

ORCUTT UNION SCHOOL DISTRICT  
Regular Charter Meeting of the Board of Trustees  
Wednesday, January 11, 2012  
Closed Session 6:00 p.m.  
Public Session —6:15 p.m.  
District Office Board Room  
500 Dyer Street, Orcutt, CA 93455

**CALL TO ORDER** 6:00 P.M.

**PUBLIC COMMENT ANNOUNCEMENT**

The Board of Trustees welcomes comments about items appearing or not appearing on tonight's agenda. The audience members wishing to address the Board during the Public Comment segment of the agenda are reminded to fill out a Public Comment Form from the Superintendent's secretary and submit it prior to the time the presiding officer calls for Public Comment.

A maximum of thirty (30) minutes is set aside for Public Comment; speakers are allowed a maximum of three (3) minutes to address the board on any items within the Board's jurisdiction in accordance with the Brown Act. The Board will limit any response to public comments to brief statements, referral to staff, or referral to a future board meeting.

**CLOSED SESSION PUBLIC COMMENTS**

This section of the agenda is intended for members of the public to address the Board of Trustees on items that are being considered in Closed Session.

**ADJOURN TO CLOSED SESSION**

Adjourn to Closed Session for the purpose of discussing matters expressly authorized by Government Code Section 3549.1, 54956.95, 54957, and 54957.6.

1. Public Employment per Personnel Report.
2. Public Employee Employment/Discipline/Dismissal/Release.
3. Conference with labor negotiator Robert Bush, Superintendent and/or Don Nicholson.
  - a. OEA
  - b. CSEA
4. Conference with labor negotiators for unrepresented employees:
  - a. Certificated and Classified Management, and Confidential.  
Agency representative – Superintendent.
  - b. Superintendent. Agency representative – Board of Trustees
5. Student disciplinary/expulsion matters.

**RECONVENE TO PUBLIC SESSION** 6:15 P.M.

- A. Pledge of Allegiance
- B. Public Report on Action Taken in Closed Session
- C. Superintendent's Report  
An opportunity for the Superintendent to share matters of special interest or importance which are not on the board agenda and/or special presentations of district programs or activities such as curriculum/instructional updates, timely events/information, and district activities.
  1. ASB President Report – David Sparks
  2. OAHS Dedication Ceremony (January 26) – Marysia Ochej
  3. Community Involvement – Ted Lyon
  4. Blood Drive – Ted Lyon
  5. Enrollment Update – Joe Dana
  6. SOAAR Update – Joe Dana

D. Public Comment

An opportunity for the public to provide input to the Board of Trustees. Those wishing to speak about a specific agenda item may do so during the Public Comment segment or when the item is being considered. Any request to speak must be submitted on a **Request for Public Comment Form** which can be obtained from the Superintendent's secretary and submitted prior to the presiding officer addressing the item. If you choose to speak when an item is before the Board, your name will be called prior to board consideration. An item not on the agenda must be addressed during the Public Comment segment of the agenda.

E. Written Communication

Documents addressed to or by board members as communications during a Board of Education meeting are defined as letters from parents or community members regarding issues within the jurisdiction of authority of the Board of Education; information or reports from professional organizations, i.e., CSBA, SBCSBA, etc.; letters or reports from other public agencies; letters or reports from legislators; or letters or reports from district schools or staff.

F. Public Hearing – None

**CONSENT AGENDA ITEMS**

Actions proposed for Consent Agenda (block vote) items are consistent with approved practices of the district and are deemed routine in nature. Since trustees receive board agenda backup information in advance of scheduled meetings, they are prepared to vote with knowledge on the block vote items. Consent Agenda items are voted on at one time, although any such item can be considered separately at a board member's request.

- A. Certificated Personnel Action Report
- B. Regular Charter Board Minutes, December 14, 2011
- C. Hiring of Additional Coaches 2011/2012

It is recommended that the Board of Trustees approve Consent Agenda Items A through C, as submitted.

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

**ITEMS SCHEDULED FOR ACTION**

A. GENERAL

- 1. Safe School Plans – OAHS and OAK-8

Annually each School Site Council/Safety Committee must review and update as necessary their Safe School Plans. It is recommended that the Board of Trustees approve the Safe School Plans for OAHS and OAK-8 as submitted. Copies of these Safe School Plans are available for review at the District Office, 500 Dyer Street, Orcutt, CA. M-F from 7:30 a.m. – 4:30 p.m.

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

2. Acceptance of Gifts – Rosie Chavez Memorial Scholarship

The following donations were made to the Rosie Chavez Memorial Scholarship:

- Carolyn Krantz \$50.00
- Cynthia & George Guggia \$100.00
- Jack Garvin \$100.00
- Richard E. Detty \$75.00

It is recommended that the Board of Trustees accept these gifts and direct that a letter of acceptance and appreciation be forwarded to Carolyn Krantz, Cynthia & George Guggia, Jack Garvin and Richard E. Detty.

