

ORCUTT UNION SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

Wednesday, May 11, 2022

District Office Board Room

500 Dyer St., Orcutt, CA 93455

Open Session at 6:00 p.m. (for purposes of opening meeting only)

Closed Session at 6:05 p.m.

Reconvene in Open Session at 6:45 p.m.

I. OPEN SESSION 6:00 PM

A. Call Meeting to Order

B. Pledge of Allegiance

C. Adoption of May 11, 2022 Agenda

Moved _____ Second _____ Vote _____

D. Identify Closed Session Topics: the Board will adjourn to Closed Session to address the items listed under III. A-G below.

II. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS

General public comment on any closed session item will be heard. 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. The Board may limit comments to no more than 30 minutes pursuant to Board Policy.

A. Motion to Adjourn to Closed Session

Moved _____ Second _____ Vote _____

III. ADJOURN TO CLOSED SESSION

A. Conference with Legal Counsel Regarding Existing Litigation pursuant to California Government Code section 54956.9(d)(1): 1 Case

B. Conference with Legal Counsel Regarding Anticipated Litigation.

1. Significant exposure to litigation pursuant to California Government Code, section 54956.9(2) or (3)

C. Conference with Labor Negotiator. Agency representative, Susan Salucci, Assistant Superintendent of Human Resources. Employee Organization: Orcutt Educators Association; California School Employees Association.

D. Conference with Labor Negotiator. Agency representative: Dr. Holly Edds, Superintendent. Employee Organization: Unrepresented employees

E. Public Employee Discipline/Dismissal/Release/Complaint

F. Public Employee Evaluation of Performance

G. Student Discipline or Other Confidential Student Matters

IV. RECONVENE TO PUBLIC SESSION 6:45 PM

- A. Motion to Reconvene to Public Session
Moved _____ Second _____ Vote _____
- B. Report of Action Taken in Closed Session

V. COMMUNICATIONS/DISCUSSION/INFORMATION

- A. Reports and Presentation
 - 1. OAHS ASB Update
 - 2. Robotics Presentation/Demonstration
 - 3. PTA Recognition
 - 4. Universal Pre-Kindergarten (UPK) Presentation
 - 5. Superintendent's Report
- B. Items from the Board
- C. Written Communication: review and discuss communication from individuals and/or organizations regarding the District's programs and services.

VI. PUBLIC COMMENT PERIOD

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 and 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 item within the Board's jurisdiction in accordance with the Brown Act. The Board will limit any response to public comment to brief statements, referral to staff, or referral to a future board meeting.

VII. CONSENT AGENDA

Items listed under the Consent Agenda are considered to be routine and are acted on by the Board of Trustees in one motion. There is no discussion of these items before the Board vote unless requested because the Board receives Board agenda backup information ahead of scheduled meetings. It is understood that the Administration recommends approval on all Consent Items. Each item on the Consent Calendar approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.

- A. Classified Personnel Action Report
- B. Certificated Personnel Action Report
- C. Approval of April 13, 2022 Regular Board Meeting Minutes
- D. Approval of May 5, 2022 Special Board Meeting Minutes

- E. Approval of Warrants
- F. Los Olivos Interdistrict Attendance Agreement
- G. OAHs Overnight CIF Swim Games in Fresno, CA, May 6-7, 2022
- H. Williams Quarterly Report

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

Moved _____ Second _____ Vote _____

VIII. ITEMS SCHEDULED FOR ACTION

A. GENERAL

1. Resolution No. 17 Order of Election

It is recommended that the Board of Trustees adopt Resolution No. 17, Order of Election, as submitted.

Moved _____ Second _____ Vote _____

2. Resolution No. 18 Candidate’s Statements of Qualifications

It is recommended that the Board of Trustees adopt Resolution No. 18, Candidates Statement of Qualifications, as submitted.

Moved _____ Second _____ Vote _____

B. BUSINESS SERVICES

1. Resolution No. 16 School Adoption of School Developer Fee Increase

It is recommended that the Board of Trustees adopt Resolution No. 16, Adoption of School Developer Fee Increase, as submitted.

Moved _____ Second _____ Vote _____

2. Approve Professional Services Agreement with Kenco Construction Services Inc. to Provide DSA Inspection Services for the Olga Reed Elementary Modernization Project

It is recommended that the Board of Trustees approve the Professional Services Agreement with Kenco Construction to provide DSA Inspection services for the Olga Reed Elementary Modernization Project, as submitted.

Moved _____ Second _____ Vote _____

3. Approve Professional Services Agreement with Insight Environmental Services, Inc. to Provide Abatement Monitoring Services for the Olga Reed Modernization Project

It is recommended that the Board of Trustees approve the Professional Services Agreement with Insight Environmental to provide Abatement Monitoring services for the Olga Reed Elementary Modernization Project, as submitted.

Moved _____ Second _____ Vote _____

4. Approve the Child Nutrition Super Co-Op Contract for the 2022-2023 School Year
It is recommended that the Board of Trustees adopt the Super Co-Op Contract for the 2022-2023 school year, as submitted.
Moved _____ Second _____ Vote _____

C. HUMAN RESOURCES

1. **Public Hearing:**

Initial Collective Bargaining Proposal with Orcutt Educators Association (OEA) for the 2022-2023 School Year

2. Adopt the District's Initial Collective Bargaining Proposal with Orcutt Educators Association for the 2022-2023 School Year
It is recommended that the Board of Trustees adopt the District's Collective Bargaining Proposal with Orcutt Educators Association for the 2022-2023 school year, as submitted.
Moved _____ Second _____ Vote _____

3. Accept 2022-2023 Initial Collective Bargaining Proposal from Orcutt Educators
It is recommended that the Board of Trustees accept the initial proposal for negotiations for the 2022-2023 school year from Orcutt Educators Association, as submitted.
Moved _____ Second _____ Vote _____

4. Resolution No. 14 Declaration of Need for Orcutt Union School District for Fully Qualified Educators
It is recommended that the Board of Trustees adopt Resolution No. 14, Declaration of Need for the Orcutt Union School District for Fully Qualified Educators, as submitted.
Moved _____ Second _____ Vote _____

5. Resolution No. 15 Declaration of Need for Orcutt Academy Charter Schools for Fully Qualified Educators
It is recommended that the Board of Trustees adopt Resolution No. 15, Declaration of Need for Orcutt Academy Charter Schools, as submitted.
Moved _____ Second _____ Vote _____

D. EDUCATIONAL SERVICES

1. Approve the Extended Learning Opportunities Program (ELOP) Plan for Orcutt Union School District and Orcutt Academy Charter
It is recommended that the Board of Trustees approve the Extended Learning Opportunities Program Plan for Orcutt Union School District and Orcutt Academy Charter, as submitted.
Moved _____ Second _____ Vote _____

IX. GENERAL ANNOUNCEMENTS

A. Unless otherwise noticed, the next regular Board meeting is scheduled for June 8, 2022 beginning with Closed Session at 6:05 p.m., Open Session at 6:30 p.m. in the District Office Board Room, 500 Dyer St., Orcutt, CA 93455.

X. ADJOURN TO CLOSED SESSION (If Needed)

A Motion to Adjourn to Closed Session
Moved _____ Second _____ Vote _____
B. Closed Session items described in Item III. above.43

XI. RECONVENE TO OPEN SESSION (If Needed)

A. Motion to Reconvene to Open Session
Moved _____ Second _____ Vote _____
B. Report of Action Taken in Closed Session

XII. 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

May 11, 2022

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
Dwyer, Mary Jane	Human Resources	Administrative Assistant, Confidential	2/VI	8.0	\$1,800 annually	07/01/2022	Teacher Induction stipend
Gratiot, Jennifer	Pine Grove	Noon Duty Supervisor	6/3	.668	\$15.44 per hr.	04/7/2022	Resignation
Guerrero, Mary	Nightingale	Child Nutrition Cashier	8/2	2.5	\$15.45 per hr.	04/25/2022	New hire
Mendoza, Lisa	Olga Reed	ASES Homework Coach	8/6	3.5	\$18.78 per hr.	04/25/2022	New position
Padilla, Mario	Maintenance	Maintenance Craftsperson	26/4	8.0	\$4,621 per mo.	04/27/2022	Resignation
Pounds, Patti	Nightingale	Instructional Assistant, 2	13/2	3.5	\$17.48 per hr.	04/11/2022	New hire
Washington, Valerie	Orcutt JH	Instructional Assistant, 1	12/6	3.5	\$20.73 per hr.	05/04/2022	Resignation
Emp. # 188						06/30/2022	Request Early Retirement Incentive Program



