

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

BOARD OF EDUCATION

CSBA Professional Governance Standards

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

THE BOARD

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

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

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

THE INDIVIDUAL TRUSTEE

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

To be effective, an individual trustee:

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



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

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

RESPONSIBILITIES OF THE BOARD

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

Effective boards:

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

**SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION**

Regular Meeting

January 8, 2019

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

**6:30 p.m. General Session/
Closed Session Immediately Following**

***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.

I. OPEN SESSION

A. Call to Order

II. REPORTS

A. Superintendent’s Report

- **Ellen Barger**

B. Board Member Reports

III. ITEMS SCHEDULED FOR ACTION

A. GENERAL

1. Board Policies for First Reading – No Action Needed

Resource Person: Mark Richardson, Superintendent

The following board policies are presented for First Reading and will be added to the February 12, 2019 agenda for approval.

BP/AR/BB	Description
BP 3312 Business Contracts	Policy updated for districts entering into contracts ensuring "internal controls" to protect integrity of public funds, and ensuring contracts are entered into on a competitive basis.
BP/AR 3550; BP/AR 3551; BP/AR 3554 Business Food Service	Policies and Regulations updated for districts participating in the National School Lunch/Breakfast Program.
BP 6142.3 Instruction Civic Education	Policy is new to the district. It was recently updated by CSBA to add new section on "Student Voter Registration" containing material formerly in BP 1400 - Relations Between Governmental Agencies and the Schools.
BB 9110 Board Bylaws Terms of Office	Bylaw updated to reflect new law (AB 2449) which changes the commencement of the term of office of board members from the first Friday in December following their election to the second Friday in December.

B. INSTRUCTION

1. Proclamation Declaring February 4-8, 2019 as National School Counseling and Guidance Week – Resolution Number 10-2018-2019

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

National School Counseling and Guidance Week will be celebrated February 4-8, 2019, to focus public attention on the unique contributions of professional school counseling and guidance staff members in our schools across the country. The National School Counseling and Guidance Week, sponsored by the American School Counseling Association (ASCA), highlights the tremendous impact school counselors and guidance staff can have in helping students achieve school success and plan for a career.

*** **IT IS RECOMMENDED THAT** the Board of Education adopt Resolution Number 10-2018-2019 to declare February 4-8, 2019 as National School Counseling and Guidance Week.

Moved _____ **Second** _____

A Roll Call Vote is Required:

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

Santa Maria Joint Union High School District
Resolution Number 10-2018-19

Proclamation

National School Counseling and Guidance Week February 4-8, 2019

WHEREAS, counseling and guidance staff members are employed in our schools to help students reach their full potential; and

WHEREAS, counseling and guidance staff members are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to career awareness and development; and

WHEREAS, counseling and guidance staff members help parents focus on ways to further the educational, personal and social growth of their children; and

WHEREAS, counseling and guidance staff members work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

WHEREAS, counseling and guidance staff members seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society; and

WHEREAS, comprehensive developmental school counseling and guidance programs are considered an integral part of the educational process that enables all students to achieve success in school;

Therefore, the Board of Education of the Santa Maria Joint Union High School District do hereby proclaim February 4-8, 2019, as National School Counseling and Guidance Week.

Roll Call:

Ayes:

Noes:

Absent:

Abstain:

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

C. BUSINESS

1. Fiscal Year 2017-2018 Audit Report

Resource Person: Michelle Coffin, Fiscal Services Director

As required by Education Code §41010, the District retained the services of the auditing firm, Christy White Accountancy Corporation, to audit the books and accounts of the District. In accordance with Education Code §41020, the audit report for the year ended June 30, 2018 is hereby submitted to the Board of Education for review at this public meeting. The full audit report can be found on the District's website.

*** **IT IS RECOMMENDED THAT** the Board of Education accept the submission of the audit report for the year ended June 30, 2018 and approve filing it with the County Superintendent of Schools as required by Education Code §41020.

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

IV. 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. Palera _____
- Ms. Lopez _____
- Dr. Garvin _____
- Dr. Karamitsos _____
- Ms. Perez _____

REGULAR MEETING January 8, 2019
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A. Approval of Minutes

Regular Board Meeting – December 11, 2018

B. Approval of Warrants for the Month of December 2018

Payroll	\$ 7,300,603.28
Warrants	<u>4,318,254.53</u>
Total	<u>\$11,618,857.81</u>

C. 2018-2019 Fourth Monthly Attendance Report

D. Approval of Contracts

COMPANY/ VENDOR	DESCRIPTION OF SERVICES	AMOUNT/ FUNDING	RESOURCE PERSON
Leslie Fisher/Fisher Technologies	Technology presenter for Delta High School's Staff Development Day	\$5,250/ District Title I	John Davis

E. Facility Report – **Appendix B**

F. Out of State Travel

PERSON/REASON	PLACE/DATE	FUNDING
Ricardo Magni Environmental Science AP Summer Institute	Austin, TX July 22-25, 2019	College & Career Readiness Block Grant

