

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.



BOARD OF EDUCATION

Regular Meeting

November 14, 2023

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

5:15 p.m. Closed Session

6:30 p.m. General Session

YouTube links to VIEW only:

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

Spanish: <https://www.youtube.com/channel/UCvP0f03ekQDsiYfv6OFFbfq>

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

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting room or to access written documents being discussed at the Board meeting, please contact Arcy Pineda at 805-922-4573, Ext. 4202 for assistance. Notification at least 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide required accommodations, auxiliary aids, or services.

Documents provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office at the noted address above, during normal business hours. In addition, such writings and documents may be posted on the District's website: www.smjuhsd.org

PUBLIC COMMENT:

The public may address the Board of Education on any item of interest that is within the Board's jurisdiction. If you would like to address the Board at the November 14, 2023 meeting, see the options for participation below. Please note: The Board appreciates all public participation in the meeting, but it cannot engage in discussion or specifically respond during the public comment period (Board Bylaw 9323; citing Education Code § 35145.5; Government Code § 54954.3).

- A. **In person:** Persons wishing to speak should complete a blue request form and hand it to the Board secretary. Please note: The time limit to address the Board may not exceed two minutes.
- B. **In writing:** Submit your comment via email to SMJUHS-Dublic-Comment@smjuhsd.org by 3:00 p.m. on November 13, 2023. Please include your name, contact information, and topic. Written public comment will be submitted to the Board prior to the start of the Board meeting for their review but will not be read publicly at the meeting.

AGENDA

I. OPEN SESSION

A. Call to Order

II. CLOSED SESSION PUBLIC COMMENTS

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

III. 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 appointment, evaluations, discipline, dismissal, and release of employees as reported by the Assistant Superintendent, Human Resources. **Appendix A**
 - B. Conference With Legal Counsel - Existing Litigation** (Government Code section 54956.9(d)(1): OAH Case No. #23CV03871
 - C. Conference with Labor Negotiators** – The Board will be provided a review of negotiations with the Faculty Association (California Teachers Association).
 - D. 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.
 - E. Public Employee Performance Evaluation** – Government Code § 54957, subd. (b)(1) Title: Superintendent
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IV. RECONVENE IN OPEN SESSION

A. Call to Order/Flag Salute

V. ANNOUNCE CLOSED SESSION ACTIONS

VI. REPORTS

- A. Student Reports** - Perla Delgado-Paniagua/SMHS; Leilanni-GaoShoua Mendoza/DHS; Teya Nastaskin/ERHS; Camila Uribe-Quezada/PVHS
 - B. Superintendent's Report**
 - C. Board Member Reports**
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VII. REPORTS FROM EMPLOYEE ORGANIZATIONS

VIII. OPEN SESSION PUBLIC COMMENTS

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

IX. PRESENTATIONS

- A. Wellness Centers Update**
Resource Person: Jose Pereyra, Director of Wellness Services
 - B. Recognition of Past Board Member**
Resource Person: Diana Perez, President
 - C. Career Technical Education (CTE) Construction Pathway: SWMS Council of Carpenters**
Resource Person: Paul Robinson, Director of Career Technical Education; Glenn Holmes, CTE Residential/Construction Instructor; Jeffrey Scott, Outreach Specialist for Southwest Mountain States Regional Council of Carpenters
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X. ITEMS SCHEDULED FOR ACTION

A. GENERAL

- 1. Resolution in Support for Allan Hancock College's Applied Professional Studies Baccalaureate Degree Program - *Resolution 4-2023-2024***

Resource Person: Antonio Garcia, Superintendent

Allan Hancock College has unveiled their initiative to offer a Bachelor of Science Degree in Applied Professional Studies through their institution. Santa Maria Joint Union High School District has submitted a letter of support for this plan as

it would create a new opportunity for our students to continue their education within our region. We endorse and welcome the establishment of this program, recognizing its potential to enhance the educational experience of our students and contribute to a more diverse and culturally competent professional workforce.

*** **IT IS RECOMMENDED THAT** the Board of Education approve Resolution Number 4-2023-2024 in support of Allan Hancock College’s Applied Professional Studies Baccalaureate Degree Program.

Moved _____ **Second** _____

A Roll Call Vote is Required:

Ms. Perez	_____
Dr. Garvin	_____
Mr. Aguilar	_____
Mr. Baskett	_____
Ms. Hernandez	_____

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
RESOLUTION 4-2023-2024
RESOLUTION IN SUPPORT OF ALLAN HANCOCK COLLEGE OFFERING A
BACHELOR’S DEGREE

WHEREAS, bachelor’s degree attainment in northern Santa Barbara County are well below the state’s average, wherein the region’s two largest cities, Santa Maria and Lompoc, have college attainment rates below 13% (compared to the statewide average of 35%); and

WHEREAS, the nearest baccalaureate-granting universities to the Santa Maria area are University of California, Santa Barbara (70 miles south), and California Polytechnic State University, San Luis Obispo (35 miles north), both of which maintain international profiles that result in low admission rates for local students; and

WHEREAS, the benefits of bachelor’s degree is well documented, with a recent nationwide study from the College Board reporting that median earnings of bachelor’s degree recipients were 65% higher than those of high school graduates with no degree; and

WHEREAS, current data from the Bureau of Labor Statistics indicate that management jobs in fields such as operations, health services, transportation, and communications are in high demand and pay a livable wage in Santa Barbara and San Luis Obispo counties; and

WHEREAS, Allan Hancock College, established over a century ago in 1920, is a federally designated Hispanic-serving institution that has been recognized five times since 2011 by the Aspen Institute as a top 150 community college nationally; and

WHEREAS, Allan Hancock College maintains a strong track record of partnering with regional business and industry, municipalities, agencies, and k-12 educational institutions for workforce development, and contributes in excess of \$550 million annually to the local economy; and

WHEREAS, Allan Hancock College is applying to the Board of Governors of the California Community Colleges to offer its first bachelor's degree for local students who may not be able to move or commute out of the region for their education; and

WHEREAS, the proposed Bachelor's of Science in Applied Professional Studies will provide practical management education through the college's Business Department and will prepare graduates for entry-level positions in office management, human resources, and other basic business operations.

THEREFORE, BE IT RESOLVED that the Santa Maria Joint High School District Board of Education do hereby express our unequivocal support for Allan Hancock College in its application to the Board of Governors of the California Community Colleges to offer a bachelor's degree in Applied Professional Studies.

PASSED AND ADOPTED by the SMJUHSD Board of Education on this 14th day of November 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

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

2. Approval of Tentative Agreement for Classified Bargaining Unit regarding the negotiation of two (2) new bargaining unit job descriptions – Appendix D

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

The District and the California School Employees Association (CSEA) have reached a tentative agreement regarding the negotiation of two (2) new bargaining unit job descriptions.

The Tentative Agreement dated October 24, 2023, will take effect upon approval by both parties (see Appendix D).

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

Moved _____ **Second** _____

A Roll Call Vote is Required:

Ms. Perez	_____
Dr. Garvin	_____
Mr. Aguilar	_____
Mr. Baskett	_____
Ms. Hernandez	_____

B. BUSINESS

1. Board Policy Revision – First Reading. INFORMATION ONLY. Appendix E

Resource Person: Yolanda Ortiz, Assistant Superintendent of Business Services

The administration is presenting revisions for the board policies and administrative regulations listed below. These updates will be on the next board agenda for approval. For a full description, please see Appendix E.

Board Policy	Description
BP 3312	Contracts

	<p>Board Policy has been updated to reflect NEW LAW (SB 1439, 2022) related to conflict of interest from campaign contributions and NEW LAW (SB 34, 2022) related to bribery of a public official, and include a general statement requiring Governing Board members and district employees who are involved in the making of contracts on behalf of the district to comply with the district's conflict of interest policy.</p>
<p>BP 3551</p>	<p>Food Service Operations/Cafeteria Fund</p> <p>Board Policy updated to reflect NEW LAW (SB 490, 2022) which requires districts participating in the National School Lunch and/or Breakfast Program, with annual reimbursement of \$1,000,000 or more, to (1) specify in the solicitation for bids and contracts for an agricultural food product that only the purchase of agricultural food products grown, packed, or processed domestically is authorized, unless a specific exception applies, including if the quality of the domestic product is inferior to the quality of the nondomestic product or if the bid or price of the nondomestic product is more than 25 percent lower than the bid or price of the domestic product, and (2) retain documentation justifying the use of the exception for three years from the date of purchase. Policy also updated to reflect NEW LAW (AB 778, 2022) which requires a district to accept a bid or price for an agricultural food product grown in California before accepting a bid or price for a domestic agricultural food product that is grown outside the state, when certain conditions are met.</p>
<p>AR 3551</p>	<p>Food Service Operations/Cafeteria Fund</p> <p>Regulation updated to include the requirement for a district with an on-site food facility to arrange to recover the maximum amount of edible food that would otherwise be disposed of and donate it to a local food recovery organization, and maintain records related to edible food recovery including a list of each food recovery service or organization that collects or receives the district's edible food, contact information for the service or organization, the types of food, frequency, and quantity that will be collected or hauled by the district, and a copy of contracts or written agreements between the district and food recovery services or organizations. Regulation also updated to reflect California Department of Education Nutrition Services Division Management Bulletin SNP-04-2022 which raises the excess net cash resources limitation to six months' average expenditures.</p>
<p>BP 3555</p>	<p>Nutrition Program Compliance</p>

	<p>Policy updated to clarify that prohibited discrimination includes alleged discrimination on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, or disability. Policy also updated to reflect United States Department of Agriculture CRD memorandum 01-2022, "Application of Bostock v. Clayton County to Program Discrimination Complaint Processing," which clarifies that prohibited sex discrimination includes discrimination on the basis of gender identity and sexual orientation. Policy also updated to include that complaints against a program operator that is not an educational agency shall be filed with or referred to the California Department of Education.</p>
<p>Exhibit 3555</p>	<p>Nutrition Program Compliance</p> <p>Exhibit updated to reflect current language of the United States Department of Agriculture Nondiscrimination Statement.</p>

NO ACTION REQUIRED.

XI. 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:

- Ms. Perez _____
- Dr. Garvin _____
- Mr. Aguilar _____
- Mr. Baskett _____
- Ms. Hernandez _____

A. Approval of Minutes – *Appendix F*

Special Board Meeting – September 25, 2023
 Regular Board Meeting – October 10, 2023

B. Approval of Warrants for the month of October 2023:

Payroll	\$ 11,299,101.55
Warrants	\$ 6,433,490.21
Total	\$ 17,732,591.76

C. Attendance Report

Ms. Yolanda Ortiz, Assistant Superintendent of Business Services, will be available to answer questions regarding the second month of the 2023-24 monthly attendance report presented on the last page of this agenda.

D. Approval of Contracts

Company/Vendor	Description of Services	Amount/ Funding	Resource Person
Brenda Lewis	Provide management leadership and mentorship for District Administrators through June 30, 2024.	NTE \$25,000/ General Fund	Kevin Platt
Claremont Behavioral Services, Inc.	Customer Service and Account Management for Employee Assistance Services (EAP) from November 1, 2023 to December 31, 2026.	\$2.40 per employee per month / General Fund	Kevin Platt
WorldStrides Educational Travel & Experiences	ERHS Grad Nite tickets on May 17, 2024 to Disneyland.	\$59,540 / ASB	Yolanda Ortiz

E. Facility Report – **Appendix B**

F. Obsolete Equipment – **Appendix C**

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

G. Student Matters - Education Code Sections §35146 & §48918

Administrative Recommendation to suspend the order of expulsion: 378587

Administrative Recommendation to order expulsion: 357633, 358159, 377720, 358220, 607539, 358744, 369807, 362883, 608073, 605946, 358781

H. Approval of Board Policies

The board policies listed below are presented for approval. The policies were listed for first reading on the October 10, 2023 board agenda.

Board Policy	Description
<p>BP 5116.2</p>	<p>Involuntary Transfer</p> <p>The proposed Involuntary Transfer Board Policy is new to the District. Involuntary transfers are applicable when determining the best placement for a student, which sometimes necessitates a change of school or program in the District. This policy meets the compliance with our Federal Program Monitoring review with the California Department of Education.</p>
<p>BP/AR 5020</p>	<p>Parent Rights and Responsibilities</p> <p>The proposed Parent Rights and Responsibilities Board Policy is new to the District. This policy recognizes that parents/guardians of the district students have certain rights and responsibilities related to their children's education. The school's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the school's academic expectations. The regulation provides the rights of parents/guardians of district students proper communication, notification, information, participation, student performance, and a safe and supportive learning environment.</p>
<p>BP/AR 6184</p>	<p>Continuation Education</p> <p>The proposed Continuation Education Board Policy and Administrative Regulation is new to the District. The District's continuation education program is an option for students needing a flexible education environment. The continuation education program is designed to meet the educational needs of each student, provide an opportunity for participating students to complete the required course of instruction necessary to graduate from high school and offer intensive guidance services. The regulation covers the content of program components, involuntary transfers to a continuation high school, voluntary enrollment, intake and orientation process, minimum attendance requirement, leaves of absence, and re-enrollment. This policy and regulation meet compliance with our Federal Program Monitoring review with the California Department of Education.</p>

AR 6146.1	<p>High School Graduation Requirements</p> <p>The proposed addition applies to 12-th grade students enrolled in alternative education at a continuation high school who have met State graduation requirements but are unable to complete the full number of elective credits because of personal hardship.</p>
BP 1330	<p>Use of School Facilities</p> <p>BP has been updated to reflect the following changes: Policy updated to add that the Governing Board may authorize the use of a school building as a vote center on election day and/or during the 10 days preceding election day, as well as during key dates necessary for drop-off, set-up, and pickup of election materials, as determined by the election official.</p>
AR 1330	<p>Use of School Facilities</p> <p>Regulation updated to reflect NEW LAW (AB 2028, 2022) which authorizes the Governing Board to allow district facilities to be used by local law enforcement, public agencies, nonprofit associations, or organizations for bicycle, scooter, electric bicycle, motorized bicycle, or motorized scooter safety instruction for district students.</p>

I. Discard or Sell Obsolete Textbooks

The following textbooks were submitted for discard by Pioneer Valley High School.

