

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

BOARD OF EDUCATION

CSBA Professional Governance Standards

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

THE BOARD

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

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

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

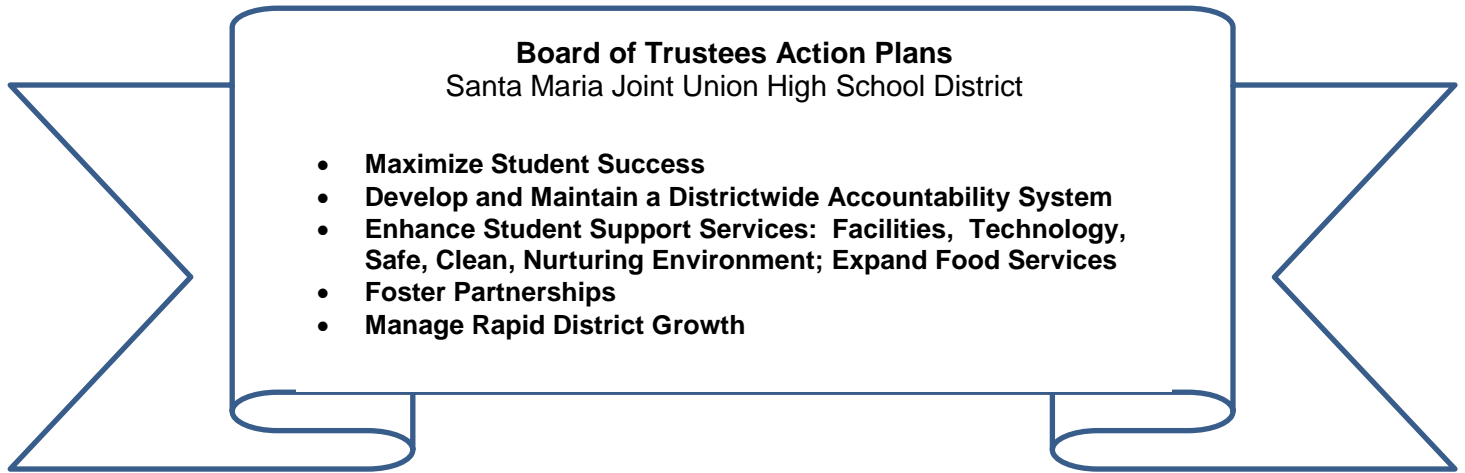
THE INDIVIDUAL TRUSTEE

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

To be effective, an individual trustee:

- Keeps learning and achievement for *all* students as the primary focus.
- Values, supports and advocates for public education.
- Recognizes and respects differences of perspective and style on the board and among staff, students, parents and the community.
- Acts with dignity, and understands the implications of demeanor and behavior.
- Keeps confidential matters confidential.
- Participates in professional development and commits the time and energy necessary to be an informed and effective leader.
- Understands the distinctions between board and staff roles, and refrains from performing management functions that are the responsibility of the superintendent and staff.

- Understands that authority rests with the board as a whole and not with individuals.



RESPONSIBILITIES OF THE BOARD

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

Effective boards:

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

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

Regular Meeting

August 1, 2017

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

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

*The Santa Maria Joint Union High School District mission is,
“We prepare all learners to become productive citizens and college/career ready by
providing challenging learning experiences and establishing high expectations for achievement.”*

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

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

I. OPEN SESSION

A. Call to Order

II. ADJOURN TO CLOSED SESSION

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

- A. Certificated and Classified Personnel Actions** – Government Code Section 54957. The Board will be asked to review and approve hiring, transfers, promotions, evaluations, terminations, and resignations as reported by the Assistant Superintendent, Human Resources. **Appendix A**
- B. Conference with Labor Negotiators** - The Board will be provided a review of negotiations with the Faculty Association (California Teachers Association) and the California School Employees Association (CSEA).
- C. Student Matters** – Education Code Sections 35146 & 48918. The Board will review proposed expulsions/suspended expulsion(s) and/or and requests for re-admission. NOTE: The education code requires closed sessions in these cases to prevent disclosure of confidential student record information.
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III. RECONVENE IN OPEN SESSION

- A. Call to Order
-

IV. ANNOUNCE CLOSED SESSION ACTIONS – Dr. Richardson

V. PRESENTATIONS

- A. Athletic Director Presentation
-

VI. REPORTS

- A. Superintendent’s Report
 - B. Board Member Reports
-

VII. ITEMS SCHEDULED FOR ACTION

- A. General

- 1. **Board Policies – First Reading – Information Only/No Action Needed**

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

BP/AR 1312.3	Uniform Complaint Procedures Policy and regulation updated to reflect NEW LAW (AB 2306, 2016) which authorizes the use of uniform complaint procedures for complaints alleging noncompliance with requirements related to course credit transfer and exemption from local graduation requirements for former juvenile court school students. Regulation also references NEW LAW (SB 1375, 2016) which requires districts, on or before July 1, 2017, to post information relating to Title IX, including specified information about complaint procedures, on their web sites.
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Resource Person: Mark Richardson, Superintendent

2. Approval of Tentative Agreement for Classified Bargaining Unit of new bargaining unit job description – Appendix C

The District and the California School Employees Association (CSEA) have reached a tentative agreement for a new bargaining unit job description. The Tentative Agreement dated June 28, 2017 will take effect upon approval by both parties. (see Appendix C)

Resource Person: Joni McDonald, Human Resources Manager

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

Moved _____ Second _____ Vote _____

3. Approval of Tentative Agreement for Classified Bargaining Unit, Re-classification Recommendations and Job Description Creation and/or Modification – Appendix D

The District and the California School Employees Association (CSEA) have reached a tentative agreement for the reclassification recommendations and the creation and/or modification of corresponding job descriptions. The Tentative Agreement dated June 28, 2017 will take effect July 1, 2017 pending approval by both parties. (see Appendix D)

Resource Person: Joni McDonald, Human Resources Manager

*** **IT IS RECOMMENDED THAT** the Board of Education approve the Tentative Agreement with the Classified Bargaining Unit as presented for the reclassification recommendations and the creation and/or modification of corresponding job descriptions.

Moved _____ Second _____ Vote _____

B. INSTRUCTION

1. Quarterly Report on Williams Uniform Complaints

Pursuant to Education Code Section 35186, the governing board of a school district must conduct a public hearing to report the quarterly report that was submitted in July 2017 on the Williams Uniform Complaints for the months of April – June 2017. Each school site has reported that there have been no complaints in the general subject areas of Textbooks

and Instructional Materials, Teacher Vacancy or Misassignments, Facilities Conditions or Valenzuela/CAHSEE Intensive Instruction and Services.

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

A PUBLIC HEARING IS REQUIRED:

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

*** **IT IS RECOMMENDED THAT** the Board of Education approve the Quarterly Report as submitted.

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

C. BUSINESS

1. 2017-2018 Budget Revisions – Appendix E

Education Code Section 42127 (i) (4) specifies that within 45 days of the State Adopted Budget, the district shall make available for public review any revision in revenues and expenditures, and the Governing Board take action for approval.

On June 27, 2017, Governor Brown signed into law the State’s 2017-2018 budget. Items in the final budget included a decrease in Local Control Funding due to a decrease in GAP Funding percentage, an increase for discretionary funding, and an increase in Lottery Funding.

Additional details of the proposed revisions for the District are presented as Appendix E.

Resource Person: Brenda Hoff, Fiscal Services Director

*** **IT IS RECOMMENDED THAT** the Board of Education approve the revision to the 2017-2018 Budget as shown in Appendix E.

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

VIII. CONSENT ITEMS

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

All items listed are considered to be routine and may be enacted by approval of a single roll call vote. There will be no separate discussion of these items; however, any item may be removed from the consent agenda upon request of any member of the board and acted upon separately.

Moved _____ Second _____

A Roll Call Vote is Required:

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

A. Approval of Minutes

Regular Board Meeting – June 13, 2017
 Regular Board Meeting – June 20, 2017

B. Approval of Warrants for the Month of June

Payroll	\$ 6,929,547.56
Warrants	<u>4,542,773.52</u>
Total	<u>\$11,472,321.08</u>

C. Attendance Report

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

D. Facility Report – **Appendix B**

E. Student Matters – Education Code Sections 35146 & 48918

Administrative Recommendation for student re-admission from expulsion:
 343029, 343702

F. Safe School Plans

The Safe School Plans are site plans which must be Board approved. The duration of the plans is from July 1, 2017 to June 30, 2018. School Plans are to be updated annually and are available for review at the District Office.

G. Santa Barbara County Education Office Regional Occupational Program (ROP) Memorandum of Understanding

Approval of a two-year agreement, effective July 1, 2017 between SBCEO and SMJUHS for the ROP/CTE Program. The cost is \$190,000 a year funded by CTEIG Grant.

H. Authorization to Utilize Region 4 ESC/National IPA – BSN Sports, LLC Agreement for District-wide Purchases of Athletic and Physical Education Supplies and Team Uniforms for the length of the Contract through September 30, 2019

Section 10299 of the Public Contract Code provides an alternative for obtaining supplies, furniture, and equipment, whereby notwithstanding Section 20111 and 20112 of the Public Contract Code, “school districts may, without competitive bidding, utilize contracts, master agreements, multiple award schedules...established by the department [DGS] for the acquisition of information technology, goods, and services.” Section 10299 further authorizes state and local agencies to “contract with suppliers awarded the contracts without further competitive bidding.” The district administration recommends that district-wide purchases of athletic and physical education supplies and team uniforms be made utilizing the provisions of the Public Contract Code that allow purchasing from National IPA Contract – BSN Sports, LLC through September 30, 2019.

I. Provisional Internship Permit Request

The California Commission on Teacher Credentialing requires public notice when the district intends to employ a teacher on the basis of a Provisional Intern Permit. The district has made a diligent search for fully qualified and/or competent teachers.

Tyler Dickinson is applying for the Provisional Intern Permit in order to teach Agriculture at Pioneer Valley High School, in grades 9 through 12. Mr. Dickinson is currently enrolled in a credential program and intends to become a fully credentialed Agriculture teacher and continue his employment with the Santa Maria Joint Union High School District. This permit will be applicable for the 2017-18 school year.

