

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT  
BOARD OF EDUCATION

Regular Meeting  
February 13, 2013  
5:30 p.m. – Closed Session; 6:30 p.m. – General Session  
Santa Maria High School – Cafeteria  
901 S. Broadway, Santa Maria, CA 93454

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

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

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

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	Unless otherwise announced, the next regular meeting will be held on March 13, 2013, with a closed session at 5:30 p.m. and open session at 6:30 p.m. at the Santa Maria Joint Union High School District Support Services Center at 2560 Skyway Drive, Santa Maria, CA 93455	10
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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:

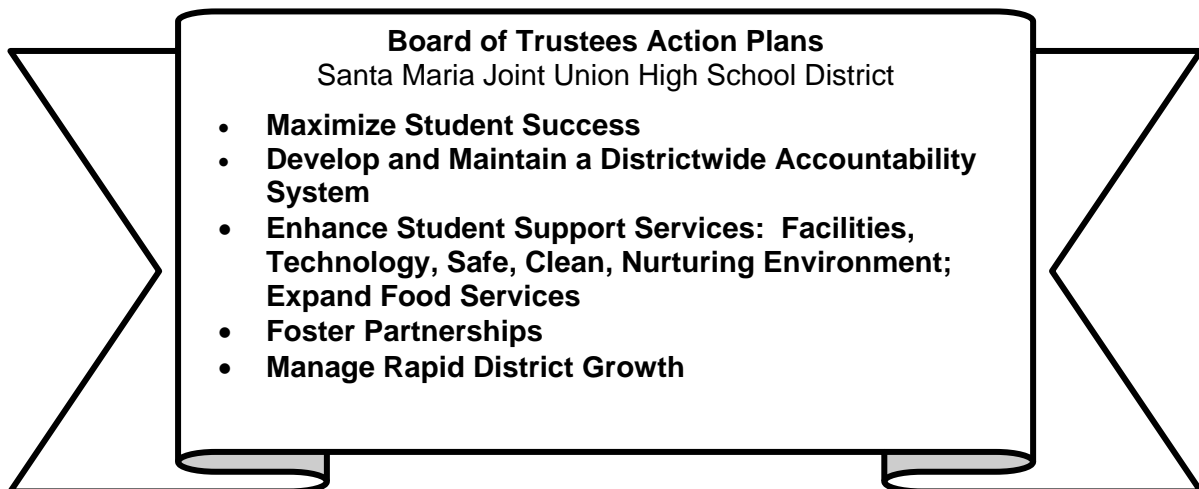
- Keep the district focused on learning and achievement for all students.
- Communicate a common vision.
- Operate openly, with trust and integrity.
- Govern in a dignified and professional manner, treating everyone with civility and respect.
- Govern within board-adopted policies and procedures.
- Take 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.



## THE BOARD'S JOBS

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.

## THE SUPERINTENDENT:

- Promotes the success of *all* students and supports the efforts of the Board of Trustees to keep the district focused on learning and achievement.
- Values, advocates and supports public education and all stake holders.
- Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents and the community — and ensures that the diverse range of views inform board decisions.
- Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior.
- Serves as a model for the value of lifelong learning and supports the Board's continuous professional development.
- Works with the Board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture.
- Recognizes that the board/superintendent governance relationship is supported by the management team in each district.
- Understands the distinctions between board and staff roles, and respects the role of the Board as the representative of the community.
- Understands that authority rests with the Board as a whole; provides guidance to the Board to assist in decision-making; and provides leadership based on the direction of the Board as a whole.
- Communicates openly with trust and integrity including providing all members of the Board with equal access to information, and recognizing the importance of both responsive and anticipatory communications.
- Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the district.

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

**Regular Meeting  
February 13, 2013**

**Santa Maria High School – Cafeteria  
901 S. Broadway, Santa Maria, California 93454**

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

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

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**I. Open Session**

Call to Order

**II. Public Comments on Closed Session Items**

At this time any member of the public may address the Board concerning the Closed Session Items. Testimony is limited to three minutes each person and fifteen minutes each topic. The Board President will, if appropriate, direct administration to respond in writing.

**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. Student Matters – Education Code Sections 35146 & 48918. The Board will review proposed expulsions/suspended expulsion(s) and/or and requests for re-admission. *NOTE: The education code requires closed sessions in these cases to prevent disclosure of confidential student record information.*
- B. Certificated and Classified Personnel Actions. The Board will be asked to review and approve hiring, transfers, promotions, evaluations, terminations, and resignations as reported by the Assistant Superintendent, Human Resources.

