

ORCUTT UNION SCHOOL DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, February 12, 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. Joe Nightingale Presentation
 3. Governor's Budget

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 – Request for Waiver from California State Board of Education Relative to the Applicability of Surplus Real Property Public Auction/Bidding Requirements to the Potential Lease of the Vacant Library Facility at Olga Reed Elementary School

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 Agreement Requests
- E. 2014/2015 Interdistrict Attendance Agreement Requests
- F. Minutes, Regular Meeting of January 15, 2014
- G. Minutes, Special Meeting of January 30, 2014
- H. Hiring of Additional Coaches 2013/2014
- I. Salary Schedules
- J. Board Policy 3100, Budget for second reading
- K. Board Policy 3110, Transfer of Funds for second reading
- L. Board Policy 3350, Travel Expenses for second reading
- M. Board Policy 4112.42/4214.42/4312.42, Drug and Alcohol Testing for School Bus Drivers for second reading

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. GENERAL

1. Acceptance of Gifts

Olga Reed School received a donation of \$1,888 from the New Frontiers Natural Marketplace in Solvang, derived from a "5 percent" promotion at the store each Wednesday.

Ralph Dunlap School received a donation of P.E. balls (dodge balls, volleyballs, footballs, etc.) from Scott Nickason and a 15" computer monitor for Mr. Schmalbach's classroom from Laura and Craig Carrier.

It is recommended that the Board of Trustees accept these gifts and direct that a letter of acceptance and appreciation be forwarded to New Frontiers Natural Marketplace, Scott Nickason and Laura and Craig Carrier.

Moved _____ Second _____ Vote _____

2. Consideration of Approval of Contract with Leadership Associates to Conduct Superintendent Search

It is recommended that the Board of Trustees approve the Superintendent Search Contract with Leadership Associates in the amount of \$21,500.

Moved _____ Second _____ Vote _____

B. BUSINESS

1. General Waiver Request to Lease Building in Los Alamos

Staff recommends that the Board of Trustees approve the waiver application, as presented.

Moved _____ Second _____ Vote _____

2. Comprehensive Financial Management Information System MOU

Staff recommends that the Board of Trustees approve the new Financial Management Information System (FMIS) MOU as presented.

Moved _____ Second _____ Vote _____

C. CURRICULUM

1. Safe School Plans

Staff recommends that the Board of Trustees approve the Safe School Plans for Alice Shaw, Joe Nightingale, Patterson Road, Pine Grove, Ralph Dunlap, Lakeview Jr. High, Orcutt Jr. High and Olga Reed schools, as submitted. Copies of the plans are available for review M-F from 7:30 a.m. to 4:30 p.m. at the District Office, 500 Dyer Street, Orcutt, CA.

Moved _____ Second _____ Vote _____

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

1. Board Financial Report
2. Items from the Board

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next regular board meeting is scheduled for Wednesday, March 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. A Special Curriculum Board Meeting is scheduled for Wednesday, February 26, 2014 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 12, 2014

TO: Bob Bush, Superintendent

SUBMITTED BY: Don Nicholson, Assistant Superintendent/Human Resources 

SUBJECT: Recommendations for Board Approval

SITE	CLASSIFICATION	SALARY	EFFECTIVE	ACTION INFORMATION
Campus Connection	Child Care Assistant	\$11.70/hr	12/16/13	Substitute
Campus Connection	Child Care Assistant	\$14.22/hr	02/03/14	Permanent/Probationary
Lakeview Jr. High	Inst Assistant I		12/20/13	Resignation
Pupil Services	Inst Assistant I	\$10.56/hr	01/13/14	Substitute
Pupil Services	Inst Assistant II	\$10.79/hr	01/13/14	Substitute
MOT	Utility Worker	\$12.36/hr	02/03/14	Substitute
District Office	Sr. Accounting Technician	\$35/mo	01/01/14	(1) Professional Growth Increment
Campus Connection	Child Care Assistant		01/13/14-02/18/14	Request Unpaid Leave of Absence
Child Nutrition	Child Nutrition Worker	\$9.66/hr	01/27/14	Substitute
Pine Grove	Custodian		02/05/14-02/07/14	Request Military Leave of Absence
Pupil Services	Inst Assistant I	\$10.56/hr	02/06/14	Substitute
Pupil Services	Inst Assistant II	\$10.79/hr	02/06/14	Substitute
Lakeview Jr. High	Inst Assistant I	\$10.56/hr	01/15/14	Substitute

ORCUTT UNION SCHOOL DISTRICT

Certificated Personnel Action Report

TO: Bob Bush
District Superintendent

FROM: Don Nicholson
Assistant Superintendent, Human Resources

DATE: Board Meeting of February 12, 2014

RE: **RECOMMENDATIONS FOR APPROVAL AND RATIFICATION**

<i>SCHOOL</i>	<i>CLASS/ STEP</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Leave	VI-7	2014-15	Request Unpaid Leave, Maternity 2 nd Yr
Lakeview	Extra Duty	12/9-12/17/14	Basketball Supervisor, 2 games
Shaw	I-1	1/22/14	.51% Temporary Contract, pro-rated daily rate pay back to start of school
Dunlap	Hourly	1/22/14	Release from hourly position, return to substitute
District	Hourly	12/2-12/19/13	Band, 16 hrs
Lakeview	Extra Duty	12/11/13	Homework Club, 1 hr
District		11/12-12/16/13	Home & Hospital, 16 hrs
Olga Reed	Hourly	12/2-12/17/13	Administrative Support, 47 hrs
Lakeview	Extra Duty	12/16-12/18/13	Homework Club, 2 hrs
Lakeview	Extra Duty	12/9/13	Basketball Supervisor, 1 game
District	Hourly	12/1-12/31/13	Sub Nurse, 20.25 hrs
District	Hourly	12/5-12/27/13	Technology Support, 5 hrs
Shaw	Hourly	12/12/13	CELDT, 2 hrs
Lakeview	Extra Duty	12/17/13	Basketball Supervisor, 1 game
		12/3-12/19/13	Detention, 5 hrs
Patterson	Hourly	12/18/13	Compass Learning, .5 hr
District	Daily	12/17-12/19/13	Physical Fitness Testing, 3 days
District	Hourly	12/5/13	Common Core, 1.5 hrs
Orcutt	Extra Duty	9/12-12/12/13	Worked during prep, 3 hrs
Orcutt	Extra Duty	11/14-12/16/13	Basketball Supervisor, 6 games
		12/19/13	Dance Chaperone, 2.5 hrs
Nightingale	Stipend	2013-14	Track Coach
Lakeview	VI	2014-15	Request Early Retirement

