

ORCUTT UNION SCHOOL DISTRICT
Regular Charter Meeting of the Board of Trustees
Wednesday, December 12, 2012
Public Session —6:15 p.m.
District Office Board Room
500 Dyer Street, Orcutt, CA 93455

CALL TO ORDER 6:15 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.

- A. Pledge of Allegiance
- B. 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. OAHS Choir
 - 2. Kathy Meissner Recognition

ADJOURN TO RECEPTION

RECONVENE TO PUBLIC SESSION

- C. Oath of Office – Bill Cirone, County Superintendent of Schools
Oath of Office for Newly Elected Board Members Liz Phillips and Jan Zilli

- D. Annual Organization of the Board

- 1. Election of Board President

Moved _____ Second _____ Vote _____

- 2. Election of Board Clerk

Moved _____ Second _____ Vote _____

- 3. Designation of Superintendent as Secretary to the Board

Moved _____ Second _____ Vote _____

- 4. Setting of Date, Time and Place for All Regular Board Meetings in 2013

Moved _____ Second _____ Vote _____

5. Selection of a Representative to the County Committee on School District Organization

Moved _____ Second _____ Vote _____

- E. Superintendent's Report (continued)
 - 3. ASB Report – Kaitlin Tilley

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

- G. Written Communication
Documents addressed to or by board members as communications during a Board of Education meeting are defined as letters from parents or community members regarding issues within the jurisdiction of authority of the Board of Education; information or reports from professional organizations, i.e., CSBA, SBCSBA, etc.; letters or reports from other public agencies; letters or reports from legislators; or letters or reports from district schools or staff.
 - 1. SOAAR Business Directory 2012

- H. Public Hearing – None

CONSENT AGENDA ITEMS

Actions proposed for Consent Agenda (block vote) items are consistent with approved practices of the district and are deemed routine in nature. Since trustees receive board agenda backup information in advance of scheduled meetings, they are prepared to vote with knowledge on the block vote items. Consent Agenda items are voted on at one time, although any such item can be considered separately at a board member's request.

- A. Certificated Personnel Action Report
- B. Regular Charter Board Minutes, November 14, 2012
- C. Hiring of Additional Coaches 2012/13

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

Moved _____ Second _____ Vote _____

ITEMS SCHEDULED FOR ACTION

- A. GENERAL

- 1. Rosie Chavez Scholarship Acceptance of Gift

A donation of \$25 to the Rosie Chavez Memorial Scholarship Fund was received from Mr. and Mrs. Dennis Bornhoff.

It is recommended that the Board of Trustees accept the gift and that a letter of acceptance and appreciation be forwarded to Mr. and Mrs. Dennis Bornhoft.

Moved _____ Second _____ Vote _____

2. Charter Organizational Agreement

Staff recommends all of the proposed revisions to the Operational Agreement be approved as submitted.

Moved _____ Second _____ Vote _____

3. OAHS Athletic Trips

Staff recommends that the Varsity Boys and Girls Soccer Teams overnight trip to Bakersfield, CA on December 14-15, 2012, and the Varsity Boys Basketball Team overnight trip to Carmel CA on December 20-21, 2012 be approved as submitted.

B. CURRICULUM

1. Single School Plan for Student Achievement

Staff recommends that the Single School Plan for Student Achievement for Orcutt Academy High School and Orcutt Academy K-8 be approved, as submitted. A copy of the Single School Plan is available for review at the District Office, 500 Dyer Street, Orcutt, CA. Monday-Friday from 7:30 a.m. to 4:30 p.m.

Moved _____ Second _____ Vote _____

2. Safe School Plans

Staff recommends that the Safe School Plans for Orcutt Academy High School and Orcutt Academy K-8 be approved as submitted. Copies of the Safe School Plans are available for review at the District Office, 500 Dyer Street, Orcutt, CA. Monday-Friday from 7:30 a.m. to 4:30 p.m.