Textbook Title	ISBN #	# of Copies
Core Connections Course 1 Volume One	978-1-60328-075-4	72
American Issues, A Documentary Reader	0-07-825814-6	44
Living in the Environment AP Edition	1-285-19728-3	57
Kaplan AP English Language & Composition	1-41955079-9	56
Kaplan AP English Literature & Composition 2007	1-41955080-2	30
Compact Reader 7 th Edition (c. 2003)	0-312-39225-7	61
Barron's AP English Literature and Composition	0-43800278-5	40
Pocket Style Manual	978-0-312-40684-4	35
Microsoft Office 365 2016	978-1-305-876033	40
Microsoft Office 365 2019	978-0-13-565131-5	40
Century 21 Computer Skills and Applications	978-1-111-57175-7	108
Biology 11 th Edition	978-0-07-662004-3	43

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Lab Manual for Human Anatomy & Physiology –1 st Edition	978-0-02-140736-1	110
Diversified Health Occupations	978-1-4018-1456-4	28
Health	978-0-02-140707-1	196

J. Out of State Travel

Person/Reason	Location/Date	Description	Funding Source
Dr. Krista Herrera Tech & Learning Innovative Leader Summit	New Jersey, NJ December 6-9, 2023	The summit brings together district administrators to share ideas, best practices, and solutions to help reshape the future of education through interactive workshops and presentations. Dr. Herrera is being named as a winner of the Tech & Learning Innovative Leader Awards.	Curriculum
Tyler Dickinson (PVHS) + 4 Students National FFA Convention and Expo	Indianapolis, IN October 31- November 4, 2023	Student traveling was named as a national proficiency finalist in vegetable production. The group is also traveling to compete for a National Title.	VEA/ASB
Sara Araujo (SMHS) + 2 Students SM Elks- NFR Golden Circle of Champions Event Preparation	Las Vegas, NV December 7-10, 2023	Students will participate in the Agricultural Experience Project supervision and event coordination for Golden Circle of Champions Benefit Event for Pediatric Cancer to raise awareness and funds. Students in attendance are using this as a Service-Learning project to compete for State and National awards.	LCAP 3.3
Richard Guiremand (SMHS) & Amy Hennings (SMHS) + 15 Students Close Up Educational Program	Washington, D.C. March 2-8, 2024	Students will participate in Close Up Washington D.C, a civics education program. They will experience our government and the political process firsthand by interacting with congressional members and engaging in daily workshops.	LCAP 4.8

		Students will also tour Capitol Hill and various historical sites.	
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K. Clinical Practicum Agreement for 2023-24 School Year

California State University Northridge has requested the District's participation in their Clinical Practicum programs for the 2023-24 school year, effective January 22, 2024, whereby the District would provide the graduate training for the Master of Science degree in the field of Speech Language Pathology Assistant in Communication Disorders and Sciences, emphasis in Speech-Language Pathology and Audiology. The District's participation in these programs benefits the new student(s) that are training for the clinical program and allows the District firsthand experience with prospective students for future clinical vacancies.

L. Notice of Completion

The following projects are substantially complete. To file the necessary Notice of Completion forms with the County of Santa Barbara, the Acceptance of Substantial Completion needs to be formally accepted by the Board of Education.

- 1) ERNEST RIGHETTI HIGH SCHOOL INSTALLATION OF 11 PROJECTORS, SCREENS, AND SUPPORTING DATA & ELECTRICAL #18-280.1 with Smith Mechanical-Electrical-Plumbing, Contractor. Substantial Completion on October 27, 2023.
- 2) ERNEST RIGHETTI HIGH SCHOOL FOOTBALL STADIUM SCOREBOARD REPLACEMENT, #23-470 with A.B.V Scoreboard Services, Inc., Contractor. Substantial Completion on October 5, 2023.

M. Authorization to Piggyback on Downey Unified School District for the purpose of Apple Computer Products and Services through April 30, 2024.

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

Downey Unified School District has awarded their bid to Apple Inc. - Piggyback Bid # 23/24-11 through April 30, 2024. The district recommends that the board find and determines that it is in the best interest of the district to authorize software purchases under the same terms and conditions. With Board approval the district may "piggyback" on their bid pursuant to the provisions of PCC20118.

N. Authorization to Utilize Sourcewell for Grounds Maintenance Equipment for the

Length of the Contract through April 30, 2025

Section 10299 of the Public Contract Code (PCC) provides an alternative for obtaining supplies, furniture, and equipment, whereby notwithstanding Section 20111 and 20112 of the PCC, “school districts may, without competitive bidding, utilize contracts, master agreements, and multiple award schedules established by the department [DGS] for the acquisition of information, technology, goods, and services.” Section 10299 further authorizes state and local agencies to “contract with suppliers awarded the contracts without further competitive bidding.” The district administration recommends that district-wide purchases of grounds maintenance equipment be made utilizing the provisions of the PCC through Deere and Company Sourcewell Contract # 031121-DAC through April 30, 2025.

- O. Authorization to Utilize NASPO for District-wide Purchases of Dell Marketing, L.P. Computer and Technology Equipment and Services for the Length of the Contract through January 31, 2024.

Section 10299 of the Public Contract Code provides an alternative for obtaining supplies, furniture, and equipment, whereby notwithstanding Section 20111 and 20112 of the Public Contract Code, “school districts may, without competitive bidding, utilize contracts, master agreements, multiple award schedules... established by the department [DGS] for the acquisition of information technology, goods, and services.” Section 10299 further authorizes state and local agencies to “contract with suppliers awarded the contracts without further competitive bidding.” The district administration recommends that district-wide purchases of Dell computer and technology equipment and services be made utilizing the provisions of the Public Contract Code that allow purchasing from a NASPO National Association of State Procurement Officials Master Agreement MNWNC-108/7-15-70-34-003, Amendment #7 for Computer Equipment, utilizing Dell Marketing, L.P., the servicing vendor, through January 31, 2024.

- P. Authorization to Utilize NASPOVP California for District-wide Purchases of Lenovo, Inc. Computer Equipment, Peripherals & Related Services for the Length of the Contract through January 31, 2024.

Section 10299 of the Public Contract Code provides an alternative for obtaining supplies, furniture, and equipment, whereby notwithstanding Section 20111 and 20112 of the Public Contract Code, “school districts may, without competitive bidding, utilize contracts, master agreements, multiple award schedules... established by the department [DGS] for the acquisition of information technology, goods, and services.” Section 10299 further authorizes state and local agencies to “contract with suppliers awarded the contracts without further competitive bidding.” The district administration recommends that district-wide purchases of computer equipment, peripherals and related services be made utilizing the provisions of the Public Contract Code that allow purchasing from a NASPOVP-California - National Association of State Procurement Officials Value Point – California Agreement - Amendment #7 to NASPO Master Agreement MNWNC-

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117, utilizing Lenovo (United States) Inc., as the servicing vendor, through January 31, 2024.

Q. Purchase Orders

PO #	Vendor	Amount	Description/Funding
PO24-00814	SBCEO	\$148,600.00	23-24 Fees for SBCEO Teacher Induction Project (TIP)/Resource 6266 Educator Effectiveness
PO24-00927	LENOVO	\$84,531.25	Staff Laptops / General Fund Technology
PO24-00818 PO24-00819 PO24-00820	CULVER-NEWLIN, INC.	\$32,855.96 \$32,568.35 <u>\$41,105.62</u> \$106,529.93	SMHS CTE Modernization Furniture / Fund 26 H2016 Bond
PO24-00821	SOFTCHOICE	\$75,560.00	Adobe Creative Cloud & Adobe Sign / General Fund Technology
PO24-00823	MICROSOFT CORPORATION	\$74,634.00	Microsoft Enterprise Services Work Order / General Fund Technology
PO24-00815 PO24-00816 PO24-00817	MSC INDUSTRIAL SUPPLY	\$27,889.37 \$35,658.05 <u>\$15,066.33</u> \$78,613.75	ERHS CTE AG Mechanics Pathway Equipment / Fund 26 H2016 Bond & General Fund LCAP 3.3
PO24-00905 PO24-00906 PO24-00907	CULVER-NEWLIN, INC.	\$30,186.84 \$28,934.72 <u>\$30,783.07</u> \$89,904.63	PVHS, SMHS, & ERHS Wellness Furniture / Resource 7435 Learning Recovery Emergency Block Grant

R. Acceptance of Gifts

Pioneer Valley High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
Connie M. Stevens	Girls' Volleyball	\$100.00
California FCCLA	FCCLA	\$3,113.77
Bundtbluff Enterprises, Inc.	Class of 2024	\$4,398.00
Pioneer Valley HS Boosters	Girls' Wrestling	\$941.52
Kelly Donahue - K. Donahue Photography	PVHS	\$900.00
Becky Clair – Clair Images	PVHS	\$800.00
Total Pioneer Valley High School		<u>\$10,253.29</u>
Righetti High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
California Women for Agriculture, Santa Maria	FFA/Kinder Patch Donation	\$250.00
SM Valley Chamber of Commerce	Marimba Band	\$200.00
CALRTA Santa Maria Div. 17	Marimba Band	\$150.00
The Mota Family	FFA/Kinder Patch Donation	\$100.00
Allied Universal	Warrior Goats	\$1,500.00

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Snap Mobile, Inc	Girls Volleyball	\$8,761.30
Snap Mobile, Inc	Girls Volleyball	\$3,701.20
Allied Universal	Warrior Goats	\$6,099.93
Total Righetti High School		<u>\$20,762.43</u>
Santa Maria High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
G.A.A.T.E. Foundation	FFA – Floral Design Team	\$300.00
Ginny Barnett	Girls Basketball	\$100.00
Santa Maria FFA Boosters	FFA	\$10,000.00
Panda Restaurant Group, Inc	Close Up Club	\$168.20
Hilda Zacarias CPA, MPA	Close Up Club	\$100.00
South Coast Region CATA	FFA Floral Shop	\$300.00
Total Santa Maria High School		<u>\$10,968.20</u>

XII. FUTURE BOARD MEETINGS FOR 2023

Unless otherwise announced, the next regular meeting of the Board of Education will be held on December 12, 2023. Closed session is scheduled to begin at 5:15 p.m. Open session begins at 6:30 p.m. The meeting will be held at the District Support Services Center. For **view only** live-stream links, refer to page 1 of the agenda.

Board meetings for 2024 will be announced at the December 12, 2023 meeting.

XIII. ADJOURN

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
MONTHLY REPORT OF ATTENDANCE
SECOND MONTH OF 2023-24

September 04, 2023 through September 29, 2023

	Second Month 2022-23			Second Month 2023-24			Cumulative ADA			
	Ending Enrollment	ADA	ADA % of Poss. Enroll.	Ending Enrollment	ADA	ADA % of Poss. Enroll.	Prior Year		Current Year	
							ADA % to CBEDS	ADA	ADA % to CBEDS	ADA
ERNEST RIGHETTI HIGH										
Regular	2283	2150.58	94.1%	2229	2111.11	94.1%		2154.03		2120.69
Special Education	122	111.68	90.4%	121	111.95	92.1%		109.42		109.61
Independent Study	67	65.53	98.7%	34	32.53	99.0%		58.92		28.67
Independent Study Spec Ed	8	7.63	98.6%	10	9.05	85.1%		5.53		6.61
Independent Study Program 1	0	0.00	0.0%	6	1.00	90.5%		0.03		0.53
CTE Program	5	2.68	53.1%	5	3.05	61.1%		3.39		3.50
Home and Hospital Reg Ed	1	0.21	100.0%	5	4.84	100.0%		0.28		3.64
Home and Hospital Spec Ed	1	0.16	100.0%	2	1.37	92.9%		0.08		1.19
TOTAL RIGHETTI	2487	2,338.47	93.7%	2412	2274.89	94.0%		2331.68		2274.44
SANTA MARIA HIGH										
Regular	2848	2739.37	96.0%	2765	2624.74	95.1%		2727.11		2623.64
Special Education	260	240.79	92.3%	256	233.74	90.6%		238.25		234.28
Independent Study	17	12.53	90.2%	6	5.95	99.1%		8.72		5.44
Independent Study Spec Ed	1	1.00	100.0%	3	2.74	91.2%		1.00		2.64
CTE Program	10	6.89	68.9%	6	3.68	61.4%		7.03		3.86
Home and Hospital Reg Ed	6	3.21	74.4%	15	10.68	76.3%		1.69		9.61
Home and Hospital Spec Ed	4	2.00	50.0%	3	3.00	100.0%		1.67		2.67
TOTAL SANTA MARIA	3146	3005.79	95.7%	3054	2884.53	94.7%		2985.47		2882.14
PIONEER VALLEY HIGH										
Regular	2911	2805.79	96.0%	2852	2722.21	95.1%		2800.64		2742.36
Special Education	218	202.53	92.9%	203	185.58	91.4%		201.92		185.72
Independent Study	63	56.47	99.9%	33	29.16	99.8%		51.78		23.44
Independent Study Spec Ed	0	0.00	0.0%	3	1.37	89.7%		0.00		1.06
Home and Hospital Reg Ed	7	6.11	100.0%	10	8.26	100.0%		5.81		6.33
Home and Hospital Spec Ed	4	3.32	100.0%	3	2.89	96.5%		2.78		2.78
TOTAL PIONEER VALLEY	3203	3074.22	95.8%	3104	2949.47	94.9%		3062.93		2961.69
DAY TREATMENT @ LINCOLN STREET	5	3.32	61.8%	9	5.16	57.3%		4.28		5.61
DISTRICT SPECIAL ED TRANSITION	22	19.84	95.7%	14	13.58	97.0%		19.83		13.61
DISTRICT SPECIAL ED TRANS/VOC M/M	15	15.74	98.7%	20	19.11	95.5%		15.61		19.31
ALTERNATIVE EDUCATION										
Delta Continuation	287	236.17	81.5%	290	236.12	81.2%		237.26		237.39
Delta Independent Study	34	8.82	26.2%	38	5.02	13.0%		8.39		4.61
Delta Independent Study 12+	8	0.00	0.0%	0	0.00	0.0%		0.00		0.07
Delta Short Term Independent Study	0	0.00	0.0%	1	0.00	0.0%		0.00		0.05
Reach Program--SMHS	0	0.00	0.0%	14	11.37	74.7%		0.00		11.89
Reach Program - ERHS	6	5.47	86.7%	9	3.89	55.6%		5.19		3.11
Reach Program--PVHS	9	4.74	78.9%	11	6.89	68.2%		3.81		5.61
Delta HS I.S. Program P	10	1.68	16.2%	0	0.00	0.0%		1.92		0.00
TOTAL ALTERNATIVE EDUCATION	354	256.88	72.6%	363	263.30	72.5%		256.57		262.73
TOTAL HIGH SCHOOL DISTRICT	9232	8714.26	94.4%	8976	8410.04	93.7%		8676.37		8419.53