REGULAR MEETING August 1, 2017

J. Out of State Travel

Place/Person	Dates	Funding
International Network for Public Schools in New York City/6 Staff Participants	Aug. 23 – 26, 2017	LCAP 7.1

K. Purchase Orders

PO #	Vendor	Amount	Description/Funding
BPO18-00422	7-UP / RC Bottling	\$ 60,000.00	Food products / Cafeteria Fund / blanket PO for 2017-18 school year
BPO18-00423	Jordano's	\$ 290,000.00	Food products / Cafeteria Fund / blanket PO for 2017-18 school year
BPO18-00454	Gold Star Foods	\$ 600,000.00	Food products / Cafeteria Fund / blanket PO for 2017-18 school year
PO17-01736	SB County SELPA	\$ 104,594.77	Share of cost Sp Ed Non-public school (NPS) placements 17-18 school year / General Fund Special Ed
PO18-00111	CIO Solutions, LP	\$ 106,165.91	Network switch maintenance renewal / General Fund
PO18-00112	SHI International	\$ 70,367.50	Outside service contract Microsoft & network support / General Fund
PO18-00113	TURNITIN, LLC	\$ 89,900.00	Software for writing, review, editing / General Fund LCAP Goal 4
PO18-00115	Zonar Systems, Inc.	\$ 87,566.10	GPS devices for district buses & vehicles / General Fund M&O equipment needs
PO18-00118	School Innovations & Advocacy	\$ 74,500.00	A2A attendance monitoring General Fund LCAP Goal 6
PO18-00146	Instructure Inc.	\$ 60,000.00	Canvas software Learning Management System (LMS) / General Fund LCAP Goal 5
PO18-00219	Santa Barbara County Ed Office ROP	\$ 190,000.00	MOU supplies-equip-svcs ROP program / General Fund CTEIG grant
PO18-00229	Fighting Back SM Valley	\$ 175,000.00	Foster Youth support services / General Fund LCAP Goal 8

L. Acceptance of Gifts

Delta High School		
<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>
Meta Street Subs (Jersey Mike's)	Delta High School	\$1,593.00
Total Delta High School		<u>\$1,593.00</u>

IX. REPORTS FROM EMPLOYEE ORGANIZATIONS

X. OPEN SESSION PUBLIC COMMENTS

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

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 of the Board of Education will be held September 12, 2017. Closed session begins at 5:30 p.m. Open session begins at 6:30 p.m. The meeting will be held at the District Support Services Center.

XIII. FUTURE REGULAR BOARD MEETINGS FOR 2017

October 10, 2017
November 14, 2017
December 12, 2017

XIV. ADJOURN

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

May 22, 2017 through June 09, 2017

	Eleventh Month 2015-16			Eleventh Month 2016-17			Accumulated 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	1880	1849.42	95.6%	1912	1871.82	95.7%		1880.51		1915.97
Special Education	65	64.92	91.3%	74	75.36	94.9%		68.22		74.04
Independent Study	13	17.33	68.6%	24	13.55	45.7%		12.41		13.68
Independent Study 12+	0	0.00	---	0	0.00	---		0.00		0.00
Independent Study Spec Ed	0	0.00	---	0	0.09	100.0%		0.39		0.19
CTE Program	4	4.75	95.0%	6	4.00	71.0%		5.83		4.55
Home and Hospital-Reg Ed	1	3.17	57.6%	0	4.91	79.4%		1.51		2.69
Home and Hospital-Spec Ed	2	2.75	91.7%	3	2.18	72.7%		2.96		1.96
TOTAL RIGHETTI	1965	1942.34	95.5%	2019	1971.91	95.7%		1971.83		2013.10
SANTA MARIA HIGH										
Regular	2244	2233.33	97.0%	2172	2193.27	96.2%		2319.27		2254.97
Special Education	87	81.08	93.2%	93	85.55	92.1%		78.78		87.89
Independent Study	19	14.58	69.4%	22	25.00	87.9%		20.55		20.44
Independent Study 12+	1	1.00	100.0%	0	0.00	---		1.06		0.00
Independent Study Spec Ed	2	2.00	100.0%	0	0.00	---		0.79		0.00
CTE Program	6	6.17	93.7%	8	7.00	87.5%		6.03		6.07
Home and Hospital-Reg Ed	1	5.83	58.3%	3	11.09	79.2%		7.61		7.23
Home and Hospital-Spec Ed	2	2.00	100.0%	2	1.45	69.6%		0.93		1.34
TOTAL SANTA MARIA	2362	2345.99	95.9%	2300	2323.36	95.6%		2435.02		2377.96
PIONEER VALLEY HIGH										
Regular	2389	2363.92	95.7%	2422	2410.55	96.6%		2427.73		2463.67
Special Education	97	102.50	94.9%	99	92.82	93.7%		103.86		95.05
Independent Study	5	5.00	53.6%	5	9.45	51.2%		4.84		8.02
Independent Study Spec Ed	3	2.50	83.3%	4	3.73	74.5%		1.78		2.29
CTE Program	0	0.00	---	0	0.00	---		0.00		0.00
Home and Hospital-Reg Ed	4	22.42	77.3%	5	9.00	77.3%		13.49		8.02
Home and Hospital-Spec Ed	0	0.00	---	1	0.82	81.8%		0.00		1.53
TOTAL PIONEER VALLEY	2498	2496.34	95.7%	2536	2526.36	96.5%		2551.70		2578.57
DAY TREATMENT @ LINCOLN STREET	7	5.42	84.4%	6	3.09	51.5%		4.25		4.18
DISTRICT SPECIAL ED TRANSITION	22	22.00	100.0%	25	23.27	93.1%		21.88		25.26
DISTRICTI SPECIAL ED TRANS/VOC MM	16	16.00	100%	11	11.00	100.0%		15.00		12.81
ALTERNATIVE EDUCATION										
Delta Continuation	195	218.91	68.8%	254	175.65	65.6%		254.76		236.97
Delta 12+	0	0.00	---	1	0.92	91.9%		0.60		0.37
Delta Independent Study	12	9.13	74.0%	26	16.53	63.6%		19.35		11.52
Delta Independent Study 12+	1	0.92	55.0%	1	0.94	94.5%		10.24		6.85
Delta Independent Study Spec Ed	2	0.25	---	0	0.00	---		0.77		0.00
Home and Hospital Reg Ed	0	0.00	---	1	1.11	55.6%		0.40		0.82
Reach Program--DHS	0	0.00	---	0	0.00	---		0.00		0.00
Reach Program--SMHS	14	8.33	52.1%	12	7.36	47.9%		7.23		5.54
Reach Program--PVHS	19	13.08	71.0%	11	13.18	74.7%		8.11		9.99
Home School @ Library Program	41	35.83	76.2%	37	25.82	66.2%		39.83		29.60
Delta HS I.S. Program P	16	12.40	65.9%	27	18.05	71.7%		21.71		18.21
TOTAL ALTERNATIVE EDUCATION	300	298.85	99.6%	371	260.49	70.21%		363.00		319.87
TOTAL HIGH SCHOOL DISTRICT	7170	7126.94	99.4%	7268	7119.49	98.0%	93.2%	7362.68	92.8%	7331.75

CLASSIFIED PERSONNEL ACTIONS						
Name	Action	Assignment	Site	Effective	Pay Rate	Hours
	Employ	Instructional Assistant-Bilingual	SMHS	8/9/17	13/A	6.5
	Increase Hours	Food Service Worker I	RHS	8/7/17	9/E	4 to 5.5
	Employ	Library Technician	RHS	7/31/17	18/A	8
	Short-term Assignment	Language Assessment Assistant I	LC	7/3/17 - 1/5/18	16/A	8
	Increase Hours	Food Service Worker I	PVHS	8/7/17	9/E	4 to 4.5
	Employ	Administrative Assistant II - SSC	DO	7/10/17	24/A	8
	Leave of Absence	Instructional Assistant-Spec Ed II	RHS	6/5/17 - 8/8/17	16/C	6.5
	Resign	Migrant School Advisor	SMHS	8/1/17	24/E	8
	Increase Hours	Food Service Worker I	SMHS to PVHS	8/7/17	9/C	3 to 3.75
	Employ	Instructional Assistant-Spec Ed II	RHS	8/9/17	15/A	6
	Increase Hours	Food Service Worker I	PVHS	8/7/17	9/E	3 to 4
	Resign	Instructional Assistant-Spec Ed I	PVHS	8/1/17	13/B	5.5
	Employ	Staff Secretary	DO	8/9/17	18/A	6
	Increase Hours	Food Service Worker I	PVHS	8/7/17	9/E	3.75 to 4
	39-Month Reemploy	Bus Driver	DO	6/5/17	18/E	4.5
	39-Month Reemploy	Campus Security Assistant	RHS	6/5/17	12/E	3
	Employ	Instructional Assistant-Spec Ed I	SMHS	8/9/17	13/A	5.5
	Employ	School/Community Liaison	RHS	8/9/17	20/A	8
	Employ	Instructional Assistant-Spec Ed II	RHS	8/9/17	15/A	6
	Employ	Instructional Assistant-Bilingual	SMHS	8/9/17	13/A	6.5
	Employ	Instructional Assistant-Spec Ed II	RHS	8/9/17	15/A	6
	Resign	Grounds Maintenance I	RHS	7/4/17	16/E	8
	Increase Hours	Food Service Worker I	PVHS to RHS	8/7/17	9/E	4.5 to 5.5
	Employ	Food Service Worker I	RHS	8/7/17	9/A	3
	Employ	Instructional Assistant-Spec Ed II	RHS	8/9/17	15/A	6
	Employ	Instructional Assistant-Spec Ed II	PVHS	8/9/17	15/A	6
	Out of class	Administrative Assistant III - DHS	DHS	7/19/17	26/D	8
	Promote	Administrative Assistant III - DHS	DHS	7/20/17	26/D	8
	Leave Without Pay	Instructional Assistant-Spec Ed II	RHS	8/17/17 - 8/25/17	15/A	6.5
CERTIFICATED PERSONNEL ACTIONS						
Name	Action	Assignment	Site	Effective	Salary	FTE
	Employ/Prob 1	Int'l Language	RHS	2017-18	6/V	1.0
	Stipend	TIP Coordinator	District	2017-18	1, I, 11%	--