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- C. Conference with Labor Negotiators. The Board will be provided a review of negotiations with the Faculty Association (California Teachers Association) and the California School Employees Association (CSEA).

### **IV. Reconvene in Open Session**

Call to Order/Flag Salute

### **V. Announce Closed Session Actions**

The Board will announce the following actions:

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

Superintendent's Report

- A. Principal Reports
- B. Student Reports: Daisy Cervantes–Soria, Delta; Raul Macias, Santa Maria; Stephany Rubio, Pioneer Valley; and Ryland Towne, Righetti.
- C. Reports from Employee Organizations
- D. Board Member Reports

### **VII. Items Scheduled for Action**

#### **A. Instruction**

1. **Proclamation Declaring February 4-8, 2013 as National School Counseling and Guidance Week**

National School Counseling and Guidance Week was celebrated from February, 4-8, 2013, to focus public attention on the unique contributions of professional school counseling and guidance staff members in

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our schools across the country. The National School Counseling and Guidance Week, sponsored by the American School Counseling Association (ASCA), highlights the tremendous impact school counselors and guidance staff can have in helping students achieve school success and plan for a career.

Our counseling and guidance staff teams at each of our schools participated in a Counseling and Guidance Summit on September 24-25, 2012. Site goals and action plans have been developed to enhance counseling and guidance services for our students and families. Districtwide follow-up activities are scheduled in March 2013.

**\*\*\* IT IS RECOMMENDED THAT the Board of Education adopt Resolution 17-2012-2013 declaring February 4-8, 2013 as National School Counseling and Guidance Week.**

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

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

**A ROLL CALL VOTE IS REQUIRED:**

<b>Dr. Garvin</b>	_____
<b>Dr. Karamitsos</b>	_____
<b>Dr. Reece</b>	_____
<b>Dr. Walsh</b>	_____
<b>Mr. Tognazzini</b>	_____

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Santa Maria Joint Union High School District  
Resolution Number 17– 2012–2013

*Proclamation*

*National School Counseling and Guidance Week February 4-8, 2013*

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

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

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

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

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

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

Therefore, the Board of Education of the Santa Maria Joint Union High School District do hereby proclaim February 4-8, 2013, as National School Counseling and Guidance Week.

Roll Call:

Ayes:

Noes:

Absent:

Abstain:

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



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**B. General**

1. Board Policies

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

The sections of proposed amendments are presented in Appendix C for the board's review and adoption. These policies/regulations will be included in the existing sections upon adoption.

**Community Relations – Series 1000**

Uniform Complaint Procedures

BP/AR 1312.3

**\*\*\* IT IS RECOMMENDED THAT the Board of Education approve the proposed Board Policies/Administrative Regulations as presented.**

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

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

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

2. Board Direction on Strategic Planning

The Board of Education recognizes the importance of developing and implementing a long-range Strategic Plan to focus the entire District on the actions necessary to ensure all our students meet the high standards we have established.

Consequently the Board charges the Superintendent with the responsibility of developing a Strategic Plan and bringing a draft to the Board for review by June, 2013. The Board requests that in developing the Plan the following parameters be observed.

The planning process should include:

1. A review of the effectiveness of the District's current planning processes.
2. A strategic analysis which looks at data describing District strengths and challenges (internal scan) and data focusing on present and future developments at the regional, state, national and global levels which may potentially impact the education of district students. This data will be used to identify the major issues which will confront the District in the years ahead.
3. The development of profiles of a successful graduate and a high performing district.
4. A review and update of existing documents related to the District's vision, mission, and core values/beliefs.

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5. Development of strategic goals.
6. Identification of initiatives (key improvement strategies) which will be undertaken to achieve the vision, mission, and strategic goals.
7. Metrics to determine the degree to which the goals are being accomplished and the strategies are effective.
8. A process for engaging key stakeholders from the community and staff in the development of components for items 1-7. This process should include engagement of staff, parents, and students at the school and district levels as well as engagement of a larger group of stakeholders from the community at large, including:
  - students: 1 from each school site
  - teachers: 1 from each school site
  - classified: 1 from each school site
  - parents: 1 "
  - Principal or Vice Principal from each school site
  - community at large: 3
  - higher education: 1
  - city and county: 2
  - feeder districts: 3
  - District office: 5

In addition the Board requests that the following issues be addressed by the Superintendent, his staff, and the stakeholders in developing the Plan.