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

B. BUSINESS

1. Award Bid for OAHS Serving Line

The bid opening is Friday, January 6, 2012. Once due diligence is complete regarding compliance and the ability of the contractor to perform providing there are no protests, staff will bring a recommendation to the January 11, 2012 board meeting for approval.

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

**ITEMS SCHEDULED FOR INFORMATION/DISCUSSION**

1. Charter Financial Report
2. Items from the Board

**GENERAL ANNOUNCEMENTS**

Unless otherwise noticed, the next regular board meeting is scheduled for Wednesday, February 8, 2012 with Closed Session beginning at 6:00 p.m. followed by Public Session at 6:15 p.m. in the District Office Board Room, 500 Dyer Street, Orcutt, CA.

**ADJOURN**

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Superintendent's Office at (805) 938-8907. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting.*

*All documents related to the open session agenda are available for review 72 hours prior to the meeting at the Orcutt Union School District Office, 500 Dyer Street, Orcutt, CA.*

# **ORCUTT ACADEMY CHARTER SCHOOLS**

## **ORCUTT UNION SCHOOL DISTRICT**

### **Certificated Personnel Action Report**

**TO:** Bob Bush  
District Superintendent

**FROM:** Jan Yanagisako  
Assistant Superintendent, Human Resources

**DATE:** Board Meeting of January 11, 2012

**RE:** **RECOMMENDATIONS FOR APPROVAL AND RATIFICATION**

<b>SCHOOL</b>	<b>CLASS/ STEP</b>	<b>EFFECTIVE DATE</b>	<b>ACTION INFORMATION</b>
Academy HS	Stipend	2011-12	Boys Golf Coach
Academy HS	Extra Duty	11/3-11/24/11	Detention, 6 hrs
Academy HS	Extra Duty	11/2-11/30/11	Band, 5 hrs
Academy HS	Hourly	1/9/12-3/16/12	Counselor, 20 hrs
Academy HS	Extra Duty	11/3-11/29/11	Tutoring, 7 hrs
Academy HS	Extra Duty	10/31-11/28/11	Tutoring, 10.2 hrs
Charter HS	Stipend	2011-12	Assistant Swim/Dive Coach
Casmalia	Hourly	11/30/11	Spanish Teacher, 3 hrs wk
Academy JS	Stipend	2011-12	Assistant Track Coach

\*To be prorated

**ORCUTT UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES  
REGULAR CHARTER MEETING  
December 14, 2011**

**CALL TO ORDER**

A regular charter meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, December 14, 2011 beginning with Mr. Hatch calling Public Session to order at 6:00 p.m. It was moved by Jim Peterson, seconded by Jan Zilli and carried to adjourn the meeting to Closed Session at 6:02 p.m. Members Present: Peterson Buchanan Hatch Zilli and Meissner. Absent: None Administrators Present: Bush, Ochej, Edds and Yanagisako. Absent: None.

**RECONVENE TO PUBLIC SESSION**

The meeting was reconvened to Public Session at 6: 17 p.m. The Pledge of Allegiance was led by Jan Zilli.

**REPORT ON ACTION TAKEN IN CLOSED SESSION**

Mr. Hatch reported that no action was taken in Closed Session.

**SUPERINTENDENT'S REPORT**

ASB President David Sparks reported on the current events at the high school. This week is finals week for students. The Winter Black and White Formal was a great success. College acceptance letters are starting to be received by the seniors. Pictures of students and their college are posted on the wall of the Career Center. A winter concert by the OAHS Choir was performed in the District Office parking lot led by director Dona Kintzi.

**CONSENT AGENDA ITEMS**

- A. Certificated Personnel Action Report
- B. Classified Personnel Action Report
- C. Regular Charter Board Minutes, November 9, 2011
- D. Hiring of Additional Charter High School Coaches 2011/2012

It was moved by Kathy Meissner, seconded by Jim Peterson and carried to approve Consent Agenda Items A through D, as submitted.

**ITEMS SCHEDULED FOR ACTION**

It was moved by Jan Zilli, seconded by Rob Buchanan and carried to accept the \$250 donation from Chris and Christie Hurd to the Rosie Chavez Memorial Scholarship Fund and directed that a letter of acceptance and appreciation be forwarded to the Hurds.

It was moved by Kathy Meissner, seconded by Jan Zilli and carried to approve the Single School Plan for Student Achievement for Orcutt Academy Charter K-12, as submitted.

It was moved by Jan Zilli, seconded by Jim Peterson and carried to approve the contract for the addition of Orcutt Academy K-8 to the Skills Math Facts Fluency Program.

