

ORCUTT UNION SCHOOL DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, September 11, 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. Campus Connection Presentation
 2. STAR Results
- 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.

- 1. Approval of Fiscal Year 2013-14 Adopted Budget

F. Public Hearing – Textbook Sufficiency

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 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 2013/14 School Year
- M. 2013/2014 Resolution No. 4, GANN Limit Adoption and 2012/2013 Calculated Appropriations Limit

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

Moved _____ Second _____ Vote _____

ITEMS SCHEDULED FOR ACTION

A. GENERAL

- 1. Olga Reed School Sixth Grade Trip to Catalina Island Marine Institute

Staff requests that the Board of Trustees approve the Olga Reed sixth grade trip to the Catalina Island Marine Institute (CIMI) September 18-20, 2013.

Moved _____ Second _____ Vote _____

2. Board Strategic Goals 2013/2014

It is recommended that the Board of Trustees adopt the Strategic Goals for 2013/2014.

Moved _____ Second _____ Vote _____

B. BUSINESS

1. General Fund District Certification of Unaudited Actuals

It is recommended that the Board of Trustees approve and certify the Unaudited Actuals Finance Report as submitted. A copy of the 2012/13 Unaudited Actuals Finance Report is available for review at the District Office, 500 Dyer Street, Orcutt, CA. M-F 7:30 a.m. – 4:30 p.m.

Moved _____ Second _____ Vote _____

2. Fundraising

Staff recommends that the Board of Trustees approve the Fundraising Guidelines as presented.

Moved _____ Second _____ Vote _____

3. Board Policy 3460, Financial Reports and Accountability

It is recommended that the Board of Trustees adopt Board Policy 3460, Financial Reports and Accountability for first reading and that it is placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

4. Board Policy 3580, District Records

It is recommended that the Board of Trustees adopt Board Policy 3580, District Records for first reading and that it is placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

5. Purchase of KaiVac 1750

Staff recommends purchasing (10) ten KaiVac 1700 series units for a total purchase price of \$29,461.

Moved _____ Second _____ Vote _____

6. Purchase of School Site Switches

Staff recommends that the Board of Trustees approve the purchase of switches as presented.

Moved _____ Second _____ Vote _____

C. CURRICULUM

1. Board Policy 6164.6, Identification and Education Under Section 504

It is recommended that the Board of Trustees 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.

Moved _____ Second _____ Vote _____

2. Disposal of Obsolete Textbooks and Library Books

Staff recommends that the library books and instructional materials which fall into the designated categories be approved for immediate disposal in accordance with district policy.

Moved _____ Second _____ Vote _____

3. 2013/2014 Resolution No. 3, Sufficiency of Instructional Materials

It is recommended that the Board of Trustees adopt 2013/2014 Resolution No. 3, Sufficiency of Instructional Materials.

Moved _____ Second _____ Vote _____

D. HUMAN RESOURCES

1. CalState TEACH

Staff recommends that the Board of Trustees approve the CalState TEACH Field Experience Participant/Student Teaching Agreement with the Orcutt Union School District.

Moved _____ Second _____ Vote _____

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

1. Board Financial Report
2. OCAF
3. Items from the Board

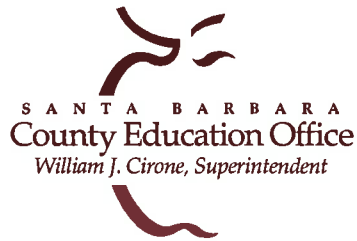
GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next regular board meeting is scheduled for Wednesday, October 9, 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.



Santa Barbara County Education Office

4400 Cathedral Oaks Road, P.O. Box 6307, Santa Barbara, California 93160-6307
(805) 964-4711 • FAX: (805) 964-4712 • Direct Dial: 964-4710 plus extension


Service and Leadership • www.sbceo.org

August 15, 2013

SBAS-8584

TO: Orcutt Union School District

ATTENTION: Robert Bush, Superintendent

FROM: Gary J. Pickavet, Assistant Superintendent
Administrative Services 

SUBJECT: **Approval of Fiscal Year 2013-14 Adopted Budget
(Single Budget Adoption)**

As required by Education Code Section 42127, our office has reviewed your district's 2013-14 Adopted Budget. As a result of our analysis, I am pleased to notify you that your budget is approved as submitted.

We have conducted a detailed analysis of the budget using the best data available and have concluded it is consistent with the *State-Adopted Criteria and Standards*, or that there are reasonable and valid explanations for not meeting them.

According to Ed Code 42127(i)(4), "Not later than 45 days after the Governor signs the annual Budget Act, the school district shall make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by that Budget Act." Please provide these revisions to our office within 45 days after the Governor signs the budget.

If you have any questions, please feel free to contact me.

clc

c Marysia Ochej
Priscilla Diamond
District Financial Advisor



Educational Services

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

TO: Robert Bush, Superintendent

FROM: Holly Edds, Assistant Superintendent, Educational Services

BOARD MEETING DATE: September 11, 2013

BOARD AGENDA ITEM: Annual Public Hearing on Sufficiency of Instructional Materials

BACKGROUND: Assembly Bill 831 took effect July 25, 2005. AB31 modified the annual public hearing requirement in Education Code Section 60119. Under that section the governing board of every local education agency that receives state instructional materials funds must hold an annual public hearing before the end of the eighth week from the first day pupils attend school for that year. At this public hearing the board must make a determination as to whether each pupil in each school has sufficient textbooks or instructional materials that are aligned to the content standards and are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education in reading/language arts, mathematics, science and history/social science.

RECOMMENDATION: Staff recommends that the governing board hold this required public hearing at their regular meeting on September 11, 2013.

FUNDING: There is no funding impact if the governing board holds this required public hearing and declares through a resolution that the Orcutt Union School District has met the requirement of sufficiency of instructional materials as defined in the Williams Settlement and AB831.

Notice of Public Hearing

To: Parents, Teachers and Community Members
From: Holly Edds, Assistant Superintendent, Educational Services
Date: September 11, 2013
Subject: Board Meeting to Determine Textbook Sufficiency

The Board of Trustees for the Orcutt Union School District invites all parents, teachers and community members interested in the affairs of the school district to attend a public hearing at the next board meeting to be held on September 11, 2013, at 6:45 pm at the Orcutt Union School District Board Room, 500 Dyer St., Orcutt. At this meeting the board shall make a determination, through a resolution, as to whether each pupil in each school in the district has, or will have prior to the end of the 2013/2014 school year, sufficient textbooks and/or instructional materials in each subject that is consistent with the content and cycles of the curriculum framework adopted by the state board. We encourage your participation at this meeting.

Classified Personnel Action Report
September 11, 2013

TO: Bob Bush
Superintendent

SUBMITTED BY: Don Nicholson
Assistant Superintendent, Human Resources

SUBJECT: RECOMMENDATIONS FOR APPROVAL AND RATIFICATION

| SITE | CLASSIFICATION | CLASS STEP | HOURS | SALARY | EFFECTIVE | ACTION INFORMATION |
|------------------------------|-------------------------|------------|-------|------------|-------------------|---------------------------------------------------------|
| District | Child Nutrition Worker | | | \$9.66/hr | 08/19/13 | Substitute |
| Ralph Dunlap CC | Child Care Assistant | | | | 08/19/13-10/01/14 | Request Unpaid Leave of Absence |
| District | Child Nutrition Worker | | | \$9.66/hr | 08/28/13 | Substitute |
| Alice Shaw | Inst Assistant PE | | | | 09/16/13 | Reinstate from Layoff |
| District | Child Nutrition Worker | | | \$9.66/hr | 08/28/13 | Substitute |
| Olga Reed | ASES Director | | | | 10/01/13 | Resignation |
| Pine Grove/OAHS | Child Nutrition Cook | | | | 10/01/13 | Longevity – 25 years |
| District | | | 20/wk | \$27.17/hr | 08/19/13-10/31/13 | Temporary Custodial Support |
| District | Inst Assistant I | | | \$10.56/hr | 08/22/13 | Substitute |
| Lakeview Jr. High | Inst Assistant I | | | | 09/01/13 | (1) Additional Professional Growth Increment (5 total) |
| District | Inst Assistant I | | | \$10.56/hr | 08/29/13 | Substitute |
| Patterson Road | Inst Assistant PE | | | | 09/03/13 | Reinstate from Layoff |
| Central Kitchen | Child Nutrition Worker | | | | 08/30/13 | Corrected Resignation Date |
| Pine Grove/Lakeview Jr. High | Media Specialist | | | | 10/01/13 | Longevity – 25 years |
| Joe Nightingale | Inst Assistant I | | | | 09/01/13 | (2) Additional Professional Growth Increments (5 total) |
| Ralph Dunlap CC | Child Care Assistant | | | | 09/15/13-11/27/13 | Request Unpaid Leave of Absence |
| | Inst Assistant PE | | | | 09/03/13 | Decline Reinstatement from Layoff (second) |
| Ed Services | Admin Assistant | | | | 10/01/13 | Longevity – 25 years |
| Patterson Rd. | Inst Assistant I | | | | 10/03/13-10/11/13 | Request Unpaid Leave of Absence |
| Alice Shaw | Child Nutrition Cashier | | | | 10/14/13-10/25/13 | Request Unpaid Leave of Absence |
| Joe Nightingale | Inst Assistant | | | | 08/13/13 | Resignation |

ORCUTT UNION SCHOOL DISTRICT

Certificated Personnel Action Report

TO: Robert Bush
District Superintendent

FROM: Don Nicholson
Assistant Superintendent, Human Resources

DATE: Board Meeting of September 11, 2013

RE: **RECOMMENDATIONS FOR APPROVAL AND RATIFICATION**

| <i>SCHOOL</i> | <i>CLASS/STEP</i> | <i>EFFECTIVE DATE</i> | <i>ACTION INFORMATION</i> |
|-----------------|-------------------|-----------------------|---------------------------------------------------------------------|
| Nightingale | Hourly | 2013-14 | Title 1, 26 hr wk |
| Pine Grove | Extra Duty | 8/15/13 | Special Ed Workshop, 2.5 hrs |
| Nightingale | Extra Duty | 8/15/2013 | Special Ed Workshop, 2 hrs |
| Nightingale | II-2 | 2013-14 | Temporary |
| District | | 2013-14 | Superintendent Mileage Reimbursement Cell Phone Reimbursement |
| Nightingale | Hourly | 2013-14 | Title 1, 22 hr wk |
| Lakeview | Extra Duty | 8/12/2013 | Tech Training, 1 hr |
| Orcutt/Lakeview | Extra Duty | 8/15/2013 | Special Ed Workshop, 4 hrs |
| Shaw | Extra Duty | 8/12/2013 | Tech Training, 1 hr |
| District | Hourly | 7/17-8/16/13 | Summer Compass, 63 hrs |
| District | Hourly | 7/1-8/14/13 | Summer Compass, 48 hrs |
| District | Hourly | 8/30/13 | Interim District Nurse, 8 hrs wk set, + 8 as needed TBD |
| Nightingale | VI-20 | 2013-14 | Completed units to move column |
| Lakeview | Stipend | 2013-14 | Boys Volleyball Coach |
| Pine Grove | Extra Duty | 8/15/2013 | Special Ed Workshop, 4 hrs |
| Olga Reed | Extra Pay | 1/1/2013 | CPR and First Aid Training, 4 hrs |
| Shaw | V-2 | 8/19/2013 | Units for column movement |
| Pine Grove | Extra Duty | 8/12/2013 | Tech Training, 1 hr |
| Patterson | Extra Duty | 8/15/2013 | Special Ed Workshop, 4 hrs |
| Orcutt | Stipend | 2013-14 | SYSOP (Tech) |
| | Extra Pay | 8/12/2013 | Tech Training, 1 hr |

*To be prorated

| <i>SCHOOL</i> | <i>CLASS/ STEP</i> | <i>EFFECTIVE DATE</i> | <i>ACTION INFORMATION</i> |
|----------------------|------------------------------------|-----------------------------------|------------------------------------------------------------------------------|
| Nightingale | Extra Duty | 8/12/2013 | Tech Training, 1 hr |
| Olga Reed | Stipend | 2013-14 | Teacher in Charge Track Coach |
| Nightingale | Hourly | 2013-14 | PE, 26 hr wk |
| Olga Reed | Stipend | 2013-14 | Boys Basketball Coach |
| Patterson | IV-12 | 9/13/13 | Temp, Job Share, 40% Contract |
| Olga Reed | Extra Pay Stipend | 6/18/2013 2013-14 | CPR and First Aid Training, 4 hrs ASB Advisor |
| Dunlap | Extra Duty | 8/12/2013 | Tech Training, 1 hr |
| Patterson | V-20 | 9/13/13 | Job Share, 60% Contract |
| Pine Grove | V-3 | 2013-14 | Temporary |
| District | Hourly | 7/17-8/16/13 | District Support Services, 18 hrs |
| Lakeview | Stipend | 2013-14 | ASB Advisor |
| Lakeview | Stipend | 2013-14 | 7 th Boys Basketball Coach |
| Dunlap | Extra Duty | 8/15/2013 | Special Ed Workshop, 4 hrs |
| Nightingale | Hourly | 2013-14 | Title 1 Teacher, 26 hr wk |
| Olga Reed | Extra Pay Extra Duty Stipend | 6/19/2013 8/12/2013 2013-14 | CPR and First Aid Training, 4 hrs Tech Training, 1 hr Yearbook Advisor |
| Nightingale | Hourly | 2013-14 | Title 1 Teacher, 22 hrs wk |
| Patterson | Extra Duty | 8/12/2013 | Tech Training, 1 hr |
| Shaw | V-6 | 2013-14 | Completed Units for Movement |
| Orcutt | Stipend | 2013-14 | SYSOP (Website) |
| Shaw | | 2013-14 | Correction, NO Yearbook |
| Patterson | Hourly | 2012-13 | ELD, 22 hrs wk |
| District | Hourly | 7/101-7/17/13 | District Support Services, 7 hrs |
| Pine Grove | VI-20 | 2013-14 | Rescind Unpaid Leave of Absence Approved August 21, 2013 |
| Lakeview | Hourly | 7/3-8/15/13 | Compass Learning, 52 hrs |
| Nightingale | Hourly | 2013-14 | Title 1 Teacher, 26 hrs wk |
| Nightingale | Extra Duty | 8/15/2013 | Special Ed Workshop, 4 hrs |
| Dunlap | Extra Duty | 8/15/2013 | Special Ed Workshop, 4 hrs |
| Olga Reed | Extra Pay | 8/7/2013 | CPR and First Aid Training, 4 hrs |

*To be prorated

Warrants

The material is not included in your copy of the agenda. A copy may be obtained by arrangement with the District Superintendent's office, during District Office working hours.