<i>SCHOOL</i>	<i>CLASS/ STEP</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Lakeview	Extra Duty	2013-14	Homework Club, 2 hrs
Lakeview	Extra Duty	2013-14	Homework Club, 1 hr
District	Hourly	12/5-12/12/13	Common Core, 12.5 hrs
Lakeview	Extra Duty	12/9-12/17/13	Basketball Supervisor, 2 games
Orcutt	Extra Duty	11/14-12/16/13	Basketball Supervisor, 6 games
District	Hourly	12/5/13	Common Core, 1.5 hrs
Dunlap	III-1	12/22/13	Retro pay to start of school for long term sub assignment
Orcutt	Extra Duty	11/14-12/16/13	Basketball Supervisor, 6 games
Orcutt	Extra Duty	12/19/13	Dance Chaperone, 2.5 hrs
Dunlap	Hourly Stipend	1/24/14 2013-14	PE Teacher, 30 hr wk Track Coach
Shaw	Stipend	2013-14	Track Coach
District	Hourly	12/3-12/10/13	Strings, 11.5 hrs
District	Extra Duty	12/2-12/20/13	Home & Hospital, 14.5 hrs
District	VI-20	2014-15	Resignation
Lakeview	Extra Duty	10/30-12/9/13	Basketball Supervisor, 6 games
Orcutt	V-20	2014-15	Request Early Retirement
Orcutt	Extra Duty	12/19/13	Dance Chaperone, 2.5 hrs
Orcutt	Extra Duty	12/3-12/19/13	Detention, 7 hrs

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
February 12, 2014

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

School	New	OUSD Relocated	Sibling	Renew	Leave
Alice Shaw					
Joe Nightingale		1			2
Olga Reed					
Patterson Road					
Pine Grove					1
Ralph Dunlap		2			
Lakeview JH					
Orcutt JH					1
Total	0	3	0	0	4

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	9	8	3	1	0	2	1	3	3	4	4					26	20
2	5	9	10	4	0	0	7	1	1	4	5	6					28	24
3	7	3	12	8	1	0	4	7	7	5	4	3					35	26
4	10	4	10	4	4	0	6	0	4	5	6	4					40	17
5	10	3	16	5	1	0	7	3	3	3	11	3					48	17
6	12	5	16	5	1	0	6	2	7	5	2	2					44	19
7					2								25	16	23	5	50	21
8					0								43	14	19	8	62	22
Subtotal	58	37	84	36	12	0	35	19	28	30	33	27	68	30	42	13	360	192
Total	95		120		12		54		58		60		98		55		552	

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
January 15, 2014**

CALL TO ORDER

A regular charter meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, January 15, 2014 beginning with Bob Hatch calling Public Session to order at 6:58 p.m. Members Present: Buchanan, Phillips and Hatch. Absent: Zilli and Peterson. Administrators Present: Bush, Ochej, Nicholson and Edds. Absent: None. It was moved by Liz Phillips, seconded by Rob Buchanan and carried to adjourn to Closed Session at 6:04 p.m. Ayes 3 Absent 2

RECONVENE TO PUBLIC SESSION

The meeting reconvened to Public Session at 7:21 p.m. Mr. Hatch reported that no action was taken in Closed Session. The Pledge of Allegiance was led by Liz Phillips.

SUPERINTENDENT'S REPORT

OCAF Executive Director, Hannah Rubalcava reported that the annual Gala will be held on February 22, 2014 at the Santa Maria Country Club. The cost this year has been reduced to \$75 per person. The Orcutt Arts Academy Glee Club classes have enrolled about 40 students, the Strings Program, 6 students and the Visual Arts Program 40 students.

Scott Stearns, Facilities and Maintenance Coordinator, gave the Board an update on the Maintenance Department. The maintenance team consists of Brad Gitchell, Chris Hurd, Bob Potter and Mike Williams. Scott recapped the various work orders that have been completed by the department and future projects.

Director of Technology, Janet Bertoldi, explained what measures her department is taking to ensure that student and district data is secure.

PUBLIC COMMENT

OEA President, Monique Segura reported that OEA will once again hold a drawing for tickets to the OCAF Gala. They will also be putting together a basket for the auction. Several members will be attending Organizing for Power training. OEA will again select a scholarship to be awarded to an OAHs student as well as an OEA member's student.

WRITTEN COMMUNICATION

The District received the Santa Barbara Counties Review of the District Employment Agreements.

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 January 15, 2014
- 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 was moved by Liz Phillips, seconded by Rob Buchanan and carried to approve Consent Agenda Items A through M, as submitted. Ayes 3 Absent 2

ITEMS SCHEDULED FOR ACTION

Board Policy Updates

It was moved by Rob Buchanan, seconded by Liz Phillips and carried to adopt Board Policy 3100, Budget for first reading and that it is placed on the next Consent Agenda for second reading. Ayes 3 Absent 2

It was moved by Rob Buchanan, seconded by Liz Phillips and carried to adopt Board Policy 3110, Transfer of Funds for first reading and that it is placed on the next Consent Agenda for second reading. Ayes 3 Absent 2

It was moved by Liz Phillips, seconded by Rob Buchanan and carried to adopt board Policy 3350, Travel Expenses for first reading and that it is placed on the next Consent Agenda for second reading. Ayes 3 Absent 2

It was moved by Rob Buchanan, seconded by Liz Phillips and carried to 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. Ayes 3 Absent 2

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

The Board Financial Report was presented for information/discussion with nothing unusual to report. The Williams/Valenzuela Uniform Complaint Report for October-December 2013 was presented with no complaints reported.

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next Regular Board Meeting is scheduled for Wednesday, February 12, 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 Liz Phillips, seconded by Rob Buchanan and carried to adjourn the meeting at 7:52 p.m. Ayes 3 Absent 2

Bob Bush, Board Secretary

Robert Hatch, Clerk, Board of Trustees

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING
January 30, 2014**

CALL TO ORDER

A special meeting of the Board of Trustees of the Orcutt Union School District was held on Thursday, January 30, 2014 beginning with Dr. Peterson calling Public Session to order at 6:00 p.m. Liz Phillips led the Pledge of Allegiance. Members present: Hatch, Buchanan, Peterson, Zilli and Phillips. Absent: None. Administrator present: Bush.

ADJOURN TO CLOSED SESSION

It was moved by Bob Hatch, seconded by Liz Phillips and carried to adjourn to Closed Session at 6:04 p.m.