Orcutt Union School District

Certificated Personnel Action Report

May 11, 2022

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
DeLaRosa, Nallely	District	III	\$100,897 \$1,050	2022-23	School Psychologist Mileage Reimbursement
Emp # 253	District			6/30/22	Resignation
Emp # 2016	District			6/30/22	Resignation
Emp # 2042	District			6/30/22	Resignation
Field, Samantha	District	II	\$97,486 \$1,050	2022-23	School Psychologist Mileage Reimbursement
Holloway, Courtney	District	IV	\$104,430 \$1,050	2022-23	School Psychologist Mileage Reimbursement
Manich, Cher	Patterson Road	One Time Daily	\$937.50 \$375	5/1-7/8/22	ELO Administrator Set Up and 22 Days Administrator for Grades 1-6
Martinez, Maritza	Joe Nightingale	VI-3	\$63,886	2022-23	Completed MA Degree
Mau, Tamara	District	VI	\$111,867 \$1,050	2022-23	School Psychologist Mileage Reimbursement
Nance, Crystal	Joe Nightingale	V-6	\$67,351 \$1,067	2022-23	Approval of Temporary Contract BCLAD Stipend
Nordquist, Delaney	Joe Nightingale	IV-2	\$54,777	5/31-6/8/22	Approval of Unpaid Leave of Absence
Ostini, Josh	Orcutt Academy HS	One Time Daily	\$937.50 \$375	7/22-8/5/22	ELO Administrator Set Up and 11 Days Administrator for Grades 7 and 9
Rhine, Leah	Orcutt Academy HS	III-2	\$53,803	2022-23	Approval of Probationary Contract
Rohwedder, Audrey	Joe Nightingale / Orcutt JHS	One Time Daily	\$937.50 \$375	7/22-8/5/22	ELO Administrator Set Up and 11 Days Administrator for TK/K
Sussex, Joy	Patterson Road	V-7	\$69,614	2022-23	Approval of Unpaid Leave of Absence
Taubenheim, Aniko	Ralph Dunlap / Olga Reed	One Time Daily	\$937.50 \$375	5/1-7/8/22	ELO Administrator Set Up and 22 Days Administrator for Grades 1-6
Woodham, Tracy	Orcutt JHS	IV-6	\$64,300	2022-23	Approval of Probationary Contract

*To be prorated

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
April 13, 2022**

CALL TO ORDER

A regular meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, April 13, 2022, in the District Board Room, beginning with Mark Steller calling Public Session to order at 6:00 p.m. The Pledge of Allegiance was led by Susan Salucci. It was moved by Melanie Waffle seconded by Liz Phillips to adopt the April 13, 2022 agenda. Members Present: Steller, Henderson, Morinini, Phillips and Waffle. Administrators Present: Edds, Salucci, Dana, and Knight.

CLOSED SESSION PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

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

RECONVENE TO PUBLIC SESSION

The meeting reconvened to Public Session at 6:30 p.m. Mark Steller reported no action was taken during Closed Session.

SUPERINTENDENT'S REPORT

OAHS ASB President, Hannah Zuckerbraun, update the Board on various ASB activities. Kelly Osborne, Principal at Orcutt Jr. High, gave a presentation on Extended Learning Opportunities. Joe Dana, Assistant Superintendent, presented on the First 5 Early Learning plan, and Dr. Holly Edds updated the Board on various topics during the Superintendent's Report.

ITEMS FROM THE BOARD

Shaun Henderson congratulated the Lakeview and Orcutt Jr. High girls and boys basketball teams on the annual "Day Game" between both schools. All the teams played great, it was exciting to watch and everyone had a great time. Lisa Morinini was excited to share that Orcutt Jr. High is holding its first dance of the year, the Decades Dance, in April and is excited to see things getting back to normal. Liz Phillips congratulated the OAHS Robotics teams for receiving the highest honor in FIRST, the Chairman's Award, at the Regional Competition in Fresno, CA. Melanie Waffle shared that she had a wonderful experience partaking in the OUSD Career Readiness Showcase held on April 11 and Mark Steller piggybacked on that and stated how happy he was that participants got a chance to see some of the outstanding programs OUSD has to offer.

PUBLIC COMMENT

Monique Segura, OEA President, and Veronica Barrios, CSEA President, both thanked the board for successful negotiations and updated the Board on other various union happenings.

CONSENT AGENDA ITEMS

- A. Classified Personnel Action Report
- B. Hiring of Additional Charter School Coaches for the 2021-2022 School Year
- C. Certification of Coaches for the 2021-2022 School Year
- D. Certification of Temporary Athletic Team Coaches 2021-2022 School Year
- E. Certificated Personnel Action Report
- F. Approval of March 9, 2022 Regular Board Meeting Minutes
- G. Approval of April 6, 2022 Special Board Meeting Minutes
- H. Approval of Warrants
- I. OAHS Robotics Team Out of State Trip to Houston, TX in April, 2022
- J. Capitol Advisors Consulting and Advocacy Agreement
- K. Notice of Completion: Orcutt Junior High School Administration Building Project

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

ACTION ITEMS

Strategic Plan Targets for 2022-2023

It was moved by Shaun Henderson seconded by Lisa Morinini and carried to adopt the Orcutt Union School District Strategic Plan Targets for the 2022-2023 School Year, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Acceptance of Gifts: Santa Ynez Valley Foundation

It was moved by Melanie Waffle seconded by Shaun Henderson and carried to accept a \$560 donation to Olga Reed School for the school garden and Cinco De Mayo programs from the Santa Ynez Valley Foundation, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Board Bylaw 9322 Agenda/Meeting Materials

It was moved by Melanie Waffle seconded by Lisa Morinini and carried to approve the Board Bylaw 9322 Agenda/Meeting Materials, for the first reading and that it be placed on the next Consent Agenda for the second reading. Ayes: Steller, Henderson, Morinini, and Waffle.

AB1200 Public Disclosure of Proposed Collective Bargaining Agreement- Orcutt Educators Association, California School Employees Association #255, Confidential Employees, Classified/Certificated Management, as well as Contracted Management Positions

It was moved by Liz Phillips seconded by Lisa Morinini and carried to approve the AB1200 Disclosure of Proposed Collective Bargaining Agreements, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

2020-2021 Audit Report for Orcutt Union School District

It was moved by Liz Phillips seconded by Lisa Morinini and carried to approve the 2020-2021 Audit Report for the Orcutt Union School District, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

2022-2021 Audit Report for Measure G Bond

It was moved by Shaun Henderson seconded by Lisa Morinini and carried to approve the 2020-2021 Audit Report of the Measure G Bond, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Award Bid for the Olga Reed Modernization Measure G Bond Project

It was moved by Melanie Waffle seconded by Liz Phillis and carried to approve the construction bid for the Olga Reed Modernization Project to Pre Con Industries, Inc. for \$2,574,000, as they were the lowest, responsive, and responsible bidder. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Olga Reed Modernization Measure G Bond Project Bond

It was moved by Liz Phillips seconded by Shaun Henderson and carried to approve the estimated budget for the Olga Reed Modernization Project, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Agreement for Turnkey Design and Construction Energy Services with Schneider Electric Building Americas, Inc.

It was moved by Shaun Henderson seconded by Lisa Morinini and carried to approve the Agreement for Turnkey Design and Construction Energy Services with Schneider Electric, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

California Department of Education Library Survey

It was moved by Liz Phillips seconded by Lisa Morinini and carried to acknowledge the District's completion of the California Department of Education Library Survey requirement for each of our school sites in compliance with law, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Continued Funding Application Fiscal Year 2022-2023 California State Preschool Program

It was moved by Melanie Waffle seconded by Lisa Morinini and carried to approve the Continued Funding Application for the California State Preschool Program for the Fiscal Year 2022-2023, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Resolution No. 13 Orcutt Union Elementary School District Early Learning Center

It was moved by Shaun Henderson seconded by Lisa Morinini and carried to adopt Resolution No. 13 Orcutt Union Elementary School District Early Learning Center, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Board Policy 5111 Admission

It was moved by Shaun Henderson seconded by Lisa Morinini and carried to approve the revised Board Policy 5111 Admission, for first reading and that it be placed on the next Consent Agenda for the second reading. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Board Policy 6173 Education for Homeless Children

It was moved by Melanie Waffle seconded by Liz Phillips and carried to approve the revised Board Policy 6173 Education for Homeless Children, for first reading and that it be placed on the next Consent Agenda for the second reading. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

2021/2022 Resolution No. 10 Classified Employees Week

It was moved by Melanie Waffle seconded by Liz Phillips and carried to approve the 2021/2022 Resolution No. 10, Classified Employees Week, May 15-21, 2022, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

2021/2022 Resolution No. 11 Week of the Teacher

It was moved by Lisa Morinini seconded by Liz Phillips and carried to approve the 2021/2022 Resolution No. 11, Week of the Teacher, May 1-7, 2022, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Approval of Agreement with Orcutt Educators Association (OEA)

It was moved by Liz Phillips seconded by Shaun Henderson and carried to approve the negotiated agreement with Orcutt Educators Association, as submitted. Ayes: Steller, Henderson, Morinini, Phillip, and Waffle.

Approval of Agreement with the California School Employees Association (CSEA) #255

It was moved by Melanie Waffle seconded by Shaun Henderson and carried to approve the negotiated agreement with the California School Employees Association #255, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Approval of Compensation Increase for Confidential Employees, Certificated and Classified Management.