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

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
August 21, 2013**

CALL TO ORDER

A regular meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, August 21, 2013 beginning with Jan Zilli calling Public Session to order at 6:45 p.m. Members Present: Zilli, Hatch, Peterson and Phillips. Absent: Buchanan. Administrators Present: Bush, Ochej, Nicholson and Edds. Absent: None. It was moved by Liz Phillips, seconded by Bob Hatch and carried to adjourn to Closed Session at 6:50 p.m.

RECONVENE TO PUBLIC SESSION

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

SUPERINTENDENT'S REPORT

Don Nicholson introduced new staff; Julie Kozel, Principal at Joe Nightingale School, Joe Schmidt, Vice Principal at Joe Nightingale School and Jenée Severance, Principal at Alice Shaw School.

Janet Bertoldi and Holly Edds reported that the summer Compass Learning sessions were very successful and well attended. In the audience were students who participated in the program. There were over 600 visits to the labs over the 9 week period. Six students were lucky recipients of a Kindle. They included Andrea Sedano from Lakeview Jr. High, Andrew Golden from Ralph Dunlap, Calista Freeland from Joe Nightingale, Nathan Poulton from Patterson Road, Katie Adler from Orcutt Jr. High and Miranda Mejia from Patterson Road.

Janet and Holly reported on the Aeries Analytics software and the district's continuing anti-bullying efforts.

Marysia presented an update on GASB 43/45 and retiree health benefits. The District implemented GASB 45 with its June 30, 2009 financial statement.

Marysia reported that the Los Alamos community has an interest in a Community Library with a possible partnership with the District. It was the consensus of the Board to move forward with talks with the Los Alamos community members.

PUBLIC COMMENT

OEA President, Monique Segura reported that OEA is awaiting results from Fact Finding. She has been asked to participate in Competency Training through CTA. She also commented that positive feedback was received regarding changes made to Convocation. Teachers had more opportunity to work in their classrooms and collaborate with staff.

CSEA President, Brad Gitchell addressed some items in the Administrative and Management Agreement which were going to the Board for approval this evening.

WRITTEN COMMUNICATION

None

PUBLIC HEARING

None

CONSENT AGENDA ITEMS

- A. Classified Personnel Action Report
- B. Certificated Personnel Action Report
- C. Approval of Warrants
- D. Minutes, Regular Meeting of June 12, 2013
- E. Minutes, Special Meeting of August 9, 2013
- F. Interdistrict Attendance Agreement Requests 2013/2014
- G. Consolidated Application
- H. May Grisham Early Learning Center 2013/2014 Resolution No. 1
- I. Board Policy 6163.1, Library Media Centers for second reading

J. 2013/2014 Administrative and Management Agreement and 2013/2014 Confidential Agreement

It was moved by Jim Peterson, seconded by Bob Hatch and carried to approve Consent Agenda Items A through J, as submitted. Vote: 4 Ayes, 1 Absent

ITEMS SCHEDULED FOR ACTION

It was moved by Jim Peterson, seconded by Liz Phillips and carried to accept the gifts and directed that a letter of acceptance and appreciation be forwarded to Ken Parker, David and Marie Kirby, Santa Maria South Rotary Club, Altrusa International Foundation Santa Maria and Mr. Scott Fina. Liz Phillips suggested that the Board send a thank you to Scott Fina personally signed by each Board member. Vote: 4 Ayes, 1 Absent

It was moved by Bob Hatch, seconded by Liz Phillips and carried to approve the Orcutt Children's Arts Foundation (OCAF) 2013/2014 officers, as submitted. Vote: 4 Ayes, 1 Absent

It was moved by Jim Peterson, seconded by Bob Hatch and carried to adopt Board Bylaw 9220, Board Elections. Vote: 4 Ayes, 1 Absent Dr. Peterson stated that the language adopted in this bylaw already existed.

Board member Hatch left the room.

It was moved by Liz Phillips, seconded by Jim Peterson and carried to authorize staff to renew the Memorandum of Understanding for Discretionary Commercial Warrants Audit. Vote: 3 Ayes, 1 Absent

It was moved by Liz Phillips, seconded by Jim Peterson and carried to adopt 2013/2014 Resolution No. 2, Delegation of Authority to District Staff, as submitted. Vote: 3 Ayes, 1 Absent

Mr. Hatch returned.

It was moved by Jim Peterson, seconded by Bob Hatch and carried to approve the contract with Northern California Medi-Cal Administrative Services Joint Powers Authority (NMA-S-JPA), as presented. Vote: 4 Ayes, 1 Absent

It was moved by Liz Phillips, seconded by Jim Peterson and carried to adopt Board Policy 3514.1, Hazardous Substances for first reading and that it is placed on the next Consent Agenda for second reading. Vote: 4 Ayes, 1 Absent

It was moved by Jim Peterson, seconded by Bob Hatch and carried to adopt Board Policy 5030, Student Wellness for first reading and that it is placed on the next Consent Agenda for second reading. Vote: 4 Ayes, 1 Absent

It was moved by Bob Hatch, seconded by Jim Peterson and carried to adopt Board Policy 5131.2, Bullying for first reading and that it is placed on the next Consent Agenda for second reading. Vote: 4 Ayes, 1 Absent

It was moved by Jim Peterson, seconded by Bob Hatch and carried to adopt Board Policy 5145.3, Nondiscrimination/Harassment for first reading and that it is placed on the next Consent Agenda for second reading. Vote: 4 Ayes, 1 Absent

It was moved by Jim Peterson, seconded by Bob Hatch and carried to adopt Board Policy 6112, School Day for first reading and that it is placed on the next Consent Agenda for second reading. Vote: 4 Ayes, 1 Absent

It was moved by Jim Peterson, seconded by Liz Phillips and carried to adopt Board Policy 6159.2, Nonpublic Nonsectarian School and Agency Services for Special Education for first reading and that it is placed on the next Consent Agenda for second reading. Vote: 4 Ayes, 1 Absent

It was moved by Bob Hatch, seconded by Jim Peterson and carried to repeal Board Policy and Administrative Regulation 6172, Gifted and Talented Education (GATE). Vote: 4 Ayes, 1 Absent

It was moved by Jim Peterson, seconded by Bob Hatch and carried to approve the revisions to the Local Educational Agency Plan (LEAPlan), as submitted. Vote: 4 Ayes, 1 Absent

It was moved by Bob Hatch, seconded by Jim Peterson and carried to approve the purchase of Intel-Access Question Bank, as presented. Vote: 4 Ayes, 1 Absent

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

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

The Quarterly Report on Williams/Valenzuela Uniform Complaints was presented with no complaints reported.

Mr. Hatch reminded everyone of upcoming September 11th and to continue to maintain a high level of awareness.

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next Regular Board Meeting is scheduled for Wednesday, September 11, 2013 beginning with Public Session at 7:15 p.m.

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

INTERDISTRICT ATTENDANCE AGREEMENT REQUESTS

2013/2014 Academic School Year Current Monthly Requests September 11, 2013

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

| School | New | OUSD Relocated | Sibling | Renew | Leave |
|-----------------|----------|----------------|----------|----------|-----------|
| Alice Shaw | | 1 | | | 3 |
| Joe Nightingale | | 4 | 1 | 2 | 1 |
| Olga Reed | | | | | 7 |
| Patterson Road | | 1 | 2 | 2 | 3 |
| Pine Grove | | 1 | | | 1 |
| Ralph Dunlap | | 1 | 1 | 1 | |
| Lakeview JH | | 1 | | | 1 |
| Orcutt JH | | 1 | | 1 | |
| Total | 0 | 10 | 4 | 6 | 16 |

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

| School | Enter | Leave |
|-----------------|----------|----------|
| Alice Shaw | 1 | |
| Joe Nightingale | 4 | |
| Olga Reed | | |
| Patterson Road | | |
| Pine Grove | | |
| Ralph Dunlap | 1 | |
| Lakeview JH | | |
| Orcutt JH | | |
| Total | 6 | 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 | 0 | 0 | 2 | 5 | 4 | 5 | 1 | 6 | | | | | 25 | 26 |
| 1 | 8 | 8 | 7 | 4 | 1 | 1 | 2 | 1 | 3 | 3 | 2 | 4 | | | | | 23 | 21 |
| 2 | 5 | 7 | 10 | 5 | 0 | 0 | 7 | 1 | 1 | 4 | 6 | 5 | | | | | 29 | 22 |
| 3 | 7 | 3 | 8 | 7 | 1 | 0 | 4 | 7 | 6 | 3 | 3 | 4 | | | | | 29 | 24 |
| 4 | 9 | 4 | 11 | 4 | 3 | 0 | 6 | 0 | 3 | 5 | 7 | 6 | | | | | 39 | 19 |
| 5 | 10 | 3 | 16 | 5 | 1 | 0 | 7 | 2 | 4 | 2 | 11 | 3 | | | | | 49 | 15 |
| 6 | 11 | 4 | 11 | 5 | 1 | 0 | 6 | 2 | 7 | 5 | 2 | 1 | | | | | 38 | 17 |
| 7 | | | | | 2 | | | | | | | | 26 | 15 | 22 | 5 | 50 | 20 |
| 8 | | | | | 0 | | | | | | | | 43 | 11 | 19 | 7 | 62 | 18 |
| Subtotal | 56 | 33 | 75 | 36 | 9 | 1 | 34 | 18 | 28 | 27 | 32 | 29 | 69 | 26 | 41 | 12 | 344 | 182 |
| Total | 89 | | 111 | | 10 | | 52 | | 55 | | 61 | | 95 | | 53 | | 526 | |

ORCUTT UNION SCHOOL DISTRICT

TO: Robert Bush
District Superintendent

FROM: Don Nicholson
Assistant Superintendent, Human Resources

DATE: September 11, 2013

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

Ralph Dunlap:

Nicole Wilberg Track

Olga Reed:

Mike Luis Track
Ron Maderas Boys Basketball

Patterson Road:

Nicole Wilberg Track

Pine Grove:

Don Robertson Track

Lakeview Junior High:

Elaine Furst Girls Volleyball
Elaine Furst Boys Volleyball
Jeff Furst Volunteer Boys & Girls Volleyball Asst - unpaid
Brad Gitchell 7th and 8th Grade Girls Basketball
Rich Partida 7th Grade Boys Basketball
Robert Griffin 8th Grade Boys Basketball
Jared Hart Track
Patsy Shaffer Cheerleading
Emily Shaffer Volunteer Cheerleading Asst. - unpaid

Orcutt Junior High:

Richard Faulk Girls Volleyball
Tim Papworth Boys Volleyball
Sal Ruiz 7th & 8th Grade Girls Basketball
Matt Patterson 7th Grade Boys Basketball
Ernie Salinas 8th Grade Boys Basketball
Jared Hart Track
Amada Rhoades Cheerleading



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: September 11, 2013

BOARD AGENDA ITEM: Resolution No. 4 GANN Limit

BACKGROUND: E.C. 42132 "On or before September 15th of each year, the governing board shall adopt a resolution to identify, pursuant to Division 9 (commencing with Section 7900) of title 1 of the Government Code, the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit for the district for preceding fiscal year.

In simple terms the Gann Spending Limit is a ceiling, or limit, on each year's appropriations of tax dollars by the state, cities, counties, school districts, and special districts. Proposition 4, an initiative passed in November 1979, added controls on appropriations in Article XIII B of the California Constitution. Using 1978-79 as a base year, subsequent years' limits have been adjusted for: (1) an inflation increase equal to the change in the Consumer Price Index or per capita personal income, whichever is smaller; and, (2) the change in population, which for school agencies is the change in ADA. Proposition 111, adopted in June 1990, amended the Gann limit inflation factor to be based only on the change in per capita personal income.

