

ORCUTT UNION SCHOOL DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, January 15, 2014
Closed Session – 6:45 P.M.
Public Session – 7:15 P.M.
District Office Board Room
500 Dyer Street, Orcutt, CA 93455

CALL TO ORDER 6:45 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 7:15 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. OCAF
 2. Maintenance Department
 3. Securing Student and District Data

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.

Santa Barbara Counties Review of District Employment Agreements

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. Classified Personnel Action Report
- B. Certificated Personnel Action Report
- C. Approval of Warrants
- D. 2013/2014 Interdistrict Attendance Agreements
- E. Minutes, Regular Meeting of December 11, 2013
- F. Board Policy 0460, Local Control and Accountability Plan for second reading
- G. Board Policy 0500, Accountability for second reading
- H. Board Policy 1330, Use of School Facilities for second reading
- I. Board Policy 3513.3, Tobacco Free Schools for second reading
- J. Board Policy 5131.62, Tobacco for second reading
- K. Hiring of Additional Coaches 2013/2014
- L. Minutes, Special Meeting of January 7, 2014
- M. 2013/2014 Salary Schedules

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

Moved _____ Second _____ Vote _____

ITEMS SCHEDULED FOR ACTION

A. BUSINESS

1. Board Policy 3100, Budget

Staff recommends that the Board of Trustees adopt Board Policy 3100, Budget for first reading and that it is placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

2. Board Policy 3110, Transfer of Funds

Staff recommends that the Board of Trustees adopt Board Policy 3110, Transfer of Funds for first reading and that it is placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

3. Board Policy 3350, Travel Expenses

Staff recommends that the Board of Trustees adopt Board Policy 3350, Travel Expenses for first reading and that it is placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

B. HUMAN RESOURCES

1. Board Policy 4112.42/4212.42/4312.42, Drug and Alcohol Testing for School Bus Drivers

Staff recommends that the Board of Trustees adopt Board Policy 4112.42/4212.42/4312.42, Drug and Alcohol Testing for School Bus Drivers for first reading and that it is placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

1. Board Financial Report
2. Williams/Valenzuela Uniform Complaint Report October-December 2013
3. Items from the Board

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next regular board meeting is scheduled for Wednesday, February 12, 2014, beginning with Closed Session beginning at 6:45 p.m., Public Session at 7:15 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.

Classified Personnel Action Report
January 15, 2014

TO: Bob Bush, Superintendent
 SUBMITTED BY: Don Nicholson, Assistant Superintendent/Human Resources
 SUBJECT: Recommendations for Board Approval

| SITE | CLASSIFICATION | CLASS STEP | SALARY | EFFECTIVE | ACTION INFORMATION |
|-------------------|--------------------------|------------|------------|-------------------|--|
| MOT | Utility Worker | | \$14.98/hr | 12/23/13-01/10/14 | Temporary Assignment |
| MOT | Utility Worker | | \$14.98/hr | 12/23/13-01/10/14 | Temporary Assignment |
| MOT | Utility Worker | | \$14.98/hr | 12/23/13-01/10/14 | Temporary Assignment |
| Pupil Services | Occupational Therapist | | \$125/mo | 03/01/14 | Longevity – 10 years |
| Ralph Dunlap | Inst Assistant I | | \$35/mo | 01/01/14 | (1) Professional Growth Increment |
| Olga Reed | Custodian | 15/1 | \$13.91/hr | 01/13/14 | Permanent/Probationary |
| MOT | Maintenance Craftsperson | | \$140/mo | 01/01/14 | (1) Additional Professional Growth Increment (4 total) |
| Pine Grove | Inst Assistant/PE | | \$105/mo | 01/01/14 | (1) Additional Professional Growth Increment (3 total) |
| Campus Connection | Child Care Assistant | 6/2 | \$11.70/hr | 01/06/14 | Substitute |
| Alice Shaw | Inst Assistant I | 11/6 | \$16.08/hr | 01/13/14 | Voluntary Change in Classification and Site |
| Ralph Dunlap | Inst Assistant I | 11/1 | \$12.60/hr | 01/13/14 | Permanent/Probationary |
| Campus Connection | Child Care Assistant | | \$9.45/hr | 01/13/14 | Substitute |
| MOT | Utility Worker | | \$14.98/hr | 12/23/13-01/10/14 | Temporary Assignment |
| MOT | Utility Worker | | \$14.98/hr | 12/23/13-01/10/14 | Temporary Assignment |
| Lakeview Jr. High | Head Custodian | | \$150/mo | 02/01/14 | Longevity – 15 years |
| Joe Nightingale | Inst Assistant I | 11/6 | \$16.08/hr | 01/13/14 | Voluntary Change in Classification and Site |
| MOT | Utility Worker | | \$14.98/hr | 12/23/13-01/10/14 | Temporary Assignment |
| Campus Connection | Child Care Assistant | | \$150/mo | 02/01/14 | Longevity – 15 years |
| Joe Nightingale | Noon Duty Supervisor | 6/1 | \$11.14/hr | 01/13/14 | Regular Assignment |
| MOT | Utility Worker | | \$14.98/hr | 12/23/13-01/10/14 | Temporary Assignment |
| MOT | Utility Worker | | \$19.12/hr | 12/23/13-01/10/14 | Temporary Assignment |

Classified Personnel Action Report
January 15, 2014

TO: Bob Bush, Superintendent
SUBMITTED BY: Don Nicholson, Assistant Superintendent/Human Resources
SUBJECT: Recommendations for Board Approval

| SITE | CLASSIFICATION | CLASS STEP | SALARY | EFFECTIVE | ACTION INFORMATION |
|-------------------|------------------------|------------|------------|-------------------|------------------------|
| Campus Connection | Child Care Assistant | | | 01/07/14 | Resignation |
| Child Nutrition | Child Nutrition Worker | | \$150/mo | 02/01/14 | Longevity – 15 years |
| Child Nutrition | Child Nutrition Cook | | \$150/mo | 02/01/14 | Longevity – 15 years |
| MOT | Utility Worker | | \$19.12/hr | 12/23/13-01/10/14 | Temporary Assignment |
| Patterson Road | Inst Assistant II | 12/1 | \$12.91/hr | 01/13/14 | Permanent/Probationary |

