

ORCUTT UNION SCHOOL DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, February 8, 2012
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. Alice Shaw Student Presentations

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. Classified Personnel Action Report
- B. Certificated Personnel Action Report
- C. Approval of Warrants
- D. Minutes, Regular Meeting of January 11, 2012
- E. Amended Minutes, October 12, 2011
- F. Minutes, Special Meeting of January 31, 2012
- G. Interdistrict Attendance Agreement Requests 2011/2012
- H. Board Policy 1113, District and School Web Sites for second reading

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

Moved _____ Second _____ Vote _____

ITEMS SCHEDULED FOR ACTION

A. GENERAL

- 1. Olga Reed Trip to Museum of Tolerance

Staff recommends that the Board of Trustees approve the trip to the Museum of Tolerance in Los Angeles, CA. on March 2, 2012 by the 7th and 8th grade students at Olga Reed School.

Moved _____ Second _____ Vote _____

2. Acceptance of Gifts – Olga Reed School

Driscoll's Berries donated \$990.60 from funds raised by sales at Old Days along with a matching donation from Driscoll's and \$260.00 from volunteer efforts by Driscoll's employees Ranae Robertson and Monica Cordova. The money will be used to expand the series of dance lessons currently enjoyed by the students at Olga Reed School.

It is recommended that the Board of Trustees accept these gifts and direct that a letter of acceptance and appreciation be forwarded to Driscoll's Berries.

Moved _____ Second _____ Vote _____

B. BUSINESS

1. SchoolinSites Contract

It is recommended that the Board of Trustees approve the SchoolinSites Contract for web hosting in the amount of \$18,630.00 and the SchoolinSites contract for e-mailing/archiving in the amount of \$1,260.00 for a total of \$19,890.00.

Moved _____ Second _____ Vote _____

2. Orfalea Grant

Staff recommends that the Board of Trustees approve the grant award as presented.

Moved _____ Second _____ Vote _____

3. Approval of Change Order for Ralph Dunlap Hardcourt Improvements

Staff recommends that the Board of Trustees approve the change order that results in a total project cost of \$152,215.18 with an additional 10% contingency of \$15,221.52 added for further unforeseen conditions for a total of \$167,437.00.

Moved _____ Second _____ Vote _____

C. PERSONNEL

1. Board Policy 5148, Child Care and Development

Staff recommends that the Board of Trustees adopt Board Policy 5148, Child Care and Development for first reading and that it be placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

1. Board Financial Report
2. Administrative Regulation 5148, Child Care and Development
3. 2012 CSBA Delegate Assembly Election
4. Items from the Board

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next regular board meeting is scheduled for Wednesday, March 14, 2012, 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. A special curriculum board meeting will be held on Wednesday, February 29, 2012 beginning at 6:00 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
February 8, 2012

TO: Bob Bush
Superintendent

SUBMITTED BY: Jan Yanagisako
Assistant Superintendent, Human Resources *Jan Y.*

SUBJECT: RECOMMENDATIONS FOR APPROVAL AND RATIFICATION

SITE	CLASSIFICATION	CLASS STEP	HOURS	SALARY	EFFECTIVE	ACTION INFORMATION
OAHS	Custodian			\$140/mo	01/01/12	Add one Professional Growth Increment for a total of 4
Child Nutrition	Child Nutrition Worker			\$125/mo	03/01/12	Longevity – 10 years
Joe Nightingale	Instructional Assistant I	11/6	4.00	\$15.46/hr	01/30/12	Reinstate from layoff and reassign to temporary assignment
Olga Reed	Custodian	15/6 + range differential	4.00	\$17.07/hr	01/25/12	Unpaid Leave of Absence
Campus Connection	Child Care Assistant	6/6		\$13.67/hr	11/29/11	Substitute
Alice Shaw	Office Manager			\$175/mo	03/01/12	Longevity – 20 years
MOT	Temporary Utility Worker	18/6		\$18.38/hr	12/19/11-01/06/12	Temporary Assignment
May Grisham ELC	Preschool Instructor	20/6	8.00	\$19.31/hr	01/30/12	Increase in hours
Olga Reed	ACES Homework Coach	20/3	2.00	\$13.51/hr	01/30/12	Permanent/Probationary
Joe Nightingale	Instructional Assistant/Preschool	11/6	3.50	\$15.46/hr	01/30/12	Reassignment in lieu of layoff
Child Nutrition	Child Nutrition Worker	7/1		\$10.98/hr	01/30/12	Resignation
Patterson Road	Instructional Assistant I				01/16/12-03/31/12	Request extension of Unpaid Leave of Absence

ORCUTT UNION SCHOOL DISTRICT

Certificated Personnel Action Report

TO: Bob Bush
District Superintendent

FROM: Jan Yanagisako
Assistant Superintendent, Human Resources

DATE: Board Meeting of February 8, 2012

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

<i>SCHOOL</i>	<i>CLASS/STEP</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Patterson	Hourly	12/5/11	Title 1, 12 hrs wk
Lakeview	Extra Duty	12/6-12/8/11	Intervention, 2 hrs
Patterson	Hourly	1/9/12	Intervention, 12 hrs wk
District	Hourly	12/5-12/12/11	Home & Hospital, 4 hrs
Shaw	Extra Duty	12/1-12/15/11	Intervention, 3 hrs
Patterson	Hourly	1/17/12	Computer Lab, 24 hrs wk
Lakeview	Hourly	12/1-12/15/11	Detention, 4 hrs
District	Hourly	12/1-12/21/11	Tech Support, 27 hrs
District	Extra Duty	12/3/11	Saturday School, 5 hrs
Shaw	Hourly	12/1-12/16/11	Intervention, 8 hrs
District	Extra Duty	12/3/11	Saturday School, 5 hrs
District	Extra Duty	12/5-12/16/11	Home & Hospital, 10 hrs
District	Hourly	12/3/11	Saturday School, 5 hrs
Orcutt	Hourly	12/2/11	Sub "zero period" (Kirby), 1 hr
District	Extra Duty	12/3/11	Saturday School, 5 hrs

*pro-rated

SCHOOL	CLASS/STEP	EFFECTIVE DATE	ACTION INFORMATION
Lakeview	Extra Duty	12/13/11	Intervention, 1hr
District	Extra Duty	12/3/11	Saturday School, 5 hrs
Patterson	Stipend	1/23/12	One Time Stipend for Autism Authorization Completion
Shaw	Extra Duty	12/5-12/13/11	Intervention, 4 hrs
Lakeview	Extra Duty	12/1-12/15/11	Intervention, 2 hrs
Orcutt JH	Hourly	1/13/12	Intervention, 24 hr wk
District	Hourly	12/1-12/15/11	Strings, 8 hrs
Orcutt	Extra Duty	10/25/11-1/12/12	Detention, 20 hrs
District	Hourly	12/1-12/14/11	District Support Services, 13 hrs
Nightingale	Hourly	12/1-12/16/11	Preschool, 20 hrs
Lakeview	Extra Duty	11/3-12/6/11 11/2-12/15/11 9/15-11/4/11	Basketball Supervisor, 6 games Noon-League/Intervention, 12 hrs Administrative Coverage, 13 hrs
Lakeview	Extra Duty	12/2/11	Chaperoned Dance, 3 hrs
Olga Reed	Hourly	12/3/11	Saturday School, 5 hrs
Olga Reed	Extra Duty	12/3/11	Saturday School, 5 hrs
Orcutt	Extra Duty	11/8-12/12/11	Basketball Supervisor, 6 games
District	Extra Duty	12/3/11	Saturday School, 5 hrs
Orcutt	Extra Duty	11/8-12/12/11	Basketball Supervisor, 6 games

*pro-rated

Warrants

The material is not included in your copy of the agenda. A copy may be obtained by arrangement with the District Superintendent's office, during District Office working hours.