This District does not exceed the Gann Limit. A resolution has been prepared for Board adoption at the September 11, 2013 Board meeting.

RECOMMENDATION: It is recommended that the Board of Trustees adopt 2013/2014 Resolution No. 4 GANN Limit Adoption and the attached 2012/2013 calculated appropriations limit.

FUNDING: N/A

RESOLUTION NO. 4

2013/2014

Resolution of the Governing Board of the
Orcutt Union School District

GANN LIMIT ADOPTION

Whereas, in November 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limits, commonly called "Gann Limits," for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann Limit for the 2012/2013 fiscal year and a projected Gann Limit for the 2013/2014 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann Limits for the 2012/2013 and 2013/2014 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2012/2013 and 2013/2014 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provide copies of this resolution along with appropriate attachments to interested citizens of this District;

Passed and adopted by the Board of Trustees of the Orcutt Union School District this 11th day of September, 2013 by the following vote:

AYES: NOES: ABSENT:

(Signed) _____
Board President

| | 2012-13 Calculations | | | 2013-14 Calculations | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------|---------------------|------------------------|--------------|---------------------|
| | Extracted Data | Adjustments* | Entered Data/Totals | Extracted Data | Adjustments* | Entered Data/Totals |
| A. PRIOR YEAR DATA (2011-12 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE) | 2011-12 Actual | | | 2012-13 Actual | | |
| 1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column) | 23,777,250.45 | 0.00 | 23,777,250.45 | | | 25,048,692.31 |
| 2. PRIOR YEAR GANN ADA (Preload/Line B9, PY column) | 4,831.08 | 0.00 | 4,831.08 | | | 4,904.34 |
| ADJUSTMENTS TO PRIOR YEAR LIMIT | Adjustments to 2011-12 | | | Adjustments to 2012-13 | | |
| 3. District Lapses, Reorganizations and Other Transfers | | | | | | |
| 4. Temporary Voter Approved Increases | | | | | | |
| 5. Less: Lapses of Voter Approved Increases | | | | | | |
| 6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5) | | | 0.00 | | | 0.00 |
| 7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above) | | | | | | |
| B. CURRENT YEAR GANN ADA (2012-13 data should tie to Principal Apportionment Attendance Software reports) | 2012-13 P2 Report | | | 2013-14 P2 Estimate | | |
| 1. Total K-12 ADA (Form A, Lines 10, 28, & 29) | 4,228.39 | 0.00 | 4,228.39 | 4,187.52 | 0.00 | 4,187.52 |
| 2. ROC/P ADA** | | | | | | |
| 3. Total Charter Schools ADA (Form A, Line 26) | 675.95 | 0.00 | 675.95 | 691.48 | 0.00 | 691.48 |
| 4. Total Supplemental Instructional Hours** | | | | | | |
| 5. Divide Line B4 by 700 (Round to 2 decimal places) | | | | | | |
| 6. TOTAL P2 ADA (Lines B1 through B3 plus B5) | | | 4,904.34 | | | 4,879.00 |
| OTHER ADA (From Principal Apportionment Attendance Software) | | | | | | |
| 7. Apprentice Hours - High School | | | | | | |
| 8. Divide Line B7 by 525 (Round to 2 decimal places) | | | 0.00 | | | 0.00 |
| 9. TOTAL CURRENT YEAR GANN ADA (Sum Lines B6 plus B8) | | | 4,904.34 | | | 4,879.00 |
| C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED TAXES AND SUBVENTIONS (Funds 01, 09, and 62) | 2012-13 Actual | | | 2013-14 Budget | | |
| 1. Homeowners' Exemption (Object 8021) | 63,482.14 | 0.00 | 63,482.14 | 62,425.00 | 0.00 | 62,425.00 |
| 2. Timber Yield Tax (Object 8022) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3. Other Subventions/In-Lieu Taxes (Object 8029) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4. Secured Roll Taxes (Object 8041) | 9,247,350.34 | 0.00 | 9,247,350.34 | 9,210,401.00 | 0.00 | 9,210,401.00 |
| 5. Unsecured Roll Taxes (Object 8042) | 453,857.85 | 0.00 | 453,857.85 | 450,869.00 | 0.00 | 450,869.00 |
| 6. Prior Years' Taxes (Object 8043) | (31,474.85) | 0.00 | (31,474.85) | (40,387.00) | 0.00 | (40,387.00) |
| 7. Supplemental Taxes (Object 8044) | 320,568.77 | 0.00 | 320,568.77 | 257,990.00 | 0.00 | 257,990.00 |
| 8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045) | 447,829.42 | 0.00 | 447,829.42 | 86,099.00 | 0.00 | 86,099.00 |
| 9. Penalties and Int. from Delinquent Taxes (Object 8048) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10. Other In-Lieu Taxes (Object 8082) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11. Comm. Redevelopment Funds (Obj. 8047 & 8625) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12. Parcel Taxes (Object 8621) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 14. Penalties and Int. from Delinquent Non-Revenue Limit Taxes (Object 8629) (Only those for the above taxes) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15) | 10,501,613.67 | 0.00 | 10,501,613.67 | 10,027,397.00 | 0.00 | 10,027,397.00 |
| OTHER LOCAL REVENUES (Funds 01, 09, and 62) | | | | | | |
| 17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17) | 10,501,613.67 | 0.00 | 10,501,613.67 | 10,027,397.00 | 0.00 | 10,027,397.00 |

| | 2012-13 Calculations | | | 2013-14 Calculations | | |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------|---------------------|----------------------|--------------|---------------------|
| | Extracted Data | Adjustments* | Entered Data/Totals | Extracted Data | Adjustments* | Entered Data/Totals |
| EXCLUDED APPROPRIATIONS | | | | | | |
| 19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts) | | | 279,307.99 | | | 13,826.44 |
| OTHER EXCLUSIONS | | | | | | |
| 20. Americans with Disabilities Act | | | | | | |
| 21. Unreimbursed Court Mandated Desegregation Costs | | | | | | |
| 22. Other Unfunded Court-ordered or Federal Mandates | | | | | | |
| 23. TOTAL EXCLUSIONS (Lines C19 through C22) | | | 279,307.99 | | | 13,826.44 |
| STATE AID RECEIVED (Funds 01, 09, and 62) | | | | | | |
| 24. Revenue Limit State Aid - CY (objects 8011 and 8012) | 14,099,622.39 | 0.00 | 14,099,622.39 | 14,528,458.00 | 0.00 | 14,528,458.00 |
| 25. Revenue Limit State Aid - Prior Years (Object 8019) | 1,022.00 | 0.00 | 1,022.00 | 0.00 | 0.00 | 0.00 |
| 26. Supplemental Instruction - CY (Res. 0000, Object 8590)** | | 0.00 | 0.00 | | 0.00 | 0.00 |
| 27. Supplemental Instruction - PY (Res. 0000, Object 8590)** | | 0.00 | 0.00 | | 0.00 | 0.00 |
| 28. Comm Day Sch Addl Funding - CY (Res. 2430, Obj. 8311 and Res. 0000, Obj. 8590)** | | 0.00 | 0.00 | | 0.00 | 0.00 |
| 29. Comm Day Sch Addl Funding - PY (Res. 2430, Obj. 8319 and Res. 0000, Obj. 8590)** | | 0.00 | 0.00 | | 0.00 | 0.00 |
| 30. ROC/P Apportionment - CY (Res. 0000, Object 8590)** | | 0.00 | 0.00 | | 0.00 | 0.00 |
| 31. ROC/P Apportionment - PY (Res. 0000, Object 8590)** | | 0.00 | 0.00 | | 0.00 | 0.00 |
| 32. Charter Schs. Gen. Purpose Entitlement (Object 8015) | 1,690,030.00 | 0.00 | 1,690,030.00 | 2,314,380.63 | 0.00 | 2,314,380.63 |
| 33. Charter Schs. Categorical Block Grant (Object 8590)** | | 0.00 | 0.00 | | 0.00 | 0.00 |
| 34. Class Size Reduction, Grades K-3 (Object 8434) | 987,462.00 | 0.00 | 987,462.00 | 989,604.00 | 0.00 | 989,604.00 |
| 35. Class Size Reduction, Grade 9 (Object 8590)** | | 0.00 | 0.00 | | 0.00 | 0.00 |
| 36. SUBTOTAL STATE AID RECEIVED (Lines C24 through C35) | 16,778,136.39 | 0.00 | 16,778,136.39 | 17,832,442.63 | 0.00 | 17,832,442.63 |
| ADD BACK TRANSFERS TO COUNTY | | | | | | |
| 37. County Office Funds Transfer (Form RL, Line 32) | 9,357.00 | 0.00 | 9,357.00 | 12,029.00 | 0.00 | 12,029.00 |
| 38. TOTAL STATE AID (Lines C36 plus C37) | 16,787,493.39 | 0.00 | 16,787,493.39 | 17,844,471.63 | 0.00 | 17,844,471.63 |
| DATA FOR INTEREST CALCULATION | | | | | | |
| 39. Total Revenues (Funds 01, 09 & 62; objects 8000-8799) | 36,466,302.23 | 0.00 | 36,466,302.23 | 36,247,497.52 | 0.00 | 36,247,497.52 |
| 40. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662) | 25,687.72 | 0.00 | 25,687.72 | 25,000.00 | 0.00 | 25,000.00 |
| APPROPRIATIONS LIMIT CALCULATIONS | | | | | | |
| D. PRELIMINARY APPROPRIATIONS LIMIT | | | 2012-13 Actual | | | 2013-14 Budget |
| 1. Revised Prior Year Program Limit (Lines A1 plus A6) | | | 23,777,250.45 | | | 25,048,692.31 |
| 2. Inflation Adjustment | | | 1,037.77 | | | 1,051.22 |
| 3. Program Population Adjustment (Lines B9 divided by [A2 plus A7]) (Round to four decimal places) | | | 1,015.22 | | | 0.9948 |
| 4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3) | | | 25,048,692.31 | | | 26,194,263.19 |
| APPROPRIATIONS SUBJECT TO THE LIMIT | | | | | | |
| 5. Local Revenues Excluding Interest (Line C18) | | | 10,501,613.67 | | | 10,027,397.00 |
| 6. Preliminary State Aid Calculation | | | | | | |
| a. Minimum State Aid in Local Limit (Greater of \$120 times Line B9 or \$2,400; but not greater than Line C38 or less than zero) | | | 588,520.80 | | | 585,480.00 |
| b. Maximum State Aid in Local Limit (Lesser of Line C38 or Lines D4 minus D5 plus C23; but not less than zero) | | | 14,826,386.63 | | | 16,180,692.63 |
| c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b) | | | 14,826,386.63 | | | 16,180,692.63 |
| 7. Local Revenues in Proceeds of Taxes | | | | | | |
| a. Interest Counting in Local Limit (Line C40 divided by [Lines C39 minus C40] times [Lines D5 plus D6c]) | | | 17,854.22 | | | 18,088.27 |
| b. Total Local Proceeds of Taxes (Lines D5 plus D7a) | | | 10,519,467.89 | | | 10,045,485.27 |
| 8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C38 or less than zero) | | | 14,808,532.41 | | | 16,162,604.36 |
| 9. Total Appropriations Subject to the Limit | | | | | | |
| a. Local Revenues (Line D7b) | | | 10,519,467.89 | | | |
| b. State Subventions (Line D8) | | | 14,808,532.41 | | | |
| c. Less: Excluded Appropriations (Line C23) | | | 279,307.99 | | | |
| d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c) | | | 25,048,692.31 | | | |

| | 2012-13 Calculations | | | 2013-14 Calculations | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------|---------------------|-----------------------|--------------|---------------------|
| | Extracted Data | Adjustments* | Entered Data/Totals | Extracted Data | Adjustments* | Entered Data/Totals |
| 10. Adjustments to the Limit Per Government Code Section 7902.1 (Line D9d minus D4; if negative, then zero) If not zero report amount to: Ana J. Matosantos, Director State Department of Finance Attention: School Gann Limits State Capitol, Room 1145 Sacramento, CA 95814 | | | 0.00 | | | |
| Summary | 2012-13 Actual | | | 2013-14 Budget | | |
| 11. Adjusted Appropriations Limit (Lines D4 plus D10) | | | 25,048,692.31 | | | 26,194,263.19 |
| 12. Appropriations Subject to the Limit (Line D9d) | | | 25,048,692.31 | | | |

* Please provide below an explanation for each entry in the adjustments column.

** Impacted by the flexibility provisions of SBX3 4 (Chapter 12, Statutes of 2009), as amended by SB 70 (Chapter 7, Statutes of 2011). Amounts in Section C, State Aid Received, can no longer be extracted and must be manually input into the Adjustments column.

