

ORCUTT UNION SCHOOL DISTRICT  
Regular Meeting of the Board of Trustees  
Wednesday, June 10, 2015  
Public Session – **6:45 P.M.**  
Closed Session Following  
**Instructional Media Center**  
**500 Dyer Street Building H, Orcutt, CA 93455**

**CALL TO ORDER PUBLIC SESSION** 6:45 P.M.

- A. Pledge of Allegiance
- B. Adoption of June 10, 2015 Agenda

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

**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.

- 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. Retiree Recognition
- D. Adjourn to Retiree Recognition Reception
- E. Reconvene to Public Session – **District Office Board Room**

Superintendent's Report Continued

- 2. OCAF
- 3. LCAP
- 4. Budget

- F. 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.

G. 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.

H. Public Hearing – Local Control and Accountability Plan (LCAP)

A copy of the LCAP is available for review at the District Office, 500 Dyer Street, Orcutt CA between the hours of 7:30 a.m.-4:30 p.m. M-F. A copy can also be found on our website [www.orcutt-schools.net](http://www.orcutt-schools.net), Educational Services, Local Control and Accountability Plan.

Public Hearing – 2015/2016 Budget

A copy of the 2015/2016 Budget is available for review at the District Office, 500 Dyer Street, Orcutt, CA between the hours of 7:30a.m.-4:30 p.m. M-F.

**CONSENT AGENDA ITEMS**

Actions proposed for Consent Agenda (block vote) items are consistent with approved practices of the district and are deemed routine in nature. Since trustees receive board agenda backup information in advance of scheduled meetings, they are prepared to vote with knowledge on the block vote items.

Consent Agenda items are voted on at one time, although any such item can be considered separately at a board member's request.

- A. Classified Personnel Action Report
- B. Certificated Personnel Action Report
- C. Approval of Warrants
- D. Minutes, Regular Meeting May 13, 2015
- E. Surplus Items

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

Moved \_\_\_\_\_

Second \_\_\_\_\_

Vote \_\_\_\_\_

**ITEMS SCHEDULED FOR ACTION**

A. GENERAL

1. Acceptance of Gifts

Alice Shaw School Garden Club received a donation of \$300 from the California Women for Agriculture.

Staff recommends that the Board of Trustees accept this gift and direct that a letter of acceptance and appreciation be forwarded to the California Women for Agriculture.

Moved \_\_\_\_\_

Second \_\_\_\_\_

Vote \_\_\_\_\_

2. Strategic Plan Targets 2015-16

It is recommended that the Board of Trustees adopt the Orcutt Union School District Strategic Plan Targets for the 2015-16 school year.

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

B. BUSINESS

1. 2014/2015 Resolution No. 20, Education Protection Account (EPA) Requirements

Staff recommends that the Board of Trustees adopt 2014/2015 Resolution No. 20, Education Protection Account 2015/2016, as presented.

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

2. Memorandum of Understanding Between EMC Research, Inc. and the Orcutt Union School District

It is recommended that the Board of Trustees approve the Memorandum of Understanding between EMC Research, Inc. and the Orcutt Union School District, as presented.

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

D. PERSONNEL

1. Brandman University Early Childhood Education Fieldwork Site Agreement (for Student Volunteers)

Staff recommends that the Board of Trustees approve Brandman University's Early Childhood Education Fieldwork Site Agreement with the Orcutt Union School District.

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

2. Revision of Elementary Hourly Teacher Pay Rate

Staff recommends that the Board of Trustees approve an elementary hourly teacher rate of \$25 per hour effective July 1, 2015.

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

E. TECHNOLOGY SERVICES

1. Digital Media Academy and Technology Purchases

Staff recommends that the Board of Trustees approve the technology purchases to expand the Digital Media Academy and begin implementing Tablet Technology in our schools.

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, August 12, 2015, beginning with Public Session beginning at 6:45 in the District Office Board Room, 500 Dyer Street, Orcutt, CA. A special board meeting is scheduled for Wednesday, June 17, 2015 beginning at 12:30 p.m. in the District Office Board Room.

**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 Dr. Deborah Blow, 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**

- A. Public Report on Action Taken in Closed Session

**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.*



## Educational Services

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

---

To: Dr. Deborah Blow, Superintendent

From: Dr. Holly Edds, Assistant Superintendent, Educational Services

Board Meeting Date: June 10, 2015


Board Agenda Item: Local Control Accountability Plan (LCAP)

**Background:** In association with the state's new Local Control Funding Formula (LCFF) for funding education, school districts and charter schools are required to develop a **Local Control and Accountability Plan (LCAP)**. Education Code 52060 requires school districts to develop the plan which must 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.

Development of the LCAP has included multiple stakeholder groups over the past year. The process included alignment of the 2014-15 LCAP with the newly adopted Strategic Plan for the Orcutt Union School District along with the state's eight identified priorities. District needs were identified through the collection and analysis of data, including online surveys of stakeholder groups, for each of the state's identified priorities, and specific feedback was given for each. The result of this work culminated in the alignment of the five goals from the Orcutt Union School District's Strategic plan, along with Action Steps for carrying out the goals and related services and expenditures.

As required by state law, the Orcutt Union School District Board of Trustees must hold a public hearing regarding LCAP prior to considering it for approval. The plan is submitted for public hearing this evening. The Board of Trustees is scheduled to consider the LCAP for approval on Wednesday, June 17, 2015.

Classified Personnel Action Report  
June 10, 2015


TO: Deborah Blow, Ed.D. 

SUBMITTED BY: Don Nicholson, Assistant Superintendent/Human Resources

SUBJECT: Recommendations for Board Approval

| SITE              | CLASSIFICATION       | SALARY     | EFFECTIVE         | ACTION INFORMATION          |
|-------------------|----------------------|------------|-------------------|-----------------------------|
| Miller School     | Inst Assistant       | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year)  |
| Miller School     | Inst Assistant       | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year)  |
| MOT               | Utility Worker       | \$15.73/hr | 06/15/15-08/07/15 | Temporary Summer Assignment |
| MOT               | Utility Worker       | \$15.73/hr | 06/15/15-08/07/15 | Temporary Summer Assignment |
| Miller School     | Inst Assistant       | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year)  |
| Campus Connection | Child Care Assistant | \$14.93/hr | 06/15/15-8/07/15  | Summer Camp                 |
| MOT               | Utility Worker       | \$15.73/hr | 06/15/15-08/07/15 | Temporary Summer Assignment |
| Campus Connection | Child Care Assistant | \$14.93/hr | 06/15/15-08/07/15 | Summer Camp                 |
| Miller School     | Inst Assistant       | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year)  |
| Campus Connection | Child Care Assistant | \$14.93/hr | 06/15/15-08/07/15 | Summer Camp                 |
| MOT               | Utility Worker       | \$14.94/hr | 06/15/15-08/07/15 | Temporary Summer Assignment |
| Miller School     | Inst Assistant       | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year)  |
| MOT               | Utility Worker       | \$14.94/hr | 06/15/15          | Substitute                  |
| Campus Connection | Child Care Assistant | \$14.93/hr | 06/15/15-08/07/15 | Summer Camp                 |
| MOT               | Utility Worker       | \$14.94/hr | 06/15/15-08/07/15 | Temporary Summer Assignment |
| MOT               | Utility Worker       | \$15.73/hr | 06/15/15-08/07/15 | Temporary Summer Assignment |
| Ralph Dunlap      | Inst Assistant I     |            | 06/12/15          | Resignation                 |
| MOT               | Utility Worker       | \$20.07/hr | 06/15/15-08/07/15 | Temporary Summer Assignment |
| Miller School     | Inst Assistant       | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year)  |
| MOT               | Utility Worker       | \$15.73/hr | 06/15/15-08/07/15 | Temporary Summer Assignment |
| MOT               | Utility Worker       | \$15.73/hr | 06/15/15-08/07/15 | Temporary Summer Assignment |

Classified Personnel Action Report  
June 10, 2015


TO: Deborah Blow, Ed.D. 

SUBMITTED BY: Don Nicholson, Assistant Superintendent/Human Resources

SUBJECT: Recommendations for Board Approval

| SITE              | CLASSIFICATION             | SALARY     | EFFECTIVE         | ACTION INFORMATION                  |
|-------------------|----------------------------|------------|-------------------|-------------------------------------|
| Miller School     | Inst Assistant             | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year)          |
| Campus Connection | Child Care Assistant       | \$11.70/hr | 06/15/15-06/30/15 | Summer Camp                         |
| Campus Connection | Child Care Assistant       | \$12.28/hr | 07/01/15-08/07/15 | Summer Camp                         |
| Miller School     | Inst Assistant             | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year)          |
| Miller School     | Inst Assistant             | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year)          |
| Campus Connection | Child Care Coordinator     | \$19.11/hr | 06/15/15-08/07/15 | Summer Camp                         |
| Miller School     | Clerical Support           | \$17.00/hr | 06/16/15-07/14/15 | ESY (Extended School Year)          |
| MOT               | Utility Worker             | \$14.94/hr | 06/15/15          | Substitute                          |
| Campus Connection | Child Care Assistant       | \$13.54/hr | 06/15/15-06/30/15 | Summer Camp                         |
| Campus Connection | Child Care Assistant       | \$14.22/hr | 07/01/15-08/07/15 | Summer Camp                         |
| MOT               | Utility Worker             | \$14.94/hr | 06/15/15-08/07/15 | Temporary Summer Assignment         |
| MOT               | Utility Worker             | \$15.73/hr | 06/15/15-08/07/15 | Temporary Summer Assignment         |
| Miller School     | Inst Assistant             | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year)          |
| District Office   | Accounting Technician, Sr. | \$1500/mo  | 04/01/15-10/30/15 | Special Project Stipend             |
| MOT               | Utility Worker             | \$20.07/hr | 06/15/15-08/07/15 | Temporary Summer Assignment         |
| Campus Connection | Child Care Coordinator     | \$19.11/hr | 06/15/15-08/07/15 | Summer Camp                         |
| Campus Connection | Child Care Coordinator     | \$19.11/hr | 07/01/15          | Promotion<br>Permanent/Probationary |
| MOT               | Utility Worker             | \$15.73/hr | 06/15/15-08/07/15 | Temporary Summer Assignment         |
| Campus Connection | Child Care Assistant       | \$13.54/hr | 06/15/15-06/30/15 | Summer Camp                         |
| Campus Connection | Child Care Assistant       | \$14.22/hr | 07/01/15-08/07/15 | Summer Camp                         |

Classified Personnel Action Report  
June 10, 2015

TO: Deborah Blow, Ed.D. 