Moved _____ Second _____ Vote _____

C. BUSINESS

1. First Interim Report 2012-2013

The Board of Trustees is required to attest to its financial solvency certification through the Interim Report process. A copy of the First Interim Financial Report is available for review at the District Office, 500 Dyer Street, Orcutt, CA. between the hours of 7:30 a.m. to 4:30 p.m. Monday – Friday.

It is recommended that the Board of Trustees approve the First Interim Report with a positive certification for 2012/2013 and for the next two years.

Moved _____ Second _____ Vote _____

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

1. Charter Financial Report
2. Items from the Board

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next regular board meeting is scheduled for Wednesday, January 9, 2013 with Closed Session beginning at 6:00 p.m. followed by Public Session at 6:15 p.m. in the District Office Board Room, 500 Dyer Street, Orcutt, CA.

ADJOURN

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

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

ORCUTT ACADEMY CHARTER SCHOOLS

ORCUTT UNION SCHOOL DISTRICT

Certificated Personnel Action Report

TO: Robert Bush
District Superintendent

FROM: Jan Yanagisako
Assistant Superintendent, Human Resources

DATE: Board Meeting of December 12, 2012

RE: **RECOMMENDATIONS FOR APPROVAL AND RATIFICATION**

SCHOOL	CLASS/STEP	EFFECTIVE DATE	ACTION INFORMATION
Charter HS	Extra Duty	10/2-10/29/12	Intervention, 12 hrs
Charter HS	Extra Duty	10/2-10/30/12	Detention, 9 hrs
Charter HS	Extra Duty	10/12/12	Band/Football Game, 3 hrs
Charter HS	Stipend	2012-13	Boys JV Tennis Coach
Charter HS	Extra Duty	10/4-10/30/12	Geometry Support, 8 hrs
Charter HS	Extra Duty	10/1-10/30/12	Intervention, 12 hrs
Charter HS	Extra Duty	11/8/12	Site Visit, 4 hrs
Charter	Hourly	10/1-10/31/12	Consultant, 35 hrs
Charter HS	Stipend	2012-13	Varsity Baseball Coach

*To be prorated

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR CHARTER MEETING
November 14, 2012**

CALL TO ORDER

A regular charter meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, November 14, 2012 beginning with Mr. Buchanan calling Public Session to order at 6:02 p.m. Members Present: Buchanan, Peterson, Hatch Zilli and Meissner. Absent: None
Administrators Present: Bush and Ochej. Absent: Edds and Yanagisako. The meeting was adjourned to Closed Session at 6:03 p.m.

RECONVENE TO PUBLIC SESSION

The meeting reconvened to Public Session at 6:15 p.m. and Mr. Buchanan reported that no action was taken in Closed Session. Kathy Meissner led the Pledge of Allegiance.

SUPERINTENDENT'S REPORT

The OAHs monthly report was presented by Andy Sutton. The high school sponsored a Fall Festival for the OAK-8 students for the second year. Events coming up are the Fall Sports Rally, AVID Bazaar and PTSA Cow Chip Bingo on December 8th, the Winter Formal and information sessions for Lakeview, Orcutt Jr. High and Olga Reed 8th grade students. Also Public Information Nights will be held at various sites in Orcutt and Santa Maria.

Mr. Bush complimented the OAK-8 students on another wonderful Veterans' Day presentation which was also attended by Mr. Hatch.

Joe Dana reported that every five years California Charter Schools must review their existing charter, update operating agreements, analyze performance data and review key goals and compliance items. This four step process ends with the Renewal Petition being brought to the Board of Trustees for approval and then submitted to the California Department of Education. Joe indicated that the team is hoping to complete this process by March.

A "Situational Appraisal" session was held to study the facility needs at the high school. A college center, fitness/weight room, baseball practice facility and track throwing area were some the items discussed.

Joe reported that the FIRST Lego League Competition held at Olga Reed was a huge success and encouraged everyone to attend the Los Angeles Region FIRST Lego League 2012 Challenge on Saturday, November 17th at Lakeview Junior High School.