Marysia gave a brief overview of the First Interim Report. It was moved by Kathy Meissner, seconded by Jan Zilli and carried to approve the First Interim Report with a positive certification for 2011/2012 and for the next two years.

**ITEMS SCHEDULED FOR INFORMATION/DISCUSSION**

The Charter Financial Report was presented for information/discussion.

Bob Hatch reported that Rory Papworth, OAHS senior, was awarded the Santa Maria Valley Chamber of Commerce Youth of the Month.

**GENERAL ANNOUNCEMENTS**

The next regular board meeting is scheduled for Wednesday, January 11, 2012 with Closed Session beginning at 6:00 p.m. followed by Public Session at 6:15 p.m. in the District Office Board Room.

**ADJOURN**

It was moved by Jan Zilli, seconded by Rob Buchanan and carried to adjourn the meeting at 6:50 p.m.

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Bob Bush, Board Secretary

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Kathleen Meissner, Clerk, Board of Trustees

# ***ORCUTT ACADEMY CHARTER HIGH SCHOOL***

## ***ORCUTT UNION SCHOOL DISTRICT***

***TO:*** Bob Bush  
District Superintendent

***FROM:*** Jan Yanagisako  
Assistant Superintendent, Human Resources

***DATE:*** January 11, 2012

***RE:*** ***NOTIFICATION TO BOARD –HIRING OF ADDITIONAL CHARTER  
HIGH SCHOOL COACHES FOR 2011-12 SCHOOL YEAR***

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***Orcutt Academy Charter High School:***

Karl Cudworth  
Robert Speaker  
Joe Warrick

Boys Golf Coach  
Volunteer Varsity Boys Volleyball – unpaid  
Assistant Track Coach

\*Volunteer coaches are required to submit similar paperwork as paid positions. They are not required to hold an ASCC certificate from the CTC but have submitted fingerprints to FBI and DOJ reportable to Orcutt Union School District



## PUPIL SERVICES MEMORANDUM

TO; Board of Trustees  
Bob Bush, Superintendent

FROM; Lana Thomas, Director of Pupil Services

BOARD MEETING DATE: January 11, 2012

BOARD AGENDA ITEM: Safe Schools Plans

BACKGROUND: Annually each School Site Council/Safety Committee must review and update as necessary their Safe Schools Plan. The four areas of focus are: Personal Characteristics of Students and Staff, The School's Physical Environment, The School's Social Environment and The School's Culture. OAHs and OAK-8 have reviewed and approved their plans for the 2011/2012 school year.

RECOMMENDATION: It is recommended that the Board of Trustees approve the Safe School Plans as submitted by the schools listed above.

FUNDING: As designated by School Site Council/Safety Committee if required.





Orcutt Academy Charter School K-8

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## **Safe Schools Plan**

Orcutt Union Elementary School District

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2011-2012 School Year

Address: 3491 Point Sal Road, Caspar, CA 95429

Phone: 805.937.6515

## **Table of Contents**

School Safety Committee

Safe Schools Mission and Vision Statement

Personal Characteristics of Students and Staff

The School's Physical Environment

The School's Social Environment

The School's Culture

Appendix

# School Safety Committee

**Member Name**

**Position**

Joe Dana	Principal
Reyes Gonzalez	Office Manager
Susie Robinson	Custodian/Cook
Michelle Clayton	Teacher
Stacey Lovell	Teacher
Shauna Wilson	Teacher
Kenneth Cardona	Parent
Rebecca Fanshier	Parent
Jim Foster	Parent

## **Mission Statement**

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"Safe schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical violence and psychological harm. They are characterized by sensitivity and respect for all individuals (including those of other cultural and ethnic backgrounds), an environment of nonviolence, clear behavioral expectations, disciplinary policies that are consistently and fairly administered to students; affiliation and bonding to the school support and recognition for positive behavior, and a sense of community on the school campus. Safe schools also are characterized by proactive security procedures, established emergency response plans, timely maintenance, cleanliness, and a nice appearance of the campus and classrooms."

Taken from "Safe Schools: A Planning Guide for Action"  
California State Department of Education

## **Vision Statement**

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While maintaining its current positive practices, the Orcutt Academy will implement action plans to provide an emotionally and physically safe school environment for all students, staff, and visitors.

## **Personal Characteristics of Students and Staff**

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### **Areas of Pride and Strength:**

Teachers, with assistance from the Associated Student Body, emphasize character education with students. A character trait (e.g., “Honesty”, “Compassion”, etc.) is taught each month. Members of the ASB discuss character traits at each month’s Academy Awards assembly. Character Awards are part of the student recognition program.

Leadership, community service, and mentoring skills are fostered via the ASB, campus clubs, and cross-age activities.

The ASB promotes school spirit by planning schoolwide “spirit days”.

