

ORCUTT UNION SCHOOL DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, October 16, 2013
Closed Session – 6:45 P.M.
Public Session – 7:15 P.M.
District Office Board Room
500 Dyer Street, Orcutt, CA 93455

CALL TO ORDER 6:45 P.M.

PUBLIC COMMENT ANNOUNCEMENT

The Board of Trustees welcomes comments about items appearing or not appearing on tonight's agenda. The audience members wishing to address the Board during the Public Comment segment of the agenda are reminded to fill out a Public Comment Form from the Superintendent's secretary and submit it prior to the time the presiding officer calls for Public Comment.

A maximum of thirty (30) minutes is set aside for Public Comment; speakers are allowed a maximum of three (3) minutes to address the board on any items within the Board's jurisdiction in accordance with the Brown Act. The Board will limit any response to public comments to brief statements, referral to staff, or referral to a future board meeting.

CLOSED SESSION PUBLIC COMMENTS

This section of the agenda is intended for members of the public to address the Board of Trustees on items that are being considered in Closed Session.

ADJOURN TO CLOSED SESSION

Adjourn to Closed Session for the purpose of discussing matters expressly authorized by Government Code Section 3549.1, 54956.95, 54957, and 54957.6.

1. Public Employment per Personnel Report.
2. Public Employee Employment/Discipline/Dismissal/Release.
3. Conference with labor negotiator Robert Bush, Superintendent and/or Don Nicholson.
 - a. OEA
 - b. CSEA
4. Conference with labor negotiators for unrepresented employees:
 - a. Certificated and Classified Management, and Confidential.
Agency representative – Superintendent.
 - b. Superintendent. Agency representative – Board of Trustees
5. Student disciplinary/expulsion matters.

RECONVENE TO PUBLIC SESSION 7:15 P.M.

- A. Pledge of Allegiance
- B. Public Report on Action Taken in Closed Session
- C. Superintendent's Report
An opportunity for the Superintendent to share matters of special interest or importance which are not on the board agenda and/or special presentations of district programs or activities such as curriculum/instructional updates, timely events/information, and district activities.
 1. OCAF
 2. Lakeview Presentation
 3. Mike Mattos Staff Development Workshops

D. Public Comment

An opportunity for the public to provide input to the Board of Trustees. Those wishing to speak about a specific agenda item may do so during the Public Comment segment or when the item is being considered. Any request to speak must be submitted on a **Request for Public Comment Form** which can be obtained from the Superintendent's secretary and submitted prior to the presiding officer addressing the item. If you choose to speak when an item is before the Board, your name will be called prior to board consideration. An item not on the agenda must be addressed during the Public Comment segment of the agenda.

E. Written Communication

Documents addressed to or by board members as communications during a Board of Education meeting are defined as letters from parents or community members regarding issues within the jurisdiction of authority of the Board of Education; information or reports from professional organizations, i.e., CSBA, SBCSBA, etc.; letters or reports from other public agencies; letters or reports from legislators; or letters or reports from district schools or staff.

F. Public Hearing – CCCSS Implementation Funds Plan

CONSENT AGENDA ITEMS

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

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

- A. Classified Personnel Action Report
- B. Certificated Personnel Action Report
- C. Approval of Warrants
- D. Minutes, Regular Meeting of September 11, 2013
- E. Minutes, Special Meeting of September 24, 2013
- F. Interdistrict Attendance Agreement Requests 2013/2014
- G. Board Policy 3460, Financial Reports and Accountability for second reading
- H. Board Policy 3580, District Records for second reading
- I. Board Policy 6164.6, Identification and Education Under Section 504 for second reading

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

Moved _____

Second _____

Vote _____

ITEMS SCHEDULED FOR ACTION

A. GENERAL

1. Gifts

Alice Shaw School received the following donations to be used for Robotics:

\$50 from Silicon Valley Building Services

\$50 from Joe Spaulding

\$100 from Rock N Roll Lobster

\$100 from Jodi Ellis

They also received a donation of \$115.38 from Verna Nicolli from the Educational Matching Gift Program. The donation will be used for school supplies.

Ralph Dunlap School received a donation of \$360 from Jeffrey and Donnelle Gultinan for use in Mr. Greenup's Dunes Center In-Class Program and an additional donation of \$250 from the Gultinans for classroom needs for Mr. DelValle's students. Ralph Dunlap School also received a \$500 donation from Santa Maria Gastroenterology Medical Group on behalf of Teya Nastaskin.

It is recommended that the Board of Trustees accept these gifts and direct that a letter of acceptance and appreciation be forwarded to Silicon Valley Building Services, Joe Spaulding, Rock N Roll Lobster, Jodi Ellis, Verna Nicolloi, Jeffrey and Donnelle Gultinan and Santa Maria Gastroenterology Medical Group.

Moved _____ Second _____ Vote _____

2. Board Bylaw 9010

It is recommended that the Board of Trustees adopt Board Bylaw 9010, Public Statements for first reading and that it is placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

B. BUSINESS

1. 2013/2014 Resolution No. 6, Authorization to Participate in State and Federal Surplus Property Program

It is recommended that the Board of Trustees adopt 2013/2014 Resolution No. 6, Authorization to Participate in State and Federal Surplus Property Program, as submitted.

Moved _____ Second _____ Vote _____

2. Board Policy 3311, Bids

It is recommended that the Board of Trustees adopt Board Policy 3311, Bids for first reading and that it is placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

C. CURRICULUM

1. Approval of Supplemental Educational Services (SES) Provider Contracts for the 2013/2014 School Year

Staff recommends that the Board of Trustees approve the Supplemental Educational Services providers and contracts for the 2013/2014 school year.

Moved _____ Second _____ Vote _____

2. Board Policy 0420, School Plans/Site Councils

It is recommended that the Board of Trustees adopt Board Policy 0420, School Plans/Site Councils for first reading and that it is placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

3. Board Policy 6144, Controversial Issues

It is recommended the Board of Trustees adopt Board Policy 6144, Controversial Issues for first reading and that it is placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

4. Board Policy 6162.6, Use of Copyrighted Materials

It is recommended that the Board of Trustees adopt Board Policy 6162.6, Use of Copyrighted Materials for first reading and that it is placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

D. HUMAN RESOURCES

1. 2013/2014 Resolution No. 5, Declaration of Need

Staff recommends that the Board of Trustees adopt 2013/2014 Resolution No. 5, Declaration of Need for Fully Qualified Educators certifying that the District has the need for issuance of five (5) Emergency CLAD permits, two (2) Resource Specialist Emergency Permits and five (5) Limited Assignment Permits for the 2013/2014 school year.

Moved _____ Second _____ Vote _____

2. Ratification and Public Disclosure of California School Employees' Association (CSEA) Collective Bargaining Agreement

It is recommended that the Board of Trustees approve the negotiated agreement with the California School Employees" Association (CSEA) effective July 1, 2013.

Moved _____ Second _____ Vote _____

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

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

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next regular board meeting is scheduled for Wednesday, November 13, 2013, beginning with Closed Session beginning at 6:45 p.m., Public Session at 7:15 p.m. in the District Office Board Room, 500 Dyer Street, Orcutt, CA. A special curriculum board meeting is scheduled for Wednesday, October 30, 2013 beginning at 6:00 p.m. in the District Office Board Room, 500 Dyer Street, Orcutt, CA.

ADJOURN

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

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



Educational Services

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

TO: Bob Bush, Superintendent

FROM: Holly Edds, Assistant Superintendent Educational Services

BOARD MEETING DATE: October 16, 2013

BOARD AGENDA ITEM: CCCSS Implementation Funds Plan

BACKGROUND:

Assembly Bill (AB) 86 (Chapter 48, Statutes of 2013), Section 85, appropriates \$1.25 billion which is approximately \$200 per prior year enrollment in the 2013-14 school year to support the integration of academic content standards in instruction adopted pursuant to various *Education Code* sections:

CCCSS Implementation funds are a categorical program with expenditures that must be used for the following purposes:

- Professional development for teachers, administrators, and paraprofessional educators, or other classified employees involved in the direct instruction of pupils that is aligned to the academic content standards adopted; Mathematics and English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects
- Instructional materials aligned to the academic content standards including, but not limited to, supplemental instructional materials
- Integration of these academic content standards through technology-based instruction for purposes of improving the academic performance of pupils, including, but not limited to, expenditures necessary to support the administration of computer-based assessments and provide high-speed, high-bandwidth Internet connectivity for the purpose of administration of computer-based assessments

As a condition of receiving CCCSS implementation funds, the District is required to

- Develop and adopt a plan delineating how the CCCSS implementation funds will be spent. The plan must be explained in the public meeting for the Governing Board and then must be adopted in a subsequent public meeting
- Report detailed expenditure information to the California Department of Education on or before July 1, 2015, including, but not limited to, specific purchases made and the number of teachers, administrators, or paraprofessional educators that received professional development



Educational Services

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

California Common Core State Standards Spending Plan 2013-14 and 2014-15 fiscal years

Background:

The enacted state budget for 2013-14 provides one-time funds to school districts to support the activities required to implement the California Common Core State Standards which have been adopted. These new standards are required to be in place for the 2014-2015 academic year. There are a number of activities that we have already undertaken and that we continue to work with our teachers and administrators to prepare for this implementation. The new funding is provided specifically to support these activities:

- Professional learning for certificated and classified employees involved in the direct instruction of pupils using the California Common Core State Standards
- Instructional materials and supplemental materials aligned to the California Common Core State Standards
- Technology equipment and infrastructure to provide technology-based instruction using California Common Core State Standards and to implement computer-based student assessments (SBAC)

The funds must be spent by July 1, 2015. As a condition of receiving these funds, a spending plan for the funds must be presented at a public meeting of the Governing Board and then approved at a subsequent meeting of the Governing Board. What follows is the proposed spending plan for the California Common Core State Standards funding that we will be receiving:

Funding:

The preliminary entitlement is estimated to be \$877,400

Proposed Funding Uses:

Orcutt Union School District must use the funds during 2013-14 and 2014-15 school year and plans to meet the required program elements in the following manner:



Educational Services

Holly Edds – Assistant Superintendent, Educational Services
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- Provide in-services, workshops, collaboration opportunities, follow up support for professional learning using any combination of the following: institutes for higher education, county offices of education, California state recommended resources, local teacher experts on special assignment, retired teacher experts on special assignment, on-line professional development resources, and other California Common Core State Standard experts.
 - Professional development for all teachers regarding the California Common Core State Standards
 - Professional development in literacy standards for teachers of science, social studies, and technical subjects
 - In-depth professional development for all ELA and mathematics teachers
 - Principal and teacher leader professional development to lead implementation plans

- Purchase of supplemental instructional materials that are aligned with academic content standards (as these materials are available). Anticipated area of focus include, but are not limited to:
 - ELA in grades 2-8
 - Mathematics in grades 2-8

- Purchase additional computers, mobile devices, and/or software for technology-based instruction and SBAC assessments.
 - Implement the district plan to assure computer access as we transition to SBAC assessments
 - Develop and implement the plan for the use of mobile devices and future software needs for technology based instruction.

**Classified Personnel Action Report
October 16, 2013**

TO: Bob Bush
Superintendent

SUBMITTED BY: Don Nicholson
Assistant Superintendent, Human Resources

SUBJECT: RECOMMENDATIONS FOR APPROVAL AND RATIFICATION

SITE	CLASSIFICATION	EFFECTIVE	ACTION INFORMATION
District	Utility Worker	09/16/13	Substitute
Patterson Rd.	Child Care Assistant	11/01/13	Longevity – 10 years
Pine Grove	Inst Assistant/PE	09/25/13	Reinstate from Layoff
Patterson Rd.	Child Care Coordinator	11/01/13	Longevity – 10 years
Joe Nightingale	Noon Duty Supervisor	09/09/13	Regular Assignment
District	Noon Duty Supervisor	09/09/13	Substitute
District	Child Nutrition Worker	09/13/13	Substitute
Joe Nightingale	Inst Assistant/PE	09/12/13	Reinstate from Layoff
District	Inst Assistant I	10/08/13	Substitute
District	Inst Assistant II	10/08/13	Substitute
Alice Shaw	Inst Assistant/PE	09/20/13	Permanent/Probationary
Lakeview Jr. High	Child Nutrition Worker	10/21/13-10/31/13	Request Unpaid Leave of Absence
Lakeview Jr. High	Noon Duty Supervisor	09/17/13	Regular Assignment
District	Inst Assistant I	10/03/13	Substitute
District	Inst Assistant II	10/03/13	Substitute
Ralph Dunlap	Inst Assistant/PE	09/30/13	Reinstate from Layoff
District	Inst Assistant I	10/03/13	Substitute
District	Inst Assistant II	10/03/13	Substitute
Alice Shaw	Inst Assistant I	09/23/13	Resignation
Orcutt Jr. High	Head Custodian	11/01/13	Longevity – 15 years
Technology	Information Technology Specialist	09/30/13	Permanent/Probationary
Patterson Road	Inst Assistant/PE	09/03/13	Reinstate from Layoff

ORCUTT UNION SCHOOL DISTRICT

Certificated Personnel Action Report

TO: Robert Bush
District Superintendent

FROM: Don Nicholson
Assistant Superintendent, Human Resources

DATE: Board Meeting of October 16, 2013

RE: **RECOMMENDATIONS FOR APPROVAL AND RATIFICATION**

<i>SCHOOL</i>	<i>CLASS/ STEP</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Lakeview	Hourly	2013-14	Compass Learning, 30 hrs wk
Lakeview	Hourly	2013-14	EIA-LEP teacher, 30 hrs wk
District	Hourly	2013-14	Pre-Algebra Readiness, 30 hr wk
District	Hourly	8/28/13	CELDT Training, 2 hrs
Nightingale	Extra Pay	8/8/13	Cal Poly Visit, 6 hrs
		8/12/13	Collaboration, 6 hrs
Shaw	Hourly	8/17/8/18/13	Long Term Sub, Room Prep for Start of School, 14 hrs
Dunlap	Stipend	2013-14	Track Coach
	Hourly		PE Teacher
District	Hourly	2013-14	Pre-Algebra Readiness, 30 hr wk
Nightingale	Hourly	2013-14	Title 1, 22 hr wk
Nightingale	Hourly	2013-14	EIA-LEP teacher, 27.5 hrs wk
Pine Grove	IV-20	2013-14	Completed units for movement
Olga Reed	Hourly	10/14/13	Administrative Support, 16 hr wk
Patterson	Hourly	2013-14	Compass Learning, 30 hrs wk
Orcutt	V-3	2013-14	Completed units for movement
Nightingale	Hourly	2013-14	Compass Learning, 30 hrs wk
Patterson	Hourly	8/15-8/16/13	Kindergarten Interviews, 13.5 hrs
District	Hourly	2013-14	Tech Advisor, Max 300 hrs yr
District	Hourly	8/28/13	CELDT Training, 1.5 hrs
District	Hourly	2013-14	Long Term Sub for Home Ec Class, 2 sites, extra hour for preparation, 1 hr wk
Shaw	Stipend	2013-14	Yearbook Advisor

*To be prorated

<i>SCHOOL</i>	<i>CLASS/ STEP</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Shaw	Hourly	2013-14	EIA-LEP, 30 hrs wk
District	Hourly	8/28/13	CELDT Training, 1.5 hrs
Orcutt	VI-6	2013-14	Completed units for movement
District	Hourly	8/28/13	CELDT Training, 1.5 hrs
District	Hourly	8/28/13	CELDT Training, 1.5 hrs
Dunlap	Hourly	2013-14	EIA-LEP teacher, 26.25 hr wk
Dunlap	V-3	9/16/13	Temporary
Nightingale	Extra Pay	8/8/13	Cal Poly Visit, 6 hrs
		8/12/13	Collaboration, 6 hrs
Pine Grove	Hourly	2013-14	EIA-LEP teacher, 21.25 hrs wk
Shaw	Hourly	2013-14	EIA-LEP teacher, 27.5 hr wk
Nightingale	Hourly	2013-14	Title 1, 22 hr wk
Patterson	Hourly	8/26-10/18/13	EIA-LEP teacher, 27.5 hr wk
Nightingale	Stipend	2013-14	OI Added Authorization (partial stipend)
	IV-2		Completed units for movement
Patterson	Hourly	10/14-6/13/13	EIA-LEP teacher, 27.5 hr wk
Lakeview	Stipend	9/18/13	STAR Testing, suspended until further notice due to pending State decisions on testing.
Orcutt	Stipend	2013-14	Athletic Director
Pine Grove	Hourly	2013-14	Compass Learning, 30 hrs wk
Nightingale	Hourly	2013-14	EIA-LEP teacher, 27.5 hrs wk
Shaw	Hourly	2013-14	Compass Learning, 30 hrs wk
Dunlap	Hourly	2013-14	Compass Learning, 30 hrs wk
District	Hourly	8/28/13	CELDT Training, 2 hrs
Nightingale	Extra Pay	8/8/13	Cal Poly Visit, 6 hrs
		8/12/13	Collaboration, 6 hrs
District	Hourly	8/4-8/28/13	District Support Services, 46.5 hrs
Olga Reed	Hourly	2013-14	PE, 16 hrs wk
Olga Reed	Hourly	2013-14	Title 1, 24 hrs wk ELD, 4 hrs wk
Patterson	Hourly	2013-14	PE, 22 hr wk
Patterson	Hourly	2013-14	PE, 14 hr wk
District	Hourly	8/28/13	CELDT Training, 1.5 hrs

*To be prorated

Warrants

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

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

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

CALL TO ORDER

A regular meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, September 11, 2013 beginning with Jan Zilli calling Public Session to order at 6:45 p.m. Members Present: Zilli, Hatch, Peterson Buchanan and Phillips. Absent: None. Administrators Present: Bush, Ochej, Nicholson and Edds. Absent: None. It was moved by Rob Buchanan, seconded by Bob Hatch and carried to adjourn to Closed Session at 6:53 p.m.