PUBLIC COMMENT

Andrew Degraffenreed, Ali Degraffenreed, Kari Degraffenreed, Craig Zepeda and Doreen Reed spoke on the changes to the Orcutt Academy High School enrollment eligibility requirements.

CONSENT AGENDA ITEMS

Dr. Peterson requested that Consent Agenda Item D be moved to the Action Agenda for recognition. It was moved by Jim Peterson, seconded by Kathy Meissner and carried to move Consent Agenda Item D to the Action Agenda for recognition.

- A. Certificated Personnel Action Report
- B. Classified Personnel Action Report
- C. Minutes, Regular Charter Board Meeting, October 10, 2012
- D. Rosie Chavez Memorial Scholarship \$25 Donation from Mr. and Mrs. R. Higley

It was moved by Jim Peterson, seconded by Jan Zilli and carried to approve Consent Agenda Items A through C, as submitted.

ITEMS SCHEDULED FOR ACTION

A \$25 donation to the Rosie Chavez Memorial Scholarship was received from Mr. and Mrs. R. Higley. It was moved by Jim Peterson, seconded by Jan Zilli and carried to accept the gift and directed that a letter of acceptance and appreciation be forwarded to Mr. and Mrs. R. Higley.

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

The Charter Financial Report was presented for information/discussion. Marysia reported that the report contained nothing out of the ordinary.

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next regular meeting is scheduled for Wednesday, December 12, 2012 with Closed Session beginning at 6:00 p.m. followed by Public Session at 6:15 p.m. in the District Office Board Room, 500 Dyer Street, Orcutt, CA.

ADJOURN

It was moved by Bob Hatch, seconded by Kathy Meissner and carried to adjourn the meeting at 7:01 p.m.

Bob Bush, Board Secretary

Dr. James Peterson, Clerk, Board of Trustees

ORCUTT ACADEMY CHARTER HIGH SCHOOL

ORCUTT UNION SCHOOL DISTRICT

TO: Robert Bush
District Superintendent

FROM: Jan Yanagisako
Assistant Superintendent, Human Resources

DATE: December 12, 2012

RE: ***NOTIFICATION TO BOARD –HIRING OF ADDITIONAL CHARTER
HIGH SCHOOL COACHES FOR 2012-13 SCHOOL YEAR***

Orcutt Academy High School:

Christian Allen
Ray Kinsey
Kurt Mason
Robert Pena

UNPAID Volunteer – JV Baseball Coach
Boys JV Tennis Coach
UNPAID Volunteer – JV Baseball Coach
Boys Varsity Baseball Coach

*Volunteer coaches are required to submit similar paperwork as paid positions. They are not required to hold an ASCC certificate from the CTC but have submitted fingerprints to FBI and DOJ reportable to Orcutt Union School District



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: December 12, 2012

BOARD AGENDA ITEM: Acceptance of Gift

BACKGROUND: On behalf of Sandi Chavez, district staff and organizers for the "Rosie Chavez Memorial Scholarship" we would like to say "Thank You" to Mr. and Mrs. Dennis Bornhoft for their donation check to the "Rosie Chavez Memorial Scholarship" in the amount of \$25.00.

RECOMMENDATION: Staff recommends the acceptance of the \$25 gift to be deposited to the "Rosie Chavez Memorial Scholarship."

FUNDING: Charter Fund

Memo



To: Bob Bush, Superintendent
From: Joe Dana, Director of Charter Programs
Date: December 6, 2012
Re: Revisions to Operational Agreement for Orcutt Academy

Background

The Operational Agreement between the Orcutt Union School District and the Orcutt Academy outlines and defines the operational and financial relationship between the district and school. It describes the specific funding sources available to the school, the terms under which the district claims funding entitlements on behalf of the school, and how the district makes funding available to the school. It also details services the school will pay the district to provide.