RECONVENE TO PUBLIC SESSION

Public Session reconvened at 6:10 p.m. and Dr. Peterson reported that no action was taken in Closed Session.

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

Proposals to conduct a Superintendent search were received from Leadership Associates, Santa Barbara County Education Office, Your Smart Source Hiring Systems and Cosca Group. Dr. Peterson reported that he had also contacted McPherson & Jacobson and Arterberry & Associates Educational Consultants but he did not receive a proposal from either firm. Discussion followed. It was the consensus of the Board to consider Leadership Associates as the firm to conduct the Superintendent search. The contract will be placed on the February 12, 2014 regular agenda for action. A Special Board Meeting will be set for February 13, 2014 so the Board will have an opportunity to meet with Leadership Associates.

ADJOURN

It was moved by Rob Buchanan, seconded by Bob Hatch and carried to adjourn the meeting at 6:37 p.m.

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: February 12, 2014

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

Ralph Dunlap:

Taylor Scott Track

Joe Nightingale:

Christa Macdonald Track

Alice Shaw:

Bob Severance Track

Lakeview Jr High:

Patrick Crowley Girls Basketball Unpaid Volunteer

*Volunteer coaches are required to submit the same paperwork as paid positions and meet the State Certification requirements. They are no longer required to hold an ASCC certificate from the CTC but instead submit fingerprints to FBI and DOJ for background checks reportable to the Orcutt Union School District

**ORCUTT UNION SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE 2013/14**

4% on schedule, .5% towards HW, 4% one time (Adopted by the Board of Trustees)

Step Range	Step 1 Monthly	Step 1 Hourly	Step 2 Monthly	Step 2 Hourly	Step 3 Monthly	Step 3 Hourly	Step 4 Monthly	Step 4 Hourly	Step 5 Monthly	Step 5 Hourly	Step 6 Monthly	Step 6 Hourly
6	1938	11.14	2035	11.70	2137	12.28	2244	12.90	2356	13.54	2474	14.22
7	1986	11.41	2085	11.98	2189	12.58	2298	13.21	2413	13.87	2534	14.56
8	2036	11.70	2138	12.29	2245	12.90	2357	13.55	2475	14.22	2599	14.94
9	2087	11.99	2191	12.59	2301	13.22	2416	13.89	2537	14.58	2664	15.31
10	2139	12.29	2246	12.91	2358	13.55	2476	14.23	2600	14.94	2730	15.69
11	2192	12.60	2302	13.23	2417	13.89	2538	14.59	2665	15.32	2798	16.08
12	2247	12.91	2359	13.56	2477	14.24	2601	14.95	2731	15.70	2868	16.48
13	2303	13.24	2418	13.90	2539	14.59	2666	15.32	2799	16.09	2939	16.89
14	2361	13.57	2479	14.25	2603	14.96	2733	15.71	2870	16.49	3014	17.32
15	2420	13.91	2541	14.60	2668	15.33	2801	16.10	2941	16.90	3088	17.75
16	2481	14.26	2605	14.97	2735	15.72	2872	16.51	3016	17.33	3167	18.20
17	2543	14.61	2670	15.34	2804	16.11	2944	16.92	3091	17.76	3246	18.66
18	2607	14.98	2737	15.73	2874	16.52	3018	17.34	3169	18.21	3327	19.12
19	2672	15.36	2806	16.13	2946	16.93	3093	17.78	3248	18.67	3410	19.60
20	2739	15.74	2876	16.53	3020	17.36	3171	18.22	3330	19.14	3497	20.10
21	2807	16.13	2947	16.94	3094	17.78	3249	18.67	3411	19.60	3582	20.59
22	2877	16.53	3021	17.36	3172	18.23	3331	19.14	3498	20.10	3673	21.11
23	2949	16.95	3096	17.79	3251	18.68	3414	19.62	3585	20.60	3764	21.63
24	3023	17.37	3174	18.24	3333	19.16	3500	20.11	3675	21.12	3859	22.18
25	3099	17.81	3254	18.70	3417	19.64	3588	20.62	3767	21.65	3955	22.73
26	3176	18.25	3335	19.17	3502	20.13	3677	21.13	3861	22.19	4054	23.30
27	3255	18.71	3418	19.64	3589	20.63	3768	21.66	3956	22.74	4154	23.87
28	3336	19.17	3503	20.13	3678	21.14	3862	22.20	4055	23.30	4258	24.47
29	3419	19.65	3590	20.63	3770	21.67	3959	22.75	4157	23.89	4365	25.09
30	3504	20.14	3679	21.14	3863	22.20	4056	23.31	4259	24.48	4472	25.70
31	3592	20.64	3772	21.68	3961	22.76	4159	23.90	4367	25.10	4585	26.35
32	3682	21.16	3866	22.22	4059	23.33	4262	24.49	4475	25.72	4699	27.01
33	3774	21.69	3963	22.78	4161	23.91	4369	25.11	4587	26.36	4816	27.68
34	3868	22.23	4061	23.34	4264	24.51	4477	25.73	4701	27.02	4936	28.37
35	3965	22.79	4163	23.93	4371	25.12	4590	26.38	4820	27.70	5061	29.09
36	4064	23.36	4267	24.52	4480	25.75	4704	27.03	4939	28.39	5186	29.80
37	4166	23.94	4374	25.14	4593	26.40	4823	27.72	5064	29.10	5317	30.56
38	4270	24.54	4484	25.77	4708	27.06	4943	28.41	5190	29.83	5450	31.32
39	4377	25.16	4596	26.41	4826	27.74	5067	29.12	5320	30.57	5586	32.10
40	4486	25.78	4710	27.07	4946	28.43	5193	29.84	5453	31.34	5726	32.91
41	4598	26.43	4828	27.75	5069	29.13	5322	30.59	5588	32.11	5867	33.72
42	4713	27.09	4949	28.44	5196	29.86	5456	31.36	5729	32.93	6015	34.57
43	4831	27.76	5073	29.16	5327	30.61	5593	32.14	5873	33.75	6167	35.44
44	4952	28.46	5200	29.89	5460	31.38	5733	32.95	6020	34.60	6321	36.33

ORCUTT UNION SCHOOL DISTRICT

Occupational Therapist -- Classified Management Salary Schedule

Effective 2013/14

	I	II	III	IV	V	VI	# of Days
Occupational Therapist	49,741	52,228	54,839	57,581	60,460	63,483	195

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

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	85,850	88,855	91,965	95,184	98,515	101,963	223
Director, MOT	83,850	86,785	89,822	92,966	96,220	99,588	223

