

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION

Regular Meeting
May 18, 2011
5:30 p.m. – Closed Session; 6:30 p.m. – General Session
Support Services Center
2560 Skyway Drive, Santa Maria, CA 93455

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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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:

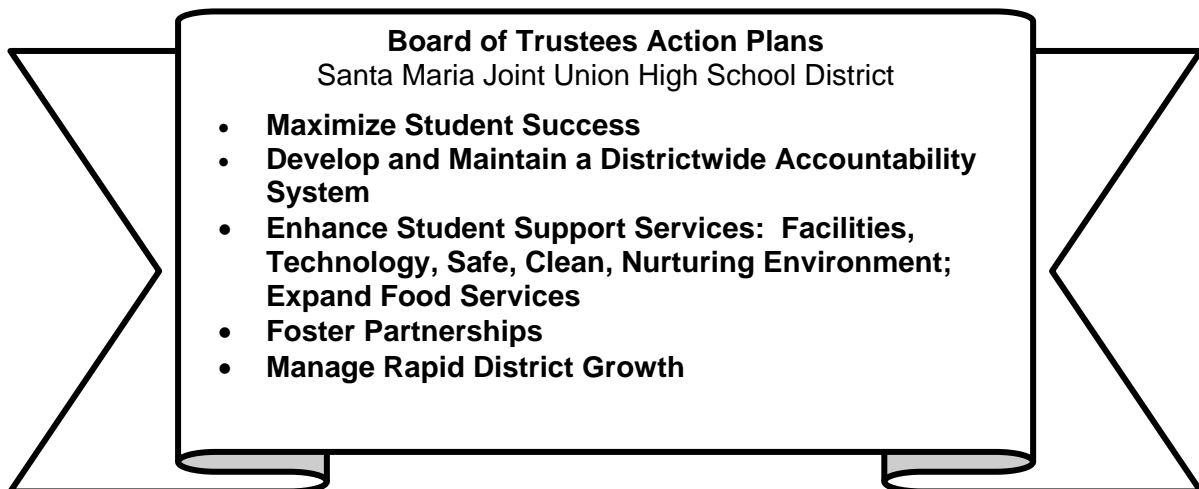
- Keep the district focused on learning and achievement for all students.
- Communicate a common vision.
- Operate openly, with trust and integrity.
- Govern in a dignified and professional manner, treating everyone with civility and respect.
- Govern within board-adopted policies and procedures.
- Take 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
May 18, 2011**

**Support Services Center
2560 Skyway Drive, Santa Maria, California 93455**



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

The Santa Maria Joint Union High School District mission is 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. Closed Session Public Comments

This section of the agenda is intended for members of the public to address the Board of Education on items involving the school district that are being considered in Closed Session. Such testimony shall be limited to three minutes each person and fifteen minutes each topic. If an answer to a specific question is requested, 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 – The Board will review two proposed expulsions. (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. Presentations

- A. Righetti High School MANdrigals

Denise Paulus, RHS teacher, will introduce the MANdrigals. This year the boys in the Madrigal choir wanted to branch out and try some barbershop. They hope to participate in the barbershop quartet competitions next year.

- B. Masonic Foundation Award Presentation to Righetti High School Student (Kimberly Kallies)

- C. Presentation by Pioneer Valley High School Link Crew

Link Crew is comprised of trained junior and senior Link Leaders who welcome freshmen in a way that provides them with a solid transition into high school. A Freshman Orientation Day is held prior to the beginning of the school year.

- D. Board Recognition of Tenth through Twelfth Grade Students Who Received Perfect Scores on the California High School Exit Examination (CAHSEE) and/or California Standards Tests (CSTs), and/or the California Alternate Assessment (CAPA).

Principals will read names while Board members present certificates to students being recognized for perfect scores on the CAHSEE, CSTs, and/or CAPA. Mr. Tognazzini will present certificates to Santa Maria students; Dr. Karamitsos to Righetti students; Dr. Walsh and Dr. Garvin to Pioneer Valley students.

Ten Minute Recess

VI. Announce Closed Session Actions

The Board will announce the following actions:

- A. Student Matters – The Board will review two proposed expulsions. (NOTE: The education code requires closed sessions in these cases to prevent disclosure of confidential student record information.)

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- 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.
- 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).

VII. Items Scheduled for Information

- A. Superintendent's Report
 - 1. Educational use of IPAD Technology
 - 2. May Revise Update
- B. Student Reports:
 - Eric Salazar - Delta
 - Lauren Gomes - Santa Maria
 - Melissa Tinoco - Pioneer Valley
 - Sensika Niyathapala - Righetti
- C. Reports from Employee Organizations
- D. Board Member Reports

VIII. Items Scheduled for Action

A. General

- 1. Reclassification of Classified Employees

The Reclassification Committee met to consider and evaluate the reclassification requests per the CSEA contract Article XVIII. The committee is recommending the reclassification of classified positions as follows effective July 1, 2011.

<u>Current Classification</u>	<u>Current Range</u>	<u>Recommended Classification</u>	<u>Recommended Range</u>
Data Specialist I	18	Data Specialist	20
Accounting Asst III	18	Fiscal Technician	24
Admin Asst-Technology	24	Admin Asst III	26
Administrative Asst I (2 employees)	22	Admin Asst II	24
Computer Network Tech II (1 employee)	30	Network Systems Specialist	32
Computer Tech	20	Computer Tech	22

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***** IT IS RECOMMENDED THAT the Board of Education approve the recommendations of the Reclassification Committee as presented.**

Moved _____ Second _____ Vote _____

2. Classified School Employee Week

Resolution 14-2010-2011 declaring May 16 through May 20, 2011 to be Santa Maria Joint Union High School District's Classified School Employee Week.

***** IT IS RECOMMENDED THAT the Board of Education approve Resolution 14-2010-2011 as presented on page 5.**

Moved _____ Second _____

A ROLL CALL VOTE IS REQUIRED:

Mr. Tognazzini _____
Dr. Garvin _____
Dr. Karamitsos _____
Dr. Reece _____
Dr. Walsh _____

3. Day of the Teacher

Resolution 15-2010-2011 declaring May 11, 2011 to be "Day of the Teacher" in the Santa Maria Joint Union High School District.

***** IT IS RECOMMENDED THAT the Board of Education approve Resolution 15-2010-2011 as presented on page 6.**

Moved _____ Second _____

A ROLL CALL VOTE IS REQUIRED:

Mr. Tognazzini _____
Dr. Garvin _____
Dr. Karamitsos _____
Dr. Reece _____
Dr. Walsh _____

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SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
RESOLUTION 14-2010-2011

RESOLUTION DECLARING MAY 16 THROUGH MAY 20, 2011,
TO BE CLASSIFIED SCHOOL EMPLOYEE WEEK

WHEREAS, the varied and essential services provided by classified school employees are considered of great importance to the safety and welfare of the staff members and students of the Santa Maria Joint Union High School District; and

WHEREAS, these services are integral to an effective and successful instructional program; and

WHEREAS, classified school employees contribute to the excellence in education that is the hallmark of the high schools within the Santa Maria Joint Union High School District; and

WHEREAS, the skills, commitment, and cooperation that classified school employees consistently display are recognized by the educational community of the Santa Maria Joint Union High School District; and

WHEREAS, Santa Maria Joint Union High School District classified school employees are role models for District students preparing to become contributing and successful adults; and

WHEREAS, Santa Maria Joint Union High School District classified school employees are respected and appreciated by the Board of Education, administrators, teachers, students, parents, and the residents of the community.

NOW, THEREFORE, BE IT RESOLVED that the Santa Maria Joint Union High School District Board of Education hereby recognizes and honors the contributions of classified school employees to quality education in the State of California and the Santa Maria Joint Union High School District and declares the week of May 16 through May 20, 2011, be observed as Classified School Employee Week in the Santa Maria Joint Union High School District.

PASSED AND ADOPTED by the Board of Education of the Santa Maria Joint Union High School District, County of Santa Barbara, State of California, this eighteenth day of May, 2011.

SIGNED: _____
President of the SMJUHSD
Board of Education

SIGNED: _____
Clerk of the SMJUHSD
Board of Education

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SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
RESOLUTION 15-2010-2011

RESOLUTION DECLARING MAY 11, 2011,
TO BE "DAY OF THE TEACHER"

WHEREAS, Santa Maria Joint Union High School District teachers provide an exemplary instructional program for District students; and

WHEREAS, Santa Maria Joint Union High School District teachers are dedicated to providing outstanding learning experiences for all students; and

WHEREAS, Santa Maria Joint Union High School District teachers have spent many years preparing for professions as educators and are continually updating professional skills; and

WHEREAS, Santa Maria Joint Union High School District teachers work to motivate students to achieve maximum potential; and

WHEREAS, Santa Maria Joint Union High School District teachers spend time after school, during evenings, and on weekends with tutoring, co curricular and extracurricular activities, and parent conferencing; and

WHEREAS, Santa Maria Joint Union High School District teachers are committed to parent involvement and positive community activities; and

WHEREAS, Santa Maria Joint Union High School District teachers are role models for District students preparing to become contributing and successful adults; and

WHEREAS, Santa Maria Joint Union High School District teachers are respected and appreciated by the Board of Education, administrators, support staff members, parents, students, and the residents of the community.

NOW, THEREFORE, BE IT RESOLVED that May 11, 2011, be declared Santa Maria Joint Union High School District's "Day of the Teacher."

PASSED AND ADOPTED by the Board of Education of the Santa Maria Joint Union High School District, County of Santa Barbara, State of California, this eighteenth day of May, 2011.

SIGNED: _____
President of the SMJUHS
Board of Education

SIGNED: _____
Clerk of the SMJUHS
Board of Education

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4. 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 D for the board's review and adoption. These policies/regulations will be included in the existing sections upon adoption.

Business – Series 3000

Budget BP 3100

Personnel – Series 4000

Drug and Alcohol-Free Workplace BP 4020

Reasonable Accommodation AR 4032

Maintenance of Criminal Offender Records AR 4112.62

5. Reduction in Force for Classified Staff

Per the CSEA labor agreement, bus routes are selected at the end of 20 school days. As a result of the routes established this school year, the district must reduce certain classified positions for the beginning of next school year due to lack of work and/or lack of funds. Resolution No. 16 authorizes the administration to proceed with the recommended reduction in force. Resolution No. 16-2010-2011 is printed on page 8.

***** IT IS RECOMMENDED THAT the Board of Education approve Resolution No. 16-2010-2011 which authorizes the administration to proceed with the recommended reduction in classified staff.**

Moved _____

Second _____

A ROLL CALL VOTE IS REQUIRED:

Mr. Tognazzini _____
Dr. Garvin _____
Dr. Karamitsos _____
Dr. Reece _____
Dr. Walsh _____

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May 18, 2011**

**SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
RESOLUTION NUMBER 16 – 2010-2011**

RESOLUTION IN SUPPORT OF REDUCTION OF CLASSIFIED SERVICES

WHEREAS, the Superintendent recommends and the Board finds it is in the best interest of the District that certain services now being provided by the District be reduced due to lack of work or lack of funds to the following extent:

<u>Number of Positions</u>	<u>Classification</u>	<u>Disposition</u>
12	Bus Drivers	Reduce to 4 hours per day

NOW, THEREFORE, BE IT RESOLVED THAT the Superintendent is authorized and directed to issue a Notice of Layoff to the affected classified employees of the District pursuant to California Education Code §45117 no later than 45 days prior to the effective date of the layoff for lack of work or lack of funds resulting from the reduction of services as set forth above.

