>Regulation updated to reflect new law (AB1667) which requires employees to complete a tuberculosis risk assessment and provides that a tuberculin skin test will only be necessary if risk factors are identified. Regulation also adds language on tuberculosis risk assessment/examination requirements for school bus drivers when the district contracts for transportation services and clarifies allowable exemptions from the tuberculosis risk assessment/examination requirements.</p>
AR/E 4112.5/4212.5/4312.5	<p><u>Criminal Record Check</u></p> <p>AR 4112.5/4312.5 Criminal Record Check (certificated) and AR 4212.5 Criminal Record Check (classified) consolidated and triple coded. Regulation deletes references to outdated process based on fingerprint identification cards, reflects law requiring the district to notify the Department of Justice (DOJ) when an applicant/employee whose fingerprints are maintained by DOJ is not hired or is terminated, and reflects law requiring the district to notify an applicant/employee when it receives notification from DOJ of the applicant/employee's criminal record. Section on "Maintenance of Records" revised to reflect new law (SB 1461) which deletes requirement to annually notify DOJ of the identity of the custodian of records.</p> <p>Exhibit renumbered and retitled from E4112.62/4212.62/4312.62 Maintenance of Criminal Offender Records.</p>
AR/E 4112.62/4212.62/4312.62	<p><u>Maintenance of Criminal Offender Records</u></p> <p>Regulation deleted and concepts moved into AR 4112.5/4212.5/4312.5 – Criminal Record Check. Exhibit renumbered and retitled as E 4112.5/4212.5/4312.5 – Criminal Record Check.</p>
AR 4117.4	<p><u>Dismissal</u></p> <p>Regulation deleted and concepts moved into BP/AR 4118 – Dismissal/ Suspension/Disciplinary Action.</p>

Board Policies for Approval
 March 10, 2015 Board Meeting

POLICY NUMBER	DESCRIPTION
BP/AR 4118	<p><u>Dismissal/Suspension/Disciplinary Action</u></p> <p>Policy retitled and updated to include board actions related to the dismissal of certificated employees, formerly in AR 4117.4. Policy reflects new law (AB 215) which allows notice of the board’s intent to suspend or dismiss an employee to be given to the employee at any time of year except when the charge is unsatisfactory performance, requires any notice given outside of the instructional year to be served personally upon the employee, and addresses notification of an employee charged with egregious misconduct.</p>

The complete revised policies and regulations are included in the agenda binder posted on the district’s website at www.smjehsd.k12.ca.us.

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

February 4, 2015

INTRODUCTION

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 process for bargaining unit job description creation and/or modification. This Settlement Agreement addresses current concerns of the Association regarding its bargaining unit job descriptions and the approval process.

PURPOSE

Both parties agree on the establishment of the following parameters to approve bargaining unit job descriptions:


1. All bargaining unit classifications in the classified service are required to have a mutually agreed upon job description per the Education Code.
2. Any new bargaining unit job descriptions and/or revisions to existing bargaining unit job descriptions must be provided to the Association Chapter President as a proposal by the District.
3. Once mutual agreement has been reached between the District and Association, the job description(s) shall be signed and dated by the District and Association as a tentative agreement subject to the review and ratification process contained in the Association Policy 610.
4. Once the Association chapter membership have ratified the tentatively agreed to job description(s), the District shall submit the job description(s) to their school board for adoption/ratification.
5. Once ratified/adopted by both parties, the job description(s) is deemed fully approved, final, and binding (unless further changed by the parties utilizing this process).

Any disputes of any of the provisions contained herein shall be resolved utilizing the Grievance Procedures outlined in the Collective Bargaining Agreement.

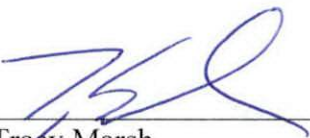
Tentatively agreed to this 4th day of February 2015. This Tentative Agreement shall become final and binding upon the parties with ratification by the membership of the Association (pursuant to Association Policy 610) and adoption by the Santa Maria Joint Union High School District Board of Education.

FOR THE ASSOCIATION:

FOR THE DISTRICT:



Tami Contreras
Chapter President
CSEA Chapter #455



Tracy Marsh
Assistant Superintendent, Human Resources
Santa Maria Joint Union High School District

Upon Association Policy 610 Approval:

Matthew L. Gentile
Labor Relations Representative

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

February 17, 2015

The following Agreement 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 positions formerly designated as "Confidential".

The parties agree on the following provisions:

1. Articles 1.1.1 and 1.1.2 shall be removed from the contract.
 - ~~1.1.1 Incumbent employees in positions formerly designated as Confidential employees (see 1.1.2) shall be grandfathered into the Classified unit at the Confidential unit salary schedule, which shall be placed on Appendix B as specific line items, until those specific employees vacate the designated positions.~~
 - ~~1.1.2 When an incumbent employee vacates the position, the replacement position will change as follows:
 Payroll & Benefits Specialist Range 26
 Personnel Technician Range 26~~
2. Appendix B will be amended to reflect the removal of the "Grandfathered" Confidential positions.

<i>GRANDFATHERED:</i>										
06 PAYROLL & BENEFITS SPECIALIST	\$ 25,148	\$ 4,375.75	\$ 26,406	\$ 4,594.64	\$ 27,726	\$ 4,824.32	\$ 29,112	\$ 5,065.49	\$ 30,566	\$ 5,318.48
08 PERSONNEL TECHNICIAN-CERTIFICATED	\$ 25,148	\$ 4,375.75	\$ 26,406	\$ 4,594.64	\$ 27,726	\$ 4,824.32	\$ 29,112	\$ 5,065.49	\$ 30,566	\$ 5,318.48

3. The bargaining unit classification of "Personnel Technician-Certificated" shall have its salary range raised to Range 32 from Range 26 effective upon this Agreement being ratified/adopted by the District and Association.
4. Revisions to the bargaining unit classifications of "Payroll & Benefits Specialist" and "Personnel Technician-Certificated" are attached to this Agreement.





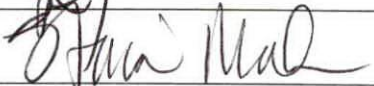

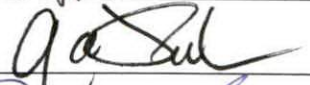




5. All current employees in the classification of "Payroll & Benefits Specialist" and "Personnel Technician-Certificated" shall not be required to meet the revised educational requirements of the attached job descriptions.
6. Any disputes regarding the provisions of this Agreement shall be resolved through the Collective Bargaining Agreement grievance procedures found in Article 13.

All other provisions of Article 1 and the CSEA-SMJUHSD Collective Bargaining Agreement remain in full force and effect.

Tentatively agreed to this 17th day of February 2015. This Tentative Agreement shall become final upon ratification by the membership of the Association (pursuant to CSEA Policy 610) and adoption by the Santa Maria Joint Union High School District Board of Education.

FOR THE ASSOCIATION:

FOR THE DISTRICT:

Upon Association Policy Approval:

 Matthew L. Gentile
 Labor Relations Representative

PAYROLL & BENEFITS SPECIALIST

BASIC FUNCTION:

Under the direction of the ~~Accounting Manager~~, the Director II-Fiscal Services or Business Services management designee, perform responsible payroll clerical duties related to the preparation of major payrolls for the District; process and distribute payroll according to established procedures; prepare related records.

~~DISTINGUISHING CHARACTERISTICS:~~

~~Incumbents in the Accounting Assistant I class perform clerical accounting activities related to student body accounts under the leadership of the ASB Bookkeeper. Accounting Assistant II incumbents perform duties in the area of accounts payable and other accounting functions. Accounting Assistant III incumbents perform responsible accounting work in the financial and statistical record-keeping related to payroll.~~

REPRESENTATIVE DUTIES:

- Process payroll and related records for assigned major payrolls; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data; maintain confidentiality of sensitive personnel and payroll-related information. *E*
- Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities. *E*
- Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data. *E*
- Maintain employee attendance records; receive, review and process employee time sheets; verify and input individual sick leave and vacation allowances and usage; distribute related lists and notices as needed. *E*
- Respond to questions or complaints from employees regarding pay, deductions, sick leave, benefits, vacation and other payroll information. *E*
- Receive, sort and distribute paychecks and warrants according to established procedures and guidelines; mail vendor warrants. *E*
- Prepare and maintain files of records and documents relating to work performed; prepare special reports as assigned. *E*
- Type and file employee payroll information, including the name, pay rate and related data; prepare and process a variety of documentation information and files for new employees. *E*
- Monitor dental, worker's compensation and other claims as assigned; follow up on claims as appropriate. *E*
- Perform related duties as assigned.

KNOWLEDGE OF:

Principles and techniques involved in payroll preparation, monitoring and control.
Practices and procedures of payroll record keeping and filing.
Tax withholding, voluntary deductions, garnishments and fringe benefits.
Bookkeeping methods and terminology.
Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer with emphasis on Excel, Word, Access and Outlook.
Oral and written communication skills.

ABILITY TO:

Perform responsible payroll record-keeping duties with a high degree of skill and accuracy.
Process payroll and related records for an assigned major payroll.
Perform mathematical calculations with speed and accuracy.
Prepare financial summaries and reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Perform clerical duties as assigned.
Communicate effectively both orally and in writing.
Operate assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school, two years college-level coursework in business, accounting or related field and a minimum three years accounting-clerical experience of increasingly responsible experience in payroll, accounting, or budget control, or a combination thereof.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.

4/16/04

03/17/15

SMJUHSD

Confidential Range 32

PERSONNEL TECHNICIAN-CERTIFICATED

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Human Resources or Human Resources management designee, provide technical support in certificated personnel functions and serve as liaison between the public, teachers, administrators, Commission on Teacher Credentialing (CTC), and the human resources department.