CLASSIFIED PERSONNEL ACTIONS						
	Action	Assignment	Site	Effective	Pay Rate	Hours
	Change in Assignment	Bus Driver	DO	10/1/2023	18/C	7.75 to 7
	Promote	Transportation Dispatcher	DO	10/23/2023	21/C	8
	Employ	Custodian	SMHS	10/25/2023	15/A	8
	Promote	Heating, Ventilation, Air Conditioning Technician	SMHS to DO	10/16/23	31/C	8
	Employ	Instructional Assistant-Special Ed II	RHS	11/13/23	15/A	6.5
	Employ	Instructional Assistant-Special Ed I	PVHS	10/23/23	13/A	5.5
	Employ	Campus Security Assistant II	SMHS	11/13/23	17/A	7.5
	Resign	Food Service Worker I	PVHS	10/13/23	9/A	3
	Change in Assignment	Staff Secretary	SMHS to RHS	10/16/23	18/E	8
	Employ	Instructional Assistant	SMHS	10/10/23	11/A	6
	Employ	Instructional Assistant	SMHS	10/19/23	11/A	5.5
	Resign	Instructional Assistant-Special Ed I	PVHS	10/19/23	13/B	5.5
	Employ	Instructional Assistant-Spec Ed II	RHS	10/9/23	15/A	6
	Change in Assignment	Campus Security Assistant II	SMHS to PVHS	11/6/23	17/E	7.5
	Resign	Bus Driver	DO	10/20/23	18/D	6.75
	Employ	Grounds Maintenance I	PVHS	10/9/23	16/A	8
	Employ	Instructional Assistant-Spec Ed II	SMHS	10/30/23	15/A	6
	Employ	Instructional Assistant-Spec Ed II	SMHS	10/26/23	15/A	6
	Employ	Instructional Assistant-Spec Ed II	RHS	11/1/23	15/A	6
	Change in Assignment	Bus Driver	DO	10/1/23	18/A	6.25 to 7
	Employ	Staff Secretary	SMHS	10/9/23	18/A	8
	Employ	Instructional Assistant-Spec Ed I	SMHS	10/24/23	13/A	5.5
	Employ	Instructional Assistant-Special Ed I	PVHS	10/19/23	13/A	5.5
	Employ	Computer Technician	DO	10/12/23	22/A	8
	Change in Assignment	Bus Driver	DO	9/26/23	18/A	5 to 6
	Retire	Guidance Technician	PVHS	12/30/23	22/E	8
	Leave Without Pay	Bus Driver	DO	11/13/23-11/17/23	18/D	7
	Employ	Instructional Assistant-Spec Ed I	SMHS	10/26/23	13/A	5.5
	Employ	Instructional Assistant-Spec Ed I	CTE	10/9/23	13/A	6
	Reinstate	Instructional Assistant-Spec Ed II	RHS	10/20/23	15/C	6
	Resign	Instructional Assistant-Spec Ed II	RHS	11/17/23	15/C	6
	Employ	Community Liaison	DO	10/25/23	20/A	8

CERTIFICATED PERSONNEL ACTIONS						
	Action	Assignment	Site	Effective	Salary	FTE
	Stipend	Speech/Debate Advisor	MMEP/PVHS	10/1/23-5/31/24	1,1 6%	
	Stipend	Speech/Debate Advisor	MMEP/SMHS	10/1/23-5/31/24	1,1 6%	
	Stipend	Speech/Debate Advisor	MMEP/SMHS	10/1/23-5/31/24	1,1 6%	
	Stipend	Intramurals	PVHS	8/1/23-6/6/24	1,1 5.8%	
	Stipend	Class Advisor/Grade 10	SMHS	10/1/2023-6/30/24	1,1 2%	
	Prep Period Teach Assign	Extended Learning Opportunity	SMHS	10/9/23-12/15/23	5/V	0.2
	LOAWP	Science	PVHS	11/6/23-12/15/23	6/V	1.0
	24-Month Reemploy	Speech/Language Pathologist	PVHS	11/17/23	19/V+10	1.0
	Stipend	Skills USA Advisor	PVHS	2023-24	1, 1 7%	
	Stipend	Speech/Debate Advisor	MMEP/RHS	10/1/23-5/31/24	1,1 6%	
	Retire	Director IV Teaching & Learning	District	9/2/24	16/F3	1.0
	Stipend	Intramurals	PVHS	8/1/23-6/6/24	1.1 5.8%	
	Prep Period Teach Assign	Science	RHS	8/7/23-12/15/23	7/V	0.2
COACHING PERSONNEL ACTIONS						
	Action	Assignment	Site	Effective	District	ASB/Booster

Appendix B

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT FACILITIES REPORT

October 2023

1. Santa Maria High School Construction Projects

SMHS Reconstruction – Rachlin Partners

- Increment 1, Phase 1 - 50 Classroom and Administration Building: Activities and installations this period include troubleshooting of communication equipment, adjustments to mail room cabinetry, installation of lighted handrails, facsimile line tie in, and assorted punch list items. The proposed Morrison Street bus drop-off plan has received approval by the City of Santa Maria. The cost is being finalized by the contractor with work to be completed over winter break. Softball field work occurring this period includes continued grading, compaction, underground utilities, concrete, base flat work, dugout footings, and cinder block installation. The softball field completion is on target to occur in December 2023. (Photo)
- Increment 2, Phase (To Be Determined) - Administration Building Conversion to Classrooms: The architect team, District, and site representatives met with teachers on October 18, 2023 to review classroom layouts and discuss teacher needs. Input received will be included where applicable in the final plan and specification revisions which will be priced by the contractor for development of a formal Guaranteed Maximum Price (GMP).

SMHS Irrigation Well – Facilities and Logistics

- An updated proposal has been requested from the consultant to do geologic evaluations of the SMHS site to determine the potential for a well. Once a location is identified, the scope and specifications will be completed.

SMHS CTE Modernization – Rachlin Partners

- Activities and installations this period include continued mechanical/electrical/plumbing rough-in and finishes, concrete removal, roofing, interior framing, drywall, interior and exterior painting, insulation, rollup doors, lighting, and ceilings. New work includes HVAC systems and controls, vehicle lift footing design and pricing, and door installation preparation. Removed hydraulic fluid containing soil at original in-ground lift locations remains stored in sealed containers on site pending final approval of a removal action plan by the Santa Barbara County Health Department and the Air Pollution Control District (APCD). Due to proximity to areas with known hydraulic fluid leaks, soil testing of areas proposed for new lift footings will be conducted when concrete removal occurs. The auto shop portion of the project is estimated to be complete in late December depending on the regulatory agencies. A portion of the auto shop was occupied in late October. It is separated by fencing and existing walls to allow indoor space for automotive related activities including the use of a mobile lift. (Photos)

SMHS CTE Shade Canopy – Rachlin Partners

- Architectural and engineering schematic design activities are continuing. Construction is planned to occur during the summer of 2024.

2. Ernest Righetti High School Construction Projects

ERHS Phase 2 Improvements – Rachlin Partners

- Work commenced September 11, 2023. Installations completed this period include electrical, data, and controls wiring, unit mounts, screens, and projectors with work completing October 21, 2023. A punch list review will be scheduled in early November.

ERHS Quad Area Shade Canopy – Rachlin Partners

- Architectural and DSA closeout activities are complete. This project is closed.

ERHS New Softball Field – PBK Architects

- Initial responses to legal counsel comments continue under review by District Administration.

ERHS Boys and Girls Locker Room Modification – PBK Architects

- Schematic layouts and draft responses to legal counsel comments continue under review by administration. Clarifications related to identified spaces were included to address parity concerns.

ERHS CTE Modernization – Rachlin Partners

- New and continuing activities and installations occurring this period include mechanical and electrical, concrete, roofing, painting, sheet metal, fencing, dust collection equipment, welding gas piping, doors, and wood shop equipment connections. The original construction contract completion date of September 4, 2023, is being extended to accommodate added change order work including exterior asphalt pathway work, compressor relocation, lighting modifications, and added electrical and data. A new completion date is under evaluation. The final layout of received new and existing wood shop equipment has been approved by teaching staff. The contractor will complete relocation moves, electrical wiring, and dust collector connections. Coordination of back ordered District purchased equipment will occur as items are received.

ERHS Southeast Parking Stormwater System Installation – Flowers and Associates

- Project design is underway, including installation of piping and inlets at the southeast parking area (to be tied into the northeast parking lot) and completion of paving repairs at both parking lots. Work is anticipated to occur during the summer of 2024.

ERHS CTE Shade Canopy – Rachlin Partners

- Architectural and engineering schematic design activities are continuing. Construction is planned to occur during the summer of 2024.

ERHS Slope Maintenance – Facilities and Logistics

- The project scope includes repair and maintenance of the slope east of the existing softball field. Contracts are complete and a project kickoff meeting will be scheduled for early November.

ERHS Cafeteria Serving Windows and Line Counter Modifications – Rachlin Partners

- Initial scope discussions began with the architect in preparation for development of an Architectural and Engineering services proposal. It is anticipated that construction will occur during the summer of 2024.

3. Pioneer Valley High School Construction Projects

PVHS 3 New Modular Classrooms and One Restroom – Rachlin Partners

- Final documentation and payment activities continue.

PVHS 10 Portable Classrooms Installation – Rachlin Partners

- Completion of two remaining punch list items, including repair of a loose ramp landing panel and a handrail extension, are pending afterhours work scheduling. Final closeout documentation and payment activities continue.

4. Mark Richardson Career Technical Education Center & Agriculture Farm

MRCTECF New Maintenance and Operation Building – 19 six Architects

- Plan code change reviews and DSA design package developments are ongoing. Package submittal is scheduled for November 29, 2023. An updated project schedule will be created by the architect upon DSA acceptance of the design package.

MRCTECF Well Installation – Facilities and Logistics

- Well drilling and casing contract documentation and payment activities are complete. This project is closed. The pump acquisition and associated electrical supply project will be tracked under a separate project number and title.

MRCTECF Front Office Space Design– 19 six Architects

- Completion of punch list items including paint touch up, door closer adjustments, and data drop labels have been completed. Door defect patching is under review with the door manufacturer. Final document closeout and payment processing activities continue.

MRCTECF Well Pump and Electrical Installation – Facilities and Logistics

- The consultant is working with the site to develop flow requirements to determine the appropriate pump size. An architectural and electrical engineering services contract will be requested once pump type and sizing data is finalized.

5. District Wide and Support Services Center

District Wide Project Closeout – Facilities and Logistics

- Closeout of legacy projects continues:
 - SMHS #03-103743 Wilson Gymnasium Renovation: Destructive testing is required to inspect roof anchors. This testing needs to be scheduled with the consultant, architect, and DSA inspector.

SSC Second Story Office and Tire Room Reconfiguration – Ravatt-Albrecht Architects

- Final contract closeout documentation and payment application activities are complete. This project is closed.

Arc Flash Safety Assessment – Maintenance and Operations

- Electrical arc flash potential and utility supply evaluations of the MRCTEAF, Delta High School, and Support Services Center remain scheduled for completion in January 2024 with the ERHS site assessment scheduled for summer 2024.

ERHS & SMHS 2023 Pavement Maintenance – Rachlin Partners

- Project closeout documentation and final payment activities continue.

ERHS and SMHS 7 Portables Roofing: Facilities and Logistics

- The project scope is to include replacement of roofing at SMHS classrooms 901, 904, and 910 and PVHS classrooms 611, 624, 631, and 635. Schematic design and specifications are in development. Work is anticipated to occur during summer of 2024.

Gary Wuitschick
Director – Facilities and Logistics

Maintenance & Operations

SMHS

- Replaced a damaged irrigation valve and water spigot outside the M&O shop. (Photo)
- Replaced a water heater at the Lincoln Center.
- Painted new parking stalls for Independent study, visitor parking, school resource officer, and a fire lane.
- Installed a new sound system in the stadium.
- Painted field lines for football; set goals on the practice field and stadium for soccer. (Photo)
- Replaced the lights above the stadium scoreboard.
- Installed whiteboards in the Assistant Principal's office, Principal's office, and multiple conference rooms.
- Repaired multiple HVAC issues; placed temporary portable A/C units in the math hall and library.
- Attended on-site training with the HVAC contractor of the 50-Classroom Building.
- Repaired multiple plumbing issues: plugged toilets, urinals, and leaking sinks.
- Cut, assigned, and rekeyed multiple areas across campus.
- Replaced paper towel dispensers in the 360 Building Breezeway restroom with new hand dryers.
- Provided support of school event and civic center use activities: FFA Meetings, Administration Events, Campus Clubs, Football, Girls Tennis, Cross Country, Girls Volleyball, Water Polo, and School Dances.
- Preventive work order hours – 7
- Routine work order hours – 226
- Total work orders completed – 453
- Event setup hours – 11

Danny Sheridan
Plant Manager

PVHS

- Conducted various furniture moves and installations across campus.
- Removed and replaced broken classroom chairs in multiple classrooms.
- Prepared the baseball and softball fields for the upcoming seasons. (Photo)
- Replaced tires and repaired the cafeteria, security, and field paint carts.
- Repaired multiple electric gate issues across campus.
- Setup barricades for Saturday School.
- Cleaned debris campus wide with the new Harper sweeper for the homecoming football game and dance.
- Replaced a broken mirror in the wrestling room.
- Completed several HVAC requests and repairs.
- Unloaded and delivered props for upcoming play. (Photo)
- Completed the repainting of 6 metal pergolas on campus.
- Replaced several water faucets in staff breakrooms.
- Installed battery back-ups in radio repeaters in the gym signal room.
- Replaced light ballast in the administration lobby.
- Provided support of school event and civic center use activities: Junior Varsity Football Dinner, Water Polo, Tennis, Football Games, Cheer Media Event, Club Rush, Santa Barbara County Farm Day Meeting, Migrant Workshop, ELPAC Testing, EAOP Recognitions A-G, Upward Bound, ASB Homecoming Rally, Central City Soccer League, Open Enrollment, North County Transition Fair, Academic Awards Night, Righetti Choir Pop Concert, Panther Forum.
- Preventive work order hours – 5 (includes 0 CTE)
- Routine work hours – 21 (includes 7 CTE)
- Total work orders completed – 696 (includes 0 CTE)
- Event setup hours – 73 (includes 1 CTE)

Tyson Ellis
Plant Manager

REGULAR MEETING
November 14, 2023

ERHS

- Replaced a leaking water valve in front of campus.
- Trimmed the olive trees along Bradley Road.
- Mounted, installed, and provided power to four monitors in classrooms 433 and 434.
- Pulled power and installed new hand dryers in three staff restrooms in the 800 building.
- Installed power for pending monitor installation in classroom 432.
- Repaired the access ramp to classroom 505.
- Assembled and installed power tools in the woodshop classroom 405. (Photo)
- Changed a light ballast in classroom 502.
- Installed a new football stadium scoreboard.
- Diagnosed and repaired the pool heater temperature settings.
- Patched and painted the security office interior walls.
- Repaired and replaced a damaged hand dryer and soap dispensers in several student restrooms.
- Repaired outlets on the east wall of classroom 204.
- Replaced and repaired various doors and door hardware in the sword and shield, teacher work room, and quick café.
- Cleaned coils and repaired A/C units in the 400 Building and 800 Building. (Photo)
- Installed electrical outlets in new science tables in classrooms 121 and 122.
- Provided support of school event and civic center use activities: Freshman, Junior Varsity, and Varsity Football Games, Girls Volleyball Games, Warrior Parent Academy Night, FFA Monthly Meeting, FFA Lunch Social, Blood Drive, Make Up Picture Day, Counselor Chat Parent Night, College and Career Day, Military Night, PSAT Readiness Check, Community Resource Fair, Avid Family Night, Football Celebration Meals, and Girls Volleyball Games.
- Preventive work order hours – 118 (includes 0 DHS)
- Routine work order hours – 72 (includes 47 DHS)
- Total work orders completed – 180 (includes 22 DHS)
- Event setup hours – 138 (includes 0 DHS)

