

ORCUTT UNION SCHOOL DISTRICT
Regular Closed Meeting of the Board of Trustees
Wednesday, October 13, 2021
Closed Session – 6:00 P.M.
Public Session – 6:30 P.M.
District Office Board Room
500 Dyer St., Orcutt, CA 93455

By Order of the Santa Barbara County Public Health Department and the California Department of Public Health K-12 Guidance, Attendees are Required to Wear a Face Covering

CALL TO ORDER 6:00 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. Those wishing to speak about items during Closed Session are reminded to fill out a *Request for Public Comment Form*, which can be obtained from Julie Payne and submitted prior to the time the presiding officer calls for Closed Session Public Comment. Requests to speak can also be emailed to Julie Payne at jpayne@orcutt-schools.net and state that you want to make a public comment. Please indicate what agenda item you would like to speak about.

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.

ADJOURN TO CLOSED SESSION

- A. 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).
3. Conference with labor negotiator Dr. Holly Edds, 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 section 54956.9(d) (1).

RECONVENE TO PUBLIC SESSION 6:30 P.M.

- A. Public Report on Action Taken in Closed Session
B. Adoption of October 13, 2021 Agenda

Moved _____ Second _____ Vote _____

C. **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*, which can be obtained from Julie Payne and submitted prior to the time the presiding officer calls for Public Comment. Requests to speak can also be emailed to Julie Payne at jpayne@orcutt-schools.net and state

that you want to make a public comment. Please indicate what agenda item you would like to speak about. An item not on the agenda must be addressed during the Public Comment segment of the agenda.

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.

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

- A. Superintendent's Report
An opportunity for the Superintendent to share matters of special interest or importance which are not on the board agenda and/or special presentations of district programs or activities such as curriculum/instructional updates, timely events/information, and district activities.
 - 1. OAHS ASB Update
 - 2. Ralph Dunlap Elementary School Update
- B. Items from the Board
- C. Public Comment
As previously announced, speakers are allowed a maximum of three (3) minutes to address the Board. The Board will limit any response to public comments to brief statements, referral to staff, or referral to a future board meeting.
- D. Written Communication
Documents addressed to or by board members as communications during a Board of Education meeting is 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. Hiring of Additional Charter School Coaches for the 2021-2022 School Year
- D. Hiring of Additional Orcutt Union School District Coaches for the 2021-2022 School Year
- E. Approval of Warrants
- F. Minutes, Regular Board Meeting, September 8, 2021
- G. BP 3230, Federal Grant Funds, for the Second Reading
- H. Statement of Assurances for K12 Strong Workforce Program
- I. Williams/Valenzuela Uniform Complaints Quarterly Report
- J. OAHS Boys Varsity Soccer Overnight Trip in December 2021
- K. OAHS Girls Varsity Soccer Overnight Trip in December 2021
- L. OAHS Girls Varsity Basketball Overnight Trip in December 2021
- M. OAHS Robotics Overnight Trip in October 2021
- N. Orcutt Jr. High School Administration Building: RDZ Change Order #004

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

Acceptance of Gifts

1. Kiwanis of Orcutt

It is recommended that the Board of Trustees accept a \$500 donation to Pine Grove for outdoor play equipment, PBIS rewards, and other student recognition from the Kiwanis of Orcutt, as submitted.

Moved _____ Second _____ Vote _____

2. Board Policy 1313, Civility

It is recommended that the Board of Trustees approve the new Board Policy 1313, Civility, for the first reading and that it be placed on the next Consent Agenda for the second reading.

Moved _____ Second _____ Vote _____

B. BUSINESS SERVICES

Action Items

1. Ratification of Proposal from RDZ Contractors Inc. to Perform Parking Lot Repair, Permeable Paver Replacement and Additional Storm Drain Improvements at the Pine Grove Upper Parking Lot

Staff recommends that the Board of Trustees approve the Ratification of Proposal from RDZ Contractors to perform parking lot repair, permeable paver replacement and additional storm drain improvements at the Pine Grove Upper Parking Lot, as submitted.

Moved _____ Second _____ Vote _____

2. Board Policy 7211, Developer Fees

It is recommended that the Board of Trustees approve the revised Board Policy 7211, Developer Fees, for the first reading and that it be placed on the next Consent Agenda for the second reading.

Moved _____ Second _____ Vote _____

3. Approve Professional Services Agreement with Soils Engineering, Inc. to Perform Site Drainage Survey at Orcutt Academy High School for the Mulituse Room Project

It is recommended that the Board of Trustees approve the Professional Services Agreement with Soils Engineering, Inc., as submitted.

Moved _____ Second _____ Vote _____

4. Approve Purchase of a New District Vehicle

It is recommended that the Board of Trustees approve the purchase of a New District Vehicle, as submitted.

Moved _____ Second _____ Vote _____

C. EDUCATIONAL SERVICES

PUBLIC HEARING – SAFE RETURN TO IN-PERSON INSTRUCTION

The public is invited to address the Board and present comments regarding the Safe Return to In-Person Instruction Plan.

1. Approve Safe Return to In-Person Instruction Plan

It is recommended that the Board of Trustees approve the Safe Return to In-Person Instruction Plan, as submitted.

Moved _____ Second _____ Vote _____

2. Board Policy 5141.4, Child Abuse Prevention and Reporting

It is recommended that the Board of Trustees approve the revisions to Board Policy 5141.4 Child Abuse Prevention and Reporting, for the first reading and that it be placed on the next Consent Agenda for the second reading.

Moved _____ Second _____ Vote _____

3. Board Policy 5141.52, Suicide Prevention

It is recommended that the Board of Trustees approve the revisions to Board Policy 5141.52 Suicide Prevention for the first reading and that it be placed on the next Consent Agenda for the second reading.

Moved _____ Second _____ Vote _____

4. Board Policy 5145.12, Search and Seizure

It is recommended that the Board of Trustees approve the revisions to Board Policy 5145.12 Search and Seizure, for the first reading and that it be placed on the next Consent Agenda for the second reading.

Moved _____ Second _____ Vote _____

5. Board Policy 5145.9, Hate Motivated Behavior

It is recommended that the Board of Trustees approve the revisions to 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.

Moved _____ Second _____ Vote _____

6. Board Policy 5148, Child Care and Development

It is recommended that the Board of Trustees approve the revisions to Board Policy 5148 Child Care and Development, for the first reading and that it be placed on the next Consent Agenda for the second reading.

Moved _____ Second _____ Vote _____

7. Approval of Orcutt Union School District Elementary and Secondary School Emergency Relief (ESSER) III Expenditure Plan

It is recommended that the Board of Trustees approve the Orcutt Union School District Elementary and Secondary ESSER III Expenditure Plan, as submitted.

Moved _____ Second _____ Vote _____

D. HUMAN RESOURCES

1. Board Policy 4112.42, 4212.42,4312.42, Drug and Alcohol Testing for School Bus Drivers

It is recommended that the Board of Trustees approve the revisions to Board Policy 4112.42, 4212.42,4312.42 Drug and Alcohol Testing for School Bus Drivers, for the first reading and that it be placed on the next Consent Agenda for the second reading.

Moved _____ Second _____ Vote _____

2. Board Policy 4158, 4258, 4358, Employee Security

It is recommended that the Board of Trustees approve the revisions to Board Policy 4158, 4258, 4358 Employee Security, for the first reading and that it be placed on the next Consent Agenda for the second reading.

Moved _____ Second _____ Vote _____

3. 2022-2023 School Calendar

It is recommended that the Board of Trustees approve the 2022-2023 school calendar, as submitted.

Moved _____ Second _____ Vote _____

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next regular board meeting is scheduled for Wednesday, November 10, 2021, beginning with Closed Session starting at 6:00 p.m., Public Session at 6:30 p.m. in the Olga Reed MUR, 480 Centennial St., Los Alamos, CA. There will be a Special Curriculum Board Meeting on Wednesday, October 27, 2021, 6:00 p.m. in the District Office Board Room, 500 Dyer Street, Orcutt, CA.

ADJOURN TO CLOSED SESSION (If Needed)

Public Report on Action Taken in Closed Session

ADJOURN

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Superintendent's Office at (805) 938-8907. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting. All documents related to the open session agenda are available for review 72 hours prior to the meeting at the Orcutt Union School District Office, 500 Dyer Street, Orcutt, CA.



Orcutt Union School District

Classified Personnel Action Report

Oct. 13, 2021

TO: Holly Edds, Ed.D.

FROM: Susan Salucci, Assistant Superintendent/Human Resources

RE: Recommendations for Board Approval

Name	Site/Dept.	Classification	Step/Range	Hours	Rate of Pay	Effective	Action/Information
Alford, Dana	Independent Study	Office Manager	21/6	8.0	\$24.89 per hr.	09/01/2021	Increase in hours
Asmus, Rachel	Lakeview JH	Child Nutrition Worker	7/3	3.0	\$15.22 per hr.	09/08/2021	Permanent/Probationary
Balboa, Vivian	Educational Services	Community Liaison	14/4	6.0	\$18.99 per hr.	09/08/2021	Permanent/Probationary
Beas, Laura	Olga Reed & Orcutt Academy K-8	Instructional Assistant/ PE	11/3	1.0 twice weekly	\$16.79 per hr.	09/23/2021	Additional position
Bello, Michele	Technology	Senior Secretary II, Technology	26/6	8.0	\$150.00 per mo.	11/01/2021	Longevity – 15 years
Bise, Jim	Orcutt JH	Child Nutrition Worker	7/3	3.0	\$15.22 per hr.	08/11/2021-10/01/2021	Temporary Assignment
Booker, Lindsay	Transportation	Bus Attendant	11/2	3.75	\$15.99 per hr.	09/08/2021	Permanent/Probationary
Caudillo-Koekebakker, Gina	Alice Shaw	Instructional Assistant/PE	11/3	1.17 twice weekly	\$16.79 per hr.	09/20/2021	Additional position
Chavez, Sandi	Child Nutrition	Interim Director of Child Nutrition	1	8.0	\$90,430 per yr.	09/28/2021	Interim
Edds, John	District	Utility Worker, Substitute	18/1		\$18.11 per hr.	08/09/2021	Substitute
Emp. #2032	Child Nutrition	Child Nutrition Worker	7/1	3.0	\$14.00 per hr.	09/22/2021	Release from probationary employment
Gallet, Jane	Nightingale	Instructional Assistant, 1	12/6	6.0	2.5% of pay rate	08/11/2021	Special Needs Stipend
Gauna, Kaylee	Orcutt JH	Child Nutrition Worker	7/6	3.0	\$17.61 per hr.	08/11/2021	Increase in hours
Klug, Tracie	Orcutt JH	Instructional Assistant, 1	12/4	3.5	\$18.07 per hr.	09/10/2021	Resignation
Lewis, Robin	Pine Grove	Instructional Assistant, 1	12/6	6.0	\$150.00 per mo.	11/01/2021	Longevity – 15 years



Orcutt Union School District

Classified Personnel Action Report

Oct. 13, 2021

TO: Holly Edds, Ed.D.

FROM: Susan Salucci, Assistant Superintendent/Human Resources

RE: Recommendations for Board Approval

Name	Site/Dept.	Classification	Step/Range	Hours	Rate of Pay	Effective	Action/Information
Lewis, Robin	Pine Grove	Instructional Assistant, 1	12/6	6.0	\$1,000 per yr.	09/01/2021	Educational Stipend – Bachelor's
Lucero-Maines, Renee	Patterson	Instructional Assistant/PE	11/4	1.5 twice weekly	\$17.64 per hr.	09/20/2021	Additional position
McGinnis, Sharon	Orcutt JH	Media Specialist	15/6	24 per wk.	\$21.45 per hr.	09/07/2021	Promotion
Maldonado, Damon	Dunlap	Instructional Assistant	8/6	3.75	\$18.06 per hr.	09/08/2021	Permanent/Probationary
Maldonado, Damon	Dunlap	Instructional Assistant	8/6	3.75	\$1,000 annually	09/08/2021	Educational Stipend – Bachelor's
Malko-Dedek, Rachel	Patterson	Media Specialist	15/3	24 per wk.	\$18.53 per hr.	09/14/2021	Resignation
Malone, Jamie	Pine Grove	Noon Duty Supervisor	6/1	1.67	\$14.00 per hr.	09/14/2021	Permanent/Probationary
Markee, Bethany	Child Nutrition Department	Director of Child Nutrition	VI	8	\$107,402 annually	09/27/2021	Retirement
Mason, Jennifer	Child Nutrition	Child Nutrition Worker, Substitute	7		\$14.00 per hr.	09/09/2021	Substitute
Milo, Kathy	Lakeview JH	Media Specialist	15/6	24 per wk.	\$21.45 per hr.	09/01/2021	Permanent/Probationary
Morales, Josiah	Nightingale	Instructional Assistant, 1	12/3	3.50	\$17.21 per hr.	09/17/2021	Resignation
Perea, Nancy	Pine Grove	Instructional Assistant/PE	11/4	2.33 hrs., twice weekly	\$17.64 per hr.	09/09/2021	Reinstate from layoff
Perea, Nancy	Patterson	Instructional Assistant/PE	11/4	3.5 hrs., twice weekly	\$17.64 per hr.	09/13/2021	Reinstate from layoff
Rousey, Summer	Orcutt Academy HS/Orcutt JH	Noon Duty Supervisor	6/6	2.0	\$125.00 per mo.	11/01/2021	Longevity – 10 years
Ruiz, Crystal	Transportation	Driver	15/5	3.75	\$20.44 per hr.	09/01/2021	Promotion



Orcutt Union School District
 Classified Personnel Action Report
 Oct. 13, 2021

TO: Holly Edds, Ed.D.
 FROM: Susan Salucci, Assistant Superintendent/Human Resources
 RE: Recommendations for Board Approval

Name	Site/Dept.	Classification	Step/ Range	Hours	Rate of Pay	Effective	Action/Information
Vader Kidd, Leanne	Nightingale	Instructional Assistant/PE	11/4	3.0 twice weekly	\$17.64 per hr.	09/23/2021	Reinstate from layoff
Weddle, Lois	Health Services	Educational Services Support Clerk	18/6	Up to 10 hrs. per wk.	\$23.11 per hr.	09/01/2021	Temporary clerical support



Orcutt Union School District

Certificated Personnel Action Report

October 13, 2021

TO: Dr. Holly Edds, Superintendent

FROM: Susan Salucci, Assistant Superintendent / Human Resources

RE: Recommendations for Board Approval and Ratification

NAME	SCHOOL	CLASS/STEP	SALARY	EFFECTIVE DATE	ACTION INFORMATION
Aldrich, Becky	District	Hourly	\$28	8/25-8/31/21	ELPAC, 12.5 hrs
Amador, Leo	Orcutt Academy HS	Stipend	\$1,066	2021-22	Girls JV Soccer Coach
Baldwin, Beth	Lakeview JHS	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Barba, Patti	Alice Shaw	Stipend Extra Duty	\$1,200 \$40/hr	2021-22 8/10/21	Lead Teacher, 4 th Grade OUSD/OEA PD, 6 hrs
Beal, Donna	Joe Nightingale	Extra Duty	\$40/hr	8/20-8/21/21 8/10/21	Moved Classroom, 12 hrs OUSD/OEA PD, 6 hrs
Belanger, Rebecca	Pine Grove	Extra Duty	\$1,500 \$40/hr	2021-22 8/10/21	Combo Class OUSD/OEA PD, 6 hrs
Bornhoft, Kristin	Orcutt Academy HS	Extra Duty	\$40/hr	8/6/21	Science Teacher Support, 2 hrs
Brickey, Patrick	Lakeview JHS	Extra Duty	\$40/hr	8/25/21 8/10/21	Homework Club, 1 hr OUSD/OEA PD, 6 hrs
Byrne, Jennifer	Olga Reed	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Carter, Krista	Lakeview JHS / Orcutt JHS	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Cole, Cristy	Orcutt Academy K-8	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Collison, Deirdre	Alice Shaw	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Cooper, Lisa	Joe Nightingale	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Cruz, Brandon	Alice Shaw	Stipend	\$1,026	2021-22	Track Coach
Culbara, Graham	Orcutt Academy HS	Extra Duty	\$40/hr	8/24/21	Worked Prep, 1 hr
Daniels, Michele	Lakeview JHS	Hourly	\$28	2021-22	Academic Support, 4 hrs wk
Davis, JoAnne	Ralph Dunlap	Stipend	\$986	2021-22	Yearbook Advisor

*To be prorated

NAME	SCHOOL	CLASS/STEP	SALARY	EFFECTIVE DATE	ACTION INFORMATION
Day, Michelle	Joe Nightingale	Extra Duty	\$40/hr	8/11-8/19/21	Moved Classroom, 6 hrs
Dell'Armo, John	Orcutt Academy HS	Extra Duty	\$40/hr	8/23-8/24/21 8/16-8/31/21	Worked Prep, 2 hrs Credit Recovery, 8 hrs
Devereaux, William	Patterson Road	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Doerksen, Allie	Pine Grove	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Duncan, Chris	Orcutt Academy HS	Stipend	\$800	2021-22	Varsity Softball Assistant
Duston, Ann	Orcutt Academy HS	VI-6	\$68,580	2021-22	Years of Service Verified
Ebner, Karen	Lakeview JHS	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Edds, John	District	Hourly	\$28	4/24-4/31/21	ELPAC, 7.75 hrs
Employee #194					Resignation
Ens, Anne	Orcutt JHS	Daily	\$140	5/24-8/25/21	Shadow for Long Term Sub, 2 days
Flatley, Lauren	Orcutt JHS / Lakeview JHS	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Francisco, Mary	Ralph Dunlap	Stipend	\$1,200	2021-22	Lead Teacher, 5 th Grade
Frantz, Michele	Joe Nightingale	Stipend	\$1,200 \$1,200	2021-22 2020-21	Lead Teacher, 1 st Grade Lead Teacher, 1 st Grade
Fredriks, Ty	Orcutt Academy HS	Extra Duty	\$40/hr	8/23/21	Worked Prep, 1 hr
Furst, Elaine	Orcutt JHS	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Garcia, Deedra	Lakeview JHS	Hourly	\$28	2021-22	Academic Support, 4 hrs wk
Garcia, Teresa	Lakeview JHS	Hourly	\$28	2021-22	Academic Support, 4 hrs wk
Gonzalez, Susana	Orcutt Academy HS	Extra Duty	\$40/hr	8/23-8/24/21	Worked Prep, 2 hrs
Grennan-Slider, Julie	Joe Nightingale	Stipend	\$1,200	2021-22	Lead Teacher, 5 th Grade
Hardee, Chris	Orcutt JHS Orcutt Academy HS	Extra Duty Stipend	\$40/hr \$1,066	8/9/21 2021-22	Diversity Training, 6 hrs Boys JV Soccer Coach
Harris, Steven	Lakeview JHS	Extra Duty	\$40/hr	8/2-8/10/21	STEAM Planning/Prep, 17 hrs
Henry, Kristi	Joe Nightingale	Stipend Extra Duty	\$1,200 \$40/hr	2021-22 8/13-8/31/21	Lead Teacher, Special Education RSP Support, 47 hrs
Hernandez, Selina	Lakeview JHS	Extra Duty	\$40/hr	8/19/21	Worked Prep, 1 hr

*To be prorated

NAME	SCHOOL	CLASS/STEP	SALARY	EFFECTIVE DATE	ACTION INFORMATION
Hinden, Susan	Patterson Road	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Horton, Troy	Alice Shaw	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 5 hrs
Isaacson, Ted	Joe Nightingale	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Jackson, Kacie	Orcutt JHS	Extra Duty VI-14	\$40/hr \$89,389*	6/15/21 2021-22	Math Acceleration Meeting, 2 hrs Additional .20 FTE
John, JoLynn	District	Hourly	\$30/hr	8/3-8/31/21	Home & Hospital, 36 hrs
Johnson, Alicia	Ralph Dunlap	Extra Duty	\$1,500	2021-22	Combo Class
Johnson, Deanne	Alice Shaw	Stipend Extra Duty	\$1,200 \$40/hr	2021-22 8/10/21	Lead Teacher, Kindergarten OUSD/OEA PD, 6 hrs
Jorgensen, Patricia	Lakeview JHS	Hourly	\$28	2021-22	Academic Support, 4 hrs wk
Jorgensen, Sheri	Joe Nightingale	Stipend Extra Duty	\$1,000* \$1,200 \$40/hr	2021-22 8/10/21	Student Council Advisor, shared Lead Teacher, 6 th Grade OUSD/OEA PD, 6 hrs
Kazanjian, Janae	Patterson Road	Extra Duty	\$1,500 \$40/hr	2021-22 8/10/21	Combo Class OUSD/OEA PD, 6 hrs
Kozel, Aaron	Ralph Dunlap	Stipend	\$1,200	2021-22	Lead Teacher, 2 nd Grade
Lopez, Shannon	Joe Nightingale	Extra Duty	\$40/hr	8/16-8/26/21	Moved Classroom, 6 hrs
Mason, Joel	Orcutt Academy HS	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 5 hrs
Mason, Joshua	Orcutt Academy HS	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
McKenzie, Megan	Orcutt Academy HS	Extra Duty	\$40/hr	8/24/21	Worked Prep, 1 hr
Meyer, Karen	Ralph Dunlap	Stipend	\$1,200	2021-22	Lead Teacher, Kindergarten
Milanesa, Kateri	Pine Grove	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Miller, Ashley	Patterson Road	Extra Duty	\$1,500	2021-22	Combo Class
Millin, Genevieve	Orcutt Academy HS	Extra Duty	\$40/hr	8/30/21	Worked Prep, 1 hr
Morales, Rogelio	Orcutt Academy HS	Stipend	\$1,400	2021-22	Varsity Baseball Coach
Murch, Tamara	Orcutt JHS	II-3	\$51,611	2021-22	Submitted Units for Movement
O'Leary, Cassidy	Pine Grove	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Oliver, Michelle	District	Hourly	\$28	8/25-8/31/21	ELPAC, 12 hrs
Ortiz, Patricia	Joe Nightingale	Extra Duty	\$40/hr	8/20-8/21/21 8/10/21	Moved Classroom, 12 hrs OUSD/OEA PD, 6 hrs
Parker, Elizabeth	Joe Nightingale	Stipend	\$1,200	2021-22	Lead Teacher, 2 nd Grade
Pawley, Lise	Joe Nightingale	Stipend	\$1,200 \$1,200	2021-22 2020-21	Lead Teacher, 3 rd Grade Lead Teacher, 3 rd Grade

*To be prorated

NAME	SCHOOL	CLASS/STEP	SALARY	EFFECTIVE DATE	ACTION INFORMATION
Perales, Anita	Ralph Dunlap	Stipend	\$1,200	2021-22	Lead Teacher, Special Education
Phillips, Erica	Ralph Dunlap	Stipend	\$1,200	2021-22	Lead Teacher, 4 th Grade
Pugh, Caline	Alice Shaw	Stipend	\$986 \$1,200	2021-22	Yearbook Advisor Lead Teacher, 3 rd Grade
Ramirez, Nancy	Joe Nightingale	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Ramos, Rosalynn	Joe Nightingale	Extra Duty Stipend	\$40/hr \$1,500	8/21/21 2021-22	Moved Classroom, 6 hrs Teacher in Charge
Rhyne, Suzi	Joe Nightingale	Stipend	\$1,000*	2021-22	Student Council Advisor, shared
Richardson, Laura	Lakeview JHS	Hourly	\$28	2021-22	Academic Support, 4 hrs wk
Riede, Kirstin	Alice Shaw	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Riezebos, Analise	Alice Shaw	Stipend	\$1,000 \$1,200	2021-22	Student Council Advisor Lead Teacher, 6 th Grade
Riezebos, Devin	Pine Grove	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 3.75 hrs
Rohwedder, Audrey	Alice Shaw	Stipend Extra Duty	\$1,500 \$1,200 \$40/hr	2021-22 8/10/21	Teacher in Charge Lead Teacher, 1 st Grade OUSD/OEA PD, 6 hrs
Ruth, Amy	Alice Shaw	Stipend	\$1,200	2021-22	Lead Teacher, 5 th Grade
Ryken, Austria	Pine Grove	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Salvesen, Kris	District	Hourly	\$28	8/25-8/30/21	ELPAC, 8.5 hrs
Sanders, Gregory	Lakeview JHS	Extra Duty	\$40/hr	8/26/21	Homework Club, 1 hr
Savaso, Lisa	Joe Nightingale	Extra Duty Stipend	\$40/hr \$1,200	8/10/21 2020-21	OUSD/OEA PD, 6 hrs Lead Teacher, 5 th Grade
Saylor, Jennifer	Joe Nightingale	Stipend	\$1,200	2021-22	Lead Teacher, Kindergarten
Schmid, Renee	Joe Nightingale	Stipend Extra Duty	\$1,200 \$40/hr	2021-22 8/30/21	Lead Teacher, 4 th Grade Moved Classroom, 6 hrs
Schmidt, Chris	Orcutt JHS	Extra Duty	\$40/hr	8/14/21	Summer PE Program, 1.5 hrs
Segura, Monique	Alice Shaw	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Shannon, Joanne	Ralph Dunlap	Stipend Extra Duty	\$1,200 \$40/hr	2021-22 8/10/21	Lead Teacher, 6 th Grade OUSD/OEA PD, 6 hrs
Shuffield, Jamie	Patterson Road	Extra Duty V-3	\$40/hr \$59,296	8/10/21 2021-22	OUSD/OEA PD, 6 hrs Submitted units for movement
Slezak, Sarah	Lakeview JHS	Extra Duty	\$40/hr	8/12/21	Worked Prep, .5 hr
Smith, Timothy	Lakeview JHS	Extra Duty	\$40/hr	8/24-8/31/21 8/20/21	Homework Club, 2 hrs Worked Prep, 1 hr
Snow, Cory	Lakeview JHS	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Sternjacob, Zach	Lakeview JHS	Extra Duty	\$40/hr	8/31/21 8/30/21	Detention, 1 hr Worked Prep, 1 hr
Stevens, Suzanne	Ralph Dunlap	Stipend	\$211	2021-22	Battle of the Books Advisor

*To be prorated

NAME	SCHOOL	CLASS/STEP	SALARY	EFFECTIVE DATE	ACTION INFORMATION
Taira, Myrna	Joe Nightingale	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Takier, Jennifer	Alice Shaw	Hourly	\$28	2021-22	Art Enrichment, 17 hrs wk
Thompson, Linda	District	Hourly	\$28	8/25-8/30/21	ELPAC, 7.5 hrs
Torres, Kiersten	Pine Grove	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Trenev, Valerie	Alice Shaw	Stipend	\$211 \$211 \$800	2021-22	Math Bowl Advisor Battle of the Books Advisor Robotics Advisor
Tymn, Elizabeth	Pine Grove	Extra Duty Stipend	\$40/hr \$1,200	8/10/21 2021-22	OUSD/OEA PD, 6 hrs Lead Teacher, Kindergarten
Voss, Caitlin	Ralph Dunlap	Stipend Extra Duty	\$1,000 \$40/hr	2021-22 8/10/21	Student Council Advisor OUSD/OEA PD, 6 hrs
Wells, John	Orcutt Academy HS	Extra Duty	\$40/hr	8/23-8/24/21 8/10/21	Worked Prep, 2 hrs OUSD/OEA PD, 6 hrs
Westhoff, Kazan	Joe Nightingale	Extra Duty Stipend	\$40/hr \$1,200	8/16-8/26/21 2020-21	Moved Classroom, 6 hrs Lead Teacher, Special Education
Wilkanoski, Lisa	Olga Reed	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Wogahn, Alyssa	Pine Grove	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Woodruff, Jenna	Ralph Dunlap	Stipend Extra Duty	\$1,500 \$1,200 \$40/hr	2021-22	Teacher in Charge Lead Teacher, 1 st Grade OUSD/OEA PD, 6 hrs
Zimmerman, Liz	Pine Grove	Extra Duty	\$40/hr	8/10/21	OUSD/OEA PD, 6 hrs
Zimmerman, Lauren	Ralph Dunlap	Stipend	\$1,200	2021-22	Lead Teacher, 3 rd Grade

*To be prorated

ORCUTT ACADEMY CHARTER SCHOOL

ORCUTT UNION SCHOOL DISTRICT

TO: Dr. Holly Edds
District Superintendent

FROM: Susan Salucci
Assistant Superintendent of Human Resources

DATE: October 13, 2021

RE: ***NOTIFICATION TO BOARD – HIRING OF ADDITIONAL CHARTER
SCHOOL COACHES FOR 2021-22 SCHOOL YEAR***

Orcutt Academy Charter HS:

Junior Varsity Soccer, Boy's
Varsity Baseball
Junior Varsity Soccer, Girl's
Varsity Softball, Asst.