1. How well is the district preparing every student for college, career, and life? How do we:
  - a. Focus every department and individual on supporting high academic achievement for every student.
  - b. Provide an equitable learning environment that challenges and supports academic excellence for every student.
  - c. Foster a barrier-free environment where all students, regardless of their race, class or other personal characteristics have the opportunity to meet the standards we have established.
  - d. Provide every student with a relevant and differentiated education that includes teaching 21st Century skills: critical thinking and problem solving, creativity and innovation, communication and collaboration, information literacy, media literacy, flexibility and adaptability, initiative and self-direction, social and cross-cultural interaction, productivity and accountability.
2. How can we better engage our parents and community?
  - a. Strengthen family engagement through transparent communications.
  - b. Continue to build partnerships with city, business and community leaders that support student achievement.

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3. How can we secure sustainable funding to support our schools?
  - a. Secure a sustainable level of funding for our schools to support their success and allow flexibility and innovation.
  - b. Identify and prioritize opportunities to improve operational efficiency and organizational performance, including identification of externally provided services that can be renegotiated.
  
4. How can we support excellence in organizational performance?
  - a. Recruit
  - b. Build positive relationships through honesty
  - c. Implement an information and communication technology infrastructure and environment that enhances teaching

**\*\*\* IT IS RECOMMENDED THAT the Board of Education approve the Strategic Plan as presented.**

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

**C. Business**

1. Proposition 39/C2004 Bond Audits for Year Ended June 30, 2012

In accordance with Proposition 39 Bond Funding Requirements, an independent audit of the financial statements of the proceeds and expenditures from the issuance of the C2004 Bond was conducted for the year ended June 30, 2012. The audit was completed by the firm of Christy White Accountancy Corporation. The audit report is hereby presented to the Board of Education for review and acceptance.

The report states: "There were no audit findings or recommendations related to the 2011-2012 Measure C2004 Bond Building Fund Financial and Performance Audits".

Upon acceptance of this report, it will be forwarded to Citizens Bond Oversight Committee. Copies of the report are on file at the District Support Services Center for review by the public.

**\*\*\* IT IS RECOMMENDED THAT the Board of Education review and accept the C2004 Bond Project Financial Statements for the year ended June 30, 2012.**

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

2. Performing Arts Center Update

In addition to the normal monthly facilities report, Gary Wuitschick, Director of Administrative Services along with BCA architect, Paul Bunton and Asst. Supt of Business Services, Yolanda Ortiz, will provide a short

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presentation on the status of the Performing Arts Center located at Pioneer Valley High School. The presentation will also include estimated costs of two design options the Board may consider to address funding this project.

**\*\*\* IT IS RECOMMENDED THAT the Board of Education receive the Performing Arts Center update and provide direction to administration as needed.**

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

**VIII. Consent Items**

**\*\*\* IT IS RECOMMENDED THAT the Board of Education approve the following consent items as presented.** *All items listed are considered to be routine and may be enacted by approval of a single motion. There will be no separate discussion of these items; however, any item may be removed from the consent agenda upon request of any member of the board and acted upon separately.*

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

A. Approval of Minutes

December 12, 2012 – Regular Meeting  
 January 23, 2013 – Regular Meeting

B. Approval of Warrants for the Month of January 2013

Payroll	\$4,989,484.22
Warrants	<u>1,224,847.83</u>
<b>Total</b>	<b><u>\$6,214,332.05</u></b>

C. Attendance Report

Mrs. Yolanda Ortiz, Assistant Superintendent of Business Services, will be available to answer questions regarding the fifth month attendance report presented on page 11.

D. Facility Report – **Appendix B**

E. Acceptance of Gifts

<b>Pioneer Valley High School</b>		
<b>Donor</b>	<b>Recipient</b>	<b>Amount</b>
Kelly & Ellen Muldoon	Boys Wrestling	500
American Dream Foundation	American Dream	<u>3500.00</u>
<b>Total Pioneer Valley High School</b>		<b><u>\$4000.00</u></b>

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F. Student Discipline Matters

- Administrative Recommendation for Student Expulsion(s): Student #'s 339537, 334732, 336187

G. Request for Travel

SMHS	Amy Hennings	Close-Up Educational Program, Washington	2/17-22/2013
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All required paperwork is/will be on file at the school before departure. No student was excluded from the field trip due to lack of funds.

H. Approval/Ratification of Purchase Order

<u>P.O. #</u>	<u>Vendor</u>	<u>Amount</u>	<u>Description &amp; Funding Source</u>
13-0973	Armstrong Security Center	\$60,403.50	Deferred Maintenance

I. Textbook Discard

Righetti High School is requesting permission to discard the obsolete/damaged textbook listed below:

<u>Textbook Title</u>	<u>ISBN#</u>	<u>Copyright</u>	<u># of Copies</u>
Relationships and Family Living	821907514	1992	95

**IX. Open Session Public Comments**

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

**X. Items not on the Agenda**

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

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**XI. Next Meeting Date**

Unless otherwise announced, the next regular meeting of the Board of Education will be held on March 13, 2013. Closed session begins at 5:30 p.m. Open session begins at 6:30 p.m. The meeting will be held at the Santa Maria Joint Union High School District Support Services Center at 2560 Skyway Drive, Santa Maria, CA 93455.

