

ORCUTT UNION SCHOOL DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, December 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
- B. Swearing in of New Elected Board Members – Dr. Susan Salcido
- C. Annual Organization of the Board

1. **Election of the Board President**

The Board shall elect a President of the Board of Trustees for 2018.

Moved _____ Second _____ Vote _____

2. **Election of Board Clerk**

The Board shall elect a Clerk of the Board of Trustees for 2018.

Moved _____ Second _____ Vote _____

3. **Designation of Superintendent as Secretary to the Board**

The Board shall designate the Superintendent as Secretary to the Board of Trustees for 2018.

Moved _____ Second _____ Vote _____

4. **Setting of Date, Time and Place for All Regular Board Meetings in 2019**

The Board shall set the date, time and place for all regular meetings in 2019.

Moved _____ Second _____ Vote _____

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

The Board shall select a representative to the County Committee on School District Organization.

Moved _____ Second _____ Vote _____

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).

RECONVENE TO PUBLIC SESSION 7:15 P.M.

- D. Public Report on Action Taken in Closed Session
- E. Adoption of December 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.

- F. 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. Lakeview Presentation
- 3. 2017-18 Audit Presentation, VTD – Scott Gustafsson
- 4. Facilities Update

- G. 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.

- H. 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, Regular Meeting November 14, 2018

- E. 2018 Local Agency Biennial Notice Amendment to Conflict of Interest Code
- F. Board Policy 1400, Relations Between Other Governmental Agencies and the schools, for
- G. second reading
- H. Board Policy 3320, Claims and Actions Against the District, for second reading
- I. Board Policy 0415, Equity, for second reading
- J. Board Policy 3515.21, Unmanned Aircraft Systems (Drones)

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

Moved _____ Second _____ Vote _____

ITEMS SCHEDULED FOR ACTION

A. GENERAL

1. Acceptance of Gift

Patterson Road received assorted boxes of school supplies from Cal Poly University Store. **Olga Reed** was given the opportunity to use the “Full of Life Flatbread” restaurant for the Orcutt Union School District Culinary class. The evening included the use of the restaurant facilities, the labor of three of their staff and all the food and water for the student’s to prepare their dinner.

It is recommended that the Board of Trustees accept these donations and request that a letter of acceptance and appreciation be forwarded to the Cal Poly University Store, and the “Full of Life Flatbread Restaurant.

B. BUSINESS

1. First Interim Report, Orcutt Union School District General Fund 2018/19

It is recommended that the Board of Trustees approve the First Interim Report, Orcutt Union School District General Fund, 2018/19 as presented and authorize the filing of a positive certification for 2018/19 and the next two years with the Santa Barbara County Education Office. A copy of the First Interim Report is available for review at the District Office, 500 Dyer Street, Orcutt, CA between the hours of 7:30 a.m. – 4:30 p.m. Monday – Friday.

Moved _____ Second _____ Vote _____

2. 2017/18 Audit Report

The 2017/18 Audit Report was presented earlier in the meeting by Scott Gustafsson, Partner, Vavinek, Trine, Day & Co., LLP. It is recommended that the Board of Trustees accept the audit report ending June 30, 2018 as presented. A copy of the 2017/18 Audit Report is available for review at the District Office, 500 Dyer Street, Orcutt, CA between the hours of 7:30 a.m. – 4:30 p.m. Monday – Friday.

Moved _____ Second _____ Vote _____

3. 2018/19 Resolution No. 7, Delegation of Authority to District Staff

It is recommended that the Board of Trustees adopt 2018/19 Resolution No. 7, Delegation of authority to District Staff as presented.

Moved _____ Second _____ Vote _____

4. Elementary Furniture Surplus

It is recommended that the Board of Trustees approve the Surplus of all the Alice Shaw, Joe Nightingale, Patterson Road, Pine Grove, Ralph Dunlap, Olga Reed and Orcutt Academy Charter K-8 student desks and chairs, as submitted.

Moved _____ Second _____ Vote _____

5. Surplus Items

It is recommended that the Board of Trustees surplus the list of items, as submitted.

Moved _____ Second _____ Vote _____

6. Award Bid for Removal of Playground Structure Sand Project

It is recommended that the Board of Trustees award the bid for the Sand Removal of Playground Structure project to Herrera Corporation, for \$205,580, as they were the only responsive bidder.

Moved _____ Second _____ Vote _____

C. EDUCATIONAL SERVICES

1. Board Policy 6170.1, Transitional Kindergarten

It is recommended that the Board of Trustees adopts Board Policy 6170.1, Transitional Kindergarten, for the first reading and that it is placed on the next Consent Agenda for the second reading.

Moved _____ Second _____ Vote _____

2. Board Policy 6190, Evaluation of the Instructional Program

It is recommended that the Board of Trustees adopts Board Policy 6190, Instructional Program, for the first reading and that it is placed on the next Consent Agenda for the second reading.

Moved _____ Second _____ Vote _____

D. HUMAN RESOURCES

1. Ratification of Agreement with California School Employees' Association (CSEA) and its Orcutt Chapter #255

It is recommended that the Board of Trustees ratify the negotiated agreement with California School Employees' Association (CSEA) and its Orcutt Chapter #255 to replace existing language in Article 3 to the new language agreed upon on October 17, 2018.

Moved _____ Second _____ Vote _____

2. Antioch University Student Teaching Agreement

It is recommended that the Board of Trustees approve the Antioch University Student Teacher Agreement for Multiple and Single Subject and Education Specialist Credentials with the Orcutt Union School District, as submitted.

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, January 16, 2019, 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.



GOVERNING BOARD MEETING SCHEDULE

Today's date: ____/____/____

District: _____

Completed by: _____

Title: _____

BOARD MEETING LOCATION

Site Name: _____

Room Name/No.: _____

Address: _____

DATE(S) / TIME(S) OF MEETINGS (E.G. 1ST MONDAY OR 2ND AND 4TH TUESDAYS EACH MONTH)

Day(s): _____

Time(s): _____

PLEASE NOTE ANY MEETING EXCEPTIONS:

Alternate dates: _____

Alternate times: _____

Alternate locations: _____

Return completed form to:

School Business Advisory Services
Santa Barbara County Education Office

REFERENCE:
EC§35143; 72000(B)(5)(C)(2)A,B,C

ATTACHMENT B

2018 School Board Meetings
6:15 PM Charter Public Session
7:15 PM Regular Public Session
(2nd Wednesday of each month with exception of January and June)

January 16, 2019

February 13

February 27 (curriculum)

March 13

April 10

May 08

June 05

June 12

No meeting in July

August 14

September 11

October 9

October 23 (curriculum)

November 13

December 11



GOVERNING BOARD MEMBER ORGANIZATION

DISTRICT: _____

Name: _____ Title: **Board President**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) ____

Name: _____ Title: **Clerk**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) ____

Name: _____ Title: **Board Member**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) ____

Name: _____ Title: **Board Member**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) ____

Name: _____ Title: **Board Member**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) ____

Name: _____ Title: **Board Member**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) ____

Name: _____ Title: **Board Member**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) ____

The below named individual is the Secretary to the Board.

Name: _____ Title: **Secretary**
Address: _____ Zip: _____
Phone No.: _____

I certify that all the information provided herein is true and correct.

Board President's Signature: _____ Date: ____/____/____

REFERENCE:
EC§ 1010, 35025, 35250, 35143, 72000(B)(5)(C)(2)A,B,C
CSBA BOARD BYLAWS 9100, 9121, 9122

ATTACHMENT C



SCHOOL BOARD REPRESENTATIVE THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

Today's date: ___/___/___

District: _____

Completed by: _____

Title: _____

Our office needs the name of the governing board member that has been selected as your district's representative to the Santa Barbara County Committee on School District Organization ("County Committee").

Education Code Section 35023 specifies that the representative must be a member of your governing board and must be selected at your annual organizational meeting. The board representative will **not** be a member of the County Committee. **The singular function of the board representative is to nominate and elect the eleven members of the County Committee.** Elections are held in the fall. Board representatives will be directly notified by our office, with courtesy copies sent to their superintendents. You may name an alternate representative, but there is no requirement that you do so.