G. Acceptance of Gifts

Pioneer Valley High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
Sabra Rounds	Sewing Classes	\$400.00
Rotary Club	Band	\$250.00
Rotary Club	Band	\$350.00
Blaze Pizza	Unity Dance Club	\$133.97
Mercy Church	GLO Club	\$300.00
Vaquera's	SHARe Club	\$140.00
G. Brothers Smokehouse	Link Crew	\$160.00
G. Brothers Kettlecorn	Link Crew	\$150.00
Elida Carranza	AVID 2019	\$300.00
Morgan Stanley	Girls Wrestling	\$100.00
Total Pioneer Valley High School		<u>\$2283.97</u>

REGULAR MEETING
January 8, 2019

District		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
Joe Gonzalez	Bus Garage	\$1,200.00
Atlas Copco	District (4 Welding Machines)	Value TBD
Total District		<u>\$1,200.00</u>
Delta High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
Women's Bible Study Ministries/Element Church	School	\$250.00
Total Delta High School		<u>\$250.00</u>
Santa Maria High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
UBP – San Luis Obispo Inc	Close Up Washington	\$500.00
Richard & Sharon Hermann	Close Up Washington	\$200.00
Aktion Club of Santa Maria	Close Up Washington	\$100.00
Rotary Club of Santa Maria Breakfast	FBLA	<u>\$100.00</u>
Total Santa Maria High School		<u>\$900.00</u>

V. REPORTS FROM EMPLOYEE ORGANIZATIONS

VI. 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.

VII. ADJOURN TO CLOSED SESSION

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

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

- C. Student Matters** – Education Code §35146 and §48918. The Board will review proposed expulsions/suspended expulsion(s) and/or requests for re-admission. NOTE: The education code requires closed sessions in these cases to prevent disclosure of confidential student record information.

Administrative Recommendation for student re-admission from expulsion:
345638, 349150, 350687, 353161

VIII. RECONVENE IN OPEN SESSION

- A. Call to Order**

IX. ANNOUNCE CLOSED SESSION ACTIONS – Dr. Richardson

X. NEXT MEETING DATE

Unless otherwise announced, the next regular meeting of the Board of Education will be held February 12, 2019. 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.

