

# 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**

**October 11, 2016**

**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/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.*

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**I. OPEN SESSION**

**A. Call to Order**

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**II. ADJOURN TO CLOSED SESSION**

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

- A. Certificated and Classified Personnel Actions** – Government Code Section 54957. The Board will be asked to review and approve hiring, transfers, promotions, evaluations, terminations, and resignations as reported by the Assistant Superintendent, Human Resources. **Appendix A**
- B. Conference with Labor Negotiators** - The Board will be provided a review of negotiations with the Faculty Association (California Teachers Association) and the California School Employees Association (CSEA).
- C. Student Matters** – Education Code 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.

**III. RECONVENE IN OPEN SESSION**

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

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

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**V. RECOGNITION**

**1. Naming of Facility – Righetti High School Pool**

Mr. Bob Nelson, former student and athlete at Righetti High School, requested the Board of Education consider naming the Righetti High School Pool in honor of Mr. Rob Knight.

The Superintendent convened a committee. The committee heard the request from Mr. Nelson and unanimously agreed to forward the recommendation to the board.

Mr. Knight has been teaching and coaching in the district for 26 years. He positively influences many students and promotes an appreciation and respect for water sports. He is well respected by the entire school community.

Resource Person: Mark Richardson, Superintendent

**A PUBLIC HEARING IS REQUIRED (Per BP 7310)**

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

**\*\*\* IT IS RECOMMENDED THAT** the Board of Education approve the naming of the new facility Rob Knight Aquatic Center.

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

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**VI. REPORTS**

- A. Student Reports** – Candace Corpuz/PVHS, Isabella Powell/ERHS, Yailin Orozco/SMHS, Roberto Aguilar-Luis/Delta
  
- B. Superintendent’s Report**

**C. Board Member Reports**

**VII. ITEMS SCHEDULED FOR ACTION**

**A. General**

**1. Board Policies – First Reading**

The administration is asking the Board to review the proposed revisions to the board policies listed below. The policies will be on the next board agenda for approval.

<p><b>BP/AR 1312.3</b></p>	<p><b><u>Uniform Complaint Procedures</u></b>  Mandated policy updated to reflect programs that must be investigated in accordance with the uniform complaint procedures (UCP), as listed on the California Department of Education's 2016/17 UCP Checklist. Mandated administrative regulation revised to clarify required annual notification and complaint filing requirements, and to provide for equitable treatment of a respondent to a complaint as required under federal law.</p>
<p><b>BP/AR 6142.1</b></p>	<p><b><u>Sexual Health and HIV/AIDS Prevention Instruction</u></b>  Policy and regulation updated to reflect NEW LAW (AB 329) which requires districts to provide comprehensive sexual health education in grades 7-12 and to integrate such instruction with HIV prevention education. Policy also updated to clarify requirements related to parental consent. Regulation adds new section on "Definitions" and, pursuant to AB 329, expands program criteria and merges the components of sexual health education and HIV prevention education.</p>

Resource Person: John Davis, Asst. Superintendent of Curriculum & Instruction

\*\*\* **IT IS RECOMMENDED THAT** the Board of Education review the proposed revisions to board policies listed. They will be listed for approval on the next agenda.

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

**2. Approval of Agreement for Classified Bargaining Unit, Job Descriptions – Appendix C**

The District and the California School Employees Association (CSEA) have reached Agreement for new and revised job descriptions, and changes to existing bargaining unit classifications. The Agreement dated June September 7, 2016 will take effect pending approval by both parties. (see Appendix C)

Resource Person: Joni McDonald, Human Resources Manager

\*\*\* **IT IS RECOMMENDED THAT** the Board of Education approve the Agreement with the Classified Bargaining Unit as presented for new and revised job descriptions, and changes to existing bargaining unit classifications.

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

**3. Approval of Resolution Number 5-2016-2017 to support Proposition 55: The California Children’s Education and Health Care Protection Act of 2016**

Resolution Number 5-2016-2017 supports Proposition 55: The California Children’s Education and Health Care Protection Act of 2016. Proposition 55 would extend the current income tax provisions of Proposition 30 for 12 years.

This measure is important to ensure that as much as \$4 billion dollars in revenue for public education do not permanently disappear in the next two to three years.

Resource Person: Mark Richardson, Superintendent

\*\*\* **IT IS RECOMMENDED THAT** the Board of Education approve the Board of Education approve Resolution Number 5-2016-2017 to support Proposition 55.

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

**A Roll Call Vote is Required:**

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

**Resolution Number 5-2016-2017 to Support PROPOSITION 55:  
The California Children's Education and Health Care Protection Act of 2016**

**WHEREAS**, the Santa Maria Joint Union High School Board of Education is committed to making policy and financial decisions that enable the school district to provide quality educational programs and services to the school-age children of our community; and

**WHEREAS**, during the recent recession, the state cut more than \$56 billion from education, healthcare and other critical services; and public schools statewide experienced unprecedented funding reductions and apportionment deferrals; and

**WHEREAS**, California public schools rank 42nd out of the 50 states in per-pupil spending; California public schools are the most crowded in the nation; and California provides fewer guidance counselors and librarians per student than any other state in the nation;<sup>1</sup> and

**WHEREAS**, many of California's schoolchildren come from low-income families that lack access to the health care services needed to keep those children in school and learning; and

**WHEREAS**, passage of Proposition 30 in 2012 helped increase state revenues, providing a significant boost to California's K-12 school spending and sending funds directly to school districts through the Education Protection Account; and

**WHEREAS**, the revenues from Proposition 30 will decline after 2016 and will disappear completely after 2018, the last year its provisions will be in effect; and

**WHEREAS**, Proposition 55, the California Children's Education and Health Care Protection Act of 2016 would extend the Proposition 30 temporary income tax rates for an additional 12 years, to continue funding the Education Protection Account and boost spending on health care for low income families; and

**WHEREAS**, unless Californians extend the Proposition 30 temporary tax increases, the state's schools most likely will receive relatively fewer dollars in the years ahead, raising the prospect that California's school spending will fall even further behind the nation; and

**WHEREAS**, the California School Boards Association supports Proposition 55, the California Children's Education and Health Care Protection Act of 2016; and

**THEREFORE, IT IS RESOLVED** that the Santa Maria Joint Union High School District Board of Education joins the California School Boards Association and governing boards around the state in supporting Proposition 55, the California Children's Education and Health Care Protection Act of 2016 and in urging the Legislature to work with the public

**Resolution Number 5-2016-2017 (page 2)**  
**to Support PROPOSITION 55:**  
**The California Children's Education and Health Care Protection Act of 2016**

education community to identify stable, long-term, adequate funding solutions for public schools.