It was moved by Liz Phillips seconded by Shawn Henderson and carried to approve the compensation agreement with Orcutt Union School District Confidential Employees and Certificated Management and Classified Management, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Approval of Compensation Increase for Contracted Positions

It was moved by Shaun Henderson seconded by Liz Phillips and carried to approve the compensation agreement with Assistant Superintendent of Human Resources, and the Assistant Superintendent of Educational Services, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Approval of Addendum Number 2 to the Employment Agreement with Dr. Holly Edds, Superintendent

It was moved by Shaun Henderson seconded by Lisa Morinini and carried to approve the Addendum Number 2 to the Employment Agreement with Dr. Holly Edds, Superintendent, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

National University Unpaid Student Teaching, Field Experience and Practicum Agreement

It was moved by Liz Phillips seconded by Lisa Morinini and carried to approve the National University Unpaid Student Teaching, Field Experience and Practicum Agreement, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Board Policy 4030 Nondiscrimination in Employment

It was moved by Liz Phillips seconded by Shaun Henderson and carried to approve the updated Board Policy 4030 Nondiscrimination in Employment, for the first reading and that it be placed on the next Consent Agenda for the second reading. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Approval of Assistant Superintendent, Business Services Contract

It was moved by Liz Phillips seconded by Lisa Morinini and carried to approve the Employee Agreement with Assistant Superintendent, Business Services, Sandra Knight, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Memorandum of Understanding between Sonoma County Superintendent of Schools for North Coast School of Education Programs and Orcutt Union School District for the Teacher Induction Program (TIP) for the 2022-23 school year.

It was moved by Lisa Morinini seconded by Liz Phillips and carried to approve the Memorandum of Understanding for the Teacher Induction Program for the 2022-23 school year, as submitted. Ayes: Steller, Henderson, Morinini, Phillips, and Waffle.

GENERAL ANNOUNCEMENT

Unless otherwise noticed, the next regular Board meeting is scheduled for Wednesday, May 11, 2022 beginning with Closed Session at 6:05 p.m., Open Session at 6:30 p.m.in the District Office Board Room, 500 Dyer St., Orcutt, CA 93455

ADJOURN

It was moved by Liz Phillips seconded by Shaun Henderson and carried to adjourn the meeting at 8:14 p.m. Ayes: Steller, Henderson, Morinini, Phillips, and Waffle.

Holly Edds, Ed.D. Board Secretary

Shaun Henderson, Clerk, Board of Trustee

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL BOARD MEETING
MEETING MINUTES
May 5, 2022**

CALL TO ORDER

A special meeting of the Board of Trustees of the Orcutt Union School District was held on Thursday, May 5, 2022, in the District Board Room, beginning with Mark Steller calling Public Session to order at 6:00 p.m. The Pledge of Allegiance was led by Liz Phillips. It was moved by Shaun Henderson seconded by Liz Phillips to adopt the May 5, 2022 agenda. Members Present: Steller, Henderson, Morinini, Phillips, and Waffle. Administrators Present: Edds.

CLOSED SESSION PUBLIC COMMENT

None

ADJOURN TO CLOSED SESSION

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

RECONVENE TO PUBLIC SESSION

The meeting reconvened to Public Session at 7:15 p.m. Mark Steller reported that no action was taken during closed session.

GENERAL ANNOUNCEMENT

Unless otherwise noticed, the next regular Board meeting is scheduled for Wednesday, May 11, 2022 beginning with Closed Session at 6:05 p.m., Open Session at 6:45 p.m. in the District Office Board Room, 500 Dyer St., Orcutt, CA 93455

ADJOURN

It was moved by Liz Phillips seconded by Shaun Henderson and carried to adjourn the meeting at 7:15 p.m. Ayes: Steller, Henderson, Morinini, Phillips, and Waffle.

Holly Edds, Ed.D. Board Secretary

Shaun Henderson, Clerk, Board of Trustee

Warrants

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

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

Interdistrict Attendance Agreement

1. **Parties.** The parties to this interdistrict attendance agreement (hereinafter referred to as the Agreement) are the Governing Boards of Orcutt Union School District and Los Olivos Elementary School District.

2. **Duties.** This reciprocal agreement constitutes a written recital of practices between the districts as they have been historically carried out in the absence of a written agreement. In consideration of the mutual promises contained in this Agreement, the parties agree as follows:
 - a. The District of Attendance shall accept applications for interdistrict transfer permits, insofar as facilities and budget permit and in accordance with Board of Education policy, from pupils who are residents of the District of Residence and eligible to attend the elementary schools of the District of Residence.

 - b. Approval of an interdistrict transfer permit by the District of Residence does not guarantee approval by the District of Attendance. All permits received by the District of Attendance will be approved or denied pursuant to its board policies.

 - c. Any interdistrict transfer permit approved by the District of Attendance may be revoked pursuant to the specific interdistrict attendance policies in place at that District.

 - d. Interdistrict transfer permits are valid only for the school year that they are issued.

Approval of an interdistrict transfer permit does not create a continued right of enrollment at the District of Attendance. Pupils from the District of Residence seeking to enroll at the District of Attendance over multiple school years shall reapply for an interdistrict transfer permit every school year.

 - e. The District of Attendance shall furnish the pupils who are residents of the District of Residence and attending schools in the District of Attendance the same advantages, equipment, supplies, and services as are furnished to other pupils in attendance in its schools, excluding transportation to and from the schools.

3. **Term.** This agreement is effective only for the period July 1, 2022, through June 30, 2023.

IN WITNESS WHEREOF the parties to this agreement have caused the agreement to be signed on their behalf by the Superintendent of each school district.

FOR ORCUTT UNION SCHOOL DISTRICT

By: _____
Dr. Holly Edds, Superintendent

Date: _____

FOR LOS OLIVOS ELEMENTARY SCHOOL DISTRICT

By: _____
Ray Vazquez, Superintendent

Date: 4.12.2022



April 12, 2022

Dr. Holly Edds, Superintendent
Orcutt Union School District
500 Dyer Street
Orcutt, CA 93455

Dear Superintendent Edds,

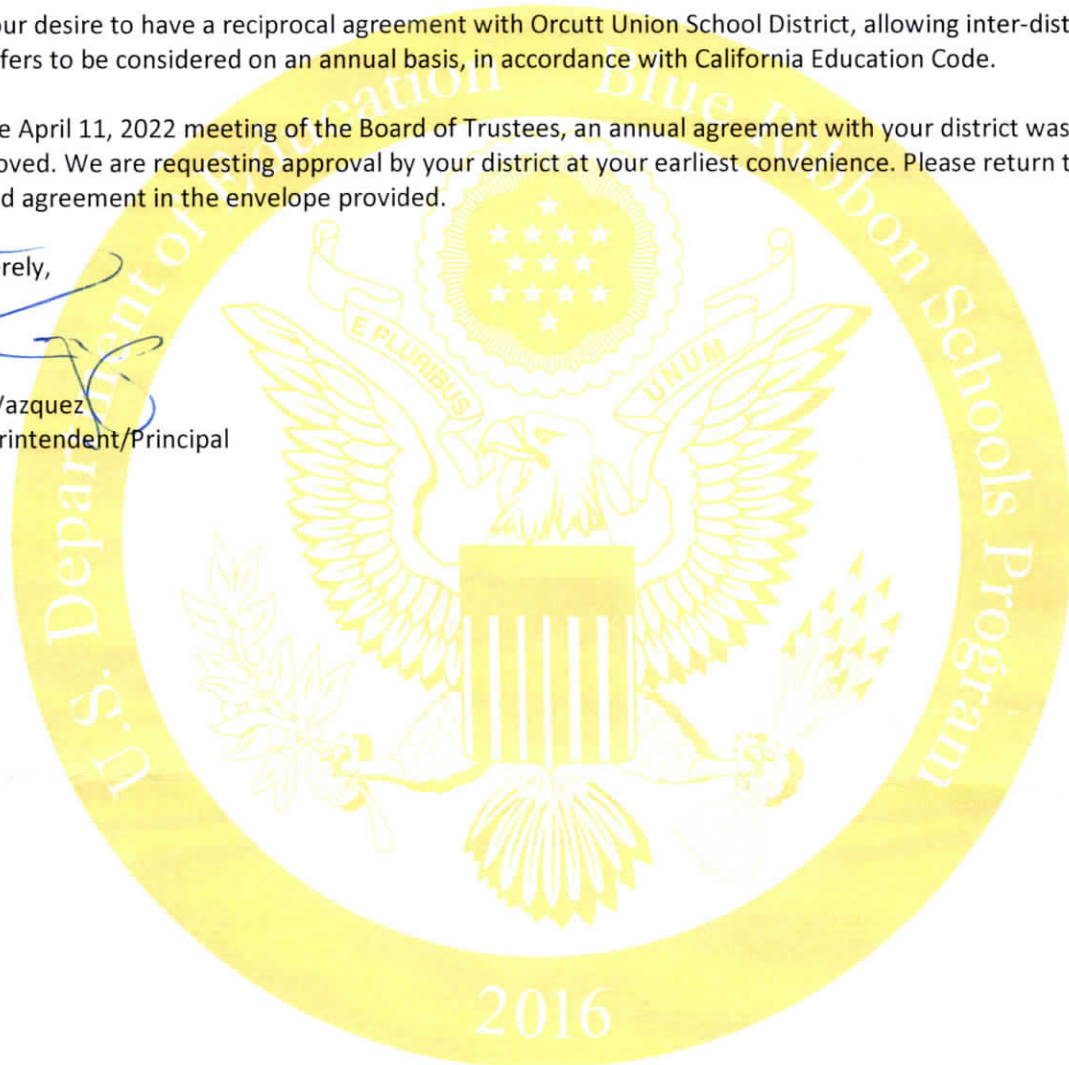
It is our desire to have a reciprocal agreement with Orcutt Union School District, allowing inter-district transfers to be considered on an annual basis, in accordance with California Education Code.