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

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
January 11, 2012**

CALL TO ORDER

A regular meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, January 11, 2012 beginning with Mr. Buchanan calling Public Session to order at 6:56 p.m. Members Present: Peterson Buchanan, Hatch Meissner and Zilli. Absent: None. Administrators Present: Bush, Ochej, Yanagisako and Edds. Absent: None. It was moved by Jim Peterson, seconded by Bob Hatch and carried to adjourn the meeting to Closed Session at 6:58 p.m.

RECONVENE TO PUBLIC SESSION

The meeting was reconvened to Public Session at 7:18 p.m. Dr. Jim Peterson led the Pledge of Allegiance.

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

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

SUPERINTENDENT'S REPORT

Janet Bertoldi introduced some of her Campus Connection staff. She explained that the program runs from 6:30 a.m. to 6:00 p.m. at each elementary site and offers snacks, activities as well as homework time in a safe nurturing environment for our students. The Site Coordinators introduced their staff and gave a brief overview of the program.

Marysia Ochej gave an update on the Governor's Budget.

PUBLIC COMMENT

Kimberly Silva, Lakeview Jr. High PTSA President addressed the Board regarding the Vendetta Pro Wrestling event being held at Lakeview Jr. High in March.

PUBLIC HEARING

None.

CONSENT AGENDA ITEMS

- A. Classified Personnel Action Report
- B. Certificated Personnel Action Report
- C. Approval of Warrants
- D. Minutes, Regular Meeting, December 14, 2011
- E. Hiring of Additional Coaches 2011/2012
- F. Board Policy 1313, Interpersonal Respect, for second reading
- G. Board Policy 5030, Student Wellness, for second reading
- H. Board Policy 6111, School Calendar, for second reading
- I. Board Policy 6153.1, Library Media Centers, for second reading
- J. 2011/2012 Interdistrict Attendance Agreements

It was moved by Jim Peterson, seconded by Bob Hatch and carried to approve Consent Agenda Items A through J as submitted.

ITEMS SCHEDULED FOR ACTION

It was moved by Jan Zilli, seconded by Kathy Meissner and carried to accept the June 30, 2011 Audit Report, as presented.

Marysia Ochej distributed an amended copy of 2011/2012 Resolution No. 24 for review. It was moved by Bob Hatch, seconded by Kathy Meissner to adopt 2011/2012 Resolution No. 24, Refinancing School Bonds and Resolution No. 25, Refinancing School Bonds for the Former Los Alamos School District, as submitted.

It was moved by Kathy Meissner, seconded by Jan Zilli and carried to ratify the Settlement Agreement as presented in the amount of \$1,715.00.

It was moved by Jan Zilli, seconded by Bob Hatch and carried to approve the Single School Plan for Student Achievement for Patterson Road and Joe Nightingale Schools, as presented.

It was moved by Jim Peterson, seconded by Kathy Meissner and carried to adopt Board Policy 1113, District and School Web Sites, as submitted for first reading and that it be placed on the next Consent Agenda for second reading.

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

The Board Financial Report was presented for information/discussion. The Quarterly Report on Williams Uniform Complaints was presented with no complaints filed. Administrative Regulation 1113, District and School Web Sites was presented for approval.

Kathy Meissner asked if the Board had any objection to moving the February 22, 2012 Curriculum Board Meeting to February 29, 2012. The Board was in agreement.

GENERAL ANNOUNCEMENTS

The next regular board meeting is scheduled for Wednesday, February 8, 2012 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. A special Curriculum Board Meeting will be held on February 29, 2012 at 6:00 p.m. in the District Office Board Room, 500 Dyer Street, Orcutt, CA.

ADJOURN

It was moved by Bob Hatch, seconded by Jan Zilli and carried to adjourn the Public Meeting at 8:18 p.m.

Bob Bush, Board Secretary

Kathleen Meissner, Clerk, Board of Trustees

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
October 12, 2011
AMENDED**

CALL TO ORDER

A regular meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, October 12, 2011 beginning with Mr. Hatch calling Public Session to order at 6:47 p.m. Members Present: Peterson Buchanan, Hatch and Zilli. Absent: Meissner. Administrators Present: Bush, Ochej, Yanagisako and Edds. Absent: None. The meeting was adjourned to Closed Session at 6:52 p.m. Public Session reconvened at 7:15 p.m. The Pledge of Allegiance was led by Jan Zilli

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

Mr. Hatch reported that in Closed Session the Board took action to approve the Contract for Employment of Superintendent between The Board of Trustees of the Orcutt Union School District and Robert W. Bush beginning July 1, 2010 through June 30, 2013.

SUPERINTENDENT'S REPORT

Joe Nightingale Principal, Don Nicholson, gave a PowerPoint presentation on the newly implemented Watch D.O.G.S. (Dads of Great Students) program at his school. Schools are positively impacted by the involvement of fathers and father-figures (grandfathers, uncles, etc.) providing male role models for students and enhancing school security.

Marysia Ochej gave an update to the Mileage Allocation Study.

PUBLIC COMMENT

Monique Segura commented on the Health Benefits Presentation.

PUBLIC HEARING

Mr. Hatch opened the Public Hearing on Textbook Sufficiency. There being no discussion, the Public Hearing was closed.

CONSENT AGENDA ITEMS

- A. Classified Personnel Action Report
- B. Certificated Personnel Action Report
- C. Approval of Warrants
- D. Minutes, Special Meeting, September 6, 2011
- E. Minutes, Regular Meeting, September 14, 2011
- F. Board Policy 5116.1, Interdistrict Open Enrollment, for second reading
- G. Board Policy 5518, Open Enrollment Act Transfers, for second reading
- H. 2011/2012 Hiring of Coaches
- I. 2011/2012 Resolution No. 21, Sufficiency of Instructional Materials
- J. 2011/2012 Resolution No. 22, May Grisham Early Learning Center

It was moved by Rob Buchanan, seconded by Jim Peterson and carried to approve Consent Agenda Items A through J, as submitted. Vote 4-1 absent

ITEMS SCHEDULED FOR ACTION

It was moved by Jan Zilli, seconded by Jim Peterson and carried to approve the Lakeview Jr. High 7th grade field trip to the Monterey Peninsula and Monterey Bay Aquarium December 7-9, 2011. Vote 4-1 absent

It was moved by Jim Peterson, seconded by Jan Zilli and carried to accept the gifts and directed that a letter of acceptance and appreciation be forwarded to Rotary Club of Santa Maria and Far West Classic Chevy of Santa Maria. Vote 4-1 absent

It was moved by Rob Buchanan, seconded by Jim Peterson and carried to adopt the District's Initial Contract Proposal to Orcutt Educators' Association (OEA). Vote 4-1 absent

It was moved by Jan Zilli, seconded by Jim Peterson and carried to adopt the District's Initial Contract Proposal to the California School Employees' Association (CSEA). Vote 4-1 absent

It was moved by Jim Peterson, seconded by Jan Zilli and carried to authorize an immediate payment of \$60,000 to ASI and allow residual amounts to be paid as necessary to close out the self insured dental plan. Vote 4-1 absent

It was moved by Jan Zilli, seconded by Jim Peterson and carried to adopt Board Policy 3412, Post Issuance Compliance for Bond Issues for first reading and that it be placed on the next Consent Agenda for second reading. Vote 4-1 absent

It was moved by Rob Buchanan, seconded by Jan Zilli and carried to approve the contract for student assessment data management services with Illuminate Education and the Orcutt Union School District. Vote 4-1 absent

It was moved by Jan Zilli, seconded by Jim Peterson and carried to approve the contract for the pilot of Compass Learning Software. Vote 4-1 absent

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

Board Exhibit 4145.6, Parental Notification, the Board Financial Report and Quarterly Report on Williams Uniform Complaint were presented for information/discussion.