In preparation for the 2013-2014 school year, staff have needed to revisit the Operational Agreement to include a section on Transitional Kindergarten. In order to comply with state law and with a directive from the California Department of Education, the Orcutt Academy will need to offer Transitional Kindergarten this coming year. Because Transitional Kindergarten would be extremely difficult to offer at the Academy's K-8 campus in Casmalia, the Academy requests to have its TK students participate in the district's TK program at Joe Nightingale School. The Academy is planning for two students in TK in 2013-2014. Upon completion of the district TK program, these students will matriculate to the Academy's K-8 campus in 2014-2015.

In the process of revisiting the Operational Agreement to include the item on TK, a team of district staff (Bob Bush, Jan Yanagisako, Marysia Ochej, Rebecca Holmes, and Joe Dana) reviewed the entire agreement. A section on the SOAAR (Supporting Orcutt Academy's Academic Resources) Foundation was added and some wordsmithing changes were made.

Recommendation

Staff recommends all of the proposed revisions to the Operational Agreement be approved as submitted.

Fiscal Impact

None.

OPERATIONAL AGREEMENT
THE ORCUTT UNION SCHOOL DISTRICT
ON BEHALF OF
ORCUTT ACADEMY

1. CHARTER GRANTED TO ORCUTT ACADEMY

The Board of Trustees of the Orcutt Union School district (hereinafter “District”) granted a charter for the Orcutt Academy on October 2, 2007 pursuant to the Charter Schools Act of 1992, as amended. This Charter, among other matters, calls for the District to provide an Operational Agreement regarding the funding entitlements of the School pursuant to Education Code Section 47612 and 47613.5, to define the operational and oversight arrangements between the School and the District, and to define and resolve other matters of interest. The Charter School is a dependent charter and shall be locally funded.

2. PURPOSE OF THIS AGREEMENT

This Operational Agreement outlines the specific funding sources anticipated to be available to the School, the specific terms under which the District will claim funding entitlements on behalf of the School, and how the District will make such funding available to the School. It also outlines and defines the operational relationship between the School and the District and resolves other matters of mutual interest. It is further understood that the operation of the Charter School shall be at no expense to the other school sites operated by the district.

3. TERM

This agreement will be operative from July 1, 2012 to June 30, 2013. Renewal for succeeding years is subject to approval by the Board of Trustees of the Orcutt Union School District.

4. AVERAGE DAILY ATTENDANCE

“Average Daily Attendance” shall mean the attendance of charter schools pupils while engaged in educational activities required of them by the charter school, as defined in Education Code Section 47612, and in Section 11960, of Title 5, Chapter 11, Subchapter 19, Article 1, of the California Administrative Code of Regulations and other applicable laws.

The school will work with the District to develop an attendance-reporting calendar and maintain a system to record and account for average daily attendance (ADA). These records shall be auditable and contain sufficient information so that they may be included

without audit exception in the school's annual audit. The School will report ADA figures to the District, County Office of Education, or California Department of Education, as appropriate, on a timely basis. The District will report ADA data to the Santa Barbara County Office of Education and/or California Department of Education as necessary to enable the School to receive the funding specified in this Agreement. The District Chief Business Official will notify the school when ever actual ADA falls more than 10% below estimated ADA.

5. CALIFORNIA LONGITUDINAL PUPIL ACHIEVEMENT DATA SYSTEM (ENROLLMENT)

The School shall complete and submit enrollment and other necessary demographic information, as necessary through the District or County Office of Education, to the California Longitudinal Pupil Achievement Data System (CALPADS).

6. OTHER DATA

The School shall also obtain and work cooperatively to supply the District in a timely and accurate fashion any other information necessary to enable the District to calculate the School's entitlement to all available funding sources.