ORCUTT UNION SCHOOL DISTRICT

Certificated Personnel Action Report

TO: Bob Bush
District Superintendent

FROM: Don Nicholson
Assistant Superintendent, Human Resources

DATE: Board Meeting of January 15, 2014

RE: **RECOMMENDATIONS FOR APPROVAL AND RATIFICATION**

| <i>SCHOOL</i> | <i>CLASS/STEP</i> | <i>EFFECTIVE DATE</i> | <i>ACTION INFORMATION</i> |
|---------------|-------------------|-----------------------|--------------------------------|
| District | Hourly | 11/4-11/21/13 | ELD, 50.25 hrs |
| District | Hourly | 11/19/13 | Math Conference, 6 hrs |
| Orcutt | Extra Duty | 11/26/13 | Worked during prep, 1 hr |
| Orcutt | Extra Duty | 11/20/13 | Worked during prep, 1 hr |
| District | Hourly | 10/29-11/22/13 | Home & Hospital, 19 hrs |
| District | Hourly | 11/4-11/21/13 | Band, 17 hrs |
| Lakeview | Extra Duty | 10/24-11/14/13 | Detention, 2 hr |
| | | 10/14-11/8/13 | Home & Hospital, 18 hrs |
| Orcutt | | 11/26/13 | Worked during prep, 1 hr |
| Olga Reed | Hourly | 11/1-11/25/13 | Admin Support, 62 hrs |
| Lakeview | Extra Duty | 11/15/13 | Worked during prep, 1 hr |
| | | 11/6/13 | Homework Club, 1 hr |
| Lakeview | Extra Duty | 11/5-11/20/13 | Basketball Supervisor, 3 games |
| Orcutt | Extra Duty | 11/15-11/26/13 | Worked during prep, 2 hr |
| District | Hourly | 11/1-11/22/13 | Sub Nurse, 24 hrs |
| District | Hourly | 11/2-11/22/13 | Tech Support, 4 hrs |
| Orcutt | Extra Duty | 11/15/13 | Worked during prep, 1 hr |
| Olga Reed | Stipend | 2013-14 | Girls Basketball Coach |
| Orcutt | Extra Duty | 11/25/13 | Worked during prep, 1 hr |
| Patterson | Hourly | 11/19-11/20/13 | Compass Learning, 1 hr |
| Lakeview | Extra Duty | 11/7-11/21/13 | Detention, 4 hrs |
| District | Extra Duty | 10/14-11/15/13 | Home & Hospital, 25 hrs |
| District | Daily | 11/18-11/20/13 | Physical Ed Testing, 3 days |

| SCHOOL | CLASS/ STEP | EFFECTIVE DATE | ACTION INFORMATION |
|---------------|--------------------|---------------------------|---|
| District | Hourly | 11/2-11/21/13 | Common Core Coach, 17.5 hrs |
| Orcutt | Extra Duty | 11/20/13 | Worked during prep, 1 hr |
| Lakeview | Extra Duty | 11/25/13 | Homework Club, 1 hr |
| District | Hourly | 11/4-11/22/13 | Common Core Coach, 23 hrs |
| Lakeview | Extra Duty | 11/13/13 | Homework Club, 1 hr |
| Orcutt | Stipend | 2013-14 | Correction to Writing Assessment Leadership Team Stipend Amount |
| Lakeview | Extra Duty | 11/20/13 | Basketball Supervisor, 1 game |
| District | Hourly | 11/4-11/21/13 | Common Core Coach, 16 hrs |
| Orcutt | Stipend | 2013-14 | Correction to Writing Assessment Leadership Team Stipend Amount |
| Pine Grove | Hourly | 11/5/13 | NWEA Proctor, 6 hrs |
| Lakeview | Extra Duty | 11/18-11/20/13 | Homework Club, 2 hrs |
| Orcutt | Extra Duty | 11/19/13 11/15/13 | Basketball Supervisor, 1 game Worked during prep, 1 hr |
| District | Hourly | 11/5-11/26/13 | Beginning Strings, 14.5 hrs |
| District | Hourly | 10/24-11/20/13 | Common Core Coach, 23 hrs |
| Lakeview | Stipend | 2013-14 | Athletic Director |
| | Extra Duty | 11/5-11/21/13 | Noon League, 4 hrs |
| Olga Reed | Hourly | 11/4-11/21/13 | ELD, 21 hrs |
| Orcutt | Extra Duty | 11/20-11/26/13 | Worked during prep, 2 hrs |
| Orcutt | Extra Duty | 11/5-11/26/13 11/26/13 | Detention, 8 hrs Worked during prep, 1 hr |

Warrants

These materials are not included in this copy of the agenda. The warrants are available for review at the District Office, 500 Dyer Street, Orcutt, CA. Monday-Friday from 7:30 am – 4:30 pm.

This procedure is in compliance with the Public Document Law, Government Code Section Number 6257.



ORCUTT UNION SCHOOL DISTRICT

INTERDISTRICT ATTENDANCE AGREEMENT REQUESTS

2013/2014 Academic School Year Current Monthly Requests January 15, 2014

Staff recommends the Board approve the following InterDistrict Attendance Agreement Requests:

| School | New | OUSD Relocated | Sibling | Renew | Leave |
|-----------------|----------|----------------|----------|----------|----------|
| Alice Shaw | | | | | |
| Joe Nightingale | | 5 | | | |
| Olga Reed | | | | | |
| Patterson Road | | | | | |
| Pine Grove | | | | | |
| Ralph Dunlap | | | | | |
| Lakeview JH | | | | | |
| Orcutt JH | | | | | |
| Total | 0 | 5 | 0 | 0 | 0 |

Staff recommends the Board deny the following InterDistrict Attendance Agreement Requests:

| School | Enter | Leave |
|-----------------|----------|----------|
| Alice Shaw | | |
| Joe Nightingale | | |
| Olga Reed | | |
| Patterson Road | | |
| Pine Grove | | |
| Ralph Dunlap | | |
| Lakeview JH | | |
| Orcutt JH | | |
| Total | 0 | 0 |

