

ORCUTT UNION SCHOOL DISTRICT  
Regular Meeting of the Board of Trustees  
Wednesday, September 12, 2018  
Closed Session – 6:45 P.M.  
Public Session – 7:15 P.M.  
District Office Board Room  
500 Dyer Street, Orcutt, CA 93455

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

- A. Pledge of Allegiance

**CLOSED SESSION PUBLIC COMMENTS**

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

**ADJOURN TO CLOSED SESSION**

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

1. Public Employment per Personnel Report.
2. Public Employee Employment/Discipline/Dismissal/Release.
3. Conference with labor negotiator Dr. Deborah Blow, Superintendent and/or Susan Salucci
  - 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.
6. Conference with Legal Counsel: Anticipated Litigation Pursuant to California Government Code section 54956.9(d) (2).
7. Conference with Legal Counsel – Existing Litigation, Government § 54956.9(a)) Code. Name of Case: Student v. School District, OAHS No. 201807119

**RECONVENE TO PUBLIC SESSION** 7:15 P.M.

- B. Public Report on Action Taken in Closed Session

- C. Adoption of September 12, 2018 Agenda

Moved \_\_\_\_\_

Second \_\_\_\_\_

Vote \_\_\_\_\_

**PUBLIC COMMENT ANNOUNCEMENT**

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

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

D. Superintendent's Report

An opportunity for the Superintendent to share matters of special interest or importance which are not on the board agenda and/or special presentations of district programs or activities such as curriculum/instructional updates, timely events/information, and district activities.

1. OCAF Report
2. Alice Shaw Presentation
3. Piper Jaffray Bond Presentation by Tim Carty

E. 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.

F. 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.

**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, Board Meeting, August 8, 2018
- E. Minutes, Special Board Meeting, August 27, 2018
- F. Hiring of Coaches for 2018-2019
- G. Board Policy 5111, Admission, for second reading
- H. Board Policy 5112.5, Open/Closed Campus, for second reading
- I. Board Policy 5125, Student Records, for second reading
- J. Board Policy 5131.2, Bullying, for second reading
- K. Board Policy 5145.3, Nondiscrimination/Harassment, for second reading
- L. Board Policy 5145.9, Hate Motivated Behavior, for second reading
- M. Board Policy 6116, Classroom Interruptions, for second reading
- N. Board Policy 6174, Education for English Learners, for second reading

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

Moved \_\_\_\_\_

Second \_\_\_\_\_

Vote \_\_\_\_\_

**ITEMS SCHEDULED FOR ACTION**

A. GENERAL

1. Acceptance of Gift

Olga Reed received a cash donation of \$625 from Bell's Restaurant owners, Greg and Daisy Ryan. Funds will be applied to the sixth-grade Science Camp Fund.

Lakeview Jr. High School received \$100 from Danny and Jana Takaoka. Funds will be applied to the Lakeview Science Department.

It is recommended that the Board of Trustees accept these gifts and request that a letter of acceptance and appreciation be forwarded to Greg and Daisy Ryan, and Danny and Jana Takaoka.

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

2. Board Policy 0410, Nondiscrimination in District Programs and Activities

It is recommended that the Board of Trustees accept Board Policy 0410, Nondiscrimination in District Programs and Activities, for the first reading and that it is placed on the next Consent Agenda for the second reading.

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

3. Board Policy 0420.41 E, Charter School Oversight

It is recommended that the Board of Trustees accept Board Policy 0420.41 E, Charter School Oversight, for the first reading and that it is placed on the next Consent Agenda for the second reading.

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

4. Board Policy 2210, Administrative Discretion Regarding Board Policy

It is recommended that the Board of Trustees accept the proposed revisions to BP 2210, Administrative Discretion Regarding Board Policy, for the first reading and that it is placed on the next Consent Agenda for the second reading.

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

5. Board Bylaw 9310, Board Bylaws

It is recommended that the Board of Trustees accept the new Board Bylaw 9310, Board Bylaws, for the first reading and that it is placed on the next Consent Agenda for the second reading.

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

6. Orcutt Union School District Governance Handbook

It is recommended that the Board of Trustees approve the Governance Handbook, as submitted.

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

7. Approval for Pine Grove School Overnight Field Trip to Santa Barbara Maritime Museum

It is recommended that the Board of Trustees approve the overnight trip for the fourth grade Pine Grove classes to Santa Barbara Maritime Museum, October 1-3, 2018, as submitted.

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

8. Approval for Olga Reed School Overnight Field Trip to Santa Barbara Maritime Museum

It is recommended that the Board of Trustees approve the overnight trips for 26 fourth graders from Olga Reed School to Santa Barbara Maritime Museum, October 4 - 5, 2018, as submitted.

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

9. Approval for Olga Reed School Sixth Grade Trip to Catalina Island Marine Institute

It is recommended that the Board of Trustees approve the overnight three-day, two-night camp experience to the Catalina Island Marine Institute, Wednesday, October 3<sup>rd</sup>, through Friday, October 5<sup>th</sup>, as submitted.

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

B. BUSINESS SERVICES

1. Authorized Signatures: District Personnel Approved by the Superintendent for Release of Commercial and Payroll Warrants

It is recommended that the Board of Trustees approve the authorized signatures for release of commercial and payroll warrants, as submitted.

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

2. 2017/2018 Unaudited Actuals

It is recommended that the Board of trustees approve and certify the Unaudited Actuals Report, as submitted.

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

3. GANN Limit, Resolution No. 1

It is recommended that the Board of trustees adopt 2018/2018 Resolution No. 1, GANN Limit Adoption, as submitted.

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

4. Board Policy 3516, Emergencies and Disaster Preparedness Plan

It is recommended that the Board of Trustees accept Board Policy 3516, Emergencies and Disaster Preparedness Plan, for the first reading and that it is placed on the next Consent Agenda for the second reading.

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

5. Board Policy 3514, Environmental Safety

It is recommended that the Board of Trustees accept Board Policy 3514, Environmental Safety, for the first reading and that it is placed on the next Consent Agenda for the second reading.

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

6. Board Policy 3514.1, Hazardous Substances

It is recommended that the Board of Trustees accept Board Policy 3514.1, Hazardous Substances, for the first reading and that it is placed on the next Consent Agenda for the second reading.

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

7. Resolution No.3 California Energy Commission School Bus Replacement Program

It is recommended that the Board of trustees approve Resolution No. 3 California Energy Commission School Bus Replacement Program, as submitted.

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

B. EDUCATIONAL SERVICES

1. Public Hearing - Instructional Materials/Textbook Sufficiency

Public’s opportunity to comment on Instructional Materials/Textbook Sufficiency

2. 2018-2019 Resolution No. 2 Sufficiency of Instructional Materials

It is recommended that the Board of Trustees adopt 2018/2019 Resolution No. 2, Sufficiency of Instructional Materials as submitted.

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

3. Disposal of Obsolete Textbooks and Library Books

It is recommended that the Board of Trustees approve the immediate disposal of library books and Instructional materials which fall in the categories described in accordance with district policy.

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

3. Board Policy 5145.13, Response to Immigration Enforcement

It is recommended that the Board of Trustees accept Board Policy 5145.13, Response to Immigration Enforcement. This is the second reading of this policy.

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

4. Students Leading Education Program

It is recommended that the Board of Trustees approve the Students Leading Education Program for the 2018-19 school years.

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

**ITEMS SCHEDULED FOR INFORMATION/DISCUSSION**

- 1. Items from the Board

**GENERAL ANNOUNCEMENTS**

Unless otherwise noticed, the next regular board meeting is scheduled for Wednesday, October 10, 2018, beginning with Closed Session beginning at 6:45 p.m., Public Session at 7:15 p.m. in the District Office Board Room, 500 Dyer Street, Orcutt, CA.

**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.*

Classified Personnel Action Report  
 Orcutt Union School District  
 September 12, 2018

TO: Deborah Blow, Ed.D.

SUBMITTED BY: Susan Salucci, Assistant Superintendent/Human Resources



SUBJECT: Recommendations for Board Approval

Name	Site/Dept.	Classification	Step/Hours Range	Rate of Pay	Effective	Action/Information	
Alcantar, Connie	Campus Connection, Nightingale	Child Care Assistant	6/1	3.5	\$12.53 per hour	8/9/2018	Resignation
Alcantar, Connie	Alice Shaw	Instructional Assistant I	11/2	3.5	\$14.88 per hour	8/20/2018	Permanent/Probationary
Almaguer, Crystal	Dunlap	Instructional Assistant	11/1	3.5	\$14.17 per hour	8/20/2018	Permanent/Probationary
Almadin, Rose	Health Services	Licensed Vocational Nurse	27/6	6.0	\$26.84 per hour	8/20/2018	Permanent/Probationary
Alvarez, Joanna	Patterson	Instructional Assistant I	11/3	3.5	\$15.62 per hour	8/20/2018	Resignation
Amenta, Mary Beth	Patterson	Instructional Assistant I	11/5	3.5	\$17.22 per hour	8/06/2018	Promotion
Andersen, Darci	Orcutt Jr. High	Instructional Assistant II	12/2	3.5	\$15.25 per hour	8/20/2018	Permanent/Probationary
Arguilles, Maria	Transportation	Bus Attendant	11/6	22.25 hours per week	\$18.09 Per hour	8/14/2018	Reinstate from layoff
Arredondo, Tami	Nightingale	Instructional Assistant II	12/6	6.0	\$200.00 per month	9/1/2018	Longevity – 25 years
Badenell, Lisa	Transportation	Bus Attendant	11/6	23.1 per week	\$18.09 per hour	8/14/2018	Reinstate from layoff
Bamonte, Camron	Nightingale	Instructional Assistant II	12/2	6.0	\$15.25 per hour	8/16/2018	Permanent/Probationary
Banks, Deanna	District	Instructional Assistant I & II, Substitute	11 & 12		\$13.36 & \$13.69 per hour	8/28/2018	Substitute
Bouget, Lorie	Educational Services	Ed Services Support Clerk	18/5	8.0	\$1,000 annually, prorated	9/1/2018	Educational Stipend – Bachelor's
Butler, Suzanne	Dunlap	Noon Duty Supervisor	6/1		\$12.53 per hour	8/10/2018	Permanent/Probationary
Calvillo, Tiffany	Orcutt Jr. High	Instructional Assistant II	12/1	3.5	\$14.53 per hour	8/17/2018	Resignation

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Name	Site/Dept.	Classification	Step/Hours Range	Rate of Pay	Effective	Action/Information
Carlson, Linda	Alice Shaw	Media Specialist	14/3	24 per week \$16.83 per hour	9/4/2018	Promotion
Castaneda, Gloria	Olga Reed	Noon Duty Supervisor	6/2	1.5 \$13.16 per hour	8/20/2018	Permanent/Probationary
Castro, Reena	ASES Coordinator	Olga Reed	20/6	3.5 \$22.59 per hour	8/10/2018	STEAM Academy
Chacon, Erica	Transportation	Bus Attendant	11/2	17.65 per week \$14.88 per hour	8/14/2018	Reinstate from layoff
Day, Michelle	Dunlap	Instructional Assistant I	11/6	6.0 \$18.09 per hour	8/14/2018	Change in site/increase in hours
De Alba, Crystal	Olga Reed	ASES Homework Coach	8/6	3.0 \$16.80 per hour	9/5/2018	Promotion
Garcia, Rose	Olga Reed	ASES Homework Coach	8/6	3.0 \$125.00 per month	10/1/2018	Longevity – 10 years
Gomes, Monette	Transportation	Bus Attendant, Substitute	11	\$18.09 per hour	8/15/2018	Substitute
Green, Debra	Orcutt Jr. High	Instructional Assistant I	11/6	3.5 \$125.00 per month	10/1/2018	Longevity – 10 years
Henderson, Lisa	Patterson Road	Instructional Assistant I	11/4	3.5 \$16.40 per hour	8/6/2018	Permanent/Probationary
Hendricks, Tara	Dunlap	Noon Duty Supervisor	6/4	\$14.50 per hour	8/13/2018	Resign from Permanent Position
Hendricks, Tara	Dunlap	Noon Duty Supervisor, Substitute	6	\$11.81 per hour	8/14/2018	Substitute
Hendricks, Tara	Dunlap	Instructional Assistant I & II, Substitute	11/12	\$13.36 & \$13.69 per hour	8/14/2018	Substitute
Hernandez, Carly	Orcutt Jr. High	Media Specialist	14/1	24 per week \$15.26 per hour	8/1/2018	Increase in hours
Johnson, Laci	Health Services	Licensed Vocational Nurse	27/5	6.0 \$25.56 per hour	8/14/2018	Permanent/Probationary
Laggren, Tatum	Dunlap	Instructional Assistant I			8/15/2018	Out of Class

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SUBMITTED BY: Susan Salucci, Assistant Superintendent/Human Resources



SUBJECT: Recommendations for Board Approval

Name	Site/Dept.	Classification	Step/Hours Range	Rate of Pay	Effective	Action/Information	
Laggren, Tatum	Dunlap	Instructional Assistant I	11/5	3.5	\$17.22 per hour	8/22/2018	Promotion
Laggren, Tatum	Campus Connection	Child Care Assistant, Substitute	6/6		\$15.99 per hour	8/22/2018	Substitute
Lara, Alisa	Campus Connection, Dunlap	Child Care Assistant	6/2	3.75	\$13.16 per hour	8/8/2018	Permanent/Probationary
Lewis, Robin	Pine Grove	Instructional Assistant I	11/6	3.5	\$50.00 per month	8/1/2018	Professional Growth – (1) increment (total of 3)
Lewis, Robin	Pine Grove	Instructional Assistant I	11/6	3.5	\$50.00 per month	9/1/2018	Professional Growth – (1) increment (total of 4)
Lewton, Amy	Business Services	Senior Payroll Technician	28/5	8.0	\$4,559 per month	8/20/2018	Promotion
Michael, Angelina	Patterson	Instructional Assistant I	11/3	3.5	\$15.62	8/31/2018	Permanent/Probationary
Moore, Cheryl	Patterson/Lakeview	Noon Duty Supervisor	6/1		\$12.53 per hour	8/27/2018	Permanent/Probationary
Munguia, Yareli	District	Noon Duty Supervisor, Substitute	6/1		\$11.81 per hour	8/6/2018	Substitute
Patterson, Susana	District Office	Bilingual Receptionist/Substitute Coordinator	19/2	8.0	\$3,154.00 per month	8/10/2018	Increase in hours and work year (12 month)
Reyes-Guerrero, Karen	Nightingale Campus Connection	Child Care Assistant	6/2	3.5	\$13.16 per hour	8/21/2018	Permanent/Probationary
Reyes-Guerrero, Karen	Nightingale Campus Connection	Child Care Assistant	6/2	3.5	\$13.16 per hour	8/22/2018	Resignation
Reis, Courtnie	Alice Shaw	Media Specialist	14/2	24 per week	\$16.02 per hour	8/23/2018	Resignation
Rowe, Summer	Dunlap	Child Nutrition Cook	9/6	3.0	\$17.21 per hour	8/14/2018	Voluntary transfer (change in site)
Sonsini, April	Dunlap	Noon Duty Supervisor	6/1		\$12.53 per hour	8/13/2018	Permanent/Probationary
Southern, Julie	Nightingale	Noon Duty Supervisor	6/1		\$12.53 per hour	8/30/2018	Permanent/Probationary



Classified Personnel Action Report  
 Orcutt Union School District  
 September 12, 2018

TO: Deborah Blow, Ed.D.