RECONVENE TO PUBLIC SESSION

The meeting reconvened to Public Session at 7:28 p.m. The Pledge of Allegiance was led by Rob Buchanan. Ms. Zilli reported that no action was taken in Closed Session

SUPERINTENDENT'S REPORT

Superintendent Bush called upon Don Nicholson to present the Board's Initial Collective Bargaining Proposals to OEA and CSEA. The Districts seeks modification and changes to the OEA Contract addressing Term, Class Size, Working Days and Hours and Compensation. The District proposes to negotiate with CSEA the articles addressing Hours and Overtime, Compensation and Evaluation Process. OEA President, Monique Segura presented the OEA 2013/2014 Initial Contract Proposal. Items to open include Class Size, Working Days and Hours and Compensation. CSEA President, Brad Gitchell presented the 2013/2014 CESA Initial Reopener Proposal. Articles to be opened are Compensation and Professional Growth.

Hannah Rubalcava, OCAF (Orcutt Children's Arts Foundation) Executive Director will be reporting each month under the Superintendent's Report. She reported that OCAF held a retreat where goals and objectives were established for the next five years. One area of focus was community involvement. The upcoming Street Painting Festival on September 28th and 29th will be an excellent opportunity for OCAF and the Old Town Orcutt community to collaborate on an event. The festival was very successful last year and has been expanded to 2 days this year. Committee Chair, Rick Corbo has done a great job in soliciting vendors, sponsors and artists. The Orcutt Arts Academy is offering three classes for the fall session. They include Glee Club, Strings and Visual Arts. Hannah also reported that OCAF is working with Orcutt Academy, Righetti and St. Joseph high schools to do the art work on the Union Valley Parkway overpass. All the tiles and glaze have been donated. This is a wonderful opportunity for the students to be involved in something that will remain forever.

Campus Connection Director, Janet Bertoldi introduced staff members Shirley Juarez, Karen Guerrero, Brittany Enthoven, and Dee Yundt who reported on the Campus Connection Camp program. Camps are held during winter and spring breaks and during summer recess. Among the many activities provided are field trips, art and craft activities, theme days, music activities and educational enrichment. Ms. Bertoldi also reported that 700 students are currently enrolled in the Before and After School Campus Connection Program.

Dr. Holly Edds gave a STAR update. Our schools continue to set the bar high for their students.

PUBLIC COMMENT

Monique Segura, OEA President commented on the health benefits increase and asked the Board to consider picking up the increased cost.

Pat Brickey commented on the loss of trees on school campuses and the status of the alarm system at Lakeview Jr. High. He also thanked the Board for the approval of the \$200,000 expenditure for student counseling services.

WRITTEN COMMUNICATION

The District received the approval of Fiscal Year 2013/3014 Adopted Budget from the Santa Barbara County Education Office.

PUBLIC HEARING

The Public Hearing for Textbook Sufficiency was opened. 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 of August 21, 2013
- E. Interdistrict Attendance Agreement Requests 2013/2014
- F. Board Policy 3514.1, Hazardous Substances for second reading
- G. Board Policy 5030, Student Wellness for second reading
- H. Board Policy 5131.2, Bullying for second reading
- I. Board Policy 5145.3, Nondiscrimination/Harassment for second reading
- J. Board Policy 6112, School Day for second reading
- K. Board Policy 6159.2, Nonpublic Nonsectarian School and Agency Services for Special Education for second reading
- L. Hiring of Coaches for 2013/2014 School Year
- M. 2013/2014 Resolution No. 4, GANN Limit Adoption and 2012/2013 Calculated Appropriations Limit

It was moved by Jim Peterson, seconded by Bob Hatch and carried to remove Consent Agenda Item B, Certificated Personnel Action Report from the Consent Agenda. It was moved by Jim Peterson, seconded by Bob Hatch and carried to approve Consent Agenda Items A and C-M, as submitted. It was moved by Jim Peterson, seconded by Bob Hatch and carried to remove the item on page 2 "Rescind Unpaid Leave of Absence" from the Certificated Personnel Action Report. It was moved by Jim Peterson, seconded by Bob Hatch and carried to approve the Certificated Personnel Action Report, as amended.

ITEMS SCHEDULED FOR ACTION

It was moved by Rob Buchanan, seconded by Liz Phillips and carried to approve the Olga Reed sixth grade trip to Catalina Island Marine Institute (CIMI) on September 18-20, 2013.

It was moved by Bob Hatch, seconded by Liz Phillips and carried to adopt the 2013/2014 Board Strategic Goals.

It was moved by Liz Phillips, seconded by Rob Buchanan and carried to approve and certify the Unaudited Actuals Finance Report, as submitted.

It was moved by Liz Phillips, seconded by Jim Peterson and carried to approve the Fundraising Guidelines as presented.

It was moved by Jim Peterson, seconded by Rob Buchanan and carried to approve Board Policy 3460, Financial Reports and Accountability for first reading and that it is placed on the next Consent Agenda for second reading.

It was moved by Jim Peterson, seconded by Bob Hatch and carried to adopt Board Policy 3580, District Records for first reading and that it is placed on the next Consent Agenda for second reading.

It was moved by Rob Buchanan, seconded by Bob Hatch and carried to approve the purchase of ten (10) KaiVac 1700 series units for a total purchase price of \$29,461.

It was moved by Liz Phillips, seconded by Jim Peterson and carried to approve the purchase of switches as presented.

It was moved by Jim Peterson, seconded by Liz Phillips and carried to adopt Board Policy 6164.6, Identification and Education Under Section 504 for first reading and that it is placed on the next Consent Agenda for second reading.

It was moved by Liz Phillips, seconded by Jim Peterson and carried to approve the disposal of the designated library books and instructional materials in accordance with district policy.

It was moved by Bob Hatch, seconded by Rob Buchanan and carried to adopt 2013/2014 Resolution No. 3, Sufficiency of Instructional Materials as submitted.

It was moved by Rob Buchanan, seconded by Liz Phillips and carried to approve the CalState TEACH Field Experience Participant/Student Teaching Agreement with the Orcutt Union School District, as presented.

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

The Board Financial Report was presented for discussion. Marysia reported that the report contained nothing unusual.

Liz Phillips asked that an update on the Lakeview Jr. High alarm system be presented at the next meeting.

Joe Nightingale student Elijah Benzon was the recipient of a computer at the Santa Maria Valley Industry Education Council and Santa Maria Valley Chamber of Commerce Business Appreciation Luncheon held earlier in the day. Mr. Hatch reported that to date a total of 200 computers have been given to deserving students.

Bob Hatch, Bob Bush and Jan Zilli attended the Quarterly Schools Meeting earlier in the day and had the opportunity to meet the new Hancock President, Dr. Kevin Walthers.

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next Regular Board Meeting is scheduled for Wednesday, October 9, 2013 beginning with Closed Session at 6:45 p.m., Public Session at 7:15 p.m. in the District Office Board Room, 500 Dyer Street, Orcutt, CA. A Special Curriculum Board Meeting is scheduled for Wednesday, October 30, 2013 beginning at 6:00 p.m. in the District Office Board Room.

ADJOURN

It was moved by Jim Peterson, seconded by Liz Phillips and carried to adjourn the meeting at 8:33 p.m.

Bob Bush, Board Secretary

Dr. James Peterson, Clerk, Board of Trustees

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING
September 24, 2013**

CALL TO ORDER

A special meeting of the Board of Trustees of the Orcutt Union School District was held on Tuesday, September 24, 2013 beginning with Ms. Zilli calling Public Session to order at 5:02 p.m. Don Nicholson led the Pledge of Allegiance. Members present: Zilli, Hatch, Buchanan, Peterson and Phillips. Absent: None. Administrators present: Bush, Ochej, Nicholson and Edds. Absent: None.

PUBLIC COMMENT

The following teachers spoke regarding compensation issues and teacher/district relations: Roberta Hough, Elizabeth Winn, Cindy Maloney, Kim Heringes, Anna Zucker, Pat Brickey, Don Robertson, Jan Brown, Tania Kim and Monique Segura.

ADJOURN TO CLOSED SESSION

It was moved by Rob Buchanan, seconded by Bob Hatch and carried to adjourn to Closed Session at 5: 27 p.m.

RECONVENE TO PUBLIC SESSION

Public Session reconvened at 6:25 p.m. and Ms. Zilli reported that no action was taken in Closed Session. It was moved by Liz Phillips, seconded by Jim Peterson and carried to adjourn the meeting at 6:28 p.m.

Bob Bush, Board Secretary

Jim Peterson Clerk, Board of Trustees



ORCUTT UNION SCHOOL DISTRICT

INTERDISTRICT ATTENDANCE AGREEMENT REQUESTS

2013/2014 Academic School Year Current Monthly Requests October 16, 2013

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

School	New	OUSD Relocated	Sibling	Renew	Leave
Alice Shaw					3
Joe Nightingale		2			
Olga Reed	3				
Patterson Road					1
Pine Grove					3
Ralph Dunlap					
Lakeview JH					
Orcutt JH					
Total	3	2	0	0	7

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

School	Enter	Leave
Alice Shaw		
Joe Nightingale	3	
Olga Reed		
Patterson Road		
Pine Grove		
Ralph Dunlap		
Lakeview JH	1	
Orcutt JH		
Total	4	0

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

Grade	AS		JN		OR		PR		PG		RD		LKV		OJH		Total	
	I	A	I	A	I	A	I	A	I	A	I	A	I	A	I	A	I	A
K	6	4	12	6	2	0	2	5	4	5	1	6					27	26
1	8	8	7	4	1	1	3	1	3	3	2	4					24	21
2	5	7	10	5	0	0	7	1	1	4	5	5					28	22
3	7	3	9	8	1	0	4	7	6	4	3	4					30	26
4	9	4	11	4	4	0	6	0	3	5	7	6					40	19
5	10	3	16	5	1	0	7	2	4	2	11	3					49	15
6	11	4	12	5	1	0	6	2	7	5	2	2					39	18
7					2								26	15	22	5	50	20
8					0								42	12	19	8	61	20
Subtotal	56	33	77	37	12	1	35	18	28	28	31	30	68	27	41	13	348	187
Total	89		114		13		53		56		61		95		54		535	



Shaw Elementary School

759 Dahlia Place
Santa Maria, California 93455
Orcutt Union School District
www.aliceshawschool.net

Phone: (805) 938-8850

Fax: (805) 938-8899

Date 09/18/13

Mr. Bob Bush
Superintendent &
The Board of Trustees
Orcutt Union School District
501 Dyer St.
Orcutt, CA 93455

Dear Mr. Bush and Board:

On behalf of Alice Shaw School, I am requesting that the Board of Trustees accept a donation of \$50.00 from Silicon Valley Building Services for Robotics.

This donation will be used to purchase registration and supplies. We thank Silicon Valley Building Services for this donation and appreciate their support.

Sincerely,


Principal

Cc: Silicon Valley Building Services
17020 Oak Leaf Dr.
Morgan Hill, CA 95037



ORCUTT UNION SCHOOL DISTRICT REQUEST FOR ACCEPTANCE OF GIFT

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

DONOR: Name: Silicon Valley Building Services
Address: 17020 Oak Leaf Dr. Morgan Hill CA 95037
Phone No. _____

GIFT: Item Donated _____ or Cash Donation \$ 50.00
(Fill in if money is donated)

Designated for: Robotics

General Description: _____

Model No.: _____ Condition: New Used

Value (estimated): _____

Purpose of Gift: Donation - Robotics

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): *[Signature]*

RECOMMENDATIONS: Principal or District Representative _____

BOARD ACTION: Date Accepted: _____ Date Denied: _____



Shaw Elementary School

759 Dahlia Place
Santa Maria, California 93455
Orcutt Union School District
www.aliceshawschool.net

Phone: (805) 938-8850

Fax: (805) 938-8899

Date: 09/16/03

Mr. Robert Bush
Superintendent &
The Board of Trustees
Orcutt Union School District
501 Dyer St.
Orcutt, CA 93455

Dear Mr. Bush and Board:

On behalf of Alice Shaw School, I am requesting that the Board of Trustees accept a donation of \$50.00 from Joe Spaulding for Robotics.

This donation will be used to purchase computation fees and kit. We thank Joe Spaulding for this donation and appreciate their support.

Sincerely,

Principal

Cc: Donor
Joe Spaulding
2305 Canyon Song Ave.
Laughlin, NV 89029



ORCUTT UNION SCHOOL DISTRICT

REQUEST FOR ACCEPTANCE OF GIFT

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

DONOR: Name: Joe Spaulding
Address: 2305 Canyon Song Ave Laughlin NV 89029
Phone No. _____

GIFT: Item Donated _____ or Cash Donation \$ 50.00
(Fill in if money is donated)

Designated for: Robotics

General Description: _____

Model No.: _____ Condition: New Used

Value (estimated): _____

Purpose of Gift: donation

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? _____

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

Acceptance Approved By (Administrator): _____

RECOMMENDATIONS: Principal or District Representative _____

BOARD ACTION: Date Accepted: _____ Date Denied: _____



Shaw Elementary School

759 Dahlia Place
Santa Maria, California 93455
Orcutt Union School District
www.aliceshawschool.net

Phone: (805) 938-8850

Fax: (805) 938-8899

Date: 09/09/13

Mr. Robert Bush
Superintendent &
The Board of Trustees
Orcutt Union School District
501 Dyer St.
Orcutt, CA 93455

Dear Mr. Bush and Board:

On behalf of Alice Shaw School, I am requesting that the Board of Trustees accept a donation of \$100.00 from Rock N Roll Lobster, Inc for Robotics.

This donation will be used to purchase computation fees and kit. We thank Rock n Roll Lobster, Inc for this donation and appreciate their support.

Sincerely,


Principal

Cc: Donor
Rock n Roll Lobster, Inc (Mikado)
209 Town Center West
Santa Maria, CA 93458



ORCUTT UNION SCHOOL DISTRICT
REQUEST FOR ACCEPTANCE OF GIFT

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

DONOR: Name: Rock n Roll Lobster, INC
Address: 209 Town Center West Santa Maria CA 93458
Phone No.

GIFT: Item Donated or Cash Donation \$ 100.00
Designated for: Robotics
General Description: Cash
Model No.: Condition: [X] New [] Used
Value (estimated):
Purpose of Gift: Robotics fee
Will gift be purchased through Business Services Office? [] Yes [X] No
Donor Conditions of Acceptance:

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

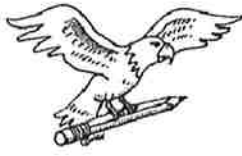
- A. Will gift require installation? [] Yes [X] No
B. What type of installation is required?
C. Will donor pay installation costs? [] Yes [X] No
D. Will there be operating costs? [] Yes [X] No
If yes, what type?