This resolution, proposed by Board Member _____, and seconded by Board Member _____ was passed and adopted at a regular meeting of the Board of Education of the Santa Maria Joint Union High School District of Santa Barbara County, California, on May 18, 2011, by the following vote:

ROLL CALL

AYES:

NOES:

ABSENT:

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

B. Business

1. Adoption of School Facilities Needs Analysis – Level II Fees

Pursuant to Government Code Sections 66995.5 et. seq., the District is required to adopt a School Facilities Needs Analysis in order to levy the alternative school facility fees provided under Senate Bill 50. The School Facilities Needs Analysis, prepared by School Works, Inc., demonstrates that the District may impose a maximum of \$2.01 per square foot in Level II Fees on new residential construction; an increase of \$0.28 square foot. Prior to adopting the School Facilities Needs Analysis, the Board must conduct a public hearing and respond to any comments it receives.

Current Fee	Level II
Through May 18, 2011	\$1.73

Proposed Fee	
Effective May 19, 2011	\$2.01

Resolution Number 17-2010-2011 presented on pages 10-12 authorizes the district to adjust the Level II fees for new residential construction pursuant to Government Code Section 65995. The District's School Facilities Needs Analysis is available for viewing online at: <http://www.smjuhsd.k12.ca.us/~bhoff/2011%20SFNA%20Level%20II.pdf> and was made available for public review at least 30 days prior to the public meeting, as required by law.

A PUBLIC HEARING IS REQUIRED.

*** **IT IS RECOMMENDED THAT the Board of Education review, consider, and adopt the findings contained in the School Facilities Needs Analysis, and adopt the Level II Fees identified therein.**

Moved _____

Second _____

A ROLL CALL VOTE IS REQUIRED:

Mr. Tognazzini _____
Dr. Garvin _____
Dr. Karamitsos _____
Dr. Reece _____
Dr. Walsh _____

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May 18, 2011

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
RESOLUTION NUMBER 17-2010-2011

ADJUSTING FEES ON DEVELOPMENT PROJECTS
PURSUANT TO GOVERNMENT CODE SECTION 65995
LEVEL II FEES

WHEREAS, the Education Code Section 17620 authorizes school districts to impose certain fees set forth in Government code section 65995 et seq. to finance the construction and reconstruction of school facilities, and:

WHEREAS, Senate Bill 50 (SB 50), the Leroy F. Greene School Facilities Act of 1998 (chapter 407, Statutes of 1998), Government Code Section 65995.5 provides that in lieu of a residential fee imposed under Government code section 65995, subdivision (b) (1), school districts may impose alternative fees on new residential construction in amounts calculated pursuant to Section 65995.5, subdivision (c) and 65995.7, **and**;

WHEREAS, pursuant to Government Code Section 65995.5, the District is currently levying a fee of \$1.73 per square foot of assessable residential construction, **and**;

WHEREAS, pursuant to Government Code Section 65995.5, subdivision (b), in order to be eligible to impose fees in these alternative amounts, the school district is required to meet the following criteria: (1) Make a timely application to the State Allocation Board (SAB) for new construction funding; (2) conduct and adopt a school facilities needs analysis pursuant to Government Code section 65995.6; and (3) satisfy at least two of the requirements set forth in subparagraphs (A) to (D) inclusive of Government Code Section 65995.5, subdivision (b) (3), **and**

WHEREAS, the District has conducted a school facilities needs analysis as specified by Government Code Section 65995.5.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education make the following findings:

1. The district has been determined by the State Allocation Board to meet the eligibility requirements for new construction funding.
2. The District has satisfied the requirements of Government Code Section 65995.5, subdivision (b) (3) (c) (i), in that the District has issued debt or incurred obligations for capital outlay in an amount greater than 15% of its local bonding capacity. In addition, the District meets the requirement of Government Code section 65995.5, subdivision (b) (3) (b), in that at least 20% of the district's total classrooms are portables.
3. The District has conducted a school facilities needs analysis consistent with the requirements of Government Code Section 65995.6 whereby the District has determined the need for school facilities to accommodate un-housed pupils that are

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- attributable to projected enrollment growth from the development of new residential units over the next five (5) years.
4. The District's School Facilities Needs Analysis results in a maximum alternative fee of \$2.01 per square foot of assessable residential construction.
 5. The purpose of the alternative Level II fee structure is to provide school facilities for un-housed students that will be generated as a result of the construction of new residential units in the District over the next five (5) years.
 6. The Level II Fees must be utilized exclusively for the school facilities identified in the District's School Facilities Needs Analysis that are consistent with Government Code Section 65995.5, subdivision (f).
 7. There is a reasonable relationship between the need for school facilities and the type of development on which the fees are imposed because, as set forth in the District's School Facilities Needs Analysis, the construction of new residential units generates students that would not be housed without additional facilities in grades nine through twelve.
 8. There is a reasonable relationship between the amount of the fees and the cost of the facilities attributable to the construction of new residential units on which the fees are imposed in that the square footage of all types of residential units has a direct relationship to the number of students generated and to the facilities which the District must construct to house these students.

BE IT FURTHER RESOLVED, that the Board of Education conducted a noticed public hearing at a board meeting on May 18, 2011, at the Santa Maria Joint Union High School District at which time information contained in the District's School Facilities Needs Analysis was presented, together with the District's responses to all written comments received regarding the School Facilities Needs Analysis. The Board hereby adopts the School Facilities Needs Analysis and incorporates its School Facilities Needs Analysis herein by reference, **and**

BE IT FURTHER RESOLVED, that the Board of Education hereby establishes an alternative Level II Fee of \$2.01 per square foot of new residential construction; **and**

BE IT FURTHER RESOLVED, that in the event the State Allocation Board is no longer approving apportionments for new school construction and the SAB provides written notice to the Secretary of Senate and the Chief Clerk of the Assembly make the determination that funds are no longer available, this Board of Education, after consultation with building and development industry representatives, shall consider whether to impose Level III Fees, **and**

BE IT FURTHER RESOLVED, that the District will establish a separate Developer Fee Fund, Level II Fees whereby all Level II Fees collected pursuant to this Resolution, along with any interest income earned shall be deposited in order to avoid any commingling of the fees with other fees, revenues and funds of the District, except for temporary investments and that the District is authorized to make expenditures or to incur obligations

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solely for the purposes for which the fees were collected. Whereby the governing board hereby designates to be those purposes permitted by applicable law, **and**

BE IT FURTHER RESOLVED, that the District will review the above referenced Developer Fee Fund, Level II Fees on a fiscal year and five year basis in accordance with Government Code section 6600I and 66006; **and**

BE IT FURTHER RESOLVED, that if the District has unexpected or uncommitted fees within five (5) years of collection, the District will make required findings or refund the fees as set forth in Education Code Section 17624; **and**

BE IT FURTHER RESOLVED, that should the conditions set forth in Government Code section 65995.7, subdivision (a) occur such that this Board of Education, after consultation with building and development industry representatives, acts to establish Level III fees on new residential construction and, thereafter, should the District receive funds from State sources for the facilities constructed with Level III Fees, the District shall consistent with Government Code Section 65995.7, subdivision (b), offer to negotiate an agreement with any person subject to said Level III Fees regarding the amount to be reimbursed to that person from available state funding; **and**

BE IT FURTHER RESOLVED, that the alternative Level II Fees established pursuant to this Resolution are not subject to the restriction contained in subdivision (b) of Government Code Section 66007, and that no building permit shall be issued for any development absent certification of compliance by the development project with the fees imposed pursuant to the Resolution; **and**

BE IT FURTHER RESOLVED, that the Superintendent provide notice to all cities and counties with jurisdiction over the territory of the District of the Board's action by serving a copy of this Resolution, the supporting documentation and a map indicating the areas subject to Level II Alternative Fees on each agency and requesting that no building permits or, for manufactured homes, certificates of occupancy be issued on or after this date of this Resolution without certification from the District evidencing compliance with the District's Level II Alternative Fees as specified herein.

PASSED AND ADOPTED this 18th day of May, 2011, by the following vote:

ROLL CALL

AYES:

NOES:

ABSENT:

ABSTAIN:

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

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2. Public Disclosure of Collective Bargaining Agreement with Classified Unit

In accordance with AB 1200 reporting requirements, the District must make public disclosure of any proposed collective bargaining agreements with their various employee organizations as to the effects of the agreements on the District's financial status. The District reached tentative agreement with the Classified Bargaining Unit (California School Employees' Association Chapter #455) on April 15, 2011 and the unit has scheduled a ratification vote on May 17, 2011.

The district received funding from the Federal "Jobs" Bill that provides funding for school site staffing for education and related services. The board has previously recognized this Federal Jobs Bill funding in the budget and authorized a number of certificated and classified positions be hired with this funding. The estimated balance of funding available after these hirings provided a one-time set of dollars that has been made available to each of the bargaining units.

The classified bargaining unit's tentative agreement is to provide a "one-time off-schedule payment in lieu of retirement contributions" to each classified bargaining unit member equivalent to 0.72% annual base pay, employed as of May 18, 2011 that completes their assigned work year through June 2011.

The fiscal implications of this agreement are shown in Appendix E.

*** **IT IS RECOMMENDED THAT the Board of Education approve the Memorandum of Understanding with the Classified Bargaining Unit to provide the "One-time off-schedule payment in lieu of retirement contributions" from the Federal Jobs Bill funding as presented.**

Moved _____ Second _____ Vote _____

3. Public Disclosure of Confidential Salary Increase

In accordance with AB 1200 reporting requirements, the District must make public disclosure of any proposed collective bargaining agreements with their various employee organizations as to the effects of the agreement on the District's financial status. Inasmuch as the District has reached tentative agreement with the classified bargaining unit to utilize the Federal Jobs Bill funding to provide a "one-time off-schedule payment in lieu of retirement contributions" to the classified employees, it is the Superintendent's recommendation to include the Confidential employees in a similar manner. This payment will be equivalent to 0.72% annual base pay for each confidential employee, employed as on May 18, 2011 that completes their assigned work year through June 2011.

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The fiscal implications of this recommendation are shown in Appendix F.

***** IT IS RECOMMENDED THAT the Board of Education approve the “one-time off-schedule payment in lieu of retirement contributions” for the Confidential employees as indicated herein.**

Moved _____ Second _____ Vote _____

4. Athletic Training Services for Pioneer Valley, Righetti and Santa Maria High Schools

On May 12, 2010 the Board of Education approved the district administration to enter into two contracts for services to provide Athletic Training Services for the 2010-11 school year. Sims Physical Therapy is providing services at Righetti and Santa Maria High Schools; and Santa Maria Valley Physical Therapy provides services at Pioneer Valley High School. Inasmuch as the agreements have been mutually beneficial to the schools and the companies, and there is an interest in continuing with consistent athletic trainer services to the sites, it is the administration’s recommendation that the board approve extending the contracts for an additional two years.

***** IT IS RECOMMENDED THAT the Board of Education approve the district administration to extend the two contracts for services to provide Athletic Training Services for the 2011-12 and 2012-13 school years; 1) Sims Physical Therapy to continue providing services at Righetti and Santa Maria High Schools; and, 2) Santa Maria Valley Physical Therapy to continue providing services at Pioneer Valley High School, under the same terms and conditions.**

Moved _____ Second _____ Vote _____

5. Energy Conservation Project

The district has been working for several months investigating energy conservation measures which could benefit the district by decreasing energy usage and cost and by improving the learning/working environment for students/staff. The board authorized district administration to work with Johnson Controls, Inc. to thoroughly examine measures for retrofits, upgrades and installations in numerous areas. Those measures include: lighting, energy management systems, HVAC systems, kitchen exhaust systems, computer power management, variable speed pump controls, irrigation, water wells and photo voltaic (solar) installations.