SUBMITTED BY: Don Nicholson, Assistant Superintendent/Human Resources

SUBJECT: Recommendations for Board Approval

| SITE              | CLASSIFICATION       | SALARY      | EFFECTIVE         | ACTION INFORMATION                    |
|-------------------|----------------------|-------------|-------------------|---------------------------------------|
| MOT               | Utility Worker       | \$14.94/hr  | 06/15/15          | Substitute                            |
| MOT               | Utility Worker       | \$15.73/hr  | 06/15/15-08/07/15 | Temporary Summer Assignment           |
| Campus Connection | Child Care Assistant | \$14.93/hr  | 06/15/15-08/07/15 | Summer Camp                           |
| Miller School     | Inst Assistant       | \$14.95/hr  | 06/16/15-07/14/15 | ESY (Extended School Year)            |
| OAHS              | Head Custodian       | \$150/mo    | 07/01/15          | Longevity – 15 years                  |
| Miller School     | Inst Assistant       | \$14.95/hr  | 06/16/15-07/14/15 | ESY (Extended School Year)            |
| Miller School     | Inst Assistant       | \$14.95/hr  | 06/16/15-07/14/15 | ESY (Extended School Year)            |
| Child Nutrition   | Director             | \$79,832/yr | 07/01/15          | Permanent/Probationary                |
| Miller School     | Inst Assistant       | \$14.95/hr  | 06/16/15-07/14/15 | ESY (Extended School Year)            |
| MOT               | Utility Worker       | \$14.94/hr  | 06/15/15          | Substitute                            |
| Miller School     | Inst Assistant       | \$14.95/hr  | 06/16/15-07/14/15 | ESY (Extended School Year)            |
| Miller School     | Inst Assistant       | \$14.95/hr  | 06/16/15-07/14/15 | ESY (Extended School Year)            |
| MOT               | Utility Worker       | \$14.94/hr  | 06/15/15          | Substitute                            |
| Miller School     | Inst Assistant       | \$14.95/hr  | 06/16/15-07/17/15 | ESY (Extended School Year) Substitute |
| Campus Connection | Child Care Assistant | \$14.93/hr  | 06/15/15-8/07/15  | Summer Camp                           |
| Miller School     | Inst Assistant       | \$14.95/hr  | 06/16/15-07/14/15 | ESY (Extended School Year)            |
| Campus Connection | Child Care Assistant | \$14.93/hr  | 06/15/15-8/07/15  | Summer Camp                           |
| Campus Connection | Child Care Assistant | \$14.93/hr  | 06/15/15-8/07/15  | Summer Camp                           |
| MOT               | Utility Worker       | \$15.73/hr  | 06/15/15-08/07/15 | Temporary Summer Assignment           |
| MOT               | Utility Worker       | \$14.94/hr  | 06/15/15          | Substitute                            |
| Miller School     | Inst Assistant       | \$14.95/hr  | 06/16/15-07/14/15 | ESY (Extended School Year)            |
| MOT               | Utility Worker       | \$20.07/hr  | 06/15/15-08/07/15 | Temporary Summer Assignment           |



Classified Personnel Action Report  
June 10, 2015

TO: Deborah Blow, Ed.D. 

SUBMITTED BY: Don Nicholson, Assistant Superintendent/Human Resources

SUBJECT: Recommendations for Board Approval

| SITE              | CLASSIFICATION            | SALARY     | EFFECTIVE         | ACTION INFORMATION          |
|-------------------|---------------------------|------------|-------------------|-----------------------------|
|                   | Occupational Therapist    | \$35.00/hr | 06/16/15-07/14/15 | ESY (Extended School Year)  |
| Campus Connection | Child Care Assistant      | \$12.28/hr | 06/15/15-06/30/15 | Summer Camp                 |
| Campus Connection | Child Care Assistant      | \$12.90/hr | 07/01/15-08/07/15 | Summer Camp                 |
| Miller School     | Inst Assistant            | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year)  |
| Patterson Rd.     | Head Custodian            | \$150/mo   | 08/01/15          | Longevity – 15 years        |
| MOT               | Utility Worker            | \$20.07/hr | 06/15/15-08/07/15 | Temporary Summer Assignment |
| Miller School     | Inst Assistant            | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year)  |
| Ed Services       | Ed Services Support Clerk | \$16.52/hr | 06/01/15          | Increase in hours           |
| Campus Connection | Child Care Assistant      | \$14.93/hr | 06/15/15-8/07/15  | Summer Camp                 |
| Miller School     | Inst Assistant            | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year)  |
| MOT               | Utility Worker            | \$15.73/hr | 06/15/15-08/07/15 | Temporary Summer Assignment |
| Campus Connection | Child Care Assistant      | \$14.93/hr | 06/15/15-8/07/15  | Summer Camp                 |
| Child Nutrition   | Child Nutrition Sr. Cook  | \$175/mo   | 08/0a/15          | Longevity – 20 years        |
| Campus Connection | Child Care Assistant      | \$14.93/hr | 06/15/15-8/07/15  | Summer Camp                 |
| Miller School     | Inst Assistant            | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year)  |
| MOT               | Utility Worker            | \$15.73/hr | 06/15/15-08/07/15 | Temporary Summer Assignment |
| MOT               | Utility Worker            | \$15.73/hr | 06/15/15-08/07/15 | Temporary Summer Assignment |
| Miller School     | Inst Assistant            | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year)  |
| Campus Connection | Child Care Assistant      | \$11.70/hr | 06/15/15-08/07/15 | Summer Camp                 |
| MOT               | Utility Worker            | \$20.07/hr | 06/15/15-08/07/15 | Temporary Summer Assignment |

Classified Personnel Action Report  
June 10, 2015

TO: Deborah Blow, Ed.D.  
SUBMITTED BY: Don Nicholson, Assistant Superintendent/Human Resources  
SUBJECT: Recommendations for Board Approval

| SITE              | CLASSIFICATION       | SALARY     | EFFECTIVE         | ACTION INFORMATION   |
|-------------------|----------------------|------------|-------------------|--|
| MOT               | Utility Worker       | \$14.94/hr | 06/15/15-08/07/15 | Temporary Summer Assignment  |
| Miller School     | Inst Assistant       | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year) Shared Position                               |
| Miller School     | Inst Assistant       | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year) Shared Position                               |
| MOT               | Utility Worker       | \$14.94/hr | 06/15/15          | Substitute   |
| Miller School     | Inst Assistant       | \$14.95/hr | 06/16/15-07/14/15 | ESY (Extended School Year) Substitute                                    |
| MOT               | Utility Worker       | \$15.73/hr | 06/15/15-08/07/15 | Temporary Summer Assignment  |
| Child Nutrition   | Director             |            | 09/01/15          | Retirement – Request Participation in Early Retirement Incentive Program |
| MOT               | Utility Worker       | \$14.94/hr | 06/15/15          | Substitute   |
| MOT               | Utility Worker       | \$15.73/hr | 06/15/15-08/07/15 | Temporary Summer Assignment  |
| MOT               | Utility Worker       | \$15.73/hr | 06/15/15-08/07/15 | Temporary Summer Assignment  |
| Campus Connection | Child Care Assistant | \$14.93/hr | 06/15/15-8/07/15  | Summer Camp  |

# ORCUTT UNION SCHOOL DISTRICT

## Certificated Personnel Action Report

**TO:** Dr. Deborah Blow  
District Superintendent

**FROM:** Don Nicholson  
Assistant Superintendent, Human Resources

**DATE:** Board Meeting of June 10, 2015

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

| <i>SCHOOL</i> | <i>CLASS/ STEP</i>   | <i>EFFECTIVE DATE</i>          | <i>ACTION INFORMATION</i>   |
|---------------|----------------------|--------------------------------|---|
| District      | VI-8                 | 2015-16                        | Resignation   |
| District      | Hourly               | 04/15-04/30/15                 | SBAC Proctor, 72 hrs  |
| Nightingale   | Extra Duty<br>Hourly | 04/02-04/28/15<br>6/16-7/17/15 | Home & Hospital, 11 hrs<br>ESY, 102.5 hrs<br>Director, Educational Services<br>Director, Child Care |
| District      | VI                   | 7/1/2015                       | Cell Phone Reimbursement<br>Mileage Reimbursement<br>Longevity                                      |
| District      | VI                   | 7/1/2015                       | Psychologist<br>Mileage Reimbursement<br>Longevity  |
| District      |                      | 7/1/2015                       | Superintendent<br>Mileage Reimbursement<br>Cell Phone Reimbursement                                 |
| Lakeview      | Extra Duty           | 04/15-04/29/15                 | Homework Club, 5 hrs  |
| District      | Hourly               | 04/23-04/30/15                 | SBAC Proctor, 22 hrs  |
| District      | Hourly               | \$04/01-04/30/15               | Home & Hospital, 33 hrs   |
| Olga Reed     | Hourly               | 04/13-04/29/15                 | Admin Support, 48 hrs   |
| Lakeview      | Extra Duty           | 04/22/15<br>04/21-04/30/15     | SMV Articulation, 4 hrs<br>Homework Club, 3 hr  |
| District      | Hourly               | 04/15-04/30/15                 | SBAC Proctor, 68 hrs  |

\*To be prorated

| <i><b>SCHOOL</b></i> | <i><b>CLASS/STEP</b></i> | <i><b>EFFECTIVE DATE</b></i> | <i><b>ACTION INFORMATION</b></i>  |
|----------------------|--------------------------|------------------------------|---|
| District             | VI                       | 7/1/2015                     | Assistant Supt., Education Services<br>Doctorate<br>Cell Phone Reimbursement                  |
| District             | V                        | 7/1/2015                     | Psychologist<br>Mileage Reimbursement   |
| District             | Hourly                   | 6/16-7/17/15                 | ESY, 102.5 hrs  |
| Pine Grove           | VI-6                     | 8/14/15                      | Temporary Contract, 100%  |
| District             | Daily                    | 04/13--05/08/15              | Sub Admin, 8 days   |
| Orcutt               | Extra Duty               | 02/12-04/22/15               | SMV Articulation, 8 hrs   |
| District             | VI                       | 7/1/2015                     | Principal on Special Assign<br>Longevity<br>Cell Phone Reimbursement<br>Mileage Reimbursement |
| Dunlap               | VI                       | 7/1/2015                     | Principal<br>Longevity<br>Cell Phone Reimbursement<br>Mileage Reimbursement                   |
| District             | Hourly                   | 04/23-04/30/15               | SBAC Proctor, 27.5 hrs  |
| District             | Hourly                   | 04/16-04/30/15               | SBAC Proctor, 63 hrs  |
| Patterson            | V-20                     | 2015-16                      | Job Share, 50%  |
| Orcutt               | V-20<br>Extra Duty       | 2015-16<br>04/15-04/22/15    | Additional .20 FTE<br>SMV Articulation, 2 hrs   |
| Lakeview             | Extra Duty               | 04/24-04/30/15               | Worked Prep, 2 hrs  |
| District             | Daily                    | 05/4-05/21/15                | Interim Assistant Superintendent, Business, 12 days   |
| Nightingale          | VI                       | 7/1/2015                     | Principal<br>Cell Phone Reimbursement<br>Mileage Reimbursement                                |
| Orcutt               | Extra Duty               | 04/17/15                     | Worked Prep, 1 hr   |
| District             | VI                       | 7/1/2015                     | Psychologist<br>Longevity<br>Mileage Reimbursement  |
| Lakeview             | VI                       | 7/1/2015                     | Principal<br>Cell Phone Reimbursement<br>Mileage Reimbursement                                |
| Patterson            | V-7                      | 8/18/2014                    | Temporary Contract, 50%   |
| Patterson            | Extra Duty               | 03/17/15                     | 4 <sup>th</sup> Grade Collaboration, 6 hrs  |

