

ORCUTT UNION SCHOOL DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, June 11, 2014
Public Session – **6:45 P.M.**
Closed Session Following
Instructional Media Center
500 Dyer Street Building H, Orcutt, CA 93455

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

PUBLIC COMMENT ANNOUNCEMENT

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

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

- A. Pledge of Allegiance
- B. Superintendent's Report
An opportunity for the Superintendent to share matters of special interest or importance which are not on the board agenda and/or special presentations of district programs or activities such as curriculum/instructional updates, timely events/information, and district activities.
 - 1. Retiree Recognition
- C. Adjourn to Retiree Reception
- D. Reconvene to Public Session – **District Office Board Room**
- E. Superintendent's Report (continued)
 - 1. OCAF
 - 2. Olga Reed Gym Project
- F. Public Comment
An opportunity for the public to provide input to the Board of Trustees. Those wishing to speak about a specific agenda item may do so during the Public Comment segment or when the item is being considered. Any request to speak must be submitted on a **Request for Public Comment Form** which can be obtained from the Superintendent's secretary and submitted prior to the presiding officer addressing the item. If you choose to speak when an item is before the Board, your name will be called prior to board consideration. An item not on the agenda must be addressed during the Public Comment segment of the agenda.
- G. Written Communication
Documents addressed to or by board members as communications during a Board of Education meeting are defined as letters from parents or community members regarding issues within the jurisdiction of authority of the Board of Education; information or reports from

professional organizations, i.e., CSBA, SBCSBA, etc.; letters or reports from other public agencies; letters or reports from legislators; or letters or reports from district schools or staff.

H. Public Hearing – 2014/2015 Budget

A copy of the 2014/2015 Budget is available for review at the District Office, 500 Dyer Street, Orcutt, CA between the hours of 7:30 a.m. and 4:30 p.m.

Public Hearing – Local Control and Accountability Plan (LCAP)

A copy of the LCAP is available for review at the District Office, 500 Dyer Street, Orcutt

CA between the hours of 7:30 a.m. and 4:30 p.m. A copy is also available for review at www.orcutt-schools.net, *Educational Services*

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 May 14, 2014
- E. Interdistrict Attendance Agreement Requests 2013/2014
- F. Interdistrict Attendance Agreement Requests 2014/2015
- G. Surplus Property
- H. Board Policy 0410, Nondiscrimination in District Programs and Activities for second reading
- I. Board Policy 5145.3, Nondiscrimination/Harassment for second reading
- J. Board Policy 6145.2, Athletic Competition for second reading
- K. Consolidated Application 2014-15

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

Moved _____

Second _____

Vote _____

ITEMS SCHEDULED FOR ACTION

A. GENERAL

1. Acceptance of Gifts

Olga Reed School received a donation of \$840 from the Santa Ynez Valley Foundation in support of student field trips.

It is recommended that the Board of Trustees accept this gift and direct that a letter of acceptance and appreciation be forwarded to Santa Ynez Valley Foundation.

Moved _____

Second _____

Vote _____

2. Orcutt Jr. High School Honor Society Trips

It is requested that the Board of Trustees approve the Orcutt Jr. High School Honor Society trips to Magic Mountain and Universal Studios on June 3, 2014 and June 6, 2014. These trips were brought to the May 14, 2014 meeting as an information item and are being brought for Board action.

Moved _____ Second _____ Vote _____

3. Board Policy 0200, Goals for the District

It is recommended that the Board of Trustees adopt Board Policy 0200, Goals for the District for first reading and that it is placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

4. Board Bylaw 9324, Minutes and Recordings

It is recommended that the Board of Trustees adopt Board Bylaw 9324, Minutes and Recordings for first reading and that it is placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

5. Revisions to Santa Barbara County Special Education Local Plan Area (SBCSELPA)

It is recommended that the Board of Trustees approve the revisions to the SBCSELPA as submitted. A copy of the revisions to the Santa Barbara County Special Education Local Plan Area is available for review at the District Office, 500 Dyer Street, Orcutt CA between the hours of 7:30 a.m. and 4:30 p.m.

Moved _____ Second _____ Vote _____

B. BUSINESS

1. 2013/2014 Resolution No. 12, Education Protection Account (EPA) Requirements

It is recommended that the Board of Trustees adopt 2013/2014 Resolution No. 12, Education Protection Account (EPA) 2014-15, as submitted.

Moved _____ Second _____ Vote _____

2. 2013/2014 Resolution No. 15, JPA Designation of Representatives

It is recommended that the Board of Trustees adopt 2013/2014 Resolution No. 15, JPA Designation of Representatives, as submitted.

Moved _____ Second _____ Vote _____

3. 2013/2014 Resolution No. 17 Designating Real Property as Surplus; and Authorizing the Solicitation of Proposals Regarding Certain Real Properties

It is recommended that the Board of Trustees adopt 2013/2014 Resolution No. 17 Designating Real Property as Surplus; and Authorizing the Solicitation of Proposals Regarding Certain Real Properties, as submitted.

Moved _____ Second _____ Vote _____

4. Key Site 17 Property

Staff recommends that the Board of Trustees give their approval to go through the steps necessary to obtain a long term ground lease for senior housing on the 9.5 acres encompassed in Key Site 17.

Moved _____ Second _____ Vote _____

5. Award Bid for Orcutt Academy High School Hardcourt Improvements

Bids are scheduled to be opened Monday, June 9, 2014. Providing there are no protests, staff will be bringing to the Board of Trustees the compilation of bids and made a recommendation after due diligence is completed regarding the ability of the contractor to complete the job.

Moved _____ Second _____ Vote _____

6. Award Bid for District Instructional Media Center (IMC) Re-Roof

Bids are scheduled to be opened Monday, June 9, 2014. Providing there are no protests, staff will be bringing to the Board of Trustees the compilation of bids and made a recommendation after due diligence is completed regarding the ability of the contractor to complete the job.

Moved _____ Second _____ Vote _____

7. Award Bid for Ralph Dunlap Elementary School Re-Roof

Bids are scheduled to be opened Monday, June 9, 2014. Providing there are no protests, staff will be bringing to the Board of Trustees the compilation of bids and made a recommendation after due diligence is completed regarding the ability of the contractor to complete the job.

Moved _____ Second _____ Vote _____

C. PERSONNEL

1. Brandman University Internship Contract Agreement

It is recommended that the Board of Trustees approve the Brandman University Internship Contract Agreement with the Orcutt Union School District.

Moved _____ Second _____ Vote _____

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

1. Board Financial Report
2. Items from the Board

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next regular board meeting is scheduled for August 13, 2014 in the District Office Board Room, 500 Dyer Street, Orcutt, CA. A special board meeting is scheduled for June 18, 2014 at 12:30 p.m. in the District Office Board Room.

CLOSED SESSION PUBLIC COMMENTS

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

ADJOURN TO CLOSED SESSION

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

1. Public Employment per Personnel Report.
2. Public Employee Employment/Discipline/Dismissal/Release.
3. Conference with labor negotiator 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

- A. Public Report on Action Taken in Closed Session

ADJOURN

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

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



Educational Services

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

To: Bob Bush, Superintendent

From: Holly Edds, Assistant Superintendent, Educational Services

Board Meeting Date: June 11, 2014

Board Agenda Item: Local Control Accountability Plan (LCAP)

Background: In association with the state's new Local Control Funding Formula (LCFF) for funding education, school districts and charter schools are required to develop a **Local Control and Accountability Plan (LCAP)**. Education Code 52060 requires school districts to develop the plan which must describe goals and specific actions to achieve those goals for all pupils and each subgroup of pupils identified in Education Code 52052, including students with disabilities, for each of the state priorities and any locally identified priorities.

Development of the LCAP has included multiple stakeholder groups over the past six months. The process included alignment of the state's eight identified priorities with the Orcutt Union School District's Board of Trustees' goals and core values. District needs were identified through the collection and analysis of data, including online surveys of stakeholder groups, for each of the state's identified priorities, and specific feedback was given for each. The result of this work culminated in the development of eight goals for the Orcutt Union School District which are listed in the LCAP along with information on actions, services, and expenditures for each goal.

As required by state law, the Orcutt Union School District Board of Trustees must hold a public hearing regarding the LCAP prior to considering it for approval. The plan is submitted for public hearing this evening. The Board of Trustees is scheduled to consider the LCAP for approval on Wednesday, June 18, 2014.