Santa Maria Joint Union High School District
August 1, 2017

CERTIFICATED PERSONNEL ACTIONS						
Name	Action	Assignment	Site	Effective	Salary	FTE
	Employ/Prob 1	English	RHS	2017-18	1/IV	1.0
	CTE Payment	Science	RHS	2016-17	\$1,500.00	
	Employ/Intern/Temp	VPA/Art	RHS	2017-18	2/III	0.6
	Employ/Waiver/Temp	Special Education/SLP	SMHS	2017-18	6/V	1.0
	Employ/Prob 1	Agriculture	RHS	2017-18	1/III	1.0
	Employ/Prob 1	Sciene	RHS	2017-18	2/IV	1.0
	Employ/Prob 1	Social Science	RHS	2017-18	6/V	1.0
	Employ/PIP/Temp	Agriculture	PVHS	2017-18	1, I	1.0
	Stipend	Sped/Department Chair	PVHS	2017-18	I, 1, 10%	~~
	Column Advance	SAAS/ISI	RHS	2017-18	3/IV	.8/2
	CTE Payment	Science	PVHS	2016-17	\$1,500.00	
	Employ/Prob 1	Counselor	SMHS	2017-18	1, III +5	1.0
	Employ/Prob 1	English	RHS	2017-18	6/V	1.0
	Contract Days Adjust	Assistant Principal	RHS	2017-18	16/3	1.0
	Stipend	Junior Class Advisor	RHS	2017-18	I, 1, 5%	
	LWOP	VPA	SMHS	2017-18	13/V	1.0
	CTE Payment	VPA	SMHS	2016-17	\$1,500.00	
	Employ/Prob 1	Agriculture	RHS	2017-18	6/V	1.0
	CTE Payment	VPA	RHS	2016-17	\$1,500.00	
	Employ/Prob 1	English	PVHS	2017-18	2/IV	1.0
	Employ/Prob 1	Counselor	SMHS	2017-18	4/IV +5	1.0
	Resignation	English	RHS	6/8/17	6/V	1.0
	Stipend	English/Department Chair	PVHS	2017-18	I, 1, 10%	
	Employ/Prob 1	Special Education	SMHS	2017-18	6/V	1.0
	Paid Admin Leave	English	DHS	8/8/17-12/15/17	11/V	1.0
	Employ/Prob 1	Mathematics	PVHS	2017-18	2, IV	1.0
	Column Advance	English	PVHS	2017-18	6/V	1.0
	Column Advance Correct	English	SMHS	2017-18	5/V	1.0
	Employ/Prob 1	Mathematics	RHS	2017-18	6/V	1.0
	CTE Payment	VPA	PVHS	2016-17	\$1,500.00	
	Employ/Intern/Temp	VPA/Art	SMHS	8/4/17 - 6/7/18	1, II	1.0
	Step Advance Correction	Sped/Mod/Severre	RHS	2017-18	5/V	1.0

Appendix B

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT FACILITIES REPORT

June 2017 Activities

1. Santa Maria High School Construction Projects

SMHS EPA Marquee Replacement – Support Services

- All construction work is complete. Final contract documents and closeout activities are underway. **(Photo)**

SMHS Paving Areas A, B, C – Flowers and Associates

- S. Chaves Construction Inc. was awarded the bid at the June Board meeting. Construction commenced July 5, 2017 and is expected to be completed by August 4, 2017.

SMHS Reconstruction – (Architect to be determined)

- District administration and site staff met to set final program and educational plan details for incorporation into the basis of design. Detailed preparations are underway for an architectural concept presentation for the Board. A Request for Qualification/Proposal (RFQ/P) process for Lease Leaseback (LLB) preconstruction and construction services will commence upon the successful review and approval of this concept presentation.

2. Ernest Righetti High School Construction Projects

ERHS New 38-Classroom Building – Rachlin Partners

- Site construction activities occurring this period include installation of steel rebar, concrete foundations, hillside retaining wall forms, and utility conduit. Final offsite steel fabrication is underway for framing operations to begin in mid-August. The main floor concrete slab installation is expected to occur in August as well. Construction remains on schedule. **(Photos)**

ERHS Cafeteria Walk-In Freezer Project – Rachlin Partners

- Construction is underway and scheduled to complete July 31, 2017.

ERHS Maintenance and Operations Building Project – Rachlin Partners

- The new District Architectural Services Agreement remains under review by the Architect. Design activities will begin upon completion of the agreement.

ERHS Concourse Concrete Replacement – Rachlin Partners

- Design activities are complete. After site reviews and discussions with contractors, it was determined a late summer installation would not be feasible due to schedule issues of subcontractors and availability of materials. Other scheduling options, including a winter break installation, are being evaluated.

3. Pioneer Valley High School Construction Projects

C2004 District Performing Arts Center – BCA Architects

- Site construction activities occurring this period include the continuation of electrical finish, data wiring, painting, lighting, and initial punch list reviews. DSA has completed its review of the lighting and grid system support system and provided final approval. Installation activities related to the modifications began immediately. The contractor has indicated substantial completion is now scheduled to occur August 18, 2017. **(Photo)**

PVHS Pool Lighting and Column Repair – WLC Architects

- Soil studies are estimated to occur in late July. Upon receipt of the soils analysis, final design activities will occur and DSA intake scheduled. A revised schedule will be developed after DSA plan approval is received.

PVHS Track and Field Renovations – Support Services

- Construction commenced June 12, 2017 and is expected to be complete August 7, 2017. **(Photos)**

PVHS Gymnasium Floor Repair and Resurface – Support Services

- A quote for basic resurfacing work was received from Pacific Flooring. Work is expected to occur in July 2017. Staff is working with the site staff to identify a time frame during spring 2018 for facility closure to allow for additional repairs.

4. New Facility

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

- DSA plan reviews continue. Design feedback is expected to be returned to the architect in August or September. To achieve an improved final structural design, an independent structural engineering peer review is being conducted. This will help to identify potential construction issues upfront and avoid delays during construction. Offsite utilities and access plans are nearing completion, and will be presented for District review this month.

5. District Wide and Support Services Center

District Wide Energy Upgrade – Johnson Controls Inc.

- Final contract documents closeout activities are complete. This project is closed.

District Wide Project Closeout – Support Services

- Review of project closeout issues continues. Projects under current review and their status are as follows:
 - PVHS 12 Modular Classrooms: Corrective work related to the HVAC mounts will be scheduled after summer priorities are completed.
 - The following legacy project closeout package remains under review by DSA:
 - 03-53240 – RHS Emergency Relocatable Classroom 1989.

SSC New West Parking Area – Flowers and Associates

- The additional studies, assessments, and design changes required by the City of Santa Maria are complete. The consultant continues to work with the City to address questions and concerns as they develop. City review remains targeted to be complete by August 4, 2017. Bidding and construction schedules will be completed upon the completion of the City review.

2017 Portable Roofing SMHS, RHS, PVHS – Support Services

- Construction is underway and scheduled to complete prior to August 7, 2017.

Proposition 39 District Wide Electrical Upgrades – PCE (Electrical Consultant)

- Construction is underway and expected to complete August 9, 2017.

Proposition 39 District Wide Mechanical Upgrades – Ravatt-Albrecht Architects

- The architect and District staff are continuing evaluations regarding scope adjustments to get the project cost in line with available funding.

Solar Photovoltaic – Support Services

- Negotiations have been ongoing with OpTerra Energy Services regarding a Power Purchase Agreement for the potential installation of solar photovoltaic systems at PVHS, RHS, DHS, and the Support Services Center.

6. Summer Activities

District Wide Summer Projects Planning

- Evaluations of proposed projects for 2017/2018 will commence in October 2017.

Gary Wuitschick
Director – Support Services

Maintenance & Operations

SMHS

- Replaced the concrete walkway that was disturbed for repairs to the hydronic heating system at the math building. **(Photo)**
- Removed and replaced English literature textbooks in the Multi-Media Learning Center.
- Replaced burned out competition lights in the football stadium.
- Installed a new style large format touch screen computer monitor in the Agriculture Science computer lab.
- Prepared the campus for graduation. **(Photo)**
- Hosted 8th grade graduation for Santa Maria Bonita School District.
- Provided boom lift training to maintenance employees.
- Fertilized and aerated the practice field turf.
- Tested and repaired computer projectors in classrooms 244, 422, 642, and 645.
- Repaired two underwater lights at the pool.
- Performed touch-up painting throughout campus.
- Refurbished window frames at the small gymnasium locker room.
- Removed the emergency shower from classroom 905 (formerly Delta High School Science lab).
- Repaired the middle prep sink in the cafeteria kitchen.
- Performed monthly preventive and routine maintenance fire alarm tests, AEDs, emergency showers, eye wash stations, emergency lighting, and fire extinguisher inspections.
- Performed quarterly preventive maintenance on exhaust fans, HVAC, and refrigerator coils
- Completed weekly elevator inspections.
- Replaced lighting ballasts in several classrooms.
- Prepared the campus for graduation.
- Three groundskeepers attended Rainbird Maxicon Irrigation Training.
- Began summer classroom cleaning. This includes deep cleaning each classroom and steam cleaning carpets or scrubbing and recoating tile floors.
- Setup several events – SMHS choir spring concert, LCAP meeting, alumni basketball tournament, yearbook distribution, Armed Forces Event, Mixteco PIQE meeting, Mayor’s Task Force Barbecue, studio photography mentorship program, EAOP luncheon, student senate luncheon, FBLA banquet, CAUSE event, Spanish honor society banquet, senior honors night, MPAC meeting, Mexican Consulate meeting, DELAC meeting, summer bridge meeting, classified staff luncheon, CAL-SAFE graduation, FCA All-Star football game, softball banquet, swim banquet, counselors’ parent meeting, Academy of Dance Arts Recital, CIF baseball, and swim team duathlon.
- Preventive work order hours – 45
- Routine work order hours – 206
- Total work orders completed – 137
- Event setup hours – 354