7. FUNDS TO FLOW THROUGH THE DISTRICT

The school has opted to receive funding from the State through the District, pursuant to the Education Code Section 47651. The District shall cooperate in any necessary processes to ensure the appropriate and timely reporting of data and transfer of funds to the charter school. The District will ensure timely transfer of all charter school funds received from the state. The District will also ensure timely transfer of property tax funds due to the School as required by Education Code Section 47635 and its successors. ADA for the purpose of Section 47635 shall be based on the number of students enrolled in the school multiplied by the school's prior year average daily attendance as percentage of enrollment as reported to the California Longitudinal Pupil Achievement Data System. If prior year figures do not exist, the District's prior year percentage figures shall be used as a proxy.

The District shall also share with the School a share per unit of ADA of all local operational funding sources. These sources shall include all of those listed in Education Code Section 47646 (b) and any other reasonably available similar sources of funding. During the fiscal year governed by this agreement, the District shall transfer these funds to the School within 10 business days of the District's receipt of the funds.

8. CATEGORICAL AND OTHER FUNDING SOURCES

It is anticipated that the School may be entitled to funding from the following specified sources which include but shall not be limited to:

Class Size Reduction	Art & Music Block Grant	School-Site Block Grants
Charter Schools Facilities	Middle & High School Counseling	Art, Music, and P.E. Grants
Economic Impact Aid	CAHSEE Intensive Instruction	CAHSEE Instructional Materials
Lottery	P.E. Teacher Incentive Grants	Ed Tech Block Grant
TUPE	CALPADS Incentive Fund	E-rate
Oral Health Assessment	School Garden Grants	Teacher Induction Program

9. "SUPERVISORIAL OVERSIGHT" DEFINED

Charter Oversight Renewal and Development

Charter oversight will be a mutual and ongoing task shared by the staff of the Orcutt Union School district with the staff of Orcutt Academy. Annually, staff from the Orcutt Union School District will conduct a fiscal and program performance audit to determine if the charter petition elements and related programs are being followed with fidelity. Staff from the Orcutt Union School District will reserve the right to conduct additional reviews of the overall operation and performance of the Orcutt Academy at any time.

The School and District agree that "supervisory oversight," as used in Education Code Section 47613 shall include the following:

1. All activities related to the charter revocation and renewal processes, as described in Section 47607.
2. Activities relating to monitoring the performance and compliance of the charter school with respect to the terms of its Charter, related agreements, and all applicable laws.
3. Review of and response to the annual school performance report and related processes as outlined in Section 14 of the charter.
4. Participation in the dispute resolution process as described in Section 14 of the charter.
5. Provision of major facilities including maintenance and replacement costs. Major facilities and maintenance costs shall include all non-routine maintenance, replacement and repair services, including major maintenance and replacement of roof, mechanical systems (heat, ventilation, air conditioning, electrical, plumbing), and other major maintenance and upgrades at a level comparable with other district schools and to the extent that these costs are normally funded from sources such as state and local facilities bond proceeds, developer fees, redevelopment agency revenue, and other resources not provided and available to the School. The School shall be responsible for routine upkeep, maintenance, and repairs at a level comparable with other district schools and to the extent that these services are normally funded from sources available to the School.

For this oversight and for providing “substantially free” school facilities the School shall annually pay the district 3% of its annual block grant revenues by June 30th of each year.

10. DISTRICT “ADMINISTRATIVE AND OTHER SERVICES”

In addition to the supervisory oversight, the District has agreed to provide, and the School shall pay for, the following services from the District:

1. Accounting – Including establishing a chart of accounts, account code structure, and financial ledgers; maintenance and posting of all financial transactions to the school’s ledgers, preparation of needed financial reports including balance sheets, monthly reconciliation to county bank statements and annual reports and statements.
2. Payroll – Including preparation of pay warrants; distributions of payroll checks and direct deposits if available; calculation and forwarding of all tax, benefit, retirement, and other withholdings; and preparation of and forwarding of tax withholdings and related documentation to state and federal authorities.
3. Accounts Receivable and Payable – Including but not limited to processing of purchase requisitions and check request in a timely fashion, and posting relevant information to appropriate ledgers.
4. Budget Development and Fiscal Planning – Consulting assistance of district staff will assist the School in accurately identifying its revenues, comparing estimated revenues with actual revenues, assistance in projecting and monitoring expenditures, and assistance with preparing and revising long-term financial projections.
5. Student Data Information Management – Including establishment and technical assistance in the maintenance of a student information management system that tracks the following at a minimum: ADA, enrollment, standardized and alternative assessment data, emergency contacts, race-ethnicity, age, address, parent-guardian, immunization, discipline-suspension-expulsion, special education status information.
6. Insurance – The District agrees to provide all necessary insurance and risk management services, including but not limited to, the following: premises; board/director/staff liability; property; health; unemployment; workers compensation; and others.
7. Student Assessment and Testing – The District will administer all state and district testing, including management of administration dates, test and data processing/analysis, payment of vendors, and related matters.
8. Personnel Services – Will include fingerprint clearance, insurance, pre-employment forms and other services routinely associated with the personnel function in a school and district; evaluations of applicable staff.
9. Health Services – Clerk/ Nursing services
10. Food Services – The District agrees to provide food (cafeteria) services for students and staff. This includes planning, organizing and directing overall food service operations including marketing, preparation of nutrient-based menus, purchasing and accounting functions. The District will prepare and file

the necessary State and Federal reports. The School will provide clerical services for processing lunch applications and verifications.

11. Facilities Beyond Legal Requirements – Facilities needs and costs will be further addressed as needs present themselves.
12. Staffing Both Certificated and Classified - All personnel costs associated with the charter school will be charged to the charter school.

The actual cost of these services is estimated to be 9% of the school's annual revenues plus all direct employee costs. Note: The Board shall retain discretion to change or wave all or part of this component. This shall be paid at regular intervals annually and no later than June 30 of each year. Annual school revenues are defined as the annual amount recorded in the 8000 object codes as prescribed by the California State Accounting Manual. Annual school revenues for this calculation shall be reduced by the amount of special education funds passed through from the SELPA and subsequently transferred to the District. Should the District staff not have sufficient time to perform these services, this section shall be re-opened.

Legal service costs will be provided by District, using the district's legal counsel on a cost recovery basis.

11. BUDGET AND FINANCE

The District shall prepare and submit the following financial information:

- A proposed budget for the upcoming fiscal year showing estimated revenues and expenditures based on identified and reasonable assumptions no later than June 30th. This report shall also include a multi-year projection to include at least the two subsequent years.
- Monthly financial reports displaying the financial status of the charter school. Such reports shall display budgeted revenues and expenditures as compared with actual figures to date and projected year-end figures, by major category of revenue and expenditures.
- A First Interim Report no later than December 15th, a Second Interim Report no later than March 15th and if necessary, a Third Interim Report no later than May 31st.

12. AUDIT

The School, through contracted services with the school district, shall cause to be prepared an annual audit of the financial transactions of the charter school each year pursuant to the terms specified in the Charter. The audit report shall be filed with the State and the District no later than December 15th. The School shall immediately forward a copy of the audit to the Chief Business Official of the District upon receipt of the final audit findings. Any negative findings or deficiencies shall be resolved promptly and pursuant to the terms of the Charter.

13. INSURANCE

The School and the District shall purchase and maintain in effect the following insurance policies as specified below:

- General Liability Insurance – This shall include contractual products and completed operations, corporal punishment, sexual misconduct and harassment, bodily injury, and property damage coverage. This coverage shall have a combined limit of not less than \$1 million per occurrence
- Auto Liability – This coverage shall extend to both owned – (if vehicles are owned) and non-owned vehicles, with bodily injury limits of not less than \$1 million per occurrence.
- Workers Compensation Insurance – Coverage shall be obtained as required by applicable law.

The School shall pay for all such policies on a pro rated basis.

14. CASH FLOW

The District may advance operating funds to the School. Such advances will be repaid by the School upon receipt of such apportionment from the state. The District shall charge Orcutt Academy at a rate commensurate to the District costs.