REPRESENTATIVE DUTIES:

- Provide technical information to staff and the public in matters related to certificated personnel such as credentials, benefits, contracts, salary schedule and related matters; research information requested or locate appropriate source of information. *E*
- Prepare and maintain technical and accurate records and files related to certificated personnel including seniority, temporary or probationary teachers, walk-on coaches, extra-pay records and others. *E*
- Send, receive, evaluate and log certificated applications for future employment with the District; recruit, advertise and set up interviews; conduct orientation for new certificated employees/coaches. *E*
- Renew, apply and evaluate transcripts for teaching credentials to be submitted to the County Office and the CTC; communicate with District employees and State and County Offices regarding the acquisition, expiration and status of teaching credentials; verify employment as needed; file waivers and submit documents to the State Department of Education or CTC as appropriate. *E*
- Evaluate certificated teachers units for placement on the certificated salary schedule; verify years of service outside the District; transfer sick leave; distribute and record information according to established procedures. *E*
- Review, code, sort, enter and summarize data in appropriate computer system; distribute information to appropriate individual or department. *E*
- Type a variety of documents including reports and correspondence as required; operate a computer and other office equipment as assigned. *E*
- Process status changes, personnel actions, agenda items and resolutions related to certificated personnel for Board approval. *E*
- Assist in compiling data, prepare correspondence and reports, and conduct salary surveys for District negotiations with appropriate bargaining unit. *E*
- Maintain current knowledge of laws, regulations and policies related to State credential requirements. *E*
- Attend various meetings, conferences, workshops and recruitment fairs as assigned. *E*
- Perform related duties as assigned.

KNOWLEDGE OF:

District procedures, rules and regulations concerning certificated contract personnel.
Rules, regulations and laws related to State teaching credentials.
Modern office practices, procedures and equipment.
Record-keeping techniques.
District organization, operations, policies and objectives.
Oral and written communication skills.
Applicable sections of State Education Code and other applicable laws and regulations.
Technical aspects of field of specialty.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer terminal and other office equipment.

ABILITY TO:

Perform a variety of specialized clerical and technical duties concerning employment of certificated personnel.
Inform applicants and employees regarding District employment policies and procedures.
Type 55 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Operate a variety of office machines such as computer terminal and others as assigned.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Maintain records and prepare reports.
Complete tasks with many interruptions.
Compose correspondence independently.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Deal effectively with various personalities in a diplomatic and tactful manner.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school, two years supplemented by college-level course work in human resources, business or a related field and three years of increasingly responsible experience in a personnel function, or a combination thereof.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Bending at the waist, kneeling or crouching to file materials.
Sitting for extended periods of time.

40/24/13 03/17/15

SMJUHSD

Range 26 32

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

February 25, 2015



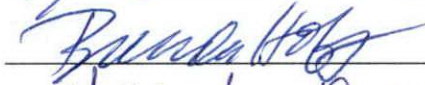
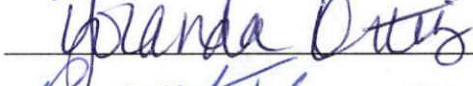

The following reflects the full and complete agreement of the California School Employees Association and its Central Coast Chapter #455 (hereinafter "Association") and the Santa Maria Joint Union High School District (hereinafter "District") regarding the 2015-16 bargaining unit work calendars.

The District and Association agree on the following negotiated provisions regarding the 2015-16 bargaining unit work calendars:

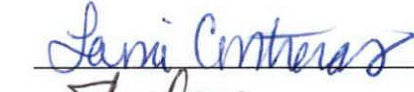

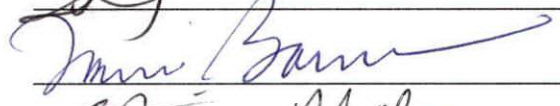
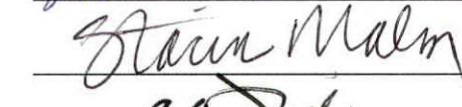

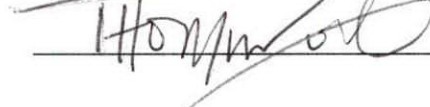
1. The "2015-16 School Year Calendar" (Attachment #1 of this Agreement) shall be used to recognize the 2015-16 holidays for the Association bargaining unit as provided in Article 6.1.1 of the 2013-16 Collective Bargaining Agreement between the District and Association.
2. The number of work days for each less than 12-month bargaining unit classification as well as their start date and end date for the 2015-16 fiscal year is listed on Attachment #2 of this Agreement.
3. The number of work days for 12-month bargaining unit members for the 2015-16 fiscal year is 262 days. They shall be paid each month their same base salary amount regardless of the number of work days in each month. The monthly base salary rate is reflected on Appendix C of the Collective Bargaining Agreement.
4. Bargaining unit members who are employed by the District during times outside of the dates they are normally in paid status shall receive compensation and benefits on a pro rata basis that are applicable to the classification of the additional assignment or service during their regular work year in accord with Education Code 45102.
5. Any disputes of any of the provisions contained herein shall be resolved utilizing the Grievance Procedures outlined in the Collective Bargaining Agreement. Additionally, violations of statute may be addressed using those resolution processes.

Tentatively agreed to this 25th day of February 2015. This Agreement shall become final upon ratification by the membership of CSEA (pursuant to CSEA Policy 610) and adoption by the District Board of Education.

FOR THE DISTRICT:

FOR THE ASSOCIATION:

Upon Association Policy 610 Approval:

Matthew L. Gentile
Labor Relations Representative

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
2015/2016 SCHOOL YEAR CALENDAR

A

S	M	T	W	T	F	S	
			1	2	3	4	JULY 2015
5	6	7	8	9	10	11	July 3 - Independence Day Holiday
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		
						1	
2	3	4	5	6	7	8	AUGUST
9	10	11	12	13	14	15	7/27 - 8/7 - One Floating Workday <i>certificated</i> August 10 - Staff Development August 11 - School Begins
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						
		1	2	3	4	5	SEPTMBER
6	7	8	9	10	11	12	September 7 - Labor Day Holiday
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				
				1	2	3	OCTOBER
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
1	2	3	4	5	6	7	NOVEMBER
8	9	10	11	12	13	14	November 11 - Veteran's Day as <i>prescribed by law</i> November 23-27 - Thanksgiving Break
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						
		1	2	3	4	5	DECEMBER
6	7	8	9	10	11	12	Fall Semester Ends Dec 18 December 23, 24, 25, & 31 - Holidays Winter Break - Dec 21 - Jan 8
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			
					1	2	JANUARY
3	4	5	6	7	8	9	January 1 - Holiday January 11 - Staff Development <i>certificated only</i> January 12 - All Staff Workday January 13 - Students Return January 18 - Martin Luther King, Jr. Day
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							
	1	2	3	4	5	6	FEBRUARY
7	8	9	10	11	12	13	February 8 - Lincoln's Day February 15 - Washington's Day as <i>prescribed by law</i>
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29						
		1	2	3	4	5	MARCH
6	7	8	9	10	11	12	March 4 - Staff Development <i>certificated only</i> March 27 - Easter Sunday March 24 - April 1 - Spring Break
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			
					1	2	APRIL
3	4	5	6	7	8	9	April 29th - school closed
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
1	2	3	4	5	6	7	MAY
8	9	10	11	12	13	14	May 27 - school closed May 30 - Memorial Day
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					
			1	2	3	4	JUNE
5	6	7	8	9	10	11	June 9 - Last Day of School June 9 - Graduation
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			
					1	2	JULY 2016
3	4	5	6	7	8	9	July 4 - Independence Day Holiday
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

87

93

Board Approved 4/9/14

 School Closed

 Staff Workday - 1/12 & One Floating Day
 3 Staff Development Days - 8/10, 1/11, & 3/4

180 TOTAL

ATTACHMENT #2

MOS	DAYS	ASSIGNMENT	2015 Beg	2016 End	
9.50	149	Intervention Lab Specialist	10-Aug	10-Jun	Mon -Thu 5hrs/day
9.50	181	Accompanist	11-Aug	9-Jun	
9.50	181	Behavior Inst Asst-Sp Ed DT	11-Aug	9-Jun	
9.50	181	Campus Security Asst	11-Aug	9-Jun	
9.50	181	Inst Asst	11-Aug	9-Jun	
9.50	181	Inst Asst-Bilingual	11-Aug	9-Jun	
9.50	181	Inst Asst-Sp Ed CTE	11-Aug	9-Jun	
9.50	181	Inst Asst-Sp Ed I	11-Aug	9-Jun	
9.50	181	Inst Asst-Sp Ed II	11-Aug	9-Jun	
9.50	181	LVN Health Asst	11-Aug	9-Jun	
9.50	181	Office Assistant	11-Aug	9-Jun	
9.50	181	School/Comm Liaison	11-Aug	9-Jun	
9.50	182	Accounting Asst I	10-Aug	9-Jun	
9.50	182	Campus Security Coord	10-Aug	9-Jun	
9.50	182	Career Center Tech	10-Aug	9-Jun	
9.50	182	Crisis Intervention Consultant	10-Aug	9-Jun	
9.50	182	Intervention Lab Specialist	10-Aug	9-Jun	
9.50	182	Program Specialist	10-Aug	9-Jun	
9.50	183	Accounting Asst II	7-Aug	10-Jun	Works Dec 21, returns on January 14th
9.50	183	Food Serv Lead	7-Aug	9-Jun	
9.50	183	Food Serv Wkr I	7-Aug	9-Jun	
9.50	183	Food Serv Wkr II	7-Aug	9-Jun	
9.50	185	Bus Driver	7-Aug	9-Jun	2 additional days are FDD Days pd on Jan 11 and Mar 4
10.00	190	Health Tech	29-Jul	9-Jun	
10.00	191	Community Liaison Spec	28-Jul	9-Jun	
10.00	191	Outreach Consultant	4-Aug	16-Jun	
10.00	191	Staff Secretary	4-Aug	16-Jun	
10.00	192	Attendance Tech	3-Aug	16-Jun	
10.00	192	Career Center Spec	3-Aug	16-Jun	
10.00	196	Guidance Tech	28-Jul	16-Jun	
10.00	196	Operations Specialist	28-Jul	16-Jun	
10.00	196	School Support Secty	28-Jul	16-Jun	
10.50	201	Administrative Asst II - Sp. Ed.	4-Aug	30-Jun	
10.50	201	Library Asst	28-Jul	23-Jun	
10.50	201	Library Tech	28-Jul	23-Jun	
10.50	206	Administrative Asst II	21-Jul	23-Jun	
10.50	206	Registrar I	21-Jul	23-Jun	
11.00	211	Registrar II	7-Jul	16-Jun	
11.00	211	Student Data Spec	22-Jul	30-Jun	Also works Dec 21
11.00	215	Administrative Asst III	13-Jul	28-Jun	
11.00	215	Student Body Bkpr	13-Jul	28-Jun	

