

ORCUTT UNION SCHOOL DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, March 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. Retirement Honoree
 3. Business Services

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. 2013/2014 Interdistrict Attendance Agreement Requests
- E. 2014/2015 Interdistrict Attendance Agreement Requests
- F. Minutes, Regular Meeting of February 12, 2014
- G. Minutes, Special Meeting of February 4, 2014
- H. Minutes, Special Meeting of February 13, 2014
- I. Minutes, Special Meeting of February 26, 2014
- J. Hiring of Additional Coaches 2013/2014
- K. Certification of Coaches 2013/2014
- L. Youth Leagues Facility Use Agreements

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

Moved _____

Second _____

Vote _____

ITEMS SCHEDULED FOR ACTION

A. GENERAL

1. Acceptance of Gifts

Orcutt Junior High School received a donation of a Wurlitzer Upright Piano from Pat Carter.

It is recommended that the Board of Trustees accept this gift and direct that a letter of acceptance and appreciation be forwarded to Pat Carter.

Moved _____ Second _____ Vote _____

2. Alice Shaw School Amtrak Train Trip to Ronald Reagan Library

Staff requests that the Board of Trustees approve the Alice Shaw School Amtrak train trip to the Ronald Reagan Library in Simi Valley, CA on April 9, 2014.

Moved _____ Second _____ Vote _____

3. Orcutt Junior High Journalism and Leadership YES (Youth Education Series) Trip

Staff requests that the Board of Trustees approve the Orcutt Junior High School trip to Disneyland in Anaheim, CA on April 4-5, 2014 to participate in the YES program.

Moved _____ Second _____ Vote _____

B. BUSINESS

1. Second Interim Report 2013/2014

It is recommended that the Board of Trustees approve the Second Interim Report 2013/2014 as presented and authorize the filing of a positive certification with the Santa Barbara County Education Office. A copy of the Second Interim Report 2013/2014 is available for review at the District Office, 500 Dyer Street, Orcutt, CA Monday-Friday between the hours of 7:30 a.m. to 4:30 p.m.

Moved _____ Second _____ Vote _____

C. HUMAN RESOURCES

1. University of La Verne's College of Education and Organizational Leadership Fieldwork Agreement

Staff recommends that the Board of Trustees approve the University of La Verne's College of Education and Organizational Leadership Fieldwork Agreement with the Orcutt Union School District.

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, April 9, 2014, beginning with Closed Session beginning at 6:45 p.m., Public Session at 7:15 p.m. in the District Office Board Room, 500 Dyer Street, Orcutt, CA.

ADJOURN

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

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

Classified Personnel Action Report
March 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
MOT	Office Manager		07/01/14	Retirement – Request Participation in the Classified Early Retirement Incentive Program
Child Nutrition	Child Nutrition Worker	\$9.66/hr	02/20/14	Substitute
Campus Connection	Child Care Assistant	\$9.45/hr	02/21/14	Substitute
MOT	Utility Worker	\$12.36/hr	02/26/14	Substitute
Campus Connection	Child Care Assistant	\$14.22/hr	02/11/14	Permanent/Probationary
Joe Nightingale	Inst Assistant I	\$175/mo	05/01/14	Longevity – 20 years
Transportation	Bus Driver	\$19.12/hr	03/04/14	Increase in hours
Child Nutrition	Child Nutrition Worker	\$11.41/hr	02/11/14	Substitute
Transportation	Bus Driver	\$125/mo	03/01/14	Longevity – 10 years
Pupil Services	Inst Assistant I	\$10.56/hr	02/05/14	Substitute
Pupil Services	Inst Assistant II	\$10.79/hr	02/05/14	Substitute
Campus Connection	Child Care Assistant	\$9.45/hr	02/21/14	Substitute
Campus Connection	Child Care Assistant	\$125/mo	03/01/14	Longevity – 10 years
Campus Connection	Child Care Assistant	\$200/mo	04/01/14	Longevity – 25 years
Lakeview Jr. High	Inst Assistant I	\$12.60/hr	03/10/14	Permanent/Probationary
Pupil Services	Inst Assistant I	\$10.56/hr	02/26/14	Substitute
Pupil Services	Inst Assistant II	\$10.79/hr	02/26/14	Substitute
Patterson Road	Office Manager	\$150/mo	04/01/14	Longevity – 15 years
Lakeview/Orcutt Jr. High	Custodian		03/13/14	Resignation
Joe Nightingale	Child Nutrition Cashier	\$150/mo	05/01/14	Longevity – 15 years
Olga Reed	Noon Duty Supervisor	\$9.45/hr	03/03/14	Substitute
Orcutt Jr. High	Inst Assistant/PE	\$12.60/hr	02/19/14-06/13/14	Temporary Assignment
Orcutt Jr. High	Noon Duty Supervisor	\$11.14/hr	02/19/14-06/13/14	Temporary Assignment

ORCUTT UNION SCHOOL DISTRICT

Certificated Personnel Action Report

TO: Robert Bush
District Superintendent

FROM: Don Nicholson
Assistant Superintendent, Human Resources

DATE: Board Meeting of March 12, 2014

RE: **RECOMMENDATIONS FOR APPROVAL AND RATIFICATION**

<i>SCHOOL</i>	<i>CLASS/ STEP</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
District	Hourly	6/13/14	Release from Compass Learning position
District	Hourly	6/13/14	Release from EIA position
District	Hourly	6/13/14	Release from Algebra Readiness position
Pine Grove	III-1	6/13/14	Release, Non Re-Election
Shaw	I-1	6/13/14	Release, Non Re-Election
District	Daily	2/27/2014	Removed from sub list
District	Hourly	6/13/14	Release from Algebra Readiness position
Shaw	VI-19	3/17/14	Teacher on Special Assignment – Common Core - Math
Nightingale	II-2	6/13/14	Release, Non Re-Election
Olga Reed	Hourly	6/13/14	Release from Title 1 position
District		6/30/14	Retirement
Lakeview/Orcutt	Stipend	2013-14	Track Coach, 2 teams, balance of stipend
Nightingale	Hourly	6/13/14	Release from Title 1 position
District	Hourly	1/31/14 6/13/14	ELD Meeting, 5 hr Release from EIA position
Nightingale	Hourly	6/13/14	Release from Title 1 position
Lakeview	Extra Duty	1/27/14	Basketball Supervisor, 1 game
District	Hourly	1/13-1/13/14 6/13/14	Band, 17 hrs Release from Band position

*To be prorated

<i>SCHOOL</i>	<i>CLASS/STEP</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Shaw	V-9	8/18/14	Tenured
Lakeview/Orcutt	Extra Duty	12/9/13-1/31/14	Home & Hospital, 23 hrs
		1/14-1/28/14	Detention, 4 hrs
		1/31/14	Conferences, 2 hrs
	V-1	6/13/14	Release, Non Re-Election
Olga Reed	Hourly	1/13-1/28/14	Administrative Support, 48 hrs
		6/13/14	Release from Admin support position
Lakeview	Extra Duty	1/30/14	Detention, 1 hr
		1/27/14	Basketball Supervisor, 1 hr
	V-2	6/13/14	Release, Non Re-Election
Dunlap	Stipend	2013-14	Yearbook Advisor
District	Hourly	6/13/14	Release from Compass Learning position
Dunlap	VI-20	6/30/2014	Request Early Retirement
Nightingale	V-20	6/30/2014	Request Early Retirement
District Nightingale	Hourly	6/13/14	Release from Compass Learning & Title 1 positions
District	Hourly	3/1/14	Release from Nurse position
Pine Grove	IV-8	8/18/14	Tenured
District	Hourly	1/7-1/22/14	Technology Support, 8 hrs
District	Hourly	1/27-1/31/14	EIA Testing, 10.5 hrs
Orcutt	VI-14	8/18/14	Prob 2
Lakeview	Extra Duty	1/27/14	Basketball Supervisor, 1 game
Patterson	Hourly	6/13/14	Release from overage position
Pine Grove	IV-3	08/18/14	Tenured
Lakeview/Orcutt	Hourly	12/3/13-1/22/14	Home Ec Supplies, 5.5 hrs
Olga Reed	V-13	8/19/13	Tenured
Shaw	V-2	6/13/14	Release, Non Re-Election
Orcutt	Extra Duty	1/31/14	Evening Conferences, 2 hrs
Olga Reed	Extra Duty	1/21-1/30/14	Basketball Supervisor, 3 games
		1/28-1/31/14	Home & Hospital, 5 hrs
District	Daily	2/3-2/5/14	Physical Fitness Testing, 3 days
District	Hourly	1/16-1/30/14	Common Core, 16 hrs
Orcutt	VI-6	6/13/14	Release, Non Re-Election
Lakeview	II-2	6/13/14	Release, Non Re-Election
Shaw	V-1	6/13/14	Release, Non Re-Election

*To be prorated

<i>SCHOOL</i>	<i>CLASS/STEP</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Dunlap	VI-16	6/30/14	Request Early Retirement
Dunlap	V-19	3/17/14	Teacher on Special Assignment – Common Core - English
District	Hourly	6/13/14	Release from EIA position
Nightingale	Hourly	6/13/14	Release from PE position
Patterson	IV-12	6/13/14	Release, Non Re-Election
Lakeview	Extra Duty	1/23/14 1/22/14	Worked during prep, .5 hr Homework Club, 1 hr
Patterson	V-6	6/13/14	Release, Non Re-Election
Dunlap	V-3	6/13/14	Release, Non Re-Election
Shaw	Hourly	6/13/14	Release from PE position
Patterson	Hourly	6/13/14	Release from Reading position
Pine Grove	V-3	6/13/14	Release, Non Re-Election
District	Hourly	1/6-1/30/14	Common Core, 23 hrs
Nightingale	V-20	6/30/2014	Request Early Retirement
District	Hourly	1/16-1/22/14 6/13/14	IEP Translation, 1.5 hrs Release from EIA position
Orcutt	VI-20	6/13/14	Release, Non Re-Election
Nightingale	Hourly	6/13/14	Release from Title 1 position
Nightingale	Hourly	6/13/14	Release from Title 1 position
Nightingale	IV-3	08/18/14	Tenured
Olga Reed	V-6 Extra Duty	8/18/14 1/24-1/30/14	Tenured Basketball Supervisor, 3 games
District	Hourly	6/13/14	Release from EIA position
Nightingale	Hourly	6/13/14	Release from Title 1 position
District	Extra Duty	1/15-1/31/14	Home & Hospital, 12 hrs
Dunlap	III-1	6/13/14	Release, Non Re-Election
District	Hourly	1/16-1/30/14	Common Core, 16 hrs
Shaw	III-4	3/17/14	Temporary Contract, 100% for TOSA
Shaw	V-7	8/18/14	Prob 2
District	Hourly	1/31/14 6/13/14	NWEA Proctor, 6 hrs Release from Compass Learning position