GENERAL ANNOUNCEMENTS

The next regular board meeting is scheduled for Wednesday, November 9, 2011 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. A special curriculum board meeting will be held on Wednesday, October 26, 2011 beginning at 6:00 p.m. at Olga Reed School, 480 Centennial Street, Los Alamos, CA.

ADJOURN

The meeting was adjourned at 8:10 p.m.

Bob Bush, Board Secretary

Rob Buchanan Clerk, Board of Trustees

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING
January 31, 2012**

CALL TO ORDER

A special meeting of the Board of Trustees of the Orcutt Union School District was held on Tuesday, January 31, 2012 beginning with Mr. Buchanan calling Public Session to order at 12:35 p.m. Members Present: Hatch, Peterson, Buchanan, Meissner and Zilli. Administrators Present: Bush, Ochej, Yanagisako, Edds, Nicholson, Majewski, Lyon and Dana. Jan Zilli led the Pledge of Allegiance. It was moved by Kathy Meissner, seconded by Jim Peterson and carried to adjourn to Closed Session at 12:37 p.m. Public Session reconvened at 3:10 p.m. Mr. Buchanan reported that no action was taken in Closed Session.

ADJOURN

The meeting was adjourned at 3:11 p.m.

Bob Bush, Board Secretary

Kathleen Meissner, Clerk, Board of Trustees



ORCUTT UNION SCHOOL DISTRICT

INTERDISTRICT ATTENDANCE AGREEMENT REQUESTS

Current Monthly Requests February 8, 2012

Staff recommends the Board *approve* the following
Inter-District Attendance Agreement Requests for the **2011-12 School Year**:

School	New Students	Students Leaving	Students New YTD
Alice Shaw			5
Joe Nightingale	1		24
Patterson Road			14
Pine Grove		1	4
Ralph Dunlap	1		14
Lakeview Junior High			2
Olga Reed			4
Orcutt Junior High			4
Total	2	1	71

Staff recommends the Board *deny* the following
Inter-District Attendance Agreement Requests:

School	Students Entering	Students Leaving
Alice Shaw		
Joe Nightingale		
May Grisham		
Patterson Road		
Pine Grove		
Ralph Dunlap		
Lakeview Junior High		
Orcutt Junior High		
Total	0	0

Students denied Inter-District Attendance Agreement Requests
to Orcutt Union School District **YTD**:

District	Denials
Blochman Union School District	
Lompoc Unified School District	
Lucia Mar School District	
Santa Maria-Bonita School District	21

February 2, 2012

To: Bob Bush, Superintendent, and
Board of Trustees

From: Joe Dana, Principal

Re: Board Approval of Field Trip to Museum of Tolerance



On behalf of the seventh- and eighth-grade students and staff of Olga Reed School, I am requesting that the Orcutt Union School District Board of Trustees approve a field trip on **Friday, March 2**, to the **Museum of Tolerance** in Los Angeles.

This trip is the brainchild of Nakoamie Saldivar, a noon duty supervisor at Olga Reed who also is the parent of a seventh grader. She felt our school's seventh and eighth graders would benefit from the experience of visiting the Museum. Our staff has wholeheartedly agreed, as has our PTSA. Teacher Lynn Ramos has worked with Mrs. Saldivar to make arrangements for the visit.

For your reference, the Museum of Tolerance provides multimedia exhibits and activities that help visitors learn about the Holocaust and other historic events that are the manifestation of racism and prejudice. The Museum also has activities that pertain to bullying, name-calling, and other forms of social mistreatment. We believe the Museum will make a very positive impact on our students – not just now, but in their lives. Adding to the experience, several parents will be accompanying our classes on the trip.

As for the trip itself, our schedule will be as follows:

7:00 a.m. – Departure from Olga Reed

10:30 a.m. – Arrival at Museum of Tolerance

2:00 p.m. – Departure from Museum of Tolerance

6:00 p.m. – Arrival back at Olga Reed

From all we know about the Museum of Tolerance, we believe our students' visit there will be an impactful learning experience. Thank you for your consideration.

February 2, 2012

To: Bob Bush, Superintendent, and
Board of Trustees

From: Joe Dana, Principal

Re: Board Acknowledgement of Two Generous Gifts

On behalf of the students and staff of Olga Reed School, I respectfully ask that you accept and acknowledge two generous gifts from **Driscoll's Berries**.



The first gift, a donation in the amount of \$990.60, includes funds raised by an Old Days fruit stand run by Driscoll's employees along with a matching donation from Driscoll's. The second gift, a donation in the amount of \$260.00, recognizes volunteer efforts by Driscoll's employees Renae Robertson and Monica Cordova. Needless to say, we at Olga Reed are more than delighted by these generous contributions! We plan to utilize the \$1,250.60 to expand the series of dance lessons currently enjoyed by our students.

Acknowledgement of this donation can be directed to the following persons:

Lucia de la Torre-Barajas
Philanthropy Coordinator
Driscoll's Berries
334 Westridge Drive
Watsonville, CA 95076

Renae Robertson
Driscoll's Berries
1430 South E Street
Santa Maria, CA 93458

Monica Cordova
Driscoll's Berries
1430 South E Street
Santa Maria, CA 93458



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: February 8, 2012

BOARD AGENDA ITEM: SchoolinSites Contract

BACKGROUND: Each year the federal government provides districts with funding for some basic services under the umbrella of ERate. We have gone through the process of selecting our vendors for the 2012-2013 funding year. Many of our vendors are on month-to-month contracts which are automatically renewed. These include *Verizon* (local and long distance calling), *Nextel* (Cell) and *Qwest* (Casmalia Internet). However, we are changing and/or adding services for the coming year.

SchoolinSites (Web Hosting): We are currently in a one year contract with SchoolinSites to provide our web page services. We are asking to renew that contract for \$18,630 of which we pay only 40% (\$7,452).

SchoolinSites (Email): Since 2004, we have used *Gaggle.net* as our email provider. We are asking that you approve a contract with SchoolinSites for our email next year. They have the same protections for spam and filtering as well as the ability to archive and retrieve old emails. The total e-mail contract including the archiving is \$1,260.00 which is not ERate eligible.

RECOMMENDATION: It is recommended that the Board of Trustees approve the SchoolinSites Contract web hosting in the amount of \$18,630.00 and the SchoolinSites Contract for e-mailing/archiving in the amount of \$1,260.00. This is a total of \$19,890.