REGULAR MEETING
March 10, 2015

APPENDIX G
2014/15 Second Interim Revised Budget

**SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
2014/15
SECOND INTERIM REVISED GENERAL FUND BUDGET ASSUMPTIONS**

This revised budget for the Santa Maria Joint Union High School District recognizes changes which have occurred since the District last revised its budget in December 2014 (the "First Interim Revision"). These revisions include recognition of the effect of other legislation passed since that time, adjustments to current year award amounts as information is obtained, and other items necessitated by changing conditions within the district. The details for the major changes from the First Interim Revised Budget to this Second Interim Report are shown below and on the following pages.

REVENUES:

LCFF Sources

Income from LCFF sources is based on ADA, gap funding, and targeted pupil population factors. Since the District last revised its budget, projected funded ADA has **decreased** by 10.93 in district funded county programs to 7377; gap funding has **decreased** 0.41% to 29.15%, and the percentage of foster youth, low income and English learner students has **increased** from 73.69% to 73.71%. The combined effect of these factors results in a **decrease** in the Base grant funded amount per ADA from \$7700 to \$7695, resulting in a total revenue **decrease** of

\$ <186,947>

Federal Revenues

Federal revenues have been revised based on appropriation notices and award amounts in the District's Consolidated Application, as follows:

Title I	\$ 8,681
Title II	<781>
Title III	209
Migrant Education	22,845
LEA Medi-Cal Billing	10,000
AP Exam fees (actual receipts, offset by expenses)	<u>500</u>

Total increase in Federal Revenues \$ 41,454

State Revenues

Adjustments based on official and/or updated estimated award Announcements:

Agriculture Incentive Grant (PVHS only)	\$ 10,000
Lottery Increase	<u>466</u>

Total increase in State Revenues \$ 10,466

Local Revenues

The District adjusts its budget for local revenues during the year based on actual events. Adjustments are as follows:

Microsoft Education Voucher Program	\$ 108,771
ERATE	50,250
Insurance payment for bus loss of use	35,350
PG&E Rebate	31,817
BTSA (Offset by Expense)	20,150
Pool Cover Rebate	18,747
Interest Revenue	9,330
PSAT	7,798
Individual Grants	4,571
SIPE Safety Award	2,500
AP Exams	1,361
OSH Commercial Services Rebate	<u>784</u>

Total increase in Local Revenues \$ 291,428

TOTAL REVENUES HAVE INCREASED BY: \$ 156,401

EXPENDITURES:

Salaries, Wages, & Benefits

- Certificated staffing changes are detailed in the table below

	FTE	COST
Leaves of absences, PREP periods and positions slots added since 1st Interim Revised.	1.41	\$115,304
Extra Pay Assignments		
Increase in health and welfare benefit cost associated with start of new plan year on January 1 due to new enrollments, coverage tier changes, and District's cost to cover 100% of certain married employees		59,014
	1.41	174,318.00

- Classified staffing changes are detailed in the table below

	FTE	COST
Bus driver route adjustments based on student needs	0.56	\$ 6,960
Special Ed Instructional Assistants (2) for remainder of school year	1.50	28,845
Cost differences between projected and actual when positions were filled.		(88,193)
Vacancy savings on resignations, (positions unfilled but posted to be filled)		(13,677)
	2.06	(66,065.00)

- There were no changes associated with Management/Confidential staffing.
- Other salary, wage, and benefit changes include the following:
 - Allowance for (extra hours) in the Migrant program associated with increased available revenues \$22,845
 - Payment of BTSA stipends, equal to amount of revenue received \$20,150
 - Increase in the provision for substitute costs, hourly instruction, and extra hours \$50,198
 - Retiree health benefits increase of \$4,297
- **In total, all changes in salaries, wages, & benefits result in an increase of \$205,743 since the First Interim Revised Budget.**

Books and Supplies, Services, Capital Outlay

- In total, expenditures for Books and Supplies, Services, and Capital Outlay **increased** by \$61,791 since the First Interim Revised Budget, due to the following:

○ Adjustment to utilities	<75,039>
○ Special Education Regional Housing Expense	<20,800>
○ Elections Expense adjustment	<17,564>
○ Santa Maria Fighting Back (additional services LCAP Goal 8)	87,500
○ ERATE to offset technology expenses	32,058
○ Adjustments to Migrant Education	27,838
○ Medi-Cal Billing (Offset by additional revenue)	10,000
○ Ag Incentive (Offset by additional revenue)	10,000
○ AP Exams (see Federal Revenues)	7,798

Other Outgo – Transfers of Indirect Costs **decreased** \$269

TOTAL EXPENDITURES HAVE INCREASED BY: \$267,803

OTHER FINANCING SOURCES/USES reflect a transfer in and out, of \$100,000.

This represents funds transferred in from Capital Outlay Special reserve fund, then transferred out to the District's Deferred Maintenance fund.

NET CHANGE IN FUND BALANCE DUE TO ABOVE ITEMS:

TOTAL REVENUES HAVE INCREASED BY:	\$ 156,401
TOTAL EXPENDITURES HAVE INCREASED BY:	267,803
TOTAL OTHER FINANCING SOURCES/USES:	<u>0</u>
NET DIFFERENCE IN ENDING BALANCE:	\$ (111,402)

Santa Maria Joint Union High School District			
2014/15 2ND INTERIM- MULTI YEAR PROJECTION - GENERAL FUND			
	2014/15	2015/16	2016/17
	Total	Total	Total
Current year enrollment	7,788	7,788	7,788
Projected Actual ADA (excludes County programs)	7,333	7,342	7,342
Projected Funded ADA (greater of curr or prior yr)	7,324	7,329	7,329
Beginning Balance	\$ 8,605,871	\$ 4,809,276	\$ 7,099,258
Revenues			
LCFF Sources	63,194,994	69,374,754	72,594,758
Federal Revenues	3,903,973	4,197,604	4,197,604
State Revenues	8,295,490	5,012,385	4,787,497
Local Revenues	1,047,582	479,973	479,973
Total Revenues	76,442,039	79,064,716	82,059,832
Expenditures			
1000 Certificated Salaries	34,971,561	35,231,334	34,043,207
2000 Classified Salaries	12,299,446	12,429,519	12,523,454
3000 Employee Benefits	14,280,845	13,784,424	13,519,376
4000 Books & Supplies	7,436,939	5,383,880	4,983,880
5000 Services and Other Operating	8,404,120	8,398,212	8,198,576
6000 Capital Outlay	2,029,452	688,331	686,681
Other Outgo, debt service, State Sp. School	611,090	631,660	650,605
Direct Support/Indirect Cost	(169,818)	(147,626)	(147,626)
Total Expenditures	79,863,635	76,399,734	74,458,153
Operating Surplus/(Deficit)	(3,421,596)	2,664,982	7,601,679
Transfers In	-	-	-
Transfers Out	(375,000)	(375,000)	(375,000)
Other Financing Sources/(USES)	-	-	-
Encroachment contributions	-	-	-
Increase (Decrease) in Fund Balance	(3,796,596)	2,289,982	7,226,679
Ending Fund Balance	4,809,276	7,099,258	14,325,937
Components of Ending Fund Balance			
Nonspendable (revolving cash, stores, prepaid expenses)	107,065	107,065	107,065
Reserved for economic uncertainties	2,407,159	2,303,243	2,244,995
Restricted programs ending balances	2,287,538	345,790	185,633
Unappropriated amount, General Fund 01	\$ 7,514	\$ 4,343,160	\$ 11,788,244

All on-going sources of Revenues and Expenditures from the 2014/15 Revised Budget are assumed to continue at the same level for the next two years with the following adjustments:

REVENUES

LCFF Sources

- For this Revised Budget, the District is projecting revenue from LCFF sources using a simulator tool provided the Fiscal Crisis and Management Assistance Team (“FCMAT”). FCMAT’s calculations use inflation and gap funding percentage estimates provided by the California Department of Finance, and then allows for entry of district-variable data such as ADA by grade span, and the percentage of the count of unduplicated students who are English learners, foster youth, or who qualify for free or reduced-price meals. This factor is often referred to as “FRPM/EL”. The table below illustrates the various components of income from LCFF sources for the budget and two subsequent years.

	2014-15	2015-16	2016-17
LCFF State Aid Funding			
Base Grant	\$ 56,766,759	\$ 59,692,734	\$ 61,457,125
Supplemental/Concentration Grant	5,125,423	8,379,208	9,834,821
Total LCFF State Aid	61,892,182	68,071,942	71,291,946
Property Tax Transfer SBCEO for Special Education	1,302,812	1,302,812	1,302,812
Total Revenues, LCFF Sources	\$ 63,194,994	\$ 69,374,754	\$ 72,594,758
Funded LCFF <u>Base Grant</u> / ADA:	\$ 7,695	\$ 8,081	\$ 8,321
Funded ADA	7377	7386	7386

- In 2015/16, revenues from LCFF sources **increase** from 2014/15 by \$6,179,760. The estimated funded LCFF base grant per ADA is \$8,081.
- In 2016/17, revenues from LCFF sources **increase** from 2015/16 by \$3,220,004. The estimated funded LCFF base grant per ADA is \$8,321.