*To be prorated

<i>SCHOOL</i>	<i>CLASS/STEP</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Lakeview	Extra Duty	1/15-1/29/14	Homework Club, 3 hrs
District	Hourly	1/31/14 6/13/14	ELD Meeting, 4.5 hrs Release from EIA position
Orcutt	Extra Duty	1/17/14	Worked during prep, 1 hr
District	Hourly	1/27-1/31/14 6/13/14	NWEA Proctor, 31.25 hrs Release from Compass Learning position
Dunlap	Hourly	6/13/14	Release from PE position
Pine Grove	Hourly	6/13/14	Release from PE position
Patterson	V-3	6/13/14	Release, Non Re-Election
District	Hourly	6/13/14	Release from Strings position
District	Hourly	6/13/14	Release from Compass Learning position
Pine Grove	IV-1	6/13/14	Release, Non Re-Election
District	Hourly	1/16-1/30/14	Common Core, 16 hrs
Nightingale	V-9 Extra Duty	8/18/14 1/13-1/30/14	Tenured Home & Hospital, 14 hrs
Orcutt	Extra Duty	1/13-1/30/14 1/28-1/30/14	Home & Hospital, 9.5 hrs Detention, 3 hrs
Olga Reed	Hourly	6/13/14	Release from PE and Title 1 positions
Olga Reed	Hourly	6/13/14	Release from EIA and Title 1 positions
Nightingale	Hourly	6/13/2014	Release from Title 1 position
Dunlap	III-3	8/18/14	Prob 2
Nightingale	VI-7	6/13/14	Release, Non Re-Election
Patterson	Hourly	6/13/14	Release from PE position
Patterson	Hourly	6/13/14	Release from PE position
Dunlap	IV-1	3/17/14	Temporary Contract, 100% for TOSA
Orcutt	Extra Duty	1/14-1/23/14	Detention, 5 hrs

*To be prorated

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
March 12, 2014

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

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

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

School	Enter	Leave
Alice Shaw	1	
Joe Nightingale		
Olga Reed		
Patterson Road		
Pine Grove		
Ralph Dunlap		
Lakeview JH		
Orcutt JH		
Total	1	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	3	12	7	2	0	3	5	4	5	1	4					28	24
1	9	8	8	4	1	0	2	1	3	2	4	4					27	19
2	6	8	10	4	0	0	7	1	1	4	5	6					29	23
3	8	2	12	7	1	0	4	7	8	5	4	3					37	24
4	9	4	10	4	4	0	6	0	4	5	6	4					39	17
5	10	4	16	5	1	0	7	3	4	3	11	3					49	18
6	11	6	16	5	1	0	6	2	7	5	2	2					43	20
7					2								25	16	23	5	50	21
8					0								42	14	19	8	61	22
Subtotal	59	35	84	36	12	0	35	19	31	29	33	26	67	30	42	13	363	188
Total	94		120		12		54		60		59		97		55		551	

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
February 12, 2014**

CALL TO ORDER

A regular meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, February 12, 2014 beginning with Dr. Peterson calling Public Session to order at 7:00 p.m. Members Present: Buchanan, Phillips, Peterson, Hatch and Zilli. Absent: None. Administrators Present: Bush, Ochej, Nicholson and Edds. Absent: None. It was moved by Jan Zilli, seconded by Rob Buchanan and carried to adjourn to Closed Session at 7: 02 p.m.

RECONVENE TO PUBLIC SESSION

The meeting reconvened to Public Session at 7:15 p.m. Dr. Peterson reported that no action was taken in Closed Session. The Pledge of Allegiance was led by Jan Zilli.

SUPERINTENDENT'S REPORT

Joe Nightingale Principal, Julie Kozel, gave a presentation on Whole Brain Teaching including video of students in Mrs. DePalma-Steed and Mrs. Savaso's classes. Whole Brain Teaching encourages students to actively engage in the learning process. A teacher will teach a short lesson, the teacher says "teach", students respond "OK" and then students teach the lesson to their peers. This method can be adapted to any age level and any group of students in any place.

Hannah Rubalcava, OCAF Executive Director, reminded everyone of the upcoming Gala on February 22nd at the Santa Maria Country Club.

Marysia Ochej was pleased to announce that the Planning Commission approved the Orcutt Community Plan Key Site 17 at their meeting on February 11th. She commended the Board on their foresight and commitment to this project.

Marysia distributed *A Summary Analysis of the Governor's Proposed 2014-15 State Budget for California Schools* prepared by School Services.

PUBLIC COMMENT

OEA President, Monique Segura reported

- A drawing will be held for 2 tickets to the OCAF Gala
- 8 tickets to the OCAF Gala were donated by ERG to be used by teachers
- OEA is supporting the Santa Maria Joint Union High School Districts bargaining unit in their negotiations
- OEA is in support of the Waiver Request for the Los Alamos Library project
- Graham Culbertson, OAHS teacher, received a \$1300 grant
- Monique and her family were featured in the February issue of *CTA Educator*

PUBLIC HEARING

Dr. Peterson opened the Public Hearing for 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. Vicki Gill, member of the Friends of Los Alamos Library spoke in favor of the project. There being no other comments, Dr. Peterson closed the Public Hearing.

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. Interdistrict Attendance Agreement Requests 2014/2015
- 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 4112.42/4212.42/4312.42, Drug and Alcohol Testing for School Bu Drivers for second reading

It was moved by Jan Zilli, seconded by Rob Buchanan and carried to approve Consent Agenda Items A through M, as submitted.

ITEMS SCHEDULED FOR ACTION

Gifts

It was moved by Liz Phillips, seconded by Jan Zilli and carried to accept the gifts and directed that a letter of acceptance and appreciation be forwarded to New Frontiers Natural Marketplace, Scott Nickason and Laura and Craig Carrier.

Contract with Leadership Associates

It was moved by Bob Hatch, seconded by Liz Phillips and carried to approve the contract with Leadership Associates to conduct a Superintendent Search in the amount of \$21,500.

General Waiver Request

It was moved by Jan Zilli, seconded by Liz Phillips and carried to approve the waiver application, as presented.

Comprehensive Financial Management Information System MOU

It was moved by Jan Zilli, seconded by Liz Phillips and carried to approve the new Financial Management Information System (FMIS) MOU as presented.

Safe School Plans

It was moved by Rob Buchanan, seconded by Liz Phillips and carried to 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.

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

The Board Financial Report was presented for information/discussion. Marysia reported that all items were within budget.

ACSA Region 13 selected Bob Bush as 2014 Superintendent of the Year and Kelly Osborne as 2014 Co-Administrator of the Year. They will be honored at a celebration in May.

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next Regular Board Meeting is scheduled for Wednesday, March 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 Bob Hatch, seconded by Jan Zilli and carried to adjourn the Public Session at 8:00 p.m.

Bob Bush, Board Secretary

Robert Hatch, Clerk, Board of Trustees

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING
February 4, 2014**

CALL TO ORDER

A special meeting of the Board of Trustees of the Orcutt Union School District was held on Tuesday, February 4, 2014 beginning with Dr. Peterson calling Public Session to order at 12:30 p.m. Bob Hatch led the Pledge of Allegiance. Members present: Hatch, Buchanan, Peterson and Zilli. Absent: Phillips. Administrators present: Bush, Ochej, Nicholson and Edds.

BOARD STUDY SESSION

The Study Session began with Marysia reporting on Local Control Funding Formula (LCFF). Her presentation explained how the LCFF compares to the old school funding system. The intent is to shift decision-making to the school district level with input from the community on how to best spend resources. It provides guidance on how to demonstrate that the district is using LCFF funds to support students in need – low income, English Learners and Foster youth.

Holly's presentation addressed the Local Control Accountability Plan (LCAP). The district must engage parents, staff, and community to establish these plans. There are eight areas where goals and actions must be determined. Fortunately the Board has already adopted their Strategic Goals that line up well with the LCAP state priorities. By July 1, 2014 the district must adopt LCAP for 2014/2015 and by October 2014 the Santa Barbara County Education Office (SBCEO) must approve or reject the district LCAPs. The initial plan will cover three years but must be updated annually by the district by July 1 of each following year.

The Board had an opportunity to ask questions and provide input.

ADJOURN

It was moved by Rob Buchanan, seconded by Bob Hatch and carried to adjourn the meeting at 1:55 p.m.

Bob Bush, Board Secretary

Robert Hatch, Clerk, Board of Trustees

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING
February 13, 2014**

CALL TO ORDER

A special meeting of the Board of Trustees of the Orcutt Union School District was held on Thursday, February 13, 2014 beginning with Dr. Peterson calling Public Session to order at 12:30 p.m. Rob Buchanan led the Pledge of Allegiance. Members present: Hatch, Buchanan, Peterson, Phillips and Zilli. Absent: None. Administrators present: Bush and Edds.

DISCUSSION OF SEARCH FOR SUPERINTENDENT

Phil Quon and Michael Escalante, partners with Leadership Associates, reviewed the search process and with input from the Board established a timeline with final selection of a Superintendent by May. February 25, 2014 Leadership Associates will meet to gather input from parents, staff, students, PTAs, business groups and community.

Communication, leadership skills and experience were identified by the Board as priority qualifications.

The Board was asked to identify the District's strengths and weaknesses.

ADJOURN TO CLOSED SESSION

It was moved by Rob Buchanan, seconded by Bob Hatch and carried to adjourn to Closed Session at 1:40 p.m.

RECONVENE TO PUBLIC SESSION

The meeting reconvened to Public Session at 2:24 p.m. and Dr. Peterson reported that no action was taken in Closed Session.

ADJOURN

It was moved by Bob Hatch, seconded by Jan Zilli and carried to adjourn the meeting at 2:28 p.m.

Bob Bush, Board Secretary

Robert Hatch, Clerk, Board of Trustees

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
February 26, 2014**

CALL TO ORDER

A special curriculum meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, February 26, 2014 beginning with Dr. Peterson calling Public Session to order at 6:00 p.m. Members Present: Buchanan, Phillips, Peterson, Hatch and Zilli. Absent: None. Administrators Present: Bush, Ochej, Nicholson and Edds. Absent: None. The Pledge of Allegiance was led by Jan Zilli.

SUPERINTENDENT'S REPORT

Dr. Holly Edds presented a LCAP (Local Control Accountability Plan) update. Education Code 52060 requires that the LCAP describe "goals and specific actions to achieve those goals for all pupils and each subgroup of pupils identified in Education Code 52052, including students with disabilities, for each of the state priorities and any locally identified priorities". The Board's Strategic Goals closely align with LCAP so some of the priorities are already in place. Holly has set her goal for finalizing the goals and progress indicators as April 2014.

Janet Bertoldi gave an update on the Smarter Balanced Field Test. Testing will occur from March 18 – June 6th for grades 3-8 and 11. Students will be assessed in English-language arts and mathematics. Training tests will provide students with an opportunity to become familiar with the software. The Board was given an opportunity to log onto the website and navigate through some of the test questions. They felt that the test could be very intimidating for some students and encouraged teachers as well as parents to work with students to become familiar with the testing process.