Dan Mather
Plant Manager

SSC

- Completed District wide floor care training at the new 50-Classroom building. (Photo)

Graffiti & Vandalism

- DHS \$ 50
- ERHS \$ 20
- SMHS \$ 0
- PVHS \$ 0

Reese Thompson
Director – Maintenance, Operations, and Transportation

Photo Gallery – Major Projects



SMHS Softball Field – Grading the Softball Field



SMHS CTE Modernization – Installing Electrical in the Auto Shop



SMHS CTE Modernization – Inspecting the Concrete Backfill



SMHS CTE Modernization – Installing Ceiling Tiles in the South Side of the Auto Shop

Photo Gallery – Maintenance & Operations



SMHS – Jordan Markstone Repairing a Broken Irrigation Valve



SMHS – Nelson Frutos Repairs Soccer Nets for Upcoming Games



PVHS – Chase Richardson Preparing to Groom the Fields



PVHS – Elias Camacho Unloading Props for Upcoming Play



ERHS – Tom Harbold Installing New Equipment in the Woodshop



ERHS – Leo Avila and Cesar Lugo Repairing the HVAC Units at Agriculture Science



SSC – Operations Crew Attending Floor Care Training

**Authorization for Sale or Disposal of Obsolete Equipment and Vehicles - Appendix C
November 14, 2023**

Tag #	Asset Category	Description	Serial #
	APPL/FOOD SVC	MICROWAVE	
38335	APPL/FOOD SVC	Blodgett Zephaire Gas Oven	061906YA058T
31582	APPL/FOOD SVC	Blodgett Zephaire Gas Oven	061906YA06213
43316	ATHLETIC EQUIP	TREADMILL	
43317	ATHLETIC EQUIP	TREADMILL	
12817	AV EQUIP	TV Rolling Carts	
25566	AV EQUIP	Hitachi Projector	FOFV00458
25260	AV EQUIP	TT-02RX Elmo Document Camera	970
23332	AV EQUIP	NEC NP510 Projector	9800256FA
28637	COMPUTER	Dell Optiplex 9030	G1TK8D42
37236	COMPUTER	DELL XPS LAPTOP	1GF2063
29166	COMPUTER	DELL COMPUTER	
24817	COMPUTER	BG704LL/A iPad 2	dqtfq9z7dfhw
24819	COMPUTER	BG704LL/A iPad 2	dqtfqb38dfhw
24821	COMPUTER	BG704LL/A iPad 2	dqtfqa5ydfhw
24823	COMPUTER	BG704LL/A iPad 2	dqvj7wtdfhw
24824	COMPUTER	BG704LL/A iPad 2	dqtfqahsdfhw
24825	COMPUTER	BG704LL/A iPad 2	dqfqahkdfhw
24828	COMPUTER	BG704LL/A iPad 2	dqtfq9ntdfhw
27226	COMPUTER	OptiPlex 9020 AIO	7KX7CY1
26837	COMPUTER	OptiPlex 9020 AIO	JKG88Z1
29952	COMPUTERS	Dell Optiplex 3030 AIO	93VTS52
29964	COMPUTERS	Dell Optiplex 3030 AIO	93VSS52
29970	COMPUTERS	Dell Optiplex 3030 AIO	93VRS52
29991	COMPUTERS	Dell Optiplex 3030 AIO	GXVLS52
33233	COMPUTERS	OptiPlex 7440 AIO	JGPRGB2
33552	COMPUTERS	OptiPlex 7440 AIO	
	FURNITURE	FILE ORGANIZER CAROUSEL	
24059	GROUNDS AG/EQP	2010 JOHN DEERE X324 MOWER	M0X324C150015
35015	GROUNDS EQUIP	YELLOW TRASH CAN LIFTER	W5-1693
33095	LAPTOPS	DELL Latitude E6440	6GLZG72
33096	LAPTOPS	DELL Latitude E6440	7QDZG72
33097	LAPTOPS	DELL Latitude E6440	B3SZG72
37652	LAPTOPS	XPS 15 7590 Laptop 9th Gen	5XJSZ53
28683	MACH/TOOLS	UTILITY VEHICLE LIFT	
23773	MACH/TOOLS	BILLY GOAT VAC - MODEL MV 650H	20810014
22901	MACH/TOOLS	M2412-40 EPILOG LASER ENGRAVER	M2412-40
	MONITOR	Dell Monitor	
	MONITOR	DELL MONITOR P321	CN-07R1K3-ATCB
21166	MONITOR	DELL MONITOR	
14128	PRINTER	PRINTER	MY3BH45017
	PRINTER	HP LASERJET PRO M201DW	VNB3F79924
	PRINTER	BROTHER MFC-L5800DW	U64201

REGULAR MEETING
November 14, 2023

APPENDIX D

**Approval of Tentative Agreement with
Classified Bargaining Unit, regarding the negotiation
of two (2) new 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

October 24, 2023

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 two (2) new bargaining unit job descriptions.

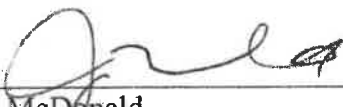
1. New bargaining unit job descriptions have been created and are attached to this Agreement:

Registered Behavior Technician (Salary Range 30)

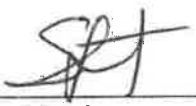
Interpreter (Salary Range 18)

Tentatively agreed to this 24th day of October 2023. This Tentative Agreement shall become final and binding upon the parties with ratification by the membership of the Association (pursuant to Association Policy 610 and if required by that Policy) and adoption by the Santa Maria Joint Union High School District Board of Education.

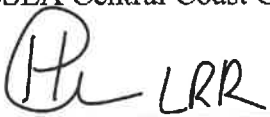
Dated: 10-24-23

By: 
Joni McDonald
For Santa Maria Joint Union High School
District

Dated: 10-25-23

By: 
Stacy Newby
For CSEA Central Coast Chapter #455

Dated: 11/2/2023

By:  LRR
Aleksandr Hewitt
For California School Employees Association

REGISTERED BEHAVIOR TECHNICIAN (RBT)

BASIC FUNCTION:

Under the supervision of the Director of Special Education, or designee, the Registered Behavior Technician (RBT) will work closely with the school, and other support systems to assist with monitoring, and implementing the positive behavior modification/intervention plans developed by members of designated school site team. Provides behavior support services to students to eliminate or replace disruptive, harmful, or negative behaviors with positive actions. The RBT would receive guidance and support from a Board-Certified Behavioral Analyst (BCBA).

REPRESENTATIVE DUTIES:

- Provide behavior intervention services. **E**
- Implement behavior intervention plans and skill acquisition plans. **E**
- Accurately complete all required documentation and daily data collection including curricular measures and behavior plan monitoring. **E**
- Follow Board-Certified Behavioral Analyst (BCBA) guidelines and codes of conduct. **E**
- Attend team meetings and complete team / individual training sessions. **E**
- Collaborate with teachers, school social workers, counselors, and others involved with care of students. **E**
- Provide students support in reaching goals for behavior changes, monitor students, and assess progress. **E**
- Assist school site team in devising special strategies for reinforcing material or skills based on a sympathetic understanding of students' needs, interests, and abilities. **E**
- Contribute to the development and utilize a variety of documents and materials (e.g., games, schedules, visual supports, observation, graphs, and success logs) for the purpose of documenting student progress, activities, outcomes and promoting student growth and development. **E**
- Provide regular feedback to school site team. **E**
- Use appropriate applied behavior teaching, communication, and reinforcement techniques consistently while providing a safe and optimal learning environment. **E**
- Maintain high level of ethical behavior and confidentiality of information about students. **E**
- Participate in various meeting as needed. **E**
- Perform related duties as assigned. **E**

KNOWLEDGE OF:

Basic concepts of child growth and development; physical and emotional needs of children.

Use of applied behavioral techniques and behavior management strategies to children experiencing special mental, physical, medical, behavioral, or learning needs, and student. Demonstrate an empathetic, patient, and receptive attitude with students experiencing special mental, physical, medical, behavioral, or educational needs.

ABILITY TO:

Act in a professional and positive manner and function as a contributing member of an educational team.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Be self-motivated and approach problem solving proactively.

Communicate and work effectively with staff, students, parents, community, and outside agencies in a manner that reflects positively on the department and district.

Operate a computer and a variety of job-related equipment; use a variety of computer software programs including, but not limited to, Microsoft programs, excel and data charts, spreadsheets, Aeries, SIRAS, Google and other management system software.

Plan and organize work to meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and completion of Registered Behavior Technician (RBT) certification, two years (preferred) experience as a Behavior Technician and working with children with autism or other special needs.

LICENCES AND OTHER REQUIREMENTS:

- Registered Behavior Technician (RBT) certification through the Behavior Analyst Certification Board (BACB) to include completion of a 40-hour course of RBT training as required for certification.
- Valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment, both indoor and outdoor.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time; walking.

Climbing Stairs.

Bending at the waist, kneeling, squatting, or crouching to assist students.

Seeing to read assignments and monitor student activities.

Hearing and speaking to exchange information and provide assistance to students.

Reaching overhead and above shoulders to reach supplies.

Lifting, carrying, pushing and/or pulling heavy objects – up to 40 pounds.

Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

HAZARDS:

Possible exposure to communicable diseases; blood borne pathogens exposure and anti-social/hostile behavior, including biting, scratching, and running.

10/04/2023

SMJUHSD

Range 30

INTERPRETER

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide simultaneous and consecutive interpretations during various formal meetings and as needed in order to provide information to non-English speaking students, parents and community members.

REPRESENTATIVE DUTIES:

- Provide simultaneous and consecutive interpretations during formal presentations at schools and district meeting sites using district interpretation equipment. *E*
- Interpret from English to a specified second language and from the specified second language to English in order to assist district personnel in communicating with non-English speaking students, families and community members. *E*
- Interpret faithfully, always conveying the thought, intent, and spirit of the speaker while maintaining confidentiality, an impartial attitude, and professional demeanor at all times. *E*
- Demonstrate commitment to cultural sensitivity and working in a diverse environment. *E*
- Use, distribute and maintain headsets and microphones used during interpretation assignments. *E*
- Attend various meetings as necessary; travel to schools and offices as assigned. *E*
- Perform other duties as assigned.

KNOWLEDGE OF:

Correct oral usage of English and a designated second language. Correct English usage, grammar, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Operation of desktop computer software and peripherals.

ABILITY TO:

Read, speak and interpret English and a designated second language.

Understand and follow oral and written directions.

Learn the procedures, functions and limitations of assigned duties.

Communicate effectively with students, teachers, parents, staff and the public including members of ethnic communities.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Graduation from high school and two years' experience assisting non-English speakers with interpretation services.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment, school setting, evening parent advisory committee and school board meetings.

PHYSICAL ABILITIES:

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

Speaking in an understandable voice with sufficient volume to be heard in normal conversational distance.

Sitting for extended periods of time.

Seeing to read a variety of materials.

10/04/23

SMJUHSD

Range 18

APPENDIX E

Board Policy Revisions:

- **BP 3312: Contracts**
- **BP/AR 3551: Food Service Operations/Cafeteria Fund**
- **BP 3555: Nutrition Program Compliance**
- **Exhibit 3555: Nutrition Program Compliance**

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Policy 3312: Contracts

The Governing Board recognizes its responsibility to enter into contracts on behalf of the district for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of district goals. In exercising this authority to enter into a contract, the Board shall ensure that the district's interest is protected, that the terms of the contract conform to applicable legal standards, including the bidding requirements in Public Contract Code 20111.

In addition, Board members and district employees involved in the making of contracts on behalf of the district shall comply with the district's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest.

The Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the district. To be valid or to constitute an enforceable obligation against the district, all such contracts must be approved and/or ratified by the Board.

Contracts for Non-nutritious Foods or Beverages

The district shall not enter into or renew a contract for the sale of foods or beverages that do not meet applicable nutritional standards specified in Education Code 49431-49431.7, 5 CCR 15500-15501 or 15575-15578, or 7 CFR 210.11 or 220.12, unless the contract specifies that such sale will occur off campus or outside the time restriction specified in the applicable law.

Before the district enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include, but not be limited to, the following:

1. Procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.
2. Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

Any contract for the sale or advertisement of non-nutritious foods or carbonated or non-nutritious beverages shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

The Board shall not enter into or renew any contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, on non-nutritious foods until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled Board meeting. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract

to be discussed at the meeting. (Education Code 35182.5)

The public hearing shall include, but not be limited to, a discussion of the nutritional value of foods and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the foods and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public. (Education Code 35182.5)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.
2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.
3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.
4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.
5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. A request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Contracts for Digital Storage and Maintenance of Student Records

The district may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the district that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other district employee, and do not include de-identified information. (Education Code 49073.1)

Any such contract shall contain all of the following: (Education Code 49073.1)

1. A statement that student records continue to be the property of and under the control of the district
2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal

account

3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract
4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information
5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records
6. A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records
7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content
8. A description of how the district and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act, 20 USC 1232g
9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising

Contracts for Personal Services

In order to achieve cost savings, the district may enter into or renew a contract for any personal service that is currently or customarily performed by classified employees, if the contract does not displace school district employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the Board shall ensure that the district meets the numerous conditions specified in Education Code 45103.1.