Federal Revenues

- In 2015/16 Federal Revenues **increase** by \$293,631 which includes elimination of the amount of prior year unused grant award carryover dollars contained in the Revised Budget of \$11,618 plus \$500 in AP Exam revenue. Migrant Education revenues increase by \$304,749
- In 2016/17 Federal Revenues remain unchanged from 2015/16.

State Revenues

- In 2015/16 State Revenues **decrease** by \$3,283,105. This is a \$94,888 increase for Prop 39, California Clean Energy. The final year of funding for the QEIA program is the budget year of 2014/15, so revenue of \$2,881,925 is eliminated. In addition, funding included in the budget year for prior years’ mandate claims is one-time, meaning a

decrease of \$486,068. Also, elimination of one-time increase in Ag Incentive funding in the amount of \$10,000 has been removed from the budget.

- In 2016/17 funding for Prop 39, California Clean Energy, in the amount of \$224,888, is eliminated. Future funding for this program is dependent upon state allocations of corporate income tax revenues, and will be budgeted when awarded.

Local Revenues

- Local Revenues include interest earnings, facility use fees, and a variety of reimbursements and fee-for-service programs. Beginning in 2015/16, local revenues decrease by \$567,609 due to the phase out of payments through SELPA for LCI \$18,864, elimination of the CAPP Grant program \$78,540, eliminating one-time revenue source from the Cal Poly Teacher in Residence program \$185,984, Microsoft Voucher Reimbursement \$108,772 PSAT/AP Exams \$9,158, BTSA Stipends \$20,150 Pool Cover Rebate \$18,747, OSH Refund \$784, Loss of Use (bus) Payment \$35,350 SIPE Safety Award \$2,500, ERATE reimbursements \$50,564, PGE Rebate \$31,817 and a variety of other miscellaneous one-time grants \$6,379.
- In 2016/17 Local Revenues remain unchanged from 2015/16.

EXPENDITURES

Salaries, wages and benefits:

- Step and Longevity increases for all employees of \$908,306 for 2015/16 and \$783,669 for 2016/17.
- In accordance with the District's LCAP plan, in 2015/16 there is an increase of 5 FTE's; four (4) counselors and one (1) AVID teacher; at a total cost of \$480,000. In 2016/17 another 1 FTE for an additional AVID teacher is added at a cost of \$80,000.
- In 2015/16 an increase of \$60,000 for two bi-lingual instructional aides in support of the Districts LCAP goals related to its EL student population.
- The District annually projects attrition of 5.0 Certificated FTE's from retirements. The salary and benefit savings from these retirements, offset by salary and benefit costs for replacement employees, and continuing health benefits for the retirees, results in a net decrease of \$161,585 in 2015/16, ongoing in 2016/17.
- Based on an actuarial study of the District's OPEB liability, the provision for the retiree health benefits decreases by \$17,364 in 2015/16, then increases by \$51,621 in 2016/17. Audit and financial reporting guidelines require updating the actuarial study bi-annually; the next update will be based on census data as of July 1, 2014 at which time it is anticipated that there will be significant increases in the District's OPEB liability due to the large number of retirees from the 2013/14 year.
- In 2013/14 the District offered an early retirement incentive program, and eligible participants could choose to take the payout of \$50,000 in installments varying from two to five years. The first installment due, in the amount of \$405,833, has been included in the budget year. The second installment due in 2015/16 is for the same amount. In 2016/17 it decreases by \$300,000.
- The final year of funding for the QEIA program is 2014/15. Thereafter, reductions are needed to the extent of projected carryover funds available. These amount to \$1,162,782 in 2015/16, and \$1,812,945 in 2016/17.
- In total, costs for salaries, wages, and benefits increase from 2014/15 to 2015/16 by \$106,575, and decrease from 2015/16 to 2016/17 by \$1,359,240.
- PLEASE NOTE: There are no COLA increases for salaries and benefits included in 2015/16 or 2016/17, as these are subject to negotiations.

Books and Supplies, Services, Capital Outlay

- For 2015/16, expenditures which are included in the 2014/15 Revised Budget and are one-time in nature are eliminated, resulting in a **decrease** of \$3,540,055. These are detailed below:
- Prior year carryovers as noted in the narrative accompanying the Revised Budget \$ 469,310
 - Expenditures to support Common Core State Standards implementation 939,447
 - Expansion of the Read 180 curriculum for the District’s English learners (LCAP goal 7) 517,000
 - Capital outlay expense for a district professional development center/training room (LCAP goal 1) 436,200
 - Purchase of two buses 352,873
 - Balance of JCI energy retrofit contract 229,000
 - Phone system VOIP SMHS 170,000
 - Other non-recurring items (cyber locks, pool covers, vehicle, scoreboard upgrades, crossing guard, fencing) 102,326
 - Replace PVHS phone system main control 79,519
 - Transportation equipment and software for bus tracking & monitoring 75,906
 - Furniture and computers in support of increased services to the District’s English learners (LCAP goal 7) 70,111
 - Computers for staff to support the conversion to a new financial management system by the County Office of Education (phase 1) 48,000
 - Additional expense for computers for teachers; this completes a three year effort to replace all teacher computers 38,000
 - AP/SAT Exams and other grants 8,393
 - Burglary Alarm for PDC 3,970

The provision for allocations to school sites from the general fund, which is based on ADA, **increases** by \$375 in 2015/16 and remains unchanged in 2016/17.

- There are several items of expense associated with the District’s LCAP plan that occur in the budget year, but are not the same in the subsequent years. These include:
- Purchase of one-to-one devices, decrease by \$684,620 in 2015/16 (to \$830,000) and will remain the same thereafter. The projected amount represents \$30,000 for replacement devices for teachers and \$800,000 for incoming eighth graders each year (Goal 5).
 - Equipment and computers for the professional development/staff training center decrease by \$30,000 (to \$10,000) in 2015/16 and remains unchanged for 2016/17. (Goal 1)
 - Ongoing license costs for the Read 180 curriculum are projected at \$10,000 for 2015/16 and 2016/17. (Goal 7)
 - Develop California Partnership Academies, increase cost of \$300,000 for 2015/16 and continues to 2016/17. (Goal 3)

- Expenses for Prop 39 Clean Energy program increase in accordance with projected funding, by \$94,888 (for a total of \$224,888) in 2015/16, and then are eliminated in 2016/17 (a decrease of \$224,888).
- The District has been budgeting for student football helmet refurbishment for many years. Helmets deemed unsafe to be refurbished are replaced. However there is a 10 year age limit for such helmets and it is estimated that it will cost \$400,000 to replace all student athlete football helmets in 2015/16. This is an increase of \$382,822 over amounts in the budget year. This planned expense is one-time in nature for the 2015/16 year, and is eliminated in 2016/17 (a decrease of \$400,000).
- Expenses to replace maintenance and operations equipment increase by \$117,450 in 2015/16, then decrease by \$1,650 in 2016/17.
- Amounts in the budget year for books, supplies and services in the QEIA program, \$170,095, are eliminated in subsequent years as this program is not funded beyond the 2014/15 year.
- The District budgets for election expenses every other year, coinciding with the November General Elections in even-numbered years where members of the Board of Education are elected. For the 2014/15 budget year there is a provision for elections expense of \$27,436, no expense in 2015/16, and \$27,436 in 2016/17.
- After accounting for projected salary, wage, and benefit expenditures in restricted categorical programs, the District adjusts the budget for supplies and services so that total expenditures equal total resources available. This results in an increase in 2015/16 in the amount of \$16,583. In 2016/17 the adjustment is a **decrease** of \$2,184.
- In total, expenditures for books and supplies, services, and capital outlay **decrease** by \$3,400,088 from 2014/15 to 2015/16, and **decrease** by \$601,286 from 2015/16 to 2016/17. All of the changes noted above are summarized in the table on the following page.

SUPPLIES, SERVICES, CAPITAL OUTLAY			
2015/16			
	Remove one-time items		(3,540,055)
	Adjust school site allocations		375
	LCAP 1:1 Devices		(684,620)
	PD Equipment		(30,000)
	Read 180 license costs		10,000
	Election Expense		(27,436)
	Cal Partnership academies		300,000
	Football Helmets		382,822
	Eliminate QEIA Expenses		(170,095)
	M&O Equipment		117,450
	Categorical adjustment		16,583
	Prop 39 Clean Energy		224,888
	Total change from 2014/15 to 2015/16		(3,400,088)
2016/17			
	Remove football helmets		(400,000)
	Election expense		27,436
	Categorical Adjustment		(2,184)
	M&O Equipment		(1,650)
	Removal of Prop 39 Expenses		(224,888)
	Total change from 2015/16 to 2016/17		(601,286)

Other Outgo

- Other outgo reflects payments to the County Office of Education related to the District's students that are placed in county operated court/community school programs in an estimated amount of \$250,000. In addition, other outgo includes the District's required payments for debt service including Certificates of Participation ("COPs"), capital leases, and PG&E financing, in support of a variety of energy management, conservation, and retrofit projects throughout the District. The total amount projected is in accordance with debt service schedules and includes the required COE payment: \$631,660 in 2015/16, and in \$650,605 in 2016/17.

Other Financing Uses

- The budget year includes transfers out in support of the District's facilities and deferred maintenance projects. Note that funding for deferred maintenance, formerly a "Tier III" categorical program, is eliminated due to the LCFF funding formula. The District is continuing to budget a transfer of \$375,000 per year for necessary deferred maintenance projects.
- Additionally, the transfer of Needy Meal revenues to the Cafeteria Fund, which has typically been \$250,000 in the past, is not reflected in the budget and two succeeding years. The need for this transfer is monitored on an ongoing basis. Depending upon reserve levels and food costs, this transfer may need reinstating in future years.