A Campus Connection childcare program serves students both before and after school. The program is located at Joe Nighingale School.

We have an outstanding team of support service providers for our students (i.e. Resource, Speech, and other services).

PTSA sponsored activities and “family nights” promote a strong connection between home and school.

Health and well-being issues are taught during Growth and Development, ChildSAFE lessons, Too Good for Drugs, and Drug Abuse Resistance Education (DARE).

The size of the school enables all staff to know all of the school’s students. Staff feel connected to all children, not just the children in their respective classrooms.

### **Areas of Concern:**

1. We receive from students some reports of social mistreatment on the playground, on the school bus, and at other places on campus.
2. Some students have family/home/emotional issues that are impacting their education. Counseling services would be of great assistance to these students.
3. We would like to survey students and parents to determine if any other safety-related issues need to be addressed.

### **Action Plan:**

Action 1

Implement a Safe School Ambassadors program during the 2011-2012 school year. This program trains student "ambassadors" from grades 3-8 to recognize social mistreatment and to address it with the student who is causing it, the target, and/or bystanders in a way that puts it to a halt. Students will be strategically selected so they represent a cross-section of social groups on campus. Serious incidents of harassment or bullying will be referred to adults.

#### Action 2

Implement counseling services by a counselor from the Santa Maria Youth & Family Center.

#### Action 3

Implement student and parent surveys in Spring 2012. We will protect the anonymity of respondents so honest input can be given.

## **The School's Physical Environment**

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### **Areas of Pride and Strength:**

Residents of Casmalia take pride in the school and closely monitor the campus after hours and on weekends. Some members of the staff reside in Casmalia, within line of sight of the school.

A school-wide evacuation plan is fully executed in the fall of each school year.

Bus evacuation, lock-down, and fire drills are practiced throughout the school year.

The school has a detailed emergency response plan. Exit plans are posted in each classroom. In addition, every classroom/building has an emergency binder and a backpack filled with supplies.

The facilities are in good condition. The district has devoted considerable time and resources to classroom, facility, and grounds improvements.

The school has playground equipment that meets all state safety requirements.

The school has a school garden.

Staff and volunteers wear ID badges.

Students are taught about environmental education, and recycling is practiced school-wide.

The custodian does an excellent job of cleaning and vacuuming all classrooms, restrooms, and offices nightly.

### **Areas of Concern:**

1. Our physical education teacher has expressed concern about holes in, and the unevenness of, our large field area.
2. Our school garden is not big enough to accommodate our plans for it. We have ambitions to grow a cross-section of vegetables and plants, including vegetables that are farmed locally.
3. We would like to add playground elements that encourage students to try new games or activities at recess.
4. Teachers would like to have an added measure of protection against unauthorized persons or intruders who are on campus.
5. The fire alarm in the kindergarten/first-grade/second-grade classroom is not operational.

### **Action Plan:**

### Action 1

Work with our district grounds crew to have our field area plowed and/or leveled in some way, so it can better accommodate running, games, and other physical education activities.

### Action 2

Implement a s'Cool Gardens Grant from the Orfalea Foundation. This grant will expand the garden area and add much-needed elements such as a storage shed, improved fencing, and an outdoor classroom. In association with this grant, we will schedule a work day at which parents and community members can help with the garden and with the beautification of the campus.

### Action 3

Identify a place on the blacktop at which a stenciled map of the United States can be painted. (The PTSA already has the map.)

### Action 4

Work with the district Maintenance Department to install door hardware that can be locked from the inside.

### Action 5

Work with the district Maintenance Department to make the fire alarm in the K-1-2 classroom operational.



## **The School's Social Environment**

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### **Areas of Pride and Strength:**

Expectations for student behavior are communicated in a Parent Handbook.

Teachers establish firm and fair classroom rules and consequences.

Internet safety is stressed. Students and parents sign an Acceptable Use Policy agreement before students access the Internet.

Students are able to compete in academic endeavors (i.e. Spelling Bees, Battle of the Books, North County Math Superbowl, and PTA Reflections).

PTA sponsors many social activities throughout the school year to facilitate the school community getting to know each other.

Students have opportunities to hold leadership roles in the school through the Associated Student Body, campus clubs, and cross-age activities.

Theme days are planned by students to foster school spirit.

Assemblies, field trips, and science experiments are outstanding ways we give our students "hands on" learning experiences.

Teachers do an excellent job of making the school's themes (agriculture, alternative forms of energy, environmental education, and visual and performing arts) come alive with engaging lessons, hands-on activities, and other learning experiences.

### **Areas of Concern:**

1. We continue to experience incidents of misbehavior on the bus ride to and from Casmalia. Concerns have been received from students, parents, and Transportation Department staff.
2. Not a concern, but we have a desire to expand enrichment opportunities for students.
3. We would like to plan more activities and events that unify the K-8 campus and the high school campus.