Current *InterDistrict Attendance Agreements (I)* and *Allen Act (A)* By School

| Grade | AS | | JN | | OR | | PR | | PG | | RD | | LKV | | OJH | | Total | |
|-----------------|-----------|----|------------|----|-----------|---|-----------|----|-----------|----|-----------|----|-----------|----|-----------|----|------------|------------|
| | I | A | I | A | I | A | I | A | I | A | I | A | I | A | I | A | I | A |
| K | 6 | 4 | 12 | 7 | 2 | 0 | 3 | 5 | 3 | 5 | 1 | 5 | | | | | 27 | 26 |
| 1 | 8 | 8 | 7 | 3 | 1 | 0 | 2 | 1 | 3 | 3 | 3 | 4 | | | | | 24 | 19 |
| 2 | 5 | 9 | 10 | 4 | 0 | 0 | 7 | 1 | 1 | 4 | 5 | 5 | | | | | 28 | 23 |
| 3 | 7 | 3 | 11 | 8 | 1 | 0 | 4 | 7 | 7 | 5 | 3 | 4 | | | | | 33 | 27 |
| 4 | 10 | 4 | 11 | 4 | 4 | 0 | 6 | 0 | 4 | 5 | 6 | 5 | | | | | 41 | 18 |
| 5 | 9 | 3 | 16 | 5 | 1 | 0 | 7 | 3 | 4 | 3 | 11 | 3 | | | | | 48 | 17 |
| 6 | 12 | 4 | 14 | 5 | 1 | 0 | 6 | 2 | 7 | 5 | 2 | 2 | | | | | 42 | 18 |
| 7 | | | | | 2 | | | | | | | | 26 | 16 | 23 | 5 | 51 | 21 |
| 8 | | | | | 0 | | | | | | | | 43 | 14 | 19 | 8 | 62 | 22 |
| Subtotal | 57 | 35 | 81 | 36 | 12 | 0 | 35 | 19 | 29 | 30 | 31 | 28 | 69 | 30 | 42 | 13 | 356 | 191 |
| Total | 92 | | 117 | | 12 | | 54 | | 59 | | 59 | | 99 | | 55 | | 547 | |

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
December 11, 2013**

CALL TO ORDER

A regular meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, December 11, 2013 beginning with Jan Zilli calling Public Session to order at 6:59 p.m. Members Present: Zilli, Peterson Buchanan and Hatch. Absent: Phillips. Administrators Present Bush, Ochej, Nicholson and Edds. Absent None. It was moved by Jim Peterson, seconded by Rob Buchanan and carried to adjourn to Closed Session at 7:00 p.m.

RECONVENE TO PUBLIC SESSION

The meeting reconvened to Public Session at 7:22 p.m. Ms. Zilli reported that no action was taken in Closed Session. The Pledge of Allegiance was led by Bob Hatch

ANNUAL ORGANIZATIONAL OF THE BOARD

It was moved by Rob Buchanan, seconded by Bob Hatch and carried to elect Dr. James Peterson as Board President for 2014. Ayes 4 Absent 1

Dr. Peterson presented outgoing President Zilli with an inscribed clock in recognition of her service as Board President for 2013. Board members moved to their appropriate seats at the board table.

It was moved by Rob Buchanan, seconded by Jan Zilli and carried to elect Robert Hatch as Board Clerk for 2014. Ayes 4 Absent 1

It was moved by Jan Zilli, seconded by Bob Hatch and carried to designate the Superintendent, Bob Bush, as Secretary to the Board for 2014. Ayes 4 Absent 1

It was moved by Rob Buchanan, seconded by Bob Hatch and carried to set the board meeting date as the second Wednesday of each month. Public Session for the regular charter meeting will remain at 6:15 p.m. and Public Session for the regular meeting will remain at 7:15 p.m. All special board meetings will be noticed in accordance with the Brown Act. Ayes 4 Absent 1

It was moved by Rob Buchanan, seconded by Bob Hatch and carried to reappoint Jan Zilli to the County Committee on School District Organization. Ayes 4 Absent 1

SUPERINTENDENT'S REPORT

Kindergarten students from Patterson Road School performed holiday songs and poems.

Dr. Edds gave an update on Common Core and Smarter Balanced. These will be addressed in more detail at an upcoming curriculum board meeting.

PUBLIC COMMENT

Stephanie Krouse, Alice Shaw kindergarten teacher was a recipient of an Orcutt Children's Arts Foundation (OCAF) Mini-Grant and explained how she would be utilizing the grant money. Teachers Dave Rapson, Pat Brickey, Anna Zucker Mary Johnson and Valerie Trenev thanked the Board and negotiating teams for a positive and professional negotiating process. Monique Segura, OEA President also thanked the Board for the successful negotiations and reported that she will be taking her Executive Board to a leadership conference in February. Mr. Rapson congratulated the Board on receiving the CSBA Golden Bell Award.

WRITTEN COMMUNICATION

Pine Grove staff sent a thank you to the Board for the successful negotiations.

CONSENT AGENDA ITEMS

- A. Classified Personnel Action Report
- B. Certificated Personnel Action Report
- C. Approval of Warrants
- D. Interdistrict Attendance Agreement Requests 2013/2014
- E. Minutes, Regular Meeting of November 12, 2013
- F. Minutes, Special Meeting of November 15, 2013

G. Board Policy 6011, Academic Standards for second reading

It was moved by Rob Buchanan seconded by Jan Zilli and carried to approve Consent Agenda Items A through G, as submitted. Ayes 4 Absent 1

ITEMS SCHEDULED FOR ACTION

Rob Buchanan asked that the contract ratification action item be moved forward on the agenda.

Ratification of Agreement with Orcutt Educators Association (OEA)

It was moved by Rob Buchanan, seconded by Bob Hatch and carried to approve the negotiated agreement with Orcutt Educators Association (OEA) effective July 1, 2013 and adjust the total compensation for classified, confidential and management employee groups to equal the agreement reached with OEA. Ayes 4 Absent 1

Acceptance of Gifts

It was moved by Bob Hatch, seconded by Jan Zilli and carried to accept the gifts and directed that a letter of acceptance and appreciation be forwarded to Dr. David Alford, Dr. William Reid, Cindy Files and the Los Alamos Valley Men's Club. Ayes 4 Absent 1

First Interim Report

It was moved by Jan Zilli, seconded by Rob Buchanan and carried to approve the First Interim Report OUSD General Fund 2013-2014 as presented and authorize the filing of a positive certification with the Santa Barbara County Education Office. Ayes 4 Absent 1 Marysia thanked her staff for the work they put into producing the report.

Annual and Five-Year Developer Fee Report

It was moved by Bob Hatch, seconded by Jan Zilli and carried to approve the Annual and Five-Year Developer Fee Report, as submitted. Ayes 4 Absent 1

Audit Report

It was moved by Rob Buchanan, seconded by Jan Zilli and carried to accept the audit report ending June 30, 2013, as submitted. Ayes 4 Absent 1

Board Policies

It was moved by Rob Buchanan, seconded by Bob Hatch and carried to adopt Board Policy 0460, Local Control and Accountability Plan for first reading and that it is placed on the next Consent Agenda for second reading. Ayes 4 Absent 1

It was moved by Jan Zilli, seconded by Rob Buchanan and carried to adopt Board Policy 0500, Accountability for first reading and that it is placed on the next Consent Agenda for second reading. Ayes 4 Absent 1

It was moved by Jan Zilli, seconded by Bob Hatch and carried to adopt Board Policy 1330, Use of School Facilities for first reading and that it is placed on the next Consent Agenda for second reading. Ayes 4 Absent 1

It was moved by Rob Buchanan, seconded by Bob Hatch and carried to adopt Board Policy 3513.3, Tobacco Free Schools for first reading and that it is placed on the next Consent Agenda for second reading. Ayes 4 Absent 1

It was moved by Bob Hatch, seconded by Rob Buchanan and carried to adopt Board Policy 3513.62, Tobacco for first reading and that it is placed on the next Consent Agenda for second reading. Ayes 4 Absent 1

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

The Board Financial Report was presented for information/discussion with nothing unusual to report.