XI. FUTURE REGULAR BOARD MEETINGS FOR 2018

March 12, 2019
April 9, 2019
May 14, 2019

June 11, 2019
June 18, 2019
July 9, 2019
August 6, 2019

September 10, 2019
October 8, 2019
November 12, 2019
December 10, 2019

XII. ADJOURN

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
MONTHLY REPORT OF ATTENDANCE
FOURTH MONTH OF 2018-19

November 05, 2018 through November 30, 2018

	Fourth Month 2017-18				Fourth Month 2018-19				Cumulative ADA			
	Fourth Month 2017-18		Fourth Month 2018-19		Fourth Month 2018-19		Fourth Month 2018-19		Prior Year		Current Year	
	Ending Enrollment	ADA	ADA % of Poss. Enroll.	ADA % of Poss. Enroll.	Ending Enrollment	ADA	ADA % of Poss. Enroll.	ADA % of Poss. Enroll.	ADA % to CBEDS	ADA	ADA % to CBEDS	ADA
ERNEST RIGHETTI HIGH												
Regular	2051	1970.43	95.7%	95.8%	2070	1991.71	95.8%	95.8%		1962.27		2039.27
Special Education	86	82.50	95.5%	95.5%	72	68.93	95.5%	95.5%		73.69		70.40
Independent Study	33	20.50	67.4%	67.4%	53	37.29	69.6%	69.6%		9.03		31.19
Independent Study 12+	1	0.79	78.6%	78.6%	---	---	---	---		0.00		0.56
Independent Study Spec Ed	0	0.00	0.0%	0.0%	2	2.00	100.0%	100.0%		0.00		1.27
CTE Program	8	6.71	81.3%	81.3%	6	4.86	81.0%	81.0%		5.20		5.45
Home and Hospital Reg Ed	2	1.93	81.8%	81.8%	8	4.21	57.8%	57.8%		1.90		4.93
Home and Hospital Spec Ed	1	1.00	100.0%	100.0%	2	0.86	57.1%	57.1%		3.10		0.85
TOTAL RIGHETTI	2182	2083.86	95.7%	95.7%	2213	2109.86	95.7%	95.7%		2055.19		2153.93
SANTA MARIA HIGH												
Regular	2351	2319.07	96.2%	96.2%	2492	2415.14	96.7%	96.7%		2313.86		2439.59
Special Education	88	81.84	91.9%	91.9%	124	112.50	90.9%	90.9%		90.66		113.75
Independent Study	124	13.71	95.0%	95.0%	17	15.07	95.0%	95.0%		17.37		10.60
Independent Study 12+	0	0.00	0.0%	0.0%	0	0.00	0.0%	0.0%		0.00		0.00
Independent Study Spec Ed	2	2.00	100.0%	100.0%	1	1.00	100.0%	100.0%		0.00		0.47
CTE Program	10	7.36	73.0%	73.0%	3	2.00	77.8%	77.8%		6.52		2.07
Home and Hospital Reg Ed	9	7.21	74.8%	74.8%	13	10.86	88.4%	88.4%		4.59		8.64
Home and Hospital Spec Ed	0	0.00	0.0%	0.0%	2	2.00	100.0%	100.0%		1.03		0.79
TOTAL SANTA MARIA	2584	2430.99	96.0%	96.0%	2652	2558.57	96.4%	96.4%		2434.03		2575.92
PIONEER VALLEY HIGH												
Regular	2529	2456.71	96.8%	96.8%	2608	2532.07	96.8%	96.8%		2507.32		2565.21
Special Education	107	100.29	93.7%	93.7%	104	101.14	96.5%	96.5%		98.25		102.45
Independent Study	22	16.00	73.9%	73.9%	9	8.07	85.0%	85.0%		3.90		5.18
Independent Study Spec Ed	3	2.50	85.4%	85.4%	0	0.00	0.0%	0.0%		1.73		0.00
Home and Hospital Reg Ed	11	8.14	74.0%	74.0%	16	9.43	70.6%	70.6%		6.42		6.49
Home and Hospital Spec Ed	2	1.00	50.0%	50.0%	6	4.93	82.1%	82.1%		1.79		2.85
TOTAL PIONEER VALLEY	2674	2584.64	96.7%	96.7%	2743	2655.64	96.8%	96.8%		2619.41		2662.18
DAY TREATMENT @ LINCOLN STREET	5	3.43	77.4%	77.4%	6	4.36	85.9%	85.9%		4.80		4.04
DISTRICT SPECIAL ED TRANSITION	23	23.07	100.0%	100.0%	20	19.64	98.2%	98.2%		27.48		20.00
DISTRICT SPECIAL ED TRANSVOC MM	23	23.00	100.0%	100.0%	18	18.00	100.0%	100.0%		14.83		17.44
ALTERNATIVE EDUCATION												
Delta Continuation	329	242.35	72.6%	72.6%	335	253.65	75.0%	75.0%		257.40		265.48
Delta 12+	0	0.32	90.0%	90.0%	0	0.00	0.0%	0.0%		0.00		0.00
Delta Independent Study	23	19.53	0.0%	0.0%	29	25.05	90.4%	90.4%		3.57		20.85
Delta Independent Study 12+	4	1.92	48.0%	48.0%	1	1.00	100.0%	100.0%		12.87		1.34
Delta Independent Study Spec Ed	1	0.96	96.0%	96.0%	1	0.00	0.0%	0.0%		0.00		0.28
DHS Home and Hospital Reg Ed	4	2.79	69.8%	69.8%	4	1.36	33.9%	33.9%		0.24		1.38
Reach Program--ERHS	5	3.14	75.9%	75.9%	17	5.57	48.4%	48.4%		0.00		0.00
Reach Program--DHS	0	0.00	0.0%	0.0%	0	0.00	0.0%	0.0%		0.00		0.00
Reach Program--SMHS	8	5.57	88.6%	88.6%	20	13.93	76.2%	76.2%		3.00		8.60
Reach Program--PVHS	9	6.43	79.6%	79.6%	13	10.21	82.7%	82.7%		7.70		6.41
Home School @ Library Program	40	31.00	79.5%	79.5%	42	34.00	82.8%	82.8%		25.77		31.11
Delta HS I.S. Program P	25	23.19	93.8%	93.8%	13	11.29	89.3%	89.3%		16.25		13.68
TOTAL ALTERNATIVE EDUCATION	448	337.2	75.3%	75.3%	475	356.06	75.0%	75.0%		326.80		348.94
TOTAL HIGH SCHOOL DISTRICT	7939	7486.19	94.3%	94.3%	8127	7722.13	95.0%	95.0%		7482.54		7802.45