PUBLIC COMMENT

OEA President, Monique Segura reported that the OEA Executive Board met with Leadership Associates and they felt the representatives were very professional and receptive to their input. Numerous teachers had the opportunity to attend the OCAF Gala for free thanks to the generous donations from ERG and Mr. Bob Hatch. Monique wanted to make sure that during the LCAP process the foster care providers and CASA representatives are included since they are an important piece in the communication process. At a recent Leadership Conference Monique was able to have a "one on one" conversation with Tom Torlakson, State Superintendent of Public Instruction, regarding the LCFF formula.

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next Regular Board Meeting is scheduled for Wednesday, March 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 is scheduled for April 30, 2014.

ADJOURN

It was moved by Bob Hatch, seconded by Jan Zilli and carried to adjourn the Public Session at 7:32 p.m.

Bob Bush, Board Secretary

Robert Hatch, Clerk, Board of Trustees



HUMAN RESOURCES MEMORANDUM

TO: Robert Bush
Superintendent

FROM: Don Nicholson
Assistant Superintendent, Human Resources

DATE: March 12, 2014

RE: Certification of Coaches

BACKGROUND: By April 1st of each year, local governing school boards shall certify to the State Board of Education that the coaches hired by the district meet the provisions of Article 5, Section 5594, of the California Administrative Code (i.e., first aide, CPR, coursework, etc.).

RECOMMENDATION: It is recommended that the Board of Trustees certify that the provisions of Article 5, Section 5594, of the California Administrative Code, have been met by the coaches hired by the district.

FUNDING: N/A

ORCUTT UNION SCHOOL DISTRICT

TO: Robert Bush
District Superintendent

FROM: Don Nicholson
Assistant Superintendent, Human Resources

DATE: March 12, 2014

RE: **NOTIFICATION TO BOARD**
CERTIFICATION OF COACHES FOR 2013-14 SCHOOL YEAR

Article 5, Section 5594, of the California Administrative Code, requires that “the District Superintendent shall certify to the local Board of Trustees that the provisions in Section 5593 have been met” with respect to the selection of temporary athletic team coaches. Section 5594 also requires that “by April 1 of each year, local governing school boards shall certify to the State Board of Education that the provisions of Section 5593 have been met.” Section 5593 applies to any person serving at any grade level as a temporary athletic team coach.

All temporary coaches hired for the 2013-14 school year have been certified as meeting the provisions of Section 5593.

Alice Shaw:

Bob Severance	Track
---------------	-------

Joe Nightingale:

Christa Macdonald	Track
-------------------	-------

Olga Reed:

Mike Luis	Track
Tom Ferdinandi	Girls Basketball
Ron Maderas	Boys Basketball

Patterson Road:

Nicole Wilberg	Track
----------------	-------

Pine Grove:

Don Robertson	Track
---------------	-------

Ralph Dunlap:

Taylor Scott

Track

Lakeview Junior High:

Elaine Furst

Girls Volleyball

Elaine Furst

Boys Volleyball

Brad Gitchell

7th and 8th Grade Girls Basketball

Richard Partida

7th Grade Boys Basketball

Simon Griffin

8th Grade Boys Basketball

Patsy Shaffer

Cheerleading

Al Cabanting

Track

Orcutt Junior High:

Richard Faulk

Girls Volleyball

Tim Papworth

Boys Volleyball

Sal Ruiz

7th & 8th Grade Girls Basketball

Matt Patterson

7th Grade Boys Basketball

Ernie Salinas

8th Grade Boys Basketball

Amanda Rhodes

Cheerleading

Al Cabanting

Track

Unpaid Volunteer Assistant Coaches:

Jeff Furst

Boys & Girls Volleyball – Lakeview JH

Al Cabanting

Girls Basketball – Lakeview JH

Patrick Crowley

Boys Basketball – Orcutt JH

Emily Shaffer

Cheerleading – Lakeview JH

*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

2013-14 CERTIFICATION **TEMPORARY ATHLETIC TEAM COACHES**

TO STATE BOARD OF EDUCATION:

Title 5, California Code of Regulations, Section 5594, requires:

By April 1 of each year, each local governing school board shall certify to the State Board of Education that the provisions of Section 5593 have been met.

LOCAL SCHOOL BOARD CERTIFICATION:

I hereby certify the school district has met the conditions set forth in Title 5, Sections 5593 and 5594.

Orcutt Union School District
500 Dyer Street
Orcutt, CA 93455

Dr. James Peterson, President
Board of Trustees

(School District)

(Date)

Return to: State Board of Education
Department of Education
1430 N. St.
Sacramento, CA 95814



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: March 12, 2014

BOARD AGENDA ITEM: Approval of Youth Leagues Facility Use Agreements

BACKGROUND: Many years ago district counsel recommended that we enter into annual facility use agreements with three local youth groups. It was previously agreed that these agreements would routinely come before the Board on an annual basis unless there were changes. The facility use agreements between the Orcutt Union School District and the Orcutt Youth Softball Association, the Orcutt National and the Orcutt American Little Leagues, respectively, are included for your review and approval. There were more changes made to OALL and OYSA agreement with both youth groups approving the recommended changes. District Counsel has reviewed all changes.

RECOMMENDATION: It is recommended that the Board of Trustees approve the facility use agreements with the Orcutt Youth Softball Association, Orcutt American Little League, and Orcutt National Little League as submitted.

FUNDING: None

Orcutt Union School District

Facilities Use Agreement with Orcutt American Little League

1. This Agreement is entered into pursuant to the provisions of Article 2 (commencing with Section 38130) of Chapter 4 of Part 23 of Division 2 of Title 2 of the California Education Code known as the Civic Center Act.
2. The parties to this Agreement are the Orcutt Union School District, a public school district organized and operating under the laws of the State of California (hereinafter referred to as "District"), and Orcutt American Little League, a nonprofit unincorporated community association (hereinafter referred to as "Association").
3. The term of this Agreement shall be one (1) year commencing upon its execution by both parties. It may be extended or renewed upon written agreement by both parties.
4. The District hereby agrees that except as otherwise provided for in this Agreement, the Association shall have (during non-school hours) access to and full use of the baseball complex at Joe Nightingale School, provided, however, that the District shall retain full access rights at all times. The District will not permit any use that is incompatible with the Little League's use of the complex.
5. The Association hereby agrees to assume full responsibility for maintenance of the complex, including, but not limited to mowing and watering of all grass areas, trimming and watering of vegetation, control of dust, picking up of all litter, trash and debris. The Association is responsible for the electricity it uses via a separate meter to be installed by March 2, 2013 with Association agreeing to pay for electric use each month. Effective December 1, 2013 the Association hereby agrees to be responsible for paying for the water use which also has a separate meter, with the same payment responsibilities as for electric use. The District will invoice quarterly for the monthly charge and payment is due net 30 days.
6. The Association shall assume full responsibility for vehicle control and parking during its hours of use of the facilities. All parking is on the street, only a delivery or maintenance vehicle is allowed to drive onto District property and this access may be revoked by the District at any time.
7. Any public address or other voice-amplification system operated by the Association in conjunction with its sponsored activities shall be operated at reasonable sound levels, and no such amplification system shall be operated after 9:30 p.m.
8. Additions to, modifications to, or expansion of the complex shall be undertaken by the Association only upon prior written authorization from the District Board of Trustees
9. The Association shall secure a written release, to be approved in form by the District, from each person using the complex under its auspices whereby such individual acknowledges that he/she recognizes that the Association is responsible for the use and maintenance of the complex and

that he/she is releasing the District from any and all liability for any accident or injury which may occur during such use of the complex.

10. The Association hereby agrees, as a condition of this Agreement, to provide written evidence to the District of current personal and property liability insurance in an amount not less than one million dollars (\$1,000,000), with the District named as an additional insured. The Association further agrees to maintain such valid liability insurance for the term of this Agreement and any extension or renewal thereof.
11. The Association agrees to indemnify, defend and hold harmless the District, its officers and employees, against any and all actions, allegations, claims, costs, damages, fees, and judgments arising out of its use, control, construction, and maintenance of the complex or otherwise related to Association's performance under this Agreement.
12. This Agreement may be terminated by either party, with or without cause upon sixty (60) days written notice. Notwithstanding the foregoing, if Association is in breach of this Agreement, District shall give Association written notice of the breach, and if the breach is not cured within three (3) working days, District has the right to suspend Association's use of the complex.
13. This Agreement constitutes the entire agreement between the parties relating to use of the complex and supersedes any previous oral or written agreement which may have existed between the parties. This Agreement may be amended only upon the further written agreement of the parties.
14. This Agreement shall be governed by and construed under the laws of the State of California and jurisdiction over any claim arising hereunder shall vest in the courts of Santa Barbara County, California.
15. Nothing in this Agreement is intended, or shall be deemed to constitute a partnership or joint venture between the District and the Association.
16. The failure of the District or Association to enforce at any time any provision of this Agreement shall in no way be construed to be a waiver of such provision, nor in any way shall affect the validity of any part of this Agreement, or the right of the District or the Association to thereafter enforce each and every provision.
17. All the clauses of this Agreement are distinct and severable, and if any cause shall be deemed illegal, void or unreasonable, it shall not affect the validity, legal enforceability of any portion or clause of this Agreement.
18. The indemnification obligations hereunder shall survive termination or expiration of this Agreement.
19. All correspondence and notices hereunder shall be in writing and will be deemed to be delivered on the same day, if given and confirmed via facsimile transmission or electronic mail, the next day by overnight courier, on the fifth day if by registered or certified mail, or upon receipt by regular mail. In the event of an emergency, notice shall be given verbally and in writing.
20. The use of tobacco products, illegal drugs or controlled substances and/or alcoholic beverages is strictly prohibited on District property. The Association shall use best efforts to ensure that these substances are not used on the District's property while the complex is in use by the Association.

- 21. The Association shall forward a roster for the Association upon election of a new board or upon any change in board membership.
- 22. Dogs (except service dogs) and other pets are prohibited from the District campus at all times. The Association shall use its best efforts to ensure that this rule is followed during the Association's use of the complex.