Longevity - Annual

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

***Effective January 1, 2014**

ORCUTT UNION SCHOOL DISTRICT

Confidential Salary Schedule

Effective 2013/14

	I	II	III	IV	V	VI
Superintendent, Administrative Asst.	4,454	4,677	4,911	5,157	5,415	5,686
Administrative Assistant	3,873	4,067	4,270	4,484	4,708	4,943

Longevity - Monthly

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

****REVISED**

ORCUTT UNION SCHOOL DISTRICT

Confidential Salary Schedule

Effective 2012/13

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Superintendent, Administrative Asst.	4,262	4,475	4,698	4,934	5,181	5,440
Administrative Assistant	3,706	3,891	4,085	4,290	4,505	4,730

Longevity - Monthly

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

****REVISED**

ORCUTT UNION SCHOOL DISTRICT

Confidential Salary Schedule

Effective 2011/12

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Superintendent, Administrative Asst.	4,262	4,475	4,698	4,934	5,181	5,440
Administrative Assistant	3,706	3,891	4,085	4,290	4,505	4,730

Longevity - Monthly

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

****REVISED**

ORCUTT UNION SCHOOL DISTRICT

Confidential Salary Schedule

Effective 2010/11

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Superintendent, Administrative Asst.	4,262	4,475	4,698	4,934	5,181	5,440
Administrative Assistant	3,706	3,891	4,085	4,290	4,505	4,730

Longevity - Monthly

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

****REVISED**

January 31, 2014

To: Bob Bush, Superintendent,
and Board of Trustees
From: Joe Dana, Principal, Olga Reed School
Re: A Generous Donation



Olga Reed School
480 Centennial Street
P.O. Box 318
Los Alamos, CA 93440

On behalf of the students, families, and staff of Olga Reed School, I respectfully ask that you accept and acknowledge a generous donation to our PTSA. The donation is in the amount of \$1,888 and comes from the New Frontiers Natural Marketplace in Solvang. The donation is derived from a "5 percent" promotion at the New Frontiers store each Wednesday. This is a very significant contribution to the Olga Reed PTSA, which will use it for a variety of programs, including field trips and enrichment assemblies.

Communication to New Frontiers Natural Marketplace can be directed as follows:

Amy Derryberry
Marketing Manager
New Frontiers Natural Marketplace
1984 Old Mission Drive
Suite A-10
Solvang, CA 93460

Thank you.



ORCUTT UNION SCHOOL DISTRICT

REQUEST FOR ACCEPTANCE OF GIFT

SCHOOL: Ralph Dunlap Elementary School Date: 1/16/14

DONOR: Name: Scott Nickason
Address: 2220 Lily Ln. Santa Maria CA 93455
Phone No. 878-0242

GIFT: Item Donated P.E. Balls or Cash Donation \$ _____
(Fill in if money is donated)
Designated for: P.E.
General Description: P.E. Ball (Dodge Balls, Volley Balls, Footballs etc...)
Model No.: _____ Condition: New Used
Value (estimated): _____
Purpose of Gift: P.E. for all students
Will gift be purchased through Business Services Office? Yes No
Donor Conditions of Acceptance: _____

INSTALLATION AND OPERATION (If answer to A is yes , answer B and C)

- A. Will gift require installation? Yes No
- B. What type of installation is required? _____
- C. Will donor pay installation costs? Yes No
- D. Will there be operating costs? Yes No
If yes, what type? _____

Acceptance Requested By (OUSD Staff Member): Carol Sutton
Acceptance Approved By (Administrator): Liz Herbstreith *Liz Herbstreith*
RECOMMENDATIONS: Principal or District Representative _____

BOARD ACTION: Date Accepted: _____ Date Denied: _____

Please submit request to the Superintendent's Office. (If denied, explanation is on reverse side of this form.)



ORCUTT UNION SCHOOL DISTRICT

REQUEST FOR ACCEPTANCE OF GIFT

SCHOOL: Ralph Dunlap Elementary School Date: 1/16/14

DONOR: Name: Laura & Craig Carrier
Address: 1341 Tattersall Ct. Santa Maria CA. 93455
Phone No. 264-5648

GIFT: Item Donated Computer Monitor or Cash Donation \$ _____
(Fill in if money is donated)
Designated for: Mr. Schmalbach's 3rd grade classroom
General Description: 15" Samsung SyncMaster Computer Monitor
Model No.: _____ Condition: New Used
Value (estimated): _____
Purpose of Gift: Classroom use
Will gift be purchased through Business Services Office? Yes No
Donor Conditions of Acceptance: _____

INSTALLATION AND OPERATION (If answer to A is yes , answer B and C)

- A. Will gift require installation? Yes No
- B. What type of installation is required? _____
- C. Will donor pay installation costs? Yes No
- D. Will there be operating costs? Yes No
If yes, what type? _____

Acceptance Requested By (OUSD Staff Member): Carol Sutton
Acceptance Approved By (Administrator): Liz Herbstreith
RECOMMENDATIONS: Principal or District Representative _____

BOARD ACTION: Date Accepted: _____ Date Denied: _____

Please submit request to the Superintendent's Office. (If denied, explanation is on reverse side of this form.)

ORCUTT

Union School District

BOARD OF TRUSTEE
ROB BUCHANAN
ROBERT HATCH
DR. JAMES PETERSON
LIZ PHILLIPS
JANET ZILLI

Where a Dedicated Staff Means
KIDS COME FIRST

BOB BUSH
District Superintendent
HOLLY EDDS, Ed.D.
Assistant Superintendent
DON NICHOLSON
Assistant Superintendent
MARYSIA OCHEJ
Assistant Superintendent

TO: Board of Trustees
Orcutt Union School District

FROM: Bob Bush, Superintendent

BOARD MEETING DATE: February 12, 2014

BOARD AGENDA ITEM: Approval of Contract with Leadership Associates

BACKGROUND: The Orcutt Union School District Board of Trustees requested proposals from several search firms to conduct a Superintendent search. Proposals were received from the Santa Barbara County Education Office, Your People Professionals, TCG Leadership Development Corporation and Leadership Associates.

RECOMMENDATIONS: It is recommended that the Board of Trustees approve the Superintendent Search Contract with Leadership Associates for the amount of \$21,500.

FUNDING: General Fund



LEADERSHIP ASSOCIATES
50-855 Washington Street #C-205
La Quinta, CA 92253
Phone/Fax (760) 771-4277

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made this day of **February 12, 2014** between LEADERSHIP ASSOCIATES, hereinafter called the Contractor, and **ORCUTT UNION SCHOOL DISTRICT** hereinafter called the District.