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

Acceptance Approved By (Administrator): [Signature]

RECOMMENDATIONS: Principal or District Representative

BOARD ACTION: Date Accepted: Date Denied:



Shaw Elementary School

759 Dahlia Place
Santa Maria, California 93455
Orcutt Union School District
www.aliceshawschool.net

Phone: (805) 938-8850

Fax: (805) 938-8899

Date: 09/09/13

Mr. Robert Bush
Superintendent &
The Board of Trustees
Orcutt Union School District
501 Dyer St.
Orcutt, CA 93455

Dear Mr. Bush and Board:

On behalf of Alice Shaw School, I am requesting that the Board of Trustees accept a donation of \$_100.00 from Jodi Ellis for Robotics.

This donation will be used to purchase computation fees and kit. We thank Jodi Ellis for this donation and appreciate their support.

Sincerely,

Principal

Cc: Donor
Jodi Ellis
245 Shirley Ln
Santa Maria, CA 93455



ORCUTT UNION SCHOOL DISTRICT
REQUEST FOR ACCEPTANCE OF GIFT

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

DONOR: Name: Jodi Ellis
Address: 245 Shirley Lane Orcutt CA 93455
Phone No.

GIFT: Item Donated or Cash Donation \$ 100.00
Designated for: Robotics
General Description: Cash
Model No.: Condition: [X] New [] Used
Value (estimated):
Purpose of Gift: Robotics fee
Will gift be purchased through Business Services Office? [] Yes [X] No
Donor Conditions of Acceptance:

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

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

Acceptance Requested By (OUSD Staff Member): Natalie Ortega / Office Manager
Acceptance Approved By (Administrator): [Signature]
RECOMMENDATIONS: Principal or District Representative

BOARD ACTION: Date Accepted: Date Denied:



Shaw Elementary School

759 Dahlia Place
Santa Maria, California 93455
Orcutt Union School District
www.aliceshawschool.net

Phone: (805) 938-8850

Fax: (805) 938-8899

Date: 09/10/13

Mr. Robert Bush
Superintendent &
The Board of Trustees
Orcutt Union School District
501 Dyer St.
Orcutt, CA 93455

Dear Mr. Bush and Board:

On behalf of Alice Shaw School, I am requesting that the Board of Trustees accept a donation of \$115.38 from Verna Nicoll for Educational Matching Gift Program.

This donation will be used to purchase school supplies. We thank Verna Nicoll for this donation and appreciate their support.

Sincerely,

Principal

Cc: Donor
Verna Nicoll
622 North East Ave
Santa Maria, CA 93454



ORCUTT UNION SCHOOL DISTRICT REQUEST FOR ACCEPTANCE OF GIFT

SCHOOL: Shaw Elementary School Date: 9/10/2013

DONOR: Name: Verna Nicoll
Address: 622 North East Ave Santa Maria CA 93454
Phone No. _____

GIFT: Item Donated _____ or Cash Donation \$ 115.38
(Fill in if money is donated)

Designated for: school supplies

General Description: Cash

Model No.: _____ Condition: New Used

Value (estimated): _____

Purpose of Gift: School 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): *[Signature]*

RECOMMENDATIONS: Principal or District Representative _____

BOARD ACTION: Date Accepted: _____ Date Denied: _____



ORCUTT UNION SCHOOL DISTRICT

REQUEST FOR ACCEPTANCE OF GIFT

SCHOOL: Ralph Dunlap Elementary School Date: 9/13/13

DONOR: Name: Jeffrey & Donnelle Gultinan
Address: 5630 OakHill Ct. Santa Maria CA 93455
Phone No. 805-937-4795

GIFT: Item Donated _____ or Cash Donation \$ 360.00
(Fill in if money is donated)

Designated for: Mr. Greenup's Dunes Center In Class Program

General Description: _____

Model No.: _____ Condition: New Used

Value (estimated): _____

Purpose of Gift: Dunes Center In Class Program

Will gift be purchased through Business Services Office? Yes No

Donor Conditions of Acceptance: _____

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

A. Will gift require installation? Yes No

B. What type of installation is required? _____

C. Will donor pay installation costs? Yes No

D. Will there be operating costs? Yes No
If yes, what type? _____

Acceptance Requested By (OUSD Staff Member): Carol J. Sutton

Acceptance Approved By (Administrator): Liz Herbstreith

RECOMMENDATIONS: Principal or District Representative _____

BOARD ACTION: Date Accepted: _____ Date Denied: _____

Please submit request to the Superintendent's Office.

(If denied, explanation is on reverse side of this form.)



ORCUTT UNION SCHOOL DISTRICT

REQUEST FOR ACCEPTANCE OF GIFT

SCHOOL: Ralph Dunlap Elementary School Date: 9/30/13

DONOR: Name: Jeffrey & Donnelle Gultinan
Address: 5630 Oakhill Ct
Phone No. Santa Maria CA 93455

GIFT: Item Donated _____ or Cash Donation \$ 250.00
(Fill in if money is donated)
Designated for: Classroom Donation- Rm 11 DelValle
General Description: Classroom Donation
Model No.: _____ Condition: New Used
Value (estimated): _____
Purpose of Gift: Classroom Needs
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): Carol J. Sutton
Acceptance Approved By (Administrator): Liz Herbstreith
RECOMMENDATIONS: Principal or District Representative _____

BOARD ACTION: Date Accepted: _____ Date Denied: _____

Please submit request to the Superintendent's Office.

(If denied, explanation is on reverse side of this form.)



ORCUTT UNION SCHOOL DISTRICT
REQUEST FOR ACCEPTANCE OF GIFT

SCHOOL: Ralph Dunlap Elementary School Date: 9/10/2013

DONOR: Name: Santa Maria Gastroenterology Medical Group
Address: 1311 S. Miller St. Ste. 100
Phone No. _____

GIFT: Item Donated _____ or Cash Donation \$ 500.00
(Fill in if money is donated)

Designated for: Donation on behalf of Teya Nastaskin

General Description: _____

Model No.: _____ Condition: New Used

Value (estimated): _____

Purpose of Gift: Donation on Behalf of Teya Nastaskin

Will gift be purchased through Business Services Office? Yes No

Donor Conditions of Acceptance: _____

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

A. Will gift require installation? Yes No

B. What type of installation is required? _____

C. Will donor pay installation costs? Yes No

D. Will there be operating costs? Yes No

If yes, what type? _____

Acceptance Requested By (OUSD Staff Member): Carol Sutton

Acceptance Approved By (Administrator): Liz Herbstreith

RECOMMENDATIONS: Principal or District Representative _____

BOARD ACTION: Date Accepted: _____ Date Denied: _____

Please submit request to the Superintendent's Office.

(If denied, explanation is on reverse side of this form.)

ORCUTT

Union School District

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

Where a Dedicated Staff Means
KIDS COME FIRST

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

TO: Board of Trustees
Orcutt Union School District

FROM: Bob Bush, Superintendent

BOARD MEETING DATE: October 16, 2013

BOARD AGENDA ITEM: Board Bylaw 9010
Public Statements

BACKGROUND: BB 9010 has been updated to add concepts related to communicating the district's message in a manner that promotes public confidence in the Board's leadership, refraining from disclosing confidential information, and adhering to the same standards and protocols established for other Board communications when participating on social networking sites, blogs, or other electronic media.

RECOMMENDATIONS: It is recommended that the Board of Trustees approve BB 9010.

FUNDING: No funding implications

Board Bylaws

PUBLIC STATEMENTS

The Board of Trustees recognizes the rights of Board members to freely express their views and encourages open discussion of issues during the Board meeting. The Board believes that effective Board members have a responsibility to express themselves, whether in agreement or disagreement with the Board majority, in ways that promote the Board's ability to govern the district.

When speaking to community groups, the media, or other members of the public, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

(cf. 1100 – Communication with the Public)
(cf. 1112 – Media Relations)

All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative.

(cf. 2110 – Superintendent Responsibilities and Duties)
(cf. 9121 – President)
(cf. 9200 – Limits of Board Member Authority)

When speaking for the district, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the Board's leadership

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board. (Government Code 54963)

(cf. 9005 – Governance Standards)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for district students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication, and the disclosure requirements of the California Public Records Act may likewise apply to them.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 1340 - Access to District Records)
(cf. 9012 - Board Member Electronic Communications)

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

GOVERNMENT CODE

6250-6270 California Public Records Act

54960 Actions to stop or prevent violation of meeting provisions

54963 Confidential information in closed session

Management Resources:

WEB SITES

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

Bylaw Adopted: 11/8/06

Bylaw Revised: 10/16/13

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: October 16, 2013

BOARD AGENDA ITEM: Resolution No. 6 – Authorization to Participate in State and Federal Surplus Property Program

BACKGROUND: Periodically, the State or Federal Government has equipment that has been surplused and available to local agencies. In order to secure surplus equipment, the Board of Trustees must authorize staff to represent the district and receive surplus equipment.

As part of the process, the Board of Trustees must pass a resolution giving staff authorization to participate in the state and federal surplus property program.

RECOMMENDATION: It is recommended that the Board of Trustees approve Resolution No. 6 - Authorization to Participate in State and Federal Surplus Property Program as submitted.

FUNDING: N/A

New Application Checklist

- **State Agency**
- **City**
- **County**
- **Special District**

Applicant Name: Orcutt Union School District

Form 201 – Application	Yes	No
Form 202 – Resolution	Yes	No
Form 203 – Non-Discrimination Certification	Yes	No
Debarment Form	Yes	No
Proof of State/Public Agency Status (Listing in State Directory etc.)	Yes	No

Notes:

Reviewed by:	Date:
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	Expires:

**STATE OF CALIFORNIA
NEW APPLICATION FOR ELIGIBILITY
STATE & FEDERAL SURPLUS PROPERTY PROGRAM**

In completing this form please print or type information.

A. Name of Organization Orcutt Union School District Telephone 805-938-8943
 Address 500 Dyer St. City Orcutt County Santa Barbara Zip 93455
 E-Mail Address jbertoldi@orcutt-schools.net Fax Number 805-938-8949

1. Application is being made as a (please check one) (a) Public agency or (b) qualified nonprofit and tax-exempt organization . Check all spaces that apply and provide all requested data.

B. **PUBLIC AGENCY:** Check either state or local

Conservation
 Economic Development
 Education
 Grade Level K-8
 (Preschool, K-12, college)
 Enrollment 4406
 No. of faculty _____
 No. of days in school year 180
 Parks & Recreation
 Public Health
 Public Safety
 Two or more of above
 Other (specify) _____

NONPROFIT AGENCY OR ORGANIZATION:

Education
 Grade Level K-12
 (Preschool, K-12, college)
 School for the mentally or physically handicapped
 Enrollment 746
 No. of faculty _____
 No. of days in school year 180
 No. of school sites 2
 Educational radio or television station
 Museum
 Library
 Medical institution
 Hospital
 Health center
 Clinic
 Other (specify) _____

1. Are the applicant's services available to the public at large? yes. If only a specified group of people is served, please indicate who comprises this group. _____

2. Checklist of signed and completed documents submitted with this application:

- SASP Form No. 202 "Resolution," properly signed and approved by the Governing Board designating representatives, including their signatures, authorized to bind the applicant organization to service fees submitted by the State of California.
- SASP Form No. 203, nondiscrimination compliance assurance.
- Certification Regarding Debarment, Suspension, Ineligibility, & Voluntary Exclusion as required by the General Services Administration of the U.S. Government.
- Other statements or documentation required, as may be specified.

Printed Name and Title of Administrator or Director: Marysia Ochej, Assistant Superintendent, Business Services

Date: _____ Signature of Administrator or Director: _____

FOR STATE SURPLUS AGENCY USE ONLY

Application approved _____ Application disapproved _____

Comments or additional information: _____

Date: _____ Signed: _____

Donee Number: _____ Billing Code: _____



Governor Edmund G. Brown Jr.

RESOLUTION

"BE IT RESOLVED by the Governing Board, and hereby ordered that the official(s) and/or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire surplus property through the auspices of the California State Agency for Surplus Property and accept responsibility for payment of incidental fees by the surplus property agency under the Terms and Conditions accompanying this form or listed on the reverse side of this form."

NAME (Print or Type)	TITLE	SIGNATURE*	E-MAIL ADDRESS
A. <u>Marysia Ochej</u>	<u>Asst. Superintendent</u>	_____	<u>mochej@orcutt-schools.net</u>
<u>Janet Bertoldi</u>	<u>Director Technology</u>	_____	<u>jbertoldi@orcutt-schools.net</u>
<u>Scott Stearns</u>	<u>Facilities Coordinator</u>	_____	<u>sstearns@orcutt-schools.net</u>
_____	_____	_____	_____
_____	_____	_____	_____

***Note: All signatures must be in original form. No copied or stamped signatures**

B. The above resolution was PASSED AND ADOPTED this 16th day of October, 20 13, by the Governing Board of the:
Orcutt Union School District by the following vote: AYES: _____; NOES: _____; ABSENT: _____
Agency Name

I, Dr. James Peterson Clerk of the Governing Board known as Orcutt Union School District

Do hereby certify that the foregoing is a full, true and correct resolution adopted by the governing board of the below named organization at the meeting thereof held at its regular place of meeting on this date and by the vote above stated, a copy of said resolution is on file in the principal office of the Governing Board.

Signed by: _____

Orcutt Union School District

Name of Organization
500 Dyer St.

Mailing Address

Orcutt / 93455 / Santa Barbara
City Zip Code County

NOTE: ALL LOCAL GOVERNMENT & NON-PROFIT INCORPORATED ORGANIZATIONS HAVE A GOVERNING BOARD, THEREFORE COMPLETE ONLY SECTIONS "A" & "B". THE FOLLOWING SECTION "C" IS FOR STATE AGENCIES ONLY

C. AUTHORIZED this 16th day of October, 20 2013, by: _____
Signature of Administrative Officer

Marysia Ochej / Assistant Superintendent, Business Services
Printed Name of Chief Administrative Officer Title

Orcutt Union School District / 500 Dyer St.
Organization Name Street Address
Orcutt / 93455 / Santa Barbara
City ZIP Code County

STATE OF CALIFORNIA AGENCIES ARE REQUIRED TO PROVIDE THEIR STATE BILLING CODE: 93455

ASSURANCE OF COMPLIANCE WITH GSA REGULATIONS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 606 OF TITLE VI OF THE FEDERAL PROPERTY AND ADMINISTRATIVE SERVICES ACT OF 1949, AS AMENDED, SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AS AMENDED AND SECTION 303 OF THE AGE DISCRIMINATION ACT OF 1975

Orcutt Union School District _____, (hereinafter called the "donee"),
(Name of donee organization)

HEREBY AGREES THAT the program for or in connection with which any property is donated to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee is authorized to provide services or benefits under said program to comply with, all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2) issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

The donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations; that this agreement shall obligate the donee for the period during which it retains ownership or possession of any such property; that the United States shall have the right to seek judicial enforcement of this agreement; and, this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

Date _____ **Orcutt Union School District** _____
Donee Organization

BY Bob Bush
(President/Chairman of the Board
or comparable authorized official)

500 Dyer St.

Orcutt, CA 93455

Donee Mailing Address

**STATE OF CALIFORNIA
NEW APPLICATION FOR ELIGIBILITY
STATE & FEDERAL SURPLUS PROPERTY PROGRAM**

Pursuant to Federal Regulation 28 C.F.R. §§ 42.401 - 42.415, a recipient is mandated to report to the Federal Government the racial and national origins of all persons within your service area. You are therefore asked to supply the Office of Fleet and Asset Management with the race and national origins of individuals you serve in your service area (it may be helpful to refer to the US Census to determine the racial makeup of your service area at www.factfinder.census.gov/). This form must be completed and returned with the rest of the eligibility packet in order to qualify for the Federal Surplus Property Program. Your answers on this form in no way affect your eligibility; however, not returning the form will delay the processing of your application.

American Indian or Alaskan Native % <u>.4</u>	Persons having origins in any of the tribal people of North America, and who maintain cultural identification through tribal affiliation or community recognition.
Asian / Pacific Islander % <u>5.0</u>	Persons having origins in any of the original peoples of the far east, Southeast Asia, Pacific Islands, or the Indian Subcontinent. This includes China, Japan, Korea, The Philippines, and Samoa.
Black % <u>1.7</u>	Persons having origins in any of the black racial groups of Africa.
Hispanic % <u>43.8</u>	Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
White % <u>46.9</u>	Person having origins in any of the original people of Europe, North Africa, or the Middle East.
Other % <u>2.1</u>	(Specify) <u>Non-hispanic</u>

Print Name Bob Bush

Title Superintendent

Signature _____

Date _____

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

This certification is required by the General Services Administration regulations implementing Executive Order 12549-41 CFR 105-68 – for all lower tier transactions meeting the requirements stated at 41 CFR 105-68.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage section of rule implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitation for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF DONEE APPLICANT

Bob Bush, Superintendent

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: October 16, 2013

BOARD AGENDA ITEM: Board Policy # 3311 Bids

BACKGROUND: In our continued effort to be current with district board policies, attached is policy #3311 for first reading. This policy has been reviewed by the School Boards Association legal counsel to comply with current requirements. This will bring us up-to-date with current practices and legalese.