REGULAR MEETING
August 1, 2017

PVHS

- Painted the soccer field lines for weekend soccer games.
- Fertilized all natural turf areas.
- Checked sprinklers throughout campus and repaired several sprinkler heads.
- Hosted the Santa Maria Reds baseball game.
- Installed additional electrical circuits in the gymnasium concession room.
- Installed new twenty-five data ports for the ShoreTel Voice Over IP (VOIP) telephone conversion in several offices in administration, the textbook room, and classrooms 311, 323, and 352. **(Photo)**
- Installed a new electrical receptacle in the storage room for classroom 206.
- Replaced the acid dosing pump at the pool to accommodate the new dispensing rate required with the change to CO₂.
- Patched and painted the walls in assistant principal's office.
- Moved furniture between offices 749 and 122.
- Performed monthly preventive and routine maintenance fire alarm tests, AEDs, emergency showers, eye wash stations, emergency lighting, cafeteria kitchen exhaust hoods, and fire extinguisher inspections.
- Performed quarterly preventive maintenance on air conditioning units split systems in server and computer switch rooms, exhaust fans, portable classroom HVAC, refrigerator coils, and Kaivac restroom cleaning machines.
- Completed weekly elevator inspections.
- Performed semi-annual service on cafeteria ice machine.
- Repaired broken handrails on the bleachers in the gymnasium.
- Replaced heating thermostats in the gymnasium.
- Serviced the lint traps in the training room commercial dryer.
- Repaired the basketball backstop automatic lock on unit #5 in the gymnasium.
- Repaired the hand dryers in the boys' restroom on the north end of the 400 building.
- Replaced lighting ballasts in several classrooms.
- Replaced lights in the two-story building stairwells.
- Upgraded the sinks and faucets in the Home Economics Foods Lab. **(Photo)**
- Inspected handrails in the football stadium and tightened any that were loose.
- Prepared the campus for graduation.
- Repaired the yellow wooden traffic barriers in preparation for graduation.
- Power washed the quad, cafeteria patio, and the bleachers.
- Inspected natural gas regulator valves campus wide.
- Installed new display cases in the College and Career Center.
- Cleaned and lubricated the irrigation control valve in the practice field.
- Repaired damaged flooring in portable classroom 608.
- Assembled new shelves for the ASB storage unit.
- Three groundskeepers attended Rainbird Maxicon Irrigation Training.
- Began summer classroom cleaning. This includes deep cleaning each classroom and steam cleaning carpets or scrubbing and recoating tile floors. **(Photo)**
- Setup several events – ASM Meeting, Art Show, Senior Awards Night, AVID Luncheon, Powder Puff Dance, Hurd Fundraiser, Choir Concert, PV vs SMPD Basketball Game, CCFL Parent Orientation, Band Banquet, AVID Presentations, Dinner Theater, FFA Banquet, Athletic Banquet, Softball Banquet, Basketball Tournament, Swim Banquet, Basketball Games, Alumni Softball Game, Athletic Physicals, and Crosspointe Church.
- Preventive work order hours – 63
- Routine work order hours – 154
- Total work orders completed – 180
- Event setup hours – 534

REGULAR MEETING
August 1, 2017

ERHS

- Repaired a broken irrigation water main at the practice field.
- Prepared the campus for graduation. **(Photos)**
- Painted lines on volleyball courts for additional graduation parking. **(Photo)**
- Hosted 8th grade graduation for McKenzie Jr. High School.
- Inspected football stadium bleachers and repaired broken boards. **(Photo)**
- Fabricated a new lectern for graduation.
- Repaired the flooring in the visitors' restroom at the football stadium. This included removal and replacement of partitions as well as repainting after the repairs were complete.
- Repainted the cabinets in the Home Economics classroom. **(Photo)**
- Repaired the ramp to classroom 507.
- Performed monthly preventive and routine maintenance fire alarm tests, AEDs, emergency showers, eye wash stations, emergency lighting, and fire extinguisher inspections.
- Performed quarterly preventive maintenance HVAC systems in the Science and Home Economics classrooms, the Library building, Administration.
- Completed annual cleaning of air conditioning coils and inspection of campus water heaters.
- Replaced computer projector lamps in classrooms 102, 235, and 603.
- Replaced faucets in the cafeteria kitchen.
- Power washed upper campus as well as the stadium bleachers.
- Groomed the football field.
- Abated weeds throughout campus.
- Replaced the flags at the Greek Theater.
- Lubricated all rolling gates.
- Began summer classroom cleaning. This includes deep cleaning each classroom and steam cleaning carpets or scrubbing and recoating tile floors.
- Two groundskeepers attended Rainbird Maxicon Irrigation Training.
- Replaced roofs on portable classrooms 607 and 626. **(Photo)**
- Replaced damaged mirrors on the gymnasium stage. **(Photo)**
- DHS - Prepared Allan Hancock College gymnasium for Delta High School graduation. **(Photo)**
- DHS – repaired a leaking 2-inch water
- Setup several events – TIP meeting, Kids vs. Cops basketball game, football parent meeting, Cal Poly ETS tutoring, Latinos Unidos luncheon, band banquet, athletic awards banquet, girls' swim banquet, boys' swim banquet, girls' softball banquet, senior awards night, art show/chalk festival, FFA banquet, choir concert, Ballet Folklorio assembly, sports physicals, CIF baseball, Boys' & Girls' Club soccer finals.
- Preventive work order hours – 79
- Routine work order hours – 372
- Total work orders completed – 162
- Event setup hours – 237

Transportation

- Completed the bi-annual school bus waxing project. **(Photos)**

Graffiti & Vandalism

- | | | |
|--------|----|-----|
| • DHS | \$ | 0 |
| • ERHS | \$ | 45 |
| • SMHS | \$ | 175 |
| • PVHS | \$ | 0 |

Reese Thompson

REGULAR MEETING
August 1, 2017

Director – Facilities and Operations

Photo Gallery – Major Projects



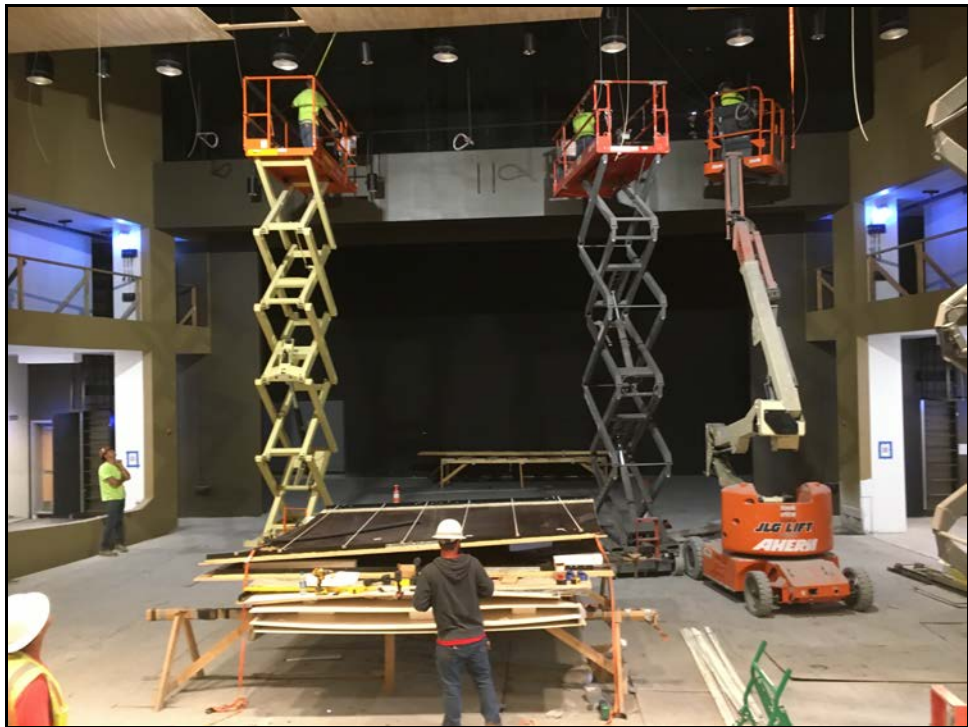
SMHS – Electronic Marquee Installed and Landscaping Complete!



ERHS 38 Classroom Building – Concrete Footing Pour is Underway



ERHS 38 Classroom Building – First Floor Concrete Wall is Poured



PVHS Performing Arts Center – Suspended Sound Panel Installation In-Progress



PVHS – The Original Turf is Cut and Removed in Large Rolls



PVHS – New Turf In-Place with 50 Yard Line Shaved and Ready for New Numbers

Photo Gallery – Maintenance & Operations



SMHS – José Placencia and Ernest Paz Repair Concrete After Math Building Water Leak



SMHS – SMHS Maintenance Crew Arranges Student Chairs for Graduation



PVHS - New Electrician Andy Freitas Lands New Wire for VOIP Telephones



PVHS - New Plumber Jesus Reyes Installs Upgraded Sinks and Faucets in the Foods Lab

REGULAR MEETING
August 1, 2017



PVHS – Joe McCarthy Deep Cleans the Student Store Floor



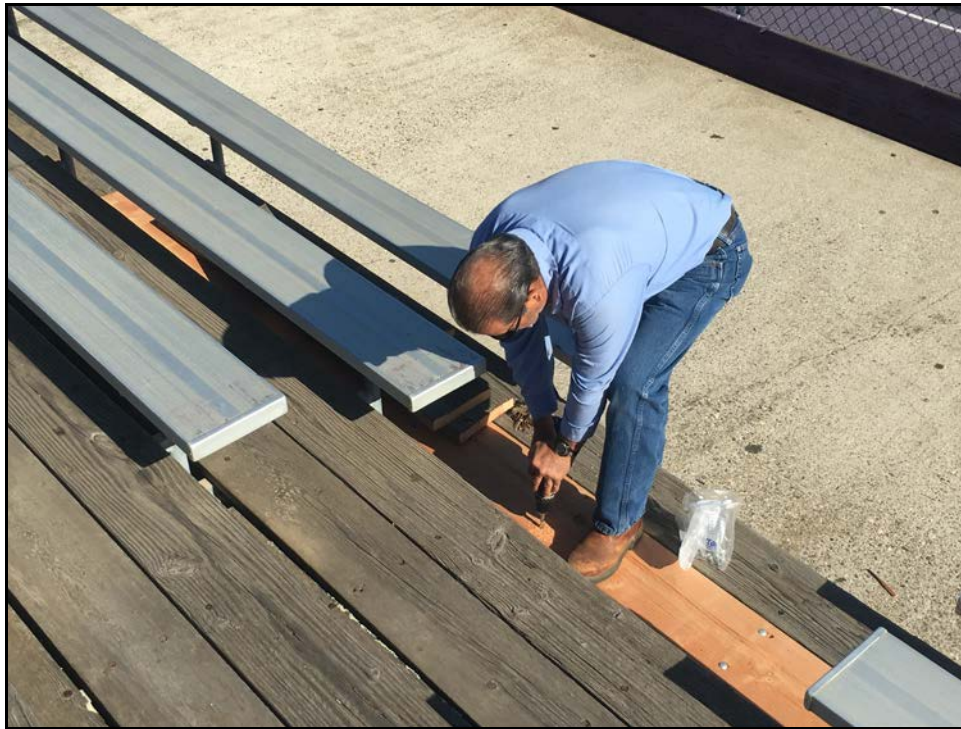
ERHS – Stage and Music Platforms Taking Shape for Graduation



ERHS – Jimmy Salutan and Bernie Rayner Organize Diploma Covers



ERHS – Ray Segovia Lines Parking for Graduation



ERHS – José Placencia Repairs the Stadium Bleachers for Graduation



ERHS – Ernest Paz Painting the Home Economics Food Lab Cabinets



ERHS - Metal Roof Deck Comes off a Portable Roof



ERHS - New Mirrors Installed on the Gymnasium Stage



DHS – District Maintenance Crew Plans Seating for Delta High School Graduation at Allan Hancock College



Transportation – Bus Waxing Crew in Action

REGULAR MEETING
August 1, 2017

APPENDIX C

**Approval of Tentative Agreement for
Classified Bargaining Unit of new bargaining
unit job description**

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

June 28, 2017

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

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

Transportation Service Technician (Salary Range 25)

Tentatively agreed to this 28th day of June 2017. This Tentative Agreement shall become final and binding upon the parties with ratification by the membership of the Association (pursuant to Association Policy 610 and if required by that Policy) and adoption by the Santa Maria Joint Union High School District Board of Education.