\*To be prorated

| <i><b>SCHOOL</b></i> | <i><b>CLASS/STEP</b></i> | <i><b>EFFECTIVE DATE</b></i>     | <i><b>ACTION INFORMATION</b></i>   |
|----------------------|--------------------------|----------------------------------|--|
| Olga Reed            | Stipend                  | 2014-15                          | Yearbook Stipend (split)<br>ASB Advisor  |
| Patterson            | VI                       | 7/1/2015                         | Principal<br>Longevity<br>Cell Phone Reimbursement<br>Mileage Reimbursement          |
| District             | VI-20                    | 2015-16                          | Leave / Transfer to OAHS   |
| District             |                          | 7/1/2015                         | Assistant Superintendent HR<br>Cell Phone Reimbursement<br>Longevity                 |
| District             | Hourly                   | 6/16-7/17/15                     | ESY, 102.5 hrs   |
| Orcutt               | II                       | 7/1/2015                         | Principal<br>Cell Phone Reimbursement<br>Mileage Reimbursement                       |
| Lakeview             | Extra Duty               | 04/30/15                         | Worked Prep, 1 hr  |
| District             | Hourly                   | 6/16-7/17/15                     | ESY, 102.5 hrs   |
| Orcutt               | V-3                      | 2015-16                          | Prob 2, Resource Teacher   |
| District             | Hourly                   | 6/16-7/17/15                     | ESY, 102.5 hrs   |
| Nightingale          | Stipend                  | 2014-15                          | Yearbook   |
| District             | Extra Duty<br>Hourly     | 03/30-04/24/15<br>6/16-7/17/15   | Home and Hospital, 14 hrs<br>ESY, 102.5 hrs  |
| Lakeview             | VI                       | 7/1/2015<br>5/22-6/12/15         | Vice Principal<br>Longevity<br>Cell Phone Reimbursement<br>Interim Principal         |
| District             | II                       | 7/1/15                           | Administrative School Nurse<br>Cell Phone Reimbursement<br>Mileage Reimbursement     |
| District             | Hourly                   | 6/16-7/17/15                     | ESY, 102.5 hrs   |
| District             | Extra Duty               | 05/15-07/15/15                   | ESY Administrator  |
| Pine Grove           | VI                       | 7/1/2015                         | Principal<br>Extra Days, 5 days<br>Cell Phone Reimbursement<br>Mileage Reimbursement |
| District             | Hourly                   | 04/29-04/30/15<br>04/22-04/30/15 | NWEA Proctor, 3.5 hrs<br>SBAC Proctor, 34.25 hrs                                     |
| Lakeview             | V-14<br>Extra Duty       | 2015-16<br>03/18-04/28/15        | Additional .20 FTE<br>Worked Prep, 3.5 hr  |

\*To be prorated

| <i>SCHOOL</i> | <i>CLASS/ STEP</i>   | <i>EFFECTIVE DATE</i>          | <i>ACTION INFORMATION</i>  |
|---------------|----------------------|--------------------------------|--|
| Lakeview      | Extra Duty           | 04/20-04/28/15                 | Worked Prep, 1 hr  |
| Orcutt        | VI-18                | 2015-16                        | Voluntary Transfer   |
| Nightingale   | IV                   | 7/1/2015                       | Vice Principal<br>Cell Phone Reimbursement   |
| Shaw          | Hourly               | 04/13-04/30/15                 | SBAC Proctor, 68 hrs   |
| Shaw          | VI                   | 7/1/2015                       | Principal<br>Cell Phone Reimbursement<br>Mileage Reimbursement                             |
| District      | Extra Duty<br>Hourly | 03/31-04/24/15<br>6/16-6/17/15 | Home and Hospital, 14 hrs<br>ESY, 102.5 hrs  |
| District      | Hourly               | 04/01-04/25/15                 | Beginning Strings, 19 hrs  |
| Patterson     | V-20                 | 2015-16                        | Units for column movement  |
| District      | Hourly               | 04/01-04/30/15                 | SBAC Proctor, 89.5 hrs   |
| Patterson     | V-3                  | 2015-16                        | Job Share  |
| District      | Hourly               | 6/16-7/17/15                   | ESY, 102.5 hrs   |
| District      | Hourly               | 6/16-7/17/15                   | ESY, 102.5 hrs   |
| District      | VI                   | 7/1/2015                       | Director, Pupil Services<br>Longevity<br>Cell Phone Reimbursement<br>Mileage Reimbursement |
| Lakeview      | Extra Duty           | 04/13/15<br>04/14/15           | Homework Club, 1 hr<br>Worked Prep, 1 hr   |
| District      | Hourly               | 6/16-7/17/15                   | ESY, 102.5 hrs   |
| District      | Hourly               | 6/16-7/17/15                   | ESY, 102.5 hrs   |
| Lakeview      | IV-2<br>Extra Duty   | 2015-16<br>04/24/15            | Prob 2<br>Worked Prep, 1 hr  |
| District      | V                    | 7/1/2015                       | Psychologist<br>Mileage Reimbursement  |
| District      | Hourly               | 04/01-04/29/15                 | SBAC Proctor, 36 hrs   |
| Shaw          | VI-20                | 2015-16                        | Reduced Workload, 50%, Yr 1  |
| Orcutt        | Extra Duty           | 03/31-04/30/15                 | Detention, 9 hrs   |
| Orcutt        | Extra Duty           | 04/6-04/22/015                 | SMV Articulation, 4 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  
BOARD OF TRUSTEES  
REGULAR MEETING  
May 13, 2015**

**CALL TO ORDER**

A regular meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, May 13, 2015 beginning with Mr. Hatch calling Public Session to order at 6:45 p.m. The Pledge of Allegiance was led by Jan Zilli. Members Present: Hatch, Peterson Phillips and Zilli. Absent: Buchanan. Administrators Present: Blow, Edds, Nicholson and Interim CBO/Assistant Superintendent Robert Klempen. Absent: None.

**SUPERINTENDENT'S REPORT**

Dr. Blow called on each Principal who introduced their PTA/PTSA President and recognized them for their commitment during the 2014/2015 year. The meeting adjourned at 7:20 p.m. to a reception.

**RECONVENE TO PUBLIC SESSION**

The meeting reconvened to Public Session at 7:28 p.m. in the District Office Board Room.

**SUPERINTENDENT'S REPORT (continued)**

OCAF is preparing for their Summer Arts Program. Grants are being written and received to fund the new "Arts Attack" program being implemented during the 2015/2016 school year.

**PUBLIC COMMENT**

OEA President Monique Segura reported that OEA will be honoring teachers by providing lunch from Cielito Lindo Mexican Grill at each site and invited the Board to join them. Monique will be attending the awards nights to present the OEA scholarships, one to an OAHS student and one to a student of an OEA member. Roberta Hough is busy selecting just the right retirement clock for each of the retirees being recognized at the June 10<sup>th</sup> Board Meeting. She thanked Dr. Blow and Mr. Nicholson for the recent interview and hiring practices that have been put in place. It is a professional process and OEA felt they had significant input into the selections made. Monique also commented that staff appreciates the site visits from Dr. Blow.

**WRITTEN COMMUNICATION**

Dr. Blow shared a note received from the Curti family thanking the district for the Educational Media Innovation (EMI) Awards event. Amy Curti wrote that she was "blown away" by the caliber of the student videos.

**PUBLIC HEARING**

Mr. Hatch opened the Public Hearing on Materials Adoption. There being no discussion the hearing was closed.

**CONSENT AGENDA ITEMS**

- A. Classified Personnel Action Report
- B. Certificated Personnel Action Report
- C. Approval of Warrants
- D. Minutes, Regular Meeting April 15, 2015
- E. Minutes, Special Meeting, April 29, 2015
- F. Board Policy 5131.2, Bullying, for second reading
- G. Board Policy 5141.4, Child Abuse Prevention and Reporting, for second reading.
- H. Board Policy 5144.1, Suspension and Expulsion/Due Process, for second reading
- I. Board Policy 5145.3, Nondiscrimination/Harassment, for second reading.

It was move by Jim Peterson seconded by Jan Zilli and carried to approve Consent Agenda Items A through I, as submitted. Ayes: Hatch, Peterson, Phillips and Zilli. Absent: Buchanan.



## ITEMS SCHEDULED FOR ACTION

### Gifts

It was moved by Jan Zilli, seconded by Liz Phillips and carried to accept the gift and directed that a letter of acceptance and appreciation be forwarded to Orchard Supply Hardware in Santa Maria  
Ayes: Hatch, Peterson, Phillips and Zilli. Absent: Buchanan.

### Trips

It was moved by Liz Phillips, seconded by Jim Peterson and carried to approve the Orcutt Jr. High trips to Universal Studios on June 3, 2015 and Magic Mountain on June 4, 2015. Ayes: Hatch, Peterson, Phillips and Zilli. Absent: Buchanan.

### 2014/2015 Resolution No. 18

It was moved by Jan Zilli, seconded by Liz Phillips and carried to adopt 2014/2015 Resolution No. 18, GASB 54. Ayes: Hatch, Peterson, Phillips and Zilli. Absent: Buchanan.

### Child Nutrition Increase

It was moved by Liz Phillips, seconded by Jan Zilli and carried to approve the \$0.25 meal price increase for the child nutrition lunch program. Ayes: Hatch, Peterson, Phillips and Zilli. Absent: Buchanan.

### ASHA Conference

It was moved by Liz Phillips, seconded by Jim Peterson and carried to authorize travel to the ASHA Conference in Phoenix, Arizona, July 10-12, 2015 for one of the district Speech-Language Hearing Specialists. Ayes: Hatch, Peterson, Phillips and Zilli. Absent: Buchanan.

### Agreement with Clifford Moss LLC

It was moved by Jim Peterson, seconded by Jan Zilli and carried to approve the agreement between Clifford Moss LLC and the Orcutt Union School District. Ayes: Hatch, Peterson, Phillips and Zilli. Absent: Buchanan.

### Mathematics Adoption

It was moved by Jan Zilli, seconded by Liz Phillips and carried to adopt the math programs, as presented. Ayes: Hatch, Peterson, Phillips and Zilli. Absent: Buchanan.