Name of representative: _____

Name of alternate representative: _____

Return completed form to:

School Business Advisory Services
Santa Barbara County Education Office

REFERENCE: EC§35023

ATTACHMENT D



GOVERNING BOARD AUTHORIZED SIGNATURE FORM

Today's date: ___/___/___ Number of Board Members: _____

District: _____

Completed by: _____

Title: _____

Board Member Signature	Typed Name

Return completed form to:

School Business Advisory Services
Santa Barbara County Education Office

REFERENCE:
EC§ 17604; 35161; 42632; 42633;
70902; 85232; 85233; & 81655

ATTACHMENT E

Classified Personnel Action Report
 Orcutt Union School District
 December 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/ Range	Hours	Rate of Pay	Effective	Action/Information
Bunting, Paul	Transportation	Bus Driver	18/6	32.16 per week	\$21.97 per hour	12/1/2018	Increase in hours
Butler, Suzanne	Dunlap	Media Specialist	14/1	12 per week	\$15.59 per hour	11/29/2018	Permanent/Probationary
Carey, Dalila	Pupil Services	Instructional Assistant I, Substitute	11		\$13.36 per hour	11/13/2018	Substitute
Christiansen, Tadd	Operations	Utility Worker, Substitute	18		\$15.89 per hour	11/7/2018	Substitute
Ferrel, Amanda	Child Nutrition	Child Nutrition Worker, Substitute	7		\$12.10 per hour	11/14/2018	Substitute
Fry, Aleja	Campus Connection, Alice Shaw	Child Care Assistant	6/2	3.75	\$13.44 per hour	12/21/2018	Resignation
Gratiot, Jennifer	District	Noon Duty Supervisor, Substitute	6		\$11.81 per hour	11/6/2018	Substitute
McCoy, Tiffany	District	Noon Duty Supervisor, Substitute	6		\$11.81 per hour	10/18/2018	Substitute
McIntyre, Laura	Dunlap	Instructional Assistant I			2.5 %	8/14/2018	Special Needs Stipend
Melendez, Cynthia	Lakeview	Child Nutrition Worker	7/2	1.5	\$13.78 per hour	11/13/2018	Permanent/Probationary
Parker, Jolene	Dunlap	Instructional Assistant I			2.5 %	8/14/2018	Special Needs Stipend
Ramirez, George	Operations	Utility Worker, Substitute	18		\$15.89 per hour	11/13/2018	Substitute
Walker, Ruthcel	District	Noon Duty Supervisor, Substitute	6		\$11.81 per hour	11/9/2018	Substitute
Werneburg, Rossana	District	Noon Duty Supervisor, Substitute	6		\$11.81 per hour	11/13/2018	Substitute

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 December 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>
Ahler, Laura	Nightingale	Extra Duty	\$40/hr	10/16-10/22/18	IEP Meeting, 1.5 hrs
Ayers, Kelly	Olga Reed	Extra Duty	\$47.10/hr	10/16-10/30/18	IEP Meetings, 5.75 hrs
Baldwin, Beth	Lakeview	Extra Duty	\$40/hr	10/22-10/30/18	Worked Prep, 3 hrs
Barker, Susan	District	Hourly	\$25	8/22-11/6/18	ELPAC, 18 hrs
Barnewolt, Janene	Nightingale	Extra Duty	\$47.10/hr	10/15-10/30/18	IEP Meetings, 5.5 hrs
Benedict, Patricia	Patterson	Hourly	\$25	10/1-10/31/18	Intervention, 46 hrs
Blanchard, Kimberly	Nightingale	Hourly	\$25	10/30/18	Intervention, 117 hrs
Bormes, Lori	Dunlap	Hourly	\$25	10/1-10/31/18	Enrichment, 74 hrs
Brickey, Patrick	Lakeview	Extra Duty	\$40/hr	10/2-10/31/18	After School Computer Lab, 5 hrs
Buchanan, Sarah	Pine Grove	Hourly	\$25	10/1-10/30/18	Intervention, 109.5 hrs
Cabrera, Kristen	District	Hourly	\$25	10/22-10/30/18	NWEA, 27.5 hrs
Camacho, Diane	Nightingale	Hourly	\$25	10/1-10/29/18	Intervention, 136.5 hrs
Cantrell, Andrea	Dunlap	Hourly	\$25	10/1-10/31/18	Intervention, 138 hrs
Cave, Kelsey	Patterson	Extra Duty	\$47.10/hr	10/2-10/22/18	IEP Meetings, 2 hrs
Chambless, Amy	Shaw	Extra Duty	\$47.10/hr	10/2/18	IEP Meetings, .75 hr
Cleveland, Paul	Lakeview	Extra Duty	\$40/hr	10/8-10/19/18 10/10/18	SysOp, 5 hrs Science Articulation, 2.5 hrs
Cooper, Lisa	Nightingale	Extra Duty	\$40/hr	10/31/18	IEP Meeting, 1.5 hrs
Cunningham, Tiffany	Orcutt	Stipend Extra Duty	\$1,000 \$40/hr	2018-19 10/15/18	SLED Stipend Worked Prep, 1 hr
Cutler, Elizabeth	Lakeview	Extra Duty	\$40/hr	10/9-10/22/18	Textbook Adoption, 4 hrs
Dacus, Cody	Patterson	Hourly	\$25	10/1-10/30/18	Intervention, 70 hrs
DeLauer, Danielle	Orcutt	Extra Duty	\$40/hr	10/22/18	Worked Prep, 1 hr
Dell'Armo, Sarah	Orcutt	Extra Duty	\$40/hr	10/9/18	Worked Prep, 1 hr

*To be prorated

<i>NAME</i>	<i>SCHOOL</i>	<i>CLASS/STEP</i>	<i>SALARY</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Devereaux, Bill	Nightingale	Extra Duty	\$40/hr	9/13-10/30/18	IEP Meetings, 5.75 hrs
Ebner, Karen	Lakeview	Extra Duty	\$40/hr	10/22/18	Worked Prep, 1 hr
Fanshier, Rebecca	Pine Grove	Hourly	\$25	10/1-10/30/18	Intervention, 109.25 hrs
Fenske, Christina	Olga Reed	Hourly	\$25	10/9-10/30/18	Garden, 23 hrs
Fichter, Megan	Lakeview	Extra Duty	\$50/ea \$40/hr	10/1/18 10/4-10/30/18	JHS Sport Supervisor, 1 game Detention, 8 hrs
Fredriks, Ginger	Orcutt	Extra Duty	\$40/hr	10/18-10/30/18	Worked Prep, 2 hrs
Freeland, Susan	Nightingale	Hourly	\$25	10/1-10/31/18	Intervention, 143 hrs
Freitas, Jennifer	Patterson	Hourly	\$25	10/1-10/4/18	Long Term Sub Coverage, 4 hrs
Galanti, Alena	Orcutt	Extra Duty	\$40/hr	10/30/18	Worked Prep, 1 hr
Garza, Linda	District	Hourly	\$50	10/29-11/1/18 10/4-11/15/18 10/5-11/14/18 10/2-10/25/18	Resource Support, 12 hrs CASC Mentor, 11 hrs Induction Mentor, 8 hrs New Teacher/Intern Support, 31.5 hrs
Griffin, Robert	Lakeview	Extra Duty	\$40/hr	10/29/18	Worked Prep, 1 hr
Harris, Steven	Orcutt	Extra Duty	\$40/hr	10/18/18	IEP Meeting, 1 hr
Heath, Ashley	Shaw	Hourly	\$25	10/1-10/31/18	Intervention, 110.5 hrs
Henry, Kristi	Nightingale	Extra Duty	\$47.10/hr	10/16/18	IEP Meeting, 1 hr
Hernandez, Selina	Lakeview	Extra Duty	\$40/hr \$50/ea	10/10/18 10/4/18	IEP Meeting, 1.5 hrs JHS Sports Supervisor, 1 game
Hildebrant, Jennifer	Pine Grove	Extra Duty	\$40/hr	10/18-10/30/18	IEP Meetings, 4 hr
Hinden, Susan	Patterson	Extra Duty	\$40/hr	10/13/18	Tech Academy, 2 hrs
Hodson, Joslyn	Patterson	Extra Duty	\$40/hr	10/13/18	Tech Academy, 2 hrs
Holladay, Brittany	Dunlap	Hourly	\$25	10/1-10/31/18	Intervention, 131 hrs
Hopkins, Tiffany	Shaw	Hourly	\$25	10/5-10/12/18	Intervention, 7.5 hrs
Hughes, Michelle	District	Hourly	\$25	10/11-10/25/18	NWEA, 52 hrs
Jackson, Kacie	Orcutt	Extra Duty	\$40/hr	9/28-10/31/18	SysOp, 5 hrs
Jorgensen, Sheri	Nightingale	Extra Duty	\$40/hr	10/11/18	IEP Meeting, .75 hr
Joseph, Joy	Shaw	V-4	\$58,525	2018-19	Completed units for movement
Kantorowski, Jennifer	District Olga Reed	Hourly	\$25	10/17/18 10/12-10/31/18 10/8-10/30/18	SBAC, 1 hr NWEA, 30.5 hrs Intervention, 44.25 hrs
Kirkland, Keri	Lakeview	Extra Duty	\$40/hr	10/5-10/22//18	Worked Prep, 2 hrs