CLASSIFIED PERSONNEL ACTIONS						
Name	Action	Assignment	Site	Effective	Pay Rate	Hours
	39-Month Reemploy	Grounds Maintenance I	RHS	12/4/18	16/E	8
	Leave Without Pay	Instructional Assistant-Spec Ed II	RHS	2/4/19 - 2/8/19	15/E	6
	Employ	Instructional Assistant-Spec Ed II	RHS	1/15/19	15/A	6
	Employ	LVN Health Assistant	PVHS	1/15/19	22/A	6.5
	Employ	Campus Security Assistant II	SMHS	1/15/19	17/A	6
	Employ	Instructional Assistant-Spec Ed II	RHS	1/15/19	15/A	6
	Resign	Bus Driver	DO	12/21/18	18/E	4.75
	Resign	Food Service Worker I	RHS	12/21/18	9/E	3
	Employ	Food Service Worker I	RHS	1/15/19	9/A	3
	Employ	Food Service Worker I	SMHS	1/15/19	9/A	3
	Assignment Change	Instructional Assistant-Spec Ed I	SMHS	1/15/19	13/E	5.5
CERTIFICATED PERSONNEL ACTIONS						
Name	Action	Assignment	Site	Effective	Salary	FTE
	Teacher Prep Period	Social Science	DHS	1/14/19-3/15/19	28/V	0.2
	Teacher Prep Period	Home Economic/FCS	RHS	1/14/19-6/7/19	21/IV	0.2
	Teacher Prep Period	English	PVHS	1/14/19-6/7/19	13/III	0.2
	Teacher Prep Period update	Special Education	SMHS	10/01/18-12/21/18	6/V	0.2
	Retire	Social Science	SMHS	1/16/19	34/V	1.0
	Teacher Prep Period	Social Science	DHS	1/14/19-3/15/19	25/V	0.2
	Teacher Prep Period	Agriculture	RHS	1/14/19-6/7/19	2/III	0.2
	Baby Bonding Leave	Physical Education	SMHS	1/14/19-2/28/19	13/V	1.0
	Teacher Prep Period	English	PVHS	1/14/19-6/7/19	22/V	0.2
	Teacher Prep Period	Mathematics	DHS	1/14/19-3/15/19	9/V	0.2
	Teacher Prep Period	English	RHS	1/14/19-6/7/19	19/V	0.2
	Teacher Prep Period	Special Education	SMHS	1/14/19-6/7/19	29/V	0.2
	Teacher Prep Period	Social Science	RHS	1/14/19-6/7/19	24/V	0.2
	Teacher Prep Period	Agriculture	RHS	1/14/19-6/7/19	29/V	0.2
	Teacher Prep Period	Agriculture	RHS	1/14/19-6/7/19	30/V	0.2
	Stipend/Department Chair	Social Science	SMHS	12/17/18	1, I 10%	~~
	Teacher Prep Period	English	DHS	1/14/19-3/15/19	19/V	0.2
	Teacher Prep Period	Mathematics	SMHS	1/14/19-6/7/19	12/V	0.2
	LOA	English	PVHS	1/14/19-6/7/19	13/V	0.4
	Teacher Prep Period	English	DHS	1/14/19-3/15/19	17/V	0.2
	Teacher Prep Period	English	SMHS	1/14/19-6/7/19	5/V	0.2
	Teacher Prep Period	Mathematics	SMHS	1/14/19-6/7/19	9/IV	0.2
	Teacher Prep Period	Special Education	RHS	1/14/19-6/7/19	28/V	0.2

CERTIFICATED PERSONNEL ACTIONS							
Name	Action	Assignment	Site	Effective	Salary	FTE	
	Teacher Prep Period	Special Education	SMHS	1/14/19-6/7/19	10/V	0.2	
	Teacher Prep Period	Science	SMHS	1/14/19-6/7/19	3/III	0.2	
	Teacher Prep Period	English	SMHS	1/14/19-6/7/19	6/III	0.2	
	Teacher Prep Period	English	SMHS	1/14/19-6/7/19	10/V	0.2	
COACHING PERSONNEL ACTIONS							
Name	Action	Assignment	Site	Effective	District	ASB/Booster	Employee Type
	Stipend	Head JV Boys Wrestling	SMHS	2018-2019	\$1,007.00		CERT.
	Stipend	CoHead JV Boys Wrestling	SMHS	2018-2019	\$1,006.00		WALK-ON
	Stipend	Head JV Boys Wrestling	PVHS	2018-2019	\$3,020.00		CERT.
	Stipend	CoHead Varsity Boys Basketball	ERHS	2018-2019		\$ 3,300.00	WALK-ON

Appendix B

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT FACILITIES REPORT

Early December 2018 Activities

1. Santa Maria High School Construction Projects

SMHS Reconstruction – Rachlin Partners

- Preconstruction and underground survey work have started. The team met to review summer Phase “O” work, transition of all phases, and District preferences to be incorporated in the design. A presentation of final design progress for the new three-story building will be presented to District administration in January during a project summary meeting.

2. Ernest Righetti High School Construction Projects

ERHS New 38-Classroom Building – Rachlin Partners

- Site concrete, fencing, and site improvements are nearing completion. Delays caused by Audio Visual (AV) control system integration, classroom lighting adjustments, and heating-cooling ducting modifications have pushed completion of the project. A teaching staff training was conducted regarding Furniture, Fixtures, and Equipment as well as Audio-Visual equipment. The design team met with the site administration to review the teacher move transition plan. The phased occupancy of the building is now anticipated to begin by the end of February 2019. [\(Photos\)](#)

ERHS Maintenance and Operations Building – Rachlin Partners

- Schematic designs are under development and will be ready for review by site staff in January 2019.

ERHS Phase 2 Improvements – (Rachlin Partners)

- District administration and legal counsel completed negotiations with the architect on the Architectural Services agreement for this project. Design efforts, including the development of a preliminary project schedule, will commence in January. The type of Delivery Method is under evaluation and will be finalized as the design progresses.

ERHS Outdoor Greek Theatre Seating Replacement – Support Services

- Bid documents are under development and are expected to be issued in late December 2018. Construction remains anticipated to start in late February 2019.

3. Pioneer Valley High School Construction Projects

PVHS Pool Lighting and Column Repair – WLC Architects

- DSA approval and documentation closeout continue.