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next Regular Board Meeting is scheduled for Wednesday, January 15, 2014 beginning with Closed Session at 6:45 p.m., Public Session at 7:15 p.m. in the District Office Board Room, 500 Dyer Street, Orcutt, CA. A special curriculum board meeting will be held on Wednesday, February 26, 2014 beginning with Public Session at 6:00 p.m. in the District Office Board Room, 500 Dyer Street, Orcutt, CA.

ADJOURN

It was moved by Jan Zilli, seconded by Bob Hatch and carried to adjourn the meeting at 8:45 p.m.
Ayes 4 Absent 1

Bob Bush, Board Secretary

Robert Hatch, Clerk, Board of Trustees

ORCUTT UNION SCHOOL DISTRICT

TO: Robert Bush
District Superintendent

FROM: Don Nicholson
Assistant Superintendent, Human Resources

DATE: January 15, 2014

RE: ***NOTIFICATION TO BOARD –HIRING OF ADDITIONAL COACHES
FOR 2013-14 SCHOOL YEAR***

Olga Reed:

Tom Ferdinandi

Girls Basketball

*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

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING
January 7, 2014**

CALL TO ORDER

A special meeting of the Board of Trustees of the Orcutt Union School District was held on Tuesday, January 7, 2014 beginning with Dr. Peterson calling Public Session to order at 12:35 p.m. Rob Buchanan led the Pledge of Allegiance. Members present: Hatch, Buchanan, Peterson and Phillips. Absent: Zilli. Administrator present: Bush.

ADJOURN TO CLOSED SESSION

It was moved by Bob Hatch, seconded by Rob Buchanan and carried to adjourn to Closed Session at 12:38 p.m.

RECONVENE TO PUBLIC SESSION

Public Session reconvened at 1:08 p.m. and Dr. Peterson reported that no action was taken in Closed Session. It was moved by Rob Buchanan, seconded by Bob Hatch and carried to adjourn the meeting at 1:10 p.m. Ayes 4 Absent 1

Bob Bush, Board Secretary

Robert Hatch, Clerk, Board of Trustees

**ORCUTT UNION SCHOOL DISTRICT
2013/14 Teachers' Salary Schedule**

| | | | | | |
|----------------------|--|---|---|---|--|
| Bachelor's Degree | Bachelor's Degree + 15 semester units (22.5 qtr. Units) | Bachelor's Degree + 30 semester units (45 qtr units) | Bachelor's Degree + 45 semester units (67.5 qtr units) | Bachelor's Degree + 60 semester units (90 qtr units) | Bachelor's Degree + 60 semester units (90 qtr units) Including Masters or MA + 30 sem. Units (45 qtr units) |
| | | | or Masters | or MA + 15 sem. Units (22.5 qtr units) | |

| Step | I | II | III | IV | V | VI |
|------|--------|--------|--------|--------|--------|--------|
| 1 | 39,901 | 41,048 | 42,989 | 45,024 | 47,154 | |
| 2 | 40,508 | 42,423 | 44,430 | 46,533 | 48,736 | |
| 3 | 41,865 | 43,844 | 45,919 | 48,094 | 50,372 | |
| 4 | 43,266 | 45,313 | 47,458 | 49,706 | 52,062 | |
| 5 | 44,716 | 46,833 | 49,051 | 51,376 | 53,813 | 56,366 |
| 6 | 46,216 | 48,405 | 50,697 | 53,100 | 55,619 | 58,259 |
| 7 | 47,767 | 50,029 | 52,400 | 54,885 | 57,489 | 60,220 |
| 8 | 49,369 | 51,708 | 54,160 | 56,730 | 59,424 | 62,246 |
| 9 | - | 53,446 | 55,981 | 58,638 | 61,421 | 64,340 |
| 10 | - | 55,242 | 57,862 | 60,610 | 63,490 | 66,508 |
| 11 | - | - | 59,809 | 62,650 | 65,626 | 68,747 |
| 12 | - | - | 61,821 | 64,759 | 67,836 | 71,063 |
| 13 | - | - | - | 66,940 | 70,122 | 73,457 |
| 14 | - | - | - | 69,194 | 72,484 | 75,936 |
| 15 | - | - | - | - | 73,056 | 76,768 |
| 16 | - | - | - | - | 74,252 | 78,224 |
| 17 | - | - | - | - | 75,448 | 79,680 |
| 18 | - | - | - | - | 76,644 | 81,136 |
| 19 | - | - | - | - | 77,840 | 82,592 |
| 20 | - | - | - | - | 79,036 | 84,048 |

*** The salary schedule was reconfigured in 2007-08 to include all longevity and anniversary increments. No other longevity or anniversary increments will be provided.**

ORCUTT UNION SCHOOL DISTRICT

Administrative Salary Schedule

Effective 2013/14

ENTRY LEVEL AT ANY POSITION MAY BE NEGOTIATED AT A SALARY LESS THAN COLUMN I

| | I | II | III | IV | V | VI | # of Days |
|--|--------|--------|---------|---------|---------|---------|-----------|
| Principal K-6 | 91,194 | 94,386 | 97,690 | 101,109 | 104,648 | 108,311 | 208 |
| Principal 7-8 | 93,387 | 96,656 | 100,039 | 103,540 | 107,164 | 110,915 | 213 |
| Full-Time Vice-Principal | 81,263 | 84,107 | 87,051 | 90,098 | 93,251 | 96,515 | 200 |
| Director, Special Services | 85,894 | 88,900 | 92,012 | 95,232 | 98,565 | 102,015 | 208 |
| Director, Educational Technology | 86,718 | 89,753 | 92,894 | 96,145 | 99,510 | 102,993 | 215 |
| Psychologist | 76,146 | 78,811 | 81,569 | 84,424 | 87,379 | 90,437 | 196 |
| Guidance/Counselor *** | 46,364 | 47,987 | 49,667 | 51,405 | 53,204 | 55,066 | 196 |
| Administrative Nurse (effective 2007/08) | 66,459 | 68,785 | 71,192 | 73,684 | 76,263 | 78,932 | 196 |
| Nurse *** | 51,860 | 53,675 | 55,554 | 57,498 | 59,510 | 61,593 | 196 |

Half-time Vice-Principal

Salary based on placement on Certificated Salary Schedule, plus 10 days at daily rate of pay, plus a \$2,000 stipend for part-time Assistant Principals.