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Resolution Number 18-2010-2011 is hereby presented to the board for consideration and adoption to authorize the administration to enter into a Performance Contract with Johnson Controls, Inc. for this Energy Conservation Project. The total estimated price of the Performance Agreement is \$15,692,972 and a five-year Measurement & Verification Services and Photo Voltaic (PV) Maintenance Contract of \$631,779. The draft of this agreement is currently under review by legal counsel. Additionally, district staff is continuing to work with financial advisors to determine the most cost-effective financing for this project. The financing recommendations will be brought forward at a future board meeting.

In accordance with Government Code Section 4217.12, et. seq., the district may enter into an energy services contract which provides energy conservation measures. The public notice has been published in the Santa Maria Times and posted in the district for more than two weeks. District administration has determined that pending available financing this performance contract is in the district's best interest.

A PUBLIC HEARING IS REQUIRED AT THIS TIME.

***** IT IS RECOMMENDED THAT the Board of Education approve Resolution Number 18-2010-2011 authorizing the administration to enter into a Performance Contract for Energy Conservation measures with Johnson Controls, Inc. upon receiving final legal counsel opinion and cost-effective financing being obtained.**

Moved _____

Second _____

A ROLL CALL VOTE IS REQUIRED:

Mr. Tognazzini _____
Dr. Garvin _____
Dr. Karamitsos _____
Dr. Reece _____
Dr. Walsh _____

REGULAR MEETING
May 18, 2011

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
RESOLUTION NUMBER 18 - 2010-2011

ENERGY CONSERVATION PROJECT -
PURSUANT TO GOVERNMENT CODE SECTION 4217.12, APPROVING PERFORMANCE CONTRACT AND AUTHORIZING THE SUPERINTENDENT OR HIS DESIGNEE TO EXECUTE AGREEMENTS AND TAKE OTHER REQUIRED APPROPRIATE ACTIONS

WHEREAS, it is the policy of the State of California and the intent of the State Legislature to promote feasible means of energy conservation and feasible uses of alternative energy supply sources; and

WHEREAS, California Government Code section 4217.12 et seq., authorizes public agencies to enter into energy service contracts and related agreements to implement the State's conservation and alternative energy supply source policy; and

WHEREAS, the Santa Maria Joint Union High School District ("District") desires to implement conservation measures and/or identify alternative energy service contract ("Agreement") pursuant to Government Code section 4217.12 which authorizes the District to enter into an energy service contract and any necessarily related facility ground lease on terms that the Board determines are in the best interests of the District if the Determination is made at a public hearing, public notice of which is given two (2) weeks in advance, and the Board finds that the anticipated costs to the District for thermal or electrical energy or conservation services provided under the contract will be less than the anticipated marginal costs to the District of thermal, electrical, or other energy that would have been consumed by the District in the absence of purchases under the contract; and

WHEREAS, on May 4, 2011 the District published notice of its intent to consider entering into the Agreement held on May 18, 2011; and

WHEREAS, pursuant to Government Code section 4217.12, the Board held a public hearing on May 18, 2011 to receive public comment on the Agreement; and

WHEREAS, the Board now proposes to enter into the Performance Agreement substantially in the form presented to this meeting, (and available on the district's website as part of the Board Agenda), and incorporated herein by reference as Exhibit A; and,

NOW, THEREFORE, based upon the above-referenced recitals, the Board hereby determines, finds, declares, and orders as follows:

1. The terms of the Agreement with Johnson Controls, Inc., are in the best interests of the District.

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2. The anticipated cost to the District for thermal or electrical energy services provided under the Agreement will be less than the anticipated marginal cost to the District of thermal, electrical, or other energy that would have been consumed by the District in the absence of purchases under the agreement.
3. The District's Superintendent or his designee is authorized and directed to execute, acknowledge, and deliver the Agreement (subject to approval by the District legal counsel) and with any changes, insertions and omissions therein as may be approved by the officer who executes said Agreement, such approval to be conclusively evidenced by such execution and delivery of the Agreement.
4. This Board hereby determines that because the project ("Project") contemplated herein will not increase existing student capacity at its existing schools by, the lessor of, 25% or by ten classrooms, the Project is categorically exempt from the provisions of the California Environmental Quality Act, pursuant to section 15314, Title 14 of the California Code of Regulations. The District Superintendent is hereby directed to provide and file a notice of this categorical exemption as may be required by law.
5. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Education of the Santa Maria Joint Union High School District this 18th day of May, 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

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IX. Consent Items

*** **IT IS RECOMMENDED THAT the Board of Education approve the following consent items as presented.**

Moved _____ Second _____ Vote _____

A. Approval of Minutes

April 13, 2011- Regular Meeting
 April 21, 2011 - Special Meeting

B. Approval of Warrants for the Month of April 2011

Payroll	\$5,158,725.61
Warrants	<u>1,902,648.96</u>
Total	<u>\$7,061,374.57</u>

C. Pupil Personnel Matters

- ERHS student #323097, 12th grade.
 For: Possession of a controlled substance
 Recommendation: Suspended expulsion through June 15, 2011 with preferred placement in Reach.
- ERHS student #329574, 10th grade.
 For: Assault
 Recommendation: Expulsion through December 31, 2011 with preferred placement in FCS.

D. Acceptance of Gifts

Pioneer Valley High School

Donor	Recipient	Amount
Timothy Towne	PVHS (drum heads/valued @ \$250)	\$250.00
Wal-Mart	Pioneer	800.00
County of Santa Barbara/ Fund 3050	Science Club	200.00
J & J Mechanical	Boys' Wrestling	400.00
Panda Express	Jazz Choir	145.87
Altrusa International/SM Foundation	Link Crew Club	600.00
Greg/Linda Dickinson	Papa "D" Scholarship	100.00
Dorothy Dickinson	Papa "D" Scholarship	150.00
Tom/Dohnna Contreras	Papa "D" Scholarship	100.00

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Dickinson Janitorial Supplies, Inc.	Papa "D" Scholarship	100.00
Wal-Mart	PVHS Marquee Fund	800.00
PG & E Corp. Foundation	Link Crew Club	200.00
PG & E Corp. Foundation	Boys' Golf	250.00
PG & E Corp. Foundation	Girls' Golf	250.00
PG & E Corp. Foundation	Mesa Club	500.00
PG & E Corp. Foundation	Math Honor Society	500.00
Carolyn Moir	Jack Moir Scholarship	500.00
Santa Maria Elks Lodge 1538	Elks Scholarships	7,500.00
Santa Maria Rotary Breakfast Club	Rotary Club Scholarships	<u>2,000.00</u>
TOTAL PIONEER VALLEY SCHOOL		<u>\$15,345.87</u>

Santa Maria High School

Donor	Recipient	Amount
Sal Cimbolo, Friends of Golf	Boy's & Girls' Golf	<u>310.00</u>
TOTAL SANTA MARIA SCHOOL		<u>\$310.00</u>

E. Denial of Claims

1. The District is in receipt of a claim from William G. Baumgaertner, Esq. from Haight, Brown & Bonesteel, LLP on behalf of Harrison M. Smith and Mark Smith, with regards to alleged personal injury that occurred on December 15, 2010.

It is recommended that the Board deny the claim and refer the matter to the District's insurance carrier.

2. The District is in receipt of an Application for Leave to Present Late Claim and a Claim for Damages from Lisa Trigueiro on behalf of her son, Brandon D. Trigueiro, Santa Maria High School Student, with regards to alleged personal injury that occurred on September 28, 2010.

It is recommended that the Board accept the *Application for Leave to Present Late Claim for Damages*. It is further recommended that the Board deny the claims and refer the matters to the District's insurance carrier.

F. Request for Travel

School	Instructor/Charge	Event/Location	Dates
PVHS	Samantha Van Patten	Charles Paddock Zoo Snooze, Atascadero	5/28-29/11
	Vanessa Carrillo	Educational trip to Spain	6/13-25/11

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SMHS	Heather Penk	Magic Mountain & UCLA campus visit	4/20-21/11
	Lorin Cuthbert	Auto racing event, Bakersfield	6/3-5/2011
	Doug Silva	Team building/camping trip, Lopez Lake	6/4-5/11

Completed pre-arranged Absence and Release of Liability Forms with parent/guardian's signature are on file at each site. The names of students and chaperones are also on file and have been approved by the site principal.

G. Approval/Ratification of Purchase Order

P.O.#	Vendor	Amount	Description & Funding Source
11-0922	Westberg & White Inc.	\$35,000.00	Architect Fees, C-2004 Bond

H. Bilingual Assessor Waiver Request

Kathleen Pritchard, Director of English Learner/Migrant Education programs, is requesting approval for submittal of the Bilingual Assessor Waiver Request Form. This form reports the number of new students that entered our school district this year who speak a language listed on the form.

The purpose of the Bilingual Assessor Waiver Request Form is to ask permission of the state to waive the requirement to test the students mentioned in the form in their primary language because the number of new students that speak each identified language is less than 10. The waiver is for one year, and the district's present waiver expires June 20, 2011. In the absence of this waiver the district would be required to contract with a bilingual tester in the Arabic, Pilipino, and Vietnamese languages.

I. Authorization for Sale of Obsolete Equipment, Appendix C

Education Code §17545 allows the district to sell personal property that is no longer necessary or suitable for school use. The district administration is requesting authorization to conduct a public auction through the internet at *interschola.com* to sell equipment that is obsolete, surplus or damaged beyond repair to the highest responsible bidder.

The obsolete equipment is listed in Appendix C. Each school and program will have an opportunity to request surplus property from the list. Notices of items for sale are posted at all district sites, on the internet at www.interschola.com or www.publicsurplus.com and e-mailed to all staff.

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J. Attendance Reports

Ms. Diane Bennett, Assistant Superintendent of Business Services, will be available to answer questions regarding the eighth month attendance report presented on page 22.

K. Facilities Report, Appendix B

X. Open Session Public Comments

The public may address the Board on any matter (except personnel) concerning the District and not on the agenda. Note: The time limit to address the Board may not exceed 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.

XI. Items not on the Agenda

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

XII. Next Meeting Date

Unless otherwise announced, the next regular meeting will be held on June 15, 2011, 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.