4. Career Technical Education Center

C2004 Career Technical Education (CTE) Center/Ag Farm – PMSM Architects

- Concrete footing activities are underway for Building D, the barn. Site grading at all curb approach areas is ongoing. The critical path schedule is under review due to impacts from inclement weather. The project team is reviewing a proposed AIR Fiber System to alleviate the costly installation of data cabling from offsite.

[\(Photos\)](#)

5. District Wide and Support Services Center

District Wide Project Closeout – Support Services

- Review of project closeout: Projects under current review and their status are as follows:
 - Work continues toward closeout of nine legacy projects, seven at SMHS and two at ERHS. Additional documents have been generated and issued to DSA in response to three projects (two at SMHS and one at ERHS).

SSC New West Parking Area – Flowers and Associates

- The consultant met again with the City of Santa Maria on December 20, 2018 to review the most recent plan adjustments. An expedited final plan check review is expected to be completed by the City January 21. A cost estimate has been generated which is above what was expected due to City required modifications. District Administration is reviewing funding to determine if the bid can proceed or will need to be held until new funding is available.

Proposition 39 District Wide Mechanical Upgrades – Pool Heaters – Ravatt-Albrecht Architects

- All punch list work is complete. A Notice of Completion has been issued. Final documentation and payment processing are underway.

Solar Photovoltaic – Support Services

- Formal DSA closeout approval has been received. Contract document closeout activities continue.

6. Summer Activities Planning

District Wide Summer Projects Planning 2018/19

- Administration met in December to review and adjust the master project list for completion between now and summer 2019.

Gary Wuitschick
Director – Support Services

Maintenance & Operations

SMHS

- Completed preventive maintenance and repairs to grounds equipment.
- Performed general landscaping maintenance to campus landscape areas.
- Completed weather station preventive maintenance and inspection; performed repairs following inspection.
- Fertilized the natural sports turf at the baseball field, practice field, and Lincoln Center.
- Repaired gates 18A and 21.
- Repaired irrigation systems along Stowell Road as well as the southwest stadium turf areas.
- Rotated cardboard collection dumpsters throughout campus.
- Performed weekly restriping of practice field for soccer games.
- Completed weekly routine stadium artificial turf cleaning.
- Performed repairs on emergency lighting systems in the 350 Math Building and Wilson Gymnasium.
- Replaced projector cables in classroom 240.
- Tested and repaired the computer projector in classroom 619.
- Repaired public address system in classrooms 130 and 320
- Repaired plumbing fixtures in the following areas: classrooms 240 and 243, 100 Broadway Building boys' and girls' restrooms, pool girls' restroom, MMLC boys' restroom and text book room sink, 350 Math Building custodian room, 900 Lincoln Center boys' restroom, Wilson Gymnasium concession sink, and the small gym boiler room.
- Performed lighting repairs in classrooms 220 and 628 as well as Wilson Gymnasium boys' locker rooms exterior.
- Repaired an exit door panic device in Ethel Pope Auditorium.
- Completed repairs to restroom soap dispensers, toilet paper dispensers, paper towel dispensers, feminine hygiene product dispensers & receptacles in the following areas: classroom 214, 300 girls' restroom, 100 Broadway Building staff restroom, MPR kitchen restroom, 360 Science Building boys' restroom, 500 Portable girls' restroom, and the 900 Lincoln Center boys' restroom. **(Photos)**
- Performed door hardware and function repairs in classrooms 236, 241, 245, 360, 635, girls' PE office, MPR cafeteria, staff lounge, and gate 10.
- Repaired HVAC units for classroom 634, 360 Science Classrooms, and Administration Building.
- Repaired custodial equipment: Clarke Boost ride-on scrubber, Clarke Boost walk-behind scrubber.
- Completed monthly testing of emergency systems that included fire alarm, showers, eye wash, AED's and lighting.
- Performed routine and preventive maintenance at swimming pool to reduce operational downtime and extend equipment life.
- Performed elevator and chair lift preventive maintenance inspections.
- Completed the replacement of lamps in classrooms 119, 126, 331, 615, 600 portable (8) exterior lights, boys. locker room, and the small gymnasium.
- Performed routine furniture movement/obsolete/repair tasks in classrooms 121, 315, 340, 514, 530, 618, 628, 645, and 903.
- Setup and restored from school and civic center use events – Elective Fair, Taco Tuesday staff appreciation, Collaboration/Guiding coalition, Viernes Familiar, FFA, band concert, Winter Fair, SMHS Choir, SMHS boys' & girls' wrestling, SMHS boys' & girls' basketball, SMHS boys' & girls' soccer, SMHS fall athletics banquets, Rotary Club, Allan Hancock College evening classes, Mixteco Parents on a Mission, Club soccer, SMHS Visual & Performing Arts, Las Comadres, and the Mexican Consulate.
- Preventive work order hours - 19
- Routine work order hours – 201
- Total work orders completed – 173
- Event setup hours – 177