**BE IT FURTHER RESOLVED**, that this body, the Santa Maria Joint Union High School Board of Education, supports the passage of Proposition 55, the California Children's Education and Health Care Protection Act of 2016 because it provides needed revenue to public schools.

**PASSED AND ADOPTED** by the Governing Board of the Santa Maria Joint Union High School District on Tuesday, October 11, 2016.

**ROLL CALL VOTE:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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



**B. INSTRUCTION**

**1. Math Placement – Information Only**

- Brief Update on Math Placement Numbers

Resource Person: John Davis, Asst. Superintendent of Curriculum & Instruction

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**C. BUSINESS**

**1. Adoption of the 4<sup>th</sup> Status Report on the Reconfiguration and Facilities Program dated October 2016**

In August 2014, the Board of Education for the Santa Maria Joint Union High School District (“District”) adopted a Reconfiguration and Facilities Program (“Program”) prepared by Caldwell Flores Winters, Inc. (CFW) that assessed the facilities needs at the District’s four high school sites and presented an improvement and financing program to accommodate these needs.

As part of the Agreement with the District, CFW prepares semi-annual Program updates to the Board that review implementation activities. The fourth Program update has been completed.

All Phase 1 projects continue to move forward. Program implementation efforts have focused on the following Program activities:

- Continued progress on DSA approval of construction documents for the new classroom building at Righetti High School.
- Continued management of the construction of the District Performing Arts Center project at Pioneer Valley High School. The project is 65% complete. The project remains on schedule for commissioning in January 2017.
- Reinitiated design of the District’s CTE Center and Ag Farm following the close of escrow on the property.
- Accelerated design of the Ag Pavilion as part of the Phase 1 design work for the District’s CTE Center and Ag Farm.
- Reviewed the District’s eligibility for State modernization and new construction grants. The District’s current eligibility remains estimated at approximately \$46.1 million in new construction grants and approximately \$3.8 million in modernization grants.

The fourth Program update presents recommended adjustments to the Program Master Budget and Master Schedule including the following:

- In June 2016, the Board adopted a Master Schools Improvement Program (MSIP) that further defined the scope of the next phase of proposed improvements at the District’s four high schools. This semi-annual report contains a revised master program budget of approximately \$221.2 million, which combines the Phase 1 Budget with the MSIP Phase 2 budget.
- The Performing Arts Center budget for Pioneer Valley High School has been adjusted downward.
- The CTE Center/Ag Farm budget incorporates a recommended increase in Phase 1 to accommodate its delayed start and the accelerated design of the Ag Pavilion facility. The Budget for this project also accommodates an enlarged covered outdoor facility at the Ag Pavilion in Phase 2.
- The Performing Arts Center at Pioneer Valley schedule has been adjusted to more accurately reflect the projected occupancy in January 2017 and the Righetti High New Classroom Facility projected completion has been adjusted to May 2018.
- All remaining project schedules continue to be unchanged as reported in April 2016.

The District submits this 4<sup>th</sup> Status Report on the Reconfiguration and Facilities Program to the Board of Education and recommends its adoption.

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

\*\*\* **IT IS RECOMMENDED THAT** the Board of Education adopt the 4<sup>th</sup> Status Report as presented.

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

**2. Selection of Vernon Edwards Constructors, Inc. as the Lease Lease-Back partner for the delivery of the Righetti High School New 38-Classroom Facility Project and authorization to negotiate a Guaranteed Maximum Price contract upon receipt of Division of the State Architect approval of construction documents.**

On July 14, 2016, the Contractor selected by the District to provide pre-construction consulting services for the 38-Classroom Building at Righetti High School (Project) notified the District that it would not be providing construction services to the District for this Project. In light of this development, CFW recommended issuing a Request for Proposals (RFP) to the remaining pool of pre-qualified Lease Lease-Back entities.

On August 19, 2016, the District issued an RFP for the construction of the Project pursuant to the lease lease-back methodology. All prequalified LLB entities were invited to submit proposals for the Project. The District received one proposal from Vernon Edwards Constructors, Inc. (VEC). A committee consisting of a representative from the Board of Education, District staff and representatives of Caldwell Flores Winters, Inc., interviewed VEC on September 29, 2016.

After a thorough review of VEC’s proposal and information presented in the interview, the selection committee recommends that the Board approve VEC as the LLB partner for the delivery of the Project and authorize District staff, to negotiate a Guaranteed Maximum Price (GMP) contract with VEC as soon as the Division of the State Architect (DSA) approves the construction documents for the Project.

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

**\*\*\* IT IS RECOMMENDED THAT** the Board of Education select Vernon Edwards Constructors, Inc. as the Lease Lease-Back partner for the Righetti High School New 38-Classroom Facility Project and authorize District staff to negotiate a Guaranteed Maximum Price contract upon receipt of Division of State Architect approval of the construction documents.

**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 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** \_\_\_\_\_                      **Vote** \_\_\_\_\_

A. Approval of Minutes

Regular Board Meeting – September 13, 2016

B. Approval of Warrants for the Month of September 2016

Payroll	\$ 6,735,447.19
Warrants	<u>4,238,188.07</u>
<b>Total</b>	<b><u>\$10,973,635.26</u></b>

C. Attendance Report

Mrs. Yolanda Ortiz, Assistant Superintendent of Business Services, will be available to answer questions regarding the 2016-2017 first monthly attendance report presented on the last page of this agenda.

D. Facility Report – **Appendix B**

E. Approval of Board Policies

The following board policy is presented to the Board of Education for approval. The policy was listed for first reading on the September 13, 2016 board agenda.