FUNDING: General Fund



TERMS AND CONDITIONS POLICY

Purpose

This document states the terms and conditions that govern the working relationship between **SCHOOLinSITES, LLC** and **Orcutt Union School District, CA**

Terms

This agreement will be in effect from 7/1/2012 to 6/30/2013

Service

Hosting	# of Sites	Gross Price	Discount	Net Price
District	1	\$1,800	\$0	\$1,800
School	9	\$16,200	\$0	\$16,200
Athletics	0	\$0	\$0	\$0
Email	# of Boxes	Gross Price	Discount	Net Price
Staff	630	\$2,520	\$1,890	\$630
Student	5600	\$22,400	\$22,400	\$0
Domain Fees	# of Domains:	0	Total Price:	\$0
Barracuda Email Archiving				
Retention	# of Boxes	Gross Price/Year	Discount	Net Price/Year
None	0	\$0	\$0	\$0
Training		One Time Only Fees (Application and Setup)		
Location	# of Days	Price	Site Price	Total
Onsite	0	\$0	District	-\$500 Already Purchased
Online	0	\$0	School	\$250 Already Purchased
			Athletics	\$500 Already Purchased

Summary

Hosting: \$18,000
 Setup: \$0
 Email: \$630
 Domain: \$0
 Archiving: \$0
 Training: \$0
 Total: \$18,630

 Authorized Signature Date

 1/23/2012

 SCHOOLinSITES Executive Date

 Print Name Title

Skip Platt

 SCHOOLinSITES Executive

P.O. Box 305
 Saraland, Alabama 36571

CONTRACTUAL
 AGREEMENT

251.471.5482
 Fax: 251.375.2452



TERMS AND CONDITIONS POLICY

Purpose

This document states the terms and conditions that govern the working relationship between SCHOOLinSITES, LLC and Orcutt Union School District, CA for email archiving services.

Terms

This agreement shall be in effect from 7/1/2012 to 6/30/2013.

SCHOOLinSITES, LLC agrees to provide archiving services for the stated period, provided that Orcutt Union School District, CA is a current, active customer.

Service

EMAIL ARCHIVING				
630	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sub Total			\$1,260	
Archiving Total				
<input type="checkbox"/>	<input type="checkbox"/>	\$1,260		

SUMMARY:

Archiving: \$1,260
Total: \$1,260

Authorized Signature Date

Skip Platt 1/23/2012

SCHOOLinSITES Executive Date

Print Name Title

Skip Platt Account Representative

Print Name Title

P.O. Box 305
Saraland, Alabama 36571

CONTRACTUAL
AGREEMENT

251.471.5482
Fax: 251.476.3083



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

FROM:  Marysia Ochej
Assistant Superintendent, Business Services

BOARD MEETING DATE: February 8, 2012

BOARD AGENDA ITEM: Orfalea Grant for Child Nutrition

BACKGROUND: Janette Wesch, Director of Child Nutrition applied for a grant with Orfalea Foundation on October 5, 2011 for both the Orcutt Academy High School and the Central Kitchen. The District was recently notified that she has been approved for a grant in the amount of \$32,000 for kitchen equipment (2 tilt skillets known as braziers) for the Central Kitchen. The grant is legally funded by the Orfalea Fund. It is the Orfalea foundation that has been instrumental in supporting districts in innovative efforts to improve nutritional quality and education, with a return to as much scratch cooking as possible.

Attached is the grant award and terms that are required in the acceptance of this grant from the Orfalea Fund, otherwise referred to as the Orfalea Foundation. Janette Wesch will adhere to the terms of the grant award as written in the grant agreement.

RECOMMENDATION: Staff recommends that the Board of Trustees approve the grant award as presented.

FUNDING: Child Nutrition Fund 13

ORFALEA FOUNDATION

January 11, 2012

Janette Wesch
Director of Child Nutrition
Orcutt Union School District
500 Dyer Street
Orcutt, CA 93455

Dear Janette:

I am pleased to inform you that the Orfalea Fund Board of Directors has approved a grant of \$32,000 for the Kitchen Equipment for Orcutt Union School District.

Please find enclosed two copies of the Grant Agreement which are ready for execution, together with a check for \$32,000.

Kindly sign both copies of the Grant Agreement and return one fully executed copy of the Agreement to our office as soon as possible. We also look forward to receiving your Interim Progress Report and Annual Evaluation Report as outlined in the Grant Summary.

Please notify your Board of Trustees and staff (particularly those responsible for conducting said evaluations) about the terms of this grant award. We appreciate your assistance in complying with the Public Acknowledgement clause found in the Grant Agreement. Please note that we collectively refer to ourselves as the Orfalea Foundation and our grantees should also use this term for public recognition. However, for legal and financial purposes, the specific foundation should be properly identified. In this case, the grant award was funded by the Orfalea Fund.

Please remember that grant decisions and the focus areas for the Orfalea Foundation is determined by our Board of Directors. Past granting is not an indication or promise of continued future granting. As an entrepreneurial grantmaking foundation, we encourage your organization to continue to reach into the community for support, to think creatively about your fundraising strategy and to remain open and innovative in identifying other ways to fund your good work.

We wish you great success with this grant. If you have any questions regarding this grant, I can be reached via email at kathleen@orfalea.org. We value our partnership and look forward to working with you.

Kind Regards,



Kathleen de Chadenes
Director, School Food Initiative

Enclosures

ORFALEA FOUNDATION

Grant Summary

This Grant Agreement ("Agreement") is entered into on 12/7/2011 by and between **ORCUTT UNION SCHOOL DISTRICT** (the "Grantee"), and the **ORFALEA FUND** (the "Grantor").

AMOUNT: \$32,000

DURATION: 12 months, beginning 1/13/2012

PURPOSE: Kitchen Equipment for Orcutt Union School District

EXPENDITURE OF GRANT: \$32,000 to replace 2 tilt skillets (braziers)

REPORTING SCHEDULE:

Scheduled Date	Type	Notes	Done Date
2/13/2012	Grant Agreement Returned		
7/13/2012	Interim Progress Report	Grantee agrees to cooperate with SFI in data collection as well as submit an interim report. The interim report should include progress on plans for adding scratch-cooked entrees.	
1/14/2013	Annual Evaluation Report	Annual evaluation will report on the inclusion of more scratch-cooked entrees on the menu.	

Grant Agreement

WHEREAS, Grantee is a political subdivision of the State of California described in Section 170(c)(1) of the Internal Revenue Code of 1986, as amended (the "Code"), and Treasury Regulation Section 53.4945-5(a)(4);

WHEREAS, Grantee is seeking funds for the programs and/or services ("Programs") described in the original proposal and refined in the purpose described above (the "Purpose of Grant"); and

WHEREAS, the Grantor is willing to provide funds to Grantee for the Programs subject to the terms and conditions herein.

NOW, THEREFORE, the Grantee and Grantor agree as follows:

Public Acknowledgement: Grantees must obtain prior authorization from the Orfalea Foundation for any public acknowledgement of this grant. Public acknowledgement includes, but is not limited to, the use of the Orfalea Foundation name, any director's or Orfalea family members' individual names or personal likenesses, logo, or letterhead for any event programs, newsletters, press releases, media interviews, fundraising materials, signage, web sites and communications with the grantee. The Orfalea Foundation allows grantee to list our name as a donor when completing grant applications in order to encourage matching donations. In its discretion, the Orfalea Foundation may describe its support of the Programs in Grantor's own printed or oral announcements and website. Grantee may recognize other sponsors of the Programs in proportion to their relative contributions to the sponsorship of the Programs. Board Members and administrative staff of Grantee should be informed of this public acknowledgement clause. For legal and financial purposes, the specific foundation identified in the Grant Summary above should be named, rather than the collective term of Orfalea Foundation.