### 2014/2015 Resolution No. 17

It was moved by Jan Zilli, seconded by Jim Peterson and carried to adopt 2014/2015 Resolution No. 17, Declaration of Need. Ayes: Hatch, Peterson, Phillips and Zilli. Absent: Buchanan.

### Agreement with OEA and Public Disclosure of Proposed Collective Bargaining Agreements

It was moved by Jan Zilli, seconded by Liz Phillips and carried to approve the negotiated agreement with the Orcutt Educators Association (OEA). Ayes: Hatch, Peterson, Phillips and Zilli. Absent: Buchanan. Dr. Blow thanked OEA and the district team stating that she feels that this is a "win-win" for both students and staff. Monique thanked the district for thinking "outside the box".

### 2014/2015 Resolution No. 19

It was moved by Liz Phillips, seconded by Jim Peterson and carried to adopt 2014/2015 Resolution No. 19, Designating the Assistant Superintendent, Business Services as Senior Management of the Classified Services. Ayes: Hatch, Peterson, Phillips and Zilli. Absent: Buchanan.

### Assistant Superintendent, Business Services Contract

It was moved by Jim Peterson, seconded by Jan Zilli and carried to ratify the Employment Agreement with Assistant Superintendent, Business Services, Walter J. Con. Ayes: Hatch, Peterson, Phillips and Zilli. Absent: Buchanan. Mr. Con was welcomed along with his wife, Sharon. Dr. Blow read descriptors gathered from Walter's colleagues during the site visit.

### Approval of Administrative Positions

It was moved by Jim Peterson, seconded by Jan Zilli and carried to approve the hiring of two (2) principals. Ayes: Hatch, Peterson, Phillips and Zilli. Absent: Buchanan.

Dr. Blow announced that Kelly Osborne and Ted Lyon have been selected to fill the two principal positions. Site assignments will be announced tomorrow.

**ITEMS FOR INFORMATION/DISCUSSION**

The Board Financial Report was presented for information/discussion. Mr. Klempe said there was nothing unusual to report.

Dr. Peterson thanked Mr. Hatch for being the Master of Ceremonies at the EMI Event and also all the staff involved in producing such a wonderful event. Mr. Hatch commented that the venue could not have been any better.

**GENERAL ANNOUNCEMENTS**

Unless otherwise noticed, the next regular board meeting is scheduled for Wednesday, June 10, 2015 beginning with Public Session at 6:45 p.m. in the Instructional Media Center, 500 Dyer Street, Building H, Orcutt, CA.

**ADJOURN**

It was moved by Liz Phillips, seconded by Jan Zilli and carried to adjourn the meeting to Closed Session at 7:56 p.m.

**RECONVENE TO PUBLIC SESSION**

The meeting reconvened to Public Session at 8:35 p.m. Mr. Hatch reported that no action was taken in Closed Session

**ADJOURN**

The meeting was adjourned at 8:40 p.m.

---

Deborah L. Blow, Ed.D. Board Secretary

---

Lizbeth Phillips, Clerk, Board of Trustees



# BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees  
Deborah Blow, Ed.D.

FROM: *Rak* Bob Klempen  
Interim Assistant Superintendent, Business Services

BOARD MEETING DATE: June 10, 2015

BOARD AGENDA ITEM: Surplus Items

BACKGROUND: In accordance with Education Code Sections 39520- 39530 and BP 3260; staff has inspected the equipment turned in and recommends that the following item be declared surplus and unusable property.

| Item | Description          | Fixed Asset # |
|------|----------------------|---------------|
| Elmo | Elmo Document Camera | 002311        |
| Elmo | Elmo Document Camera | 003472        |
| Elmo | Elmo Document Camera | 003715        |

RECOMMENDATION: Staff recommends to surplus items as stated above.

FUNDING: N/A



# Shaw Elementary School

759 Dahlia Place  
Santa Maria, California 93455  
Orcutt Union School District  
[www.aliceshawschool.net](http://www.aliceshawschool.net)

Phone: (805) 938-8850

Fax: (805) 938-8899

---

Date 05/07/15

Dr. Blow  
Superintendent &  
The Board of Trustees  
Orcutt Union School District  
501 Dyer St.  
Orcutt, CA 93455

Dear Dr. Blow and Board:

On behalf of Alice Shaw School, I am requesting that the Board of Trustees accept a donation of \$300.00 from California Women for Agriculture for Garden Club.

This donation will be used to purchase garden supplies. We thank California Women for Agriculture for this donation and appreciate their support.

Sincerely,

  
Principal

Cc:  
Santa Maria Chapter  
California Women for Agriculture  
PO Box 1898  
Santa Maria, CA 93456



# ORCUTT UNION SCHOOL DISTRICT

## REQUEST FOR ACCEPTANCE OF GIFT

**SCHOOL:** Shaw Elementary School Date: 9/9/2013

**DONOR:** Name: Santa Maria Chapter Calif Women for Agriculture  
Address: PO Box 1898 SM CA 93456  
Phone No. \_\_\_\_\_

**GIFT:** Item Donated \_\_\_\_\_ or Cash Donation \$ 300.00  
(Fill in if money is donated)  
Designated for: Garden Club  
General Description: \_\_\_\_\_  
Model No.: \_\_\_\_\_ Condition:  New  Used  
Value (estimated): \_\_\_\_\_  
Purpose of Gift: Garden Supplies  
Will gift be purchased through Business Services Office?  Yes  No  
Donor Conditions of Acceptance: \_\_\_\_\_

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

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

Acceptance Requested By (OUSD Staff Member): Natalie Ortega / Office Manager

Acceptance Approved By (Administrator): *J. Lawrence*

RECOMMENDATIONS: Principal or District Representative \_\_\_\_\_

BOARD ACTION: Date Accepted: \_\_\_\_\_ Date Denied: \_\_\_\_\_

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



## Orcutt Union School District Superintendent's Office

500 Dyer Street • Orcutt, California 93455 • 805.938.8900

TO: Board of Trustees

FROM: Deborah Blow, Ed.D.

BOARD MEETING DATE: June 10, 2015

BOARD AGENDA ITEM: STRATEGIC PLAN TARGETS

On March 11, 2015 the Board of Trustees adopted the Orcutt Union School District Strategic Plan. Attached and for your adoption tonight are the Orcutt Union School District Strategic Plan Targets for the 2015-16 school year.



Strategic Plan – 2015 - 2016

High Quality Instruction

| TARGETS  | ACTIONS   |
|--|---|
| A. 1 Provide high quality curriculum and instruction through the implementation of Common Core State Standards   | A 1.1 Continue district-wide collaboration meetings focusing on intervention strategies, CCSS standards, data analysis, and the implementation of newly adopted standards-aligned materials |
|  | A 1.2 Train administrators in, and implement Collaborative Administrator Walkthrough process  |
|  | A 1.3 Pilot and purchase new instructional materials in English Language Arts   |
| A. 2 Provide targeted intervention and instruction to meet the needs of all students in ELA and Math with a focus on English Learners, Economically Disadvantaged, Special Needs, and Foster Youth | A 2.1 Identified students will receive targeted support through on-site interventions provided by the classroom teacher and grade level team.   |
|  | A 2.2 Open computer labs for intervention before and after school   |
|  | A 2.3 Usage of the Compass Learning System with fidelity for identified students  |
|  | A 2.4 Support will be provided for the identification of and training in, effective research based interventions  |
|  | A 2.5 Refine Jr High School Extended Learning Opportunities   |
| A. 3 Provide a comprehensive process for the identification and support of students in need of academic and social emotional support   | A3.2 Provide Facilitated IEP Training for principals and psychologists  |
|  | A3.3 Reexamine and evaluate the Student Study Team Process  |



Strategic Plan – 2015 - 2016

High Quality Instruction

| TARGETS   | ACTIONS  |
|---|--|
| <p>A.4 Expand the focus on data analysis to drive instructional decisions</p>   | <p>A 4.1 Administrators and leadership teams trained in the use of data to drive decisions, identify students in need of targeted interventions, and monitor student progress</p> <p>A 4.2 Implementation of Educational Data Management System (EDMS)</p> <p>A 4.3 Continue to develop Professional Learning Communities</p>                  |
| <p>A.5 Develop, refine, and administer a variety of quality assessments to measure student progress in ELA and Mathematics</p>          | <p>A 5.1 Continue administration and review of assessments through the NWEA system</p> <p>A 5.2 Continued implementation and review of results from SBAC Assessments</p> <p>A 5.3 Identify early literacy assessments for kindergarten, and first grade</p>  |
| <p>A.6 Provide high quality professional development to teacher and administrators in alignment with the implementation of the CCSS</p> | <p>A 6.1 Continue to train administrators and site leadership teams in effective PLCs</p> <p>A 6.2 Training will be provided in the integration of technology to ensure all students have access to the core curriculum</p> <p>A 6.3 Provide professional development and support for CCSS mathematics and the new math adoption materials</p> |





Strategic Plan – 2015 - 2016

21st Century Skills

| TARGETS  | ACTIONS   |
|--|---|
| B.1 Provide opportunities for creativity and innovation in student work and finished products                        | B 1.1 Continue to support and expand the First Lego League Robotics Program at all schools            |
|  | B 1.2 Explore and begin providing opportunities for students to participate in Makers Spaces          |
| B 2 Provide opportunities for students to work in collaborative groups on projects and hands-on learning experiences | B 2.1 Explore and begin providing opportunities for students to participate in Project Based Learning |
|  | B 2.2 Increase opportunities for students to participate in hands on labs and activities in science   |
|  | B 2.3 Teachers and students will use cloud-based collaboration to support academic learning           |
| B. 3 Increase 21 <sup>st</sup> Century Communication Skills and Digital Literacy                                     | B 3.1. Continue and expand Digital Media Academy  |
|  | B 3.2 Launch and maintain and district Facebook Page  |
|  | B 3.3 Encourage and increase opportunities for students to participate in blogs & peer reflections    |
|  | B3.4 Encourage world-wide collaboration through social media  |
| B. 4 Increase and improve the level of rigor and critical thinking skills  | B 4.1. Provide opportunities for students to participate in Real World Problem Solving opportunities  |
|  | B 4.2 Launch iPad Academy for completion of school projects and action research                       |
|  | B 4.3 Provide opportunities and instruction in coding and the use of gaming                           |
| B. 5 Promote good citizenship and respect both physically and digitally  | B 5.1 Provide students training in the importance of Digital Citizenship                              |