**XII. Future Regular Board Meetings:**

April 17, 2013

May 8, 2013

June 12, 2013

July 10, 2013 (if needed)

August 14, 2013

September 11, 2013

October 9, 2013

November 13, 2013

December 11, 2013

**XIII. Adjourn**

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT  
MONTHLY REPORT OF ATTENDANCE  
FIFTH MONTH OF 2012-13

December 3, 2012 through December 14, 2012

	Fifth Month 2011-12			Fifth Month 2012-13			Cumulative ADA				Decline @ -0.320% Y-T-D PROJECTED ADA	Difference between Projected Y-T-D ADA & Actual ADA
	Ending Enrollment	ADA	ADA % of Poss. Enroll.	Ending Enrollment	ADA	ADA % of Poss. Enroll.	Prior Year		Current Year			
							ADA % to CBEDS	ADA	ADA % to CBEDS	ADA		
<b>ERNEST RIGHETTI HIGH</b>												
Regular	1934	1925.10	97.5%	1916	1906.50	97.8%		1930.89		1916.15		
Special Education	85	85.70	96.3%	86	88.20	97.0%		84.98		85.96		
Independent Study	25	18.10	63.5%	31	30.90	79.6%		10.98		20.62		
Independent Study 12+	0	0.00	---	0	0.00	---		0.00		0.00		
Independent Study Spec Ed	1	1.10	---	4	1.60	---		1.33		2.60		
CTE Program	13	13.60	---	12	10.90	---		13.23		10.20		
Home and Hospital Reg Ed	2	4.00	---	5	5.90	---		3.07		2.93		
Home and Hospital Spec Ed	2	1.20	---	2	1.90	---		0.89		0.38		
<b>TOTAL RIGHETTI</b>	<b>2062</b>	<b>2048.80</b>	<b>97.5%</b>	<b>2056</b>	<b>2045.90</b>	<b>97.8%</b>		<b>2045.37</b>		<b>2038.85</b>		
<b>SANTA MARIA HIGH</b>												
Regular	2014	1953.60	94.6%	2068	1990.40	94.8%		2004.45		2026.64		
Special Education	99	89.60	91.0%	89	82.00	91.1%		89.94		82.15		
Independent Study	67	61.70	83.9%	48	38.60	80.4%		37.85		35.70		
Independent Study 12+	9	7.50	---	0	0.00	---		7.35		0.00		
Independent Study Spec Ed	0	0.00	---	1	0.50	---		0.00		0.68		
CTE Program	9	9.10	---	12	9.70	---		8.00		9.11		
Home and Hospital Reg Ed	1	5.00	---	4	4.70	---		2.43		2.27		
Home and Hospital Spec Ed	0	0.00	---	3	2.90	---		0.00		2.05		
<b>TOTAL SANTA MARIA</b>	<b>2199</b>	<b>2126.50</b>	<b>94.4%</b>	<b>2225</b>	<b>2128.80</b>	<b>94.6%</b>		<b>2150.01</b>		<b>2158.61</b>		
<b>PIONEER VALLEY HIGH</b>												
Regular	2284	2258.10	97.3%	2344	2329.70	97.6%		2326.68		2355.32		
Special Education	142	138.90	94.1%	119	116.80	95.7%		129.04		117.94		
Independent Study	99	97.70	78.4%	52	48.60	81.8%		75.73		32.58		
Independent Study 12+	1	2.00	---	1	0.00	---		2.50		0.54		
Independent Study Spec Ed	5	2.70	---	4	4.00	---		4.14		3.00		
CTE Program	0	0.00	---	0	0.00	---		0.00		0.00		
Home and Hospital Reg Ed	8	12.00	---	5	9.50	---		7.65		7.12		
Home and Hospital Spec Ed	1	0.80	---	3	1.80	---		0.55		1.45		
<b>TOTAL PIONEER VALLEY</b>	<b>2540</b>	<b>2512.20</b>	<b>97.1%</b>	<b>2528</b>	<b>2510.40</b>	<b>97.5%</b>		<b>2546.29</b>		<b>2517.95</b>		
<b>PROGRAM E DAY TREATMENT</b>	<b>0</b>	<b>-</b>	<b>---</b>	<b>6</b>	<b>6.20</b>	<b>88.6%</b>		<b>0.00</b>		<b>5.42</b>		
<b>DISTRICT SPECIAL ED TRANSITION</b>	<b>11</b>	<b>11.00</b>	<b>100.0%</b>	<b>10</b>	<b>10.50</b>	<b>95.5%</b>		<b>10.38</b>		<b>10.00</b>		
<b>ALTERNATIVE EDUCATION</b>												
Delta Continuation	254	211.18	73.5%	300	224.91	69.7%		225.96		250.63		
Delta 12+	4	3.14	---	0	0.84	---		5.09		1.41		
Delta Independent Study	28	27.00	92.5%	55	48.41	86.4%		20.02		38.63		
Delta Independent Study 12+	18	19.36	92.6%	20	21.73	95.3%		22.08		28.83		
Delta Independent Study Spec Ed	0	0.00	---	0	0.00	---		0.00		0.00		
Home and Hospital Reg Ed	2	2.00	---	0	0.00	---		0.93		0.00		
Freshman & Sophomore Prep	111	122.15	94.2%	136	122.96	89.8%		123.98		124.27		
Reach Program--DHS	2	1.06	---	0	0.00	---		0.76		0.00		
Reach Program--PVHS, RHS, & SMHS	27	29.40	100.0%	0	0.00	---		16.52		0.00		
Reach Program--SMHS	0	0.00	---	7	4.80	73.8%		0.00		2.86		
Reach Program--PVHS	0	0.00	---	4	7.80	100.0%		0.00		5.21		
Home School @ Library Program	58	49.10	74.7%	41	40.60	89.6%		54.83		41.80		
<b>TOTAL ALTERNATIVE EDUCATION</b>	<b>504</b>	<b>464.40</b>	<b>92.1%</b>	<b>563</b>	<b>472.05</b>	<b>83.8%</b>		<b>470.19</b>		<b>493.64</b>		
<b>TOTAL HIGH SCHOOL DISTRICT</b>	<b>7316</b>	<b>7162.90</b>	<b>97.9%</b>	<b>7388</b>	<b>7173.85</b>	<b>97.1%</b>	<b>94.5%</b>	<b>7222.24</b>	<b>94.6%</b>	<b>7224.46</b>	<b>7199</b>	<b>25</b>