EXECUTED this _____ day of _____, at Orcutt, California, by:

ORCUTT UNION SCHOOL DISTRICT
by:

Name

Title

Date

ORCUTT AMERICAN LITTLE LEAGUE
by:

Name

Title

Date

ORCUTT UNION SCHOOL DISTRICT

Facilities Use Agreement with Orcutt National Little League

1. This Agreement is entered into pursuant to the provisions of Article 2 (commencing with Section 38130) of Chapter 4 of Part 23 of Division 2 of Title 2 of the California Education Code known as the Civic Center Act.
2. The parties to this Agreement are the Orcutt Union School District, a public school district organized and operating under the laws of the State of California (hereinafter referred to as "District"), and **Orcutt National Little League**, a nonprofit unincorporated community association (hereinafter referred to as "Association").
3. The term of this Agreement shall be one (1) year commencing upon its execution by both parties. It may be extended or renewed upon written agreement by both parties.
4. The District hereby agrees that except as otherwise provided for in this Agreement, the Association shall have (during non-school hours) access to and full use of the baseball complex at **Orcutt Academy High School**, provided, however, that the District shall retain full access rights at all times. The District will not permit any use that is incompatible with the Little League's use of the complex.
5. The Association hereby agrees to assume full responsibility for maintenance of the complex, including, but not limited to mowing and watering of all grass areas, trimming and watering of vegetation, control of dust, picking up of all litter, trash and debris.
6. The Association shall assume full responsibility for vehicle control and parking during its hours of use of the facilities. All parking is on the street, only a delivery or maintenance vehicle is allowed to drive onto District property and this access may be revoked by the District at any time.
7. Any public address or other voice-amplification system operated by the Association in conjunction with its sponsored activities shall be operated at reasonable sound levels, and no such amplification system shall be operated after 9:30 p.m.
8. Additions to or expansion of the complex shall be undertaken by the Association only upon prior authorization from the District Board of Trustees.
9. The Association shall secure a written release, to be approved in form by the District, from each person using the complex under its auspices whereby such individual acknowledges that he/she recognizes that the Association is responsible for the use and maintenance of the property and that he/she is releasing the District from any and all liability for any accident or injury which may occur during such use of the complex.
10. The Association hereby agrees, as a condition of this Agreement, to provide evidence to the District of current personal and property liability insurance in an amount not less than one million dollars (\$1,000,000), with the District named as an additional insured. The Association further agrees to maintain such valid liability insurance for the term of this Agreement and any extension or renewal thereof.
11. The Association agrees to indemnify, defend and hold harmless the District, its officers and employees, against any and all actions, allegations, claims, costs, damages, fees, and judgments arising out of its use, control, construction, and maintenance of the complex or otherwise related to this Agreement.

12. This Agreement may be terminated by either party upon sixty (60) days written notice.
13. This Agreement constitutes the entire agreement between the parties relating to use of the complex and supersedes any previous oral or written agreement which may have existed between the parties. This Agreement may be amended only upon the further written agreement of the parties.
14. This Agreement shall be governed by and construed under the laws of the State of California and jurisdiction over any claim arising hereunder shall vest in the courts of Santa Barbara County, California.
15. Nothing in this Agreement is intended, or shall be deemed to constitute a partnership or joint venture between the District and the Association.
16. The failure of the District or Association to enforce at any time any provision of this Agreement shall in no way be construed to be a waiver of such provision, nor in any way shall affect the validity of any part of this Agreement, or the right of the District or the Association to thereafter enforce each and every provision.
17. All the clauses of this Agreement are distinct and severable, and if any cause shall be deemed illegal, void or unreasonable, it shall not affect the validity, legal enforceability of any portion or clause of this Agreement.
18. The indemnification obligations hereunder shall survive termination or expiration of this Agreement.
19. All correspondence and notices hereunder shall be in writing and will be deemed to be delivered on the same day, if given and confirmed via facsimile transmission or electronic mail, the next day by overnight courier, on the fifth day if by registered or certified mail, or upon receipt by regular mail. In the event of an emergency, notice shall be given verbally and in writing.
20. The use of tobacco products and/or alcoholic beverages is strictly prohibited on District property. The Association shall use best efforts to ensure that these substances are not used on the District's property while the property is in use by the Association.
21. The Association shall forward a roster for the Association upon election of a new board or upon any change in board membership.
22. Dogs are prohibited from the District campus at all times. The Association shall use its best efforts to ensure that this rule is followed during the Association's use of the property.

EXECUTED this _____ day of _____ at Orcutt, California, by:

ORCUTT UNION SCHOOL DISTRICT

ORCUTT NATIONAL LITTLE LEAGUE

by:

by:

_____ Name

_____ Name

_____ Title

_____ Title

_____ Date

_____ Date

ORCUTT UNION SCHOOL DISTRICT

Facilities Use Agreement with Orcutt Youth Softball Association

1. This Agreement is entered into pursuant to the provisions of Article 2 (commencing with Section 38130) of Chapter 4 of Part 23 of Division 2 of Title 2 of the California Education Code known as the Civic Center Act.
2. The parties to this Agreement are the **ORCUTT UNION SCHOOL DISTRICT**, a public school district organized and operating under the laws of the State of California (hereinafter referred to as "District"), and **ORCUTT YOUTH SOFTBALL ASSOCIATION**, (hereinafter referred to as "Association") a non-profit 501(c)(3) organization, classified as a public charity under sections 509(a)(1) and 170 (b)(1)(A)(vi) of the Internal Revenue Code .
3. The term of this Agreement shall be one (1) year commencing upon its execution by both parties. It may be extended or renewed upon written agreement by both parties.
4. The District hereby agrees that except as otherwise provided for in this Agreement, the Association shall have shared (during non-school hours) access with Orcutt Academy High School to and full use of the softball complex and parking facilities generally described in Exhibit A., at **Lakeview Jr. High School**. The District shall retain full access rights at all times and Orcutt Academy High School with the Association will strive to work together in creating schedules that are mutually respectful to each groups needs. The District will not permit any use that is incompatible with the Association's use of the complex. .
5. The Association hereby agrees to assume full responsibility for maintenance of the grounds and facilities generally described in Exhibit A, including, but not limited to comprehensive maintenance of permanent and temporary structures, including snack shack, restrooms, storage shed, bleachers, and fencing; mowing and watering of all grass areas; trimming and watering of vegetation; control of dust on playing fields and parking area; collection and removal of litter, trash and debris. The Association shall insure that separate utility meters are installed and operational at all times. The District agrees to maintain field 5. Orcutt Academy High School is agreeable to assisting with work parties for the other fields as long as the coaches are notified prior to the work party date.
6. As indicated in Exhibit A, the Association has the use of fields 1-4. Field 5 may be used for games, tournaments, and practices, in conjunction with the use of fields 1-4. The general public may use field 5 if it not is used by the Orcutt Academy and/or the Association. The District retains the right to utilize all fields and areas during school hours. After hours, Orcutt Academy High School and the Association will share the use of fields for practice and games at times that are mutually designated by both parties.
7. The Association shall assume full responsibility for vehicle control and parking during all hours of their use of the softball complex. This shall include insuring that vehicles do not park or travel in unauthorized areas.
8. The use of tobacco products and/or alcoholic beverages is strictly prohibited on District property. The Association shall use best efforts to ensure that these substances are not used on the District's property while the property is in use by the Association.

9. The Association shall forward a roster for the Association upon election of a new board or upon any change in board membership.
10. Dogs are prohibited from the District campus at all times. The Association shall use its best efforts to ensure that this rule is followed during the Association's use of the property.
11. Any public address or other voice-amplification system operated by the Association in conjunction with its sponsored activities shall be operated at reasonable sound levels, and no such amplification system shall be operated after daylight hours.
12. Lighting fixtures for the softball complex shall not be installed and games shall not take place after the onset of darkness. Security lights may be installed at snack bar and garage area.
13. Turf areas shall not be watered between 8:00 a.m. and 6:00 p.m. or excessively watered to maximize water conservation.
14. For purposes of conserving water used for turf areas, there shall be regularly scheduled maintenance of the automatic or manual water system(s), and adherence to the watering schedule which is based on recommendations by the University of California Agriculture Cooperative Extension.
15. Plumbing and irrigation devices shall be low water flow devices with no greater than 3.0 gallon per flush toilets and 2.0 gallon per minute sink faucets.
16. Refuse and recyclable materials shall be collected in containers with lids. If recyclable materials are used, a recycling program must be developed and approved by the County of Santa Barbara.
17. The Association shall encourage car pooling to games and practices, and shall encourage restriction of parking and loading/unloading to the school property designed for such use. The following is a required procedure:
 - a. Prior to the first practice of each session, Santa Maria-Orcutt area participants shall be provided a form letter which encourages car pooling and discourages off-site parking and loading/unloading. A copy of this letter is attached, marked as Exhibit B.
18. Additions to or expansion of the complex shall be undertaken by the Association only upon prior authorization from the District Board of Trustees.
19. The Association shall secure a written release from each individual, organization, or entity using the softball complex or its facilities under its auspices whereby such individual, organization or entity acknowledges that the District shall be held harmless from any and all liability for any accident or injury which may occur during such use of the softball complex or its facilities.
20. The Association hereby agrees, as a condition of this Agreement, to provide evidence to the District of current personal and property liability insurance in an amount not less than one million dollars (\$1,000,000), and the Association further agrees to maintain such valid liability insurance for the term of this Agreement and any extension of renewal thereof.

21. The Association agrees to indemnify defend hold harmless the District, its officers and employees, against any and all actions, allegations, claims, costs, damages, fees, and judgments arising out of its use, control, construction and maintenance of the complex generally described in Exhibit A or otherwise arising from or related to this Agreement.
22. This Agreement may be terminated by either party upon sixty (60) days written notice, which shall explain the reasons for such termination.
23. This Agreement shall be governed by and construed under the laws of the State of California and jurisdiction over any claim arising hereunder shall vest in the courts of Santa Barbara County, California.
24. Nothing in this Agreement is intended, or shall be deemed to constitute a partnership or joint venture between the District and the Association.
25. The failure of District or Association to enforce at any time any provision of this Agreement shall in no way be construed to be a waiver of such provision, nor in any way shall affect the validity of any part of this Agreement, or the right of the District or the Association to thereafter enforce each and every provision.
26. The indemnification obligations hereunder shall survive termination or expiration of this Agreement.
27. All correspondence and notices hereunder shall be in writing and will be deemed to be delivered on the same day, if given and confirmed via facsimile transmission or electronic mail, the next day by overnight courier, on the fifth day if by registered or certified mail, or upon receipt by regular mail. In the event of an emergency, notice shall be given verbally and in writing.
28. This Agreement and the Exhibits attached hereto constitute the entire Agreement between the parties relating to the use of these facilities and supersedes any previous oral or written agreement which may have existed between the parties. Should any portion of this Agreement be deemed unenforceable or otherwise illegal, the remaining sections of this Agreement shall remain in force for the duration of the Agreement. This Agreement may be amended only upon further written agreement by both parties.