Rebecca Holmes
Gann Contact Person

(805) 938-8915
Contact Phone Number

September 2, 2013

To: Bob Bush, Superintendent, and
Board of Trustees

From: Joe Dana, Principal

Re: Board Approval of Olga Reed School Sixth Grade Trip to
Catalina Island Marine Institute



On behalf of the sixth graders of Olga Reed School, I am requesting that the Orcutt Union School District Board of Trustees approve a three-day, two-night camp experience at the **Catalina Island Marine Institute (CIMI)**. Olga Reed's class of 25 sixth graders will be attending camp at CIMI from Wednesday, September 18, through Friday, September 20. Following is a brief overview of the CIMI experience and the transportation arrangements we have made.

The CIMI Experience

The Catalina Island Marine Institute is located at Fox Landing, which is approximately four miles northwest of Avalon on the east side of Catalina Island. CIMI hosts numerous school and youth groups for overnight camp experiences that teach about marine science and island ecology. Groups are transported to and from Fox Landing via Catalina Classic Cruises, which is based next to the Queen Mary in Long Beach.

Olga Reed sixth graders have participated in "Science Camp" at CIMI for many years. Cost for a three-day, two-night camp experience is \$240 per student, not including the cost of bus transportation to and from Long Beach. Due to school fund-raising, the trip is substantially funded, although we are needing to seek donations of \$100 per student to help defray the cost. Two staff members – sixth-grade teacher Lynn Ramos and fifth-grade teacher Ron Maderas – will accompany the students on the trip. We expect to have at least one parent chaperone also accompany the group.

The camp experience itself includes snorkeling, kayaking, hiking, labs, squid dissection, and more. All activities are guided by two CIMI instructors. All water activities are well supervised, with life jackets worn during snorkeling and kayaking activities.

Transportation

A bus provided by the Orcutt Union School District will transport our group to and from Long Beach. The itinerary is as follows:

Wednesday, September 18: Leave Olga Reed at 3:45 a.m. Arrive at Queen Mary Terminal in Long Beach by 8:15 a.m.

Friday, September 20: Leave Queen Mary Terminal in Long Beach at 3:00 p.m. Stop for dinner in Camarillo. Return to Olga Reed at approximately 8:00 p.m.

In sum, I think it is fair to say that the CIMI trip is an incredibly memorable, even magical, experience for the Olga Reed students who participate. I respectfully request your approval.

ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
STRATEGIC GOALS 2013-2014
CORE VALUE I
QUALITY PROGRAMS FOR STUDENT ACHIEVEMENT
SCHOOL OR DEPARTMENT

| GOALS | OBJECTIVES | TIMELINE |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Maintain high academic standards so that all students demonstrate continued and improved achievement in core content studies and are challenged to reach their highest potential.</p> <p>2. Provide students with experiences in the arts and music in order to expand and enrich their educational opportunities.</p> <p>3. Provide technology systems that will enable students to demonstrate technological competence which supports their academic progress and future learning.</p> | <p>Analyze Similar School Rankings and take appropriate action/direction</p> <p>Maintain an Intervention Program for struggling students</p> <p>The board will receive regular updates from OCAF.</p> <p>Monitor implementation of Common Core and Smarter Balance.</p> | <p>Have principals report to board on what has been done and what will continue to be done as a result of similar school visitations @ February 26 Curriculum Meeting.</p> <p>Update board on Mike Mattos Staff Development Workshop at October 9 board meeting (Supt. Report).</p> <p>OCAF will be added to Supt. Report and OCAF director will attend board meetings.</p> <p>An update on Common Core and Smarter Balance will be given to the board twice during the year.</p> |

ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
STRATEGIC GOALS 2013-2014
CORE VALUE II
SHARED RESPONSIBILITY
SCHOOL OR DEPARTMENT

| GOALS | OBJECTIVES | TIMELINE |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Communicate effectively with the community regarding the district programs, activities and student achievement</p> <p>2. Monitor procedures for the shared use of district facilities for youth centered activities.</p> <p>3. Actively pursue community partnerships to enhance our educational programs.</p> <p>4. Provide opportunities for parents to be valued partners in their child's education through participation in classroom, school and district level activities.</p> | <p>Enhance the communication between all stakeholders (parents, staff, community, Board)</p> <p>Board will continue to schedule site visits during the school year.</p> <p>Continue to receive updates on the use of the parent portal.</p> <p>Pursue new opportunities for private/public partnerships.</p> <p>Structure ways/opportunities for parents to get involved.</p> | <p>The Superintendent will continue to evaluate ways to enhance communication to community, parents, staff and board.</p> <p>Minimum of two per year</p> <p>Update board at November 13 board meeting on student & parent portals.</p> |

ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
STRATEGIC GOALS 2013-2014
CORE VALUE III
MUTUAL RESPECT
SCHOOL OR DEPARTMENT

| GOALS | OBJECTIVES | TIMELINE |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <p>1. Monitor and increase the availability of student support systems.</p> <p>2. Educate students to be responsible and well informed citizens.</p> <p>3. Maintain the expectation that all employees are responsible for supporting, modeling and nurturing quality educational experiences for all students.</p> | <p>Continue with counseling services and support programs. Board would like a quarterly update on outcomes of counseling/student services.</p> <p>Continue with Character Education Programs at the sites</p> <p>Make sure staff understands their role and contribution to student success</p> <p>It is important that all staff take responsibility for all student safety and a quality educational experience</p> | <p>Once a trimester, the board will receive an update from Lana or site administrators. Nov. 13, Feb. 12, April 30</p> |

ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
STRATEGIC GOALS 2013-2014
CORE VALUE IV
SAFE AND ORDERLY ENVIRONMENT
SCHOOL OR DEPARTMENT

| GOALS | OBJECTIVES | TIMELINE |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. Regularly review district safety/disaster plans and programs to ensure a secure environment. 2. Monitor district and site discipline policies and procedures to ensure a safe and orderly environment. 3. Provide facilities which are clean, well maintained and secure. 4. Create and maintain a system to secure student data, both electronic and paper. | <p>Update District Disaster Plan and place more emphasis on the seriousness and the regular scheduling of the practice drills.</p> | <p>A board member will be invited to witness all unscheduled drills conducted during the year.</p> <p>The board will be given an update on progress to secure student data at January 15 Board Meeting (Supt. Report)</p> |

ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
STRATEGIC GOALS 2013-2014
CORE VALUE V
FISCAL AND HUMAN RESOURCE STABILITY
SCHOOL OR DEPARTMENT

| GOALS | OBJECTIVES | TIMELINE |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. Ensure proper budgetary expenditures. 2. Monitor the growth/decline of student enrollment. 3. Pursue ways to maintain/enhance district facilities 4. Maintain current board policies in compliance with Education Code, Title V, and district procedures 5. Maintain a competent, committed and nurturing staff. | <p style="text-align: center;">Provide opportunities for Professional Growth for all staff</p> | <p style="text-align: center;">The board will be given an update on professional development opportunities available to staff at March 12 Board Meeting (Supt. Report)</p> |



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: September 11, 2013

BOARD AGENDA ITEM: General Fund District Certification of Unaudited Actuals

BACKGROUND: Educational Code Section 42100 states that "on or before September 15, the governing board of each school district shall approve on a form prescribed by the Superintendent of Public Instruction, an annual statement of all receipts and expenditures of the district for the preceding fiscal year and shall file the statement with the County Superintendent of Schools."

In keeping with that provision the Orcutt Union School District is providing the final unaudited actual revenues and expenditures for the 2012-13 year for all funds of the district.

Carryover balances and their respective designations as well as other budgetary changes will not be in the budget until the First Interim Report presented later in the year.

With the exception of the beginning balance and reserves, the 2013-14 budget remains unchanged from that adopted on June 12, 2013. Changes in the estimated fund balances due to the 2012-13 actuals are incorporated into the beginning balances for 2013-14 for all funds. Budget revisions approved at the August 9, 2013 board meeting due to the Local Control Funding Formula (LCFF) implementation will be reflected in the first interim report.

The state requires that the Board of Trustees certify that they have reviewed the Unaudited Actuals Financial Report for the district at a Board meeting. This report must be signed by the Clerk/Secretary of the Board.

RECOMMENDATION: It is recommended that the Board of Trustees approve and certify the Unaudited Actuals Finance Report as submitted.

FUND: General (Fund 01)



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: September 11, 2013

BOARD AGENDA ITEM: Fundraising

BACKGROUND: Over the summer it became evident that the District needed to provide guidance to staff and parents regarding fundraising. As a District that has provided for the needs of a K-8 environment our practices in the area of fundraising were adequate. Now that we have a high school with all the demands of external fundraising it is more important to establish guidelines. Attached is a document that provides guidance consistent with laws governing public education and state-recognized best practices.

The District would like to post this document on our District website to help facilitate many questions that folks have regarding wanting to fundraise for our students. It also establishes a requirement that school connected organizations annually apply to the Board of Trustees through the School Connected Organization Authorization Form. This can eventually be done through the consent agenda for long standing groups such as the Orcutt Academy Booster Club. It also gives clubs an opportunity to interface with the Board of Trustees on a regular basis.

RECOMMENDATION: Staff recommends that the Board of Trustees approve the Fundraising guidelines as presented.

FUNDING: N/A

ORCUTT UNION SCHOOL DISTRICT



Fundraising Guidelines

Fundraising is an important component of community support that helps enrich the Orcutt Union School District's educational program at every level. The Board of Trustees appreciates such contributions and encourages the participation of parents and community members in helping achieve the district's vision for student learning.

An important goal of fundraising is to secure equitable opportunities for all OUSD students, regardless of ability to pay. The district has worked to develop fundraising guidelines consistent with the laws governing public education and with state-recognized best practices. These guidelines appear below.

Following election of officers or appointment of lead parent(s), organizations desiring to raise money to support OUSD student programs or activities annually submit a request for authorization to operate as a school-connected organization. The authorization form is available [HERE](#). Directions for completing the form are contained within the guidelines below.

Questions and suggestions may be directed to the office of the
Assistant Superintendent of Business Services at 938-8916

Orcutt Union School
District
Fundraising Guidelines
Board Approved: TBD

- Introduction
- Board Policy and Administrative Regulations
- Definitions
- Annual Application for Authorization as a School-Connected Organization
- Forming a School-Connected Organization
- Frequently Asked Questions

Introduction:

Fundraising is an important component of community support that helps enrich the Orcutt Union School District's (OUSD) educational program at every level. The Board of Trustees appreciates such contributions and encourages the interests and participation of parents and community members in supporting district activities and helping to achieve the district's vision for student learning.

The Board of Trustees desires equitable programs and opportunities for all district students, and for fundraising activities to conform to law, Board policy and best practice. This handbook explains the district's fundraising procedures, and provides guidelines for best practices.

Board Policy and Administrative Regulations:

Board policy (BP) establishes the Board of Education's expectations for the activities of school-connected organizations. Administrative regulations (AR) describe how these expectations will be met. All OUSD Board policies are posted on our school website at: <http://www.orcutt-schools.net> under School Board/Board Policies

District administrative regulations are in development and will be linked when available.)

Those relevant to fundraising activities include, but are not limited to:

- 1230: [AR] [BP] Organizations
- 1260: [] [BP] Educational Foundations
- 1321: [AR] [BP] Solicitation of Funds From and By Students
- 1330: [AR] [BP] Use of School Facilities
- 3260: [AR] [BP] Fees and Charges
- 3290: [] [BP] Gifts, Grants and Bequests
- 3452: [] [BP] Student Activity Funds
- 3554: [] [BP] Other Food Sales
- 4136: [] [BP] Non-school Employment
- 5030: [] [BP] Student Wellness
- 6145: [AR] [BP] Extracurricular and Co-curricular Activities
- 6153: [AR] [BP] School-Sponsored Trips

Individuals and organizations fundraising on behalf of OUSD students should be familiar with the content of these policies and regulations.

Definitions

- Associated Student Body

Associated Student Body (ASB) organizations are composed of students only. Education Code Section 48930 defines the purpose of an ASB organization as "the conduct of activities on behalf of the students, approved by the school authorities and not in conflict with the authority and responsibility of the public school officials." As such, ASB groups have been given the authority to conduct fundraisers and to spend money for the benefit of students. All activities and fundraising events that involve the primary participation of and organization by students should be conducted through the ASB. The finance office, along with the advisors/coaches and students, must follow the procedures as set by the ASB. These procedures cover all student performances for which gate receipts or honorariums are received, all student conducted fundraisers, all collections from students for uniforms and/or t-shirts, and all collections of funds in relation to district sanctioned student tours. These fundraising activities are primarily on campus.

Best practices for ASB groups are detailed In The Associated Student Body Accounting Manual produced by the Fiscal Crisis Management Assistant Team (FCMAT) and available online at:

<http://wwwstatic.kern.org/gems/fcmat/asbmanual2009.pdf>

The remainder of this handbook does not apply to ASB activities.

Charter School and ASB

The State statutes governing K-12 organizations and ASB funds (Education Code 48930 through 48938) address "laws governing school districts." While Charter Schools are likely exempt from being required to have an ASB, they have a trusteeship responsibility to safeguard those funds for the benefit of students. In addition they are expected to follow best business practices and comply with Education Code sections 48930 through 48939 and any other statutes guiding ASB operations.