Chris Hardee
Rogelio Morales
Leo Amador
Chris Duncan

Unpaid Volunteers:

Varsity Soccer, Boys

Mark McLoughlin

Orcutt Academy K-8:

Basketball, Girl's
Basketball, Boy's

Jewelee Matautia
Nick Matautia

*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

ORCUTT UNION SCHOOL DISTRICT

TO: Dr. Holly Edds
District Superintendent

FROM: Susan Salucci
Assistant Superintendent of Human Resources

DATE: October 13, 2021

***RE: NOTIFICATION TO BOARD – HIRING OF ADDITIONAL ORCUTT
UNION SCHOOL COACHES FOR 2021-22 SCHOOL YEAR***

Alice Shaw:

Track Brandon Cruz

Olga Reed:

Basketball, Boy’s Theresa Kendrick
Basketball, Girl’s Theresa Kendrick

Pine Grove:

Track Rachel Fields

Lakeview JH:

Volunteer:
Basketball, Boy’s 7th gr. John Wells

*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

Checks Dated 08/31/2021 through 10/04/2021

Board Meeting Date October 13, 2021

Check Number	Check Date	Pay to the Order of	Check Amount
01-663239	09/03/2021	A-Z Bus Sales	44.02
01-663240	09/03/2021	Ai-Media Technologies LLC	133.50
01-663241	09/03/2021	Amazon Capital Services, Inc.	5,810.82
01-663242	09/03/2021	Amplified IT, LLC	25,000.00
01-663243	09/03/2021	Anthony Smith	130.00
01-663244	09/03/2021	Applied Ed. Systems Inc.	799.00
01-663245	09/03/2021	Aramark Uniform Services	495.75
01-663246	09/03/2021	Armstrongs Lock & Key	111.47
01-663247	09/03/2021	Athletic Stuff	226.17
01-663248	09/03/2021	Beal, Donna L	37.71
01-663249	09/03/2021	Bio-Rad Laboratories, Inc.	432.15
01-663250	09/03/2021	BSN Sports, Inc.	538.15
01-663251	09/03/2021	Cal Coast Machinery Inc.	50.43
01-663252	09/03/2021	Cannon Corporation	7,653.75
01-663253	09/03/2021	Carlberg, Tanja M	54.99
01-663254	09/03/2021	Cen-San, Inc	1,638.88
01-663255	09/03/2021	Central City Tool Supply	18.50
01-663256	09/03/2021	City Motors Towing	370.00
01-663257	09/03/2021	Culligan Drinking Water Co	140.99
01-663258	09/03/2021	Diesel Injection Systems, Inc	2,545.98
01-663259	09/03/2021	Direct Technology Group Inc.	99,071.25
01-663260	09/03/2021	Eagle Energy, Inc.	5,840.91
01-663261	09/03/2021	Edgenuity	4,050.00
01-663262	09/03/2021	Epic Sports, Inc.	69.28
01-663263	09/03/2021	Ferguson Enterprises Inc #1350	90.83
01-663264	09/03/2021	FIRST Attn:Finance	334.92
01-663265	09/03/2021	Golden State Water Company	2,373.33
01-663266	09/03/2021	Golden State Water Company	7,513.33
01-663267	09/03/2021	Harbor Freight Tools Usa, Co	8.15
01-663268	09/03/2021	Healy Awards, Inc.	542.74
01-663269	09/03/2021	Honeycutt Hardware, LLC dba Oak Knolls Hardware	741.76
01-663270	09/03/2021	House Sanitary Supply	984.32
01-663271	09/03/2021	Howard Hall	125.00
01-663272	09/03/2021	HSS/Waste Management Corporate Services	880.02
01-663273	09/03/2021	HSS/Waste Management Corporate Services	831.03
01-663274	09/03/2021	HSS/Waste Management Corporate Services	863.69
01-663275	09/03/2021	HSS/Waste Management Corporate Services	831.03
01-663276	09/03/2021	HSS/Waste Management Corporate Services	831.03
01-663277	09/03/2021	HSS/Waste Management Corporate Services	701.98
01-663278	09/03/2021	HSS/Waste Management Corporate Services	905.69
01-663279	09/03/2021	HSS/Waste Management Corporate Services	1,487.96
01-663280	09/03/2021	HSS/Waste Management Corporate Services	869.76
01-663281	09/03/2021	HSS/Waste Management Corporate Services	387.27
01-663282	09/03/2021	HSS/Waste Management Corporate Services	229.57
01-663283	09/03/2021	Imagine Learning, Inc.	27,000.00
01-663284	09/03/2021	Industrial Medical Group of Santa Maria Valley	145.00
01-663285	09/03/2021	Kelly Lund	300.69
01-663286	09/03/2021	KENCO Construction Services	16,290.00
01-663287	09/03/2021	Lakeshore Learning Materials	2,225.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 08/31/2021 through 10/04/2021

Board Meeting Date October 13, 2021

Check Number	Check Date	Pay to the Order of	Check Amount
01-663288	09/03/2021	Lynn Music	90.00
01-663289	09/03/2021	Michaela E. Gordon OTR/L, Inc.	2,978.75
01-663290	09/03/2021	MidState Containers Sales, Inc	134.69
01-663291	09/03/2021	Noble Power Equipment	170.88
01-663292	09/03/2021	Nordquist, Delaney	155.42
01-663293	09/03/2021	O'Keefe, Kylie L	15.79
01-663294	09/03/2021	O'Reilly Auto Parts	158.38
01-663295	09/03/2021	Pape Kenworth	755.72
01-663296	09/03/2021	Play Versus Inc.	1,024.00
01-663297	09/03/2021	Procure Janitorial Supply, Inc	4,026.86
01-663298	09/03/2021	Project Lead The Way, Inc.	3,256.74
01-663299	09/03/2021	Project Surf Camp	960.00
01-663300	09/03/2021	Rotary Club of Santa Maria	286.85
01-663301	09/03/2021	Sinclair Sanitary Supply Co.	686.88
01-663302	09/03/2021	Slezak, Sarah D	94.88
01-663303	09/03/2021	Smith Pipe & Supply	91.55
01-663304	09/03/2021	Sprint Wireless	41.61
01-663305	09/03/2021	Teachers Pay Teacher Syn LLC	172.99
01-663306	09/03/2021	TeraWolf Technologies, Inc.	12,500.00
01-663307	09/03/2021	Terry Fail	67.00
01-663308	09/03/2021	Timothy Buckley	135.00
01-663309	09/03/2021	Turf Star, Inc Western Equipment	821.00
01-663310	09/03/2021	U.S. Bank Corporate Pymt. Sys.	12,598.33
01-663311	09/03/2021	U.S. Postal Service	150.00
01-663312	09/03/2021	United Refrigeration Inc.	148.34
01-663313	09/03/2021	Voyager Sopris	13,854.20
01-663314	09/03/2021	West Coast Heating & Cooling	135.00
01-663315	09/03/2021	Western Exterminator Company	150.00
01-663316	09/03/2021	William Hunter Sign Creations Central Coast	38.06
01-664010	09/13/2021	A-Z Bus Sales	620.35
01-664011	09/13/2021	Amazon Capital Services, Inc.	4,476.51
01-664012	09/13/2021	Applied Ed. Systems Inc.	999.00
01-664013	09/13/2021	Aramark Uniform Services	1,212.04
01-664014	09/13/2021	Beatrice Braun Auditory Processing	562.50
01-664015	09/13/2021	Bello, Michele A	54.38
01-664016	09/13/2021	Carolina Biological Supply Co	128.08
01-664017	09/13/2021	Carquest Auto Parts	712.16
01-664018	09/13/2021	Carr's Boots and Western Wear	150.00
01-664019	09/13/2021	Casmalia Community Services District	180.00
01-664020	09/13/2021	CED - Orange/L.A.	137.33
01-664021	09/13/2021	Central City Tool Supply	42.48
01-664022	09/13/2021	Chavez, Sandra	55.00
01-664023	09/13/2021	Concord Theatricals Corp	425.00
01-664024	09/13/2021	Corwin Press Inc	2,295.00
01-664025	09/13/2021	Cupp, Bret L	11.84
01-664026	09/13/2021	Dannis, Woliver, Kelley	27,406.00
01-664027	09/13/2021	David C. Brown DBA ACE Certified Tree Care	2,200.00
01-664028	09/13/2021	Duston, Ann M	32.39
01-664029	09/13/2021	Eagle Energy, Inc.	4,809.90

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 08/31/2021 through 10/04/2021

Board Meeting Date October 13, 2021

Check Number	Check Date	Pay to the Order of	Check Amount
01-664030	09/13/2021	Ednas Bakery	561.00
01-664031	09/13/2021	Ellevation Inc.	20,010.00
01-664032	09/13/2021	Esgj	4,347.00
01-664033	09/13/2021	Ferguson Enterprises Inc #1350	170.67
01-664034	09/13/2021	Frontier	636.28
01-664035	09/13/2021	Gold Star Foods	30,828.25
01-664036	09/13/2021	Hayward Lumber Co	390.86
01-664037	09/13/2021	Home Depot Credit Services	2,481.30
01-664038	09/13/2021	House Sanitary Supply	1,744.11
01-664039	09/13/2021	HSS/Waste Management Corporate Services	947.88
01-664040	09/13/2021	Industrial Medical Group of Santa Maria Valley	480.00
01-664041	09/13/2021	Jordano Inc	441.49
01-664042	09/13/2021	Justin Jackson Plumb Srv, Inc	6,250.00
01-664043	09/13/2021	Lakes Area Graphix and SignWorx, Inc. dba Banners.com	372.22
01-664044	09/13/2021	Lakeshore Learning Materials	1,500.00
01-664045	09/13/2021	Los Alamos Comm. Svcs. Distr	2,001.19
01-664046	09/13/2021	Melendez, Cynthia	16.80
01-664047	09/13/2021	More Office Solutions Ray Morgan Company	63.57
01-664048	09/13/2021	Mosyle Corporation	362.88
01-664049	09/13/2021	Noble Power Equipment	245.27
01-664050	09/13/2021	O U S D Revolving Cash Fund	1,441.60
01-664051	09/13/2021	Office Depot	5,013.12
01-664052	09/13/2021	Old Town Shirt Factory, Inc.	53.29
01-664053	09/13/2021	OReilly Auto Parts	59.91
01-664054	09/13/2021	P&R Paper Supply Co	4,789.51
01-664055	09/13/2021	Pacific Gas & Electric	275.73
01-664056	09/13/2021	Procure Janitorial Supply, Inc	638.31
01-664057	09/13/2021	Producer's Dairy Food, Inc.	8,268.04
01-664058	09/13/2021	Quadient Finance USA, Inc. NeoFunds	3,000.00
01-664059	09/13/2021	Rayne Water Conditioning, Inc.	482.29
01-664060	09/13/2021	ReadyRefresh by Nestle	151.24
01-664061	09/13/2021	Rifton Equipment	1,244.52
01-664062	09/13/2021	Santa Barbara Cty Fire Dept Attn:Finance	1,294.00
01-664063	09/13/2021	Save Mart Supermarkets/foodmax	48.24
01-664064	09/13/2021	SISC	606,827.42
01-664065	09/13/2021	Smart And Final	428.98
01-664066	09/13/2021	Smith Pipe & Supply	38.62
01-664067	09/13/2021	Sousa Tire Service LLC.	1,168.72
01-664068	09/13/2021	Stowe, Denise A	55.00
01-664069	09/13/2021	Streator Pipe & Supply	132.99
01-664070	09/13/2021	Sysco Ventura	62,383.44
01-664071	09/13/2021	Tammy Hartman	53.00
01-664072	09/13/2021	Tech Time Communications Inc	375.00
01-664073	09/13/2021	TeraWolf Technologies, Inc.	7,125.00
01-664074	09/13/2021	The Berry Man	723.84
01-664075	09/13/2021	The Gas Company	152.96
01-664076	09/13/2021	Toste Construction, Inc.	890.00
01-664077	09/13/2021	TregoED, Inc	147.07
01-664078	09/13/2021	Turf Star, Inc Western Equipment	686.71

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 08/31/2021 through 10/04/2021			Board Meeting Date October 13, 2021
Check Number	Check Date	Pay to the Order of	Check Amount
01-664079	09/13/2021	U.S. Bank Equipment Finance	7,746.22
01-664080	09/13/2021	United Refrigeration Inc.	370.16
01-664081	09/13/2021	United Staffing Assoc., LLC	477.53
01-664082	09/13/2021	Verizon Wireless	469.86
01-664083	09/13/2021	Ward's Natural Science	550.98
01-664084	09/13/2021	WaveDivision Holdings, LLC Wave Broadband	11,569.02
01-664085	09/13/2021	Western Exterminator Company	212.65
01-664086	09/13/2021	WPS	846.28
01-664087	09/13/2021	Zierman Plumbing	1,557.00
01-664823	09/20/2021	A-Z Bus Sales	289.38
01-664824	09/20/2021	Accrediting Commission For Schools - WASC	2,540.00
01-664825	09/20/2021	Alexander, Kathryn	22.40
01-664826	09/20/2021	All About Apparel, Inc shirtspace.com	874.74
01-664827	09/20/2021	Almadin, Rose	10.36
01-664828	09/20/2021	Amazon Capital Services, Inc.	4,816.85
01-664829	09/20/2021	Bus West/l.a. Freightliner LLC	166.98
01-664830	09/20/2021	Casa Pacifica	5,500.00
01-664831	09/20/2021	CDW Government Inc.	5,000.00
01-664832	09/20/2021	Cen-Cal Mechanical, Inc.	1,642.36
01-664833	09/20/2021	City Of Santa Maria Landfill Services	30.00
01-664834	09/20/2021	Culligan Drinking Water Co	46.90
01-664835	09/20/2021	Eide Bailly LLP	1,170.00
01-664836	09/20/2021	ExxonMobil	245.84
01-664837	09/20/2021	Faciltron, Inc.	1,947.68
01-664838	09/20/2021	Ferguson Enterprises Inc #1350	3,878.88
01-664839	09/20/2021	Fit Couples L.L.C. Athlete Academy	1,000.00
01-664840	09/20/2021	Golden State Water Company	2,015.47
01-664841	09/20/2021	H & M Gopher Control	1,370.33
01-664842	09/20/2021	Henry Schein, Inc.	268.21
01-664843	09/20/2021	House Sanitary Supply	2,398.60
01-664844	09/20/2021	Hubbard, Jenny J	60.00
01-664845	09/20/2021	Impulse Advanced Communication	3,704.06
01-664846	09/20/2021	Industrial Medical Group of Santa Maria Valley	355.00
01-664847	09/20/2021	Law Offices Sheila Bayne	10,000.00
01-664848	09/20/2021	LHP Music, Inc. Nick Rail Music	40.41
01-664849	09/20/2021	Literacy Resources, LLC	777.50
01-664850	09/20/2021	M & M Restaurant Supply	5,602.00
01-664851	09/20/2021	Maxim Healthcare Svcs. Inc.	53,196.20
01-664852	09/20/2021	Mission Linen Supply	431.93
01-664853	09/20/2021	Monoprice.com	221.71
01-664854	09/20/2021	Noble Power Equipment	41.04
01-664855	09/20/2021	Office Depot	2,786.96
01-664856	09/20/2021	Old Town Shirt Factory, Inc.	281.29
01-664857	09/20/2021	Olson, Audrey E	43.49
01-664858	09/20/2021	Orcutt Fuel Services, LLC Splash N Dash, Orcutt	105.00
01-664859	09/20/2021	O'Reilly Auto Parts	104.07
01-664860	09/20/2021	Ostini, Joshua A	104.99
01-664861	09/20/2021	OUSD Academy Revolving Cash	294.00
01-664862	09/20/2021	Pape Kenworth	420.89

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 08/31/2021 through 10/04/2021

Board Meeting Date October 13, 2021

Check Number	Check Date	Pay to the Order of	Check Amount
01-664863	09/20/2021	Pre Con Industries, Inc DBA Premier Drywall	310,727.28
01-664864	09/20/2021	Procure Janitorial Supply, Inc	2,961.09
01-664865	09/20/2021	RDZ Contractors, Inc.	524,691.32
01-664866	09/20/2021	Roger Young	2,000.00
01-664867	09/20/2021	Santa Barbara Cty Fire Dept Attn: Finance	670.00
01-664868	09/20/2021	Santa Maria Ca News Media Inc. Santa Maria Times	236.25
01-664869	09/20/2021	Santa Maria Tire Inc	289.66
01-664870	09/20/2021	SMV Physical Therapy Group Inc	11,232.50
01-664871	09/20/2021	Soils Engineering, Inc.	952.00
01-664872	09/20/2021	Sprint Wireless	2,239.45
01-664873	09/20/2021	Star Drug Testing	150.00
01-664874	09/20/2021	Teachers' Curriculum Institute TCI	6,918.01
01-664875	09/20/2021	Tech Time Communications Inc	312.48
01-664876	09/20/2021	TeraWolf Technologies, Inc.	15,000.00
01-664877	09/20/2021	The Gas Company	1,325.12
01-664878	09/20/2021	Thuc Tran	2,625.00
01-664879	09/20/2021	United Staffing Assoc., LLC	217.06
01-664880	09/20/2021	Urquhart, Kristina M	87.36
01-664881	09/20/2021	Voyager Sopris	91.90
01-664882	09/20/2021	Western Exterminator Company	140.00
01-665745	09/27/2021	19six Architects	82,289.96
01-665746	09/27/2021	A-Z Bus Sales	42.79
01-665747	09/27/2021	Aardvark Clay & Supplies, Inc.	105.93
01-665748	09/27/2021	Advance CTE	325.00
01-665749	09/27/2021	ALVAREZ COFFEE SERVICE	80.84
01-665750	09/27/2021	Amazon Capital Services, Inc.	5,123.16
01-665751	09/27/2021	American Star Trailways	3,576.00
01-665752	09/27/2021	Anthony Smith	135.00
01-665753	09/27/2021	Aramark Uniform Services	658.18
01-665754	09/27/2021	Asmus, Rachel	55.00
01-665755	09/27/2021	Bay Alarm	359.07
01-665756	09/27/2021	Burnham Benefits Ins.Serv, Inc Attn: Maggie Lepore	10,000.00
01-665757	09/27/2021	Bus West/l.a. Freightliner LLC	598.02
01-665758	09/27/2021	Cal Coast Machinery Inc.	201.69
01-665759	09/27/2021	Charles A. Simmons	80.00
01-665760	09/27/2021	CLM Group Inc. Meal Time	4,888.00
01-665761	09/27/2021	Comphealth Medical Staffing	4,042.50
01-665762	09/27/2021	Cordero, Jerri L	55.00
01-665763	09/27/2021	Dori Sikes	120.00
01-665764	09/27/2021	Eagle Energy, Inc.	4,803.95
01-665765	09/27/2021	Edds, John T	102.84
01-665766	09/27/2021	Fence Factory	69.23
01-665767	09/27/2021	Ferguson Enterprises Inc #1350	496.40
01-665768	09/27/2021	George Chavez	80.00
01-665769	09/27/2021	Golden State Water Company	209.57
01-665770	09/27/2021	Golden State Water Company	8,286.00
01-665771	09/27/2021	Golden State Water Company	1,545.46
01-665772	09/27/2021	Golden State Water Company	2,742.44

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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Checks Dated 08/31/2021 through 10/04/2021

Board Meeting Date October 13, 2021

Check Number	Check Date	Pay to the Order of	Check Amount
01-665773	09/27/2021	Holdsambeck & Asso. INC. Holdsambeck Behavioral Health	375.00
01-665774	09/27/2021	House Sanitary Supply	383.83
01-665775	09/27/2021	Impulse Advanced Communication	41.98
01-665776	09/27/2021	Juarez, Shirley A	81.51
01-665777	09/27/2021	Lozano Smith, LLP	21,340.86
01-665778	09/27/2021	LunchAssist, Inc.	10,000.00
01-665779	09/27/2021	Maxim Healthcare Svcs. Inc.	14,745.05
01-665780	09/27/2021	Office Depot	1,938.95
01-665781	09/27/2021	OReilly Auto Parts	138.50
01-665782	09/27/2021	Oriental Trading Company Inc	198.58
01-665783	09/27/2021	Pacific Gas & Electric	49,218.65
01-665784	09/27/2021	Pioneer Valley High School	90.00
01-665785	09/27/2021	Procure Janitorial Supply, Inc	5,547.84
01-665786	09/27/2021	Project Frong Inc.	12,250.00
01-665787	09/27/2021	Ramin, Ginger M	90.05
01-665788	09/27/2021	RDZ Contractors, Inc.	6,809.10
01-665789	09/27/2021	Roosevelt High School Cross Country	100.00
01-665790	09/27/2021	Santa Barbara Cty Fire Dept Attn:Finance	198.00
01-665791	09/27/2021	Santa Maria Tire Inc	135.80
01-665792	09/27/2021	School Health	1,065.03
01-665793	09/27/2021	Smith Pipe & Supply	285.84
01-665794	09/27/2021	Soils Engineering, Inc.	1,722.00
01-665795	09/27/2021	Sprint Wireless	2,239.45
01-665796	09/27/2021	Sterling Communications	115.00
01-665797	09/27/2021	Streator Pipe & Supply	1,691.38
01-665798	09/27/2021	TeraWolf Technologies, Inc.	15,934.14
01-665799	09/27/2021	United Staffing Assoc., LLC	347.29
01-665800	09/27/2021	VTC Enterprises	263.18
01-665801	09/27/2021	Western Exterminator Company	300.00
01-666637	10/04/2021	A-Z Bus Sales	121.66
01-666638	10/04/2021	All American Screen Printing	401.98
01-666639	10/04/2021	All Safety Incorporated NewDawn Security	4,500.00
01-666640	10/04/2021	Amazon Capital Services, Inc.	3,984.70
01-666641	10/04/2021	Anthony Smith	130.00
01-666642	10/04/2021	Antonios Economos	132,382.50
01-666643	10/04/2021	Apple Inc.	864.92
01-666644	10/04/2021	Armstrongs Lock & Key	183.24
01-666645	10/04/2021	Audiometrics / E3 Diagnostics Accounts Receivable	665.00
01-666646	10/04/2021	BSN Sports, Inc.	170.19
01-666647	10/04/2021	Cal Coast Machinery Inc.	661.88
01-666648	10/04/2021	Carolina Biological Supply Co	296.44
01-666649	10/04/2021	CDW Government Inc.	338.00
01-666650	10/04/2021	CED - Orange/L.A.	18.19
01-666651	10/04/2021	Charles A. Simmons	100.00
01-666652	10/04/2021	Ciervo, Andrew J	59.20
01-666653	10/04/2021	Cleveland, Paul A	24.99
01-666654	10/04/2021	Comphealth Medical Staffing	2,891.46
01-666655	10/04/2021	CPM Educational Program	538.75

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Checks Dated 08/31/2021 through 10/04/2021

Board Meeting Date October 13, 2021

Check Number	Check Date	Pay to the Order of	Check Amount
01-666656	10/04/2021	Dean Diederich	87.00
01-666657	10/04/2021	Eagle Energy, Inc.	4,388.30
01-666658	10/04/2021	Ed Deats	106.00
01-666659	10/04/2021	Ferguson Enterprises Inc #1350	202.81
01-666660	10/04/2021	FilterBuy, Inc	4,742.75
01-666661	10/04/2021	George Chavez	10.00
01-666662	10/04/2021	Golden State Water Company	7,266.60
01-666663	10/04/2021	Gopher Sports	81.56
01-666664	10/04/2021	Great Western Inst, Inc	3,979.07
01-666665	10/04/2021	Greg Verch	25.00
01-666666	10/04/2021	Heath Johnson	108.00
01-666667	10/04/2021	Hi-Pod, Inc	1,740.17
01-666668	10/04/2021	House Sanitary Supply	706.88
01-666669	10/04/2021	Howard Hall	125.00
01-666670	10/04/2021	HSS/Waste Management Corporate Services	847.36
01-666671	10/04/2021	HSS/Waste Management Corporate Services	831.03
01-666672	10/04/2021	HSS/Waste Management Corporate Services	847.36
01-666673	10/04/2021	HSS/Waste Management Corporate Services	831.03
01-666674	10/04/2021	HSS/Waste Management Corporate Services	831.03
01-666675	10/04/2021	HSS/Waste Management Corporate Services	669.32
01-666676	10/04/2021	HSS/Waste Management Corporate Services	905.69
01-666677	10/04/2021	HSS/Waste Management Corporate Services	1,487.96
01-666678	10/04/2021	HSS/Waste Management Corporate Services	853.43
01-666679	10/04/2021	HSS/Waste Management Corporate Services	535.22
01-666680	10/04/2021	HSS/Waste Management Corporate Services	229.57
01-666681	10/04/2021	Industrial Medical Group of Santa Maria Valley	40.00
01-666682	10/04/2021	John H. Salter	90.00
01-666683	10/04/2021	Jose Torres	75.00
01-666684	10/04/2021	Jostens, Inc.	1,006.55
01-666685	10/04/2021	Kelly Lund	300.69
01-666686	10/04/2021	Language Connections INC.	300.00
01-666687	10/04/2021	Maxim Healthcare Svcs. Inc.	18,255.80
01-666688	10/04/2021	MidState Containers Sales, Inc	10,750.00
01-666689	10/04/2021	Noble Power Equipment	244.68
01-666690	10/04/2021	Office Depot	360.91
01-666691	10/04/2021	Orange CO Supt of schools	800.00
01-666692	10/04/2021	Orcutt Academy Boosters Club	1,433.87
01-666693	10/04/2021	OUSD Academy Revolving Cash	400.00
01-666694	10/04/2021	Procure Janitorial Supply, Inc	4,798.80
01-666695	10/04/2021	RDZ Contractors, Inc.	54,620.52
01-666696	10/04/2021	Renaissance Learning Inc	15,066.75
01-666697	10/04/2021	Rotary Club of Santa Maria	183.35
01-666698	10/04/2021	SB County Ed. Office SBCEO	102.32
01-666699	10/04/2021	Scholastic	418.88
01-666700	10/04/2021	School Health	161.30
01-666701	10/04/2021	Smith Pipe & Supply	234.97
01-666702	10/04/2021	Sprint Wireless	41.61
01-666703	10/04/2021	Starfall Education	270.00
01-666704	10/04/2021	Stephen Delauretis	87.00

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Checks Dated 08/31/2021 through 10/04/2021

Board Meeting Date October 13, 2021

Check Number	Check Date	Pay to the Order of	Check Amount
01-666705	10/04/2021	Streator Pipe & Supply	1,175.81
01-666706	10/04/2021	Tech Time Communications Inc	1,802.19
01-666707	10/04/2021	U.S. Bank Corporate Pymt. Sys.	6,491.97
01-666708	10/04/2021	United Refrigeration Inc.	87.93
01-666709	10/04/2021	UPS	22.17
01-666710	10/04/2021	Upton, Dennie L	104.00
01-666711	10/04/2021	Voyager Sopris	2,409.75
01-666712	10/04/2021	West Coast Heating & Cooling	254.70
Total Number of Checks			349
			<u>2,709,119.50</u>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	259	726,683.57
09	Charter Schl Spec Rev Fund	83	67,821.26
12	Child Dvlpmt Fund	3	316.52
13	Cafeteria Spec Rev Fund	27	135,262.71
14	Deferred Maintenance Fund	2	133,272.50
21	Building Fund 1	12	1,038,831.52
67	Self-Insurance Fund 1	2	606,931.42
Total Number of Checks		349	2,709,119.50
Less Unpaid Tax Liability			.00
Net (Check Amount)			<u>2,709,119.50</u>

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ESCAPE ONLINE

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**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
September 8, 2021**

CALL TO ORDER

A regular meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, September 8, 2021, in the District Board Room, beginning with Melanie Waffle calling Public Session to order at 6:00 p.m. The Pledge of Allegiance was led by Holly Edds. Members Present: Waffle, Steller, Henderson, Morinini, and Phillips. Administrators Present: Edds, Salucci, Dana and Taylor.

CLOSED SESSION PUBLIC COMMENTS

No Closed Session Public Comments

ADJOURN TO CLOSED SESSION

It was moved by Liz Phillips seconded by Mark Steller and carried to adjourn to Closed Session at 6:01 p.m. Ayes: Waffle, Steller, Henderson, Morinini, and Phillips.

RECONVENE TO PUBLIC SESSION

The meeting reconvened to Public Session at 6:30 p.m. Melanie Waffle reported no action was taken in closed session.

SUPERINTENDENT'S REPORT

Dr. Holly Edds gave a presentation/update on the start of the school year. Hannah Zuckerbraun, president of OAHS ASB, updated the board on all the ASB beginning of the school year activities happening at Orcutt Academy. Leann Luongo reported on recent OCAF grants received. Susan Salucci gave a Human Resources update and thanked her team for always going above and beyond and for a successful start to the new school year.

PUBLIC COMMENT

No public comment.

ITEMS FROM THE BOARD

Liz Phillips loves seeing students on campus and enjoyed the sound of students playing and laughing on the playground. Lisa Morinini sent her appreciation to all for their ability to improvise and roll with the changes as we navigate the beginning of the school year. Mark Steller thanked everyone for their support and condolences during this trying time for his family. Melanie Waffle acknowledged and appreciates the student centered updates around the district office.

CONSENT AGENDA ITEMS

- A. Classified Personnel Action Report
- B. Certificated Personnel Action Report
- C. Hiring of Coaches at OUSD
- D. Hiring of Coaches at Orcutt Academy Charter High School
- E. Approval of Warrants
- F. Minutes, Board Meeting, August 11, 2021
- G. Board Bylaw 9121, President, for the Second Reading
- H. Orcutt Jr. High School Administration Building: Change Order #003
- I. Joe Nightingale Administration Building: Change Order #002
- J. COVID-19 Testing Services Agreement with Walker Medical Wellness Group

It was moved by Shaun Henderson, seconded by Liz Phillips and carried to approve consent agenda items A-J, as submitted. Ayes: Waffle, Steller, Henderson, Morinini, and Phillips.

ACTION AGENDA ITEMS

Public Hearing – Potential Composition of Trustee Areas

No Comments

Gift Acceptance

1. It was moved by Shaun Henderson, seconded by Mark Steller and carried to accept the donation of 26 student backpacks filled with school supplies for students at Olga Reed, Alice Shaw, Joe Nightingale, and Ralph Dunlap from the Elks Traveleers, as submitted. Ayes: Waffle, Steller, Henderson, Morinini, and Phillips.
2. It was moved by Liz Phillips, seconded by Shaun Henderson and carried to accept the donation of \$500 to Joe Nightingale for school needs from the Kiwanis of Orcutt as submitted. Ayes: Waffle, Steller, Henderson, Morinini, and Phillips.
3. It was moved by Lisa Morinini, seconded by Shaun Henderson and carried to accept the donation of \$1500 to Joe Nightingale for the purchase of a staff refrigerator, as submitted. Ayes: Waffle, Steller, Henderson, Morinini, and Phillips.

Public Hearing- AB1200 Public Disclosure

No Comments

Information Only – Presentation on 2020-2021 Unaudited Actuals Report

Resolution No. 3 GANN Limit Adoption

It was moved by Lisa Morinini, seconded by Liz Phillips and carried to adopt the 2021-2022 Resolution No. 3, GANN Limit Adoption, as submitted. Ayes: Waffle, Steller, Henderson, Morinini, and Phillips.

Resolution No. 4 Commit and Uncommit the General Fund Balance

It was moved by Shaun Henderson, seconded by Mark Steller and carried to adopt Resolution No. 4, Commit and Uncommit the General Fund Balance, as submitted. Ayes: Waffle, Steller, Henderson, Morinini, and Phillips.

District and Charter 2020/2021 Unaudited Actuals

It was moved by Liz Phillips, seconded by Shaun Henderson and carried to approve and certify the District and Charter 2020-2021 Unaudited Actuals Report, as submitted. Ayes: Waffle, Steller, Henderson, Morinini, and Phillips.