February 13, 2013

**CLASSIFIED PERSONNEL ACTIONS**

Name	Action	Assignment	Site	Effective	Pay Rate	Hours
	Resign	Instructional Asst/Spec Ed II	RHS	01/29/13	15/A	6
	Out of Class	Administrative Assistant II	SMHS	02/06/12	24/E	8
	Employ	Bus Driver	DO	01/28/13	18/A	4
	Employ	Instructional Asst/Spec Ed II	RHS	02/08/13	15/A	6
	Out of Class	Executive Asst to Supt	DO	02/04/13	Conf/A	8
	Employ	Instructional Asst/Spec Ed II	RHS	02/05/13	15/A	6
	Disability Layoff	Instructional Asst/Spec Ed II	PVHS	02/22/13	13/E	6
	Promote	Administrative Assistant II	DHS	02/12/13	24/C	8
	Increase Hours	Food Service Worker I	SMHS	02/08/13	9/E	3.75 to 6

**COACHING PERSONNEL ACTIONS**

Assignment	Name	Action	Site	Season	ASB Stipend	DO Stipend
<b>Baseball, Head Varsity Boys</b>		Stipend	ERHS	Spring		\$2,450.00
Asst Varsity Boys		Stipend	ERHS	Spring		\$1,200.00
Asst Varsity Boys		Stipend	ERHS	Spring		\$1,200.00
Asst Varsity Boys		Stipend	ERHS	Spring		\$1,200.00
Head JV Boys		Stipend	ERHS	Spring		\$1,200.00
Asst JV Boys		Stipend	ERHS	Spring		\$1,000.00
Head Frosh Boys		Stipend	ERHS	Spring		\$1,200.00
<b>Golf, Head Varsity Boys</b>		Stipend	ERHS	Spring		\$2,775.00
<b>Softball, Head Varsity Girls</b>		Stipend	ERHS	Spring		\$3,369.00
Asst Varsity Girls		Stipend	ERHS	Spring		\$1,900.00
Asst Varsity Girls		Stipend	ERHS	Spring		\$600.00
Head JV Girls		Stipend	ERHS	Spring		\$1,500.00
Asst JV Girls		Stipend	ERHS	Spring		\$1,054.00
<b>Swim, Co-Head Varsity Boys</b>		Stipend	ERHS	Spring		\$1,388.00
Co-Head Varsity Boys		Stipend	ERHS	Spring		\$1,387.00
Asst Varsity Boys		Stipend	ERHS	Spring	\$408.39	
Asst Varsity Boys		Stipend	ERHS	Spring	\$408.39	
Head Varsity Girls		Stipend	ERHS	Spring		\$1,700.00