	<b><u>Instruction</u></b>
BP6152.1	Placement in Math Course

F. New Course Adoption

The following new course is being presented for approval:

- Pioneer Valley High School, VPA Department
- Technical Theater 1 A/B

G. Pupil Matters – Education Code Sections 35146 & 48918

Administrative Recommendation to suspend the order of expulsion: Student #'s 341911, 343712

H. Out of State Travel

<b>PERSON/REASON</b>	<b>PLACE/DATE</b>	<b>FUNDING</b>
Miguel Guerra, Amy Guerra, Guillermo Guerra and FFA students/National FFA Conference	Indianapolis, IN October 16 – 22, 2016	Hancock College Mini-Grant/VEA Ag Incentive and CTEIG
Marc DeBernardi, Clemente Ayon, Luis Guerra, Carolyn Sherry, Kelley DeBernardi and FFA students/National FFA Conference	Indianapolis, IN & Washington D.C. October 15 – 22, 2016	FFA-ASB, Santa Maria FFA Boosters, VEA, Ag Incentive and Hancock College Mini-Grant

I. Contract/MOU for Workshops

Memorandum of Understanding between the Santa Maria Joint Union HS District and Ruisenor Psychological, P.C. to provide voluntary workshops for struggling EL students and parents. Workshop services to begin in October and conclude in January 2017. Workshops provide a skill-building program that focuses on building relationships between student and their parents to develop effective coping and interpersonal skills to increase academic success. Cost of services is \$34,900.

J. Purchase Orders

PO #	Vendor	Amount	Description/Funding
PO17-00489	UCSB	\$105,000.00	Early Academic Outreach Program agreement/General Fund LCAP Goal 4
PO17-00512	Santa Maria Ford	\$65,984.44	Two Ford Transit vehicles for school site use/General Fund
PO17-00537	DELL	\$83,864.99	Computers for Smarter Balanced Assessment labs at PVHS/General Fund LCAP Goal 5

K. Acceptance of Gifts

<b>Pioneer Valley High School</b>		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
PG & E	Link Crew	\$120.00
Elizabeth Osborne	Center Stage	\$100.00
Robert S Maurer/Donna A Maurer	Jazz Choir	\$100.00
Compass Community Healthcare Programs	Concert Choir	\$100.00
<b>Total Pioneer Valley High School</b>		<b><u>\$420.00</u></b>
<b>Santa Maria High School</b>		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
Konrad Slaght	Auto Shop	\$500.00
Santa Maria Valley Pioneer Assoc.	FFA	\$200.00
Diana Perez	Outreach	\$50.00
37 <sup>th</sup> District Agricultural Assoc.	FFA	\$500.00
Kim Andrews	FFA	\$100.00
C02 West Inc.	Athletics	\$1,000.00
Latino Outreach Council Inc.	Ballet Folklorico	\$200.00
Santa Maria FFA Boosters	FFA	\$29,500.00
Fellowship of Christian Athletes	Football	<u>\$984.82</u>
<b>Total Santa Maria High School</b>		<b><u>\$33,034.82</u></b>

**IX. REPORTS FROM EMPLOYEE ORGANIZATIONS**

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**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.

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**XI. ITEMS NOT ON THE AGENDA**

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

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**XII. NEXT MEETING DATE**

Unless otherwise announced, the next regular meeting of the Board of Education will be held on November 8, 2016. Closed session begins at 5:30 p.m. Open session begins at 6:30 p.m. The meeting will be held at the District Support Services Center.

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**XIII. FUTURE REGULAR BOARD MEETINGS FOR 2016**

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December 13, 2016

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**XIV. ADJOURN**

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SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT  
MONTHLY REPORT OF ATTENDANCE  
FIRST MONTH OF 2016-17

August 08, 2016 through September 02, 2016

	First Month 2015-16			First Month 2016-17			ADA Change from Prior Year
	Ending Enrollment	ADA	ADA % of Poss. Enroll.	Ending Enrollment	ADA	ADA % of Poss. Enroll.	
<b>ERNEST RIGHETTI HIGH</b>							
Regular	1,989.00	1,945.74	97.5%	2,042	1,989.06	97.0%	
Special Education	77.00	74.89	95.5%	79	72.39	93.7%	
Independent Study	8.00	2.58	64.5%	9	5.56	71.9%	
Independent Study 12+12	-	-	0.0%	0	0.00	---	
Independent Study Spec Ed	1.00	0.84	0.0%	0	0.00	---	
CTE Program	9.00	8.00	88.9%	5	4.83	98.9%	
Home and Hospital Reg Ed	-	-	0.0%	4	1.33	66.7%	
Home and Hospital Spec Ed	5.00	2.37	67%	2	1.94	97.2%	
<b>TOTAL RIGHETTI</b>	<b>2,089.00</b>	<b>2,034.42</b>	<b>97.5%</b>	<b>2,141</b>	<b>2,075.11</b>	<b>96.8%</b>	<b>40.69</b>
<b>SANTA MARIA HIGH</b>							
Regular	2,519	2,441.16	97.1%	2,402	2,337.89	97.6%	
Special Education	85	80.58	95.7%	95	86.89	95.6%	
Independent Study	17	8.84	88.9%	17	8.33	93.8%	
Independent Study Spec Ed	0	0.26	100.0%	0	0.00	---	
CTE Program	6	5.47	91.2%	9	7.83	94.0%	
Home and Hospital Reg Ed	8	5.16	97.0%	3	1.89	69.4%	
Home and Hospital Spec Ed	1	0.89	100.0%	1	1.22	64.7%	
<b>TOTAL SANTA MARIA</b>	<b>2,636</b>	<b>2,542.36</b>	<b>97.0%</b>	<b>2,527</b>	<b>2,444.06</b>	<b>97.5%</b>	<b>(98.30)</b>
<b>PIONEER VALLEY HIGH</b>							
Regular	2,573	2,500.37	97.3%	2,581	2,511.50	97.5%	
Special Education	111	108.84	95.9%	105	97.44	94.4%	
Independent Study	5	2.37	73.8%	6	1.72	53.4%	
Independent Study Spec Ed	4	3.63	90.8%	2	1.67	83.3%	
Home and Hospital Reg Ed	9	5.00	79.8%	8	4.17	70.8%	
Home and Hospital Spec Ed	0	0.00	---	0	0.00	---	
<b>TOTAL PIONEER VALLEY</b>	<b>2,702</b>	<b>2,620.21</b>	<b>97.3%</b>	<b>2,702</b>	<b>2,616.50</b>	<b>97.4%</b>	<b>(3.71)</b>
<b>DAY TREATMENT @ LINCOLN STREET</b>	<b>6</b>	<b>5.11</b>	<b>83.6%</b>	<b>7</b>	<b>6.67</b>	<b>95.2%</b>	<b>1.56</b>
<b>DISTRICT SPECIAL ED TRANSITION</b>	<b>25</b>	<b>21.89</b>	<b>96.7%</b>	<b>28</b>	<b>27.83</b>	<b>100.0%</b>	<b>5.94</b>
<b>DISTRICT SPECIAL ED PROGRAM F SDC - Trans/Voc M/M</b>	<b>15</b>	<b>13.63</b>	<b>96.3%</b>	<b>18</b>	<b>17.78</b>	<b>99.4%</b>	
<b>ALTERNATIVE EDUCATION</b>							
Delta Continuation	303	262.68	86.8%	335	273.04	84.8%	
Delta 12+	2	1.54	77.2%	0	0.00	---	
Delta Independent Study	10	6.42	93.1%	1	1.00	100.0%	
Delta Independent Study 12+	24	20.16	84.0%	20	13.89	74.6%	
Delta Independent Study Spec Ed	1	0.83	---	1	0.00	---	
Delta Home and Hospital Reg Ed	1	0.00	---	4	0.00	0.0%	
Reach Program--SMHS	5	3.68	92.1%	2	1.78	78.0%	
Reach Program--PVHS	2	0.26	35.7%	6	4.67	90.3%	
Home School @ Library Program	42	39.00	91.6%	26	21.22	89.7%	
Delta HS I.S. Program P	17	8.58	83.6%	19	13.44	92.0%	
<b>TOTAL ALTERNATIVE EDUCATION</b>	<b>407</b>	<b>343.15</b>	<b>84.3%</b>	<b>414</b>	<b>329.03</b>	<b>79.5%</b>	<b>(14.12)</b>
<b>TOTAL HIGH SCHOOL DISTRICT</b>	<b>7,880</b>	<b>7,580.77</b>	<b>96.2%</b>	<b>7,818</b>	<b>7,503.54</b>	<b>96.0%</b>	<b>(77.23)</b>