REGULAR MEETING
January 8 2019

PVHS

- Painted soccer fields for PVHS soccer practice and SMCSS soccer league.
- Serviced all mowers, lawn edgers, and blowers.
- Repaired sprinklers on the varsity baseball field.
- Overseeded, conditioned, and fertilized all natural turf areas.
- Cleared storm drains for in preparation for the next rain storms.
- Prepared the varsity and JV baseball fields for the spring season by trimming the grass at the baselines edges and levelling the outfields with the Klopping-Hardie Sports Turf Renovator. **(Photo)**
- Fabricated new wooden weight lifting platforms for the PVHS weight room. Stained the platforms and applied the PVHS logo. **(Photo)**
- Revised a portion of the parking lot for athletic van parking.
- Mounted new convex mirrors in north and south hallways of the Administration Building for improved traffic flow and visibility.
- Installed gas cylinder racks in the Agriculture Science welding storage area.
- Installed a new projector in classroom 305 and a replacement projector in classroom 432.
- Installed protective wire covers on the alarm horns in the gymnasium.
- Repaired the safety latch inside the freezer door in the kitchen.
- Repaired the connection for the sound system in classroom 324.
- Reversed the refrigerator doors on the new refrigerator in the health office.
- Replaced the thermostat in north hallway of the 400 Building.
- Replaced three large broken windows in the 500 Building classroom area; replaced one broken window in the 300 Building.
- Repaired fencing: tension bar on the fence at the outdoor basketball courts, loose fence panel at the student bus stop area.
- Cleaned the maintenance shop outdoor storage area.
- Replaced a defective interactive flat panel monitor in classroom 304.
- Installed a new file cabinet for a counselor in the Administration Building and installed a new lock on the filing cabinet in classroom 314.
- Repaired a broken weight lifting bench in the weight room.
- Assembled and delivered three new portable tablet charging stations to the library.
- Assembled and delivered a new storage cabinet for health office restroom.
- Repaired the ride-on scrubber for custodial staff. **(Photo)**
- Repaired a water leak in the gymnasium locker room water heaters. **(Photo)**
- Repaired a faucet in the cafeteria lobby girls' restroom.
- Setup and restored from school and civic center use events – PE presentations, EAOP workshops, cheer captains meeting, winter guard practice, teen star auditions, GLO club meeting, winter fair, leadership day, student council meeting, RHS band concert in PAC, PV choir concert in PAC, cross country banquet, PV basketball games, PV wrestling matches, and SM philharmonic rehearsals.
- Preventive work order hours – 26
- Routine work order hours – 146
- Total work orders completed – 131
- Event setup hours – 126

REGULAR MEETING
January 8 2019

ERHS

- Prepared the stadium for soccer season, painted lines on the natural turf practice field for soccer games.
- Completed grounds equipment inspections and quarterly preventive maintenance.
- Fertilized ERHS/DHS campuses including fields for upcoming baseball and softball seasons.
- Performed gopher control maneuvers.
- Striped Delta High School north field for flag football game.
- Removed Agriculture Science storage sheds and installed new underground conduit for installation of a refrigerator and freezer to be used for Agriculture class projects. (Photo)
- Cleared the concrete planter in the center of the upper campus quad. This will be revised to better student use. (Photo)
- Performed touch-up painting at the pool and the portable restroom exterior.
- Replaced filters on the hydration stations.
- Corrected several plumbing issues: plugged toilets and urinals; reattached a restroom sink to the wall.
- Adjusted and cleaned security cameras campus wide.
- Performed monthly inspections of fire extinguishers, emergency lighting, showers, AEDs, and completed the monthly fire alarm test.
- Inspected, lubricated, and adjusted doors in 400 and 600 Buildings.
- Performed quarterly HVAC preventive maintenance in Industrial Arts.
- Investigated and resolved several classroom heating issues.
- Replaced burner tubes in the 200 Building hydronic domestic heater.
- Completed several restroom repairs: paper towel and soap dispensers, toilet paper dispensers, privacy stall latches, and partitions. (Photo)
- Repaired door closers in classrooms 319 and 611.
- Replaced computer projector lamps and filters in classrooms 102 and 616.
- Cleaned the cafeteria kitchen vent hood and pressure washed vent hood filters.
- Setup and restored from school and civic center use events – PTSA, PSAT parent night, EAOP lab, ACT testing, ASB club photos, AVID meeting, American Red Cross Blood Drive, CIF football game, wrestling team overnight event, football breakfast, end of season banquets for fall sports (football, cross country, volleyball, water polo), basketball and soccer games, Allan Hancock College Football Bowl Game, and Cal Poly upward bound. Delta High School event setups: career presentation, PLC meeting, SST/504 meeting, counseling services, new student orientation, financial aid meeting
- Preventive work order hours – 25
- Routine work order hours – 203
- Total work orders completed – 115
- Event setup hours – 132