Board Policy	Policy
#3311	Bids

RECOMMENDATION: Staff recommends that the Board of Trustees approve Board Policy #3311 as presented for first reading.

FUNDING: N/A

Business and Noninstructional Operations

BIDS

~~In order to ensure transparency and the prudent expenditure of public funds, the Board of Trustees shall award contracts in an objective manner and in accordance with law. District equipment, supplies, and services shall be purchased using competitive bidding when required by law or if the Board determines that it is in the best interest of the district to do so.~~

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. In leasing or purchasing equipment, materials, supplies, or services for the district and when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such leases and purchases shall be made using competitive bidding.

(cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 3000 - Concepts and Roles)
(cf. 3300 - Expenditures and Purchases)

~~Bid specifications shall be carefully designed and shall describe in detail the quality, delivery, and service required.~~

~~To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.~~

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4. (Public Contract Code 20116)

When calling for bids, the Superintendent or designee shall ensure that the bid specification clearly describes in appropriate detail the quality, delivery, and service required and includes all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

The Superintendent or designee shall develop the procedures to be used for rating bidders for award of contracts which, by law or Board policy, require prequalification. The procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.

(cf. 9270 - Conflict of Interest)

Noninstructional Operations

BIDS

Except as authorized by law and specified in the administrative regulation, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

Legal Reference:

EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities Act

17406 Lease-leaseback contract

17595 Purchases through Department of General Services

17602 Purchase of surplus property from federal agencies

38083 Purchase of perishable foodstuffs and seasonable commodities

38110-38120 Apparatus and supplies

39802 Transportation services

GOVERNMENT CODE

4217.10-4217.18 Energy conservation contracts

4330-4334 Preference for California-made materials

6252 Definition of public record

53060 Special services and advice

54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

1102 Emergencies

~~2001-2001~~ 2000-2002 Responsive bidders

3000-3010 Roofing projects

3400 Bids, specifications by brand or trade name not permitted

3410 United States produce and processed foods

6610 Bid visits

12200 Definitions, recycled goods, materials and supplies

20101-20103.7 Public construction projects, requirements for bidding

20103.8 Award of contracts

20107 Bidder's security

20111-20118.4 Contracting by school districts

20189 Bidder's security, earthquake relief

22002 Definition of public project

22030-22045 Alternative procedures for public projects (UPCCAA)

22050 Alternative emergency procedures

22152 Recycled product procurement

COURT DECISIONS

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739

Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425

Marshall v. Pasadena USD, (2004) 119 Cal.App.4th 1241

Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449

City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)

Business and Noninstructional Operations

BIDS

Management Resources:

WEB SITES

CSBA: [http:// www.csba.org](http://www.csba.org)

California Association of School Business Officials: <http://www.casbo.org>

(11/00 7/08) 8/13



Educational Services

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

TO: Bob Bush, Superintendent

FROM: Holly Edds
Assistant Superintendent, Educational Services

BOARD MEETING DATE: October 16, 2013

BOARD AGENDA ITEM: Approval of Supplemental Educational Services (SES)
Provider Contracts for the 2013-14 School Year

BACKGROUND: Supplemental Educational Services are free tutoring services that are available to increase the academic achievement of students from low-income families attending public school receiving Title I funds and designated as Program Improvement (PI), year 2 and beyond. The tutoring services are to be provided beyond the regular school day and must be research-based consistent with the core academic content and instruction used by the local educational agency (LEA), and aligned with the state academic content standards in English-language arts (ELA), science and mathematics.

Under No Child Left Behind, schools in Program Improvement (PI) year 2 and beyond must offer supplemental educational services (SES) to students.

We currently have two schools which are required to offer supplemental educational services. Test score data will be used to identify eligible students.

Eight providers have notified the District of their willingness to provide supplemental educational services to our students and they have met with me to present their program information. Attached is a list of the SES providers who have submitted contracts to the Orcutt Union School District to provide supplemental services to district students and a sample contract that these providers have completed for their services.



Educational Services

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

RECOMMENDATION: It is recommended that the Board of Trustees approve the Supplemental Educational Services providers and contracts for the 2013-14 school year.

FUNDING: The costs for direct tutoring of students are charged to Title I. The cost for staff to handle the administrative side of the program cannot be charged to Title I and must be covered out of District funds. The per-pupil amount (PPR) is \$757.58 and the total expenditure amount will be dependent on the number of students who sign up and receive SES services up to a maximum of 74 students.

SES Vendors 2013-14

#1 Academia de Servicio de Tutoria

Achieve High Points

#1 Educando Con Tabletas

¡Alpha! Innovation through Education

A+ Educational Centers

Tutorial Services (Compass)

Professional Tutors of America

Academic Tutoring Services (door to door at trailer park)

Where a Dedicated Staff Means
KIDS COME FIRST

ORCUTT UNION SCHOOL DISTRICT

Master Contract Title I Supplementary Service Providers

THIS MASTER CONTRACT ("Contract") is made and entered into on _____, 2013 between the Orcutt Union School District (hereinafter referred to as "LEA" [local educational agency] or "District"), a public school district operating under the laws of the state of California, and _____, (address/phone number) the supplementary service provider (hereinafter referred to as ("PROVIDER")) for the purpose of providing supplementary services to LEA students. "Eligible students" are those students identified by the district who meet specific requirements under Title I.

WHEREAS, the LEA is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, the LEA is in need of such special services and advice;

WHEREAS, PROVIDER is specially trained and experienced and competent to perform the special services required by the LEA, and such services are needed on a limited basis;

WHEREAS, the No Child Left Behind Act, 20 U.S.C. Section 6316(e) outlines the requirements for supplemental educational services;

WHEREAS, Section 6316(e) (3) contains the following requirements:

- a. Requires the LEA to develop, in consultation with parents (and the PROVIDER chosen by parents), a statement of specific achievement goals for the student, how the student's progress will be measured, and a timetable for improving achievement, in the student with disabilities, is consistent with the student's IEP;
- b. Requires a description of how the student's parents and teacher or teachers will be regularly informed of the student's progress;
- c. Requires a provision for the termination of the agreement if the PROVIDER is unable to meet the goals and timetables required;
- d. Requires provisions with respect to the making payment to the PROVIDER by the LEA;
- e. Prohibits the PROVIDER from disclosing to the public the identity of any student eligible for, or receiving supplemental services with the written permission of the parent of such student;

WHEREAS, PROVIDER is willing to provide such services to LEA's eligible students if selected by the parents/guardians of eligible students.

THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, it is agreed between the parties as follows:

1. Individual Supplementary Services Agreements

An Individual Supplementary Services Agreement (ISSA) shall be developed by LEA in consultation with parents/guardians and PROVIDER for each LEA eligible student whose parent/guardian elects to receive supplementary services from PROVIDER. (See attached form) Changes in any student's ISSA may only be made with the written consent of LEA in consultation with parents/guardians. PROVIDER, LEA or the parents/guardians may request a review of a student's ISSA.

PROVIDER shall not unilaterally terminate any ISSA. PROVIDER shall obtain written authorization from LEA before terminating any ISSA.

Parents/guardians shall not be charged for any services rendered under the ISSA unless such services and charges are clearly identified in writing and agreed upon in advance in writing signed by the parents/guardians. In no event shall the agreed upon charges obligate the LEA financially, nor shall the LEA incur any obligation or expense in excess of the state/federal reimbursement amount.

No incentives shall be offered to students and parents/guardians for entering into an agreement for services with PROVIDER. PROVIDER shall only offer tutoring services to students. If incentives are offered this shall be a potential ground for termination of the contract with the PROVIDER.

Any documentation that parents/guardians need to provide to the LEA to indicate they are selecting the services of PROVIDER shall be picked up by parents/guardians at the school site(s) of the LEA and then delivered directly to the LEA from the parents/guardians, not the PROVIDER.

2. Parents/Guardianship

For the purpose of the Contract, a parent is the natural or adoptive parent, legal guardian, or a surrogate parent approved by LEA.

3. Lesson Plans & Student Records

Lesson Plans: After a student's parent/guardian signs an ISSA, the PROVIDER shall develop an individualized student education plan (lesson plan) after consultation with the student and parent/guardian. The PROVIDER is encouraged to meet with the LEA's staff prior to this meeting with the student and parent/guardian.

The individualized student education plan (lesson plan) shall include assessment tools that will be used to gauge the student's progress before and after entering the PROVIDER'S program. It shall also include goals and objectives, materials to be used by PROVIDER, and results that are to be expected by the PROVIDER.

Student Records: All student records shall be kept in a secure location preventing access by unauthorized individuals. PROVIDER will maintain an access log delineating date, time, agency, and identity of any individual accessing student records who is not in the direct employ of the PROVIDER. PROVIDER agrees to provide access to and copies of student records to LEA and/or the parents/guardians of LEA's student. PROVIDER shall not forward to any other person other than parents/guardians or LEA any student record without the written consent of the parent/guardian or LEA. Upon completion or termination of the ISSA or termination of this Contract, PROVIDER shall turn over to LEA all student records for LEA's eligible students to whom PROVIDER has provided services under this contract. PROVIDER agrees to keep all student records confidential at all times. PROVIDER also agrees to provide to the LEA student records during the time the student is in PROVIDER'S program after 10 hours of service and such student records shall include progress reports.

4. Access by LEA

PROVIDER shall notify LEA of the location and/or any change in location at which it is providing services to LEA's eligible students. It shall allow access to its facilities for periodic monitoring of each student's instructional program by LEA and shall be invited to participate in the review of each student's progress by LEA. LEA representatives shall have access to observe each student at work, observe the instructional setting, interview PROVIDER, and review each student's progress including the behavior intervention plan, if any. PROVIDER agrees to produce periodic reports to the LEA and parents/guardians on the progress of students.

PROVIDER will also allow LEA to monitor and inspect the facility used by PROVIDER at all times before, during and after PROVIDERS service of students. If PROVIDER has not secured a facility for use by students at the time when a demand for inspection is made by the LEA, PROVIDER shall provide the LEA with notice immediately upon securing a facility.

PROVIDER agrees to comply with all applicable local, State of California and Federal health and safety laws that could pertain to PROVIDER in the operation of its business. Further, PROVIDER agrees to demonstrate to LEA, upon request, that such laws and regulations are being complied with.

5. Fingerprints/Background Checks

In accordance with Education Code S 45125.1, PROVIDER shall conduct a criminal background check of its employees and, upon receipt of verification that these checks were performed, certify to the LEA that no employee of PROVIDER working with

students of the school district has been convicted of a violent or serious felony as defined by statutes. No employee, owner or anyone who potentially has access to PROVIDER'S facility shall be allowed into PROVIDER'S facility until the LEA receives documentation of fingerprint clearance. Such documentation shall indicate that the background check was performed, but does not need to include the documentation of the actual background check. Further, PROVIDER shall supply LEA with a list of names of those employees who are cleared to work with students of the LEA.

Further, PROVIDER warrants that any employee working with students has obtained a Tuberculosis (TB) clearance before they begin to work with students.

6. Independent Contractor Status

This agreement is by and between two independent agents and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. PROVIDER understands and agrees that it shall be responsible for providing its own salaries, payroll taxes, withholding, insurance, workers compensation coverage and all other benefits of any kind, as required by law for its own employees, and assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this agreement. However, PROVIDER shall provide LEA with proof of workers compensation coverage whenever requested by the LEA.

7. Conflict of Interest/Business License

PROVIDER agrees to furnish to LEA (upon request) a valid copy of the most recently adopted partnership agreements or bylaws of the corporation and also a complete and accurate list of the Governing Board of Directors (or Trustees or Partners) and to timely update said information as changes in such governance occur. PROVIDER shall avoid any actual or potential conflict of interest on behalf of itself or its employees providing services hereunder, including, but not limited, to employment with LEA, if such employment with LEA is in conflict with the time or subject of the work to be performed for the PROVIDER. The LEA shall make a determination whether such conflict exists upon notification by PROVIDER of the potential conflict.

PROVIDER agrees to provide LEA with documentation indicating that PROVIDER can operate as a business in California and has obtained the proper business licenses and other required documentation to operate a business.

8. Accident/Incident Report

PROVIDER agrees to submit a written accident report to LEA within five (5) days of an accident or incident when a pupil has suffered an injury, injured another individual, or has been involved in an activity requiring notification of law enforcement or emergency personnel.

9. Discrimination/Instruction

PROVIDER shall not discriminate on the basis of race, religion, sex, national origin, age, handicap, or sexual orientation in employment or operation of its programs.

PROVIDER agrees to also serve any students with disabilities and to comply with all laws regulating serving those students with disabilities.

PROVIDER agrees to serve all students regardless of their religious beliefs and to provide instruction that is non-ideological. PROVIDER agrees that the content of instruction will comply with State of California curriculum content standards and that they will provide instruction in English language arts and math

10. Child Abuse Reporting

PROVIDER assures LEA that all staff members, including volunteers, are familiar with and agree to adhere to child abuse and/or missing children reporting obligations and procedures under California law, including but not limited to, California Education Code S 49370 and California Penal Code S 11166 et seq. Provider agrees to provide annual training to all its employees regarding mandated reporting of child abuse and missing children. Provider agrees that all staff members will abide by such laws in a timely manner.

PROVIDER shall submit immediately by facsimile and mail, within twenty-four (24) hours an accident or incident report to LEA when it becomes aware of circumstances including, but not limited to: allegations of molestation, child abuse, missing children under PROVIDER'S supervision.

11. Supplies, Snacks, Equipment and Facilities

PROVIDER shall be solely responsible for the provision of all appropriate supplies, snacks, equipment, and facilities for a pupil as required in his/her ISSA. A PROVIDER who desires to use District facilities must make a separate application for use of facilities through the District's Use of Facilities procedures.

LEA may request that PROVIDER demonstrate knowledge and competency in how to use various medical equipment that may be necessary for students, and LEA may inspect the PROVIDER at any time to verify that such medical equipment is being used properly.

12. Inspection and Audit

PROVIDER shall provide access to records or reports, or other matter relating to the Contract, upon request by LEA. Fiscal records shall be maintained by PROVIDER for five (5) years and shall be available for audit.

PROVIDER shall make fiscal records, tax records and other documentation available to LEA that is needed to show its fiscal viability. The documentation requested shall be made available to the LEA within ten (10) business days after such a request is made in writing.

PROVIDER shall provide a custodian of records with an address and two contact persons that will allow the LEA to inspect such records upon request and within a reasonable period of time.

13. Indemnification

PROVIDER shall defend, hold harmless, and indemnify LEA and its governing board, officers, agents, and employees from and against all liabilities and claims for damage for death, sickness, or injury to any person(s) or damage to any property, including, without limitation, all consequential damages and expenses (including attorney fees), from any cause whatsoever arising from or connected with its service hereunder, resulting from the negligence or intentional acts of provider, its agents or employees. It is understood and agreed that such indemnity shall survive the termination of this agreement.

LEA shall defend, hold harmless and indemnify PROVIDER and its governing board offices, agents, and employees from all liabilities and claims for damage for death, sickness, or injury to any person(s) or damage to any property, including, without limitation, all consequential damages and expenses (including attorney fees), from any cause whatsoever resulting from the negligence or intentional acts of LEA, its agents or employees. It is understood and agreed that such indemnity shall survive the termination of this agreement.

14. Insurance

The PROVIDER will provide proof of insurance with levels of acceptable cover as determined by the LEA. During the entire term of this agreement and any extension or modification thereof, PROVIDER shall keep in effect a policy or policies of liability insurance. The LEA can request continued proof of insurance through the duration of this contract.

15. Monthly Invoices

PROVIDER shall submit to LEA monthly invoices itemized by name of student, service provided and actual number of hours for which services were provided, and amount owed. Such invoices shall be submitted within thirty (30) days of the end of the month in which services are rendered. LEA shall process payments to PROVIDER within forty-five (45) days of submission of such invoices.