PLEASE NOTE: This projection is based on assumptions and factors from the State Budget and various education trailer bills. LCFF funding is dependent upon a variety of state and District-specific factors which can significantly impact future revenue projections. There is no requirement for minimum funding in the LCFF law therefore projections of "gap funding" by the Department of Finance can change based on changing revenue collections at the state level. Proposition 30 which provides much of the revenue that is used to fund the LCFF is temporary. The state sales tax portion will expire at the end of 2016 and the income tax portion is due to expire at the end of 2018.

The next benchmark for revenue projections, and a final look at the Governor's proposed budget for the 2015/16 year, will be in May. Stay tuned....

Community Relations

BP 1240(a)

Volunteer Assistance

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

(cf. 1000 - Concepts and Roles)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school and comply with employee negotiated agreements.

(cf. 4141/4241 - Collective Bargaining Agreement)

Community Relations

BP 1240(b)

Volunteer Assistance

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

(cf. 3515.2 - Disruptions)

The Board encourages Principals to develop a means for recognizing the contributions of each school's volunteers.

(cf. 1150 - Commendations and Awards)

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

(cf. 0500 - Accountability)

Workers' Compensation Insurance

The Board desires to provide a safe environment for volunteers and minimize the district's exposure to liability.

Upon the adoption of a resolution by the Board, volunteers shall be entitled to workers' compensation benefits for any injury sustained while engaged in the performance of service for the district. (Labor Code 3364.5)

(cf. 3530 - Risk Management/Insurance)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21st Century Community Learning Center program

35021 Volunteer aides

35021.1 Automated records check

35021.3 Registry of volunteers for before/after school programs

44010 Sex offense; definition

44814-44815 Supervision of students during lunch and other nutrition periods

Community Relations

BP 1240(c)

Volunteer Assistance

Legal Reference: continued

45125 Fingerprinting requirements
45125.01 Interagency agreements for criminal record information
45340-45349 Instructional aides
45360-45367 Teacher aides
48981 Parental notifications
49024 Activity Supervisor Clearance Certificate
49406 Examination for tuberculosis
GOVERNMENT CODE
3543.5 Prohibited interference with employees' rights
12940 Prohibited discrimination and harassment
HEALTH AND SAFETY CODE
1596.871 Fingerprints of individuals in contact with child day care facility clients
LABOR CODE
1720.4 Public works; exclusion of volunteers from prevailing wage law
3352 Workers' compensation; definitions
3364.5 Authority to provide workers' compensation insurance for volunteers
PENAL CODE
290 Registration of sex offenders
290.4 Information re: sex offenders
290.95 Disclosure by person required to register as sex offender
626.81 Sex offender; permission to volunteer at school
CODE OF REGULATIONS, TITLE 22
101170 Criminal record clearance
101216 Health screening, volunteers in child care centers
UNITED STATES CODE, TITLE 20
6319 Qualifications and duties of paraprofessionals, Title I programs
PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS
Whisman Elementary School District, (1991) PERB Decision No. 868

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education, Parents/Family and Community:
<http://www.cde.ca.gov/ls/pf>
California Department of Justice, Megan's Law: <http://www.meganslaw.ca.gov>
California Parent Teacher Association: <http://www.capta.org>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Community Relations

AR 1240(a)

Volunteer Assistance

Duties of Volunteers

The Superintendent or designee may assign volunteers to:

1. Assist certificated personnel in the performance of their duties, including in the supervision of students and in the performance of instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher (Education Code 35021, 45343, 45344, 45349)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

2. Serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities (Education Code 35021)
3. Supervise students during lunch, breakfast, or other nutritional periods (Education Code 35021, 44814, 44815)
4. Work on short-term facilities projects pursuant to the section below entitled "Volunteer Facilities Projects"
5. Perform other duties in support of district or school operations as approved by the Superintendent or designee

(cf. 6163.1 - Library Media Centers)

Volunteers shall not be authorized to assign grades to students, and shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021, 45344)

(cf. 4217.3 - Layoff/Rehire)

Basic Skills Proficiency Requirement

Volunteers who supervise or provide instruction to students pursuant to Education Code 45349 shall submit evidence of basic skills proficiency to the Superintendent or designee. (Education Code 45344.5, 45349)

(cf. 4212 - Appointment and Conditions of Employment)

Community Relations

AR 1240(b)

Volunteer Assistance

Criminal Background Check

Prior to assuming a volunteer position working with students in a district-sponsored student activity program, a volunteer shall obtain a fingerprint clearance through the Department of Justice and Federal Bureau of Investigation. At his/her discretion, the volunteer may choose to meet this requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. (Education Code 49024)

(cf. 4112.5/4212.5/4312.5 - Criminal Background Check)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 6145 - Extracurricular and Co-curricular Activities)

The Superintendent or designee shall determine which volunteer positions in the district are subject to the above requirement.

The criminal background check requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing non-instructional services. (Education Code 49024)

Registered Sex Offenders

The Superintendent or designee may require all volunteers to disclose whether they are a registered sex offender and/or to provide the district with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law web site.

The Principal may grant a registered sex offender, who is not the parent/guardian of a student at the school, permission to come into a school building or upon school grounds to volunteer at the school. At least 14 days prior to the first date for which permission has been granted, the Principal or designee shall notify the parent/guardian of each student at the school, using one of the methods specified in Education Code 48981, that a person who is required to register as a sex offender pursuant to Penal Code 290 has been granted permission to come into a school building or upon school grounds, the date(s) and times for which permission has been granted, and the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency. (Penal Code 626.81)

(cf. 5145.6 - Parental Notifications)

Volunteer Assistance

However, no person who is required to register as a sex offender pursuant to Penal Code 290 shall be assigned as a volunteer to assist certificated personnel in the performance of their duties; supervise students during lunch, breakfast, or other nutritional period; or serve as a nonteaching aide to perform non-instructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code 35021, 45349; Penal Code 290.95)

(cf. 3515.5 - Sex Offender Notification)

Tuberculosis Assessment/Examination

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. (Education Code 49406)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

The Superintendent or designee may exempt from the tuberculosis risk assessment and/or examination those volunteers whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the Principal in advance. Projects also shall be approved in advance by the Superintendent or designee if they involve the following types of work:

1. Alterations, additions, or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling, or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees/signs

Community Relations

AR 1240(d)

Volunteer Assistance

7. Paving
8. Tree planting, pruning, or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise required for the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary.

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 7140 - Architectural and Engineering Services)

Uniform Complaint Procedures

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt a uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)

(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5148 - Child Care and Development)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)

2. Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital 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, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Uniform Complaint Procedures

3. Any complaint alleging bullying in district programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital 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, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics

(cf. 5131.2 - Bullying)

4. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)

(cf. 3320 - Claims and Actions Against the District)

5. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

6. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

7. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. One type of ADR is mediation, which shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

In filing and investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation, unlawful discrimination, or bullying, the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

Community Relations

BP 1312.3(c)

Uniform Complaint Procedures

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

Uniform Complaint Procedures

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedures
35186 Williams uniform complaint procedures
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records
49490-49590 Child nutrition programs
52060-52077 Local control and accountability plan, especially
52075 Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52490 Career technical education
52500-52616.24 Adult schools
52800-52870 School-based program coordination
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56867 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
6301-6577 Title I basic programs
6801-6871 Title III language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act
7201-7283g Title V promoting informed parental choice and innovative programs

Uniform Complaint Procedures

Legal Reference: (continued)

- 7301-7372 Title V rural and low-income school programs*
- 12101-12213 Title II equal opportunity for individuals with disabilities*
- UNITED STATES CODE, TITLE 29*
- 794 Section 504 of Rehabilitation Act of 1973*
- UNITED STATES CODE, TITLE 42*
- 2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended*
- 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964*
- 6101-6107 Age Discrimination Act of 1975*
- CODE OF FEDERAL REGULATIONS, TITLE 28*
- 35.107 Nondiscrimination on basis of disability; complaints*
- CODE OF FEDERAL REGULATIONS, TITLE 34*
- 99.1-99.67 Family Educational Rights and Privacy*
- 100.3 Prohibition of discrimination on basis of race, color or national origin*
- 104.7 Designation of responsible employee for Section 504*
- 106.8 Designation of responsible employee for Title IX*
- 106.9 Notification of nondiscrimination on basis of sex*
- 110.25 Notification of nondiscrimination on the basis of age*

Management Resources:

- U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS*
- Questions and Answers on Title IX and Sexual Violence, April 2014*
- Dear Colleague Letter: Bullying of Students with Disabilities, August 2013*
- Dear Colleague Letter: Sexual Violence, April 2011*
- Dear Colleague Letter: Harassment and Bullying, October 2010*
- Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001*
- WEB SITES*
- CSBA: <http://www.csba.org>*
- California Department of Education: <http://www.cde.ca.gov>*
- U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>*

Community Relations

AR 1312.3(a)

Uniform Complaint Procedures

Except as the Governing Board may otherwise specifically provide in other district policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4031 - Complaints Concerning Discrimination in Employment)

Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Superintendent or designee
2560 Skyway Drive
Santa Maria, California 93455
805-922-4573

The compliance officer who receives a complaint may assign another compliance officer to investigate the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is designated to investigate the complaint.

In no instance shall a compliance officer be designated to investigate a complaint if he/she is mentioned in the complaint or has a conflict of interest that would prohibit him/her from fairly investigating the complaint. Any complaint filed against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees designated to investigate complaints receive training and are knowledgeable about the laws and programs which they are assigned to investigate. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating complaints, including those involving alleged discrimination, applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)

Uniform Complaint Procedures

(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 3260 - Fees and Charges)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable

Uniform Complaint Procedures

3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination.
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging retaliation, unlawful discrimination, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
 - d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
 - e. The Board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

(cf. 0460 - Local Control and Accountability Plan)

- f. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
- g. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- h. Copies of the district's UCP are available free of charge.