ORCUTT UNION SCHOOL DISTRICT

Certificated Personnel Action Report

TO: Robert Bush
District Superintendent

FROM: Don Nicholson
Assistant Superintendent, Human Resources

DATE: Board Meeting of June 11, 2014

RE: **RECOMMENDATIONS FOR APPROVAL AND RATIFICATION**

<i>SCHOOL</i>	<i>CLASS/ STEP</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Lakeview	Hourly	4/1-4/30/14	Smarter Balance, 99.5 hrs
Patterson	Hourly	4/1-4/30/14	Compass Learning, 75 hrs
Pine Grove	III-2	8/18/2014	Temporary Contract, 100%
Shaw	I-2	8/18/2014	Temporary Contract, 100%
District	VI	7/1/2014	Director, Educational Services Director, Child Care Cell Phone Reimbursement Mileage Reimbursement Longevity
District	VI	7/1/2014	Psychologist Mileage Reimbursement Longevity
Lakeview	Extra Duty	4/11/14	Worked Prep, 1 hr
Nightingale	II-3	8/18/14	Temporary Contract, 50%
District	Hourly	4/1-4/30/14 4/4/14	Home & Hospital, 16.5 hrs ELD Teacher, 2.5 hrs
Olga Reed	Hourly	6/16-8/15/14	Summer Compass Learning / Intervention Teacher, 4 hrs wk
District	Extra Duty	3/31-4/17/14	Home & Hospital, 14 hrs
Olga Reed	Hourly	4/4-4/28/14	Admin. Support, 48 hrs
Shaw	Extra Duty	4/1-4/15/14	Intervention, 5 hrs
Lakeview	V-3	8/18/2014	Temporary Contract, 100%

*To be prorated

<i>SCHOOL</i>	<i>CLASS/STEP</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Pine Grove	Hourly	6/16-8/15/14	Summer Compass Learning / Intervention Teacher, 10 hrs wk
District	Hourly	4/10-4/17/14	Pupil Service Support, 26 hrs
Nightingale	Hourly	6/16-8/15/14	Summer Compass Learning / Intervention Teacher, 8 hrs wk
Nightingale	Hourly	4/15-4/30/14	Smarter Balance, 30 hrs
District	VI	7/1/2014	Assistant Supt., Education Services Doctorate Cell Phone Reimbursement
District	IV	7/1/2014	Psychologist Mileage Reimbursement
District	Hourly	4/3-4/16/14	Tech Support, 4 hrs
District	Hourly	6/17-7/15/14	ESY Teacher, 102.5 hrs
Orcutt	Extra Duty	4/11/14	Worked Prep, 1 hr
Lakeview	Extra Duty	4/14/14	Worked Prep, 1 hr
Dunlap	Hourly	4/2-4/14/14	Home & Hospital, 9.75 hrs
Lakeview	Extra Duty	4/1-4/29/14	Detention, 6 hrs
Shaw	V-3	8/18/2014	Temporary Contract, 100%
District	Hourly	4/10-4/29/14	Common Core, 8 hrs
Orcutt	VI-7	8/18/2014	Temporary Contract, 100%
Pine Grove	VI	7/1/2014	Principal Longevity Cell Phone Reimbursement Mileage Reimbursement
Dunlap	VI	7/1/2014	Principal Longevity Cell Phone Reimbursement Mileage Reimbursement
Nightingale	V	7/1/2014	Principal Cell Phone Reimbursement Mileage Reimbursement
Shaw	Extra Duty	4/14/14	Common Core, 6 hrs
District	VI	7/1/2014	Psychologist Mileage Reimbursement
District	Extra Duty	4/10-4/17/14	Home & Hospital, 8 hrs

*To be prorated

<i>SCHOOL</i>	<i>CLASS/ STEP</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Lakeview	Extra Duty	4/16/14	Worked Prep, 1 hr
Patterson	V-7	8/18/2014	Temporary Contract, 50%
District	VI-19	2014-15	Leave / Transfer to OAHS
Dunlap	V-4	8/18/2014	Temporary Contract, 100%
Patterson	VI	7/1/2014	Principal Longevity Cell Phone Reimbursement Mileage Reimbursement
District	Hourly	4/2-4/29/14	Common Core, 13 hrs
Lakeview	Extra Duty	4/16/14 4/7-4/9/14	Worked Prep, 1 hr Homework Club, 21.5 hrs
District		2014-15	Cell Phone Reimbursement Longevity
District	Hourly	6/17-7/15/14	ESY Teacher, 102.5 hrs
Orcutt	IV	7/1/2014	Vice Principal Cell Phone Reimbursement
District	Hourly	6/17-7/15/14	ESY Teacher, 102.5 hrs
Orcutt	V-2	8/15/2014	Prob 1, Resource Teacher
District	Hourly	6/17-7/15/14	ESY Teacher, 102.5 hrs
District	Extra Duty	6/17-7/15/14 3/31/14	ESY Teacher, 102.5 hrs Home & Hospital, 1 hr
Dunlap	III-2	8/18/2014	Temporary Contract, 100%
Lakeview	VI	7/1/2014	Vice Principal Longevity Cell Phone Reimbursement TUPE
	Stipend	2014-15	
District	Hourly	4/28-4/30/14	Smarter Balance, 12.5 hrs
District	Hourly	4/29/14	Common Core, 1 hr
District	Hourly	6/16-8/15/14	Summer Compass Learning / Intervention Teacher, 8 hrs wk
District	Hourly	6/17-7/15/14	ESY Teacher, 102.5 hrs
District	Hourly	4/16-4/30/14	Smarter Balance, 29 hrs

*To be prorated

<i>SCHOOL</i>	<i>CLASS/STEP</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Orcutt	VI	7/1/2014	Principal Cell Phone Reimbursement Mileage Reimbursement
District	Hourly	4/16-4/30/14	Smarter Balance, 24 hrs
Lakeview	Extra Duty	4/14-4/16/14	Homework Club, 2 hrs
Nightingale	Hourly	4/1-4/30/14	ELD, 77 hrs
Patterson	VI-18	2014-15	Job Share, 50%
Nightingale	III	7/1/2014	Vice Principal Cell Phone Reimbursement
Shaw	VI	7/1/2014	Principal Cell Phone Reimbursement Mileage Reimbursement
District	Hourly	4/7-4/30/14	Smarter Balance, 60 hrs
District	Hourly	6/17-7/15/14	ESY Teacher, 102.5 hrs
Patterson	V-4	8/18/2014	Temporary Contract, 100%
District	Hourly	4/1-4/11/14	Beginning Strings, 13 hrs
District	Hourly	4/14-4/30/14	Smarter Balance, 35.25 hrs
Patterson	IV-2	8/18/2014	Temporary Contract, 100%
District	Hourly	4/10/11 4/4-4/30/14	Common Core, 7 hrs Smarter Balance, 36 hrs
District	Hourly	6/17-7/15/14	ESY Teacher, 102.5 hrs
District	Hourly Extra Duty	6/17-7/15/14 4/1-4/30/14 4/1-4/30/14	ESY Teacher, 102.5 hrs Home & Hospital, 32 hrs Detention, 9 hrs
District	VI	7/1/2014	Director, Pupil Services Longevity Cell Phone Reimbursement Mileage Reimbursement
District	VI	7/1/2014	District Nurse Cell Phone Reimbursement Mileage Reimbursement
District	Hourly	6/17-7/15/14	ESY Teacher, 102.5 hrs


*To be prorated

<i>SCHOOL</i>	<i>CLASS/ STEP</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Lakeview	Hourly	6/16-8/15/14	Summer Compass Learning / Intervention Teacher, 8 hrs wk
District	IV	7/1/2014	Psychologist Mileage Reimbursement
District	Hourly	4/11-4/29/14	Smarter Balance, 45 hrs
Nightingale	VI-8 Stipend	8/18/2014	Temporary Contract, 50% BCLAD
Orcutt	Extra Duty	4/11/14	Worked Prep, 1 hr
Dunlap	IV-1	8/18/2014	Temporary Contract, 100%

*To be prorated

Classified Personnel Action Report
June 11, 2014

TO: Bob Bush, Superintendent

SUBMITTED BY: Don Nicholson, Assistant Superintendent/Human Resources 

SUBJECT: Recommendations for Board Approval

SITE	CLASSIFICATION	SALARY	EFFECTIVE	ACTION INFORMATION
MOT	Office Manager, MOT	\$3,411/mo	06/04/14	Permanent/Probationary
MOT	Utility Worker	\$14.98/hr	06/16/14-08/08/14	Temporary Assignment
MOT	Utility Worker	\$12.36/hr	06/16/14-08/08/14	Temporary Assignment Corrected Salary
MOT	Utility Worker	\$12.36/hr	06/16/14-08/08/14	Temporary Assignment Corrected Salary
MOT	Utility Worker	\$12.36/hr	06/16/14-08/01/14	Temporary Assignment
Child Nutrition	Child Nutrition Sr. Cook	\$16.08/hr	07/01/14	Permanent/Probationary
Child Nutrition	Child Nutrition Worker	\$9.66/hr	05/14/14	Substitute
MOT	Utility Worker	\$12.36/hr	06/16/14-08/08/14	Temporary Assignment Corrected Salary
MOT	Utility Worker	\$12.36/hr	06/16/14-08/08/14	Temporary Assignment Corrected Salary
MOT	Utility Worker	\$14.98/hr	06/16/14-08/08/14	Temporary Assignment
MOT	Utility Worker	\$12.36/hr	06/16/14-08/08/14	Temporary Assignment Corrected Salary
MOT	Utility Worker	\$14.98/hr	06/16/14-08/08/14	Temporary Assignment
MOT	Operations Supervisor	\$54,922/yr	06/09/14	Permanent/Probationary
Child Nutrition	Child Nutrition Worker	\$9.66/hr	05/15/14	Substitute
MOT	Utility Worker	\$14.98/hr	06/16/14-08/08/14	Temporary Assignment
MOT	Utility Worker	\$12.36/hr	06/16/14-08/08/14	Temporary Assignment Corrected Salary
MOT	Utility Worker	\$12.36/hr	06/16/14-08/08/14	Temporary Assignment Corrected Salary
MOT	Utility Worker	\$12.36/hr	06/16/14-08/08/14	Temporary Assignment Corrected Salary
MOT	Utility Worker	\$12.36/hr	06/16/14-08/08/14	Temporary Assignment Corrected Salary

Classified Personnel Action Report
June 11, 2014

TO: Bob Bush, Superintendent
 SUBMITTED BY: Don Nicholson, Assistant Superintendent/Human Resources
 SUBJECT: Recommendations for Board Approval