*To be prorated

<i>NAME</i>	<i>SCHOOL</i>	<i>CLASS/STEP</i>	<i>SALARY</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Laflin, Debra	Olga Reed	Extra Duty	\$40/hr	10/29/18	IEP Meeting, .5 hr
Lara, Nichol	Pine Grove	Hourly	\$25	10/1-10/3/18	Enrichment, 14 hrs
Larrabee, Jennifer	Patterson	Hourly	\$25	10/3-10/31/18	Enrichment, 59 hrs
Lee, Tanya	Olga Reed	Stipend Extra Duty	\$500 \$40/hr	2018-19 10/24/18	SLED Advisor (shared) Workshop Prep, 1 hr
Lindemulder, Gerald	Orcutt	Extra Duty	\$40/hr	10/18-10/30/18	Detention, 4 hrs
Lopez, Shannon	Nightingale	Extra Duty	\$47.10/hr	10/29-10/31/18	IEP Meetings, 2.25 hrs
Maloney, Colleen	Pine Grove	VI-20	\$97,555	1/1/2019	Request to Participate in Early Retirement Program
Manfredi, Patricia	Lakeview	Extra Duty	\$40/hr	10/13/18 10/2-10/31/18	Tech Academy, 2 hrs Intervention, 8 hrs
McGarity, Susan	Pine Grove/ Olga Reed	Extra Duty	\$40/hr	10/1-10/30/18	Music/Band, 12.5 hrs
Mier, Karen	Patterson	Extra Duty	\$40/hr	10/9/18	IEP Meeting, 1.25 hrs
Millan, Laurie	Shaw	Hourly	\$25	10/1-10/31/18	Intervention, 105 hrs
Monahan, Stefanie	Orcutt	V-3	\$56,625	11/30/2018	Resignation
Murch, Tamara	Orcutt	Hourly	\$25	10/1-10/30/18	ELD, 72.5 hrs
Naess, Jennifer	Patterson	Extra Duty	\$47.10/hr	10/1-10/31/18	IEP Meetings, 4.5 hrs
Nordwall, Jubilee	Orcutt	Extra Duty	\$40/hr	10/15/18	Worked Prep, 1 hr
Norling, Michaela	Pine Grove	Extra Duty	\$47.10/hr	10/22-10/30/18	IEP Meetings, 3 hrs
Padilla, Valerie	Shaw	Extra Duty	\$47.10/hr	10/25/18	IEP Meeting, 1 hr
Parsley, Megan	Shaw	Hourly	\$25	10/1-10/31/18	Intervention, 102 hrs
Perales, Anita	Nightingale	Extra Duty	\$47.10/hr	10/11-10/31/18	IEP Meetings, 4.75 hrs
Perez, Cecilia	Orcutt	Extra Duty	\$47.10/hr \$40/hr	10/1-10/25/18 10/10/18	IEP Meetings, 2.5 hrs Articulation, 1.5 hrs
Qian, Susan	Shaw	Extra Duty	\$47.10/hr	10/8/18	IEP Meeting, 1 hr
Ramin, Ginger	Orcutt	Extra Duty	\$47.10/hr	9/26-10/24/18	IEP Meetings, 2 hrs
Rhyne, Suzi	Nightingale	Extra Duty	\$40/hr	9/17-10/19/18	IEP Meetings, 3 hrs
Richardson, Laura	District Patterson	Hourly	\$25	10/25/18 10/26/18 9/28-10/31/18	NWEA, 6 hrs Enrichment, 6 hrs Intervention, 84.5 hrs
Rowe, Tiffany	Pine Grove Shaw	Hourly	\$25	10/8-10/31/18 10/3-10/31/18	Enrichment, 50 hrs Enrichment, 58.5 hrs
Ruth, Amy	Shaw	Extra Duty	\$40.hr	10/24/18	Workshop Prep, 1 hr

*To be prorated

<i>NAME</i>	<i>SCHOOL</i>	<i>CLASS/STEP</i>	<i>SALARY</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Salinas, Jacqueline	Shaw	Extra Duty	\$40/hr	9/25/18	IEP Meeting, 1 hr
Salvesen, Kris	Pine Grove District	Hourly	\$25	10/1-10/16/18 10/15-10/30/18	Intervention, 39.25 hrs NWEA, 48.5 hrs
Sanders, Greg	Lakeview	Extra Duty	\$40/hr	10/4-10/25/18 10/15/18	After School Computer Lab, 4 hrs Worked Prep, 1 hr
Saylor, Garry	Patterson	Extra Duty	\$40/hr	10/1/18	IEP Meeting, .6 hrs
Schneider, Heidi	Lakeview	Extra Duty	\$40/hr	10/15/18	Worked Prep, 1 hr
Sheahan, Jonathan	Lakeview	Extra Duty	\$40/hr	10/9/18 10/10/18	Worked Prep, 1 hr Articulation, 2.5 hrs
Smith, April	Lakeview	Hourly	\$25 \$50/ea	10/1-10/30/18 10/9/18	ELD, 62 hrs JHS Sports Supervisor, 1 game
Smith, Timothy	Lakeview	Extra Duty	\$50/ea	10/9-10/11/18	JHS Sports Supervisor, 2 games
Stapp, Haylee	Patterson	Extra Duty	\$47.10/hr	10/1-10/29/18	IEP Meetings, 4.75 hrs
Sternjacob, Zachary	Orcutt	Extra Duty	\$40/hr	10/8-10/26/18	Worked Prep, 14 hrs
Sullivan, Katie	Olga Reed	Extra Duty	\$40/hr	11/1/18 8/29-10/17/18	PD Day, 5.25 hrs PLC, 8.5 hrs
Taira, Myrna	Nightingale	Extra Duty	\$40/hr	10/29/18	IEP Meeting, 1 hr
Taubenheim, Michael	Orcutt	Extra Duty	\$40/hr	10/2-10/16/18	Detention, 5 hrs
Valdovinos, Mariana	Orcutt	Extra Duty	\$40/hr	10/10/18	Articulation, 1.5 hrs
VanAllen, William	Lakeview	Extra Duty	\$40/hr	10/2/18	Detention, 1 hr
Vidal, Jerred	Lakeview	Stipend Extra Duty	\$1,000 \$40/hr	2018-19 10/3-10/28/18	SLED Stipend After School Computer Lab, 4 hrs
Westhoff, Kazan	Nightingale	Extra Duty	\$47.10/hr	10/11-10/22/18	IEP Meetings, 2.75 hrs
Whitehair, Steven	Patterson	Extra Duty	\$47.10/hr	10/23/18	IEP Meeting, .5 hr
Whitted, Dana	Olga Reed	Hourly	\$25	10/8-10/30/18 10/11-10/25/18	Intervention, 74.5 hrs Enrichment, 6 hrs
Wiggins, Paula	Olga Reed	Extra Duty	\$40/hr	10/16/18	IEP Meeting, .5 hr
Winkelpleck, Lyn	Orcutt	Extra Duty	\$40/hr	10/18/18 10/23-10/30/18	Worked Prep, 1 hr After School Computer Lab, 3 hrs
Yamaichi, Anna	Olga Reed	Hourly	\$25	10/8-10/30/18 10/4-10/5/18 10/11-10/26/18	Intervention, 81.5 hrs Support Teacher, Tall Ship, 8 hrs Enrichment, 9 hrs
York, Sarah	Patterson	Hourly	\$25	10/1-10/31/18	Intervention, 115.75 hrs
Zamudio, Kelli	Orcutt	Extra Duty	\$40/hr	10/18/18	Worked Prep, 1 hr

*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
November 14, 2018**

CALL TO ORDER

A regular meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, November 14, 2018, beginning with Dr. Peterson calling Public Session to order at 6:45 p.m. The Pledge of Allegiance was led by Bob Hatch. Members Present: Buchanan, Peterson, Hatch, Phillips, and Morinini. Administrators Present: Blow, Con, Edds and Salucci. Absent: Fell.