15. SPECIAL EDUCATION

The District will provide Special Education Services for the School. The charter school is and will be considered a school within the district. All Special Education Revenue generated by the service needs and charter school ADA will be retained by the District. District-wide encroachment will be allocated to the charter school on a per ADA basis.

16. EVALUATION OF EDUCATIONAL PROGRAM

The school shall furnish to the District an annual written report and evaluation in accordance with the Charter petition and the Education Code. The annual report shall include an evaluation of the fulfillment of the School's purposes and goals. The annual report shall be due to the District in August of each year for the previous academic year.

17. COMPLAINT PROCEDURES

The School will be responsible for establishing and maintaining a Uniform Complaint Procedure. Except in the instance of complaints that allege student safety issues, or other matters which constitute grounds for charter revocation, the District will refer all complaints it receives back to the School for initial investigation and processing. For information purposes the School will forward to the District a copy of each complaint it processed to the point of submission to the charter Board. For the purposes of this

section, the Orcutt Union School District's Board Policies and Administrative Regulations governing complaints – Board Policy 1312.1 and 1312.3 will direct complaints against the school or personnel.

18. CONFORMANCE TO CHARTER

The School Advisory Council of the School shall be responsible for providing advisory input to the School in conformance with the provisions of its charter and this operating agreement.

19. FACILITIES

The district continues to reserve the right to determine facilities for Orcutt Academy.

20. ATHLETIC BOOSTERS

An Athletic Boosters organization has been formed to support athletics at Orcutt Academy. The bylaws and organizational documents will be submitted for review and approval by the Board of Trustees.

21. ORCUTT CHILDREN'S ARTS FOUNDATION (OCAF)

Orcutt Academy will cooperate and partner with the Orcutt Children's Arts Foundation to advance the visual and performing arts at Orcutt Academy

22. SUPPORTING ORCUTT ACADEMY'S ACADEMIC RESOURCES (SOAAR) FOUNDATION

The SOAAR Foundation will engage in fund development for the purpose of enhancing academic programs at the Orcutt Academy. SOAAR will provide regular progress reports to the Board of Trustees.

23. TRANSITIONAL KINDERGARTEN

To serve its Transitional Kindergarten students, Orcutt Academy will utilize the Orcutt Union School District's Transitional Kindergarten Program at Joe Nightingale School. After completion of Transitional Kindergarten, these students will be admitted to kindergarten at the Orcutt Academy's K-8 campus.



TO: Mr. Bob Bush, Superintendent

FROM: Mr. Ted Lyon, Jr., OAHS Principal

BOARD MEETING DATE: December 12, 2012

BOARD AGENDA ITEM: OAHS Athletic Trips

BACKGROUND: During the month of December OAHS has 3 athletic teams that will be traveling to play in sporting events. Varsity Boys and Girls Soccer Teams will be participating in a tournament in Bakersfield, CA on December 14 and 15, 2012. Varsity Boys Basketball Team will be participating in a tournament in Carmel, CA on December 20 and 21, 2012.

These trips will be overnight stays. Our soccer teams will be departing from OAHS on the morning of Friday, December 14, 2012 and returning on Sunday, December 15, 2012. They are staying at the SpringHill Suites in Bakersfield, CA. Coach Manual Baro and Coach Rick Velasco will be accompanying our soccer teams.

The boys basketball team will be departing from OAHS on Thursday, December 20, 2012 and returning on Sunday, December 22, 2012 and will be staying at the Embassy Suites in Monterey, CA. Coach Darrell Black will be accompanying our basketball team.

RECOMMENDATION: Staff recommends that these overnight trips be approved as submitted.

FUNDING: No Impact on General Fund



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: December 12, 2012

Board Agenda Item: School Site Plans for Orcutt Academy High School and Orcutt Academy K-8

Background: In 2001, the California Legislature amended the planning requirement for schools that participate in state and federal categorical programs. These changes streamline the planning process and consolidate the plans for all categorical funds expended at each school site under the umbrella of one plan. These plans are revised annually by each school site council.