SUBMITTED BY: Susan Salucci, Assistant Superintendent/Human Resources



SUBJECT: Recommendations for Board Approval

Name	Site/Dept.	Classification	Step/Hours Range	Rate of Pay	Effective	Action/Information
Stanley, Meghann	Orcutt Jr. High	Instructional Assistant I	11/6	6.0	\$18.09 per hour	8/14/2018 Temporary Change in Site (18/19 school year)
Stites, Jennette	Pine Grove Campus Connection	Child Care Assistant	6/4	3.75	\$14.50 per hour	8/28/2018 Permanent/Probationary
Stotts, Jean	Orcutt Jr. High	Instructional Assistant II	12/6	6.0	\$18.53 per hour	11/8/2018 Request Early Retirement Program
Tosches, Marc	Orcutt Jr. High	Instructional Assistant I	11/5	3.5	\$17.22 per hour	8/14/2018 Promotion
Trujillo, Kristyn	District	Noon Duty Supervisor, Substitute	6		\$11.81 per hour	8/22/2018 Substitute
Velasco, Leticia	Educational Services	Secretary, Bilingual	19/6	8.0	\$125.00 per month	10/1/2018 Longevity – 10 years
Violet, Vivian	Health Services	Licensed Vocational Nurse, Substitute	27/1		\$21.03 per hour	8/6/2018 Substitute
Westbay, Cody	Business Services	Senior Payroll Technician	28/2	8.0	\$3,937 per month	8/10/2018 Release from Probationary Employment
Whitham, Katherine	District	Instructional Assistant I & II, Substitute	11 & 12		\$13.36 & \$13.69 per hour	8/20/2018 Substitute
Woodard, Kelli	Pine Grove	Child Nutrition Cashier	7/6	2.3	\$200.00 per month	9/1/2018 Longevity – 25 years
Yundt, Dee	Campus Connection	Child Care Assistant	6/6	3.75	\$125.00 per month	9/1/2018 Longevity – 10 years
Zepeda, Martha	Olga Reed	ASES Homework Coach	8/6	3.92	\$125.00 per month	10/1/2018 Longevity – 10 years

# ORCUTT UNION SCHOOL DISTRICT

## Certificated Personnel Action Report

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

**FROM:** Susan Salucci  
Assistant Superintendent, Human Resources

**DATE:** Board Meeting of September 12, 2018

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

<i>NAME</i>	<i>SCHOOL</i>	<i>CLASS/STEP</i>	<i>SALARY</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Anadon, Alyssa	Nightingale	V-1 Extra Duty	\$53,008 \$40/hr	2018-19 8/7/18	Completed units for Movement Special Ed Training, 4 hrs
Baldwin, Beth	Lakeview	Extra Duty	\$1,200	2018-19	Lead Teacher, PE
Barba, Patricia	Shaw	Extra Duty	\$1,200	2018-19	Lead Teacher, 3 <sup>rd</sup> Grade
Barnewolt, Janene	Nightingale	Extra Duty	\$40/hr	8/7/18	Special Ed Training, 4 hrs
Belanger, Rebecca	District	Extra Duty	\$40/hr	8/9-8/10/18	STEAM Academy, 9 hrs
Cabanting, Albert	Lakeview/ Orcutt	Stipend	\$981/ea	2018-19	Track Coach
Callaghan, Christy	Patterson	Extra Duty	\$40/hr	7/1/18	PBIS, 8 hrs
Chambless, Amy	Shaw	Extra Duty	\$1,200	2018-19	Lead Teacher, Special Ed
Cleveland, Paul	Lakeview	Stipend Extra Duty	\$924 \$40/hr \$1,200/yr	2018-19	Yearbook Advisor Sysop (max 50 hrs) Lead Teacher, Science
Coburn, Jocelyn	District	Stipend	\$1,122	2018-19	Band Director
Coffey, Daylan	District	Extra Duty	\$40/hr	8/9-8/10/18	STEAM Academy, 9 hrs
Collison, Deirdre	District	Extra Duty	\$40/hr \$1,200	8/9-8/10/18 2018-19	STEAM Academy, 7.5 hrs Lead Teacher, 4 <sup>th</sup> Grade
Cornwell, Karen	District	Extra Duty	\$40/hr	8/9-8/10/18	STEAM Academy, 6 hrs
Cutler, Elizabeth	Lakeview	Stipend Extra Duty	\$1,500 \$1,320 \$1,200	2018-19	Teacher in Charge ASB Advisor Lead Teacher, History
Dahl, Cheryl	Nightingale	Extra Duty	\$1,000	2018-19	Combo Class

\*To be prorated

<i>NAME</i>	<i>SCHOOL</i>	<i>CLASS/STEP</i>	<i>SALARY</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
DelCarmen, Maria	Lakeview	Extra Duty	\$1,200	2018-19	Lead Teacher, English
Doerksen, Allie	District	Extra Duty	\$40/hr	8/9-8/10/18 7/30-7/31/18	STEAM Academy, 9 hrs CPM Training, 12 hrs
Dunne, Anthony	Patterson	V-6	\$62,524	2018-19	Years of Service Verified
Ebner, Karen	Lakeview	Extra Duty	\$1,200 \$40/hr	2018-19 7/30-7/31/18	Lead Teacher, Special Ed CPM Training
Elkin, Miranda	District	Extra Duty	\$40/hr \$1,000	8/9-8/10/18 2018-19	STEAM Academy, 9 hrs Combo Class
Espinoza, Gabriel	Dunlap	Extra Duty	\$40/hr	8/7-8/10/18	Special Ed Training, 10 hrs
Felix, Danielle	District	Extra Duty	\$40/hr	8/9-8/10/18	STEAM Academy, 9 hrs
Feliz, Jessica	District	Extra Duty	\$40/hr	8/9-8/10/18	STEAM Academy, 9 hrs
Fenske, Christina	Olga Reed	Hourly	\$25	2018-19	Garden, 5.5 hrs wk
Fichter, Megan	Lakeview	Extra Duty	\$40/hr	8/7/18	Special Ed Training, 4 hrs
Flatley, Lauren	Lakeview	Extra Duty	\$40/hr	8/7/18	Special Ed Training, 4 hrs
Fredriks, Ginger	Orcutt	Stipend Extra Duty	\$800 \$1,200	2018-19	Robotics Advisor Lead Teacher, History
Fernandez, Michelle	District	Extra Duty Stipend	\$40/hr \$800	8/9-8/10/18 2018-19	STEAM Academy, 9 hrs Robotics Advisor
Francisco, Mary	Dunlap	Extra Duty	\$1,000	2018-19	Combo Class
Furst, Elaine	District	Extra Duty	\$40/hr	8/9-8/10/18 8/7/18	STEAM Academy, 9 hrs Special Ed Training, 4 hrs
Garza, Linda	District	Hourly	\$40/hr	8/7/18	Special Ed Training, 4 hrs
Ginter, Emily	Shaw	IV-2 Stipend	\$52,310 \$991	2018-19	Completed units for movement Track Coach
Gitchell, Brad	Lakeview	Stipend	\$1,513/ea	2018-19	7 <sup>th</sup> & 8 <sup>th</sup> Girls Basketball Coach
Glynn, Brandi	Orcutt	Stipend	\$1,513	2018-19	Cheer Advisor
Greenelsh, David	Shaw	Extra Duty Stipend	\$1,000 \$800	2018-19	Combo Class Robotics Advisor, split
Griffin, Simon	Lakeview	Stipend	\$1,513	2018-19	8 <sup>th</sup> Boys Basketball Coach
Haggerty, Suzi	Olga Reed	Extra Duty	\$1,200 \$1,000	2018-19	Lead Teacher Combo Class
Hamilton, Jeff	Shaw	Extra Duty	\$1,200	2018-19	Lead Teacher, 2 <sup>nd</sup> Grade
Harris, Steve	Lakeview / Orcutt	V-20	\$93,119	2018-19	Completed units for Movement
Hart, Tammy	District	Extra Duty	\$40/hr	8/9-8/10/18	STEAM Academy, 9 hrs
Hawthorne, J'Nay	Orcutt	Stipend	\$1,252 \$1,513	2018-19	Boys Volleyball Coach 7 <sup>th</sup> Grade Boys Basketball Coach

\*To be prorated

<i>NAME</i>	<i>SCHOOL</i>	<i>CLASS/STEP</i>	<i>SALARY</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Heath, Ashley	Shaw	Hourly	\$25	2018-19	Academic Intervention, 30 hrs wk
Henry, Kristi	Nightingale	Extra Duty	\$40/hr	8/7/18	Special Ed Training, 4 hrs
Heredia, Kris	Lakeview	Stipend	\$1,513	2018-19	Cheer Advisor
Hernandez, Selina	Lakeview	Extra Duty	\$1,200	2018-19	Lead Teacher, Counseling
Hodson, Joslyn	District	Extra Duty	\$40/hr	8/9-8/10/18 7/30-7/31/18	STEAM Academy, 9 hrs CPM Training, 12 hrs
Jackson, Kacie	Orcutt	Extra Duty	\$1,200 \$40/hr	2018-19	Lead Teacher, Math Sysop (tech), max 25 hr
Johnson, Deanne	Shaw	Extra Duty	\$1,200	2018-19	Lead Teacher, Kinder
Jones, Kari	Patterson	Hourly	\$25	2018-19	Title 1, 30 hrs wk After School Intervention, 4 hrs wk
Joseph, Joy	Shaw	Stipend Extra Duty	\$924 \$1,000* \$1,200	2018-19	Yearbook Advisor Student Council Advisor, split Lead Teacher, 6 <sup>th</sup> Grade
Kantorowski, Jennifer	Olga Reed	Hourly	\$25	2018-19	Title 1, 23 hrs wk
Kendrick, Theresa	Olga Reed	Stipend	\$1,513	2018-19	Girls Basketball Coach
Kirby, Jeff	Orcutt	Stipend	\$1,500	2018-19	Teacher in Charge
Kozel, Aaron	District	Extra Duty	\$40/hr	8/9-8/10/18	STEAM Academy, 9 hrs
Kuykendall, Colleen	District	Extra Duty	\$40/hr	8/9-8/10/18	STEAM Academy, 9 hrs
Laflin, Debra	District	Extra Duty	\$40/hr \$1,200 \$1,000	8/9-8/10/18 2018-19	STEAM Academy, 9 hrs Lead Teacher Combo Class
Lake, Cathy	District	Extra Duty	\$40/hr	8/9-8/10/18	STEAM Academy, 9 hrs
Lee, Tanya	District	Extra Duty	\$40/hr	8/9-8/10/18	STEAM Academy, 9 hrs
Lovell, Stacey	District	Extra Duty Stipend	\$40/hr \$924 \$1,320	8/9-8/10/18 2018-19	STEAM Academy, 9 hrs Yearbook Advisor ASBB Advisor
Luis, Michael	Olga Reed	Stipend Extra Duty	\$1,500 \$991 \$1,200 \$1,000	2018-19	Teacher in Charge Track Coach Lead Teacher Combo Class
Manich, Cher	Olga Reed District	VI-11 Extra Duty	\$77,281 \$40/hr	2018-19 8/9-8/10/18 8/7/18	Completed units for movement STEAM Academy, 9 hrs Special Ed Training, 4 hrs
Manfredi, Patricia	Lakeview	Extra Duty	\$1,200	2018-19	Lead Teacher, Math
Marks, Becky	Dunlap	Extra Duty	\$1,000	2018-19	Combo Class
Mayes, Melanie	Lakeview	Stipend	\$1,252	2018-19	Girls Volleyball Coach

\*To be prorated

<i>NAME</i>	<i>SCHOOL</i>	<i>CLASS/STEP</i>	<i>SALARY</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
McKee, Vada	Orcutt	IV-3	\$54,065	2018-19	Completed units for movement
Meertens, Karen	Patterson	Extra Duty	\$1,000	2018-19	Combo Class
Mier, Karen	Patterson	VI-20	\$97,555	2018-19	Completed units for movement
Millan, Laurie	Shaw	Hourly	\$25	2018-19	Title 1/Intervention, 30 hrs wk
Murch, Tamara	Orcutt	Hourly	\$25	2018-19	ELD, 22 hrs wk
O’Kane, Jennifer	Orcutt	Extra Duty	\$40/hr	2018-19	Sysop (website), max 25 hrs
Parker, Elizabeth	Nightingale	V-19	\$91,069	2018-19	Submitted units for movement
Parsley, Meghan	Shaw	Hourly	\$25	2018-19	Title 1/Intervention, 30 hrs wk
Pawley, Lise	District	Extra Duty	\$40/hr	8/9-8/10/18	STEAM Academy, 9 hrs
Provost, Janell	Shaw	Extra Duty	\$1,000	2018-19	Combo Class
Qian, Susan	Shaw	Extra Duty	\$40/hr	8/7/18	Special Ed Training, 4 hrs
Ramos, Lynn	District	Extra Duty	\$40/hr	8/9-8/10/18	STEAM Academy, 9 hrs
Reynolds, Crystal	Orcutt	Extra Duty IV-3	\$1,200 \$54,065	2018-19	Lead Teacher, Special Ed Completed units for movement
Rhyne, Suzi	District	Extra Duty	\$40/hr	8/9-8/10/18	STEAM Academy, 9 hrs
Riezebos, Analise	District	Extra Duty	\$40/hr	8/9-8/10/18 7/30-7/31/18	STEAM Academy, 9 hrs CPM Training, 12 hrs
Riezebos, Devin	Shaw	Extra Duty	\$40/hr	8/9-8/10/18	STEAM Academy, 9 hrs
Riezebos, Stacy	Patterson	Extra Duty	\$40/hr	7/30-7/31/18	CPM Training, 12 hrs
Rohwedder, Audrey	Shaw	Stipend Extra Duty	\$1,500 \$1,200	2018-19	Teacher in Charge Lead Teacher, 1 <sup>st</sup> Grade
Ruiz, Sal	Orcutt	Stipend	\$1,513/ea	2018-19	7 <sup>th</sup> & 8 <sup>th</sup> Grade Girls Basketball
Ruth, Amy	District	Extra Duty	\$40/hr \$1,200	8/9-8/10/18 2018-19	STEAM Academy, 9 hrs Lead Teacher, 5 <sup>th</sup> Grade
Salinas, Ernie	Orcutt	Stipend Extra Duty	\$1,513 \$1,320 \$924 \$40/hr	2018-19	8 <sup>th</sup> Grade Boys Basketball Coach ASB advisor Yearbook Advisor Athletic Director, max 15 hrs
Salinas, Jackie	Shaw	Stipend	\$1,000*	2018-19	Student Council Advisor, split
Sanchez, Gina	Orcutt	Stipend	\$1,252	20118-19	Girls Volleyball Coach
Schmidt, Chris	Orcutt	Extra Duty	\$1,200	2018-19	Lead Teacher, PE
Schnorf, Barbara	Pine Grove	Extra Duty	\$1,000	2018-19	Combo Class
Smith, April	Lakeview	Hourly	\$25	2018-19	ELD, 22 hrs wk

\*To be prorated

<i>NAME</i>	<i>SCHOOL</i>	<i>CLASS/ STEP</i>	<i>SALARY</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Smith, Timothy	Lakeview	Stipend Extra Duty	\$1,513 \$40/hr	2018-19	7 <sup>th</sup> Boys Basketball Coach Athletic Director (max 15 hrs)
Smithson, Allen	Dunlap/ Shaw	IV-5	\$57,754	2018-19	Years of Service Verified
Sparks, Nathan	Olga Reed	Stipend	\$1,513	2018-19	Boys Basketball Coach
Sussex, Joy	Patterson	Hourly	\$40	8/10-8/13/18	Kinder Interview Support, 16 hrs
Trenev, Valerie	Shaw	Stipend	\$800*	2018-19	Robotics Advisor, split
Valdovinos, Marian	Orcutt	Extra Duty	\$1,200	2018-19	Lead Teacher, Counseling
Vidal, Jerred	Lakeview	Stipend Extra Duty	\$800 \$1,200	2018-19	Robotics Director Lead Teacher, Electives
White, Lincoln	Lakeview	Stipend	\$1,252	2018-19	Boys Volleyball Coach
Whitted, Dana	Olga Reed	Hourly	\$25	2018-19	Intervention, 23 hrs wk
Wiggins, Paula	Olga Reed	Extra Duty	\$1,000	2018-19	Combo Class
Winters, Gabriella	Dunlap	Extra Duty	\$40/hr	8/7-8/10/18	Special Ed Training, 10 hrs
Yamaichi, Anna	Olga Reed	Hourly	\$25	2018-19	Title 1, 23 hrs wk
York, Sarah	Patterson	Hourly	\$25	2018-19	Title 1, 30 hrs wk After School Intervention, 4 hrs wk
Zamudio, Kelly	Orcutt	Extra Duty	\$1,200	2018-19	Lead Teacher, English
Zucker, Anna	Orcutt	Extra Duty	\$1,200	2018-19	Lead Teacher, Science

\*To be prorated

## Warrants

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

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

**ORCUTT UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
August 8, 2018**

**CALL TO ORDER**

A regular meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, August 8, 2018, beginning with Dr. Peterson calling Public Session to order at 6:45 p.m. The Pledge of Allegiance was led by Alice Salazar. Members Present: Buchanan, Peterson, Hatch, Phillips, and Morinini. Administrators Present: Blow, Salucci, Con, and Fell. Absent: Edds. It was moved by Lisa Morinini seconded by Bob Hatch and carried to adjourn to Closed Session at 6:46 p.m. Ayes: Buchanan, Peterson, Hatch, Phillips and Morinini.