AB 1200 Public Disclosure of Proposed Collective Bargaining Agreement between Orcutt Union School District and Orcutt Educators Association

It was moved by Mark Steller, seconded by Shaun Henderson and carried to approve the AB1200 Public Disclosure of Proposed Collective Bargaining Agreement between Orcutt Union School District and Orcutt Educators Association, as submitted. Ayes: Waffle, Steller, Henderson, Morinini, and Phillips.

Consideration of Name for New District Office Building Housing Technology and Enrollment Departments

It was moved by Liz Phillips, seconded by Shaun Henderson and carried to approve the name for Building L, the new District Office building, as the Teaching and Learning Center, and to waive Board Policy 7310, Naming of Facility, as submitted. Ayes: Waffle, Steller, Henderson, Morinini, and Phillips.

Approval of Professional Services with Cannon to Perform Topographical Survey at Lakeview Jr. High School

It was moved by Liz Phillips, seconded by Shaun Henderson and carried to approve the

Professional Services Agreement with Cannon to perform topographical survey at Lakeview Jr. High School, as submitted. Ayes: Waffle, Steller, Henderson, Morinini, and Phillips.

Approval of Professional Services with Cannon to Perform Topographical Survey at Olga Reed Elementary School

It was moved by Liz Phillips, seconded by Shaun Henderson and carried to approve the Professional Services Agreement with Cannon to perform topographical survey at Olga Reed Elementary School, as submitted. Ayes: Waffle, Steller, Henderson, Morinini, and Phillips.

Public Hearing – Instructional Materials/Textbook Sufficiency

No comment

2021-2022 Resolution No. 5 Sufficiency of Instructional Materials

It was moved by Liz Phillips, seconded by Mark Steller and carried to adopts the 2021-2022 Resolution No. 5, Sufficiency of Instructional Materials, as submitted. Ayes: Waffle, Steller, Henderson, Morinini, and Phillips.

Disposal of Obsolete Textbooks and Library Books

It was moved by Liz Phillips, seconded by Shaun Henderson, and carried to approve the Immediate disposal of library books and instructional materials that fall in the described categories in accordance with district policy, as submitted. Ayes: Waffle, Steller, Henderson, Morinini, and Phillips.

Revisions in the Orcutt Academy Charter Document

It was moved by Liz Phillips, seconded by Mark Steller and carried to approve the revision in the Orcutt Academy Charter Document, as submitted. Ayes: Waffle, Steller, Henderson, Morinini, and Phillips.

Establishment of a New District School: Orcutt School for Independent Study

It was moved by Shaun Henderson, seconded by Lisa Morinini and carried to approve the establishment of the Orcutt School for Independent Study, as submitted. Ayes: Waffle, Steller, Henderson, Morinini, Phillips.

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next regular board meeting is scheduled for Wednesday, October 13, 2021, with Closed Session starting at 6:00 p.m., Public Session at 6:30 p.m. in the District Office Board Room, 500 Dyer Street, Orcutt, CA.

ADJOURN TO CLOSED SESSION

It was moved by Liz Phillips, seconded by Shaun Henderson and carried to adjourn to Closed Session at 8:32 PM. Ayes: Waffle, Steller, Henderson, Morinini, and Phillips.

RECONVENE TO PUBLIC SESSION AND ADJOURN MEETING

Melanie Waffle reported no action was taken in closed session. It was moved by Liz Phillips seconded by Mark Steller and carried to adjourn the meeting at 8:54 p.m. Ayes: Waffle, Steller, Henderson, Morinini and Phillips.

Holly Edds, Ed.D., Board Secretary

Mark Steller, Clerk, Board of Trustees

Federal Grant Funds

The Governing Board recognizes the district's responsibility to maintain fiscal integrity and transparency in the use of all funds awarded through federal grants. The district shall comply with all requirements detailed in any grant agreement with an awarding agency and with the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards specified in 2 CFR 200.0-200.521 and any stricter state laws and district policy.

Any goods or services purchased with federal funds shall be reasonable in cost and necessary for the proper and efficient performance or administration of the program.

The Superintendent or designee shall ensure that the district's financial management systems and procedures provide for the following: (2 CFR 200.302)

1. Identification in district accounts of each federal award received and expended and the federal program under which it was received
2. Accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the reporting requirements of 2 CFR 200.328 and 200.329
3. Records and supporting documentation that adequately identify the source and application of funds for federally funded activities, including information pertaining to federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income, and interest
4. Effective control over and accountability for all funds, property, and other assets and assurance that all assets are used solely for authorized purposes
5. Comparison of actual expenditures with budgeted amounts for each federal award
6. Written procedures to implement provisions governing payments as specified in 2 CFR 200.305
7. Written procedures for determining the allowability of costs in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award

The Superintendent or designee shall develop and implement appropriate internal control processes to reasonably assure that transactions are properly executed, recorded, and accounted for so that the district can prepare reliable financial statements and federal reports, maintain accountability over assets, and demonstrate compliance with federal laws, regulations, and conditions of the federal award. (2 CFR 200.61, 200.62, 200.303)

Equipment purchased with federal funds shall be properly inventoried and adequately maintained to safeguard against loss, damage, or theft of the property.

All staff involved in the administration or implementation of programs and activities supported by federal funds shall receive information and training on the allowable use of federal funds, purchasing procedures, and reporting processes commensurate with their duties.

The district shall submit financial and performance reports to the awarding agency in accordance with the schedule and indicators required for that federal grant by law and the awarding agency. As required, such reports may include a comparison of actual accomplishments to the objectives of the federal award, the relationship between financial data and performance accomplishments, the reasons that established goals were not met if applicable, cost information to demonstrate cost-effective practices, analysis and explanation of any cost overruns or high unit costs, and other relevant information. The final performance report shall be submitted no later than 120 calendar days after the ending date of the grant. (2 CFR 200.301, 200.328, 200.329)

State Description

Ed. Code 42122-42129: Budget requirements

Ed. Code 64001: School plan for student achievement, consolidated application programs Federal Description

2 CFR 180.220: Amount of contract subject to suspension and debarment rules

2 CFR 200.0-200.521: Federal uniform grant guidance

2 CFR 200.1-200.99: Definitions

2 CFR 200.100-200.113: General provisions

2 CFR 200.317-200.326: Procurement standards

2 CFR 200.327-200.329: Monitoring and reporting

2 CFR 200.333-200.337: Record retention

2 CFR 200.400-200.475: Cost principles

2 CFR 200.500-200.521: Audit requirements

34 CFR 76.730-76.731: Records related to federal grant programs

48 CFR 2.101: Federal acquisition regulation; definitions

Management Resources Description

California Department of Education Publication: California Department of Education Audit Guide

California Department of Education Publication: California School Accounting Manual

Education Audit Appeals Panel Publication: Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

U.S. Department of Education Publication: Questions and Answers Regarding 2 CFR Part 200, March 17, 2016

Website: U.S. Government Accountability Office

Website: Office of Management and Budget, Uniform Guidance

Website: State Controller's Office

Website: System for Award Management (SAM)

Website: Education Audit Appeals Panel

Website: U.S. Department of Education

Website: California Department of Education

Policy Adopted: 10-13-21

Orcutt Union School District
Orcutt, California

Joseph Dana

Assistant Superintendent of Educational Services



September 17, 2021

To: Dr. Holly Edds, District Superintendent
From: Joe Dana
Re: Statement of Assurances for K12 Strong Workforce Program, Round 4

Background

Grant funding through the state's K12 Strong Workforce Program (SWP) has provided critical support for our district's Career and Technical Education (CTE) efforts. You will remember that, as a member of a Santa Barbara County/San Luis Obispo County consortium of school districts and community colleges, we received significant funding through SWP Round 2:

- \$68,000 for career exploration programming at our district junior high schools
- \$28,000 for career exploration programming at the Orcutt Academy K-8 campus and Orcutt Academy High School (OAHS)
- \$53,000 for postsecondary transitions programming at OAHS.

This funding already is making a difference, as it has enabled us to launch a CTE pathway in Information Communications and Technology (ICT) at OAHS and adopt Project Lead the Way curriculum for the STEAM elective offered at Lakeview and Orcutt junior high schools. We have until December 2022 to expend our SWP Round 2 funds.

Meantime, we have access to even more funding through SWP Round 3. As part of the same local consortium, we have access to \$69,000 that can support our CTE pathway in ICT at OAHS. This allotment needs to be expended by June 2023.

And now we have even another opportunity to obtain SWP funding, as the local consortium is putting together an effort to seek a SWP Round 4 grant. The consortium's latest effort focuses on three CTE pathways that labor market research has shown to be particularly fruitful in creating new jobs in our region: ICT, advanced manufacturing, and engineering. Since we have begun a pathway in ICT and have considered a pathway in advanced manufacturing, this grant is well suited to us.

As part of the consortium's SWP Round 4 application, consortium leaders are requesting that school boards approve a list of assurance associated with the grant. The assurances are as follows:

The Orcutt Union School District attests that its CTE SWP Round 4 Pathway/Program Work Plan will be:

- In compliance with K12 SWP legislation (Education Code, Section 88827–88828(c)(8)(C)) and that the district will report outcomes and financials in the NOVA and Cal-PASS Plus systems
- Aligned with the district's 2021-2022 Local Control and Accountability Plan (LCAP)

- **Informed by, aligned with, and expands upon our region's Regional Plan and planning efforts**
- **occurring through the Strong Workforce Program**
- **Informed by labor market information and regional priorities**
- **Staffed by skilled teachers or faculty, with professional development opportunities provided for these teachers or faculty members**
- **Additionally, the district will report data that can be used by policymakers, LEAs, community college districts, and their regional partners to support and evaluate the program, including, to the extent possible, demographic data used to evaluate progress in closing equity gaps in program access and completion, and earnings of underserved demographic groups**

Recommendation

Staff recommend that the Orcutt Union School District Board of Trustees approve the assurances for the Strong Workforce Program Round 4 grant application as stated above.

Fiscal Impact

As of this writing we have no estimate for how much funding could be realized by a successful SWP Round 4 grant application. That said, if the funding comes in similar amounts to what we received in Rounds 2 and 3, it would provide significant support for Orcutt Academy High School's CTE efforts in Information Communications and Technology and possibly in the other pathways of advanced manufacturing and/or engineering.



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

September 15th, 2021
Statement of Assurance

From: Santa Barbara County Education Office
K12 Strong Workforce Round 4
Noelle Barthel, Director, Career Technical Education
3970 La Colina Road, Santa Barbara, California 93110
nbarthel@sbceo.org
805-964-4711

To: Dr. Holly Edds, Superintendent
Orcutt Union School District

RE: Statement of Assurance and Supporting Documentation

Assurances: A duly authorized representative for the Lead LEA should review all assurances, certifications, and terms and conditions to be familiar with the grant expectations. Please upload the Assurance Agreement form into NOVA attesting that this Pathway/Program Work Plan is:

- In compliance with K12 SWP legislation (Education Code, Section 88827 - 88828(c)(8)(C)): All partners will report outcomes and financials in the NOVA and Cal-PASS Plus systems.
- Aligned with your district(s)/partner district(s) 2021-22 LCAP
- Informed by, aligned with, and expands upon your region's Regional Plan and planning efforts occurring through the Strong Workforce Program
- Informed by Labor Market Information and regional priorities
- Staffed by skilled teachers or faculty and provides professional development opportunities for those teachers or faculty members

Please attest to the assurances that the Lead LEA and Partners will:

- Report data that can be used by policymakers, LEAs, community college districts, and their regional partners to support and evaluate the program, including, to the extent possible, demographic data used to evaluate progress in closing equity gaps in program access and completion, and earnings of under served demographic groups

Signature:

Date:

Lead LEA: Santa Barbara County Education Office/ROP North

Signature:

Date: 9/15/2021

Partner LEA: Orcutt Union School District

Statement of Assurance for Orcutt Union School District will be submitted for Board approval on October 13, 2021.

Quarterly Report

on

Williams/Valenzuela Uniform Complaints

[Education Code § 35186]

District: _____

Name of person completing this form: _____

Title of person completing this form: _____

Please provide the date when this information will be reported publicly at the district governing board meeting:

Quarterly report submission date (check one):

April (Jan.—March)

July (April—June)

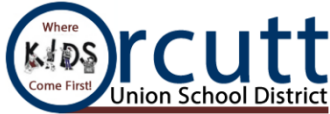
October (July—Sept.)

January (Oct.—Dec.)

General Subject Area	Total no. of complaints	No. of complaints resolved	No. of complaints unresolved
Textbooks and instructional materials			
Teacher vacancy or misassignment			
Facilities conditions			
<i>Valenzuela</i> /CAHSEE intensive instruction and services			
TOTALS			

Signature of district superintendent

Date



Orcutt Academy High School
Administration Office

TO: Dr. Holly Edds, Superintendent

FROM: Mr. Rhett Carter, OAHS Principal

BOARD MEETING DATE: October 13, 2021

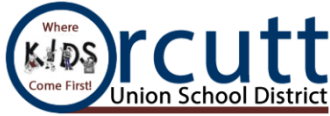
BOARD AGENDA ITEM: OAHS Boys Varsity Soccer

BACKGROUND: Orcutt Academy High School Boys Varsity Soccer Team will be participating in the Garces Holiday Tournament in Bakersfield, CA. This tournament will be an overnight trip with reservations in the Bakersfield area for 1 night. Our team will depart from OAHS on the morning of Friday, December 10, 2021 and return on the evening of Saturday, December 11, 2021. Coach Rick Luca and his assistant coach will be accompanying our soccer team to this tournament.

Transportation will be provided by coaches and parent drivers. All costs will be paid for out of the boys' soccer fundraising account.

RECOMMENDATION: Staff recommends that this overnight trip be approved as submitted.

FUNDING: No Impact on General Fund



Orcutt Academy High School
Administration Office

TO: Dr. Holly Edds, Superintendent

FROM: Mr. Rhett Carter, OAHS Principal

BOARD MEETING DATE: October 13, 2021

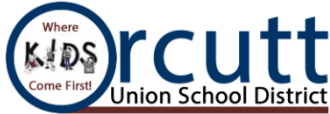
BOARD AGENDA ITEM: OAHS Girls Varsity Soccer

BACKGROUND: Orcutt Academy High School Girls Varsity Soccer Team will be participating in the Garces Holiday Tournament in Bakersfield, CA. This tournament will be an overnight trip with reservations in the Bakersfield area for 1 night. Our team will depart from OAHS on the morning of Friday, December 10, 2021 and return on the evening of Saturday, December 11, 2021. Coach Brian Speer and his assistant coach Bobby Britt will be accompanying our soccer team to this tournament.

Transportation will be provided by coaches and parent drivers. All costs will be paid for out of the girls' soccer fundraising account.

RECOMMENDATION: Staff recommends that this overnight trip be approved as submitted.

FUNDING: No Impact on General Fund



Orcutt Academy High School
Administration Office

TO: Dr. Holly Edds, Superintendent

FROM: Mr. Rhett Carter, OAHS Principal

BOARD MEETING DATE: October 13, 2021

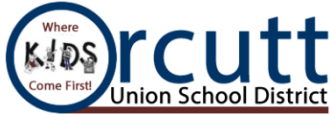
BOARD AGENDA ITEM: OAHS Varsity Girls Basketball Team

BACKGROUND: Orcutt Academy High School Varsity Girls Basketball Team will be participating in the Annual Arvin High School Varsity Girls' Basketball Holiday Showcase in Arvin, CA. This tournament will be an overnight trip with reservations at a hotel in the Bakersfield area for 2 nights. Our team will depart from OAHS on the morning of Tuesday, December 28, 2021 and return on the evening of Thursday, December 30, 2021. Coach Tom Robb, assistant coaches Theresa Kendrick and Pack Rojo will be accompanying our basketball team to this tournament.

Transportation will be provided by coaches and parent drivers. All costs will be paid for out of the girls' basketball fundraising account.

RECOMMENDATION: Staff recommends that this overnight trip be approved as submitted.

FUNDING: No Impact on General Fund



Orcutt Academy High School
Administration Office

TO: Dr. Holly Edds, Superintendent

FROM: Mr. Rhett Carter, OAHS Principal

BOARD MEETING DATE: October 13, 2021

BOARD AGENDA ITEM: Off Season Robotics Competition in Ventura, CA

BACKGROUND: October 15-17, 2021, twenty-six Orcutt Academy High School Robotic students, along with Team Mentors, Rick Soto and Scott Rowe will be attending an Off Season Robotics Competition in Ventura, CA. Our team will be departing from OAHS on three different days due to only allowing twenty students at a time in the event. Friday, October 15, 2021 six students will be departing from OAHS and returning on Sunday, October 17, 2021. These six students along with Team Mentor Scott Rowe will be staying 2 nights at the Sure Stay Hotel in Camarillo, CA. Saturday, October 16, 2021, ten students will be taking a day trip to participate in the competition. On Sunday, October 17, 2021, ten different students will be taking a day trip to complete the competition. All students/coaches and participants are required to show a vaccine card to compete in this event. Parents will provide transportation. All proceeds for this trip are being raised through fundraisers by the Robotics Team.

RECOMMENDATION: Staff recommends this overnight trip be approved as submitted.

FUNDING: No Impact on General Fund



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Holly Edds, Ed.D.

FROM: Nick Taylor, Ed.D
Assistant Superintendent, Business Services

BOARD MEETING DATE: October 13, 2021

BOARD AGENDA ITEM: Construction Change Order- RDZ for the Orcutt Jr. High Administration Building.

BACKGROUND: Attached is change order request #004 from RDZ in the amount of \$45,948.27 for the Orcutt Jr. High Administration Building. The change order is related to some or all of the following reasons; unforeseen conditions during construction, design issue, or owner requested change.

The change order request was reviewed by the following parties, the Contractor, TELACU Construction Management firm, and district staff.

RECOMMENDATION: Staff recommends the Board of Trustees approve the change order for RDZ Industries for \$45,948.27, as submitted.

FUNDING: Fund 21 – Building fund for the Measure G Bond

CHANGE ORDER

Distribution:

- OUSD
- 19-Six Architects
- Contractor
- TELACU Construction Management (TCM)
- Inspector of Record

Project:
Orcutt Junior High School - Administration Building
Orcutt Union School District
 500 Dyer Street
 Orcutt, CA 93455

Change Order Number: **4**

Date: **9/27/2021**

To Contractor:
 RDZ Contractors
 PO Box 760
 Nipomo, CA 93444

Contract Date: **2/25/2021**

The Contract Is Changed As Follows:
Refer to the attached summary page

The original Contract Sum was	\$	2,442,931.00
The net change by previously authorized Change Orders	\$	164,304.19
The Contract Sum prior to this Change Order was	\$	2,607,235.19
The Contract Sum will be Increased by this new Change Order in the amount of	\$	45,948.27
The new Contract Sum including this Change Order will be	\$	2,653,183.46
The Contract Time will be (increased) (decreased) (unchanged) by -0- days.		
The date of Substantial Completion as of the date of this Change Order therefore is		Unchanged

Note: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price Which have been authorized by Construction Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONTRACTOR, AND CONSTRUCTION MANAGER.

Owner	Contractor	Construction Mgr.	Architect of Record	Inspector of Record
Orcutt Union School District	RDZ Contractors	TELACU Construction Management	19-Six Architects	Kenco Construction Services, Inc.
500 Dyer Street Orcutt, CA 93455	PO Box 760 Nipomo, CA 93444	604 N. Eckhoff St. Orange, CA 92868	560 Higuera Street, Ste C San Luis Obispo, CA 93401	1230 Doris Ave. Oxnard, CA 93030

BY (Signature) BY (Signature) BY (Signature) BY (Signature) BY (Signature)

DATE DATE DATE DATE DATE

CHANGE ORDER 04- Summary Sheet

Item #	Title	PCO#	PCO Description	Final Price
1	Additional Concrete Replacment and Trench Drain at Existing Admistration Office	24	Owner Requested – Upon review of the site concrete at the existing administration building entrance, the sidewalk was determined to be out-of-ADA compliance due to the low elevation of the existing drain located near the building entrance, causing the sidewalk to exceed the max allowable slope within the path of travel. Per the District’s request, the contractor was directed to remove and replace roughly 200 square feet of concrete sidewalk. A new trench drain was also added to replace the old drainage inlet, as well as a new in-ground electrical box for the communication feeds located adjacent to the existing drain. The costs associated with this change includes added labor, equipment and material to remove and replace the out-of-compliance concrete sidewalk, install a new trench drain and in-ground electrical box.	\$12,684.30
2	Base Haul Out and Import at Removed Library Portable Site	25	Owner Requested – In-order to provide an adequate subgrade for future landscaping at the now removed library portable building (north of the new administration building site), the existing aggregate base would need to be removed and replaced with clean imported soils. Per the District’s request, the contractor was directed to remove and export the top 12” of aggregate base to the District bus yard and import clean soils taken from the District stockpile. The costs associated with this chance includes added labor and equipment to remove and replace the top 12” of existing aggregate base with imported soils.	\$11,767.98
3	Reimplement 220 Amp Panel Scope	26	Scope Re-Implementation – RFI #006 – Refer to PCO 002 Electrical Credit, which included crediting back of the 220 amp panel scope due to potentially upgrading to a 400 amp panel to allow the District expansion capability at the north end of the new administration building directly from the administration building electrical room. Upon further review of the existing OJHS campus electrical gear and discovery of an additional 5” conduit running parallel to the 5” conduit feeding the new building, it was determined that the 220 amp panel will suffice for this project and its intended purposes. The costs associated with this change includes labor and materials to re-implement the 220 amp panel scope into this project.	\$14,918.55
4	Added Structural Framing per CCD #1	27	Design Issue – Refer to DSA Approved CCD-A-001, which implements some additional framing to the project scope. The Project Frog (building manufacturer) requested structural changes include adding 8”x10” headers and associated brackets along gridline 6, between gridlines I & J to support the parapet columns above. The costs associated with this change includes added labor and materials to install the added header beams and brackets per the structural engineer’s requested changes as specified on CCD-A-001.	\$3,178.26
5	1" Power Conduit to Marquee for Future	28	Owner Requested – The bid drawings did not call for any new power conduits from the new administration building to the campus marquee sign located at the corner of Dyer St. and Pinal Ave. Per the District’s request, the contractor was directed to install an additional 1” power conduit to feed the marquee sign from the new administration building electrical room for future use. The costs associated with this change includes added labor, equipment and material to trench, install conduit and backfill from the new administration building electrical room to the intercept location of the 2” communication line coming from the communication room in the existing administration building to the marquee location.	\$3,399.18
Total Change Order Amount				\$45,948.27



ORCUTT UNION SCHOOL DISTRICT

REQUEST FOR ACCEPTANCE OF GIFT

SCHOOL: Pine Grove Elementary School

Date: 9/8/2021

DONOR: Name: The Kiwanis Club of Orcutt
Address: P.O. Box 2881, Santa Maria, CA 93457
Phone No.

GIFT: Item Donated Cash Donation \$ 500.00
(Fill in if money is donated)

Designated for: Pine Grove Elementary
General Description:

Condition: New Used

Value (estimated):

Purpose of Gift: To support community elementary schools

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): Megan Flick, Office Manager

Acceptance Approved By (Administrator): Michelle Boyd, Principal

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.)



SUPERINTENDENT MEMORANDUM

TO: Board of Trustees

FROM: Holly Edds, Ed.D
Superintendent

BOARD MEETING DATE: October 13, 2021

BOARD AGENDA ITEM: Board Policy 1313, Civility

BACKGROUND: Board Policy 1313 Civility is a new policy that addresses the importance of civility to the effective operation of the district, including its role in creating a positive school climate and enabling a focus on student well-being, learning, and achievement. The policy includes First Amendment free speech considerations, behavior that constitutes civil behavior, practices that promote civil behavior, and authorization to educate or provide information to students, staff, parents/guardians, and community members to assist in the recognition, development, and demonstration of civil behavior. Policy also includes material regarding behavior that is disruptive, hinders the orderly conduct of district operations or programs, or creates an unsafe learning or working environment, as well as the prohibition of, and consequences for, behavior which is discriminatory, harassing, or intimidating, including sexual harassment, bullying, and/or hate violence.

RECOMMENDATION: Staff recommends that the Board of Trustees adopt the new Board Policy 1313, Civility, as presented for first reading

FUNDING: This action does not require a funding source.

CIVILITY

The Governing Board recognizes the impact that civility has on the effective operation of the district, including its role in creating a safe and positive school climate and enabling a focus on student well-being, learning, and achievement. The Board believes that each person should be treated with dignity and respect in their interactions within the school community.

The Board understands that the First Amendment provides strong protection for speech. However, the Board expects that all speech and expression will comport with norms of civil behavior on district grounds, in district facilities, during district activities or events, and in the use of district electronic/digital systems and platforms.

Civil behavior is polite, courteous, and reasonable behavior, which is respectful to others and includes integrity, honesty, acceptance, timeliness, dependability, observance of laws and rules, and effective communication.

The Board and district staff shall model civil behavior as an example of behavior that is expected throughout the district. Practices that promote civil behavior include actively listening, giving full attention to the speaker, and refraining from interruptions; welcoming and encouraging participation, input, and feedback through stakeholder engagement; promptly responding to concerns; and embracing varying and diverse viewpoints. Such practices may be incorporated into governance standards adopted by the Board or Superintendent and/or professional standards or codes of conduct for employees as specified in district policies and regulations.

Students, staff, parents/guardians, and community members should be educated in the recognition, development, and demonstration of civil behavior. The Superintendent or designee may incorporate related concepts in the curriculum, provide staff development activities, and/or communicate this policy to the school community.

Students, staff, parents/guardians, and community members shall not communicate or behave in a manner that causes disruption; hinders the orderly conduct of district operations, the educational program, or any other district program or activity; or creates an unsafe learning or working environment. The Superintendent or designee may respond to disruptive, violent, or threatening behavior in accordance with law and as specified in BP/AR 3515.2 - Disruptions.

Behavior by students or staff that is discriminatory, harassing, or intimidating, including sexual harassment, bullying, and/or hate violence, or behavior that is in any other way unlawful, is prohibited and is subject to discipline in accordance with law and as specified in district policy and regulations.

State

CA Constitution Article 1, Section 2: Freedom of speech and expression

CA Constitution Article 1, Section 28(c): Right to Safe Schools

Civ. Code 51.7: Freedom from violence or intimidation

Ed. Code 200-264: Educational equity

Ed. Code 32210: Willful disturbance of public school or meeting

Community Relations

Board Policy 1313 (b)

CIVILITY

Ed. Code 32211: Threatened disruption or interference with classes
Ed. Code 32212: Classroom interruptions
Ed. Code 32280-32289.5: Comprehensive safety plan
Ed. Code 35181: Governing board authority to set policy on responsibilities of students
Ed. Code 35291-35291.5: Rules
Ed. Code 44050: Employee code of conduct; interaction with students
Ed. Code 44807: Teachers' duty concerning conduct of students
Ed. Code 44810: Willful interference with classroom conduct
Ed. Code 44811: Disruption of classwork or extracurricular activities
Ed. Code 48900-48926: Suspension and expulsion
Ed. Code 48907: Exercise of free expression; rules and regulations
Ed. Code 49330-49335: Injurious objects
Gov. Code 54954.3: Opportunity for public to address legislative body
Gov. Code 54957.9: Disorderly conduct of general public during meeting; clearing of room
Pen. Code 243.5: Assault or battery on school property
Pen. Code 415.5: Disturbance of peace of school
Pen. Code 422.55: Definition of hate crime
Pen. Code 422.6: Civil rights; crimes
Pen. Code 626-626.11: School crimes
Pen. Code 627-627.10: Access to school premises
Pen. Code 653.2: Electronic communication devices, threats to safety
Pen. Code 653b: Loitering about schools or public places
Federal Description
U.S. Constitution: Amendment 1, Freedom of speech and expression
Management Resources
California Department of Education Publication: California's Social and Emotional Learning: Guiding Principles, 2018
California Department of Education Publication: Social and Emotional Learning in California: A Guide to Resources, 2018
Commission on Teacher Credentialing Publication: California Professional Standards for Educational Leaders, February 2014
Court Decision: Baca v. Moreno Valley Unified School District, (1996) 936 F. Supp. 719
Court Decision: Hazelwood School District v. Kuhlmeier, (1988) 108 S. Ct. 562
Court Decision: City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526
Court Decision: Norse v. City of Santa Cruz, (9th Cir. 2010) 629 F3d 966
CSBA Publication: Professional Governance Standards for School Boards
CSBA Publication: Superintendent Governance Standards
Nat'l Policy Board For Educational Administration: Professional Standards for Educational Leaders, October 2015
Website: National Policy Board for Educational Administration
Website: National School Safety Center
Website: Center for Safe and Responsible Internet Use
Website: California Office of the Attorney General
Website: National Council for the Social Studies
Website: Commission on Teacher Credentialing
Website: CSBA
Website: California Department of Education
Website: U.S. Department of Education
Website: U.S. Equal Employment Opportunity Commission

Policy Adopted 11/10/21

Orcutt Union School District
Orcutt, California



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Holly Edds, Ed.D.

FROM: Nick Taylor
Assistant Superintendent, Business Services

BOARD MEETING DATE: October 13, 2021

BOARD AGENDA ITEM: Ratification of proposal from RDZ Contractors, Inc. to perform parking lot repair, permeable paver replacement and additional storm drain improvements at the Pine Grove Upper Parking Lot.

BACKGROUND: A rain event caused excessive storm water run-off and damage to the parking lot at the Pine Grove Upper Parking Lot project. RDZ Contractors, Inc. was directed to proceed with asphalt repairs and additional design improvements under the CUPCCAA procurement process in order to correct damage caused by rains and improve the parking lot drainage. Upon investigation, it was determined that the design did not properly account for electrical trenches being installed underneath the permeable pavers within the parking lot. As such, District Staff and TELACU Construction Management have negotiated with SVA Architects, and SVA has reimbursed the District for 100% of RDZ Contractors cost to repair this work.

RECOMMENDATION: Staff recommends ratification of the proposal with RDZ Contractors, Inc. in the amount of \$54,620.52

FUNDING: Fund 21 – Building Fund for the Measure G Bond

Rdz Contractors, Inc.

P O Box 760
Nipomo, CA 93444
805-458-5252
Lic 1004110 A,B
8(a), SDVOSB, DBE, SBE

Invoice #

4

Bill To

Orcutt Union School District
500 Dyer St
Orcutt, CA 93455

Terms

Project

Net 30

Pine Grove Site Safety & Se...