Longevity - Annual

| | | |
|----------------|----|-------|
| After 16 Years | \$ | 3,200 |
| After 19 Years | \$ | 4,600 |
| After 22 Years | \$ | 6,000 |
| After 24 Years | \$ | 7,400 |

Doctorate - \$1,000 Stipend

***The daily rate of pay will be calculated from either the management or teacher's salary schedule, whichever is higher, based upon education and years of service.

ORCUTT UNION SCHOOL DISTRICT

Classified Management Salary Schedule

Effective 2013/14

| | I | II | III | IV | V | VI | # of Days |
|------------------------------------|--------|--------|--------|--------|--------|--------|-----------|
| Custodial Supervisor | 49,922 | 51,669 | 53,477 | 55,349 | 57,286 | 59,291 | 223 |
| Director, Child Care Services | 64,015 | 66,256 | 68,575 | 70,975 | 73,459 | 76,030 | 223 |
| Director, Child Nutrition Services | 64,015 | 66,256 | 68,575 | 70,975 | 73,459 | 76,030 | 223 |
| Director, Fiscal Services | 68,246 | 70,635 | 73,107 | 75,666 | 78,314 | 81,055 | 223 |
| Director, MOT | 64,015 | 66,256 | 68,575 | 70,975 | 73,459 | 76,030 | 223 |

Longevity - Annual

| | | |
|----------------|----|-------|
| After 16 Years | \$ | 3,200 |
| After 19 Years | \$ | 4,600 |
| After 22 Years | \$ | 6,000 |
| After 24 Years | \$ | 7,400 |

ORCUTT UNION SCHOOL DISTRICT

Confidential Salary Schedule

Effective 2013/14

| | I | II | III | IV | V | VI |
|--------------------------------------|-------|-------|-------|-------|-------|-------|
| Superintendent, Administrative Asst. | 4,240 | 4,452 | 4,675 | 4,909 | 5,154 | 5,412 |
| Administrative Assistant | 3,687 | 3,871 | 4,065 | 4,268 | 4,481 | 4,705 |

Longevity - Monthly

| | | |
|----------------|----|-----|
| After 10 Years | \$ | 125 |
| After 15 Years | \$ | 150 |
| After 20 Years | \$ | 175 |
| After 25 Years | \$ | 200 |



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: January 15, 2014

BOARD AGENDA ITEM: Board Policies 3100, Budget, 3110 Transfer of Funds, 3350 Travel Expenses

BACKGROUND: In our continued effort to be current with district board policies, attached are policies 3100, 3110 and 3350 for first reading. These policies have been reviewed by the School Boards Association legal counsel to comply with current requirements. This will bring us up-to-date with current practices and legalese.

| Board Policy | Policy |
|---------------------|-------------------|
| 3100 | Budget |
| 3110 | Transfer of Funds |
| 3350 | Travel Expenses |

RECOMMENDATION: Staff recommends that the Board of Trustees approve Board Policies 3100, 3110 and 3350 as presented for first reading.

FUNDING: N/A

BUDGET

The Board of Trustees recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, and priorities. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0400 - Comprehensive Plans)
(cf. 3000 - Concepts and Roles)
(cf. 3300 - Expenditures and Purchases)
(cf. 3460 - Financial Reports and
Accountability) (cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

The Board shall adopt the budget only after a local control and accountability plan (LCAP) developed pursuant to Education Code 52060-52077 or an annual update to the LCAP is in place for the budget year. Expenditures necessary to implement the LCAP or the annual update during the subsequent fiscal year shall be included in the budget. (Education Code 42127)

(cf. 0460 - Local Control and Accountability Plan)

Budget Development and Adoption Process

(Single Budget Adoption Process)

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year. (Education Code 42127)

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

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

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with Education Code 42103 and 42127.

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials) (cf. 9323 - Meeting Conduct)

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

Budget Criteria and Standards

In developing the district budget, the Superintendent or designee shall develop a district budget in accordance with criteria and standards adopted by the State Board of Education (SBE). ~~shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)~~

The Board shall provide that funding received through state supplemental and concentration grants pursuant to Education Code 42238.02 and 42238.03 shall be used in accordance with regulations adopted by the SBE for schoolwide or district wide purposes to increase or improve services for students who are English learners, eligible for free or reduced-price meals, and/or foster youth at least in proportion to the increase to the district's revenue generated from such funds. (Education Code 42238.07) ~~establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of law. (Education Code 33128.3; 5 CCR 15450)~~

(cf. 3553 - Free and Reduced Price Meals)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Language Learners)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)
(cf. 3110 - Transfer of Funds)

Fund Balance

The Board shall adopt a formal resolution that provides for classification of fund balances in the general fund and is compliant with Governmental Accounting Standards Board (GASB) Statement 54. The resolution also shall:

1. Establish specific steps for committing funds that cannot be used for any other purpose unless the Board takes action to remove or change the constraint.

2. Express the authority of the Board and/or delegate authority to other person(s) to identify intended uses of assigned funds.
3. Establish the order in which fund balances will be spent when multiple fund balance types are available for an expenditure.

The Board reserves the authority to review and amend this resolution as needed to reflect changing circumstances and district needs.

Long-Term Financial Obligations

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

- (cf. 4141/4241 - Collective Bargaining Agreement)
- (cf. 4143/4243 - Negotiations/Consultation)
- (cf. 4154/4254/4354 - Health and Welfare Benefits)
- (cf. 7210 - Facilities Financing)
- (cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

Budget Amendments

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools

33127-33131 Standards and criteria for local budgets and expenditures

35035 Powers and duties of superintendent

35161 Powers and duties, generally, of governing boards

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

42122-42129 Budget requirements

42130-42134 Financial certifications

42140-42141 Disclosure of fiscal obligations

42238-42251 Apportionments to districts, especially:

42238.01-42238.07 Local control funding formula

42602 Use of unbudgeted funds

42605 Tier 3 categorical flexibility

42610 Appropriation of excess funds and limitation thereon

45253 Annual budget of personnel commission

45254 First year budget of personnel commission

52060-52077 Local control and accountability plan

44518-44519.2 Chief business officer training program

GOVERNMENT CODE

7900-7914 Appropriations limit

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure

15440-15451 Criteria and standards for school district budgets

Management Resources:

CSBA PUBLICATIONS

Local Control Funding Formula 2013, Governance Brief, August 2013

State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Understanding District Budgets, 2006

School Finance CD-ROM, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

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

GOVERNMENT FINANCE OFFICERS ASSOCIATION

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

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

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

Business and Noninstructional Operations

BP 3100 (e)