ADJOURN TO CLOSED SESSION

It was moved by Liz Phillips seconded by Lisa Morinini 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 7:15 p.m. 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 November 14, 2018, agenda as presented. Ayes: Buchanan, Peterson, Hatch, Phillips, and Morinini.

SUPERINTENDENT'S REPORT

Lee Ann Luongo, Director of OCAF, gave an OCAF update. She was excited to share that Pryor Baird will be performing at the Gala. Kirby Fell will be the Chair for the event. OCAF received a \$10,000 grant from the Towbe's Group, and a reminder that the OCAF will be having a Strategic Planning meeting on Saturday, November 17, 2018.

PUBLIC COMMENT

Phyllis Jackson gave a card and gift to the retiring board members, Rob Buchanan, Jim Peterson and Bob Hatch, and said "Thank You" for all of their support and dedication to the Orcutt Union School District. Anna Zucker on behalf of OEA, thanked the retiring board members for their support and all they did for Orcutt Union School District.

Written Communication

None

CONSENT AGENDA ITEMS

- A. Classified Personnel Action Report
- B. Certificated Personnel Action Report
- C. Approval of Warrants
- D. Minutes, Regular Board Meeting, October 10, 2018
- E. Minutes, Special Curriculum Board Meeting, October 24, 2018
- F. Board Policy 0415, Equity, for second reading
- G. Board Policy 5123, Students Promotion/Acceleration/Retention, for second reading
- H. Board Policy, 4140, 4240, Bargaining Units for second reading
- I. Board Policy 4158,4258,4358, Employee Security, for second reading

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

ACTION AGENDA ITEMS

Acceptance of Gifts:

It was moved by Lisa Morinini, seconded by Liz Phillips, and carried to approve Olga Reed School for (35) pumpkins donation, Orcutt JHS, Amplifier donations valued at \$2,000, Alice Shaw \$800 in school supplies and \$200 cash donation for Robotics Supplies, and Joe Nightingale's \$5,091.17 cash donation, and that a letter of acceptance and appreciation be forwarded to Carl and Charlene Abeloe, Douglas Moxness, Jim Malins, Hyumi Lee and the Comcast Foundation. Ayes: Peterson, Morinini, Hatch, Phillips and Buchanan.

2018/2019 Resolution No. 5, Recognition of Jim Peterson

It was moved by Rob Buchanan, seconded by Bob Hatch and carried to approve Resolution No. 5, Recognition of Dr. Jim Peterson. Ayes: Morinini, Hatch, Phillips and Buchanan.

2018/2019 Resolution No. 6, Recognition of Bob Hatch

It was moved by Jim Peterson, seconded by Rob Buchanan and carried to approve Resolution No. 6, Recognition of Bob Hatch. Ayes: Peterson, Morinini, Phillips and Buchanan.

2018/2019 Resolution No. 4, Recognition of Rob Buchanan

It was moved by Bob Hatch seconded by Jim Peterson and carried to approve Resolution No. 4, Recognition of Rob Buchanan. Ayes: Peterson, Morinini, Hatch and Phillips.

Board Policy 1400, Relations Between Other Governmental Agencies and the Schools

It was moved by Liz Phillips, seconded by Lisa Morinini and carried to approve Board Policy 1400, Relations Between Other Governmental Agencies and the Schools for the first reading and that it be placed on the next Consent Agenda for the second reading. Ayes: Peterson, Morinini, Hatch, Phillips and Buchanan.

Board Policy 3320, Claims and Actions Against the District

It was moved by Liz Phillips, seconded by Lisa Morinini and carried to approve Board Policy 3320, Claims and Actions Against the District for the first reading and that it be placed on the next Consent Agenda for the second reading. Ayes: Peterson, Morinini, Hatch, Phillips and Buchanan.

Board Policy 3515.21, Unmanned Aircraft Systems (Drones)

It was moved by Lisa Morinini, seconded by Liz Phillips and carried to approve Board Policy 3515.21, Unmanned Aircraft Systems (Drones) for the first reading and that it be placed on the next Consent Agenda for the second reading. Ayes: Peterson, Morinini, Hatch, Phillips and Buchanan.

Accounting of Developer Fees for the 2017-18 Fiscal Year (Annual Report) and Five-Year Developer Fee Report

It was moved by Lisa Morinini, seconded by Liz Phillips and carried to approve the attached Annual and Five-Year Developer Fee Report, as submitted. Ayes: Peterson, Morinini, Hatch, Phillips and Buchanan.

Single School Plans for Ralph Dunlap, Pine Grove, Joe Nightingale, Patterson Road, Alice Shaw, Olga Reed, Lakeview Junior High, and Orcutt Junior High

It was moved by Liz Phillips, seconded by Lisa Morinini and carried to approve the Single School Plans for Ralph Dunlap, Pine Grove, Joe Nightingale, Patterson Road, Alice Shaw, Olga Reed, Lakeview Junior High and Orcutt Junior High, as submitted. Ayes: Peterson, Morinini, Hatch, Phillips and Buchanan.

Music in the Park Band Trip

It was moved by Rob Buchanan, seconded by Bob Hatch and carried to approve the Music in the Park Band Trip, as submitted. Ayes: Peterson, Morinini, Hatch, Phillips, and Buchanan.

ITEMS FROM THE BOARD

The retiring board of trustees, Rob Buchanan, Jim Peterson and Bob Hatch thanked the administrators for a job well done on the School Site Plans. They also stated it was a pleasure serving on the board with such a wonderful group of administrators and Superintendent. Rob Buchanan also apologized to the new incoming board members that he will not be able to attend the December 12th board meeting, due to a schedule conflict. He wished them all the best on their upcoming term as board members for OUSD.

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next regular board meeting is scheduled for Wednesday, December 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 Liz Phillips, seconded by Bob Hatch and carried to adjourn the meeting at 7:59 p.m.

Deborah L. Blow, Ed.D. Board Secretary

Liz Phillips, Clerk, Board of Trustees

2018 Local Agency Biennial Notice

Name of Agency: Orcutt Union School District
Mailing Address: 500 Dyer Street, Orcutt, CA 93455
Contact Person: Alice Salazar Phone No. (805) 938-8907
Email: asalazar@orcutt-schools.net Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

8/13/18
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

Santa Barbara County
Clerk of the Board of Supervisors
Attn: Chelsea Lenzi
105 E. Anapamu Street, Room 407
Santa Barbara, CA 93101

www.fppc.ca.gov
FPPC Advice: advice@fppc.ca.gov (866.275.3772)

Page 1 of 1

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Conflict of Interest Code EXHIBIT A

Entity: School District

Agency: Orcutt Union School Dist

Position	Disclosure Category	Files With	Status
Assistant Superintendent	Cat-99	County of Santa Barbara	Unchanged
Assistant Superintendent - Business Services Delete	Cat-99	County of Santa Barbara	Unchanged
Assistant/Associate Superintendent Delete	Cat-99	County of Santa Barbara	Unchanged
Board of Trustees	Cat-99	County of Santa Barbara	Unchanged
Chief Technology Officer	Cat-99	County of Santa Barbara	Unchanged
Director - Child Nutrition	Cat-99	County of Santa Barbara	Unchanged
Director of Educational Technology Delete	Cat-99	County of Santa Barbara	Unchanged
Director of Fiscal Services	Cat-99	County of Santa Barbara	Unchanged
Director of Maintenance, Operations and Transportation	Cat-99	County of Santa Barbara	Unchanged
Maintenance and Operations Director Delete	Cat-99	County of Santa Barbara	Unchanged
Principal	Cat-99	County of Santa Barbara	Unchanged
Superintendent	Cat-99	County of Santa Barbara	Unchanged

Total: 12



"A Tradition of Excellence"

(805) 938-8750

400 Patterson Road

Santa Maria, CA 93455

Ms. Julie Kozel, Principal

Cal Poly University Store
San Luis Obispo, California
2020asm4@follett.com

November 8, 2018

Dear Ms. Duran:

Patterson Road School and staff would like to thank you for your generous donations to our school. The boxes of assorted school supplies are gratefully accepted and will be well used by both our Staff and our students.