**RECONVENE TO PUBLIC SESSION**

The meeting reconvened to Public Session at 7:19 p.m. and Dr. Peterson reported that no action was taken in Closed Session. It was moved by Liz Phillips, seconded by Lisa Morinini and carried to adopt the August 8, 2018, agenda as presented. Ayes: Buchanan, Peterson, Hatch, Phillips, and Morinini.

**SUPERINTENDENT'S REPORT**

Dr. Blow updated the board with an OCAF update. OCAF has given the district \$12,000 for Arts Attack for K-6 students and also 7<sup>th</sup> and 8<sup>th</sup> grade students at Orcutt Academy Charter and Olga Reed. Preparations are underway for the Annual Chalk Festival, which will be held on Saturday, September 29<sup>th</sup>. OCAF will be doing a Membership Drive presentation at all the Back to School Nights. OCAF is also looking at increasing board members. Kirby Fell introduced his Technology Department Staff. Kirby also gave a presentation on what's happening with Technology.

**PUBLIC COMMENT**

No public comment

**Written Communication**

None

**CONSENT AGENDA ITEMS**

- A. Classified Personnel Action Report
- B. Certificated Personnel Action Report
- C. Approval of Warrants
- D. Minutes, Board Meeting, June 7, 2018
- E. Minutes, Special Board Meeting, June 13, 2018
- F. Minutes, Special Board Meeting, June 16, 2018
- G. Quarterly Report on Williams/Valenzuela Uniform Complaints April-June 2018

It was moved by Liz Phillips, seconded by Bob Hatch, and carried to approve Consent Agenda Items A through G, as submitted. Ayes: Buchanan, Peterson, Hatch, Phillips and Morinini.

**ACTION AGENDA ITEMS**

**Acceptance of Gifts:**

It was moved by Liz Phillips, seconded by Bob Hatch, and carried to approve the piano donation to Lakeview JHS, and that a letter of acceptance and appreciation be forwarded to Chris Slaughter. Ayes: Buchanan, Peterson, Hatch, Phillips and Morinini.

**Revisions to the Santa Barbara County Education Local Plan Area (SBCSELPA)**

It was moved by Lisa Morinini, seconded by Liz Phillips, and carried to approve the Revisions to the Santa Barbara County Education Local Plan Area (SBCSELPA), as submitted. Ayes: Buchanan, Peterson, Hatch, Phillips and Morinini.

**Agreement for Independent Contractor Services Between the Orcutt Union School District and Eimile Pay**

It was moved by Bob Hatch, seconded by Liz Phillips, and carried to approve the Agreement for Independent Contractor Services Between the Orcutt Union School District and Eimile Pay, as submitted. Per request by Rob Buchanan, Walter Con will get clarification on the certificate of liability insurance. Ayes: Buchanan, Peterson, Hatch, Phillips and Morinini.



**Board Policy 5111, Admission**

It was moved by Liz Phillips, seconded by Bob Hatch and carried to approve Board Policy 5111, Admission for the first reading and that it be placed on the next Consent Agenda for the second reading. Ayes: Buchanan, Hatch, Peterson, Phillips, and Morinini.

**Board Policy 5112.5, Open/Closed Campus**

It was moved by Bob Hatch, seconded by Lisa Morinini and carried to approve Board Policy 5112.5, Open/Closed Campus for the first reading and that it be placed on the next Consent Agenda for the second reading. Ayes: Buchanan, Hatch, Peterson, Phillips, and Morinini.

**Board Policy 5125, Student Records**

It was moved by Lisa Morinini, seconded by Liz Phillips and carried to approve Board Policy 5125, Student Records for the first reading and that it be placed on the next Consent Agenda for the second reading. Ayes: Buchanan, Hatch, Peterson, Phillips, and Morinini.

**Board Policy 5131.2, Bullying**

It was moved by Liz Phillips, seconded by Bob Hatch and carried to approve Board Policy 5131.2, Bullying for the first reading and that it be placed on the next Consent Agenda for the second reading. Ayes: Buchanan, Hatch, Peterson, Phillips, and Morinini.

**Board Policy 5145.3, Nondiscrimination/Harassment**

It was moved by Lisa Morinini, seconded by Liz Phillips and carried to approve Board Policy 5145.3, Nondiscrimination/Harassment for the first reading and that it be placed on the next Consent Agenda for the second reading. Ayes: Buchanan, Hatch, Peterson, Phillips, and Morinini.

**Board Policy 5145.9, Hate Motivated Behavior**

It was moved by Liz Phillips, seconded by Lisa Morinini and carried to approve Board Policy 5145.9, Hate Motivated Behavior for the first reading and that it be placed on the next Consent Agenda for the second reading. Ayes: Buchanan, Hatch, Peterson, Phillips, and Morinini.

**Board Policy 5145.13, Response to Immigration Enforcement**

It was moved by Liz Phillips, seconded by Lisa Morinini and motioned to table Board Policy 5145.13, and send to Legal for clarification. Ayes: Buchanan, Hatch, Peterson, Phillips, and Morinini.

**Board Policy 6116, Classroom Interruptions**

It was moved by Liz Phillips, seconded by Lisa Morinini and carried to approve Board Policy 6116, Classroom Interruptions for the first reading and that it be placed on the next Consent Agenda for the second reading. Ayes: Buchanan, Hatch, Peterson, Phillips, and Morinini.

**Board Policy 6174, Education for English Learners**

It was moved by Bob Hatch, seconded by Lisa Morinini and carried to approve Board Policy 6174, Education for English Learners for the first reading and that it be placed on the next Consent Agenda for the second reading. Ayes: Buchanan, Hatch, Peterson, Phillips, and Morinini.

**Revisions to the Local Control Accountability Plan (LCAP)**

It was moved by Liz Phillips, seconded by Lisa Morinini and carried to approve the Revisions to the Local Control Accountability Plan (LCAP), as submitted. Ayes: Buchanan, Hatch, Peterson, Phillips and Morinini.

**Hiring of Caitlin Voss on a Provisional Internship Permit for an Elementary Physical Education Teaching Position (Ralph Dunlap School)**

It was moved by Liz Phillips, seconded by Bob Hatch and carried to approve the Hiring of Caitlin Voss on a Provisional Internship Permit for an Elementary Physical Education Teaching Position (Ralph Dunlap School), as submitted. Ayes: Buchanan, Hatch, Peterson, Phillips and Morinini.

**Hiring of Gabriella Winters on a Provisional Internship Permit for an Education Specialist-Mild/Moderate SDC (Ralph Dunlap)**

It was moved by Liz Phillips, seconded by Bob Hatch and carried to approve the Hiring of Gabriella Winters on a Provisional Internship Permit for an Education Specialist – Mild/Moderate SDC (Ralph Dunlap School), as submitted. Ayes: Buchanan, Hatch, Peterson, Phillips and Morinini.

**Cal Poly State University Supervised Fieldwork and Student Teaching Agreement**

It was moved by Liz Phillips, seconded by Bob Hatch and carried to approve the Cal Poly State University Supervised Fieldwork and Student Teaching Agreement, as submitted. Ayes: Buchanan, Hatch, Peterson, Phillips and Morinini.

**Brandman University Supervised Fieldwork Agreement**

It was moved by Bob Hatch, seconded by Lisa Morinini and carried to approve the Brandman University Supervised Fieldwork Agreement, as submitted. Ayes: Buchanan, Hatch, Peterson, Phillips and Morinini.

**Approval of Administrative Position: Principal, Pine Grove Elementary School**

It was moved by Lisa Morinini, seconded by Liz Phillips, and carried to approve the hiring of Leslie Wagonseller as the Principal of Pine Grove Elementary School. Ayes: Buchanan, Peterson, Hatch, Phillips, and Morinini.

**ITEMS FROM THE BOARD**

Congratulations to Leslie Wagonseller.

**GENERAL ANNOUNCEMENTS**

Unless otherwise noticed, the next regular board meeting is scheduled for Wednesday, September 12, 2018, with Closed Session beginning at 6:45 p.m. followed by Public Session at 7:15 p.m. in the District Office Board Room, 500 Dyer Street, Orcutt, CA.

**ADJOURN**

It was moved by Bob Hatch, seconded by Liz Phillips and carried to adjourn the meeting at 8:02 p.m.

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Deborah L. Blow, Ed.D. Board Secretary

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Lisa Morinini, Clerk, Board of Trustees

**ORCUTT UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES  
SPECIAL BOARD MEETING  
August 27, 2018**

**CALL TO ORDER**

A special meeting of the Board of Trustees of the Orcutt Union School District was held on Monday, August 27, 2018, beginning with Dr. Peterson calling Public Session to order at 6:30 p.m. Brad Gitchell led the Pledge of Allegiance. Members Present: Peterson, Buchanan, Hatch and Morinini, Absent: Phillips. Administrators Present: Blow, Con, Edds, Salucci and Fell. It was moved by Bob Hatch and seconded by Lisa Morinini and carried to adopt the August 27, 2018 agenda, as presented. Ayes: Peterson, Buchanan, Hatch, and Morinini.

**PUBLIC COMMENT**

There was no public comment.

**ACTION AGENDA ITEMS**

**Board Study Session – Facilities and Measure G Bond Program Update**

Dr. Blow, Walter Con, Kirby Fell, Brad Gitchell and Donnie Miller presented updates to the board regarding the Measure G Bond Program and Non-Bond Projects.

**ADJOURN TO CLOSED SESSION**

It was moved by Lisa Morinini, seconded by Bob Hatch to adjourn to closed session at 7:31 PM.

**RECONVENE TO PUBLIC SESSION**

Dr. Peterson reported that no action was taken.

**ADJOURN**

It was moved by Bob Hatch, seconded by Lisa Morinini to adjourn the meeting at 8:30 PM.

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Deborah Blow, Ed.D., Board Secretary

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Lisa Morinini, Clerk, Board of Trustees

# **ORCUTT ACADEMY CHARTER HIGH SCHOOL**

## **ORCUTT UNION SCHOOL DISTRICT**

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

**FROM:** Susan Salucci  
Assistant Superintendent of Human Resources

**DATE:** September 12, 2018

**RE:** **NOTIFICATION TO BOARD –HIRING OF ORCUTT UNION SCHOOL COACHES FOR 2018-19 SCHOOL YEAR**

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### **Orcutt Jr. High:**

Ginger Fredriks	Robotics
Brandi Glynn	Cheer
Gina Sanchez	Volleyball, Girls
J'Nay Hawthorne	Volleyball, Boys
Sal Ruiz	Basketball, Girls 7 <sup>th</sup> grade
Sal Ruiz	Basketball, Girls 8 <sup>th</sup> grade
J'Nay Hawthorne	Basketball, Boys 7 <sup>th</sup> grade
Ernie Salinas	Basketball, Boys 8 <sup>th</sup> grade
Albert Cabanting	Track

### **Lakeview Jr. High:**

Jerrid Vidal	Robotics
Kris Heredia	Cheer
Melanie Mayes	Volleyball, Girls
Lincoln White	Volleyball, Boys
Brad Gitchell	Basketball, Girls 7 <sup>th</sup> grade
Brad Gitchell	Basketball, Girls 8 <sup>th</sup> grade
Tim Smith	Basketball, Boys 7 <sup>th</sup> grade
Simon Griffin	Basketball, Boys 8 <sup>th</sup> grade
Albert Cabanting	Track

### **Olga Reed:**

Theresa Kendrick	Basketball, Girls
Nathan Sparks	Basketball, Boys
Mike Luis	Track

**Volunteer Coaches:**

**Lakeview:**

Albert Cabanting	Basketball, Girls 7 <sup>th</sup> & 8 <sup>th</sup> grade
Jackie Oani	Basketball, Girls 7 <sup>th</sup> & 8 <sup>th</sup> grade

\*Volunteer coaches are required to submit the same paperwork as paid positions and meet the State Certification requirements. They are no longer required to hold an ASCC certificate from the CTC but instead submit fingerprints to FBI and DOJ for background checks reportable to the Orcutt Union School District

August 16, 2018

To: Dr. Deborah Blow, 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 new French restaurant right down Centennial Street from our school, Bell's Restaurant. Owners Greg and Daisy Ryan held a special Bastille Day event at their restaurant on July 14, and they donated \$625.00 from the proceeds to Olga Reed for its sixth-grade Science Camp Fund.

Needless to say, we are VERY appreciative. Shown here is a photo of Greg and Daisy handing the check to Olga Reed teacher Tanya Lee and sixth-grade parent Ruby Teran. We have had the chance to personally thank the Ryans, but we would appreciate your directing communication to them at the following address:



Greg and Daisy Ryan  
Companion Hospitality  
DBA Bell's Restaurant  
P.O. Box 777  
Los Olivos, CA 93441

Thank you.



# ORCUTT UNION SCHOOL DISTRICT

## REQUEST FOR ACCEPTANCE OF GIFT

**SCHOOL:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DONOR:** Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone No. \_\_\_\_\_

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

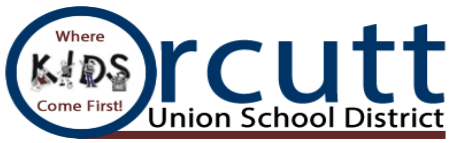
**INSTALLATION AND OPERATION (If answer to A is yes , answer B and C)**

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

Acceptance Requested By (OUSD Staff Member): \_\_\_\_\_  
 Acceptance Approved By (Administrator): \_\_\_\_\_  
 RECOMMENDATIONS: Principal or District Representative \_\_\_\_\_

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

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



Where a Dedicated Staff Means  
**KIDS COME FIRST**

**BOARD OF TRUSTEES**

ROB BUCHANAN  
ROBERT HATCH  
LISA MORININI  
DR. JAMES PETERSON  
LIZ PHILLIPS

DEBORAH BLOW, Ed.D.  
*District Superintendent*  
WALTER CON  
*Assistant Superintendent*  
HOLLY EDDS, Ed.D.  
*Assistant Superintendent*  
SUSAN SALUCCI  
*Assistant Superintendent*  
KIRBY FELL  
*Chief Technology Officer*

TO: Board of Trustees

FROM: Deborah Blow, Ed.D.  
Superintendent

BOARD MEETING DATE: September 12, 2018

BOARD AGENDA ITEM: Board Policy 0410, Nondiscrimination in District Programs and Activities

BACKGROUND: Policy updated to reflect NEW LAW (AB 699) which (1) adds immigration status to the categories of characteristics that are protected against discrimination, (2) requires parent/guardian notification of their child’s right to a free public education regardless of immigration status or religious beliefs, and (3) mandates that districts adopt policy consistent with a model policy developed by the California Attorney General, which includes a statement regarding equitable services. Policy also reflects provisions of the Attorney General’s model policy and NEW LAW (SB 31) which prohibit districts from compiling or assisting in the compilation of a registry based on immigration status, religion, or other specified characteristics.

RECOMMENDATION: It is recommended that the Board of Trustees approve the proposed revisions to Board Policy 0410, as submitted.

FUNDING: N/A



## Philosophy, Goals, Objectives and Comprehensive Plans

### NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

The Board of Trustees is committed to equal opportunity for all individuals in ~~education-~~ district programs and activities. **District programs, activities, and practices** shall be free from **unlawful** discrimination, **including discrimination against an individual** based on race, color, ancestry, national origin, **immigration status**, ethnic group identification, **ethnicity**, age, religion, marital **status, pregnancy**, ~~or~~ parental status, physical or mental disability, sex, sexual orientation, gender, gender identify or expression, or genetic information; or the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

**(cf. 1240 – Volunteer Assistance)**

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4033 - Lactation Accommodation)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

**(cf. 5145.9 Hate-Motivated Behavior)**

(cf. 5146 - Married/Pregnant/Parenting Students)

**(cf. 6145 – Extracurricular and Cocurricular Activities)**

(cf. 6145.2 - Athletic Competition)

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

(cf. 6164.6 - Identification and Education Under Section 504)

(cf. 6178 - Career Technical Education)

(cf. 6200 - Adult Education)

**All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.**

(cf. 3540 - Transportation)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5145.13 - Response to Immigration Enforcement)

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

## Philosophy, Goals, Objectives and Comprehensive Plans

### NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any **derogatory or discriminatory name, image, practice, or other** barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, ~~including the use of facilities~~. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

(cf. 1330 - Use of Facilities)

**All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.**

**(cf. 1312.3 - Uniform Complaint Procedures)**

Pursuant to 34 CFR 104.8 and 34 CFR 206.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations and applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in **annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in each** announcements, bulletins, catalogs, handbooks, application forms or other ~~recruitment materials distributed by the district schools and offices, including staff lounges, student government meeting room, and other prominent locations as appropriate. to these groups.~~

(cf. 1113 – District and School Web Sites)

~~(cf. 1312.3 – Uniform Complaint Procedures)~~

(cf. 1114 – District-Sponsored Social Media)

~~(cf. 4031 – Complaints Concerning Discrimination in Employment)~~

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

**In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)**

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

## Philosophy, Goals, Objectives and Comprehensive Plans

### NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

#### Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations.