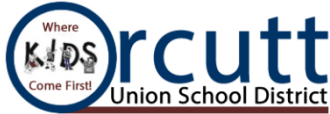
At the April 11, 2022 meeting of the Board of Trustees, an annual agreement with your district was approved. We are requesting approval by your district at your earliest convenience. Please return the signed agreement in the envelope provided.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ray Vazquez".

Ray Vazquez
Superintendent/Principal





Orcutt Academy High School
Administration Office

TO: Dr. Holly Edds, Superintendent

FROM: Mr. Rhett Carter, OAHS Principal

BOARD MEETING DATE: May 11, 2022

BOARD AGENDA ITEM: OAHS CIF Swim Team

BACKGROUND: Orcutt Academy High School Swim Team will be competing in the CIF-CS team games in Clovis, CA. This event will be held at Clovis West High School. There is a total of 12 players (boys & girls) that have qualified for this competition. The players will be staying at TownPlace Suites Fresno in Fresno, CA. Coaches John Dell'Armo, Brittney Enthoven, Rick Enthoven and chaperone Bridgette DePalma will be accompanying our Swim team to this event. The team/coaches will be departing from OAHS on Friday, May 6th at 6:30 a.m. and returning to OAHS on Saturday, May 7th at approximately 6:00 p.m.

Transportation will be provided by parent drivers. All costs will be paid for by swim fundraising monies.

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

FUNDING: No Impact on General Fund

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

ORDER OF ELECTION

(Education Code Sections 5000, 5018, 5304, 5322)

RESOLUTION ORDERING GOVERNING BOARD MEMBER ELECTION & NOTICE TO CONSOLIDATE

WHEREAS, the regular biennial election of governing board members is ordered by law pursuant to section 5000 of the Education Code to fill offices of members of the governing board of _____ School/Community College District of Santa Barbara County; and

WHEREAS, pursuant to Section 5340 of the Education Code, said election must be consolidated with any other school or community college district governing board elections in the same area on the same day; and

WHEREAS, pursuant to section 10400 of the Elections Code, said election may be consolidated with other elections to be held on the same day;

NOW, THEREFORE, BE IT RESOLVED that Dr. Susan Salcido, Santa Barbara County Superintendent of Schools, call the election as ORDERED and in accordance with the designations contained in the following Specifications of the Election Order made under the authority of Education Code Sections 5304 and 5322.

SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 8, 2022

The purpose of the election¹ is to elect _____ members of the governing board of _____ School/Community College District.

² Indicate if any offices are for two-year terms: _____

IT IS FURTHER ORDERED that the clerk or secretary of the district shall deliver, not less than 123 days prior to the date set for the election, two copies of this Resolution and Order to the county superintendent of schools, and one copy to the officer conducting the election.³

THE FOREGOING RESOLUTION AND ORDER was adopted by a formal vote of the governing board of the Orcut Union School District _____ School/Community College District of Santa Barbara County, being the board authorized by law to make the designations therein contained, on May 11, 2022.

(Signed) _____
Clerk/Secretary of the Governing Board

Instructions

¹ If election is called under ECS 5018, insert:

Another purpose is whether the number of members of the governing board of _____ District shall be increased from three to five.

Another purpose of the election shall be to elect two additional members of the governing board of _____ District to serve if the above measure is approved.

² Indicate if any offices are for two-year terms (as opposed to four-year terms)

³ After the Order of Election is adopted by the board, the clerk or secretary should sign the Order and deliver two copies to the county superintendent of schools and one to the officer conducting the election not less than 123 days prior to the date set for the election (ECS 5322). One of these copies is to be delivered by the county superintendent to the county clerk or registrar of voters, with a copy of the Notice of Election, at least 124 days prior to the date of election (ECS 5324).

RESOLUTION NO. _____

DISTRICT NAME

CANDIDATE'S STATEMENTS OF QUALIFICATIONS

WHEREAS, Section 13307 of the Elections Code of the State of California requires this board to adopt certain policies in regard to statements of candidates who run for office as members of the governing board of the district;

NOW, THEREFORE, BE IT RESOLVED that this governing board does hereby determine:

1. That the cost of printing, handling, and mailing candidates' statements of qualifications shall be charged to the:

CANDIDATE OR DISTRICT

2. That the candidates' statement of qualifications shall not exceed:

"200" OR "400" WORDS

3. That the candidates not be permitted to submit additional materials to be sent to the voter with the County Voter Information Guide.

4. That the County of Santa Barbara Registrar of Voters be directed to give a copy of these regulations to each candidate, or their representative, at the time that nomination documents are received.

BE IT FURTHER RESOLVED that these policies shall remain in full force and effect until rescinded by this Board.

PASSED AND ADOPTED by the Governing Board of the _____
DISTRICT NAME

this _____ day of _____, 20____.

Ayes:

Noes:

Absent:

SIGNATURE OF DISTRICT SECRETARY



BUSINESS SERVICES MEMORANDUM

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

FROM: Sandra Knight
Assistant Superintendent, Business Services

BOARD MEETING DATE: May 11, 2022

BOARD AGENDA ITEM: Resolution No. 16, Adoption of School Developer Fee Increase

BACKGROUND: At its February 23, 2022 meeting, the State Allocation Board increased the residential and commercial/industrial development fees from \$4.08 and \$0.66 to \$4.79 and \$0.78 respectively, as authorized by Government Code section 65995.

SchoolWorks is a facility planning consultant working exclusively with California school districts and we have utilized their services for the past 20 years. In March 2022 SchoolWorks completed a Developer Fee Justification Study for our district. The study confirms and justifies the need for continual reconstruction and construction of our school facilities. The fees are shared 71% with Orcutt Union School district and 29% with Santa Maria Joint Union High School District. Orcutt Union School District share of residential construction fees will increase from the current \$2.82 to \$3.42 and commercial/industrial fees will increase from \$0.46 to \$0.56 effective July 13, 2022

As required by Government Code section 66016, a 10-day notice of the time and place of a public hearing and meeting, including a general explanation of the matter to be considered has been published in a newspaper and made available at the district office for public inspection and comment. In addition, notices of this meeting were mailed to various government agencies.

RECOMMENDATION: Staff recommends that the Board of Trustees approve Resolution No. 16, Adoption of School Developer Fee Increase as submitted. Attached is the March 2022 Developer Fee Justification Study.

FUNDING: Developer fees for the benefit of student housing.

**BEFORE THE GOVERNING BOARD OF TRUSTEES OF THE
ORCUTT UNION ELEMENTARY SCHOOL DISTRICT
SANTA BARBARA COUNTY, CALIFORNIA**

In the Matter of Adopting Development)
Fees on Residential and Commercial and)
Industrial Development to Fund the) RESOLUTION NO. 16
Construction or Reconstruction of School)
Facilities)

WHEREAS, Education Code section 17620 et seq. and Government Code section 65995, authorize the governing board of any school district to levy a fee, charge, dedication, or other form of requirement (hereinafter “fee” or “fees”), in the maximum amounts specified therein, against residential, commercial and industrial development projects occurring within the boundaries of the district (hereinafter “development”), for the purpose of funding the construction or reconstruction of school facilities; and

WHEREAS, this Board has previously resolved to levy fees on development projects pursuant to this authority; and

WHEREAS, Government Code section 65995 provides that the maximum fees which may be levied on development projects shall be increased in 2000 and every two years thereafter according to the adjustment for inflation set forth in the statewide cost index for Class B construction as determined by the State Allocation Board “SAB” and to become effective at its January meeting; and

WHEREAS, the SAB at its February 23, 2022 meeting, set the maximum fee to \$4.79 per square foot for residential development and to \$0.78 per square foot for commercial/industrial development; and

WHEREAS, the new Fees are an increase of what is currently being collected by Orcutt Union Elementary School District. A copy of the Study is attached hereto, marked Exhibit "A," and incorporated herein by this reference; and

WHEREAS, in the judgment of this Board it is necessary and appropriate, and in the best interests of the District and its students, to levy fees for the purpose of funding the construction or reconstruction of school facilities necessary to serve the students generated by new development occurring within the District;

**BEFORE THE GOVERNING BOARD OF TRUSTEES OF THE
ORCUTT UNION ELEMENTARY SCHOOL DISTRICT
SANTA BARBARA COUNTY, CALIFORNIA**

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND by this Board as follows:

1. The foregoing recitals are true and correct.

2. This Board approves and adopts the Study and recommendation of the District Superintendent, or designee, to levy fees in the maximum amounts authorized on new residential, commercial and industrial development that occurs within the District, and based upon the Study and recommendations, and upon all other written and oral information presented to this Board concerning this matter, makes the following findings:

A. The purpose of the fees is to finance the construction and reconstruction of school facilities in order to provide adequate school facilities for the students of the District who will be generated by new residential and commercial/industrial development taking place in the District;

B. The construction or reconstruction of school facilities is necessary to create updated, adequate, appropriate classroom space and academic support facilities for the following reasons:

(1) New residential and commercial and industrial development is projected to occur within the District within the next five years which will generate school-aged children;

(2) Students projected from new development will impact and increase the need of the District to create updated, adequate, appropriate classroom space and academic support facilities.