The Contractor agrees to perform services for the District as follows:

The Contractor will conduct a Superintendent search.

The District agrees to pay the Contractor **TWENTY-ONE THOUSAND, FIVE HUNDRED DOLLARS (\$21,500)** for services provided. Payment is to take place in two increments: (1) **\$10,750** upon the close of applications, and (2) **\$10,750** upon completion of the search. The Contractor will submit invoices to the District for each of the payment increments. Payments are due within 30 days of receipt of invoice.

The Contractor is to perform the above services beginning February 12, 2014.

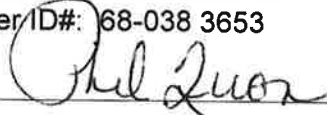
Contractor agrees to hold harmless and indemnify the District, its officers, agents, and employees with respect to all damages, costs, expenses or claims, in law or in equity, arising or asserted because of injuries to or death of person or damage to, destruction, loss, or theft of property arising out of faulty performance of the services to be performed by Contractor hereunder.

It is expressly understood and agreed to by both parties hereto that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District. Either party may terminate this agreement by providing the other party with ten (10) days written notice. Upon such termination, fees will be determined on a pro rata basis.

In accordance with Education Code Section 39656, this contract is not valid or an enforceable obligation against the District until approved or ratified by motion of the governing board duly passed and adopted.

CONTRACTOR:
LEADERSHIP ASSOCIATES
Taxpayer ID#: 68-038 3653

DISTRICT:
ORCUTT UNION SCHOOL DISTRICT

By 

By _____

Name PHIL QUON

Name _____

Date February 12, 2014

Date _____



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: February 12, 2014

BOARD AGENDA ITEM: General Waiver Request to lease building in Los Alamos

BACKGROUND: At a Board Meeting on August 21, 2013 in the Superintendents Report I discussed with the Board of Trustees the results of recent meetings with various County officials and community members. The meetings centered on a desire to bring back the Los Alamos Library to the building located on the Los Alamos School Site that was originally built as a library for the community. The intention at that time was to attempt to do a joint use project to expedite the process. Upon further investigation, since the students of Los Alamos cannot occupy a non DSA building, District Counsel felt it would be best to submit a waiver to the State Board of Education to allow the District to lease the building without having to offer the property for lease to the lowest bidder.

I have met with both bargaining units. CSEA is neutral while OEA supports the waiver. Additionally, as required by the waiver a meeting was held with the Los Alamos School Site Council and they unanimously approved the waiver request. There is a great deal of support in the community for a library. Attached to this memo is a copy of the request for waiver as required by the State Board of Education. Submission will be done electronically prior to the deadline of submission for a State Board hearing in May.

RECOMMENDATION: Staff recommends that the Board approve the waiver application as presented.

FUNDING: N/A


[Logoff](#)

Waiver Request System

Submission

Instructions:

- Fields marked with an asterisk (*) are required.
- The format for all dates is mm/dd/yyyy.
- Use the 'Attachments' section below to attach all supporting documents if required.
- Make sure all information is accurate before selecting submit. You will not be able to edit this waiver once you have submitted the form.
- DO NOT at any time hit the back button. You will lose all your information.
- Use brackets [] for putting Education Code section to be waived. See FAQ for details.
- Do not use abbreviations for bargaining units.
- Refer to the FAQ for general questions.
- The waiver request page is time sensitive. You must be able to complete the waiver request within two hours. Failure to complete and submit the waiver request in the two hours will result in the loss of all previously entered information.

District Information

*County:

*District:

*Address:

*City:

*State:

*Zip code:

Fax:

Waiver Information

*Period of request start date:

*Period of request end date:

*Is this waiver a renewal? No Yes

*Waiver topic:

*Ed Code title:

*Ed Code section:

*Ed Code authority: 33050(a)

*Education Code or California Code of Regulations (CCR) section to be Waived. If the request is to waive a portion of a section, type the text of the pertinent sentence of the law, or those exact phrases requested to be waived (use [] to strike out).

See Attachment #1

*Student population 199

*Located in a(n) Rural city

*Describe briefly the circumstances that brought about the request and why the waiver is necessary to achieve improved student performance and/or streamline or facilitate local agency operations. If more space is needed, please attach additional documents using the 'Attachments' section below.

See Attachment #2

Public Hearing

*Date of public hearing: 02/12/2014

*How was the required public hearing advertised?

Legal Notice in Santa Maria Times, OUSD website, District Office, Olga Reed, Orcutt Public Li

Approvals/Review

*Local board approval date: 02/12/2014

*Please identify the appropriate council(s) or advisory committee(s) that reviewed this waiver.

Los Alamos School Site Council

*Date the committee/council reviewed the waiver request: 02/03/2014

*Were there any objection(s) No Yes

Bargaining Unit

If the specific waiver you are submitting requires bargaining unit participation select yes and fill out the information. If it does not require bargaining unit participation, select no.

*Does the district have any employee bargaining units? No Yes

*Bargaining unit consulted on date: 02/03/2014

*Bargaining unit name: Classified State Employees Association

*Representative first name: Brad

*Representative last name: Gitchell

*Representative title: President

*Position of bargaining unit: Neutral Support Oppose

Attachments

*Is this waiver associated with an apportionment related audit penalty? (per EC 41344) No Yes

*Has there been a Categorical Program Monitoring (CPM) finding on this issue? No Yes

If needed, upload additional file(s) here (must be Word, Excel, or PDF format)

No file chosen

Contact Information

*Title: Ms. ▼

*First name: Marysia

*Last name: Ochej

*Position: Assistant Superintendent, Business Services

*E-mail: mochej@orcutt-schools.net

*Area code: 805

*Telephone: 9388916 *

Extension:

I hereby certify that I have gone through my authorizing school district and or Special Education Local Plan Area (SELPA), that I am the superintendent or the superintendent's designee and that the information provided on this application is true and correct.

[Menu](#)

Questions: Waiver Office | 916-319-0824

California Department of Education
1430 N Street
Sacramento, CA 95814

[Web Policy](#)

*Bargaining unit name:

*Representative first name:

*Representative last name:

*Representative title:

*Position of bargaining unit: Neutral Support Oppose

Attachments

*Is this waiver associated with an apportionment related audit penalty? (per EC 41344) No Yes

*Has there been a Categorical Program Monitoring (CPM) finding on this issue? No Yes

If needed, upload additional file(s) here (must be Word, Excel, or PDF format)

No file chosen

Contact Information

*Title: ▼

*First name:

*Last name:

*Position:

*E-mail:

*Area code:

*Telephone:

Extension:

I hereby certify that I have gone through my authorizing school district and or Special Education Local Plan Area (SELPA), that I am the superintendent or the superintendent's designee and that the information provided on this application is true and correct.