Description	Rate	Amount
Pine Grove Upper Parking Lot (Parking Lot)	54,620.52	54,620.52
All work is complete!	Total	\$54,620.52



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Holly Edds, Ed.D.

FROM: Nick Taylor, Ed.D
Assistant Superintendent, Business Services

BOARD MEETING DATE: October 13, 2021

BOARD AGENDA ITEM: Board Policy 7211, Developer Fees

BACKGROUND: Policy 7211 updated to include material formerly in the AR pertaining to responsibilities of the board with respect to levying developer fees, such as conducting a fee justification study, holding a public hearing, and adopting a board resolution. Policy also clarifies the applicability of Government Code 65997, which became operative due to the failure of state bond measure Proposition 13 in March 2020 and gives districts the flexibility to deny or refuse a legislative act involving the planning, use, or development of real property other than requiring a fee in excess of the fee imposed by law. Policy addresses factors that must be included in the fee justification study based on recent court decision.

RECOMMENDATION: Staff recommends that the Board of Trustees adopt the updated Board Policy 37211, Developer Fees, as presented for first reading.

FUNDING: N/A

DEVELOPER FEES

In order to finance the construction or reconstruction of school facilities needed to accommodate increased student enrollment resulting ~~students coming~~ from new development, the Governing Board may establish, levy and collect developer fees on residential, commercial and industrial construction within the district, subject to restrictions specified by law. ~~and administrative regulation.~~

Level 1 Fees: Residential, Commercial and Industrial Construction

Before taking action to establish, increase, or impose Level 1 developer fees, the Board shall conduct a fee justification study which: (Government Code 66001)

1. Identifies the purpose of the fee and the use to which the fee will be put
2. Determines a reasonable relationship between the fee's use and the type of development project for which the fee is imposed
3. Determines a reasonable relationship between the need for the facility and the type of development project for which the fee is imposed
4. Determines a reasonable relationship between the amount of the fee and the cost of the facility or portion of the facility attributed to the development for which the fee is imposed

Before levying developer fees or prior to increasing an existing fee, the Board shall hold a public hearing. The Superintendent or designee shall mail notice of the time and place of the meeting at which a public hearing shall occur, including a general explanation of the matter to be considered and a statement that the required data are available, at least 14 days prior to the meeting to any interested party who has requested such information. Any written request for mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The district may charge a fee reasonably related to the cost of providing these materials. (Government Code 66016)

Information on the anticipated amount of fees, other available funds and funding sources, and the estimated cost of planning, land acquisition, and school construction shall be made available to the public at least 10 days before the hearing. (Government Code 66016)

At the hearing, the Board shall adopt a resolution for the levying of the developer fees. (Government Code 66016)

The resolution shall set forth:

1. The purpose of the fee, the use to which the fee is to be put, and the public improvement(s) that the fee will be used to finance (Government Code 66001, 66006)
2. The Board's findings of reasonable relationship which justify the fees pursuant to

DEVELOPER FEES

Government Code 66001

3. If the district requires payment of the fee at a time earlier than the date of final inspection or the issuance of a certificate of occupancy, the district's determination of either of the following conditions which allow collection of the fees at the time when building permits are issued: (Government Code 66007)
 - a. That the fees are to reimburse the district for previous expenditures
 - b. That the fees shall be collected for public improvements or facilities for which an account has been established, funds have been appropriated, and the district has adopted a proposed construction schedule or plan

In the case of any commercial or industrial development, the Board shall make findings on either an individual project basis or on the basis of categories of commercial or industrial development. Those categories may include, but are not limited to, the following uses: office, retail, transportation, communications and utilities, light industrial, heavy industrial, research and development, and warehouse. The Board shall also conduct a study to determine the impact of the increased number of employees anticipated to result from the commercial or industrial development upon the cost of providing school facilities within the district. (Education Code 17621)

Level 2 Fees: Residential Construction

In order to impose Level 2 residential construction fees within the limits of Government Code 65995.5, the Board shall, in addition to fulfilling the requirements above for Level 1 fees, undertake the following: (Government Code 65995.5)

1. Make a timely application to the State Allocation Board (SAB) for new construction funding and be determined to be eligible by SAB
2. Conduct and adopt a school facility needs analysis pursuant to Government Code 65995.6
3. Satisfy at least two of the requirements set forth in Government Code 65995.5(b)(3)(A-D)

At least 45 days prior to completion of the school facility needs analysis, the Board shall notify and provide copies of the analysis to the planning commission or agency of the city or county with land use jurisdiction within the district. Upon request of either party, the Board and city or county shall meet within 15 days following notification. (Government Code 65352.2)

The Board shall adopt the school facility needs analysis by resolution at a public hearing. (Government Code 65995.6)

This analysis shall not be adopted until the analysis, in its final form, has been made available to the public for a period of not less than 30 days. Prior to its adoption, the public shall have the

DEVELOPER FEES

opportunity to review and comment on the analysis and the Board shall respond to written comments it receives regarding the analysis. (Government Code 65995.6)

Not less than 30 days prior to the hearing, notice of the time and place of the hearing, including the location and procedure for viewing or requesting a copy of the proposed analysis, shall be published in at least one newspaper of general circulation within the jurisdiction of the district. If there is no paper of general circulation, the notice shall be posted in at least three conspicuous places within the district's jurisdiction not less than 30 days prior to the hearing. (Government Code 65995.6)

In addition, the Superintendent or designee shall mail a copy of the needs analysis not less than 30 days prior to the hearing to any person who has made a written request if the written request was made 45 days prior to the hearing. The district may charge a fee reasonably related to the cost of providing these materials. (Government Code 65995.6)

During the period of public review, the analysis shall be provided to the local agency responsible for land use planning for its review and comment. (Government Code 65995.6)

The school facility needs analysis may be revised at any time. The revision is subject to the same conditions and requirements applicable to the adoption of the analysis. The existing school building capacity shall be recalculated as part of any revision to the needs analysis. (Government Code 65995.6)

The fees authorized by Government Code 65995.6 and 65995.7 shall be adopted by resolution as part of the adoption or revision of the school facilities needs analysis. The fees shall take effect immediately upon adoption of the resolution and may not be effective for more than one year. (Government Code 65995.6)

Level 3 Fees: Residential Construction

When Level 3 fees are authorized by law and the district qualifies for Level 2 fees pursuant to Government Code 65995.5, the Board may assess a fee on residential construction pursuant to Government Code 65995.7.

The notice and hearing requirements, resolution requirement, and term of effectiveness for Level 3 fees shall be the same as the requirements for Level 2 fees as specified above. (Government Code 65995.7)

Use of Fees

The Board shall review information provided by the Superintendent or designee pursuant to Government Code 66006 regarding each account or fund into which developer fees have been

DEVELOPER FEES

deposited, at the first regularly scheduled public Board meeting which occurs 15 days after the information is made available to the public. Fifteen-day prior notice of this meeting shall be mailed to any parties filing a written request pursuant to Government Code 66006. (Government Code 66006)

In addition to discharging its public disclosure duties regarding the levying of developer fees, the Board shall, for the fifth fiscal year after the first deposit into the account or fund and every five years thereafter, make all of the following findings with respect to the portion of the account or fund that remains unexpended, whether committed or uncommitted: (Government Code 66001)

1. Identify the purpose to which the fee is to be put
2. Demonstrate a reasonable relationship between the fee and the purpose for which it is charged
3. Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements originally identified
4. Designate the approximate dates on which the funding referred to in item #3 is expected to be deposited into the appropriate account or fund

~~Appeals Process for Protests by Developers~~

~~The Superintendent or designee shall establish an appeals process for the handling of protests by developers. (Education Code 17621)~~

State

2 CCR 1859-1859.199: Leroy F. Greene School Facilities Act

Ed. Code 101122: Schedule for allocation of proceeds from sale of bonds

Legal Reference:

EDUCATION CODE

Ed. Code 17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998

Ed. Code 17582 District deferred maintenance fund

Ed. Code 17620-17626 Levies against development projects by school districts

GOVERNMENT CODE

Gov. Code 6061 One time notice

Gov. Code 6066 Two weeks' notice

Gov. Code 65352.2 **Communicating and Coordinating of school sites** ~~Level 2 funding notification requirement~~

Gov. Code 65864-65869.5 Development agreements

Gov. Code 65995-65998 Payment of fees against a development project

Gov. Code 66000-66008 Fees for development projects

Gov. Code 66016-66018.5 Development project fees

Gov. Code 66020-66025 Protests and audits

CODE OF REGULATIONS, TITLE 2

~~1859-1859.106 School facility program~~

COURT DECISIONS

Management Resources

Court Decision: Dolan v. City of Tigard (1994) 114 S.Ct. 2309

Website: ~~WEB SITES~~ Department of General Services, Office of Public School Construction:

Facilities

BP 7211 (e)

DEVELOPER FEES

<http://www.opsc.dgs.ca.gov>

Cross Reference

Code

7131: Relations With Local Agencies

7210: Facilities Financing

7212: Mello-Ross Districts

Policy Adopted: 11/10/21

Orcutt Union School District
Orcutt, California



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Holly Edds, Ed.D.

FROM: Nick Taylor
Assistant Superintendent, Business Services

BOARD MEETING DATE: October 13, 2021

BOARD AGENDA ITEM: Approve Professional Service Agreement with Soils Engineering, Inc. to Perform Site Drainage Survey at Orcutt Academy High School for the Multi-Use Room Project.

BACKGROUND: To ensure proper storm water drainage at the future Multi-Use Room site, the architect has requested site percolation testing at 5 specified locations. A 5 foot deep and 10 foot deep boring is to occur at each of the locations. The data collected will be used to assist in the design of the site storm drainage.

RECOMMENDATION: Staff recommends that the Board of Trustees approve the Professional Services Agreement with Soils Engineering in the amount of \$9,270.

FUNDING: Fund 21 – Building Fund for the Measure G Bond



September 14, 2021

SEI Proposal No. 20-431

Orcutt Union School District

District Office
500 Dyer Street
Orcutt, CA 93454

Attention: Mr. David Nichols, TELACU Construction Management

Subject: **PROPOSAL: Geotechnical Engineering Services**

Project: Orcutt Academy High School Site Drainage Investigation
Location: APN: 105-330-009 | 610 Pinal Avenue, Orcutt, CA

Dear Mr. Nichols:

Thank you for contacting Soils Engineering, Inc. (SEI) for the opportunity to provide services for the above listed project. Our services will consist of engineering to provide information regarding the drainage on the subject property located within APN: 105-330-009 in Orcutt, Santa Barbara County, California.

PROJECT DESCRIPTION

The purpose of our investigation is to determine whether there is an issue with site drainage at the location of the proposed MUR at Orcutt Academy. Percolation tests to be performed will be exploratory in nature.

GEOTECHNICAL INVESTIGATION

Our investigation for the property will consist of drilling a total of ten (10) borings. Five (5) of these bores will be to a depth of ten (10) feet or refusal, whichever comes first, while the remaining five (5) will be to a maximum depth of five (5) feet percolation tests.

Borings will be advanced using an eight-inch diameter auger attached to a CME-45 and/or CME-75 drill rig. Classification of materials will be in accordance with the Unified Soils Classification System, and graphically presented on Test Boring Logs.

Bores holes will be located within, or as close as possible to the improvement area. SEI will stake boring locations for Underground Service Alert North (USAN) utility locating and clearing. A minimum of 72 hours is required for the USAN clearing process. Bores will be backfilled with trimmings and consolidated with rig hammer. If bores are drilled in areas that are currently paved, they will be patched with Asphalt Cold Patch product or Grout to return the surface to its existing elevation and condition.

The client is responsible for verifying that the area is clear of all underground utilities on their property. Should any underground utility be damaged during our investigation, Soils Engineering, Inc. will not be responsible for any repairs.

PROPOSAL: Geotechnical Engineering Services
Project: Orcutt Academy High School Site Drainage Investigation
Location: APN: 105-330-009 | 610 Pinal Avenue, Orcutt, CA

SEI Proposal No. 21-431
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REPORT

Our report will include our conclusions, a map of the project site with bore locations, logs of test borings, and field test percolation results.

FEE FOR ENGINEERING SERVICES

This is a prevailing wage (PW) project, so should field services be required all labor rates will be based on the current State of California PW determination for the services requested.

We estimate the above information can be provided for a lump sum fee of **Nine Thousand Two Hundred Seventy Dollars (\$ 9,270.00)**. Any additional services not specifically mentioned above will be billed on a Time & Materials (T&M) basis per our 2021 Fee Schedule.

If our proposal meets with your approval, please initial and sign the contract where required and return. We will counter-sign and send you a fully executed copy for your records. Work generally takes between four to six weeks following your notice to proceed.

We appreciate the opportunity to provide our services. Should you have any questions, or would like additional information regarding our services, or to discuss our proposal in detail, please don't hesitate to contact our office.

Respectfully submitted
SOILS ENGINEERING, INC.



Tony Frangie, P.E.
Vice President



Attachments: Proposed Boring Location Map, Contract, & 2021 Fee Schedule

SOILS ENGINEERING, INC. Terms for Engineering, Inspection Services and/ or Materials Testing

THIS AGREEMENT

SEI PROPOSAL NO. 21-431

This agreement is made by and between SOILS ENGINEERING, INC. (SEI), herein after referred to as Geotechnical Engineer, and **Orcutt Union School District**, herein after referred to as Client. This agreement between the parties consists of these terms, the attached proposal identified as **21-431 (Geotechnical Engineering Services for Orcutt Academy High School Site Drainage Investigation, located within 105-330-009 | 610 Pinal Avenue, Orcutt, Santa Barbara County, CA)** dated September 14, 2021, and any exhibits or attachments noted in the proposal. Together these elements will constitute the entire agreement superseding any and all prior negotiations, correspondence, or agreements either written or oral. Any changes to this agreement must be mutually agreed to in writing.

STANDARD OF CARE: The client recognizes that subsurface conditions may vary from those observed at locations where borings, surveys, or explorations are made, and that site conditions may change with time. Data, interpretations, and recommendations by the Geotechnical Engineer will be based solely on information available to the geotechnical engineer. The geotechnical engineer is responsible for those data, interpretations, and recommendations, but will not be responsible for other parties' interpretations or use of the information developed.

Services performed by the geotechnical engineer under this agreement are expected by the client to be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the geotechnical engineering profession practicing contemporaneously under similar conditions in the locality of the project. No other warranty expressed or implied is made.

SITE ACCESS AND SITE CONDITIONS: Client will grant or obtain free access to the site for all equipment and personnel necessary for the geotechnical engineer to perform the work set forth in this agreement. The client will notify any and all possessors of the project site that client has granted geotechnical engineer free access to the site. The geotechnical engineer will take reasonable precautions to minimize damage to the site, but it is understood by client that, in the normal course of work, some damage may occur and the correction of such damage is not part of this agreement unless so specified in the proposal.

The client is responsible for the accuracy of locations for all subterranean structures and utilities. The Geotechnical Engineer will take reasonable precautions to avoid known subterranean structures, and the client waives any claim against Geotechnical Engineer, and agrees to defend, indemnify, and hold Geotechnical Engineer harmless from any claim or liability for injury or loss, including costs of defense, arising from damage done to subterranean structures and utilities not identified or accurately located. In addition, client agrees to compensate geotechnical engineer for any time spent or expenses incurred by Geotechnical Engineer in defense of any such claim with compensation to be based upon Geotechnical Engineer's prevailing fee schedule and expense reimbursement policy.

SAMPLE DISPOSAL: The geotechnical engineer will dispose of all remaining samples after the required testing is complete unless other arrangements are made. Further storage or transfer of samples can be made at client's expense upon client's prior written request.

CONSTRUCTION MONITORING: If the geotechnical engineer is retained by the client to provide a site representative for the purpose of monitoring specific portions of the construction work as set forth in the proposal then this phrase applies. For the specified assignment, the geotechnical engineer will report observations and professional opinions to the client. No action of the geotechnical engineer or geotechnical engineer's site representative can be construed as altering any agreement between the client and others. The geotechnical engineer will report any observed work to the client which, in the geotechnical engineer's professional opinion, does not conform with plans and specifications. The geotechnical engineer has no right to reject or stop work of any agent of the client. Such rights are reserved solely for the client. Furthermore, the geotechnical engineer's presence on site does not in any way guarantee the completion or quality of the performance or the work of any party retained by the client to provide construction related services.

The geotechnical engineer will not be responsible for and will not have control or charge of specific means, methods, techniques, sequences or procedures of construction selected by any agent or agreement of the client, or safety precautions and programs incident thereto.

BILLING AND PAYMENT: The services that are agreed upon are listed in SEI proposal 21-431 dated September 14, 2021. Client will pay the geotechnical engineer the lump sum amount indicated on SEI's Proposal. If an estimate for services was provided, then all services will be billed as Time & Materials (T&M) per our referenced fee schedule in SEI proposal 21-431. Invoices will be submitted to Client by Geotechnical Engineer and will be payable upon presentation. If client objects to all or any portion of any invoice, client will so notify geotechnical engineer in writing within fourteen (14) calendar days of the invoice date, identify the cause of disagreement, and pay when due that portion of the invoice, not in dispute. The parties will immediately make every effort to settle the disputed portion of the invoice. In the absence of written notification described above, the balance as stated on the invoice will be paid.

Invoices are delinquent if payment has not been received within thirty (30) days from the date of invoice. Client will pay an additional charge of one and one half (1.5) percent per month (or the maximum percentage allowed by law, whichever is lower) on any delinquent account, except any portion of the invoiced amount in dispute and resolved in favor of client. Payment thereafter will first be applied to accrued interest and then to the principal unpaid amount.

Client Initials _____

CONTRACT: Geotechnical Engineering Services

Client: Orcutt Union School District

Location: 105-330-009 | 610 Pinal Avenue, Orcutt, CA

SEI Proposal No. 21-431

September 14, 2021

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All time spent and expenses incurred (including any attorney's fees) in connection with collection of any delinquent amount will be paid by the client to geotechnical engineer per geotechnical engineer's current fee schedules. In the event client fails to pay geotechnical engineer within sixty (60) days after invoices are rendered, client agrees that geotechnical engineer will have the right to consider the failure to pay the geotechnical engineer's invoice as a breach of this agreement.

TERMINATION: This agreement may be terminated by either party seven (7) days after written notice in the event of any breach of any provision of this agreement or in the event of substantial failure of performance by the other party, or if the client suspends the work for more than three (3) months. In the event of termination, geotechnical engineer will be paid for services performed prior to the date of termination plus reasonable termination expenses, including the cost of completing analyses, records and report necessary to document job status at the time of termination.

RISK ALLOCATION/RELEASE/INDEMNIFICATION: There are a variety of risks which potentially affect the Geotechnical Engineer by virtue of entering into an agreement to perform professional engineering services on the Client's behalf. One of these risks stems from the Geotechnical Engineer's potential for human error. In order for the Client to obtain the benefit of a fee which includes a lesser allowance for dealing with the Geotechnical Engineer's risks, the Client agrees to limit the Geotechnical Engineer's liability to the Client and to all other parties for claims arising out of the Geotechnical Engineer's performance of the services described in the agreement. The total aggregate liability of the Geotechnical Engineer will be limited to the insurance policy provided to the Client. The Client hereby releases Geotechnical Engineer for and from all claims, losses, liabilities, damages, actions, causes of action and remedies other than Client's remedy to claim and receive insurance proceeds as an additional insured under the insurance policy required by the provisions of this Agreement. Such release includes a waiver of all rights and benefits accorded by the provisions of California Civil Code Section 1542. The Client agrees to indemnify, defend and hold harmless Geotechnical Engineer, for all claims, losses, liabilities, damages, actions, causes of action and remedies arising from or in connection with Geotechnical Engineer's performance of its duties and obligations under this Agreement, including Geotechnical Engineer's acts or omissions, other than Client's remedy to claim and receive insurance proceeds as an additional insured under the insurance policy required by the provisions of this Agreement.

Limitations on liability, releases and indemnities in this agreement are business understandings between the parties and shall apply to all the different theories of recovery, including breach of contract or warranty, tort including negligence, strict or statutory liability, or any other cause of action, excepting only the sole negligence or willful misconduct of Geotechnical Engineer. The parties bound by the provisions of this Section include the Client and its officers, directors, owners, members, agents, employees, affiliates, subcontractors, successors and assigns. The parties benefited by the provisions of this Section include Geotechnical Engineer and its officers, directors, owners, members, agents, employees, affiliates, subcontractors, successors and assigns. The parties also agree that the Client shall not be entitled to seek or recover damages in excess of the above limitations indirectly through suits with other parties who may join the Geotechnical Engineer as a third party defendant.

Notwithstanding anything to the contrary contained in this Agreement, both Client and Geotechnical Engineer agree that neither party will be liable to the other, under any circumstances, for special, consequential, or punitive damages arising out of or related to this agreement or any acts or omissions of SEI.

DISCOVERY OF UNANTICIPATED HAZARDOUS MATERIALS: Client warrants that a reasonable effort to inform geotechnical engineer of known or suspected hazardous materials on or near the project site has been made. Hazardous materials may exist at a site where there is no reason to believe they could or should be present. Geotechnical engineer and client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. Geotechnical engineer and client also agree that the discovery of unanticipated hazardous materials may make it necessary for geotechnical engineer to take immediate measures to protect health and safety. Client agrees to compensate geotechnical engineer for any equipment decontamination or other costs incident to the discovery of unanticipated hazardous waste.

The Geotechnical Engineer agrees to notify client when unanticipated hazardous materials or suspected hazardous materials are encountered. Client agrees to make any disclosures required by law to the appropriate governing agencies. Client also agrees to hold The Geotechnical engineer harmless for any and all consequences of disclosures made by The Geotechnical engineer which are required by governing law. In the event the project site is not owned by client, client recognizes that it is the client's responsibility to inform the property owner of the discovery of unanticipated hazardous materials or suspected hazardous materials.

Notwithstanding any other provision of the agreement, client waives any claim against geotechnical engineer, and to the maximum extent permitted by law, agrees to defend, indemnify, and hold geotechnical engineer harmless from any claim, liability, and/or defense costs for injury or loss arising from geotechnical engineer's discovery of unanticipated hazardous materials or suspected hazardous materials including any costs created by delay of the project and any cost associated with the possible reduction of the property's value. Client will be responsible of any samples secured by the geotechnical engineer which are found to be contaminated.

Client Initials _____

CONTRACT: Geotechnical Engineering Services
Client: Orcutt Union School District
Location: 105-330-009 | 610 Pinal Avenue, Orcutt, CA

SEI Proposal No. 21-431
September 14, 2021
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DISPUTES RESOLUTION: All claims, disputes, and other matters in controversy between geotechnical engineer and client arising out of or in any way related to this agreement will be submitted to "alternative dispute resolution" (ADR) such as mediation and/or arbitration, before and as a condition precedent to other remedies provided by law. If and to the extent client and geotechnical engineer have agreed on methods for resolving such disputes, then such methods will be set forth in the "Alternative Dispute Resolution" which, if attached, is incorporated and made a part of this agreement.

If a dispute at law arises related to the services provided under this agreement and that dispute arises litigation instead of ADR as provided above, then:

- (1) the claim will be brought and tried in judicial jurisdiction of the court of the county where geotechnical engineer's principal place of business is located and client waives the right to remove the action to any other county or judicial jurisdiction, and
- (2) the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees, and other related expenses.

GOVERNING LAW AND SURVIVAL: The law of the state of California will govern the validity of these terms, their interpretation and performance. If any of the provisions contained in this agreement are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions will not be impaired. Limitations of liability and indemnities will survive termination of this agreement for cause.

NO THIRD-PARTY BENEFICIARIES: Nothing herein is intended to convey any rights to individuals or entities that are not parties to this Agreement.

The parties have read the foregoing, understand completely the terms, and willingly enter into this agreement which will become effective on the date signed by the client below.

Soils Engineering, Inc.

Orcutt Union School District

Tony M. Frangie, Vice President

By: _____ Date: _____

Date:

(Please Print Name & Title Above)



2021-2022

FEE SCHEDULE

**Geotechnical Engineering • Geological Engineering • Environmental Engineering
Surveying • Drilling Services • Materials Testing & Inspection**

Leadership Team

L. Thomas Bayne..... President
Tony Frangie Vice President
Brian Marier Senior Engineer
Robert Becker..... Environmental Manager
Darren McCaffrey..... Chief Surveyor
Jacob Guffey..... Field Manager
Andrew Lucas..... Laboratory Manager



INTRODUCTION

Since our inception in Bakersfield, California in 1966, Soils Engineering, Inc. has endeavored to provide our Clients with the best in professional engineering consulting, materials testing, and drilling services for geotechnical and environmental exploration.

Listed herein are prices for engineering and testing services we most frequently perform.

Sampling and testing are conducted in accordance with the latest applicable specifications of the American Society for Testing and Materials, American Association of State Highway Officials, or other pertinent agencies.

Basis for charges for 2021-2022

Test prices shown are for laboratory work only and include reporting of routine results not calling for recommendation or conclusion. The standard turn-around time for all laboratory testing is five (5) working days. For all expedited laboratory testing requests, an additional rush fee of fifty percent (50%) will be added. All soil samples will be discarded after test completion, unless prior arrangements have been made.

Field services and inspection(s) will incur a two-hour minimum with a one-hour block thereafter. Service commenced between the hours of 7:00am and 4:00pm will be performed at the standard rates presented herein. Any services initiated outside of these hours will be billed at the appropriate rate. Services that are rendered more than eight-hours (and up to twelve) on any weekday and on Saturdays will be billed at time and a half. Services rendered more than twelve-hours on any weekday, on Holidays, on Sundays, or more than eight-hours on Saturdays will be charged at two-times the hourly rate.

Requests for copies of Geotechnical or Environmental Investigations previously completed and reported must be approved by the original client. Once approved by the client, the person requesting will be required to pay a one-time report charge of two-hundred dollars (\$200.00) prior to release of the report.

Miscellaneous expenses encountered in performance of services, such as printing and binding, permits, supplies not normally used to perform a specific job, etc. are billed at cost plus a twenty percent (20%) service charge. All heavy equipment rentals are based on a minimum charge of four hours, not including travel time.

Invoices are submitted at monthly intervals, or upon completion of the project, whichever is sooner. Engineering, project management and report preparation time will be added to invoices, as required. Payment for all work performed is due upon receipt of the invoice, unless otherwise agreed. A service charge of one and one-half percent (1.5%) per month will be added to overdue accounts thirty (30) days after the date of the original invoice.



PROFESSIONAL STAFF RATES

Senior Registered Engineer / Licensed Land Surveyor or Principal	\$195.00/hr.
Registered Engineer or Geologist, REA II	\$195.00/hr.
Staff Engineer	\$115.00/hr.
Staff Geologist.....	\$115.00/hr.
Expert Testimony and Special Consultation (4hr Minimum).....	\$400.00/hr.
Report Preparation/Clerical	\$45.00/per report

TECHNICAL STAFF RATES

Field, Laboratory, & Project Manager.....	\$100.00/hr.
Engineering Technician (Field or Laboratory)	\$75.00/hr.
Deputy Inspector (Requires Certified Testers or Inspectors, i.e., ICC, AWS, Caltrans, etc.)	\$85.00/hr.

SURVEYING SERVICES

Survey Crew (1-Person)	\$150.00/hr.
Survey Crew (2-Person)	\$190.00/hr.
Dig Alert USA Ticket Staking / Layout	\$100.00/hr.
Surveyor Office Research & Calculations.....	\$120.00/hr.
Computer Aided Drafting (CAD).....	\$120.00/hr.
Trimble Handheld GPS Device, & Digital Optical Level	\$100.00/day
Trimble R8 GPS, & Trimble S6 Total Station	\$250.00/day
Trimble Advanced 3D Scanner	\$700.00/day

DRILLING SERVICES

Drilling Services (CME 75 HT) two-man crew	\$300.00/hr.
Drilling Services (CME 45 HT) two-man crew	\$250.00/hr.

In adverse drilling conditions, the client will be responsible for replacing lost or broken equipment.

PREVAILING WAGE RATES – SOUTHERN CALIFORNIA

This Fee Schedule was developed based on determination index SC-23-63-2-2020-2D, general prevailing wage journeyman. The billing rates are subject to revision at the time of issuance of a new Determination and subsequent Determinations or Predetermined Increases for the duration of the project. The rates in effect at the time of a Determination or Predetermination shall be increased proportionally with respect to any labor and benefits rate increases mandated by the California Department of Industrial Relations.

Group 1	\$110.00/hr.
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Field Soils & Materials Tester, Field Asphaltic Concrete, Field Earthwork, Roof Inspector, Water Proofer



2021-2022 FEE SCHEDULE

Group 2	\$115.00/hr.
<i>AWS-CWI Inspector, Building/Construction Inspector, Licensed Grading Inspector, Reinforcing Steel, Reinforced Concrete, Pre/Post-Tension Concrete, Structural Steel & Welding Inspector, Glue-Lam & Truss Joints, Truss-Type Joint Construction, Shear Wall & Floor System, Concrete Batch Plant, Spray-Applied Fireproofing, Structural Masonry</i>	
Group 3	\$120.00/hr.
<i>Non-Destructive Testing (NDT)</i>	
Survey Crew (1-Person)	\$200.00/hr.
Survey Crew (2-Person)	\$400.00/hr.
Drilling Services (CME 75 HT) two-man crew	\$350.00/hr.
Drilling Services (CME 45 HT) two-man crew	\$325.00/hr.

PREVAILING WAGE RATES – NORTHERN CALIFORNIA

This Fee Schedule was developed based on determination index NC-63-3-9-2020-2, general prevailing wage journeyman. The billing rates are subject to revision at the time of issuance of a new Determination and subsequent Determinations or Predetermined Increases for the duration of the project. The rates in effect at the time of a Determination or Predetermination shall be increased proportionally with respect to any labor and benefits rate increases mandated by the California Department of Industrial Relations.