EXECUTED this ____ day of _____, at Orcutt, California, by:

ORCUTT UNION SCHOOL DISTRICT
by:

ORCUTT YOUTH SOFTBALL ASSOCIATION
by:

Name

Name

Title

Title

Date

Date

Exhibit A

Lakeview Junior High School
Orcutt Youth Softball Complex

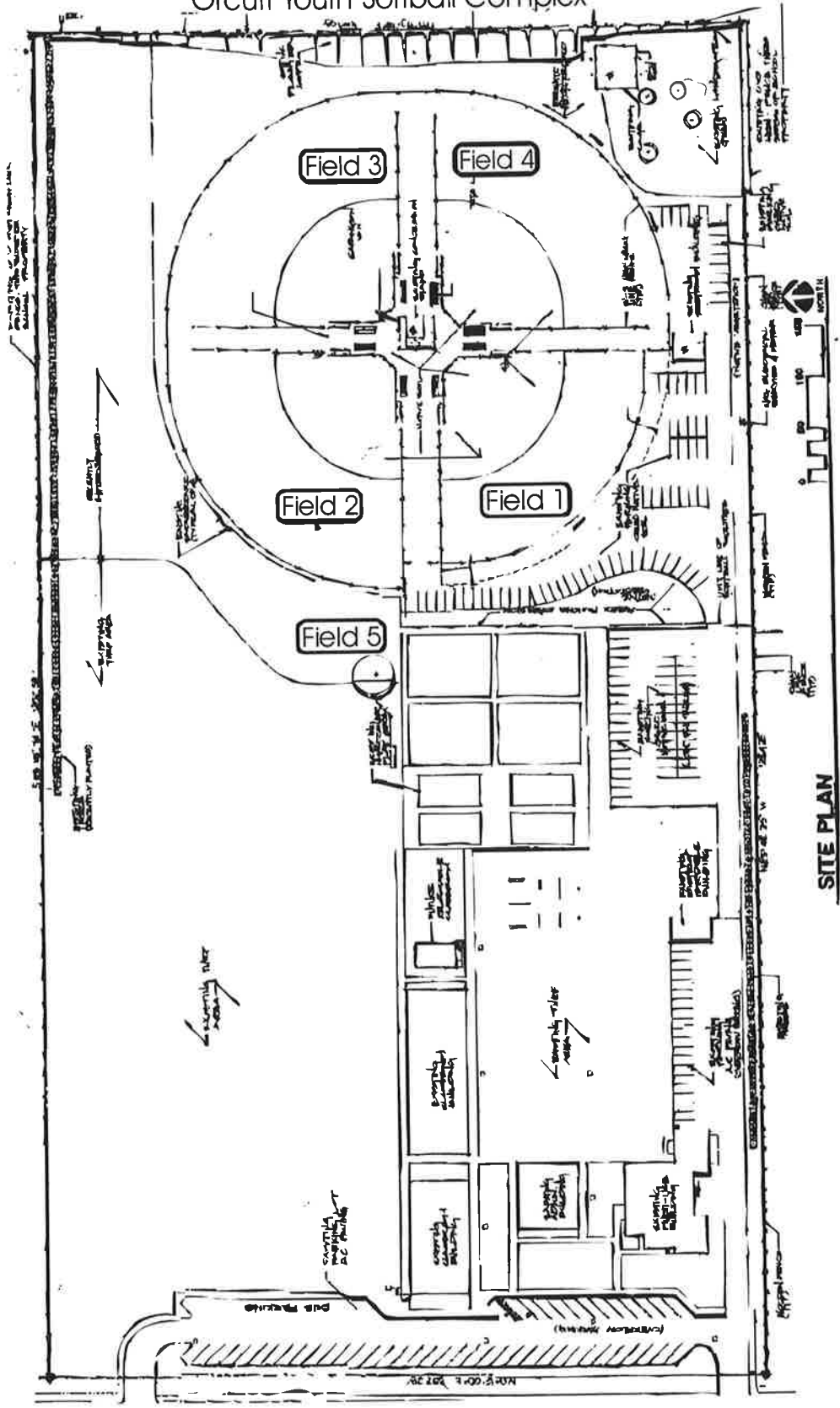


Exhibit B

Date

Dear Softball Youth Parents:

The Orcutt School District has renewed the Use Agreement for the usage of the Softball Complex at Lakeview Jr. High. As a condition of the Agreement, the League is asking for your cooperation in reducing traffic in and out of the softball fields. We strongly urge you to:

1. Please make an effort to join or set up a car pool schedule to drop off and pick up players.
2. Please drop off players at the softball complex and not on side streets.
3. Please DO NOT park on side streets. Please park inside the complex.
4. Please enter and exit as indicated by the posted signs.
5. Please drive at 5 MPH while on school campus.
6. Tobacco products i.e., cigarettes, chewing tobacco, or cigars are not allowed on District property.
7. Alcoholic beverages are strictly prohibited on District property.
8. Dogs are prohibited on District property at all times.

Thank you for your cooperation and assistance in helping the League meet the conditions of the Use Agreement.

Orcutt Youth Softball Association



ORCUTT UNION SCHOOL DISTRICT
REQUEST FOR ACCEPTANCE OF GIFT

SCHOOL: Orcutt Junior High School Date: 2/12/2014

DONOR: Name: Pat Carter
Address: 737 Stansbury Drive Santa Maria, CA 93455
Phone No.

GIFT: Item Donated Wurlitzer Upright Piano or Cash Donation \$
Designated for: OJHS students
General Description:
Model No.: Condition: [X] New [X] Used
Value (estimated): \$850
Purpose of Gift:
Will gift be purchased through Business Services Office? [] Yes [X] No
Donor Conditions of Acceptance:

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

- A. Will gift require installation? [] Yes [X] 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):
Acceptance Approved By (Administrator): [Signature]
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.)

TO: Orcutt Union School District Board of Trustees

FROM: Michelle Boyd, Gail WinnJones, and Valerie Trenev (Fifth Grade Team at Alice Shaw)

DATE: February 13, 2014

SUBJECT: Authorization for Amtrak Train to Ronald Reagan Library Field Trip

Dear Trustees:

On April 9, 2014, the fifth grade classes of Alice Shaw School would like to participate in a field trip to Simi Valley. Our day would begin at 6:30 AM at Alice Shaw School. From there we would travel to Guadalupe and get on an Amtrak Train to Simi Valley. The local school district will provide for us bus shuttles to and from the Ronald Reagan Library. Our day will conclude at approximately 8:15 PM at Alice Shaw School. We've attached our budget and initial parent letter sent home.

Thank you in advance for approving this very memorable trip to a historic center that is practically "in our backyard."

Respectfully,

Michelle Boyd
Valerie Trenev
Gail Winn-Jones

Ronald Reagan Library Field Trip Budget

\$880 Balance from PTA Field Trip Budget

\$800 Balance in Young Scholars Account

\$1680 Total Funds (before collecting student/parent "donations")

\$1260 (84 x \$15, for students)

\$ 410 (41 x \$10, for chaperones)

\$1670 Approximate Donations Total

Expenses:

Orcutt Bus Shuttle in AM & PM (1 bus)	approx. \$150 (PTA)
Simi Valley Bus Shuttles (2 buses)	approx. \$360 (PTA)
Amtrak Tickets for (125 passengers)	\$1265 (Donations)
"Box Dinner" from Amtrak (\$5.50 x 84)	\$462 (\$5 each donations)
Snack Bag Budget (\$75 per classroom)	\$225 (Young Scholars)

Approximate Total Expenses \$2,462

Total Revenue: \$1,680 + \$1,670 = \$3,350

Revenue – Expense: \$3,350 - \$2,462 = \$888 "Buffer"

NOTE: Breakfast and Lunch will be offered from the Cafeteria.

Free and Reduced Students will be highly encouraged to order from the cafeteria!

Dear Fifth Grade Parents,

Our Alice Shaw 5th graders have the wonderful opportunity to go on a fieldtrip to the Ronald Reagan Presidential Library in Simi Valley on Wednesday, April 9th. You will need to have your child at school by 6:30 a.m. in the morning and you will need to pick up your child at Alice Shaw by 8:00 p.m. that night.

We will be collecting \$15- per child to cover the cost of the train, the school bus shuttles and a boxed dinner on the train ride home. Your child will also need to bring a sack lunch and any snacks he/she might like to have on the trip. Any students who receive free and reduced lunches will be provided with both a sack breakfast and a sack lunch for the day, but are welcome to also bring any other food you would like to send. We are also providing ALL students with a snack bag to snack on during the train rides.

We have a few seats on the train that are available for parents who would like to accompany us on this trip-so we will be taking names on a first-come, first-serve basis. If you would like to go with us, the cost is \$10- per adult. (This fee does NOT include any food). When we arrive at the museum, you will need to pay your own admission fee of \$21-. **You will not be with your child** while we are there as they do not allow parents to accompany students on the tour. However, as you tour on your own, you can "stay nearby" the tours and you will see your child often as we weave in and out of the exhibits. and you will be able to meet up with your child for lunch once the tour is over. So if you are interested in going, please send the form below in ASAP.

As you might imagine, there is a lot of planning and choreography that goes on to make this trip run smoothly and be fun for the kids at the same time. However, this is such an amazing, educational and fun trip for your child to attend which he/she will remember for the rest of his/her life. There will be a LOT more specific information about this trip coming home over the next two months. However, at this time, we need to know which parents are interested in attending.

Please tear off and return the bottom of this form if you are interested.

____ Yes, sign me up! I am aware that **the cost of the adult trip is \$10- for the train ride** (sent to the school ahead of time) & **\$21- admission** when we get to the museum, that I must provide my own food for the day and **go through the volunteer screening process.**

Your name _____ Child's name _____

Orcutt Junior High School

P.O. BOX 2310 ORCUTT, CALIFORNIA 93457
PHONE (805) 938-8700 FAX (805) 938-8749



March 4, 2014

Dear Orcutt Union School District Board,

Like during the previous years, the Journalism and Leadership classes would like to plan an overnight trip to participate in the Disney Resort YES Programs on April 4 and 5th of this school year.

The class will be participating in either an animation or a leadership workshop that Disneyland offers to grades 3-12. The leadership class will benefit our students by helping them develop personal leadership skills and how to apply them to a team setting. Also, the class discusses the importance of diversity and helps you learn to brainstorm for creative ideas and solutions for a project. It gives students the ability to gain confidence to overcome obstacles and find courage and determination to accomplish goals and believe in their dreams.

The animation class would help us with animating the video portion of our class for the video morning news announcements. Students are taught how to create both a kineograph, or a flip book with a series of pictures that vary gradually from one page to the next, so that when the pages are turned rapidly, the pictures appear to animate by simulating motion or some other change, and a thaumatrope, or adisk or card with a picture on each side is attached to two pieces of string; when the strings are twirled quickly between the fingers the two pictures appear to combine into a single image due to persistence of vision, and are also taught to articulate various elements to the animation process. The class teaches students how to draw Disney characters using simple geometric shapes and demonstrates storyboarding. The animation class would help students to articulate the physical process of persistence of vision and to calculate the number of frames needed in a sixty-minute animated film. All of the objectives from both of the classes available to take would help our Journalism students in the future.

Our Journalism and Leadership classes of 61 students would like to ask for your permission to miss school Friday, April 4, 2014 to take this educational field trip that we have already raised the money for. That Friday is a scheduled minimum day of school for the students. Thank you for your consideration.