In addition, the district may enter into or renew any contract for personal service without meeting the conditions described above, if any of the following conditions exists: (Education Code 45103.1)

1. The contract is for new district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors
2. The services contracted are not available within the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the district
3. The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented
4. The district's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary district hiring process

5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code 45103.1, apply
6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the district in the location where the services are to be performed
7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the district's regular or ordinary hiring process would frustrate their very purpose

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 15500	Food sales in elementary schools
5 CCR 15501	Food sales in high schools and junior high schools
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
Ed. Code 14505	Provisions required in contracts for audits
Ed. Code 17250.10-17250.55	Design-build contracts
Ed. Code 17595-17606	Contracts
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 35182.5	Contracts for advertising
Ed. Code 45103.1	Personal services contracts
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 49073.1	Contract requirements for digital storage, maintenance and retrieval of student records
Ed. Code 49431-49431.7	Nutritional standards
Gov. Code 12990	Nondiscrimination and compliance employment programs
Gov. Code 53260	Contract provision re maximum cash settlement
Gov. Code 53262	Employment contracts
Gov. Code 84308	Campaign disclosure
Lab. Code 1775	Penalties for violations
Lab. Code 1810-1813	Working hours
Pub. Cont. Code 20104.50	Timely progress payments
Pub. Cont. Code 20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Pub. Cont. Code 22300

[Performance retentions](#)

Pub. Cont. Code 4100-4114

[Subletting and subcontracting fair practices](#)

Pub. Cont. Code 6102

[Awarding of contracts](#)

Pub. Cont. Code 7104

[Contracts for excavations; discovery of hazardous waste](#)

Pub. Cont. Code 7106

[Noncollusion affidavit](#)

Federal

Description

20 USC 1232g

Family Educational Rights and Privacy Act (FERPA) of 1974

20 USC 1681-1688

Title IX of the Education Amendments of 1972;
discrimination based on sex

7 CFR 210.1-210.33

[National School Lunch Program](#)

7 CFR 220.1-220.21

National School Breakfast Program

Management Resources

Description

CSBA Publication

Student Wellness: A Healthy Food and Physical Activity
Policy Resource Guide, rev. 2005

CSBA Publication

Student Wellness: A Healthy Food and Physical Activity
Policy Resource Guide, rev. April 2006

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[CSBA](#)

Website

[California Association of School Business Officials](#)

Cross References

Code

Description

0100

Philosophy

0200

Goals For The School District

0440

District Technology Plan

0440

District Technology Plan

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Citizen Advisory Committees

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Citizen Advisory Committees

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School-Connected Organizations

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School-Connected Organizations

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Solicitation Of Funds From And By Students

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Solicitation Of Funds From And By Students

1325

Advertising And Promotion

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Access To District Records

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Access To District Records

1700	Relations Between Private Industry And The Schools
2121	Superintendent's Contract
3000	Concepts And Roles
3100	Budget
3100	Budget
3230	Federal Grant Funds
3230	Federal Grant Funds
3290	Gifts, Grants And Bequests
3300	Expenditures And Purchases
3311	Bids
3311	Bids
3311.1	Uniform Public Construction Cost Accounting Procedures
3311.1	Uniform Public Construction Cost Accounting Procedures
3311.2	Lease-Leaseback Contracts
3311.3	Design-Build Contracts
3311.4	Procurement Of Technological Equipment
3314	Payment For Goods And Services
3314	Payment For Goods And Services
3400	Management Of District Assets/Accounts
3400	Management Of District Assets/Accounts
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3470	Debt Issuance And Management
3511.1	Integrated Waste Management
3511.1	Integrated Waste Management
3540	Transportation
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3554	Other Food Sales
3554	Other Food Sales
3555	Nutrition Program Compliance
3555	Nutrition Program Compliance
3600	Consultants

4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4112.23	Special Education Staff
4112.4	Health Examinations
4132	Publication Or Creation Of Materials
4200	Classified Personnel
4200	Classified Personnel
4212.4	Health Examinations
4232	Publication Or Creation Of Materials
4312.1	Contracts
4312.4	Health Examinations
4332	Publication Or Creation Of Materials
5030	Student Wellness
5125	Student Records
5125	Student Records
5145.6	Parent/Guardian Notifications
5145.6	Parent/Guardian Notifications
5148	Child Care And Development
5148	Child Care And Development
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
7140	Architectural And Engineering Services
7140	Architectural And Engineering Services
9000	Role Of The Board
9124	Attorney
9320	Meetings And Notices
9322	Agenda/Meeting Materials
9323	Meeting Conduct

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Policy 3551: Food Service Operations/Cafeteria Fund

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by CDE. (42 USC 1776)

Meal Sales

Any student who requests a meal shall be served a nutritionally adequate breakfast and lunch free of charge, each school day. (Education Code 49501.5)

As permitted by law, additional or second meals, adult meals, and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 38082, 49501.5)

Meals may be sold to district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

Cafeteria Fund and Account

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and for reasonable and necessary indirect program costs as allowed by law.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

When soliciting for bids and contracts for the purchase of an agricultural food product, the district shall specify in the solicitation that only the purchase of agricultural food products grown, packed, or processed domestically is authorized, unless a specific exception applies. A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, the quality of the domestic product is inferior to the quality of the nondomestic product, or the bid or price of the nondomestic product is more than 25 percent lower than the bid or price of the domestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception for three years from the date of purchase. (Food and Agriculture Code 58596.3)

Furthermore, the district shall accept a bid or price for an agricultural food product grown in California before accepting a bid or price for a domestic agricultural food product that is grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price for domestic product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by CDE to ensure compliance of the district's food service program with federal requirements.

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
12 CCR 18928-18998.4	Short-lived climate pollutants
5 CCR 15550-15565	School lunch and breakfast programs
Ed. Code 38080-38086	School meals
Ed. Code 38090-38095	Cafeterias; funds and accounts
Ed. Code 38100-38103	Cafeterias; allocation of charges
Ed. Code 42646	Alternate payroll procedure
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49554	Contract for services
Ed. Code 49580-49581	Food recovery program
F&A Code 58595	Preference for California-grown agricultural products
F&A Code 58596.1-58596.5	Buy American Food Act; purchase of nondomestic agricultural food products
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements
Pub. Cont. Code 2000-2002	Responsive bidders
Pub. Cont. Code 20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidder
Pub. Cont. Code 3410	U.S. produce and processed foods
Federal	Description
2 CFR 200	Appendix VII Indirect cost proposals
2 CFR 200.318-200.326	Procurement standards
2 CFR 200.400-200.475	Cost principles
2 CFR 200.56	Indirect costs; definition
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1793	Child Nutrition Act
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.33	National School Lunch Program
7 CFR 245.8	Nondiscrimination practices for students eligible for free and reduced price meal and free milk

7 CFR 250.1-250.70

USDA foods

Management Resources

Description

CA Department of Education Publication

[California School Accounting Manual](#)

CA Dept of Social Services Publication

[Food Distribution Program Administrative Manual](#)

California Department of Education
Publication

[Food Service Management Company Contract Preapproval,
NSD Management Bulletin, SNP-05-2023, March 2023](#)

California Department of Education
Publication

[Unpaid Meal Charges: Local Meal Charge Policies,
Clarification on Collection of Delinquent Meal Payments, and
Excess Student Account Balances, NSD Management
Bulletin, SNP-04-2023, July 2023](#)

California Department of Education
Publication

[Excess Net Cash Resources – Revised to Increase Limitation,
NSD Management Bulletin, SNP-04-2022, May 2022](#)

California Department of Education
Publication

[Pricing of Adult Meals in the National School Lunch and
School Breakfast Programs, NSD Management Bulletin, SNP-
04-2021, August 2021](#)

California Department of Education
Publication

[Procuring and Monitoring of Food Service Management
Contracts, NSD Management Bulletin, SNP-13-2015, January
2015](#)

California Department of Education
Publication

[Storage and Inventory Management of U.S. Department of
Agriculture Foods, NSD Management Bulletin, FDP-01-2018,
January 2018](#)

California Department of Education
Publication

[Cafeteria Funds - Allowable Uses, NSD Management Bulletin,
SNP-05-2020, February 2020](#)

U.S. Department of Agriculture
Publication

[Buy American and the Agriculture Improvement Act of 2018,
SP-32-2019, August 2019](#)

U.S. Department of Agriculture
Publication

[Procuring Local Foods for Child Nutrition Programs, January
2022](#)

U.S. Department of Agriculture
Publication

[Unpaid Meal Charges: Local Meal Charge Policies, SP 46-
2016, July 2016](#)

U.S. Department of Agriculture
Publication

[Compliance with and Enforcement of the Buy American
Provision in the National School Lunch Program, SP-38-2017,
June 2017](#)

U.S. Department of Agriculture
Publication

[Discretionary Elimination of Reduced Price Charges in the
School Meal Programs, SP 17-2014, January 2014](#)

U.S. Department of Agriculture
Publication

[Indirect Costs: Guidance for State Agencies and School Food
Authorities, SP 60-2016, September 2016](#)

U.S. Dept of Agriculture Publication

[School Meals - FAQs](#)

Website

[CalRecycle, Resources for Local Education Agencies: K-12
Public Schools and School Districts](#)

Website

[California Department of Education, Accounting](#)

Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Agriculture, Food and Nutrition Service
Website	California Department of Education, Nutrition Services Division
Website	California School Nutrition Association

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
1113	District And School Websites
1113	District And School Websites
1113	District And School Websites
1340	Access To District Records
1340	Access To District Records
3100	Budget
3100	Budget
3110	Transfer Of Funds
3230	Federal Grant Funds
3230	Federal Grant Funds
3260	Fees And Charges
3260	Fees And Charges
3300	Expenditures And Purchases
3311	Bids
3311	Bids
3312	Contracts
3314.2	Revolving Funds
3400	Management Of District Assets/Accounts
3400	Management Of District Assets/Accounts
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3510	Green School Operations
3511	Energy And Water Management
3511	Energy And Water Management
3512	Equipment

3512	Equipment
3515.6	Criminal Background Checks For Contractors
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3552	Summer Meal Program
3552	Summer Meal Program
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
3554	Other Food Sales
3554	Other Food Sales
3555	Nutrition Program Compliance
3555	Nutrition Program Compliance
3580	District Records
3580	District Records
4112.4	Health Examinations
4212	Appointment And Conditions Of Employment
4212.4	Health Examinations
4231	Staff Development
4312.4	Health Examinations
4331	Staff Development
5030	Student Wellness
5145.6	Parent/Guardian Notifications
5145.6	Parent/Guardian Notifications

Regulation 3551: Food Service Operations/Cafeteria Fund

Payments for Meals

The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

At the beginning of the school year, the Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of eligibility forms at the start of the school year
4. Posting the policy on the district's website

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free and reduced-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

Donation of Leftover Food

The District shall take steps to minimize food waste and reduce food insecurity in district schools. (Health and Safety Code 114079)

The Superintendent or designee shall arrange to recover the maximum amount of edible food that would otherwise be disposed for donation to a local food recovery organization. (14 CCR 18991.3)

The district may also provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce that complies with Health and Safety Code 113992, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

The Superintendent or designee shall maintain records related to edible food recovery including a list of each food recovery service or organization that collects or receives the district's edible food, contact information for the service or organization, the types of food, frequency, and quantity that will be collected or hauled by the district, and a copy of contracts or written agreements between the district and food recovery services or organizations. (14 CCR 18991.4)

Cafeteria Fund and Account

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. (Education Code 38090, 38093)

The cafeteria fund shall be used only for those expenditures authorized by the Governing Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

The district may use cafeteria funds to supplement the provision of a nutritionally adequate breakfast and/or lunch to district students when permitted by law.

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the purpose of and basis for the expenditure. (Education Code 38101)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate as approved by CDE or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed six months' average expenditures. (7 CFR 210.14, 220.7)

U.S. Department of Agriculture Foods

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage, or other loss. Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be

considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
12 CCR 18928-18998.4	Short-lived climate pollutants
5 CCR 15550-15565	School lunch and breakfast programs
Ed. Code 38080-38086	School meals
Ed. Code 38090-38095	Cafeterias; funds and accounts
Ed. Code 38100-38103	Cafeterias; allocation of charges
Ed. Code 42646	Alternate payroll procedure
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49554	Contract for services
Ed. Code 49580-49581	Food recovery program
F&A Code 58595	Preference for California-grown agricultural products
F&A Code 58596.1-58596.5	Buy American Food Act; purchase of nondomestic agricultural food products
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements
Pub. Cont. Code 2000-2002	Responsive bidders
Pub. Cont. Code 20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidder
Pub. Cont. Code 3410	U.S. produce and processed foods
Federal	Description

2 CFR 200	Appendix VII Indirect cost proposals
2 CFR 200.318-200.326	Procurement standards
2 CFR 200.400-200.475	Cost principles
2 CFR 200.56	Indirect costs; definition
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1793	Child Nutrition Act
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.33	National School Lunch Program
7 CFR 245.8	Nondiscrimination practices for students eligible for free and reduced price meal and free milk
7 CFR 250.1-250.70	USDA foods
Management Resources	Description
CA Department of Education Publication	California School Accounting Manual
CA Dept of Social Services Publication	Food Distribution Program Administrative Manual
California Department of Education Publication	Food Service Management Company Contract Preapproval, NSD Management Bulletin, SNP-05-2023, March 2023
California Department of Education Publication	Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, NSD Management Bulletin, SNP-04-2023, July 2023
California Department of Education Publication	Excess Net Cash Resources – Revised to Increase Limitation, NSD Management Bulletin, SNP-04-2022, May 2022
California Department of Education Publication	Pricing of Adult Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, SNP-04-2021, August 2021
California Department of Education Publication	Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015
California Department of Education Publication	Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018
California Department of Education Publication	Cafeteria Funds - Allowable Uses, NSD Management Bulletin, SNP-05-2020, February 2020
U.S. Department of Agriculture Publication	Buy American and the Agriculture Improvement Act of 2018, SP-32-2019, August 2019
U.S. Department of Agriculture Publication	Procuring Local Foods for Child Nutrition Programs, January 2022
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016

U.S. Department of Agriculture Publication	Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP-38-2017, June 2017
U.S. Department of Agriculture Publication	Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014
U.S. Department of Agriculture Publication	Indirect Costs: Guidance for State Agencies and School Food Authorities, SP 60-2016, September 2016
U.S. Dept of Agriculture Publication	School Meals - FAQs
Website	CalRecycle, Resources for Local Education Agencies: K-12 Public Schools and School Districts
Website	California Department of Education, Accounting
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Agriculture, Food and Nutrition Service
Website	California Department of Education, Nutrition Services Division
Website	California School Nutrition Association

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
1113	District And School Websites
1113	District And School Websites
1113	District And School Websites
1340	Access To District Records
1340	Access To District Records
3100	Budget
3100	Budget
3110	Transfer Of Funds
3230	Federal Grant Funds
3230	Federal Grant Funds
3260	Fees And Charges
3260	Fees And Charges
3300	Expenditures And Purchases
3311	Bids
3311	Bids

3312	Contracts
3314.2	Revolving Funds
3400	Management Of District Assets/Accounts
3400	Management Of District Assets/Accounts
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3510	Green School Operations
3511	Energy And Water Management
3511	Energy And Water Management
3512	Equipment
3512	Equipment
3515.6	Criminal Background Checks For Contractors
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3552	Summer Meal Program
3552	Summer Meal Program
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
3554	Other Food Sales
3554	Other Food Sales
3555	Nutrition Program Compliance
3555	Nutrition Program Compliance
3580	District Records
3580	District Records
4112.4	Health Examinations
4212	Appointment And Conditions Of Employment
4212.4	Health Examinations
4231	Staff Development
4312.4	Health Examinations
4331	Staff Development
5030	Student Wellness
5145.6	Parent/Guardian Notifications
5145.6	Parent/Guardian Notifications

Policy 3555: Nutrition Program Compliance

The Governing Board recognizes the district's responsibility to comply with state and federal nondiscrimination laws as they apply to the district's nutrition programs. The district shall not deny any individual the benefits or service of any nutrition program or discriminate on any basis prohibited by law.

Compliance Coordinator

The Board shall designate a compliance coordinator for nutrition programs, who may also be the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures, to ensure compliance with the laws governing the district's nutrition programs.