Group 1	\$120.00/hr.
<i>DSA Masonry, DSA Shotcrete, Lead Inspector, NICET Level IV & NDT Level II</i>	
Group 2	\$110.00/hr.
<i>AWS-CWI, ICC Certified Structural Inspector, NICET Level III, Shear Wall/Floor System Inspector, Building/Construction Inspector</i>	
Group 3	\$105.00/hr.
<i>Geotechnical Driller, Soils/Asphalt, Earthwork Grading, Excavation & Backfill, NICET Level II</i>	
Group 4	\$100.00/hr.
<i>ACI, Drillers Helper, ICC Fireproofing, NICET Level I, Proof-load Testing, Torque Testing, NACE, NDT Level I</i>	
Survey Crew (1-Person)	\$200.00/hr.
Survey Crew (2-Person)	\$400.00/hr.
Drilling Services (CME 75 HT) two-man crew	\$350.00/hr.
Drilling Services (CME 45 HT) two-man crew	\$325.00/hr.

TRAVEL AND EXPENSES

Travel Time Rates	Hourly Rates
Vehicle Mileage Rates.....	\$0.56/mile
Per Diem Per Person.....	Cost plus 20%
Equipment Rental or Subcontracting Charges.....	Cost plus 20%



SOIL TESTING OR INSPECTIONS

RELATIVE COMPACTION TESTS

Nuclear Gauge Method - (ASTM D2922 Soil / ASTM D2950 Asphalt).....	\$10.00/test
Nuclear Gauge Method - (CTM-231 Soil / CTM-375 Asphalt).....	\$10.00/test
Sand Cone Method - (ASTM D1556)	\$10.00/test
Sand Calibration - (ASTM D1556)	\$100.00/test

DENSITY & MOISTURE DETERMINATIONS

Tube Density - (ASTM D2937).....	\$20.00/test
Native Soil Moisture - (ASTM D2216 / CTM-226).....	\$20.00/test
Maximum Density/Optimum Moisture (Proctor) (ASTM D1557 Method A or B)	\$170.00/test
Maximum Density/Optimum Moisture (Check Point) (ASTM D1557 Method A or B)	\$75.00/test
Maximum Density/Optimum Moisture (Proctor) (ASTM D1557 Method C)	\$220.00/test
Maximum Density/Optimum Moisture (Check Point) (ASTM D1557 Method C)	\$100.00/test
Maximum Density/Optimum Moisture w/ Rock Correction (ASTM D1557 & D4718)	\$350.00/test
California Impact (CTM-216)	\$250.00/test

SOIL TESTS

Sieve Analysis with # 200 Wash Test - (ASTM D422)	\$100.00/test
Hydrometer Method - (ASTM D422).....	\$200.00/test
# 200 Wash Test Only - (ASTM D422)	\$60.00/test
Plasticity Index - (ASTM D4318)	\$200.00/test
Expansion Index - (ASTM D4829)	\$150.00/test
Specific Gravity of Soils (Vacuum) (ASTM D854).....	\$200.00/test
Sand Equivalent (CTM-217)	\$100.00/test
Standard Resistance “R” Value (CTM-301).....	\$250.00/test
Aggregate Base Resistance “R” Value (CTM-301)	\$350.00/test
Dispersion Test (Pin Hole) (ASTM D4647).....	\$300.00/test
Permeability Coefficient (ASTM D2434)	\$150.00/test
Percolation Rate (Field Test).....	By Quote
SO ⁴ /pH/CL/EC (Sulfate/pH/Chloride)	\$150.00/set
Thermal Conductivity of Soils and Soft Rock by Thermal Needle Probe (ASTM D5334).....	\$250.00/test

SOIL STRENGTH, SHEAR AND CONSOLIDATION TEST

Consolidation (4-Points) (ASTM D2435)	\$150.00/test
Direct Shear (3-Point Curve) (ASTM D3080)	\$200.00/test
Unconfined Compression (ASTM D2166).....	\$200.00/test
Soil Strength Specimen Preparation & Testing (Cement / Lime) (Various Methods)	By Quote



ASPHALT & AGGREGATE TESTING OR INSPECTIONS

ASPHALTIC CONCRETE TESTING

HVEEM Method Max Density Compaction (CTM-304, Set of 3, Lab Mixed).....	\$300.00/set
HVEEM Method Max Density Compaction (CTM-304, Set of 3, Pre-Mixed)	\$200.00/set
Marshall Method Max Density Compaction (ASTM D1559, Set of 3, Lab Mixed).....	\$300.00/set
Marshall Method Max Density Compaction (ASTM D1559, Set of 3, Pre-Mixed)	\$200.00/set
Theoretical Maximum Specific Gravity/Density (RICE) (CTM-309)	\$175.00/test
Bitumen Content by Ignition Oven (CTM-382).....	\$200.00/test
Mix Design Ignition Oven Correction Factor Determination @ 538°C or 482°C(CTM-382)	\$720.00/ea.
Moisture Content of Bituminous Mixtures (CTM-370)	\$50.00/test
Reclaimed Asphalt Paving (RAP) Oil Content (CTM-LP9)	\$200.00/test
Reclaimed Asphalt Paving (RAP) Moisture Content (CTM-LP9).....	\$30.00/test
Bulk Specific Gravity and Density of Asphalt Cores (CTM-308)	\$20.00/ea.
Test Preparation of Drilled Asphalt Cores (Saw Cuts for Layer Separation).....	\$10.00/ea.
Stabilometer “S” Value of Bituminous Mixtures (CTM-366 Set of 3 + Compaction)	\$200.00/set

AGGREGATE TESTING

Combined Aggregate Gradation (CTM-202) (ASTM C117 & C136)	\$200.00/test
Split Coarse Aggregate Gradation (CTM-202) (ASTM C117 & C136)	\$100.00/split
Sand Equivalent (CTM-217)	\$100.00/test
Percentage Crushed Particles (CTM-205).....	\$150.00/test
Specific Gravity of Coarse Aggregate (CTM-206) (ASTM D127).....	\$100.00/test
Specific Gravity of Fine Aggregate (CTM-207) (ASTM D128).....	\$150.00/test
Durability Index (DI) (Coarse) (CTM-229)	\$220.00/test
Durability Index (DI) (Fine) (CTM-229)	\$220.00/test
Cleanness Value (CV) (CTM-227).....	\$210.00/test
Abrasion by use of LA Rattler Machine (CTM-211)	\$350.00/test
Organic Impurities (ASTM C40)	\$100.00/test

CONCRETE / MASONRY TESTING OR INSPECTIONS

CONCRETE TESTING

Compressive Strength of Concrete Cylinders (ASTM C39 / CTM-521) (Set of 4)	\$100.00/set
Compressive Strength of Concrete Cylinders (ASTM C39 / CTM-521) (Individual >4).....	\$25.00/ea.
Flexural Test of Concrete Beams (ASTM C78)	\$150.00/ea.
Compressive Strength of Drilled Concrete Cores (ASTM C42)	\$50.00/ea.
Test Preparation of Drilled Cores or Cast Cylinders (Saw Cuts)	\$10.00/ea.
Compressive Strength of Lightweight Insulating Concrete Cylinders (ASTM C495).....	\$50.00/ea.
Unit Weight of Structural Lightweight Concrete (ASTM C567)	\$100.00/test
Air Content of Freshly Mixed Concrete (ASTM C231).....	\$100.00/test



Concrete Moisture/Alkali Test Kit (ASTM F1869)	\$75.00/test
Concrete Relative Humidity Probe (ASTM F2170).....	\$75.00/test

MASONRY TESTING

Compressive Strength of Grout (ASTM C942) (Set of 3).....	\$100.00/set
Compressive Strength of Mortar (ASTM C109) (Set of 3).....	\$100.00/set
Compressive Strength of Drilled Masonry Cores (ASTM C42)	\$50.00/ea.
Masonry Core Shear Test	\$50.00/test
Compressive Strength of Grouted Masonry Prism (ASTM C1314).....	\$450.00/set
Test Preparation of Grouted Masonry Prism (Saw Cutting).....	By Quote
Compressive Strength of Concrete Masonry Unit (CMU) (3 Required) (ASTM C140)	\$300.00/set
Moisture, Absorption & Unit Weight of CMU (3 Required) (ASTM C140).....	\$150.00/set
Shrinkage of CMU (3 Required) (ASTM C426).....	\$450.00/set

STRUCTURAL TESTING OR INSPECTIONS

REINFORCING STEEL

Tensile Strength & Bend Test # 3 through # 8 (ASTM A615/A706).....	\$100.00/test
Tensile Strength & Bend Test # 9 through # 11 (ASTM A615/A706).....	\$200.00/test
Tensile Strength # 14 or #18 (ASTM A615/A706).....	By Quote
Bend Test # 14 or #18 (ASTM A615/A706).....	By Quote

WELDING INSPECTION

Visual Field or Shop Welding Inspection.....	\$85.00/hr.
Ultrasonic Field or Shop Testing.....	\$120.00/hr.

STRUCTURAL STEEL

Spray Applied Fireproofing Inspection	\$85.00/hr.
Spray Applied Fireproofing Density Tests	\$100.00/test
Spray Applied Fireproofing Adhesion Tests	\$50.00/test
Tensile Strength (ASTM A36)	By Quote
Bend Test (ASTM A36)	By Quote
Sample Preparation.....	By Quote

STRUCTURAL BUILDING (Shear Wall / Roofing)

Shear Panel Inspection.....	\$100.00/hr.
Roof Installation Inspection.....	By Quote
Glu-Lam Inspection.....	By Quote
Cut Analysis of Built-Up Roofs	\$200.00/ea.
Roof Tile Strength Test - Clay or Concrete (5 Required).....	\$100.00/test



Roof Tile Absorption Test - Clay or Concrete (5 Required) \$60.00/test

STRUCTURAL BOLTING

Structural Bolts - Bolt/Nut/Washer (Proof Load, Tensile, Hardness)\$350.00/set

Structural Anchor Bolts - Bolt/Nut/Washer (Proof Load, Tensile, Hardness)By Quote

BRINELL HARDNESS

Standard Indenter for Steel or Cast Iron (F Pins) (ASTM E10) \$50.00/ea.

EQUIPMENT & MATERIALS

MISCELLANEOUS EQUIPMENT

Service Truck / Flat Bed Truck (Mileage Charged Separately) \$150.00/day
 Concrete/Asphalt/Masonry Coring Rig \$200.00/day
 Hydraulic Pull Test Equipment (Up to 24 Tons)..... \$100.00/day
 Hydraulic Pull Test Equipment (25 Tons to 50 Tons)..... \$200.00/day
 “S” Beam Load Cell (0.5 Tons to 5 Tons)..... \$100.00/day
 Auto-Read Floor Profiler (Floor Flatness Dipstick) \$400.00/day
 Pachometer - Rebar Locator \$100.00/day
 Schmidt Hammer \$100.00/day
 Ultrasonic Testing Equipment \$150.00/day
 Skidmore-Wilhelm Device (Model MZ) \$250.00/day
 Skidmore-Wilhelm Device (Model H) \$300.00/day
 Calibrated Torque Wrench (Large) \$75.00/day
 Calibrated Torque Wrench (Small) \$25.00/day
 Steam Cleaning Unit..... \$200.00/day
 Generator \$100.00/day
 Roto Hammer / Demo Hammer..... \$25.00/day
 Submersible Pump \$150.00/day
 Water Level Meter..... \$50.00/day
 Water Quality Test Meter \$50.00/day
 Paint Thickness Meter \$75.00/day

GEOPHYSICAL TESTING & EQUIPMENT

Ground Penetrating Radar (GPR) - Noggin 100.....\$500.00/site/day
 Utiliguard Locating System (Ditchwitch)\$200.00/site/day
 Nimbus Seismograph..... \$500.00/test
 Resistivity Meter (A-Spacings) \$300.00/test
 Ground Rod Resistivity Meter..... \$100.00/day
 Downhole Geophones.....By Quote
 Magnetometer.....By Quote
 Neutron Moisture GaugeBy Quote



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Holly Edds, Ed.D.

FROM: Nick Taylor, Ed.D.
Assistant Superintendent, Business Services

BOARD MEETING DATE: October 13, 2021

BOARD AGENDA ITEM: Purchase of a New District Vehicle

BACKGROUND: The COVID-19 student testing team provides Rapid Testing support to school sites. Students who had close-contact with positive COVID-19 individuals must undergo testing so they can remain at school under a modified quarantine. The testing team responds to multiple sites daily and will benefit from a designated vehicle that can transport up to five of them and the testing supplies. Tim Romine, the District Lead Mechanic, solicited purchase prices from three local automobile dealerships for minivans that would meet the requirements. All price quotes included fees, tax and licensing and were as follows:

YEAR	MAKE	MODEL	DEALERSHIP	PRICE
2022	Honda	EXL Odyssey	Honda of Santa Maria	\$44,396.29
2021	Toyota	Sienna	Toyota of Santa Maria	\$44,595.46
2022	Toyota	Sienna XLE	Toyota of San Luis Obispo	\$46,459.58

RECOMMENDATION: Staff recommends that the Board of Trustees approve the purchase of a 2022 Honda EXL Odyssey for \$44,396.29 from Honda of Santa Maria as presented.

FUNDING: The source of funding will be the In Person Instruction Grant. COVID testing related costs are an allowable purpose for these funds and our auditors have approved of this purchase.

Joseph Dana
Assistant Superintendent of Educational Services



October 6, 2021

To: Dr. Holly Edds, District Superintendent
From: Joe Dana
Re: Safe Return to In-Person Instruction Plan

Background

As an accompaniment to the Orcutt Union School District’s ESSER III Expenditure Plan, which will be presented and considered in a separate action item, the district must also submit a Safe Return to In-Person Instruction Plan. The U.S. Department of Education requires Local Educational Agencies (LEAs) that receive federal ESSER III funds to have a “Plan for the Safe Return to In-Person Instruction and Continuity of Services.” The plan essentially is an attestation that the LEA has in place a plan for ensuring safety during in-person instruction as well as ensuring continuity of services should the LEA or one or more of its schools be required to close temporarily for COVID-19-related public health reasons in the future.

The attached Safe Return to In-Person Instruction Plan references the 2021 COVID-19 Prevention Plan and 2021 COVID-19 School Guidance Checklist that were posted on the district website in August. Both documents are in alignment with orders and guidance provided by the California Department of Public Health and Santa Barbara County Health Department.

Federal requirements indicate that LEAs must seek public comment on the Safe Return to In-Person Instruction Plan prior to its adoption; hence, the need for a public hearing on the plan at the October 13 meeting of the OUSD Board of Trustees.

Recommendation

Staff recommends that the Board of Trustees approve the Orcutt Union School District Safe Return to In-Person Instruction Plan.

Fiscal Impact

None.

American Rescue Plan Act Elementary and Secondary School Relief Fund (ESSER III) Safe Return to In-Person Instruction Local Educational Agency Plan Template

Background on ESSER

The American Rescue Plan Act (ARP) signed into law on March 11, 2021, provided nearly \$122 billion for the Elementary and Secondary School Relief Fund (ESSER). ARP ESSER, also known as ESSER III, funds are provided to State educational agencies in the same proportion as each State received under Title I-A of the Elementary and Secondary Education Act (ESEA) in fiscal year (FY) 2020. The U.S. Department of Education (ED) published Interim Final Requirements (IFR) on April 22, 2021 requiring Local Educational Agencies (LEAs) receiving ESSER III funds to submit an LEA Plan for the Safe Return to In-Person Instruction and Continuity of Services. If an LEA had already developed a plan for safe return to in-person instruction and continuity of services prior to the enactment of ARP that meets the statutory requirements of section 2001(i) but did not address all of the requirements in the IFR, the LEA must revise and post its plan no later than six months after receiving its ESSER III funds. This applies even if an LEA has been operating full-time in-person instruction but does not apply to fully virtual schools and LEAs.

The IFR and ARP statute, along with other helpful resources, are located here:

- April 2021 IFR: <https://www.govinfo.gov/content/pkg/FR-2021-04-22/pdf/2021-08359.pdf>
- ARP Act text: <https://www.congress.gov/117/bills/hr1319/BILLS-117hr1319enr.pdf>
- Centers for Disease Control and Prevention (CDC) COVID-19 School Operation Guidance: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html#anchor_1616080023247
- ED COVID-19 Handbook Volume I: <https://www2.ed.gov/documents/coronavirus/reopening.pdf>
- ED COVID-19 Handbook Volume II: <https://www2.ed.gov/documents/coronavirus/reopening-2.pdf>
- ESEA Evidence-Based Guidance: <https://oese.ed.gov/files/2020/07/guidanceeusesinvestment.pdf>
- ED FAQs for ESSER and Governor's Emergency Education Relief (GEER): https://oese.ed.gov/files/2021/05/ESSER.GEER_FAQs_5.26.21_745AM_FINALb0cd6833f6f46e03ba2d97d30aff953260028045f9ef3b18ea602db4b32b1d99.pdf

Purpose of the Template

The IFR issued by ED outlines several requirements for all LEAs that receive ESSER III funds, including that LEAs have in place a plan for ensuring safety during in-person instruction (either in-progress or planned) as well as ensuring continuity of services should the LEA or one or more of its schools be required to close temporarily for COVID-19-related public health reasons in the future. LEAs who had a plan in place by March 11, 2021, which incorporated opportunity for public comment and was posted publicly have six months from the date their ESSER III Assurances were completed to update and revise the plans to meet those requirements. Examples of previous plans that may be allowable would be a completed Cal/OSHA or Assembly Bill 86 plan, as long as it meets the requirements previously stated. LEAs which did not have a statutorily compliant plan in place as of March 11, 2021, must create and post this plan within 30 days of completing their ESSER III Assurances.

If you have questions as to which category applies to your LEA, please contact EmergencyServices@cde.ca.gov. Plans are required for all LEAs, regardless of operating status, unless an LEA is fully virtual with no physical location. All plans must be reviewed, and, as appropriate, revised, at least every six months to incorporate new or revised CDC guidance and other changed factors.

This template has been created to assist LEAs in the creation of these plans and to ensure all required elements are met. The following requirements and assurances pertain to both the statutory requirements and the IFR published by ED. LEAs may provide any additional information they believe are helpful in assessing their plan. If you have any questions, please contact EmergencyServices@cde.ca.gov.

LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

LEA Name:

Orcutt Union School District

Option for ensuring safe in-person instruction and continuity of services:
will amend its plan

1. Please choose one:

- The LEA had a plan, as of March 11, 2021, that is already compliant with the ARP statute and will review and, as appropriate, revise it every six months to take into consideration the additional requirements of the IFR; or

NOTE: If your LEA already has a compliant plan as of March 11, 2021, and has assured such by checking the box above, then you may skip questions 2-4 and complete the Assurance and Contact sections.

- The LEA has amended/created a plan compliant with the IFR using this template and has posted/will post it within 30 days of completing the ESSER III Assurances.

NOTE: If checking the box above that you are using this template to meet the 30 day plan requirements, you must respond to each question in the template.

Please note whether the LEA has a compliant plan and include a link to the plan, or acknowledge that the LEA is submitting a new plan and will post it within 30 days of receiving funds.

The Orcutt Union School District is submitting a new plan. It will be posted within 30 days of completion of the ESSER III Assurances on September 15, 2021.

2. The LEA will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies, and a description of any such policies, on each of the CDC's safety recommendations, including: universal and correct wearing of masks; modifying facilities to allow for physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to school communities; appropriate accommodations for children with disabilities with respect to health and safety policies; and coordination with State and local health officials.

Describe how the LEA will maintain, or continue to maintain, health and safety policies and procedures. Include a description of any adopted policies and procedures regarding the CDC's safety recommendations (or available LEA website links to such policies). Include descriptions of appropriate accommodations adopted and coordination efforts conducted with outside State and local health officials. Please include or describe current public health conditions, applicable State and local rules and restrictions, and other contemporaneous information that informs your decision-making process.

The Orcutt Union School District is following the 2021 COVID-19 Prevention Plan and 2021 COVID-19 School Guidance Checklist that were posted on the district website on August 10, 2021. The prevention plan can be accessed at https://www.orcuttschools.net/wp-content/uploads/2021/07/2021_COVID-19_Prevention_Plan_Orcutt_Union_Elementary_School_District_20210810.pdf, and the checklist can be accessed at https://www.orcuttschools.net/wp-content/uploads/2021/07/2021_COVID-19_School_Guidance_Checklist_Orcutt_Union_Elementary_School_District_20210810-1.pdf. Both documents are in alignment with orders and guidance provided by the California Department of Public Health and Santa Barbara County Public Health Department.

The COVID-19 Prevention Plan is designed to control exposures to COVID-19 that may occur on district campuses. It includes specific plans for employee screenings, controls of COVID-19 hazards (face coverings, installation of partitions in inside spaces, ventilation of buildings, cleaning and disinfecting, hand sanitizing, use of personal protective equipment, and testing of symptomatic employees), investigating and responding to COVID-19 cases, employee training, exclusion of COVID-19 cases and employees who had a close contact, reporting and recordkeeping, and when employees who have tested positive for COVID-19 may return to work. The COVID-19 School Guidance Checklist provides attestations that the district is keeping students and staff in stable groups where applicable and that the district is meeting requirements for the following: entrance, egress, and movement within the school; face coverings and other essential protective gear; health screenings for students and staff; healthy hygiene practices; identification and tracing of contacts; physical distancing; staff training and family education; testing of staff; testing of students; identification and reporting of cases; and communication plans.

The district's internal systems have shifted and adapted as we have received new guidance and requirements for student testing, staff testing, and quarantines. The district has experienced COVID-19 cases this school year and is tracking student and staff cases by school site and department. For transparency, these cases can be viewed by the public on a "dashboard" displayed on the district website (<https://www.orcuttschools.net/covid-19-dashboard/>). When they occur, COVID-19 cases are reported to the assistant superintendent of human resources, who provides direction for contact tracing, quarantining, and communication to staff and families. The district's assistant superintendent of business services oversees a team of employees that does on-site testing for exposed students and staff utilizing BinaxNOW antigen test kits.

The district also has worked to make COVID-19 vaccinations available to staff, eligible students, and parents/guardians. To date it has hosted five on-site vaccination clinics: two in partnership with Albertsons, three in partnership with Santa Barbara County Public Health. It plans to host more vaccination clinics in the weeks to come.

3. The LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and foodservices.

Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners.

For individual students who are on a quarantine, the district makes available assignments and work via short-term independent study. Teachers typically assign this work within grade-level textbook programs so students can keep pace with their class. As needed, teachers also have the option of assigning grade-level work assembled by the district's educational services department. Students with disabilities have the option of live-streaming for speech or occupational therapy while on quarantine; additionally, Special Education providers work to make up missed services when these students return to school. English Language Development (ELD) assignments are embedded in short-term independent study work assigned to English Learners.

For students who need to miss longer periods of time, the Orcutt School for Independent Study (OSIS) provides options for long-term independent study. OSIS utilizes district adopted curricula, and students participate in all district assessment programs, including state CAASPP testing.

If school closures are required, the district has the ability to transition to distance learning in the format implemented during most of the 2020-2021 school year. Teachers are well versed in classroom management systems such as Google Classroom and SeeSaw, and most are skilled in using the online components of district adopted curricula.

4. The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan.

Describe the LEA's policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any feedback was incorporated into the development of the plan.

The district superintendent, with support from district administrators, has provided a COVID-19 update at each monthly board meeting since August 2020. At each board meeting, members of the public have an opportunity to provide comments, and many have. In the case of the Orcutt Union School District, most feedback from the public has advocated for the return and continuation of full-time in-person instruction to the fullest extent possible. Additionally, the superintendent provides periodic COVID-19 updates to parents in the form of videos and written messages in both English and Spanish. As for staff, the superintendent and assistant superintendents provide regular COVID-19 updates to the district's management team, and the superintendent regularly updates, and consults with, the leadership of the Orcutt Educators Association and California School Employees Association.

In addition, the LEA provides the following assurances:

- The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation.

o Please insert link to the plan:

https://www.orcuttschools.net/wp-content/uploads/2021/07/2021_COVID-19_Prevention_Plan_Orcutt_Union_Elementary_School_District_20210810.pdf

- The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.

- The LEA will periodically review and, as appropriate revise its plan, at least every six months.

- The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.

- If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control(CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.

- The LEA has created its plan in an understandable and uniform format.

- The LEA's plan is, to the extent practicable, written in a language that parent can understand, or if not practicable, orally translated.

- The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

The following person or persons is/are the appropriate contact person for any questions or concerns about the aforementioned plan.

Please list name(s), title(s), address, county, and contact information for the person or persons responsible for developing, submitting, and amending the LEA plan.

Joseph Dana
Assistant Superintendent of Educational Services
Orcutt Union School District
500 Dyer Street
Orcutt, CA 93455
jdana@orcutt-schools.net
805-938-8934
Santa Barbara County

Joseph Dana
Assistant Superintendent of Educational Services



September 30, 2021

To: Dr. Holly Edds, District Superintendent
From: Joe Dana
Re: Update to Board Policy 5141.4

Background

We are submitting a necessary update of Board Policy 5141.4 regarding child abuse prevention and reporting. The Board Policy needs to do the following:

- State that districts are not required, but are authorized, to include age-appropriate and culturally sensitive child abuse prevention curriculum in the instructional program
- Indicate that districts may display posters on campus notifying students of the appropriate telephone number to call to report child abuse or neglect
- Include the requirement that student identification cards for students in grades 7-12 should include the National Domestic Hotline telephone number
- Clarify that the training regarding duties of mandated reporters be according to law and administrative regulation

Recommendation

Staff recommends that the Board of Trustees approve the proposed update to Board Policy 5141.4.

Fiscal Impact

None. Student identification cards in grades 7-12 are produced by the firm that does school pictures.

CHILD ABUSE PREVENTION AND REPORTING

~~Child Abuse Prevention~~

The Board of Trustees is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

Child Abuse Prevention

The district's instructional program may provide age-appropriate and culturally sensitive child abuse prevention curriculum which explains students' right to live free of abuse, includes instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, informs students of available support resources, and teaches students how to obtain help and disclose incidents of abuse.

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

The Superintendent or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect. (Education Code 33133.5)

In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number. (Education Code 215.5).

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

~~(cf. 6164.2 - Guidance/Counseling Services)~~

Child Abuse Reporting

The Superintendent or designee shall establish procedures for the identification and reporting of **known and suspected child abuse and neglect** ~~such incidents~~ in accordance

Students

BP 5141.4 (b)

with law.

~~(cf. 4119.21/4219.21/4319.21—Professional Standards)~~
~~(cf. 5145.7—Sexual Harassment)~~

Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

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

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters. **as required by law and as specified in the accompanying administrative regulation. (Education Code 44691; Penal Code 11165.7)**

State

5CCR 4650: Filing complaints with CDE, special education students
Ed. Code 32280-32289: School safety plans
Ed. Code 33195: Heritage schools, mandated reporters
Ed. Code 33308.1: Guidelines on procedure for filing child abuse complaints
Ed. Code 44252: Teacher credentialing
Ed. Code 44691: Information on detection of child abuse
Ed. Code 44807: Duty concerning conduct of students
Ed. Code 48906: Notification of release of student to peace officer
Ed. Code 48987: Child abuse guidelines
Ed. Code 49001: Prohibition of corporal punishment
Ed. Code 51220.5: Parenting skills and education
Ed. Code 51900.6: Sexual abuse and sexual assault awareness and prevention
Pen. Code 11164-11174.3: Child Abuse and Neglect Reporting Act
Pen. Code 152.3: Duty to report murder, rape, or lewd or lascivious act
Pen. Code 273a: Wilful cruelty or unjustifiable punishment of child; endangering life or health
Pen. Code 288: Definition of lewd or lascivious act requiring reporting
W&I Code 15630-15637: Dependent adult abuse reporting

Federal

42 USC 11434a: Education for homeless children and youths

Management Resources References

California Department of Education Publication: 01-05 Guidelines for Piloting Textbooks and Instructional Materials, rev. January 2015
Court Decision: A.M. v. Albertsons, LLC, (2009) Cal.App.4th 455
Website: AASA The School Superintendents Association
Website: U.S. Department of Health and Human Services, Child Welfare Information Gateway
Website: California Attorney General's Office, Suspected Child Abuse Report Form
Website: California Department of Education, Safe Schools

Legal Reference:

EDUCATION CODE

~~32280-32288—Comprehensive school safety plans~~

~~33195—Heritage schools, mandated reporters~~

Students

BP 5141.4 (c)

~~33308.1 Guidelines on procedure for filing child abuse complaints~~
~~44252 Teacher credentialing~~
~~44690-44691 Staff development in the detection of child abuse and neglect~~
~~44807 Duty concerning conduct of students~~
~~48906 Notification when student released to peace officer~~
~~48987 Dissemination of reporting guidelines to parents~~
~~49001 Prohibition of corporal punishment~~
~~51220.5 Parenting skills education~~
~~51900.6 Sexual abuse and sexual assault awareness and preventions~~
~~PENAL CODE~~
~~152.3 Duty to report murder, rape, or lewd or lascivious act~~
~~273a Willful cruelty or unjustifiable punishment of child; endangering life or health~~
~~288 Definition of lewd or lascivious act requiring reporting~~
~~11164-11174.4 Child Abuse and Neglect Reporting Act~~
~~WELFARE AND INSTITUTIONS CODE~~
~~15630-15637 Dependent adult abuse reporting~~
~~CODE OF REGULATIONS, TITLE 5~~
~~4650 Filing complaints with CDE, special education students~~
~~UNITED STATES CODE, TITLE 42~~
~~11434a McKinney-Vento Homeless Assistance Act; definitions~~
~~COURT DECISIONS~~
~~Camreta v. Greene (2011) 131 S.Ct. 2020~~

Management Resources:

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~
~~Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve~~
~~Health Framework for California Public Schools, Kindergarten Through Grade Twelve~~
~~WEB SITES~~
~~California Attorney General's Office, Suspected Child Abuse Report Form:~~
~~http://www.ag.ca.gov/childabuse/pdf/ss_8572.pdf~~
~~California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss/ap>~~
~~California Department of Social Services, Children and Family Services Division:~~
~~<http://www.childsworld.ca.gov>~~
~~U.S. Department of Health and Human Services, Child Welfare Information Gateway:~~
~~<https://www.childwelfare.gov/can>~~

Policy Adopted: 05/13/2015 11/10/21

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

Joseph Dana
Assistant Superintendent of Educational Services



September 30, 2021

To: Dr. Holly Edds, District Superintendent
From: Joe Dana
Re: Update to Board Policy 5141.52

Background

We are submitting a necessary update of Board Policy 5141.52 regarding suicide prevention. The Board Policy has been revised (1) to expand material regarding stakeholder engagement and best practices for suicide prevention, intervention, and postvention; and (2) to align the California Department of Education's Model Youth Suicide Prevention Policy. The CDE Model Youth Suicide Prevention Policy calls for an enhanced list of participants for staff development; emphasizes the importance of resiliency skills to student instruction; seeks the review of materials and resources for alignment with safe and effective messaging, including information to be provided to parents/guardians and caregivers; and recommends the establishment of district and/or school site crisis intervention team(s). The Board Policy also has been updated to clarify that the policy may be reviewed more frequently than the five-year review requirement of law, and that district data pertaining to reports of suicidal ideation, attempts, or death and data that reflect school climate be periodically reviewed to aid in program development.