Strategic Plan – 2015 - 2016

Flexible Learning Environments

| TARGETS  | ACTIONS  |
|--|--|
| C 1 Create ways to expand learning time and opportunities, for both students and staff | C 1.1 Teachers will meet weekly for 1 hour in a Professional Learning Community  |
|  | C 1.2 Provide opportunities for restructuring instructional time during the day  |
|  | C 1.3 Explore other ways to increase after school enrichment activities  |
| C 2 Explore new curriculum models for increased student engagement                     | C 2.1 Investigate research-based learning opportunities i.e. problem-based learning, and blended learning, as well as literature circles and centers |
|  | C 2.2 Expand the school day, through technology applications   |
| C 3 Explore and define Career Pathway opportunities                                    | C 3.1 Investigate Career Pathway programs at the High School level   |
| C 4 Explore ways to create flexible and creative learning spaces                       | C 4.1 Purchase and pilot flexible classroom furniture  |
|  | C 4.2 Explore new uses for collaborative spaces such as the VAPA Rooms   |

ORCUTT UNION SCHOOL DISTRICT STRATEGIC PLAN TARGETS



Strategic Plan – 2015 - 2016

Whole Child

| TARGETS   | ACTIONS   |
|---|---|
| D1 Support the social and emotional needs of all students                               | D1.1 Continue counseling support at all schools   |
|   | D1.2 Provide small group counseling support for students in need  |
| D 2 Provide a positive climate at all schools   | D 2.1 Initiate 1 <sup>st</sup> phase of Positive Behavioral Intervention and Support (PBIS) at the Elementary Schools |
| D 3 Provide opportunities within the Visual and Performing Arts (VAPA) for all students | D 3.1 Initiate the Arts Attack, visual arts program at all K-6 and K-8 Schools  |
|   | D 3.2 Expand After School offerings in the Visual and Performing Arts   |
|   | D 3.3 Initiate weekly classroom music instruction in 1 <sup>st</sup> through 6 <sup>th</sup> grades                   |
| D 4 Promote physical fitness and wellness for all students                              | D 4.1 Expand standards-based elementary Physical Education  |
|   | D 4.2 Revisit and refine implementation of the district Wellness Policy   |
|   | D 4.3 Continue work and refinement of school gardens  |
| D 5 Provide a safe and secure physical environment                                      | D 5.1 Update and execute School Safety Plans  |
|   | D 5.2 Conduct safety drills at all schools and the district office  |



Strategic Plan – 2015 - 2016

Resources

| TARGETS  | ACTIONS  |
|--|--|
| E 1 Effectively utilize financial resources  | E. 1.1 Explore ways of expanding financial resources                                       |
|  | E. 1.2 Investigate opportunities through Prop 39 Funds                                     |
|  | E. 1.3 Investigate feasibility of a General Obligation Bond                                |
|  | E. 1.4 Continue to explore possibilities and work with Key Site 17                         |
|  | E. 1.5 Work to maximize Average Daily Attendance   |
| E 2 Effectively utilize current assets and facilities                                  | E. 2.1 Conduct a facilities needs assessment and create a Facilities Master Plan           |
|  | E. 2.2 Continue to explore classroom space needs to lower class sizes                      |
| E 3 Attract and retain Highly Qualified Staff  | E. 3.1 Continue to improve and refine recruitment and selection processes for new staff    |
|  | E. 3.2 Initiate an Employee Recognition Program  |
|  | E. 3.3 Offer high quality training and support for newly hired employees                   |
| E 4 Effectively utilize staff and student time   | E. 4.1 Pilot Time Banking to allow for Professional Learning Communities                   |
| E 5 Assure access to technology as a tool to support learning and administrative tasks | E. 5.1 Assess needs and increase infrastructure capacity to support district needs         |
|  | E. 5.2 Expand access to laptop and tablet technology                                       |
|  | E. 5.3 Continue and expand Digital Media Academy   |
|  | E. 5.4 Explore new technologies to enhance student learning, engagement, and communication |



## BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees  
Deborah Blow, Ed.D.

FROM: *Rak* Bob Klempen  
Interim Assistant Superintendent, Business Services

BOARD MEETING DATE: June 10, 2015

BOARD AGENDA ITEM: Resolution No. 20 Education Protection Account (EPA) Requirements

BACKGROUND: Proposition 30, The Schools and Local Public Safety Protection Act of 2012, approved by the voters on November 6, 2012, temporarily increases the State's sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers. Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012. The provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account (EPA) to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f).

Local Education Agencies (LEAs) such as school districts, county offices of education, and charter schools will receive funds from the EPA based on their proportionate share of the statewide LCFF amount. A corresponding reduction is made to a LEAs LCFF state aid equal to the amount of their EPA entitlement. LEAs will receive EPA payments quarterly in the 2015-16 Fiscal Year.

Nearly all of the increased revenue generated from Proposition 30 is used to pay K-14 expenses from the prior year and reduce delays in payments due to schools. Therefore, districts throughout California are estimating deferral payback funding which will allow for restoration of previous cuts imposed during the recession.

**2015-16 Education Protection Act**

The Proposition 30 initiative was intended to minimize deeper cuts to school agencies and other state-supported programs in California. In addition, Proposition 30 prohibits the Initiative's tax revenues allocated to K-12 agencies from being used for administrative costs. While all revenues raised by Proposition 30 are distributed to school districts, a significant share of those resources simply reduce the amount of other state funding that schools receive.

Before June 30 of each year, the State Director of Finance is required to estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year.

| <b>Education Protection Account</b>  |              |
|--|--------------|
| <b>Estimated Funds</b>   |              |
| Calculation:   | \$ 5,281,740 |
| <b>Estimated Expenditures</b><br><i>instruction, instructional library, media, and technology, guidance and counseling services, psychological services, attendance and social work services, health services, speech pathology and audiology services, custodians, plant services, and, pupil testing services.</i> | \$ 5,281,740 |
| <p>Note: As per Article XIII, Section 36 of the California Constitution, the district will post an accounting of the actual money received from the EPA and accounts where the money was allocated when we receive the funds.</p>  |              |

**RECOMMENDATION:**

Staff recommends the Board Adopt Resolution No.20, The Education Protection Account 2015-16, as presented above.

**FUNDING:**

General Fund

**ORCUTT UNION SCHOOL DISTRICT  
REGULAR BOARD MEETING  
June 10, 2015**

**RESOLUTION NO. 20  
THE EDUCATION PROTECTION ACCOUNT (EPA) 2015-2016**

**WHEREAS**, the voters approved Proposition 30 on November 6, 2012;

**WHEREAS**, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

**WHEREAS**, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

**WHEREAS**, before June 30 of each year, the State Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

**WHEREAS**, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

**WHEREAS**, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

**WHEREAS**, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

**WHEREAS**, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

**WHEREAS**, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

**WHEREAS**, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

**WHEREAS**, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

**WHEREAS**, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

**WHEREAS**, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Governing Board of the Orcutt Union School District that:



1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of Orcutt Union School District;
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Orcutt Union School District has determined to spend the monies received from the Education Protection Act on:
  - instruction,
  - instructional library, media, and technology,
  - guidance and counseling services,
  - psychological services,
  - attendance and social work services,
  - health services,
  - speech pathology and audiology services,
  - custodians,
  - plant services, and
  - pupil testing services.

**PASSED AND ADOPTED** this 10th day of June, 2015.

I, Deborah L. Blow Secretary of the Board of Trustees of Orcutt Union School District hereby certify that Resolution #20 was duly passed and adopted by the Board of Trustees of Orcutt Union School District at a regular meeting thereof assembled this 10th day of June 2015 by the following vote, to-wit:

**AYES:**

**NOES:**

**ABSENT:**

---

Secretary of the Board of Education of the  
Orcutt Union School District



MARKET  
& OPINION  
RESEARCH  
SERVICES

720 Third Avenue  
Suite 1110  
Seattle, WA 98104  
206.652.2454

436 14th Street  
Suite 820  
Oakland, CA 94612  
510.844.0680

88 E Broad Street  
Suite 1270  
Columbus, OH 43215  
614.268.1660

610 SW Alder Street  
Suite 521  
Portland, OR 97205  
503.444.6000

[EMCResearch.com](http://EMCResearch.com)

**TO:** Dr. Deborah Blow, Orcutt Union School District  
**FROM:** Sara LaBatt, EMC Research  
**DATE:** May 28, 2015  
**RE:** Opinion Research for Orcutt Union School District

---

Thank you for the opportunity to present our proposal for research services for the Orcutt Union School District. Outlined below is a summary of our approach, scope of work, costs, and related experience. If you have any questions or need any additional information, please do not hesitate to contact us.

### **PROJECT APPROACH AND METHODOLOGY**

The purpose of this public opinion research project would be to provide Orcutt Union School District with statistically valid data regarding the opinions of their voters that would aid in determining the feasibility of a General Obligation bond measure.

Our work will provide your district with the information needed to make important strategic decisions:

- The appropriate bond amount and timing for the measure;
- The type of projects that are most important to those who will vote;
- The themes and messages that will assist in reaching a successful outcome;
- Suggested areas for public education and community outreach.

EMC's overall approach to this project would fall into four general steps:

1. **Listen** to the needs of the District.
  - What are the desired projects?
  - What is the identified level of need?
  - How will the projects improve the quality of school facilities and student education?
  - What local and internal issues may impact a bond election?
2. **Conduct** a scientifically sound survey
  - Write questionnaire in consultation with the District and your consultant team
  - Adhere to strict telephone calling standards
  - Analyze data using variety of techniques to answer key questions
3. **Present** results so they can be understood and used
  - PowerPoint with analysis and recommendations – more than just numbers
  - Written reports or executive summaries as needed
  - Easy to read cross-tabular results
  - Firm Principal involved in project and available to present and discuss results

- Provide extensive expertise in presenting at public board meetings

4. **Assist** in development of measure if the District chooses to move forward

- Recommendations that can be used in the real world
- Ballot question wording
- Overall themes for public information
- Timing of the measure

### **Sample Size**

Our review of the registered voter rolls reveals approximately 20,800 voters and 11,400 voter households within the Orcutt Union School District jurisdiction. Based on the size of this electorate, we estimate that we will be able to complete interviews with approximately 300 likely voters. The number of interviews corresponds with the research's statistical reliability. The margin of error on a sample size of 300 is  $\pm 5.7$  percentage points.

### **Development of Survey Instrument:**

EMC will prepare a draft survey instrument to review with the District and its consultants. The questionnaire would be designed to analyze the feasibility of passing a school bond measure. We anticipate an average interview length of approximately 15 minutes.

The questionnaire would likely include the following:

- Ratings of the District
- Perception of the District's financial need
- Perception of District's financial management
- General attitudes about taxes and the importance of funding public education
- The vote "today" on a potential bond measure
- Opinions of projects and programs to be funded
- The impact of various message themes on support for the measure
- Potential impact of an opposition message
- Demographics

EMC will be available for meetings and teleconferences as needed to review the draft survey instrument, the sampling and survey methodologies and processes with the District.

We will also revise the survey as appropriate based upon feedback from the District and consultants. We will obtain final approval of the survey instrument by the District before moving forward to begin interviewing.