When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

(cf. 6163.2 - Animals at School)  
(cf. 7110 - Facilities Master Plan)  
(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, note takers, written materials, taped text, and Braille or large print materials. . Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

(cf. 6020 - Parent Involvement)  
(cf. 9320 - Meetings and Notices)  
(cf. 9322 - Agenda/Meeting Materials)

The individuals identified AR 1312.3 – Uniform Complaint Procedures as the employee responsible for coordinating the district’s response to complaints and for complying with state federal civil rights laws is hereby designated as the district’s ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities. ~~notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting.~~

Susan Salucci, Assistant Superintendent, Human Resource  
(title or position)  
500 Dyer St., Orcutt, CA 93455  
(address)  
(805) 938-8909  
(telephone number)  
ssalucci@orcutt-schools.net  
(email)

## Philosophy, Goals, Objectives and Comprehensive Plans

### NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

*(cf. 9320 – Meetings and Notices)*

*(cf. 9322 – Agenda/Meeting Materials)*

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination

**48980 Parental notifications**

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

##### GOVERNMENT CODE

**8310.3 California Religious Freedom Act**

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

~~11138 Rules and regulations~~

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

##### PENAL CODE

422.55 Definition of hate crime

422.6 Interface with constitutional right or privilege

##### CODE OF REGULATIONS, TITLE 5

4600-4687-70 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

##### UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

##### UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

##### UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

##### CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

##### CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

#### Management Resources:

##### CSBA PUBLICATIONS

**Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students against Sex Discrimination, July 2016**

**CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS**

## Philosophy, Goals, Objectives and Comprehensive Plans

### NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to assist California's K-12 Schools in Responding to Immigration Issues, April 2018

~~Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender Nonconforming Students, Policy~~

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS  
California Law Prohibits Workplace Discrimination and Harassment

~~Brief, February 2014~~

~~Interim Guidance Regarding Transgender Students, Privacy, and Facilities, September 27, 2013~~

~~Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011~~

U.S. DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS PUBLICATIONS

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter, May 26, 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, Fact Sheet, August 2010

Dear Colleague Letter: Electronic Book Readers, June 29, 2010

Nondiscrimination in Employment Practices in Education, August 1991

~~Notice of Non-Discrimination, January, 1999~~

~~Protecting Students from Harassment and Hate Crime, January, 1999~~

~~Nondiscrimination in Employment Practices in Education, August, 1991~~

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

Accessibility of State and Local Government Websites to People with Disabilities, June 2003

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

WEB SITES

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

California Office of the Attorney General: <http://oag.ca.gov>

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

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

California Safe Schools Coalition: <http://www.casafeschoolscoalition.org>

~~Pacific ADA Center: Pacific Disability and Business Technical Assistance Center: <http://www.adapacific.org>~~

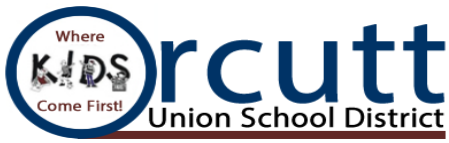
U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR>

U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act: <http://www.ada.gov>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

Policy Adopted: 6/11/2014 09/12/2018 ORCUTT UNION SCHOOL DISTRICT  
Orcutt, California



**BOARD OF TRUSTEES**

ROB BUCHANAN  
ROBERT HATCH  
LISA MORININI  
DR. JAMES PETERSON  
LIZ PHILLIPS

DEBORAH BLOW, Ed.D.  
*District Superintendent*  
WALTER CON  
*Assistant Superintendent*  
HOLLY EDDS, Ed.D.  
*Assistant Superintendent*  
SUSAN SALUCCI  
*Assistant Superintendent*  
KIRBY FELL  
*Chief Technology Officer*

Where a Dedicated Staff Means  
**KIDS COME FIRST**

TO: Board of Trustees

FROM: Deborah Blow, Ed.D.  
Superintendent

BOARD MEETING DATE: September 12, 2018

BOARD AGENDA ITEM: Board Policy 0420.41 E, Charter School Oversight

BACKGROUND: Exhibit updated to reflect NEW LAWS affecting requirements for charter schools, including AB 1360 which clarifies that the charter school's admission preferences must be approved by the district board, AB 830 which repeals the high school exit examination requirement, AB 1360 which requires parental notification that parent/guardian involvement is not a requirement for enrollment at the charter school, AB 699 which requires charter schools to adopt policy consistent with the model policy on immigration enforcement developed by the California Attorney General, AB 2097 (2016) which prohibits the collection of social security numbers, AB 841 which prohibits advertising or promotion of non-nutritious foods or beverages, SB 250 which requires parental notification within 10 days of a negative meal account balance and prohibits different treatment of students with unpaid meal fees, and SB 138 which requires "very high poverty schools" to apply to provide lunch and/or breakfast free of charge to all students under a federal universal service provision.

RECOMMENDATION: It is recommended that the Board of Trustees approve the proposed revisions to Board Policy 0420.41, as submitted.

FUNDING: N/A

## CHARTER SCHOOL OVERSIGHT

### REQUIREMENTS FOR CHARTER SCHOOLS

~~Charter schools are generally exempt from provisions of the Education Code unless they are expressly included in the law. However, e~~Charter schools are subject to the terms of their charters, any memorandum of understanding with their chartering authority, and other legal requirements including, but not limited to, requirements that each charter school:

- ~~1. Comply with the state and federal constitution and applicable federal laws~~
- ~~2. Comply with state laws that apply to governmental agencies in general, such as the Brown Act requirements in Government Code 54950-54963~~
1. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)
2. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)
3. Not charge tuition (Education Code 47605)
4. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools
5. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)
6. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)
7. Serve students with disabilities in the same manner as such students are served in other public schools (Education Code 47646, 56145)
8. Admit all students who wish to attend the school, according to the following criteria and procedures:
  - a. Admission to the charter school shall not be determined according to the student's **or parent/guardian's** place of residence, ~~or that of his/her parents/guardians~~, within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within the school's former attendance area. (Education Code 47605)

## CHARTER SCHOOL OVERSIGHT

E 0420.41(b)

~~However,~~ If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admissions preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

- b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing. However, preference shall be extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)
  - c. Other admissions preferences may be ~~established~~ **permitted by the Governing Board of the district** on an individual school basis as consistent with law. (Education Code 47605)
9. **Immediately enroll a homeless student, except where such enrollment would conflict with Education Code 47605(d) (Education Code 48850; 42 USC 11431-11435)**
10. **Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)**
11. ~~If the school offers a kindergarten program, offer a transitional kindergarten program to eligible students who do not yet meet the age criterion for entry into kindergarten (Education Code 48000)~~
  - a) **Offer a transitional kindergarten (TK) program to students whose fifth birthday is from September 2 through December 2**
  - b) **Ensure that any credentialed teacher first assigned to teach a TK class after July 1, 2015 meets the qualifications specified in Education Code 48000 by August 1, 2020**
12. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)
13. ~~Require its teachers of core academic subjects to satisfy requirements for "highly qualified teachers" as defined by the State Board of Education (SBE) (20 USC 6319; 34 CFR 300.18)~~ **Provide annual training on child abuse and neglect reporting requirements to employees and persons working on the school's behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)**
14. ~~Not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by law, and, if the school contracts with an entity for specified services, verify that the employee of that entity who will have contact with students has had a criminal background check (Education Code 44830.1, 45122.1, 45125.1)~~



## CHARTER SCHOOL OVERSIGHT

E 0420.41(c)

15. Report to the CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending. (Education Code 44030.5)
16. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)
17. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
18. ~~If applicable, meet federal requirements for qualifications of paraprofessionals working in programs supported by Title I funds (20 USC 6319)~~ If the school serves students in grades 7-12, adopt policy on suicide prevention, intervention, and postvention with specified components (Education Code 215)
19. If the school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy with specified components (Education Code 51224.7)
20. Meet all statewide standards and conduct the student assessments required by Education Code 60605 and 60851 and any other statewide standards or assessments applicable to noncharter public schools (Education Code 47605, 47612.5)
21. Grant a high school diploma to any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 51413)
22. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 46201.2, 47612.5)
23. If the school provides independent study, meet the requirements of Education Code 51745-51749.3, except that the school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)
24. Identify and report to the Superintendent of Public Instruction (SPI) any portion of its average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)
25. If the school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)

## CHARTER SCHOOL OVERSIGHT

E 0420.41(d)

26. If the school offers an athletic program, annually provide an information sheet about concussion and head injury to athletes and their parents/guardians before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider and receives written clearance to return to the activity. (Education Code 49475)
27. On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs (Education Code 47605)
28. Notify parents/guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school (Education Code 47605)
29. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)
30. Adopt policy that is consistent with the model policy developed by the California Attorney General addressing the school's response to immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and fulfill other requirements of Education Code 234.7
31. Not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians unless otherwise required to do so by state or federal law (Education Code 49076.7)
32. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
33. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)
34. If the school serves high school students, submit to the Student Aid Commission, for use in the Cal Grant program, the grade point average (GPA) of all students in grade 12 and verification of high school graduation or its equivalent for students who graduated in the prior academic year. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

35. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, or child care motor vehicle and procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus (Education Code 39831.3)
36. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)
  - a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.
  - b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.
37. Provide reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding (Education Code 222)
38. Ensure the availability and proper use of emergency epinephrine auto-injectors by: (Education Code 49414)
  - a. Providing school nurses or other voluntary, trained personnel with at least one regular and one junior device for elementary schools and, for secondary schools, one regular device if there are no students who require a junior device
  - b. Distributing a notice at least once per school year to all staff requesting volunteers and describing the training that volunteers will receive
  - c. Providing defense and indemnification to volunteers for any and all civil liability from such administration
39. If the school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, comply with the requirements of Education Code 49414.3, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist
40. If the school participates in the National School Lunch and/or Breakfast program, not promote any food or beverage during the school day that does not comply with state nutritional standards pursuant to Education Code 49430-49434, and not participate in a corporate incentive program that offers free or discounted non-nutritious foods or beverages as rewards for students who reach certain academic goals (Education Code 49431.9)

41. If the school participates in the National School Lunch and/or Breakfast program, notify parents/guardians within 10 days of their child's meal account reaching a negative balance; ensure that a student with unpaid school meal fees is not shamed, treated differently, or served a meal that differs from other students; and prohibit student discipline from resulting in the denial or delay of a nutritionally adequate meal (Education Code 49557.5)
42. If the school participates in the National School Lunch and/or Breakfast program and is a very high poverty school, as defined, apply to the California Department of Education (CDE) to provide lunch and/or breakfast free of charge to all students under a federal universal service provision (Education Code 49564)
43. Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding the school's financial records (Education Code 47604.3)
44. Annually prepare and submit financial reports to the Governing Board and the County Superintendent of Schools in accordance with the following reporting cycle:
  - a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)
  - b. By July 1 each year, an update of the school's goals and the actions to achieve those goals as identified in the charter developed using the SBE template in accordance with Education Code 47606.5. This report shall include a review of the progress toward the goals, an assessment of the effectiveness of the specific actions toward achieving the goals, a description of changes the school will make to the specific actions as a result of the review and assessment, and a listing and description of expenditures for the fiscal year implementing the specific actions. (Education Code 47604.33, 47606.5)

When conducting this review, the governing body of the school may consider qualitative information including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. To the extent practicable, data shall be reported in a manner consistent with how information is reported on a school accountability report card. The update shall be developed in consultation with teachers, principals, administrators, other school personnel, parents/guardians and students. (Education Code 47606.5)

- c. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31 (Education Code 47604.33)
- d. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)
- e. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)

- f. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the state Controller and the California Department of Education. (Education Code 47605)

45. Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school web site or on the web site of the charter operator (Education Code 221.61)

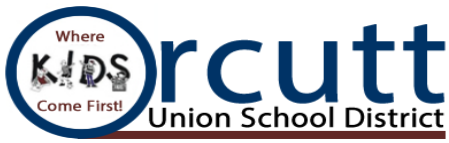
46. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)

47. Annually adopt a school accountability report card (Education Code 47612; California Constitution, Article 16, Section 8.5)

In addition, charter schools shall comply with the state and federal constitutions, applicable federal laws, and state laws that apply to governmental agencies in general, such as the Brown Act requirements in Government Code 54950-54963 and the conflict of interest laws in Government Code 1090-1099 and 87100-91014.

Exhibit Approved ~~3/28/14~~ 09/12/2018

Orcutt Union School District  
Orcutt, CA



Where a Dedicated Staff Means  
**KIDS COME FIRST**

**BOARD OF TRUSTEES**

ROB BUCHANAN  
ROBERT HATCH  
LISA MORININI  
DR. JAMES PETERSON  
LIZ PHILLIPS

DEBORAH BLOW, Ed.D.  
*District Superintendent*  
WALTER CON  
*Assistant Superintendent*  
HOLLY EDDS, Ed.D.  
*Assistant Superintendent*  
SUSAN SALUCCI  
*Assistant Superintendent*  
KIRBY FELL  
*Chief Technology Officer*

TO: Board of Trustees

FROM: Deborah Blow, Ed.D.  
Superintendent

BOARD MEETING DATE: September 12, 2018

BOARD AGENDA ITEM: Board Policy 2210, Administrative Discretion Regarding Board Policy

BACKGROUND: Policy updated to add the board's expectation that the superintendent or designee will be nondiscriminatory and demonstrate a commitment to equity whenever he/she is exercising administrative authority to address a situation that is either not covered in written policies or that requires immediate action to avoid risk to student and staff safety, protect district property, or prevent disruption of school operations. Policy clarifies the superintendent's accountability for all areas of operation under his/her authority and provides that the superintendent or designee will notify the board, as appropriate, of his/her actions exercised pursuant to this policy.

RECOMMENDATION: It is recommended that the Board of Trustees approve the proposed revisions to Board Policy 2210, as submitted.

FUNDING: N/A

## Administration Discretion Regarding Board Policy

### Administration

BP 2210 (a)

Through the adoption of written policies, the Board of Trustees conveys its expectations for actions that will be taken by the district, clarifies roles and responsibilities of the Board and Superintendent, and communicates Board philosophy and direction. The Governing Board desires to be proactive in communicating its philosophy, priorities, and expectations for the district; clarifying the roles and responsibilities of the Board, Superintendent, and other senior administrators; and setting direction for the district through written policies. However, the Board recognizes that, **in the course of operating district schools or implementing district programs, situations at times, issues may arise which may not be addressed in written policies. In such situations, or when immediate action is necessary to avoid any risk to the safety or security of students, staff or district property or to prevent disruption of school operations,** in the operation of the district schools ~~that are not addressed in Board policy or administrative regulations. When resolution of such issues necessitates immediate action,~~ the Superintendent or designee shall have the authority to act on behalf of the district **in a manner that is consistent with law and Board policies.**

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 2121 – Superintendent’s Contract)

(cf. 3516.5 – Emergency Schedules)

(cf. 9000 - Role of the Board)

(cf. 9310 - Board Policies)

~~If the matter involves a policy decision that is likely to be controversial, or a matter that has a significant impact on student learning or safety, the Superintendent or designee shall notify the Board president as soon as practicable after its occurrence.~~

~~The Board President and the Superintendent shall schedule a review of the action at the next regular Board meeting. If the action indicates the need for additions or revisions in Board policies, the Superintendent or designee shall make the necessary recommendations to the Board.~~

The Board has determined that it is in the best interest of the district to utilize the categorical program flexibility authorized by Education Code 42605. In accordance with Education Code 42605, for the 2008-09 through 2012-13 fiscal years, the Superintendent may suspend statutory or regulatory program and funding requirements for Tier 3 categorical programs reflected in any of the district's Board policies, administrative regulations, bylaws, or exhibits to the extent that such suspension does not affect the

## Administration

BP 2210 (b)

~~terms of any existing district contract or bargaining agreement. He/she may also suspend any such language reflected in any district procedure, rule, plan, or employee or student handbook. As necessary, the Superintendent or designee shall consult with other staff, district legal counsel, and/or the chief business official, regarding the district's exercise of this flexibility authority.~~

Any exercise of administrative authority shall be nondiscriminatory and demonstrate the district's commitment to equity in district programs and activities.