(3) Existing school facilities in the District are in need of, or will be in need of, reconstruction or modernization. New development will generate students who will attend District schools and be housed in existing facilities. These students cannot be housed without upgrading existing school facilities, ultimately making reconstruction or modernization of such facilities necessary;

(4) Both existing students and new students generated by future development occurring within the district will need to be housed and served in existing school facilities, as well as new and additional school facilities necessary to serve the projected student population.

**BEFORE THE GOVERNING BOARD OF TRUSTEES OF THE
ORCUTT UNION ELEMENTARY SCHOOL DISTRICT
SANTA BARBARA COUNTY, CALIFORNIA**

(5) As commercial and industrial development occurs, new jobs are created. Many of the people hired for these jobs move into the community, thereby increasing the need for residential development which generates additional students adding to the impact on the school facilities of the District. The maximum fee that can be levied against residential development is insufficient to cover the full cost of the new or reconstructed school facilities needed by the district to house students generated from new residential development, and therefore justifies a separate fee against commercial and industrial development in the maximum amount allowed by law.

C. Without the addition of new school facilities and/or the reconstruction and modernization of existing facilities, the District will be unable to adequately house and serve additional students generated by new development which will impair or adversely impact the normal functioning of educational programs and services of the District;

D. The District has no, or limited revenue sources available for funding the construction or reconstruction of school facilities attributable to new development;

E. The fees adopted herein bear a reasonable relationship to the need for, and the estimated cost of, the construction or reconstruction of school facilities attributable to the type of new development on which the fees will be imposed;

F. The cost of providing for the construction and/or reconstruction of school facilities attributable to the type of new development occurring in the District will exceed the revenues reasonably anticipated from fees;

G. Existing students will benefit from the use of developer fees for new school facilities. Conversely, students generated from new development will occupy existing school facilities and will benefit from the use of fees to reconstruct or modernize those facilities. Therefore, it is appropriate to use developer fees for existing facilities to the extent of the estimated use of such facilities by students generated by new development.

3. Based on the foregoing, this Board hereby determines:

A. To levy a fee on any new or on other residential development, as described in Education Code § 17620(a), occurring within the District, in the maximum amount currently authorized by law of \$3.42 per square foot of assessable space as such space is defined in

**BEFORE THE GOVERNING BOARD OF TRUSTEES OF THE
ORCUTT UNION ELEMENTARY SCHOOL DISTRICT
SANTA BARBARA COUNTY, CALIFORNIA**

Government Code § 65995(b)(1). (This represents the elementary share of the \$4.79 total residential fee).

B. To levy a fee on categories of new commercial or industrial development, as described in Education Code § 17620(a), occurring within the boundaries of the District, in the maximum amount currently authorized by law of \$0.56 per square foot of chargeable covered and enclosed space as such space is defined in Government Code § 65995(b)(2), (this represents the elementary share of the \$0.78 total commercial/industrial fee). Except for Rental Self-Storage projects in which a fee of \$0.10 per square foot is justified.

4. The fee provisions of this Resolution are not exclusive, and this Board specifically reserves authority to undertake other or additional methods to finance school facilities in partial or complete substitution for, or in conjunction with, the fee provisions set forth therein, as authorized by law. This Board reserves the authority, in its discretion, to substitute the dedication of land or other form of requirement in lieu of fees to be levied pursuant to this Resolution.

5. The District intends to utilize fees for new construction of school facilities, reconstruction or modernization of existing facilities, purchase, lease or lease-purchase of portable or relocatable classrooms and related facilities as interim school facilities to house students pending the construction of permanent facilities, or the purchase, lease or lease-purchase of land for school facilities. This includes all associated costs to plan and execute school facilities projects including, but not limited to, architectural and engineering costs, testing and inspection costs, permits and plan checking, and other administrative costs related to the provision of school facilities. Construction, reconstruction or modernization of school facilities includes, but is not limited to, classrooms and equipment and furnishings for classrooms, and all other reasonable and customary auxiliary, accessory, adjunct, or other supportive facilities for classrooms such as restrooms, gymnasiums, administrative offices, cafeterias, libraries, multi-purpose rooms, maintenance and storage rooms, walkways, overhangs, parking lots, landscaping, and all other similar facilities. Finally, fees may be used for studies and reports necessary to make the findings and determinations required by law for the collection of fees which may include the school facilities needs analysis described in Government Code section 65995.6, for reimbursement of administrative costs to collect fees, and for such other purposes consistent with

**BEFORE THE GOVERNING BOARD OF TRUSTEES OF THE
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SANTA BARBARA COUNTY, CALIFORNIA**

the purpose and intent of this Resolution, or authorized by law, or deemed necessary or appropriate by this governing board.

6. The Superintendent, or designee, is authorized to certify compliance of a particular development project with the fee or other requirement levied by this Board, or to certify where appropriate that a project is fully or partially exempt from fees in appropriate circumstances. Any certification of compliance for a particular residential construction project is expressly conditioned upon the continued satisfaction by that project of the requirements for that certification and failure to meet those requirements in the future may result in the revocation of such certification and enforcement of the appropriate fee requirement for the project.

7. Pursuant to Education Code § 17621(c), this board determines that the fee levied on residential development is not subject to the restrictions set forth in subdivision (a) of Government Code § 66007 and, pursuant to Education Code § 17620(b), shall be collected at the time of issuance of the building or similar permit required for a particular development project.

8. Pursuant to Government Code section 66001(d), the Superintendent or the District's designee shall review the Fund established pursuant to this Resolution for the fifth fiscal year following the first deposit of fees in the Fund, and every five years thereafter, and with respect to any portion of a fee remaining unspent five or more years after deposit, the Superintendent or the District's designee shall report to this Board which shall either make the findings required by section 66001(d) for said unspent fees, or direct the refund of such fees in the manner provided in 66001(e) and (f).

9. Pursuant to Government Code section 66001(e), the Superintendent or designee, shall advise this board whenever it appears sufficient fees have been collected to complete financing on incomplete public improvements that have been identified in the Study. This board shall then make a determination whether or not sufficient fees have been collected for a particular project, and when a determination is made by this board that sufficient fees have been collected, this Board shall identify, within 180 days of the determination, an approximate date by which the construction of the public improvement will be commenced, or shall refund the fees as provided in said section, unless the provisions of section 66001(f) are deemed to apply.

10. The fees adopted herein are effective sixty (60) days after the approval of this Resolution unless the School Board states this is an urgency due to the significant needs and

**BEFORE THE GOVERNING BOARD OF TRUSTEES OF THE
ORCUTT UNION ELEMENTARY SCHOOL DISTRICT
SANTA BARBARA COUNTY, CALIFORNIA**

impacts of the impending new housing developments and there is a 4/5ths majority vote, to cause that the imposition of fees shall take effect thirty (30) days after the date of this Resolution.

11. The Superintendent or the District's designee is hereby authorized and directed to do the following:

A. As required by Government Code § 66006(a), to establish a separate capital facilities fund (herein "Fund") into which the fees received by the District shall be deposited and shall not be commingled with other revenues and funds of the District. The fees, and any interest earned thereon, shall be expended only for the purpose of funding the construction or reconstruction of school facilities or such other purposes as are permitted by law and authorized by this Board.

B. If applicable, negotiate agreements with other school district(s) with common territorial boundaries ensuring that the total fees collected by each school district does not exceed the maximum fees allowed by law for residential and commercial and industrial development and providing for an equitable division of the fees with such other school district(s). As required by Education Code section § 17623(a), copies of such agreement(s) shall be transmitted to the State Allocation Board, and shall also be sent to any county or city planning agency which is calculating or collecting fees on behalf of the District.

C. Take such further action as is necessary or appropriate to carry out the purpose and intent of this Resolution.

I, Holly Edds, Secretary to the Board of Trustees of the Orcutt Union Elementary School District, do hereby certify that the foregoing Resolution was proposed by Board member _____, seconded by Board member _____, and was duly passed and adopted, by vote of said Board, at an official and public meeting thereof held on May 11, 2022, as follows:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: May 11, 2022

Secretary, Board of Trustees



BUSINESS SERVICES MEMORANDUM

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

FROM: Sandra Knight
Assistant Superintendent, Business Services

BOARD MEETING DATE: May 11, 2022

BOARD AGENDA ITEM: Approve Professional Services Agreement with Kenco Construction Services Inc. to provide DSA Inspection Services for the Olga Reed Elementary Modernization Project.