The responsibilities of the compliance coordinator include, but are not limited to:

1. Providing the name of the compliance coordinator, the Section 504 coordinator, and Title IX coordinator, if different from the compliance coordinator to the California Department of Education (CDE) and other interested parties
2. Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff

The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

3. Establishing admission and enrollment procedures that do not restrict enrollment of students on the basis of race, ethnicity, national origin, or disability, including preventing staff from incorrectly denying applications and ensuring that such persons have equal access to all programs
4. Sending a public release announcing the availability of the child nutrition programs and/or changes in the programs to public media and to community and grassroots organizations that interact directly with eligible or potentially eligible participants
5. Communicating the program's nondiscrimination policy and applicable complaint procedures, as provided in the section "Notifications" below
6. Providing appropriate translation services when a significant number of persons in the surrounding population have limited English proficiency
7. Ensuring that every part of a facility is accessible to and usable by persons with disabilities and that participants with disabilities are not excluded from the benefits or services due to inaccessibility of facilities
8. Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet
9. Implementing procedures to process and resolve civil rights complaints, including alleged discrimination on the basis of race, color, national origin, age, sex, sexual orientation, gender

identity, or disability, and program-related complaints, including maintaining a complaint log, working with the appropriate person to resolve any complaint, and referring the complainant to the appropriate state or federal agency when necessary

10. Developing a method, which preferably uses self-identification or self-reporting, to collect racial and ethnic data for potentially eligible populations, applicants, and participants

Notifications

The compliance coordinator shall ensure that the U.S. Department of Agriculture's (USDA) "And Justice for All" civil rights poster, or a substitute poster approved by USDA's Food and Nutrition Service, is displayed in areas visible to the district's nutrition program participants, such as food service areas and school offices.

The compliance coordinator shall notify the public, all program applicants, participants, and potentially eligible persons of their rights and responsibilities and steps necessary to participate in the nutrition programs, including program requirements and program availability. Applicants, participants, and the public also shall be advised of their right to file a complaint, how to file a complaint, the complaint procedures, and that a complaint may be filed anonymously or by a third party.

In addition, the compliance coordinator shall ensure that all forms of communication available to the public regarding program availability shall contain, in a prominent location, the most current version of the nondiscrimination statement provided by USDA about the district's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the district.

Forms of communication requiring this nondiscrimination statement include, but are not limited to, web sites, public information releases, publications, and posters, but exclude items such as cups, buttons, magnets, menus, and pens that identify the program when the size or configuration makes it impractical. The nondiscrimination statement need not be included on every page of program information on the district's or school's web site, but the statement or a link to the statement shall be included on the home page of the program information.

A short version of the nondiscrimination statement, as provided by USDA, may be used on pamphlets, brochures, and flyers in the same print size as the rest of the text.

Complaints of Discrimination

A complaint alleging discrimination in the district's nutrition program(s) on the basis of race, color, national origin, sex, sexual orientation, gender identity, age, or disability shall, within 180 days of the alleged discriminatory act, be filed or referred to USDA at any of the following: (5 CCR 15582)

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Phone: (866) 632-9992, (800) 877-8339 (Federal Relay Service - English, deaf, hard of hearing, or speech disabilities), (800) 845-6136 (Federal Relay Service - Spanish)
Fax: (833) 256-1665 or (202) 690-7442
Email: program.intake@usda.gov

Complaints of discrimination on any other basis shall be investigated by the district using the process identified in AR 1312.3 - Uniform Complaint Procedures.

Complaints Regarding Noncompliance with Program Requirements

Any complaint alleging that the district has not complied with program requirements pertaining to meal counting and claiming, reimbursable meals, eligibility of a child or adult, use of cafeteria funds and allowable expenses in relation to any child nutrition program specified in Education Code 49550-49564.5 shall be filed with or referred to CDE. (Education Code 49556; 5 CCR 15584)

Complaints against a program operator that is not an educational agency shall be filed with or referred to CDE. (5 CCR 15584)

Complaints of noncompliance with any other nutrition program requirements shall be submitted to and investigated by the district using the following procedures.

Complaints may be filed by a student or the student's duly authorized representative by phone, email, or letter. The complaint shall be submitted within one year from the date of the alleged violation and shall include the following: (5 CCR 15581)

1. A statement that the district has violated a law or regulation relating to its child nutrition program
2. The facts on which the statement is based
3. The name of the district or the school against which the allegations are made
4. The complainant's contact information
5. The name of the student if alleging violations regarding a specific student

The district shall investigate and prepare a written report pursuant to 5 CCR 4631. (5 CCR 15583)

Unless extended by written agreement with the complainant, the district's compliance coordinator shall investigate the complaint and prepare a written report to be sent to the complainant within 60 days of the district's receipt of the complaint. (5 CCR 15583; 5 CCR 4631)

If the complainant is not satisfied with the findings in the district's report, the complainant may appeal the decision to CDE by filing a written appeal within 30 days of receiving the decision. (5 CCR 4632)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

5 CCR 15580-15584

5 CCR 3080

Description

Child nutrition programs complaint procedures

Applicability of uniform complaint procedures to complaints

	regarding students with disabilities
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 42238.01	Definitions for purposes of funding
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49060-49079	Student records
Ed. Code 49490-49590	Child nutrition programs
Pen. Code 422.6	Crimes; harassment
Federal	Description
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
28 CFR 35.101-35.190	Americans with Disabilities Act
28 CFR 36.303	Nondiscrimination on the basis of disability; public accommodations; auxiliary aids and services
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.1-100.13	Nondiscrimination in federal programs; effectuating Title VI
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973
34 CFR 106.1-106.61	Discrimination on the basis of sex; effectuating Title IX
34 CFR 106.9	Severability
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
7 CFR 210.19	National School Lunch Program; additional responsibilities
7 CFR 210.23	National School Lunch Program; district responsibilities
7 CFR 215.14	Special Milk Program; nondiscrimination
7 CFR 215.7	Special Milk Program; requirements for participation
7 CFR 220.13	School Breakfast Program; special responsibilities of state agencies
7 CFR 220.7	School Breakfast Program; requirements for participation
7 CFR 225.11	Summer Food Service Program; corrective action procedures
7 CFR 225.3	Summer Food Service Program; administration
7 CFR 225.7	Summer Food Service Program; program monitoring

7 CFR 226.6	Child and Adult Care Food Program; state agency administrative responsibilities
7 CFR 250.15	Out-of-condition donated foods, food recalls, and complaints
Management Resources	Description
California Department of Education Publication	Civil Rights and Complaint Procedures, U.S. Department of Agriculture Child Nutrition Programs, June 2018
U. S. Department of Agriculture Publication	USDA Nondiscrimination Statement, December 2022
U.S. Department of Agriculture Publication	Application of Bostock v. Clayton County to Program Discrimination Complaint Processing – Policy Update, CRD 01-2022, May 2022
U.S. Department of Agriculture Publication	Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005
U.S. DOE Office for Civil Rights Publication	Notice of Non-Discrimination, August 2010
Website	U. S. Department of Agriculture, And Justice for All Posters
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Agriculture, Office for Civil Rights
Website	U.S. Department of Agriculture, Food and Nutrition Service
Website	California Department of Education, Nutrition Services Division
Website	U.S. Department of Education, Office for Civil Rights

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
1100	Communication With The Public
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
3312	Contracts
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3551	Food Service Operations/Cafeteria Fund

3551	Food Service Operations/Cafeteria Fund
3552	Summer Meal Program
3552	Summer Meal Program
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
4231	Staff Development
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5030	Student Wellness
5125	Student Records
5125	Student Records
5141.27	Food Allergies/Special Dietary Needs
5141.27	Food Allergies/Special Dietary Needs
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145.6	Parent/Guardian Notifications
5145.6	Parent/Guardian Notifications
6159	Individualized Education Program
6159	Individualized Education Program
6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504
9321	Closed Session
9321	Closed Session
9321	Closed Session

Exhibit 3555-E(1): Nutrition Program Compliance

NONDISCRIMINATION STATEMENT FOR NUTRITION PROGRAMS

The following statement shall be included, in a prominent location, on all forms available to the public regarding the availability of the district's child nutrition programs:

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to the USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: Program.Intake@usda.gov

This institution is an equal opportunity provider."

On pamphlets, brochures, and flyers, in the same print size as the rest of the text, the district may print a short version of the nondiscrimination statement, as follows:

"This institution is an equal opportunity provider."

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3080	Applicability of uniform complaint procedures to complaints regarding students with disabilities
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 42238.01	Definitions for purposes of funding
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49060-49079	Student records
Ed. Code 49490-49590	Child nutrition programs
Pen. Code 422.6	Crimes; harassment
Federal	Description
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
28 CFR 35.101-35.190	Americans with Disabilities Act
28 CFR 36.303	Nondiscrimination on the basis of disability; public accommodations; auxiliary aids and services
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.1-100.13	Nondiscrimination in federal programs; effectuating Title VI
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973
34 CFR 106.1-106.61	Discrimination on the basis of sex; effectuating Title IX
34 CFR 106.9	Severability
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
7 CFR 210.19	National School Lunch Program; additional responsibilities
7 CFR 210.23	National School Lunch Program; district responsibilities
7 CFR 215.14	Special Milk Program; nondiscrimination
7 CFR 215.7	Special Milk Program; requirements for participation
7 CFR 220.13	School Breakfast Program; special responsibilities of state

	agencies
7 CFR 220.7	School Breakfast Program; requirements for participation
7 CFR 225.11	Summer Food Service Program; corrective action procedures
7 CFR 225.3	Summer Food Service Program; administration
7 CFR 225.7	Summer Food Service Program; program monitoring
7 CFR 226.6	Child and Adult Care Food Program; state agency administrative responsibilities
7 CFR 250.15	Out-of-condition donated foods, food recalls, and complaints

Management Resources

California Department of Education
Publication

U. S. Department of Agriculture
Publication

U.S. Department of Agriculture
Publication

U.S. Department of Agriculture
Publication

U.S. DOE Office for Civil Rights
Publication

Website

Website

Website

Website

Website

Website

Description

Civil Rights and Complaint Procedures, U.S. Department of
Agriculture Child Nutrition Programs, June 2018

USDA Nondiscrimination Statement, December 2022

Application of Bostock v. Clayton County to Program
Discrimination Complaint Processing – Policy Update, CRD
01-2022, May 2022

Civil Rights Compliance and Enforcement - Nutrition
Programs and Activities, FNS Instruction 113-1, November
2005

Notice of Non-Discrimination, August 2010

U. S. Department of Agriculture, And Justice for All Posters
[CSBA District and County Office of Education Legal Services](#)

[U.S. Department of Agriculture, Office for Civil Rights](#)

[U.S. Department of Agriculture, Food and Nutrition Service](#)

[California Department of Education, Nutrition Services
Division](#)

[U.S. Department of Education, Office for Civil Rights](#)

Cross References

Code

0410

1100

1312.1

1312.1

1312.3

1312.3

1312.3

Description

Nondiscrimination In District Programs And Activities

Communication With The Public

Complaints Concerning District Employees

Complaints Concerning District Employees

Uniform Complaint Procedures

Uniform Complaint Procedures

Uniform Complaint Procedures

1312.3	Uniform Complaint Procedures
3312	Contracts
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3552	Summer Meal Program
3552	Summer Meal Program
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
4231	Staff Development
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5030	Student Wellness
5125	Student Records
5125	Student Records
5141.27	Food Allergies/Special Dietary Needs
5141.27	Food Allergies/Special Dietary Needs
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145.6	Parent/Guardian Notifications
5145.6	Parent/Guardian Notifications
6159	Individualized Education Program
6159	Individualized Education Program
6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504
9321	Closed Session
9321	Closed Session
9321	Closed Session

REGULAR MEETING
November 14, 2023

APPENDIX F

Draft of Minutes

Special Board Meeting: September 25, 2023
Regular Board Meeting: October 10, 2023

**SPECIAL MEETING OF THE
SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
September 25, 2023**

A special meeting of the Santa Maria Joint Union High School District Board of Education was held at the Support Services Center on September 25, 2023, with an open session at 5:30 p.m.

Members present: Perez, Garvin, Aguilar, Baskett

OPEN SESSION

Ms. Perez called the meeting to order at 5:31 p.m. Dr. Garvin led the Flag Salute.

OPEN SESSION PUBLIC COMMENTS

Written public comment:

Name	Topic
Kathy Sharum	Trustee Vacancy

In person public comment:

Name	Topic
Jeffery Hall	Trustee Vacancy
Cliff Solomon	
Mary Solorio Jacka	
Dr. Scott Fina	
Pam Gates	
Alice Patino	

ITEMS SCHEDULED FOR ACTION

GENERAL

Provisional Appointment: Explanation of Candidate Interview Process, Interview of Candidates, and Provisional Appointment of Candidate to Serve on the Board – Appendix A

Resource Person: Diana Perez, Board President

Due to the recent resignation of former Clerk, Amy Lopez, a vacancy has been created on the Santa Maria Joint Union High School District Board of Education. On August 1, 2023, the Board voted to begin the process of provisionally appointing an interested candidate to fill the vacant seat. The applications received were reviewed by a committee, who determined that the candidates listed below were eligible to be considered for the appointment. On September 18, 2023 the District posted candidate application packets on its website.

1. Tammie Castillo-Shiffer
2. Karen Draper
3. Alma Hernandez Wilson
4. Hunter Jameson
5. Gabriel Amaro Morales

The Board conducted interviews of the above-listed candidates at this special meeting. After the interviews, the Board discussed their considerations for the provisional Board vacancy.

A motion was made by Mr. Baskett to appoint Gabriel Amaro Morales. The motion was not seconded. The motion failed.

Mr. Aguilar made a motion appoint Alma Hernandez. The motion was seconded by Ms. Perez.

Dr. Garvin stated that while he considered supporting Karen Draper initially, he will support his fellow board members in the motion for Alma Hernandez.

The motion passed with a roll call vote 3-1 to select Alma Hernandez to fill the Board vacancy.

Mr. Garcia administered the Oath of Office.

Roll Call Vote:

Ms. Perez	Yes
Dr. Garvin	Yes
Mr. Aguilar	Yes
Mr. Baskett	No

FUTURE BOARD MEETINGS FOR 2023

Unless otherwise announced, the next regular meeting of the Board of Education will be held on October 10, 2023. Closed session is scheduled to begin at 5:15 p.m. Open session begins at 6:30 p.m. The meeting will be held at the District Support Services Center. For **view only** live-stream links, refer to page 1 of the agenda.

Regular Board Meetings for 2023:

November 14, 2023

December 12, 2023

ADJOURN

The meeting was adjourned at 6:25 p.m.

**REGULAR MEETING OF THE
SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
October 10, 2023**

A regular meeting of the Santa Maria Joint Union High School District Board of Education was held at the Support Services Center on October 10, 2023, with a closed session scheduled at 5:15 p.m. and an open session immediately following.

Members present: Perez, Aguilar, Baskett, Hernandez

Members absent: Garvin

OPEN SESSION

Call to Order

Ms. Perez called the meeting to order at 5:16 p.m.

CLOSED SESSION PUBLIC COMMENTS

No public comments were submitted.

The meeting was adjourned to a closed session.