### **Action Plan:**

### Action 1

Continue to focus attention on improving behavior on the bus ride. Activities to include:

- Shortening the bus loop by having it begin and end at Joe Nightingale School, which is closer to downtown Santa Maria than May Grisham School (where the bus loop began and ended in 2010-2011)
- Work with the bus driver to be firmer with regard to expectations and accountability
- Continue to discuss with students the importance of being on their best behavior during the bus ride
- When misbehavior occurs, investigate it, make parent contact, and apply bus tickets and/or school consequences as needed

### Action 2

Implement a Lego League team from OAK-8. We will target students from grades 4-8.

### Action 3

Work with Orcutt Academy High School to plan activities that unify our two campuses. Activities to include:

- WASC self-study work that includes both OAHS and OAK-8 students, parents, and staff
- A "Spartan Carnival" family event in which OAHS ASB Leadership students put on carnival games for OAK-8 families
- Collaboration with the OAHS Drama class, to include a performance in Casmaria and a performance at OAHS which OAK-8 students attend
- Collaboration with the OAHS Robotics team on FIRST Lego League
- Implementation of "College Days" on Thursdays -- the same day that OAHS has "College Days"

## **The School's Culture**

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### **Areas of Pride and Strength:**

There is a strong partnership among students, staff, parents, and family members. Because parents need to “choose” to have their children attend the school, there is strong buy-in among parents.

The office manager creates a welcoming and friendly atmosphere.

Parent involvement is highly encouraged. Many parents volunteer in classrooms.

There is a close rapport among staff members.

Student award programs recognize students for academics, citizenship, effort, and cooperation. The PTSA reinforces this by periodically running an Academy Store.

The GenSpan Foundation provides a volunteer who is very helpful with students.

The school has a regular weekly e-mail newsletter that is appreciated by parents.

### **Areas of Concern:**

1. Despite efforts to communicate in print or via e-mail, some parents still say they are uninformed of school events.
2. The PTSA would like to boost parent participation in school events and its own events.

### **Action Plan:**

#### **Action 1**

Add text messaging as a means of communication and work with parents to calibrate school communication to whatever form(s) they request: print, e-mail, and/or text.

#### **Action 2**

The PTSA will hold a barbecue, potluck, or other kind of meal event every two months. The goal for these events is to bring students, parents, and staff together more often than in the past.

## Appendix

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### Board Policy and Administration Regulations

- a. BP 0450 (a) - Comprehensive Safety Plan
- b. BP 5141.4 - Child Abuse/Neglect and Reporting Requirements
- c. BP 5141.4 - Child Abuse and Neglect (Reporting Procedures)
- d. AR 5144.2 - Suspension and Expulsion/Due Process

### SAFE INGRESS/EGRESS

- a. Evacuation map
- b. Disaster Drill Schedule
- c. Emergency Team Duties
- d. Disaster duties and responsibilities
- e. Disaster Procedures

### DISCIPLINE PROCEDURES

- a. Student Handbook
- b. Notifying Teachers of dangerous pupils
- c. Discrimination and Harassment policy

### APPENDIX

- a. 2011 School Accountability Report Card
- b. Safe School Questionnaire
- c. Safe Schools Planning Checklist
- d. Procedures for Lockdown/Shelter Evacuation
- e. Disaster Services Workers
- f. Electronic Network User Agreements (Student and Staff)

Orcutt Academy Charter School K-12

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## **Safe Schools Plan**

Orcutt Union School District

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2011-2012 School Year

Address: 610 Pinal Avenue, Orcutt, CA 93455

Phone: 805.938.8550

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## School Safety Committee

<b>Member Name</b>	<b>Position</b>
Ted Lyon, Jr.	Principal
Kim Domingues	Administrative Assistant
Laurel Schroeder	Counselor
Alyson Chavez	Teacher
Dona Kintzi	Teacher
Jonathan Dollahite	Teacher
Brenda Williams	Career Tech/Librarian
Kathy Gulliver	Parent
Sheila Sahlberg	Parent
Joe Dana	Head of Charter Programs

## **Mission Statement**

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"Safe schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical violence and psychological harm. They are characterized by sensitivity and respect for all individuals (including those of other cultural and ethnic backgrounds), an environment of nonviolence, clear behavioral expectations, disciplinary policies that are consistently and fairly administered to students; affiliation and bonding to the school support and recognition for positive behavior, and a sense of community on the school campus. Safe schools also are characterized by proactive security procedures, established emergency response plans, timely maintenance, cleanliness, and a nice appearance of the campus and classrooms."

Taken from "Safe Schools: A Planning Guide for Action"  
California State Department of Education

## **Vision Statement**

---

While maintaining its current positive practices, the Orcutt Academy will implement action plans to provide an emotionally and physically safe school environment for all students, staff, and visitors.