BACKGROUND: DSA requires that a certified Inspector be retained by the District in order to provide DSA inspections services for the duration of the Olga Reed Elementary Modernization Project.

RECOMMENDATION: Staff recommends that the Board of Trustees approve the Professional Services Agreement with Kenco Construction Services, Inc. in the amount of \$33,600

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



DSA INSPECTIONS / MANAGEMENT
A Division of the State Architects

www.kencoconstructionservices.com

EIN #27-2782038
SOS Corp. # 3245180

"Building Safe Schools"

Proposal for DSA "Onsite" Inspection.

Date: 02-22-22

Project Client: **Orcutt Union School District**
500 Dyer St. Orcutt, Ca. 93455
(805) 938-8916

Proposed Projects: **Olga Reed ES, Modernization**
480 Centennial St. Los Alamos, Ca. 93440

DSA App. Number: #03-121529 **DSA File Number:** 42-30

Proposed Scope of Work: One DSA Project Inspector for the modernization/alteration of Olga Reed ES.
All inspections per the DSA approved drawings. All documentation and DSA requirements included.
NOTE: All geo/soil inspection or special inspections are not included.

Project Rate: \$105.00 per hour for DSA inspections with a 4-hour minimum per site visit until the approved drawings are complete.
Unless additional work becomes necessary per the district, the hours are estimated not to exceed 8 hrs. per day. OT rate is \$157.50 per hr.

Estimated Cost: Estimated Start Date: **June 13th, 2022**
Estimated Completion Date: **July 30th, 2023**
40 days = 320 hrs. (@ \$105.00 per hr.). **\$ 33,600.00**

Total Estimated Proposal: \$ 33,600.00

Note: Please be advised that all inspections are subject to contractor performance. Therefore, the total cost proposal is an estimate and subject to increase or credit.

Project Inspector Agency Agreement and Contract Duties:

KENCO Construction Services agrees to provide continuous inspection of work for compliance with approved contract documents and California Building Codes, including Title 24. Project Inspector duties are outlined in Title 24, Part 1, Chapter 4, Section 4-333 thru 4-342 California Code of Regulations, including DSA Interpretation of Regulations A-6, A-7, A-8, and as incorporated in the following sections:

1. Represent the client under the guidance of the Architect, Construction Manager, or designated agent.
2. Attend all planning, pre-con conferences, project meetings, or meetings as required by the client.
3. Monitor or observe all special inspections performed by the client-contracted testing laboratory as required by the Testing and Inspection Sheet and as outlined in the Project Specifications. Maintain and update a log specifying hours spent on the project by the special inspectors. Perform or monitor testing for Torque, Epoxy, and Pull Tests as required.
4. The client and the inspector shall each defend and hold harmless each other against any losses, liabilities, damages, injuries, claims, costs, or expenses arising out of, or connected with the provisions of this agreement and the contract documents.
5. This Agreement shall begin on or about **July 13th, 2022** and remain in effect continuously until completed, or terminated in writing. This Contract is intended to be an agency agreement and may be terminated in 30 days by either party with, or without cause. This agency agreement shall be assignable to other schools within the district and shall apply to other inspectors as requested and approved by the district. The district shall not employ, contract, or engage in business or mutually beneficial relationship with any inspectors introduced to the District through KENCO Construction Services for a period of two (2) years after the dissolution of any contracts through KENCO Construction Services, unless written permission is granted prior to each relationship.
6. **The Orcutt Union School District** agrees to pay *KENCO Construction Services, Inc.* our monthly invoice for project services, billed at a rate of **\$105.00 per hour DSA inspection**, within 15 working days of receipt of invoice. Each monthly billing shall separately identify hours and charges for each individual school, consistent with required site accounting. KENCO Construction Services shall provide all necessary cell phones, laptop computers, digital cameras, and any equipment necessary to maintain proper documentation and administration functions throughout the duration of the project. The district shall provide all office space, utility lines, and equipment necessary per the project specifications.
7. KENCO Construction Services shall provide to the district at the end of the project all documentation in a professional format, either in binders or on a computer CD.
8. KENCO Construction Services shall not bill the client for any time not directly paid to the project inspectors working directly on the project. A DSA certified project manager will be assigned to oversee the project inspector to ensure accurate reporting of all activities and DSA compliance. Should any emergency arise where the consultant/inspector becomes absent, on vacation, or is not able to be on site due to causes beyond his/her reasonable control, the DSA certified project manager will provide inspections until the IOR returns.

X Kenneth Hinge

Ken Hinge, President
 KENCO Construction Services, Inc.
 Date: 02-22-22

X _____

District Authorized Agent
 Orcutt Union School District
 Date:



BUSINESS SERVICES MEMORANDUM

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

FROM: Sandra Knight
Assistant Superintendent, Business Services

BOARD MEETING DATE: May 11, 2022

BOARD AGENDA ITEM: Approve Professional Services Agreement with Insight Environmental Services, Inc. to Provide Abatement Monitoring Services for the Olga Reed Elementary Modernization Project.

BACKGROUND: Law Requires that a certified service be retained by the District for abatement monitoring services during the demolition phase of the Olga Reed Elementary Modernization project.

RECOMMENDATION: Staff recommends that the Board of Trustees approve the Professional Services Agreement with Insight Environmental Services, in the amount of \$14,800.

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

ASBESTOS ABATEMENT MONITORING/TESTING
& CLEARANCE SERVICES AGREEMENT

ADDRESS: Olga Reed Elementary School
480 Centennial St.
Los Alamos, CA 93440

CLIENT: Orcutt Unified School District
c/o TELACU Construction Management
David Nichols

The undersigned hereby orders asbestos abatement monitoring with asbestos and lead clearance services of the structure at the above address to be conducted by **Insight Environmental Inc.** for the sole benefit of the undersigned. Under no circumstances shall the services be deemed for the benefit of any third party, nor shall it constitute a warranty of any nature, express or implied.

SCOPE OF WORK:

The CAL-OSHA Certified Site Surveillance Technician (**herein after Consultant**) will conduct the following inspections and testing under the supervision of a CAL-OSHA Certified Asbestos Consultant.

PRE-ABATEMENT

The abatement work will not start until the following items have been addressed:

- a. Pre-abatement submissions, worker certifications, notifications, postings, and permits have been provided and remain onsite.
- b. Enclosure systems have been constructed and tested prior to asbestos removal.
- c. Negative pressure ventilation systems, if and when used, are functioning adequately.
- d. All equipment for abatement, cleanup and disposal are on hand.

DURING ABATEMENT

1. The Consultant will perform routine inspections to ensure the integrity of enclosures and/or regulated areas and that engineering controls are functioning properly during and after the abatement process.
2. The Consultant will perform routine inspections to ensure the abatement process is being conducted within Cal-OSHA Regulations regarding worker protection and procedures.
3. Periodic asbestos air monitoring will be performed outside the containment within the subject site or continually at the perimeter of any asbestos removal activity.

POST ABATEMENT

1. After the asbestos abatement has been completed and after all ACM debris bags, and unnecessary tools, supplies, and equipment have been removed from the work area, at the request of the contractor, the Consultant shall inspect the work area to verify the cleanliness of the area. The work area must be free of visible debris, dust, water, or other suspect three-dimensional residues of asbestos-containing material. After visual inspection, encapsulate may be applied (as applicable). Following receipt of satisfactory data from visual inspections and clearance air monitoring, the barriers and/or enclosures will be removed, and the owner designated representative shall inspect the area.
2. The Consultant will ensure and oversee the proper manifest, disposal, and transportation of hazardous materials. At the client's request, the Consultant could act as the client's representative and sign all waste manifests for transportation.
3. Consultant will conduct asbestos clearance sampling by collection of PCM samples within the contained work areas to confirm that the airborne fiber counts are below the EPA's recommended clearance criteria.
4. Monitoring, Clearance and Close-out Report: Detailed description of work performed, quantities, processes, and lab results.

LIMIT TO LIABILITY:

The company representatives performing the above services include a CAL-OSHA Certified Site Surveillance Technician under the supervision of a CAL-OSHA Certified Asbestos Consultant. We can say in good faith that we believe that our services and recommendations will, if implemented, measurably increase the safety of your structure, the onsite workers, and visitors, as well as occupants re-occupying the structure by decreasing the dangers of asbestos contamination. However, we can make no guarantees or warranties. WE HEREBY DISCLAIM ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. In no event will **Insight Environmental, Inc.** or its employees be liable for any actual, incidental, or consequential damage. Notwithstanding the foregoing, any liability of **Insight Environmental, Inc.** shall be strictly limited to a refund of the inspection fee.

PROJECT FEES:

Asbestos Abatement Oversight/Monitoring & Testing

Fee for time on-site during abatement activities, visual inspection, sample collection, off-site laboratory analysis by NIOSH 7400 of 5 PCM asbestos air samples per day during perimeter monitoring.