RECONVENE IN OPEN SESSION/ANNOUNCE CLOSED SESSION ACTIONS

Ms. Perez called the meeting to order at 6:33 p.m. Mr. Aguilar led the Flag Salute.

Mr. Garcia announced the closed session actions. The Board unanimously approved Student Matters and Personnel Actions for both Certificated and Classified staff as presented. In addition, the board took action in closed session not to hear an employee appeal by decision of three to one with board members Aguilar, Baskett, and Hernandez voting not to hold a hearing and board member Perez voting to hold the hearing. The district's decision in the employee complaint appeal will be upheld.

REPORTS

Student Reports

Perla Delgado-Paniagua/SMHS: Student events in September and October have included a second Senior Sunrise, a Fall Fair, and Homecoming dance. ASB has been busy with a senate meeting and Breast Cancer Awareness activities. The SM Marching band traveled to Cal Poly on October 7th and the SM FFA hosted an informational meeting for Spanish speakers. Agriculture students and staff are also preparing to attend the National FFA Convention. The Alpine Club will be taking a trip to Montana de Oro and Close Up Washington is having a taco fundraiser this week.

Leilanni-GaoShoua Mendoza/DHS: She acknowledged the students that have signed up for Allan Hancock College. The Gardening Club recently went to Rancho Guadalupe to pick pumpkins. Robotics has their first tournament of the school year coming up in Bakersfield

while their basketball group is having their first basketball tournament against Lopez High School this week. Next month, a WASC visiting team will be on campus. Staff and students are looking forward to showcasing their awesome school.

Teya Nastaskin/ERHS: Righetti's annual Kinder Patch is on October 27. The Wellness Center has started focus groups and Counseling staff are continuing to meet with Seniors as part of the Reach Higher Academy. The drama department is presenting a production of Romeo and Juliet this month. Students who met or exceeded standards on at least two of their three statewide tests will have a chance to be awarded prizes such as discounts on Senior activities or gift cards donated by local businesses. Lastly, ASB is busy planning fall events such as Homecoming activities, Spirit Week, and Fall Club Day.

Superintendent's Report

Mr. Garcia welcomed Ms. Alma Hernandez, the district's new board member. Santa Maria High School's new building Grand Opening will take place October 16. Currently, our school sites are planning informational campaigns on drug prevention in response to the opioid pandemic. A few highlights from recent events: the Mark Richardson CTE Center and Ag Farm recently hosted the Santa Barbara County Farm Day, the Celebration of Culture was jointly planned by SMJUHSD and Santa Maria Bonita, and Mr. Garcia attended the movie screening for a new local documentary. He also spoke at a United Central Coast event to promote the initiative of starting a bachelor's program at Hancock and attended several district parent meetings.

Board Member Reports

Ms. Perez: She commended Mr. Garcia for his student advocacy and welcomed Ms. Hernandez. She plans to attend Santa Maria High School's Open House and the play, Little Shop of Horrors. She sent her thoughts and prayers to those suffering in the Middle East.

Mr. Aguilar: He acknowledged Indigenous Peoples Day that took place yesterday. He also attended the Latino heritage event and the Santa Maria High School Awards Ceremony where he visited their Wellness Center.

Mr. Baskett: The Santa Maria Airport is having a major air show this weekend where the history of aviation will be showcased.

Ms. Hernandez: She thanked the board for the warm welcome. She is becoming aware of the many things the school district takes care of and is grateful to be part of it. She expressed interest in sponsoring a resolution that will show support for the current program developments at Allan Hancock College.

REPORTS FROM EMPLOYEE ORGANIZATIONS

No reports submitted.

OPEN SESSION PUBLIC COMMENTS

No public comments were submitted.

PRESENTATIONS

Student Showcase: Pioneer Valley High School AVID (Advancement Via Individual Determination) Program

Resource Person: Dr. Krista Herrera, Assistant Superintendent of Curriculum & Instruction; Brooke Baarstad, District AVID Coordinator & Math/AVID Teacher; Trestina Leornas, Math/AVID Teacher; Jennifer Ogren, English/AVID Teacher

Pioneer Valley staff and students shared details and experiences about the AVID program. The mission is to close the opportunity gap by preparing all students for college and career readiness and success in a global society. AVID is voluntary elective course that students take throughout their high school career. Students in this program have a shared goal of earning acceptance and attending a four-year university right after high school.

Hiring Update

Resource Person: Kevin Platt, Assistant Superintendent of Human Resources; Joni McDonald, Director of Classified Human Resources; Sal Reynoso, Director of Certificated Human Resources

The Human Resources Department Directors presented a hiring update that included:

- Classified vacancies and new hires
- Management hires
- Certificated hiring overview

Student Achievement Update

Resource Person: Dr. Krista Herrera, Assistant Superintendent of Curriculum & Instruction; Karen Rotondi, Director of Teaching & Learning

Ms. Rotondi was unable to attend the meeting. Dr. Herrera presented data in various areas such as:

- Student demographics
- Summer school 2023 data
- Graduation and A-G rates
- Statewide assessment data
- AHC & AP course completion
- CTE Pathway completion
- Multilingual student information
- Financial Aid and Dream Act Applications
- Discussed future Math & ELA supports

It was clarified that qualifying under the “homeless” student category can include students who live in multi-family homes, not just unsheltered.

ITEMS SCHEDULED FOR ACTION

GENERAL

Realignment of Management Salary Schedule

Resource Person: Kevin Platt, Assistant Superintendent of Human Resources

The district administration met to consider and evaluate the classified management employee’s salary schedule. Due to the addition of supervisory and evaluative duties, the administration is recommending realignment of one (1) position from the Manager level to the Manager II level, effective November 1, 2023.

Current Classification	Current Range	Recommended Classification	Recommended Range
Manager of Family & Community Engagement	8D	Family & Community Engagement Manager II	8D

A motion was made by Mr. Baskett and seconded by Mr. Aguilar to approve the recommendations of the administration to realign the management salary schedule effective November 1, 2023. The motion passed with a roll call vote 4-0.

Roll Call Vote:

- | | |
|---------------|--------|
| Ms. Perez | Yes |
| Dr. Garvin | Absent |
| Mr. Aguilar | Yes |
| Mr. Baskett | Yes |
| Ms. Hernandez | Yes |

INSTRUCTION

Quarterly Report on Williams Uniform Complaints

Resource Person: Dr. Krista Herrera, Assistant Superintendent of Curriculum & Instruction

Pursuant to Education Code Section 35186, the governing board of a school district must conduct a public hearing to report the quarterly report that was submitted in October 2023 on the Williams Uniform Complaints for the months of July-September 2023. Each school site has reported that there have been no complaints in the general subject areas of Textbooks and Instructional Materials, Teacher Vacancy or Misassignments, Facilities Conditions or Valenzuela/CAHSEE Intensive Instruction and Services.

A public hearing was required. The public hearing was opened. No public comments were submitted. The public hearing was closed.

A motion was made by Mr. Aguilar and seconded by Mr. Baskett to approve the Quarterly Report as submitted. The motion passed with a roll call vote 4-0.

Roll Call Vote:

Ms. Perez	Yes
Dr. Garvin	Absent
Mr. Aguilar	Yes
Mr. Baskett	Yes
Ms. Hernandez	Yes

Board Policy Revisions – First Reading. INFORMATION ONLY. Appendix D.

Resource Person: Dr. Krista Herrera, Assistant Superintendent of Curriculum & Instruction

Using CSBA model policies and regulations, as well as the District’s practices, the administration requested a first reading on the proposed policies and regulations. Board policies provide general guidance based on law and principles. Administrative Regulations provide specific procedural steps for carrying out a policy. The policy updates will be on the next board agenda for approval. For a full description, please see Appendix D.

Board Policy	Description
BP 5116.2	<p>Involuntary Transfer</p> <p>The proposed Involuntary Transfer Board Policy is new to the District. Involuntary transfers are applicable when determining the best placement for a student, which sometimes necessitates a change of school or program in the District. This policy meets the compliance with our Federal Program Monitoring review with the California Department of Education.</p>
BP/AR 5020	<p>Parent Rights and Responsibilities</p> <p>The proposed Parent Rights and Responsibilities Board Policy is new to the District. This policy recognizes that parents/guardians of the district students have certain rights and responsibilities related to their children's education. The school's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the school's academic expectations. The regulation provides the rights of parents/guardians of district students proper communication, notification, information, participation, student performance, and a safe and supportive learning environment.</p>
BP/AR 6184	<p>Continuation Education</p>

	<p>The proposed Continuation Education Board Policy and Administrative Regulation is new to the District. The District's continuation education program is an option for students needing a flexible education environment. The continuation education program is designed to meet the educational needs of each student, provide an opportunity for participating students to complete the required course of instruction necessary to graduate from high school and offer intensive guidance services. The regulation covers the content of program components, involuntary transfers to a continuation high school, voluntary enrollment, intake and orientation process, minimum attendance requirement, leaves of absence, and re-enrollment. This policy and regulation meet compliance with our Federal Program Monitoring review with the California Department of Education.</p>
<p>AR 6146.1</p>	<p>High School Graduation Requirements</p> <p>The proposed addition applies to 12-th grade students enrolled in alternative education at a continuation high school who have met State graduation requirements but are unable to complete the full number of elective credits because of personal hardship.</p>

NO ACTION REQUIRED.

BUSINESS

Board Policy Revision – First Reading. INFORMATION ONLY. Appendix E.

Resource Person: Yolanda Ortiz, Assistant Superintendent of Business Services

The administration presented revisions for Board Policy and Administrative Regulation 1330: Use of School Facilities. The policy updates will be on the next board agenda for approval. For a full description, please see Appendix E.

Board Policy	Description
<p>BP 1330</p>	<p>Use of School Facilities</p> <p>BP has been updated to reflect the following changes: Policy updated to add that the Governing Board may authorize the use of a school building as a vote center on election day and/or during the 10 days preceding election day, as well as during key dates necessary for drop-off, set-up, and pickup of election materials, as determined by the election official.</p>
<p>AR 1330</p>	<p>Use of School Facilities</p> <p>Regulation updated to reflect NEW LAW (AB 2028, 2022) which authorizes the Governing Board to allow district facilities to be used by local law enforcement, public agencies, non-profit associations, or organizations for bicycle, scooter, electric bicycle, motorized bicycle, or motorized scooter safety instruction for district students.</p>

NO ACTION REQUIRED.

CONSENT ITEMS

A motion was made by Mr. Baskett and seconded by Mr. Aguilar to approve the consent items as presented. The motion passed with a roll call vote 4-0.

Roll Call Vote:

Ms. Perez	Yes
Dr. Garvin	Absent
Mr. Aguilar	Yes
Mr. Baskett	Yes
Ms. Hernandez	Yes

A. Approval of Minutes – **Appendix F**

Regular Board Meeting – September 12, 2023

B. Approval of Warrants for the Month of September 2023:

Payroll	\$ 11,589,876.44
Warrants	\$ 6,870,348.54
Total	\$ 18,460,224.98

C. Attendance Report

Ms. Yolanda Ortiz, Assistant Superintendent of Business Services, was available to answer questions regarding the first month of the 2023-24 monthly attendance report.

D. Approval of Contracts

Company/Vendor	Description of Services	Amount/ Funding	Resource Person
Kern County Superintendent of Schools, Humanities and Multilingual Education	Multilingual Education Consultant will provide two full days of Professional Development to gather data and identify gaps in student learning and identify teacher needs to close learning and instructional gap from October 1, 2023 to June 30, 2024.	\$3,803.05/ Title III	Krista Herrera
Maxim Healthcare Staffing Services Inc.	Master Services Agreement for paraeducators to provide support as needed during staff vacancies for the 2023-2024 school year.	NTE \$400,000/ Educator Effectiveness Block Grant #6	Kevin Platt

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Maxim Healthcare Staffing Services Inc.	Six Behavior Technicians to facilitate educational and behavioral services for students with special needs using Applied Behavior Analysis (ABA) strategies from October 2, 2023 to June 5, 2024.	\$317,350/ Educator Effectiveness	Krista Herrera
United We Lead Foundation	UWLF will provide Fall 2023 - Spring 2024 ELA Saturday Intervention Academy for Migrant Students with targeted supplemental instruction in a virtual setting from October 14, 2023 to December 9, 2023.	\$38,580/ LCAP 7.7	Krista Herrera
Collaborative Learning Solutions	Four hours of Implementing, Evaluation and Sustaining of CCEIS Plan and four hours of Coaching/Collaboration Support for the purpose of providing consultation, coaching, and/or professional learning to LEA from October 1, 2023 to December 31, 2023.	\$6,250/ CCEIS 3	Krista Herrera

E. Facility Report – **Appendix B**

F. Obsolete Equipment – **Appendix C**

Education Code §17545 and 17546 allows the district to dispose of personal property belonging to the district that is unsatisfactory, no longer necessary (obsolete), or unsuitable for school use. The district administration requested authorization to dispose of obsolete items listed in Appendix C in compliance with government regulations. If an auction is warranted, the district will conduct an auction via the internet by and through its representative RT Auctions. Notices of items for sale at auction will be posted in no less than three public places within the District, including the District’s website at www.smjuhsd.org

G. Student Matters - Education Code Sections §35146 & §48918

Administrative Recommendation to suspend the order of expulsion: Student #'s 606868, 364148, 606747, 363355

Administrative Recommendation to order expulsion: Student #'s 369967, 369057, 369658, 368889, 608114

H. Discard or Sell Obsolete Textbooks

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The following textbooks were submitted for discard by various sites. The administration requested that the Board of Trustees approve the discard of the textbooks as listed below.

Textbook Title	ISBN #	# of Copies
Biology, Dynamics of Life Workbook-Agriculture	0-07-870181-3	53
Writers Inc: A student Handbook for Writing and Learning	0-669-38813-0/0669-38812-2	43
Writers Inc: A student Handbook for Writing and Learning (5 th Edition)	0-669-47186-0	22
Write for College: A Student Handbook	0-669-44402-2	4
A Pocket Style Manual Third Edition	0-312-20488-4/0-312-41270-3	150
The Compact Reader: Short Essays by Method and Theme 7 th Edition	0-312-39225-7	13
The Compact Reader: Short Essays by Method and Theme 9 th Edition	0-312-60960-4	32

I. Approval of Board Policies

The board policies listed below were presented for approval. The policies were listed for first reading on the September 12, 2023 board agenda.

Board Policy	Description
BP/AR 5144.1	<p>Suspension & Expulsion/Due Process</p> <p>BP/AR has been updated to reflect the following changes: Updated language that includes the list for mandatory recommendations and mandatory expulsion. The Administrative Regulation expands the definition of bullying to include bullying, cyber sexual acts, and social internet posts. New language and an additional Due Process for homeless students.</p>
BP 5145.12	<p>Search & Seizure</p> <p>BP reflects updated language, including new search procedures based on individualized suspicion, use of metal detectors, and contraband detection dogs.</p>
AR 5144.2	<p>Suspension And Expulsion/Due Process (Students With Disabilities)</p>

	AR has been updated to reflect the following changes: Updated language and the importance of the IEP team considering positive behavior interventions and supports to address behavior.
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- J. Santa Maria High School Reconstruction Project #17-267: Approval of Amendment No. 9 to the Facilities Lease, Including Change Order No. 9 Increasing the Guaranteed Maximum Price (GMP) Amount.