16. Records of Attendance

PROVIDER shall maintain daily records of student service provided, including the name/address of student, the name of PROVIDER'S employee who rendered the service, and the amount of time of such service. PROVIDER shall permit access to and/or a copy of such records to LEA upon request.

PROVIDER agrees that any service of students shall be outside of normal school hours and that any service hours that may occur during normal school hours shall not be paid for by the LEA.

PROVIDER agrees that each day an adult picks up a student (K-6) from PROVIDER'S program; the adult shall sign out the student from that period of service by PROVIDER. For those students that are in grades 7 and 8, the students can sign out from that period of service themselves. These records of attendance that are collected each day of service will be used by the LEA to audit attendance, and PROVIDER shall provide these records to the LEA to get paid for services that they have provided to students.

17. Right to Withhold

LEA may withhold payment to PROVIDER, on ten (10) working days written notice of such withholding, when in the opinion of the LEA:

- a. PROVIDER'S performance, in whole or in part, either has not been carried out or is insufficiently documented.
- b. PROVIDER has neglected, failed, or refused to furnish information or to cooperate with the inspection, review, or audit of its program, work, or records.
- c. PROVIDER has failed to submit the invoice in a timely manner.

If LEA gives notice of intent to withhold, provider shall have fourteen (14) days from the date of receipt of said notice to correct such deficiency and/or may invoke the dispute resolution provision herein.

18. Modifications and Amendments:

This contract may be modified or amended only by a written document signed by authorized representatives of PROVIDER and LEA. No change in this Contract or in the ISSA shall result in a LEA financial obligation to PROVIDER in excess of the State/Federal reimbursement rate per student per year to the LEA.

19. Disputes

Disputes between LEA and PROVIDER concerning the meaning, requirements or performance of this contract shall be submitted to the Coordinator of Business & Finance of the Santa Maria Bonita School District. The determination of the LEA Coordinator of Business and Finance shall be made in writing and shall be binding on both parties.

20. Subcontract and Assignment

PROVIDER shall not subcontract or assign any of the work contemplated under this Contract without first obtaining written approval from the LEA. Such approval shall be attached and made part of this contract. Subcontracts or assignments may be entered into only with providers certified by the California Department of Education.

Any sub-contractor or assignee shall be bound by all the terms of this Contract, including the insurance and indemnification provisions.

21. Provider Conduct

- a. PROVIDER, its employees, agents, representatives, managers, and owners may not directly or indirectly represent or insinuate that they are representatives of the DISTRICT, the School itself, School Staff, or School Site. Violation of this provision will be viewed as potential grounds for termination of the contract.
- b. PROVIDER, its employees, agents, representatives, managers, and owners may not directly or indirectly perform any tasks for the benefit of the PROVIDER during their DISTRICT work day including time in the regular assignment, extra-time, work as a substitute, or paid breaks. Violation of this provision will be viewed as potential grounds for termination of the contract.
- c. PROVIDER warrants that all communications of information, marketing materials, program descriptions or other information to be provided to potential customers, students, or parents will be reviewed and approved by the DISTRICT prior to being circulated and distributed. PROVIDER must receive and retain the record of this approval with an initial and date of the DISTRICT'S review. Violation of this provision will be viewed as potential grounds for termination of the contract.
- d. PROVIDER warrants that its employees, agents, representative, managers, and owners will not make disparaging remarks about the DISTRICT, its teachers, staff administration, Board, Schools, teaching methods, curriculum, educational services, academic performance, student achievement, students, parents, or supporters. Violation of this provision will be viewed as potential grounds for termination of the contract.

- e. PROVIDER, its staff, employees, administrators or officers will not make remarks about the DISTRICT, its teachers, staff administration, Board, Schools, teaching methods, curriculum, educational services, academic performance, student achievement, students, parents or supporters, in any way that impugn their rights, reputation, responsibilities, roles, or protections available to them under the law. Violation of this provision will be viewed as potential grounds for termination of the contract.
- f. PROVIDER, its staff, employees, administrator, or officers shall not engage in actions that impede student and parent egress and regress from DISTRICT campuses in any way. Violation of this provision will be viewed as potential grounds for termination of the contract.
- g. PROVIDER, its staff, employees, administrators, or officers shall not enter parking lots for the purpose of engaging parents and/or students for any purpose as this can delay the time needed to exit the parking lot area safely. Violation of this provision will be viewed as potential grounds for termination of the contract.
- h. PROVIDER, its staff, employees, administrators, or officers shall not engage parents and/or students in driveways, including the section of sidewalk that spans between the roadway and driveway, crosswalks, or roadways whether traffic is present or not, for any purpose, as this can delay the time needed to exit campus and return home safely. Violation of this provision will be viewed as potential grounds for termination of the contract.

22. Termination

- a. This agreement may be terminated by LEA or provider at any time. PROVIDER's exercise of its right to terminate this contract shall not alleviate its responsibilities to complete any existing ISSA's. To terminate this Contract, either party shall give twenty (20) calendar days written notice as provided herein prior to the date of the termination. Upon termination without default of PROVIDER, LEA shall pay, without duplication, for all services satisfactorily performed to date of termination.
- b. In consideration of this payment, PROVIDER waives all rights to any further payment or damage. Upon termination, PROVIDER shall turn over to LEA all student records in its possession generated as a result of services rendered under this Contract, possessed by PROVIDER or under its control at the time of termination.
- c. An Individual Supplementary Services Agreement may be terminated by PROVIDER only upon consent of the LEA. An ISSA shall terminate if the student ceases to be enrolled in the District. Upon termination under this paragraph, final payment from LEA will be calculated based upon a pro-rata calculation of total services agreed-upon in the ISSA for which the LEA is responsible for payment, divided by that portion of services actually rendered.

- d. If the PROVIDER believes this contract was terminated in bad faith, then the PROVIDER can complain using the Uniform Compliant Process which is outlined in California Department of Education regulations, and/or PROVIDER can complain to the California Department of Education and the LEA consents to the oversight and investigation deemed appropriate from that agency.
- e. PROVIDER agrees that no service to any students can begin until Sections 4, 5, 6 and 14 of this Agreement are fully complied with. PROVIDER can expect this contract to be terminated by the LEA if PROVIDER cannot satisfy the terms of the above referenced sections before PROVIDER plans on serving students.

23. Compliance with Laws

During the term of this agreement, PROVIDER shall comply with all applicable federal, State Board of Education, and local statutes, laws, ordinances, rules and regulations relating to the provision of supplementary services, including securing and maintaining in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Contract.

24. Entire Agreement

This Contract constitutes the entire agreement between LEA and PROVIDER and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated.

25. Governing Law

The terms and conditions of this agreement shall be governed by the laws of the state of California with venue in Santa Maria, California.

26. Severability Clause

If any provision of this agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire agreement shall be severable and remain in effect.

27. Notices

Notices required under this Contract shall be valid when mailed first class postage or personally delivered to the following representatives, as indicated below:

For the LEA: Marysia Ochej, Assistant Superintendent for Business Services
Orcutt Union School District
500 Dyer Street
Orcutt, California 93455

For PROVIDER:

(Name/Title)

(Address)

(City/State/Zip Code)

28. Authorized Representative

The persons signing this Contract certify they are the authorized representatives of the respective parties, and are authorized to sign this document.

The parties hereto have executed this agreement by and through their duly authorized agents or representatives. This contract is effective (Session 1) September 30, 2013 to December 31, 2013 and (Session 2) February 3, 2014 to April 25, 2014, and terminates at 5:00 p.m. on April 25, 2014, unless sooner terminated as provided herein.

PROVIDER:

ORCUTT UNION
SCHOOL DISTRICT:

(Type/print name and Title)

Marysia Ochej
Assistant Superintendent for Business Services

Fed ID#: _____



Educational Services

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

TO: Bob Bush, Superintendent

FROM: Holly Edds
Assistant Superintendent, Educational Services

BOARD MEETING DATE: October 16, 2013

BOARD AGENDA ITEM: Board Policy 0420

SCHOOL PLANS/SITE COUNCILS

BACKGROUND: Policy revised to delete material on school site block grants, which are no longer operational. Policy also adds language, reflecting California Department of Education guide, requiring the Board to communicate specific reasons to the school site council when it disapproves the Single Plan for Student Achievement.

RECOMMENDATION: It is recommended that the Board of Trustees approve the revision to BP 0420.

FUNDING: No funding implications.

Philosophy, Goals, Objectives and Comprehensive Plans

SCHOOL PLANS/SITE COUNCILS

The Board of Trustees believes that comprehensive planning at each district school is necessary in order to focus school improvement efforts on student academic achievement and facilitate the effective use of district resources. The Superintendent or designee shall ensure that school plans provide clear direction and identify cohesive strategies aligned with school and district goals.

(cf. 0000 - Mission)
(cf. 0200 – Core Values for the School District)
(cf. 0400 - Comprehensive Plans)

~~When required by law or determined to be a useful tool to accomplish district and school goals, school site councils or other school advisory groups shall develop comprehensive school plans designed to enhance student achievement at individual school sites.~~

~~(cf. 0000 – Vision)
(cf. 0200 – Goals for the School District)
(cf. 0400 – Comprehensive Plans)
(cf. 0420.5 – School Based Decision Making)
(cf. 1220 – Citizen Advisory Committees)
(cf. 1431 – Waivers)
(cf. 6020 – Parent Involvement)~~

Single Plan for Student Achievement

~~The Superintendent or designee shall ensure that a single plan for student achievement is prepared by the school site council as required by law for each school participating in specified state and/or federal categorical programs. (Education Code 41507, 41572, 52055.755, 64001)~~

For any school that participates in specified state and/or federal categorical programs, the school site council or other schoolwide advisory committee shall consolidate the plans required for those categorical programs into a single plan for student achievement (SPSA). (Education Code 52055.755, 64001)

*(cf. 0420.1 - School-Based Program Coordination)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0520.1 – High Priority Schools Grant Program)
(cf. 0520.2 – Title I Program Improvement Schools)
(cf. 0520.4 – Quality Education Investment Schools)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1431 - Waivers)
(cf. 3513.3 - Tobacco-Free Schools)*

(cf. 4131 - Staff Development)
(cf. 4139 - Peer Assistance and Review)
(cf. 5147 - Dropout Prevention)
(cf. 6020 - Parent Involvement)
(cf. 5148.1 - Child Care Services for Parenting Students)
(cf. 6142.91 - Reading/Language Arts Instruction)
~~*(cf. 6163.1 - Library Media Centers)*~~
(cf. 6164.2 - Counseling/Guidance Services)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6190 - Evaluation of the Instructional Program)

**As appropriate, a school may incorporate any other school plan into the SPSA.
(Education Code 64001)**

Whenever feasible, any other school plan may be incorporated into the single plan for student achievement.

The Superintendent or designee shall review each school's ~~single plan~~ **SPSA** and to ensure that it ~~has been developed and approved by a properly constituted school site council,~~ meets the content requirements for all programs included, is based on an analysis of current practices and student academic performance, and reasonably links improvement strategies to identified needs of the school and students. He/she shall submit to the Board of Trustees his/her recommendations for plan approval or ~~recommendations regarding any subsequent material revisions of the plan~~ **revision**.

The Board shall review and approve each school's ~~single plan for student achievement at a regularly scheduled meeting.~~ **SPSA** and The Board also shall review and approve any subsequent **material** revisions that ~~include material changes affecting the academic programs for students participating in these categorical programs~~ **addressed in the SPSA**. The Board shall certify that, to the extent allowable under federal law, the plan is consistent with district local improvement plans ~~required~~ as a condition of receiving federal funding. (Education Code 64001)

Legal Reference:

EDUCATION CODE
52-53 Designation of schools
~~8240-8244 General child care and development programs~~
~~8750-8754 Conservation education~~
~~18100-18203 School libraries~~
~~32228-32228.5 School safety and violence prevention~~
33133 Information guide for school site councils
35147 Open meeting laws exceptions
41500-41573 Categorical education block grants
~~44500-44508 Peer Assistance and Review Program~~
~~44520-44534 New Careers Program~~
~~48400-48403 Compulsory continuation education~~
~~48430-48438 Continuation education~~
~~48660-48667 Community day schools~~
~~51745-51749.3 Independent study~~

51760-51769.5 Work experience education
51870-51874 Educational technology
52053-52055.55 Immediate Intervention/Underperforming Schools Program
52055.600-52055.662 High Priority Schools Grant Program
52055.700-52055.770 Quality Education Investment Act
52176 Advisory committees
52200-52212 Gifted and Talented Education Program
52300-52346 Regional occupational centers
52500-52617 Adult education, including:
52610-52616.24 Adult education finances
52800-52887 School-Based Program Coordination Act
52890 Qualifications and duties of outreach consultants
54000-54028 Educationally Disadvantaged Youth Programs
54100-54145 Miller-Unruh Basic Reading Act
54425 Advisory committees (compensatory education)
54650-54659 Education Improvement Incentive Program
54740-54749.5 California School Age Families Education Program
56000-56867 Special education
64000 Categorical programs included in consolidated application
64001 Single school plan for student achievement, consolidated application programs
~~REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS~~
52012 Establishment of school site council
52014-52015 School plans
HEALTH AND SAFETY CODE
104420 Tobacco use prevention
~~MILITARY AND VETERANS CODE~~
500-520.1 California Cadet Corps
~~AB 1802-UNCODIFIED 2006 STATUTE~~
43 School site block grants
CODE OF REGULATIONS, TITLE 5
3930-3937 Compliance plans
UNITED STATES CODE, TITLE 20
6311 Accountability, adequate yearly progress
6312-6319 Title I programs; plans
6421-6472 Programs for neglected, delinquent, and at-risk children and youth
6601-6651 Teacher and Principal Training and Recruitment program
6801-7014 Limited English proficient and immigrant students
7101-7165 Safe and Drug-Free Schools and Communities
7341-7355c Rural Education Initiative

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~A Guide and Template for the Single Plan for Student Achievement: A Handbook for School Site Councils, April 2006~~

A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council, February 2013

WEST ED PUBLICATIONS

California Healthy Kids Survey

California School Climate Survey

WEB SITES

California Department of Education, Single Plan for Student Achievement:

<http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>

~~Center for Comprehensive School Reform and Improvement: <http://www.centerforesri.org>~~

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

WestEd: <http://www.wested.org>

Policy Adopted: ~~11/8/06~~ 10/16/13

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California



Educational Services

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

TO: Bob Bush, Superintendent

FROM: Holly Edds
Assistant Superintendent, Educational Services

BOARD MEETING DATE: October 16, 2013

BOARD AGENDA ITEM: Board Policy 6144

CONTROVERSIAL ISSUES

BACKGROUND: Policy updated to incorporate material formerly in AR, reference policy that addresses appropriateness of supplementary instructional materials, add consultation with Superintendent or designee as needed to determine appropriateness of the subject matter or resource, add prior parental notification when required or deemed advisable, and add reference to appropriate complaint procedures.

RECOMMENDATION: It is recommended that the Board of Trustees approve the revision to BP 6144.

FUNDING: No funding implications.

CONTROVERSIAL ISSUES

The Board of Trustees ~~believes that students should have opportunities to discuss~~ recognizes that the district's educational program may sometimes include instruction related to controversial issues that may arouse strong reaction based on personal values and beliefs, which have political philosophy, social or economic significance and which the students are mature enough to investigate and address, culture, religion, or other influences. The study of a controversial issue should help students learn how to gather and organize pertinent facts, discriminate between fact and fiction, draw intelligent conclusions and respect the opinions of others. Instruction concerning such topics shall be relevant to the adopted course of study and curricular goals and should be designed to develop students' critical thinking skills, ability to discriminate between fact and opinion, respect for others, and understanding and tolerance of diverse points of view.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)
(cf. 6143 - Courses of Study)

The Board expects administrators and teachers to exercise ~~caution and discretion~~ professional judgment when deciding whether or not a particular issue is suitable for study or discussion in any particular class. Teachers should not spend class time on any topic which they feel is not suitable for the class or related to the established course of study. They shall consult with the Superintendent or designee as necessary to determine the appropriateness of the subject matter, guest speakers, and/or related instructional materials or resources.

The Board also expects teachers to ensure that all sides of a controversial issue are impartially presented, with adequate and appropriate factual information. Without promoting any partisan point of view, the teacher should help students separate fact from opinion and warn them against drawing conclusions from insufficient data. The teacher shall not suppress any student's view on the issue as long as its expression is not malicious or abusive toward others.