Sincerely,
Julie Kozel
Principal
Patterson Road School
400 Patterson Road
Santa Maria, California 93455
(805)938-8750

*A California Distinguished School
A National Blue Ribbon School of Excellence*



ORCUTT UNION SCHOOL DISTRICT

REQUEST FOR ACCEPTANCE OF GIFT

SCHOOL: Olga Reed Date: 11/14/18

DONOR: Name: Clark Staub, Owner Full of Life Flatbread
Address: PO Box 677, Los Alamos, CA 93440
Phone No. 805-344-4400

GIFT: Item Donated Restaurant goods and service or Cash Donation \$ _____
(Fill in if money is donated)
Designated for: _____
General Description: Please see attached
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?
If yes, what type? _____

Acceptance Requested By (OUSD Staff Member): Kathleen Stevenson
Acceptance Approved By (Administrator): [Signature]
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.)

Mr. Staub provided a night at his restaurant, Full of Life Flatbread, in support of the OUSD Culinary Arts Academy class for the students on the Los Alamos campus. This evening included the use of the restaurant facilities, the labor of three of his staff and all the food stuffs and water needed for the evening's dinner preparation.



BUSINESS SERVICES MEMORANDUM

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

FROM: *m* Walter Con, Assistant Superintendent, Business Services
Sandy Knight, Director, Fiscal Services

BOARD MEETING DATE: December 12, 2018

BOARD AGENDA ITEM: First Interim Report, 2018-19

BACKGROUND: The First Interim Report is predicated upon the State's adopted budget which was signed by the Governor June 2018 along with the majority of the accompanying trailer bills.

We use the California School Services dashboard assumptions along with the FCMAT Calculator, which are a starting point for current and future year's fiscal assumptions. This (5) year multi-year budget projection maintains a minimum 3% reserve for Economic Uncertainties, while meeting all other fiscal obligations of our District.

Please refer to the budget narrative for more detailed information.


RECOMMENDATION: I recommend that the Board of Trustees approve the First Interim Report with a Positive Certification for 2018/2019.

FUNDING: All Funds



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Debbie Blow, Ed.D.

FROM: Walter Con 
Assistant Superintendent, Business Services

BOARD MEETING DATE: December 12, 2018

BOARD AGENDA ITEM: 2017/18 Audit Report

BACKGROUND: Education Code 41020 requires public school districts to annually conduct an audit of the district's financial records and internal operating procedures. This is accomplished through a qualified independent auditor who is responsible for completing and submitting this report to the District and the County Superintendent of Schools by December 15th of each year.

Notes from the Independent Auditors' Report are as follows: "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Orcutt Union School District, as of June 30, 2018." Additionally, there were no findings or audit adjustments.


RECOMMENDATION: I recommend that the Board of Trustees accept the audit report ending June 30, 2018.

FUNDING: N/A



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Debbie Blow, Superintendent

FROM: Walter Con 
Assistant Superintendent, Business Services

BOARD MEETING DATE: December 12, 2018

BOARD AGENDA ITEM: 2018/19 Resolution No. 7 Delegation of Authority to District Staff

BACKGROUND: In order to proceed with normal District business, the Board must annually delegate which staff members may request expenditures, sign contracts and receive warrants.

RECOMMENDATION: I recommend that the Board of Trustees approve the Delegation of Authority as submitted.

FUNDING: N/A



AUTHORIZED SIGNATURES
DISTRICT PERSONNEL APPROVED BY THE SUPERINTENDENT
FOR RELEASE OF COMMERCIAL AND PAYROLL WARRANTS

DISTRICT: Orcutt Union School District

Signature _____ Typed Name/Title <u>Dr. Deborah Blow, Superintendent</u>	<input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Payroll
Signature <u>[Signature]</u> Typed Name/Title <u>Walter Con, Assistant Superintendent, Business Services</u>	<input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Payroll
Signature <u>[Signature]</u> Typed Name/Title <u>Sandra Knight, Director, Fiscal Services</u>	<input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Payroll
Signature <u>[Signature]</u> Typed Name/Title <u>Zina Chavez, Senior Payroll Technician</u>	<input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Payroll
Signature <u>[Signature]</u> Typed Name/Title <u>Amy Lewton, Payroll Technician</u>	<input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Payroll
Signature _____ Typed Name/Title <u>Anna Orca, Senior Accounting Technician</u>	<input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title <u>Brianne Guerrero, Accounting Technician</u>	<input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Payroll

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

Superintendent's Signature: _____ Date: ____/____/____



**CHANGES TO AUTHORIZED SIGNATURES
DISTRICT PERSONNEL APPROVED BY THE SUPERINTENDENT
FOR RELEASE OF COMMERCIAL AND PAYROLL WARRANTS**

DISTRICT: Orcutt Union School District

ADDITIONS:

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

DELETIONS:

Typed Name/Title <u>Cody Westbay</u> <u>Accounting Technician</u>	<input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Payroll
Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Payroll
Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Payroll

I certify that the above changes to authorized district personnel who may receive warrants on behalf of our district.

Superintendent's Signature: _____ Date: ____/____/____

Note: Please use this form if there are changes that occur after the organizational meeting in December.



**AUTHORIZED SIGNATURES
DISTRICT PERSONNEL APPROVED BY THE BOARD
TO ACT AS DISTRICT AGENTS**

DISTRICT: Orcutt Union School District

Signature _____ Typed Name/Title <u>Dr. Deborah Blow, Superintendent</u>	<input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Contracts <input checked="" type="checkbox"/> Payroll
Signature <u>[Signature]</u> Typed Name/Title <u>Walter Con, Assistant Superintendent, Business Services</u>	<input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Contracts <input checked="" type="checkbox"/> Payroll
Signature <u>[Signature]</u> Typed Name/Title <u>Sandra Knight, Director, Fiscal Services</u>	<input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Contracts <input checked="" type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll

I certify that the above individuals are authorized to act as agents of the governing board.

Board President Signature: _____ Date: ____/____/____

REFERENCE:
K-12: EC§42632, 42633, 17604
COMMUNITY COLLEGE: EC§85232, 85233, 85655

Note for Escape Financial System Users: The district must have an active employee with access to Escape in order to authorize accounts payable. This form is needed in order to grant activity permissions necessary to authorize payments in Escape.



CHANGES TO AUTHORIZED SIGNATURES
DISTRICT PERSONNEL APPROVED BY THE BOARD
TO ACT AS DISTRICT AGENTS

DISTRICT: Orcutt Union School District

ADDITIONS:

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

DELETIONS:

Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll
Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll

I certify that the above changes to authorized individuals to act as agents of the governing board.

Board President's Signature: _____ Date: ____/____/____

Note for Escape Financial System Users: The district must have an active employee with access to Escape in order to authorize accounts payable. This form is needed in order to grant activity permissions necessary to authorize payments in Escape.

REFERENCE:
 K-12: EC§42632, 42633, 17604
 COMMUNITY COLLEGE: EC§85232, 85233, 85655

Note: Please use this form if there are changes that occur after the organizational meeting in December.

ATTACHMENT G(1)

**RESOLUTION OF THE GOVERNING BOARD
DELEGATION OF GOVERNING BOARD POWERS DUTIES
AUTHORITY TO MAKE CASH AND BUDGET TRANSFERS**

Whereas, Education Code Section 35161 provides that “The governing board of any school district may execute any powers delegated by law to it or to the district of which it is the governing board, and shall discharge any duty imposed by law upon it or upon the district of which it is the governing board...;” and

Whereas, Education Code Section 35161 further provides that the governing board “...may delegate to an officer or employee of the district any of those powers or duties. The governing board, however, retains ultimate responsibility over the performance of those powers or duties so delegated;” and

Whereas, the governing board of the Orcutt Union School District recognizes that, while the authority provided in Education Code Section 35161 authorizes the board to delegate any of its powers and duties, the governing board retains the ultimate responsibility over the performance of those powers and duties; and

Whereas, the governing board further recognizes that where other Education Code provisions authorize a delegation of authority for a specific purpose, but impose restrictions on such delegated authority, these restrictions must be observed;

Now, Therefore, Be It Resolved that, in accordance with the authority provided in Education Code Section 35161, the governing board of the Orcutt Union School District hereby delegates to the following officers or employees of the district, the authority to make cash and budget transfers between and within district funds as necessary for the payment of obligations of the district effective from the date this resolution is passed through the year-end accrual phase without submitting the transfers as part of a specific board resolution.