The SMHS Reconstruction #17-267 Project Increment 1, Phase 0 GMP provided by Vernon Edwards Constructors was approved under Amendment No. 1 as \$2,739,104. Amendment No. 2, including Phase 0 Change Order (CO) No. 1, increased the GMP to \$2,778,010.70. Amendment No. 3, including Phase 0 CO's No. 2 and 3, increased the GMP to \$2,817,793.68. Amendment No. 4, including Increment 1, Phase 1 New 50 Classroom and Administration Building, increased the GMP to \$62,291,639.68. Amendment No. 5 including Increment 1, Phase 1 CO No. 4 increased the GMP to \$62,966,786.19. Amendment No. 6 Increment 1, Phase 1 including CO No. 5 and No. 6 increased the GMP to \$66,203,742.40. Amendment No. 7 Increment 1, Phase 1 including CO No. 7 increased the GMP to \$66,594,981.29. Amendment No. 8 Increment 1, Phase 1 including adjustment of CO No. 7 and the addition of CO No. 8 increased the GMP to \$66,971,569.36.

CO No. 9 provides for modifications to Increment 1, Phase 1 New 50 Classroom and Administration Building plans. CO No. 9 modifications and added work includes bollard and asphalt, spandrel glass, culinary and sewing room electrical, white board bumpers, booster pump power, exit route signage, data drops, snow fencing, toilet, and a new drain line. The cost of the added work is \$265,550.68 which increases the total GMP to \$67,237,120.04.

- K. Notice of Completion

The following projects are substantially complete. To file the necessary Notice of Completion forms with the County of Santa Barbara, the Acceptance of Substantial Completion needs to be formally accepted by the Board of Education.

- 1) PIONEER VALLEY HIGH SCHOOL 3 MODULAR CLASSROOMS AND 1 RESTROOM BUILDING INSTALLATION, #20-342 with Silver Creek Industries LLC, Contractor. Substantial Completion on August 10, 2023.
- 2) MARK RICHARDSON CAREER TECHNICAL EDUCATION CENTER & AGRICULTURAL FARM BUILDING A OFFICE REMODEL, #21-395 with Pre Con Industries, Inc., Contractor. Substantial Completion on September 25, 2023.

- L. Authorization to Utilize Sourcewell for the Purchase of Equipment, Products, or Services for the length of the Contract through November 16, 2024

Section 10299 of the Public Contract Code (PCC) provides an alternative for obtaining supplies, furniture, and equipment, whereby notwithstanding Section 20111 and 20112 of the PCC, “school districts may, without competitive bidding, utilize contracts, master agreements, and multiple award schedules established by the department [DGS] for the acquisition of information, technology, goods, and services.” Section 10299 further authorizes state and local agencies to “contract with suppliers awarded the contracts without further competitive bidding.” The district administration recommends that district-wide purchases of equipment, products, or services be made utilizing the provisions of the PCC through Sid Tool Co, Inc., dba MSC Industrial Supply Sourcewell Solicitation Number: 101320-MSI through November 16, 2024.

- M. Authorization to Utilize Region 4 ESC/OMNIA Partners - BSN Sports, LLC for the Length of the Contract through September 30, 2024.

Section 10299 of the Public Contract Code (PCC) provides an alternative for obtaining supplies, furniture, and equipment, whereby notwithstanding Section 20111 and 20112 of the PCC, “school districts may, without competitive bidding, utilize contracts, master agreements and multiple award schedules established by the department [DGS] for the acquisition of information technology, goods, and services.” Section 10299 further authorizes state and local agencies to “contract with suppliers awarded the contracts without further competitive bidding.” The district administration recommends that the purchase of Athletic, Physical Education Supplies, and Team Uniforms be made utilizing the provisions of the PCC that allows purchasing from Region 4 ESC/OMNIA Partners - BSN Sports, LLC - Contract # R201101 through September 30, 2024 with the option to renew for one (1) additional one-year period through September 30, 2025.

- N. Authorization to Piggyback on Hemet Union School District for New School Buses for the Length of the Contract through June 30, 2024

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

Hemet Union School District has awarded their new school buses bid BusWest-Piggyback Bid #061719, through June 30, 2024. The district recommends that the board find and determines that it is in the best interest of the district to authorize purchasing of furniture and accessories under the same terms and conditions. With Board approval the district may “piggyback” on their bid pursuant to the provisions of PCC20118.

- O. Authorization to Utilize Educational and Institutional Cooperative Services, Inc. for District-wide Purchases of Comprehensive Gas Solutions and Related Products and Services for the length of the Contract through September 30, 2024

Section 10299 of the Public Contract Code provides an alternative for obtaining supplies, furniture, and equipment, whereby notwithstanding Section 20111 and 20112 of the Public Contract Code, “school districts may, without competitive bidding, utilize contracts, master agreements, multiple award schedules... established by the department [DGS] for the acquisition of information technology, goods, and services.” Section 10299 further authorizes state and local agencies to “contract with suppliers awarded the contracts without further competitive bidding.” The district administration recommends that district-wide purchases of Comprehensive Gas Solutions and Related Products and Services be made utilizing the provisions of the Public Contract Code that allow purchasing from Educational and Institutional Cooperative Services, Inc. Amendment #9 from Master Agreement #CNR01362, utilizing Airgas, Inc., as the servicing vendor, through September 30, 2024.

- P. Memorandum of Understanding between Santa Barbara County Education Office Teacher Induction Program and SMJUHS D for 2023-2024

The purpose of the MOU is to continue a formal working relationship between SBCEO and SMJUHS D to provide quality professional development and support to first and second-year teacher candidates in pursuit of a Professional Clear Credential from the California Commission on Teacher Credentialing (CTC), and to provide professional development and support for their mentors.

- Q. Out of State Travel

Person/Reason	Location/Date	Description	Funding Source
Shannon Powell (SMHS) + 4 Students	Indianapolis, IN October 31, 2023- November 4 , 2023	The primary purpose of this event is to celebrate students and their accomplishments at the National level. Students were members of California State FFA Championship Teams, one of which will be competing for a National Championship Title.	CTEIG/ Perkins
Amanda Rodriguez (SMHS) + 1 Student	Indianapolis, IN October 30, 2023- November 4 , 2023		
Attend National FFA Conference			
Miguel Guerra (RHS), Guillermo Guerra (RHS), Amy Guerra (RHS) & Alexandria Trigueros (RHS)	Indianapolis, IN October 31, 2023- November 4 , 2023	Teacher Guillermo Guerra will be receiving The Honorary American Degree Award. The other teachers will participate as official judges for the National Competitions.	CTEIG

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Attend National FFA Conference			
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R. Purchase Orders

PO #	Vendor	Amount	Description/Funding	
PO24-00697	Buswest	\$ 517,615.28	2024 Thomas Saf-T-Liner HDX Model CHSY two buses / General Fund Transportation	
PO24-00365	Airgas West, Inc.	\$2,048.10	Vise / Fund 26 H2016 Bond & General Fund CTEIG	
PO24-00366		\$3,406.36	Lift Fab-Mate Hoist / Fund 26 H2016 Bond & General Fund CTEIG	
PO24-00367		\$12,216.13	Welder MIG 210MP / Fund 26 H2016 Bond & General Fund LCAP 3.3	
PO24-00548		\$8,843.86	Filtair Package SWX-D / Fund 26 H2016 Bond & General Fund LCAP 3.3	
PO24-00554		\$3,528.82	Bender Tube & Pipe manual Rotary Draw 1-3/4" / Fund 26 H2016 Bond & General Fund CTEIG	
PO24-00549		\$53,722.40	B12SH-70250-HD Shear Hydraulic 220V / Fund 26 H2016 Bond & General Fund LCAP 3.3	
PO24-00555		<u>\$29,987.81</u>	Brake box & Pan Hydraulic / Fund 26 H2016 Bond & General Fund LCAP 3.3	
		<u>\$113,753.48</u>		
PO24-00404		Linde Gas & Equipment Inc	\$8,744.76	Miller Synrowave 300 / Fund 26 H2016 Bond & General Fund LCAP 3.3
PO24-00405			\$3,522.00	Profax TIG Machine / Fund 26 H2016 Bond
PO24-00407	\$158.62		Profax TIG Kit / Fund 26 H2016 Bond	
PO24-00408	\$637.13		Dewalt 4.5" grinder / Fund 26 H2016 Bond & General Fund CTEIG	
PO24-00409	\$1,067.24		Dewald bench grinder / Fund 26 H2016 Bond	
PO24-00410	\$9,941.47		Miller TIG welder / Fund 26 H2016 Bond	
PO24-00411	\$22,191.95		Millermatic 252 MIG welder / Fund 26 H2016 Bond & General Fund LCAP 3.3	
PO24-00412				
PO24-00520				
PO24-00603				
PO24-00604				
PO24-00605				

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		\$11,644.95	Miller push pull welding gun / Fund 26 H2016 Bond & General Fund LCAP 3.3
		\$450.66	Prostar welding pliers / General Fund LCAP 3.3
		\$4,866.35	ELI 1800 ellis band saw / Fund 26 H2016 Bond & General Fund CTEIG Miller augmented/arc system / ELI
		\$28,253.46	1800 ellis band saw / Fund 26 H2016 Bond & General Fund LCAP 3.3
		\$16,908.23	Miller welding tables / Fund 26 H2016 Bond & General Fund LCAP 3.3
		<u>\$108,386.82</u>	
PO24-00481 PO24-00483 PO24-00582 PO24-00583 PO24-00579	Matheson Tri-Gas Inc	\$66,104.78	Custom 5x5 welding booths / Fund 26 H2016 Bond & General Fund LCAP 3.3
		\$28,965.56	Miller XMT 350 CC CV power supply / Fund 26 H2016 Bond & General Fund LCAP 3.3
		\$2,168.38	ELM 6000 belt sander / Fund 26 H2016 Bond
		\$4,598.94	ELM 9400 drill Press / Fund 26 H2016 Bond & General Fund CTEIG
		\$4,996.96	ELM 1800 band saw / Fund 26 H2016 Bond & General Fund CTEIG
		<u>\$106,834.62</u>	
PO24-00477 PO24-00478 PO24-00479 PO24-00482 PO24-00497 PO24-00498 PO24-00650 PO24-00651 PO24-00652	Central City Tool Supply	\$12,375.75	Balleigh 22" drill press / Fund 26 H2016 Bond & General Fund LCAP 3.3
		\$11,417.66	Powermatic 24x48 router / Fund 26 H2016 Bond & General Fund LCAP 3.3
		\$1,631.24	Jet 16/32" drum sander / Fund 26 H2016 Bond & General Fund CTEIG
		\$4,565.33	Powermatic 31A belt disc sander / Fund 26 H2016 Bond & General Fund CTEIG
		\$7,938.74	Powermatic 20" bandsaw / Fund 26 H2016 Bond & General Fund LCAP 3.3
		\$7,938.74	Powermatic 12" HD jointer / Fund 26 H2016 Bond & General Fund LCAP 3.3

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		\$19,635.00	Ritter R701 edge sander 4x4 / Fund 26 H2016 Bond & General Fund LCAP 3.3
		\$30,450.00	Max oscillating spindle sander / Fund 26 H2016 Bond & General Fund LCAP 3.3
		<u>\$10,872.83</u>	Laguna LT16HD bandsaw / Fund 26 H2016 Bond & General Fund LCAP 3.3
		\$106,825.29	
PO24-00700 PO24-00701 PO24-00702 PO24-00703	72 Hour LLC National Auto Fleet Group	\$104,218.48	2024 Ford super duty (2) / General Fund Operations
		\$202,495.84	2024 Ford super duty F-250 SRW XL 2WD (4) / General Fund 50% Operations & 50% RRMA
		\$61,611.04	2024 Ford S Expedition XL / General Fund RRMA
		<u>\$178,193.52</u>	2024 Ford Edge SEL AWD (4) / General Fund Operations
		\$546,518.88	
PO24-00713	Santa Maria Ford	\$68,095.56	2024 Ford Transit 350 12 Passenger convert to 10 passenger X2CO T350 MR Pass XL RWD / General Fund Transportation

S. Acceptance of Gifts

Pioneer Valley High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
PVHS Boosters	Center Stage	\$2,488.00
PVHS Boosters	Band	\$1,998.00
PVHS Boosters	Baseball	\$2,206.10
PVHS Boosters	Boy's Golf	\$1,206.00
PVHS Boosters	Boy's Wrestling	\$2,100.00
PVHS Boosters	Cheer	\$878.00
PVHS Boosters	Girl's Basketball	\$1,278.00
PVHS Boosters	Girl's Golf	\$288.00
PVHS Boosters	Girl's Soccer	\$1,836.34
PVHS Boosters	SHARe Club	\$342.00
PVHS Boosters	Boy's Waterpolo	\$1,296.00
PVHS Boosters	Boy's Football	\$851.22
Snap Mobile, Inc.	Girl's Volleyball	\$3,987.90
Total Pioneer Valley High School		<u>\$20,755.56</u>
Righetti High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
United Black Students Union of CA	BSU	\$150.00
Krafty Koncessions	ASB Football Experience	\$300.00

REGULAR MEETING October 10, 2023

Charlies King Falafel	Righetti High School SDMC	Five \$20 Gift Cards to Charlies (\$100 total) Three Certificates for 1 XL Pizza from Klondikes (Total value - \$105) Four \$25 Regal gift cards (\$100 total) Two 6-month student YMCA memberships (Valued at \$226 each/\$452 total) Gift basket valued at \$250. Four gift bags valued at \$17.50 each. (Total -\$320) Four \$25 Regal gift cards (\$100 total)
Klondike Pizza	Righetti High School SDMC	
Champion Real Estate	Righetti High School SDMC	
Santa Maria Valley YMCA	Righetti High School SDMC	
Splash N Dash	Righetti High School SDMC	
Mason Frakes Real Estate Group	Righetti High School SDMC	
Total Righetti High School		

Santa Maria High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
Media All Stars, Inc	Athletics General	\$1,367.00
Bejo Seeds Inc	Athletics General	\$500.00
Santa Maria FFA Boosters	FFA General	\$10,000.00
Total Santa Maria High School		<u>\$11,867.00</u>

FUTURE BOARD MEETINGS FOR 2023

Unless otherwise announced, the next regular meeting of the Board of Education will be held on November 14, 2023. Closed session is scheduled to begin at 5:15 p.m. Open session begins at 6:30 p.m. The meeting will be held at the District Support Services Center. For **view only** live-stream links, refer to page 1 of the agenda.

Regular Board Meetings for 2023:

December 12, 2023

ADJOURN

The meeting was adjourned at 7:49 p.m.