SITE	CLASSIFICATION	SALARY	EFFECTIVE	ACTION INFORMATION
MOT	Utility Worker	\$12.36/hr	06/16/14-08/08/14	Temporary Assignment Corrected Salary
MOT	Utility Worker	\$12.36/hr	06/16/14-08/08/14	Temporary Assignment Corrected Salary
MOT	Utility Worker	\$12.36/hr	06/16/14-08/01/14	Temporary Assignment
Pupil Services	Occupational Therapist	\$54,839/yr	08/18/14	Permanent/Probationary
	Inst Assistant	\$13.64/hr	06/17/14-07/15/14	Extended School Year
Child Nutrition	Child Nutrition Production Lead	\$17.34/hr	06/02/14	Permanent/Probationary
MOT	Utility Worker	\$12.36/hr	06/16/14-08/01/14	Temporary Assignment
Joe Nightingale	Noon Duty Supervisor	\$9.45/hr	05/14/14	Substitute
Child Nutrition	Child Nutrition Worker	\$9.66/hr	05/14/14	Substitute
MOT	Utility Worker	\$12.36/hr	06/16/14-08/01/14	Temporary Assignment
MOT	Utility Worker	\$12.36/hr	06/16/14-08/08/14	Temporary Assignment Corrected Salary
MOT	Utility Worker	\$14.98/hr	06/16/14-08/08/14	Temporary Assignment

Warrants

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

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

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
May 14, 2014**

CALL TO ORDER

A regular meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, May 14, 2014 beginning with Mr. Hatch calling Public Session to order at 6:45 p.m. Members Present: Phillips, Hatch Zilli and Buchanan. Absent: Peterson. Administrators Present: Bush, Ochej, Nicholson and Edds. Absent: None. The Pledge of Allegiance was led by Jan Zilli.

SUPERINTENDENT'S REPORT

Mr. Bush called on each Principal who introduced their PTA/PTSA President and recognized them for their commitment during the 2013/2014 year. The meeting adjourned at 7:20 p.m. to a reception.

RECONVENE TO PUBLIC SESSION

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

SUPERINTENDENT'S REPORT (continued)

OCAF Executive Director, Hannah Rubalcava reported that OCAF is offering a week long visual arts, drama and music camp August 11-15th. Students will be able to choose either a visual or performing art "track" in the mornings and experience all forms of the arts in the afternoon. She is glad to see that the LCAP draft includes arts in the schools. The high school students are working on the final phase of the Union Valley Overpass pylon artwork project.

Superintendent Bush informed the Board that the Orcutt Jr. High School Honors trips were coming up on June 3rd and June 6th. The board backup was not received in time for these to be placed on the agenda for action, so they will appear on the June 11, 2014 agenda for approval.

The initial OEA Contract Proposal was presented to the District by OEA President Monique Segura.

PUBLIC COMMENT

OEA President Monique Segura reported:

- o OEA will offer a scholarship to an OAHS student and a St. Joseph student (OEA dependent)
- o Hoping LCAF will eliminate the need for PTA to fund the PE programs
- o Trying to schedule CTA *Unconscious Bias* training for OEA, CSEA, Board and Administrators
- o Thanked the District for including an OEA representative in the visit to Dr. Blow's district

CSEA Representative Michelle Gitchell reported:

- o CSEA Week pizza get together on May 22nd
- o Chapter newsletter will be going out during CSEA Week
- o President Brad Gitchell will be attending the various awards ceremonies to hand out CSEA awards

CONSENT AGENDA ITEMS

- A. Classified Personnel Action Report
- B. Certificated Personnel Action Report
- C. Approval of Warrants
- D. Minutes, Regular Meeting of April 9, 2014
- E. Minutes, Special Meeting of April 17, 2014
- F. Minutes, Special Curriculum Meeting of April 30, 2014
- G. Interdistrict Attendance Agreement Requests 2013/2014
- H. Interdistrict Attendance Agreement Requests 2014/2015
- I. Classified Management Salary Schedule
- J. Surplus Item

It was moved by Liz Phillips, seconded by Rob Buchanan and carried to approve Consent Agenda Items A through J, as submitted. Ayes: Hatch, Phillips, Buchanan, Zilli Absent: Peterson

ITEMS SCHEDULED FOR ACTION

Gifts

It was moved by Jan Zilli, seconded by Rob Buchanan and carried to accept the gifts and directed that a letter of acceptance and appreciation be forwarded to Rotary Club of Santa Maria, Melissa Leeds and Comcast Cable. Ayes: Hatch, Phillips, Buchanan, Zilli Absent: Peterson

2013/2014 Resolution No. 13, Order of Election

It was moved by Rob Buchanan, seconded by Jan Zilli and carried to adopt 2013/2014 Resolution No. 13, Order of Election, as submitted. Ayes: Hatch, Phillips, Buchanan, Zilli Absent: Peterson

2013/2014 Resolution No. 14, Candidates' Statements

It was moved by Liz Phillips, seconded by Jan Zilli and carried to adopt 2013/2014 Resolution No. 14, Candidates' Statements, as submitted. Ayes: Hatch, Phillips, Buchanan, Zilli Absent: Peterson

2013/2014 Resolution No. 11, Fund Balance GASB 54

It was moved by Jan Zilli, seconded by Rob Buchanan and carried to adopt 2013/2014 Resolution No. 11, Fund Balance GASB 54, as submitted. Ayes: Hatch, Phillips, Buchanan, Zilli Absent: Peterson

Purchase of Leased 2011 Toyota Corolla

It was moved by Liz Phillips, seconded by Jan Zilli and carried to approve the purchase of the 2011 Toyota Corolla for the amount of \$11,088 plus license tax and registration. Ayes: Hatch, Phillips, Buchanan, Zilli Absent: Peterson

Award Bid for Orcutt Academy High School Kitchen Remodel

It was moved by Rob Buchanan, seconded by Jan Zilli and carried to award the bid for OAHS kitchen remodel to KJ Kain Company, Inc. for \$136,500 as the lowest responsive bid with additional 10% contingencies in the amount of \$13,650 for a grand total of \$150,150. Ayes: Hatch, Phillips, Buchanan, Zilli Absent: Peterson

Server/Data Storage Infrastructure Project

It was moved by Liz Phillips, seconded by Rob Buchanan and carried to approve the project and the lowest quote by vendor, Virtual Graffiti with a project total of \$45,096, as submitted. Ayes: Hatch, Phillips, Buchanan, Zilli Absent: Peterson

California Department of Education Library Survey

The District is in compliance with California Education Code Section 18122 as it relates to the California Department of Education Library Survey.

Board Policy 0410, Nondiscrimination in District Programs and Activities

It was moved by Jan Zilli, seconded by Liz Phillips and carried to adopt Board Policy 0410, Nondiscrimination in District Programs and Activities for first reading and that it is placed on the next Consent Agenda for second reading. Ayes: Hatch, Phillips, Buchanan, Zilli Absent: Peterson

Board Policy 6145.2, Athletic Competition

It was moved by Liz Phillips, seconded by Jan Zilli and carried to adopt Board Policy 6145.2, Athletic Competition for first reading and that it is placed on the next Consent Agenda for second reading. Ayes: Hatch, Phillips, Buchanan, Zilli Absent: Peterson

2013/2014 Resolution No. 10, Declaration of Need

It was moved by Liz Phillips, seconded by Jan Zilli and carried to adopt 2013/2014 Resolution No. 10, Declaration of Need for Fully Qualified Educators certifying that the District has the need of issuance of four (4) Emergency CLAD Permits and two (2) Resource Specialist Emergency Permits and six (6) Limited Assignment Permits during the 2014/2015 school year. Ayes: Hatch, Phillips, Buchanan, Zilli Absent: Peterson

Approval of Superintendent Contract

It was moved by Rob Buchanan, seconded by Jan Zilli and carried to approve the contract for Dr. Deborah Blow, Superintendent, subject to the site visit on May 12, 2014. Ayes: Hatch, Phillips, Buchanan, Zilli Absent: Peterson

Mr. Buchanan said that Dr. Peterson wanted Dr. Blow to know that he was sorry he could not attend tonight's meeting due to a family commitment. The Board thanked Dr. Peterson for all of his work during the Superintendent search process.

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

The Board Financial Report was presented and Marysia reported that all items were within budget. Bob Hatch reported that the May 8, 2014 Education Celebration in Buelleton was a great event. Joe Nightingale teacher, Shannon Lopez and Joe Nightingale Instruction Assistant Dennie Upton were recipients of the Venoco, Inc. Crystal Apple Award. Ralph Dunlap Elementary School was recognized as a 2014 Distinguished School.

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next Regular Board Meeting is scheduled for Wednesday, June 11, 2014 beginning with Public Session at 6:45 p.m. in the Instructional Media Center, 500 Dyer Street, Building H, Orcutt, CA.

ADJOURN TO CLOSED SESSION

It was moved by Rob Buchanan, seconded by Jan Zilli and carried to adjourn to Closed Session at 8:11 p.m.

RECONVENE TO PUBLIC SESSION

The meeting reconvened to Public Session at 8:37 p.m. and Mr. Hatch reported that no action was taken in Closed Session.

ADJOURN

It was moved by Liz Phillips and seconded by Bob Hatch to adjourn the meeting at 8:30 p.m.