Upon approval of the final survey instrument, EMC will:

- Purchase a list of voters in the District;
- Test the questionnaire for clarity of questions, and revise the questionnaire as necessary;
- Collect survey data through interviews conducted by telephone from a central telephone bank, supervised by an on-duty supervisor;
- Monitor the data daily for quality control to ensure the sample reflects the District's demographics in terms of gender, age, ethnicity, party affiliation, and geographic distribution.
- Code open-ended responses, if any, for computer analysis;
- Perform in-depth analysis of the data;
- Tabulate survey results, and design and generate cross-tabulations and other statistical tables as needed;
- Prepare a PowerPoint report of results with charts, analysis, recommendations and alternatives;
- Be available to present and discuss analysis of survey results with District staff and Board of Trustees;

## TIMELINE

EMC Research is available to begin work on this project immediately. Outlined below is a proposed timeline for this work of this type. This timeline is a starting point, and can be adjusted as needed.

|                                 |   |
|---------------------------------|---|
| <b>June 10, 2015</b>            | Contract approval   |
| <b>Week of June 15</b>          | Project kick-off meeting; review past research and other background materials; identify key project goals and objectives; begin drafting questionnaire.   |
| <b>Week of June 22</b>          | Submit draft questionnaire; conference call(s) or meetings as necessary to review and edit the questionnaire; submit revised drafts as needed.  |
| <b>Week of June 29</b>          | Additional edits, revisions, and recirculation of survey questionnaire; purchase random sample of voters; finalize survey questionnaire; program the questionnaire for data collection; pre-test the survey and edit as needed. |
| <b>Weeks of July 6 &amp; 13</b> | Data collection; topline survey results provided.   |
| <b>Week of July 20</b>          | Cross-tabular survey results available; detailed, in-person presentation of results, analysis, and specific recommendations.  |
| <b>On-going</b>                 | Continued consultation and advice for as long as the research is used.  |

## **COST & SCOPE OF WORK**

The not-to-exceed cost to conduct this survey research project would be \$17,900. This includes all goods and services necessary for the successful completion of this project, including all the services and deliverables outlined in this proposal. Specifically, at a minimum for this project, EMC will:

- Work with District staff and consultants to design and prepare a survey instrument that addresses the District's goals;
- Draw a computer-generated random sample of likely voters in the District;
- Test the questionnaire for clarity of questions, and revise the questionnaire as necessary;
- Collect survey data through interviews conducted by telephone from a central telephone bank, supervised by an on-duty supervisor;
- Code open-ended responses, if any, for computer analysis;
- Perform in-depth analysis of the data;
- Tabulate survey results, and design and generate cross-tabulations and other statistical tables as needed;
- Meet with District representatives, the Board, and others as needed to present and review the results, and discuss the applications of findings to future strategy decisions;
- Assist in development of ballot language if the District decides to place a measure on the ballot, and;
- Be available for consultation on findings and strategy.

## **EMC RESEARCH BACKGROUND & RELATED EXPERIENCE**

Founded in 1989, EMC Research brings nearly twenty-five years of experience in polling and opinion research for public entities. We have worked with school districts, parks districts, transportation agencies, water districts, library districts, public healthcare entities, cities, counties, and other public agencies of all types and sizes, as well as in rural, suburban, and urban areas. We are specialists in surveys about education funding, with expertise all over the state and the country.

### **Over Twenty Years of Working with Schools**

EMC has conducted polling for public school districts throughout the country. Our experience includes research for school districts of all types and sizes, from very large districts in large urban settings to small rural districts with just a few thousand students; and everything in between. Our school district work includes evaluating voter opinions, analyzing various funding options, choosing funding mechanisms, and crafting ballot measures. We have developed a comprehensive strategy for testing information about education funding, and our research has helped many districts develop a roadmap for successful bond measure and parcel tax efforts.

With our experience comes the knowledge that there is no “one-size-fits-all” approach when it comes to research about schools and school funding. Each district has a unique set of circumstances, demographics and financial needs. We view each district as distinct and we tailor the research program for each client based on the specific goals, budget, and demographic composition of the district.

For some districts we have been able to help design winning measures, for others we have delivered the difficult message that the time is not right to move forward. Our work is designed to provide districts with the data needed to develop long term communications with voters in addition to providing the basis for designing an immediate strategy for a funding measure.

Some of our recent school district clients have included:

- Aromas-San Juan Unified
- Berryessa Union
- Brawley Elementary
- Cabrillo Unified
- Cambrian
- Cupertino Union
- Emery Unified
- Hollister
- Loma Prieta Union
- Gilroy Unified
- Los Gatos Union
- Los Nietos
- Lynwood Unified
- Mill Valley
- Milpitas Unified
- Moreland
- Rincon Valley Union Elementary
- San Jose Unified
- San Ramon Valley Unified
- Saratoga Union

### **Years of Work with Public Agencies**

Additionally, from our decades of working with public agencies, EMC Research has experience with navigating public contracting processes, presenting politically sensitive opinion research in a public setting, dealing with media inquiries, and meeting open records requirements. Many of our local and state government clients continue to return to EMC year after year to help them keep in touch with the needs and priorities of voters. Our research professionals combine an in-depth academic understanding of research with extensive real world experience to design a research program that best helps clients achieve their goals and get the most out of their research budgets.

Finally, EMC offers the following competitive advantages:

**Dynamic On-Call scheduling.** Timelines often change in survey research because of changing client needs, shifting deadlines, and a fluid public opinion environment. Our experience has made us adept at responding to our clients’ needs. This fully extends to any needs for on-call or “last minute” research which might be needed by our clients.

**A Principal on every research project.** EMC provides the expertise of a firm Principal on every project we do. This provides our clients with years of insight, expertise, and project management experience. Other firms will say they provide this service, but the volume of research suggests that instead, these firms will assign a junior staff person with minimal experience to manage your project.

**A dedicated Field Director.** The Field Director's role is to provide quality control for all research projects, to select the best data collection company for your project, and to control project costs. Our field director has years of hands-on experience working on projects like yours, and she is completely dedicated to getting the highest quality data collection for all of our projects.

**Actionable Recommendations.** We do not simply provide data, but place research results in a usable context. Rather than overwhelming you with 80-page reports and stacks of data, we boil down the key findings and couple them to your goals to give you actionable data in a digestible package. We follow this with consulting on implementation and execution.

**EMC's analytical team is available to you for the life of the project.** This means that you will not encounter schedule or budget problems, as long as the projects are clearly defined to begin with. Whenever you have a question or need information about research we have done, we are available to help at no additional cost.

## **PROJECT TEAM**

EMC Principal Sara LaBatt will serve as the project manager and point of contact for the work on behalf of the District. She will be involved in every aspect of the research, from its inception to the ongoing analysis. She will attend meetings, develop recommendations on project approach, sampling plan and timeline, draft the questionnaire, provide oversight on quality control during data collection, collaborate on data analysis, determine key findings and recommendations, and attend in-person meetings to present results as needed. She will be aided throughout the project by EMC's analysts and field department, who will directly oversee the data collection process.

EMC has the capacity and personnel resources to concurrently undertake multiple research projects of many types. Our team-based organizational structure is paired with a system of dynamic workload assignment to ensure all clients and projects are managed efficiently and on schedule.

### **Sara LaBatt – Principal**

Sara LaBatt is a Principal with EMC Research. As an analyst and former field director, she has been involved in every aspect of survey research including instrument and sample design, testing, fielding, analysis, and presentation design. She is particularly adept at constructing complex sample plans and questionnaire structures that give her clients maximum flexibility to evaluate various scenarios with a high degree of statistical accuracy. She is also an experienced, and RIVA-trained, focus group moderator.

Ms. LaBatt has been in survey research for fifteen years, most of which have been with EMC. She has worked with public clients all over the state, and some of her recent experience includes work for the Mill Valley School District, Cambrian School District, Cabrillo Unified School District, and San Ramon Valley Unified School District. She is excellent at helping clients see how they can use survey data to create public information campaigns and generate internal and public consensus around an issue.

Sara's other experience includes work for Knowledge Networks (now GfK) as a research analyst, and as a research assistant for Bruce E. Cain, a leading Professor of California Politics and Director of U.C. Berkeley's Institute of Governmental Studies.

Sara has a Bachelor of Arts Degree in Political Science from the University of California at Berkeley.





MARKET  
& OPINION  
RESEARCH  
SERVICES

720 Third Avenue  
Suite 1110  
Seattle, WA 98104  
206.652.2454

436 14th Street  
Suite 820  
Oakland, CA 94612  
510.844.0680

88 E Broad Street  
Suite 1270  
Columbus, OH 43215  
614.268.1660

610 SW Alder Street  
Suite 521  
Portland, OR 97205  
503.444.6000

[EMCResearch.com](http://EMCResearch.com)

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
EMC RESEARCH, INC.  
AND  
ORCUTT UNION SCHOOL DISTRICT  
June, 2015**

The purpose of this memorandum is to confirm an agreement under which EMC Research, Inc., (EMC) will undertake surveys and opinion research for Orcutt Union School District ("the District").

**THE NATURE OF THE WORK**

The purpose of this project is to conduct a telephone poll to provide Orcutt Union School District with statistically valid data regarding the opinions of District voters related to a potential General Obligation bond measure.

In addition to conducting a poll, EMC will provide a reasonable level of consulting related to the research on issues such as strategy, outreach, timing and other tactical decisions.

A telephone survey will provide the district with the information needed to make important strategic decisions:

- The appropriate bond amount and timing for the measure;
- The type of projects that are most important to those who will vote;
- The themes and messages that will assist in reaching a successful outcome;
- Suggested areas for public education and community outreach.

Both parties hereto will consult with each other and reach a mutual agreement on the contents of the questionnaire and the survey format. Once an agreement on the contents and survey is reached, EMC will conduct the poll within an agreed upon time frame and furnish top-line results within one week after the completion of interviewing.

## THE SURVEY

The survey under this agreement will consist of 300 interviews conducted by telephone, by trained professional interviewers. The survey will have an average interview length of approximately 15 minutes. The overall margin of error for this sample size is +/- 5.7% at the 95% confidence interval. The sample will consist of a random selection of registered, likely voters in the Orcutt Union School District.

The sampling procedures will be consistent with generally recognized, scientifically valid sampling techniques designed to produce a survey reflective of the electorate.

Specifically, EMC will:

- Work with District staff and consultants to design and prepare a survey instrument that addresses the District's goals;
- Draw a computer-generated random sample of likely voters in the District;
- Test the questionnaire for clarity of questions, and revise the questionnaire as necessary;
- Collect survey data through interviews conducted by telephone from a central telephone bank, supervised by an on-duty supervisor;
- Code open-ended responses, if any, for computer analysis;
- Perform in-depth analysis of the data;
- Tabulate survey results, and design and generate cross-tabulations and other statistical tables as needed;
- Meet with District representatives, the Board, and others as needed to present and review the results, and discuss the applications of findings to future strategy decisions;
- Assist in development of ballot language if the District decides to place a measure on the ballot, and;
- Be available for consultation on findings and strategy.