XIII. Adjourn

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
MONTHLY REPORT OF ATTENDANCE
EIGHTH MONTH OF 2010-11

February 28, 2011 through March 25, 2011

	Eighth Month 2009-10			Eighth Month 2010-11			Accumulated ADA				Increase @ 1.506% 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		
ERNEST RIGHETTI HIGH												
Regular	2032	1970.60	96.3%	2007	1927.85	95.5%		1986.35		1999.02		
Special Education	87	81.95	94.6%	91	86.05	95.8%		84.30		88.84		
Independent Study	0	0.00	---	16	11.55	82.8%		0.00		4.59		
Home and Hospital-Reg Ed	5	5.15	---	7	6.50	---		3.03		6.87		
Home and Hospital-Spec Ed	1	1.05	---	3	1.85	---		0.64		2.21		
TOTAL RIGHETTI	2125	2058.75	96.0%	2124	2033.80	94.8%	95.2%	2074.31	94.1%	2101.53		
SANTA MARIA HIGH												
Regular	2046	1988.55	95.7%	2084	2000.65	94.8%		2061.61		2047.75		
Special Education	99	91.50	92.0%	92	83.90	90.7%		89.45		84.79		
Independent Study	0	0.00	---	84	69.90	72.8%		0.00		49.72		
Home and Hospital-Reg Ed	7	7.15	---	3	3.40	---		6.28		3.26		
Home and Hospital-Spec Ed	2	0.70	---	1	1.00	---		0.53		0.46		
TOTAL SANTA MARIA	2154	2087.90	95.5%	2264	2158.85	94.6%	93.1%	2157.86	95.4%	2185.98		
PIONEER VALLEY HIGH												
Regular	2266	2225.05	97.3%	2283	2227.05	96.9%		2266.41		2280.56		
Special Education	169	160.40	94.9%	150	144.50	95.7%		164.91		149.86		
Independent Study	0	0.00	---	100	55.35	54.4%		0.00		41.05		
Home and Hospital-Reg Ed	8	5.85	---	10	10.00	---		3.53		7.31		
Home and Hospital-Spec Ed	2	0.60	---	2	1.70	---		2.08		1.35		
TOTAL PIONEER VALLEY	2445	2391.90	97.1%	2545	2438.60	96.9%	94.8%	2436.93	97.0%	2480.12		
DISTRICT SPECIAL ED TRANSITION	12	11.60	96.7%	9	8.65	96.1%		11.22		8.86		
ALTERNATIVE EDUCATION												
Delta Continuation	193	162.09	78.7%	305	225.51	70.8%		168.66		234.36		
Delta Independent Study	0	0.00	---	37	24.09	66.3%		0.00		20.84		
12 + Reg Ed DHS	0	0.00	---	13	8.47	54.8%		0.00		17.82		
Home and Hospital	1	0.00	---	0	0.00	---		0.00		0.00		
12 + Ind Study Prog PVHS	0	0.00	---	6	4.90	65.8%		0.00		6.76		
12 + Ind Study Prog SMHS	0	0.00	---	17	10.90	59.2%		0.00		13.42		
12 + Ind Study Prog RHS	0	0.00	---	3	2.70	57.4%		0.00		3.72		
12 + Ind Study Prog DHS	0	0.00	---	16	10.84	59.1%		0.00		12.30		
Freshman Prep	0	0.00	---	61	61.07	100.6%		0.00		64.55		
Reach Program	0	0.00	---	27	23.56	90.3%		0.00		21.00		
Home School @ Library Program	55	51.70	89.4%	57	50.50	90.4%		49.07		47.01		
Study-All Programs	344	237.25	69.0%	NOW SEPARATED BY SITE, SEE ABOVE				201.41		0.00		
TOTAL ALTERNATIVE EDUCATION	593	451.04	77.3%	542	422.54	78.0%		433.54		441.79		
TOTAL HIGH SCHOOL DISTRICT	7369	7039.58	95.5%	7484	7062.44	94.4%	93.0%	7113.87		7218.29	7221	(3)

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

May 18, 2011

CERTIFICATED PERSONNEL ACTIONS

Name	Action	Assignment	Status	Location	Effec. Dates	Salary	FTE
	Retire	Social Sciences	Permanent	RHS	6.11.11	IV, 24	1.00
	Retire	English	Permanent	RHS	6.11.11	IV, 25	1.00
	Employ	Asst. Principal	Probationary	PVHS	7.1.11	Mgmt.	1.00
	Promotion	Asst. Principal	Permanent	SMHS	7.1.11	Mgmt.	1.00
	Promotion	Principal	Permanent	PVHS	7.1.11	Mgmt.	1.00

CLASSIFIED PERSONNEL ACTIONS

Name	Action	Assignment	Site	Effective	Pay Rate	Hours
	Promote	Food Service Lead	PVHS	04/26/11	23/A	8
	Employ	Health Technician	SMHS	04/27/11	20/A	7.5
	Employ	Grounds Maintenance II	SMHS	05/04/11	20/A	8
	Retire	Inst Asst/Special Ed II	PVHS	06/10/11	15/E	6
	Salary Correction	Director I-Support Svcs	DO	04/01/11	M/3	8

COACHING PERSONNEL ACTIONS

SITE	SPORT	ASSIGNMENT	NAME	ASB STIPEND	DO STIPEND	SEASON	ACTION
RHS	Girls Swimming	Asst. Varsity		\$ 913.00	\$0.00	Spring 2011	Revised Stipend

Appendix B
SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
FACILITIES REPORT
April 2011

1. Delta High School Construction Projects

C2004 DHS Continuation School Replacement – WWCOT Architects

- Phase 2 work performed this period includes final sidewalks, pathways, and irrigation work.
- Phase 1 and 2 final punch walks are scheduled the week of May 16, 2011.

2. Ernest Righetti High School Construction Projects

C2004 ERHS Administration Building Renovation – Westberg + White Architects

- The contractor is completing punch list work. A final project walk will occur following the completion of these efforts.
- The project substantial completion date is anticipated in late May 2011.

3. Santa Maria High School Construction Projects

C2004 SMHS New Pool – Rachlin Architects

- Completed contract documents have been received from Maino Construction. A Notice to Proceed was issued May 6, 2011 with a contract start date of May 20, 2011.
- Construction is scheduled for June 13, 2011 through May 5, 2012.

SMHS 4 Portables South Campus Relocation – Rachlin Architects

- Document and plan reviews continue for the relocation of 4 portables in preparation for construction on the pool project.
- Project bidding will follow DSA approval of the drawings.

C2004 SMHS New Classroom Building at Broadway – Rachlin Architects

- Schematic design reviews will be ongoing over the next few months in preparation for plan development.

SMHS 6 Portables at Lincoln Street – Westberg + White Architects

- Completed contract documents have been received from Vernon Edwards Constructors. A Notice to Proceed was issued May 6, 2011 with a contract start date of May 20, 2011.
- Construction is scheduled for June 13 through August 5, 2011.

4. Pioneer Valley High School Construction Projects

PVHS Remediation Phase 2: Building E, H, G, F, & J – Westberg + White Architects

- A preconstruction meeting was held with DJM Construction to review timelines and submittals in preparation for the upcoming summer work.

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- Construction is expected to start onsite June 13 and complete August 5, 2011 in time for the start of school.

PVHS Remediation HVAC System Installation – Westberg + White Architects

- A quote was received to install CO2 monitors, new unitary controllers, and energy management field controllers to be installed during the summer break.
- It appears that additional powered exhausters, high static fans, and upgraded economizers will not be needed to maintain acceptable CO2 levels.

PVHS Performing Arts Building – Architect to Be Determined

- The District Facilities department is developing a Request for Proposal for Architectural Services and a project schedule.

5. New Small School

C2004 New Small High School CTE Component – Architect to Be Determined

- Site reviews, access agreements, and needs assessments continue. Development of a Request for Proposals for Architectural Services for this project and the PVHS Performing Arts Building continues.

6. District Wide Energy Upgrade

District Wide Energy Upgrade – Johnson Controls Inc.

- District managers continue to meet with Johnson Controls Inc. (JCI) representatives, project managers, engineers, and technicians to discuss scope refinements for each campus, schedules, technical verification, specifications, contracts, and finance options in preparation for multiple energy related projects.
- The project is anticipated to start June 2011 and continue through August 2014.

REGULAR MEETING

May 18, 2011

Maintenance & Operations

PVHS

- Prepared sports fields for baseball and softball, including repainting shot put and discus pads.
- Replaced a reducer on the 6 inch water main from well to irrigation system.
- Repaired fencing around the football stadium bleachers.
- Replaced broken storefront glass in entry doors.
- Assembled new tables and stools for Home Economics.
- Replaced 3 door closers in the science building and portable classrooms.
- Repaired a fire alarm system ground fault problem.
- Replaced a failed control board in the HVAC system for the science building.
- Repaired a fire system backflow tamper switch near the cafeteria.
- Assisted Johnson Control personnel with performance contract investigation.
- Replaced corroded automatic flush sensors in student restrooms.
- Cleaned Library carpets with new compact carpet extractor.
- Cleaned carpets in classrooms 209 through 220.
- Provided traffic control to help with morning and after school traffic.
- Assisted with April School Board meeting awards presentation.
- Cleaned stairwells in the two-story classroom buildings.
- Fabricated stage steps for drama production.
- Assembled stainless steel shelving for home economics.
- Set up for CAHSEE testing.
- Setup 18 major events.
- Preventive work order hours – 53
- Routine work order hours - 48
- Total work orders completed – 125
- Event setup hours – 207

RHS / DHS

- Prepared sports fields for baseball and softball.
- Reinstalled several vandalized security cameras throughout campus.
- Repainted the portable classrooms near the Ag Science Viticulture lab.
- Painted the gymnasium north wall.
- Painted the west exterior wall of the Sword & Shield to coordinate with the newly painted Administration Building.
- Repaired siding and fascia on the weight room south-facing wall and repainted.
- Rebuilt the heating water circulation pump for the science building.
- Repaired jammed locks on the gymnasium doors.
- Developed the new key schedule for the modernized Administration building.
- Assisted with preparation of the school site for the WASC visit.
- Assisted Johnson Control personnel with performance contract investigation.
- Set up for CAHSEE testing.
- DHS – Investigated heating and air conditioning problems.
- DHS – Installed an additional white board in room 403.
- DHS – Installed a new bicycle rack.
- Preventive work order hours – 15
- Routine work order hours - 15
- Total work orders completed – 65
- Event setup hours - 56

REGULAR MEETING

May 18, 2011

SMHS

- Provided a water source for Learning Center gardening grant.
- Continued the never-ending quest for gopher control.
- Installed a windscreen at the baseball field.
- Removed student traffic bollards at the Learning Center.
- Painted the baseball scoreboard.
- Provided Cable TV to Agriculture Science classrooms
- Supported the Johnson Control Performance contract investigation.
- Assisted Verizon in investigating and completing temporary repairs to the campus telephone feed.
- Installed power to a new hoist in Auto Shop. Repainted the floor around the new hoist.
- Repaired the washer and dryer at the Hill House
- Set up 51 major events for school activities.
- Set up for CAHSEE testing.
- Federal Jobs Bill Electrician began work – 40 Hours on projects.
- Preventive work order hours – 97
- Routine work order hours - 108
- Total work orders completed – 198
- Event setup hours – 203