Support Services Center

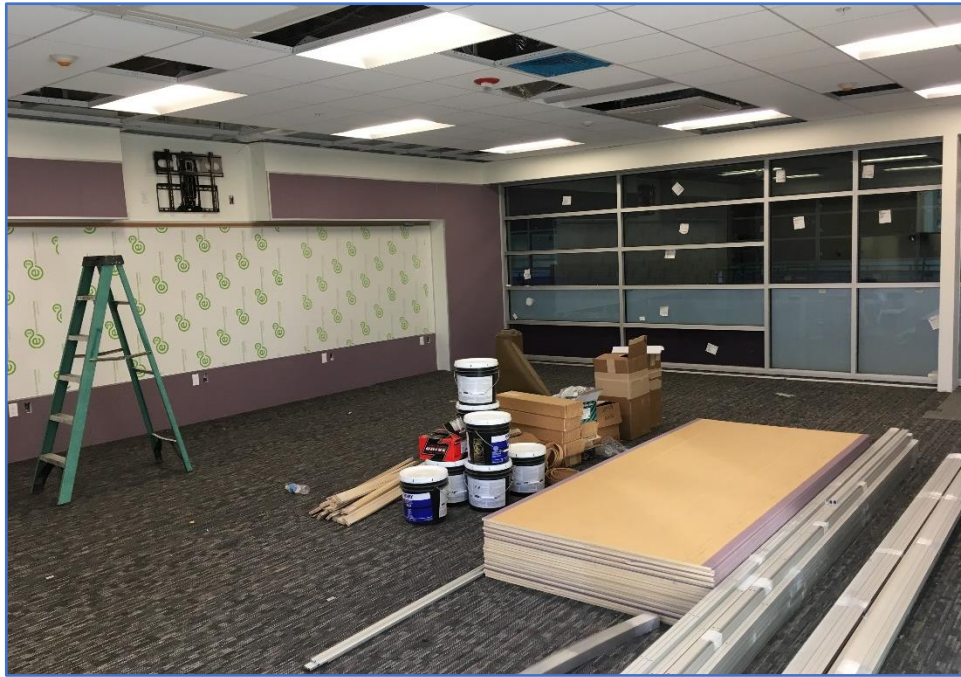
- Custodians from all school sites worked together to clean the carpets prior to the Winter holiday. (Photos)

Graffiti & Vandalism

- DHS \$ 0
- ERHS \$ 0
- SMHS \$ 700
- PVHS \$ 1,100 (broken windows)

Reese Thompson
Director – Facilities and Operations

Photo Gallery – Major Projects



ERHS 38-Classroom Building – Interior Classroom Finishes are Taking Shape



ERHS 38-Classroom Building – Exterior Painting is Giving Personality to the Project



CTE Ag Center – Excavation for the Barn Foundation Footings is in Progress



CTE Ag Center – Barn Footings are Prepared for Concrete with Rebar



CTE Ag Center – The Barn Footings are Massive

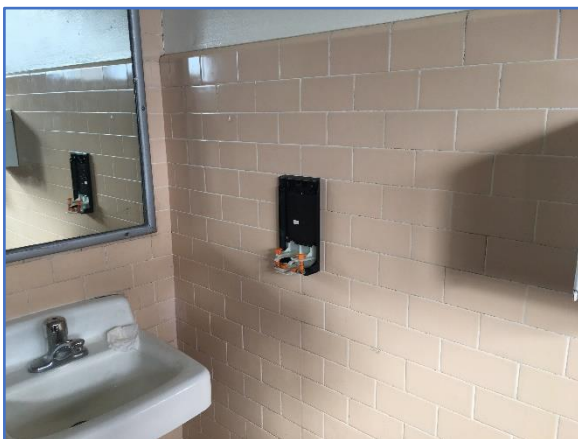


CTE Ag Center – Culinary Arts Floor Slab is Poured and Curing

Photo Gallery – Maintenance & Operations



SMHS – Armando Gutierrez Replaces a Dispenser in a Student Restroom



SMHS – Restroom Soap Dispensers Upgraded from Plastic to Stainless Steel



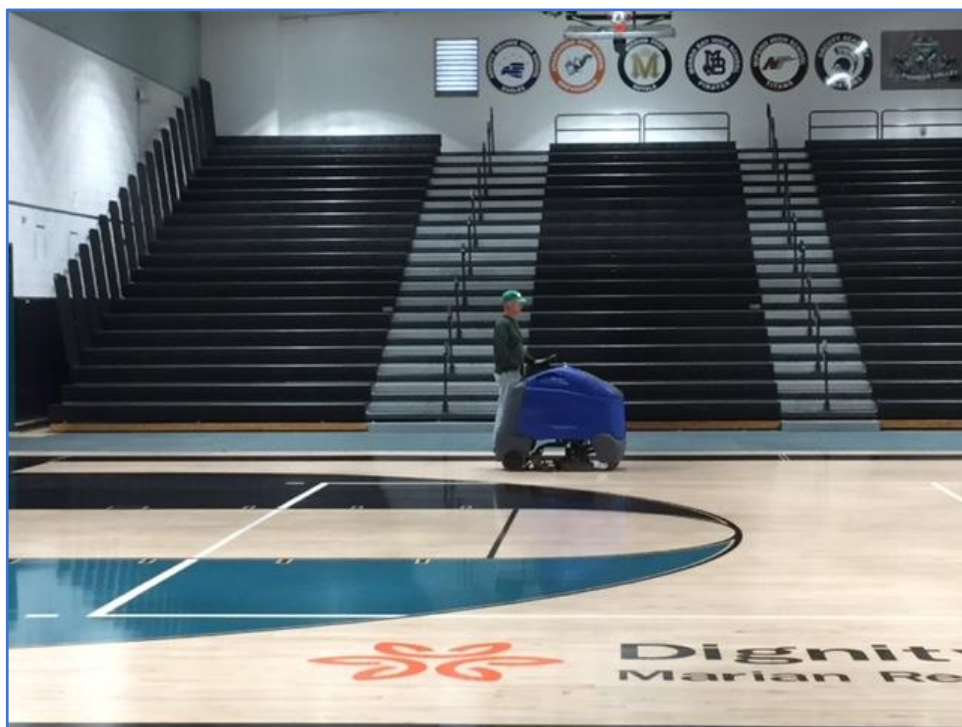
SMHS – Raymundo Porraz Uses the KaiVac to Clean Restrooms