Recommendation

Staff recommends that the Board of Trustees approve the proposed update to Board Policy 5141.52.

Fiscal Impact

None.

SUICIDE PREVENTION

The Governing Board recognizes that suicide is a leading cause of death among youth, **prevention is a collective effort that requires stakeholder engagement**, and ~~that~~ school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior, ~~and~~ its impact on students and families, **and other trauma associated with suicide**, the Superintendent or designee shall develop measures, **strategies, practices and supports** ~~and strategies~~ for suicide prevention, intervention, and postvention.

In developing policy and strategies for suicide prevention, ~~and~~ intervention, **and postvention**, the Superintendent or designee shall consult with school and community stakeholders, ~~such as school-employed mental health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, suicide prevention experts, local health agencies, mental health professionals, and community organizations, law enforcement;~~ and, in developing policy for grades K-6, the county mental health plan. (Education Code 215).

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

~~(cf. 1400—Relations Between Other Governmental Agencies and the Schools)~~

~~The Board shall ensure that measures and strategies for students in grades K-6 are age appropriate and delivered and discussed in a manner that is sensitive to the needs of young students. (Education Code 215)~~

School and community stakeholders and school mental health professionals with whom the Superintendent or designee shall consult may include district and school administrators, school counselors, school psychologists, school social workers, school nurses, other staff, parents/guardians and caregivers, students, local health agencies, mental health professionals, community organizations, law enforcement, legal counsel, and/or the district's risk manager or insurance carrier. The Superintendent or designee may also collaborate with county and/or city governments in an effort to align district policy with any existing community suicide prevention plans.

~~Such~~ **Measures** and strategies for suicide prevention, intervention, and postvention shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, **interns**, school counselors, and others ~~district employees~~ who interact with students, **including, as appropriate, substitute teachers, coaches, expanded day learning staff, crossing guards, tutors, and volunteers** ~~as described in the accompanying administrative regulation~~

~~(cf. 4131—Staff Development)~~

Students

BP 5141.52 (b)

~~(cf. 4231—Staff Development)~~

~~(cf. 4331—Staff Development)~~

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

~~(cf. 6142.8—Comprehensive Health Education)~~

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

~~(cf. 5131—Conduct)~~

~~(cf. 5131.2—Bullying)~~

~~(cf. 5137—Positive School Climate)~~

~~(cf. 5145.3—Nondiscrimination/Harassment)~~

~~(cf. 5145.7—Sexual Harassment)~~

~~(cf. 5145.9—Hate Motivated Behavior)~~

4. **The review of materials and resources used in awareness efforts and communications to ensure they align with best practices for safe and effective messaging about suicide**
5. The provision of information to parents/guardians **and caregivers** regarding risk **and protective** factors, ~~and~~ warning signs of suicide, the severity of the suicide problem among youth, the district's suicide prevention **policy and procedures**, ~~curriculum~~, basic steps for helping suicidal youth, **the importance of communicating with appropriate staff if suicide risk is present or suspected**, **access to suicide prevention training**, and/or school and community resources that can help youth in crisis
6. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
7. Crisis intervention procedures for addressing suicide threats or attempts
8. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide
9. **Establishment of district and/or school-site crisis intervention team(s) to ensure the proper implementation and review of this policy and other district practices related to the emotional and behavioral wellness of students, including, but not limited to, the oversight of mental health and suicide prevention training, collaboration with community mental health organizations, identification of**

Students

BP 5141.52 (c)

resources and organizations that provide evidence-based treatment, collaboration to build community response, and compliance with Education Code 215

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

~~If a referral is made for mental health or related services for a student in grade K-6 who is a Medi-Cal beneficiary, the Superintendent or designee shall coordinate and consult with the county mental health plan. (Education Code 215)~~

~~(cf. 5141.6 – School Health Services)~~

The Board shall ensure that measures and strategies for students in grades K-6 are age appropriate and delivered and discussed in a manner that is sensitive to the needs of young students. (Education Code 215) If a referral is made for mental health or related services for a student in grade K-6 who is a Medi-Cal beneficiary, the Superintendent or designee shall coordinate and consult with the county mental health plan. (Education Code 215)

District employees shall act only within the authorization and scope of their credential or license. Nothing in this policy shall be construed as authorizing or encouraging district employees to diagnose or treat mental illness unless they are specifically licensed and employed to do so. (Education Code 215)

The Board shall review, and update as necessary, this policy at least every five years. **The Board may, at its discretion, review the policy more frequently.** (Education Code 215)

The Superintendent or designee shall periodically review district data pertaining to school climate and reports of suicidal ideation, attempts, or death to identify patterns or trends and make recommendations regarding program development.

The Superintendent or designee shall post this policy on the district's web site, in a prominent location and in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

State

Ed. Code 215: Student suicide prevention policies

Ed. Code 215.5 : Student identification cards, inclusion of safety hotlines

Ed. Code 216: Suicide prevention online training program

Ed. Code 234.6 : Bullying and harassment prevention information

Ed. Code 32280-32289.5: Comprehensive safety plan

Ed. Code 49060-49079: Student records

Ed. Code 49602: Confidentiality of personal information received during counseling

Ed. Code 49604: Suicide prevention training for school counselors

Gov. Code 810-996.6: California Tort Claims Act

Pen. Code 11164-11174.3: Child Abuse and Neglect Reporting Act

Students

BP 5141.52 (d)

W&I Code 5698: Emotionally disturbed youth; legislative intent
W&I Code 5850-5886: Children's Mental Health Services Act

Management Resources

California Department of Education Publication: Health Education Content Standards for California Public Schools, Kindergarten Through Grade 12, 2008
California Department of Education Publication: Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2019
Centers for Disease Control and Prevention Publica: School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009
Court Decision: Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554
Nat'l Assoc. of School Psychologists Publication: Preventing Suicide: Guidelines for Administrators and Crisis Teams, 2015
U.S. Dept. of Health & Human Services Publication: National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012
U.S. Dept. of Health & Human Services Publication: Preventing Suicide: A Toolkit for High Schools, 2012
Website: Suicide Prevention Lifeline
Website: Suicide Prevention Resource Center
Website : Trevor Project
Website: U.S. Department of Health and Human Services. Substance Abuse and Mental Health Services Administration
Website: American Association of Suicidology
Website: American Foundation for Suicide Prevention
Website: American Psychological Association
Website: California Department of Education, Mental Health
Website: California Department of Health Care Services, Mental Health
Website: Centers for Disease Control and Prevention, Mental Health
Website: National Association of School Psychologists
Website: National Institute for Mental Health
Website: American School Counselor Association

Legal Reference:

EDUCATION CODE

~~215 Student suicide prevention policies~~
~~215.5 Suicide prevention hotline contact information on student identification cards~~
~~216 Suicide prevention online training programs~~
~~234.6 Posting suicide prevention policy on web site~~
~~32280 32289.5 Comprehensive safety plan~~
~~49060 49079 Student records~~
~~49602 Confidentiality of student information~~
~~49604 Suicide prevention training for school counselors~~

GOVERNMENT CODE

~~810 996.6 Government Claims Act~~

PENAL CODE

~~11164 11174.3 Child Abuse and Neglect Reporting Act~~

WELFARE AND INSTITUTIONS CODE

~~5698 Emotionally disturbed youth; legislative intent~~

~~DOUBLE CHECK #S ON CSBA SAMPLE: 5850-5883 Mental Health Services Act~~

COURT DECISIONS

~~Corals v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554~~

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Students

BP 5141.52 (e)

~~Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008~~

~~Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2019~~

~~CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS~~

~~School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009~~

~~NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS~~

~~Preventing Suicide, Guidelines for Administrators and Crisis Teams, 2015~~

~~U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS~~

~~Preventing Suicide: A Toolkit for High Schools, 2012~~

~~National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012~~

~~WEB SITES~~

~~American Association of Suicidology: <http://www.suicidology.org>~~

~~American Foundation for Suicide Prevention: <http://afsp.org>~~

~~American Psychological Association: <http://www.apa.org>~~

~~American School Counselor Association: <http://www.schoolcounselor.org>~~

~~California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/eg/mh>~~

~~California Department of Health Care Services, Mental Health Services:~~

~~<http://www.dhes.ca.gov/services/MH>~~

~~Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>~~

~~National Association of School Psychologists: <http://www.nasponline.org>~~

~~National Institute for Mental Health: <http://www.nimh.nih.gov>~~

~~Suicide Prevention Resource Center: <http://www.sprc.org/about-suicide>~~

~~Suicide Prevention Lifeline: <http://suicidepreventionlifeline.org>~~

~~Trevor Project: <http://thetrevorproject.org>~~

~~U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services~~

~~Administration: <http://www.samhsa.gov>~~

Policy Adopted: ~~06/10/2020~~ **11/10/2021** ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

Joseph Dana
Assistant Superintendent of Educational Services



September 30, 2021

To: Dr. Holly Edds, District Superintendent
From: Joe Dana
Re: Update to Board Policy 5145.12

Background

We are submitting a necessary update of Board Policy 5145.12 regarding search and seizure. The policy has been revised to reflect a court decision upholding a school policy that called for limited searches without individualized suspicion if students left campus and returned in the middle of the day. The policy also has been updated to align with law that places restrictions on searches of electronic devices, a court decision regarding searches of lockers without individualized suspicion, and a court decision upholding a policy of random weapons screening with a handheld metal detector.

Recommendation

Staff recommends that the Board of Trustees approve the proposed update to Board Policy 5145.12.

Fiscal Impact

None.

SEARCH AND SEIZURE

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health, safety and welfare of students and staff, and only as authorized by law, Board policy, and administrative regulation, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe, or otherwise prohibited items. School officials shall exercise The Governing Board requires that discretion and use good judgment when conducting searches. and common sense be exercised in all cases of search and seizure.

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the district's policy and administrative regulation and other legal issues, as appropriate.

Searches Based on Individualized Suspicion ~~Individual Searches~~

School officials may search an individual student, students, the student's their property or and district property under the student's control their control when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation.

Any search of a student, the student's property, or district property under the student's control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, and student vehicles parked on district property.

A student's personal electronic device may be searched only if a school official, in good faith, believes that an emergency involving danger of death or serious physical injury to the student or others requires access to the electronic device information.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Students

BP 5145.12 (b)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

~~(cf. 5145.11 Questioning and Apprehension)~~

Searches of Student Lockers and Desks ~~Student Lockers/Desks~~

All student lockers and desks are the property of the district. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

~~Because lockers and desks are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities or when odors, smoke, fire and/or other threats to health, welfare or safety emanate from the locker or desk.~~

Use of Metal Detectors

The Board finds that the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff are entitled. The Board also finds that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff.

The Superintendent or designee shall use metal detectors as necessary to keep weapons out of schools and help provide a safe learning environment. The Superintendent or designee shall establish a plan to ensure that metal detector searches are conducted in a uniform and consistent manner.

Use of Contraband Detection Dogs

In an effort to keep the schools free of **dangerous contraband, drugs,** the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy. The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. **Dogs shall not sniff as long as they are not allowed to sniff within the close proximity of any students or other persons and may not sniff any personal items on those persons without individualized suspicion.**

~~(cf. 5131.6 Alcohol and Other Drugs)~~

Students

BP 5145.12 (c)

State

CA Constitution Article I, Section 28(c): Right to Safe Schools
Ed. Code 32280-32289: School Safety Plans
Ed. Code 35160: Authority of governing boards
Ed. Code 65160.1: Broad authority of school districts
Ed. Code 48900-48927: Suspension and expulsion
Ed. Code 49050-49051: Searches by school employees
Ed. Code 49330-49334: Injurious objects
Pen. Code 626.10: Dirks, daggers, knives or razor
Pen. Code 626.9: Firearms

Management Resources

Attorney General Opinion: 83 Ops.Cal.Atty.Gen. 257 (2001)
Attorney General Opinion: 75 Ops.Cal.Atty.Gen. 155 (1992)
Court Decision: O'Connor v. Ortega, (1987) 480 U.S. 709
Court Decision: Redding v. Safford Unified School District, (9th Cir. 2008) 531 F.3d 1071
Court Decision: Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662
Court Decision: B.C. v. Plumas, (9th Cir. 1999) 192F.3d 1260
Court Decision: Horton v. Goose Creek Independent School District, (5th Cir. 1989) 877 F.2d 470
Court Decision: Jennings v. Joshua Independent School District, (5th Cir. 1989) 877 F.2d 313
Court Decision: New Jersey v. T.L.O., (1985) 469 U.S. 325
National Institute of Justice Publication: The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, rev. 2005
Website: National Institute of Justice
Website: California Department of Education, Safe Schools
Website: California Attorney General's Office
Website: CSBA

Legal Reference:

EDUCATION CODE

~~32280-32288 School safety plans~~
~~35160 Authority of governing boards~~
~~35160.1 Broad authority of school districts~~
~~49050-49051 Searches by school employees~~
~~49330-49334 Injurious objects~~

PENAL CODE

~~626.9 Firearms~~
~~626.10 Dirks, daggers, knives or razor; bringing into or possession of upon or within public school ground; exception~~

COURT DECISIONS

~~B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260~~
~~O'Connor v. Ortega, (1987) 107 S.Ct. 1492~~
~~New Jersey v. T.L.O., (1985) 469 U.S. 325~~
~~Horton v. Goose Creek Independent School District, (5th Cir. 1982) 690 F.2d 470~~
~~Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662~~

ATTORNEY GENERAL OPINIONS

~~83 Ops.Cal.Atty.Gen. 257 (2000)~~
~~75 Ops.Cal.Atty.Gen. 155 (1992)~~

Management Resources:

WEB SITES

~~California Attorney General's Office: <http://caag.state.ca.us>~~
~~CDE, Safe Schools and Violence Prevention Office: <http://www.ede.ca.gov/spbranch/safety>~~

Students

BP 5145.12 (d)

Policy Adopted ~~10/15/08~~ 11/10/2021

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

Joseph Dana
Assistant Superintendent of Educational Services



September 30, 2021

To: Dr. Holly Edds, District Superintendent
From: Joe Dana
Re: Update to Board Policy 5145.9

Background

We are submitting a necessary update of Board Policy 5141.9 regarding hate-motivated behavior that bolsters the governing board's commitment to providing a respectful, inclusive, and safe learning environment. Revisions include adding a definition of hate-motivated behavior that incorporates a list of characteristics that may motivate prohibited behavior; reflecting the importance of celebrating diversity; enhancing the list of topics for student instruction and staff development; adding material regarding regularly occurring staff training; and including student and staff discipline for engaging in hate-motivated behavior. The policy also has been updated to include the requirement to post the policy in a prominent location on the district's website and add that, in addition to other staff listed, complaints may be reported to the district's compliance officer.

Recommendation

Staff recommends that the Board of Trustees approve the proposed update to Board Policy 5141.9.

Fiscal Impact

None.

HATE-MOTIVATED BEHAVIOR

The Board of Trustees is committed to providing a **respectful, inclusive, and** safe learning environment that protects students from discrimination, harassment, intimidation, bullying, **or any and other type of behavior that is motivated by hate.** ~~by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic.~~

Hate-motivated behavior is any behavior intended to cause emotional suffering, physical injury, or property damage through intimidation, harassment, bigoted slurs or epithets, force or threat of force, or vandalism motivated in part or in whole by bias or hostility toward the victim's real or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55.

The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents **in a timely manner when** ~~if~~ they occur.

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

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

~~(cf. 3515.4—Recovery for Property Loss or Damage)~~

~~(cf. 5131—Conduct)~~

~~(cf. 5131.2—Bullying)~~

~~(cf. 5131.5—Vandalism, and Graffiti)~~

~~(cf. 5136—Gangs)~~

~~(cf. 5137—Positive School Climate)~~

~~(cf. 5141.52—Suicide Prevention)~~

~~(cf. 5145.3—Nondiscrimination/Harassment)~~

~~(cf. 5145.7—Sexual Harassment)~~

The Superintendent or designee shall collaborate with regional programs and community organizations to promote **an environment where diversity is celebrated and hate-motivated behavior is not tolerated.** ~~safe environments for youth.~~ Such collaborative efforts shall focus on **the development of effective prevention strategies** ~~ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans,~~ **provision of assistance** ~~providing assistance~~ to students affected by hate-motivated behavior, and/or **education of** ~~educating~~ students who have perpetrated hate-motivated acts.

~~(cf. 1020—Youth Services)~~

~~(cf. 1400—Relations between Other Governmental Agencies and the Schools)~~

~~(cf. 1700—Relations Between Private Industry and the Schools)~~

~~(cf. 5148.2—Before/After School Programs)~~

Students

BP 5145.9 (b)

The district shall provide students with age-appropriate instruction that:

1. Includes the development of social-emotional learning
2. Promotes ~~an their~~ understanding, awareness, appreciation, ~~of~~ and respect for human rights, ~~human relations~~, diversity, and acceptance in a multicultural society ~~and~~
3. Explains the harm and dangers of explicit and implicit biases
4. Discourages discriminatory attitudes and practices
5. Provides strategies to manage conflicts constructively

~~(cf. 5138—Conflict Resolution/Peer Mediation)~~

~~(cf. 6142.3—Civic Education)~~

~~(cf. 6142.4—Service Learning/Community Service Classes)~~

~~(cf. 6142.94—History Social Science Instruction)~~

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

~~(cf. 6164.2—Guidance/Counseling Services)~~

When appropriate, students who engage in hate-motivated behavior shall be disciplined.

The Superintendent or designee shall **provide staff with training that:**

1. Promotes an understanding of diversity, equity, and inclusion
2. Discourages the development of discriminatory attitudes and practices
3. Includes social-emotional learning and nondiscriminatory instructional and counseling methods
4. Support the prevention, recognition, and response to hate-motivated behavior
5. Raises the awareness and sensitivity of staff to potentially prejudicial and discriminatory behavior
6. Includes effective enforcement of rules for appropriate student conduct

Employees who engage in hate-motivated behavior shall be subject to disciplinary action, up to and including dismissal. Rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident shall be provided to students, staff, and parents/guardians.

Students

BP 5145.9 (c)

This policy shall be posted in a prominent location on the district's web site in a manner that is readily and easily accessible to parents/guardians and students. (Education Code 234.6)

~~ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.~~

~~The Superintendent or designee shall provide staff training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.~~

~~(cf. 4131—Staff Development)~~

~~(cf. 4231—Staff Development)~~

~~(cf. 4331—Staff Development)~~

Complaints ~~Complaint Process~~

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, the staff member shall also contact law enforcement.

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, ~~the district's compliance officer~~, or other staff member.

~~Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.~~

~~(cf. 3515.3—District Police/Security Department)~~

~~(cf. 5145.11—Questioning and Apprehension by Law Enforcement)~~

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures ~~or other applicable procedure~~. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

~~(cf. 1312.1—Complaints Concerning District Employees)~~

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

~~(cf. 5144—Discipline)~~

~~(cf. 5144.1—Suspension and Expulsion/Due Process)~~

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

Students

BP 5145.9 (d)

State:

5CCR 4600-4670: Uniform Complaint Procedures

5CCR 4900-4965: Nondiscrimination in elementary and secondary education programs

Ed. Code 200-262.4: Educational equity: prohibition of discrimination on the basis of sex

Ed. Code 32282: School Safety Plans

Ed. Code 48900.3: Suspension for hate violence

Ed. Code 48900.4: Suspension or expulsion for threats or harassment

Pen. Code 422.55: Definition of hate crime

Pen. Code 422.6: Civil rights; crimes

Federal

28 CFR 35.107: Nondiscrimination on basis of disability; complaints

34 CFR 100.3: Prohibition of discrimination on basis of race, color or national origin

34 CFR 104.7: Designation of responsible employee for Section 504

34 CFR 106.8: Designation of responsible employee for Title IX

34 CFR 110.25: Prohibition of discrimination based on age

Management Resources

CA Office of the Attorney General Publication: Promoting Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, 4/2018

California Department of Education Publication: Bullying at School, 2003

U.S. DOE, Office for Civil Rights Publication: Dear Colleague Letter: Prohibited Disability Harassment, July 2000

U.S. DOE, Office for Civil Rights Publication: Dear Colleague Letter: Harassment and Bullying, October 2010

Website: California Association of Human Relations Organizations

Website: U.S. Department of Justice

Website: California Office of the Attorney General

Website: CSBA

Website: U.S. Department of Education, Office for Civil Rights

Website: California Department of Education

Legal Reference:

EDUCATION CODE

~~200-262.4 Prohibition of discrimination~~

~~32282 School safety plans~~

~~48900.3 Suspension for hate violence~~

~~48900.4 Suspension or expulsion for threats or harassment~~

PENAL CODE

~~422.55-422.86 Definition of hate crimes~~

~~422.6 Crimes, harassment~~

CODE OF REGULATIONS, TITLE 5

~~4600-4670 Uniform complaint procedures~~

~~4900-4965 Nondiscrimination in elementary and secondary education programs~~

CODE OF FEDERAL REGULATIONS, TITLE 28

~~35.107 Nondiscrimination on basis of disability; complaints~~

CODE OF FEDERAL REGULATIONS, TITLE 34

~~100.3 Prohibition of discrimination on basis of race, color or national origin~~

~~104.7 Designation of responsible employee for Section 504~~

~~106.8 Designation of responsible employee for Title IX~~

~~110.25 Prohibition of discrimination based on age~~

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~Bullying at School, 2003~~

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

~~Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist~~

Students

BP 5145.9 (e)

California K-12 Schools in Responding to Immigration Issues, April 2018

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL ASSOCIATION
OF ATTORNEYS GENERAL PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

Dear Colleague Letter: Prohibited Disability Harassment, July 2000

WEB SITES

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

California Association of Human Relations Organizations: <http://www.cahro.org>

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

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

United States Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR/index.html>

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

Policy Adopted: 08/08/2018 11/10/2021

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

Joseph Dana
Assistant Superintendent of Educational Services



October 1, 2021

To: Dr. Holly Edds, District Superintendent
From: Joe Dana
Re: Update to Board Policy 5148

Background

We are submitting a necessary update of Board Policy 5148 regarding child care and development. The policy has been revised to reflect a 2020 state law, SB 98, that transfers responsibility for state administration of child care and development programs from the California Department of Education to the California Department of Social Services (CDSS) effective July 1, 2021. Information about the Child Care Facilities Revolving Fund has been deleted, as the fund is no longer operative. The policy also reflects a new state regulation (**Register 2020, No. 21**) that retains the requirement to refer health and safety complaints regarding licensed child care and development programs to CDSS but eliminates the requirement that complaints regarding a license-exempt facility be referred to a Child Development regional administrator.

Recommendation

Staff recommends that the Board of Trustees approve the proposed update to Board Policy 5148.

Fiscal Impact

None.

CHILD CARE AND DEVELOPMENT

The ~~Governing Board~~ ~~Board of Trustees~~ desires to provide child care and development services which meet the developmental needs of children and offer a convenient child care alternative for parents/guardians in the community.

~~(cf. 5148.2 Before/After School Programs)~~

~~(cf. 5148.3 Preschool/Early Childhood Education)~~

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

The Board shall enter into a contract with the California Department of Social Services (CDSS) for the provision of child care and development services by the district.

The district shall work cooperatively with the local child care and development planning council, public and private agencies, parents/guardians, and other community members to assess child care needs in the community, establish program priorities, obtain ongoing feedback on program quality, and supply information about child care options.

The Board shall approve for the district's child care and development program a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and ~~the accompanying~~ administrative regulation. (5 CCR 18271)

~~(cf. 0000 Vision)~~

~~(cf. 0200 Goals for the School District)~~

Eligibility and Enrollment

Child care admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and ~~a~~ health examination requirements. (5 CCR 18105; 22 CCR 101218)

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

~~(cf. 3540 Transportation)~~

~~(cf. 3550 Food Service/Child Nutrition Program)~~

~~(cf. 5141.22 Infectious Diseases)~~

~~(cf. 5141.3 Health Examinations)~~

~~(cf. 5141.31 Immunizations)~~

The Superintendent or designee shall ensure that subsidized child care is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code 8263 and 5 CCR 18106. To the extent that space is available after the enrollment of children who are eligible for subsidized services, priority for admissions shall be given to district students, children of

Students

BP 5148 (b)

district students, and children of district employees.

~~(cf. 5111.1—District Residency)~~
~~(cf. 5146—Married/Pregnant/Parenting Students)~~

Staffing

The Superintendent or designee shall ensure that individuals working in child care and development programs have the necessary qualifications and have satisfied all legal requirements.

Upon recommendation of the Superintendent or designee, the Board may approve any of the following for the provision of child care and development services:

1. The use of existing district facilities that have capacity
2. Renovation or improvement of district facilities to make them suitable for such services
3. Purchase of relocatable child care facilities
4. Inclusion of child care facilities in any new construction
5. Agreement with a public agency or community organization for the use of community facilities

The Superintendent or designee shall ensure that facilities used for child care services meet all applicable health and safety standards. (5 CCR 18020; 22 CCR 101238-101239.2)

~~(cf. 1240—Volunteer Assistance)~~
~~(cf. 4112.2—Certification)~~
~~(cf. 4112.4/4212.4/4312.4—Health Examinations)~~
~~(cf. 4112.5/4312.5—Criminal Record Check)~~
~~(cf. 4131—Staff Development)~~
~~(cf. 4212.5—Criminal Record Check)~~
~~(cf. 4331—Staff Development)~~

Complaints

For a licensed child care center, any complaint alleging health and safety violations shall be referred to **CDSS. (5 CCR 4611)** the California Department of Social Services. For a license exempt facility, such complaints shall be referred to the appropriate Child Development regional administrator. Any other alleged violation of state or federal laws governing child care and development programs shall be investigated and resolved using the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures.