Uniform Complaint Procedures

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation, unlawful discrimination, or bullying confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaint

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. (Education Code 49013, 52075)
3. A complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90

Uniform Complaint Procedures

days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

4. When a complaint alleging unlawful discrimination or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant or alleged victim of unlawful discrimination or bullying requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.
6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of asexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Uniform Complaint Procedures

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation, shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To resolve a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar

Uniform Complaint Procedures

days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Final Written Decision

The district's decision shall be in writing and shall be sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In other all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct

Uniform Complaint Procedures

- e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
 3. Disposition of the complaint
 4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the notice may, as required by law, include:

- a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint

Community Relations

AR 1312.3(i)

Uniform Complaint Procedures

- b. Individual remedies offered or provided to the subject of the complaint
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, and bullying, based on state law, the decision shall also include a notice to the complainant that:

- 1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
- 2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
- 3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies, training for faculty, staff, and students, updates to school policies, or school climate surveys.

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

- 1. Counseling
- 2. Academic support
- 3. Health services

Uniform Complaint Procedures

4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, including discriminatory harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians. (Education Code 49013, 52075)

Uniform Complaint Procedures

For complaints alleging noncompliance with the laws regarding student fees, such remedies, where applicable, shall include reasonable efforts to ensure full reimbursement to affected students and parents/guardians. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

Personnel**AR 4112.4(a)****4212.4****Health Examinations****4312.4****Tuberculosis Tests**

No applicant shall be initially employed by the district, or employed under contract, in a classified or certificated position unless he/she has submitted to a tuberculosis risk assessment within the past 60 days and, if tuberculosis risk factors are identified, has submitted to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, the applicant shall obtain an x-ray of the lungs. At his/her discretion, an applicant may choose to submit to the examination instead of the risk assessment. (Education Code 49406)

(cf. 1240 - Volunteer Assistance)

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

(cf. 4212 - Appointment and Conditions of Employment)

Prior to employment by the district, an applicant shall submit a certificate from an authorized health provider stating that the applicant was assessed and/or examined and found to be free of infectious tuberculosis. (Education Code 49406)

An applicant who was previously employed in another school district or private or parochial school shall be deemed to have fulfilled the tuberculosis testing requirement if he/she produces a certificate showing that he/she was found to be free of infectious tuberculosis within 60 days of initial hire or if his/her previous employer verifies that it has a certificate on file showing that the applicant is free from infectious tuberculosis. (Education Code 49406)

Thereafter, each district employee who was found free of infectious tuberculosis shall undergo a tuberculosis risk assessment, and an examination whenever risk factors are identified, at least once every four years or more often when required by the Governing Board upon recommendation of the county health officer. However, once an employee has a documented positive test for tuberculosis infection followed by an x-ray, he/she shall no longer be required to submit to the tuberculosis risk assessment but shall be referred to the county health officer within 30 days of the examination to determine the need for follow-up care. (Education Code 49406)

The cost of the pre-employment tuberculosis risk assessment and/or examination shall be paid by the applicant, unless the Board has determined that the district will reimburse an applicant who is subsequently hired by the district. The district shall reimburse the employee for the cost, if any, of subsequent tuberculosis risk assessments and examinations. The district may provide for the risk assessment and examination or may establish a reasonable fee for the examination that is reimbursable to the employee. (Education Code 49406)

Whenever the district contracts for the transportation of students, the contract shall require that all drivers who will be transporting students complete the tuberculosis risk assessment and, if

Personnel

AR 4112.4(b)

4212.4

Health Examinations

4312.4

indicated, the examination for infectious tuberculosis within 60 days of initial hire. (Education Code 49406)

(cf. 3312 - Contracts)

(cf. 3540 - Transportation)

(cf. 3542 - School Bus Drivers)

The following applicants or employees shall be exempted from the requirement to submit to a tuberculosis risk assessment and/or examination: (Education Code 49406)

1. An applicant/employee who files an affidavit stating that he/she adheres to the faith or teachings of a well-recognized religious sect, denomination, or organization and, in accordance with its creed, tenets, or principles, depends for healing upon prayer in the practice of religion and that, to the best of his/her knowledge and belief, he/she is free from infectious tuberculosis

Such an exemption shall be allowed only if the Board determines by resolution, after a hearing, that the health of students would not be jeopardized. If at any time there is probable cause to believe that the applicant/employee is inflicted with infectious tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not afflicted.

(cf. 4030 - Nondiscrimination in Employment)

2. A classified employee who is employed for less than a school year and whose functions do not require frequent or prolonged contact with students
3. A pregnant employee who has positive results on a tuberculosis skin test, in which case she shall be exempted from the requirement to follow up with an x-ray of the lungs for a period not to exceed 60 days after the end of the pregnancy
4. A private contracted driver who transports students infrequently without prolonged contact with students

Examination of Certificated Employees for Disabling Diseases

To fill a certificated position with an applicant who has not previously been employed in a certificated position in California, or with a retirant who has not been employed as a retirant, the district shall have on file a medical certification indicating that the applicant or retirant is free from any disabling disease which would render him/her unfit to instruct or associate with children. (Education Code 44839, 44839.5)

Personnel

AR 4112.4(c)

4212.4

Health Examinations

4312.4

(cf. 4117.14/4317.14 - Postretirement Employment)

The certificate shall be completed and submitted directly to the district by an authorized health care provider. The medical examination referenced in the certificate must have been conducted within six months of the date that the certificate is filed. (Education Code 44839, 44839.5; 5 CCR 5503)

Applicants and retirants shall pay for the cost of obtaining the medical certification. (Education Code 44849, 44839.5)

Certificated employees and/or retirants shall be required to periodically undergo, at district expense, a medical examination pursuant to Education Code 44839 or 44839.5 to determine that they are free from any communicable disease making them unfit to instruct or associate with children. (Education Code 44839, 44839.5)

Mental Examination for Certificated Employees

Whenever the Board is considering the suspension or transfer of a certificated employee based on its reasonable belief that the employee is suffering from mental illness of such a degree as to render him/her incompetent to perform his/her duties, the employee shall be offered the opportunity of being examined by a three-member panel of psychiatrists and psychologists in accordance with Education Code 44942. The employee shall select the members of the panel from a list of psychiatrists and psychologists provided by the district. The examination shall be conducted, at district expense, within 15 days of the ordered suspension or transfer. The employee shall submit to the examination, but shall also be entitled to present a report of any psychiatrist, psychologist, or physician of his/her own choice. (Education Code 44942)

(cf. 4032 - Reasonable Accommodation)

(cf. 4114 - Transfers)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

44839 Medical certificate; periodic medical examination

44839.5 Requirements for employment of retirant

44932 Grounds for dismissal of permanent employee

44942 Suspension or transfer of certificated employee on ground of mental illness

45122 Physical examinations

49406 Examination for tuberculosis

BUSINESS AND PROFESSIONS CODE

Personnel

AR 4112.4(d)

4212.4

Health Examinations

4312.4

Legal Reference: continued

2700-2838 Nurses

3500-3546 Physician assistants

HEALTH AND SAFETY CODE

121525 Private and parochial school employees, examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

5502 Filing of notice of physical examination for employment of retired persons

5503 Physical examination for employment of retired persons

5504 Medical certification procedures

COURT DECISIONS

Doe v. Lincoln Unified School District, (2010) 188 Cal.App.4th 758

Leonel v. American Airlines, Inc., (2005) 400 F.3d. 702

Raven v. Oakland Unified School District, (1989) 213 Cal.App.3d 1347

Management Resources:

WEB SITES

California Department of Public Health: <http://www.cdph.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Public Health Institute: <http://www.phi.org>

U.S. Food and Drug Administration: <http://www.fda.gov>

Personnel**AR 4112.5(a)****4212.5****Criminal Record Check****4312.5**

The Superintendent or designee shall not hire or retain in employment, in a certificated or classified position, a person who has been convicted of a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c), a controlled substance offense as defined in Education Code 44011, or a sex offense as defined in Education Code 44010. However, the Superintendent or designee shall not deny or terminate employment if: (Education Code 44830.1, 44836, 45122.1, 45123)

1. The conviction for a violent or serious felony, controlled substance offense, or sex offense is reversed and the person is acquitted of the offense in a new trial or the charges against the person are dismissed, unless the sex offense for which the conviction is dismissed pursuant to Penal Code 1203.4 involves a victim who was a minor.
2. A person convicted of a violent or serious felony has obtained a certificate of rehabilitation or a pardon.
3. A person who has been convicted of a serious felony, that is not also a violent felony, proves to the sentencing court that he/she has been rehabilitated for purposes of school employment for at least one year.
4. A person who has been convicted of a controlled substance offense is applying for or is employed in a certificated position and has a credential issued by the Commission on Teacher Credentialing.
5. A person who has been convicted of a controlled substance offense is applying for or is employed in a classified position and has been determined by the Governing Board, from the evidence presented, to have been rehabilitated for at least five years.

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4112.2 - Certification)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

A certificated employee may be hired by the district without obtaining a criminal record summary if that employee is employed as a certificated employee in another California school district and became a permanent employee of another California school district as of October 1, 1997. (Education Code 44830.1, 44836)

Pre-Employment Record Check

The Superintendent or designee shall require each person to be employed by the district to submit his/her fingerprints electronically through the Live Scan system so that a criminal record

Personnel**AR 4112.5(b)****4212.5****Criminal Record Check****4312.5**

check may be conducted by the Department of Justice (DOJ). The Superintendent or designee shall provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

When a person is applying for a classified position, the Superintendent or designee shall request that the DOJ also obtain a criminal record check through the Federal Bureau of Investigation whenever the applicant meets one of the following conditions: (Education Code 45125)

1. The applicant has not resided in California for at least one year immediately preceding the application for employment.
2. The applicant has resided in California for more than one year, but less than seven years, and the DOJ has ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to or the use of a controlled substance by a minor.