[Menu](#)

Questions: Waiver Office | 916-319-0824

California Department of Education
1430 N Street
Sacramento, CA 95814

[Web Policy](#)

STATUTORY LANGUAGE REQUESTED WAIVED

The Orcutt Union School District respectfully requests a waiver from further compliance with the following stricken provisions of the Education Code with respect to the proposed lease of a library facility at Olga Reed Elementary School:

Education Code § 17388

The governing board of any school district may[, and the governing board of each school district, prior to the sale, lease, or rental of any excess real property, except rentals not exceeding 30 days, shall,] appoint a district advisory committee to advise the governing board in the development of districtwide policies and procedures governing the use or disposition of school buildings or space in school buildings which is not needed for school purposes.

Education Code § 17455

The governing board of any school district may sell any real property belonging to the school district or may lease for a term not exceeding 99 years, any real property, together with any personal property located thereon, belonging to the school district which is not or will not be needed by the district for school classroom buildings at the time of delivery of title or possession. The sale or lease may be made without first taking a vote of the electors of the district[, and shall be made in the manner provided by this article].

Education Code § 17466

Before ordering the sale or lease of any property the governing board, in a regular open meeting, by a two-thirds vote of all its members, shall adopt a resolution, declaring its intention to sell or lease the property, as the case may be. The resolution shall describe the property proposed to be sold or leased in such manner as to identify it [and shall specify the minimum price or rental and the terms upon which it will be sold or leased] and the commission, or rate thereof, if any, which the board will pay to a licensed real estate broker [out of the minimum price or rental. The resolution shall fix a time not less than three weeks thereafter for a public meeting of the governing board to be held at its regular place of meeting, at which sealed proposals to purchase or lease will be received and considered].

Education Code § 17468

If, in the discretion of the board, it is advisable to offer to pay a commission to a licensed real estate broker who is instrumental in obtaining any proposal, the commission shall be specified in the resolution. No commission shall be paid unless there is contained in or with the [sealed] proposal [or stated in or with the oral bid], which is finally accepted, the name of the licensed real estate broker to whom it is to be paid, and the amount or rate thereof. Any commission shall, however, be paid only out of money received by the board from the sale or rental of the real property.

Education Code § 17469

Notice of the adoption of the resolution [and of the time and place of holding the meeting] shall be given by posting copies of the resolution signed by the board or by a majority thereof in three public places in the district[, not less than 15 days before the date of the meeting,] and by

Attachment #1 continued

publishing the notice not less than once a week for three successive weeks before the meeting in a newspaper of general circulation published in the county in which the district or any part thereof is situated, if any such newspaper is published therein.

Education Code § 17471

Whenever it is proposed to lease real property and the governing board unanimously determines in the resolution that in its opinion, the monthly rental value of the property does not exceed the sum of fifty dollars (\$50), the resolution need not be posted and may[, before the date of the meeting,] be published in two successive issues of a weekly newspaper or in five successive issues of a daily newspaper. The newspaper in which the notice is published shall be one published in the district and having a general circulation there; or if there is no newspaper, then one having a general circulation in the district; or if there is no newspaper, then in one having a general circulation in a county in which the district or any part thereof is situated.

Education Code § 17472

[At the time and place fixed in the resolution for the meeting of the governing body, all sealed proposals which have been received shall, in public session, be opened, examined, and declared by the board. Of the proposals submitted which conform to all terms and conditions specified in the resolution of intention to sell or to lease and which are made by responsible bidders, the proposal which is the highest, after deducting therefrom the commission, if any, to be paid a licensed real estate broker in connection therewith, shall be finally accepted, unless a higher oral bid is accepted or the board rejects all bids.]

Education Code § 17473

[Before accepting any written proposal, the board shall call for oral bids. If, upon the call for oral bidding, any responsible person offers to purchase the property or to lease the property, as the case may be, upon the terms and conditions specified in the resolution, for a price or rental exceeding by at least 5 percent, the highest written proposal, after deducting the commission, if any, to be paid a licensed real estate broker in connection therewith, then the oral bid which is the highest after deducting any commission to be paid a licensed real estate broker, in connection therewith, which is made by a responsible person, shall be finally accepted. Final acceptance shall not be made, however, until the oral bid is reduced to writing and signed by the offeror.]

Education Code § 17474

[In the event of a sale on a higher oral bid to a purchaser procured by a licensed real estate broker, other than the broker who submitted the highest written proposal, and who is qualified as provided in Section 17468 of this code, the board shall allow a commission on the full amount for which the sale is confirmed. One-half of the commission on the amount of the highest written proposal shall be paid to the broker who submitted it, and the balance of the commission on the purchase price to the broker who procured the purchaser to whom the sale was confirmed.]

Education Code § 17475

The final acceptance by the governing body may be made either at the same session or at any adjourned session [of the same meeting held within the 10 days next following.]

Education Code § 17476

The governing body may at the session, if it deems such action to be for the best public interest[, reject any and all bids, either written or oral, and] withdraw the property from sale or lease.

Education Code § 17477

(a)

(1) If the governing board has complied with the provisions of this article, and no proposals are submitted or the proposals submitted do not conform with all terms and conditions specified in the resolution of intent to lease, the governing board may within one year thereafter, or one year after the passage of 30 days from the rejection of a public entity's nonconforming proposal, as appropriate, lease such real property, together with any personal property located thereon, to any lessee, [at a price not less than fair market value] in accordance with any terms and conditions agreed upon by the governing board and the lessee[, except that the term of a lease shall not exceed three years]. Sections 17461, 17464, and 17466 to 17469, inclusive, and Sections 17471 to 17473, inclusive, shall not apply to the lease.

Education Code § 17478

Any resolution of acceptance [of any bid] made by the governing body authorizes and directs the president of the governing body, or other presiding officer, or the members thereof, to execute a deed or lease and to deliver it upon performance and compliance by the purchaser or lessee of all the terms or conditions of his or her contract to be performed concurrently therewith.

“Describe briefly the circumstances that brought about the request and why the waiver is necessary to achieve improved student performance and/or streamline or facilitate local agency operations.”