February 13, 2013

COACHING PERSONNEL ACTIONS (Continued)						
Assignment	Name	Action	Site	Season	ASB Stipend	DO Stipend
Asst Varsity Girls		Stipend	ERHS	Spring		\$1,000.00
Asst Varsity Girls		Stipend	ERHS	Spring	\$755.33	\$75.00
Asst Varsity Girls		Stipend	ERHS	Spring	\$268.00	
<b>Tennis</b> , Head Varsity Boys		Stipend	ERHS	Spring		\$2,775.00
Head JV Boys		Stipend	ERHS	Spring		\$2,081.00
<b>Track</b> , Head Varsity Boys		Stipend	ERHS	Spring		\$2,849.00
Asst Varsity Boys		Stipend	ERHS	Spring		\$500.00
Head JV Boys		Stipend	ERHS	Spring		\$1,400.00
Asst JV Boys		Stipend	ERHS	Spring		\$800.00
Head Varsity Girls		Stipend	ERHS	Spring		\$2,749.00
Asst Varsity Girls		Stipend	ERHS	Spring		\$500.00
Co-Head JV Girls		Stipend	ERHS	Spring		\$1,150.00
Co-Head JV Girls		Stipend	ERHS	Spring		\$1,150.00
<b>Volleyball</b> , Head Varsity Boys		Stipend	ERHS	Spring		\$2,973.00
Head JV Boys		Stipend	ERHS	Spring		\$2,230.00
Head Frosh Boys		Stipend	ERHS	Spring		\$2,230.00
<b>Asst. Athletic Director</b>		Stipend	ERHS	Spring		\$2,775.00

## Appendix B

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT  
FACILITIES REPORT  
January 2013

### 1. Ernest Righetti High School Construction Projects

#### **C2004 ERHS Restrooms, Access Road, & Greenhouse – Westberg + White Architects**

- The retention release application is in process. The DSA closeout process continues through the Architect.

### 2. Santa Maria High School Construction Projects

#### **C2004 SMHS New Pool – Rachlin Architects**

- Final DSA closeout activities continue. The final pay application warrant has been issued. The retention release application is in process.

#### **SMHS 4 Portables South Campus Relocation – Rachlin Architects**

- A final punch list walk was conducted January 15, 2013. Noted punch list items have been corrected.
- A failed optical fiber communications line from the south campus area (not part of the project) delayed testing of computer communications, public address, and clocks. An assessment of the issue is underway to determine the scope of the required repairs. Project system tests will be completed once corrective action is completed on the optical fiber.
- DSA closeout activities have begun. The first pay application is in process.

#### **C2004 SMHS New Classroom Building at Broadway – Rachlin Architects**

- The California Environmental Quality Act (CEQA) assessment process continues. The District and consultants continue to review comments and responses during the process. The Final Mitigated Negative Declaration is now scheduled to be presented to the Board at the March 2013 Board meeting.
- The California Department of Education and Division of State Architect reviews of the plans continue.
- The estimated construction start remains early summer 2013.

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

#### **PVHS Performing Arts Building – BCA Architects**

- In the February Board meeting the District administration and architect will present information on specific cost options, based on the refined facility size, occupancy, and program equipment levels determined during the project related committee meetings.

#### **PVHS Remediation Phase 3: Concrete Repair – Westberg + White Architects**

- Site visits were held with the project architect to review site conditions and schedules. Additional visits will occur in February to refine the project scope. Construction is planned for summer 2013.

### **4. New Facility**

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

- District Administration will schedule study sessions with the Board to review and update programming needs prior to beginning a new search for suitable properties.

### **5. District Wide Energy Upgrade**

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

- Upgrade Work completed this period includes the retrofit of existing lighting, HVAC controls, personal computer energy management software, and upgraded irrigation systems.
- Plans for items requiring DSA approval (new light fixtures, etc.) continue under development with expectations of over the counter submittal in February 2013.
- The final schedule completion remains dependent upon DSA approval, but is expected to occur in summer of 2013.

### **6. Summer Activities**

#### **District Wide Summer Projects Planning**

- The Facilities department is continuing the annual update process of the 5 year Facilities Project – Priority List in preparation of project scheduling through summer 2013. Approximately 100 project line items have now been preliminarily identified for inclusion.
- Project bid package development activities for work to be completed this summer is underway.