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

(cf. 0415 - Equity)

~~The Superintendent or designee shall annually report to the Board regarding how the district is exercising the flexibility and whether the desired results are being achieved.~~

The Superintendent shall be accountable to the Board for all areas of operation under his/her authority. As appropriate, the Superintendent or designee shall notify the Board as soon as practicable after he/she exercises the authority granted under this policy. The Board president and the Superintendent shall schedule a review of the action at the next regular Board meeting. If the action indicates the need for additions or revisions to Board policies, the Superintendent or designee shall make the necessary recommendations to the Board.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

~~(cf. 0420 - School Plans/Site Councils)~~

~~(cf. 0420.1 - School Based Program Coordination)~~

~~(cf. 0520.1 - High Priority Schools Grant Program)~~

~~(cf. 1220 - Citizen Advisory Committees)~~

~~(cf. 1312.4 - Williams Uniform Complaint Procedures)~~

~~(cf. 3110 - Transfer of Funds)~~

~~(cf. 3111 - Deferred Maintenance Funds)~~

~~(cf. 4111 - Recruitment and Selection)~~

~~(cf. 4112.2 - Certification)~~

~~(cf. 4112.21 - Interns)~~

~~(cf. 4113 - Assignment)~~

~~(cf. 4117.14/4317.14 - Postretirement Employment)~~

~~(cf. 4131 - Staff Development)~~

~~(cf. 4131.1 - Beginning Teacher Support/Induction)~~

~~(cf. 4138 - Mentor Teachers)~~

~~(cf. 4139 - Peer Assistance and Review)~~

~~(cf. 4231 - Staff Development)~~

~~(cf. 4331 - Staff Development)~~

~~(cf. 5123 - Promotion/Acceleration/Retention)~~

~~(cf. 5136 - Gangs)~~

~~(cf. 5141.32 - Health Screening for School Entry)~~

~~(cf. 5145.6 - Parental Notifications)~~

~~(cf. 5146 - Married/Pregnant/Parenting Students)~~



## Administration

BP 2210 (c)

~~(cf. 5147—Dropout Prevention)~~  
~~(cf. 5148.1—Childcare Services for Parenting Students)~~  
~~(cf. 5149 - At-Risk Students)~~  
~~(cf. 6111—School Calendar)~~  
~~(cf. 6141.5—Advanced Placement)~~  
~~(cf. 6142.6—Visual and Performing Arts Education)~~  
~~(cf. 6142.91—Reading/Language Arts Instruction)~~  
~~(cf. 6142.94—History Social Science Instruction)~~  
~~(cf. 6146.1—High School Graduation Requirements)~~  
~~(cf. 6151—Class Size)~~  
~~(cf. 6161.1—Selection and Evaluation of Instructional Materials)~~  
~~(cf. 6162.52—High School Exit Examination)~~  
~~(cf. 6163.1—Library Media Centers)~~  
~~(cf. 6164.2—Guidance/Counseling Services)~~  
~~(cf. 6172—Gifted and Talented Student Program)~~  
~~(cf. 6176—Weekend/Saturday Classes)~~  
~~(cf. 6177—Summer School)~~  
~~(cf. 6178—Career Technical Education)~~  
~~(cf. 6178.2—Regional Occupational Center/Program)~~  
~~(cf. 6179—Supplemental Instruction)~~  
~~(cf. 6184—Continuation Education)~~  
~~(cf. 6185—Community Day School)~~  
~~(cf. 6200—Adult Education)~~  
~~(cf. 7214—General Obligation Bonds)~~  
~~(cf. 9323.2—Actions by the Board)~~

### Legal Reference:

#### EDUCATION CODE

35010 Control of district, prescription and enforcement of rules  
35035 Powers and duties of superintendent  
35160 Authority of governing boards  
~~35160.5 Annual review of school district policies~~  
**35161 Powers and duties; authority to delegate**  
35163 Official actions, minutes and journal  
~~42605 Tier 3 categorical flexibility~~

### Management Resources:

#### ~~CSBA PUBLICATIONS~~

~~Policy Implications of Categorical Program Flexibility, Policy Advisory, November 2009~~

~~Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009~~

#### ~~CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE~~

~~Fiscal Issues Relating to Budget Reductions and Flexibility Provisions, April 2009~~

#### WEB SITES

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

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

Policy Adopted: ~~2/10/10~~ **09/12/18**

ORCUTT UNION SCHOOL DISTRICT  
Orcutt, California



Where a Dedicated Staff Means  
**KIDS COME FIRST**

**BOARD OF TRUSTEES**

ROB BUCHANAN  
ROBERT HATCH  
LISA MORININI  
DR. JAMES PETERSON  
LIZ PHILLIPS

DEBORAH BLOW, Ed.D.  
*District Superintendent*  
WALTER CON  
*Assistant Superintendent*  
HOLLY EDDS, Ed.D.  
*Assistant Superintendent*  
SUSAN SALUCCI  
*Assistant Superintendent*  
KIRBY FELL  
*Chief Technology Officer*

TO: Board of Trustees

FROM: Deborah Blow, Ed.D.  
Superintendent

BOARD MEETING DATE: September 12, 2018

BOARD AGENDA ITEM: Board Bylaw 9310, Board Bylaws

BACKGROUND: Policy updated to address alignment of board policies with the district’s vision, goals, and local control and accountability plan and add the concept of proactively addressing equity and equal access in board policies. Material rearranged to emphasize that policies are not operative if in conflict with applicable federal or state law ore regulations or court decisions.

RECOMMENDATION: It is recommended that the Board of Trustees approve the proposed revisions to Bylaw 9310, as submitted.

FUNDING: N/A

The Governing Board shall adopt written policies to convey its expectations for actions that will be taken in the district, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to students, staff, parents/guardians, and the community.

(cf. 9000 - Role of the Board)

The Board shall ensure that district policies align with the district's vision and goals, promote student learning and achievement, provide for consistent and fair treatment of students and staff, and proactively address equity and the provision of equal access to opportunities for all students.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0415 - Equity)

(cf. 0460 - Local Control and Accountability Plan)

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements. No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.

(cf. 2210 - Administrative Discretion Regarding Board Policy)

Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

The Board shall review certain policies annually, as required by Education Code 35160.5. If no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 6145 - Extracurricular and Cocurricular Activities)

### Policy Development and Adoption Process

The district's policy development process shall include the following basic steps:

1. The Board and/or Superintendent or designee shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new district vision

statement, new goals in the local control and accountability plan, educational research or trends, an incident that has arisen in the district, or a recommendation or request from staff, a parent/guardian, or other interested person.

2. As needed, the Superintendent or designee shall gather fiscal data, staff and public input, related district policies, sample policies from the California School Boards Association or other organizations or agencies, and other useful information and data to fully inform the Board about a particular issue.

(cf. 1220 - Citizen Advisory Committees)

3. The Board may hold discussions during a public Board meeting to gain an understanding of the issue and provide initial direction to the Superintendent or designee. The discussion may include, but not be limited to, community expectations, staff recommendations, and the expected impact of the policy on student learning and well-being, equity, governance, and the district's fiscal resources and operational efficiency.

4. The Board or Superintendent may request that legal counsel review the draft policy as appropriate.

5. The Superintendent or designee shall develop and present a draft policy for a first reading at a public Board meeting. At its second reading, the Board may take action on the proposed policy. The Board may waive the second reading or may require an additional reading if necessary.

(cf. 9323 - Meeting Conduct)

Only policies formally adopted by a majority vote of the Board shall constitute official Board policy.

(cf. 9323.2 - Actions by the Board)

The district's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or the desire to provide greater opportunities for consultation and public input.

Policies shall become effective upon Board adoption or at a future date if so designated by the Board at the time of adoption.

The Board shall prescribe and enforce rules for its own governance consistent with state law and regulations. (Education Code 35010)

Bylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy.

The Superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the district. Administrative regulations shall be consistent with law and Board policy and shall be designed to promote the achievement of district goals and

objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other provisions. The Superintendent or designee may also develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.

When Board policies are amended, the Superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Board policy, policy shall prevail.

The Board may review and/or approve administrative regulations for the purpose of ensuring conformity with the intent of Board policy.

#### Monitoring and Evaluation

At any time, the Board and Superintendent or designee may determine that progress reports to the Board on the implementation and/or effectiveness of the policy should be scheduled. If so, the Board and Superintendent or designee shall agree upon a timeline and, as applicable, measures for evaluating the effectiveness of the policy in achieving its purpose.

(cf. 0500 - Accountability)

#### Access to Policies

The Superintendent or designee shall ensure that all district employees and the public have access to an up-to-date district policy manual. The policy manual shall be maintained electronically and/or by paper copy.

(cf. 1113 - District and School Web Sites)

(cf. 1340 - Access to District Records)

As necessary, the Superintendent or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. He/she may determine the appropriate communication strategy depending on the issue. Policies shall be posted on the district's web site when required by law.

(cf. 1112 - Media Relations)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

(cf. 6020 - Parent Involvement)

#### Legal Reference:

##### EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35160 Authority of governing boards

35160.5 Annual review of school district policies

35163 Official actions, minutes and journal

35164 Vote requirements

**Board Bylaws**

BB 9310 (c)

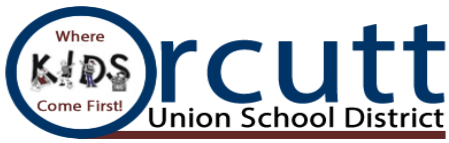
Management Resources:

**WEB SITES**

CSBA, Policy Services, including Policy Update Service, Governance and Management Using Technology (GAMUT Online), Policy Review Program, Individual District Policy Workshops, Agenda Online, and Manual Maintenance: <http://www.csba.org/ps>

Policy adopted 09/12/18

ORCUTT UNION SCHOOL DISTRICT  
Orcutt, CA



**BOARD OF TRUSTEES**

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SUSAN SALUCCI  
*Assistant Superintendent*  
KIRBY FELL  
*Chief Technology Officer*

Where a Dedicated Staff Means  
**KIDS COME FIRST**

TO: Board of Trustees

FROM: Deborah Blow, Ed.D.  
Superintendent

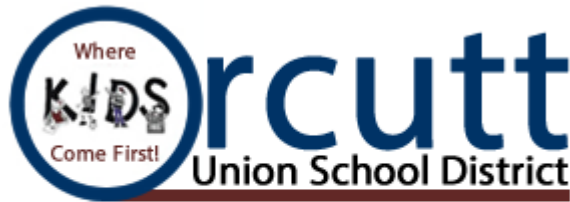
BOARD MEETING DATE: September 12, 2018

BOARD AGENDA ITEM: Governance Handbook

BACKGROUND: On June 16, 2018, Orcutt Union School District Board of Trustees and Superintendent participated in a workshop on Effective Governance with a trainer from the California School Boards Association. This document reflects the governance team's discussion about developing and sustaining a framework for effective governance and includes highlights of conversation about unity of purpose, roles, norms and protocols that enable the governance team to continue to perform its responsibilities in a way that best serves all students.

RECOMMENDATION: Staff recommends that the Board of Trustees approve the Governance Handbook, as submitted.

FUNDING: Not applicable



## Orcutt Union School District Governance Handbook

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June 16, 2018

### Board of Trustees

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Dr. James Peterson, President

Lisa Morinini, Clerk

Rob Buchanan, Member

Robert Hatch, Member

Liz Phillips, Member

### Superintendent

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Dr. Deborah Blow

#### EFFECTIVE GOVERNANCE

Unity of Purpose, Roles, Responsibilities, Norms and Protocols

*This document reflects the governance team's work on the creation of a framework for effective governance. This process involves **ongoing** discussions and agreements about unity of purpose, roles, norms and protocols that enable the governance team to continue to perform its responsibilities in a way that best benefits all children.*



*On June 16, 2018, Orcutt Union School District Board of Trustees and Superintendent participated in a workshop on Effective Governance with the California School Boards Association. This document reflects the governance team’s discussion about developing and sustaining a framework for effective governance and includes highlights of their conversation about unity of purpose, roles, norms and protocols that enable the governance team to continue to perform its responsibilities in a way that best serves all students.*

## TABLE OF CONTENTS

### UNITY OF PURPOSE

---

A Strong Governance Team Is One That...	3
What We Are Most Proud of About Our District.....	3
Mission Statement, Vision and Goals .....	4

### ROLES AND RESPONSIBILITIES

---

A Discussion of Roles .....	5
The Board’s Responsibilities.....	5

### POSITIVE GOVERNANCE TEAM CULTURE

---

Norms .....	6
Meeting Guidelines .....	8

### SUPPORTIVE STRUCTURES AND PROCESSES (Protocols)

---

Protocols.....	9
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### GOVERNANCE AGREEMENTS SIGNATURE PAGE.....14

## UNITY OF PURPOSE

*Unity of purpose is the common focus, overarching goals, and the core values, beliefs and principles governing body members share in common about children, the district and public education*

### UNITY OF PURPOSE

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#### We Believe that a Strong Governance Team is One...

- Where Team members respect each other and the team, as a whole.
- In which every team member is committed to his/her role and to working as a team.
- Where everyone comes to meetings prepared and pays attention to the agenda.
- In which folks work as a team while allowing for individual perspectives.
- Where everyone keeps their focus on our vision and the purpose of the district.
- That provides leadership and works toward common goals.

### UNITY OF PURPOSE

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#### What We Are Most Proud of About this District and Want to Preserve:

- That we are kid focused; our family atmosphere and collaborative decision making
- Our strong communication
- That we provide a strong academic program for our students in a safe, nurturing environment.
- Strong, respectful leadership that has been built year after year
- Strong messaging – We promote the culture of the district and make it desirable for families and teachers to be here.
- The Board is visible and approachable which leads to a family environment.
- We do well with interventions for students who need extra help.
- District change is minimal in comparison to other districts.
- Strong social media
- Our technology
- 21<sup>st</sup> Century classrooms
- Coming together as a team that puts kids first and communicates that message.
- Kids come first – we provide good stewardship even during bad times.
- The success of our charter schools
- What has been done with the budget - Flexibility with the money that we had.
- Advancement of learning opportunities
- Maintaining high expectations for all – we expect students to meet those high expectation and educators to teach high expectations.

## **Our Mission**

Opportunities for learning are limitless. The Orcutt Union School District's mission is to nurture, educate, empower, and inspire our children to successfully navigate and thrive in an ever changing world.

## **Our Vision**

As the heart of the communities we serve, the Orcutt Union School District will foster high levels of student success through multiple pathways of learning. By offering a world-class education, our district will lead the way in innovation and creativity, and will be known for its caring, collaborative and inclusive culture.

## **Our Goals**

**High Quality Instruction:** We will provide and support engaging, high quality instruction, which promotes active learning and maximizes student achievement.

**21st Century Skills:** We will provide students with an innovative 21st century curriculum that will enable them to compete in a global society.

**Flexible Learning Environments:** We will create flexible learning environments that will encourage new delivery models and expand students' opportunities for learning.

**Whole Child:** We will provide a rich and diverse curriculum in a positive and safe atmosphere to address the needs of the whole child.

**Resources:** We will utilize our existing and future resources and explore new avenues to support the goals of our district.

## **GAINING CLARITY ON ROLES AND RESPONSIBILITIES**

### **The Role of the Board and Superintendent - CSBA:**

School board “trustees” are the representatives of the people, elected to ensure the district schools educate the children in consideration of the interests of the local community. The role of the School Board is to govern the school district.

The superintendent is hired by the school board to provide the professional expertise in the day-to-day operations of the district. The role of the Superintendent is:

1. To work with the school board to develop an effective governance leadership team.
2. To serve as the chief administrative officer for the school district.

### **Performing Board Responsibilities - CSBA:**

#### **We Set the Direction for the Community’s Schools by:**

- Focusing on student learning.
- Assessing district needs.
- Generating, reviewing and revising setting direction documents: (beliefs, vision, priorities, strategic goals, success indicators)
- Ensuring an appropriate inclusive process is used to develop these documents.
- Ensuring that these documents are the driving force for all district efforts.

#### **We establish an effective and efficient Structure for the school district by:**

- Employing the superintendent.
- Setting policy for hiring of other personnel.
- Setting policies.
- Setting direction for and adopting the curriculum.
- Establishing budget priorities and adopting the budget.
- Overseeing facilities issues.
- Providing direction for and voting to accept collective bargaining agreements.

#### **We Provide Support through our behavior and actions by:**

- Acting with a professional demeanor that models the district’s beliefs and vision.
- Making decisions and providing resources that support mutually agreed upon priorities and goals.
- Upholding board approved district policies.
- Ensuring a positive personnel climate exists.
- Being knowledgeable about district efforts and able to explain them to the public.