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

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

WEB SITES

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

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

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

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

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

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

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

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

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

Policy Adopted: 6/8/11

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

Business and Noninstructional Operations

The Board of Trustees recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3100 - Budget)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 3460 - Financial Reports and Accountability)

The total amount budgeted by the district for each major classification of expenditures, as listed in the California Department of Education's budget forms, shall be the maximum amount which the district may expend for that classification for the school year. (Education Code 42600)

However, when it is in the best interest of the district, the Board may:

1. At any time, adopt a written resolution providing for transfers from the designated fund balance or the unappropriated fund balance to any expenditure classification or between classifications. The resolution shall be filed with the County Superintendent of Schools and the county auditor. (Education Code 42600)
2. Direct the temporary transfer of monies held in any district fund or account to another fund or account as necessary for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum amount held in any fund or account during the current fiscal year may be transferred. Amounts transferred shall be repaid in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. (Education Code 42603)
3. At the close of a school year, request that the County Superintendent make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the district budget as necessary for the payment of obligations incurred during that school year. (Education Code 42601)
4. Specify amounts to be transferred by the county auditor and treasurer from the district's general fund to the special reserve fund during the fiscal year. If any special reserve funds are maintained for purposes other than capital outlay or if monies in the special reserve fund are not actually encumbered for ongoing expenses, the Board may transfer those monies into the general fund for the general operating purposes of the district. If any monies remain in the special reserve fund at the conclusion of a project, the Board may, by written request to the County Superintendent, auditor, and treasurer, transfer those monies to the district's general fund. (Education Code 42841-42843)
5. Transfer monies between other funds or accounts when authorized by law.

BP 3110 (b)

The Board may transfer funds during or at the end of the fiscal year in accordance with law as necessary to meet district needs or to permit the payment of district obligations. (Education Code 16095, 17582-17592, 42600-42603, 42605, 42841-42843, 52616.4)

~~Tier 3 Categorical Flexibility~~

~~From the 2008-09 through 2014-15 fiscal years, the Board has determined that it is in the best interest of the district to utilize the categorical program flexibility authorized by Education Code 42605. Funds received for programs identified by law as Tier 3 categoricals may be expended for any educational purpose.~~

~~The Board shall hold a public hearing prior to and independently of the board's regular budget adoption meeting to take testimony from the public, discuss, and approve or disapprove the proposed use of the funding, and shall make explicit for each of the categorical budget items the purposes for which the funds will be used. Whenever the proposed use of the funding will result in the elimination of a program, the notice for the public hear must identify the program proposed to be eliminated. (Education Code 42605)~~

~~During the hearing, the Board shall consider the district's goals for student learning and determine funding priorities and program focus. The Board may also discuss statutory constraints, available resources, and whether program modifications might improve educational outcomes.~~

~~The Superintendent or designee shall regularly report to the Board regarding how the district is exercising the flexibility and whether the desired results are being achieved. He/she shall also complete any necessary reports required by the California Department of Education.~~

~~(ef. 0420 – School Plans/Site Councils)
(ef. 0420.1 – School Based Program Coordination)
(ef. 0440 – District Technology Plan)
(ef. 0520.1 – High Priority Schools Grant Program)
(ef. 1312.4 – Williams Uniform Complaint Procedures)
(ef. 3111 – Deferred Maintenance Funds)
(ef. 3530 – Risk Management/Insurance)
(ef. 4111 – Recruitment and Selection)
(ef. 4112.2 – Certification)
(ef. 4112.21 – Interns)
(ef. 4113 – Assignment)
(ef. 4131 – Staff Development)
(ef. 4131.1 – Beginning Teacher Support/Induction)
(ef. 4138 – Mentor Teachers)
(ef. 4139 – Peer Assistance and Review)
(ef. 4231 – Staff Development)
(ef. 4331 – Staff Development)
(ef. 5123 – Promotion/Acceleration/Retention)
(ef. 5136 – Gangs)
(ef. 5141.32 – Health Screening for School Entry)~~

~~(ef. 5144.1—Suspension and Expulsion/Due Process)~~
~~(ef. 5145.6—Parental Notifications)~~
~~(ef. 5146—Married/Pregnant/Parenting Students)~~
~~(ef. 5147—Dropout Prevention)~~
~~(ef. 5148.1—Childcare Services for Parenting Students)~~
~~(ef. 5149—At Risk Students)~~
~~(ef. 6111—School Calendar)~~
~~(ef. 6141.5—Advanced Placement)~~
~~(ef. 6142.6—Visual and Performing Arts Education)~~
~~(ef. 6142.91—Reading/Language Arts Instruction)~~
~~(ef. 6146.1—High School Graduation Requirements)~~
~~(ef. 6151—Class Size)~~
~~(ef. 6161.1—Selection and Evaluation of Instructional Materials)~~
~~(ef. 6162.52—High School Exit Examination)~~
~~(ef. 6163.1—Library Media Centers)~~
~~(ef. 6164.2—Guidance/Counseling Services)~~
~~(ef. 6172—Gifted and Talented Student Program)~~
~~(ef. 6176—Weekend/Saturday Classes)~~
~~(ef. 6177—Summer School)~~
~~(ef. 6178—Career Technical Education)~~
~~(ef. 6178.2—Regional Occupational Center/Program)~~
~~(ef. 6179—Supplemental Instruction)~~
~~(ef. 6184—Continuation Education)~~
~~(ef. 6185—Community Day School)~~
~~(ef. 6200—Adult Education)~~
~~(ef. 9323.2—Actions by the Board)~~

Legal Reference:

EDUCATION CODE

78 Definition governing board
5200 Districts governed by boards of education
16095 Transfer of district funds to district state school building fund
~~17582—Deferred maintenance fund; establishment; purpose~~
~~17583—Deferred maintenance fund; transfer~~
~~17584—Budgeting certification deferred maintenance fund; apportionment~~
~~17585—Applications for deferred maintenance funding~~
41301 Section A state school fund allocation schedule
42125 Designated and unappropriated fund balances
42238-42251 Apportionments to districts, especially:
42238.01-42238.07 Local control funding formula
42600 District budget limitation on expenditure
42601 Transfers between funds to permit payment of obligations at close of year
42603 Transfer of monies held in any fund or account to another fund; repayment
42605 Tier 3 categorical flexibility
42840-42843 Special reserve fund
52616.4 Expenditures from adult education fund

Management Resources:

~~CSBA PUBLICATIONS~~

~~Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009~~

~~CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE~~

~~Fiscal Issues Relating to Budget Reductions and Flexibility Provisions, April 2009~~

~~WEB SITES~~

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

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

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

Policy Adopted: 06/13/2012

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

BUSINESS AND NON-INSTRUCTIONAL OPERATIONSTravel Expenses

The Governing Board recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board of Trustees shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district, **whether within or outside district boundaries.** (Education Code 44032)

~~The Superintendent or designee may approve employee requests to attend meetings in accordance with the budget.~~

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she also shall establish reimbursement rates in accordance with law and Board policy.