Teachers sponsoring guest speakers shall either ask them not to use their position or influence on students to forward their own religious, political, economic or social views or shall take active steps to neutralize whatever bias has been presented.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)

When providing instruction related to a controversial issue, the following guidelines shall apply:

1. The topic shall be suitable to the age and maturity of the students.
2. Instruction shall be presented in a balanced manner, addressing all sides of the issue without bias or prejudice and without promoting any particular point of view.
3. The teacher may express a personal opinion provided he/she identifies it as a personal opinion and clarifies that he/she is not speaking on behalf of the school or district. The teacher shall not express an opinion for the purpose of persuading students to his/her point of view.
4. No student's viewpoint shall be suppressed, provided such expression is not malicious or abusive toward others. Students shall be assured of their right to form and express an opinion without jeopardizing their relationship with the teacher or school.

(cf. 5022 - Student and Family Privacy Rights)
(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6145.5 - Student Organizations and Equal Access)

5. Students shall be informed of conduct expected during such instruction and the importance of being courteous and respectful of the opinions of others.

(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)

6. Adequate factual information shall be provided to help students objectively analyze and evaluate the issue and draw their own conclusions.

7. The instruction shall not reflect adversely upon persons because of their race, ethnicity, national origin, sex, sexual orientation, gender identity or expression, disability, religion, or any other basis prohibited by law.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

8. The subject matter of the instruction shall not otherwise be prohibited by state or federal law.

When a guest speaker is invited to make a presentation related to a controversial issue, the Board requires that he/she be notified of this policy and the expectations and goals regarding the instruction. If the guest speaker is presenting only one point of view on an issue, the teacher shall be responsible for ensuring that students also receive information on opposing viewpoints.

(cf. 6145.8 - Assemblies and Special Events)

When required by law or otherwise deemed appropriate by the teacher or administrator,

parents/guardians shall be notified prior to instruction related to any controversial issue and parent/guardian consent shall be obtained for student participation. Students whose parents/guardians decline such instruction may be offered the option to participate in an alternative activity of similar value.

A student or parent/guardian with concerns regarding instruction about controversial issues shall be directed to appropriate district complaint procedures.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

51500 Prohibited instruction or activity

51510 Prohibited study or supplemental materials

51511 Religious matters properly included in courses of study

51530 Prohibition and definition re advocating or teaching communism with intent to indoctrinate

51933 Sex education courses

51938 Right of parent/guardian to excuse child from sexual health instruction

60040 Portrayal of cultural and racial diversity

60044 Prohibited instructional materials

60045 Required to be accurate, objective, current, and suited to needs and comprehension at respective grade levels

60045 Criteria for instructional materials

Policy Adopted: ~~12/13/06~~ 10/16/13

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California



Educational Services

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

TO: Bob Bush, Superintendent

FROM: Holly Edds
Assistant Superintendent, Educational Services

BOARD MEETING DATE: October 16, 2013

BOARD AGENDA ITEM: Board Policy 6162.6

USE OF COPYRIGHTED MATERIALS

BACKGROUND: Policy updated to reflect new court decision (Cambridge University Press v. Becker) reaffirming that federal criteria for determining “fair use” of copyrighted material must be weighed together on a case-by-case basis and do not exclude consideration of other factors. Policy also adds language defining categories of works that may be copyrighted, stating the need to get permission to use a copyrighted work unless the criteria for fair use or another exception are met and prohibiting students from copying and distributing copyrighted works. Material regarding observation of license agreements for software was moved to the Administrative Regulation.

RECOMMENDATION: It is recommended that the Board of Trustees approve the revision to BP 6162.6.

FUNDING: No funding implications.

Instruction

USE OF COPYRIGHTED MATERIALS

The Board of Trustees recognizes that district staff and students may use a variety of copyrighted materials in the educational program and other district operations. the importance of ensuring that the district complies with federal law regarding copyrights. District staff and students are expected to maintain the highest ethical standards in using copyrighted materials. When such materials have not been purchased by the district for the intended use, the Board expects staff and students to respect the protections afforded by federal law to the copyright owners of those materials and respect any limitations by the copyright holder to the license of such materials.

(cf. 1113 - District and School Web Sites)
(cf. 4040 - Employee Use of Technology)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4132/4232/4332 - Publication or Creation of Materials)
(cf. 5131.9 - Academic Honesty)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

~~When selecting appropriate supplementary instructional materials, it is each staff member's responsibility to adhere to the provisions of federal copyright law, Board policy, and administrative regulation. The district shall not be responsible for any violation of copyright laws by its staff or students. If a staff member is uncertain as to whether reproducing or using copyrighted material complies with the law, he/she shall contact the Superintendent or designee for clarification and assistance. At no time shall it be necessary for a district employee to violate copyright laws in order to perform his/her duties.~~

~~*(cf. 4040 - Employee Use of Technology)*~~
~~*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*~~
~~*(cf. 6161 - Equipment, Books and Materials)*~~
~~*(cf. 6161.11 - Supplementary Instructional Materials)*~~

~~The Superintendent or designee shall ensure that the district observes all publisher licensing agreements between vendors and the district, including monitoring the number of users permitted by an agreement. Unless the applicable licensing agreement authorizes multiple users of a single program, the district shall not make multiple copies of a computer program or software. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.~~

~~*(cf. 0440 - District Technology Plan)*~~
~~*(cf. 3300 - Expenditures and Purchases)*~~
~~*(cf. 3312 - Contracts)*~~

(cf. 6163.4 - Student Use of Technology)

Any literary, musical, dramatic, choreographic, pictorial, graphic, sculptural, audiovisual or motion picture, sound, architectural, or other original work shall be assumed to be a copyrighted work, regardless of whether the work appears in print, audio, video, electronic, or other fixed and tangible form.

Before reproducing a copyrighted material for instructional or other district purposes, a staff member shall determine if the material is in the public domain or if the intended use of the material meets the criteria for fair use or another exception pursuant to 17 USC 107-122. If the material is not in the public domain or no recognized exception applies, the staff member shall seek permission of the copyright holder before using the material.

The Superintendent or designee shall inform staff that inclusion of an attribution citing the author and source of a copyrighted material does not absolve the staff member from the responsibility to either obtain permission or satisfy criteria for fair use or another exception.

If a staff member is uncertain as to whether the intended use of the material meets the criteria for fair use or another exception, he/she shall take the safest course and seek permission from the copyright holder to use the material or, if it is impracticable to obtain permission, shall contact the Superintendent or designee for clarification and assistance.

Students shall not copy or distribute copyrighted works to others. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.

(cf. 3300 - Expenditures and Purchases)

(cf. 3312 - Contracts)

(cf. 6163.4 - Student Use of Technology)

Legal Reference:

EDUCATION CODE

35182 Computer software

UNITED STATES CODE, TITLE 17

101-122 Subject matter and scope of copyright, especially:

102 Definitions

106 Copyright protection

107 Fair use of copyrighted works

110 Limitations on exclusive rights: Exemption of certain performances and displays

504 Penalties for copyright infringement

COURT DECISIONS

Cambridge University Press et al. v. Becker et al. (N.D. Ga. 2012) 863 F.Supp.2d 1190

Campbell v. Acuff-Rose Music, Inc., (1994) 510 U.S. 569

Marcus v. Rowley, (9th Cir., 1982) 695 F.2d 1171

Management Resources:

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Copyright Law: Do Schools Need a License to Show a Movie?, School Law Review, July 2010

U.S. COPYRIGHT OFFICE PUBLICATIONS

Circular 21: Reproduction of Copyrighted Works by Educators and Librarians, 1995

Circular 22: How to Investigate the Copyright Status of a Work, rev. 2013

Circular 23: The Copyright Card Catalog and the Online Files of the Copyright Office, rev. 2012

WEB SITES

~~Copyright Clearance Center: <http://www.copyright.com>~~

~~Copyright Society of the USA: <http://www.esusa.org>~~

Copyright Society of the USA: <http://www.esusa.org>

National School Boards Association: <http://www.nsba.org>

University of California, Copyright Education:

<http://copyright.universityofcalifornia.edu/usingcopyrightedworks.html>

U.S. Copyright Office: <http://www.copyright.gov>

Policy Adopted: ~~4/8/09~~ 10/16/13

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California



HUMAN RESOURCES MEMORANDUM

TO: Bob Bush, Superintendent
Board of Trustees

FROM: Don Nicholson

BOARD MEETING DATE: October 16, 2013
2013-14 Resolution No. 5

BOARD AGENDA ITEM: Revised Declaration of Need

BACKGROUND: The District has a need to submit a Revised Declaration of Need for Fully Qualified Educators for the 2013-14 school year as follows: Five (5) Emergency CLAD Permits, two (2) Resource Specialist Emergency Permits, and five (5) Limited Assignment Permits. The revision increases only the number of Emergency CLAD permits from three (3) to five (5).

RECOMMENDATION: Staff recommends that the Board of Trustees adopt the Revised Declaration of Need for Fully Qualified Educators certifying that the District has the need for issuance of five (5) Emergency CLAD permits and two (2) Resource Specialist Emergency Permits and five (5) Limited Assignment Permits during the 2013-14 school year.

FUNDING: N/A

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California 93455

2013-14 RESOLUTION NO.5
DECLARATION OF NEEDS

WHEREAS, it is anticipated that during the 2013-14 school year there will be an insufficient number of certificated persons who meet the specified employment criteria for certain positions in programs operated by the Orcutt Union School District; and

WHEREAS, based upon prior experience, it is anticipated that it will be necessary to submit applications for approximately twelve (12) emergency permits for the teaching of classes authorized by Emergency permits for CLAD, Resource Specialists, and Limited Assignment credentials; and

WHEREAS, our efforts to recruit certificated personnel include extensive advertising in local newspapers within two counties, contacting college and university placement centers and postings on the Internet; and

NOW, THEREFORE BE IT RESOLVED, that the Governing Board of the Orcutt Union School District adopt an official Revised Declaration of Need to be submitted to the California Commission on Teacher Credentialing to remain in force until June 30, 2014.

PASSED AND ADOPTED by the Board of Trustees of the Orcutt Union School District, Santa Barbara County, California, this 16th day of October 2013, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

STATE OF CALIFORNIA]
COUNTY OF SANTA BARBARA]

President, Board of Trustees

I, Dr. James Peterson, Clerk of the Board of Trustees of the ORCUTT UNION SCHOOL DISTRICT, hereby certify that the foregoing is a true copy of a resolution duly and legally adopted as a consent action item by the District's Governing Board at a legal meeting of said Board duly and regularly held on October 16, 2013 and that said resolution has not been revoked.

Clerk, Board of Trustees



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- Original Declaration of Need for year: _____
 Revised Declaration of Need for year: 2013-14

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Orcutt Union School District District CDS Code: 42-69260-00000

Name of County: Santa Barbara County County CDS Code: 42-10421-00000

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 10 / 16 / 13 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2014.

Submitted by (Superintendent, Board Secretary, or Designee):

Robert Bush  District Superintendent
Name Signature Title

805-938-8920 805-938-2307 October 16, 2013
Fax Number Telephone Number Date

500 Dyer Street, Orcutt, CA 93455
Mailing Address

rbush@orcutt-schools.net
E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
E-Mail Address		

► This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	5
<input type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization:	_____
_____	2
<input checked="" type="checkbox"/> Resource Specialist	_____
<input type="checkbox"/> Teacher Librarian Services	_____
<input type="checkbox"/> Visiting Faculty Permit	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	_____
Single Subject	2
Special Education	3
TOTAL	12

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? ¹ _____

If yes, list each college or university with which you participate in an internship program.

Brandman (Chapman) Universtiy _____

National University _____

University of Phoenix _____

If no, explain why you do not participate in an internship program.

ORCUTT

Union School District

BOARD OF TRUSTEES

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

Where a Dedicated Staff Means
KIDS COME FIRST

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

TO: Board of Trustees

FROM: Don Nicholson, Assistant Superintendent/Human Resources

BOARD MEETING DATE: October 16, 2013

BOARD AGENDA ITEM: Ratification of CSEA Contract and
Public Disclosure of Proposed Collective Bargaining Agreement

BACKGROUND: The current agreement between the District and California School Employees Association (CSEA), Orcutt Chapter #255 is effective through August 31, 2014 with reopeners each year. A tentative agreement has been reached in regard to reopeners for the 2013/2014 school year.

RECOMMENDATION: Before entering into a written agreement with a collective bargaining unit, the district shall disclose at a public meeting the costs to be incurred under the agreement for the current and subsequent years in a format established for this purpose (Ref. Govt. Code 3457.5(a). In addition, the District Superintendent and Assistant Superintendent of Business Services have certified, in writing, the costs incurred under the collective bargaining agreement (Ref. Govt. Code 3457.5(b).

To fulfill this collective bargaining agreement disclosure requirement, we have attached the *Public Disclosure of Proposed Collective Bargaining Agreement* form including the multi-year projections as required by the Santa Barbara County Office of Education. This disclosure includes the 2013/2014 agreement with California School Employees' Association (CSEA).

It is recommended that the Board of Trustees approve the negotiated agreement with the California School Employees' Association effective July 1, 2013.

FINANCIAL IMPACT: Total increased cost to the district for Salary is \$357,514 and for Health & Welfare is \$39,432. The increased costs apply to the General Fund, Charter Fund, Child Development Fund (Preschool), and the Cafeteria Fund.

ORCUTT

Union School District

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

Where a Dedicated Staff Means
KIDS COME FIRST

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

MEMORANDUM OF UNDERSTANDING
between the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, ORCUTT CHAPTER 255
and the
ORCUTT UNION SCHOOL DISTRICT
September 27, 2013

The following Agreement represents the full and complete agreement of the California School Employees Association, Orcutt Chapter #255 (hereafter "Association") and the Orcutt Union School District (hereafter "District") regarding negotiations for the 2013/2014 school year.

The parties agree to the following terms:


1. A 2.5% "on schedule" salary increase effective July 1, 2013 for all bargaining unit members.
2. A one-time "off schedule" salary payment equal to 4% of each bargaining unit member's 2013/2014 base salary.
3. For the 2013/2014 school year, the District agrees to provide health insurance (Blue Cross 80 or 90). During the 2013/2014 school year the District will contribute the premium cost for single coverage of the bargaining unit member and eighty percent (80%) of the two-party and family coverage, with the remaining twenty percent (20%) of premium cost payable by the bargaining unit member. In addition, for the 2013/2014 school year, the District agrees to provide dental (Incentive or PPO through Delta Dental) and vision care (Vision Service Plan) through SISC. It is agreed that the District's premium payment for dental is limited to that for the single rate for Delta Premier/Incentive and that the District's premium payment for VSP (Vision Service Plan) including dependent coverage is limited to that for the single rate. The District's contribution for single, two-party, and family coverage beyond 2013/2014 shall remain at the same dollar amount as in 2013/2014. The District's contribution is negotiable as part of total compensation. The parties mutually understand that payment of the health benefit premiums is compensation provided by the District to each unit member.
4. A separate MOU related to substitute time (any position) and field trip time (bus drivers hired after July 1, 2013) not serving to qualify employees for health benefits.
5. Should the district experience an unexpected influx of revenue, both parties agree to return to the negotiating table to discuss said revenue.

This Agreement becomes final upon ratification of the Association membership and adoption by the Orcutt Union School District Board of Trustees.

Dated: September 27, 2013



Bob Bush, Superintendent



G. Bradley Gitchell, CSEA President
Orcutt Chapter #255

TA
BBush

9/27/13

ORCUTT

Union School District

BOARD OF TRUSTEES

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

Where a Dedicated Staff Means
KIDS COME FIRST

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

TA
Bob Bush
9/27/13

MEMORANDUM OF UNDERSTANDING

On this date the following understanding has been reached between CSEA, Orcutt Chapter #255, and the Orcutt Union School District:

It has been the past practice, and will continue to be the practice, to disallow substitute time to count towards qualifying for health benefits.

Any permanent bus drivers hired after July 1, 2013 will not be allowed to use field trip driving time to count towards qualifying for health benefits.

This understanding will expire when addressed through the bargaining process leading to a successor contract.

Dated this 26 day of September, 2013.