Graffiti & Vandalism

- **RHS** \$ 250
- **DHS** \$ 50
- **SMHS** \$ 500
- **PVHS** \$ 60

Reese Thompson
Director – Facilities and Operations

**Obsolete Equipment
Appendix C
5/11/2011 Board Meeting**

Tag #	Group	Description	Serial #
935	COMP	MAC 14" COLOR AV	SG434JWR0BJ
946	COMP	LACIE	46771
1283	AV	VIDEO MONITOR B/W, VIDEOTEK	547673
1466	AV	SEAL JUMBO 150, DRY MOUNT PRESS	J2424
1743	AV	VIDEO RECORDER COLOR, QUASAR VH5480	SB81692614
2137	AV	VIDEO RECORDER COLOR, QUASAR VH6400	SB02954244
2723	AV	PANASONIC 27"	MD60380634
3297	AV	QUASAR 27"	MC80420847
4391	AV	VCR, PANASONIC	K6AA31045
4751	AV	SHARP 25"	624832
5000	AV	MON-REC COLOR, SONY 27"	7073705
6213	COMP	Premio 15"	845BL002100486
6271	COMP	Apple LaserWrite 8500	XH8450309WX
6375	COMP	Power MAC G3	XA9100F4EUX
6502	COMP	KOMODO SVGA 17"	905EBC02002916
6698	COMP	P/2	499115
7435	COMP	P/III	9900127988
7437	COMP	P/III	9900127977
7511	COMP	17" Viewsonic	AY94106409
7512	COMP	17" Viewsonic	AY94106413
7899	COMP	Epson Stylus Color	BUY1286301
8335	COMP	KOMODO 15" Relocated to RHS	946ECYC2004139
8388	COMP	HP DeskJet	SG05K130WG
9516	COMP	P/III	91J9P01
9617	COMP	Inspiron 2500, 14.1 XGA, Celeron 700	DX96P01
9677	COMP	Viewsonic 15"	1.00011E+11
9692	COMP	Viewsonic 15"	1.00011E+11
10081	COMP	Elite 17"	GC212D1180
10708	COMP	P/4	KARHNL6
11560	COMP	17"	1N9T
11866	AV	Dell 2200MP Projector 1200 ANSI Lumens Contrast Ration: 1700:1 Full ON / Full	C2QLC41

**Obsolete Equipment
Appendix C
5/11/2011 Board Meeting**

Tag #	Group	Description	Serial #
12049	AV	Canon PowerShot A40 Digital Camera 2.0 Megapixel, 3X Optical Zoom Lens, Includes 4 AA Batteries AV Cable and	4822509721
12219	AV	Toshiba 14" Flat Screen TV/VCR Combo with 4-Head VCR and Remote	97687412
12250	COMP	Viewsonic 17"	25E030750816
12543	COMP	17" Flat Panel Display	CNOM1609466333 AV3V6L
14159	COMP	HP Deskjet 5150	
20197	AV	NEC XGA 1500 Lumens Projector 1024x768 Resolution	5Y00348FJ
	Industrial Arts	Rockwell Hardness Tester	7389
	AV	LCD Projector	VT575
	Home Ec	Microwave	FGY1904290

APPENDIX D

Board Policies for Approval - May 18, 2011 Board Meeting

Board Policies for Approval - May 18, 2011 Board Meeting	
POLICY NUMBER	DESCRIPTION
BP 3100	Updated policy reflects Governmental Accounting Standards Board (GASB) Statement 54, which makes changes in the way public agencies must report fund balances in the general fund and gives the Board sole authority to specify purposes of funds classified as "committed" and to express, or delegate the authority to express, intended purposes of resources that result in the "assigned" fund balance.
BP 4020	<u>Drug and Alcohol-Free Workplace</u> : Revised to more accurately reflect the assurances that districts must make to the CDE, including notifications to employees, action that will be taken in the event an employee has violated the prohibition, and the requirement that employees abide by the policy. Also defines "on-duty" to include instructional and non-instructional time in the classroom or workplace, in extracurricular or co-curricular activities, or in transporting and supervising students, and exempts an employee's lawful use of prescription drugs from the prohibition.
AR 4032	<u>Reasonable Accommodation</u> : Updated regulation addresses (1) the circumstances under which the district may require a job applicant to undergo a medical examination in order to provide documentation of his/her health condition, (2) the prohibition against the use of the applicant's or employee's genetic information, and (3) the persons who should be informed of the applicant's or employee's medical condition.
AR 4112.62	<u>Maintenance of Criminal Offender Records</u> : Updated regulation reflects new law SB447 which requires the district to designate a custodian of records and to annually notify the DOJ regarding the identity of this person. Regulation also reflects requirement of SB 447, effective July 1, 2011, that persons designated as custodians of records must themselves receive criminal record background clearances to be eligible to serve in that capacity. Section on "Interagency Agreements" adds language on communicating with other districts participating in the interagency agreement when the district receives a report of a conviction of a serious or violent felony. Exhibit updated to reflect law regarding civil action for invasion of privacy and to add legal cites for civil, criminal, and administrative penalties.

Budget

The Board of Education accepts responsibility for adopting a sound budget for each fiscal year that is compatible with the district's vision, goals and priorities. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations. (Education Code 42122)

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127.

The Superintendent shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff at all levels in the development of budget projections.

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with law.

(cf. 1220 - Citizen Advisory Committees)

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds. The Board also shall establish budget assumptions or parameters which may take into consideration the stability of funding sources, enrollment trends, legal requirements and constraints, anticipated increases and/or decreases in the cost of services and supplies, use of one-time resources, categorical program requirements, scheduled salary increases, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of law. (Education Code 33128.3; 5 CCR 15450)

In developing the district budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected

revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction (Education Code 42126) The Superintendent or designee shall ensure that the district budget is clearly presented and effectively communicated to the Board, staff, and public. He/she may adapt or supplement the state-required budget format as necessary for these purposes.

Budget Amendments

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures. In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, and/or other significant changes occur that impact budget projections.

(cf. 3110 - Transfer of Funds)

Fund Balance

The District hereby establishes and will maintain reservations of Fund Balance, as defined herein, in accordance with Governmental Accounting and Financial Standards Board Statement ("GASB") No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. Fund balance information is used to identify the available resources to repay long-term debt, add new programs, expand existing ones, or enhance the financial position of the District, in accordance with policies established by the governing board. This policy shall only apply to the District's governmental funds. Fund Balance shall be composed of Nonspendable, Restricted, Committed, Assigned, and Unassigned amounts, as defined below.

- **Nonspendable fund balance** consists of funds that cannot be spent due to their form (e.g. inventories and prepaids) or funds that legally or contractually must be maintained intact.
- **Restricted fund balance** consists of funds that are mandated for a specific purpose by external parties or enabling legislation (e.g. restricted categorical program resources, bond proceeds).

- **Committed fund balance** consists of funds that are set aside for a specific purpose by the district's highest level of decision making authority (the Board of Education). Formal action must be taken prior to the end of the fiscal year. The same formal action must be taken to remove or change the limitations placed on the funds.
- **Assigned fund balance** consists of funds that are set aside with the intent to be used for a specific purpose.
- **Unassigned fund balance** consists of residual fund balances that have not been classified in the previous four categories. All funds in this category are considered spendable resources. This category also includes the resources necessary to meet unexpected expenditures and revenue shortfalls (e.g. the Reserve for Economic Uncertainty).

Nonspendable and Restricted Funds

Nonspendable funds are those funds that cannot be spent because they are either not in spendable form (e.g. inventories or prepaid expenses), or are legally or contractually required to be maintained intact.

Restricted funds are funds that have constraints placed on their use either (1) externally by creditors, grantors, contributors, laws, regulations, or other governments, or (2) by law through constitutional or enabling legislation.

It is the responsibility of the District's Chief Business Official to report all Nonspendable and Restricted funds appropriately in the District's annual financial statements and budget documents.

Committed Funds

The District's Board of Education, as the District's highest level of decision-making authority, may commit fund balance(s) for specific purposes. The action to commit fund balances may be taken by the Board in one of two forms: (1) approval of the District's Adopted and/or Revised Budget Document(s) or Financial Statements which contain a designation of fund balance(s) as committed, or (2) by passage of a resolution by simple majority vote prior to June 30th of the applicable fiscal year. If the actual amount of the commitment is not available by June 30th, the resolution shall state the process or formula necessary to calculate the actual amount as soon as information is available.

Assigned Funds

Amounts that are intended to be used for a specific purpose, but are neither restricted nor committed, shall be reported as assigned fund balance(s). This policy hereby delegates the authority to assign amounts to be used for specific purposes to the Chief Business Official for the purpose of reporting assigned amounts appropriately in the District's annual financial statements and budget documents.

Unassigned Funds

These are residual positive net resources of the general fund in excess of what can be properly classified in one of the four categories described above. They represent the resources available for future spending. There are some reserves that do not meet the requirement of the aforementioned components and for financial statement purposes these reserves are included in the unassigned fund balance. This includes:

- **Reserve for Economic Uncertainty** The District shall maintain an economic uncertainty reserve of at least 3% of total General Fund operating expenditures (including other financing uses and transfers out). The primary purpose of this reserve is to avoid the need for service level reductions in the event of an economic downturn or revenues to come in lower than budget. This reserve may be increased from time to time in order to address specific anticipated revenue shortfalls.

Fund Balance Classification

When expenditures are incurred for which both restricted and unrestricted fund balance is available, the District considers restricted fund balances to have been spent first. Similarly, when expenditures are incurred for purposes of which amounts in any of unrestricted fund balance classifications can be used, the District considers committed amounts to have been spent first, followed by assigned amounts, and then unassigned amounts.

Minimum Fund Balance

Other than the Reserve for Economic Uncertainty, the District does not currently have a minimum unassigned fund balance policy.

Long-Term Financial Obligations

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools

33127-33131 Standards and criteria for local budgets and expenditures

35035 Powers and duties of superintendent

35161 Powers and duties, generally, of governing boards

42103 Public hearing on proposed budget; requirements for content of proposed budget

42122-42129 Budget requirements

42130-42134 Financial certifications
42140-42141 Disclosure of fiscal obligations
42602 Use of unbudgeted funds
42605 Tier 3 categorical flexibility
42610 Appropriation of excess funds and limitation thereon
44518-44519.2 Chief business officer training program
45253 Annual budget of personnel commission
45254 First year budget of personnel commission
GOVERNMENT CODE
7900-7914 Appropriations limit
CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure
15440-15451 Criteria and standards for school district budgets

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Budget Planning and Adoption, 2006
Maximizing School Board Governance: Understanding District Budgets, 2006
School Finance CD-ROM, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation,
September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March
2009

Statement 45, Accounting and Financial Reporting by Employers for Post-employment
Benefits Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For
State and Local Governments, June 1999

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

Legislative Analyst's Office: <http://www.lao.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

Policy

Adopted: May 18, 2011 (CSBA 7/10)

SMJUHSD
Santa Maria, CA

Drug and Alcohol-Free Workplace

The Board of Education believes that the maintenance of a drug-free and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace. (Government Code 8355; 41 USC 701)

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and noninstructional time in the classroom or workplace, at extracurricular or cocurricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

(cf. 4032 - Reasonable Accommodation)

The Superintendent or designee shall notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC 701)

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her conviction for violation in the workplace of any criminal drug statute. (Government Code 8355; 41 USC 701)

The Superintendent or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

In accordance with law and the district's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4212 - Appointment and Conditions of Employment)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Drug-Free Awareness Program

The Superintendent or designee shall establish a drug-free awareness program to inform employees about: (Government Code 8355; 41 USC 701)

1. The dangers of drug abuse in the workplace
2. The district's policy of maintaining a drug-free workplace
3. Available drug counseling, rehabilitation, and employee assistance programs

(cf. 4159/4259/4359 - Employee Assistance Programs)

4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace

Legal Reference:

EDUCATION CODE

44011 Controlled substance offense

44425 Conviction of controlled substance offenses as grounds for revocation of credential

44836 Employment of certificated persons convicted of controlled substance offenses

44940 Compulsory leave of absence for certificated persons

44940.5 Procedures when employees are placed on compulsory leave of absence

45123 Employment after conviction of controlled substance offense

45304 Compulsory leave of absence for classified persons

GOVERNMENT CODE

8350-8357 Drug-free workplace

UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug Free Schools and Communities Act