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

Program Evaluation

The Superintendent or designee shall annually conduct an evaluation of the district's child care and development services in accordance with state requirements. **The results of the evaluation shall be used to develop** ~~The evaluation report shall be submitted to the Board and the CDE along with an action plan which establishes program goals and objectives for the coming year and addresses any areas identified as needing improvement.~~ (5 CCR 18279-18281)

~~(cf. 0500—Accountability)~~

Legal Reference:

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State:

22 CCR 101151-101239.2: General requirement, licensed child care centers
22 CCR 101212-101231: Continuing requirements
22 CCR 101237-101239.2: Facilities and equipment
5 CCR 18000-18434: Child care and development programs
5 CCR 18012-18122: General requirements
5 CCR 18180-18192: Federal and state migrant programs
5 CCR 18210-18213: Severely handicapped program
5 CCR 18220-18231: Alternative payment program
5 CCR 18240-18248: Resource and referral program
5 CCR 18270-18281: Program quality, accountability
5 CCR 18290-18292: Staffing ratios
5 CCR 18295: Waiver of qualifications for site supervisor
5 CCR 18300-18308: Appeals and dispute resolution
5 CCR 4610-4687: Uniform complaint procedures
5 CCR 80105-80125: Commission on Teacher Credentialing, child care and development permits
Ed. Code 49540-49546: Child care food program
Ed. Code 49570: National School Lunch program
Ed. Code 56244: Staff development funding
Ed. Code 8200-8209: General provisions for child care and development services
Ed. Code 8200-8499.10: Child Care and Development Services Act
Ed. Code 8210-8216: Resource and referral program
Ed. Code 8220-8226: Alternative payment program
Ed. Code 8230-8233: Migrant child care and development program
Ed. Code 8235-8239: California state preschool program
Ed. Code 8240-8244: General child care programs
Ed. Code 8250-8252: Programs for children with special needs
Ed. Code 8263: Eligibility and priorities for subsidized child development services
Ed. Code 8263.3: Disenrollment of families due to reduced funding levels
Ed. Code 8263.4: Enrollment of students ages 11-12 years
Ed. Code 8273-8273.3: Fees
Ed. Code 8278.3: Child Care Facilities Revolving Fund
Ed. Code 8360-8370: Personnel qualifications
Ed. Code 8400-8409: Contracts
Ed. Code 8482-8484.65: After School Education and Safety Program

Students

BP 5148 (d)

Ed. Code 8484.7-8484.8: 21st Century community learning centers

Ed. Code 8493-8498: Facilities

Ed. Code 8499-8499.7: Local planning councils

H&S Code 120325-120380: Immunization requirements

H&S Code 1596.70-1596.895: California Child Day Care Act

H&S Code 1596.90-1597.21: Day care centers

Federal

42 USC 1751-1769j: National School Lunch Program

42 USC 9831-9852: Head Start programs

42 USC 9858-9858q: Child care and development block grant

45 CFR 98.2-98.93: Child care and development fund

7 CFR 210.1-210.31: National School Lunch Program

Management Resources

California Department of Education Publication: Keeping Children Healthy in California's Child Care Environments: Recommendations to Improve Nutrition and Increase Physical Activity, 2010

California Department of Education Publication: Uniform Complaint Procedures, 2014

California Department of Education Publication: 12-07 Disenrollment due to Maximum Reimbursable Amount Reduction, Management Bulletin, July 2012

California Department of Education Publication: 14-03a Revised Child Care and Development Fee Schedule, Management Bulletin, September 2014

Court Decision: CBS Inc. v. The Superior Court of Los Angeles County, State Department of Social Services, (2001) 91 Cal.App.4th 892

Website: California Association for the Education of Young Children

Website: California Child Development Administrators Association

Website: California Department of Education, Early Education and Support Division

Website: California Department of Education, Early Education Management Bulletins

Website: California Department of Social Services, Licensing Information

Website: California Head Start Association

Website: California School-Age Consortium

Website: National Association for the Education of Young Children

Website: Commission on Teacher Credentialing

Website: CSBA

Website: U.S. Department of Education

EDUCATION CODE

~~8200-8499.10 Child Care and Development Services Act, including:~~

~~8200-8209 General provisions for child care and development services~~

~~8210-8216 Resource and referral program~~

~~8220-8226 Alternative payment program~~

~~8230-8233 Migrant child care and development program~~

~~8235-8239 California state preschool program~~

~~8240-8244 General child care programs~~

~~8250-8252 Programs for children with special needs~~

~~8263 Eligibility and priorities for subsidized child development services~~

~~8263.3 Disenrollment of families due to reduced funding levels~~

~~**8263.4 Enrollment of students ages 11-12 years**~~

~~8273-8273.3 Fees~~

~~8278.3 Child Care Facilities Revolving Fund~~

~~8360-8370 Personnel qualifications~~

~~8400-8409 Contracts~~

~~8482-8484.6 After school education and safety program~~

~~8484.7-8484.8 21st Century community learning centers~~

~~8493-8498 Facilities~~

Students

BP 5148 (e)

~~8499-8499.7 Local planning councils~~
~~17609-17610 Integrated pest management, applicability to child care facilities~~
~~49540-49546 Child care food program~~
~~49570 National School Lunch program~~
~~54740-54749.5 Cal SAFE program for pregnant/parenting students and their children~~
~~56244 Staff development funding~~
~~HEALTH AND SAFETY CODE~~
~~1596.70-1596.895 California Child Day Care Act~~
~~1596.90-1597.21 Day care centers~~
~~120325-120380 Immunization requirements~~
~~CODE OF REGULATIONS, TITLE 5~~
~~4610-4687 Uniform complaint procedures~~
~~18000-18134 Child care and development programs, especially:~~
~~18012-18122 General requirements~~
~~18180-18192 Federal and state migrant programs~~
~~18210-18213 Severely handicapped program~~
~~18220-18231 Alternative payment program~~
~~18240-18248 Resource and referral program~~
~~18270-18281 Program quality, accountability~~
~~18290-18292 Staffing ratios~~
~~18295 Waiver of qualifications for site supervisor~~
~~18300-18308 Appeals and dispute resolution~~
~~80105-80125 Commission on Teacher Credentialing, child care and development permits~~
~~CODE OF REGULATIONS, TITLE 22~~
~~101151-101239.2 General requirements, licensed child care centers, including:~~
~~101151-101163 Licensing and application procedures~~
~~101212-101231 Continuing requirements~~
~~101237-101239.2 Facilities and equipment~~
~~UNITED STATES CODE, TITLE 42~~
~~1751-1769 School lunch programs~~
~~9831-9852 Head Start programs~~
~~9858-9858g Child care and development block grant~~
~~CODE OF FEDERAL REGULATIONS, TITLE 7~~
~~210.1-210.31 National School Lunch program~~
~~CODE OF FEDERAL REGULATIONS, TITLE 45~~
~~98.2-98.93 Child care and development fund~~
~~COURT DECISIONS~~
~~CBS Inc. v. The Superior Court of Los Angeles County, State Department of Social Services, (2001) 91 Cal.App.4th 892~~

Management Resources:-

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~14-03a Revised Child Care and Development Fee Schedule, Management Bulletin, September 2014~~
~~Uniform Complaint Procedures, 2014~~
~~12-07 Disenrollment due to Maximum Reimbursable Amount Reduction, Management Bulletin, July 2012~~
~~Keeping Children Healthy in California's Child Care Environment: Recommendations to Improve Nutrition and Increase Physical Activity, 2010~~

~~WEB SITES~~

~~CSBA: <http://www.csba.org>~~
~~California Association for the Education of Young Children: <http://www.caeyc.org>~~
~~California Child Development Administrators Association: <http://www.cedaa.org>~~
~~California Department of Education, Early Education and Support Division:~~

Students

BP 5148 (f)

~~<http://www.cde.ca.gov/sp/ed/>~~

~~California Department of Education, Early Education Management Bulletins:-~~

~~<http://www.cde.ca.gov/sp/ed/ei/allmbs.asp>~~

~~California Department of Social Services, Licensing Information: <http://celd.ca.gov/PG492.htm>~~

~~California Head Start Association: <http://caheadstart.org>~~

~~California School Age Consortium: <http://calsac.org>~~

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

~~National Association for the Education of Young Children: <http://www.naeyc.org>~~

~~U.S. Department of Education: <http://www.ed.gov>~~

Policy Adopted: ~~01/13/2016~~ 11/10/2021

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

Joseph Dana
Assistant Superintendent of Educational Services



October 6, 2021

To: Dr. Holly Edds, District Superintendent
From: Joe Dana
Re: ESSER III Expenditure Plan

Background

The American Rescue Plan was passed by Congress and signed into law on March 11, 2021. The plan was a \$1.9 trillion economic stimulus bill intended to help along our country's recovery from the economic and health effects of COVID-19. The plan included \$122.7 billion in help to Local Education Agencies (LEAs) schools through what is called the Elementary and Secondary School Emergency Relief (ESSER) Fund. Because this was the third infusion of funding for ESSER, we call this "ESSER III." California's allotment of ESSER III funding is approximately \$15 billion, and the Orcutt Union School District's allotment is \$3,562,535. ESSER III funds need to be expended by September 30, 2024.

What can our school district do with ESSER III funds? Allowable expenditures come in three categories:

- **Preventing/minimizing the spread of COVID-19.** This could include training for staff on sanitization, supplies for sanitization and cleaning, strategies and protocols aligned with guidance from the Centers for Disease Control, and planning for activities during potential school closures.
- **Addressing the effects of COVID-19, including lost learning time.** This could include evidence-based interventions such as summer and supplemental afterschool programs, mental health services and supports, educational technology, parent education and support, and "wrap-around" services for students and families that integrate school and community support.
- **Improvements to school facilities.** This could include facility repairs and improvements to reduce the risk of virus transmission and improving indoor air quality in school facilities.

In developing our ESSER III Expenditure Plan, we sought input from students, parents, employees, and community members. We invited feedback on ESSER III at eight meetings and also distributed a survey that elicited 268 responses. In reviewing the allowable expenditures, our community listed the following as the highest priorities: improving air quality in school facilities, with 78.3% of respondents rating this as a high priority; supplies for sanitization and cleaning, 61.0%; mental health services and supports, 55.6%; and summer and supplemental afterschool programs, 51.1%.

Based on the input as well as a needs assessment done by district administration, we are presenting to you the attached ESSER III Expenditure Plan. It includes the following investments:

- \$500,000 toward adding Heating, Ventilation, and Air Conditioning (HVAC) capacity to classrooms that do not currently have it
- \$750,000 toward adding HVAC capacity to cafeteria/multi-use rooms
- \$200,000 toward outdoor tables on school campuses

- \$500,000 toward adding shade structures on school campuses
- \$135,000 toward an additional credentialed school nurse position
- \$320,000 toward two Special Education program specialist positions
- \$425,000 toward instructional assistants in kindergarten classrooms
- \$350,000 toward summer programming
- \$175,000 toward counseling support
- \$207,535 toward technology

The ESSER III Expenditure Plan includes detailed descriptions of the rationale for each of these recommended investments. We do believe that, with this plan as our guide, ESSER III funding will have a lasting positive impact on students and schools in the Orcutt Union School District.

Recommendation

Staff recommends that the Board of Trustees approve the Orcutt Union School District ESSER III Expenditure Plan.

Fiscal Impact

As mentioned previously, the ESSER III Expenditure Plan will furnish \$3,562,535 for the items listed above. This represents a significant infusion of support for vital initiatives in our school district.



ESSER III Expenditure Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Orcutt Union School District	Joseph Dana Assistant Superintendent, Educational Services	jdana@orcutt-schools.net 805-938-8934

School districts, county offices of education, or charter schools, collectively known as LEAs, that receive Elementary and Secondary School Emergency Relief (ESSER) funds under the American Rescue Plan Act, referred to as ESSER III funds, are required to develop a plan for how they will use their ESSER III funds. In the plan, an LEA must explain how it intends to use its ESSER III funds to address students’ academic, social, emotional, and mental health needs, as well as any opportunity gaps that existed before, and were worsened by, the COVID-19 pandemic. An LEA may also use its ESSER III funds in other ways, as detailed in the Fiscal Requirements section of the Instructions. In developing the plan, the LEA has flexibility to include community input and/or actions included in other planning documents, such as the Local Control and Accountability Plan (LCAP), provided that the input and actions are relevant to the LEA’s Plan to support students.

For more information please see the Instructions.

Other LEA Plans Referenced in this Plan

Plan Title	Where the Plan May Be Accessed
Orcutt Union School District 2021-2022 Local Control and Accountability Plan (LCAP)	https://www.orcuttschools.net/accountability/#lcap
Orcutt Union School District Expanded Learning Opportunities Grant Plan	Contact OUSD Assistant Superintendent of Educational Services Joseph Dana, 805-938-8934 or jdana@orcutt-schools.net, for a copy of this plan

Summary of Planned ESSER III Expenditures

Below is a summary of the ESSER III funds received by the LEA and how the LEA intends to expend these funds in support of students.

Total ESSER III funds received by the LEA

\$3,562,535

Plan Section	Total Planned ESSER III
Strategies for Continuous and Safe In-Person Learning	\$2,085,000
Addressing Lost Instructional Time (a minimum of 20 percent of the LEAs ESSER III funds)	\$1,477,535
Use of Any Remaining Funds	

Total ESSER III funds included in this plan

3,562,535

Community Engagement

An LEA’s decisions about how to use its ESSER III funds will directly impact the students, families, and the local community. The following is a description of how the LEA meaningfully consulted with its community members in determining the prevention and mitigation strategies, strategies to address the academic impact of lost instructional time, and any other strategies or activities to be implemented by the LEA. In developing the plan, the LEA has flexibility to include input received from community members during the development of other LEA Plans, such as the LCAP, provided that the input is relevant to the development of the LEA’s ESSER III Expenditure Plan.

For specific requirements, including a list of the community members that an LEA is required to consult with, please see the Community Engagement section of the Instructions.

A description of the efforts made by the LEA to meaningfully consult with its required community members and the opportunities provided by the LEA for public input in the development of the plan.

The Orcutt Union School District's community engagement efforts in association with the development of the ESSER III Expenditure Plan have included inviting input at regular district meetings, convening some special meetings to seek input, visiting classes to seek input from students, and issuing open invitations to complete a survey. A record of these engagement efforts follows:

- September 15, 2021: Presentation on ESSER III to OUSD Superintendent/Parent Group; participants were invited to complete the survey
- September 20, 2021: Presentation on ESSER III to Leadership Teams of Olga Reed, Orcutt Academy K-8, Pine Grove, and Ralph Dunlap; participants were invited to complete the survey
- September 23, 2021: Presentation on ESSER III to Leadership Teams of Alice Shaw, Joe Nightingale, and Patterson Road; participants were invited to complete the survey

September 24, 2021: Meeting on ESSER III with Orcutt Educators Association President Monique Segura; Segura had opportunity to provide input

September 24, 2021: Presentation on ESSER III to Lakeview JHS ASB and Yearbook students; students were invited to complete the survey

September 27, 2021: Presentation on ESSER III to Orcutt JHS ASB students; students were invited to complete the survey

September 28, 2021: Presentation on ESSER III to Leadership Teams of Lakeview JHS, Orcutt JHS, and Orcutt Academy HS; participants were invited to complete the survey

September 29, 2021: Presentation on ESSER III at California School Educators Association (CSEA) meeting; participants were invited to complete the survey

October 1, 2021: Districtwide distribution of 5-minute video on ESSER III (English and Spanish) and ESSER III survey (English and Spanish) to staff (including teachers, school staff, site and district administrators, Special Education administrators, and all other district staff) and parents/guardians (including parents/guardians who speak languages other than English)

As of this writing (October 5, 2021), we have received 268 responses to the ESSER III Survey (survey participants included 123 who are parents/guardians, 121 who are employees, 45 who are students, and 21 who are community members; some respondents indicated multiple roles). Participants were given a list of allowable expenditure areas under ESSER III. Participants then gave input on priorities and could contribute specific ideas. On the survey, priorities identified by survey respondents were as follows:

- In the area of preventing/minimizing the spread of COVID-19 and other infectious diseases, 61.0% of respondents identified “supplies for sanitization and cleaning” as a high priority.
- In the area of addressing the effects of COVID-19, including lost learning time, 55.6% of respondents identified “mental health services and supports” as a high priority, and 51.1% of respondents identified “summer and supplemental afterschool programs” as a high priority.
- In the area of improving school facilities, 78.3% of respondents identified “improving indoor air quality in school facilities” as a high priority.

The Orcutt Union School District evaluated its community engagement opportunities and determined that civil rights groups, tribes, and advocates are neither present nor served by the LEA.

A description of how the development of the plan was influenced by community input.

Community input received on ESSER III has influenced the district's expenditure plan as follows:

- The district has included an allotment for summer and afterschool programming in response to the strong support for this programming from parents and staff. Stakeholders believe summer programming offered in 2021 was effective and engaging. ESSER III funding will enable summer programming to continue in Orcutt through 2024.
- The district has increased what it initially budgeted for counseling support. Mental health services were deemed by community input to be a high priority for ESSER III expenditures.
- The district has budgeted a substantial amount for improvements in HVAC capacity, including adding HVAC in classrooms that do not have it and adding HVAC in cafeterias/multi-use rooms. Stakeholders strongly felt that HVAC needs to be available in as many classrooms and indoor spaces as possible.

- Due to strong advocacy for instructional assistants in kindergarten classrooms, the district has budgeted for these staff under ESSER III so kindergarten classes can continue to have IAs through the 2023-2024 school year. Stakeholders believe kindergartners need to have access to this additional support.
- Community respondents have underscored the importance of the opportunity to make ESSER III funds have a lasting impact on schools. As an employee stated in an input meeting, "Funding like ESSER III does not come along often."

Actions and Expenditures to Address Student Needs

The following is the LEA's plan for using its ESSER III funds to meet students' academic, social, emotional, and mental health needs, as well as how the LEA will address the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic. In developing the plan, the LEA has the flexibility to include actions described in existing plans, including the LCAP and/or Expanded Learning Opportunity (ELO) Grant Plan, to the extent that the action(s) address the requirements of the ESSER III Expenditure Plan.

For specific requirements, please refer to the Actions and Expenditures to Address Student Needs section of the Instructions.

Strategies for Continuous and Safe In-Person Learning

A description of how the LEA will use funds to continuously and safely operate schools for in-person learning in a way that reduces or prevents the spread of the COVID-19 virus.

Total ESSER III funds being used to implement strategies for continuous and safe in-person learning

\$2,085,000

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
OUSD 2021-2022 LCAP, Goal 2, Action 5	Outdoor Tables	Outdoor activity is necessary to reduce the spread of COVID-19. We currently do not have enough tables to accommodate all students when lunch is scheduled outside. Purchasing more outdoor tables will allow more students to eat and learn comfortably when meals and classroom lessons are done outside. Our plan is to purchase heavy-duty tables that will make outdoor activity possible for years to come. We also would like to purchase not just rectangular tables, but tables in shapes (octagonal, square, and round)	\$200,000

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
		that facilitate socialization and social equity. Once purchased, we plan to place many of these tables under shade structures (see following item).	
OUSD 2021-2022 LCAP, Goal 2, Action 5	Shade Structures	Outdoor activity is necessary to reduce the spread of COVID-19. Along with tables, shade structures are needed to provide shade on sunny days and shelter in inclement weather. Six of our nine sites do not have shade structures, and the three with shade structures have only minimal coverage. Once completed, shade structures can make possible outdoor meals, outdoor lessons, outdoor meetings and assemblies, and outdoor school events. Our plan is to combine the ESSER III funding budgeted for this with Deferred Maintenance and other funding in order to add shade structures to as many school sites as possible.	\$500,000
N/A	HVAC Improvements	Adequate ventilation in indoor environments is necessary to reduce the spread of COVID-19. Olga Reed School in rural Los Alamos has a number of classrooms that have either (1) older HVAC units that have reached the end of their usable life or (2) “swamp cooler” units that do not provide adequate ventilation. The fact that Los Alamos has the warmest weather in the district makes improving the campus’ HVAC capacity a priority. Other district campuses have some HVAC needs as well, and these also can be addressed via ESSER III. It should be noted that community input made HVAC improvements the top priority for this plan (78.3% of respondents identified “improving indoor air quality in school facilities” as a high priority).	\$500,000
N/A	HVAC in Multi-Use Rooms	Adequate ventilation in indoor environments is necessary to reduce the spread of COVID-19. While we are working to accommodate outdoor meals and classroom activities to the fullest extent possible (see first two actions), we know there will be times when the weather will be either too severe or too warm for students to be outside. Accordingly, it becomes imperative to add HVAC capacity to our Multi-Use Rooms, which house our cafeterias and kitchens. At present only one of our MU Rooms has HVAC capacity. Most of our MU	\$750,000

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
		Rooms were designed and built in the early to mid-1960s and feature a “box” design with few windows and little ventilation. Stakeholder input has indicated a strong desire to add HVAC capacity to MU Rooms so eating and meetings can be done more safely and comfortably inside. Our plan here is to augment ESSER III funding with Deferred Maintenance funding in order to accomplish this goal.	
N/A	Credentialed School Nurse	Our district nurse administrator and health assistants (LVNs) are integral players in our school district’s efforts to reduce the spread of COVID-19 and to address infection when it does occur. Our district nurse administrator has been heavily impacted by COVID-19, as she has needed to take on numerous pandemic-related tasks in addition to her regular responsibilities. Adding a credentialed school nurse will expand school coverage, enhance communication with sites about all pertinent health requirements and guidelines, and lighten the burden on the district nurse administrator.	\$135,000

Addressing the Impact of Lost Instructional Time

A description of how the LEA will use funds to address the academic impact of lost instructional time.

Total ESSER III funds being used to address the academic impact of lost instructional time

\$1,477,535

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
OUSD 2021-2022 LCAP, Goal 1, Action 13	Special Education Program Specialists	The student subgroup most impacted by the loss of in-person instructional time has been students with disabilities. Two new Special Education program specialists have been hired to spearhead the acceleration of learning in Special Education classrooms and to lead professional development	\$320,000

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
		for Special Education staff in evidence-based practices. This entails coordinating observations for teachers to visit colleagues utilizing evidence-based practices, training in alternate curriculum (Early Literacy Skills Builder, Early Reading Skills Builder, Early Numeracy Builder, Early Math Skills Builder, and News to You) for students with moderate/severe disabilities, and training in the Second Step social skills curriculum. These positions are funded through 2022-2023, and ESSER III funding will take them through 2023-2024.	
OUSD 2021-2022 LCAP, Goal 1, Action 11; OUSD Expanded Learning Opportunities Plan, Action 1 (Extending Instructional Learning Time)	Instructional Assistants in Kindergarten	Our district's implementation of a full-day kindergarten schedule this school year has proven to be a fortuitous step in the wake of the interruptions to learning in the previous two school years. Because many of our kindergartners did not attend preschool, we are seeing that many of them are having difficulty transitioning to full-day, five-day-a-week, in-person instruction. Having an instructional assistant in each kindergarten classroom makes support available to these students. The presence of the instructional assistants addresses class size and enables the classroom teacher to offer fidelitous delivery of the research-based district-adopted core curricula (Wonders by McGraw-Hill in English/language arts and Houghton Mifflin Math Expressions in math) as well as supplemental use of such research-based programs as Heggerty Phonemic Awareness. ESSER III funding will allow our district to have instructional assistants in kindergarten classrooms in 2022-2023 and 2023-2024.	\$425,000
OUSD 2021-2022 LCAP, Goal 1, Action 10; OUSD Expanded Learning Opportunities Plan, Action 1 (Extending Instructional Learning Time)	Summer Programming	In summer 2021, our district offered a range of academically focused summer programs that were popular with families and effective in producing academic progress and building student confidence. These programs included the following: <ul style="list-style-type: none"> <li data-bbox="884 1369 1633 1503">• A four-week summer school for students entering grades 1-6 that offered targeted instruction based on student assessment data. In reading, teachers taught the Systematic Instruction in Phonemic 	\$350,000

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
		<p>Awareness, Phonics, and Sight Words (SIPPS) program and saw notable growth. In math, teachers implemented the Zearn/EngageNY math program and supplemented it with numerous games that reinforced essential math skills and concepts. For social/emotional learning, teachers piloted Emory University’s Social, Emotional, and Ethical Learning Program and came away feeling it made a difference with students. P.E. instruction also was integrated into the program.</p> <ul style="list-style-type: none"> • A two-week “jump start” program for incoming transitional kindergarten and kindergarten students. This program enabled students to become accustomed to what it is like to be in a TK or K classroom and to become familiar with the curriculum of their new grade level (Wonders by McGraw-Hill in English/language arts, Houghton Mifflin Math Expressions in math, SEE Learning, P.E. activities, and developmental activities). Teachers have reported that students who participated in the “jump start” program transitioned more easily than students who were not in the program. • A two-week “jump start” program for incoming seventh- and eighth-grade students. Junior high school can be an intimidating place, and this program helped demystify it for incoming seventh graders. The principal and teachers organized a mock junior high school rotation that included classes in reading, math, science, social/emotional learning, P.E., and WeVideo. Study skills and organization were emphasized, and seventh graders were given a tour of their new campus. For eighth grade, the program was more about bolstering skills and frontloading essential skills and concepts. 	

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
		<p>Improvements planned for 2022 include the purchase of specific curricula for summer programs so they are not taking lessons from adopted curricula; integration of Career and Technical Education (CTE) career exploration activities and field trips, and streamlining the enrollment process. Expanded Learning Opportunities funding will fund summer programming in 2022, and ESSER III will enable it to continue in 2023 and 2024.</p> <p>In the survey done to gather community input, 51.1% of respondents indicated that summer and afterschool programming needs to be a priority for ESSER III expenditures.</p>	
<p>OUSD 2021-2022 LCAP, Goal 4, Action 2</p>	<p>Counseling Support</p>	<p>Students continue to experience emotional strain, mental health issues, and social difficulty as we move through the COVID-19 pandemic. One symptom of this is severe behavior, as the number of suspensions has increased dramatically during the first two months of the 2021-2022 school year. Mental health support is a need, and the survey done in association with the development of this plan shows that our community agrees (55.6% of respondents identified “mental health services and supports” as a high priority). ESSER III will help our district sustain the level of counseling services it is able to provide for students through the 2023-2024 school year.</p>	<p>\$175,000</p>
<p>OUSD 2021-2022 LCAP, Goal 2, Action 4</p>	<p>Technology</p>	<p>With technology devices distributed to every district student, attention needs to be paid to the eventual refreshment of these devices. ESSER III can contribute to the replacement of devices that ultimately needs to occur. With technology devices now as essential to learning as textbooks, this is vital.</p>	<p>\$207,535</p>

Use of Any Remaining Funds

A description of the how the LEA will use any remaining ESSER III funds, as applicable.

Total ESSER III funds being used to implement additional actions

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures

Ensuring Interventions are Addressing Student Needs

The LEA is required to ensure its interventions will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students most impacted by the COVID–19 pandemic. The following is the LEA’s plan for ensuring that the actions and expenditures in the plan are addressing the identified academic, social, emotional, and mental health needs of its students, and particularly those students most impacted by the COVID–19 pandemic.

Action Title(s)	How Progress will be Monitored	Frequency of Progress Monitoring
Outdoor Tables, Shade Structures, HVAC Improvements, HVAC in Multi-Use Rooms, Credentialed School Nurse	Progress monitoring data: <ul style="list-style-type: none"> COVID-19 cases are being recorded by the OUSD Human Resources Department. These figures show cases by school and whether it is students or staff who are affected. The number of OUSD students needing to quarantine due to COVID-19 infection or exposure is being recorded by office assistants at each OUSD school. These figures show the degree to which students are moving in and out of classroom instruction. 	Daily/ongoing

Action Title(s)	How Progress will be Monitored	Frequency of Progress Monitoring
	<ul style="list-style-type: none"> Utilization of outdoor space for eating is being notated by the OUSD Child Nutrition Department. This data indicates how often students are able to eat meals outside. 	
Special Education Program Specialists	<p>Progress monitoring data:</p> <ul style="list-style-type: none"> The exit rate from Special Education (data accessed via SIRAS) will indicate success in enabling students with disabilities to graduate out of needing special services. Data on accomplishment of Individualized Educational Program (IEP) goals will provide evidence of success. In the current school year, program specialists are working with Special Education providers to write IEP goals that are measurable (goal accomplishment data accessed via SEIS). This will set the stage for analysis of IEP goal accomplishment in 2022-2023 and beyond. Suspension data for Special Education students (data accessed via Aeries) will indicate success in reducing the number of severe behavioral incidents among students with disabilities. Attendance data for Special Education students (data accessed via Aeries) will indicate success in reducing the rate of chronic absenteeism (students absent 10% or more of the time) among students with disabilities. 	<p>Annually: exit rate from Special Education, data on accomplishment of IEP goals Ongoing: suspension data, attendance data</p>
Instructional Assistants in Kindergarten	Progress monitoring data:	Three times during the school year (trimesters)

Action Title(s)	How Progress will be Monitored	Frequency of Progress Monitoring
	<ul style="list-style-type: none"> Acadience reading assessment benchmark data will show progress in reading. Report card grades from the district adopted Expressions math curriculum will show progress in math (grades accessed via Aeries) 	
Summer Programming (Summer School)	Progress monitoring data: <ul style="list-style-type: none"> SIPPS has built-in assessments that will show student progress in reading. Social/emotional screening tool (DESSA-mini or equivalent) will provide data on students' emotional state before and after participation in the program. 	Pre- and post-participation in the four-week summer school
Summer Programming (Jump Start)	Progress monitoring data: <ul style="list-style-type: none"> Office Discipline Referrals (compiled in Edu-Climber) will be used to compare the behavior of students who participated in “jump start” programs to the behavior of all other students. Attendance data (available on Aeries) will be used to compare the school attendance of students who participated in “jump start” programs to the attendance of all other students. Social/emotional screening tool (DESSA-mini or equivalent) will provide data on students' emotional state before and after participation in the program. 	September, October, and end of year
Counseling Support	Progress monitoring data: <ul style="list-style-type: none"> Suspension data for Special Education students (data accessed via Aeries) 	Ongoing

Action Title(s)	How Progress will be Monitored	Frequency of Progress Monitoring
	<p>will indicate success in reducing the number of severe behavioral incidents among students, including student subgroups.</p>	
Technology	<p>Progress monitoring data:</p> <ul style="list-style-type: none"> The ratio of technology devices to students, which is maintained by the district Technology Department, will indicate success in maintaining a 1:1 device-to-student ratio. 	Ongoing

ESSER III Expenditure Plan Instructions

Introduction

School districts, county offices of education (COEs), or charter schools, collectively known as local educational agencies (LEAs), that receive Elementary and Secondary School Emergency Relief (ESSER) funds under the American Rescue Plan (ARP) Act, referred to as ESSER III funds, are required to develop a plan for how they will use ESSER III funds to, at a minimum, address students' academic, social, emotional, and mental health needs, as well as the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic.

The plan must be adopted by the local governing board or body of the LEA at a public meeting on or before October 29, 2021 and must be submitted for review and approval within five days of adoption. A school district must submit its ESSER III Expenditure Plan to its COE for review and approval; a COE must submit its plan to the California Department of Education for review and approval. A charter school must submit its plan to its chartering authority for review and to the COE of the county in which the charter school operates for review and approval.

In addition, consistent with the requirements of the ARP, Volume 86, *Federal Register*, page 21201, April 22, 2021, the ESSER III Expenditure Plan must be:

- Written in an understandable and uniform format;
- Written in a language that parents can understand, to the extent practicable;
 - If it is not practicable to provide written translations to a parent with limited English proficiency, the plan must be orally translated for parents
- Provided in an alternative format to a parent who is an individual with a disability as defined by the Americans with Disabilities Act, upon request; and
- Be made publicly available on the LEA's website.

For additional information regarding ESSER III funding please see the ARP Act Funding web page at

<https://www.cde.ca.gov/fg/cr/arpact.asp>.

For technical assistance related to the completion of the ESSER III Expenditure Plan, please contact EDReliefFunds@cde.ca.gov.

Fiscal Requirements

- The LEA must use at least 20 percent (20%) of its ESSER III apportionment for expenditures related to addressing the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs.
 - For purposes of this requirement, "evidence-based interventions" include practices or programs that have **evidence** to show that they are effective at producing results and improving outcomes when implemented. This kind of evidence has generally been produced through formal studies and research. There are four tiers, or levels, of evidence:

- **Tier 1 – Strong Evidence:** the effectiveness of the practices or programs is supported by one or more well-designed and well-implemented randomized control experimental studies.
 - **Tier 2 – Moderate Evidence:** the effectiveness of the practices or programs is supported by one or more well-designed and well-implemented quasi-experimental studies.
 - **Tier 3 – Promising Evidence:** the effectiveness of the practices or programs is supported by one or more well-designed and well-implemented correlational studies (with statistical controls for selection bias).
 - **Tier 4 – Demonstrates a Rationale:** practices that have a well-defined logic model or theory of action, are supported by research, and have some effort underway by a State Educational Agency, LEA, or outside research organization to determine their effectiveness.
- **For additional information please see the Evidence-Based Interventions Under the ESSA web page at <https://www.cde.ca.gov/re/es/evidence.asp>.**
- The LEA must use the remaining ESSER III funds consistent with section 2001(e)(2) of the ARP Act, including for:
 - Any activity authorized by the Elementary and Secondary Education Act (ESEA) of 1965;
 - Any activity authorized by the Individuals with Disabilities Education Act (IDEA);
 - Any activity authorized by the Adult Education and Family Literacy Act;
 - Any activity authorized by the Carl D. Perkins Career and Technical Education Act of 2006;
 - Coordination of preparedness and response efforts of LEAs with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to COVID-19;
 - Activities to address the unique needs of low-income students, students with disabilities, English learners, racial and ethnic minorities, homeless students, and foster youth, including how outreach and service delivery will meet the needs of each population;
 - Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs;
 - Training and professional development for staff of the LEA on sanitation and minimizing the spread of infectious diseases;
 - Purchasing supplies to sanitize and clean the facilities of an LEA, including buildings operated by such agency;
 - Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under IDEA, and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements;
 - Purchasing education technology (including hardware, software, and connectivity) for students who are served by the LEA that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and children with disabilities, which may include assistive technology or adaptive equipment;
 - Providing mental health services and supports, including through the implementation of evidence-based full-service community schools;
 - Planning and implementing activities related to summer learning and supplemental after school programs, including providing classroom instruction or online learning during the summer months and addressing the needs of underserved students;

- Addressing learning loss among students, including underserved students, by:
 - Administering and using high-quality assessments that are valid and reliable, to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiated instruction,
 - Implementing evidence-based activities to meet the comprehensive needs of students,
 - Providing information and assistance to parents and families of how they can effectively support students, including in a distance learning environment, and
 - Tracking student attendance and improving student engagement in distance education;

Note: A definition of “underserved students” is provided in the Community Engagement section of the instructions.