Bob Bush, Board Secretary

Robert Hatch, Clerk, Board of Trustees



ORCUTT UNION SCHOOL DISTRICT

INTERDISTRICT ATTENDANCE AGREEMENT REQUESTS

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

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

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

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

School	Enter	Leave
Alice Shaw	0	
Joe Nightingale		
Olga Reed		
Patterson Road		
Pine Grove		
Ralph Dunlap		
Lakeview JH		
Orcutt JH		
Total	0	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	8	1	15	4	2	0	4	4	6	3	3	2					38	14
1	11	6	9	4	1	0	3	1	2	2	5	2					31	15
2	8	6	11	3	0	0	8	0	4	1	6	5					37	15
3	9	1	16	4	0	0	7	3	8	5	7	1					47	14
4	9	4	13	2	4	0	6	0	6	3	6	3					44	12
5	11	3	19	3	1	0	8	1	4	3	11	3					54	13
6	13	4	17	4	1	0	7	0	9	2	2	2					49	12
7					1								26	13	25	4	52	17
8					0								41	12	19	8	60	20
Subtotal	69	25	100	24	10	0	43	9	39	19	40	18	67	25	44	12	412	132
Total	94		124		10		52		58		58		92		56		544	



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

FROM:  Marysia Ochej
Assistant Superintendent, Business Services

BOARD MEETING DATE: June 11, 2014

BOARD AGENDA ITEM: Surplus Items

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

Item	Description	Fixed Asset #
IBM Server	Server for Patterson Road School	003276
IBM Server	Server for Orcutt Union School District	002159

RECOMMENDATION: Staff recommends to surplus item as stated above.

FUNDING: N/A

2014-15 Application for Funding

CDE Program Contact:

Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

Local Governing Board Approval

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/11/2014
---	------------

District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	Francisca Barraza
DELAC review date	06/05/2014
Meeting minutes web address	http://www.orcutt-schools.net/Default.asp?PN=MeetingSchedule&L=3&DivisionID=6489&DepartmentID=6624&SubDepartmentID=2772&LMID=268700&ToggleSideNav=
Please enter the Web address of DELAC review meeting minutes. If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	
DELAC comment	
If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment.	

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Economic Impact Aid EC 54000 SACS 7090, 7091 With continued participation in the Economic Impact Aid program the LEA is agreeing to comply with the assurance posted at http://www.cde.ca.gov/fg/aa/co/ca13asstoc.asp .	Yes
Title I Part A (Basic Grant) ESEA Sec. 1111 et seq. SACS 3010	Yes
Title I Part D (Delinquent)	No

2014-15 Application for Funding

CDE Program Contact:

Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

ESEA Sec. 1401 SACS 3025	
Title II Part A (Teacher Quality) ESEA Sec. 2101 SACS 4035	Yes
Title III Part A Immigrant ESEA Sec. 3102 SACS 4201	No
Title III Part A LEP ESEA Sec. 3102 SACS 4203	Yes

May 27, 2014

To: Bob Bush, Superintendent,
and Board of Trustees
From: Joe Dana, Principal, Olga Reed School
Re: A Generous Donation



Olga Reed School
480 Centennial Street
P.O. Box 318
Los Alamos, CA 93440

On behalf of the students, families, and staff of Olga Reed School, I respectfully ask that you accept and acknowledge a generous donation to our school from the Santa Ynez Valley Foundation. The donation, which is in the amount of \$840, will be utilized in support of student field trips. We are very appreciative of the Foundation's support for our school.

Communication to the Santa Ynez Valley Foundation can be directed as follows:

Santa Ynez Valley Foundation
Attn.: Anne Christensen, Director
540 Alisal Road, Suite 10
Solvang, CA 93463

Thank you.

Orcutt Junior High School

608 PINAL AVE. ORCUTT, CALIFORNIA 93455
PHONE (805) 938-8700 FAX (805) 938-8749



May 2014

Bob Bush, Superintendent
Orcutt Union School District
Pinal and Dyer Streets
Orcutt, CA 93455

Re: Seventh and eighth grade Honor Society trips

Dear Mr. Bush:

With the permission of the Orcutt Union School District Board of Trustees, we would like permission to take approximately 157 students who have earned the privilege to visit Magic Mountain and Universal Studios Hollywood. The trips will take place on June 3rd and June 6th, 2014.

To earn this opportunity, students had averaged 3.5 for the 1st, 2nd, and 3rd quarters of this school year.

We will be using charter buses for transportation. The approximate departure time from OJHS will be 7 AM and the students will return around 9 PM.

There will be a \$75.00 fee to help cover the cost of the buses and tickets to the park.

Mr. Ernest Salinas, Honor Society Advisor

Mrs. Susan Salucci, Principal

ORCUTT

Union School District

BOARD OF TRUSTEE
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LIZ PHILLIPS
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Where a Dedicated Staff Means
KIDS COME FIRST

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

TO: Orcutt Union School District Board of Trustees

FROM: Bob Bush
Superintendent

BOARD MEETING DATE: June 11, 2014

BOARD AGENDA ITEM: Board Policy 0200 – GOALS FOR THE SCHOOL DISTRICT

BACKGROUND: This Board Policy has been updated to delete sample goals and add concepts related to New Law (AB97, 2013) which requires districts to develop annual goals aligned with specified state priorities and any local priorities and to include those goals in the district's Local Control and Accountability Plan (LCAP). The policy also reflects new Title 5 Regulations (Register 2014, No. 6) which provides a template to be used for LCAP development.

This Board Policy was formally known as CORE VALUES FOR THE SCHOOL DISTRICT, which was adopted by the board on November 8, 2006.

RECOMMENDATION: It is recommended that the Board of Trustees approve revision to BP 0200 – GOALS FOR THE SCHOOL DISTRICT

FUNDING: No funding implications

~~CORE VALUES FOR THE SCHOOL DISTRICT~~
GOALS FOR THE SCHOOL DISTRICT

~~The Board of Trustees has adopted Core Values for achieving the district's overall mission.~~

As part of the Board of Trustee's responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities

(cf. 0000 - Mission)
~~(cf. 0100 - Philosophy)~~
~~(cf. 0500 - Accountability)~~
~~(cf. 6010 - Goals and Objectives)~~
(cf. 9000 - Role of the Board)

In developing goals and identifying strategies to achieve those goals, the Board and Superintendent shall solicit input and review from key stakeholders.

Goals shall be established for all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English Learners, students with disabilities, and foster youth, and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the board. These goals shall be incorporated into the district's local control and accountability plan (LCAP). (Education Code 52060, 52062, 52063; 5 CCR 15497)

~~The Superintendent or designee shall establish long and short term, objectives to ensure adequate, regular progress toward the district's Core Values.~~

~~(cf. 0400 - Comprehensive Plans)~~
(cf. 0460 - Local Control and Accountability Plan)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 6159 - Individualized Education Program)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Language Learners)

The LCAP shall include a clear description of each goal, one or more of the state and local priorities addressed by the goal, any student subgroup(s) or school site(s) to which the goal is applicable, and expected progress toward meeting the goal for the term of the LCAP and in each year. (5 CCR 15497)

Each year the district's update to the LCAP shall review progress toward the goals and describe any changes to the goals. (Education Code 52060-52061)

(cf. 6190 - Evaluation of the Instructional Program)

~~The district's Core Values:~~

1. ~~We will ensure the success of all students by providing quality educational programs focused on continually improving student achievement.~~

~~(cf. 6000—Concepts and Roles)
(cf. 6030—Integrated Academic and Vocational Instruction)
(cf. 6011—Academic Standards)
(cf. 6146.5—Elementary/Middle School Graduation Requirements)
(cf. 6164.4—Identification of Individuals for Special Education)
(cf. 6164.6—Identification and Education under Section 504)
(cf. 6171—Title I Programs)
(cf. 6172—Gifted and Talented Student Program)
(cf. 6174—Education for English Language Learners)
(cf. 6175—Migrant Education Program)
(cf. 3550—Food Service/Child Nutrition Program)
(cf. 3553—Free and Reduced Price Meals)
(cf. 3554—Other Food Sales)
(cf. 6142.7—Physical Education)
(cf. 6142.8—Comprehensive Health Education)
(cf. 6145.2—Athletic Competition)
(cf. 4131—Staff Development)
(cf. 4231—Staff Development)
(cf. 4331—Staff Development)
(cf. 0440—District Technology Plan)
(cf. 4040—Employee Use of Technology)
(cf. 6162.7—Use of Technology in Instruction)
(cf. 6163.4—Student Use of Technology)
(cf. 0500—Accountability)
(cf. 0510—School Accountability Report Card)
(cf. 4115—Evaluation/Supervision)
(cf. 4215—Evaluation/Supervision)
(cf. 4315—Evaluation/Supervision)
(cf. 6162.5—Student Assessment)~~

~~CORE VALUES FOR THE SCHOOL DISTRICT (continued)~~ ——— BP 0200 (b)

2. ~~We believe that the achievement of the district's mission is a shared responsibility requiring the cooperation of students, parents, staff and the community.~~

~~(cf. 1220—Citizen Advisory Committees)
(cf. 1240—Volunteer Assistance)
(cf. 1700—Relations between Private Industry and the Schools)
(cf. 6020—Parent Involvement)
(cf. 1020—Youth Services)
(cf. 1400—Relations between Other Governmental Agencies and the Schools)~~

3. ~~We will maintain an environment fostering mutual respect among students, parents, staff, and the community as a whole.~~

~~(cf. 5137—Positive School Climate)
(cf. 6141.6—Multicultural Education)~~

4. ~~We will maintain a safe and orderly environment which supports our educational goals.~~