Expenditure of Funds: Under the applicable laws of the United States, all Grant Funds must be expended for public purposes that are charitable, educational, scientific or religious. This grant is made only for the purposes stated in this Agreement, and the Grant Funds as well as any interest earned thereon may not be expended for any other purpose without Grantor's prior written approval. Any Grant Funds and earnings thereon not expended or committed for the purposes set forth in this Agreement will be returned to Grantor within thirty (30) days following the grant's termination date. The Grant Funds and earnings thereon may not be used for any of the following purposes: to attempt to influence legislation or the outcome of any specific public election; to carry on, directly or indirectly, any voter registration drive; or to undertake any activities not for a charitable or educational purpose. Expenditures of Grant Funds and earnings thereon must be only for line items specified in the approved grant budget. Advance written approval by Grantor must be received by Grantee for disbursements deviating from the line items of the approved budget. Any earnings on Grant Funds must be applied to the project purposes and must be reported to Grantor at the same time as the Evaluation Reports.

Evaluation Report: Grantee shall submit to Grantor an Interim Progress Report and Annual Evaluation Report describing the use of the Grant Funds as outlined in the Reporting Schedule. Instructions for completing and submitting these reports will be sent electronically via email, to the Grantee Contacts provided in the application, approximately one month prior to the report deadline. If Grantee does not submit the required reports, Grantee will not receive any payments of Grant Funds payable after such report is due and shall be disqualified from future funding requests.

Recordkeeping: Although the Grant Funds need not be physically segregated, such funds shall be shown separately on Grantee's books and records for ease of reference and verification. Records of receipts and expenditures under this Agreement, as well as copies of reports submitted to Grantor, should be kept for at least four years following completion of the Programs. Grantee's financial books and records are to be made available for the Grantor's inspection at reasonable times. Grantee's financial statement should be attested by the responsible financial officer of Grantee or a certified public accountant.

Status as an Eligible Grantee: Grantee represents and warrants that it is described in Section 170(c)(1) of the Code and Treasury Regulation Section 53.4945-5(a)(4). Grantee has provided the Grantor with a copy of an IRS Determination Letter evidencing its status as an organization. Grantee will notify the Grantor immediately of any change in tax exempt status,

including any substantial or material change in sources of support for any taxable year in which Grantee receives any portion of the Grant Funds. If Grantee for any reasons ceases to be described in Section 170(c)(1) of the Code and Treasury Regulation Section 53.4945-5(a)(4), Grantee shall return to Grantor all Grant Funds then in Grantee's possession. Grantee is not an agent, representative, consultant or contractor of the Grantor and, as an entirely independent and separate organization, is solely responsible for its actions, errors and omissions.

Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which, together, shall constitute one and the same instrument.

Waiver: The waiver or failure to enforce any provision of this Agreement shall not operate as a waiver of any future breach of any such provision or any other provision hereof.

Severability: If any provision of this Agreement shall be determined by any court of competent jurisdiction to be invalid and unenforceable to any extent, the remainder of this Agreement shall not be affected thereby, and each provision shall be valid and shall be enforced to the fullest extent permitted by law.

Attorneys' Fees: If either party commences an action against the other to enforce any of the terms of this Agreement or because of the breach by either party of any of the terms of this Agreement, the losing or defaulting party, whether by out-of-court settlement or final judgment, shall pay to the prevailing party the actual costs and expenses incurred in connection with the prosecution or defense of such action and any appeals in connection therewith, including actual attorneys' fees and costs.

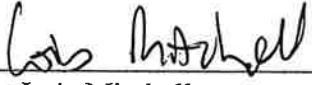
Indemnification: With respect to its operations under this grant, the Grantee shall, to the fullest extent permitted by law, hold harmless, indemnify, and defend the Grantor, its officers, directors, employees, agents, and representatives, from and against any and all claims, demands, actions, suits, losses, liability expenses and costs including, without limitation, attorneys' fees and costs arising out of the approval, oversight, management, or operation of Grantee, including injury to any persons or organizations, including death or damage to any property caused by, connected with or attributable to the willful misconduct, negligent acts, errors or omissions of Grantee or its officers, employees, agents, and consultants under this award. Grantee and the Grantor agree to submit any dispute regarding the subject matter of this clause to non-binding mediation. Any agreement reached in mediation may cancel this clause in whole or in part.

IN WITNESS WHEREOF, the undersigned have executed this Grant Agreement on the date first written above.

ORCUTT UNION SCHOOL DISTRICT

THE ORFALEA FUND

By: Janette Wesch
Its: Director of Child Nutrition


By: Lois Mitchell
Its: President

500 Dyer St.
Santa Maria, CA 93455

1283 Coast Village Circle
Santa Barbara, CA 93108

THE BANK

1766

of Santa Barbara

12 E. Figueroa St. Santa Barbara, CA 93101

90-4415/1222

**ORFALEA
FOUNDATIONS**

Orfalea Fund
1283 Coast Village Circle
Santa Barbara, CA 93108

12/14/2011

PAY TO THE
ORDER OF

Orcutt Union School District

\$ **32,000.00

Thirty-Two Thousand and 00/100*****DOLLARS

Orcutt Union School District
500 Dyer St
Santa Maria, CA 93455

Two signatures required for amounts over \$5,000.00

Catherine B. J.
Conrad V. J.
AUTHORIZED SIGNATURES

MEMO

Kitchen Equipment for Orcutt Union School District

⑈001766⑈ ⑆⑆122244155⑆ 705004149⑈

Orfalea Fund Santa Barbara, CA 93108

1766

Orcutt Union School District

Date Type Reference
12/9/2011 Bill 1568

Original Amt.
32,000.00

Balance Due 32,000.00

12/14/2011

Discount

Payment
32,000.00

32,000.00

Bank of Santa Barbar Kitchen Equipment for Orcutt Union School Distri

32,000.00



BUSINESS SERVICES MEMORANDUM

To: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: February 8, 2012

BOARD AGENDA ITEM: Approval of Change Order for Dunlap Hardcourt Improvements

BACKGROUND:

History:

The BFGC-IBI design team designed this modernization project using the District supplied topographic information, prepared by a firm hired by the District. It appears that there were some inconsistencies in the provided information both in the vertical and horizontal controls.

Design:

Upon review of the site it was determined that the District's goals were to make the entrances on the south side of the existing Multipurpose Building accessible, while at the same time not restricting the flow of students lining up for lunch service at the east entrance and exiting out the west entrance. BFGC-IBI Group Architecture Planning provided a design that met the desired District goals and secured DSA Approval on 03/30/2011. The design required the Contractor to remove the existing concrete landings and to re-grade the area to meet the maximum 2% cross slope requirement as indicated.

Construction:

During the Contractor's demolition activities he encountered an unforeseen field condition related to the design. The grades as designed based on the District supplied information could not be achieved as designed. The Contractor chose to leave the existing non-compliant concrete landings in place and slope the new asphalt paving to match the existing grades. No request to resolve the issue was submitted to the Architect of Record. During the final site visit by BFGC-IBI and our civil consultant on 8/12/11 it was noted that this area was not built in accordance with the approved Contract documents. A meeting was convened to discuss this issue on October 6, 2011, which was attended by the architect, the contractor, contractor's paving sub contractor, the civil engineer and myself. Unfortunately the DSA inspector was not available as his wife had a stroke in the middle of this project which further complicated discussions in progress. A solution was discussed to rectify this work in accordance with the Contract documents.