Walter Con, Assistant Superintendent, Business Services

Authorized District Employee/Officer

Sandra Knight, Director, Fiscal Services

Authorized District Employee/Officer



Authorized District Employee/Officer



Authorized District Employee/Officer

Passed and adopted this 12 day of December, 2018 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Board President’s Signature: _____ Date: ____/____/____


Note for Escape Financial System Users: The district must have an active employee with Escape access authorized to perform cash and budget transfers. This resolution is needed in order to grant activity permissions necessary to authorize certain budget and cash transfers (i.e., interfund cash transfers and deposits) in Escape.

REFERENCE:
K-12: EC§35161



BUSINESS SERVICES MEMORANDUM

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

FROM: Walter Con 
Assistant Superintendent, Business Services

BOARD MEETING DATE: December 12, 2018

BOARD AGENDA ITEM: Elementary Furniture Surplus

BACKGROUND: On June 13, 2018 the board of trustees authorized the purchase of flexible furniture in the approximate amount of \$1,600,000 to be paid from district bond funds. Specifically, this purchase was to provide new student desks and chairs for use in classrooms in all of our K – 6th grade classrooms that didn't have updated furniture. This is approximately 114 classrooms or 3,010 desks and chairs. Part of this approval, was a board discussion to eliminate the existing 30+ year old desks and chairs.

Due to an oversight during the ordering period of the new furniture, we never submitted an action item for the board to declare all of the existing desks and chairs surplus and unusable. This action item is being submitted retroactively to do so. Therefore, in accordance with Education Code Sections 39520-39530 and BP 3260; staff has inspected said student desks and chairs and recommends that they be declared surplus and unusable property.


RECOMMENDATION: I recommend to surplus the items as stated above.

FUNDING: N/A



BUSINESS SERVICES MEMORANDUM

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

FROM: Walter Con 
Assistant Superintendent, Business Services

BOARD MEETING DATE: December 12, 2018

BOARD AGENDA ITEM: Surplus Items

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

Quantity	Item
3	Locker
2	Laptop Charging Cart
4	Food Prep Table
1	Piano
1	Food Warmer/Serving Table
1	PA System
3	Medical Exam Table
1	Large Floor Standing Food Mixer
1	Medium Food Mixer On Cart
2	Fireproof 2 Drawer File Cabinet
9	Padded Chairs

RECOMMENDATION: I recommend to surplus the items as stated above.

FUNDING: N/A



BUSINESS SERVICES MEMORANDUM

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

FROM: Walter Con
Assistant Superintendent, Business Services

BOARD MEETING DATE: December 12, 2018

BOARD AGENDA ITEM: Award Bid for the Removal of Playground Sand Project at Various School Sites

BACKGROUND: As required, per BP 3311 Bids, and Public Contract Code 20111, bids were requested for the Removal of Playground Structure Sand Project at various school sites. The objective of this project is to remove the current sand around playground structures that is at various school sites. The sand is no longer considered a fall safe product, and needs to be replaced with a fiber/or equivalent material. School staff and parents are very excited with this project, and will be happy to see the sand replaced.

On November 14, 2018, one sealed bid was received. The responsive bidder was Herrera Corporation, located in Santa Maria, CA. The total bid amount was \$205,580. Herrera Corporation will be using Steve Strachan, Central Coast Playgrounds as a sub-contractor. Steve Strachan did all the current sand play areas at all our school sites. He has worked with the district before and knows are sites very well. Central Coast Playgrounds and Herrera Corporation have done all the sand projects in the Santa Maria School Districts. The current sand will be removed and if necessary, excavate soil to allow for a compacted 12” certified playground fiber/or equivalent.

RECOMMENDATION: I recommend that Board of Trustees award the bid for the Removal of Playground Structure Sand Project at various school sites, for \$205,580, as they are the only responsive, responsible bidder.

FUNDING: Fiscal impact on the Deferred Maintenance Fund as described above.

ORCUTT UNION SCHOOL DISTRICT



Educational Services

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

TO: Dr. Deborah Blow, Superintendent

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

BOARD MEETING DATE: December 12, 2018

BOARD AGENDA ITEM: Board Policy 6170.1

TRANSITIONAL KINDERGARTEN

BACKGROUND: Policy updated to reflect NEW LAW (AB 1808) which allows districts to place 4-year-old children enrolled in a CSPP program into a TK program and to commingle children from both programs into the same classroom under specified conditions.

RECOMMENDATION: It is recommended that the Board of Trustees approve the proposed changes to BP 6170.1.

FUNDING: No funding implications.

Instruction

TRANSITIONAL KINDERGARTEN

The Board of Trustees desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's transitional kindergarten **program** shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 – Parent Involvement)

Eligibility

The district's transitional kindergarten program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 4800)

Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the transitional kindergarten program shall be voluntary.

(cf. 5111 – Admission)
(cf. 5111.1 – District Residency)
(cf. 5141.22 – Infectious Diseases)
(cf. 5141.3 – Health Examinations)
(cf. 5141.31 – Immunizations)
(cf. 5141.32 – Health Screening for School Entry)

Curriculum and Instruction

The district's transitional kindergarten program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 – Curriculum Development and Evaluation)
(cf. 6161.1 – Selection and Evaluation of Instructional Materials)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

Instruction

TRANSITIONAL KINDERGARTEN

(cf. 5148.3 – Preschool/Early Childhood Education)
(cf. 6011 – Academic Standards)
(cf. 6174 – Education for English Language Learners)

The Board shall establish the length(s) of the school day in the district's TK program. TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is at least three hours but no more than four hours. The Superintendent or designee shall annually report to the California Department of Education as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, 46117, 48003)

(cf. 6111 - School Calendar)
(cf. 6112 - School Day)

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be placed in a classroom commingled with 4-year-old students from a California State Preschool Program as long as the classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten.
(Education Code 8235, 48000)

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that transitional kindergarten teachers are knowledgeable about ~~district~~ the standards and effective instructional methods for teaching young children.

(cf. 4131 – Staff Development)

Continuation to Kindergarten

Instruction**TRANSITIONAL KINDERGARTEN**

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

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

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

The Superintendent or designee ~~shall~~**may** develop or identify appropriate formal and/or informal assessments of transitional kindergarten students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

(cf. 0500 – Accountability)

(cf. 6162.5 – Student Assessment)

Legal Reference:

EDUCATION CODE

8235	California State Preschool Program
8973	Extended-day kindergarten
37202	School calendar; equivalency of instructional minutes
44258.9	Assignment monitoring by county superintendent of schools
46111	Kindergarten, hours of attendance
46114-46119	Minimum school day, kindergarten
46300	Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten
48000	Age of admission kindergarten and transitional kindergarten
48002	Evidence of minimum age required to enter kindergarten or first grade
48003	Kindergarten annual report
48200	Compulsory education, starting at age six

Management Resources:

CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

[California Preschool Curriculum Framework, Vol. 3, 2013](#)

[California Preschool Learning Foundations, Vol. 3, 2012](#)

[California Preschool Curriculum Framework, Vol. 2, 2011](#)

[California Preschool Learning Foundations, Vol. 2, 2010](#)

[California Preschool Curriculum Framework, Vol. 1, 2010](#)

Instruction

TRANSITIONAL KINDERGARTEN

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Transitional Kindergarten California: <http://www.tkalifornia.org>

Policy Adopted: ~~02/14/18~~ 12/12/2019

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

ORCUTT UNION SCHOOL DISTRICT



Educational Services

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

TO: Dr. Deborah Blow, Superintendent

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

BOARD MEETING DATE: December 12, 2018

BOARD AGENDA ITEM: Board Policy 6190

EVALUATION OF THE INSTRUCTIONAL PROGRAM

BACKGROUND: Policy updated to delete references to the obsolete API and add the California School Dashboard as a source for multiple state and local indicators of strengths and areas in need of improvement in each priority area addressed by the LCAP. Section on "Federal Program Monitoring" deleted as the focus of the policy is on program effectiveness rather than compliance with program requirements.

RECOMMENDATION: It is recommended that the Board of Trustees approve the proposed changes to BP 6190.

FUNDING: No funding implications.