**Santa Maria Joint Union High School District  
October 11, 2016**

<b>CLASSIFIED PERSONNEL ACTIONS</b>						
<b>Name</b>	<b>Action</b>	<b>Assignment</b>	<b>Site</b>	<b>Effective</b>	<b>Pay Rate</b>	<b>Hours</b>
	Employ	Instructional Assistant-Spec Ed II	SMHS	10/3/16	15/A	6
	Correction to start date	Instructional Assistant-Bilingual	SMHS	8/10/16		
	Increase Hours	Bus Driver	DO	10/1/16	18/A	4.5 to 4.75
	Correction to start date	Instructional Assistant-Bilingual	SMHS	8/22/16		
	Employ	Student Data Specialist	PVHS	10/3/16	22/A	8
	Increase Hours	Food Service Worker I	SMHS	9/27/16	9/C	3.5 to 3.75
	Increase Hours	Bus Driver	DO	10/1/16	18/B	4.5 to 4.75
	Resign	Accompanist	PVHS	10/3/16	15/B	4/wk
	Out of Class	Campus Security Coordinator	SMHS	9/27/16	25/A	8
	Promote	Administrative Assistant II - Schoo Site	RHS	8/28/16	24/D	8
	Increase Hours	Bus Driver	DO	10/1/16	18/E	7 to 7.75
	Resign	Instructional Assistant-Spec Ed II	RHS	10/14/16	15/E	6
<b>CERTIFICATED PERSONNEL ACTIONS</b>						
<b>Name</b>	<b>Action</b>	<b>Assignment</b>	<b>Site</b>	<b>Effective</b>	<b>Salary</b>	<b>FTE</b>
	FMLA	Counseling	DHS	10/10-10/21/16	3/V	1.0
	Stipend	Ag Judging	SMHS	2016-17	\$3,517.80	~~
	Stipend	Ag Judging	SMHS	2016-17	\$3,517.80	~~
	Column Advance	Int'l Language	PVHS	2016-17	8/V	1.0
	Teacher Prep Period	Social Science	SMHS	8/19/-12/16/16	17/V	0.2
	Co-Dept. Chair Update FTE	Agriculture	SMHS	2016-17	\$2,228.00	Co-DC<=10
	Stipend	Ag Judging	SMHS	2016-17	\$3,517.80	~~
	Teacher Prep Period	Science	SMHS	8/10-12/16/16	23/V	0.2
	Stipend	Class Advisor Grade 11	SMHS	9/16-6/7/16	\$2,345.20	~~
	Stipend	Ag Judging	RHS	2016-17	\$3,517.80	~~
	Column Advance	Nurse	RHS	2016-17	16/V	1.0
	LOA	Agriculture	SMHS	2016-17	17/V	0.2
	Stipend	Ag Judging	SMHS	2016-17	\$3,517.80	~~
	Department Chair	Family Consumer Science	PVHS	10/3/16	\$4,221.40	DC<=6
	Teacher Prep Period	Mathematics	DHS	2016-17	7/V	0.2
	Teacher Prep Period	Science	DHS	8/10-10/7/16	7/V	0.2
	FMLA	Science	RHS	10/10 - 12/16/16	6/V	1.0