PVHS – José Gamino Levels the Varsity Baseball Field using the Klopping-Hardie Sports Turf Renovator



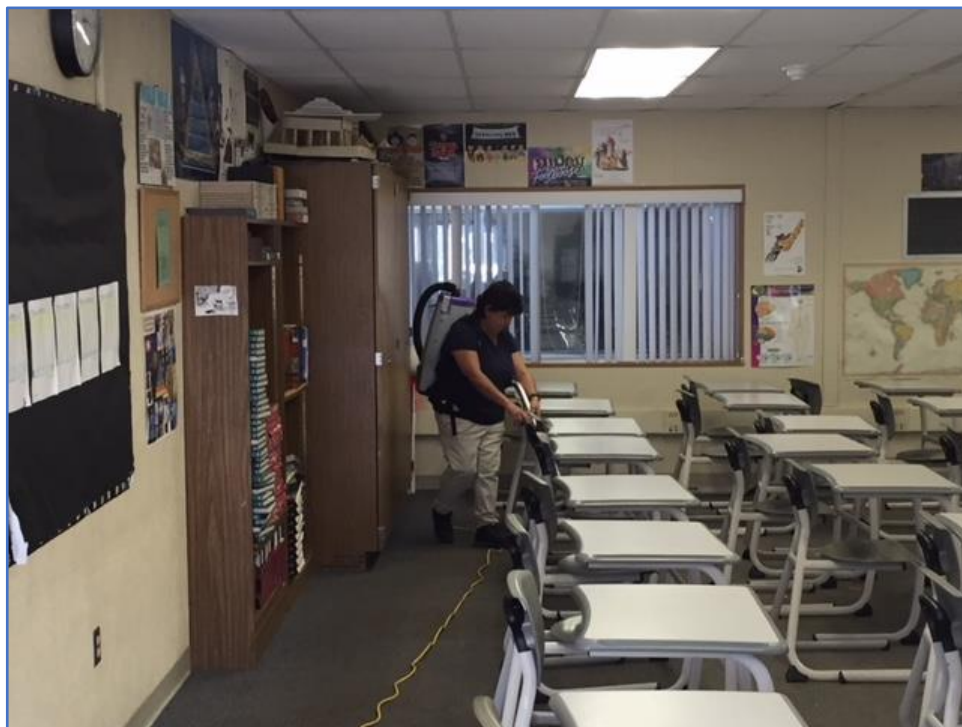
PVHS – Painters Deliver New Weight Lifting Platforms



PVHS – Greg Parker Tests the Ride-on Floor Scrubber While Cleaning the Gymnasium Floor



PVHS – Jesus Reyes Repairs a Water Leak on the Gymnasium Water Heaters



PVHS – Linda Jimenez Completes Daily Vacuuming of Classrooms



ERHS – District Maintenance Crew Excavates for Power to New Ag Science Cooler



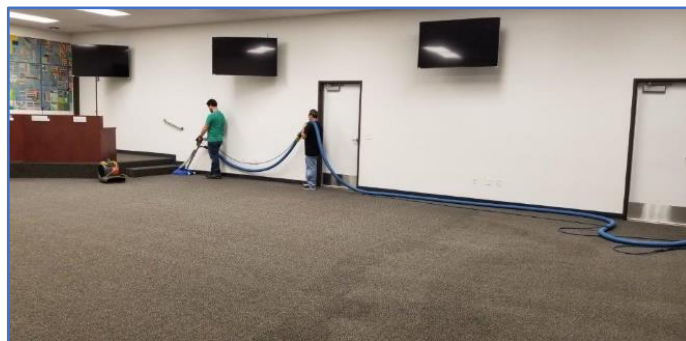
ERHS – José Placencia and Ernest Paz Clear Concrete from the Quad Planter



ERHS – Jimmy Salutan Replaces a Damaged Restroom Partition



ERHS – Dustin Graham Uses the Kaivac to Assure Clean Restrooms



SSC – School Site Custodians Converged to Clean the Carpets before the Winter Holiday