UNITED STATES CODE, TITLE 21

812 Schedule of controlled substances

UNITED STATES CODE, TITLE 41

701-707 Drug-Free Workplace Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1308.01-1308.49 Schedule of controlled substances

Policy

Adopted: May 18, 2011 (CSBA 11/10)

SMJUHSD
Santa Maria, CA

Reasonable Accommodation

Except when undue hardship would result to the district, the Superintendent or designee shall provide reasonable accommodation:

1. In the job application process, to any qualified job applicant with a disability
2. To enable any qualified employee with a disability to perform the essential functions of the position he/she holds or desires to hold or to enjoy equal benefits or other terms, conditions, and privileges of employment as other similarly situated employees without disabilities

The district designates the position specified in BP 4030 - Nondiscrimination in Employment as the coordinator of its efforts to comply with the Americans with Disabilities Act (ADA) and to investigate any and all related complaints.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Definitions

Disability, with respect to an individual, is defined as any of the following: (Government Code 12926; 20 CFR 1630.2)

1. A physical or mental impairment that limits one or more of the major life activities
2. A record of such an impairment
3. Being regarded as having such an impairment

Limits shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics or reasonable accommodations, unless the mitigating measure itself limits a major life activity. (Government Code 12926)

Essential functions are the fundamental job duties of the position the individual with a disability holds or desires. The term does not include the marginal functions of the position. (Government Code 12926; 29 CFR 1630.2)

Reasonable accommodation means: (Government Code 12926; 29 CFR 1630.2)

1. For a qualified job applicant with a disability, modifications or adjustments to the job application process that enable him/her to be considered for the position he/she desires

AR 4032(b)

2. For a qualified employee with a disability, modifications or adjustments to the work environment, or to the manner or circumstances under which the position the employee holds or desires is customarily performed, that enable him/her to perform the essential functions of that position or to enjoy equal benefits and privileges of employment as are enjoyed by the district's other similarly situated employees without disabilities

Qualified individual with a disability means a job applicant or employee with a disability who: (29 CFR 1630.15, 1630.2)

1. Satisfies the requisite skill, experience, education, and other job-related requirements of the employment position he/she holds or desires
2. Can perform the essential functions of the position with or without reasonable accommodation
3. Would not pose a significant risk of substantial harm, which cannot be eliminated or reduced by reasonable accommodation, to himself/herself or others in the job he/she holds or desires

Undue hardship is a determination based on an individualized assessment of current circumstances that shows that the provision of a specific accommodation would cause significant difficulty or expense to the district. (29 CFR 1630.2)

Request for Reasonable Accommodation

When requesting reasonable accommodation, an employee or his/her representative shall inform the employee's supervisor that he/she needs a change at work for a reason related to a medical condition. The supervisor shall inform the coordinator of the employee's request as soon as practicable.

When requesting reasonable accommodation for the hiring process, a job applicant shall inform the coordinator that he/she will need a reasonable accommodation during the process.

When the disability or the need for accommodation is not obvious, the coordinator may ask the employee to supply reasonable documentation about his/her disability. In requesting this documentation, the coordinator shall specify the types of information that are being sought about the employee's condition, the employee's functional limitations, and the need for reasonable accommodation. The employee may be asked to sign a limited release allowing the coordinator to submit a list of specific questions to his/her health care or vocational professional.

AR 4032(c)

If the documentation submitted by the employee does not indicate the existence of a qualifying disability or explain the need for reasonable accommodation, the coordinator shall request additional documentation that specifies the missing information. If the employee does not submit such additional documentation in a timely manner, the coordinator may require him/her to submit to an examination by a health care professional selected and paid for by the district.

The district may make a medical or psychological inquiry of a job applicant or require him/her to submit to a medical or psychological examination after he/she has been given a conditional offer of employment but before the commencement of his/her job duties, provided the inquiry or examination is job-related, consistent with business necessity, and required for all incoming employees in the same job classification. (Government Code 12940)

The coordinator shall not request any job applicant's or employee's genetic information except as authorized by law. (42 USC 2000ff-1, 2000ff-5)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

In accordance with law, the coordinator shall take steps to ensure the confidentiality of information related to medical conditions or history. As applicable, he/she shall notify the supervisor or manager of the qualified individual of any reasonable accommodation granted the individual and may notify first aid and safety personnel when the disability of the qualified individual may require emergency treatment. (42 USC 12112)

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

Granting Reasonable Accommodation

Upon receiving a request for reasonable accommodation from a qualified individual with a disability, the coordinator shall:

1. Determine the essential functions of the job involved
2. Engage in an informal, interactive process with the individual to review the request for accommodation, identify the precise limitations resulting from the disability, identify potential accommodations, and assess their effectiveness
3. Develop a plan for reasonable accommodation which will enable the individual to perform the essential functions of the job or gain equal access to a benefit or privilege of employment without imposing undue hardship on the district

A determination of undue hardship should be based on several factors, including: (29 CFR 1630.2)

AR 4032(d)

- a. The nature and net cost of the accommodation needed, taking into consideration the availability of tax credits and deductions and/or outside funding
- b. The overall financial resources of the facility making the accommodation, the number of persons employed at this facility, and the effect on expenses and resources of the facility
- c. The overall financial resources, number of employees, and the number, type, and location of facilities of the district
- d. The type of operation of the district, including the composition, structure, and functions of the workforce and the geographic separateness and administrative or fiscal relationship of the facility making the accommodation to other district facilities
- e. The impact of the accommodation on the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facility's ability to conduct business

The coordinator may confer with the site administrator, any medical advisor chosen by the district, and/or other district staff before making a final decision as to the accommodation.

Appeal Process

Any qualified individual with a disability who is not satisfied with the decision of the coordinator may appeal in writing to the Superintendent or designee. This appeal shall be made within 10 working days of receiving the decision and shall include:

1. A clear, concise statement of the reasons for the appeal
2. A statement of the specific remedy sought

The Superintendent or designee shall consult with the coordinator and review the appeal, together with any available supporting documents. The Superintendent or designee shall give the individual his/her decision within 15 working days of receiving the appeal.

Any further appeal for reasonable accommodation shall be considered a complaint concerning discrimination in employment and may be taken to the Board of Education in accordance with the district's procedure for such complaints.

Legal Reference:

CIVIL CODE

51 Unruh Civil Rights Act

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

UNITED STATES CODE, TITLE 29

701-794e Vocational Rehabilitation Act

UNITED STATES CODE, TITLE 42

2000ff-1-2000ff-11 Genetic Information Nondiscrimination Act of 2008

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act, especially:

35.107 Designation of employee

36.101-36.608 Nondiscrimination on the basis of disability by public facilities

CODE OF FEDERAL REGULATIONS, TITLE 29

1630.2 Definitions

COURT DECISIONS

A.M. v. Albertsons, LLC, (2009) Cal.App.4th 455

Colmenares v. Braemar Country Club, Inc., (2003) 29 Cal.4th 1019

Chevron USA v. Echazabal, (2002) 536 U.S. 73, 122 S.Ct. 2045

US Airways, Inc. v. Barnett, (2002) 535 U.S. 391, 122 S.Ct. 1516

Management Resources:

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002

WEB SITES

Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr>

Personnel

AR 4112.62(a)

4212.62

Maintenance of Criminal Offender Records

4312.62

The Superintendent or designee shall ensure that criminal record background checks on employees or prospective employees are conducted through the Department of Justice (DOJ) and that any Criminal Offender Record Information (CORI) received is maintained in accordance with law.

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

(cf. 4212.5 - Criminal Record Check)

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

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

Any unauthorized release or reproduction of any criminal offender record or other violation of this administrative regulation may result in suspension, dismissal, and/or criminal or civil legal action.

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

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

Custodian of Records

The Superintendent shall designate an employee as custodian of records. Beginning July 1, 2011, any employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

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

The custodian of records shall be responsible for the security, storage, dissemination, and destruction of all CORI furnished to the district. He/she also shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

AR 4112.62(b)
4212.62
4312.62

By March 1, 2012, and by March 1 of every year thereafter, the Superintendent or designee shall notify the DOJ of the district's designated custodian of records. In addition, the Superintendent or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

Interagency Agreements

The district shall submit an interagency agreement to the DOJ to establish authorization to submit and receive CORI on behalf of all participating districts. (Education Code 44830.2, 45125.01)

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

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

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

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

Legal Reference:

See next page

AR 4112.62(c)
4212.62
4312.62

Legal Reference:

EDUCATION CODE

44332 Temporary certificate
44332.6 Criminal record check, county board of education
44346.1 Applicants for credential, conviction of a violent or serious felony
44830.1 Certificated employees, conviction of a violent or serious felony
44830.2 Interagency agreements
45122.1 Classified employees, conviction of a violent or serious felony
45125 Use of personal identification cards to ascertain conviction of crime
45125.01 Interagency agreements
45125.5 Automated records check
45126 Duty of Department of Justice to furnish information
49024 Activity Supervisor Clearance Certificates

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms
1192.7 Plea bargaining limitation
11075-11081 Criminal record dissemination
11102.2 Criminal records: custodian
11105 State criminal history information; furnishing to authorized persons
11105.3 Record of conviction involving sex crimes, drug crimes or crimes of violence; availability to employer for applicants for positions with supervisory or disciplinary power over minors
11140-11144 Furnishing of state criminal history information
13300-13305 Local summary criminal history information

CODE OF REGULATIONS, TITLE 11

701-708 Criminal offender record information

Management Resources:

WEB SITES

Office of the Attorney General, Department of Justice, Background Checks:

<http://www.ag.ca.gov/fingerprints>

Personnel

E 4112.62

4212.62

Maintenance Of Criminal Offender Records

4312.62

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

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

Penal Code 11142 and 13300 state:

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

Civil Code 1798.53, Invasion of Privacy, states:

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

CIVIL, CRIMINAL, AND ADMINISTRATIVE PENALTIES:

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

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

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

Signature _____ Date _____

Printed Name _____ Title _____

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

Exhibit
Approved: May 18, 2011 (CSBA 7/10)

SMJUHS
Santa Maria CA

**REGULAR MEETING
MAY 18, 2011**

APPENDIX E

**Public Disclosure
of
Collective Bargaining Agreement
with Classified Unit**

**Santa Barbara County Education Office
School Business Advisory Services**

**PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449**

Name of School District:	SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
Name of Bargaining Unit:	CALIF SCHOOL EMPLOYEES' ASSN CHAPTER #455
Certificated, Classified, Other:	CLASSIFIED

The proposed agreement covers the period beginning: **July 1, 2010** and ending: **June 30, 2011**
(date) (date)

The Governing Board will act upon this agreement on: **May 18, 2011**
(date)

A. Proposed Change in Compensation

Compensation All Funds - Combined	Annual Cost Prior to Proposed Agreement FY 2010-11	Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for multiyear and overlapping agreements only)		
		Year 1 Increase/(Decrease)	Year 2 Increase/(Decrease)	Year 3 Increase/(Decrease)
		FY 2010-11	FY 2011-12	FY 2012-13
1. Salary Schedule Including Step and Column	\$ 10,020,488	\$ 73,853	\$ -	\$ -
		0.74%	0.00%	0.00%
2. Other Compensation Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ 136,816	\$ -	\$ -	\$ -
		0.00%	0.00%	0.00%
Description of other compensation				
3. Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 2,059,596	\$ 16,387	\$ -	\$ -
		0.796%	0.00%	0.00%
4. Health/Welfare Plans	\$ 1,066,722	\$ -	\$ -	\$ -
		0.00%	0.00%	0.00%
5. Total Compensation Add Items 1 through 4 to equal 5	\$ 13,283,622	\$ 90,240	\$ -	\$ -
		0.679%	0.00%	0.00%
6. Total Number of Represented Employees (Use FTEs if appropriate)	261.70			
7. Total Compensation <u>Average</u> Cost per Employee	\$ 50,759	\$ 345	\$ -	\$ -
		0.679%	0.00%	0.00%

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
CALIF SCHOOL EMPLOYEES' ASSN CHAPTER #455

8. What was the negotiated percentage increase? For example, if the increase in "Year 1" was for less than a year, what is the annualized percentage of that increase for "Year 1"?