~~(cf. 0450 - Comprehensive Safety Plan)~~

~~(cf. 5144 - Discipline)~~

5. ~~We will preserve our short and long term fiscal stability by maximizing all district resources.~~

~~(cf. 3100 - Budget)~~

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

~~(cf. 3460 - Financial Reports and Accountability)~~

~~(cf. 0420.5 - School Based Decision Making)~~

~~(cf. 2000 - Concepts and Roles)~~

~~(cf. 7000 - Concepts and Roles)~~

~~(cf. 7110 - Facilities Master Plan)~~

Legal Reference:

EDUCATION CODE

17002 State School Building Lease-Purchase Law, including definition of good repair

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

51002 Local development of programs based on stated philosophy and goals

51020 Definition of goal

51021 Definition of objective

51041 Evaluation of the educational program

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52050-52059 Public Schools Accountability Act, especially:

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

15497 Local control and accountability plan template

UNITED STATES CODE, TITLE 20

6311 Accountability, adequate yearly progress

6312 Local educational agency plan

Management Resources:

CSBA PUBLICATIONS

State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013

WEB SITES

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

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

Policy Adopted: 11/8/06 (6/11/14)

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

ORCUTT

Union School District

BOARD OF TRUSTEE

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

TO: Orcutt Union School District Board of Trustees

FROM: Bob Bush
Superintendent

BOARD MEETING DATE: June 11, 2014

BOARD AGENDA ITEM: Board Bylaw 9324 – MINUTES AND RECORDINGS

BACKGROUND: This Board Bylaw has been updated to reflect new law (SB 751, 2013) which requires that minutes of board meetings report the vote or abstention of each member present for the action.

RECOMMENDATION: It is recommended that the Board of Trustees approve revision to BB 9324 – MINUTES AND RECORDINGS

FUNDING: No funding implications

Board Bylaws

MINUTES AND RECORDINGS

BB 9324 (a)

The Board of Trustees recognizes that maintaining accurate minutes of Board meetings provides a record of Board actions for use by district staff and the public. Accurate minutes also help foster public trust that Board actions are occurring in public in accordance with law.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9323 - Meeting Conduct)

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request.

(Education Code 35145, 35163)

(cf. 1340 - Access to District Records)
(cf. 9122 - Secretary)
(cf. 9323.2 - Actions by the Board)

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. At the next meeting, the Board shall approve the minutes as circulated or with necessary amendments.

In order to ensure that the minutes are focused on Board action, the minutes shall include only a brief summary of the Board's discussion, but shall not include a verbatim record of the Board's discussion on each agenda topic or the names of Board members who made specific points during the discussion.

The minutes shall include the specific language of each motion **and** the names of **the Board** members who made and seconded the motion. ~~and the individual votes of each member, unless the action was unanimous. When a roll call vote is taken, the names and votes of each member shall be listed. Motions or resolutions shall be recorded as having passed or failed. All motions and Board resolutions shall be numbered consecutively from the beginning of each fiscal year.~~

The minutes shall also report any action taken and the vote or abstention on that action of each member present. (Government Code 54953)

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.

The minutes shall record which members are present and whether a member is not present for part of the meeting due to late arrival and/or early departure.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

(cf. 3580 - District Records)

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

(cf. 9321.1 - Closed Session Actions and Reports)

Recording or Broadcasting of Meetings

The district *may* tape, film, or broadcast any open Board meeting. The Board president shall announce that a recording or broadcasting is being made at the beginning of the meeting and, as practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on a district ~~recorder~~ equipment without charge. (Government Code 54953.5)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

GOVERNMENT CODE

54952.2 Meeting defined

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent

CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2007

Guide to Effective Meetings, rev. 2007

~~*Maximizing School Board Leadership: Boardmanship, 1996*~~

WEB SITES

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

ORCUTT

Union School District

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MARYSIA OCHEJ
Assistant Superintendent

TO: Orcutt Union School District Board of Trustees

FROM: Bob Bush
Superintendent

BOARD MEETING DATE: June 11, 2014

BOARD AGENDA ITEM: Revisions to Santa Barbara County Special Education Local Plan Area (SBCSELPA) Local Plan

BACKGROUND: On May 5, 2014, the JPA Board approved revisions to the local plan regarding the JPA Board membership structure and the Joint Exercise of Powers Agreement. Per California Education Code, when revisions are made to the governance structure of the Local Plan and Joint Powers Agreement, all “Parties” as listed in Section 1 of the agreement must seek district board approval.

The policy revision eliminated the current JPA Board membership of the “Direct Service District – Central” and added the “Santa Ynez Valley Special Education Consortium” as a membership region. The JPA board continues to be comprised of nine members.

RECOMMENDATION: It is recommended that the Board of Trustees approve the revision to the SBCSELPA

FUNDING: No funding implications



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

FROM: ^{4/1/14} Marysia Ochej
Assistant Superintendent, Business Services

BOARD MEETING DATE: June 11, 2014

BOARD AGENDA ITEM: Resolution No.12 Education Protection Account (EPA) Requirements

BACKGROUND: Background

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

Local Education Agencies (LEAs) such as school districts, county offices of education, and charter schools will receive funds from the EPA based on their proportionate share of the statewide LCFF amount. A corresponding reduction is made to a LEAs LCFF state aid equal to the amount of their EPA entitlement. LEAs will receive EPA payments quarterly in the 2014-15 Fiscal Year.

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

2014-15 Education Protection Act

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

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

Education Protection Account	
<p>Estimated Funds</p> <p>Calculation:</p> <p>(See attached estimate from the state.)</p>	<p>\$ 4,072,611</p>
<p>Estimated Expenditures</p> <p><i>instruction, instructional library, media, and technology, guidance and counseling services, psychological services, attendance and social work services, health services, speech pathology and audiology services, custodians, plant services, and, pupil testing services.</i></p> <p>Note: As per Article XIII, Section 36 of the California Constitution, the district will post an accounting of the actual money received from the EPA and accounts where the money was allocated when we receive the funds.</p>	<p>\$ 4,072,611</p>

RECOMMENDATION:

Staff recommends the Board Adopt Resolution No.12, The Education Protection Account 2014-15, as presented above.

FUNDING:

General Fund

**ORCUTT UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
June 11, 2014**

**RESOLUTION NO. 12
THE EDUCATION PROTECTION ACCOUNT (EPA) 2014-2015**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED this 11th day of June 11, 2014.

I, Bob Bush Secretary of the Board of Trustees of Orcutt Union School District hereby certify that Resolution #12 was duly passed and adopted by the Board of Trustees of Orcutt Union School District at a regular meeting thereof assembled this 11th day of June 2014 by the following vote, to-wit:

AYES:

NOES:

ABSENT:

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



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: June 11, 2014 Resolution #15, JPA Designation of Representatives

BOARD AGENDA ITEM: Resolution #15 Designation of the Official Representatives to the Santa Barbara County Schools Self-Insurance Program for Employees (SIPE) Joint Powers Authority Board of Directors (JPA)

BACKGROUND: School District Representatives for SIPE are usually the MOT Director. Currently Rebecca Holmes has been the official representative. Now that Scott Stearns is officially the MOT Director, we are requesting a change in representation to make Scott Stearns the *official representative* and Rebecca Holmes the *official alternate*. (See Resolution #15 attached)

RECOMMENDATION: Staff recommends that the Board approves Resolution #15, Official Representatives to SIPE, as presented.

FUNDING: N/A

ORCUTT UNION SCHOOL DISTRICT

RESOLUTION #15

**RESOLUTION FOR DESIGNATION OF THE
OFFICIAL REPRESENTATIVES TO THE SANTA BARBARA COUNTY
SCHOOLS SELF-INSURANCE PROGRAM FOR EMPLOYEES (SIPE)
JOINT POWERS AUTHORITY
BOARD OF DIRECTORS**

WHERE AS, the Orcutt Union School District is a member of the Santa Barbara County Schools Self-Insurance Program for Employees JPA:

BE IT RESOLVED, that the Governing Board of Orcutt Union School District of Santa Barbara County, in a regular public meeting assembled the 11th day of June, 2014, to be effective as of today, designated Scott Stearns as the official representative to the Santa Barbara County Schools Self-Insurance Program for Employees JPA and Rebecca Holmes as the official alternate. Said representatives are authorized to sign documents and perform all functions pertaining to the interest of the Board of Directors as a legislative body pursuant to the terms of this agreement.

Approved this 11th day of June, 2014 by a vote of Ayes, Noes

**Name Dr. Jim Peterson
President of the Board**



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: June 11, 2014

BOARD AGENDA ITEM: Approval of Resolution #17 Designating Real Property as Surplus; And Authorizing the Solicitation of Proposals Regarding Certain Real Properties

BACKGROUND: At the February 12, 2014 Board Meeting the Board of Trustees unanimously approved the General Waiver Application to be submitted to lease a building in Los Alamos for the purpose of having a library in Los Alamos.

The State Board of Education approved our waiver on their consent agenda on May 8, 2014 lumped in with other districts which included some unusual conditional language that we need to address as part of moving forward.

Working with District Counsel the attached resolution allows us to move forward and give the City of Santa Maria time to prepare their proposal to submit to us by the August regular board meeting.

RECOMMENDATION: Staff recommends that the Board approve Resolution #17 as presented.