## **Personal Characteristics of Students and Staff**

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### **Areas of Pride and Strength:**

ASB-Leadership is a class and has elected officers that organize assemblies for the purpose of recognizing sports, clubs, and special events.

Community service is an expectation. Students earn 10 or more hours a year with guidance from the Counselor and their Spartan Seminar Teachers. Graduation is only possible when 40 hours of community service have been earned.

The ASB promotes school spirit by planning schoolwide “spirit days”.

Clubs are generated by students for students. Teacher advisors use time during lunch and after school to keep the clubs active and relevant.

The high school offers after-school Intervention program for students with less than a 2.0 GPA three days a week. Geometry support is offered after school two days a week. In February/March, students may attend the CAHSEE Prep Academy for five consecutive Tuesdays. As a result of these programs, 95.5% of the students at the high school have a GPA of 2.0 or higher. The 2011 CAHSEE pass rate for Math and ELA is 97% . All after-school intervention programs are supervised by a credentialed hourly teacher.

PTSA sponsored activities provide opportunities for community service and help to raise money to supplement teacher budgets and assist the school in funding broad initiatives.

Health and well-being issues are taught during Frosh Core classes. The school has partnered with “Fighting Back Santa Maria” to provide our CORE students with a “Choices” curriculum related to Alcohol Abuse.

The size of the school enables all staff to know all of the school’s students. Spartan Seminar provides students with a chance to bond with one teacher throughout their school career at the Orcutt Academy High School.

### **Areas of Concern:**

1. Increase its focus on career-tech education, awareness, and exploration across the curriculum
2. Increase of elective classes
3. Students requested that access to foreign languages other than Spanish be provided.

### **Action Plan:**

Action 1

All stakeholders will participate in Home Groups and Focus Groups in preparation for the WASC Full-Study Visit on Oct. 1, 2012.

#### Action 2

In winter of 2011-12, parents, students, and staff will complete a School Climate Survey to assess our continued progress in the areas of school safety, academic instruction, professionalism, and overall school climate. The results will be compared to those of the past three years to determine areas of strength and concerns.

#### Action 3

In spring of 2012, Focus Groups will meet to review all aspects of the school program to determine student success in meeting ESLRs (which includes the state standards and WASC criteria). The input from the Focus Groups will be incorporated into a long-range Action Plan aligned with the school's needs and the development/implementation of an accountability system for monitoring the accomplishment of that plan.

#### Action 4

Work to insure all students establish and implement a post-graduation plan, and increase overall participation in SAT. Spartan Seminar will be organized to highlight the following areas: 9th grade Academic, 10th grade Personal/Social, 11th grade Career. Plans for 12th grade (2011-12) will include Focus on College.

#### Action 5

A Youth and Family Counselor will be utilized for students who have more serious emotional needs.

#### Action 6

Our School Psychologist and Counselor will work to identify students who need Student Study Teams, intervention.

#### Action 7

The principal will notify and meet with all students with 504 plans at the start of the first and second semesters.

#### Action 8

Students who have not taken, failed, or are at risk of failing either section of the CAHSEE will be invited to an after school preparatory class in the month of February.

## **The School's Physical Environment**

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### **Areas of Pride and Strength:**

A school-wide evacuation plan is fully executed in the spring of each school year.

Bus evacuation, lock-down, and fire drills are practiced throughout the school year.

The school has a detailed emergency response plan. Exit plans are posted in each classroom. In addition, every classroom/building has an emergency binder and a backpack filled with supplies.

The facilities are in good repair. The district has devoted considerable time and resources to classroom, facility, and grounds improvements.

The custodians do an excellent job of cleaning and vacuuming all classrooms, restrooms, and offices nightly.

OAHS moved to a new site for the 2011-2012 school year that allows for a school identity separate from the adjacent junior high school. The school expanded to accommodate grades 9-12 and the student body has increased to approximately 490 students. The new high school site has enough rooms to accommodate the projected increase to 550 students for the 2012-13 school year.

Students will receive I.D. cards that can be used to get into dances and school events.

Students will have opportunities to participate, via their Spartan Seminar classes, in school Spirit Days.

The junior high and high school P.E. staffs work together to best maximize the use of the gym, fields, tennis courts, and the fitness center.

Coaches will be given background checks, be fingerprinted, be current in First Aid/CPR, and have completed CIF certification.

### **Areas of Concern:**

### **Action Plan:**

#### **Action 1**

Explore opportunities to improve the visual aesthetics of the school, e.g. through the painting of a mural and additional signage.

#### Action 2

Continue to stress that volunteers and visitors check in with the office before entering the campus.

#### Action 3

Work with students to maintain campus cleanliness by picking up trash and monitoring peer behavior.