The Contractor felt the proposed solution to remove the stoops and overlay the existing area wouldn't be feasible or provide a good long term solution. BFGC-IBI indicated that they would review the solution and design another plan to rectify the situation. The Contractor stated that he would credit the District with any work not performed, but also felt that any solution would probably result in additional construction cost. BFGC-IBI and our Civil Engineer have redesigned this area per the drawing under consideration at no cost to the District. The total change order with credits from the contractor requested for this project is an additional \$17,315.18. An additional 10% contingency is added due to the urgency to complete this project while school is closed for spring break should there be any other unforeseen conditions.

District Benefit:

The costs as outlined are reasonable to complete the task at hand. The revised design will meet all of the District's goals for the Dunlap site. The benefits are as follows:

1. Safe unobstructed access to the Multipurpose Room that meets the accessibility requirements of the code.
2. Avoidance of Contractor claims that would result in far greater costs than the proposed change.

The original architect's cost estimate came in at \$162,250 and the second bidder came in at \$24,100 above the awarded bid which results in this still being below the original project estimate. This work will be completed during the spring break.

RECOMMENDATION:

Staff recommends that the board approve this change order that results in a total project cost of \$152,215.18 with an additional 10% contingency of \$15,221.52 added in case of any further unforeseen conditions. This brings the total to \$167,437.

FUNDING:

Capital Fund, Fund 25



HUMAN RESOURCES MEMORANDUM

TO: Bob Bush

FROM: Jan Yanagisako

BOARD MEETING DATE: February 8, 2012

BOARD AGENDA ITEM: Board Policy & Administrative Regulation 5148
Child Care and Development

BACKGROUND: This mandated policy is revised to delete references to school-age community child care services (repealed), add language addressing facilities for child care and development services, deletes options related to ages of children served (addressed in AR) and hours of operation and revise material on program evaluation to more directly reflect state requirements. Policy updated to reflect new law which establishes beverage standards for licensed child care centers, new law which changes the income threshold for subsidized services, new law which restores the pre-SB70 age limit for eligibility for subsidized services, adds legal requirements pertaining to subsidized services for children ages 11-12 and explains that since the "centralized eligibility list" is not currently funded by the state it is only available if a county chooses to provide this service at its own expense.

RECOMMENDATION: It is recommended that the Board of Trustees adopt Board Policy 5148, Child Care and Development for first reading and that it be placed on the next Consent Agenda for second reading. It is recommended that the Board of Trustees approve Administrative Regulation 5148, Child Care and Development.

FUNDING: No impact to General Fund

Students

CHILD CARE AND DEVELOPMENT

The Board of Trustees desires to provide child care and development services which meet the developmental needs of children and offer a convenient child care alternative for parents/guardians in the community.

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5148.1 - Child Care Services for Parenting Students)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)

The Superintendent or designee shall work cooperatively with the local child care and development planning council, public and private agencies, parents/guardians, and other community members to assess child care needs in the community, establish program priorities, obtain ongoing feedback on program quality, and inform parents/guardians about child care options.

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)

The Board shall approve a written philosophical statement, goals, and objectives for the district's child care and development program that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and administrative regulation. (5 CCR 18271)

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)

As needed, the Superintendent or designee may identify district facilities that have capacity to provide child care and development services and/or may recommend that the Board enter into an agreement with a public agency or community organization to use community facilities for the purpose of providing such services.

(cf. 13301.1 – Joint Use Agreements)
(cf. 7110 – Facilities Master Plan)

Admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and a medical assessment requirement. (5 CCR 18105; 22 CCR 101218)

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 5145.3 – Nondiscrimination/Harassment)

The Superintendent or designee shall ensure that subsidized child care is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code 8263 and 5 CCR 18106.

~~In addition to priorities for subsidized services~~ **When all families eligible for subsidized services have been served,** priority for admissions shall be given to district students and children of district employees.

(cf. 5111.1 - District Residency)

The Superintendent or designee shall ensure that individuals working in child care and development programs have the necessary qualifications and have satisfied all legal requirements.

(cf. 1240 - Volunteer Assistance)

(cf. 4112.2 - Certification)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. 4131 - Staff Development)

(cf. 4212.5 - Criminal Record Check)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

~~The Superintendent or designee shall develop and implement an annual plan for evaluation of the district's child care services which conforms to state requirements. Based on the results of the evaluation, the program shall be modified as necessary to address any areas identified as needing improvement.~~ **The Superintendent or designee shall annually conduct an evaluation of the district's child care and development services in accordance with state requirements. The evaluation report shall be submitted to the Board and the CDE along with an action plan which establishes program goals and objectives for the coming year and addresses any areas identified as needing improvement. (5 CCR 18279-18281)**

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

8200-8499.10 Child Care and Development Services Act, including:

8200-8209 General provisions for child care and development services

8210-8216 Resource and referral program

8220-8226 Alternative payment program

8230-8233 Migrant child care and development program

8235-8239 California state preschool program

8240-8244 General child care programs

8250-8252 Programs for children with special needs

8263 Eligibility and priorities for subsidized child development services
 8278.3 *Child Care Facilities Revolving Fund*
 8360-8370 Personnel qualifications
 8400-8409 Contracts
 8460-8480 ~~School-age community child care services~~
 8482-8484.6 After-school education and safety program
 8484.7-8484.8 21st Century community learning centers
 8485-8488 ~~Child supervision programs~~
 8493-8498 Facilities
 8499-8499.7 Local planning councils
 17609-17610 Integrated pest management, applicability to child care facilities
 49540-49546 Child care food program
 49570 National School Lunch program
 54740-54749.5 Cal-SAFE program for pregnant/parenting students and their children
 56244 Staff development funding
 HEALTH AND SAFETY CODE
 1596.70-1596.895 California Child Day Care Act
 1596.90-1597.21 Day care centers
 120325-120380 Immunization requirements
 CODE OF REGULATIONS, TITLE 5
 18000-18434 Child care and development programs, especially:
 18012-18122 General requirements
 18180-18192 Federal and state migrant programs
~~18200-18207 School-age community child care services program~~
 18210-18213 Severely handicapped program
 18220-18231 Alternative payment program
 18240-18248 Resource and referral program
 18270-18281 Program quality, accountability
 18290-18292 Staffing ratios
 18295 Waiver of qualifications for site supervisor
 18300-18308 Appeals and dispute resolution
 80105-80125 *Commission on Teacher Credentialing, child care and development permits*
 CODE OF REGULATIONS, TITLE 22
 101151-101239.2 General requirements, licensed child care centers, including:
 101151-101163 Licensing and application procedures
 101212-101231 Continuing requirements
 101237-101239.2 Facilities and equipment
 UNITED STATES CODE, TITLE 42
 1751-1769 School lunch programs
 9831-9852 Head Start programs
 9858-9858q Child care and development block grant
 CODE OF FEDERAL REGULATIONS, TITLE 7
 210.1-210.31 National School Lunch program
 CODE OF FEDERAL REGULATIONS, TITLE 45
 98.2-98.93 Child care and development fund
 COURT DECISIONS
 CBS Inc. v. The Superior Court of Los Angeles County, State Department of Social Services, (2001) 91
 Cal.App.4th 892