\$1,350 per day rate

Asbestos Abatement Clearance Inspection & Testing

Fee for time on-site, visual inspection, sample collection, off-site laboratory analysis by NIOSH 7400 method of 5 PCM asbestos air samples per contained work area.

\$650 per containment

The undersigned have read and understand this document and release **Insight Environmental, Inc.** from any and all liability arising out of or in any way connected with the services and report, except as expressly provided in this document, and agree to pay the charges as above specified.

Client: _____ **Date:** _____

Insight Environmental, Inc.: _____



4/8/2022



BUSINESS SERVICES MEMORANDUM

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

FROM: Sandra Knight
Assistant Superintendent, Business Services

BOARD MEETING DATE: May 11, 2022

BOARD AGENDA ITEM: Approval of Child Nutrition Super Co-Op Contract for the 2022-23 School Year

BACKGROUND: Each year The Department of Child Nutrition goes out to bid in order to purchase necessary food items for the National School Lunch Program (NSLP). It is required by NSLP to get board approval for the contracting food service agency that manages this bid for the co-op. The renewal of our contract with the Super Co-Op Bid must be board approved each year. The contract is attached for Board review.

RECOMMENDATION: Staff recommends that The Board of Trustees approves the Super Co-Op Contract for 2022-23 school year.

FUNDING: This is a contractual agreement, and there is no direct fiscal impact.

**SY2022-23 Annual Renewal of Services
Super Co-Op Joint Powers Authority**



Participant District: ORCUTT UNION SCHOOL DISTRICT

Please check (✓) your response:

<input checked="" type="checkbox"/>	We plan to CONTINUE membership with Super Co-Op JPA for SY2022-23.
<input type="checkbox"/>	We do NOT plan to continue membership with Super Co-Op JPA for SY2022-23. What alternate USDA Foods delivery method do you plan to use? _____

San Mateo-Foster City School District is the Lead District of the Super Co-Op Joint Powers Authority and hereby given authority to contract for USDA Foods and related services on behalf of Member Districts and Participant Districts.

The parties agree as follows:

1. Both parties must remain eligible Recipient Agencies for receipt of United States Department of Agriculture (USDA) donated commodity foods (USDA Foods) as determined by the California Department of Education (CDE), Nutrition Services Division.
2. Through this written agreement, the Lead District is assigned control of the Participant District's fair share of USDA Foods entitlement for SY2022-23. The Lead District is responsible for ordering, receiving, storing, and distribution of Direct Delivery USDA Foods on behalf of Participant.
3. Lead District is responsible to maintain an inventory management system for all USDA Foods Direct Delivery items received and stored on behalf of Participant. Participant is responsible to maintain an inventory management system for all USDA Foods Direct Delivery or processed items after delivery to Participant District.
4. Both parties are responsible for compliance with USDA and the CDE, Nutrition Services Division policies and regulations.
5. SY2022-23 Fees:
 Membership Fees are paid by Participant District directly to the Lead District, billed in July 2022.
 Annual Renewal Fee beginning the 2nd year of membership shall be 0.3% of the current year USDA Foods estimated entitlement on July 1.
 State Administrative Fee of \$0.90 per case/unit of USDA Foods direct delivery (brown box) and diverted to processors.
 Delivery fees as per member district selected distributors.
 All fees are subject to change, as approved by the Super Co-Op JPA Board of Directors.
 Participant District agrees to remit all Super Co-Op JPA fees promptly upon receipt of invoice.

6. Participant District agrees to abide by the current Super Co-Op JPA Governing Rules, bylaws, conflict of interest cost and code of conduct, Brown Box Storage Policy, and other rules or policies as approved by the Board of Directors.
7. Should a loss of USDA Foods being held for the Participant District occur, due to/ but not limited to theft, spoilage, etc., the Lead District is responsible to the CDE, Nutrition Services Division and/or the USDA for the Fair Market Value of that food item(s). Both the Participant District and Lead District shall be responsible to maintain insurance coverage or contract provisions for insurance coverage with third party vendors that move or house USDA Foods at the fair market value.
9. Participant District shall respond to pre-planners and offerings promptly.
10. Participant District shall read all correspondence from the Super Co-Op JPA and respond promptly as indicated.
11. Participant District shall maintain accurate contact information with the Super Co-Op JPA to assure proper routing of invoices and correspondence.
12. Participant District agrees to complete the annual Food Distribution Program Annual Commodity Contract Packet in CNIPs when notified by the California Department of Education, typically in June of each year.
13. Participant District agrees to verify Value Pass Through (VPT) for all processed USDA Foods purchased and monitor entitlement balance ensuring that processed product is reported correctly by distributors or processors. Discrepancies shall be addressed promptly with USDA Foods distributor and/or processor.
14. In the event of a change in Lead District, this Agreement shall convey to the new Lead District.
15. Termination of the Assignment of USDA Foods shall be made in writing to the Lead District no later than December 10 to take effect the following June 30.
16. Provide current contact information for three (3) individuals at your district/agency:

Nutrition Services Director	
Name	BETHANY D MARKEE
Title	DIRECTOR OF CHILD NUTRITION
Telephone	805-938-8925
Email	bmarkee@orcutt-schools.net

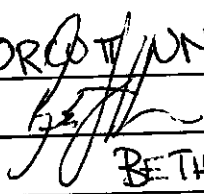
Accounts Payable Contact	
Name	MARIANNE HEUCHERT
Title	OFFICE MANAGER
Telephone	805-938-8926
Email	mheuchert@orcutt-schools.net

Additional Contact for USDA Foods management	
Name	SANDY KNIGHT
Title	ASSIST SUPERINTENDENT, BUSINESS SERVICES
Telephone	805-938-8915
Email	SKnight@orcutt-schools.net

17. Each individual executing this Annual Renewal of Services on behalf of Participant District represents, for the benefit of Lead District, that he or she is duly authorized to execute and deliver this Annual Renewal of Services on behalf of Participant District.
18. Lead District and Participant District acknowledge that this Annual Renewal of Services is subject to approval by the Participant District's Board and this Annual Renewal of Services shall not be effective until after the Participant District's Board approves this Annual Renewal of Services.

By signing this, I certify that I am an authorized representative of the Participant District and agree to adhere to the terms specified herein.

My execution of this Annual Renewal of Services was approved by the Participant District's Board of Education at a duly called and noticed Regular Board Meeting on MAY 11, 2022

Participant District	ORCUT UNION SCHOOL DISTRICT
Signature	
Print Name	BETHANY D. MARKEE
Title	DIRECTOR OF CHILD NUTRITION
Date	5/4/2022

Lead District	San Mateo-Foster City School District
Signature	
Print Name	Fran Debost
Title	Director Child Nutrition Services
Date	

Return signed copy by December 1, 2021 to Fran Debost at the Lead District. A signed copy will be returned to you.

Fran Debost
 fdebost@smfc.k12.ca.us
 San Mateo-Foster City School District
 1170 Chess Drive, Foster City, CA 94404
 Phone (650) 312-7201



Orcutt Union School District Human Resource Department

500 Dyer Street • Orcutt, California, 93455 • 805.938.8914

TO: Board of Trustees
Dr. Holly Edds, Superintendent

FROM: Susan Salucci, Assistant Superintendent/Human Resources

BOARD MEETING DATE: May 11, 2022

BOARD AGENDA ITEM: Adopt Initial Collective Bargaining Proposal with Orcutt Educators Association for the 2022/2023 School Year

BACKGROUND: In accordance with law, the District’s initial “sunshine” proposal for negotiations must be adopted by the Board at a public meeting. The proposal is available for review at the District Office and to allow the public opportunity to comment on the District’s proposal a public hearing will be held this evening. Following the public hearing and Board ratification of this proposal, negotiations may commence.

FINANCIAL CONSIDERATIONS: The financial impact will be determined by the final agreement reached between the District and Orcutt Educators Association

RECOMMENDATION: It is recommended that the Board of Trustees adopt the District’s initial proposal for negotiations with Orcutt Educators Association for the 2022/2023 school year.

ATTACHMENT: Initial Proposal

Orcutt Union School District

Governing Board Initial Collective Bargaining Proposal To Orcutt Educators Association (OEA)

**For a successor agreement
2022-2023**

The Orcutt Union School District Governing Board presents its initial proposal for a successor collective bargaining agreement between the District and the Orcutt Educators Association (OEA).

The Board presents this initial proposal to enable members of the public to be informed about the issues that will be negotiated and to have an opportunity to express their views on the issues to the District Governing Board.

The District proposes to negotiate the following articles to address current operations and expected needs of the District due to budget and funding concerns:

1. Article VIII-Class Size
2. Article IX – Working Days and Hours
3. Article X – Compensation



Human Resources

500 Dyer Street • Orcutt, California, 93455 • 805.938.8914

TO: Board of Trustees
Dr. Holly Edds, Superintendent

FROM: Susan Salucci, Assistant Superintendent/Human Resources

BOARD MEETING DATE: May 11, 2022

BOARD AGENDA ITEM: Accept 2022/2023 Initial Collective Bargaining Proposal from Orcutt Educators Association

BACKGROUND: Orcutt Educators Association has presented the Board with their initial proposal for negotiations for the 2022/2023 school year. The Association wishes to negotiate the attached contract articles.