In 1965, the County of Santa Barbara built a public library building on a parcel of land owned by the Los Alamos School District. In the same year, the City of Santa Maria leased the building from the school district to provide library services for the citizens of the town of Los Alamos. In 1988, the lease was dissolved, due to budgetary constraints and a bookmobile served the community for some time after that. At one point in the late 90s, the building was used as a privately run pre-school per an agreement with the Los Alamos School District. At no time has the building been used as a classroom for the school district. While the building is County Code certified it is not certified by the Division of State Architect’s office. Currently the building is used as a storage area for the school garden.

In 2010, Los Alamos School District met with Orcutt Union School District regarding a possible merge into the Orcutt Union School District. Los Alamos was experiencing severe economic difficulties as well as a shortage of people willing to serve on the Board of Trustees. On May 2, the Santa Barbara County Committee on School District Organization (County Committee) approved the lapsation of the Los Alamos School District and the subsequent annexation of the former district to the Orcutt Union School District effective July 1, 2011. The Boards of the Los Alamos and Orcutt Union School Districts adopted resolutions to lapse the former district and annex the territory to the adjoining Orcutt Union School District. A waiver request to the California State Board of Education was approved on July 13, 2011, retroactive to July 1, 2011.

On July 1, 2011 when Olga Reed officially entered into Orcutt Union School District, it was the town’s only school. Olga Reed’s enrollment was 201 students and Los Alamos population was 1,890; the median age is 38.2; the mean household income is \$56,645; 55.9% of the population is White, 40.9% Hispanic and 1.7% Asian. Approximately 30% of Olga Reed students do not have Internet access in their homes. In addition, 83% of the students qualify for free/reduced lunch, 54% are English language learners, 18% are migrant and 2% are homeless or in foster care.

The nearest public library is 20 miles away and public transportation is sporadic at best; the bus route stops three miles from the nearest public library, putting a significant portion of the Los Alamos population at a serious disadvantage as far as literacy opportunities and Internet access. The County of Santa Barbara currently allocates \$6.90 per capita for library services; based on that figure, the Santa Maria Library District has agreed to operate a public library in Los Alamos that will be open for thirteen hours a week. Residents of Los Alamos will be able to request books and other materials from any library that is a member of the Black Gold system. In addition, the library will offer free computer/Internet access and tutoring for all ages in the evenings and on Saturdays.

In October of 2013, a Friends of the Los Alamos Public Library group was formed to raise funds and generate support to reopen the library as it was originally intended. The residents of Los Alamos have proven their commitment to the “Bring Back our Library” project by donating over \$30,000, and representatives from the 3rd District Supervisor’s office, the County of Santa Barbara Community Services Department, the Santa Maria Library District, and the Orcutt Union School District have worked together to find a way to reopen a branch of the public library system for this underserved community as expeditiously as possible.



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: February 12, 2014

BOARD AGENDA ITEM: Comprehensive Financial Management Information System MOU

BACKGROUND: Santa Barbara County Education Office has been evaluating a new fully integrated Financial Management Information System (FMIS) to replace the HP 3000 system that has been in use for over 30 years. The new FMIS system will deliver a comprehensive set of features required by districts today and into the future. SBCEO staff has been negotiating features with Escape Technology and they are prepared to sign a contract with Escape for the new system.

Our district staff members that will be using the system as well as the New Financial System Task Force Members (comprised of district representatives throughout the county) support the selection process and feel the best system was selected.

While the contract for the new FMIS will be executed between SBCEO and Escape, Memorandums of Understanding (MOU) also need to be executed with each district that will be using the system. The target "Go Live" date for the new FMIS is July 1, 2015.

The annual payment for the new FMIS will cost the district \$62,806 for the first five years 2014-2015 through 2018-2019, which includes license, support (plus COLA) and implementation costs. Payment beginning 2019-2020 and beyond will be based on but not limited to reoccurring hardware, software licensing, prior year adjustments and other expenses necessary. SBCEO will provide annual cost projections each January for the following fiscal year.

To finally have a system that will have all the features required in one system is very exciting for our staff.

RECOMMENDATION: Staff recommends that the Board of Trustees approves the new Financial Management Information System (FMIS) MOU as presented.

FUNDING: General and Charter Fund



**Memorandum of Understanding
For Licensing, Operation and Support of a
Comprehensive Financial Management Information System**

Purpose of the Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into this ___ day of _____, 20__, by and between the _____ School District (“District”) and the Santa Barbara County Education Office (“SBCEO”) to specify the terms, costs and responsibility sharing arrangement in connection with the licensing, operation, and support of a new comprehensive Financial Management Information System (FMIS).

1. Effective Date

The effective date of this MOU will coincide with the effective date of the AGREEMENT FOR SOFTWARE LICENSE AND SOFTWARE MAINTENANCE by and between SBCEO and Escape Technology, Inc. (“Escape Master Contract”). In the event that the Escape Master Contract does not become effective, this MOU shall be null and void.

2. Term

This MOU will be operative for a minimum of five years, plus the fractional portion of the initial fiscal year, commencing with the effective date hereof. In the event District decides not to renew this MOU for any period after the initial full five fiscal year term, District agrees to provide a minimum one-year advance written notice to the SBCEO; otherwise this MOU will automatically renew in one year increments commencing July 1 each year.

3. General Roles and Responsibilities

SBCEO agrees to the following:

- SBCEO will house the new FMIS, and will be responsible for the planning, scheduling, and related tasks associated with its implementation.
- SBCEO will maintain the comprehensive FMIS software applications and related hardware.
- SBCEO will test and install FMIS software upgrades that are released quarterly.
- SBCEO will test and install FMIS software patches as released by the vendor.
- SBCEO will test and install security updates to software and hardware.

- In January of each year, SBCEO will provide a projection of district costs for the next fiscal year based on the percentage of prior year district operating expenses.
- SBCEO will reconcile actual to projected implementation costs.
- SBCEO will provide direction to District Subject Matter Experts on how to use the new FMIS.
- SBCEO will provide disaster recovery services to enable continued at least limited processing of payrolls in the event the primary equipment/software is damaged or destroyed.
- SBCEO will provide failover services through hardware redundancy to minimize downtime.

District agrees to the following:

- District will assign a Project Coordinator who will be the point of contact with SBCEO during implementation. SBCEO recommends that the Project Coordinator identify District Subject Matter Experts for each module of the system, as well as a System Coordinator to handle ongoing District system issues such as setting up and maintaining authorized users in the system (user rights and roles).
- District will ensure that its Project Coordinator facilitates the attendance of its Subject Matter Experts at all scheduled trainings and use the vendor's online manuals, tutorials, and other training tools. District will also ensure that it will be responsible for training all other District and school site employees during and after implementation.
- District will be responsible for mapping and converting data that is not on the SBCEO HP 3000 Financial System into up-loadable templates supplied by the vendor. SBCEO will provide direction as needed.
- District will be responsible for manually inputting its data that cannot be mapped into templates and imported into the new FMIS. SBCEO will provide direction as needed.
- District will be responsible for auditing its data in the new FMIS for accuracy and reporting any discrepancies in a timely manner.
- District will pay for and provide its users with appropriate equipment, bandwidth and connectivity to allow optimal function of the new FMIS, as well as the labor necessary to support the system at the District.
- District will be responsible for any costs incurred due to changes in its own computer equipment or equipment failure, or any other action on the part of the District.