Santa Maria Joint Union High School District  
October 11, 2016

CERTIFICATED PERSONNEL ACTIONS						
Name	Action	Assignment	Site	Effective	Salary	FTE
	Stipend	Intramural	SMHS	9/19-12/16/16	5.8%/1, I	~~
	Stipend	Ag Judging	RHS	2016-17	\$3,517.80	~~
	Stipend	Ag Judging	RHS	2016-17	\$3,517.80	~~
	Stipend	Ag Judging	PVHS	2016-17	\$3,517.80	~~
	Stipend	Ag Judging	SMHS	2016-17	\$3,517.80	~~
	Stipend	Ag Judging	RHS	2016-17	\$3,517.80	~~
	Resignation	Co-Department Chair	PVHS	10/1/16	\$2,110.70	Co-DC<=6
	Stipend	Intramural	SMHS	1/11-6/7/17	5.8%/1, I	~~
	Teacher Prep Period	Mathematics	SMHS	8/15-12/16/16	8/V	0.2
	Increase FTE	VPA	SMHS	2016-17	12/V	.8 to 1.0
	Stipend	Co-WASC Coordinator	SMHS	9/23-6/7/17	\$1,993.40	~~
	Stipend	Ag Judging	PVHS	2016-17	\$3,517.80	~~
	Co-Dept. Chair Update FTE	Counseling	SMHS	2016-17	\$2,228.00	Co-DC<=10
	Teacher Prep Period	English	DHS	2016-17	17/V	0.2
	Teacher Prep Period	English	SMHS	8/29-12/16/16	12/III	0.2
	Stipend	Co-WASC Coordinator	SMHS	9/23-6/7/17	5.8%/1, I	~~
	Teacher Prep Period	VPA	SMHS	1 Semester	6/V	0.2
	Column Advance	Physical Education	RHS	2016-17	3/IV	1.0
	Teacher Prep Period	Graphic Arts	DHS	10/10-12/16/16	16/V	0.2
	Co-Dept. Chair Update FTE	Counseling	SMHS	2016-17	\$2,228.00	Co-DC<=10
	Teacher Prep Period	Int'l Language	SMHS	1 Semester	3/IV	0.2
	Stipend	Ag Judging	PVHS	2016-17	\$3,517.80	~~
	Co-Dept. Chair Update FTE	Agriculture	SMHS	2016-17	\$2,228.00	Co-DC<=10
	Stipend	Ag Judging	SMHS	2016-17	\$3,517.80	~~
	FMLA	Agriculture	SMHS	9/20-10/16/16	7/V	1.0
	Stipend	Ag Judging	SMHS	2016-17	\$3,517.80	~~
	Teacher Prep Period	Social Science	SMHS	8/22-12/16/16	15/V	0.2
	Stipend	Ag Judging	SMHS	2016-17	\$3,517.80	~~
	FMLA Correction	Physical Education	SMHS	8/11-10/14/16	10/V	1.0
	Teacher Prep Period	Special Education	SMHS	1 Semester	8/V	0.2
	Stipend	Intramural	RHS	9/15-6/7/17	\$2,720.40	~~
	Teacher Prep Period	English	DHS	8/10-10/7/16	13/V	0.2
	Teacher Prep Period	English	DHS	10/10-12/16/16	13/V	0.2

Santa Maria Joint Union High School District  
October 11, 2016

**CERTIFICATED PERSONNEL ACTIONS**

Name	Action	Assignment	Site	Effective	Salary	FTE
	Column Advance	English	SMHS	2016-17	6/V	1.0
	Teacher Prep Period	English	SMHS	1 Semester	6/V	0.2
	Stipend	Class Advisor Grade 10	SMHS	9/15-6/7/17	\$938.10	~~
	Stipend	Activities	PVHS	2016-17	\$3,283.28	~~
	Stipend	Ag Judging	PVHS	2016-17	\$3,517.80	~~

**COACHING PERSONNEL ACTIONS**

Name	Action	Assignment	Site	Effective	District	ASB/Booster
	Stipend	Head Frosh Girls Volleyball	ERHS	2016-2017	\$2,300.00	
	Stipend	Cheer Advisor	PVHS	2016-2017	\$3,283.28	

## Appendix B

# SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT FACILITIES REPORT

September 2016

## 1. Santa Maria High School Construction Projects

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

- Final closeout activities are continuing.

### **SMHS 2016 Paving Projects – Flowers & Associates**

- Final closeout activities are continuing.

## 2. Ernest Righetti High School Construction Projects

### **ERHS New 38-Classroom Building – Rachlin Partners**

- Reviews of project plans and specifications continue at DSA. Construction is now scheduled to start during December 2016 pending DSA approval and contractor cost negotiations.

### **ERHS Cafeteria Walk-In Freezer Project – Rachlin Partners**

- The architect has determined that due to estimated cost and minimal structural work, formal DSA approval is not required.
- Due to site impact considerations, construction is expected to occur during summer of 2017 when the school is closed.

### **ERHS Maintenance and Operations Building Project – Rachlin Partners**

- Revised architectural conceptual designs are under review by staff. A proposal to perform architectural and engineering services is under development by the architect.

### 3. Pioneer Valley High School Construction Projects

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

- Site construction activities occurring this period include the continued installation of steel structural elements, wood framing, steel framing, roof decking, roof insulation, electrical rough in, plumbing rough in, drywall, insulation, and window frames for the theater, lobby and classrooms. **(Photos)**

#### **6 Portable Roof Replacement - 613-618 – Support Services**

- Final closeout activities continue.

#### **Stadium Scoreboard Replacement – Support Services **(Photo)****

- The installation work for a replacement scoreboard was completed September 30, 2016 with fencing and cleanup remaining.

### 4. New Facility

#### **C2004 New Facility School CTE Component – PMSM Architects**

- Initial schematic design development meetings, including participation by the architect, District agriculture representatives, and CFW have been completed. Design development activities will occur during the month of October. Design and construction document development activities, DSA approval, and contracting are estimated to be complete in late spring 2017 with construction to start shortly thereafter.

### 5. District Wide and Support Services Center

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

- Final contract closeout activities continue. Two closeout items remain.
- It is anticipated remaining items will be resolved by October 31, 2016.

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

- Review of project closeout issues continues. Projects under current review and their status are as follows:
  - PVHS Pool: Discussions with DSA are underway to determine if work related to revisions to eight concrete block pilasters can be combined with proposed lighting work at the site.
  - PVHS 12 Modular Classrooms: Coordination of modifications to the fire sprinkler system continues. Corrective work is expected to occur during summer of 2017.
  - SMHS CHCCC: Support Services personnel and the closeout consultant are continuing work with the IOR and DSA contacts to get final documents and approvals needed for project closeout.

**District Wide Security Camera Installation – Support Services**

- Camera installation at SMHS, ERHS, and SSC are complete. New storage servers were installed at ERHS and SSC; all cameras have been integrated into these servers. Due to the need for installation of additional switches at PVHS, installation of cameras at PVHS will be completed in October. The new storage server for PVHS has been installed and set up to minimize disruption to the school operation while the new cameras are installed.