Bob Bush, Superintendent

G. Bradley Gitchell, CSEA President
Orcutt Chapter #255

**ORCUTT UNION SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE 2013/14 EFFECTIVE 7/1/13**

2.5% on schedule, .5% towards HW, 4% one time

Adopted by the Board of Trustees: 10/16/13

Range	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
6	1910	10.98	2006	11.53	2106	12.10	2211	12.71	2322	13.34	2438	14.01
7	1958	11.25	2056	11.82	2159	12.41	2267	13.03	2380	13.68	2499	14.36
8	2007	11.53	2107	12.11	2212	12.71	2323	13.35	2439	14.02	2561	14.72
9	2057	11.82	2160	12.41	2268	13.03	2381	13.68	2500	14.37	2625	15.09
10	2108	12.11	2213	12.72	2324	13.36	2440	14.02	2562	14.72	2690	15.46
11	2161	12.42	2269	13.04	2382	13.69	2501	14.37	2626	15.09	2757	15.84
12	2215	12.73	2326	13.37	2442	14.03	2564	14.74	2692	15.47	2827	16.25
13	2270	13.05	2384	13.70	2503	14.39	2628	15.10	2759	15.86	2897	16.65
14	2327	13.37	2443	14.04	2565	14.74	2693	15.48	2828	16.25	2969	17.06
15	2385	13.71	2504	14.39	2629	15.11	2760	15.86	2898	16.66	3043	17.49
16	2445	14.05	2567	14.75	2695	15.49	2830	16.26	2972	17.08	3121	17.94
17	2506	14.40	2631	15.12	2763	15.88	2901	16.67	3046	17.51	3198	18.38
18	2569	14.76	2697	15.50	2832	16.28	2974	17.09	3123	17.95	3279	18.84
19	2633	15.13	2765	15.89	2903	16.68	3048	17.52	3200	18.39	3360	19.31
20	2699	15.51	2834	16.29	2976	17.10	3125	17.96	3281	18.86	3445	19.80
21	2766	15.90	2904	16.69	3049	17.52	3201	18.40	3361	19.32	3529	20.28
22	2835	16.29	2977	17.11	3126	17.97	3282	18.86	3446	19.80	3618	20.79
23	2906	16.70	3051	17.53	3204	18.41	3364	19.33	3532	20.30	3709	21.32
24	2979	17.12	3128	17.98	3284	18.87	3448	19.82	3620	20.80	3801	21.84
25	3053	17.55	3206	18.43	3366	19.34	3534	20.31	3711	21.33	3897	22.40
26	3129	17.98	3285	18.88	3449	19.82	3621	20.81	3802	21.85	3992	22.94
27	3207	18.43	3367	19.35	3535	20.32	3712	21.33	3898	22.40	4093	23.52
28	3287	18.89	3451	19.83	3624	20.83	3805	21.87	3995	22.96	4195	24.11
29	3369	19.36	3537	20.33	3714	21.34	3900	22.41	4095	23.53	4300	24.71
30	3453	19.84	3626	20.84	3807	21.88	3997	22.97	4197	24.12	4407	25.33
31	3539	20.34	3716	21.36	3902	22.43	4097	23.55	4302	24.72	4517	25.96
32	3627	20.84	3808	21.89	3998	22.98	4198	24.13	4408	25.33	4628	26.60
33	3718	21.37	3904	22.44	4099	23.56	4304	24.74	4519	25.97	4745	27.27
34	3811	21.90	4002	23.00	4202	24.15	4412	25.36	4633	26.63	4865	27.96
35	3906	22.45	4101	23.57	4306	24.75	4521	25.98	4747	27.28	4984	28.64
36	4004	23.01	4204	24.16	4414	25.37	4635	26.64	4867	27.97	5110	29.37
37	4104	23.59	4309	24.76	4524	26.00	4750	27.30	4988	28.67	5237	30.10
38	4207	24.18	4417	25.39	4638	26.66	4870	27.99	5114	29.39	5370	30.86
39	4312	24.78	4528	26.02	4754	27.32	4992	28.69	5242	30.13	5504	31.63
40	4420	25.40	4641	26.67	4873	28.01	5117	29.41	5373	30.88	5642	32.43
41	4531	26.04	4758	27.34	4996	28.71	5246	30.15	5508	31.66	5783	33.24
42	4644	26.69	4876	28.02	5120	29.43	5376	30.90	5645	32.44	5927	34.06
43	4760	27.36	4998	28.72	5248	30.16	5510	31.67	5786	33.25	6075	34.91
44	4879	28.04	5123	29.44	5379	30.91	5648	32.46	5930	34.08	6227	35.79

**Santa Barbara County Education Office
School Business Advisory Services**

**PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/1991), GC 3540.2(a), GC 3547.5, and CCR, Title V, Section 15449**

Name of School District: Orcutt Union School District
 Name of Bargaining Unit: CSEA
 Certificated, Classified, Other: Classified

The proposed agreement covers the period beginning: July 1, 2013 and ending: June 30, 2014
 (date) (date)

The Governing Board will act upon this agreement on: October 16, 2013
 (date)

A. Proposed Change in Compensation

Bargaining Unit Compensation All Funds - Combined	Current Budget (Prior to Proposed Agreement)	Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for multiyear and overlapping agreements only)		
		Year 1 Increase/(Decrease)	Year 2 Increase/(Decrease)	Year 3 Increase/(Decrease)
		FY -	FY -	FY -
1. Salary Schedule Including Step and Column	\$ 4,492,323	\$ 296,490	\$ -	\$ -
		6.60%	0.00%	0.00%
2. Other Compensation Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ -	\$ -	\$ -	\$ -
Description of Other Compensation				
3. Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 924,610	\$ 61,024	\$ -	\$ -
		6.600%	0.00%	0.00%
4. Health/Welfare Plans	\$ 1,001,134	\$ 39,432	\$ -	\$ -
		3.94%	0.00%	0.00%
5. Total Bargaining Unit Compensation Add Items 1 through 4 to equal 5	\$ 6,418,067	\$ 396,946	\$ -	\$ -
		6.185%	0.00%	0.00%
6. Total Number of Bargaining Unit Employees (Use FTEs if appropriate)	143.77			
7. Total Compensation <u>Average</u> Cost per Bargaining Unit Employee	\$ 44,641	\$ 2,761	\$ -	\$ -
		6.185%	0.00%	0.00%

Orcutt Union School District
CSEA

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a full year, what is the annualized percentage of that change for "Year 1"?

The proposed collective bargaining agreement includes a 2.5% "on schedule" salary increase effective July 1, 2013 for all bargaining unit members. A one-time "off schedule" salary payment equal to 4% of each bargaining unit member's 2013-2014 base salary.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

N/A

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

N/A

11. Does this bargaining unit have a negotiated cap for Health and Welfare

Yes No

If yes, please describe the cap amount.

The district's contribution for single, two-party, and family coverage beyond 2013-14 shall remain at the same dollar amount as in 2013-14.

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

It has been the practice, and will continue to be the practice, to disallow substitute time to count towards qualifying for health benefits. Any permanent bus drivers hired after July 1, 2013 will not be allowed to use field trip driving time to count towards qualifying for health benefits.

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

N/A

Orcutt Union School District

CSEA

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

Should the district experience an unexpected influx of revenue, both parties agree to return to the negotiating table to discuss said revenue.

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

F. Source of Funding for Proposed Agreement:

1. Current Year

General Fund, Charter School Special Revenue Fund, Child Development Fund, Cafeteria Fund

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

Projected state revenue.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

N/A

Orcutt Union School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit:

CSEA

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of Adopted Budget 13-14)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources 8010-8099	\$ 22,249,974		\$ 691,947	\$ 22,941,921
Federal Revenue 8100-8299	\$ -		\$ -	\$ -
Other State Revenue 8300-8599	\$ 3,280,924		\$ (71,369)	\$ 3,209,555
Other Local Revenue 8600-8799	\$ 933,500		\$ -	\$ 933,500
TOTAL REVENUES	\$ 26,464,398		\$ 620,578	\$ 27,084,976
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 13,651,761	\$ -	\$ -	\$ 13,651,761
Classified Salaries 2000-2999	\$ 3,230,183	\$ 275,040	\$ -	\$ 3,505,223
Employee Benefits 3000-3999	\$ 4,860,211	\$ 93,450	\$ -	\$ 4,953,661
Books and Supplies 4000-4999	\$ 769,896		\$ -	\$ 769,896
Services, Other Operating Expenses 5000-5999	\$ 805,840		\$ -	\$ 805,840
Capital Outlay 6000-6999	\$ 181,000		\$ -	\$ 181,000
Other Outgo 7100-7299 7400-7499	\$ -		\$ -	\$ -
Indirect/Direct Support Costs 7300-7399	\$ (242,719)		\$ -	\$ (242,719)
TOTAL EXPENDITURES	\$ 23,256,172	\$ 368,490	\$ -	\$ 23,624,662
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979	\$ 6,000	\$ -	\$ -	\$ 6,000
Transfers Out and Other Uses 7600-7699	\$ 258,017	\$ -	\$ -	\$ 258,017
Contributions 8980-8999	\$ (3,337,605)	\$ -	\$ -	\$ (3,337,605)
OPERATING SURPLUS (DEFICIT)*	\$ (381,396)	\$ (368,490)	\$ 620,578	\$ (129,308)
BEGINNING FUND BALANCE				
9791	\$ 5,394,699			\$ 5,394,699
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 5,013,303	\$ (368,490)	\$ 620,578	\$ 5,265,391
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719	\$ 21,023	\$ -	\$ -	\$ 21,023
Restricted Amounts 9740				
Committed Amounts 9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 4,034,051	\$ -	\$ -	\$ 4,034,051
Reserve for Economic Uncertainties 9789	\$ 958,229	\$ -	\$ -	\$ 958,229
Unassigned/Unappropriated Amount 9790	\$ 0	\$ (368,490)	\$ 620,578	\$ 252,088

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Orcutt Union School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit:		Restricted General Fund CSEA			
		Column 1 Latest Board- Approved Budget Before Settlement (As of Adopted Budget 13-14)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
Object Code					
REVENUES					
Revenue Limit Sources	8010-8099	\$ 1,161,673		\$ -	\$ 1,161,673
Federal Revenue	8100-8299	\$ 1,315,323		\$ -	\$ 1,315,323
Other State Revenue	8300-8599	\$ 2,509,799		\$ -	\$ 2,509,799
Other Local Revenue	8600-8799	\$ 90,302		\$ -	\$ 90,302
TOTAL REVENUES		\$ 5,077,097		\$ -	\$ 5,077,097
EXPENDITURES					
Certificated Salaries	1000-1999	\$ 2,697,836	\$ -	\$ -	\$ 2,697,836
Classified Salaries	2000-2999	\$ 1,909,017	\$ -	\$ -	\$ 1,909,017
Employee Benefits	3000-3999	\$ 1,387,999	\$ -	\$ -	\$ 1,387,999
Books and Supplies	4000-4999	\$ 499,020		\$ -	\$ 499,020
Services, Other Operating Expenses	5000-5999	\$ 1,446,146		\$ -	\$ 1,446,146
Capital Outlay	6000-6999	\$ 6,500		\$ -	\$ 6,500
Other Outgo	7100-7299 7400-7499	\$ -		\$ -	\$ -
Indirect/Direct Support Costs	7300-7399	\$ 184,186		\$ -	\$ 184,186
TOTAL EXPENDITURES		\$ 8,130,704	\$ -	\$ -	\$ 8,130,704
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	\$ 12,000	\$ -	\$ -	\$ 12,000
Transfers Out and Other Uses	7600-7699	\$ 296,000	\$ -	\$ -	\$ 296,000
Contributions	8980-8999	\$ 3,337,605	\$ -	\$ -	\$ 3,337,605
OPERATING SURPLUS (DEFICIT)*		\$ (1)	\$ -	\$ -	\$ (1)
BEGINNING FUND BALANCE					
	9791	\$ 733,785			\$ 733,785
Prior-Year Adjustments/Restatements	9793/9795	\$ -			\$ -
ENDING FUND BALANCE		\$ 733,784	\$ -	\$ -	\$ 733,784
COMPONENTS OF ENDING BALANCE:					
Nonspendable Amounts	9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted Amounts	9740	\$ 733,784	\$ -	\$ -	\$ 733,784
Committed Amounts	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount	9790	\$ (0)	\$ -	\$ -	\$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Orcutt Union School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit:

		Column 1	Column 2	Column 3	Column 4
Object Code		Latest Board- Approved Budget Before Settlement (As of Adopted Budget 13-14)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES					
Revenue Limit Sources	8010-8099	\$ 23,411,647		\$ 691,947	\$ 24,103,594
Federal Revenue	8100-8299	\$ 1,315,323		\$ -	\$ 1,315,323
Other State Revenue	8300-8599	\$ 5,790,723		\$ (71,369)	\$ 5,719,354
Other Local Revenue	8600-8799	\$ 1,023,802		\$ -	\$ 1,023,802
TOTAL REVENUES		\$ 31,541,495		\$ 620,578	\$ 32,162,073
EXPENDITURES					
Certificated Salaries	1000-1999	\$ 16,349,597	\$ -	\$ -	\$ 16,349,597
Classified Salaries	2000-2999	\$ 5,139,199	\$ 275,040	\$ -	\$ 5,414,240
Employee Benefits	3000-3999	\$ 6,248,210	\$ 93,450	\$ -	\$ 6,341,660
Books and Supplies	4000-4999	\$ 1,268,916		\$ -	\$ 1,268,916
Services, Other Operating Expenses	5000-5999	\$ 2,251,986		\$ -	\$ 2,251,986
Capital Outlay	6000-6999	\$ 187,500		\$ -	\$ 187,500
Other Outgo	7100-7299 7400-7499	\$ -		\$ -	\$ -
Indirect/Direct Support Costs	7300-7399	\$ (58,533)		\$ -	\$ (58,533)
TOTAL EXPENDITURES		\$ 31,386,876	\$ 368,490	\$ -	\$ 31,755,366
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	\$ 18,000	\$ -	\$ -	\$ 18,000
Transfers Out and Other Uses	7600-7699	\$ 554,017	\$ -	\$ -	\$ 554,017
Contributions	8980-8999	\$ 0	\$ -	\$ -	\$ 0
OPERATING SURPLUS (DEFICIT)*		\$ (381,397)	\$ (368,490)	\$ 620,578	\$ (129,309)
BEGINNING FUND BALANCE					
	9791	\$ 6,128,484			\$ 6,128,484
Prior-Year Adjustments/Restatements	9793/9795	\$ -			\$ -
ENDING FUND BALANCE		\$ 5,747,087	\$ (368,490)	\$ 620,578	\$ 5,999,175
COMPONENTS OF ENDING BALANCE:					
Nonspendable Amounts	9711-9719	\$ 21,023	\$ -	\$ -	\$ 21,023
Restricted Amounts	9740	\$ 733,784	\$ -	\$ -	\$ 733,784
Committed Amounts	9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned Amounts	9780	\$ 4,034,051	\$ -	\$ -	\$ 4,034,051
Reserve for Economic Uncertainties	9789	\$ 958,229	\$ -	\$ -	\$ 958,229
Unassigned/Unappropriated Amount	9790	\$ 0	\$ (368,490)	\$ 620,578	\$ 252,088

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Orcutt Union School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGETEnter Fund: **Charter School Special Revenue Fund**Bargaining Unit: **CSEA**

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of Adopted Budget 13-14)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
Federal Revenue 8100-8299	\$ 4,176,355		\$ -	\$ 4,176,355
Other State Revenue 8300-8599	\$ 519,348		\$ 127,114	\$ 646,462
Other Local Revenues 8600-8799	\$ 10,300		\$ -	\$ 10,300
TOTAL REVENUES	\$ 4,706,002		\$ 127,114	\$ 4,833,116
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 2,120,190	\$ -	\$ -	\$ 2,120,190
Classified Salaries 2000-2999	\$ 399,201	\$ 21,450	\$ -	\$ 420,652
Employee Benefits 3000-3999	\$ 727,197	\$ 7,006	\$ -	\$ 734,202
Books and Supplies 4000-4999	\$ 134,962		\$ -	\$ 134,962
Services, Other Operating Expenses 5000-5999	\$ 1,156,031		\$ -	\$ 1,156,031
Capital Outlay 6000-6999	\$ 10,000		\$ -	\$ 10,000
Other Outgo 7100-7299	\$ -		\$ -	\$ -
7400-7499				
Indirect/Direct Support Costs 7300-7399	\$ -		\$ -	\$ -
TOTAL EXPENDITURES	\$ 4,547,581	\$ 28,456	\$ -	\$ 4,576,037
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 22,401	\$ -	\$ -	\$ 22,401
OPERATING SURPLUS (DEFICIT)*	\$ 136,020	\$ (28,456)	\$ 127,114	\$ 234,678
BEGINNING FUND BALANCE 9791	\$ 1,629,378			\$ 1,629,378
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 1,765,398	\$ (28,456)	\$ 127,114	\$ 1,864,056
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ -	\$ -	\$ -	\$ -
Committed Amounts 9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 1,765,398	\$ -	\$ -	\$ 1,765,398
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ 0	\$ (28,456)	\$ 127,114	\$ 98,658