Sincerely,

The Orcutt Junior High School Journalism and Leadership Classes of 2013-2014



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

FROM: WCD Marysia Ochej
Assistant Superintendent, Business Services

BOARD MEETING DATE: March 12, 2014

BOARD AGENDA ITEM: Second Interim Report, 2013-14

BACKGROUND: Education Code 42130 provides that the district submit a Second Interim Report to the governing board of the district that covers the financial and budgetary status of the district for the period ending January 31, 2014.

Education Code 4231 (a) (1) further states that "pursuant to the reports required by Section 42130, the governing board of each school district shall certify in writing, within 45 days after the close of the period being reported, whether or not the school district is able to meet its financial obligations for the remainder of the fiscal year, and based on current forecast, for the subsequent year." In keeping with the provision, the district is providing the enclosed Second Interim Report for the governing board's review and approval.

Current Year

Attached in this report are budgetary changes to the current year budget that show minimal changes in revenues and expenditures. It is not expected that there will be any significant changes on the state level in regards to LCFF funding for the current year.

Multi -Year

On January 9, 2014 Governor Brown proposed his 2014-15 budget which significantly increases school funding by 8.52% next year, 1.17% in 2015-16 and 1.54% in 2016-17.

The January budget is a starting point for negotiations with the legislature and it appears that the State is very optimistic regarding their revenue forecasts. In my meeting with the State Department of Finance last week their representative, Mr. Chris Ferguson stated that the LCFF percentages are relatively stable and believes that the DOF numbers are conservative. However, he also strongly indicated that districts should make sure to have LCFF reserves for planning purposes. Much like the "rainy day" fund that the Governor has proposed for the State of California. We continue to use the School Services of California dartboard as a tool which are the same numbers as DOF in 2014-15, however are more conservative in the out years.

The Board of education shall certify in writing whether or not the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for two subsequent fiscal years. The certification shall be classified as positive, qualified or negative, pursuant to standards prescribed by the Superintendent of Public Instruction.

In certifying the 2013-14 Second Interim Report as positive, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and two subsequent fiscal years.


RECOMMENDATION: It is recommended that the Board of Trustees approve the Second Interim Report as presented and authorize the filing of a "positive" certification with the Santa Barbara County Office of Education.

FUNDING: N/A



HUMAN RESOURCES MEMORANDUM

TO: Bob Bush.
District Superintendent

FROM: Don Nicholson 
Assistant Superintendent, Human Resources

DATE: March 12, 2014

RE: University of LaVerne

BACKGROUND: University of LaVerne is requesting approval of the College of Education and Organizational Leadership Fieldwork Agreement for placing Student Teachers / Internships with the Orcutt Union School District.

RECOMMENDATION: It is recommended that the Board of Trustees approve the University of LaVerne's College of Education and Organizational Leadership Fieldwork Agreement with the Orcutt Union School District.

FUNDING: N/A

**University of La Verne
College of Education and Organizational Leadership
University/District Fieldwork Agreement**

Undergraduate Level Programs

**Liberal Studies
Child Development**

Graduate Level Programs

Multiple Subject and Single Subject Credential Candidates

Multiple and Single Subjects Intern Credential Candidates

**Educational Specialist Level I: Mild/Moderate Credential
Candidates**

Educational Specialist Level II: Mild/Moderate Candidates

**Educational Specialist Level I: Mild/Moderate Intern Credential
Candidates**

School Counseling Credential Candidates

School Counseling Intern Credential Candidates

School Psychology Credential Candidates

School Psychology Intern Credential Candidates

Administrative Services Credential Candidates

Administrative Services Intern Credential Candidates

THIS AGREEMENT entered into this ^{Orcutt}6th day of February, with ~~Orcutt~~ ^{Orcutt} **Union Elementary School District** by and between the University of La Verne through the Provost of the University of La Verne on behalf of the Board of Trustees hereinafter called the University and, hereafter called the District, referred to in the collective as the Parties.

WITNESSETH

WHEREAS, the University is accredited by the California Commission on Teacher Credentialing (CCTC) and the National Council of Accreditation for Teacher Education (NCATE) as a credential granting institution and desires to provide fieldwork experiences through directed teaching, practicum experiences and/or fieldwork experiences to its students enrolled in the University's undergraduate programs: Liberal Studies and Child Development programs and graduate programs: Multiple and Single Subject Teacher Education program,

Educational Specialist program, School Counseling program, School Psychology program, and Administrative Services program curricula; and

WHEREAS, District agrees to allow University's students to gain the necessary fieldwork, practicum, and teaching, counseling, psychology, and administrative services experiences by interacting with and observing, assessing/assessment of students and teachers, counselors, psychologists, and administrators and teaching classes and working with students at its schools; and

WHEREAS, the Parties agree to provide for the payment in money for multiple and single subject candidates and educational specialist candidates or in services for school counseling, school psychology, administrative services, and the liberal studies and child development undergraduate programs, for the services rendered by the District of an amount not to exceed the actual cost to the District of the services rendered; and

WHEREAS, it has been determined between the Parties hereto that the payments for multiple and single subject candidates and educational specialist candidates be made to the District under this agreement do not exceed the actual cost of the District of the services rendered by the District and that there is an understanding that the University does not provide stipends to the District for the school counseling, school psychology, administrative services, and the liberal studies and child development programs;

NOW, THEREFORE, it is mutually agreed between the Parties hereto as follows:

1. The District shall provide experiences through multiple and single subject and educational specialist fieldwork and directed teaching, school counseling, school psychology, and administrative services practicum experiences and fieldwork, and fieldwork experiences in liberal studies, and fieldwork and supervised teaching experiences in child development in schools and classes of the District for students of the University qualified for such assignments and assigned by the University to multiple and single subject and educational specialist candidates fieldwork and directed teaching, school counseling, school psychology, and administrative services practicum experiences, and/or fieldwork, and field work in the liberal studies program, and fieldwork and supervised teaching in child development in schools or classes of the District, and under the direct supervision and instruction of such credentialed employees of the District, as the district and the University, through their duly authorized representatives, may agree upon.

Directed teaching for multiple and single subject credential candidates shall be deemed to include all supervised student teaching in the University's two supervised teaching courses,

Educational Specialist Level I: Mild/Moderate credential candidates complete a minimum of 40 hours in a general education classroom setting and a ten-week supervised teaching experience over a fifteen-week semester in SPED 409: Supervised teaching in the fall and spring semesters.

School Counseling and School Psychology programs require practicum experiences and fieldwork experiences that must be completed under the supervision of a credentialed District employee to meet the required number of practicum hours. Administrative Services program requires fieldwork experiences only.

At the undergraduate level, fieldwork experiences are required for the Liberal Studies program and the Child Development program.

The Child Development program also requires a supervised teaching experience in EDUC 454: Early Childhood Student Teaching.

Fieldwork experiences are completed as part of the curricula requirements in both the undergraduate level for the bachelor's degree requirements and the graduate level credential programs. These fieldwork experiences are hourly based and require the undergraduate candidates and graduate credential candidates to complete the requirements in appropriate districts and school classes.

Intern Programs

The University of La Verne College of Education and Organizational Leadership offers Internship Programs in Multiple and Single Subject Teaching, Educational Specialist Mild/Moderate Level I, School Counseling, School Psychology, and Administrative Services for qualified students. These internship programs provide a process whereby selected, qualified individuals may be employed as multiple and single subject teachers, education specialist teachers, counselors, psychologists, and school administrators in participating public schools and concurrently meet the University of La Verne's requirements in professional education. These internship requirements are consistent with the current multiple and single subject teaching, educational specialist teaching, counseling, psychology, and administrative services credential programs.

Under this contract, the District shall provide intern experiences for multiple and single subject credential program, educational specialist program, school counseling program, school psychology program, and the administrative services program.

Full explanation of the University's undergraduate and graduate programs can be found in: **Exhibit A**

Intern Programs Eligibility can be found in: **Exhibit B**

Intern Programs Agreement can be found in: **Exhibit C**

Prior to any University student entering a District or school-site to complete fieldwork, practicum, or supervised teaching, he/she must have TB clearance and be cleared by the state with either a Certificate of Clearance or other form of DOJ clearance.

The District may, in its sole discretion, refuse to accept for directed teaching, practicum, or fieldwork, any student of the University assigned in the district. Upon request of the District, the University shall terminate the directed teaching, practicum, or fieldwork assignment of any student of the University in the District.

Multiple and single subject and educational specialist and liberal studies and child development directed teaching and fieldwork students, and students completing practicum and fieldwork experiences in school counseling, school psychology, and administrative services programs as used herein and elsewhere in this agreement mean active participation in the duties and function of classroom teaching, school counseling, school psychology, and administrative services practicum, and fieldwork experiences under the direct supervision and instruction of employees of the District holding a valid credential, with a minimum of three years of exemplary experience as a classroom teacher, school counselor, school psychologist, or site administrator, issued by the California Commission on Teacher Credentialing.

2. In the multiple and single subject and educational specialist programs, the University will pay the District directly for the performance by the District of all services required to be performed by the District under this agreement. There is no payment provision for the University's fieldwork assignments that must be completed in the University's coursework or for the school counseling, school psychology, and administrative services programs or the undergraduate programs, liberal studies and child development.

The number of semester units of directed teaching or fieldwork to be provided for each student of the University assigned to directed teaching, practicum, or fieldwork under this agreement shall be determined by the University.

3. An assignment of a student of the University to directed teaching, practicum, or fieldwork in schools or classes of the District shall be at the

discretion of the University. A student may be given more than one assignment by the University for placement in directed teaching, practicum or fieldwork experiences in such schools or classes. The assignment of a student of the University to directed teaching, practicum, or fieldwork in the District shall be deemed to be effective for the purposes of this Agreement as of the date the student presents to the proper authorities of the District the assignment letter or other document given him/her by the University effecting such assignments, but not earlier than the date of such assignments as shown on such letter or other document.

In the event the assignment of a multiple subject, single subject, or educational specialist student of the University to directed teaching, practicum or fieldwork is terminated by the University or the District for any reason, the District shall receive payment on account of such student as though there had been no termination of the assignment, except that if such assignment is terminated before half the term of the assignment is completed, the District shall receive payment for an assignment for one-half services only. There is no payment for students in the school counseling, school psychology, administrative services, or liberal studies and child development programs.

4. Within a reasonable time following the close of each semester of the University the District shall submit an invoice, in duplicate, to the University for payment at the rate provided herein, for all students who participated in directed teaching in the multiple and single subject programs and the education specialist program provided by the District under and in accordance with this Agreement during said semester or term.

The District shall attach to the invoice a certificate, in duplicate, executed by a duly authorized representative of the District certifying that the District expended or became obligated to expend in providing such directed teaching an amount not less than the amount of the invoice.

2042 Multiple and Single Subject Credential Program Educational Specialist Credential Program

ED 468: Introductory Supervised Teaching - \$100.00 per student teaching assignment for each student in full-day introductory directed teaching.

ED 478 and SPED 409: Advanced Supervised Teaching - \$200.00 per student teaching assignment for each student in full-day directed teaching.