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Keeping Children Healthy in California's Child Care Environment: Recommendations to Improve Nutrition and Increase Physical Activity, 2010

Infant/Toddler Learning and Development Program Guidelines, 2006

Program Quality Standards and Standards Based on Exemplary Practice for Center-Based Programs and Family Child Care Home Networks, October 2004

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

01-06 The Desired Results for Children and Families System, May 31, 2001

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Child Development Permit Professional Growth Manual, July 2008

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Good Start, Grow Smart, April 2002

America's Families, September 2000

WEB SITES

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

California Association for the Education of Young Children: <http://www.caeyc.org>

California Child Development Administrators Association: <http://www.ccdaa.org>

California Department of Education, Child Development: <http://www.cde.ca.gov/sp/cd>

California Department of Social Services: <http://www.cdss.ca.gov>

California Head Start Association: <http://caheadstart.org>

California School-Age Consortium: <http://calsac.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Association for the Education of Young Children: <http://www.naeyc.org>

U.S. Department of Education: <http://www.ed.gov>

Policy Adopted: ~~12/9/09~~

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

Board Report

District 16 -- Orcutt Union

Fund 01 -- General Fund

As of 1/31/2012

	Beginning Bal/ WrkBudget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Encumbrances	Ending Bal/ Remaining Bal
9110 -- Cash in County Treasury	2,145,938.97	1,227,283.11	4,246,651.96	0.00	6,392,590.93
9130 -- Revolving Cash/Fiscal Agent	15,900.00	0.00	2,000.00	0.00	17,900.00
9200 -- Accounts Receivable	5,047,898.21	0.00	(4,982,663.48)	0.00	65,234.73
9310 -- Due from Other Funds	297,768.79	0.00	(277,363.11)	0.00	20,405.68
9320 -- Stores	12,522.35	0.00	0.00	0.00	12,522.35
Total Assets	7,520,028.32	1,227,283.11	(1,011,374.63)	0.00	6,508,653.69
9500 -- Accounts Payable (Current Liabilities)	267,600.22	313.37	(289,263.41)	0.00	(21,663.19)
9610 -- Due to Other Funds	313,260.12	0.00	(313,260.12)	0.00	0.00
9650 -- Deferred Revenue	71,676.87	0.00	(71,676.87)	0.00	0.00
Total Liabilities	652,537.21	313.37	(674,200.40)	0.00	(21,663.19)
Fund Balance (Beginning Balance/Actual)	6,867,491.11	0.00	0.00	0.00	6,530,316.88
9791 -- Net Beginning Balance	6,867,491.11	0.00	6,867,491.11	0.00	6,867,491.11
8010 -- Revenue Limit Sources	21,208,489.00	3,312,277.68	12,444,908.96	0.00	8,763,580.04
8100 -- Federal Revenue	1,353,266.00	286,093.00	232,968.77	0.00	1,120,297.23
8300 -- Other State Revenues	4,843,973.00	357,834.95	2,220,705.18	0.00	2,623,267.82
8600 -- Other Local Revenue	1,428,295.36	145,703.30	849,215.10	0.00	579,080.26
8910 -- Other Financing Sources	258,947.00	2,357.52	255,301.53	0.00	3,645.47
8980 -- Contributions	0.00	0.00	0.00	0.00	0.00
Total Revenues	29,092,970.36	4,104,266.45	16,003,099.54	0.00	13,089,870.82
1000 -- Certificated Personnel Salaries	16,506,152.25	1,538,236.08	8,153,826.11	0.00	8,352,326.14
2000 -- Classified Personnel Salaries	4,821,623.23	438,985.65	2,710,130.56	0.00	2,111,492.67
3000 -- Employee Benefits	6,340,115.80	590,573.88	3,109,215.24	0.00	3,230,900.56
4000 -- Books and Supplies	2,579,249.97	107,725.70	732,506.38	291,360.61	1,555,382.98
5000 -- Services and Other Operating Expenditures	2,606,546.29	171,151.67	1,388,915.22	954,684.67	262,946.40
6000 -- Capital Outlay	501,372.96	30,623.73	205,012.90	190,214.17	106,145.89
7000 -- Other Outgo & Transfers Out	450,612.03	0.00	40,667.36	40,667.36	369,277.31
Total Expenditures	33,805,672.53	2,877,296.71	16,340,273.77	1,476,926.81	15,988,471.95
Fund Balance (Budget/Actual)	2,154,788.94	0.00	6,530,316.88	0.00	0.00

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

Students

CHILD CARE AND DEVELOPMENT

Licensing

All district child care and development services shall be licensed by the California Department of Social Services **unless exempted pursuant to Health and Safety Code 1596.792 or 22 CCR 101158.**

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code 1596.8555)

Licensed child care centers shall be subject to the requirements of Health and Safety Code 1596.70-1597.21 and 22 CCR 101151-101239.2, **and where applicable, 22CCR 101451-101539.**

Program Components

The district's child development program shall include the following components:

1. A developmental profile recording each child's physical, cognitive, social, and emotional development which shall be used to plan and conduct age- and developmentally appropriate activities (*Education Code 8203.5; 5 CCR 18272*)

Program staff shall complete the "Desired Results Developmental Profile," available from the California Department of Education (CDE), for each child who is enrolled in the program for at least 10 hours per week and for any child with disabilities regardless of the number of hours enrolled. The profile shall be completed within 60 days of enrollment and at least once every six months thereafter for children of all ages. (*Education Code 8203.5; 5 CCR 18270, 18271*)

2. An educational program which complies with 5 CCR 18273, including the provision of services that are developmentally, linguistically, and culturally appropriate and inclusive of children with special needs

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification of Individuals for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

(cf. 6174 - Education for English Language Learners)

3. A staff development program which complies with 5 CCR 18274

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

4. Parent/guardian involvement and education which comply with 5 CCR 18275 and involve parents/guardians through an orientation, at least two individual conferences per year, meetings with program staff, an advisory committee, participation in daily activities, and information regarding their child's progress

(cf. 6020 - Parent Involvement)

5. A health and social services component which complies with 5 CCR 18276 and includes referrals to appropriate community agencies as needed

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.23 - Asthma Management)

(cf. 5141.6 - School Health Services)

6. A community involvement component which complies with 5 CCR 18277

7. A nutrition component which ensures that children in the program have nutritious meals, beverages and snacks that meet federal standards ~~guidelines for child care programs or the National School Lunch program~~ *(Health and Safety Code 1596.808; 42 USC 1766; 5 CCR 18278)*

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

8. An annual plan for program evaluation which conforms with the state's "Desired Results for Children and Families" system and includes, but is not limited to, a self-evaluation, parent survey, and environment rating scale using forms provided by the CDE *(5 CCR 18270.5, 18279, 18280)*

(cf. 0500 - Accountability)

Staffing Ratios

The district's child care and development program shall maintain at least the minimum adult-child and teacher-child ratios specified in 5 CCR 18290-18292 based on the ages of the children served.