## SUBSEQUENT SURVEYS

Orcutt Union may request EMC to engage in additional surveys. If and when such additional surveys are requested, the nature and cost of these surveys will be agreed upon by both parties.

COST

The not-to-exceed cost of the survey as set forth above will be seventeen thousand, nine hundred dollars (\$17,900.00). This includes all goods and services necessary for the successful completion of this project, including all the services and deliverables outlined in this proposal. One half of the total fee will be billed upon approval of the contract, and the remainder will be billed upon delivery of research results to the District.

In addition to all aspects of conducting the survey, the proposed cost includes reasonable consulting and presentation of results. We will work together with you and your selected consultant in determining strategies, targeting and messages through to a Board decision.

OTHER PROVISIONS

Orcutt Union School District agrees that all cost of any successful legal actions taken by EMC to enforce the terms of this agreement, including legal fees, shall be the responsibility of the undersigned client of EMC.

EMC agrees to furnish to Orcutt Union School District a complete written analysis and reasonable consultation time with respect to the data and findings. Upon request, EMC will furnish to Orcutt Union School District a copy of the dataset.

All of the data obtained by EMC is the exclusive property of Orcutt Union School District.

EMC is entitled to retain copies of all data and analysis for its own internal use.

Orcutt Union School District agrees that any public or private dissemination of any data or conclusions represented to be those of EMC will be in strict conformity with the data and analysis provided to Orcutt Union School District by EMC. Orcutt Union School District further recognizes the right of EMC to correct errors in such data as may be attributed to them by releasing the correct data or analysis.

EMC will not release any data whatsoever except as provided in the preceding paragraph, nor any other information in its possession concerning Orcutt Union School District, except as may be required by law, without the permission of Orcutt Union School District.


DATE: \_\_\_\_\_ BY: \_\_\_\_\_  
Orcutt Union School District

DATE: \_\_\_\_\_ BY: \_\_\_\_\_  
EMC Research, Inc.



## HUMAN RESOURCES MEMORANDUM

**TO:** Dr. Deborah Blow  
District Superintendent

**FROM:** Don Nicholson   
Assistant Superintendent of Human Resources

**DATE:** June 10, 2015

**RE:** Brandman University

**BACKGROUND:** Brandman University is requesting approval of an Early Childhood Education Fieldwork Site Agreement for placing Student Volunteers with the Orcutt Union School District.

**RECOMMENDATION:** It is recommended that the Board of Trustees approve Brandman University's Early Childhood Education Fieldwork Site Agreement with the Orcutt Union School District.

**FUNDING:** N/A

**EARLY CHILDHOOD EDUCATION FIELDWORK SITE AGREEMENT  
(for Student Volunteers)**

THIS AGREEMENT is made and entered into by and between Brandman University hereinafter called the "UNIVERSITY," and the Orcutt Union School District, hereinafter called "FIELDWORK SITE."

**I. RESPONSIBILITIES OF THE UNIVERSITY**

- A. The UNIVERSITY will assure that the student shall have completed the necessary educational prerequisites to be eligible for fieldwork experience.
- B. The UNIVERSITY shall designate a faculty or staff member to consult, and collaborate with the supervising professional of the FIELDWORK SITE, the observations and student fieldwork experience of each student at FIELDWORK SITE.
- C. The UNIVERSITY shall complete periodic observations and/or evaluations of the student regarding his/her performance at the FIELDWORK SITE as per arrangement between the UNIVERSITY and the FIELDWORK SITE.
- D. The UNIVERSITY may provide monetary compensation for services rendered by the FIELDWORK SITE supervisor professional in an amount not to exceed the actual cost of the services rendered by the FIELDWORK SITE per Appendix A.

**II. RESPONSIBILITIES OF THE FIELDWORK SITE**

- A. The FIELDWORK SITE shall provide field experiences in FIELDWORK SITE and under the direct supervision and instruction of such employees of the FIELDWORK SITE, as specified by the duly authorized representatives of the FIELDWORK SITE.
- B. The FIELDWORK SITE may, for good cause, refuse to accept for field experiences, or terminate the field experience assignment of any student of the UNIVERSITY assigned to the FIELDWORK SITE and shall notify the UNIVERSITY about its course of action. The UNIVERSITY may terminate the field experience assignment of any student of the UNIVERSITY at the FIELDWORK SITE at any time.
- C. The FIELDWORK SITE shall notify the UNIVERSITY of any change in its personnel, operation, or policies which may affect the field education experience/practicum.
- D. The FIELDWORK SITE shall comply with all federal, state and local statutes and regulations applicable to the operation of the program, including without limitation, laws relating to the confidentiality of student records.

### III. THE PARTIES MUTUALLY AGREE

- A. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- B. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.
- C. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this Agreement and to the addresses below.

**FIELDWORK SITE CONTACT INFORMATION:**

Orcutt Union School District  
500 Dyer St.  
Orcutt, CA 93455  
Attn: Human Resources  
Tel: (805) 938-8909

**UNIVERSITY CONTACT INFORMATION:**

Brandman University  
16355 Laguna Canyon Road  
Irvine, CA 92618  
Attn: Christine Zeppos, Dean  
School of Education  
Tel: (949) 341-9899

- D. The FIELDWORK SITE agrees to indemnify, hold harmless, and at the UNIVERSITY'S request, defend the UNIVERSITY, its agencies and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the UNIVERSITY because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement, and due or claimed to be due to the negligence of the FIELDWORK SITE, its agents, or employees.
- E. The UNIVERSITY agrees to indemnify, hold harmless, and defend the FIELDWORK SITE, its agents, and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the FIELDWORK SITE because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents, employees, or students.
- F. The parties agree that the students are considered learners who are fulfilling specific requirements for field experiences as part of a degree and/or credential requirement. Therefore, regardless of the nature or extent of the acts performed by them, students are not to be considered employees or agents of either the UNIVERSITY or the FIELDWORK SITE for any purpose including Workers' Compensation or any other employee benefit programs. The students shall not be entitled to any monetary remuneration for services performed by them in the course of their training.
- G. The parties mutually agree each shall provide and maintain commercial general liability insurance acceptable to both parties in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate and upon request shall furnish proof thereof in the form of a certificate of insurance. Each certificate of insurance shall specify that should the above described policy be cancelled before the expiration date thereof, notice

will be delivered in accordance with the policy provisions.

- H. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- I. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.

**IV. TERM AND TERMINATION OF AGREEMENT**

- A. THE TERM of this Agreement shall be effective on 06/01/2015 and continuing until 05/31/2016 (1-year maximum).
- B. THIS AGREEMENT may be terminated by either the UNIVERSITY or the FIELDWORK SITE with or without cause upon ten (10) days written notice provided that (subject to the other terms of this Agreement) all students performing fieldwork at the time of notice of termination are given the opportunity to complete their fieldwork at the Fieldwork Site.

**SIGNATURES:**

**FIELDWORK SITE:**      Signature: \_\_\_\_\_  
   Name: \_\_\_\_\_  
   Title: \_\_\_\_\_  
   Date: \_\_\_\_\_

**UNIVERSITY:**              Signature: \_\_\_\_\_  
   Name: Phillip L. Doolittle  
   Title: Executive Vice Chancellor of Finance and  
   Administration and Chief Financial Officer  
   Date: \_\_\_\_\_

Appendix A  
Payment for Supervisors at Fieldwork Site

**SPECIAL PROVISIONS – RATES and PAYMENTS**

- (a) \$50 for the supervising professional stipend per eight (8) week session of observation. Requires a total of 35 supervised contact hours for the student

METHOD OF PAYMENT: Stipend is to be paid directly to the supervisor professional at Fieldwork Site.

In the event the assignment of a UNIVERSITY student is terminated by the UNIVERSITY and/or the FIELDWORK SITE for any reason after the student has been at the assignment for a minimum of two weeks, Supervisor at the FIELDWORK SITE shall receive payment for one assignment on account of each student as though there had been no termination of the assignment.

At the end of the practicum session of the UNIVERSITY, the supervisor professional at the FIELDWORK SITE shall submit an invoice, by email, to the UNIVERSITY for payment at the rate provided therein for all field experiences provided by the FIELDWORK SITE under and in accordance with this agreement during said session.






# Orcutt Union School District

## Human Resources

500 Dyer Street • Orcutt, California, 93455 • 805.938.8914

TO: Board of Trustees  
Dr. Deborah Blow, Superintendent

FROM:  Don Nicholson, Assistant Superintendent/Human Resources

BOARD MEETING DATE: June 10, 2015

BOARD AGENDA ITEM: Revision of Elementary Hourly Teacher Pay Rate

**BACKGROUND:** Hourly teachers provide a valuable service to our students assisting with a variety of responsibilities such as Title 1, computer labs, ELD, and various assessments. The elementary hourly teacher pay rate was last adjusted in 2009. That adjustment provided for a standard rate of \$20 per hour, but did not provide an increase to any teacher already paid at that rate. Consequently, there has been no increase to the hourly rate for six years and no increase for our long time hourly teachers in many years.

**RECOMMENDATION:** It is recommended that the Board of Trustees approve an elementary hourly teacher rate of \$25 per hour effective July 1, 2015.

**FINANCIAL CONSIDERATIONS:** Increase in the amount paid elementary hourly teachers will be paid from the appropriate funds.



## TECHNOLOGY SERVICES MEMORANDUM

**TO:** Board of Trustees  
Deborah Blow, Ed. D.

**FROM:** Kirby Fell  
Chief Technology Officer

**BOARD MEETING DATE:** June, 10, 2015

**BOARD AGENDA ITEM:** Digital Media Academy and Technology Purchases

**BACKGROUND:** The Digital Media Academy launched in December 2014 and has been well received by the teachers and students who participated. This was the first phase of a plan to provide current technology to teachers and students and nprofessional develop to promote 21<sup>st</sup> Century Skills.

The application process is underway for the next cohort of the Digital Media Academy which will provide an opportunity for up to 30 additional teachers to participate in the 15-16 school year. We will need to purchase equipment for the new participants and provide additional MacBooks for student use at the school sites.

In support of the District's strategic plan, we would also like to purchase iPad tablets to be used for Intervention and Support, Combination Classes, and possibly an iPad Action Research Academy.

**RECOMMENDATION:** Staff recommends approval of technology purchases to expand the Digital Media Academy and begin implementing Tablet Technology in our schools.