ED 467: Intern Teaching: Multiple and Single Subjects and SPED 459: Intern Teaching Educational Specialist school-site support providers receive a stipend of \$400 for each semester they have an intern.

Child Development: Liberal Studies: School Counseling: School Psychology: Administrative Services

The university does not pay a stipend to school-site supervisors for these programs.

5. The term of the agreement shall commence on the **6th day of February 2014**. This agreement may be terminated by either District or University immediately for cause upon giving written notice to the other party. If not terminated, this contract will remain in effect until either the District or the University requests to alter the existing contract or write a new contract.
6. Notwithstanding anything herein contained to the contrary, this Agreement may be terminated and the provisions of this agreement may be altered, changed, or amended, by mutual written consent of both parties hereto.
7. Notwithstanding any other provisions of this agreement, the University shall not be obligated by this agreement to pay the District any amount in excess of a total of Two Hundred (\$200.00) for ED 478 and SPED 409 or One Hundred (\$100.00) per student for ED 468, or Four Hundred (\$400) per student for ED 467 and SPED 459.
8. Parties agree District is not responsible for maintaining workers' compensation coverage for students of the University.

INDEMNIFICATION: The parties hereto, and each of them, do hereby mutually agree to indemnify, defend, save and hold harmless each other, and their respective officers, agents, servants and employees, of and from any and all liability, claims, demands, debts, suits, actions and causes of action, including wrongful death and reasonable attorneys fees for the defense thereof, arising out of or in any manner connected with the performance of any act or deed under or pursuant to the terms and provisions of this agreement by such indemnifying party, or its officers, agents, servants and employees, but only in proportion to and to the extent such liability, claims demands, debts, suits, actions, causes of action, or attorneys fees are caused by or result from the negligent or intentional acts of omissions of either party.

UNIVERSITY shall carry and maintain at least \$1,000,000 per occurrence and \$3,000,000 in General Aggregate commercial general liability insurance and provide DISTRICT with an additional covered party endorsement naming the DISTRICT as an additional covered party. Copies of renewal notices during the term of this contract must be provided to the DISTRICT within thirty (30) days to keep the contract in force. If the UNIVERSITY changes insurance carriers, DISTRICT must be notified thirty (30) days prior to change.

For purposes of this paragraph, the student teacher shall not be deemed to be an officer, agent, servant, or employee of **UNIVERSITY OF LA VERNE** or **ORCUTT UNION ELEMENTARY SCHOOL DISTRICT**.

Orcutt

The following signature hereby indicates approval of this contract:

University of La Verne

UNIVERSITY

By



Dr. Jonathan Reed
Provost

Orcutt

**Orcutt Union Elementary
School District**
District

By

Superintendent

TITLE

CERTIFICATION

I, the duly appointed and acting Secretary to the Governing Board of the School District listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meeting of said Board held on March 12, 2014.

It was moved, seconded and carried that the attached contract with ~~Orcutt~~ **Orcutt Union Elementary School District** whereby the University may assign students to the schools in the School District for multiple and single subject and educational specialist internship, directed teaching and/or fieldwork, school counseling and school psychology internship, practicum and/or fieldwork, and administrative services internship and fieldwork be approved; and the Secretary to the Board is hereby authorized to execute the same.

Orcutt Union School District
DISTRICT

Santa Barbara, CA
COUNTY

BY
Secretary to the Board of Trustees
TITLE

EXHIBIT A

Program Descriptions

Fieldwork Experiences

The University of La Verne requires fieldwork experiences for students at both the undergraduate and graduate levels.

UNDERGRADUATE LEVEL PROGRAMS

Liberal Studies Program Child Development Program

Fieldwork Experiences

At the undergraduate level, the University seeks to place students in fieldwork experiences where each student can observe and interact with regularly certified or credentialed teachers.

These fieldwork experiences may or may not be observed by the University's instructors and may involve observations and small group instruction with limited whole class involvement.

These fieldwork experiences are totally different from the fieldwork experiences required for the graduate programs. These experiences are not graduate level supervised teaching assignments and undergraduate students do not have to meet the same requirements as the graduate students.

Each undergraduate student must hold a State of California Certificate of Clearance (Liberal Studies) or State of California Department of Justice Bureau of Criminal Information and Analysis (Child Development Program) allowing him/her to engage with children in a public or private school setting and a verification of negative TB screening.

Each undergraduate candidate will be issued a letter of introduction listing the requirements of the fieldwork experience to be presented to the school-site and/or the District to request fieldwork placement.

These undergraduate experiences are designated as "Field Study Candidates."

At the undergraduate level, the University seeks to place two classifications of field- work students: 1) Field Study Candidates and 2) Undergraduate Student Teaching Candidates.

Field Study Candidates

Field Study Candidates can observe and interact with regularly certified or credentialed teachers. At this level, students may or may not be supervised by the University's instructors and the experience may involve observations and small group instruction with limited whole class involvement.

Undergraduate Student Teaching Candidates

Undergraduate Student Teaching is a requirement of the Child Development Program. Requirements for this program are completely different from the supervised teaching assignments that must be completed at the graduate and credential level. At this level, students are supervised by the University on a weekly basis. The University works solely with the cooperating school or school district to request placement with a certified or credentialed school-site supervisor for each supervised student teacher.

GRADUATE LEVEL PROGRAMS

Teacher Education: Multiple and Single Subject Credential Program
Educational Specialist Credential Program
School Counseling Credential Program
School Psychology Credential Program
School Administration Credentials Program
Level I Administrative Credential Program
Level II Administrative Credential Program

Graduate level students are placed in participating districts and schools for the purpose of meeting individual course work requirements for field experiences relating to the individual course or for supervised teaching or practicum experiences.

Supervised teaching is a requirement of the Teacher Education and Educational Specialist Credential programs.

Practicum and fieldwork experiences are requirements of the School Counseling and School Psychology programs.

The Administrative Credential program requires fieldwork experiences only.

TEACHER EDUCATION: MULTIPLE AND SINGLE SUBJECT CREDENTIAL PROGRAMS

Fieldwork Requirements

Teacher education programs require fieldwork experiences in classrooms that are not supervised by the University, but are approved by the course instructor, and the placements must be approved by the individual school-sites and districts. Each individual candidate will arrange cooperatively with the school-site administrator and/or the district for his/her own fieldwork placement and will present a letter of introduction from the course instructor, in which the fieldwork experience is required, outlining the requirements for the fieldwork assignment.

Each candidate seeking a fieldwork placement holds a Certificate of Clearance and a clear TB verification, has passed, or is completing, the University's writing requirement, and has passed or is completing the CBEST and CSET requirements.

Supervised Teaching

Teacher Education supervised teaching assignments are set up by the University with the cooperating partner districts and are supervised by the University's supervisors on a weekly schedule.

The University works solely with the cooperating partner school districts to request placements for supervised teaching. Candidates are never permitted to seek to placement for themselves.

Placement requests for multiple subject candidates are any two assignments either K-2: 3-5: or 6-8 core middle school.

Placement requirements for single subject candidates are grades 7-12 in the credential area. Students may be placed in a middle school/junior high school assignment for one of the supervised teaching assignments or they can complete the two assignments in a comprehensive high school.

ED 468: Introductory Supervised Teaching: five-week supervised teaching experience.

ED 478: Advanced Supervised Teaching: ten-week supervised teaching experience.

Either the District or the University may remove the supervised teaching candidate for unsatisfactory performance.

Intern Teaching: Multiple and Single Subject

Intern teacher candidates have been accepted into the University of La Verne's Intern Program having successfully completed the pre-requisite requirements. Completed: ED 460: Diversity, Interaction, and the Learning Process

ED 470: Theories and methods of Education for Linguistically
Diverse Students

Passed: CBEST: CSET or subject matter competency: University's writing
requirement

Verified: Certificate of Clearance: TB clearance: U.S. Constitution

The maximum amount of time for a candidate to remain as an intern is two years.

University of La Verne's interns are supervised on a weekly basis by the University supervisor and by a qualified District employee until the intern has completed all of the state and University's credential requirements. The school-site support provider must be teaching at the same school-site within the same subject area as the intern, and must hold the appropriate credential, has taught in the subject area for a minimum of three years, is EL proficient, and would be an exemplary teacher who can successfully mentor and monitor the supervised teacher.

Either the District or the University may remove the intern candidate for unsatisfactory performance.

EDUCATION SPECIALIST CREDENTIAL PROGRAM

Fieldwork Requirements

Education Specialist Credential program requires fieldwork experiences in appropriate special education classrooms, or mainstreamed classrooms, or included classrooms, that are not supervised by the university, but are approved by the course instructor and the placements must be approved by the individual school-sites and districts.

Each individual candidate will arrange cooperatively with the school-site administrator and/or the District for his/her own fieldwork placement and will present a letter of introduction from the course instructor, in which the fieldwork experience is required, outlining the requirements for the fieldwork assignment.

Each candidate seeking a fieldwork placement holds a Certificate of Clearance and a clear TB verification, has passed, or is completing, the University's writing requirement, and has passed or is completing the CBEST and CSET requirements.

Supervised Teaching

Education Specialist supervised teaching assignments are set up by the university with the cooperating partner districts and are supervised by the university's supervisors every two weeks.

The university works solely with the cooperating partner school Districts to request placements for supervised teaching. Candidates are never permitted to seek to place themselves.

Placement assignment requests are for RSP, SDC classrooms, an included classroom, or a mainstream classroom.

SPED 409: Education specialist Mild-Moderate Supervised Teaching: ten-week supervised teaching experience.

Either the District or the University may remove the supervised teaching candidate for unsatisfactory performance.

Intern Teaching: Education Specialist Credential Program

Intern special education teacher candidates have been accepted into the University of La Verne's Intern Program having successfully completed the pre-requisite requirements.

The maximum amount of time for a candidate to remain as an intern is two years. University of La Verne's educational specialist interns are supervised on a bi-weekly basis until they have completed all of the state and university's credential requirements.

Either the District or the University may remove the intern candidate for unsatisfactory performance.

PRACTICUM REQUIREMENTS

SCHOOL COUNSELING CREDENTIAL PROGRAM

School Counseling unsupervised fieldwork assignments and supervised practicum assignments are arranged by the University with the cooperating Districts. Supervised practicum assignments are supervised by the University on a regularly scheduled calendar.

All School Counseling candidates hold a Certificate of Clearance and a clear TB verification.

Graduate Level School Counselor Trainee

Graduate Level School Counselor Trainees are University recommended master's degree candidates who have been approved to engage in unpaid educational observation or service for the purpose of gaining professional experience under the supervision of an appropriately trained or credentialed

professional of the district. Arrangements for this experience will be made cooperatively between the counselor trainee and the principal of the participating school.