Enrollment

The district's child care and development services shall accord equal treatment and access to services in accordance with law.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

~~The Superintendent or designee shall refer to the county's centralized eligibility list to identify children in need of services.~~

~~Children shall be eligible for subsidized child care and development services when both of the following conditions are met: (Education Code 8250, 8263, 8263.1, 54745; 5 CCR 18110)~~

~~1. The family meets one or more of the following criteria:~~

~~a. Is a current aid recipient~~

~~b. Is income eligible~~

~~c. Is homeless~~

~~*(cf. 6173 - Education for Homeless Children)*~~

~~d. Has children who have been identified as being abused, neglected, or exploited or at risk of being abused, neglected, or exploited~~

~~2. The family demonstrates need for the services due to any of the following circumstances:~~

~~a. The child is identified by a legal, medical, or social services agency or emergency shelter as a recipient of protective services; as being neglected, abused, or exploited; or as at risk of being neglected, abused, or exploited.~~

~~b. The parents/guardians are engaged in vocational training leading directly to a recognized trade, paraprofession, or profession; are employed or seeking employment; are seeking permanent family housing; or are incapacitated.~~

First priority for enrollment shall be given to neglected or abused children who are recipients of child protective services, or children who are at risk of being neglected or abused, upon written referral from a legal, medical, or social services agency. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Education Code 8263)

Second priority for enrollment shall be given equally to ~~eligible families~~ **who are income eligible, as defined in Education Code 8263.1.** ~~regardless of the number of parents/guardians in the home, who are income eligible.~~ Families with the lowest gross monthly income in relation to family size shall be admitted first. If two or more families are in the same priority in relation to income, the family that has a child with disabilities shall be admitted first or, if there is no child with disabilities, the family that has been on the waiting list for the longest time shall be admitted first. (Education Code 8263, 8263.1)

The district's decision to approve or deny services shall be communicated to the family through a written notice mailed or delivered within 30 days from the date the application is signed by the parent/guardian. If services are approved, the notice shall contain the basis of eligibility, daily/hourly fee, if applicable, duration of the eligibility, names of children approved to receive services, and the hours of service approved for each day. If services are denied, the notice shall contain the basis of denial and instructions on how the parents/guardians may request a hearing in accordance with the procedures specified in 5 CCR 18120 and 18121 if they do not agree with the district's decision. (5 CCR 18094, 18118)

~~When all such eligible children are enrolled, the district may enroll children from families who do not qualify for subsidized services but who meet the age requirements of the program, giving priority to district students and children of district employees. The Superintendent or designee shall establish a waiting list of such children in the event that applications exceed program capacity. After all children eligible for subsidized services have been enrolled, the district may enroll children in accordance with any other priorities established by the Board of Trustees.~~

The Superintendent or designee shall maintain a waiting list in accordance with admission priorities and shall contact applicants in order of priority from the waiting list as vacancies occur. (5CCR 18108)

Fees

No fees shall be assessed for families whose children are participating in programs prohibited by law from assessing fees.

Fees shall be collected prior to providing services and shall be considered delinquent after ~~fourteen~~ **seven** days from the date that fees are due. Parents/guardians shall be notified in the event that fees are delinquent. If a reasonable plan for payment of the delinquent fees has not been provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (5 CCR 18114, 18115)

The Superintendent or designee shall establish a process which includes parents/guardians in determining whether and how much to charge parents/guardians for

field trip expenses. ~~This process also shall be used to determine whether to require parents/guardians to provide diapers.~~ (Education Code 8263)

Health Examination

A physical examination and evaluation, including age-appropriate immunization, shall be required prior to or within six weeks of enrollment, unless the parent/guardian submits a letter stating that such examination is contrary to his/her religious beliefs. (Education Code 8263)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

Attendance

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence and signature of parent/guardian or district representative. (5 CCR 18065, 18066)

Absences shall be excused for the following reasons:

1. Illness or quarantine of the child or of the parent/guardian (Education Code 8208)
2. Family emergency (Education Code 8208)

A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family dies, has an accident, or is required to appear in court.

3. Time spent with a parent/guardian or other relative as required by a court of law (Education Code 8208)
4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Education Code 8208)

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor.

Except for children who are recipients of child protective services or at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

Any absence due to a reason other than the above, or without the required verification,

shall be considered an unexcused absence. After three unexcused absences during the year, the program coordinator or site supervisor shall notify the parents/guardians. Children who continue to have excessive unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care and development services. (5 CCR 18066)

(cf. 5145.6 - Parent Notifications)

Rights of Parents/Guardians

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of his/her rights as specified in 22 CCR 101218.1, including, but not limited to, the right to enter and inspect the child care facility and the right to be informed, upon request, of the name and type of association to the center of any adult who has been granted a criminal record exemption. (Health and Safety Code 1596.857; 22 CCR 101218.1)

The written notice of parent/guardian rights also shall be permanently posted within the facility in a location accessible to parents/guardians. Notwithstanding these rights, access to the facility may be denied to an adult whose behavior presents a risk to children present in the facility or to noncustodial parents/guardians when so requested by the responsible parent/guardian. (Health and Safety Code 1596.857)

Records

The Superintendent or designee shall establish and maintain a basic data file for each family receiving child care and development services containing ~~the data specified in 5 CCR 18081~~ completed and signed application for services and records used to determine the child's eligibility and need. (5 CCCR 18081)

The Superintendent or designee shall maintain records of enrollment, attendance, types of families served, income received from all families participating in the district's child care and development program and any other records required by the CDE.

Regulation Approved: 12/9/09

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

**TIME SENSITIVE, REQUIRES BOARD ACTION
DEADLINE THURSDAY, MARCH 15, 2012**

January 31, 2012

MEMORANDUM

TO: All Board Presidents and Superintendents
CSBA Member Boards of Education

FROM: Jill Wynns, President

SUBJECT: 2012 CSBA Delegate Assembly Election
U. S. Postmark Deadline – Thursday, March 15, 2012



Enclosed is the ballot material for election of a representative to the CSBA Delegate Assembly from your region or subregion. The material consists of the ballot (on red paper), required candidate biographical sketch form, and if submitted, résumé for each candidate. In addition, we are including a “copy” of the ballot on white paper so that it may be included in board agenda packets, if you choose to do so. **Only the ballot on red paper is to be completed and returned.**

The board as a whole may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies in the region or subregion, the board may vote for up to three individuals. Regardless of the number of vacancies, each board may cast no more than one vote for any one candidate. (The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.)

The ballot must be signed by the Superintendent or board clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district’s stationery; please write **DELEGATE ELECTION** prominently on the envelope with the region or subregion number on the bottom left corner. **Ballots must be postmarked by the U.S. Post Office on or before Thursday, March 15. No exceptions are allowed.**

Election results will be available no later than Monday, April 2. If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2012 – March 31, 2014. The next meeting of the Delegate Assembly is on Saturday, May 19 – Sunday, May 20 at the Hyatt Regency in Sacramento.

The names of all Delegates will be available on CSBA’s website no later than Monday, April 2. Please do not hesitate to contact Michelle Neto in the Administration department at (800) 266-3382 should you have any questions. Thank you.

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No Later Than **THURSDAY, MARCH 15, 2012**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box.
A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.

OFFICIAL 2012 DELEGATE ASSEMBLY BALLOT
SUBREGION 11-A
(Santa Barbara County)

Number of vacancies: 1 (Vote for no more than 1 candidate)

Delegates will serve two-year terms beginning April 1, 2012 – March 31, 2014

**denotes incumbent*

Jack C. Garvin (Santa Maria Joint Union HSD)

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District/COE Name

Date of Board Action

See reverse side for a current list of all Delegates in your Region.