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

- Additional soils engineering evaluations were determined to be needed. The submittal package is now anticipated to be submitted to the City of Santa Maria Planning and Development department for review and approval in mid to late October. Construction scheduling will occur following design completion and City approval.

**SSC Commodities Walk-In Freezer Project – Rachlin Architects**

- Construction cost estimates, schedules, and bidding packages are under development.

**6. Summer Activities**

**District Wide Summer Projects Planning**

- Planning for summer 2017 work projects will commence in November.

Gary Wuitschick  
Director – Support Services

## Maintenance & Operations

### PVHS

- Cleaned tennis courts for tennis matches.
- Began preparation of varsity baseball infield for the spring season: removed the infield lip and began work on the pitcher's mound as well as home plate. **(Photo)**
- Converted varsity baseball coaches boxes and on deck circles to grass. This will enhance the appearance of the field and improve on game preparation time.
- Replaced broken sprinkler heads in baseball, softball, and soccer practice fields.
- Prepared staff parking lot planters for new plantings.
- Groomed football stadium for football games.
- Performed weed abatement throughout campus.
- Installed recycled rubber mulch in the planter along the north driveway. **(Photo)**
- Repaired non-functioning security cameras located on the science building and press box.
- Mounted new banners in the gymnasium.
- Assembled and installed new shelves in the training room.
- Mounted a new control box in the pool equipment room.
- Installed new Smart Boards in classrooms 206, 211, 451, and 606.
- Repaired door hardware in several places throughout campus.
- Installed a new paper towel dispenser and commercial can opener in the Home Economics Foods Lab.
- Installed new adjusted metal feet on the student work tables in the Home Economics Foods Lab.
- Setup the portable stage in the Drama room in preparation for an upcoming production.
- Repaired exterior lighting in various areas throughout campus.
- Installed a new skateboard rack in the quad area. **(Photo)**
- Installed new chain gates to control access to the amphitheater.
- Installed new serving windows in the football concession stand. **(Photo)**
- Poured the concrete foundations for the new football stadium scoreboard.
- Setup several events – CELDT Testing, Guest Speakers Forum, Make Up Picture Day, Back to School Dance, Link Crew meeting, parent meetings, Water Polo games, Volleyball games, OAHS Football games, outside soccer league, PVHS Football Games, Tennis matches, Freshman Presentations, Back To School Night, and Crosspointe Church.
- Preventive work order hours – 47
- Routine work order hours – 109
- Total work orders completed – 176
- Event setup hours – 137

REGULAR MEETING  
October 11, 2016

**ERHS**

- Setup a new run through for the football team, striped the practice field for soccer and football. **(Photo)**
- Prepared the tennis courts for match play.
- Repaired a main irrigation waterline on the upper campus. **(Photo)**
- Fertilized turf and planters at ERHS and DHS.
- Performed gopher abatement.
- Repainted PE assembly numbers on the blacktop.
- Repaired a leaking fire sprinkler riser.
- Patched and repainted several areas throughout the campus: cafeteria doors, ornamental fencing, and areas where block walls were removed to open the campus traffic flow. **(Photo)**
- Repaired tripping hazards in the quad area.
- Repaired access ramp handrails on the portable classrooms in the Bradley parking lot.
- Repaired the public address system in classrooms 256 and 312.
- Repaired the emergency lighting in Delta High classroom 304.
- Installed a new security camera server and migrated all cameras in to the new server.
- Completed power supply for newly acquired wood shop equipment.
- Performed quarterly HVAC preventive maintenance in the gymnasium, the 100s, 300, Industrial Arts, and Administration.
- Performed annual service to boilers in the 100s and 300s, natural gas valves and regulators campus wide, wood shop and welding shop exhaust fans.
- Inspected and lubricated doors in the 100s, 300s, Industrial Arts, portable classrooms, and Delta High School.
- Replaced lights on the gymnasium scoreboard.
- Repaired leaking drinking fountains.
- Installed a new skateboard rack in cafeteria patio. **(Photo)**
- Setup several events – SAT preparation, Grant meeting, textbook pickup/delivery, school photos, Back to School Night, CELDT testing, FFA Greenhand Boot Camp, AVID Family Night, TIP program, Reach Higher Academy.
- Preventive work order hours – 118
- Routine work order hours – 293
- Total work orders completed – 206
- Event setup hours – 106

REGULAR MEETING  
October 11, 2016

**SMHS**

- Performed pest control: gophers and ants.
- Groomed the football stadium for football games.
- Striped the fields for weekly football games.
- Repaired the electric parking lot gate at Camino Colegio Street.
- Power washed concrete in various areas of the campus.
- Repaired turf sprinklers throughout the campus.
- Removed a beehive at the football stadium.
- Repaired the steps and repainted them at Ethel Pope Auditorium.
- Repaired lighting in classroom 240 and the football stadium scoreboard.
- Repaired doors in classroom 609, the Old Science Custodian room, and the Building 320 Custodian room.
- Installed a new electrical circuit for the new copier in Administration.
- Relocated computer projectors and Smart Boards in classrooms 320 and 520.
- Continued the repairs to the football stadium restroom: restroom fixtures and partitions as well as resurfacing the asphalt. **(Photos)**
- Installed new science laboratory sinks in classroom 320 for Ag Science. **(Photo)**
- Repaired locks in Library, Stadium east concession, small gymnasium, and the following classrooms: 120, 127, 334, and 612.
- Relocated the mailroom from the east wing of Administration to the west wing. Additionally, moved the copy center from the Library building to the west wing of Administration so both functions are in the same room. **(Photo)**
- Installed new furniture for independent study in the City Library.
- Inspected ADA chair lifts in classrooms 106, 107, the football stadium, and the small gymnasium.
- Secured bookshelves in the following classroom: 331, 523, 641, and 642.
- Inspected and repaired the HVAC in Industrial Arts, the Multipurpose Room, and room 342.
- Repaired the tempered water controls at the pool.
- Tested and repaired computer projectors in classrooms 247, 331, 440, 431, and 641.
- Replaced fluorescent lamps in classrooms 246 and 247.
- Setup several events - Parent Teacher Night, grade level parent meetings, One Community Action meeting, Un Cafecito, MPAC, Welcome Back Rally, football, volleyball, youth football water polo, Allan Hancock College classes.
- Preventive work order hours – 15
- Routine work order hours – 219
- Total work orders completed – 160
- Event setup hours – 177