EVALUATION OF THE INSTRUCTIONAL PROGRAM

The Board of Trustees recognizes that it is accountable to the students, parents/guardians and community for the effectiveness of the district's educational program in meeting district goals for student learning. The Superintendent or designee shall conduct a continual evaluation of the curriculum and the instructional program in order to **identify strategies for improving** student achievement.

(cf. 0200 – Goals for the School District)
(cf. 0500 - Accountability)
(cf. 6000 - Concepts and Roles)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The Superintendent or designee shall provide the Board and the community with regular reports on ~~student progress toward Board-established standards of expected achievement at each grade level in each area of study~~ **student achievement**. In addition, he/she shall evaluate ~~and report~~ **The reports shall include** data for each district school and for ~~every~~ **each** numerically significant student subgroup, as defined in Education Code 52052, including, but not limited to, school and subgroup performance on statewide achievement indicators and progress toward goals specified in the district's local control and accountability plan (LCAP).

(cf. 0460 - Local Control and Accountability Plan)
(cf. 0510 - School Accountability Report Card)
(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Language Learners)

In addition, the Superintendent or designee shall conduct an evaluation of any new instructional program implemented in the district and shall regularly assess district progress toward increasing student achievement in all subject areas taught in the district. The findings of such evaluations and assessments shall be reported to the Board.

Based on these reports, the Board shall take appropriate actions to maintain the effectiveness of programs and to improve the quality of education that district students receive.

Legal Reference:

EDUCATION CODE

33400-33407 Educational evaluations
35178.4 Notice of loss of accreditation status
44662 Evaluation and assessment guidelines, certificated employee performance
48985 Compliance with translation of parental notifications
51041 Education program, evaluation and revisions
51226 Model curriculum standards
~~52052-52052.1 Academic Performance Index; numerically significant student subgroups~~
52052 Accountability; numerically significant student subgroups
52060-52077 Local control and accountability plan
62005.5 Failure to comply with purposes of funds
64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3930-3937 Program requirements
3942 Continuity of funding

UNITED STATES CODE, TITLE 20

6311 ~~Adequate yearly progress~~ **State plans**

Instruction

BP 6190(a)

EVALUATION OF THE INSTRUCTIONAL PROGRAM

Management Resources:

WEB SITES

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

CDE, School and District Accountability Division: <http://www.cde.ca.gov/ccpddiv>

WASC, Accrediting Commission for Schools: <http://www.acswasc.org>

Policy Adopted: ~~02/10/2016~~ 12/12/2018 ORCUTT UNION SCHOOL DISTRICT
Orcutt, California



BOARD OF TRUSTEES

ROB BUCHANAN
ROBERT HATCH
LISA MORININI
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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: Dr. Deborah Blow, Superintendent
Board of Trustees

FROM: Susan Salucci, Asst. Supt. of Human Resources

BOARD MEETING DATE: December 12, 2018

BOARD AGENDA ITEM: Ratification of Agreement with California School Employees’ Association (CSEA) and its Orcutt Chapter #255

BACKGROUND: The Supreme Court decision in June 2018 in the *Janus vs. AFSCME*, and the subsequent California legislation, SB 866, resulted in the need to renegotiate Article 3 in the CSEA contract to come into compliance with the law.

Supporting documentation is attached.

RECOMMENDATION: It is recommended that the Board of Trustees ratify the negotiated agreement with California School Employees’ Association (CSEA) and its Orcutt Chapter #255 to replace existing language in Article 3 to the new language agreed upon on October 17, 2018.

FINANCIAL IMPACT: No financial impact upon OUSD

**TENTATIVE AGREEMENT
BY AND BETWEEN THE
ORCUTT UNION SCHOOL DISTRICT
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS ORCUTT UNION
CHAPTER #255**

This Tentative Agreement (TA), is entered into by and between the Orcutt Union School District (District) and the California School Employees Association and its Orcutt Union #255 (CSEA or Association).

The Parties agree to revise Article 3, Check Off & Organizational Security. Article 3 will be revised to replace the prior language with the following language:

**ARTICLE 3
CHECK OFF & ORGANIZATIONAL SECURITY**

1 Membership and Dues Deduction:

- 1.1 The District shall refer all employee questions about membership in CSEA or dues over to the CSEA Labor Relations Representative. CSEA shall defend and indemnify District for any claims arising from its compliance with this clause. This agreement shall satisfy District's duty to bargain effects of *Janus* decision.
- 1.2 The District shall not interfere with the terms of any agreement between CSEA and the District's employee about that employee's membership in CSEA, including but not limited to automatic renewal yearly unless the worker drops out during a specified window period. The District need not keep track of this period which shall be tracked by CSEA within its membership database.
- 1.3 As the exclusive representative of classified employees, CSEA shall have the sole and exclusive right to receive the payroll deduction for regular membership dues.

2 Dues Deduction:

- 2.1 The District shall deduct, in accordance with the CSEA dues schedule, dues from the wages of all employees who are members of CSEA.
- 2.2 The District, and authorized representatives, shall remain neutral regarding employee decisions to belong to an employee organization or participate in its activities as required by law.

The District shall refer any questions about union membership to the CSEA Labor Relations Representative.

- 2.3 The employer shall not be obligated to put into effect any new or changed deductions until the pay period commencing thirty (30) days or more after such submission.
- 2.4 There shall be no charge by the employer to CSEA for regular membership dues deductions.

3 Personnel Member Information

- 3.1. The District shall take all reasonable steps to safeguard the privacy of CSEA members' personal information, including but not limited to members Social Security Numbers, personal addresses, personal phone number, personal cellular phone number, personal email address, and status as a union member.
- 3.2 The District currently uses best efforts to filter out non-work related emails from outside organizations to work email addresses using a SPAM filter. If the District determines that unsolicited emails from outside organizations cause a significant disruption to bargaining unit members' productivity, the District shall take reasonable steps to ensure that its SPAM filter is as effective as possible in a content neutral manner.

4 Hold Harmless Provision:

CSEA shall defend and indemnify District for any claims arising from its compliance with this article for any claims made by the employee for deductions made in reliance on information provided by the employee organization to the employer to cancel or change membership dues authorization. The employer shall be required to promptly notify CSEA of any claims made by employees relating to dues authorization.

This Tentative Agreement is subject to approval of the CSEA and the Orcutt Union School District Board of Trustees.

For the District:
Susan Salucci
Assistant
Superintendent,
Human Resources


Signature _____ Date 10/17/18

For CSEA:
Phyllis Jackson
Chapter 255
President


Signature _____ Date 10/17/18

For CSEA:
Mark Moore
Labor Relations
Representative


Signature _____ Date 10/17/18

**TENTATIVE AGREEMENT
BY AND BETWEEN THE
ORCUTT UNION SCHOOL DISTRICT
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS ORCUTT UNION
CHAPTER #255**

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CHECK OFF & ORGANIZATIONAL SECURITY**

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- 1.2 The District shall not interfere with the terms of any agreement between CSEA and the District's employee about that employee's membership in CSEA, including but not limited to automatic renewal yearly unless the worker drops out during a specified window period. The District need not keep track of this period which shall be tracked by CSEA within its membership database.
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- 2.2 The District, and authorized representatives, shall remain neutral regarding employee decisions to belong to an employee organization or participate in its activities as required by law.

The District shall refer any questions about union membership to the CSEA Labor Relations Representative.

- 2.3 The employer shall not be obligated to put into effect any new or changed deductions until the pay period commencing thirty (30) days or more after such submission.
- 2.4 There shall be no charge by the employer to CSEA for regular membership dues deductions.

3 Personnel Member Information


- 3.1. The District shall take all reasonable steps to safeguard the privacy of CSEA members' personal information, including but not limited to members Social Security Numbers, personal addresses, personal phone number, personal cellular phone number, personal email address, and status as a union member.
- 3.2 The District currently uses best efforts to filter out non-work related emails from outside organizations to work email addresses using a SPAM filter. If the District determines that unsolicited emails from outside organizations cause a significant disruption to bargaining unit members' productivity, the District shall take reasonable steps to ensure that its SPAM filter is as effective as possible in a content neutral manner.

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CSEA shall defend and indemnify District for any claims arising from its compliance with this article for any claims made by the employee for deductions made in reliance on information provided by the employee organization to the employer to cancel or change membership dues authorization. The employer shall be required to promptly notify CSEA of any claims made by employees relating to dues authorization.