**We Ensure Accountability to the Public by:**

- Evaluating the superintendent.
- Monitoring, reviewing and revising policies.
- Serving as a judicial and appeals body.
- Monitoring student achievement and program effectiveness and requiring program changes as indicated.
- Monitoring and adjusting district finances.
- Reviewing facilities issues.
- Monitoring the collective bargaining process.

**We Act as Community Leaders by:**

- Speaking with a common voice about district priorities, goals and issues.
  - Engaging and involving the community in district schools and activities.
  - Communicating clear information about policies, programs and fiscal conditions of the district.
  - Educating the community and the media about issues facing the district and public education.
  - Advocating for children, district programs and public education to the general public, community, and local, state and national leaders.
-

# Orcutt Union School District Governance Team

## AGREEMENTS TO FACILITATE GOVERNANCE LEADERSHIP

### Governance Team Norms and Protocols:

The Board of Education for the Orcutt Union School District is entrusted by the community to uphold the Constitutions of California and the United States, to protect the public's interest in the schools, and to ensure that a high quality education is provided to each student. To effectively meet district challenges, the Board and Superintendent must function together as a governance leadership team. Agreed upon behaviors or norms, and operating procedures or protocols, support consistent behavior and actions among team members. The purpose of the Orcutt Union SD governance team agreements is to ensure that a positive and productive working relationship exists among board members, the superintendent, district staff, students, and the community. Norms and protocols are developed for and by the members of the governance team, and may be modified over time as needed.

### *Our Agreements to Facilitate Governance Leadership:*

## **Norms**

**Our Governance Team wishes to create a culture that models ...**

- **Commitment to the district and to the work:**
  - **Preparing for and attending meetings**
  - **Attendance –ensuring that there is a quorum**
  - **Being at schools and school events**
- **Flexibility – working with the entire group to represent the Board and respond to emergencies.**
- **Open, honest communication**
- **Agreeing to disagree without hard feelings**
- **Demonstrating respect for one another**
- **Taking the time to get to know each other**
- **Thinking through items before bringing them forth in open session**
- **Preparation – coming to meetings prepared**

To this end, we have adopted the following meeting guidelines:

## **Meeting Guidelines**

- We will keep our focus on the best interest of our students.
- We will wait to speak until a team member has finished talking.
- Everyone's opinions count; we will be open to the ideas of others.
- We will build upon the ideas of others and look for common ground. We will paraphrase for understanding.
- Each member will take responsibility for the work of the team. We will each be responsible for the success of the meeting – participate equally and address concerns.
- We will respect differences and show respect.
- We will respect the recommendations, logic and guidance of the staff.
- We will come to meetings prepared, ask questions in advance and not put staff on the spot.

# ORCUTT UNION SCHOOL DISTRICT

## Protocols

### STRUCTURE AND PROCESS

Effective Governance Teams discuss and agree upon the formal structures and processes, or protocols, used by the Board and Superintendent in their functioning as a team. These structures and processes guide the operation of the Governance Team and determine how they do business. Protocols are the agreements that ensure that all members of the team are operating within their agreed upon roles.

The following protocols were developed by the Governance Team.

#### *Protocols to Facilitate Governance Leadership:*

	<b>Confidentiality</b>
<b>Rationale</b>	<ul style="list-style-type: none"><li>• The governing board recognizes the importance of maintaining the confidentiality of information acquired as part of a board member's official duties.</li></ul>
<b>Protocol</b>	<ul style="list-style-type: none"><li>• The responsibility of the board includes being privy to closed sessions or confidential information about district litigation, personnel, negotiations, superintendent evaluation, or other issues permitted under the Brown Act.</li><li>• All trustees will strive to maintain the public's trust by not breaching confidentiality.</li><li>• A trustee who inadvertently or accidentally violates a confidential issue, will take immediate responsibility for correcting the action and notifying the superintendent and/or president of the board.</li></ul>



<b>Receiving Community or Staff Concerns and/or Complaints</b>	
<b>Rationale</b>	<ul style="list-style-type: none"> <li>• Board members want to be accessible, responsive, consistent and fair in dealings with complaints and concerns from the community and staff.</li> <li>• The board values open communication and timely resolution of issues.</li> </ul>
<b>Protocol</b>	<p>When approached with an issue or concern, trustees agree to:</p> <ul style="list-style-type: none"> <li>• Listen openly, being careful to remain neutral, except when the issue is one that may come before us in our judicial role (personnel issues and student discipline). That information will be shared with the entire Board at the appropriate place and time - during the hearing. In that case, we will explain to the complainant that listening to their concern will require us to recuse ourselves when the matter does come before the Board, much the same way that a juror would be removed from the jury box for hearing evidence outside the courtroom during a trial.</li> <li>• Remind staff and members of the community that no individual trustee has the authority to solve the issue/concern.</li> <li>• Encourage addressing this with the person who can most directly help with their concern, e.g. teacher, principal, superintendent.</li> <li>• As appropriate, explain the district complaint or grievance process.</li> <li>• Trustees will notify the superintendent of the issue or concern, as appropriate.</li> </ul>

<b>Requesting Information from Staff</b>	
<b>Rationale</b>	<ul style="list-style-type: none"> <li>• Critical to the ability of trustees to make informed decisions is timely access to information.</li> <li>• The superintendent wants to be responsive to requests for information, maintain the focus on district priorities and balance the management of staff time.</li> </ul>
<b>Protocol</b>	<ul style="list-style-type: none"> <li>• Trustees will always work through the superintendent when asking questions or requesting additional information on board meeting agenda items.</li> <li>• The superintendent will ensure timely responses to requests and will provide the information or direct trustees to the correct source. As appropriate, the superintendent will distribute answers to all trustees.</li> <li>• Board members will self-monitor to ensure one person's request for information does not divert an inappropriate amount of time from staff efforts to achieve district goals. Requests requiring inordinate amounts of time (to be defined) will be brought to the board to decide whether to support the request.</li> </ul>

<b>Role of the Board President and Agenda setting</b>	
<b>Rationale</b>	<ul style="list-style-type: none"> <li>• The board has an obligation to set an example of good government in action for the community.</li> <li>• The board intends for meetings to proceed professionally, efficiently and effectively.</li> <li>• The board president sets the tone and shapes the public’s perception of the school board.</li> <li>• Each board member must have the opportunity to express his or her viewpoint during board deliberation.</li> </ul>
<b>Protocol</b>	<ul style="list-style-type: none"> <li>• The board president should meet with the superintendent at least once a month to develop the board meeting agenda.</li> <li>• Board members wishing to place topics on the board agenda will forward them to the board president for discussion with the superintendent at agenda setting meetings.</li> <li>• The board president facilitates the board meeting, supporting the effective flow of the discussion and encouraging input from all trustees while staying on task and moving forward. The board president will model the tone and manner the board wishes to convey to the community.</li> <li>• Following the board meeting, the board president with the superintendent will ensure there is appropriate follow-up and clarification of possible options for the board.</li> <li>• The board president serves as the primary spokesperson for the board.</li> <li>• The board president position will be determined annually through a rotation process.</li> </ul>

<b>Visiting Schools and School Events</b>	
<b>Rationale</b>	<ul style="list-style-type: none"> <li>• The board wants to be informed about instructional practices, and the needs of the students and staff with regard to school programs.</li> <li>• Visiting schools provides the opportunity to show appreciation and recognize staff for their work.</li> <li>• Site visits are not meant to be evaluative in nature or disruptive to classroom instruction.</li> </ul>
<b>Protocol</b>	<ul style="list-style-type: none"> <li>• Board members will have access to the school calendars and are encouraged to visit schools and attend school events.</li> <li>• Site visits will be arranged through the Superintendent, who will accompany Board Members on their visits.</li> <li>• The principal or assistant principal may accompany trustees on classroom visits.</li> <li>• The superintendent will ensure that staff is aware of the process and protocols for trustees visiting the classrooms.</li> </ul>

<b>Dealing with press/media</b>	
<b>Rationale</b>	<ul style="list-style-type: none"> <li>The board wants to communicate a consistent message to the community</li> </ul>
<b>Protocol</b>	<ul style="list-style-type: none"> <li>When contacted by the media, board members will refer the media to the board president, and/or the superintendent.</li> <li>The Superintendent is the spokesperson for the district and the Board President is the spokesperson for the board.</li> <li>If the press contacts the district office or superintendent, the board will be notified as necessary.</li> </ul>

<b>Welcoming/Orienting New Board Members</b>	
<b>Rationale</b>	<p><b><u>We believe:</u></b></p> <ul style="list-style-type: none"> <li>New board members should feel welcomed, and have opportunities to get to know other members of the governance team.</li> <li>It is important to have opportunities to “heal any wounds” from the election process.</li> <li>New board members need educational support and training from the governance team and outside sources (i.e., CSBA Institute for New and First Term Board Members).</li> <li>New board members need to learn about the district and understand the district’s vision, purpose and culture.</li> <li>New board members need to feel that they are part of our team and should participate in developing agreements about how we will work together.</li> </ul>
<b>Protocol</b>	<p><b><u>We Agree that:</u></b></p> <ul style="list-style-type: none"> <li>Prior to the election an orientation will be held for all School Board Candidates. At this meeting the following information/items will be shared with potential new Board Members: <ul style="list-style-type: none"> <li>Information about the district</li> <li>School governance and the role of the Board</li> <li>The Orcutt Union SD Governance Handbook</li> <li>CSBA Professional Governance Standards</li> <li>The history and traditions of Orcutt Union SD</li> </ul> </li> <li>Board candidates will be informed about the dates of the CSBA Annual Conference – and hotel reservations and registration for the New Board Member Orientation and the Annual Conference will be arranged for all new board members.</li> <li>A veteran board member (s) and/or the Superintendent will attend the New Board Member Orientation with new board members.</li> </ul>

## Welcoming/Orienting New Board Members

- The board will select a “board mentor” to provide support for the new board member as s/he becomes familiar with governance team operations and the governance role and responsibilities. Mentors may be current or former board members.
- The superintendent will meet with each new board member individually to answer any questions and familiarize him/her with district operations.
- Each seated board member is encouraged to arrange a time to have an informal meeting with each new board member as soon as possible after the election (i.e., coffee or lunch, etc.).
- The whole governance team will participate in a District New Board Member Orientation and a CSBA “Good Beginnings” workshop following the installation of new members. The orientation will include but not be limited to discussions of:
  - District Vision, Mission and Goals
  - Key District Personnel
  - District Operations
  - Special District Projects or Programs
  - Current Issues Facing the District
  - Governance Team Operations
    - Board Bylaws (9000 Series of the Policy Manual)
    - Governance Handbook
- New board members will be encouraged to attend the CSBA Brown Act Workshop, the Institute for New and First Term Board Members and/or the Masters in Governance program. The Board President and/or Superintendent will accompany new Board Members to various workshops.

We have reviewed and agree to follow the aforementioned governance team norms and protocols in order to support a positive and productive working relationship among the Orcutt Union School District Board of Education, Superintendent, staff, students and the community. We shall renew this document annually.

Affirmed on this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Dr. James Peterson, Board  
President

\_\_\_\_\_  
Lisa Morinini, Clerk

\_\_\_\_\_  
Rob Buchanan, Trustee

\_\_\_\_\_  
Robert Hatch, Trustee

\_\_\_\_\_  
Liz Phillips, Trustee

\_\_\_\_\_  
Dr. Deborah Blow, Superintendent



# Pine Grove Elementary School

1050 East Rice Ranch Road Santa Maria, CA 93455 (805)938-8800 Fax (805) 938-8849

August 31, 2018


To: Board of Trustees, Orcutt Union School District

Re: Request for Approval, Before the Mast Tall Ship Program, Oct. 1, 2, 3

Request Board approval for our fourth grade classes to participate in the Santa Barbara Maritime Museum's Before the Mast Tall Ship Program. This is an overnight program where students, parent chaperones (4-5), and teachers (3) go back in time to the early 1800's as sailors aboard a Boston trading vessel. The tall ship, named "The Spirit of Dana Point", remains docked in Santa Barbara Harbor for the entire program. This wonderful program for our fourth grade students runs for 18 hours, beginning at 3:00 P.M. on the day of the scheduled trip, and ending at 9:00 A.M. the following day. It serves as an excellent learning environment to reinforce the 4<sup>th</sup> grade Social Studies curriculum.

Mr. Maderas has personally briefed the Board in the past on this trip and his experiences, bringing both parents and students to share their experiences as well. This will be his seventh trip with students, the first two years while assigned to Olga Reed School, and the past four years here at Pine Grove School. Mr. Robertson will be taking his fourth class; Mrs. Elizabeth Zimmerman, with a 4/5 combination class, will be going on this trip for the first time.

As a result of the excellent relationship our school enjoys with the Santa Barbara Maritime Museum, they have most graciously offered to again cover all costs associated with the program, to include bus transportation.



Leslie Wagonseller  
Principal

September 5, 2018

To: Dr. Deborah Blow, Superintendent,  
and Board of Trustees, Orcutt Union School District

From: Joe Dana, Principal

Re: Board Approval of Olga Reed School Overnight Field Trip  
to Santa Barbara Maritime Museum



On behalf of the 26 fourth graders of Olga Reed School, I am requesting that the Orcutt Union School District Board of Trustees approve an overnight field trip to the **Santa Barbara Maritime Museum** on Thursday, October 4, and Friday, October 5. Accompanied by teachers Debra Laflin and Anna Yamaichi, the fourth graders will be staying aboard the tall ship Spirit of Dana Point, which is a replica of a privateer from the era of the late 18<sup>th</sup> Century and early 19<sup>th</sup> Century. During the field trip the students, the teachers, and a handful of parent chaperones will assume the roles of the crew of a tall ship sailing off the coast of Alta California.

This will be the seventh consecutive year in which Olga Reed has participated in this trip. In past years, it successfully has brought history to life for Olga Reed students, as they have been able to experience multiple aspects of the maritime life, including raising sails, tying knots, rowing to shore to pick up hides, swabbing decks, keeping night watch, and sleeping below deck. The staff of Spirit of Dana Point (which is operated by the Ocean Institute of Dana Point) is quite skilled at working with students. Following the trip, students routinely remark that it was one of their most memorable learning experiences ever.

During the field trip experience, Spirit of Dana Point remains docked in Santa Barbara Harbor adjacent to the Santa Barbara Maritime Museum. Our school group will be transported by the district from Los Alamos to Santa Barbara on the afternoon of October 4. They will return home, via district transportation, on the morning of October 5. Special thanks to the Santa Barbara Maritime Museum, which provides this field trip pro bono to Olga Reed School!



*The first mate of Spirit of Dana Point "musters" a crew of Olga Reed students during the 2017 field trip*

September 5, 2018

To: Dr. Debbie Blow, Superintendent, and  
Board of Trustees

From: Joe Dana, Principal

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



On behalf of the sixth graders of Olga Reed School, I am requesting that the Orcutt Union School District Board of Trustees approve a three-day, two-night camp experience at the **Catalina Island Marine Institute (CIMI)**. Olga Reed's class of 19 sixth graders will be attending camp at CIMI from Wednesday, October 3, through Friday, October 5. Following is a brief overview of the CIMI experience and the transportation arrangements we have made.

## The CIMI Experience

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



Olga Reed sixth graders have participated in "Science Camp" at CIMI for many years, and the trip enjoys substantial buy-in among students and families. Cost for a three-day, two-night camp experience is \$270 per student, not including the cost of transportation to and from Long Beach. Due to school fund-raising, the trip is substantially funded, although we are needing to seek donations to help defray the cost. Two staff members – 5/6 combination class teacher Tanya Lee and 6/7 combination class teacher Michelle Fernandez – will accompany the students on the trip. We expect to have at least one parent chaperone also accompany the group.

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



## Transportation

To save on transportation to and from Long Beach, we will be utilizing staff and parent drivers following district protocols. The itinerary is as follows:

**Wednesday, October 3:** Leave Olga Reed at 3:30 a.m. Arrive at Queen Mary Terminal in Long Beach by 8:15 a.m.

**Friday, October 5:** Leave Queen Mary Terminal in Long Beach at 3:00 p.m. Stop for dinner in Camarillo. Return to Olga Reed at approximately 8:00 p.m.

As you know, for many years the CIMI trip has been a highly anticipated and incredibly memorable experience for Olga Reed sixth graders. I respectfully request your approval.