FUNDING: N/A

RESOLUTION NO. 17

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
ORCUTT UNION SCHOOL DISTRICT DESIGNATING
CERTAIN REAL PROPERTIES AS SURPLUS; AND
AUTHORIZING THE SOLICITATION OF PROPOSALS
REGARDING CERTAIN REAL PROPERTIES**

WHEREAS, the Orcutt Union School District (“District”) owns certain real property being operated as Olga Reed Elementary School (“School”), located at 480 Centennial Street in the City of Los Alamos (“City”), California 93440; and

WHEREAS, the School contains a vacant library facility that is detached from other school buildings (“Library Facility”); and

WHEREAS, the Library Facility is not currently being used by the District as school facilities, as a recreational property, or for any other purpose, but rather, is vacant; and

WHEREAS, community members, the City of Santa Maria, and the District would like to rehabilitate and modernize the Library Facility for use as a public library; and

WHEREAS, the District’s Board of Trustees (“Board”) held a public hearing on February 12, 2014, to allow the public to comment on a potential application to the California State Board of Education (“SBE”) for a waiver from certain surplus property statutes contained in Article 4, Chapter 4, Part 10.5, Division 1, Title 1, of the California Education Code (“Waiver Application”); and

WHEREAS, the Board approved the Waiver Application on February 12, 2014; and

WHEREAS, the SBE granted the District’s Waiver Application at the SBE meeting on May 8, 2014, allowing the District to enter into a lease directly with the City of Santa Maria for the Library Facility; and

WHEREAS, the California Department of Education (“CDE”) provided the District with an official disposition notice of the Waiver Application (“CDE Notice”) dated, May 21, 2014, a copy of which is attached hereto as Exhibit “A” and incorporated herein by this reference; and

WHEREAS, the CDE Notice provides for the Board to hold a public meeting at which proposals regarding the Library Facility are received and thereafter for the Board to select the most desirable proposal within 30 to 60 days from such public meeting; and

WHEREAS, the Library Facility is not, nor will be, needed by the District for school classroom purposes; and

NOW, THEREFORE, THE BOARD DOES HEREBY DETERMINE, RESOLVE, AND ORDER AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The Board hereby declares the Library Facility surplus to the District's needs. The Library Facility is not needed, nor anticipated to be needed, for school classroom or other District purposes. The Board further declares that it is in the best interests of the District to consider the proposal of the City of Santa Maria to lease the Library Facility for use as a public library.

Section 3. The Board hereby declares that, in conformity with the SBE waiver, and as contained in the CDE Notice, the District will receive and consider proposals regarding the Library Facility at its first regular meeting to be held in August 2014.

Section 4. The Board hereby delegates authority to the Superintendent, or the Superintendent's designee, to take such action as may be required to effectuate the purpose of this Resolution.

APPROVED, ADOPTED, AND SIGNED this 11th day of June, 2014.

By: _____
President of the Board of Trustees of the Orcutt
Union School District

By: _____
Secretary of the Board of Trustees of the Orcutt
Union School District

EXHIBIT A

CDE Notice

(See attached)



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

May 21, 2014

received
5/21/14

Marysia Ochej
Orcutt Union Elementary School District
500 Dyer St.
Orcutt, CA 93455

Dear Ms. Ochej:

This letter serves as the official disposition notice of the waiver request submitted for consideration at the State Board of Education (SBE) meeting on May 8, 2014.

Waiver #: 99-2-2014-W-08 **Period of Request:** 5/1/2014 to 5/1/2016

EC Section: 7472, 17473, and 17474, and portions of sections 17388, 17455, 17466, 17468, 17469, 17471, 17475, 17476, 17477, 17478

EC Authority: 33050(a)

Title: Request by **Orcutt Union Elementary School District** to waive California *Education Code* sections 17472, 17473, and 17474, and portions of sections 17388, 17455, 17466, 17468, 17469, 17471, 17475, 17476, 17477, 17478 which will allow the district to lease the property directly to the City of Santa Maria without offering the property to other users, library facility at Olga Reed Elementary School.

Disposition: Approved: that the proposal the Orcutt Union ESD, governing board determine to be most desirable shall be selected within 30 to 60 days of the public meeting when the proposals are received, and the reasons for those determinations shall be discussed in public session and included in the minutes of the meeting.

If you have any questions about this waiver request or need further assistance with waiver requests to the SBE, please call the California Department of Education Waiver Office at 916-319-0824.

Sincerely,

Christine Plumb-Gordon

Christine Gordon, Consultant
Waiver Office

CPG:lm



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: June 11, 2014

BOARD AGENDA ITEM: Key Site 17 Property

BACKGROUND: In 2001 the District purchased 9.53 acres in Key Site 17 for \$1.3 million dollars anticipating building a school due to a projected increase in primary students. By the time I arrived in the district in early 2004 the District was experiencing substantial student decline.

In 2006 the Orcutt Board of Trustees hired California Financial Services to provide the District with an asset management plan. One of their recommendations was to look at Key Site 17 for enhanced property disposition and look into a structured land lease for senior housing. On March 9, 2007 a certified appraisal indicated that the highest and best use for the property would be senior housing which would increase the value to \$6.3 million.

Subsequent to that as required by Ed Code 17455-17484 a 7-11 Advisory Committee was formed by the Board. At the May 9, 2007 Board meeting, after a series of committee meetings, the 7-11 committee recommended to the Board of Trustees to surplus 9.53 acres in Key Site 17 and attempt to enter into a lease agreement to provide an ongoing revenue stream for the district.

The Board of Trustees instructed me to move forward with rezoning the property to senior housing and increase the number of units per acre in line with the Orcutt Community Plan. After several meetings with the Planning Commission and subsequent approval, on February 11, 2014, the Santa Barbara County Board of Supervisors voted unanimously to certify the Final Subsequent Environmental Impact Report and approve an amendment to the Orcutt Community Plan to modify the zoning and standards for Key Site 17, which would allow for a senior housing project. Since then the property was again appraised and the current value as of April 24, 2014 is \$6,685,000.

Attached is an analysis for you to review that conservatively project potential revenue and leverage for the district to borrow based on a contracted lease. In the long term, this would give the District options for future large facility projects and provides money in lieu of taxing the voters for an entire project of a potential bond campaign.

Moving forward involves working with district counsel to surplus Key Site 17 and then developing an RFP to look for potential developers/investors in addition to an RFP to find a real estate professional that is experienced in evaluating senior development proposals and assisting in negotiating on behalf of the district. I anticipate that Carol Florence, Oasis and Associates, Inc. and our facilities legal counsel, Bowie, Arneson, Wiles and Giannone will continue to be part of the team as necessary due to having knowledge of the entire process to get us to this point.

RECOMMENDATION: Staff recommends approval to go through the steps necessary to obtain a long term ground lease for senior housing on the 9.5 acres encompassed in Key Site 17.

FUNDING: Fund 40/ General Fund

Orcutt Financial Analysis
 Comparative Options
 2-Jun-14
 2:54 PM

Ground Lease & Residual Analysis

Development Scenarios	Development Land Acreage	Potential Unit Count	Potential Unit Count w/ Bonus	Low Land Value/sf (1)	High Land Value/sf (2)	Low Range Return/Yr - B (3)	High Range Return/Yr - C (3)	Low Range Bond Value (D,F,G)	High Range Bond Value (E, F, G)
1 Complete site	9.53	191	257	\$15.50	\$16.07	\$322,000	\$534,000	\$5,568,035	\$9,233,946

Assumptions:

A	Acreage	9.53
B	Assumed Density per acre	20
C	Bonus Density	35%
D	Low Range Return to OUSD	5.0%
E	High Range Return to OUSD	8.0%
F	COPS "all-in" rate assumption	4.0%
G	COPS term - years	30

Notes:

1. Assumed per unit value from the appraisal is \$25,000, with no change on density reduction
2. Assumed per unit value from the appraisal is \$35,000, with no change on density reduction
3. There would be an escalator, such as CPI or other index to increase this return to OUSD over time



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: June 11, 2014

BOARD AGENDA ITEM: Award Bid for Orcutt Academy High School Hardcourt Improvements

BACKGROUND: As required, bids have been requested for hardcourt improvements at Orcutt Academy High School. The scope of work includes alterations to the hardcourt play areas as shown on the Contract Documents for Orcutt Academy H.S. hardcourt improvements at 610 Pinal Avenue, Orcutt, CA 93455. The work to be performed includes selective demolition, asphaltic concrete pavement; play court striping; and associated site improvements related to this work.

Bids are scheduled to be opened on Monday, June 9, 2014. Providing there are no protests, staff will be bringing you the compilation of bids and make a recommendation after due diligence is completed regarding the ability of the contractor to complete the job.

RECOMMENDATION: To be presented at the time of the meeting.

FUNDING: Fund 14 – Deferred Maintenance



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

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

BOARD MEETING DATE: June 11, 2014

BOARD AGENDA ITEM: Award Bid for District Instructional Media Center (IMC) Re-Roof

BACKGROUND: As required, bids have been requested for hardcourt improvements at the Instructional Media Center (IMC). The scope of work includes re-roof of the central portion on the District IMC Building and associated work related to the installation as shown on the Contract Documents for District IMC Building Re-roof located at 500 Dyer Street, Orcutt, CA 93455.

Bids are scheduled to be opened on Monday, June 9, 2014. Providing there are no protests, staff will be bringing you the compilation of bids and make a recommendation after due diligence is completed regarding the ability of the contractor to complete the job.

RECOMMENDATION: To be presented at the time of the meeting.