The Superintendent or designee shall immediately notify the DOJ when an applicant who has submitted his/her fingerprints to the DOJ is not subsequently employed by the district. (Penal Code 11105.2)

Subsequent Arrest Notification

The Superintendent or designee shall enter into a contract with the DOJ to receive notification of subsequent arrests resulting in conviction of any person whose fingerprints have been submitted to the DOJ. (Education Code 44830.1, 45125; Penal Code 11105.2)

Upon telephone or email notification by the DOJ that a current temporary employee, substitute employee, or probationary employee serving before March 15 of his/her second probationary year has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place that employee on leave without pay. (Education Code 44830.1, 45122.1)

(cf. 4116 - Probationary/Permanent Status)

(cf. 4121 - Temporary/Substitute Personnel)

When the district receives written electronic notification by the DOJ of the fact of conviction, the temporary employee, substitute employee, or probationary employee serving before March 15 of his/her second probationary year shall be terminated automatically unless the employee challenges the DOJ record and the DOJ withdraws its notification in writing. Upon receipt of the written withdrawal of notification by the DOJ, the Superintendent or designee shall immediately reinstate that employee with full restoration of salary and benefits for the period of time from the suspension without pay to the reinstatement if the employee is still employed by the district. (Education Code 44830.1, 45122.1)

Personnel**AR 4112.5(c)****4212.5****Criminal Record Check****4312.5**

The Superintendent or designee shall immediately notify the DOJ whenever a person whose fingerprints are maintained by the DOJ is terminated. (Penal Code 11105.2)

Notification of Applicant/Employee

The Superintendent or designee shall expeditiously furnish a copy of any DOJ notification to the applicant or employee to whom it relates if the information is a basis for an adverse employment decision. The copy shall be delivered in person or to the last contact information provided by the applicant or employee. (Penal Code 11105, 11105.2)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Maintenance of Records

The Superintendent shall designate at least one custodian of records who shall be responsible for the security, storage, dissemination, and destruction of all Criminal Offender Record Information (CORI) furnished to the district and shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

An employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

The custodian of records shall sign and return to the DOJ the Employee Statement Form acknowledging his/her understanding of the laws prohibiting misuse of CORI. In addition, the custodian of records shall ensure that any individual with access to CORI has on file a signed Employee Statement Form.

To ensure its confidentiality, CORI shall be accessible only to the custodian of records and shall be kept in a locked file separate from other files. CORI shall be used only for the purpose for which it is requested and its contents shall not be disclosed or reproduced. (Education Code 44830.1, 45125)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

Once a hiring determination is made, the applicant's CORI shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

The Superintendent or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

Personnel**AR 4112.5(d)****Criminal Record Check****4212.5****4312.5****Interagency Agreement**

Subject to an interagency agreement with other school districts, the district shall submit and receive CORI on behalf of all participating districts. (Education Code 44830.2, 45125.01)

Upon receipt from the DOJ of a report of conviction of a serious or violent felony, the district shall communicate that fact to participating districts and shall remove the affected employee from the common list of persons eligible for employment. (Education Code 44830.2, 45125.01)

In addition, upon receipt from the DOJ of a criminal history record or report of subsequent arrest for any person on a common list of persons eligible for employment, the district shall give notice to the superintendent of any participating district, or the person designated in writing by that superintendent, that the report is available for inspection on a confidential basis by the superintendent or the authorized designee. The report shall be made available at the district office for 30 days following the receipt of the notice. (Education Code 44830.2, 45125.01)

The district shall not release a copy of that information to any participating district or any other person. In addition, the district shall retain or dispose of the information in the manner specified in law and in this administrative regulation after all participating districts have had an opportunity to inspect it in accordance with law. (Education Code 44830.2, 45125.01)

The district shall maintain a record of all persons to whom the information has been shown and shall make this record available to the DOJ. (Education Code 44830.2, 45125.01)

Legal Reference:**EDUCATION CODE**

44010 Sex offense

44011 Controlled substance offense

44332-44332.6 Temporary certificate of clearance

44346.1 Applicants for credential, conviction of a violent or serious felony

44830.1 Certificated employees, conviction of a violent or serious felony

44830.2 Certificated employees; interagency agreement for sharing criminal record information

44836 Conviction of a sex or controlled substance offense

44932 Grounds for dismissal of permanent certificated employees

45122.1 Classified employees, conviction of a violent or serious felony

45125 Use of personal identification cards to ascertain conviction of crime

45125.01 Classified employees; interagency agreement for sharing criminal record information

45125.5 Automated records check

45126 Duty of Department of Justice to furnish information

49024 Activity supervisor clearance certificates

Personnel

AR 4112.5(e)

Criminal Record Check

4212.5

4312.5

Legal Reference: continued

PENAL CODE

667.5 Violent felonies

1192.7 Serious felonies

1203.4 Dismissal of conviction

11075-11081 Criminal record dissemination

11102.2 Maintenance of criminal offender records; custodian of records

11105 Access to criminal history information

11105.2 Subsequent arrest notification

11105.3 Record of conviction involving sex crimes, drug crimes or crimes of violence; availability to employer for applicants for positions with supervisory or disciplinary power over minors

11140-11144 Furnishing of state criminal history information

13300-13305 Local summary criminal history information

CODE OF REGULATIONS, TITLE 11

701-708 Criminal offender record information

720-724 Incomplete criminal history information

994-994.15 Certification of individuals who take fingerprint impressions

COURT DECISIONS

Central Valley Chapter of the 7th Step Foundation Inc. v. Evelle J. Younger, (1989) 214 Cal. App. 3d 145

Management Resources:

WEB SITES

Office of the Attorney General, Department of Justice, Background Checks:
<http://www.oag.ca.gov/fingerprints>

Regulation

Revised 3/10/15 (CSBA 12/14)

SMJUHSD
Santa Maria, CA

**EMPLOYEE STATEMENT FORM
USE OF CRIMINAL JUSTICE INFORMATION**

As an employee of Santa Maria Joint Union High School District, you may have access to confidential criminal record information which is controlled by state and federal statutes. Misuse of such information may adversely affect the individual's civil rights and violate constitutional rights of privacy. Penal Code 502 prescribes the penalties relating to computer crimes. Penal Code 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be disseminated. Penal Code 11140-11144 and 13301-13305 prescribes penalties for misuse of criminal history information. Government Code 6200 prescribes felony penalties for misuse of public records. Penal Code 11142 and 13300 state:

"Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor."

Civil Code 1798.53, Invasion of Privacy, states:

"Any person who intentionally discloses information, not otherwise public, which they know or should reasonably know was obtained from personal or confidential information maintained by a state agency or from records within a system of records maintained by a federal government agency, shall be subject to a civil action, for invasion of privacy, by the individual."

CIVIL, CRIMINAL, AND ADMINISTRATIVE PENALTIES:

- *Penal Code 11141: DOJ furnishing to unauthorized person (misdemeanor)
- *Penal Code 11142: Authorized person furnishing to other (misdemeanor)
- *Penal Code 11143: Unauthorized person in possession (misdemeanor)
- *California Constitution, Article I, Section 1 (Right to Privacy)
- *Civil Code 1798.53, Invasion of Privacy
- *Title 18 USC 641, 1030, 1951, and 1952

Any employee who is responsible for such misuse may be subject to immediate dismissal. Violations of this law may result in criminal and/or civil action.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF CRIMINAL RECORD INFORMATION.

Signature: _____ Date: _____
Printed Name: _____ Title: _____
Name of District: Santa Maria Joint Union High School District

Do not return this form to the DOJ. Your Custodian of Records should maintain these forms.

Dismissal/Suspension/Disciplinary Action

The Governing Board expects all employees to perform their jobs satisfactorily, exhibit professional and appropriate conduct, and serve as positive role models both at school and in the community. A certificated employee may be disciplined for conduct or performance in accordance with law, the applicable collective bargaining agreement, Board policy, and administrative regulation.

(cf. 4000 - Concepts and Roles)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4141/4241 - Collective Bargaining Agreement)

Disciplinary action shall be based on the particular facts and circumstances involved and the severity of the conduct or performance. Disciplinary actions may include, but are not limited to, verbal warnings, written warnings, reassignment, suspension, freezing or reduction of wages, compulsory leave, or dismissal.

(cf. 4114 - Transfers)

The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.1/4219.4319.1 - Civil and Legal Rights)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Suspension/Dismissal Procedures

The Superintendent shall notify the Board whenever he/she believes that there is cause to suspend or dismiss an employee pursuant to Education Code 44932 or 44933.