*The Olga Reed crew on a hike above Fox Landing in 2017*



## BUSINESS SERVICES MEMORANDUM

**TO:** Board of Trustees  
Debbie Blow, Superintendent

**FROM:** Walter Con   
Assistant Superintendent, Business Services

**BOARD MEETING DATE:** September 12, 2018

**BOARD AGENDA ITEM:** Authorized Signatures: District Personnel Approved by the Superintendent for Release of Commercial and Payroll Warrants

**BACKGROUND:** In order to proceed with normal District business, the Board must delegate district personnel who are authorized to release commercial and payroll warrants on behalf of Orcutt Union School District. Normally this is to be completed once a year, but due to personnel changes in the payroll office, it is being presented to the Board for authorization at this time.

**RECOMMENDATION:** I recommended that the Board of Trustees approve the authorized signatures for release of commercial and payroll warrants as submitted.

**FUNDING:** This action does not require a funding source.

**Authorized Signatures  
District Personnel Approved by the Superintendent  
for Release of Commercial and Payroll Warrants**

District: Orcutt Union School District

Signature	<input checked="" type="checkbox"/> Commercial Warrants	<input checked="" type="checkbox"/> Payroll Warrants
Typed Name/Title Debrow L. Blow, Superintendent		

Signature 	<input checked="" type="checkbox"/> Commercial Warrants	<input checked="" type="checkbox"/> Payroll Warrants
Typed Name/Title Walter J. Cori, Assistant Superintendent, Business Services		

Signature 	<input checked="" type="checkbox"/> Commercial Warrants	<input checked="" type="checkbox"/> Payroll Warrants
Typed Name/Title Sandra Knight, Director, Fiscal Services		

Signature 	<input checked="" type="checkbox"/> Commercial Warrants	<input type="checkbox"/> Payroll Warrants
Typed Name/Title Anna Orca, Senior Accounting Technician		

Signature 	<input checked="" type="checkbox"/> Commercial Warrants	<input type="checkbox"/> Payroll Warrants
Typed Name/Title Brianne Guerrero, Accounting Technician		

Signature	<input type="checkbox"/> Commercial Warrants	<input type="checkbox"/> Payroll Warrants
Typed Name/Title		


I certify that the names and signatures above are authorized district personnel who may pick up warrants on behalf of our district.

<hr style="width: 80%; margin: 0 auto;"/> <p>Superintendent</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Date</p>
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**Authorized Signatures**  
**District Personnel Approved by the Superintendent**  
**for Release of Commercial and Payroll Warrants**

District: Orcutt Union School District

Signature  Typed Name/Title Zina Chavez, Senior Payroll Technician	<input type="checkbox"/> Commercial Warrants	<input checked="" type="checkbox"/> Payroll Warrants
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Signature  Typed Name/Title Amy Lewton, Payroll Technician	<input type="checkbox"/> Commercial Warrants	<input checked="" type="checkbox"/> Payroll Warrants
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Signature Typed Name/Title	<input type="checkbox"/> Commercial Warrants	<input type="checkbox"/> Payroll Warrants
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Signature Typed Name/Title	<input type="checkbox"/> Commercial Warrants	<input type="checkbox"/> Payroll Warrants
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Signature Typed Name/Title	<input type="checkbox"/> Commercial Warrants	<input type="checkbox"/> Payroll Warrants
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Signature Typed Name/Title	<input type="checkbox"/> Commercial Warrants	<input type="checkbox"/> Payroll Warrants
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I certify that the names and signatures above are authorized district personnel who may pick up warrants on behalf of our district.

_____ Superintendent	_____ Date
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## BUSINESS SERVICES MEMORANDUM

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

**FROM:** Walter Con   
Assistant Superintendent, Business Services

**BOARD MEETING DATE:** September 12, 2018

**BOARD AGENDA ITEM:** District Certification of 2017-18 Unaudited Actuals

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

In keeping with that provision the Orcutt Union School District is providing the final unaudited actual revenues and expenditures for the 2017-18 year for all funds of the district.

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

With the exception of the beginning balance and reserves, the 2018-19 budget remains unchanged from that adopted on June 13, 2018. Changes in the estimated fund balances due to the 2017-18 actuals are incorporated into the beginning balances for 2018-19 for all funds.

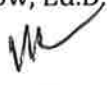
**RECOMMENDATION:** I recommend that the Board of Trustees approve and certify the Unaudited Actuals Finance Report as submitted.

**FUND:** All Funds as presented herein.



## BUSINESS SERVICES MEMORANDUM

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

**FROM:** Walter Con   
Assistant Superintendent, Business Services

**BOARD MEETING DATE:** September 12, 2018

**BOARD AGENDA ITEM:** Resolution No. 1 GANN Limit

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

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

**RECOMMENDATION:** I recommended that the Board of Trustees adopt 2018/2019 Resolution No. 1 GANN Limit Adoption.

**FUNDING:** This action does not require a funding source.

# RESOLUTION NO. 1

2018/2019

Resolution of the Governing Board of the  
Orcutt Union School District

## GANN LIMIT ADOPTION

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

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

WHEREAS, the District must establish a revised Gann Limit for the 2017/2018 fiscal year and a projected Gann Limit for the 2018/2019 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann Limits for the 2017/2018 and 2018/2019 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2017/2018 and 2018/2019 fiscal years do not exceed the limitations imposed by Proposition 4;

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

Passed and adopted by the Board of Trustees of the Orcutt Union School District this 12th day of September, 2018 by the following vote:

AYES:                      NOES:                      ABSENT:

(Signed) \_\_\_\_\_  
Board President



## BUSINESS SERVICES MEMORANDUM

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

**FROM:** Walter Con *WC*  
Assistant Superintendent, Business Services

**BOARD MEETING DATE:** September 12, 2018

**BOARD AGENDA ITEM:** Board Policy 3516, Emergencies and Disaster Preparedness Plan

**BACKGROUND:** In our continued effort to be current with district board policies, attached is board policy 3516 for first reading. This policy has been reviewed by the School Boards Association legal counsel to comply with current requirements. This will bring us up-to-date with current practices and legalese.

**RECOMMENDATION:** I recommend that the Board of Trustees adopt Board Policy 3516 as presented for first reading.

**FUND:** N/A



## Business and Noninstructional Operations

### EMERGENCIES AND DISASTER PREPAREDNESS PLAN

The Governing Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. **The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.**

~~School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Cod 3100)~~

The Superintendent or designee shall develop and maintain a disaster preparedness plan which **contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures details provisions for handling emergencies and disasters and which** shall be included in the district's comprehensive school safety plan. (Education Code 32282)

~~(cf. 0400 – Comprehensive Plans)~~

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

~~(cf. 3516.3 - Earthquake Emergency Procedure System)~~

~~(cf. 4112.3/4212.3/4312.3 – Oath or Affirmation)~~

~~(cf. 4119.3/4219.3/4319.3 – Duties of Personnel)~~

**In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, he/she shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.**

~~(cf. 0420 - School Plans/Site Councils)~~

~~(cf. 1220 - Citizen Advisory Committees)~~

~~(cf. 3513.3 - District Police/Security Department)~~

**The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.**

**The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.**

~~(cf. 4131 - Staff Development)~~

~~(cf. 4231 - Staff Development)~~

(cf. 4331 - Staff Development)

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the district may deem necessary to meet the community's needs. (Education Code 32282)

(cf. 1330 - Use of School Facilities)

District employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

*Legal Reference:*

EDUCATION CODE

32001 Fire alarms and drills

32040 Duty to equip school with first aid kit

32280-32289 School safety plans

32290 Safety devices

39834 Operating overloaded bus

46390-46392 Emergency average daily attendance in case of disaster

49505 Natural disaster; meals for homeless students; reimbursement

CIVIL CODE

1714.5 Release from liability for disaster service workers and shelters

GOVERNMENT CODE

3100-3109 Public employees as disaster service workers; oath or affirmation

8607 Standardized emergency management system

CALIFORNIA CONSTITUTION

Article 20, Section 3 Oath or affirmation

CODE OF REGULATIONS, TITLE 5

550 Fire drills

560 Civil defense and disaster preparedness plans

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized emergency management system

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Crisis Response Box, 2000

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES PUBLICATIONS

Active Shooter Awareness Guidance, February 2018

State of California Emergency Plan, 2017

School Emergency Response: Using SEMS at Districts and Sites, June 1998

FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

National Incident Management System, 3rd ed., October 2017

~~CSBA PUBLICATIONS~~

~~Avian Influenza, Governance and Policy Services Fact Sheet, April 2006~~

~~911! A Manual for Schools and the Media During a Campus Crisis, 2001~~

~~CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS~~

~~Pandemic Influenza Planning Checklist, 2006~~

~~CONTRA COSTA COUNTY OFFICE OF EDUCATION~~

~~Pandemic Flu School Action Kit, June 2006~~

~~GOVERNOR'S OFFICE OF EMERGENCY SERVICES~~

~~School Emergency Response: Using SEMS at Districts and Sites, June 1998~~

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

**Guide for Developing High-Quality School Emergency Operations Plans, 2013**

~~Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003~~

WEB SITES

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

American Red Cross: <http://www.redcross.org>

California Attorney General's Office: <http://oag.ca.gov>

California Department of Education, Crisis Preparedness: <http://www.cde.ca.gov/ls/ss/cp>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

~~Contra Costa County Office of Education, Pandemic influenza resources:~~

~~[http://www.cccoe.k12.ca.us/about/flu/resources\\_flu\\_action\\_kit](http://www.cccoe.k12.ca.us/about/flu/resources_flu_action_kit)~~

Federal Emergency Management Agency: <http://www.fema.gov>

U.S. Department of Education, Emergency Planning:

<http://www2.ed.gov/admins/lead/safety/crisisplanning.html>

~~<http://www.ed.gov/admins/lead/safety/emergencyplan>~~

U.S. Department of Homeland Security: <http://www.dhs.gov>


Policy Adopted: ~~2/15/07~~ **9/12/18**

ORCUTT UNION SCHOOL DISTRICT  
Orcutt, California



## BUSINESS SERVICES MEMORANDUM

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

**FROM:** Walter Con   
Assistant Superintendent, Business Services

**BOARD MEETING DATE:** September 12, 2018

**BOARD AGENDA ITEM:** Board Policy 3514, Environmental Safety

**BACKGROUND:** In our continued effort to be current with district board policies, attached is board policy 3514 for first reading. This policy has been reviewed by the School Boards Association legal counsel to comply with current requirements. This will bring us up-to-date with current practices and legalese.

**RECOMMENDATION:** I recommend that the Board of Trustees adopt Board Policy 3514 as presented for first reading.

**FUND:** N/A

## **Business and Noninstructional Operations**

### **Environmental Safety**

The Governing Board recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks and shall develop strategies to prevent and/or mitigate environmental hazards. He/she shall consider the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff and students, including the impact on student achievement and attendance.

- (cf. 0200 - Goals for the School District)
- (cf. 0400 - Comprehensive Plans)
- (cf. 1312.4 - Williams Uniform Complaint Procedures)
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)
- (cf. 3516.3 - Earthquake Emergency Procedure System)
- (cf. 3517 - Facilities Inspection)
- (cf. 4157/4257/4357 - Employee Safety)
- (cf. 5142 - Safety)
- (cf. 7111 - Evaluating Existing Buildings)

Such strategies shall focus on maximizing healthy indoor air quality; monitoring the quality of outdoor air and adjusting outdoor activities as necessary; reducing exposure to vehicle emissions; minimizing exposure to lead and mercury; reducing the risk of unsafe drinking water; inspecting and properly abating asbestos; appropriately storing, using, and disposing of potentially hazardous substances; using effective least toxic pest management practices; reducing the risk of foodborne illness; and addressing any other environmental hazards identified during facilities inspections.

- (cf. 3510 - Green School Operations)
- (cf. 3513.3 - Tobacco-Free Schools)
- (cf. 3514.1 - Hazardous Substances)
- (cf. 3514.2 - Integrated Pest Management)
- (cf. 3516.5 - Emergency Schedules)
- (cf. 3540 - Transportation)
- (cf. 3541.1 - Transportation for School-Related Trips)
- (cf. 3542 - School Bus Drivers)
- (cf. 3550 - Food Service/Child Nutrition Program)
- (cf. 5141.23 - Asthma Management)
- (cf. 5141.7 - Sun Safety)
- (cf. 5142.2 - Safe Routes to School Program)
- (cf. 6142.7 - Physical Education and Activity)

(cf. 6163.2 - Animals at School)  
(cf. 7150 - Site Selection and Development)

In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with local environmental protection agencies, health agencies, water boards, and other community organizations.

(cf. 1020 - Youth Services)

The Superintendent or designee shall provide the district's maintenance and facilities staff, bus drivers, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmentally safe and healthy schools.

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

The Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions to remedy the hazard and may recommend health screening of staff and students.

(cf. 5141.6 - School Health Services)

Legal Reference:

EDUCATION CODE

- 17002 Definition of "good repair"
  - 17070.75 Facilities inspection
  - 17582 Deferred maintenance fund
  - 17590 Asbestos abatement fund
  - 17608-17614 Healthy Schools Act of 2000, least toxic pest management practices
  - 32080-32081 Carbon monoxide devices
  - 32240-32245 Lead-Safe Schools Protection Act
  - 48980.3 Notification of pesticides
  - 49410-49410.7 Asbestos materials containment or removal
- FOOD AND AGRICULTURAL CODE
- 11401-12408 Pest control operations and agricultural chemicals
  - 13180-13188 Healthy Schools Act of 2000, least toxic pest management practices

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

HEALTH AND SAFETY CODE

105400-105430 Indoor environmental quality

113700-114437 California Retail Food Code, sanitation and safety requirements

116277 Lead testing of potable water at schools and requirements to remedy

CODE OF REGULATIONS, TITLE 5

14010 Standards for school site selection

CODE OF REGULATIONS, TITLE 8

337-339 Hazardous substances list

340-340.2 Occupational safety and health, rights of employees

1528-1537 Construction safety orders; exposure to hazards

5139-5223 Control of hazardous substances

CODE OF REGULATIONS, TITLE 13

2025 Retrofitting of diesel school buses

2480 Vehicle idling

CODE OF REGULATIONS, TITLE 17

35001-36100 Lead abatement services

CODE OF REGULATIONS, TITLE 22

64670-64679 Lead and copper in drinking water

CODE OF REGULATIONS, TITLE 24

915.1-915.7 California Building Standards Code; carbon monoxide devices

UNITED STATES CODE, TITLE 7

136-136y Use of pesticides

UNITED STATES CODE, TITLE 15

2601-2629 Control of toxic substances

2641-2656 Asbestos Hazard Emergency Response Act

UNITED STATES CODE, TITLE 42

1758 Food safety and inspections

CODE OF FEDERAL REGULATIONS, TITLE 40

141.1-141.723 Drinking water standards

745.61-745.339 Lead-based paint standards

763.80-763.99 Asbestos-containing materials in schools

763.120-763.123 Asbestos worker protections

Management Resources:

CSBA PUBLICATIONS

Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments, Policy Brief, July 2008

Asthma Management in the Schools, Policy Brief, March 2008

Food Safety Requirements, Fact Sheet, October 2007

Sun Safety in Schools, Policy Brief, July 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS


School Site Selection and Approval Guide, 2000  
Indoor Air Quality, A Guide for Educators, 1995  
CALIFORNIA DEPARTMENT OF HEALTH SERVICES PUBLICATIONS  
Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child Care Facilities, April 1998  
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY: AIR RESOURCES BOARD PUBLICATIONS  
Facts about Truck and Bus Regulation School Bus Provisions, rev. March 22, 2011  
CALIFORNIA STATE WATER RESOURCES CONTROL BOARD PUBLICATIONS  
Frequently Asked Questions about Lead Testing of Drinking Water in California Schools; Updated for Assembly Bill 746/Health and Safety Code 116277, December 15, 2017  
DIVISION OF THE STATE ARCHITECT PUBLICATIONS  
K-12 Occupancy Classification and Load Factors, IR A-26, rev. April 18, 2012  
U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS  
A Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family from Radon, 2016  
Healthy School Environments Assessment Tool, rev. 2015  
Indoor Air Quality Tools for Schools, rev. 2009  
Mold Remediation in Schools and Commercial Buildings, September 2008  
The ABCs of Asbestos in Schools, rev. August 2003  
How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide, 1996  
WEB SITES  
CSBA: <http://www.csba.org>  
AirNow: <http://www.airnow.gov>  
American Association of School Administrators: <http://www.aasa.org>  
California Air Resources Board: <http://www.arb.ca.gov>  
California Building Standards: <http://www.bsc.ca.gov/codes.aspx>  
California Department of Education, Health and Safety: <http://www.cde.ca.gov/ls/fa/hs>  
California Department of Pesticide Regulation: <http://www.cdpr.ca.gov>  
California Department of Public Health: <http://www.cdph.ca.gov>  
California State Water Resources Control Board: <http://www.waterboards.ca.gov>  
Centers for Disease Control and Prevention: <http://www.cdc.gov>  
Consumer Product Safety Commission: <http://www.cpsc.gov>  
National Center for Environmental Health: <http://www.cdc.gov/nceh>  
Occupational Safety and Health Administration: <http://www.osha.gov>  
U.S. Environmental Protection Agency: <http://www.epa.gov>





## BUSINESS SERVICES MEMORANDUM

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

**FROM:**   
Walter Con  
Assistant Superintendent, Business Services

**BOARD MEETING DATE:** September 12, 2018

**BOARD AGENDA ITEM:** Board Policy 3514.1, Hazardous Substances

**BACKGROUND:** In our continued effort to be current with district board policies, attached is board policy 3514.1 for first reading. This policy has been reviewed by the School Boards Association legal counsel to comply with current requirements. This will bring us up-to-date with current practices and legalese.