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile and personal losses or traffic violation fees incurred while on district business.

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. An advance of funds to cover necessary expenses may be authorized-

The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

Authorized employees may use district credit cards while attending to **authorize** district business. Receipts documenting the expenses incurred on a district credit card shall be submitted promptly following return from travel. Under no circumstances ~~may~~ shall personal expenses be charged on district credit cards, even if the employee intends to subsequently reimburse the district for the personal charges.

When necessary, the Superintendent or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on district business. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation. He/she shall refund to the district any amount of cash advance exceeding the actual approved reimbursable expenses.

Legal Reference:

EDUCATION CODE

~~Sections 35161,~~

42634 Itemization of expenses

44016 Travel expense to employment interview

44032 Travel expenses

44033 Automobile allowance

44802 Student teacher's travel expense

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

Per Diem Rates (For Travel within the Continental United States), Publication 1542

WEB SITES

Internal Revenue Service: <http://www.irs.gov>

U.S. General Services Administration, Per Diem Rates: <http://www.gsa.gov/perdiem>

Policy Adopted: 7-03

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California



Orcutt Union School District

Human Resources

500 Dyer Street • Orcutt, California, 93455 • 805.938.8914

TO: Bob Bush, Superintendent

FROM: Don Nicholson, Assistant Superintendent/Human Resources

BOARD MEETING DATE: January 15, 2014

BOARD AGENDA ITEM: Board Policy 4112.42/4212.42/4312.42
Drug and Alcohol Testing for School Bus Drivers
- First Reading

BACKGROUND: This MANDATED policy, formerly BP 4021, is recoded to correspond with CSBA coding and revised to more directly reflect prohibitions against drug and alcohol use and clarify that alcohol testing must conform to federal law. Policy also adds language on confidentiality.

RECOMMENDATION: If no substantial changes are made at the first reading, it is recommended Board Policy 4112.42/4212.42/4312.42 be placed on the consent agenda for approval by the Board of Trustees at the February 12, 2014 meeting.

FINANCIAL IMPACT: None.

Personnel

~~ALCOHOL AND CONTROLLED SUBSTANCE TESTING PROGRAM~~ **DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS**

The Board of Trustees desires to ensure that district-provided transportation is safe for students, staff, and the public. To that end, the Superintendent or designee shall establish a drug and alcohol testing program ~~designed to prevent the operation of busses or the performance of other safety-sensitive functions by a driver who is under the influence of drugs or alcohol, including a driver of a school bus, student activity bus, or other school transportation vehicle or any other employee who holds a commercial driver's license which is necessary to perform duties related to district employment.~~ **for all district drivers and other employees who hold a commercial driver's license which is necessary to perform duties related to their employment with the district.** ~~This program shall be designed to fulfill the requirements of state and federal law.~~

(cf. 3540 - Transportation)
~~(cf. 3542 School Bus Drivers)~~
(cf. 3543 - Transportation Safety and Emergencies)
~~(cf. 4020 Drug and Alcohol-Free Workplace)~~
(cf. 4112.41/4212.41/4312.41 – Employee Drug Testing)

~~No driver may operate a district vehicle when his/her blood alcohol content is found to be .01 percent or greater. A driver shall not consume alcohol while on duty or for four hours prior to on-duty time and up to eight hours following an accident or until he/she undergoes a post-accident test, whichever occurs first. A driver shall not report for duty or remain on duty that requires performing safety sensitive functions when the driver uses a controlled substance, unless so instructed by a physician. (49 CFR 382.205, 382.207, 382.209; Vehicle Code 34520.3; 13 CCR 1213.1)~~

A driver shall not report for duty or remain on duty when he/she has used any drug listed in 21 CFR 1308.11. A driver is also prohibited from reporting for duty or remaining on duty when he/she has used any drug listed in 21 CFR 1308.12-1308.15, unless he/she is using the drug under the direction of a physician who has advised him/her that the substance will not adversely affect the driver's ability to safely operate a bus. In addition, a driver shall not consume alcohol while on duty or for four hours prior to on-duty time. (49 CFR 382.201-382.209, 382.213)

The district's testing program shall include pre-employment drug testing and reasonable suspicion, random, post-accident, return-to-duty, and follow-up drug and alcohol testing of drivers. (49 USC 31306; **49 CFR 382.301-382.311**)

The Superintendent or designee shall contract for testing services **upon verifying that the personnel are appropriately qualified and/or certified and that testing procedures conform to federal regulation.** ~~and shall ensure that testing contractors and procedures are certified by the U.S. Department of Health and Human Services to conduct drug specimen analysis and to conform to the requirements of federal law.~~

(cf. 3542 – School Bus Drivers)
(cf. 4020 – Drug and Alcohol Free Workplace)

Except as otherwise provided by law, the Superintendent or designee shall not release individual test results or medical information about a driver to a third party without the driver's specific written consent. (49 CFR 40.321)

Consequences Based on Test Results

Any driver who refuses to take a required drug or alcohol test, tests positive for drugs, or is found to have a blood alcohol concentration level that exceeds the level specified in law shall be removed from performing safety-sensitive functions in accordance with 49 CFR 40.23 and 382.211.

No driver shall be temporarily removed from the performance of safety-sensitive functions based only on a laboratory report of a confirmed positive test before the certified medical review officer has completed verification of the test results, unless the district has obtained a waiver. (49 CFR 40.21, 382.107, 382.119)

~~Any driver who tests positive for alcohol or drugs or who refuses to submit to a test shall be removed from safety-sensitive functions and~~ A driver who has violated federal drug and alcohol regulations may be subject to disciplinary action up to and including dismissal in accordance with law, administrative regulations, and the district's collective bargaining agreement.