FOR THE ASSOCIATION:

[Handwritten signature] 6-28-17
[Handwritten signature] 6/28/17
[Handwritten signature]
[Handwritten signature]
[Handwritten signature] 6/28/17

FOR THE DISTRICT:

[Handwritten signature]
[Handwritten signature]
[Handwritten signature]
[Handwritten signature]

TRANSPORTATION SERVICE TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations and Transportation or other Transportation Manager, performs preventive maintenance and safety inspections; performs replacement services; assists mechanics; ensures completion of projects in accordance with trade standards.

REPRESENTATIVE DUTIES:

- Inspect assigned vehicles (e.g., filters, battery, belts, wipers, brakes, fluid levels, shocks, etc.) for the purpose of ensuring the vehicle is in safe operating condition. **E**
- Perform preventive maintenance program activities (e.g., oil change, tire inflation, fill fluids, etc.) related to vehicle service. **E**
- Repair, rotate, balance, and change tires on fleet vehicles and school buses. **E**
- Assist mechanics with major repair work and maintenance of buses, cars, trucks, heavy-duty equipment, grounds equipment, etc. **E**
- Deliver vehicles and parts. **E**
- Steam clean engines; wash buses and fleet vehicles. **E**
- Maintain computer and paper records of vehicle inspections, as required. **E**
- Maintain accurate records of parts and supplies. **E**
- May road test vehicles. **E**
- Conform to safety standards, as prescribed. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Techniques and practices of maintenance and repair of heavy and light automotive vehicles.

Safe operation of related tools, equipment, and procedures in the repair, preventive maintenance of motor vehicles.

Operations, theory, and principles of gasoline, diesel, and battery-powered engines.

Methods, equipment, tools, and materials used in the repair and maintenance of vehicles and equipment.

Inspection and diagnostic procedures for vehicles and equipment.

Math skills applicable to vehicle maintenance.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Recordkeeping techniques.

ABILITY TO:

Must submit to and pass pre-employment and random drug and alcohol screening.

Provide DMV printout dated within two months.

Operate specialized equipment used in inspecting, repairing and/or servicing or vehicles.

Analyze situations accurately and adopt an effective course of action.

Maintain records related to safety, preventive maintenance and work performed.

Understand and follow oral and written directions.

Work cooperatively with others.
Follow schedules and meet deadlines.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent, and 2 years of experience servicing motor vehicles.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Class B commercial driver's license, with air brake, passenger, and school bus endorsements.

WORKING CONDITIONS:

ENVIRONMENT:

Vehicle and equipment repair shop environment.
Driving a vehicle to conduct work.
Emergency call-out.

PHYSICAL ABILITIES:

Pulling, pushing, and moving objects up to one hundred (100) pounds.
Lifting and carrying up to 50 pounds.
Walking or standing for extended periods.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Dexterity of hands and fingers to operate power tools and equipment.
Seeing to observe and perform repairs, read printed material and computer monitors.
Perform repetitive hand and body motions.

HAZARDS:

Subject to noise and fumes from equipment operation.
Exposure to fumes and vapors from vehicles and cleaning solvents.
Working in a cramped or restrictive work chamber.
Working around and with machinery having moving parts.

07/01/2017
SMJUHSD
Range 25

REGULAR MEETING
August 1, 2017

APPENDIX D

**Approval of Tentative Agreement for
Classified Bargaining Unit, Reclassification
Recommendations and Job Description
Creation and/or Modification**

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

June 28, 2017

The following reflects the full and complete agreement of the California School Employees Association and its Central Coast Chapter #455 (hereinafter "Association") and the Santa Maria Joint Union High School District (hereinafter "District") regarding the 2016-17 reclassification process.

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

Instructional Assistant-Special Education TLC – Level I (no salary range change)
Behavior Instructional Assistant (BIA) Special Education (no salary range change)
Outreach Consultant (no salary range change)
Campus Security Assistant (no salary range change)
Campus Security Assistant II (from Salary Range 14 to Salary Range 17)
Campus Security Coordinator (from Salary Range 25 to Salary Range 26)
Campus Security Officer -DHS (from Salary Range 18 to Salary Range 19)
Electrician (from Salary Range 28 to Salary Range 31)

2. New job descriptions for the following Association bargaining unit classifications shall be created and are attached to this Agreement:

LCAP Specialist (Salary Range 28), formerly Administrative Assistant - Testing (Range 26)

3. The following reclassification requests were reviewed and are recommended for change effective 7-1-17:

Unit Members 201617-001 through -005: to newly revised Instructional Assistant-Special Education TLC – Level I job description;
Unit Members 201617-006 through -007: to newly revised Behavior Instructional Assistant (BIA) Special Education job description;
Unit Members 201617-008 through -009: to newly revised Outreach Consultant job description;
Unit Members 201617-010 through -014: to newly revised Campus Security Assistant job description;
Unit Members 201617-015 through -027: to newly revised Campus Security Assistant II job description;

Unit Members 201617-028 through -030: to newly revised Campus Security Coordinator job description;

Unit Member 201617-031: to newly revised Campus Security Officer - DHS job description;

Unit Members 201617-032 through -033: to newly revised Electrician job description;

Unit Member 201617-034: to new LCAP Specialist;

4. No Association bargaining unit member shall be harmed in any way by these reclassifications. The District shall provide support and training for any unit member to perform satisfactorily within their revised job description should it be needed.
5. Both parties agree to waive the language as indicated in Article 19.3.3 for the specific purpose of including the position of Campus Security Officer - DHS in the 2017 reclassification process. That position and the incumbent were reclassified effective 07/01/2015. This is a one-time waiver and is non-precedent setting.
6. Members in positions with new titles will retain their seniority date from their prior classifications.
7. Any disputes of any of the provisions contained herein shall be resolved utilizing the Grievance Procedures outlined in the Collective Bargaining Agreement.

Tentatively agreed to this 28th day of June 2017. This Tentative Agreement shall become final and binding upon the parties with ratification by the membership of the Association (pursuant to Association Policy 610 and if required by that Policy) and adoption by the Santa Maria Joint Union High School District Board of Education.

FOR THE ASSOCIATION:

Gardner 6/28/17
LC 6/28/17
JF 6/28/17
Jan Hill 6-28-17
Duane Duberlin-Watts 6/28/17

FOR THE DISTRICT:

Ag N 6-28-17
Yvanda Ortiz
[Signature]
[Signature]

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION TLC – Level I CTE

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a classroom certificated teacher in providing instruction to individuals or groups of students in an assigned Therapeutic Learning Center-Level I classroom Center for Therapeutic Education (CTE) Special Education program or CTE Community Based Instructional programs; assist classroom teacher and staff in maintaining a therapeutic learning environment; monitor and report student progress regarding behavior and performance; perform a variety of clerical and supportive duties related to classroom activities

REPRESENTATIVE DUTIES:

- Assist a classroom certificated teacher in providing instruction and support to students in an assigned special education program. *E*
- ~~Assist with lifting students in and out of wheelchairs, braces and other orthopedic equipment; assist staff members in positioning pupils and in rendering various forms of personal care such as toileting and diapering, specialized medical services, dressing, undressing, bathing and grooming; assure the safe use and operation of wheelchairs, prosthetic devices and other equipment. *E*~~
- Reinforce instruction, vocational training and life skills to students with disabilities; confer with teachers concerning programs and materials to meet the individual needs of special education students. *E*
- Assist teacher with implementation of Individualized Education Plans or related programs through instruction in a variety of activities; provide guidance for students in various areas including critical life skills, academic learning, social and leisure skills, physical development and personal hygiene. *E*
- Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials; assist in administering, proctoring tests and charting student progress; maintain student records and files including confidential student records information. *E*
- ~~Perform routine first aid including emergency treatment of children experiencing seizures or respiratory problems orthopedic distress and pulmonary conditions; maintain daily documentation of specialized physical health care services and procedures. *E*~~
- ~~Provide support to instructional personnel by setting up work areas, displays and exhibits; operate and assist students in the operation of audio-visual and educational training equipment. *E*~~
- Assist students with vocational and life skills, and community resources such as public transportation, grocery shopping, using cross walks, banking and others. *E*
- Assist teacher with the implementation of Behavior Implementation Plans (BIPs) assigned sections of pupil behavior management plans which may involve use of approved behavior modification, physical management techniques, functional analysis, or other skills or knowledge to establish and maintain appropriate behaviors; supervise and discipline students according to approved policies and procedures. *E*
- Monitor and assist students with instructional practices such as reinforcement activities and study skills special learning needs in drill, practice and study activities; direct students into safe learning activities and functions; maintain an orderly, attractive and positive learning environment. *E*
- Assure the health and safety of students by following health and safety practices and procedures. *E*
- Operate a variety of audio-visual equipment, kitchen appliances and office equipment. *E*
- Work with students with severe emotional disturbance disabilities. *E*
- Attend IEP meetings as needed. *E*
- ~~Work Collaborate with the Therapeutic Learning Class support staff which includes: the mental health specialist, (BCBS) or behavioral specialist, psychologist to support student academic and social emotional needs, probation, TBS, Safety, Vocational, and work ability program staff. *E*~~
- Use principles and techniques taught in the Nonviolent Crisis Intervention program (training), such as implementing the CPI Verbal Escalation Continuum. *E*
- ~~Intervene in suicidal behavior. *E*~~
- Communicate with regular education and special education teachers and collect data regarding their academic performance. *E*
- ~~Participate in group counseling sessions with psychologists. *E*~~
- ~~Participate in MAA training and billing. *E*~~
- Perform related duties as assigned.

KNOWLEDGE OF:

Specialized medical services and proper administration procedures for students.
Student guidance principles and practices related to high school aged students with severe disabilities.
Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.
Safe practices in classroom activities.
Basic instructional methods and techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Classroom procedures and appropriate student conduct.