FUNDING: Fund 14 – Deferred Maintenance



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

FROM:  Marysia Ochej
Assistant Superintendent, Business Services

BOARD MEETING DATE: June 11, 2014

BOARD AGENDA ITEM: Award Bid for Ralph Dunlap Elementary Re-Roof

BACKGROUND: As required, bids have been requested for hardcourt improvements at Ralph Dunlap Elementary School. The scope of work includes re-roof of the lower portion on the Admin/Multi-purpose Building 100 and associated work related to the installation as shown on the Contract Documents for Ralph Dunlap Elementary Bldg. 100 Re-roof located at 1220 Oak Knoll Road, Orcutt, CA 93455.

Bids are scheduled to be opened on Monday, June 9, 2014. Providing there are no protests, staff will be bringing you the compilation of bids and make a recommendation after due diligence is completed regarding the ability of the contractor to complete the job.

RECOMMENDATION: To be presented at the time of the meeting.

FUNDING: Fund 14 – Deferred Maintenance



HUMAN RESOURCES MEMORANDUM

TO: Bob Bush.
District Superintendent

FROM: Don Nicholson
Assistant Superintendent, Human Resources

DATE: June 11, 2014

RE: Brandman University

BACKGROUND: Brandman University is requesting approval of the Internship Contract Agreement with the Orcutt Union School District.

RECOMMENDATION: It is recommended that the Board of Trustees approve the Brandman University Internship Contract Agreement with the Orcutt Union School District.

FUNDING: N/A



INTERNSHIP CONTRACT AGREEMENT

by and between

BRANDMAN UNIVERSITY

and

ORCUTT UNION SCHOOL DISTRICT

- **Multiple Subject Internship Credential**
- **Single Subject Internship Credential**
- **Education Specialist Internship Credential**

An Internship Credential authorizes the same service at the same level as the Preliminary Credential with some exceptions. The Internship Credential is only valid in one school district or consortium under the preconditions established by State law (see Appendix A).

For this reason, interns must have a contract before a credential can be issued. Each intern candidate is to work under the direct and continuing supervision of a Brandman University Supervisor, from the Santa Maria Campus, and District Mentor who provides general support at the classroom level of the cooperating school. Also, the Internship Credential shall be issued initially for a two-year period and may be renewed by the Commission. (Education Code Section 44455). For renewals, please see Education Code Section 44456.

I. General Provisions

a. The UNIVERSITY agrees and verifies that:

- i. Each Intern Teacher shall have met the requirements for enrollment in its Credential Programs
- ii. Each Intern Teacher must have completed the minimum number of preservice hours of University Credential Program course work, as required by the CCTC for issuance of the Intern Credential.
- iii. Each Intern Teacher shall apply for the Internship Credential through the Teacher Accreditation Department at Brandman University, upon verification of employment from the School District.

b. The DISTRICT agrees and verifies that:

- i. The intern assumes full teaching and legal responsibility for their classroom from the first day of the teaching assignment as a paid employee of the District for at least one academic year, subject to the District's personnel policies and State law(s).
- ii. The intern will attend department and faculty meetings and parent-teacher conferences when appropriate. No intern may coach extracurricular activities nor be required to attend meetings that present a conflict with his/her internship responsibilities at Brandman University.
- iii. The intern is expected to attend all school and district in-service training sessions whenever possible. The intern will also attend assigned District and School orientations that occur prior to the start of the school. If there is a conflict between University and District training, University meetings shall take priority during the Internship period.

II. Support and Supervision Requirements

Pursuant to California Education Code §44321, the supervision and support of interns is the responsibility of both the Commission-approved teacher preparation program and the employer. The Commission requires that each approved intern program must have a signed Memorandum of Understanding (MOU) outlining the respective responsibilities of the program and of the employer.

a. General Support and Supervision Provided to All Interns

The UNIVERSITY and DISTRICT together shall provide a minimum of 144 hours of support/mentoring and supervision to each intern teacher per school year including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and development of effective teaching methodologies. The minimum support, mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to four hours times the number of instructional weeks remaining in the school year. A minimum of two hours of support/mentoring and supervision must be provided to an intern teacher every five instructional days.

- i. The UNIVERSITY shall select supervisors that have current knowledge in their subject matter area; understand the context of public schooling; ability to model best professional practices in teaching and learning, scholarship and service; knowledge about diverse abilities, cultural, language, ethnic and gender diversity; and understanding of academic

standards, frameworks, and accountability systems that drive the curriculum of public schools.

- ii. The UNIVERSITY shall provide supervision and ongoing support for a minimum of 72 hours per school year. University supervisors will conduct classroom observations a minimum of four times each term that include pre and post observation discussions. Supervisors will maintain weekly contact with the intern to provide support related to planning, curriculum, and instruction in addition to problem solving regarding students.
- iii. The DISTRICT shall select mentor teachers who meet the following qualifications:
 - (1) valid corresponding Clear or Life credential,
 - (2) three years successful teaching experience, and
 - (3) the English Learner (EL) Authorization (if responsible for providing specified EL support).

If the mentor does not hold an EL Authorization, the district must identify and individual who is does have a valid EL authorization and who is immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed.
- iv. The DISTRICT shall provide supervision and ongoing support for a minimum of 72 hours per school year with a minimum of two hours of support/mentoring and supervision per week. The mentor(s) role is to provide support specifically addressing issues in the intern's classroom (See Appendix C for examples of support/supervision activities). Interns without an English Language Authorization must also receive focused English Language instruction support.
- v. The UNIVERSITY shall provide orientation and training for the district mentors and university supervisors.
- vi. The University Supervisor and District Mentor shall meet together regularly with the intern to ensure the intern is following the California Teaching Performance Expectations.
- vii. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 144 hours of mentoring via forms submitted by the interns in LiveText.
- viii. The District Mentor and site administrator shall participate in surveys that provide feedback to the university regarding the internship experience.

b. Support and Supervision Specific to Teaching English Learners

The following additional support/mentoring and supervision shall be provided to an intern teacher who enters the program without a valid English learner authorization listed on a previously issued multiple subject, single subject, or education specialist instruction teaching credential; a valid English learner or Cross-cultural, Language and Academic Development (CLAD) authorization:

- i. The UNIVERSITY shall provide 45 hours of support/mentoring and supervision per school year, including in-classroom coaching, specific to the needs of English learners. The minimum support/mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to five hours times the number of months remaining in the school year. The support/mentoring and supervision should be distributed in a manner that sufficiently supports the intern teacher's development of knowledge and skills in the instruction of English learners.
- ii. The DISTRICT shall identify an individual who will be immediately available to assist the intern teacher with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and for support of language accessible instruction through in-classroom modeling and coaching as needed. The identified individual may be the same mentor assigned pursuant to section I above provided the individual possesses an English learner authorization and will be immediately available to assist the intern teacher. (See Appendix B for examples of support/supervision activities).
- iii. An individual who passes the California Teaching of English Learner (CTEL) examinations prior or subsequent to the issuance of the intern credential may be exempted from the additional 45 hours of support/mentoring and supervision specific to the needs of English learners.
- iv. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 45 hours of support/mentoring specific to the needs of English learners via forms submitted by the interns in LiveText.

THE PARTIES MUTUALLY AGREE

- A. The parties mutually agree each shall provide and maintain commercial general liability insurance or self-insurance acceptable to both parties in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date

of this Agreement. Except for ten (10) days notice of non-payment of premium, the Parties will require 30 days written notice for any policies that are canceled, non-renewed, or coverage/limits that are reduced or materially altered.

- B. The UNIVERSITY agrees to indemnify, hold harmless, and defend the DISTRICT, its agents and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the DISTRICT because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents or employees.

The DISTRICT agrees to indemnify, hold harmless, and at the University's request, defend the UNIVERSITY, its agents and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the University because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with the Agreement, and due or claimed to be due to the negligence of the DISTRICT, its agents or employees.

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

**FIELDWORK SITE CONTACT
INFORMATION:**

Orcutt Union School District
500 Dyer Street
Orcutt, CA 93455
Attn: Don Nicholson, Asst.
Superintendent, HR
Tel: (805) 938-8909

**UNIVERSITY CONTACT
INFORMATION:**

Brandman University
16355 Laguna Canyon Road
Irvine, CA 92618
Attn: School of Education, Dean
Tel: (949) 341-9811

- F. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- G. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.
- H. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.
- I. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.

**FIELDWORK SITE CONTACT
INFORMATION:**

Orcutt Union School District
 500 Dyer Street
 Orcutt, CA 93455
 Attn: Don Nicholson, Asst. Superintendent,
 HR
 Tel: (805) 938-8909

**UNIVERSITY CONTACT
INFORMATION:**


Brandman University
 16355 Laguna Canyon Road
 Irvine, CA 92618
 Attn: School of Education, Dean
 Tel: (949) 341-9811


TERM AND TERMINATION OF AGREEMENT

Brandman University and the Orcutt Union **School District**, agree to all the conditions of this Internship Contract Agreement as outlined above, to be effective on **06/01/2014**, and continuing until **05/30/2016** (2-year maximum). This agreement may be terminated and the provisions of this agreement may be altered, changed or amended by mutual consent of both parties upon sixty (60) days written notice.

SIGNATURES:


DISTRICT
REPRESENTATIVES:

Signature: 
Name: Bob Bush
Title: Superintendent
Date:

Signature: 
Name: Don Nicholson, Assistant Superintendent of
Title: Human Resources
Date: 6-11-14

UNIVERSITY:

Signature: _____
Name: Phillip L. Doolittle
Title: Executive Vice Chancellor of Finance and
Administration and Chief Financial Officer
Date:

Signature: 
Name: Dr. Christine Zeppos
Title: Dean, School of Education
Date:

APPENDIX A

Preconditions Established for Internship Programs

For initial program accreditation and continuing accreditation by the Committee on Accreditation, participating districts and universities must adhere to the following requirements of state law or Commission policy.