• Informal Support Groups

Informal support groups are those formed for student support during the season of a particular sport or activity. Support groups, generally, do not have Tax Identification Numbers (TIN) and tend to be composed of interested parents and others with shorter term interest in a particular student activity. Informal groups usually provide refreshments for coaches/players; provide food, decorations or awards for end of season celebrations; and provide general support during games or activities. Informal support groups are not district-sanctioned, which may limit their use of school facilities. These groups may not associate the name of the school or district with their activities. Equipment purchased or funds raised by the informal booster organization and subsequently donated to a particular sport or activity must follow regular school board approved policies and procedures for gifts, grants and bequests.

• **Booster Clubs and Parent Organizations**

Booster and parent organizations are composed of parents, community members, and/or staff volunteers coming together for the purpose of supporting specific school activities to benefit students, for example athletic teams, debate teams, and musical groups. This type of organization is known as a school-connected organization.

The most common school-connected organization is Parent Teachers Association (PTA). The California State PTA publishes governance, fundraising, and financial guidance for members available at: <http://capta.org/> School-connected organizations are separate from the school districts with which they are associated and are not governed by California Education Code. However, booster and parent organizations do not have free access to schools and their students.

The Board of Trustees and administration have, and must maintain, exclusive control and management of its public school system. Education Code Section 51520 and 51521 require that any school-connected organization and/or activity be one that is authorized by law and permitted by Board policy. In addition, Education Code Section 51520 prohibits the solicitation of pupils by outside organizations on school property during school hours. Solicitation is defined as "to subscribe or contribute to the funds of, to become members of, or to work for any organization not directly under the control of the school authorities." A clear separation of responsibilities between ASB and school-connected organizations should be maintained. School-connected organizations serve as auxiliaries to the school program and conduct activities and fundraising events involving the primary participation of parents and other adult community members. School-connected organization funds will not be co-mingled with ASB funds.

Funds raised by school-connected organizations are used to support programs. The preferred method is to direct funds to the district for specific purposes, such as the purchase of specific items of equipment or to provide financial assistance to students with need in relation to uniforms or trips. Students are not required to raise funds in order to participate in school programs and events.

Annual application for authorization as a school-connected organization following election of officers or appointment of lead parent(s), organizations desiring to raise money to support OUSD student programs or activities will annually submit a request for authorization to operate as a school-connected organization. Click here for the Fundraising Authorization Form PDF (will insert) 1. It is to be signed by the organization's president and treasurer (or Individual designated to write checks on behalf of the organization), the coach or lead teacher advising the program, and the school principal (or Assistant Superintendent of Business Services for programs spanning multiple sites). The principal will submit the completed form to the Assistant Superintendent of Business Services. The Board of Trustees will annually approve these requests for authorization at a public meeting. Forming a School-Connected Organization Best practices for school-connected organizations are described within Chapter 20 of The Associated Student Body Accounting Manual produced by the Fiscal Crisis Management Assistant Team <http://wwwstatic.kern.org/gems/fcmat/asbmanual2009.pdf>

The officers of school-connected organizations are encouraged to annually review this resource. The following are specific considerations for establishing or continuing a school-connected organization.

• **Purpose and Officers**

Define school(s) and/or sport or activity the group will support.

Designate a board of at least three people, one of whom will be in charge of maintaining the financial records (treasurer). Two year, overlapping terms will maintain year-to-year continuity. Contact information for board members should be updated as needed and easily accessible to all members of the organization, e.g. coaches, parents, students, staff, etc.

• **Communication with Membership**

Establish an e-mail account, list serve(s) and website for facilitating communication. Information on obtaining free resources and training for OUSD non-profits can be found at: ????????. Involve the membership in annual goal setting and adopting a budget. Provide regular financial updates.

• **Bylaws**

A template for bylaws appears below. Organizations may use these as a starting point but should edit carefully to reflect individual goals and objectives. Bylaws should be reviewed periodically by the officers and available for anyone to view upon request.

Bylaws of the XYZ Organization

Preamble: brief statement of the aims and purposes of the organization

Article I/Name: state the name of the organization; if the preamble is omitted, this section contains a short statement of the purpose(s) of the organization

Article I/Membership and Officers: define the general requirements necessary for membership; list the officers of the organization, their duties and the length of term in office

Article III: define how officers will be elected and the qualifications of office

Article IV/Meetings: state the time for regular meetings; provide a method by which special meetings may be called Article V/Amendments: state the method of amending the bylaws and the vote required for such amendments Article VI/Schedule: state date on which bylaws become effective

• **Bank Account**

School-connected organizations are not legal components of the district. Each organization has its own tax identification number, own bank account, and is directly responsible for compliance with IRS and state reporting and disclosure requirements. A Tax Identification Number (TIN) or an Employer Identification Number (EIN) Issued by the IRS will be required to open an account in the organization's name. OUSD's Tax Identification Number (TIN) may not be used by a school-connected organization. For reasons of privacy and continuity, the use of an individual's Social Security Number (SSN) is discouraged.

Accurate records are kept of those officers with authority to sign checks and withdraw funds. This information is updated annually and regular financial reports made available to members. It is highly recommended that two signatures be required to withdraw funds. As part of the organization's application, the district requests to know where the primary account is held. This does not grant the district access the organization's funds.

-**Tax Exempt Status**

School-connected organizations are not required to be 501(c)(3) non-profit organizations. However, organizations providing receipts to donors as a "charitable tax deductible donation" must be officially approved by IRS as a 501 (c) (3) tax-exempt organization. It is the organization's responsibility to be both knowledgeable and compliant with all state and federal laws. There are separate procedures for obtaining federal and state tax-exempt status. Information on establishing and maintaining tax exempt status can be found at:

- <http://irs.gov/charities/charitable/index.html>
- http://ag.ca.gov/charities/publications/guide_for_charities.pdf [PDF]
- <http://ag.ca.gov/charities/resources.php>
- <http://www.stayexempt.irs.gov>

For more detailed information, contact a tax adviser or attorney.

• **Liability**

The district is not responsible for and assumes no liability for the programs, fundraising or other activities of a school-connected organization. Announcements of events and related parent/guardian permission slips clearly indicate that the activity or event is sponsored by the school-connected organization and not by the school or district. Organizations purchase a liability insurance policy in order to protect their members from personal liability.

There are many companies that offer coverage and a number of informative websites explaining why proper liability coverage is important. Activities sponsored by school-connected organizations are not covered under the district liability policies even when conducted on school property.

Therefore, when organizations use school facilities the district will require proof of liability coverage in an amount appropriate to the type of request. The district may more effectively limit its exposure by additionally supervising and/or monitoring events.

• Fundraising Activities

The school principal verifies that a school-connected organization's fundraising activities align with law, Board policy, administrative regulations and rules of the school.

It is recommended that the full membership of the organization be surveyed prior to setting annual fundraising goals and activities.

Students are involved in fundraising activities only as volunteers. School-connected organizations may not discriminate in making grants to students on the basis of membership in or funding to the organization, or the family's fundraising or time put into organization-sponsored activities.

The following suggested template may be used when a school-connected organization solicits donations for an activity/program. Organizations may modify as needed.

| |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contact information |
| Date |
| Dear XYZ Organization families and friends, |
| Following a survey of our supporting members, the XYZ Organization has chosen to fundraise this year for [activity/program]. The cost for all [number in program] students to participate will be \$[amount]. This includes [fees/travel expenses/uniforms/materials/etc.]. Fundraising needs to be completed by [date]. |
| Every student wanting to participate will be included. |
| <input type="checkbox"/> Yes, my child will [attend/participate] in [activity/program] |
| <input type="checkbox"/> No, my child will not [attend/participate] in [program/activity] |
| We will contribute \$ _____ |
| <input type="checkbox"/> Payment is attached. (Please make checks to XYZ Organization.) |
| <input type="checkbox"/> We would like to contribute in installments. Please send us [specify period, e.g. monthly/quarterly] reminders. |
| Students and families are encouraged to participate in the following fundraising activities to help us reach our goal: |
| • [Schedule of fundraisers for activity/program] |
| All participants in these efforts are volunteers. Please join us in supporting our students. We will keep you posted on progress toward our goal. |
| Signed, XYZ president or lead parent |

• Raffles

Penal Code Sections 320 and 320.5 authorize, under defined circumstances, eligible organizations to conduct raffles which require the payment of a fee for a chance to win a prize. Public schools are not "eligible organizations" but school-connected organizations with 501{c}(3) status are.

Information on conducting a legal raffle can be obtained by going to the California Attorney General's website at:

<http://www.ag.ca.gov/>

• **Use of School Facilities**

State law and Board policy (BP 1330) regulate community programs on district property. A *Facility Use Permit* is submitted by the school-connected organization generally one month before the intended activity, together with a *Certificate of Insurance* proving the organization has liability protection against claims arising from bodily and personal injury and damage to property resulting from the activities contemplated.

In the policy or policies providing such insurance, the district, its officers, agents and employees are named as additionally insured. The policy contains a standard cross-liability endorsement. Additionally, the certificate includes the specific dates of coverage and the following statement: "All operations and/or activities conducted on Orcutt Union School District property are summarily covered at all times during any period of occupancy."

• **School-Connected Food Sales**

School-connected organizations comply with law as well as district policies and regulations on the sale of food on school premises. Organizations are encouraged to review applicable laws including county food handling requirements, state and federal nutritional standards, as well as the district's Student Wellness Policy (BP 5030).

• **Funding Support Personnel**

In order to help maintain public trust in the integrity of district operations, the Board of Trustees expects all employees to give the responsibility of their positions precedence over any other outside employment. A district employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to his/her district duties consistent with BP 4136: Non-school Employment.

District personnel may serve as volunteers to a school-connected organization. When they do so, it is best practice that they not serve as officers or retain signing authority for bank accounts, invoices, or purchase authorizations.

School-connected organizations do not directly hire district employee(s) for additional and/or extracurricular services. Rather, following approval of the Superintendent or designee, the employee is hired through Human Resources and paid through the district.

The school-connected organization works with the appropriate district designee (principal, Athletic Director or district administrator) to begin the hiring process through Human Resources. The organization may request a specific person to fill the position; however the district must adhere to hiring policies.

The employee to be hired will work with his/her direct supervisor to ensure the employment will not conflict with the duties within the district. Once approved by the Board of Trustees, the employee is authorized to perform the service.

The school-connected organization pays the district sufficient funds to cover both salary and benefits due the employee. Payment to the district by the organization is made prior to services rendered. The employee is paid upon completion of the job.

Certificated employees cannot accept compensation or any other benefit for tutoring a student enrolled in his/her class (es).

Frequently Asked Questions:

We've operated fine for many years without any problems. Why is OUSD now requiring parent organizations to apply for authorization?

The Board of Trustees is fulfilling its legal and fiduciary responsibility to manage district operations by requiring organizations fundraising on behalf of students to be officially recognized and familiar with applicable laws and district policies and procedures.

In difficult economic times, it is particularly important that school-connected organizations are aware of these policies and procedures and of best practice, so that all students have equitable access to programs and opportunities.

Can we avoid the need for liability insurance?

Not without assuming individual financial risk. Liability risks exist for any fundraising activity, whether it is conducted by an authorized school-connected organization or simply a group of individuals. The district assumes no liability for these activities. If the group has no liability coverage, those participating may be individually liable.

How do we determine whether a fundraiser qualifies as an ASB or school-connected organization activity?

If the activity involves the primary participation of and organization by students, it should be conducted by ASB. If the activity is primarily organized by parents or other community members on behalf of the students, it should be conducted by a school-connected organization.

Can an organization request or charge a fee to a student as a deposit on equipment or uniforms to ensure they are returned?

No, the school-connected organization cannot, but in some cases the district may. See BP 3260: Fees and Charges.

What are the consequences of our organization failing to comply with law, Board policy, administrative regulation or the rules of a sponsoring school?

When the activities of an organization appear to conflict with law, Board policy, administrative regulation or the rules of the school, the Superintendent or designee shall request information necessary for a review of the situation. If needed, the Superintendent or designee shall specify how the organization may remedy concerns.

The organization has thirty days to respond to the request for information and an additional thirty days to implement remedy, if needed. If the organization fails to comply with request for information and/or remedy within those timeframes, the Superintendent will recommend that the Board of Trustees revoke authorization for the organization to act as a school connected organization. The organization may appeal the recommendation prior to revocation.



Orcutt Union School District

Fundraising/Activity Petition

No fundraising items can be ordered without an approved purchase order!

All fundraising and/or activities, whether on or off campus, must be approved by the district Superintendent or School Board prior to the start of the activity. This procedure will help avoid scheduling conflicts between groups and schools.

***Petition must be turned in at least 5 days prior to activity date requested to be eligible for approval ***

Today's Date: _____

Organization: _____

Advisor's Signature: _____

Principal's Signature: _____

Type of Request (check one only): Dance Concession Fundraiser Activity

Name of Activity: _____

Event/Activity Date: _____ Alternate Date: _____

Pre-Sale Dates: _____

Item/Items for Sale: _____

Location of Sale: On Campus Off Campus Both

Method of Sales: Pre-sale Door Sale Cash Sale

Price of item/items: _____

Name of Company: _____

Address: _____

Purpose or need for activity requested: _____

For Bookkeepers Use:

Date petition received: _____ Date petition approved: _____

Superintendent or School Board Signature of approval: _____



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: September 11, 2013

BOARD AGENDA ITEM: Board Policy #3460 Financial Reports and Accountability and
Board Policy #3580 District Records

BACKGROUND: In our continued effort to be current with district board policies, attached are policies #3460 and #3580 for first reading. These policies have 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 |
|--------------|--------------------------------------|
| 3460 | Financial Reports and Accountability |
| 3580 | District Records |

RECOMMENDATION: Staff recommends that the Board of Trustees approve Board Policies #3460 and #3580 as presented for first reading.