ABILITY TO:

Reinforce instruction to students with learning disabilities, communication and behavioral problems.
Assist with instruction and related activities in a classroom or assigned learning environment.
Perform clerical duties related to classroom activities.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Understand and work within scope of authority.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in child development related to students with severe or physical disabilities and two years of experience working with high school aged students requiring a specialized learning environment.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificates issued by an authorized agency.
Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

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

HAZARDS:

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

8/4/11-07/01/2017

SMJUHSD

Range 16

BEHAVIOR INSTRUCTIONAL ASSISTANT (BIA) SPECIAL EDUCATION DT

BASIC FUNCTION:

Under the direction of an assigned supervisor, **and in support of Therapeutic Learning Class Staff including and a Board Certified Behavior Assistant (BCBA)**, the Behavior Instructional Assistant (BIA) will assist a classroom teacher in providing instruction and behavior support to individuals or groups of students in an assigned **Therapeutic Learning Center -Level II classroom Day Treatment (DT) Special Education Program**. Assist the classroom teacher in maintaining a therapeutic education environment, including **implementing supporting implementation of curriculum, behavior management, providing emotional support and assisting** in meeting the special behavioral educational needs of students identified with Emotional Disturbances.

REPRESENTATIVE DUTIES:

- Assist a classroom teacher in providing behavioral and instructional support to students in an assigned special education program. **E**
- Reinforce instruction, vocational training, and life skills to students with disabilities; confer with teachers concerning programs and materials to meet the individual needs of special education students. **E**
- Assist teacher with implementation of **Behavior Intervention Plans (BIPs)** ~~Individualized Behavior Plans~~ or related **goals** ~~programs~~ through instruction in a variety of activities; provide guidance for students in various areas including appropriate social behavior, critical life skills, academic learning, social, and leisure skills, physical development, and personal hygiene. **E**
- ~~Monitor student assignments; provide individual guidance and assistance as needed or as directed. **E**~~
- Attend weekly meetings with classroom staff, and school personnel to discuss educational and behavioral progress of students. **E**
- Assist the **classroom** teacher and BCBA with behavior data tracking, implementation of behavior plans, curriculum and other assignments as directed. **Monitor student assignments; provide individual guidance and assistance as needed or as directed. **E****
- Monitor student behavior and **implement** ~~participate in~~ nonviolent crisis intervention as needed. **E**
- Observe and report on student's verbal and non-verbal behavior in conjunction with the I.E.P. **E**
- Follow behavior management techniques and enforce point and level system. **E**
- Assist other classroom staff with nonviolent crisis intervention, including physical containment, escort, and restraint/seclusion procedures as the need arises. **E**
- Perform a variety of clerical duties such as preparing, instructional materials; assist in proctoring tests and charting student progress; maintain student records and files including confidential student records information. **E**
- ~~Perform routine first aid including emergency treatment of children experiencing seizures or respiratory problems, orthopedic distress and pulmonary conditions; maintain daily documentation of specialized physical health care services and procedures. **E**~~
- ~~Provide support to certificated teacher by setting up work areas, and assist students in the operation of audio-visual and educational training equipment. **E**~~
- Monitor and supervise **students during** community outings **;train** and assist students **to** in accessing public transportation **and community resources**; ~~stores, library, DMV, recreational centers, health clubs, banks, government buildings, DOR, AHC, and development of consumerism skills to access stores, banks, etc. **E**~~
- Implement assigned sections of pupil Behavior Support Plans (BSP), which may involve use of approved behavior modification, physical management techniques, functional analysis, or other skills or knowledge to establish and maintain appropriate behaviors; supervise and discipline students according to approved policies and procedures. **E**
- Monitor and assist students with **instructional practices such as reinforcement activities and study skills** ~~special learning needs in drill, practice and study activities~~; direct students into safe learning activities and functions; maintain an orderly, attractive and positive learning environment. **E**
- Assure the health and safety of students by following health and safety practices and procedures. **E**
- Attend IEP meetings as needed. **E**
- ~~Work~~ **Collaborate** with **Therapeutic Learning Class support staff, which includes; the** mental health specialist, **the (BCBA) or** behavioral specialist, **and psychologist to support student academic and social emotional needs**, ~~probation, Therapeutic Behavioral Services (TBS), Safety, community~~

~~agencies, vocational, and work ability program staff. E~~

- ~~• Use principles and techniques taught in the Nonviolent Crisis Intervention, such as implementing the Verbal Escalation Continuum. E~~
- ~~• Intervene in suicidal behavior. E~~
- ~~• Participate in group counseling sessions with psychologists. E~~
- ~~• Participate in MAA training and billing. E~~
- Perform related duties as assigned.

KNOWLEDGE OF:

Specialized medical services and proper administration procedures for students.

Student guidance principles and practices related to high school aged students with Emotional Disturbances.

Basic subjects taught in District schools including Mathematics, English, Social Studies, Science, History, and Health.

Safe practices in the classroom and community.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Classroom procedures and appropriate student conduct.

ABILITY TO:

Reinforce instruction to students with Emotional Disturbances, Learning Disabilities, Communication Disorders, and behavioral problems.

Assist with instruction and related activities in a classroom or assigned learning environment.

Operate a variety of audio-visual equipment, kitchen appliances and office equipment. E

Perform clerical duties related to classroom activities.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Understand and work within scope of authority.

EDUCATION AND EXPERIENCE:

High School Diploma, or General Education Diploma. AA Degree supplemented by course work in Child Development related to students with Emotional Disturbances and two (2) years of experience working with high school aged students requiring a specialized learning environment.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificates issued by an authorized agency.

Valid California Driver's License.

REQUIRED TRAINING:

Nonviolent Crisis Intervention

Must receive 12 hours of training in working with students with Emotional Disturbance and behavior management through the SELPA or other approved entity.

WORKING CONDITIONS:

ENVIRONMENT:

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.

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

Restrain students who become physically aggressive.

Hearing and speaking to exchange information and make presentations.

Seeing to read assignments and to monitor student activities.

Lifting physically disabled students out of wheelchairs.

HAZARDS:

Potential exposure to communicable diseases and contact with blood and other body fluids.

Potential exposure to physical injury from aggressive behavior.

~~2/15/2013~~ 07/01/2017

SMJUHSD

Range 18

OUTREACH CONSULTANT

BASIC FUNCTION:

Under the direction of an ~~Assistant Principal~~ **a designated school site administrator**, provide consultative services for students involved in specialized instructional and student services programs of the District; compile information related to students and prepare Student Success Team and truancy related records and files.

REPRESENTATIVE DUTIES:

- Provide consultative services for students involved in specialized instructional and student services programs of the District; contact parents/guardians to resolve attendance, behavior or other problems; schedule conferences and in-services; visit homes as needed. **E**
- Compile information related to students and prepare Student Success Team (SST) records and files. **E**
- Compile information and records regarding students referred to truancy related meetings, such as Truancy Mediation Team (TMT) and School Attendance Review Board (SARB) meetings.
- Schedule meetings with students, parents and staff; notify individuals involved; attend and conduct other meetings as assigned. **E**
- Communicate with students, parents, teachers, District personnel and other outreach staff to coordinate activities, exchange information, determine needs, and resolve issues or concerns. **E**
- Make updates in Student Information Database and attendance system as required for information tracking and sharing.
- Receive, review and respond to referrals from District or site personnel; research issues as appropriate. **E**
- Monitor student attendance and maintain related records as assigned. **E**
- Identify at-risk and high-risk students; make referrals to counselors or outside agencies as appropriate. **E**
- Operate a computer and other office equipment as assigned. **E**
- Participate in developing programs to assist at-risk students.
- Participate in developing grants and applications for assigned programs as requested.
- Attend conferences and meetings as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

Diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of District students.

Policies and objectives of assigned programs and activities.

Graduation requirements.

Counseling techniques and referral agencies.

Applicable sections of the State Education Code and other applicable rules, regulations and laws.

Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.
Oral and written communication skills.
Operate a computer and other office equipment as assigned.
Correct oral and written usage of English and a designated second language.

ABILITY TO:

Provide consultative services for students involved in specialized programs of the District.
Prepare Student Success Team records and files.
Identify at-risk or high-risk students and determine and evaluate needs.
Listen to students with patience and understanding.
Coordinate activities with others to meet the needs of students.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Operate a computer and other office equipment as assigned.
Translate and interpret English and a designated second language.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Two years college-level course work in a related field and four years experience in related social services work.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

May be assigned a district cell phone to respond to calls during working hours.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to observe student behavior.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

~~7/1/16~~ **07/01/17**
SMJUHSD
Range 26

CAMPUS SECURITY ASSISTANT

BASIC FUNCTION:

Under the direction of an Assistant Principal, patrol and monitor an assigned campus to maintain order and promote peace and safety; monitor study hall, detention and in-school intervention ~~on-campus suspension~~ periods; assure student compliance with school and District policies and regulations.

REPRESENTATIVE DUTIES:

- Patrol and monitor campus perimeter, lunch areas, hallways, walkways, classrooms, restrooms and parking lots; maintain order and security of campus; escort students to office for disciplinary action as needed; report unusual activities or unauthorized persons; orient and direct campus visitors. *E*
- Enforce school and District rules, regulations and policies for the safety and security of students, staff and property according to established procedures. *E*
- Monitor students assigned to study hall, detention and in-school intervention ~~on-campus suspension~~ periods; input student information into computer; contact parents, teachers and District staff related to disciplinary referrals according to established procedures. *E*
- Observe students during passing periods between classes; assure timely return of students to class. *E*
- Observe student behavior to assure compliance with school rules; determine need for writing referrals and write referrals according to established guidelines. *E*
- Communicate with school, local law enforcement, probation, social services and other community organizations; assist in investigating crimes or suspicious actions; conduct searches according to established procedures; testify in expulsion hearings as assigned. *E*
- Monitor and report maintenance, graffiti and safety hazards. *E*
- Maintain positive relationship with the students and community; provide encouragement to students to stay in school and promote interest in education. *E*
- Maintain a variety of records including study hall, detention and in-school intervention ~~on-campus suspension~~ attendance, referrals and others; submit reports to the Assistant Principal as required.
- Operate walkie-talkie as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

Basic methods of individual and group supervision.

Basic interests, attitudes and emotional development of adolescents.

Skills utilized to maintain positive relationships with students and adults.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

ABILITY TO:

Patrol and monitor an assigned campus to maintain order and security in a high school setting.

Assure student compliance with school and District policies and regulations.

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

Perform duties with patience, tact and good judgment and within established guidelines.

Learn District organization, operations, policies and objectives.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Observe situations and accurately determine an effective course of action.

Maintain routine records as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and demonstrated ability to work effectively with high school students.

WORKING CONDITIONS:**ENVIRONMENT:**

Outdoor environment.

Possible exposure to fights and confrontations.

Exposure to inclement or adverse weather conditions.

PHYSICAL ABILITIES:

Standing and walking for extended periods of time.

Running.

Hearing and speaking to exchange information.

Seeing to observe student behavior.