**FUNDING:** One-Time Money

# Apple Inc. Education Price Quote

Customer: Janet Bertoldi  
ORCUTT UNION SCH DISTRICT  
Phone: 8059388943  
email: jbertoldi@orcutt-schools.net

Apple Inc:

Mike Pearce  
1 Infinite Loop  
MS: 111-HOM  
Cupertino, CA 95014  
Phone:  
Fax:  
email: mpearce@apple.com

Apple Quote: 2202285944  
Quote Date: 13-May-2015  
Quote Valid Until: 30-May-2015

## Quote Comments:

| # | Product Description  | Qty | Unit List Price | Discount per Unit | Unit Discounted Price | Extended Discounted Price |
|---|--|-----|-----------------|-------------------|-----------------------|---------------------------|
| 1 | MacBook Air 13-inch<br>065-C3J3 1.6GHz Intel Dual-Core Core i5, Turbo Boost up to 2.7GHz<br>065-C3J5 Intel HD Graphics 6000<br>065-C3J8 8GB 1600MHz LPDDR3 SDRAM<br>065-C3JC 256GB Flash Storage<br>065-C3JJ Backlit Keyboard (English) / User's Guide (English)<br><br>Part Number Z0RJ | 160 | 1,239.00        | 68.75             | 1,170.25              | 187,240.00                |
| 2 | AppleCare Protection Plan - 11-inch and 13-inch MacBook Air/13-inch MacBook Pro/12-inch MacBook - Auto Enroll<br><br>Part Number S3130LL/A   | 160 | 183.00          | 0.00              | 183.00                | 29,280.00                 |
| 3 | LocknCharge EVO 40 Cart™ for iPad - Charge Only<br><br>Part Number HGRU2LL/A   | 25  | 1,799.95        | 0.00              | 1,799.95              | 44,998.75                 |
| 4 | Bretford Mobility Cart 30 for MacBook<br><br>Part Number TX323LL/A   | 3   | 1,799.95        | 0.00              | 1,799.95              | 5,399.85                  |
| 5 | Personalized iPad Air Wi-Fi 32GB - Space Grey (10-pack)<br><br>IPAD AIR WI-FI 32GB SPACE GRAY-USA<br><br>Part Number: PE915LL/B<br>Quantity: 1050<br><b>Engraving:</b><br>Property of<br>Orcutt Union School District<br><br>Part Number BKWS2LL/B                                       | 105 | 4,240.00        | 0.00              | 4,240.00              | 445,200.00                |

|   |                   |
|---|-------------------|
| <b>Extended EDU List Price Total</b>      | <b>723,118.60</b> |
| <b>Total Discount</b>                     | <b>11,000.00</b>  |
| <b>Extended Discounted Price Subtotal</b> | <b>712,118.60</b> |
| - eWaste Fee / Recycling Fee              | 3,630.00          |
| - Estimated Sales Tax                     | 54,627.09         |

**Extended Discounted Total Price\*****770,375.69**

*\*In most cases Extended discounted Total price does not include Sales Tax  
\*If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary*

Complete your order by one of the following:

- This document has been created for you as Apple Quote ID 2202285944. Please contact your institution's Authorized Purchaser to submit the above quote online at <https://ecommerce.apple.com>. Simply go to the Quote area of your Apple Education Online Store, click on it and convert to an order.
  - If you are the Authorized Purchaser and need to register for access to the Apple Education Online Store, go to <http://myaccess.apple.com>. For registration assistance, call 1.800.800.2775, option 4, option 1.
- If you are unable to submit your order online, please send a copy of this quote with your Purchase Order via email to [institutionorders@apple.com](mailto:institutionorders@apple.com).
  - For more information, go to provision C below, for details.

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS WHICH CAN CHANGE ON SUBSEQUENT QUOTES:

- A. ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE, CONTACT [austincontracts@apple.com](mailto:austincontracts@apple.com).
- B. ALL SALES ARE FINAL. PLEASE REVIEW RETURN POLICY BELOW IF YOU HAVE ANY QUESTIONS. IF YOU USE YOUR INSTITUTION'S PURCHASE ORDER FORM TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- C. YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE. ALL FORMAL PURCHASE ORDERS SUBMITTED BY EMAIL MUST SHOW THE INFORMATION BELOW:
  - APPLE INC. AS THE VENDOR
  - BILL-TO NAME AND ADDRESS FOR YOUR APPLE ACCOUNT
  - PHYSICAL SHIP-TO NAME AND ADDRESS (NO PO BOXES)
  - PURCHASE ORDER NUMBER
  - VALID SIGNATURE OF AN AUTHORIZED PURCHASER
  - APPLE PART NUMBER AND/OR DESCRIPTION OF PRODUCT AND QUANTITY
  - TOTAL DOLLAR AMOUNT AUTHORIZED OR UNIT PRICE AND EXTENDED PRICE ON ALL LINE ITEMS
  - CONTACT INFORMATION: NAME, PHONE NUMBER AND EMAIL
- D. UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL 30-May-2015 UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE.
  - APPLE MAY MODIFY OR CANCEL ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF IT CONTAINS A TYPOGRAPHIC OR OTHER ERROR.
- E. THE AMOUNT OF THE VOLUME PURCHASE PROGRAM (VPP) CREDIT SHOWN ON THIS QUOTE WILL ALWAYS BE AT UNIT LIST PRICE VALUE DURING REDEMPTION ON THE VPP STORE.
- F. UNLESS SPECIFIED ABOVE, APPLE'S STANDARD SHIPPING IS INCLUDED IN THE TOTAL PRICE.

SEA # 1466188  
Opportunity ID: 173223877  
<https://ecommerce.apple.com>  
Fax:

[Terms & Use](#) | [Privacy Policy](#) | [Terms & Conditions](#) | [Return Policy](#)  
Copyright © 2015 Apple Inc. All rights reserved.

# Board Report

District 16 -- Orcutt Union

Fund 01 -- General Fund

As of 5/31/2015

|   | Beginning Bal/<br>WrkBudget | Month-To-Date<br>Actual | Year-To-Date<br>Actual | Year-To-Date<br>Encumbrances | Ending Bal/<br>Remaining Bal |
|---|-----------------------------|-------------------------|------------------------|------------------------------|------------------------------|
| 9110 -- Cash in County Treasury                   | 3,308,119.75                | (2,231,827.22)          | 1,568,259.21           | 0.00                         | 4,876,378.96                 |
| 9130 -- Revolving Cash/Fiscal Agent               | 15,500.00                   | 0.00                    | 0.00                   | 0.00                         | 15,500.00                    |
| 9200 -- Accounts Receivable                       | 3,606,378.77                | 0.00                    | (3,606,378.77)         | 0.00                         | 0.00                         |
| 9310 -- Due from Other Funds                      | 732,127.61                  | 0.00                    | (685,305.01)           | 0.00                         | 46,822.60                    |
| 9320 -- Stores                                    | 13,927.06                   | 0.00                    | 10,067.52              | 0.00                         | 23,994.58                    |
| 9330 -- Prepaid Expenditures (Expenses)           | 27,960.17                   | 0.00                    | (27,960.17)            | 0.00                         | 0.00                         |
| <b>Total Assets</b>                               | <b>7,704,013.36</b>         | <b>(2,231,827.22)</b>   | <b>(2,741,317.22)</b>  | <b>0.00</b>                  | <b>4,962,696.14</b>          |
| 9500 -- Accounts Payable (Current Liabilities)    | 1,130,196.89                | 1,031.35                | (1,122,076.72)         | 0.00                         | 8,120.17                     |
| 9610 -- Due to Other Funds                        | 1,072,524.71                | 0.00                    | (1,072,524.71)         | 0.00                         | 0.00                         |
| 9650 -- Deferred Revenue                          | 8,025.49                    | 0.00                    | (8,025.49)             | 0.00                         | 0.00                         |
| <b>Total Liabilities</b>                          | <b>2,210,747.09</b>         | <b>1,031.35</b>         | <b>(2,202,626.92)</b>  | <b>0.00</b>                  | <b>8,120.17</b>              |
| <b>Fund Balance (Beginning Balance/Actual)</b>    | <b>5,493,266.27</b>         | <b>0.00</b>             | <b>0.00</b>            | <b>0.00</b>                  | <b>4,954,575.97</b>          |
| 9791 -- Net Beginning Balance                     | 5,493,266.27                | 0.00                    | 5,493,266.27           | 0.00                         | 5,493,266.27                 |
| 8010 -- Revenue Limit Sources                     | 30,726,739.00               | 1,226,576.08            | 27,650,803.55          | 0.00                         | 3,075,935.45                 |
| 8100 -- Federal Revenue                           | 1,485,599.08                | 2,422.40                | 406,679.83             | 0.00                         | 1,078,919.25                 |
| 8300 -- Other State Revenues                      | 3,456,889.90                | 68,968.00               | 754,949.99             | 0.00                         | 2,701,939.91                 |
| 8600 -- Other Local Revenue                       | 1,718,764.01                | 161,723.27              | 1,482,379.44           | 0.00                         | 236,384.57                   |
| 8910 -- Other Financing Sources                   | 524,721.00                  | 1,644.92                | 518,405.18             | 0.00                         | 6,315.82                     |
| 8980 -- Contributions                             | 0.00                        | 0.00                    | 0.00                   | 0.00                         | 0.00                         |
| <b>Total Revenues</b>                             | <b>37,912,712.99</b>        | <b>1,461,334.67</b>     | <b>30,813,217.99</b>   | <b>0.00</b>                  | <b>7,099,495.00</b>          |
| 1000 -- Certificated Personnel Salaries           | 18,202,264.55               | 1,729,541.48            | 16,289,190.55          | 0.00                         | 1,913,074.00                 |
| 2000 -- Classified Personnel Salaries             | 6,068,429.39                | 526,051.93              | 5,248,599.68           | 0.00                         | 819,829.71                   |
| 3000 -- Employee Benefits                         | 7,287,666.12                | 689,503.15              | 6,389,224.79           | 0.00                         | 898,441.33                   |
| 4000 -- Books and Supplies                        | 3,170,599.83                | 261,408.13              | 1,231,541.66           | 770,963.65                   | 1,168,094.52                 |
| 5000 -- Services and Other Operating Expenditures | 3,621,082.70                | 478,269.13              | 1,378,633.49           | 345,323.05                   | 1,897,126.16                 |
| 6000 -- Capital Outlay                            | 1,521,500.34                | 9,419.42                | 814,718.12             | 62,029.82                    | 644,752.40                   |
| 7000 -- Other Outgo & Transfers Out               | 496,817.46                  | 0.00                    | 0.00                   | 0.00                         | 496,817.46                   |
| <b>Total Expenditures</b>                         | <b>40,368,360.39</b>        | <b>3,694,193.24</b>     | <b>31,351,908.29</b>   | <b>1,178,316.52</b>          | <b>7,838,135.58</b>          |
| <b>Fund Balance (Budget/Actual)</b>               | <b>3,037,618.87</b>         | <b>0.00</b>             | <b>4,954,575.97</b>    | <b>0.00</b>                  | <b>0.00</b>                  |

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