(cf. 4117.4 - Dismissal)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

~~The Superintendent or designee shall ensure that each driver receives an explanation of the federal regulations and the district's policy and procedure in accordance with law. In addition, each driver shall sign a statement certifying that he/she has received a copy of the above materials. Representatives of employee organizations shall be notified of the availability of this information. (49 CFR 382.601)~~

(cf. 4112.9 – Employee Notifications)

Legal Reference:

EDUCATION CODE
35160 Authority of governing boards
GOVERNMENT CODE
8355 Drug-free workplace; employee notification
VEHICLE CODE
13376 Driver certificates; revocation or suspension
34500-34520.5 Safety regulations
CODE OF REGULATIONS, TITLE 13
1200-1293 Motor carrier safety, especially:
1213.1 Placing drivers out-of-service
UNITED STATES CODE, TITLE 41
8101-8106 Drug-Free Workplace Act
UNITED STATES CODE, TITLE 49
31306 Alcohol and controlled substances testing
CODE OF FEDERAL REGULATIONS, TITLE 21
1308.11-1308.15 Controlled substances

~~41501-41507 Transportation Employee Testing Act~~
CODE OF FEDERAL REGULATIONS, TITLE 49
40.1-40.413 Part 40, Procedures for transportation workplace drug and alcohol testing programs
382.101-382.605 Controlled substance and alcohol use and testing; especially:
382.205 On-duty use
382.207 Pre-duty use
382.209 Use following an accident

Management Resources:

CALIFORNIA HIGHWAY PATROL PUBLICATIONS
Controlled Substances and Alcohol Testing Compliance Checklist, 2007
What is CSAT? Controlled Substances and Alcohol Testing, 2005

WEB SITES

California Highway Patrol: <http://www.chp.ca.gov>

Federal Motor Carrier Safety Administration: <http://www.fmcsa.dot.gov>

U.S. Department of Transportation, Office of Drug and Alcohol Policy and Compliance:
<http://www.dot.gov/ost/dapc>

Policy Adopted: ~~10/15/08~~

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

Board Report

District 16 -- Orcutt Union

Fund 01 -- General Fund

As of 12/31/2013

| | Beginning Bal/ WrkBudget | Month-To-Date Actual | Year-To-Date Actual | Year-To-Date Encumbrances | Ending Bal/ Remaining Bal |
|---|-----------------------------|-------------------------|------------------------|------------------------------|------------------------------|
| 9110 -- Cash in County Treasury | 3,193,399.72 | 2,801,805.62 | 4,464,018.38 | 0.00 | 7,657,418.10 |
| 9130 -- Revolving Cash/Fiscal Agent | 18,454.02 | 0.00 | 0.00 | 0.00 | 18,454.02 |
| 9200 -- Accounts Receivable | 3,796,195.62 | 0.00 | (3,796,220.62) | 0.00 | (25.00) |
| 9310 -- Due from Other Funds | 102,272.14 | 0.00 | (82,272.14) | 0.00 | 20,000.00 |
| 9320 -- Stores | 13,927.06 | 0.00 | 0.00 | 0.00 | 13,927.06 |
| 9330 -- Prepaid Expenditures (Expenses) | 24,134.40 | 0.00 | (24,134.40) | 0.00 | 0.00 |
| Total Assets | 7,148,382.96 | 2,801,805.62 | 561,391.22 | 0.00 | 7,709,774.18 |
| 9500 -- Accounts Payable (Current Liabilities) | 757,950.27 | 297.12 | (755,565.55) | 0.00 | 2,384.72 |
| 9610 -- Due to Other Funds | 261,264.68 | 0.00 | (261,264.68) | 0.00 | 0.00 |
| 9650 -- Deferred Revenue | 683.80 | 0.00 | (683.80) | 0.00 | 0.00 |
| Total Liabilities | 1,019,898.75 | 297.12 | (1,017,514.03) | 0.00 | 2,384.72 |
| Fund Balance (Beginning Balance/Actual) | 6,128,484.21 | 0.00 | 0.00 | 0.00 | 7,707,389.46 |
| 9791 -- Net Beginning Balance | 6,128,484.21 | 0.00 | 6,128,484.21 | 0.00 | 6,128,484.21 |
| 8010 -- Revenue Limit Sources | 27,607,076.00 | 5,897,769.65 | 13,667,802.15 | 0.00 | 13,939,273.85 |
| 8100 -- Federal Revenue | 1,316,816.01 | 157,656.00 | 226,336.49 | 0.00 | 1,090,479.52 |
| 8300 -- Other State Revenues | 3,532,449.28 | 41,129.00 | 889,310.02 | 0.00 | 2,643,139.26 |
| 8600 -- Other Local Revenue | 1,458,055.35 | 109,422.79 | 669,424.90 | 0.00 | 788,630.45 |
| 8910 -- Other Financing Sources | 18,000.00 | 1,781.60 | 2,617.96 | 0.00 | 15,382.04 |
| 8980 -- Contributions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Revenues | 33,932,396.64 | 6,207,759.04 | 15,455,491.52 | 0.00 | 18,476,905.12 |
| 1000 -- Certificated Personnel Salaries | 18,252,402.24 | 2,396,952.20 | 7,511,544.44 | 0.00 | 10,740,857.80 |
| 2000 -- Classified Personnel Salaries | 5,473,102.27 | 478,531.04 | 2,534,952.10 | 0.00 | 2,938,150.17 |
| 3000 -- Employee Benefits | 6,639,029.57 | 721,894.17 | 2,668,079.31 | 0.00 | 3,970,950.26 |
| 4000 -- Books and Supplies | 2,467,866.19 | 72,090.82 | 579,495.12 | 314,130.67 | 1,574,240.40 |
| 5000 -- Services and Other Operating Expenditures | 2,978,619.28 | (263,217.69) | 275,952.38 | 1,193,343.03 | 1,509,323.87 |
| 6000 -- Capital Outlay | 713,400.00 | 0.00 | 306,562.92 | 62,028.69 | 344,808.39 |
| 7000 -- Other Outgo & Transfers Out | 786,920.05 | 0.00 | 0.00 | 0.00 | 786,920.05 |
| Total Expenditures | 37,311,339.60 | 3,406,250.54 | 13,876,586.27 | 1,569,502.39 | 21,865,250.94 |
| Fund Balance (Budget/Actual) | 2,749,541.25 | 0.00 | 7,707,389.46 | 0.00 | 0.00 |

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

Quarterly Report
on
Williams/Valenzuela Uniform Complaints
[Education Code § 35186]

2014

District: Orcutt Union School District

Name of person completing this form: Alice Salazar

Title of person completing this form: Administrative Assistant

Please provide the date when this information will be reported publicly at the district governing board meeting:

January 15, 2014

Quarterly report submission date (check one):

- April (Jan.—March)
- July (April—June)
- October (July—Sept.)
- January (Oct.—Dec.)

| General Subject Area | Total no. of complaints | No. of complaints resolved | No. of complaints unresolved |
|---|-------------------------|----------------------------|------------------------------|
| Textbooks and instructional materials | 0 | | |
| Teacher vacancy or misassignment | 0 | | |
| Facilities conditions | 0 | | |
| <i>Valenzuela/CAHSEE</i> intensive instruction and services | 0 | | |
| TOTALS | 0 | 0 | 0 |

Signature of district superintendent

Date