**Graffiti & Vandalism**

• DHS	\$	0
• ERHS	\$	40
• SMHS	\$	180
• PVHS	\$	0

Reese Thompson  
Director – Facilities and Operations



## Photo Gallery – Major Projects



PVHS – Concrete Pump Lifts Lightweight Concrete to the Performing Arts Center Roof



PVHS – Performing Arts Center Roof – Concrete Applied over the Metal Decking



PVHS – Protecting the Theater Below While Pouring the Roof Deck



PVHS – The New Scoreboard is Ready Just in Time for the Friday Night Game

## Photo Gallery – Maintenance & Operations



PVHS – José Gamino Grinds the High Point Lip on the varsity Baseball Infield



PVHS – José Gamino and Pepé Gutierrez spread Recycled Rubber in the North Planter



PVHS – New Locking Skateboard Racks Getting Used Right Away!



PVHS – Improved Serving Windows Installed at the Football Concession Stand



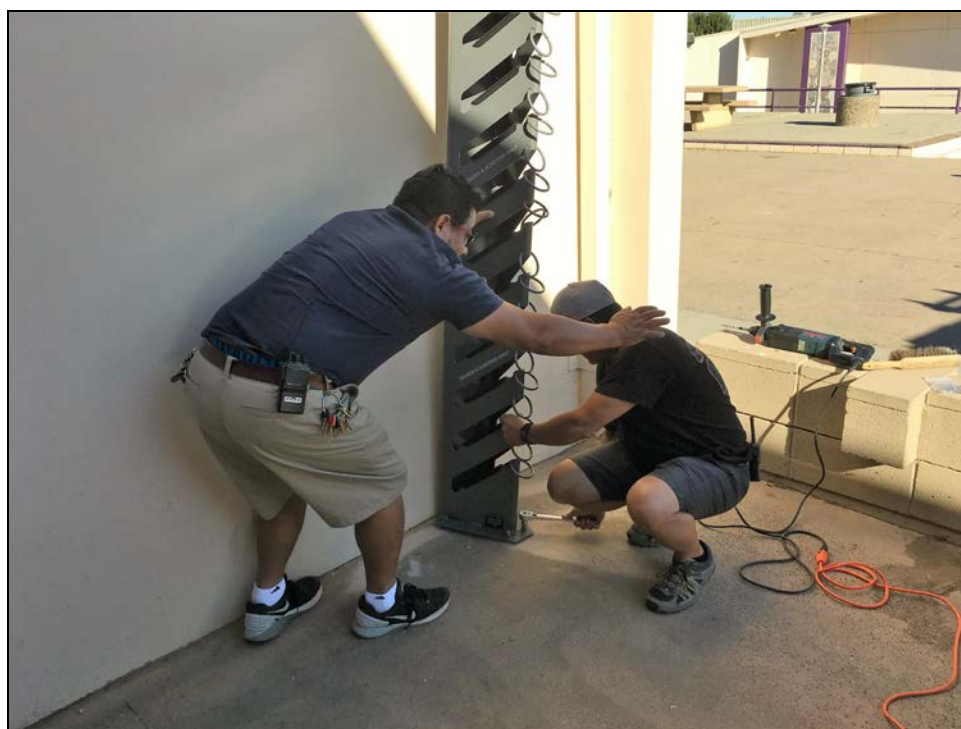
ERHS – A New Protective Mat and Run-through Set up for the Friday Night Football Game



ERHS – Flavio Rodriguez and Denton Tilley Excavate a Water Leak in Front of the School



ERHS - Ernest Paz Completes Painting at the Cafeteria Restrooms



SMHS - Leo Avila Performs a Mystery Maneuver While Installing the Skateboard Rack



SMHS - New Restroom Partitions and sinks at the Football Stadium



SMHS - Asphalt Improvements at the Football Stadium Restrooms

REGULAR MEETING  
October 11, 2016



SMHS - New Ag Science Classroom Receives Laboratory Sinks



SMHS - Relocated Mailroom and Copy Center



REGULAR MEETING  
October 11, 2016

## APPENDIX C

Approval of Agreement for Classified  
Bargaining Unit, Job Descriptions

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

September 7, 2016

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

1. The following Association bargaining unit job description shall be revised and are attached to this Agreement:

LVN Health Assistant (From Range 18 TO Range 22)

2. A new bargaining unit job description has been created and is attached to this Agreement:

Human Resources Technician (Salary Range 28)

Tentatively agreed to this 7<sup>th</sup> day of September 2016. This Tentative Agreement shall become final and binding upon the parties with ratification by the membership of the Association (pursuant to Association Policy 610 and if required by that Policy) and adoption by the Santa Maria Joint Union High School District Board of Education.

FOR THE ASSOCIATION:

*Lami Contractor*  
*Mary T. King*  
*Van L*  
*Sgt*  
*JH*  
*Diana DeBenedi*

FOR THE DISTRICT:

*J. McRae*  
*Islandia Ortiz*  
*[Signature]*  
*Russell Thompson*

## LVN HEALTH ASSISTANT

### BASIC FUNCTION:

Under the supervision of an Assistant Principal, provide basic medical services for students and staff at an assigned high school; document illnesses and incidents; process incoming freshmen and new enrollees with specialized health needs. Respond to emergencies and treat accordingly, coordinating with EMS system.