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Orcutt Union School District

CSEA

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues	\$ 620,578	Adopted budget based on RL, revision on approved state budget LCFF
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4g: Other	Amount	Explanation
Revenues	\$ 127,114	Adopted budget based on RL, revision on approved state budget LCFF
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4h: Other	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Additional Comments:

Orcutt Union School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS**Unrestricted General Fund MYP**

Bargaining Unit:		CSEA		
Object Code		2013-14	2014-15	2015-16
		Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES				
Revenue Limit Sources	8010-8099	\$ 22,941,921	\$ 23,035,056	\$ 23,535,770
Federal Revenue	8100-8299	\$ -	\$ -	\$ -
Other State Revenue	8300-8599	\$ 3,209,555	\$ 3,309,298	\$ 3,344,602
Other Local Revenue	8600-8799	\$ 933,500	\$ 933,980	\$ 934,512
TOTAL REVENUES		\$ 27,084,976	\$ 27,278,334	\$ 27,814,884
EXPENDITURES				
Certificated Salaries	1000-1999	\$ 13,651,761	\$ 13,849,712	\$ 14,050,532
Classified Salaries	2000-2999	\$ 3,505,223	\$ 3,359,467	\$ 3,392,020
Employee Benefits	3000-3999	\$ 4,953,661	\$ 4,945,900	\$ 4,975,207
Books and Supplies	4000-4999	\$ 769,896	\$ 757,604	\$ 776,544
Services, Other Operating Expenses	5000-5999	\$ 805,840	\$ 814,524	\$ 855,783
Capital Outlay	6000-6999	\$ 181,000	\$ 131,000	\$ 131,000
Other Outgo	7100-7299 7400-7499	\$ -	\$ -	\$ -
Indirect/Direct Support Costs	7300-7399	\$ (242,719)	\$ (242,719)	\$ (242,719)
Other Adjustments			\$ -	\$ -
TOTAL EXPENDITURES		\$ 23,624,662	\$ 23,615,487	\$ 23,938,367
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	\$ 6,000	\$ 6,000	\$ 6,000
Transfers Out and Other Uses	7600-7699	\$ 258,017	\$ 258,017	\$ 258,017
Contributions	8980-8999	\$ (3,337,605)	\$ (3,258,585)	\$ (3,289,979)
OPERATING SURPLUS (DEFICIT)*		\$ (129,308)	\$ 152,244	\$ 334,520
BEGINNING FUND BALANCE				
	9791	\$ 5,394,699	\$ 5,265,391	\$ 5,417,635
Prior-Year Adjustments/Restatements	9793/9795	\$ -		
ENDING FUND BALANCE		\$ 5,265,391	\$ 5,417,635	\$ 5,752,155
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts	9711-9719	\$ 21,023	\$ 21,023	\$ 21,023
Restricted Amounts	9740			
Committed Amounts	9750-9760	\$ -	\$ -	\$ -
Assigned Amounts	9780	\$ 4,034,051	\$ 4,406,755	\$ 4,751,158
Reserve for Economic Uncertainties	9789	\$ 958,229	\$ 989,857	\$ 979,975
Unassigned/Unappropriated Amount	9790	\$ 252,088	\$ 0	\$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Orcutt Union School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS**Restricted General Fund MYP**

Bargaining Unit:		CSEA		
Object Code		2013-14	2014-15	2015-16
		Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES				
Revenue Limit Sources	8010-8099	\$ 1,161,673	\$ 1,161,673	\$ 1,161,673
Federal Revenue	8100-8299	\$ 1,315,323	\$ 1,315,323	\$ 1,315,323
Other State Revenue	8300-8599	\$ 2,509,799	\$ 2,550,064	\$ 2,600,162
Other Local Revenue	8600-8799	\$ 90,302	\$ 90,302	\$ 90,302
TOTAL REVENUES		\$ 5,077,097	\$ 5,117,362	\$ 5,167,460
EXPENDITURES				
Certificated Salaries	1000-1999	\$ 2,697,836	\$ 2,736,955	\$ 2,776,641
Classified Salaries	2000-2999	\$ 1,909,017	\$ 1,926,457	\$ 1,943,971
Employee Benefits	3000-3999	\$ 1,387,999	\$ 1,395,794	\$ 1,403,665
Books and Supplies	4000-4999	\$ 499,020	\$ 1,235,797	\$ 509,043
Services, Other Operating Expenses	5000-5999	\$ 1,446,146	\$ 1,456,317	\$ 1,465,708
Capital Outlay	6000-6999	\$ 6,500	\$ 6,500	\$ 6,500
Other Outgo	7100-7299 7400-7499	\$ -	\$ -	\$ -
Indirect/Dirrect Support Costs	7300-7399	\$ 184,186	\$ 184,186	\$ 184,186
Other Adjustments			\$ -	\$ -
TOTAL EXPENDITURES		\$ 8,130,704	\$ 8,942,005	\$ 8,289,714
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	\$ 12,000	\$ 12,000	\$ 12,000
Transfers Out and Other Uses	7600-7699	\$ 296,000	\$ 179,726	\$ 179,726
Contributions	8980-8999	\$ 3,337,605	\$ 3,258,585	\$ 3,289,979
OPERATING SURPLUS (DEFICIT)*		\$ (1)	\$ (733,784)	\$ -
BEGINNING FUND BALANCE				
	9791	\$ 733,785	\$ 733,784	\$ -
Prior-Year Adjustments/Restatements	9793/9795	\$ -		
ENDING FUND BALANCE		\$ 733,784	\$ -	\$ -
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts	9711-9719	\$ -	\$ -	
Restricted Amounts	9740	\$ 733,784	\$ -	
Committed Amounts	9750-9760			
Assigned Amounts	9780			
Reserve for Economic Uncertainties	9789	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount	9790	\$ (0)	\$ -	\$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Orcutt Union School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit:

CSEA

Object Code	2013-14	2014-15	2015-16
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
Revenue Limit Sources 8010-8099	\$ 24,103,594	\$ 24,196,729	\$ 24,697,443
Federal Revenue 8100-8299	\$ 1,315,323	\$ 1,315,323	\$ 1,315,323
Other State Revenue 8300-8599	\$ 5,719,354	\$ 5,859,362	\$ 5,944,764
Other Local Revenue 8600-8799	\$ 1,023,802	\$ 1,024,282	\$ 1,024,814
TOTAL REVENUES	\$ 32,162,073	\$ 32,395,696	\$ 32,982,345
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 16,349,597	\$ 16,586,666	\$ 16,827,173
Classified Salaries 2000-2999	\$ 5,414,240	\$ 5,285,924	\$ 5,335,991
Employee Benefits 3000-3999	\$ 6,341,660	\$ 6,341,694	\$ 6,378,873
Books and Supplies 4000-4999	\$ 1,268,916	\$ 1,993,401	\$ 1,285,587
Services, Other Operating Expenses 5000-5999	\$ 2,251,986	\$ 2,270,840	\$ 2,321,490
Capital Outlay 6000-6999	\$ 187,500	\$ 137,500	\$ 137,500
Other Outgo 7100-7299 7400-7499	\$ -	\$ -	\$ -
Indirect/Direct Support Costs 7300-7399	\$ (58,533)	\$ (58,533)	\$ (58,533)
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 31,755,366	\$ 32,557,493	\$ 32,228,081
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ 18,000	\$ 18,000	\$ 18,000
Transfers Out and Other Uses 7600-7699	\$ 554,017	\$ 437,743	\$ 437,743
Contributions 8980-8999	\$ 0	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ (129,309)	\$ (581,540)	\$ 334,520
BEGINNING FUND BALANCE			
9791	\$ 6,128,484	\$ 5,999,175	\$ 5,417,635
Prior-Year Adjustments/Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 5,999,175	\$ 5,417,635	\$ 5,752,155
COMPONENTS OF ENDING BALANCE:			
Nonspendable Amounts 9711-9719	\$ 21,023	\$ 21,023	\$ 21,023
Restricted Amounts 9740	\$ 733,784	\$ -	\$ -
Committed Amounts 9750-9760	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 4,034,051	\$ 4,406,755	\$ 4,751,158
Reserve for Economic Uncertainties 9789	\$ 958,229	\$ 989,857	\$ 979,975
Unassigned/Unappropriated Amount 9790	\$ 252,088	\$ 0	\$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Orcutt Union School District

CSEA

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2013-14	2014-15	2015-16
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 32,309,383	\$ 32,995,236	\$ 32,665,824
b.	Less: Special Education Pass-Through Funds	\$ -	\$ -	\$ -
c.	Net Expenditures, Transfers Out, and Uses	\$ 32,309,383	\$ 32,995,236	\$ 32,665,824
d.	State Standard Minimum Reserve Percentage for this District Enter percentage →	3.00%	3.00%	3.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. or \$50,000)	\$ 969,281	\$ 989,857	\$ 979,975

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	\$ 958,229	\$ 989,857	\$ 979,975
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	\$ 252,088	\$ 0	\$ (0)
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	\$ -	\$ -	\$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	\$ -	\$ -	\$ -
e.	Total Available Reserves	\$ 1,210,317	\$ 989,857	\$ 979,975
f.	Reserve for Economic Uncertainties Percentage	3.75%	3.00%	3.00%

3. Do unrestricted reserves meet the state minimum reserve amount?

2013-14	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2014-15	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2015-16	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

4. If no, how do you plan to restore your reserves?

N/A

Orcutt Union School District

CSEA

5. Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	\$	396,946
General Fund balance Increase/(Decrease), Page 4c, Column 2	\$	(368,490)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	\$	-
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	\$	-
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	\$	-
Other Fund balance Increase/(Decrease), Page 4g, Column 2	\$	(28,456)
Other Fund balance Increase/(Decrease), Page 4h, Column 2	\$	-
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	\$	(396,946)
	Variance	\$ -

Variance Explanation:

N/A

6. Will this agreement create or increase deficit financing in the current or subsequent years?

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

<u>General Fund Combined</u>	<u>Surplus/(Deficit)</u>	<u>(Deficit) %</u>	<u>Deficit primarily due to:</u>
2013-14 Surplus/(Deficit) before settlement(s)?	\$ (381,397)	(1.19%)	Spending down fund balance with one-time exp.
2013-14 Surplus/(Deficit) after settlement(s)?	\$ (129,309)	(0.40%)	Spending down fund balance with one-time exp.
2014-15 Surplus/(Deficit) after settlement(s)?	\$ (581,540)	(1.76%)	Spending down fund balance with one-time exp.
2015-16 Surplus/(Deficit) after settlement(s)?	\$ 334,520	1.02%	

Deficit Reduction Plan (as necessary):

The district is aware of its deficit spending and cuts necessary in future years to support the cost of the agreement and declining enrollment.

7. Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 2014-15 and/or 2015-16?

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet or use Page 9a.

<u>MYP</u>	<u>Amount</u>	<u>"Other Adjustments" Explanation</u>
2014-15 Unrestricted, Page 5a	\$ -	
2014-15 Restricted, Page 5b	\$ -	
2015-16 Unrestricted, Page 5a	\$ -	
2015-16 Restricted, Page 5b	\$ -	

K. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2(a) and 3547.5, the Superintendent and Chief Business Official of the Orcutt Union School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1, 2013 to June 30, 2014.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:

Revenues/Other Financing Sources
 Expenditures/Other Financing Uses
 Ending Balance(s) Increase/(Decrease)

Budget Adjustment Increase/(Decrease)	
\$	747,692
\$	396,946
\$	350,746

Subsequent Years

Budget Adjustment Categories:

Revenues/Other Financing Sources
 Expenditures/Other Financing Uses
 Ending Balance(s) Increase/(Decrease)

Budget Adjustment Increase/(Decrease)	
\$	174,855
\$	(174,855)

Budget Revisions

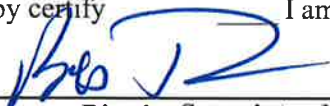
If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

I hereby certify I am unable to certify



 District Superintendent
 (Signature)

10-8-13

 Date

I hereby certify I am unable to certify



 Chief Business Official
 (Signature)

10-8-13

 Date

Special Note: The Santa Barbara County Education Office may request additional information, as necessary, to review the district's compliance with requirements.

Assumptions and Explanations (enter or attach documentation)

The assumptions upon which this certification is made are as follows:

N/A

Lined area for entering or attaching documentation regarding assumptions.

Concerns regarding affordability of agreement in subsequent years (if any):

N/A

Lined area for entering or attaching documentation regarding concerns regarding affordability.

L. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

Orcutt Union School District

District Name

District Superintendent
(Signature)

Date

Rebecca Holmes

Contact Person

(805) 938-8915

Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on October 16, 2013, took action to approve the proposed agreement with the Classified Bargaining Unit.

President (or Clerk), Governing Board
(Signature)

Date

Special Note: The Santa Barbara County Education Office may request additional information, as necessary, to review the district's compliance with requirements.

Board Report

District 16 -- Orcutt Union

As of 9/30/2013

	Beginning Bal/ WrkBudget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Encumbrances	Ending Bal/ Remaining Bal
Fund 09 -- Charter School Special RevenueFund					
9110 -- Cash in County Treasury	718,836.65	488,241.66	1,349,283.18	0.00	2,068,119.83
9200 -- Accounts Receivable	743,740.75	0.00	(743,740.75)	0.00	0.00
9310 -- Due from Other Funds	205,755.62	0.00	(205,755.62)	0.00	0.00
9330 -- Prepaid Expenditures (Expenses)	10,892.80	0.00	(10,892.80)	0.00	0.00
Total Assets	1,679,225.82	488,241.66	388,894.01	0.00	2,068,119.83
9500 -- Accounts Payable (Current Liabilities)	14,277.30	209.23	(13,776.44)	0.00	500.86
9610 -- Due to Other Funds	35,570.28	0.00	(35,570.28)	0.00	0.00
Total Liabilities	49,847.58	209.23	(49,346.72)	0.00	500.86
Fund Balance (Beginning Balance/Actual)	1,629,378.24	0.00	0.00	0.00	2,067,618.97
9791 -- Net Beginning Balance	1,629,378.24	0.00	1,629,378.24	0.00	1,629,378.24
8010 -- Revenue Limit Sources	4,176,354.63	741,164.00	984,754.00	0.00	3,191,600.63
8300 -- Other State Revenues	519,347.68	70,000.00	45,724.10	0.00	473,623.58
8600 -- Other Local Revenue	51,913.34	39,326.50	41,932.68	0.00	9,980.66
Total Revenues	4,747,615.65	850,490.50	1,072,410.78	0.00	3,675,204.87
1000 -- Certificated Personnel Salaries	2,120,190.24	199,195.04	256,604.35	0.00	1,863,585.89
2000 -- Classified Personnel Salaries	399,201.36	29,395.46	67,481.33	0.00	331,720.03
3000 -- Employee Benefits	727,204.22	71,763.99	85,358.15	0.00	641,846.07
4000 -- Books and Supplies	249,876.80	35,452.72	112,745.55	41,556.21	95,575.04
5000 -- Services and Other Operating Expenditures	1,241,046.69	26,650.86	111,980.67	204,528.98	924,537.04
6000 -- Capital Outlay	10,000.00	0.00	0.00	0.00	10,000.00
7000 -- Other Outgo & Transfers Out	22,401.00	0.00	0.00	0.00	22,401.00
Total Expenditures	4,769,920.31	362,458.07	634,170.05	246,085.19	3,889,665.07
Fund Balance (Budget/Actual)	1,607,073.58	0.00	2,067,618.97	0.00	0.00

Selection Criteria: District = 16; Fund = 09 Filtered By: A - District Complete Access

Quarterly Report
on
Williams/Valenzuela Uniform Complaints
[Education Code § 35186]
2013

District: Orcutt Union School District

Name of person completing this form: Alice Salazar

Title of person completing this form: Administrative Assistant

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

October 16, 2013

Quarterly report submission date (check one):

April (Jan.—March)

July (April—June)

October (July—Sept.)

January (Oct.—Dec.)

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


Signature of district superintendent

10/9/13
Date