## Maintenance & Operations

### PVHS

- Removed soccer goals and set up the playfield for Track and Field events.
- Restored the lawn in the area where the new benches were installed over winter break.
- Eradicated gophers throughout campus using carbon monoxide system.
- Repaired and serviced the riding mower; new tires and cutting blades.
- Repaired sprinkler pipe and spray heads in the quad area to address water running onto the concrete walkway.
- Revised the lighting circuits in Room 204 small engine lab to allow flexibility in shop lighting.
- Installed new computer wiring in Room 204 to allow for four new computer stations.
- Repaired a collapsed storm drain in performing arts area. Removed concrete walkway, repaired the drain pipe, and replaced the concrete walkway.
- Assembled new furniture for new the Regional Occupational Program sports medicine class in room 324.
- Trained Maintenance, Grounds, and Custodians on new gate procedures to ensure inner campus security (all exterior gates closed at all times and monitored)
- Performed heating equipment start-up prior to teachers and students returning from winter break.
- Set-up for January 7<sup>th</sup> teacher in-service.
- Preventive work order hours – 65
- Routine work order hours – 7
- Total work orders completed – 50
- Event setup hours – 18

### RHS

- Completed removal of the fence along Bradley Road, grading the hillside, and installation of a new fence. Irrigation modifications and replanting will follow the new fence installation. (Photo)
- Eradicated gophers throughout campus using carbon monoxide system.
- Installed communications wiring to connect Rain Bird Maxicom irrigation control equipment.
- Touched-up the floor paint in the gymnasium.
- Completed re-keying of the gymnasium.
- Completed certification of two science classroom fume hoods.
- Replaced the air compressor for the industrial arts building.
- Cleaned the grease trap in the cafeteria kitchen.
- Performed deep cleaning of the student restrooms, including cleaning the grouted floors.
- Cleaned carpets in the security office, administration, career center, Sword & Shield, and four classrooms.
- Cleaned windows in the Administration Building.
- Pressure washed the walkways in the main gathering areas of the campus.
- Performed heating equipment start-up prior to teachers and students returning from winter break.
- Set-up for January 7<sup>th</sup> teacher in-service.
- Preventive work order hours – 32
- Routine work order hours - 5
- Total work orders completed – 64
- Event setup hours - 0

## REGULAR MEETING

February 13, 2013

### SMHS

- Prepared varsity softball field for 2013 season. (Photo)
- Eradicated gophers throughout campus using carbon monoxide system.
- Evaluated and installed a private area in room 462 for one student.
- Prepared four newly installed portable classrooms for spring semester.
- Installed communications wiring to connect Johnson Controls energy management controls equipment.
- Installed communications wiring to connect Rain Bird Maxicom irrigation control equipment.
- Installed a tilt skillet in the cafeteria kitchen. This unit was transferred from PVHS.
- Scrubbed all hard floor classrooms.
- Cleaned floor grout in all tile floor restrooms.
- Cleaned carpet at Support Services Center.
- Cleaned windows in the following areas – Wilson Gymnasium lobby, weight room, multi-purpose room cafeteria, math and administration building entrances. (Photo)
- Cleaned desk tops throughout campus.
- Completed certification of three science classroom fume hoods.
- Performed heating equipment start-up prior to teachers and students returning from winter break.
- Set-up for January 7<sup>th</sup> teacher in-service.
- Preventive work order hours – 40
- Routine work order hours – 58
- Total work orders completed – 108
- Event setup hours – 94

### Graffiti & Vandalism

• ERHS	\$	1070
• DHS	\$	0
• SMHS	\$	760
• PVHS	\$	100

Reese Thompson  
Director – Facilities and Operations

## Photo Gallery



PVHS Track & Field Discus Area Setup for the Spring Events



RHS – Bradley Road Fence Line Improvements



SMHS Varsity Softball Field Ready for the Season



Clean Windows in the SMHS Weight Room

**Board Policies for Approval  
February 13, 2013 - Board Meeting**

<b>POLICY NUMBER</b>	<b>DESCRIPTION</b>
<b>BP/AR1312.3</b>	<p><b><u>Uniform Complaint Procedures</u></b> <b>MANDATED</b> policy and <b>MANDATED</b> regulations updated to reflect <b>NEW LAW (AB1575)</b> which mandates the use of uniform complaint procedures for resolving complaints of alleged violations of law which prohibits fees, deposits, or charges for student participation in educational activities. Policy and regulation also updated to reflect the use of uniform complaint procedures to address complaints of discrimination, harassment, intimidation, and bullying, as required by the California Department of Education (CDE) through the Federal Program Monitoring process.</p>



# **Administrative Regulation**

## **Uniform Complaint Procedures**

AR 1312.3

### **Community Relations**

Except as the Governing Board may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

(cf. 5145.6 - Parental Notifications)

### **Compliance Officers**

The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law:

John Davis

Asst. Supt. of Curriculum and Instruction

2560 Skyway Drive

Santa Maria, CA 93455

(805) 922-4573 Ext. 4211

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 - Attorney)

### **Notifications**

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory

committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 3260 - Fees and Charges)

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

(cf. 5145.6 - Parental Notifications)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
  - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
  - c. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.
  - d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
  - e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
  - f. Copies of the district's uniform complaint procedures are available free of charge.