School Counseling Fieldwork Candidate

School Counseling Fieldwork candidates are University recommended master's degree candidates who have been approved to engage in unpaid counseling experiences under the supervision of a fully credentialed school counselor from the district and a University supervisor. Assignment of a University candidate to placement in a district school shall be at the discretion of the University working cooperatively with the District. The school-site supervisor and the school counseling fieldwork candidate will decide on the number of hours to be completed at the site in fulfillment of the requirements of the California Commission on Teacher Credentialing and the American School Counselor Association standards. This information will be noted in writing prior to beginning the fieldwork experience. The University reserves the right to issue or deny the PPS credential at the end of the fieldwork experience. Either the District or the University may remove the school counseling candidate for unsatisfactory performance.

School Counseling Intern

School counseling interns are University recommended master's degree candidates who possess a Pupil Personnel Service (PPS) Internship Credential. School counseling interns have been approved to engage in paid counseling services under the supervision of a fully credentialed school counselor from the district and a university supervisor. The district supervisor and the school counseling fieldwork candidate will decide on the number of hours to be completed at the site in fulfillment of the requirements of the California Commission on Teacher Credentialing. This information will be noted in writing prior to beginning the internship. The University reserves the right to issue or deny the PPS credential at the end of the internship experience. Either the District or the University may remove the school counseling intern for unsatisfactory performance.

SCHOOL PSYCHOLOGY CREDENTIAL PROGRAM

School Psychology Practicum Trainees

School Psychology Practicum Trainees are candidates recommended by the University possessing a Certificate of Clearance or other appropriate certificate who have been approved to participate in unpaid school psychology experiences, that occur prior to the field experience. These experiences are conducted in laboratory field-based settings under the supervision of a credentialed school psychologist, with three years full-time experience, and a University supervisor.

The District supervisor or the on-site supervisor and the school psychology practicum trainee will decide how the 450 prescribed clock hours (spread over two years) will be accomplished in fulfillment of the National Association of School Psychology domains, to be completed at the site. These hours are prescribed by the School Psychology curriculum: the district supervisor is not necessarily involved. This information will be noted in writing, in the Planning Document, prior to beginning the practicum experience. Either the district or the university may remove the school psychology practicum trainee for unsatisfactory performance.

School Psychology Fieldwork Candidates

School Psychology Fieldwork Candidates are candidates recommended by the University possessing a Certificate of Clearance or other appropriate certificate who have been approved to engage in unpaid school psychology experiences under supervision of a credentialed school psychologist, with three years full-time experience, and a University supervisor. An assignment of a candidate of the University to a placement in schools of the District shall be at the discretion of the University, working cooperatively with the District. The District supervisor and the school psychology candidate will decide how the 1,200 fieldwork hours will be accomplished in fulfillment of the National Association of School Psychology domains to be completed at the site. This information will be noted in writing, in the Planning Document, prior to beginning the fieldwork experience. The University reserves the right to issue or deny the Pupil Personnel Service Credential at the end of the fieldwork experience, based on passing the PRAXIS at the University of La Verne required level. Either the District or the University may remove the school psychology candidate for unsatisfactory performance.

School Psychology Interns

School Psychology Interns are candidates recommended by the University, possessing a Certificate of Clearance and an Intern Credential, who have been approved to engage in paid school psychology services under the supervision of a credentialed school psychologist, with three years full-time experience, and a University supervisor. The district supervisor and the school psychology candidate will decide how the 1,200 fieldwork hours will be accomplished, in fulfillment of the National Association of School Psychology domains, to be completed at the site. This information will be noted in writing, in the Planning Document, prior to beginning the fieldwork experience. The University reserves the right to issue or deny the Pupil Personnel Service Credential at the end of the internship experience. Either the District or the University may remove the school psychology intern for unsatisfactory performance.

ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM

Administrative Services Credentials

The Administrative Services Preliminary and Professional Credential Programs require fieldwork experiences supervised by the University staff at the beginning of the placement. All administrative services placements must be approved by the individual school-sites and Districts prior to starting the program.

Administrative Fieldwork Candidates

Administrative Fieldwork Candidates are candidates recommended by the University, who possess appropriate certification, and have been approved to engage in unpaid administrative services under the supervision of a fully credentialed administrative employee of the district. An assignment of a candidate of the University to a placement in schools of the District shall be at the discretion of the University, working cooperatively with the District. Either the District or the University may remove the administrative fieldwork candidate for unsatisfactory performance.

Administrative Interns

Administrative Interns are candidates recommended by the University, possess an Intern Credential issued by the California Teacher Credentialing Commission, who have been approved to engage in paid administrative duties under the supervision of a fully credentialed employee of the District, and a University supervisor. The University reserves the right to issue or deny the Preliminary Administrative Credential upon completion of the University program. Either the District or the University may remove the administrative Intern for unsatisfactory performance.

Professional Administrative Fieldwork Candidates

Professional Fieldwork Candidates are candidates who hold a valid Preliminary Administrative Credential, have been hired by a District for a full time, paid administrative position, and are under the supervision of a fully credentialed administrative employee of the District and a University supervisor. Recommendation for the Professional Credential shall be at the discretion of the University, working cooperatively with the District.

EXHIBIT B

Intern Credential Program Eligibility

These programs permit the students to become eligible for the intern credential if the student has:

Multiple and Single Subject Intern Eligibility

1. Bachelor's degree
2. Admitted into program and completed the program's prerequisite course requirements
3. Certificate of Clearance
4. TB Clearance
5. Subject matter competence: CSET
6. Passed CBEST
7. Been offered employment as a classroom teacher in the credential subject area.
8. U.S. Constitution
9. Speech

Internship must be completed within two years.

Interns are observed by the University weekly.

Education Specialist Intern Eligibility

1. Bachelor's degree
2. Admitted into program and completed program's prerequisite course requirements
3. Certificate of Clearance
4. TB Clearance
5. Subject matter competence: CSET
6. Passed CBEST
7. Been offered employment as an educational specialist-mild-moderate teacher
8. Complete previous experience in a special education classroom.

Internship must be completed within two years.

Interns are observed by the University bi-weekly.

School Counseling Intern Eligibility

1. Bachelor's degree
2. Admitted into program and completed program's prerequisite course requirements
3. Certificate of Clearance
4. TB Clearance
5. Passed CBEST
6. Letters of recommendation
7. Personal statement
8. Been offered employment as a school counselor

Internship must be completed within two years.

Interns are supervised by the University.

School Psychology Intern Eligibility

1. Bachelor's degree
2. Admitted into program and completed program's prerequisite course requirements
3. Certificate of Clearance
4. TB Clearance
5. Passed CBEST
6. Letters of recommendation
7. Personal statement
8. Been offered employment as a school psychologist

Internship must be completed within two years.

Interns are supervised by the University.

Administrative Services Intern Eligibility

1. Preliminary or clear teaching credential or other appropriate credential
2. Admitted into program and completed program's prerequisite course requirements
3. Minimum three years teaching or other appropriate experience
4. Letters of recommendation
5. Personal statement
6. Been offered employment as a school administrator

Internship must be completed within two years.

Interns are supervised by the University.

EXHIBIT C

INTERNSHIP PROGRAMS AGREEMENT

RESPONSIBILITIES OF PARTICIPATING PUBLIC SCHOOL DISTRICTS

The participating public school district has the following responsibilities:

1. To assist in the screening of interns;
2. To screen and employ qualified interns;
3. To determine the salary of each intern in accordance with district policies;
4. To identify and assign an individual who holds a valid California teaching credential to provide on-site supervision of the internship teacher, counselor, psychologist, administrative services candidate throughout the internship experience
5. To assume appropriate responsibilities for preparing the intern for full credentialing, including advising, supervising, evaluating and recommending the intern for the credential.
6. District shall assign each intern a site supervisor who, along with the University, shall supervise the intern on a regular basis.

EVALUATION

The Multiple and Single Subject Teacher Internship Program, Special Education Level I - Mild/Moderate Internship Program, School Counseling Intern Program, School Psychology Intern Program, and the Administrative Services Intern Program Evaluation Plan will be conducted by the individual Departments of the College of Education and Organizational Leadership of the University in cooperation with approved participating public school districts. The evaluation plan will include the following components:

1. evaluation of candidates prior to admission to the program;
2. continuing evaluation during the period of internship counseling;
3. final evaluation prior to recommendation to CCTC;
4. follow-up of graduates; and
5. evaluation of the program.

Board Report

District 16 -- Orcutt Union

Fund 01 -- General Fund

As of 2/28/2014

	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	(2,870,562.03)	485,678.32	0.00	3,679,078.04
9130 -- Revolving Cash/Fiscal Agent	18,454.02	0.00	0.00	0.00	18,454.02
9200 -- Accounts Receivable	3,796,195.62	25.00	(3,796,195.62)	0.00	0.00
9310 -- Due from Other Funds	102,272.14	0.00	(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	(2,870,537.03)	(3,436,923.84)	0.00	3,711,459.12
9500 -- Accounts Payable (Current Liabilities)	757,950.27	920.52	(754,392.41)	0.00	3,557.86
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	920.52	(1,016,340.89)	0.00	3,557.86
Fund Balance (Beginning Balance/Actual)	6,128,484.21	0.00	0.00	0.00	3,707,901.26
9791 -- Net Beginning Balance	6,128,484.21	0.00	6,128,484.21	0.00	6,128,484.21
8010 -- Revenue Limit Sources	27,634,381.00	(67,191.00)	15,211,948.32	0.00	12,422,432.68
8100 -- Federal Revenue	1,245,471.01	0.00	226,336.49	0.00	1,019,134.52
8300 -- Other State Revenues	3,762,806.34	0.00	1,117,597.56	0.00	2,645,208.78
8600 -- Other Local Revenue	1,494,581.60	112,582.43	886,691.42	0.00	607,890.18
8910 -- Other Financing Sources	18,000.00	2,855.20	5,829.96	0.00	12,170.04
8980 -- Contributions	0.00	0.00	0.00	0.00	0.00
Total Revenues	34,155,239.95	48,246.63	17,448,403.75	0.00	16,706,836.20
1000 -- Certificated Personnel Salaries	18,130,528.17	1,615,658.46	10,742,973.32	0.00	7,387,554.85
2000 -- Classified Personnel Salaries	5,478,794.72	450,840.86	3,475,805.57	0.00	2,002,989.15
3000 -- Employee Benefits	6,654,144.18	621,862.38	3,911,769.74	0.00	2,742,374.44
4000 -- Books and Supplies	2,411,391.43	70,862.87	715,138.88	295,010.83	1,401,241.72
5000 -- Services and Other Operating Expenditures	2,902,880.62	126,577.63	661,390.19	1,039,096.72	1,202,393.71
6000 -- Capital Outlay	713,400.00	33,901.98	361,909.00	2,346.75	349,144.25
7000 -- Other Outgo & Transfers Out	786,898.05	0.00	0.00	0.00	786,898.05
Total Expenditures	37,078,037.17	2,919,704.18	19,868,986.70	1,336,454.30	15,872,596.17
Fund Balance (Budget/Actual)	3,205,686.99	0.00	3,707,901.26	0.00	0.00

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

Data Refreshed:* 3/2/2014 10:45 PM

Page 1 of 2