This Tentative Agreement is subject to approval of the CSEA and the Orcutt Union School District Board of Trustees.

For the District:
Susan Salucci
Assistant
Superintendent,
Human Resources


Signature _____ Date 10/17/18

For CSEA:
Phyllis Jackson
Chapter 255
President


Signature _____ Date 10/17/18

For CSEA:
Mark Moore
Labor Relations
Representative


Signature _____ Date 10/17/18



HUMAN RESOURCES MEMORANDUM

TO: Dr. Deborah Blow
District Superintendent

FROM: Susan Salucci
Assistant Superintendent of Human Resources

DATE: December 12, 2018

RE: Antioch University Student Teaching Agreement

BACKGROUND: Antioch University is requesting approval of the Student Teacher Agreement with the Orcutt Union School District for Multiple and Single Subject and Education Specialist Credentials.

RECOMMENDATION: It is recommended that the Board of Trustees approve the Antioch University Student Teacher Agreement for Multiple and Single Subject and Education Specialist Credentials with the Orcutt Union School District.

FUNDING: N/A

Antioch University Santa Barbara

Master of Arts in Education and Teacher Credentialing Program

STUDENT TEACHING AGREEMENT

This agreement is entered into as of the last date on page four by and between Antioch University-Santa Barbara, a California non-profit public benefit corporation (the "University"), and the **Orcutt Union School District**, a government entity (the "District") with reference to the following facts:

ARTICLE 1 **RECITALS**

1.1 Section 35160 of the California Education Code provides that, any school district may initiate and carry on any program or activity, or may otherwise act in any manner which is not in conflict with, or inconsistent with, or pre-empted by, any law and which is not in conflict with the purposes for which school districts are established.

1.2 An agreement by a school district to provide student teaching or practicum experience to students enrolled in an education credential program offered by an institution of higher education approved by the California Commission on Teacher Credentialing (the "Commission") is not inconsistent with the purposes for which school districts are established.

1.3 The University is accredited by the Higher Learning Commission (HLC) of the North Central Association of Schools and Colleges, and its education credential program has been approved by the Commission.

1.4 The University desires that the district provide student teaching to students enrolled in the University's professional preparation curriculum. The District agrees to provide such student teaching on the terms and conditions specified in this Agreement.

ARTICLE 2

DEFINITIONS

- 2.1 “Student” shall refer to a student enrolled in a program at the University that is approved by the Commission and which leads to a teaching credential.
- 2.2 “Cooperating Teacher” shall refer to an employee of the District holding a valid, Multiple Subject Clear Credential issued by the Commission typically with three or more years teaching experience in grades K-6.
- 2.3 “Student Teaching” shall refer to the active participation by a Student in the duties and functions of classroom teaching under the direct supervision and instruction of one or more Cooperating Teachers.
- 2.4 “Student Teaching Assignment” shall typically refer to a full day of Student Teaching four days a week under the direct supervision of a Cooperating Teacher. Student Teaching Assignments shall satisfy all requirements of the Commission. The fall student teaching assignment begins on the first day of school and ends just prior to the winter vacation. The spring placement is from January through the end of the academic school year.
- 2.5 “Student Internship” shall refer to the active participation by a Student in the duties and functions of classroom teaching, school counseling or administrative services under the direct supervision and instruction of one or more Supervising Employees.
- 2.6 “Student Internship Assignment” shall refer to a School Year of daily teaching, counseling or administrative services or the equivalent, as determined by the University in collaboration with the District. Student Internship Assignments shall satisfy all Commission requirements.

ARTICLE 3

TERMS AND CONDITIONS

- 3.1 The District shall provide the University students with Student Teaching in schools and classes of the District under the direct supervision and instruction of a Cooperating Teacher. The University and the District from time to time shall agree as to the number of students assigned to the District for Student Teaching.
- 3.2 District Determination. The District may refuse to accept, or may terminate any Student assigned to the District for Student Teaching based upon its good faith determination that the Student is not performing to the standards of the District. Upon written notification by the District, the University shall promptly terminate the Student’s assignment to the District.

3.3 University Determination. The University shall determine the number of units of Student Teaching each Student shall receive. Students shall be able to be eligible for more than one Student Teaching Assignment at the District.

3.4 Stipend Payment. The University shall reimburse the district for the cost of Student Teaching services rendered by the District by paying \$200.00 for each Student Teaching Assignment, or directly pay the Cooperating Teacher. The District agrees that the issuance of the stipend to the Cooperating Teacher will not render the Cooperating Teacher an employee or agent of the University.

3.5 Termination of Assignment. In the event a Student Teaching Assignment is terminated before it is completed, the District, or Cooperating Teacher, shall receive reimbursement of costs at the rate provided in Article 3.4 as though the assignment had been completed unless the assignment was terminated before the end of the fourth week of the quarter in which case no reimbursement will be made.

3.6 Representations. The University represents that all Students assigned to the District for Student Teaching are validly enrolled in the University teacher credentialing program approved by the Commission. Nothing in this Agreement shall be construed as delegation by the District to the University of any of the District's duties and responsibilities for operation or supervision of the schools or classes of the District.

3.7 Student Internship Experience. The District shall provide Students with Student Internship experience in schools and classes of the District under the direct supervision and instruction of a Supervising Employee.

3.8 Mandatory Instruction and Reporting. Before a Student is assigned to the District for placement in a Student Internship Assignment, University shall instruct such Student on applicable state and federal law regarding unlawful discrimination, to include sexual harassment, and mandated reporting of child abuse.

ARTICLE 4

GENERAL PROVISIONS

4.1 Term. This Agreement shall commence as of the date hereof and shall continue until such time as either party gives the other party written notice of its intent to terminate the Agreement. The termination of the Agreement shall be effective upon the date specified on such written notice. Provided, however, all Students receiving Student Teaching from the District as of the date of such notice be permitted to complete their Student Teaching Assignment.

4.2 Attorney's Fees. In the event any party hereto commences litigation for the interpretation, specific performance, or damages for the breach of this Agreement, the

prevailing party shall be entitled to a judgment or award against the other in an amount equal to reasonable attorney's fees and expenses incurred, together with all other appropriate legal or equitable relief.

4.3 Notices. All notices, demands, or other communications given under this Agreement shall be in writing and shall be deemed to have been duly given as of the second business day after mailing by United States mail service, postage pre-paid, addressed to the addresses on page five hereof, or to such other addresses or to such other person as any party hereto shall designate to the other for such purposes in the manner hereinabove set forth. Personal delivery of such notice, demand, or communication may also be made to the above-described addresses and shall be deemed given as of the date of such delivery.

4.4 Integration Clause. This Agreement contains the entire agreement between the parties relating to the transitions contemplated hereby and all prior or contemporaneous agreements, understandings, representations, and statements, whether oral or written, are merged herein. No modification, waiver, amendment, discharge, or change to the Agreement shall be valid unless the same is in writing and signed by the party against which the enforcement of such modification, waiver, amendment, discharge, or change is or may be sought.

4.5 General Provisions. This Agreement (i) shall be binding upon and inure to the benefit and be enforceable by the parties hereto and their respective legal representatives, successors, or assigns, (ii) maybe executed in any number of counterparts, each of which may be deemed to be an original, but all of which together shall constitute one and the same instrument, (iii) shall be construed and enforced in accordance with the laws of the State of California, and (iv) has been executed at Santa Barbara, California as of the last date set forth.

4.6 Non-Discrimination. The University and District shall abide by the current provisions, and later revisions, of the United States Civil Rights Act of 1964, which prohibits discrimination against any service recipient on the basis of race, national origin or ancestry, age, religion, sex, marital status, political affiliation, or physical or mental condition. Contractor shall comply with section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. & 794), pertaining to the prohibition of discrimination against qualified handicapped persons under any program or activity that receives or benefits from federal financial assistance.

SCHOOL DISTRICT

Orcutt Union School District

Name of District

By 
District Representative

By Dr. Deborah Blow
Named Typed or Printed

Title Superintendent

Date 12/3/2018

District Address/Telephone

500 Dyer Street

Orcutt CA 93455
City State zip

805-938-8900
Phone

Agreement Period: July 1, 2018 – July 31, 2022

ANTIOCH UNIVERSITY

Santa Barbara

By _____

Marianne D'Emidio Caston
Education Department Program Chair

Date _____

Antioch University

602 Anacapa Street

Santa Barbara, California 93101

805-962-8179