FUNDING: N/A

FINANCIAL REPORTS AND ACCOUNTABILITY

The Board of Trustees is committed to ensuring the fiscal health of the district and providing public accountability. The Board shall adopt sound fiscal policies, oversee the district's financial condition, and ensure that the financial systems support the district's goals for student achievement.

(cf. 3100 - Budget)
(cf. 3110 - Transfer of Funds)
(cf. 3300 - Expenditures and Purchases) (cf. 3430 - Investing)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 9000 - Role of the Board)

~~The Superintendent or designee shall provide the Board with financial reports throughout the year in accordance with law and as otherwise requested by the Board.~~

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education.

(cf. 3400 - Management of District Assets/Accounts) ~~(cf. 3440 - Inventories)~~

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). ~~He/she shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.~~

~~When required by law or the Board, the Superintendent or designee shall submit to the Board reports of the district's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When any such report must be approved by the Board prior to its submission to a local, state, and/or federal agency, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report and meet any applicable submission deadline.~~

~~The Board shall regularly communicate the district's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.~~

(cf. 1340 - Access to District Records)

~~If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to advise the district on fiscal matters.~~

FINANCIAL REPORTS AND ACCOUNTABILITY

Unaudited Actual Receipts and Expenditures

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the district's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

Gann Appropriations Limit Resolution

On or before September 15, the Board shall adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

(cf. 9322 - Agenda/Meeting Materials)

Interim Reports/Certification of Ability to Meet Fiscal Obligations

The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall be made available by the district for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and certify, on the basis of the interim report and any additional financial information known by the Board, whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.

FINANCIAL REPORTS AND ACCOUNTABILITY

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

At any time during the year when the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after he/she has determined that the district's budget does not comply with state criteria and standards for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendation. (Education Code 42637)

Audit Report

Pursuant to Education Code 41020, if the district has a disapproved budget, has received a negative certification on any budget or interim fiscal report during the current fiscal year or either of the two preceding fiscal years, or has otherwise been determined by the County Superintendent to have a lack of going concern, any contract the district enters into for auditing services must be approved by the County Superintendent.

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts. (Education Code 41020)

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

The Board shall not select any public accounting firm to provide audit services if the lead or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, the CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

Audit Committee

The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.

(cf. 1220 - Citizen Advisory Committees)

FINANCIAL REPORTS AND ACCOUNTABILITY

(cf. 9130 - Board Committees)
(cf. 9140 - Board Representatives)

The committee shall serve in an advisory capacity and may:

1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5
2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit
3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses
4. Participate with the independent auditor in presenting the audit report to the Board
5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting
6. Provide input on the effectiveness of the independent auditor
7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems

Legal Reference:
EDUCATION CODE

- 1240 Duties of county superintendent of schools
- 14500-14508 Financial and compliance audits
- 17150 Public disclosure of non-voter-approved debt
- 17170-17199.5 California School Finance Authority
- 33127 Standards and criteria for local budgets and expenditures
- 33128 Standards and criteria; inclusions
- 33129 Standards and criteria; use by local agencies
- 35035 Powers and duties of superintendent
- 41010-41023 Accounting system
- 41326 Emergency apportionment
- 41344 Repayment of apportionment significant audit exceptions
- 41344.1 Appeals of audit findings
- 41455 Examination of financial problems of local districts
- 42100-42105 Requirement to prepare and file annual statement
- 42120-42129 Budget requirements
- ~~42127.6 School district operations monitoring; financial obligation nonpayment~~
- 42130-42134 Financial reports and certifications
- 42140-42142 Public disclosure of fiscal obligations
- 42637 County superintendent review of district's financial and budgetary conditions
- 42652 Revocation or suspension of warrant authority
- 48300-48316 Student attendance alternatives

FINANCIAL REPORTS AND ACCOUNTABILITY

GOVERNMENT CODE

3540.2 School district; qualified or negative certification; proposed agreement review and comment

~~7900-7914 Appropriations limit~~

16429.1 Local agency investment fund

53646 Reports of investment policy and compliance

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure

15440-15451 Criteria and standards for school district budgets

19810-19816.1 Audits

UNITED STATES CODE, TITLE 31

7501- 7507 Single audits of federal program funds

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2005

~~CDE~~ CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007

~~4208.00~~ Audit Resolution Process: Repayment Plans, December 8, 2000

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for aB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009, GOVERNMENTAL

ACCOUNTING STANDARDS BOARD (continued) Statement 45, Accounting and Financial Reporting by

Employers for Post-employment Benefits Other

Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local

Governments, June 1999

STATE CONTROLLER PUBLICATIONS

Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)

U.S. GENERAL ACCOUNTING OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND

EFFICIENCY (PCIE) PUBLICATIONS

Government Auditing Standards, 2011

Financial Audit Manual, revised ~~2003-2008~~

U.S. OFFICE OF MANAGEMENT AND BUDGET CIRCULARS

A-133 Audits and States, Local Governments, and Non-Profit Organizations

WEB SITES

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

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

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg> Education Audit

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Governmental Accounting Standards Board: <http://www.gasb.org> School

Services of California: ~~<http://www.sseal.com>~~

School Services of California: <http://www.sscal.com>

State Controller's Office: <http://www.sco.ca.gov>

U.S. Government Accounting Office: <http://www.gao.gov>

U.S. Office of Management and Budget: <http://www.whithouse.gov/omb>

Business and Noninstructional Operations

DISTRICT RECORDS

The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records ~~shall be~~ are developed, maintained and disposed of in accordance with law, Board policy and administrative regulation. ~~California Department of Education regulations.~~

(cf. 1340 - Access to District Records)

(cf. 3440 - Inventories)

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency. ~~establish regulations that define records which are permanent, optional and disposable and specify how each type of record is to be maintained or destroyed. Any microfilm or electronic copies of original records shall be permanently retained.~~

(cf. 0440 - District Technology Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 4040 - Employee use of technology)

(cf. 9011 - Board Member Electronic Communications)

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage or loss, or theft.

(cf. 4112.6/4212.6/4312,6 – Personnel Files)

(cf. 5125 - Student Records)

(cf. 5125, 1 - Release of Directory Information)

In the event of any known or reasonably suspected breach of the security of district records containing confidential personal information including, but not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account, the Superintendent or designee shall immediately notify local law enforcement agencies and any affected persons. Notification of affected individuals may be delayed if a law enforcement agency determines that the notification would impede a criminal investigation.

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Business and Noninstructional Operations

BP 3580 (b)

~~The Superintendent or designee shall establish regulations that define records which are permanent, optional, and disposable and specify how each type of record is to be maintained or destroyed. Any photographic, microfilm, or electronic copies of original records shall be permanently retained.~~

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

(cf. 5111.1 - District Residency)

(cf. 5141 – Health Care and Emergencies)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journal

35250-35255 Records and reports

44031 Personnel file contents and inspection

49065 Reasonable charge for transcripts

49069 Absolute right to access

CODE OF CIVIL PROCEDURE

1985.8 Electronic Discovery Act

2031.010-2031.060 Civil Discovery Act, scope of discovery demand

2031.210-2031.320 Civil Discovery Act, response to inspection demand

GOVERNMENT CODE

6205-6214 6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

6252-6265 Inspection of public records

12946 Retention of employment applications and records for two years

PENAL CODE

11170 Retention of child abuse reports

CODE OF REGULATIONS, TITLE 5

430 Individual student records

432 Varieties of pupil records

16020-16022 Records-general provisions

16023-16027 Retention of records

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.8 Family Educational Rights and Privacy Act

Business and Noninstructional Operations

BP 3580 (c)

Management Resources:

~~SECRETARY OF STATE PUBLICATIONS~~

~~Letter re: California Confidential Address Program Implementation (SB 489), August 27, 1999~~

~~WEB SITES~~

~~California Secretary of State: <http://www.ss.ca.gov/safeathome> <http://www.sos.ca.gov/safeathome>~~

Policy Adopted: 2/15/07

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: September 11, 2013

BOARD AGENDA ITEM: Purchase of Kai Vac 1750

BACKGROUND: While attending the Self Insured Program for Employees (SIPE) Safety and Health Committee this summer I became aware of a no touch cleaning system for restrooms that is more efficient and leaves restrooms clean and odorless. It provides an easier, safer way to clean restrooms. Other districts were using this system and were very satisfied with good results. The vendor came to our district and did a demonstration for our custodians at Orcutt Jr. High. Custodians were sent a questionnaire and overall were very excited to be able to use this machine instead of hand cleaning. This provides a system that removes soils and bacteria providing a cleaner environment without having to touch contaminated surfaces.

Purchasing one unit for each site would come to a cost of \$29,461. Each unit costs \$2,727.87 plus tax. This would come out of one time carry over funds from last year. We additionally are applying for safety credits to SIPE since this provides for a safer environment for staff, students and the public which will reimburse some of our costs for these machines.

RECOMMENDATION: Staff recommends purchasing (10) KaiVac 1700 Series units for a total purchase price of \$29,461.

FUNDING: General Fund/Charter Fund

KaiVac® 1700 Series

The KaiVac® 1700 series includes two No-Touch Cleaning® systems, the KaiVac® 1750 and the KaiVac® 1715. These innovative systems combine high capacity, compact size and a reduced price to deliver the highest value possible in this fast growing category.

Designed for total soil removal, No-Touch Cleaning combines an indoor pressure washer, chemical injection and wet vacuum technologies onto a single space-efficient platform. Workers simply spray cleaning solution on fixtures and floors, and then blast the soils to the floor with a high-pressure water spray. Finally, they vacuum the floor dry, completely removing soils and bacteria. The results are sparkling clean restrooms, kitchens, stairwells and more without ever touching a contaminated surface. No more soil, no more odor, no more complaints.

Multipurpose for Total Building Cleaning

Like all No-Touch Cleaning systems, the versatile 1700 series accommodates an array of add-on components that instantly transform them into true multipurpose machines.

Highlights:

- 150 or 500 psi pump
- HEPA filtration
- Small footprint and height for easy maneuvering and worker acceptance
- Removable "black box" engine compartment for rapid repair
- CRI Silver-Rated carpet extraction capability
- Perfect for climbing stairs and loading into vehicles
- Breaks apart for maximum portability
- Part of a complete system including a full line of cleaning chemicals



Multiple patents and patents pending





BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: September 11, 2013

BOARD AGENDA ITEM: Purchase of School Site Switches

BACKGROUND: In April, the Board approved the purchase to update our existing Black Diamond Switch Module for our head end room at the District Office. If you think of a wheel, the Black Diamond is the hub of the wheel. All district data traffic passes through this piece of equipment – school to school as well as school to the Internet. This purchase was made because our switches are end-of-life and the support for them is ending in a few months. We started with the district office, the hub of the district system. Now it is time to replace switches at each of the schools. This purchase will replace the end-of-life switches at each of our school sites. These switches will also allow us to upgrade our wireless infrastructure to a more powerful wireless system so that we will be able to handle more wireless devices in a more efficient manner.

This purchase is in compliance with WSCA/NASPO State of California Participating Addendum Master Agreement with a contract expiration date of 6/2/2014. The total purchase is \$249,724.95 (see pricing attached) plus tax \$19,978 for a total of \$269,702.95.

RECOMMENDATION: Staff recommends that the Board of Trustees approves the purchase of switches as presented.