#### Action 4

Students will be given opportunities through Spartan Seminar classes to volunteer for community and campus beautification opportunities.

#### Action 5

Students will be involved through ASB Leadership and Spartan Seminar to generate ideas for the high school's first commencement ceremony in June of 2012.

#### Action 6

It is necessary for the School Safety Plan to be evaluated and assessed thoroughly each year. Evacuation procedures, exit routes, and the school map need to be adjusted to accommodate new students who join our campus.

#### Action 7

A meeting will be held early in the year to make sure that the necessary adjustments for school safety are made.

## **The School's Social Environment**

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### **Areas of Pride and Strength:**

Expectations for student behavior are communicated in a Student Handbook.

Teachers establish firm and fair classroom rules and consequences.

Internet safety is stressed. Students and parents sign an Acceptable Use Policy Agreement before students access the Internet.

Students are able to compete in athletic and academic endeavors (Varsity/Junior Varsity sports, FIRST Robotics competition, Reflections), ASB and club activities.

PTSA sponsors social activities throughout the school year to facilitate the school community getting to know each other.

Students have opportunities to hold leadership roles in the school through the ASB, campus clubs, and membership in PTSA.

Theme days are planned by students to nurture school spirit.

All Juniors will be able to attend the Hancock College Career Day.

Seniors may choose to participate in the College Now program.

Band, Choir, and Drama all have opportunities to perform for the school and the community.

The OAHS library facility has expanded to include a part-time Media Specialist who oversees our College/Career Exploration Center.

### **Areas of Concern:**

#### **Action Plan:**

##### **Action 1**

Every year, the principal will work directly with teachers and students to update the school rules, if necessary.

## Action 2

The principal and teachers will work with students to support acceptable student behavior through the Spartan Seminar.

## Action 3

As possible, the principal and teachers will attempt to arrange opportunities in which students can participate quarterly in community performances and events (e.g., Chamber of Commerce luncheon).

## Action 4

Academic and Athletic Awards will be held on a regular basis to recognize student achievement.

## Action 5

Robotics, Choir, and other students in elective classes will present before the Board at regular scheduled Charter Board meetings.

## Action 6

A variety of speakers and activities (such as College T-Shirt days) will be continued to get students thinking about their future.

## **The School's Culture**

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### **Areas of Pride and Strength:**

There is a strong partnership among students, staff, parents, and family members. Because parents need to “choose” to have their children attend the school, there is strong buy-in among parents.

The administrative assistant creates a welcoming and friendly atmosphere.

The school library is open during lunch and after school to offer a warm place for students to use computers, play board games, study, read, as well as research careers and colleges.

Parent involvement is highly encouraged. Parent drivers make up the majority of our transportation for sports teams, clubs, and field trips.

There is a close rapport among staff members; teachers eat lunch together in the staff room and the OAHS Social Club creates opportunities for the staff to celebrate birthdays, holidays, and other special events.

Student Success Team (SST) meetings bring staff and parents together to help referred students. Staff and parents can make referrals to SST.

Student award programs recognize students for academic, athletic and club accomplishments.

### **Areas of Concern:**

#### **Action Plan:**

##### Action 1

Continue the weekly e-mail newsletter for parents.

##### Action 2

Counselor will organize and coordinate parent nights on various topics. Most will be related to college and career awareness.

### Action 3

Student, teachers, and parents will participate in recruiting new students for each school year.

### Action 4

Parents, students, staff, and community members will be included in plans for next year's programs.

### Action 5

Update and advertise our website to insure that all parents know what is happening at OAHS.



## Appendix

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### Board Policy and Administration Regulations

- a. BP 0450 (a) - Comprehensive Safety Plan
- b. BP 5141.4 - Child Abuse/Neglect and Reporting Requirements
- c. BP 5141.4 - Child Abuse and Neglect (Reporting Procedures)
- d. AR 5144.2 - Suspension and Expulsion/Due Process

### SAFE INGRESS/EGRESS

- a. Evacuation Map
- b. Disaster Drill Schedule
- c. Emergency Team Duties
- d. Disaster Duties and Responsibilities
- e. Disaster Procedures

### DISCIPLINE PROCEDURES

- a. Student Handbook
- b. 2011-2012 Discipline Summary
- c. 2011-2012 Attendance Summary
- d. Notifying Teachers of Dangerous Pupils
- e. Discrimination and Harassment policy


### APPENDIX

- a. 2010 School Accountability Report Card
- b. Safe School Questionnaire
- c. Safe Schools Planning Checklist
- d. Procedures for Lockdown/Shelter Evacuation
- e. Disaster Services Workers
- f. Electronic Network User Agreements (Student and Staff)
- g. Single School Plan Goal: School Environment – Healthy Kids Survey



## BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees  
Bob Bush, Superintendent

FROM:  Marysia Ochej  
Assistant Superintendent, Business Services

BOARD MEETING DATE: January 11, 2012

BOARD AGENDA ITEM: Acceptance of Gifts

BACKGROUND: On behalf of Sandi Chavez, district staff and organizers for the "Rosie Chavez Memorial Scholarship" we would like to say "Thank You" to the following individuals and their donation amount:

Carolyn Krantz	\$ 50.00
Cynthia & George Guggia	\$100.00
Jack Garvin	\$100.00
Richard E. Detty	<u>\$ 75.00</u>
	\$325.00

To date the total amount donated to the "Rosie Chavez Memorial Scholarship" is \$575.00.