When the Board finds that there is cause to suspend or dismiss an employee pursuant to Education Code 44932 or 44933, it may formulate a written statement of charges specifying instances of behavior and the acts or omissions constituting the charge, the statutes and rules that the employee is alleged to have violated when applicable, and the facts relevant to each charge. The Board shall also review any duly signed and verified written statement of charges filed by any other person. (Education Code 44934, 44934.1)

Based on the written statement of charges, the Board may, upon majority vote, give notice to the employee of its intention to suspend or dismiss him/her at the expiration of 30 days from the date

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the notice is served. (Education Code 44934, 44934.1)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Prior to serving a suspension or dismissal notice that includes a charge of unsatisfactory performance, the district shall give the employee written notice of the unsatisfactory performance that specifies the nature of the unsatisfactory performance with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct his/her faults and overcome the grounds for any unsatisfactory performance charges and, if applicable, that includes the evaluation made pursuant to Education Code 44660-44665. The written notice of the unsatisfactory performance shall be provided at least 90 days prior to the filing of the suspension or dismissal notice or prior to the last one-fourth of the school days in the year. (Education Code 44938)

(cf. 4115 - Evaluation/Supervision)

Prior to serving a suspension or dismissal notice that includes a charge of unprofessional conduct, the district shall give the employee written notice that describes the nature of the unprofessional conduct with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct his/her faults and overcome the grounds for any unprofessional conduct charges and, if applicable, that includes the evaluation made pursuant to Education Code 44660-44665. The written notice of the unprofessional conduct shall be provided at least 45 days prior to the filing of the suspension or dismissal notice. (Education Code 44938)

Except for notices that only include charges of unsatisfactory performance, the written suspension or dismissal notice may be served at any time of year. Such notice shall be served upon the employee personally if given outside of the instructional year or, if given during the instructional year, may be served personally or by registered mail to the employee's last known address. Notices with a charge of unsatisfactory performance shall be given only during the instructional year of the school site where the employee is physically employed, and may be served personally or by registered mail to the employee's last known address. (Education Code 44936)

If an employee has been served notice and demands a hearing pursuant to Government Code 11505 and 11506, the Board shall either rescind its action or schedule a hearing on the matter. (Education Code 44941, 44941.1, 44943, 44944)

Pending suspension or dismissal proceedings for an employee who is charged with egregious misconduct, immoral conduct, conviction of a felony or of any crime involving moral turpitude, incompetency due to mental disability, or willful refusal to perform regular assignments without reasonable cause as prescribed by district rules and regulations, the Board may, if it deems it

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necessary, immediately suspend the employee from his/her duties. If the employee files a motion with the Office of Administrative Hearings for immediate reversal of the suspension based on a cause other than egregious misconduct, the Board may file a written response before or at the time of the hearing. (Education Code 44939, 44939.1, 44940)

When a suspension or dismissal hearing is to be conducted by a Commission on Professional Competence, the Board shall, no later than 45 days before the date set for the hearing, select one person with a currently valid credential to serve on the Commission. The appointee shall not be an employee of the district and shall have at least three years' experience within the past 10 years at the same grade span or assignment as the employee, as defined in Education Code 44944. (Education Code 44944)

Legal Reference:

EDUCATION CODE

- 44008 Effect of termination of probation
- 44009 Conviction of specified crimes
- 44010 Sex offense; definitions
- 44011 Controlled substance offense; definitions
- 44242.5 Reports and review of alleged misconduct
- 44425 Conviction of a sex or narcotic offense
- 44660-44665 Evaluation and assessment of performance of certificated employees
- 44830.1 Criminal record summary certificated employees
- 44929.21 Notice of reelection decision; districts with 250 ADA or more
- 44929.23 Reelection and dismissal of probationary employees; districts with ADA less than 250
- 44930-44988 Resignations, dismissal, and leave of absence
- 45055 Drawing of warrants for teachers
- 48907 Exercise of free speech, expression
- 48950 Speech and other communication
- 51530 Advocacy or teaching of communism

GOVERNMENT CODE

- 1028 Advocacy of communism
- 3543.2 Scope of representation

11505-11506 Hearing

HEALTH AND SAFETY CODE

- 11054 Schedule I; substances included
- 11055 Schedule II, substances included
- 11056 Schedule III, substances included
- 11357-11361 Marijuana
- 11363 Peyote

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Legal Reference: continued

11364 Opium

11370.1 Possession of controlled substances with a firearm

PENAL CODE

187 Murder

291 School employees arrest for sex offense

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

11165.2-11165.6 Child abuse or neglect; definitions

CODE OF REGULATIONS, TITLE 5

80303 Reports of change in employment status

80304 Notice of sexual misconduct

COURT DECISIONS

Vergara v. California (Los Angeles Super.Ct.) BC484642

Crowl v. Commission on Professional Competence, (1990) 225 Cal. App. 3d 334

Morrison v. State Board of Education (1969) 1 Cal.3d 214

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California's Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel,
2007

WEB SITES

CSBA: <http://www.csba.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

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Causes for Suspension or Dismissal

A certificated employee with permanent status may be suspended without pay or dismissed only for one or more of the following causes: (Education Code 44932)

1. Immoral conduct including, but not limited to, egregious misconduct that is the basis for a sex offense or controlled substance offense described in Education Code 44010 or 44011 or child abuse and neglect as described in Penal Code 11165.2-11165.6
2. Unprofessional conduct
3. Commission, aiding, or advocating the commission of acts of criminal syndicalism
4. Dishonesty
5. Unsatisfactory performance
6. Evident unfitness for service
7. Physical or mental condition unfitting the employee to instruct or associate with children
(cf. 4112.4/4212.4/4312.4 - Health Examinations)
8. Persistent violation of or refusal to obey the school laws or regulations of the state or district
9. Conviction of a felony or of any crime involving moral turpitude
10. Violation of Education Code 51530 or Government Code 1028 (advocacy of communism)
11. Alcoholism or other drug abuse that makes the employee unfit to instruct or associate with children

(cf. 4115 - Evaluation/Supervision)

An employee may be suspended or dismissed on grounds of unprofessional conduct consisting of acts or omissions not listed above if the charge specifies instances of behavior deemed to constitute unprofessional conduct. (Education Code 44933)

An employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student, or for refusing to infringe on a student's

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protected conduct, when that student is exercising his/her free speech or press rights pursuant to Education Code 48907 or 48950. (Education Code 48907, 48950)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 5145.2 - Freedom of Speech/Expression)

Suspension/Dismissal of Permanent Employees

When a permanent certificated employee is charged with one or more of the offenses specified in the section "Causes for Suspension or Dismissal" above, the following procedures shall apply:

1. The person preparing a written statement of charges that there is cause to suspend or dismiss an employee shall submit the signed statement to the Governing Board. (Education Code 44934, 44934.1)
2. Upon receiving notice of the Board's intent to suspend or dismiss him/her, the employee may request a hearing on the matter. The hearing shall be conducted by the Commission on Professional Competence, except that any case involving only egregious misconduct shall be heard instead by an administrative law judge and, in any other case, the hearing may be conducted by an administrative law judge when both the district and employee so stipulate. (Education Code 44943, 44944, 44944.05, 44944.1, 44944.3)
3. Except when an employee is charged solely with egregious misconduct, the district may amend the charges less than 90 days before the hearing only upon showing of good cause and upon approval of the administrative law judge. (Education Code 44934)
4. The employee shall be suspended or dismissed when the Commission on Professional Competence or administrative law judge has issued its decision supporting suspension or dismissal or, if the employee did not request a hearing, at the expiration of 30 days after service of the notice of intent to suspend or dismiss. (Education Code 44941, 44943, 44944)

The Superintendent or designee shall notify the Commission on Teacher Credentialing when the employment status of a certificated employee has been changed as a result of alleged misconduct or while an allegation of misconduct is pending. (Education Code 44030.5, 44242.5, 44940; 5 CCR 80303)

(cf. 4117.7/4317.7 - Employment Status Reports)

Suspension/Dismissal of Probationary Employees

The district may choose not to rehire probationary employees for the following school year

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without giving a statement of reasons provided that it is done in accordance with AR 4117.6 - Decision Not to Rehire and proper notice is provided by March 15. (Education Code 44929.21, 44929.23)

(cf. 4116 - Probationary/Permanent Status)

(cf. 4117.6 - Decision Not to Rehire)

During the school year, probationary employees in their first or second year of service may be dismissed only for one or more of the causes listed in items #1-11 in the section "Causes for Suspension or Dismissal" above or for unsatisfactory performance determined pursuant to Education Code 44660-44665. (Education Code 44948.2, 44948.3)

Whenever a first- or second-year probationary employee is so charged, the following procedures shall apply for dismissing the employee: (Education Code 44948.3)

1. The Superintendent or designee shall give 30 days' prior written notice of dismissal, not later than March 15 in the case of second-year probationary employees. The notice shall include a statement of the reasons for the dismissal, notice of the opportunity to appeal, and, if the cause is unsatisfactory performance, a copy of the evaluation conducted pursuant to Education Code 44664.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

2. Upon receipt of the notice of dismissal, the employee may be dismissed if no request for a hearing is submitted to the Board within 15 days.
3. If a hearing is requested, the district may arrange for the appointment of an administrative law judge to conduct the hearing and to recommend a decision to the Board.

A probationary employee may be suspended without pay for a specified period of time as an alternative to dismissal. (Education Code 44948.3)

Whenever a probationary employee is so charged, dismissal procedures shall be those set forth in Education Code 44934 and 44934.1 as described in the section "Suspension/Dismissal of Permanent Employees" above.

Compulsory Leave of Absence

Upon being informed by law enforcement that a certificated employee has been charged with a "mandatory leave of absence offense," the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory leave of absence offense includes: (Education Code 44830.1, 44940)

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1. Any sex offense as defined in Education Code 44010
2. Violation or attempted violation of Penal Code 187 (murder)
3. Any offense involving the unlawful sale, use, or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055, and 11056

(cf. 4117.7/4317.7 - Employment Status Reports)

If an employee is charged with an offense that falls into both the mandatory and optional leave of absence definitions, the offense shall be treated as a mandatory leave of absence offense. (Education Code 44940)

An employee's compulsory leave for a mandatory or optional leave of absence offense may extend for not more than 10 days after the entry of judgment in the criminal proceedings. However, the compulsory leave may be extended if the Board gives notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed within 30 days from the date of service of the notice unless he/she demands a hearing. (Education Code 44940, 44940.5)

During the period of compulsory leave, the employee shall be compensated in accordance with Education Code 44940.5.

Upon receipt of telephone or electronic notification from the Department of Justice that a current temporary, substitute, or probationary employee serving before March 15 of his/her second probationary year has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place the employee on leave without pay. Upon receipt of electronic notification of the conviction from the Department of Justice, such employee shall be automatically terminated and without regard to any other termination procedure. (Education Code 44830.1)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)