FUNDING: General Fund

Date: 6/19/2013

TRACE3

Customer: **Janet Bertoldi**
Company: **Orcutt Union School District**
Address: **500 Dyer Rd.**
Orcutt, CA 93455
Phone: **(805) 938-8943**
Email: **jbertoldi@orcutt-schools.net**
*Quote:

2101 Rosecrans Avenue
Suite 1250
El Segundo, CA 90245
P: 310-220-0161 F: 949-333-1821
www.trace3.com

| Item | Quantity | Part Number | Description | Unit Price | Total |
|---------------------------------------|----------|----------------|---------------------------------------------|------------|--------------|
| Extreme Networks Configuration | | | | | |
| 1) | 46 | 16504 | 24 10/100/1000BASE-T PoE-plus, 4 1000BASE-X | \$1,660.80 | \$76,396.80 |
| 2) | 42 | 16506 | 48 10/100/1000BASE-T PoE-plus, 4 1000BASE-X | \$2,876.80 | \$120,825.60 |
| 3) | 6 | 16405 | 24 100/1000BASE-X unpopulated SFP, 8 | \$3,987.15 | \$23,922.90 |
| 4) | 6 | 16419 | SummitStack module for Summit X460 | \$225.15 | \$1,350.90 |
| 5) | 6 | 16106 | SummitStack/UniStack Stacking cable, 0.5M | \$111.15 | \$666.90 |
| 6) | 1 | 16107 | SummitStack/UniStack Stacking cable, 1.5M | \$168.15 | \$168.15 |
| 7) | 1 | 16108 | SummitStack/UniStack Stacking cable, 3.0M | \$225.15 | \$225.15 |
| 8) | 1 | 10061 | Pwr Cord, 10A, NEMA 5-15P, IEC320-C13 | \$8.55 | \$8.55 |
| 9) | 46 | 97004-16504 | Annual Support for EW NBD AHR-16504 | \$180.00 | \$8,280.00 |
| 10) | 42 | 97004-16506 | Annual Support for EW NBD AHR-16506 | \$315.00 | \$13,230.00 |
| 11) | 6 | 97004-X460-24X | Annual Support for EW NBD AHR-X460-24X | \$695.00 | \$4,170.00 |
| 12) | 6 | 97004-VIM-SS | Annual Support for EW NBD AHR-VIM-SS | \$80.00 | \$480.00 |

Paul Sulaiman 310-918-8214
Account Manager
paul@trace3.com

Terms: Net 30 (UAP)
Quote Expiration: 30 Days

| | |
|---------------|---------------------|
| Sub-Total: | \$249,724.95 |
| Sales Tax: | *See Note |
| Shipping: | FOB Origin |
| TOTAL: | \$249,724.95 |

*Without a separate agreement, equipment/services are provided subject to applicable terms at <http://www.trace3.com/legal>. Quoted amounts exclude sales taxes, to be charged on all U.S. shipments. Submit exemption certificates for tax-exempt purchases.



Educational Services

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

TO: Bob Bush, Superintendent

FROM: Holly Edds
Assistant Superintendent, Educational Services

BOARD MEETING DATE: September 11, 2013

BOARD AGENDA ITEM: Board Policy 6164.6

IDENTIFICATION AND EDUCATION UNDER SECTION 504

BACKGROUND: Policy updated to reflect new guidance (January 2013) from the U.S. Department of Education's Office for Civil Rights (OCR) clarifying districts' responsibility to provide opportunities for students with disabilities to participate in extracurricular athletic and other nonacademic programs or activities that constitute the overall educational program. Policy also adds new material re: compliance with procedural safeguards and required notifications and contains paragraph formerly in AR re: maintenance of a list of impartial hearing officers qualified to conduct Section 504 hearings.

RECOMMENDATION: It is recommended that the Board of Trustees approve the revision to BP 6164.6.

FUNDING: No funding implications.

Instruction**IDENTIFICATION AND EDUCATION UNDER SECTION 504**

~~The Board of Trustees recognizes the need to identify and evaluate children with disabilities in order to provide them with a free, appropriate public education. Under Section 504 of the federal Rehabilitation Act of 1973, individuals with a physical or mental impairment that substantially limits one or more major life activities, including learning, are eligible to receive regular or special education and related aids and services designed to meet their needs as adequately as the needs of nondisabled students are met. (34 CFR 104.33)~~

The Board of Trustees believes that all children, including children with disabilities, should have an opportunity to learn in a safe and nurturing environment. The district shall work to identify children with disabilities who reside within its jurisdiction in order to ensure that they receive educational and related services required by law.

The Superintendent or designee shall provide identified students with disabilities with a free appropriate public education, as defined under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of nondisabled students are met. (34 CFR 104.33)

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 0430 – Comprehensive Local Plan for Special Education)

~~*(cf. 5141.24 – Administering Medication and Monitoring Health Conditions)*~~

(cf. 5141.22 - Infectious Diseases)

(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities)

(cf. 6164.4 – Identification and Evaluation of Individuals for Special Education)

In addition, qualified students with disabilities shall be provided an equal opportunity to participate in programs and activities that are integral components of the district's basic education program, including, but not limited to, extracurricular athletics, interscholastic sports, and/or other nonacademic activities. (34 CFR 104.37)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6145.5 - Student Organizations and Equal Access)

In providing services to students with disabilities under Section 504, the Superintendent or designee shall ensure district compliance with law, including providing the students and their parents/guardians with applicable procedural safeguards and required notifications. Any dispute as to the identification, evaluation, or placement of any student with a disability shall be resolved in accordance with the processes specified in the "Procedural Safeguards" section of the accompanying administrative regulation.

Legal Reference:

EDUCATION CODE

49423.5 *Specialized physical health care services*

CODE OF REGULATIONS, TITLE 5

3051.12 *Health and Nursing Services*

UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act of 1974*

1400-1482 *Individuals with Disabilities Education Act*

UNITED STATES CODE, TITLE 29

701-795a *Rehabilitation Act*

794 *Rehabilitation Act of 1973, Section 504*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 34

104.1-104.61 *Nondiscrimination on the basis of handicap, especially*

104.1 *Purpose to effectuate Section 504 of the Rehabilitation Act of 1973*

104.3 *Definitions*

104.2 *Location and notification*

104.33 *Free appropriate public education*

104.34 *Education setting*

104.35 *Evaluation and placement*

104.35.1.1 *Procedural safeguards*

105 COURT DECISIONS

106 *Christopher S. v. Stanislaus County Office of Education, (2004) 384 F.3d 1205*

Management Resources

CSBA PUBLICATIONS

Rights of Students with Diabetes Under IDEA and Section 504, Policy Brief, November 2007

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

U.S DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter; January 2013

Dear Colleague Letter and Questions and Answers on ADA Amendments Act of 2008 for Students with Disabilities Attending Public Elementary and Secondary Schools; January 2012

Free Appropriate Public Education for Students with Disabilities: Requirements under Section 504 of the Rehabilitation Act of 1973, September 2007

~~*Free Appropriate Public Education for Students with Disabilities; Requirements under Section 504 of the Rehabilitation Act of 1973, July 1999*~~

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/about/offices/list/ocr>

Policy Adopted: 12/13/06 9/11/13

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California



Educational Services

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

TO: Robert Bush, Superintendent

FROM: Holly Edds, Assistant Superintendent, Educational Services

BOARD MEETING DATE: September 11, 2013

BOARD AGENDA ITEM: Disposal of Obsolete Textbooks and Library Books

BACKGROUND: In accordance with BP 3260, Sales and Disposal of Books, Equipment and Supplies, we are requesting permission to dispose of obsolete textbooks and instructional materials.

Instructional materials may be considered obsolete or unusable when they:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies.
2. Are replaced by more recent versions or editions.
3. Are no longer an adopted textbook.
4. Are damaged beyond use or repair.

Process used in discarding obsolete materials:

- Principals are informed of procedures regarding disposal of obsolete instructional materials.
- Media Specialists are requested to send obsolete instructional materials to the IMC.
- District teachers are notified concerning the availability of discarded and obsolete instructional materials. All district teachers have the opportunity to review and select any materials before discard occurs.
- Private schools and nonprofit organizations are notified of the availability of discarded and obsolete instructional materials. Private schools and nonprofit organizations have the opportunity to take any of the obsolete materials.

After a thorough review of the holdings in each school's library and district instructional materials, it has been determined that the following types of library books and instructional materials are obsolete and should be disposed of according to district policy.

- ✓ Fiction library books which have not been checked out in a number of years.
- ✓ Non-fiction library books which have not been checked out in a number of years and/or which have inaccurate or outdated factual information.
- ✓ Any textbook which has been declared obsolete and still remains in the district's possession.

RECOMMENDATION: Staff recommends that the library books and instructional materials which fall into the above categories be approved for immediate disposal in accordance with district policy.

FUNDING: No fiscal impact.

ORCUTT UNION SCHOOL DISTRICT

2013/2014 RESOLUTION NO. 3

Resolution Regarding Sufficiency of Instructional Materials

WHEREAS, the Governing Board of the Orcutt Union School District, in order to comply with the requirements of Education Code 60119, held a public hearing on October 12, 2011, at 7:00 p.m., which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

WHEREAS, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

WHEREAS, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

WHEREAS, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Orcutt Union School District, and;

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each student, including English learners, has a textbook or instructional materials, or both, to use in class and to take home, and;

WHEREAS, between the 2008-09 through the 2013-14 fiscal years, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Orcutt Union School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- ❖ Mathematics – Kindergarten-Grade 1 – Harcourt School Publishers, *California Math*
Grades 3-5 – Scott Foresman-Addison Wesley, *enVision Math* © 2009
Grade 6 – Holt, *California Course 1: Numbers to Algebra*
Grade 7 – Holt, *Holt California Course 2: Pre-Algebra*
Grades 7-8 – Holt, *California, Algebra I*
Grade 8 – Holt, *California Geometry*

- ❖ Science – Grades K-5 – McGraw-Hill, *California Science*
Grades 6-8 – Holt, Rinehart & Winston, *California Science (multiple titles)*

- ❖ History/Social Science - Kindergarten-Grade 1 – Scott Foresman, *History-Social Science for California*
 Grades 2-5 – Harcourt School Publishers, *California Reflections (multiple titles)*
 Grades 6-8 – Glencoe/McGraw-Hill, *CA Discovering Our Past (multiple titles)*

- ❖ English/Language Arts - Grades K-5 – Houghton-Mifflin, *CA Reading (multiple titles)*
 Grades 6-8 – McDougal Littell, *Language of Literature*
 Grades 6-8 – McDougal Littell, *Language Network*
 Grades 6-8 – McDougal Littell, *Bridges to Literature*

WHEREAS, sufficient textbooks or instructional materials were provided to each student enrolled in foreign language or health classes,

THEREFORE, IT IS RESOLVED that for the 2012/2013 school year, the Orcutt Union School District, has provided each student with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Orcutt Union School District, this 11th day of September 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Signed:


 President, Board of Trustees
 Orcutt Union School District

 Date



HUMAN RESOURCES MEMORANDUM

TO: Bob Bush.
District Superintendent

FROM: Don Nicholson 
Assistant Superintendent, Human Resources

DATE: September 6, 2013

RE: CalState TEACH

BACKGROUND: CalState TEACH is requesting approval of a Field Experience Participant / Student Teaching Agreement with the Orcutt Union School District.

RECOMMENDATION: It is recommended that the Board of Trustees approve the CalState TEACH Field Experience Participant / Student Teaching Agreement with the Orcutt Union School District.

FUNDING: N/A



TERMS OF AGREEMENT
PUBLIC SCHOOL DISTRICTS

Field Experience Participant / Student Teaching

CalStateTEACH and the Orcutt Unified School District

About CalStateTEACH: CalStateTEACH is a multiple subject credential program of the California State University. Its goal is to prepare creative, collaborative and reflective teachers for California's future. It offers an Intern as well as a Student Teaching option and is managed through Regional Centers located on the following CSU campuses: Fresno, Fullerton, Los Angeles and Monterey Bay.

Purpose of the Agreement:

To engage the Orcutt Unified School District and CalStateTEACH in a partnership to provide support for the preparation of CalStateTEACH candidates in the District. This partnership will be concentrated in the activities of three individuals: the CalStateTEACH Field Experience Participant / Student Teacher, the faculty representative of the CSU, hereinafter referred to as the assigned Faculty, and a mentor teacher from the School, hereinafter referred to as the Cooperating Teacher or Master Teacher. CalStateTEACH does not demand or require any exclusive arrangement with the District. The District is obligated only to provide appropriate support for CalStateTEACH credential candidate and staff to reach the common goal of placing fully credentialed teachers in California classrooms.

Overview of this Agreement:

CalStateTEACH agrees to provide multiple subjects coursework, student professional liability insurance, and university supervision for each participating candidate, and the District agrees to provide them with a faculty mentor and appropriate support.

CalStateTEACH agrees to do the following:

1. Give highest priority in admissions to qualified applicants whom the District may ultimately wish to offer position(s) as a Multiple Subjects teacher(s).
2. Provide candidates with student professional liability insurance through the CSU Student Professional Liability Insurance Program which shall cover general liability, professional liability, and educator's errors & omissions liability. More information about the insurance policy can be found at <http://bfa.sdsu.edu/prosrvcs/pdf/splip.pdf>.
3. Cooperate to the fullest extent possible to assist the School and District to reach its goals of providing quality educational experiences for its students by conducting all activities with respect to preparing candidates in an unobtrusive, efficient, and supportive manner.
4. Provide a subject-matter competence evaluation of the applicant's transcripts, an on-line diagnostic to determine candidates' subject matter preparation or candidates' readiness to pass CSET.
5. Provide assistance to all candidates who are not yet subject matter qualified to reach subject matter competence.

6. Provide each candidate with a high quality program of study which integrates program assignments with the candidate's classroom teaching.
7. Establish a Central Advisory Board for the CalStateTEACH program and encourage the District to participate on the Board.
8. Provide each candidate with an assigned Faculty member who will make regular visits to the classroom, evaluate lessons and give specific feedback, confer with the principal and staff as needed, and act as program advisor.
9. Provide orientation materials and training to both the school cooperating or master teacher and the principal.
10. Communicate regularly with the principal and the school cooperating or master teacher, as well as provide the opportunity for them to give feedback on any aspect of the program and staff.
11. Provide an on-going, faculty-facilitated online forum for all candidates in the group, with regular opportunities for discussion, problem solving, peer interaction and access to the assigned Faculty member.
12. Assist District candidates in processes related to enrollment, financial aid, and ultimately a preliminary credential application.