The increase is a one-time payment totaling \$90,240. The payment will be computed as 0.72% of unit members regular base pay, and will be paid in June 2011. The payment represents a one-time off-schedule payment in lieu of retirement contribution.

9. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

No

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

See attached - Memorandum of Understanding from April 15, 2011. The item will take effect upon ratification by the unit and approval by the District's Board. Ratification vote is scheduled for May 17, 2011.

11. Does this bargaining unit have a negotiated cap for Health and Welfare Yes No

If yes, please describe the cap amount.

District cost/year for full 1.0 FTE capped as follows: Single \$4,452; Two Party \$6,612; Family \$7,452.

B. Proposed negotiated changes in noncompensation items (e.g., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

None

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (e.g., counselors, librarians, custodial staff, etc.)

None

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
CALIF SCHOOL EMPLOYEES' ASSN CHAPTER #455

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

None

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

None

F. Source of Funding for Proposed Agreement:

1. Current Year

Federal JOBS revenues.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?

Agreement is only for this year, is not ongoing.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

N/A

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: CALIF SCHOOL EMPLOYEES' ASSN CHAPTER #455

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 06/23/2010)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources	8010-8099	\$ 42,299,235	\$ -	\$ 42,299,235
Federal Revenue	8100-8299	\$ 4,800	\$ -	\$ 4,800
Other State Revenue	8300-8599	\$ 5,014,794	\$ -	\$ 5,014,794
Other Local Revenue	8600-8799	\$ 406,303	\$ -	\$ 406,303
TOTAL REVENUES		\$ 47,725,132	\$ -	\$ 47,725,132
EXPENDITURES				
Certificated Salaries	1000-1999	\$ 22,618,310	\$ -	\$ 22,618,310
Classified Salaries	2000-2999	\$ 7,658,991	\$ -	\$ 7,658,991
Employee Benefits	3000-3999	\$ 8,823,238	\$ -	\$ 8,823,238
Books and Supplies	4000-4999	\$ 2,527,071	\$ -	\$ 2,527,071
Services, Other Operating Expenses	5000-5999	\$ 2,912,887	\$ -	\$ 2,912,887
Capital Outlay	6000-6999	\$ 58,000	\$ -	\$ 58,000
Other Outgo	7100-7299 7400-7499	\$ 57,173	\$ -	\$ 57,173
Indirect/Direct Support Costs	7300-7399	\$ (1,004,181)	\$ -	\$ (1,004,181)
TOTAL EXPENDITURES		\$ 43,651,489	\$ -	\$ 43,651,489
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	\$ 231,280	\$ -	\$ 231,280
Transfers Out and Other Uses	7600-7699	\$ 211,180	\$ -	\$ 211,180
Contributions	8980-8999	\$ (4,650,753)	\$ -	\$ (4,650,753)
OPERATING SURPLUS (DEFICIT)*		\$ (557,010)	\$ -	\$ (557,010)
BEGINNING FUND BALANCE				
Prior-Year Adjustments/Restatements	9791 9793/9795	\$ 7,831,952 -		\$ 7,831,952 -
ENDING FUND BALANCE		\$ 7,274,942	\$ -	\$ 7,274,942
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts	9711-9730	\$ 141,788	\$ -	\$ 141,788
Reserved for Economic Uncertainties	9770	\$ 1,954,601	\$ 2,707	\$ 1,957,360
Designated Amounts	9775-9780	\$ 27,714	\$ -	\$ 27,714
Undesignated/Unappropriated Amount	9790	\$ 5,150,839	\$ (2,707)	\$ 5,148,080

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: CALIF SCHOOL EMPLOYEES' ASSN CHAPTER #455

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 06/23/2010)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources 8010-8099	\$ 2,218,944		\$ -	\$ 2,218,944
Federal Revenue 8100-8299	\$ 8,902,800			\$ 8,902,800
Other State Revenue 8300-8599	\$ 4,288,098		\$ -	\$ 4,288,098
Other Local Revenue 8600-8799	\$ 817,460		\$ -	\$ 817,460
TOTAL REVENUES	\$ 16,227,302		\$ -	\$ 16,227,302
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 6,154,470			\$ 6,154,470
Classified Salaries 2000-2999	\$ 3,546,110	\$ 73,853	\$ 1,406	\$ 3,621,369
Employee Benefits 3000-3999	\$ 2,870,358	\$ 16,387	\$ 311	\$ 2,887,056
Books and Supplies 4000-4999	\$ 3,811,318		\$ -	\$ 3,811,318
Services, Other Operating Expenses 5000-5999	\$ 3,614,107		\$ -	\$ 3,614,107
Capital Outlay 6000-6999	\$ 404,432		\$ -	\$ 404,432
Other Outgo 7100-7299 7400-7499			\$ -	\$ -
Indirect/Direct Support Costs 7300-7399	\$ 889,846		\$ -	\$ 889,846
TOTAL EXPENDITURES	\$ 21,290,641	\$ 90,240	\$ 1,717	\$ 21,382,598
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -	\$ -
Contributions 8980-8999	\$ 4,650,753		\$ -	\$ 4,650,753
OPERATING SURPLUS (DEFICIT)*	\$ (412,586)	\$ (90,240)	\$ (1,717)	\$ (504,543)
BEGINNING FUND BALANCE				
9791	\$ 3,795,162			\$ 3,795,162
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 3,382,576	\$ (90,240)	\$ (1,717)	\$ 3,290,619
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts 9712-9740	\$ -	\$ -	\$ -	\$ -
Reserved for Economic Uncertainties 9770	\$ -	\$ -	\$ -	\$ -
Designated Amounts 9775-9780	\$ 3,382,576	\$ (90,240)	\$ (1,717)	\$ 3,290,619
Undesignated/Unappropriated Amount 9790	\$ -	\$ -	\$ -	\$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: CALIF SCHOOL EMPLOYEES' ASSN CHAPTER #455

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of 06/23/2010)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources 8010-8099	\$ 44,518,179		\$ -	\$ 44,518,179
Federal Revenue 8100-8299	\$ 8,907,600		\$ -	\$ 8,907,600
Other State Revenue 8300-8599	\$ 9,302,892		\$ -	\$ 9,302,892
Other Local Revenue 8600-8799	\$ 1,223,763		\$ -	\$ 1,223,763
TOTAL REVENUES	\$ 63,952,434		\$ -	\$ 63,952,434
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 28,772,780	\$ -	\$ -	\$ 28,772,780
Classified Salaries 2000-2999	\$ 11,205,101	\$ 73,853	\$ 1,406	\$ 11,280,360
Employee Benefits 3000-3999	\$ 11,693,596	\$ 16,387	\$ 311	\$ 11,710,294
Books and Supplies 4000-4999	\$ 6,338,389		\$ -	\$ 6,338,389
Services, Other Operating Expenses 5000-5999	\$ 6,526,994		\$ -	\$ 6,526,994
Capital Outlay 6000-6999	\$ 462,432		\$ -	\$ 462,432
Other Outgo 7100-7299 7400-7499	\$ 57,173		\$ -	\$ 57,173
Indirect/Direct Support Costs 7300-7399	\$ (114,335)		\$ -	\$ (114,335)
TOTAL EXPENDITURES	\$ 64,942,130	\$ 90,240	\$ 1,717	\$ 65,034,087
OTHER FINANCING SOURCES/USES				
Transfer In and Other Sources 8900-8979	\$ 231,280	\$ -	\$ -	\$ 231,280
Transfers Out and Other Uses 7600-7699	\$ 211,180	\$ -	\$ -	\$ 211,180
Contributions 8980-8999	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ (969,596)	\$ (90,240)	\$ (1,717)	\$ (1,061,553)
BEGINNING FUND BALANCE				
9791	\$ 11,627,114			\$ 11,627,114
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 10,657,518	\$ (90,240)	\$ (1,717)	\$ 10,565,561
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts 9711-9740	\$ 141,788	\$ -	\$ -	\$ 141,788
Reserved for Economic Uncertainties 9770	\$ 1,954,601	\$ 2,707	\$ 52	\$ 1,957,360
Designated Amounts 9775-9780	\$ 3,410,290	\$ (90,240)	\$ (1,717)	\$ 3,318,333
Undesignated/Unappropriated Amount 9790	\$ 5,150,839	\$ (2,707)	\$ (52)	\$ 5,148,080

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

K. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of the Santa Maria Joint Union High School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1, 2010 to June 30, 2011.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:

Revenues/Other Financing Sources
 Expenditures/Other Financing Uses
 Ending Balance(s) Increase/(Decrease)

	Budget Adjustment Increase/(Decrease)
\$	-
\$	91,957
\$	(91,957)

Subsequent Years

Budget Adjustment Categories:

Revenues/Other Financing Sources
 Expenditures/Other Financing Uses
 Ending Balance(s) Increase/(Decrease)

	Budget Adjustment Increase/(Decrease)
\$	-
\$	-
\$	-

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

I hereby certify I am unable to certify

**District Superintendent
 (Signature)**

Date

I hereby certify I am unable to certify

**Chief Business Official
 (Signature)**

Date

Special Note: The Santa Barbara County Education Office may request additional information, as necessary, to review the district's compliance with requirements.

L. CERTIFICATION NO. 2: GOVERNING BOARD'S APPROVAL OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the President or Clerk of the district's Governing Board at the time of formal board action on the proposed agreement.

In accordance with the requirements of AB 1200 and Government Code Section 3547.5, the information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for approval.

After public disclosure of the major provisions contained in this summary, the Governing Board of the Santa Maria Joint Union High School District, at its meeting on May 18, 2011, took action to approve the proposed agreement with the Calif School Employees' Assn Chapter #455 Bargaining Unit.

President (or Clerk), Governing Board
(Signature)

Brenda Hoff

Contact Person

Date

805-922-4573 x4403

Phone

Special Note: The Santa Barbara County Education Office may request additional information, as necessary, to review the district's compliance with requirements.