RECOMMENDATION: Staff recommends the acceptance of the \$325 gift to be deposited to the "Rosie Chavez Memorial Scholarship."

FUNDING: Rosie Chavez Memorial Scholarship Fund



## BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees  
Bob Bush, Superintendent

FROM: *yno* Marysia Ochej  
Assistant Superintendent, Business Services

BOARD MEETING DATE: January 11, 2012

BOARD AGENDA ITEM: Award Bid for Orcutt Academy High School Serving Line

BACKGROUND: As required, bids have been requested for the serving line at Orcutt Academy High School. The scope of work includes conversion of one kindergarten classroom into a serving line and associated improvements, located at 610 Pinal, Orcutt, CA 93455.

The bid opening is Friday, January 6, 2012. Once due diligence is complete regarding compliance and the ability of the contractor to perform, providing there are no protests, staff will bring a recommendation to the January 11 board meeting.

RECOMMENDATION: To be presented at the time of the meeting.

FUNDING: General Fund

# Board Report

## District 16 -- Orcutt Union

### Fund 09 -- Charter School Special RevenueFund

As of 12/31/2011

	Beginning Bal/ WrkBudget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Encumbrances	Ending Bal/ Remaining Bal
9110 -- Cash in County Treasury	763,346.09	(226,978.41)	123,830.61	0.00	887,176.70
9200 -- Accounts Receivable	672,840.07	0.00	(672,840.07)	0.00	0.00
9310 -- Due from Other Funds	116,922.95	0.00	(116,922.95)	0.00	0.00
<b>Total Assets</b>	<b>1,553,109.11</b>	<b>(226,978.41)</b>	<b>(665,932.41)</b>	<b>0.00</b>	<b>887,176.70</b>
9500 -- Accounts Payable (Current Liabilities)	13,335.15	8.36	(13,090.50)	0.00	244.65
9610 -- Due to Other Funds	200,060.00	0.00	(200,060.00)	0.00	0.00
<b>Total Liabilities</b>	<b>213,395.15</b>	<b>8.36</b>	<b>(213,150.50)</b>	<b>0.00</b>	<b>244.65</b>
<b>Fund Balance (Beginning Balance/Actual)</b>	<b>1,339,713.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>886,932.05</b>
9791 -- Net Beginning Balance	1,339,713.96	0.00	1,339,713.96	0.00	1,339,713.96
8010 -- Revenue Limit Sources	3,339,934.00	68,692.00	923,804.87	0.00	2,416,129.13
8100 -- Federal Revenue	0.00	0.00	(31,794.00)	0.00	31,794.00
8300 -- Other State Revenues	408,408.00	0.00	126,621.87	0.00	281,786.13
8600 -- Other Local Revenue	94,199.81	10,459.23	91,182.37	0.00	3,017.44
<b>Total Revenues</b>	<b>3,842,541.81</b>	<b>79,151.23</b>	<b>1,109,815.11</b>	<b>0.00</b>	<b>2,732,726.70</b>
1000 -- Certificated Personnel Salaries	1,835,812.10	177,581.92	758,877.40	0.00	1,076,934.70
2000 -- Classified Personnel Salaries	347,415.13	31,234.62	150,601.65	0.00	196,813.48
3000 -- Employee Benefits	651,354.26	62,043.70	263,380.73	0.00	387,973.53
4000 -- Books and Supplies	469,424.19	5,415.48	223,766.85	19,508.42	226,148.92
5000 -- Services and Other Operating Expenditures	470,915.02	29,862.28	165,970.39	106,535.72	198,408.91
6000 -- Capital Outlay	77,000.00	0.00	0.00	0.00	77,000.00
<b>Total Expenditures</b>	<b>3,851,920.70</b>	<b>306,138.00</b>	<b>1,562,597.02</b>	<b>126,044.14</b>	<b>2,163,279.54</b>
<b>Fund Balance (Budget/Actual)</b>	<b>1,330,335.07</b>	<b>0.00</b>	<b>886,932.05</b>	<b>0.00</b>	<b>0.00</b>

Selection Criteria: District = 16; Fund = 01,09 Filtered By: None