### REPRESENTATIVE DUTIES:

- **Under the guidance of the school nurse, the LVN will communicate and coordinate medical or health information/procedures regarding student issues with school personnel, parent/guardians and other medical providers. E**
- Receive students in the health office; assist with medical, personal and emotional needs; dispense and document medication according to prescription; take temperatures, vitals and symptoms; provide bandaids, cough drops or other medical/health products as needed; G-tube feed students under the supervision of a school nurse, clean and bandage wounds according to established procedures. **E**
- **Conduct basic medical procedures in accordance with the Vocational Nursing Practice Act. E**
- **Assist with health screenings. E**
- **Attend 504 and IEP meetings to present basic assessment information. E**
- Assist with lifting students in and out of wheelchairs, braces and other orthopedic equipment; assist staff members in positioning pupils and in rendering various forms of personal care such as toileting and diapering, specialized medical services, dressing, undressing, bathing and grooming; assure the safe use and operation of wheelchairs, prosthetic devices and other equipment. **E**
- Respond to medical and accidental emergencies; travel to various locations and assess situations; treat and calm individuals as needed; coordinate transportation and communication to administrators, EMS system and parents; assure proper coverage of the health office in emergency situations; provide information to ambulance personnel including emergency medical cards; prepare accident reports and document related information to computer; provide for follow-up as needed; coordinate processing of accident reports and student insurance. **E**
- Reinforce instruction and vocational training and life skills to students with severe disabilities; confer with teachers concerning programs and materials to meet the individual needs of special education students. **E**
- Perform routine first aid including emergency treatment of children experiencing seizures or respiratory problems, orthopedic distress, and pulmonary conditions; maintain daily documentation of specialized physical health care services and procedures. **E**
- Implement assigned sections of pupil behavior management plans which may involve use of approved behavior modification, physical management techniques or other skills or knowledge to establish and maintain appropriate behaviors; supervise and discipline students according to approved policies and procedures. **E**
- Operate various medical equipment including stethoscope, thermoscan thermometer, medical scissors, sphygmomanometer and others as assigned. **E**
- Operate a computer and other office equipment as assigned. **E**
- Maintain the health office in a clean, orderly and safe condition.
- Assure the health and safety of students by following health and safety practices and procedures. **E**
- Perform related duties as assigned.

### KNOWLEDGE OF:

Specialized medical services and proper administration procedures for students.

Student guidance principles and practices related to high school aged students with severe handicaps.

Problems and concerns of students with special needs.

Medication effects and proper administration procedures.

Proper operation of specialized health assessment instruments.  
Modern medical terminology, equipment and techniques.  
Laws, rules, regulations and policies related to assigned activities.  
Diagnostic methods for medical conditions and diseases.  
Public health agencies and local health care resources.  
Health and safety regulations.  
Modern office practices, procedures and equipment.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Classroom procedures and appropriate student conduct.

**ABILITY TO:**

Provide specialized medical services for students, as permitted by license.  
Identify various health needs, unusual and critical cases, and recommend appropriate action.  
Reinforce instruction to students with learning disabilities, communication and behavioral problems.  
Respond quickly and remain calm during medical emergencies.  
Understand and follow oral and written instructions.  
Establish and maintain cooperative and effective working relationships with others.  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.  
Understand and work within scope of authority.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and completion of Licensed Vocational Nurse (LVN) program.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR Certificates issued by an authorized agency.  
Valid California driver's license.  
Licensed Vocational Nurse (LVN)

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to assist students.  
Restrain students who become physically aggressive.  
Hearing and speaking to exchange information and make presentations.  
Seeing to read assignments and to monitor student activities.  
Lifting severely handicapped students out of wheelchairs.

**HAZARDS:**

Potential exposure to communicable diseases and contact with blood and other body fluids.  
Potential exposure to physical injury from aggressive behavior.

**8/11/04-10/11/16**

**SMJUHSD**

**Range 48-22**

## HUMAN RESOURCES TECHNICIAN

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Human Resources or other Human Resources manager, perform responsible duties related to the voluntary and mandatory employee benefit programs for the District; perform responsible duties related to the posting of vacant positions, recruitment and selection of qualified employees; process enrollment forms and maintain database for benefits; provide assistance, counsel and information regarding the benefit programs; and process claims for workers' compensation, according to established procedures; prepare related records.

### **REPRESENTATIVE DUTIES:**

- Administer district's employee and retiree health and welfare benefits program, including medical, dental, and vision care insurances, life insurance, long term disability, and mandated programs such as COBRA; administer new hire enrollments, additions, terminations, or changes in accordance with union agreements and board policies. *E*
- Prepare and reconcile insurance eligibility reports for additions, terminations, and changes including but not limited to, life insurance, income protection, medical, dental, vision and Section 125 insurance carriers. *E*
- Receive, review, audit and reconcile monthly billings from benefit providers to payroll employee and employer benefit records. *E*
- Act as primary contact and reference source for staff and insurance providers. *E*
- Administer the District annual open enrollment, including correspondence with carriers and plan administrators; review enrollment forms and other documents for accuracy.
- Maintain records of individual voluntary deductions and related data; verify documents for proper account codes, premium rates and related data. *E*
- Review and check documents for completeness, accuracy and conformance with applicable rules/regulations and procedural requirements; assure that established procedures are carried out efficiently. *E*
- Conduct new employee orientations relating to employee benefit programs. *E*
- Compute and summarize voluntary deductions; maintain records of deductions; verify and input data; prepare special reports as assigned. *E*
- Monitor for compliance with Affordable Care Act; creates reports and tracks employee work hours. *E*
- Act as liaison with retirees to provide benefits information, tracks eligibility status and processes retiree payments. *E*
- Receive, review, audit and process Workers' Compensation reports and claims. *E*
- Maintain contact with employees on Industrial Illness and Injury Leave, and respond to questions pertaining to benefits and claims procedures. *E*
- Create and post recruitment announcements; schedule and administer applicant testing. *E*
- Provide a variety of information and assistance to applicants, the public and employees of the district with regard to personnel procedures, job opportunities, employment requirements and application procedures. *E*
- Assist in the processing of fingerprints and employment paper work. *E*
- Schedule applicant interviews; assist in applicant rankings and selection of qualified employees

- Perform a variety of activities related to Human Resources; provide District-wide services. *E*
- Perform related duties as assigned.

**KNOWLEDGE OF:**

Tax withholding, voluntary and involuntary deductions, 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 record-keeping duties with a high degree of skill and accuracy.

Prepare financial summaries and reports.

Interpret and apply state and federal regulations, policies, rules and procedures.

Organize, summarize and express complex concepts or issues in concise, simple terms to a variety of people with varying levels of interest and understanding.

Establish and maintain cooperative and effective working relationships with others.

Work confidentially with discretion.

Meet schedules and time lines.

Perform clerical duties as assigned.

Communicate effectively both orally and in writing.

Operate assigned office equipment.

10-key by touch

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of increasingly responsible experience in benefits, payroll, human resources, or a related field, in a school setting.

**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.

10/11/2016

SMJUHSD

Range 28