- (1) **Bachelor's Degree Requirement.** Candidates admitted to internship programs must hold baccalaureate degrees or higher from a regionally accredited institution of higher education. Reference: Education Code §§44325, 44326, 44453.
- (2) **Subject Matter Requirement.** Each Multiple Subject intern admitted into the program has passed the Commission-approved subject matter examinations(s) for the subject area(s) in which the Intern is authorized to teach, and each Single Subject intern admitted into the program has passed the Commission-approved subject matter examination(s) or completed the subject matter program for the subject areas(s) in which the Intern is authorized to teach. Reference: Education Code § 44325(c) (3).
- (3) **Pre-Service Requirement.**
 - (a) Each Multiple and Single Subject Internship program must include a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in general pedagogy including classroom management and planning, reading/language arts, subject specific pedagogy, human development, and teaching English Learners.
 - (b) Each Education Specialist Internship program includes a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in pedagogy including classroom management and planning, reading/language arts, specialty specific pedagogy, human development, and teaching English Learners.
- (4) **Professional Development Plan.** The employing district has developed and implemented a Professional Development Plan for interns in consultation with a Commission-approved program of teacher preparation. The plan shall include all of the following:
 - (a) Provisions for an annual evaluation of the intern.
 - (b) A description of the courses to be completed by the intern, if any, and a plan for the completion of preservice or other clinical training, if any, including student teaching.
 - (c) Additional instruction during the first semester of service, for interns teaching in kindergarten or grades 1 to 6 inclusive, in child development and teaching methods, and special education programs for pupils with mild and moderate disabilities.

- (d) Instruction, during the first year of service, for interns teaching children in bilingual classes in the culture and methods of teaching bilingual children, and instruction in the etiology and methods of teaching children with mild and moderate disabilities.
- (5) **Supervision of Interns.**
- (a) In all internship programs, the participating institutions shall provide supervision of all interns.
- (b) University Intern Programs only: No intern's salary may be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one district support person. Reference: Education Code § 44462. Institutions will describe the procedures used in assigning supervisors and, where applicable, the system used to pay for supervision.
- (6) **Assignment and Authorization.** To receive program approval, the participating institution authorizes the candidates in an internship program to assume the functions that are authorized by the regular standard credential. Reference: Education Code § 44454. The institution stipulates that the interns' services meet the instructional or service needs of the participating district(s). Reference: Education Code § 44458.
- (7) **Participating Districts.** Participating districts are public school districts or county offices of education. Submissions for approval must identify the specific districts involved and the specific credential(s) involved. Reference: Education Code §§ 44321 and 44452.
- (8) **Early Program Completion Option.** Each intern program must make available to candidates who qualify for the option the opportunity to choose an early program completion option, culminating in a five year preliminary teaching credential. This option must be made available to interns who meet the following requirements:
- (a) Pass a written assessment adopted by the commission that assesses knowledge of teaching foundations as well as all of the following:
- Human development as it relates to teaching and learning aligned with the state content and performance standards for K-12 students
 - Techniques to address learning differences, including working with students with special needs
 - Techniques to address working with English learners to provide access to the curriculum
 - Reading instruction in accordance with state standards
 - Assessment of student progress based on the state content and performance standards
 - Classroom management techniques
 - Methods of teaching the subject fields

- (b) Pass the teaching performance assessment. This assessment may be taken only one time by an intern participating in the early completion option.
- (c) Pass the Reading Instruction Competence Assessment (RICA) (Multiple Subject Credential only).
- (d) Meet the requirements for teacher fitness.

An intern who chooses the early completion option but is not successful in passing the assessment may complete his or her full internship program. (Reference: Education Code § 44468).

- (9) **Length of Validity of the Intern Certificate.** Each intern certificate will be valid for a period of two years. However, a certificate may be valid for three years if the intern is participating in a program leading to the attainment of a specialist credential to teach students, or for four years if the intern is participating in a district intern program leading to the attainment of both a multiple subject or a single subject teaching credential and a specialist credential to teach students with mild/moderate disabilities. Reference: Education Code § 44325 (b).
- (10) **Non-Displacement of Certificated Employees.** The institution and participating districts must certify that interns do not displace certificated employees in participating districts.
- (11) **Justification of Internship Program.** When an institution submits a program for initial or continuing accreditation, the institution must explain why the internship is being implemented. Programs that are developed to meet employment shortages must include a statement from the participating district(s) about the availability of qualified certificated persons holding the credential. The exclusive representative of certificated employees in the credential area (when applicable) is encouraged to submit a written statement to the Committee on Accreditation agreeing or disagreeing with the justification that is submitted.
- (12) **Bilingual Language Proficiency.** Each intern who is authorized to teach in bilingual classrooms has passed the language proficiency subtest of the Commission-approved assessment program leading to the Bilingual Crosscultural Language and Academic Development Certificate. Reference: Education Code Section 44325 (c).

APPENDIX B
Support and Supervision Activities

Potential Support & Supervision Activities to be Provided by the District
Demonstration Lessons and/or Co-teaching activities with mentor
Classroom Observations and Coaching*
Content Specific Coaching (for example: math coaches, reading coaches, EL coaches*)
Grade Level or Department Meetings related to curriculum, planning, and/or instruction
New Teacher Orientation
Coaching (not evaluation) from Administrator
Co-planning with Special Educator or EL expert to address included special needs students and/or English learners*
Logistical help before and during school year (bulletin boards, seating arrangements, materials acquisition, parent conferences, etc.)
Review/discuss test results with colleagues (CELDT and standardized tests)*
Activities/workshops specifically addressing issues in the intern's classroom—co-attended by intern and mentor(s)
Intern Observations of other teachers and classrooms including observations of SDAIE/ELD lessons*
Support & Supervision Activities Provided through the University
Classroom Observations and Coaching*
Weekly Online Seminars (problem solving issues with students, curriculum, instruction, TPEs, etc.) including EL support*
Weekly Contact with Supervisors via email, phone (voice, text), and/or video conferencing
Intern Observations of other teachers and classrooms including observations of SDAIE/ELD lessons*

**May also be used towards the 45-hour EL Support & Supervision Requirement.*

Board Report

District 16 -- Orcutt Union

Fund 01 -- General Fund

As of 5/31/2014

	Beginning Bal/ WrkBudget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Encumbrances	Ending Bal/ Remaining Bal
9110 -- Cash in County Treasury	3,193,399.72	(2,888,206.36)	1,032,722.47	0.00	4,226,122.19
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	(3,796,195.62)	0.00	0.00
9310 -- Due from Other Funds	102,272.14	0.00	(102,272.14)	0.00	0.00
9320 -- Stores	13,927.06	0.00	0.00	0.00	13,927.06
9330 -- Prepaid Expenditures (Expenses)	24,134.40	22,848.67	(1,285.73)	0.00	22,848.67
Total Assets	7,148,382.96	(2,865,357.69)	(2,867,031.02)	0.00	4,281,351.94
9500 -- Accounts Payable (Current Liabilities)	757,950.27	2,985.94	(749,608.47)	0.00	8,341.80
9610 -- Due to Other Funds	261,264.68	0.00	(261,264.68)	0.00	0.00
9650 -- Deferred Revenue	683.80	0.00	(683.80)	0.00	0.00
Total Liabilities	1,019,898.75	2,985.94	(1,011,556.95)	0.00	8,341.80
Fund Balance (Beginning Balance/Actual)	6,128,484.21	0.00	0.00	0.00	4,273,010.14
9791 -- Net Beginning Balance	6,128,484.21	0.00	6,128,484.21	0.00	6,128,484.21
8010 -- Revenue Limit Sources	27,692,094.00	229,581.33	23,468,508.45	0.00	4,223,585.55
8100 -- Federal Revenue	1,245,471.00	79,899.00	875,611.49	0.00	369,859.51
8300 -- Other State Revenues	3,693,913.34	11,232.06	2,374,768.32	0.00	1,319,145.02
8600 -- Other Local Revenue	1,571,952.04	178,697.57	1,470,165.91	0.00	101,786.13
8910 -- Other Financing Sources	18,000.00	1,919.20	10,801.96	0.00	7,198.04
8980 -- Contributions	0.00	0.00	0.00	0.00	0.00
Total Revenues	34,221,430.38	501,329.16	28,199,856.13	0.00	6,021,574.25
1000 -- Certificated Personnel Salaries	17,931,943.86	1,632,143.92	15,671,062.03	0.00	2,260,881.83
2000 -- Classified Personnel Salaries	5,447,349.99	432,813.48	4,827,775.38	0.00	619,574.61
3000 -- Employee Benefits	6,636,648.03	615,927.11	5,782,467.97	0.00	854,180.06
4000 -- Books and Supplies	2,356,872.65	173,289.51	1,063,031.94	282,512.05	1,011,328.66
5000 -- Services and Other Operating Expenditures	2,926,435.93	230,384.26	1,996,183.55	359,742.09	570,510.29
6000 -- Capital Outlay	820,147.00	285,114.51	714,809.33	104,921.56	416.11
7000 -- Other Outgo & Transfers Out	782,030.00	0.00	0.00	0.00	782,030.00
Total Expenditures	36,901,427.46	3,369,672.79	30,055,330.20	747,175.70	6,098,921.56
Fund Balance (Budget/Actual)	3,448,487.13	0.00	4,273,010.14	0.00	0.00

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