## **Procedures**

All complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

### Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing educational programs. (5 CCR 4630)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days. (5 CCR 4630)

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. (Education Code 49013)

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

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

### Step 2: Mediation

Within three business days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

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

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

### Step 3: Investigation of Complaint

Within 10 calendar days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any

evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

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

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

#### Step 4: Response

##### OPTION 1:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

##### OPTION 2:

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

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

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

#### Step 5: Final Written Decision

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

The district's decision shall be written in English and, when required by Education Code 48985, in the complainant's primary language.

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

1. The findings of fact based on the evidence gathered

2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaint based on state law shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the district shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them. (Education Code 49013)

### **Appeals to the California Department of Education**

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE. (Education Code 49013; 5 CCR 4632)

The complainant shall file his/her appeal within 15 calendar days of receiving the district's decision and the appeal shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

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

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator

5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in a complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including when the district has not taken action within 60 calendar days of the date the complaint was filed with the district. (5 CCR 4650)

### **Civil Law Remedies**

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (Education Code 262.3)

**Policy adopted:**  
**Rev. CSBA: January 2013**

**SANTA MARIA JOINT UNION HSD**  
**Santa Maria, CA**

# **Board Policy**

## **Uniform Complaint Procedures**

BP 1312.3

### **Community Relations**

The Board of Education recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 4030 - Nondiscrimination in Employment)  
(cf. 4031 - Complaints Concerning Discrimination in Employment)  
(cf. 5131.2 - Bullying)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.2 - Complaints Concerning Instructional Materials)  
(cf. 3260 - Fees and Charges)  
(cf. 3320 - Claims and Actions Against the District)  
(cf. 3553 - Free and Reduced Price Meals)  
(cf. 3555 - Nutrition Program Compliance)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(cf. 5148 - Child Care and Development)  
(cf. 6159 - Individualized Education Program)  
(cf. 6171 - Title I Programs)  
(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)  
(cf. 6178 - Career Technical Education)  
(cf. 6178.1 - Work-Based Learning)  
(cf. 6178.2 - Regional Occupational Center/Program)  
(cf. 6200 - Adult Education)

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with the uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5125 - Student Records)  
(cf. 9011 - Disclosure of Confidential/Privileged Information)

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

(cf. 1312.4 - Williams Uniform Complaint Procedures)

***Legal Reference:***

**EDUCATION CODE**

200-262.4 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries



32289 School safety plan, uniform complaint procedures  
35186 Williams uniform complaint procedures  
37254 Intensive instruction and services for students who have not passed exit exam  
41500-41513 Categorical education block grants  
48985 Notices in language other than English  
49010-49013 Student fees  
49060-49079 Student records  
49490-49590 Child nutrition programs  
52160-52178 Bilingual education programs  
52300-52490 Career technical education  
52500-52616.24 Adult schools  
52800-52870 School-based program coordination  
54000-54028 Economic impact aid programs  
54100-54145 Miller-Unruh Basic Reading Act  
54400-54425 Compensatory education programs  
54440-54445 Migrant education  
54460-54529 Compensatory education programs  
56000-56867 Special education programs  
59000-59300 Special schools and centers  
64000-64001 Consolidated application process

#### GOVERNMENT CODE

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

#### PENAL CODE

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

#### CODE OF REGULATIONS, TITLE 5

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

#### UNITED STATES CODE, TITLE 20

6301-6577 Title I basic programs  
6601-6777 Title II preparing and recruiting high quality teachers and principals  
6801-6871 Title III language instruction for limited English proficient and immigrant students  
7101-7184 Safe and Drug-Free Schools and Communities Act  
7201-7283g Title V promoting informed parental choice and innovative programs  
7301-7372 Title V rural and low-income school programs

#### ***Management Resources:***

##### WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

**Policy adopted:**

**Rev. CSBA: January 2013**

**SANTA MARIA JOINT UNION HSD  
Santa Maria, CA**