HAZARDS:

Potential physical hazards involved in intervening in anti-social, illegal or violent behavior.

~~11/14/96~~ 07/01/2017

SMJUHSD

Range 12

CAMPUS SECURITY ASSISTANT II

BASIC FUNCTION:

Under the direction of an Assistant Principal, patrol and monitor an assigned campus to maintain order and promote peace and safety; monitor study hall, detention and in-school intervention ~~on-campus suspension periods~~; assure student compliance with school and District policies and regulations. ~~Provide for conflict resolution process to occur.~~

REPRESENTATIVE DUTIES:

- Patrol and monitor campus perimeter, lunch areas, hallways, walkways, classrooms, restrooms and parking lots; maintain order and security of campus; escort students to office for disciplinary action as needed; report unusual activities or unauthorized persons; orient and direct campus visitors. **E**
- Enforce school and District rules, regulations and policies for the safety and security of students, staff and property according to established procedures. **E**
- Monitor students assigned to study hall, detention and in-school intervention ~~on-campus suspension periods~~; input student information into computer; contact parents, teachers and District staff related to disciplinary referrals according to established procedures. **E**
- Observe students during passing periods between classes; assure timely return of students to class. **E**
- Observe student behavior to assure compliance with school rules; communicate effectively to prevent and de-escalate student conflicts ~~determine need for writing referrals and write referrals according to established guidelines.~~ **E**
- Communicate with school, local law enforcement, probation, social services and other community organizations; assist in investigating crimes or suspicious actions; conduct searches according to established procedures; testify in expulsion hearings and legal proceedings, including court, as assigned. **E**
- ~~Recruit, train and monitor students for Conflict Resolution Team; conduct meetings and provide for mediation between parents and students.~~ **E**
- Monitor and report maintenance, graffiti and safety hazards. **E**
- Maintain positive relationship with the students and community; provide encouragement to students to stay in school and promote interest in education. **E**
- Write and prepare clear, precise, and objective reports of accidents, incidents, disturbances, and student behavior; maintains reports; ~~Maintain a variety of records including study hall, detention and on-campus suspension attendance, referrals and others;~~ submit reports to the Assistant Principal as required.
- May be required to monitor video surveillance to ensure safety of students and school property.
- Participate in student/parent conferences when requested by site administrator.
- Operate a two-way radio to communicate with school and security personnel walkie-talkie as assigned. **E**
- May drive cart, other light vehicle, or bicycle on and around the assigned campus. **E**

- Perform related duties as assigned.

KNOWLEDGE OF:

Basic methods of individual and group supervision.
Investigative procedures, rules and regulations.
Basic interests, attitudes and emotional development of adolescents.
Skills utilized to maintain positive relationships with students and adults.
Health and safety regulations.

ABILITY TO:

Patrol and monitor an assigned campus to maintain order and security in a high school setting.
Assure student compliance with school and District policies and regulations.
Learn, interpret, apply and explain rules, regulations, policies and procedures.
Perform duties with patience, tact and good judgment and within established guidelines.
Plan and coordinate events within the school community.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Observe situations and accurately determine an effective course of action.
Maintain routine records as assigned.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to:~~ Graduation from high school and demonstrated ability to work effectively with high school students.

LICENSES AND OTHER REQUIREMENT:

Valid First Aid and CPR Certificates issued by an authorized agency.

Valid California Driver's License.

REQUIRED TRAINING:

Nonviolent Crisis intervention.

Must complete 24 hours of School Security Guard Training as required by SB 1626.

Violent intruder/active shooter response training.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment.
Possible exposure to fights and confrontations.
Exposure to inclement or adverse weather conditions.

PHYSICAL ABILITIES:

Standing and walking for extended periods of time.

May require lifting, pushing, and/or pulling objects up to one hundred (100) pounds.

Running. **Ability to run and climb stairs.**

Hearing and speaking to exchange information.

Seeing to observe student behavior **at considerable distance.**

HAZARDS:

Potential physical hazards involved in intervening in anti-social, illegal or violent behavior.

Exposure to verbal abuse and harassment.

7/1/00-07/01/2017

SMJUHSD

Range 14-17

CAMPUS SECURITY COORDINATOR

BASIC FUNCTION:

Under the direction of an Assistant Principal, monitor campus and coordinate campus security personnel and others as assigned in the patrol of district facilities, parking areas and other locations during school hours and special events to protect people and property; enforce district and school rules and regulations; assist in investigation of accidents, vandalism, and thefts; prepare reports of safety activities; train and provide work direction to assigned campus security personnel.

REPRESENTATIVE DUTIES:

- Monitor campus and coordinate campus security personnel in the patrol of district facilities, parking areas and other locations during school hours and special events to protect persons and property. **E**
- Enforce district and school rules and regulations regarding facility use, and ensure that campus facilities are appropriately used; maintain crowd control and enforce safety regulations at special events. **E**
- Prevent illegal parking and loitering on school grounds; assist and direct campus visitors to authorized parking and appropriate offices. **E**
- Observe and report automobile break-ins; assist in investigation of accident, vandalism, and thefts; prepare reports of safety activities as required. **E**
- Train, provide work direction and coordinate work schedules, location and area coverage for assigned campus security personnel. **E**
- Coordinate with school, law enforcement, probation, social services and other agencies regarding safety issues. **E**
- Report illegal behavior to school administrators and authorities according to established procedures. **E**
- Observe students during passing periods between classes; assure timely return of students to class. **E**
- **Monitor video surveillance to ensure safety of students and school equipment; review video for evidence.** **E**
- Coordinate daily and special events safety at an assigned school site; patrol and monitor campus lunch area, hallways, walkways, classrooms, restrooms and parking lots; maintain order and safety of campus and adjacent facilities. **E**
- Maintain positive relationship with community; respond to neighborhood individuals or businesses calling to report problems; assist in emergency situations with outside agencies, including ambulance and fire. **E**
- **Operate a two-way radio to communicate with school and security personnel as assigned.** **E**
- **May drive cart, other light vehicle, or bicycle on and around the assigned campus.** **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Applicable municipal and State codes, district policies and procedures.
Methods of individual and group supervision.

Interests, attitudes and emotional development of adolescents.
Skills utilized to maintain positive relationships with students and adults.
Interpersonal skills using tact, patience and courtesy.
Behavior modification strategies and techniques.
Policies, rules and regulations concerning campus control, safety, and appropriate student behavior.
Crowd control procedures and the detection and identification of dangerous drugs and improper substances.
Health and safety regulations.
Recordkeeping techniques

ABILITY TO:

Coordinate campus security personnel in the patrol of district facilities, parking areas and other locations.
Provide work direction and guidance.
Patrol and monitor an assigned campus to maintain order and safety at an assigned campus.
Enforce campus rules and regulations.
Assure student compliance with school and district policies and procedures.
Learn, interpret, apply and explain rules, regulations, policies and procedures.
Perform duties with good judgement and within established guidelines.
Establish and maintain cooperative and effective working relationships with others.
Observe situations and accurately determine an effective course of action.
Perform evening and weekend student supervision services.
Understand and carry out oral and written directions.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to~~ Graduation from high school and three years experience working with youth in an organized setting including at least one year in a student safety capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid CPR and first aid certificate issued by an authorized agency.
Valid California Driver's License.

REQUIRED TRAINING:

Nonviolent Crisis Intervention.

Must complete 24 hours of School Security Guard Training as required by SB 1626.

Violent intruder/active shooter response training.

WORKING CONDITIONS:

ENVIRONMENT:

~~Indoor and outdoor work environment; seasonal heat and cold or adverse weather conditions.~~

Outdoor environment.

Possible exposure to fights and confrontations.
Exposure to inclement or adverse weather conditions.

PHYSICAL ABILITIES:

Standing and walking for extended periods of time.

May require lifting, pushing, and/or pulling objects up to one hundred (100) pounds.

Ability to run and climb stairs.

~~Climbing stairs and ramps; working or standing for extended periods of time.~~

Hearing and speaking to exchange information.

Manual dexterity of hands and fingers to break up fights.

~~Running.~~

Seeing to monitor student activities **at considerable distance.**

Exposure to verbal abuse and harassment.

HAZARDS:

Potential physical hazards involved in interviewing for anti-social, illegal and violent behavior; and during possible fights and confrontations.

Exposure to verbal abuse and harassment.

7/1/02-07/01/2017

SMJUHS

Range 25-26

CAMPUS SECURITY OFFICER - DHS

BASIC FUNCTION:

Under the direction of an Administrator at the Principal of Delta High School, monitor campus, parking areas and other locations during school hours and special events to protect people and property; enforce district and school rules and regulations; assist in investigation of accidents, vandalism, and thefts; prepare reports of safety activities.

REPRESENTATIVE DUTIES:

- Monitor campus, patrol district facilities, parking areas and other locations during school hours and special events to protect persons and property. **E**
- Coordinate campus security personnel as needed for special events. **E**
- Enforce district and school rules regulations and policies for the safety and security of students, staff and property according to established procedures. **E**
- Ensure that campus facilities are appropriately used, accessible and/or secured. **E**
- Maintain crowd control and enforce safety regulations at special events. **E**
- **Communicate effectively to prevent and de-escalate student conflicts.** **E**
- Prevent illegal parking and loitering on school grounds; assist and direct campus visitors to authorized parking and appropriate offices. **E**
- Observe and report automobile break-ins; assist in investigation of accident, vandalism, and thefts; prepare reports of safety activities as required. **E**
- Coordinate with school, law enforcement, probation, social services and other agencies regarding safety issues. **E**
- Report illegal behavior to school administrators and authorities according to established procedures. **E**
- Observe students during passing periods between classes; assure timely return of students to class. **E**
- **Monitor video surveillance to ensure safety of students and school equipment; review video for evidence.** **E**
- Coordinate daily and special events safety; patrol and monitor campus lunch area, hallways, walkways, classrooms, restrooms and parking lots; maintain order and safety of campus and adjacent facilities. **E**
- Monitor and report maintenance, graffiti and safety hazards. **E**
- Maintain positive relationship with community; respond to neighborhood individuals or businesses calling to report problems; assist in emergency situations with outside agencies, including ambulance and fire. **E**
- **Operate a two-way radio to communicate with school and security personnel as assigned.** **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Applicable municipal and State codes, district policies and procedures.

Methods of individual and group supervision.

Interests, attitudes and emotional development of adolescents.

Skills utilized to maintain positive relationships with students and adults.
Interpersonal skills using tact, patience and courtesy.
Behavior modification strategies and techniques.
Policies, rules and regulations concerning campus control, safety, and appropriate student behavior.
Crowd control procedures and the detection and identification of dangerous drugs and improper substances.
Health and safety regulations.
Recordkeeping techniques.