- School facility repairs and improvements to enable operation of schools to reduce risks of virus transmission and exposure to environmental health hazards, and to support student health needs;
- Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and nonmechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door replacement;
- Developing strategies and implementing public health protocols including, to the greatest extent practicable, policies in line with guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities to effectively maintain the health and safety of students, educators, and other staff;
- Other activities that are necessary to maintain the operation of and continuity of services in LEAs and continuing to employ existing staff of the LEA.

Other LEA Plans Referenced in this Plan

In developing the plan, the LEA has flexibility to include community input and/or actions included in other planning documents, such as the Local Control and Accountability Plan (LCAP) and/or the Expanded Learning Opportunities (ELO) Grant Plan, provided that the input and/or actions address the requirements of the ESSER III Expenditure Plan.

An LEA that chooses to utilize community input and/or actions from other planning documents must provide the name of the plan(s) referenced by the LEA and a description of where the plan(s) may be accessed by the public (such as a link to a web page or the street address of where the plan(s) are available) in the table. The LEA may add or delete rows from the table as necessary.

An LEA that chooses not to utilize community input and/or actions from other planning documents may provide a response of “Not Applicable” in the table.

Summary of Expenditures

The Summary of Expenditures table provides an overview of the ESSER III funding received by the LEA and how the LEA plans to use its ESSER III funds to support the strategies and interventions being implemented by the LEA.

Instructions

For the ‘Total ESSER III funds received by the LEA,’ provide the total amount of ESSER III funds received by the LEA.

In the Total Planned ESSER III Expenditures column of the table, provide the amount of ESSER III funds being used to implement the actions identified in the applicable plan sections.

For the ‘Total ESSER III funds included in this plan,’ provide the total amount of ESSER III funds being used to implement actions in the plan.

Community Engagement

Purpose and Requirements

An LEA’s decisions about how to use its ESSER III funds will directly impact the students, families, and the local community, and thus the LEA’s plan must be tailored to the specific needs faced by students and schools. These community members will have significant insight into what prevention and mitigation strategies should be pursued to keep students and staff safe, as well as how the various COVID–19 prevention and mitigation strategies impact teaching, learning, and day-to-day school experiences.

An LEA must engage in meaningful consultation with the following community members, as applicable to the LEA:

- Students;
- Families, including families that speak languages other than English;
- School and district administrators, including special education administrators;
- Teachers, principals, school leaders, other educators, school staff, and local bargaining units, as applicable.

“Meaningful consultation” with the community includes considering the perspectives and insights of each of the required community members in identifying the unique needs of the LEA, especially related to the effects of the COVID-19 pandemic. Comprehensive strategic planning will utilize these perspectives and insights to determine the most effective strategies and interventions to address these needs through the programs and services the LEA implements with its ESSER III funds.

Additionally, an LEA must engage in meaningful consultation with the following groups to the extent that they are present or served in the LEA:

- Tribes;
- Civil rights organizations, including disability rights organizations (e.g. the American Association of People with Disabilities, the American Civil Liberties Union, National Association for the Advancement of Colored People, etc.); and
- Individuals or advocates representing the interests of children with disabilities, English learners, homeless students, foster youth, migratory students, children who are incarcerated, and other underserved students.
 - For purposes of this requirement “underserved students” include:
 - Students who are low-income;

- Students who are English learners;
- Students of color;
- Students who are foster youth;
- Homeless students;
- Students with disabilities; and
- Migratory students.

LEAs are also encouraged to engage with community partners, expanded learning providers, and other community organizations in developing the plan.

Information and resources that support effective community engagement may be found under *Resources* on the following web page of the CDE’s website: <https://www.cde.ca.gov/re/lc>.

Instructions

In responding to the following prompts, the LEA may reference or include input provided by community members during the development of existing plans, including the LCAP and/or the ELO Grant Plan, to the extent that the input is applicable to the requirements of the ESSER III Expenditure Plan. Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA’s local community.

A description of the efforts made by the LEA to meaningfully consult with its required community members and the opportunities provided by the LEA for public input in the development of the plan.

A sufficient response to this prompt will describe how the LEA sought to meaningfully consult with its required community members in the development of the plan, how the LEA promoted the opportunities for community engagement, and the opportunities that the LEA provided for input from the public at large into the development of the plan.

As noted above, a description of “meaningful consultation” with the community will include an explanation of how the LEA has considered the perspectives and insights of each of the required community members in identifying the unique needs of the LEA, especially related to the effects of the COVID-19 pandemic.

A description of the how the development of the plan was influenced by community input.

A sufficient response to this prompt will provide clear, specific information about how input from community members and the public at large was considered in the development of the LEA’s plan for its use of ESSER III funds. This response must describe aspects of the ESSER III Expenditure Plan that were influenced by or developed in response to input from community members.

- For the purposes of this prompt, “aspects” may include:
 - Prevention and mitigation strategies to continuously and safely operate schools for in-person learning;

- Strategies to address the academic impact of lost instructional time through implementation of evidence-based interventions (e.g. summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs);
- Any other strategies or activities implemented with the LEA’s ESSER III fund apportionment consistent with section 2001(e)(2) of the ARP Act; and
- Progress monitoring to ensure interventions address the academic, social, emotional, and mental health needs for all students, especially those students disproportionately impacted by COVID-19

For additional information and guidance, please see the U.S. Department of Education’s Roadmap to Reopening Safely and Meeting All Students’ Needs Document, available here: <https://www2.ed.gov/documents/coronavirus/reopening-2.pdf>.

Planned Actions and Expenditures

Purpose and Requirements

As noted in the Introduction, an LEA receiving ESSER III funds is required to develop a plan to use its ESSER III funds to, at a minimum, address students’ academic, social, emotional, and mental health needs, as well as the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic.

Instructions

An LEA has the flexibility to include actions described in existing plans, including the LCAP and/or ELO Grant Plan, to the extent that the action(s) address the requirements of the ESSER III Expenditure Plan. When including action(s) from other plans, the LEA must describe how the action(s) included in the ESSER III Expenditure Plan supplement the work described in the plan being referenced. The LEA must specify the amount of ESSER III funds that it intends to use to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA. Descriptions of actions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA’s local community.

Strategies for Continuous and Safe In-Person Learning

Provide the total amount of funds being used to implement actions related to Continuous and Safe In-Person Learning, then complete the table as follows:

- If the action(s) are included in another plan, identify the plan and provide the applicable goal and/or action number from the plan. If the action(s) are not included in another plan, write “N/A”.
- Provide a short title for the action(s).
- Provide a description of the action(s) the LEA will implement using ESSER III funds for prevention and mitigation strategies that are, to the greatest extent practicable, in line with the most recent CDC guidance, in order to continuously and safely operate schools for in-person learning.

- Specify the amount of ESSER III funds the LEA plans to expend to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA.

Addressing the Impact of Lost Instructional Time

As a reminder, the LEA must use not less than 20 percent of its ESSER III funds to address the academic impact of lost instructional time. Provide the total amount of funds being used to implement actions related to addressing the impact of lost instructional time, then complete the table as follows:

- If the action(s) are included in another plan, identify the plan and provide the applicable goal and/or action number from the plan. If the action(s) are not included in another plan, write “N/A”.
- Provide a short title for the action(s).
- Provide a description of the action(s) the LEA will implement using ESSER III funds to address the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs.
- Specify the amount of ESSER III funds the LEA plans to expend to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA.

Use of Any Remaining Funds

After completing the Strategies for Continuous and Safe In-Person Learning and the Addressing the Impact of Lost Instructional Time portions of the plan, the LEA may use any remaining ESSER III funds to implement additional actions to address students’ academic, social, emotional, and mental health needs, as well as to address opportunity gaps, consistent with the allowable uses identified above in the Fiscal Requirements section of the Instructions. LEAs choosing to use ESSER III funds in this manner must provide the total amount of funds being used to implement actions with any remaining ESSER III funds, then complete the table as follows:

- If the action(s) are included in another plan, identify the plan and provide the applicable goal and/or action number from the plan. If the action(s) are not included in another plan, write “N/A”.
- Provide a short title for the action(s).
- Provide a description of any additional action(s) the LEA will implement to address students’ academic, social, emotional, and mental health needs, as well as to address opportunity gaps, consistent with the allowable uses identified above in the Fiscal Requirements section of the Instructions. If an LEA has allocated its entire apportionment of ESSER III funds to strategies for continuous and safe in-person learning and/or to addressing the impact of lost instructional time, the LEA may indicate that it is not implementing additional actions.
- Specify the amount of ESSER III funds the LEA plans to expend to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA. If the LEA it is not implementing additional actions the LEA must indicate “\$0”.

Ensuring Interventions are Addressing Student Needs

The LEA is required to ensure its interventions will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students most impacted by the COVID–19 pandemic, including students from low-income families, students of color, English learners, children with disabilities, students experiencing homelessness, children in foster care, and migratory students.

The LEA may group actions together based on how the LEA plans to monitor the actions' progress. For example, if an LEA plans to monitor the progress of two actions in the same way and with the same frequency, the LEA may list both actions within the same row of the table. Each action included in the ESSER III Expenditure Plan must be addressed within the table, either individually or as part of a group of actions.

Complete the table as follows:

- Provide the action title(s) of the actions being measured.
- Provide a description of how the LEA will monitor progress of the action(s) to ensure that they are addressing the needs of students.
- Specify how frequently progress will be monitored (e.g. daily, weekly, monthly, every 6 weeks, etc.).

California Department of Education
June 2021



ORCUTT Union School District

Where a Dedicated Staff Means Kids Come First

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TO: Board of Trustees
Dr. Holly Edds, Superintendent

FROM: Susan Salucci
Assistant Superintendent, Human Resources

BOARD MEETING DATE: October 13, 2021

BOARD AGENDA ITEM: Board Policy 4112.42/4212.42/4312.42: Drug and Alcohol Testing for School Bus Drivers

BACKGROUND: The Board Policy was updated to clarify the obligation of drivers to submit to drug and alcohol testing as required under federal law. The section on "Consequences Based on Test Results" updated to (1) add the agency responsible for reviewing and approving district requests to temporarily remove a driver from safety-sensitive functions before drug test results are verified by a certified medical review officer and (2) describe consequences that will be imposed on drivers based on findings of specific concentrations of alcohol. The Board Policy also clarifies the requirement to ensure that a driver who is offered an opportunity to return to work following a violation first receive an evaluation by a qualified substance abuse professional and successfully comply with the evaluation recommendations.

RECOMMENDATION: It is recommended that the Board of Trustees approve the revision to Board Policy 4112.42/4212.42/4312.42, Drug and Alcohol Testing for School Bus Drivers, as submitted.

FUNDING: Not applicable

Personnel

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

The **Governing** Board of Trustees desires to ensure that district-provided transportation is safe for students, staff, and the public. To that end, the Superintendent or designee shall establish a drug and alcohol testing program designed to prevent the operation of busses or the performance of other safety-sensitive functions by a driver who is under the influence of drugs or alcohol, including a driver of a school bus, student activity bus, or other school transportation vehicle or any other employee who holds a commercial driver's license which is necessary to perform duties related to district employment.

~~(cf. 3540—Transportation)
(cf. 3542 School Bus Drivers)
(cf. 3543—Transportation Safety and Emergencies)
(cf. 4020 Drug and Alcohol Free Workplace)
(cf. 4112.41/4212.41/4312.41—Employee Drug Testing)~~

A driver shall not report for duty or remain on duty when ~~he/she~~ **the driver** has used any drug listed in 21 CFR 1308.11. A driver is also prohibited from reporting for duty or remaining on duty when **the driver** ~~he/she~~ has used any drug listed in 21 CFR 1308.12-1308.15, unless **the driver** ~~he/she~~ is using the drug under the direction of a physician who has advised **the driver** ~~him/her~~ that the substance will not adversely affect the driver's ability to safely operate a bus. **(49 CFR 382.213)** In addition, a driver shall not consume alcohol while on duty **and/or performing safety-sensitive functions**, or for four hours prior to on-duty time. **(49 CFR 382.205, 382.207 382.201-382.209, 382.213)**

Drivers shall submit to drug and alcohol testing as required under federal law and specified in the accompanying administrative regulation. The district's testing program **for drivers** shall include pre-employment drug testing and reasonable suspicion, random, post-accident, return-to-duty, and follow-up drug and alcohol testing of drivers. (49 USC 31306; 49 CFR 382.301-382.311)

The Board ~~Superintendent or designee~~ shall contract for testing services upon verifying that the personnel are appropriately qualified and/or certified and that testing procedures conform to federal regulation.

Except as otherwise provided by law, the Superintendent or designee shall not release individual test results or medical information about a driver to a third party without the driver's specific written consent. (49 CFR 40.321)

Consequences Based on Test Results

No driver shall be temporarily removed from the performance of safety-sensitive functions based only on a laboratory report of a confirmed positive test **for a drug or drug metabolite** before the certified medical review officer has completed verification of the test results, unless the district has obtained a waiver **from the Federal Motor Carrier Safety Administration**. (49 CFR 40.3, 40.21, 382.107, 382.119)

Personnel

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

Any driver for whom the district receives a verified positive drug test result or who is found to have a blood alcohol concentration of 0.04 or higher shall be immediately removed from performing safety-sensitive functions in accordance with 49 CFR 40.23 and 382.211. An alcohol concentration between 0.02 and 0.04 requires temporary removal of the bus driver for a 24-hour period following the test. Any driver who refuses to take a required drug or alcohol test shall not be permitted to perform or continue to perform safety-sensitive functions. (49 CFR 40.23, 382.211)

Not later than five days after receiving notification of the test result or refusal to comply, the Superintendent or designee shall report any refusal, failure to comply, or positive test result to the California Department of Motor Vehicles (DMV) using a form approved by the DMV. (Vehicle Code 13376)

A driver who has violated federal drug and alcohol regulations may be subject to disciplinary action up to and including dismissal in accordance with law, administrative regulations, and the district's collective bargaining agreement. Any driver provided with an opportunity to return to a safety-sensitive duty following a violation shall be evaluated by a qualified substance abuse professional and complete the evaluation recommendation before returning to such duty. (49 CFR 40.289)

Voluntary Self-Identification

Whenever a driver admits to alcohol or drug misuse under the district's voluntary self-identification program, the Superintendent or designee shall ensure all of the following: (49 CFR 382.121)

1. No adverse action shall be taken against the driver by the district.
2. The driver shall be allowed sufficient opportunity to seek evaluation, education, or treatment to establish control over the drug or alcohol problem.
3. The driver shall be permitted to participate in safety-sensitive functions only after:
 - a. Successfully completing an education or treatment program, as determined by a drug and alcohol abuse evaluation expert, such as an employee assistance professional, substance abuse professional, or qualified drug and alcohol counselor
 - b. Undergoing a return-to-duty test with a result indicating an alcohol concentration of less than 0.02 and/or a verified negative result for drug use

A driver who admits to alcohol or drug misuse shall not be subject to federal requirements related to referral, evaluation, and treatment, provided that the driver does not self-identify in order to avoid drug or alcohol testing, makes the admission prior to performing a safety-sensitive function, and does not perform a safety-sensitive function until the driver has been evaluated and has successfully completed education or treatment requirements in accordance with program guidelines. (49 CFR 382.121)

Personnel

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

State

13 CCR 1200-1293: Motor carrier safety
13 CCR 1212-1228: School bus driver requirements
Ed. Code 35160: Authority of governing boards
Gov. Code 8355: Certification of drug-free workplace, including notification
Veh. Code 13376: Driver certificates; revocation or suspension
Veh. Code 34500-34520.5: Safety regulations

Federal

21 CFR 1308.11-1308.15: Controlled substances
41 USC 8101-8106: Drug-Free Workplace Act
49 CFR 382.101-382.605: Controlled substance and alcohol use and testing
49 CFR 382.205: On-duty use
49 CFR 382.207: Pre-duty use
49 CFR 382.209: Use following an accident
49 CFR 40.1-40.413: Procedures for transportation workplace drug and alcohol testing programs
49 USC 31306: Alcohol and drug testing

Management Resources

California Highway Patrol Publication: Controlled Substances and Alcohol Testing Compliance Checklist, 2007
California Highway Patrol Publication: What is CSAT? Controlled Substances and Alcohol Testing, 2005
Website: California Highway Patrol
Website: Federal Motor Carrier Safety Administration
Website: U.S. Department of Transportation, Office of Drug and Alcohol Policy and Compliance

Legal Reference:

~~EDUCATION CODE~~

~~35160 Authority of governing boards~~

~~GOVERNMENT CODE~~

~~8355 Drug free workplace; employee notification~~

~~VEHICLE CODE~~

~~13376 Driver certificates; revocation or suspension~~

~~34500-34520.5 Safety regulations~~

~~CODE OF REGULATIONS, TITLE 13~~

~~1200-1293 Motor carrier safety, especially:~~

~~1213.1 Placing drivers out of service~~

~~UNITED STATES CODE, TITLE 41~~

~~8101-8106 Drug Free Workplace Act~~

~~UNITED STATES CODE, TITLE 49~~

~~31306 Alcohol and controlled substances testing~~

~~CODE OF FEDERAL REGULATIONS, TITLE 21~~

~~1308.11-1308.15 Controlled substances~~

~~CODE OF FEDERAL REGULATIONS, TITLE 49~~

~~40.1-40.413 Part 40, Procedures for transportation workplace drug and alcohol testing programs~~

~~382.101-382.605 Controlled substance and alcohol use and testing; especially:~~

~~382.205 On-duty use~~

~~382.207 Pre-duty use~~

~~382.209 Use following an accident~~

Management Resources:

~~CALIFORNIA HIGHWAY PATROL PUBLICATIONS~~

~~Controlled Substances and Alcohol Testing Compliance Checklist, 2007~~

~~What is CSAT? Controlled Substances and Alcohol Testing, 2005~~

~~WEB SITES~~

~~California Highway Patrol: <http://www.chp.ca.gov>~~

Federal Motor Carrier Safety Administration: <http://www.fmesa.dot.gov>
U.S. Department of Transportation, Office of Drug and Alcohol Policy and Compliance:
<http://www.dot.gov/ost/dape>

Policy Adopted: ~~02/12/2014~~ 11-10-21

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California



ORCUTT Union School District

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Assistant Superintendent
NICK TAYLOR, Ed.D.
Assistant Superintendent

TO: Board of Trustees
Dr. Holly Edds, Superintendent

FROM: Susan Salucci
Assistant Superintendent, Human Resources

BOARD MEETING DATE: October 13, 2021

BOARD AGENDA ITEM: Board Policy 4158/4258/4358: Employee Security

BACKGROUND: The Board Policy was updated to reflect law authorizing a district to petition, on behalf of an employee, for a gun violence restraining order prohibiting a person from owning, purchasing, possessing, or receiving a firearm. The policy also reflects law requiring a district to provide reasonable accommodations, upon request, to an employee who is a victim of domestic violence, sexual assault, or stalking. Also, the policy adds a requirement of law to inform administrators and counselors, along with teachers, regarding certain crimes and offenses committed by students.

RECOMMENDATION: It is recommended that the Board of Trustees approve the revision to Board Policy 4158/4258/4358, Employee Security, as submitted.

FUNDING: Not applicable

BP 4158 (a)

BP 4258 (a)

BP 4358 (a)

Personnel

EMPLOYEE SECURITY

The Governing Board of Trustees desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

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

~~(cf. 3515—Campus Security)~~

~~(cf. 5131.4—Student Disturbances)~~

Any person who threatens the safety of others at any district facility may be removed by the Superintendent or designee in accordance with AR 3515.2 - Disruptions. Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. Such measures may include seeking a temporary restraining order on behalf of the employee pursuant to Code of Civil Procedure 527.8 and/or a gun violence restraining order pursuant to Penal Code 18150 and 18170.

Upon request by an employee who is a victim of domestic violence, sexual assault, or stalking, the Superintendent or designee shall provide reasonable accommodations in accordance with Labor Code 230-230.1 and the accompanying administrative regulation to protect the employee's safety while at work. The Superintendent or designee may pursue legal action on behalf of an employee against a student or the student's parent/guardian to recover damages for injury to the employee's person or property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of the employee's duties. (Education Code 48904, 48905)

~~Any employee against whom violence or threat of violence has been directed in the workplace shall notify the Superintendent or designee, the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace.~~

~~The Superintendent or designee may pursue legal action on behalf of an employee against a student or his/her parent/guardian to recover damages to the employee or his/her property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of his/her duties. (Education Code 48904, 48905)~~

~~(cf. 3320—Claims and Actions Against the District)~~

~~(cf. 3515.4—Recovery for Property Loss or Damage)~~

~~(cf. 4156.3/4256.3/4356.3—Employee Property Reimbursement)~~

~~(cf. 5125.2—Withholding Grades, Diploma or Transcripts)~~

The Superintendent or designee shall provide staff development ensure that employees receive training in crisis prevention and intervention techniques in order to protect

~~themselves and students. Staff development~~ which may include training in classroom management, effective communication techniques, procedures for responding to an active shooter situation, and crisis resolution.

~~(cf. 4131—Staff Development)~~

~~(cf. 4231—Staff Development)~~

~~(cf. 4331—Staff Development)~~

The Superintendent or designee also shall inform teachers, **administrators, and/or counselors** ~~in accordance with law~~, of crimes and offenses committed by students who may pose a danger in the classroom. (Education Code 48201, 49079; Welfare and Institutions Code 827)

Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms and classrooms, communications devices that would enable two-way communication with law enforcement and others when emergencies occur.

~~(cf. 5141—Health Care and Emergencies)~~

Use of Pepper Spray

Employees ~~may~~ **shall** not carry or possess pepper spray on school property or at school activities except when authorized by the Superintendent or designee for self-defense purposes. When allowed, an employee may only possess pepper spray in accordance with administrative regulations and Penal Code 22810. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

~~(cf. 4118—Suspension/Disciplinary Action)~~

~~(cf. 4218—Dismissal/Suspension/Disciplinary Action)~~

Reporting of Injurious Objects

~~The Board requires school~~ Employees **shall** ~~to~~ take immediate action upon being made aware that any person is in possession of a weapon or unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee **shall exercise their best** ~~use his/her own~~ judgment as to the potential danger involved, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately call 911 and the principal

~~(cf. 3515.7—Firearms on School Grounds)~~

~~(cf. 5131.7—Weapons and Dangerous Instruments)~~

~~(cf. 5144.—Discipline)~~

~~(cf. 5144.1—Suspension and Expulsion/Due Process)~~

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

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

State

CCP. 527.8: Workplace violence safety
Civ. Code 51.7: Freedom from violence or intimidation
Ed. Code 32210-32212: Willful disturbance, public schools or meetings
Ed. Code 32225-32226: Communications devices in classrooms
Ed. Code 35208: Liability insurance
Ed. Code 35213: Reimbursement for loss or damage of personal property
Ed. Code 44014: Report of assault by pupil against school employee
Ed. Code 44807: Teachers' duty concerning conduct of students
Ed. Code 48201: Transfer of student records
Ed. Code 48900-48926: Suspension and expulsion
Ed. Code 49079: Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion
Ed. Code 49330-49335: Injurious objects
Gov. Code 3543.2: Scope of representation
Gov. Code 995-996.4: Defense of public employees
Pen. Code 22810 Purchase, possession, and use of tear gas
Pen. Code 240-246.3: Assault and battery
Pen. Code 241.3: Assault against school bus drivers
Pen. Code 241.6: Assault on school employee including board member
Pen. Code 243.3: Battery against school bus drivers
Pen. Code 243.6: Battery against school employee including board members
Pen. Code 245.5: Assault with deadly weapon against school employee including board member
Pen. Code 290: Registration of sex offenders
Pen. Code 601: Trespass by person making credible threat
Pen. Code 626-626.11: School crimes
Pen. Code 646.9: Stalking
Pen. Code 71: Threatening public officers and employees and school officials
W&I Code 827: Juvenile court proceedings; reports; confidentiality
W&I Code 828.1: District police or security department, disclosure of juvenile records

Management Resources

Court Decision: City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526
Website: California Department of Education, Safe Schools
Website:CSBA

Legal Reference:

EDUCATION CODE

~~32210-32212 Willful disturbance, public schools or meetings~~
~~32225-32226 Communication devices~~
~~35208 Liability insurance~~
~~35213 Reimbursement for loss, destruction or damage of school property~~
~~44014 Report of assault by pupil against school employee~~
~~44807 Duty concerning conduct of students~~
~~48201 Transfer of student records~~
~~48900-48926 Suspension or expulsion Grounds for suspension or expulsion~~
~~49079 Notification to teacher; student who has engaged in acts constituting grounds for suspension or expulsion~~
~~49330-49335 Injurious objects~~

CIVIL CODE

~~51.7 Freedom from violence or intimidation~~

CODE OF CIVIL PROCEDURE

~~527.8 Workplace violence safety act~~

GOVERNMENT CODE

~~995-996.4 Defense of public employees~~

~~3543.2 Scope of representation~~

PENAL CODE

~~71 Threatening public officers and employees and school officials~~

~~240-246.3 Assault and batteries, especially:~~

~~241.3 Assault against school bus drivers~~

~~241.6 Assault on school employee includes board member~~

~~243.3 Battery against school bus drivers~~

~~243.6 Battery against school employee includes board member~~

245.5 Assault with deadly weapon; school employee includes board member

290 Registration of sex offenders

601 Trespass by person making credible threat

626.9 Gun-Free School Zone Act of 1995

626.10.1 School crimes

646.9 Stalking

22810 Purchase, possession, and use of tear gas

12403.7 Weapons approved for self defense

WELFARE AND INSTITUTIONS CODE

827 Juvenile court proceedings; reports; confidentiality

828.1 District police or security department, disclosure of juvenile records

COURT DECISIONS

City of San Jose v. William Garbutt, (2010) 190 Cal. App. 4th 526

Management Resources:

WEB SITES

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

California Department of Education, Safe schools and Violence Prevention Office:

<http://www.cde.ca.gov/ss>

Regulation Adopted: 10/10/18 11-10-21

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California



ORCUTT Union School District

Where a Dedicated Staff Means Kids Come First

BOARD OF TRUSTEES

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NICK TAYLOR, Ed.D.
Assistant Superintendent

TO: Board of Trustees
Dr. Holly Edds, Superintendent

FROM: Susan Salucci
Assistant Superintendent, Human Resources

BOARD MEETING DATE: October 13, 2021

BOARD AGENDA ITEM: 2022-2023 School Calendar

BACKGROUND: Every year the District and OEA meet to discuss the academic calendar for the following year. Attached is the agreed upon calendar for the 2022-23 school year.

RECOMMENDATION: It is recommended that the Board of Trustees adopt the 2022-2023 calendar as submitted.

FUNDING: Not applicable

2022/23 School Calendar

Orcutt Union School District



August 2022 (15)							September 2022 (20)							October 2022 (21)							November 2022 (15)						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

ELEMENTARY INCLUDING CHARTER K-8
(Wednesday is early release)

8/08 New Teachers Begin
8/09 Convocation
8/10 Work Day
8/11 First Day of School for all grades

Minimum Days
8/11-12, 9/26-9/30/22; 3/8 - 3/10/23, 6/7/23

K-6 Parent Conferences
9/26 - 9/30/22; 3/8 - 3/10/23

End of Trimesters
11/04 (First), 03/03/23 (Second)

6/7/22 - LAST DAY OF SCHOOL

December 2022 (12)							January 2023 (16)							February 2023 (18)							March 2023 (22)						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3											1	2	3	4				1	2	3	4
4	5	6	7	8	9	10	1	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11
11	12	13	14	15	16	17	8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18
18	19	20	21	22	23	24	15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25
25	26	27	28	29	30	31	22	23	24	25	26	27	28	26	27	28					26	27	28	29	30	31	
							29	30	31																		

JUNIOR HIGH SCHOOLS
(Wednesday is Late Start)

8/08 New Teachers Begin
8/09 Convocation
8/10 Work Day and 7th graders only shortened day
8/11 First Day of School for all grades (Minimum day)

Mid Quarter Conferences
09/15 (Shortened day), 11/17 (full day)
02/23/23 (full day)

Minimum Days
8/11-12, 9/16, 10/21 (end of 1st qtr.); 11/18/22, 1/27/23 (end of 2nd qtr.), 2/24, 3/31 (end of 3rd qtr.), 6/5, 6/6, 6/7 (end of 4th Qtr.)

April 2023 (14)							May 2023 (22)							June 2023 (5)							July 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6					1	2	3							1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
30																					30	31					

ORCUTT ACADEMY HIGH SCHOOL

8/08 New Teachers Begin
8/09 Convocation
8/10 Workday

Minimum Days
8/11 First Day of School
8/12 Second Day of School
9/23 Grade Prep
TBD PSAT Testing
12/13-12/15 Finals
12/16 End of 1st Semester
2/24 Grade Prep
6/2, 6/5-7 Finals

Parent Teacher Conferences
9/22, 2/23
Progress Reports
9/16, 10/28, 2/17, 4/21

6/7/2023 - GRADUATION

Board Approved TBD

Holidays

September 5, 2022 - Labor Day
November 11, 2022 - Veteran's Day
November 21 - 25, 2022 - Thanksgiving Break
December 19 - Jan. 6, 2023 - Winter Break
January 16, 2023 - Martin Luther King
February 13, 2023 - Lincoln's Birthday
February 20, 2023 - President's Day
April 7-14, 2023 - Spring Break
May 29, 2023 - Memorial Day

Legend

- = New Teachers in Service
- = **First and Last Day** of school
- = Odd Block Days for Orcutt Academy High School
- = Even Block Days for Orcutt Academy High School
- = Non-Block Days for Orcutt Academy High School
- = Staff Professional Learning Days (no school)
- = Holiday