The School and District agree to do the following:

1. Nominate a fully credentialed teacher with at least 3 years teaching experience and authorization to work with English learners to serve as a cooperating or master teacher for each participating candidate. This should be a current elementary teacher in the School.
2. Ensure that cooperating or master teachers have sufficient opportunity to observe, coach and guide the candidate.
3. Upon the request of the assigned Faculty, assure the participation of the school principal in specific CalStateTEACH candidate progress reviews or evaluations.
4. Provide additional resources (such as staff development, exemplary classroom observations, additional mentoring) as needed to promote the success of candidates in difficult assignments.
5. Ensure that each candidate has access to technological resources available at the school site.

Bob Nichols, Asst. Supt. / Human Resources
 Signature of School Principal, District Superintendent,
 or Authorized Representative

9-3-13
 Date Signed

 Signature of the CalStateTEACH Regional Director

 Date Signed



STUDENT PROFESSIONAL LIABILITY INSURANCE PROGRAM (SPLIP)

Coverage Summary

This is a "claims- made" policy. Coverage is only provided for claims which are both: (1) first made against the Insured during the Policy Period; and (2) reported to the Carrier as soon as practicable, but not later than 3 years after the Policy Period. Coverage is only provided for claims arising from Professional Services which are rendered or Incidents which occurred during the Policy Period.

Named Insured: The California State University (CSU), all campuses

Carrier: Lloyd's, London

Policy #: B0621PTRU00713001

Coverage Period: July 1, 2013 to July 1, 2014

Insureds: California State University (CSU)
All campuses of the CSU
Employees, Faculty, Staff of the CSU
CSU Students enrolled in Nursing, Allied Health, Social Work, or
Education credential programs of the CSU.

*Enrolled Students mean students who are enrolled and in good standing while completing an internship and registered/enrolled in a course that requires the internship experience, including academic breaks during the policy period. Enrolled Students also include students who have not received a letter grade in a course (e.g., assigned an "Incomplete"), but remain registered for that course until the Incomplete objectives are met, but for no more than one (1) year from the granting of the Incomplete.

NOTES:

1. *Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.*
2. *Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Please refer to SAFECLIP summary for details.*

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.



| | |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Additional Insureds:</i> | Any affiliate institution to whom the Named Insured is obligated by written agreement to provide such coverage as is afforded by this policy. |
| <i>Coverage:</i> | A. General Liability B. Professional Liability C. Educator's Errors & Omissions Liability |
| <i>Cost:</i> | \$20.00 per student in Nursing, Allied Health, Social Work, or Education This flat rate is non-refundable, and is not subject to a prorate premium return if student is enrolled for less than one year. |
| <i>Coverage Limits:</i> | \$2,000,000 each Loss \$4,000,000 Aggregate for all Covered Parties, and not per student. |
| <i>Member's Deductible:</i> | None |
| <i>Description:</i> | Covers General Liability and Professional Liability of CSU students enrolled in a Health Profession practicum, Social Welfare program, Social Work program, or Education Credential program of the CSU who are required by a host institution to obtain general liability and/or professional liability insurance for participation in the institution's affiliation program. |
| <i>Coverage Extensions:</i> | <ol style="list-style-type: none">1. Legal Representation: defense cost included for covered claims.2. Personal Injury Liability: protects up to the Coverage Limits against covered claims arising from charges of privacy violation, libel, slander, assault & battery, and other alleged personal injuries.3. School Grievance/ Academic Disciplinary Hearings: reimburses for expenses incurred for defense of a school grievance or academic disciplinary hearing or proceeding; \$5,000 per proceeding; \$100,000 aggregate. |

NOTES:

1. *Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.*
2. *Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Please refer to SAFECLIP summary for details.*

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.



*Coverage
Extensions (cont'd):*

4. **Damage to Property of Others:** for damage caused accidentally by a Covered Party to the property of others at your location; \$5,000 per incident; \$100,000 aggregate.
5. **Assault Coverage:** covers your medical expenses or reimburses you for damage to your property if you are assaulted at your location; \$5,000 per incident; \$100,000 aggregate.
6. **Medical Payments:** reimbursement of medical expenses to others injured on your location; \$5,000 per incident; \$100,000 aggregate.
7. **First Aid Expenses:** for expenses you incur in rendering first aid to others: \$5,000 per defendant; \$100,000 aggregate.
Defendant Expense Benefit: reimburses you for lost wages and other expenses incurred when you attend a required trial, hearing or proceeding as a defendant in a covered claim: \$5,000 per defendant; \$100,000 aggregate.

No Exclusion for:

Sexual Harassment, Abuse or Molestation
Corporal Punishment

*Claims/Incident
Reporting:*

Enrolled Student shall immediately provide written notice of any incident which may result in a claim under this policy to:

Office of Systemwide Risk Management
The California State University
Office of the Chancellor
401 Golden Shore Blvd., 5th Floor
Long Beach, CA 90802-4210

Phone: 562-951-4580
Fax: 562-951-4859

NOTES:

1. *Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.*
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**COVERED PROFESSIONS, including but not limited to:
NURSING PROFESSIONS**

Case Manager
Geriatric Nursing Assistant
Nurses Aide - Facility Setting
Nurses Aide - In-home Setting
Nursing Assistant - Facility Setting
Nursing Assistant - In-home Setting
Home Health Aide
LPN/LVN
Nurse - Anesthetists
Nurse - Midwives
Registered Nurse

Nurse Practitioner:
Geriatric/Adult/Family Planning-GYN
OB-GYN/Acute Critical Care OB-GYN
Pediatric/Neonatal/Family Practice/Acute Care
Psychiatric

ALLIED HEALTH PROFESSIONS

Art Therapist
Athletic Trainer
Audiologist
Blood Bank Technician
Bio-Medical Technician
Cardiographic Technician
Cardiology Technician
Case Manager
Certified Laboratory Technician
Certified Medical Assistant
Certified Occupational Therapy Assistant
Chiropractic Assistant
Circulation Technician
Clinical Laboratory Technician
Community Health Assistant
Community Health Technician
Corrective Therapist
Dance Therapist
Dental Hygienist
Diagnostic Medical Sonographer
Dialysis Technician
Dietitian
EEG (Electroencephalogram) Technician
EKG (Electrocardiogram) Technician

Electrologist
EMT- Paramedic
EMT- Basic/Intermediate
EMT- Volunteer
Enterostomal Therapist
Exercise Physiologist
Health Educator
Histologic Technician
Hospital Pharmacy Technician
Kinesiologist/Kinesiotherapist
Laboratory Aide
Massage Therapist
Medical Assistant
Medical Laboratory Technician
Medical Records Administrator
Medical Records Technician
Medical Technician
Medical Technician Assistant
Mental Retardation Worker
Music Therapist
Nuclear Medical Technician
Nutritionist
Occupational Therapist
Occupational Therapist Assistant

NOTES:

1. *Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.*
2. *Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Please refer to SAFECLIP summary for details.*

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.



ALLIED HEALTH PROFESSIONS (cont.)

| | |
|-----------------------------------------|----------------------------------|
| Optometry Assistant/Technician | Rehabilitation Assistant |
| Orthopedic Assistant | Rehabilitation Therapist |
| Pedorthist | Respiratory Care Practitioner |
| Perfusionist | Respiratory Care Provider |
| Personal Trainer | Respiratory Therapist |
| Pharmacist | Respiratory Therapist Technician |
| Pharmacist Technician | Speech Hearing Therapist |
| Physical Therapist | Speech Language Pathologist |
| Physical Therapist Assistant | Sports Medicine Instructor |
| Physician Assistant Podiatric Assistant | Sports Medicine Therapist |
| Psychologist | Surgical Technician |
| Radiation Therapist | Vascular Technologists |
| Radiological Technician | X-Ray Machine Operator |
| Recreation Therapist | |

SOCIAL WORK / SOCIAL WELFARE PROFESSIONS

| | |
|------------------------------------------|---------------------------------|
| Alcohol/Drug Counselor | Licensed Professional Counselor |
| Bodywork Counselor | Life Coach Counselor |
| Career Counselor | Marriage/Family Counselor |
| Case Manager | Mental Health Counselor |
| Clinical Counselor | Pastoral Counselor |
| Counselor Educator | Psychological Counselor |
| Forensic Counselor | Rehabilitation Counselor |
| Genetic Counselor | Social Worker |
| Licensed Professional Clinical Counselor | |

EDUCATION / TEACHING PROFESSIONS

School Administration:

Admittance
Desegregation
Enrollment
Expulsion
Extracurricular Activities
Integration

Educational Instruction:

Career Guidance
Guidance Counseling
School Counselor
Student Consumerism
Teaching Assistants

NOTES:

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Board Report

District 16 -- Orcutt Union

Fund 01 -- General Fund

As of 8/31/2013

| | Beginning Bal/ WrkBudget | Month-To-Date Actual | Year-To-Date Actual | Year-To-Date Encumbrances | Ending Bal/ Remaining Bal |
|---------------------------------------------------|-----------------------------|-------------------------|------------------------|------------------------------|------------------------------|
| 9110 -- Cash in County Treasury | 3,193,399.72 | (315,567.25) | 1,304,420.65 | 0.00 | 4,497,820.37 |
| 9130 -- Revolving Cash/Fiscal Agent | 18,454.02 | 0.00 | 0.00 | 0.00 | 18,454.02 |
| 9200 -- Accounts Receivable | 3,796,195.62 | 0.00 | 0.00 | 0.00 | 3,796,195.62 |
| 9310 -- Due from Other Funds | 102,272.14 | (88,158.59) | (102,272.14) | 0.00 | 0.00 |
| 9320 -- Stores | 13,927.06 | 0.00 | 0.00 | 0.00 | 13,927.06 |
| 9330 -- Prepaid Expenditures (Expenses) | 24,134.40 | 0.00 | (24,134.40) | 0.00 | 0.00 |
| Total Assets | 7,148,382.96 | (403,725.84) | 1,178,014.11 | 0.00 | 8,326,397.07 |
| 9500 -- Accounts Payable (Current Liabilities) | 757,950.27 | 422.67 | (58,405.99) | 0.00 | 699,544.28 |
| 9610 -- Due to Other Funds | 261,264.68 | (247,189.67) | (261,264.68) | 0.00 | 0.00 |
| 9650 -- Deferred Revenue | 683.80 | 0.00 | 0.00 | 0.00 | 683.80 |
| Total Liabilities | 1,019,898.75 | (246,767.00) | (319,670.67) | 0.00 | 700,228.08 |
| Fund Balance (Beginning Balance/Actual) | 6,128,484.21 | 0.00 | 0.00 | 0.00 | 7,626,168.99 |
| 9791 -- Net Beginning Balance | 6,128,484.21 | 0.00 | 6,128,484.21 | 0.00 | 6,128,484.21 |
| 8010 -- Revenue Limit Sources | 23,411,647.00 | 516,155.46 | 2,282,883.88 | 0.00 | 21,128,763.12 |
| 8100 -- Federal Revenue | 1,315,323.00 | 0.00 | 0.00 | 0.00 | 1,315,323.00 |
| 8300 -- Other State Revenues | 5,790,723.21 | 134,537.00 | 1,065,614.31 | 0.00 | 4,725,108.90 |
| 8600 -- Other Local Revenue | 1,023,802.00 | 56,947.92 | 140,355.49 | 0.00 | 883,446.51 |
| 8910 -- Other Financing Sources | 18,000.00 | 0.00 | 0.00 | 0.00 | 18,000.00 |
| 8980 -- Contributions | 0.44 | 0.00 | 0.00 | 0.00 | 0.44 |
| Total Revenues | 31,559,495.65 | 707,640.38 | 3,488,853.68 | 0.00 | 28,070,641.97 |
| 1000 -- Certificated Personnel Salaries | 16,501,646.83 | 181,280.64 | 391,683.02 | 0.00 | 16,109,963.81 |
| 2000 -- Classified Personnel Salaries | 5,150,876.05 | 300,563.40 | 526,516.79 | 0.00 | 4,624,359.26 |
| 3000 -- Employee Benefits | 6,262,228.80 | 56,634.59 | 115,651.61 | 0.00 | 6,146,577.19 |
| 4000 -- Books and Supplies | 1,523,993.80 | 89,232.20 | 232,589.21 | 483,667.58 | 807,737.01 |
| 5000 -- Services and Other Operating Expenditures | 2,334,858.92 | 220,301.88 | 653,534.77 | 1,574,612.09 | 106,712.06 |
| 6000 -- Capital Outlay | 187,500.00 | 16,586.51 | 71,193.50 | 106,474.98 | 9,831.52 |
| 7000 -- Other Outgo & Transfers Out | 495,484.05 | 0.00 | 0.00 | 0.00 | 495,484.05 |
| Total Expenditures | 32,456,588.45 | 864,599.22 | 1,991,168.90 | 2,164,754.65 | 28,300,664.90 |
| Fund Balance (Budget/Actual) | 5,231,391.41 | 0.00 | 7,626,168.99 | 0.00 | 0.00 |

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