ABILITY TO:

Patrol and monitor an assigned campus to maintain order and safety.
Enforce campus rules and regulations.
Coordinate campus security personnel in the patrol of district facilities, parking areas and other locations during special events.
Assure student compliance with school and district policies and procedures.
Learn, interpret, apply and explain rules, regulations, policies and procedures.
Perform duties with good judgment and within established guidelines.
Establish and maintain cooperative and effective working relationships with others.
Observe situations and accurately determine an effective course of action.
Understand and carry out oral and written directions.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to~~ Graduation from high school and two years experience working with youth in an organized setting including at least one year in a student safety capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid CPR and first aid certificate issued by authorized agency.
Valid California Driver's License.

REQUIRED TRAINING:

Nonviolent Crisis Intervention.

Must complete 24 hours of School Security Guard Training as required by SB 1626.

Violent intruder/active shooter training.

WORKING CONDITIONS:

ENVIRONMENT:

~~Indoor and outdoor work environment; seasonal heat and cold or adverse weather conditions.~~

Outdoor environment.

Possible exposure to fights and confrontations.

Exposure to inclement or adverse weather conditions.

PHYSICAL ABILITIES:

Standing and walking for extended periods of time.

May require lifting, pushing, and/or pulling objects up to one hundred (100) pounds.

Ability to run and climb stairs.

~~Climbing stairs and ramps; working or standing for extended periods of time.~~

Hearing and speaking to exchange information.

Manual dexterity of hands and fingers to break up fights.

~~Running.~~

Seeing to monitor student activities **at considerable distance.**

HAZARDS:

Potential physical hazards involved in interviewing for anti-social, illegal and violent behavior; and during possible fights and confrontations.

Exposure to verbal abuse and harassment.

7/1/15-07/01/2017

SMJUHSD

Range ~~18~~-19

ELECTRICIAN

BASIC FUNCTION:

Under the direction of the Director of Facilities and Operations Maintenance, Operations and Transportation, perform skilled electrical work in the repair, maintenance, alteration and construction of District buildings and facilities; install, repair, service and maintain electrical systems and equipment.

REPRESENTATIVE DUTIES:

- Inspect, repair, install, service and maintain electrical systems including conduit and duct systems, lighting and power circuits, transformers, control equipment, switches, fire alarms and others. ***E***
- Install or replace necessary interior and exterior wiring for equipment, appliances, and lighting, and computer equipment. ***E***
- Install and perform repair of electrical systems for ~~intrusion alarms~~, lighting, heating, ventilation and air conditioning; replace fuses. ***E***
- Install, repair, and maintain intrusion alarm systems and video surveillance system, which may include programming the systems and maintaining user rights. ***E***
- Install, repair, and maintain electronic control devices; perform retrofitting of equipment with updated technological controls and equipment to improve performance and efficiency. ***E***
- Prepare cost estimates for repair; plan electrical work; order materials in accordance with established procedures. ***E***
- Operate a variety of tools and power equipment including saws, mechanical pipe benders, electrical and electronic testing equipment, hydraulic lifts, and other maintenance tools and equipment. ***E***
- Drive a vehicle to various District work sites. ***E***
- Assure compliance with federal, State and local electrical codes and , as well as health and safety codes and standards. ***E***
- Participate in other maintenance work as assigned.
- Work from sketches, plans, drawings, blueprints and specifications.
- Perform related duties as assigned.

KNOWLEDGE OF:

Trade tools, equipment, materials, methods and techniques used in skilled electrical and in general maintenance and repair.

National Electric Code, Fire Code, Uniform Building Code requirements, and other regulations pertaining to electrical work.

Appropriate health and safety precautions and procedures.

Technical aspects of field of specialty.

ABILITY TO:

Provide a DMV printout dated within 2 months.

Perform skilled electrical work in the repair, maintenance, alteration and construction of District buildings and facilities.

Install, repair, service and maintain electrical systems and equipment.
Prioritize and schedule work.
Apply codes, rules and regulations involved in assigned maintenance activities.
Effectively and safely operate a variety of tools and equipment used in the skilled trade.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Work from sketches, diagrams, blueprints, plans and specifications.
Make arithmetic calculations quickly and accurately.
Work independently with little direction.
Meet schedules and time lines.
Maintain routine records.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer as assigned for the position.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years journey-level electrical experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Fumes, dust and odors.
Adverse weather conditions.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Heavy physical labor.
Climbing ladders and scaffolding.
Seeing to perform electrical work.
Lifting, carrying, pushing and pulling heavy objects.
Walking.
Reaching overhead, above the shoulders and horizontally.
Dexterity of hands and fingers to operate a variety of tools and equipment used in the trade.
Bending at the waist, kneeling or crouching.

HAZARDS:

Electrical power supply and high voltage.
Working on ladders or scaffolding at heights.
Working around and with power saws and other machinery having moving parts.
Working in cramped or confined chambers.

~~11/14/96~~ **07/01/17**

SMJUHSD

Range 28 **31**

LCAP Specialist

BASIC FUNCTION:

Under the direction of a Support Services Director, perform specialized and complex work relating to the district's Local Control Accountability Plan (LCAP); assist in planning, preparation of plan components, analyzing and monitoring status of anticipated outcomes; prepares reports.

REPRESENTATIVE DUTIES:

- Compile data and information and prepare and maintain variety of records, logs and files for purposes of LCAP. *E*
- Assist in the coordination of activities related to the development, revision, completion and publication of the district's annual Local Control and Accountability Plan (LCAP). *E*
- Assist with planning, organization, and implantation of a broad stakeholder engagement strategy relating to the development and revision of the plan, including, but not limited to, community input meetings, parent advisory committee meetings, on-line input collection and employee group input. *E*
- Assist LCFF Task Force Coordinator on the tracking and revision of LCAP metrics to ensure alignment with the district's Strategic Plan. *E*
- Monitor and track LCAP funds, ensuring that actions/services and expenditures are properly accounted for. *E*
- Assist with preparation and presentation of LCAP status and update reports to the board, district leadership, and community; maintain up to date information regarding engagement activities. *E*
- Maintain department webpage, providing regular content updates along with relevant information. *E*
- Collaborate with school personnel to ensure LCAP and Single Plans for Student Achievement (SPSA) are in alignment; monitor for compliance. *E*
- Attend local and regional workshops on LCAP development and best practices and share information with district staff. *E*
- Perform a variety of tasks related to student testing. *E*
- Assist in developing, adapting, and demonstrating assessment programs to meet special District needs; collects and analyzes all necessary data for program requirements for district, State and Federal programs. *E*
- Assist users in resolving technical problems regarding student assessment programs. *E*
- Serve as resource to administrators and staff.
- Operate a computer and other office equipment as assigned. *E*
- Perform related duties as assigned.

KNOWLEDGE OF:

LCFF and LCAP concepts and fundamentals.

District organization, operations, policies and objectives.

School District programs and office practices and procedures.

Budget preparation and maintenance procedures.

Filing systems, receptionist and telephone techniques, letter and report writing, editing and proofreading.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Applicable sections of State Education Code, Board Policy and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Operation of office machines including computer equipment.

ABILITY TO:

Exercise judgment in relieving Director of administrative detail within a defined scope of established responsibility.

Analyze situations accurately and adopt an effective course of action.

Participate in budget preparation and maintenance.

Interpret, apply and explain school and District programs, policies, procedures, rules, regulations, and objectives.

Work independently with little direction.

Understand and interpret rules and written/oral directions and apply to specific situations.

Compose correspondence independently.

Perform duties effectively with many demands on time and constant interruptions.

Type 60 wpm net from clear copy; original certificate dated within 6 months is acceptable.

Make arithmetic calculations quickly and accurately.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Attend workshops out of the area, as required.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by training or coursework in business office management, organization, planning or related technical skill area and four years of increasingly responsible secretarial experience.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Constant interruptions.

May drive vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read, prepare and review various materials.

07/01/17
SMJUHSD
Range 28

REGULAR MEETING
August 1, 2017

APPENDIX E
2017-18 General Fund Budget
45-day Revision



Santa Maria Jt Union High School District

2017-18 General Fund Budget 45-Day Revision



Changes since May Revise

- LCFF "Gap" closure rate cut by 0.78 percentage points to 43.19% <**\$44,919**>
- One-time discretionary funds \$147 per ADA
\$1,086,841
- Lottery funding: Increase in funding rate
 - \$2 per ADA unrestricted \$15,400
 - \$3 per ADA restricted \$23,100

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
2017/18 GENERAL FUND BUDGET 45-DAY REVISION

	2017/18 Adoption	Change/Difference		45 Day Revise
Projected Actual ADA	7527			7527
Projected <i>Funded</i> ADA	7527			7527
Beginning Fund Balance	5,664,618			5,664,618
Revenues				
LCFF	82,692,937	LCFF	(44,919)	82,648,018
Federal Revenues	4,544,828			4,544,828
State Revenues	7,000,570	One-time	1,086,841	8,142,336
		Lottery	38,500	
		Mandate Blk Grnt	16,425	
Local Revenues	2,791,384			2,791,384
Total Revenues	97,029,719		1,096,847	98,126,566

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
2017/18 GENERAL FUND BUDGET 45-DAY REVISION

	2017/18 Adoption	Change/Difference		45 Day Revise
Expenditures				
1xxx Certificated Salaries	38,987,096			38,987,096
2xxx Classified Salaries	16,257,888			16,257,888
3xxx Employee Benefits	21,501,898			21,501,898
4xxx Books & Supplies	6,821,548			6,821,548
5xxx Services & Other Operating	11,548,099			11,548,099
6xxx Capital Outlay	756,576			756,576
Other Outgo - debt svc	666,390			666,390
Indirect Costs	(167,031)			(167,031)
Total Expenditures	96,372,464		-	96,372,464

**SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
2017/18 GENERAL FUND BUDGET 45-DAY REVISION**

	2017/18 Adoption	Change/Difference	45 Day Revise
Operating Surplus/(Deficit)	657,255	1,096,847	1,754,102
Transfers In	-		
Transfers Out	(375,000)		(375,000)
Other Financing Sources / (Uses)	-		
Encroachment Contributions	-		
Increase / (Decrease) in Fund Balance	282,255	1,096,847	1,379,102
Ending Fund Balance	5,946,873	1,096,847	7,043,720
Components of Ending Fund Balance			
Revolving cash, stores, prepaid expense	180,141		180,141
Economic uncertainties (3%)	2,902,424		2,902,424
Restricted programs ending balance	1,546,020	Lottery	23,100
Unappropriated amount, General Fund	1,318,288		1,073,747