Recommendation: This evening the Single School Plans for Student Achievement are submitted for board approval as required in California statute. Staff recommends these be approved as submitted.



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: December 12, 2012

Board Agenda Item: Safe Schools Plans for OAK-8, and OAHS

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


Recommendation: This evening the School Safety Plans for Orcutt Academy's K-8 program along with Orcutt Academy High School are submitted for board approval as required in California statute. Staff recommends these be approved as submitted.

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BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

FROM:  Marysia Ochej, Assistant Superintendent, Business Services
Rebecca Holmes, Director, Fiscal Services

BOARD MEETING DATE: December 12, 2012

BOARD AGENDA ITEM: First Interim Report, Orcutt Academy Charter School 2012-2013

BACKGROUND: The First Interim is predicated upon the State's adopted budget which was signed by Governor Brown June 27, 2012. It assumed passage of a new tax which was subsequently passed in the November 2012 election. The First Interim Report covers the period ending October 31, 2012. Please refer to the narrative in the budget document for more information.

Based on multi-year projections as of October 31, 2012, the Board will be filing a positive certification that the Charter will be fiscally solvent in the 2012-2013 fiscal year, and the subsequent two fiscal years for the charter funds. Carryover funds and deferred revenue are included in the First Interim Report.

RECOMMENDATION: It is recommended that the Board of Trustees approve the First Interim Report with a positive certification for 2012/2013 and for the next two years.

FUNDING: Charter School Fund

Board Report

District 16 -- Orcutt Union

As of 12/4/2012

	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	502,041.62	0.00	910,282.21	0.00	1,412,323.83
9200 – Accounts Receivable	1,130,025.20	0.00	(1,130,025.20)	0.00	0.00
9310 – Due from Other Funds	128,941.00	0.00	(128,941.00)	0.00	0.00
9330 – Prepaid Expenditures (Expenses)	11,060.70	0.00	(11,060.70)	0.00	0.00
Total Assets	1,772,068.52	0.00	(359,744.69)	0.00	1,412,323.83
9500 – Accounts Payable (Current Liabilities)	16,090.93	0.00	(15,630.24)	0.00	460.69
9610 – Due to Other Funds	66,618.35	0.00	(66,618.35)	0.00	0.00
Total Liabilities	82,709.28	0.00	(82,248.59)	0.00	460.69
Fund Balance (Beginning Balance/Actual)	1,689,359.24	0.00	0.00	0.00	1,411,863.14
9791 – Net Beginning Balance	1,689,359.24	0.00	1,689,359.24	0.00	1,689,359.24
8010 – Revenue Limit Sources	3,952,073.43	0.00	909,723.00	0.00	3,042,350.43
8300 – Other State Revenues	484,073.22	0.00	93,281.69	0.00	390,791.53
8600 – Other Local Revenue	113,085.71	0.00	104,231.10	0.00	8,854.61
8910 – Other Financing Sources	48,000.00	0.00	48,000.00	0.00	0.00
Total Revenues	4,597,232.36	0.00	1,155,235.79	0.00	3,441,996.57
1000 – Certificated Personnel Salaries	2,145,320.85	0.00	714,637.69	0.00	1,430,683.16
2000 – Classified Personnel Salaries	414,770.43	0.00	138,280.51	0.00	276,489.92
3000 – Employee Benefits	750,238.55	0.00	237,409.53	0.00	512,829.02
4000 – Books and Supplies	328,482.57	0.00	153,325.67	17,962.86	157,194.04
5000 – Services and Other Operating Expenditures	952,655.90	0.00	189,078.49	110,410.57	653,166.84
7000 – Other Outgo & Transfers Out	71,959.00	0.00	0.00	0.00	71,959.00
Total Expenditures	4,663,427.30	0.00	1,432,731.89	128,373.43	3,102,321.98
Fund Balance (Budget/Actual)	1,623,164.30	0.00	1,411,863.14	0.00	0.00

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