**REGULAR MEETING
MAY 18, 2011**

APPENDIX F

**Public Disclosure
of
Collective Bargaining Agreement
with Confidential Unit**

**Santa Barbara County Education Office
School Business Advisory Services**

**PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449**

Name of School District:	SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
Name of Bargaining Unit:	CONFIDENTIAL
Certificated, Classified, Other:	Other

The proposed agreement covers the period beginning: July 1, 2010 and ending: June 30, 2011
(date) (date)

The Governing Board will act upon this agreement on: May 18, 2011
(date)

A. Proposed Change in Compensation

Compensation All Funds - Combined	Annual Cost Prior to Proposed Agreement FY 2010-11	Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for multiyear and overlapping agreements only)		
		Year 1 Increase/(Decrease)	Year 2 Increase/(Decrease)	Year 3 Increase/(Decrease)
		FY 2010-11	FY 2011-12	FY 2012-13
1. Salary Schedule Including Step and Column	\$ 194,034	\$ 1,406	\$ -	\$ -
		0.72%	0.00%	0.00%
2. Other Compensation Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ -	\$ -	\$ -	\$ -
Description of other compensation				
3. Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 43,052	\$ 311	\$ -	\$ -
		0.722%	0.00%	0.00%
4. Health/Welfare Plans	\$ 14,040	\$ -	\$ -	\$ -
		0.00%	0.00%	0.00%
5. Total Compensation Add Items 1 through 4 to equal 5	\$ 251,126	\$ 1,717	\$ -	\$ -
		0.684%	0.00%	0.00%
6. Total Number of Represented Employees (Use FTEs if appropriate)	3.00			
7. Total Compensation <u>Average</u> Cost per Employee	\$ 83,709	\$ 572	\$ -	\$ -
		0.684%	0.00%	0.00%

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

CONFIDENTIAL

8. What was the negotiated percentage increase? For example, if the increase in "Year 1" was for less than a year, what is the annualized percentage of that increase for "Year 1"?

The increase is a one-time payment totaling \$1717. The payment will be computed as 0.72% of Confidential employees' regular base pay, and will be paid in June 2011. The payment represents a one-time off-schedule payment in lieu of retirement contribution.

9. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

No

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

11. Does this bargaining unit have a negotiated cap for Health and Welfare Yes No

If yes, please describe the cap amount.

District cost/year for full 1.0 FTE capped as follows: Single \$4,164; Two Party \$5,928; Family \$6,588.

B. Proposed negotiated changes in noncompensation items (e.g., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

None

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (e.g., counselors, librarians, custodial staff, etc.)

None

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

None

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

None

F. Source of Funding for Proposed Agreement:

1. Current Year

Federal JOBS revenues.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?

Agreement is only for this year, is not ongoing.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

N/A

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit:

CONFIDENTIAL

		Column 1	Column 2	Column 3	Column 4
Object Code		Latest Board- Approved Budget Before Settlement (As of 06/23/2010)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES					
Revenue Limit Sources	8010-8099	\$ 42,299,235		\$ -	\$ 42,299,235
Federal Revenue	8100-8299	\$ 4,800		\$ -	\$ 4,800
Other State Revenue	8300-8599	\$ 5,014,794		\$ -	\$ 5,014,794
Other Local Revenue	8600-8799	\$ 406,303		\$ -	\$ 406,303
TOTAL REVENUES		\$ 47,725,132		\$ -	\$ 47,725,132
EXPENDITURES					
Certificated Salaries	1000-1999	\$ 22,618,310	\$ -	\$ -	\$ 22,618,310
Classified Salaries	2000-2999	\$ 7,658,991	\$ -	\$ -	\$ 7,658,991
Employee Benefits	3000-3999	\$ 8,823,238	\$ -	\$ -	\$ 8,823,238
Books and Supplies	4000-4999	\$ 2,527,071		\$ -	\$ 2,527,071
Services, Other Operating Expenses	5000-5999	\$ 2,912,887		\$ -	\$ 2,912,887
Capital Outlay	6000-6999	\$ 58,000		\$ -	\$ 58,000
Other Outgo	7100-7299 7400-7499	\$ 57,173		\$ -	\$ 57,173
Indirect/Direct Support Costs	7300-7399	\$ (1,004,181)		\$ -	\$ (1,004,181)
TOTAL EXPENDITURES		\$ 43,651,489	\$ -	\$ -	\$ 43,651,489
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	\$ 231,280	\$ -	\$ -	\$ 231,280
Transfers Out and Other Uses	7600-7699	\$ 211,180	\$ -	\$ -	\$ 211,180
Contributions	8980-8999	\$ (4,650,753)		\$ -	\$ (4,650,753)
OPERATING SURPLUS (DEFICIT)*		\$ (557,010)	\$ -	\$ -	\$ (557,010)
BEGINNING FUND BALANCE					
Prior-Year Adjustments/Restatements	9791 9793/9795	\$ 7,831,952 -			\$ 7,831,952 -
ENDING FUND BALANCE		\$ 7,274,942	\$ -	\$ -	\$ 7,274,942
COMPONENTS OF ENDING BALANCE:					
Reserved Amounts	9711-9730	\$ 141,788	\$ -	\$ -	\$ 141,788
Reserved for Economic Uncertainties	9770	\$ 1,954,601	\$ 52	\$ 2,707	\$ 1,957,360
Designated Amounts	9775-9780	\$ 27,714	\$ -	\$ -	\$ 27,714
Undesignated/Unappropriated Amount	9790	\$ 5,150,839	\$ (52)	\$ (2,707)	\$ 5,148,080

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit:

CONFIDENTIAL

Object Code		Column 1	Column 2	Column 3	Column 4
		Latest Board- Approved Budget Before Settlement (As of 06/23/2010)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES					
Revenue Limit Sources	8010-8099	\$ 2,218,944		\$ -	\$ 2,218,944
Federal Revenue	8100-8299	\$ 8,902,800		\$ -	\$ 8,902,800
Other State Revenue	8300-8599	\$ 4,288,098		\$ -	\$ 4,288,098
Other Local Revenue	8600-8799	\$ 817,460		\$ -	\$ 817,460
TOTAL REVENUES		\$ 16,227,302		\$ -	\$ 16,227,302
EXPENDITURES					
Certificated Salaries	1000-1999	\$ 6,154,470	\$ -	\$ -	\$ 6,154,470
Classified Salaries	2000-2999	\$ 3,546,110	\$ 1,406	\$ 73,853	\$ 3,621,369
Employee Benefits	3000-3999	\$ 2,870,358	\$ 311	\$ 16,387	\$ 2,887,056
Books and Supplies	4000-4999	\$ 3,811,318		\$ -	\$ 3,811,318
Services, Other Operating Expenses	5000-5999	\$ 3,614,107		\$ -	\$ 3,614,107
Capital Outlay	6000-6999	\$ 404,432		\$ -	\$ 404,432
Other Outgo	7100-7299 7400-7499	\$ -		\$ -	\$ -
Indirect/Direct Support Costs	7300-7399	\$ 889,846		\$ -	\$ 889,846
TOTAL EXPENDITURES		\$ 21,290,641	\$ 1,717	\$ 90,240	\$ 21,382,598
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses	7600-7699	\$ -	\$ -	\$ -	\$ -
Contributions	8980-8999	\$ 4,650,753	\$ -	\$ -	\$ 4,650,753
OPERATING SURPLUS (DEFICIT)*		\$ (412,586)	\$ (1,717)	\$ (90,240)	\$ (504,543)
BEGINNING FUND BALANCE					
Prior-Year Adjustments/Restatements	9791 9793/9795	\$ 3,795,162			\$ 3,795,162
		\$ -			\$ -
ENDING FUND BALANCE		\$ 3,382,576	\$ (1,717)	\$ (90,240)	\$ 3,290,619
COMPONENTS OF ENDING BALANCE:					
Reserved Amounts	9712-9740	\$ -	\$ -	\$ -	\$ -
Reserved for Economic Uncertainties	9770	\$ -	\$ -	\$ -	\$ -
Designated Amounts	9775-9780	\$ 3,382,576	\$ (1,717)	\$ (90,240)	\$ 3,290,619
Undesignated/Unappropriated Amount	9790	\$ -	\$ -	\$ -	\$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit:

CONFIDENTIAL

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 06/23/2010)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources	8010-8099	\$ 44,518,179	\$ -	\$ 44,518,179
Federal Revenue	8100-8299	\$ 8,907,600	\$ -	\$ 8,907,600
Other State Revenue	8300-8599	\$ 9,302,892	\$ -	\$ 9,302,892
Other Local Revenue	8600-8799	\$ 1,223,763	\$ -	\$ 1,223,763
TOTAL REVENUES		\$ 63,952,434	\$ -	\$ 63,952,434
EXPENDITURES				
Certificated Salaries	1000-1999	\$ 28,772,780	\$ -	\$ 28,772,780
Classified Salaries	2000-2999	\$ 11,205,101	\$ 1,406	\$ 11,280,360
Employee Benefits	3000-3999	\$ 11,693,596	\$ 311	\$ 11,710,294
Books and Supplies	4000-4999	\$ 6,338,389	\$ -	\$ 6,338,389
Services, Other Operating Expenses	5000-5999	\$ 6,526,994	\$ -	\$ 6,526,994
Capital Outlay	6000-6999	\$ 462,432	\$ -	\$ 462,432
Other Outgo	7100-7299 7400-7499	\$ 57,173	\$ -	\$ 57,173
Indirect/Direct Support Costs	7300-7399	\$ (114,335)	\$ -	\$ (114,335)
TOTAL EXPENDITURES		\$ 64,942,130	\$ 1,717	\$ 65,034,087
OTHER FINANCING SOURCES/USES				
Transfer In and Other Sources	8900-8979	\$ 231,280	\$ -	\$ 231,280
Transfers Out and Other Uses	7600-7699	\$ 211,180	\$ -	\$ 211,180
Contributions	8980-8999	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*		\$ (969,596)	\$ (1,717)	\$ (90,240)
BEGINNING FUND BALANCE				
Prior-Year Adjustments/Restatements	9791 9793/9795	\$ 11,627,114 -		\$ 11,627,114 -
ENDING FUND BALANCE		\$ 10,657,518	\$ (1,717)	\$ 10,565,561
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts	9711-9740	\$ 141,788	\$ -	\$ 141,788
Reserved for Economic Uncertainties	9770	\$ 1,954,601	\$ 52	\$ 1,957,360
Designated Amounts	9775-9780	\$ 3,410,290	\$ (1,717)	\$ 3,318,333
Undesignated/Unappropriated Amount	9790	\$ 5,150,839	\$ (52)	\$ 5,148,080

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

K. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of the Santa Maria Joint Union High School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1, 2010 to June 30, 2011.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:

Revenues/Other Financing Sources
 Expenditures/Other Financing Uses
 Ending Balance(s) Increase/(Decrease)

	Budget Adjustment Increase/(Decrease)
\$	-
\$	91,957
\$	(91,957)

Subsequent Years

Budget Adjustment Categories:

Revenues/Other Financing Sources
 Expenditures/Other Financing Uses
 Ending Balance(s) Increase/(Decrease)

	Budget Adjustment Increase/(Decrease)
\$	-

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

I hereby certify I am unable to certify

**District Superintendent
 (Signature)**

Date

I hereby certify I am unable to certify

**Chief Business Official
 (Signature)**

Date

Special Note: The Santa Barbara County Education Office may request additional information, as necessary, to review the district's compliance with requirements.

L. CERTIFICATION NO. 2: GOVERNING BOARD'S APPROVAL OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the President or Clerk of the district's Governing Board at the time of formal board action on the proposed agreement.

In accordance with the requirements of AB 1200 and Government Code Section 3547.5, the information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for approval.

After public disclosure of the major provisions contained in this summary, the Governing Board of the Santa Maria Joint Union High School District, at its meeting on May 18, 2011, took action to approve the proposed agreement with the Confidential employees.

**President (or Clerk), Governing Board
(Signature)**

Brenda Hoff

Contact Person

Date

805-922-4573 x4403

Phone

Special Note: The Santa Barbara County Education Office may request additional information, as necessary, to review the district's compliance with requirements.