**RECOMMENDATION:** I recommend that the Board of Trustees adopt Board Policy 3514.1 as presented for first reading.

**FUND:** N/A

**HAZARDOUS SUBSTANCES**

~~The **Governing** Board of Trustees recognizes that potentially hazardous substances are used in the daily operations of our schools. The Superintendent or designee shall ensure these substances are inventoried, used, stored and regularly disposed of in a safe and legal manner.~~

~~The Board of Trustees desires to provide a safe school environment that protects students and employees from exposure to potentially hazardous substances that may be used in the district's educational program and in the maintenance and operation of district facilities and equipment.~~

~~(cf. 3514 - Environmental Safety)  
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)  
(cf. 4157/4257/4357 - Employee Safety)  
(cf. 5141.22 - Infectious Diseases)  
(cf. 5142 - Safety)~~

~~Insofar as **reasonably** possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored on school property. When hazardous substances must be used, the Superintendent or designee shall give preference to materials that cause the least risk to people and the environment.~~

~~(cf. 3510 - Green School Operations)  
(cf. 3514.2 - Integrated Pest Management)~~

~~The Superintendent or designee shall ensure that all potentially hazardous substances on district properties are inventoried, used, stored, and regularly disposed of in a safe and legal manner.~~

~~The Superintendent or designee shall develop, implement, and maintain a written hazard communication program in accordance with 8 CCR 5194 and shall ensure that employees, students, and others as necessary are fully informed about the properties and potential hazards of substances to which they may be exposed.~~

~~(cf. 1240 - Volunteer Assistance)~~

~~The Superintendent or designee shall develop specific measures to ensure the safety of students and staff in school laboratories where hazardous chemicals are used. Such measures shall include the development and implementation of a chemical hygiene plan in accordance with 8 CCR 5191 and instruction to students about proper handling of hazardous substances.~~

~~(cf. 6142.93 - Science Instruction)~~

~~The Superintendent or designee shall not order or purchase for use in grades K-6 any arts and crafts materials containing a substance determined by the California Office of Environmental~~

Health Hazard Assessment to be toxic. The Superintendent or designee shall not purchase any such toxic material for use in grades 7-12 unless it includes a warning label as specified in Education Code 32065 that identifies any toxic ingredients, warns of potential adverse health effects, and describes procedures for safe use and storage. (Education Code 32064)

### ~~Hazard Communication Program~~

~~The Superintendent or designee shall develop, implement and monitor a written hazard communication program in accordance with 8 CCR 5194. As part of this program, he/she shall ensure that employees are fully informed about the properties and potential hazards of substances to which they may be exposed and that material safety data sheets are readily accessible to them.~~

~~Teachers shall instruct students about the importance of proper handling, storage, disposal and protection when using any potentially hazardous substance in accordance with 8 CCR 5191 and instruction to students about proper handling of hazardous substances.~~

~~(cf. 3510—Green School Operations)  
(cf. 3514—Environmental Safety)  
(cf. 3514.2—Integrated Pest Management)  
(cf. 4119.42/4219.42—Exposure Control Plan for Bloodborne Pathogens)  
(cf. 4157/4257/4357—Employee Safety)  
(cf. 5141.22—Infectious Diseases)  
(cf. 5142—Safety)  
(cf. 6161.3—Toxic Art Supplies)~~

### *Legal Reference:*

#### EDUCATION CODE

**32060-32066 Toxic art supplies in schools**

49340-49341 Hazardous substances education

~~49341—Legislative findings~~

49401.5 Legislative intent; consultation services

49411 Chemical listing; compounds used in school programs; determination of shelf life; disposal

#### FOOD AND AGRICULTURAL CODE

12981 Regulations re pesticides and worker safety

#### HEALTH AND SAFETY CODE

25163 Transportation of hazardous wastes; registration; exemptions; inspection

25500-25520 Hazardous materials release response plans; inventory

**108100-108515 California Hazardous Substances Act**

#### LABOR CODE

6360-6363 Hazardous Substances Information and Training Act

6380-6386 List of hazardous substances

#### CODE OF REGULATIONS, TITLE 8

339 List of hazardous substances

3203 Illness and injury prevention program

3204 Records of employee exposure to toxic or harmful substances

5139-5230 Control of hazardous substances, especially

5154.1-5154.2 Ventilation

5161 Definitions

5162 Emergency eyewash and shower equipment

5163 Control of spills  
5164 Storage of hazardous substances  
5191 Occupational exposures to hazardous chemicals in laboratories; chemical hygiene plan  
5194 Hazard communication  
CODE OF REGULATIONS, TITLE 22  
67450.40-67450.49 School hazardous waste collection, consolidation, and accumulation facilities

**Management Resources:**

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Science Safety Handbook for California Public Schools, 2012

**CALIFORNIA OFFICE OF ENVIRONMENTAL HEALTH HAZARD ASSESSMENT PUBLICATIONS**

**Art and Craft Materials in Schools: Guidelines for Purchasing and Safe Use, September 17, 2016**

**WEB SITES**

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

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

California Office of Environmental Health Hazard Assessment: <http://www.oehha.ca.gov>

Department of Industrial Relations, Cal/OSHA: <http://www.dir.ca.gov/dosh>

Policy Adopted: ~~9/11/2013~~ **09/12/18**

**ORCUTT UNION SCHOOL DISTRICT**  
Orcutt, California



## BUSINESS SERVICES MEMORANDUM

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

**FROM:** Walter Con  
Assistant Superintendent, Business Services

**BOARD MEETING DATE:** September 12, 2018

**BOARD AGENDA ITEM:** Resolution No. 3 California Energy Commission School Bus Replacement Program

**BACKGROUND:** The California Energy Commission is seeking applications for eligible grant funds for the replacement of the oldest school buses in California. The School Bus Replacement Program will contain three complementary funding components, as follows:

1. Replace the oldest school buses in California, funding will cover the full purchase price of a new electric school bus including taxes.
2. Provide fueling infrastructure to support awarded school buses up to \$60,000 per bus.
3. Provide workforce training and development opportunities and resources to support electric school bus maintenance, charging, and operations.

We have received an application packet which is due September 20, 2018. This application packet will be completed and submitted by the MOT Department.

**RECOMMENDATION:** I recommend that the Board of Trustees approve Resolution No. 3 authorizing the MOT Department to move forward and apply for grant funds with the California Energy Commission School Bus Replacement Program.

**FUNDING:** N/A

**ATTACHMENT 3  
California Energy Commission  
School Bus Replacement Program  
Governing Board Resolution  
(Example)**

RESOLUTION NO. \_\_\_\_\_

**Resolution of**

\_\_\_\_\_  
*SCHOOL BOARD*

WHEREAS, the California Energy Commission's School Bus Replacement Program provides grant funding to public school districts and county offices of education to replace old diesel school buses; and

WHEREAS, \_\_\_\_\_  
authorizes

*SCHOOL BOARD*

\_\_\_\_\_ to apply for school bus  
grant

*Individual or Job Title*

funding from the California Energy Commission to replace an old school bus(es).

BE IT ALSO RESOLVED, that if recommended for funding by the California Energy Commission, the \_\_\_\_\_ authorizes

\_\_\_\_\_  
*Governing Body School District*

to accept a grant for a school bus replacement and vehicle infrastructure.

BE IT FURTHER RESOLVED, that \_\_\_\_\_ is hereby

*Title of School District Official*

authorized and empowered to execute in the name of

\_\_\_\_\_  
*School District*

all necessary documents to implement and carry out the purpose of this resolution, and to undertake all actions necessary to undertake and complete the projects.

Passed, Approved and Adopted this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.                      *Month                      Year*

\_\_\_\_\_  
**Governing Board Representatives:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Educational Services

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

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**TO:** Deborah Blow, Ed.D., Superintendent

**FROM:** Holly Edds, Assistant Superintendent, Educational Services

**BOARD MEETING DATE:** September 12, 2018

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

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

**RECOMMENDATION:** Staff Recommends the Board of Trustees approve Resolution #2, Sufficiency of Instructional Materials.

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

ORCUTT UNION SCHOOL DISTRICT

2017/2018 RESOLUTION NO. 2

**Resolution Regarding Sufficiency of Instructional Materials**

WHEREAS, the Governing Board of the Orcutt Union School District, in order to comply with the requirements of Education Code 60119, held a public hearing on September 12, 2018, at 7:00 p.m., which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

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

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

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

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

WHEREAS, between the 2008-09 through the 2018-19 fiscal years, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Orcutt Union School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

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

- ❖ Mathematics –
  - Kindergarten-Grade 5 – Houghton Mifflin Harcourt *Math Expressions Softcover with Mathboards 8 yr. print subscription*
  - Grade 6 – CPM, *Core Connections Course 1*
  - Grade 7 – CPM, *Core Connections, Course 2*
  - Grades 8 – CPM, *Core Connections, Course 3*
  - Grade 8 – CPM, *Algebra*
  
- ❖ Science –
  - Grades K-5 – McGraw-Hill, *California Science*
  - Grades 6-8 – Holt, Rinehart & Winston, *California Science (multiple titles)*



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

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

THEREFORE, IT IS RESOLVED that for the 2018/2019 school year, the Orcutt Union School District, has provided each student with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Orcutt Union School District, this 12<sup>th</sup> day of September 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Signed:

\_\_\_\_\_  
 President, Board of Trustees  
 Orcutt Union School District

\_\_\_\_\_  
 Date



## Educational Services

Holly Edds – Assistant Superintendent, Educational Services

hedds@orcutt-schools.net

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TO: Deborah Blow, Ed.D., Superintendent

FROM: Holly Edds, Assistant Superintendent, Educational Services

BOARD MEETING DATE: September 12, 2018

BOARD AGENDA ITEM: Disposal of Obsolete Textbooks and Library Books

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

### **Instructional materials may be considered obsolete or unusable when they:**

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

### **Process used in discarding obsolete materials:**

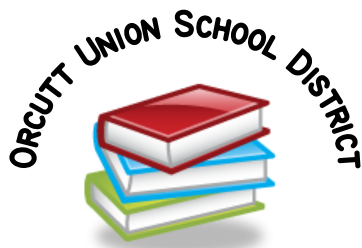
- Principals are informed of procedures regarding disposal of obsolete instructional materials.
- Media Specialists are requested to send obsolete instructional materials to the IMC.
- District teachers are notified concerning the availability of discarded and obsolete instructional materials. All district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

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

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

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

FUNDING: No fiscal impact.



## Educational Services

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

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TO: Dr. Deborah Blow, Superintendent

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

BOARD MEETING DATE: September 12, 2018

BOARD AGENDA ITEM: Board Policy 5145.13

### RESPONSE TO IMMIGRATION ENFORCEMENT

**BACKGROUND:** New policy reflects new law (AB 699) which mandates districts to adopt policy consistent with the model policy developed by the California Attorney General, including policy related to the district's response to requests by law enforcement for access to information, students, or school grounds for immigration enforcement purposes and actions to be taken in the event that a student's family member is detained or deported. Policy also reflects new law (SB 31) which prohibits districts from compiling, or assisting federal government authorities with compiling a list, registry, or database based on students' national origin, ethnicity, or religion.

**RECOMMENDATION:** It is recommended that the Board of Trustees approve proposed BP 5145.13.

**FUNDING:** No funding implications.

## **Students**

### **RESPONSE TO IMMIGRATION ENFORCEMENT**

The Governing Board is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at district schools, except as may be required by state and federal law. (Education Code 234.7)

*(cf. 5111 - Admission)*

*(cf. 5111.1 - District Residency)*

No student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of his/her immigration status. (Education Code 200, 220, 234.1)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 5131.2 - Bullying)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

*(cf. 5145.6 - Parental Notifications)*

Consistent with requirements of the California Office of the Attorney General, the Superintendent or designee shall develop procedures for addressing any requests by a law enforcement officer for access to district records, school sites, or students for the purpose of immigration enforcement.

*(cf. 1340 - Access to District Records)*

*(cf. 3580 - District Records)*

*(cf. 5125 - Student Records)*

*(cf. 5125.1 - Release of Directory Information)*

The Superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

#### **Legal Reference:**

*EDUCATION CODE*

*200 Educational equity*

220 *Prohibition of discrimination*  
234.1 *Safe Place to Learn Act*  
234.7 *Student protections relating to immigration and citizenship status*  
48204.4 *Evidence of residency for school enrollment*  
48980 *Parental notifications*  
48985 *Notices to parents in language other than English*  
GOVERNMENT CODE  
8310.3 *California Religious Freedom Act*  
PENAL CODE  
422.55 *Definition of hate crime*  
627.1-627.6 *Access to school premises, outsiders*  
UNITED STATES CODE, TITLE 20  
1232g *Family Educational Rights and Privacy Act*  
COURT DECISIONS  
*Plyler v. Doe, 457 U.S. 202 (1982)*

**Management Resources:**

**CSBA PUBLICATIONS**

*Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017*

**CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS**

*Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018*

**WEB SITES**

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

California Office of the Attorney General: <http://oag.ca.gov>

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

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

California Department of Justice: <http://www.justice.gov>

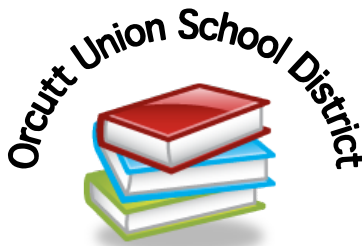
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Immigration and Customs Enforcement: <http://www.ice.gov>

U.S. Immigration and Customs Enforcement, Online Detainee Locator System: <http://locator.ice.gov/odls>

Policy Adopted: 09/12/18

ORCUTT UNION SCHOOL DISTRICT  
Orcutt, California



## Educational Services

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

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TO: Dr. Deborah Blow, Superintendent

FROM: Dr. Holly Edds, Asst. Superintendent, Educational Services

BOARD MEETING DATE: September 12, 2018

BOARD AGENDA ITEM: STUDENTS LEADING EDUCATION PROGRAM

### BACKGROUND:

The Students Leading Education Program (SLED) is a model that empowers students to model, inspire, and facilitate change through technology at the local school level. Every school is unique and has its own challenges when it comes to changing education. SLED is a student organization focused on positioning students to go out and solve educational problems facing their school. SLED students' primary objective is to develop and implement project ideas that create a positive change in education.

The outcomes for the program include:

- Create positive agents for change that help facilitate ongoing technology initiatives throughout the district
- While learning important STEM, leadership, and collaboration skills,
- Create projects that inform, build excitement for, and support technology learning initiatives

Students generating supplemental funds (LCAP) will be invited to participate in the program. Schools will be partnered for the program as well (Lakeview with OJHS and Olga Reed with OAK-8, and OAHS). Facilitators from iSchool Initiative will walk students through a process that begins with students identifying real world problems in education at their school site. Students then have 24 hours to develop a solution to the problem and then begin to not only solve, but also prepare to present their problem/solution to others.

The program is a 3-day program and would take place October 29-31, 2018. Students that participate in the program will also be asked to present their projects and the learning process to teachers as part of the Professional Development Day on November 1<sup>st</sup>. The schools would also have access to online SLED curriculum and continued projects throughout the school year.



## Educational Services

Holly Edds – Assistant Superintendent, Educational Services  
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### RECOMMENDATION:

It is recommended that the Board of Trustees approve the Students Leading Education Program for the 2018-19 school years. The program can be expanded into future school years at a cost of \$9,950 per school per year.

### FUNDING:

This program would be funded using LCFF-Supplemental one-time funds (carry-over). The cost of the program is \$47,700 (District) and \$15,900 (charter)