- District will pay for any custom programming and professional services/assistance that are unique to and requested by the District.
- District agrees that during or after this MOU there will be no disclosure of confidential or proprietary information related to this FMIS.

4. Costs (see additional details in Attachment A)

- In an effort to ease the financial burden on the districts, the SBCEO will pay initial up-front costs to begin implementation of the new system. District agrees to reimburse SBCEO for known up-front and other projected costs for a five-year period. If this MOU is terminated for any reason prior to payment in full of the district's share of the implementation costs, District will pay SBCEO the remaining amount of the implementation costs in equal annual payments over the balance of the full original five fiscal year term of the MOU.
- District payment to the SBCEO occurs in each July. The District will be responsible to pay a share of the costs for the FMIS based on total operating expenses. Payment will be made via a journal voucher prepared by the SBCEO as shown below:

<u>Payment</u>	<u>For Costs (See Attachment A)</u>
○ Year 1 - FY 2014-15	Pro rata share of license, support and implementation costs
○ Year 2 - FY 2015-16	Pro rata share of license, support and implementation costs
○ Year 3 - FY 2016-17	Pro rata share of license, support and implementation costs
○ Year 4 - FY 2017-18	Pro rata share of license, support (plus COLA) and implementation costs
○ Year 5 - FY 2018-19	Pro rata share of license, support (plus COLA) and implementation costs

- Costs include but are not limited to:
 - Hardware: physical and virtual servers, load balancers, switches, data storage, etc.
Software: operating system, data storage management, licensing, etc.
 - System security, failover (hardware redundancy) and disaster recovery
 - Implementation services including analysis of system architecture and network planning, software installation and configuration, systems integration and interface design, standard and custom training development and delivery, pilot testing and production deployment, mentoring and user support, post-deployment evaluation and troubleshooting
 - Application software customizations
 - Data conversion services, scripts, and HP 3000 management of mapping for conversion of data, validation and testing software, assistance with importing and exporting templates
 - On-site training, webinars, online tutorials for core implementation teams

- Costs for years 6 and beyond will be based on but not limited to reoccurring hardware, software licensing, prior year adjustments, and other expenses necessary to provide and maintain the FMIS. SBCEO will provide annual cost projections each January for the following fiscal year.
- Adjustments for COLA to the Licensing Fees will begin in fiscal year 2017-18.

IN WITNESS THEREOF, the parties hereto have caused this Memorandum of Understanding to be duly executed, such parties acting by their representatives being thereunto duly authorized.

By (Authorized Signature for District)

By (Authorized Signature for SBCEO)

Name (Printed or Typed)

Name (Printed or Typed)

Title

Title

Date

Date



Educational Services

Holly Edds – Assistant Superintendent, Educational Services
hedds@orcutt-schools.net

To: Bob Bush, Superintendent

From: Holly Edds, Assistant Superintendent, Educational Services

Board Meeting Date: February 12, 2014

Board Agenda Item: Safe Schools Plans for Alice Shaw, Joe Nightingale, Patterson Road, Pine Grove, Ralph Dunlap, Lakeview, Orcutt Junior High, and Olga Reed Schools

Background: California public schools are required to comply with California Education Code, Section 35294, dealing with the preparation of “safe school plans”. These plans address violence prevention, emergency preparedness, traffic safety, and crisis intervention.

Recommendation: This evening the School Safety Plans for Alice Shaw, Joe Nightingale, Patterson Road, Pine Grove, Ralph Dunlap, Lakeview, Orcutt Junior High, and Olga Reed Schools are submitted for board approval as required in California statute. Staff recommends these be approved as submitted.

Board Report

District 16 -- Orcutt Union

Fund 01 -- General Fund

As of 1/31/2014

	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	(2,760,862.45)	1,715,975.82	0.00	4,909,375.54
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	(20,000.00)	(102,272.14)	0.00	0.00
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	(2,780,862.45)	(2,206,651.34)	0.00	4,941,731.62
9500 -- Accounts Payable (Current Liabilities)	757,950.27	252.62	(755,312.93)	0.00	2,637.34
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	252.62	(1,017,261.41)	0.00	2,637.34
Fund Balance (Beginning Balance/Actual)	6,128,484.21	0.00	0.00	0.00	4,939,094.28
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	35,876.09	13,703,611.13	0.00	13,903,464.87
8100 -- Federal Revenue	1,316,816.01	0.00	226,336.49	0.00	1,090,479.52
8300 -- Other State Revenues	3,532,449.28	175,670.54	1,064,980.56	0.00	2,467,468.72
8600 -- Other Local Revenue	1,487,367.21	90,314.85	772,626.75	0.00	714,740.46
8910 -- Other Financing Sources	18,000.00	356.80	2,974.76	0.00	15,025.24
8980 -- Contributions	0.00	0.00	0.00	0.00	0.00
Total Revenues	33,961,708.50	302,218.28	15,770,529.69	0.00	18,191,178.81
1000 -- Certificated Personnel Salaries	18,252,402.24	1,615,770.42	9,127,314.86	0.00	9,125,087.38
2000 -- Classified Personnel Salaries	5,473,102.27	490,012.61	3,024,964.71	0.00	2,448,137.56
3000 -- Employee Benefits	6,639,029.57	621,828.05	3,289,907.36	0.00	3,349,122.21
4000 -- Books and Supplies	2,482,004.75	75,417.99	654,913.11	317,139.04	1,509,952.60
5000 -- Services and Other Operating Expenditures	2,994,065.89	258,860.18	534,812.56	1,050,498.66	1,408,754.67
6000 -- Capital Outlay	713,400.00	21,444.10	328,007.02	42,269.38	343,123.60
7000 -- Other Outgo & Transfers Out	786,920.05	0.00	0.00	0.00	786,920.05
Total Expenditures	37,340,924.77	3,083,333.35	16,959,919.62	1,409,907.08	18,971,098.07
Fund Balance (Budget/Actual)	2,749,267.94	0.00	4,939,094.28	0.00	0.00

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