FINANCIAL CONSIDERATIONS: The financial impact will be determined by the final agreement reached between the District and Orcutt Educators Association.

RECOMMENDATION: It is recommended that the Board of Trustees accept the initial proposal for negotiations for the 2022/2023 school year from Orcutt Educators Association.

ATTACHMENT: Initial Proposal

Orcutt Educators Association
Initial Contract Proposal
May 5, 2022

Pursuant to Article XXII, section 3, of the Orcutt Educators Association's (OEA/CTA/NEA) Agreement, OEA is exercising its option to open negotiations for the 2022-23 school year. OEA chooses to open on the following items in the contract:

Article VIII – Class Size

Article IX – Working Days and Hours

Article X – Compensation



HUMAN RESOURCES MEMORANDUM

TO: Dr. Holly Edds
Board of Trustees

FROM: Susan Salucci
Assistant Superintendent of Human Resources

BOARD MEETING DATE: May 11, 2022
2021-22 Resolution No. 14

BOARD AGENDA ITEM: Declaration of Need for Orcutt Union School District

BACKGROUND: The District has the need to submit a Declaration of Need for Fully Qualified Educators for the 2022-23 school year as follows: Six (6) Emergency CLAD Permits and two (2) Resource Specialist Emergency Permits and seven (7) Limited Assignment Permits.

RECOMMENDATION: Staff recommends that the Board of Trustees adopt the Declaration of Need for Fully Qualified Educators certifying that the District has the potential need for issuance of six (6) Emergency CLAD Permits and two (2) Resource Specialist Emergency Permits and seven (7) Limited Assignment Permits during the 2022-23 school year.

FUNDING: N/A



State of California
 Commission on Teacher Credentialing
 Certification Division
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2022-23

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Orcutt Union School District District CDS Code: 42 69260 0000000

Name of County: Santa Barbara County CDS Code: _____

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 05 / 11 / 2022 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2023.

Submitted by (Superintendent, Board Secretary, or Designee):

Dr. Holly Edds _____ Superintendent

Name

Signature

Title

805-938-8920

805-938-8907

05/11/2023

Fax Number

Telephone Number

Date

500 Dyer Street, Orcutt, CA 93455

Mailing Address

hedds@orcutt-schools.net

EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY, CHARTER SCHOOL OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

<i>Mailing Address</i>		

<i>E-Mail Address</i>		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	6
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization:	

Resource Specialist	2
Teacher Librarian Services	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program?

Yes No

If yes, how many interns do you expect to have this year? 3

If yes, list each college or university with which you participate in an internship program.

UMass Global, National University, CSU Los Angeles and CalState Teach

If no, explain why you do not participate in an internship program.



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

ANNUAL STATEMENT OF NEED 30-DAY SUBSTITUTE and DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION 30-DAY SUBSTITUTE TEACHING PERMITS

INSTRUCTIONS TO THE EMPLOYER

This statement of need must be filed at the school district office each school year when employing holders of Emergency 30-Day Substitute Permits. The employing agency will complete a single statement of need form (below) and retain the form at the school district office.

The form must be completed annually, indicating that either no credentialed person is available or that those available are not deemed qualified for substitute teaching and details of the circumstances that necessitate the use of emergency permit holders rather than fully credentialed teachers.

This statement of need form does not require listing specific employees or their positions. The form must be signed by the superintendent of the employing school district. It does not need to be co-signed by the county superintendent of schools.

A copy of the form does not need to be submitted to the county or the Commission with each Emergency 30-Day Substitute Teaching Permit application; however, the county superintendent of schools, whose responsibilities include areas such as district payroll or district substitute placement, may request a copy of the district's statement of need form to accurately fulfill these duties.

County superintendent of schools offices employing holders of the Emergency 30-Day Substitute Teaching Permit are also required to annually file, at their office, this completed statement of need form. The county superintendent of schools will sign the form.

The Commission does not require that the school board approve the statement of need. The individual school district may establish its own policy regarding this matter.

References: California Education Code, Sections 44225 and 44300 and California Code of Regulations, Title 5, Sections 80023, 80025 and 80026

This form must be signed by either:

The district superintendent of schools and filed at the school district office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a public school operated by a school district.

OR

The county superintendent of schools and filed at the county superintendent of schools' office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a county-operated school.

Certification and Authorized Signature

The district superintendent of schools or the county superintendent of schools has reviewed the information contained in this statement of need and certifies one the following:

Either a credentialed person is not available or one or more credentialed persons are available, but are not deemed qualified by the district or county, as applicable, to serve as a day-to-day substitute teacher.

OR

The situation or circumstances that necessitate the use of an emergency permit holder are as follows: (Attach additional sheets, if necessary.)

The Orcutt Union School District has experienced situations where the need for substitute teachers is greater than the number of fully credentialed persons available, therefore making it necessary to use emergency permit holders for both short term (30 day holder) and long term (TPSL holder) placements.

I hereby certify that all of the information contained in this statement of need is true and correct.

Signature of the District Superintendent _____ Orcutt Union School District _____ 05/11/2022 _____
District Date

Signature of the County Superintendent of Schools _____ Santa Barbara _____
County Date

It is not necessary to submit this form to the Commission on Teacher Credentialing.



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

ANNUAL STATEMENT OF NEED 30-DAY SUBSTITUTE and DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION 30-DAY SUBSTITUTE TEACHING PERMITS

INSTRUCTIONS TO THE EMPLOYER

This statement of need must be filed at the school district office each school year when employing holders of Emergency 30-Day Substitute Permits. The employing agency will complete a single statement of need form (below) and retain the form at the school district office.

The form must be completed annually, indicating that either no credentialed person is available or that those available are not deemed qualified for substitute teaching and details of the circumstances that necessitate the use of emergency permit holders rather than fully credentialed teachers.

This statement of need form does not require listing specific employees or their positions. The form must be signed by the superintendent of the employing school district. It does not need to be co-signed by the county superintendent of schools.

A copy of the form does not need to be submitted to the county or the Commission with each Emergency 30-Day Substitute Teaching Permit application; however, the county superintendent of schools, whose responsibilities include areas such as district payroll or district substitute placement, may request a copy of the district's statement of need form to accurately fulfill these duties.

County superintendent of schools offices employing holders of the Emergency 30-Day Substitute Teaching Permit are also required to annually file, at their office, this completed statement of need form. The county superintendent of schools will sign the form.

The Commission does not require that the school board approve the statement of need. The individual school district may establish its own policy regarding this matter.

References: California Education Code, Sections 44225 and 44300 and California Code of Regulations, Title 5, Sections 80023, 80025 and 80026

This form must be signed by either:

The district superintendent of schools and filed at the school district office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a public school operated by a school district.

OR

The county superintendent of schools and filed at the county superintendent of schools' office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a county-operated school.

Certification and Authorized Signature

The district superintendent of schools or the county superintendent of schools has reviewed the information contained in this statement of need and certifies one the following:

Either a credentialed person is not available or one or more credentialed persons are available, but are not deemed qualified by the district or county, as applicable, to serve as a day-to-day substitute teacher.

OR

The situation or circumstances that necessitate the use of an emergency permit holder are as follows: (Attach additional sheets, if necessary.)

The Orcutt Union School District has experienced situations where the need for substitute teachers is greater than the number of fully credentialed persons available, therefore making it necessary to use emergency permit holders for both short term (30 day holder) and long term (TPSL holder) placements.

I hereby certify that all of the information contained in this statement of need is true and correct.

	Orcutt Union School District	05/11/2022
<i>Signature of the District Superintendent</i>	<i>District</i>	<i>Date</i>
	Santa Barbara	
<i>Signature of the County Superintendent of Schools</i>	<i>County</i>	<i>Date</i>

It is not necessary to submit this form to the Commission on Teacher Credentialing.



HUMAN RESOURCES MEMORANDUM

TO: Dr. Holly Edds
Board of Trustees

FROM: Susan Salucci
Assistant Superintendent of Human Resources

BOARD MEETING DATE: May 11, 2022
2021-22 Resolution No. 15

BOARD AGENDA ITEM: Declaration of Need for Orcutt Academy Charter Schools

BACKGROUND: The Charter has the need to submit a Declaration of Need for Fully Qualified Educators for the 2022-23 school year as follows: Three (3) Emergency CLAD Permits and three (3) Limited Assignment Permits.

RECOMMENDATION: Staff recommends that the Board of Trustees adopt the Declaration of Need for Fully Qualified Educators certifying that the Charter has the potential need for issuance of three (3) Emergency CLAD Permits and three (3) Limited Assignment Permits during the 2022-23 school year.

FUNDING: N/A



State of California
 Commission on Teacher Credentialing
 Certification Division
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2022-23

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Orcutt Academy Charter Schools District CDS Code: 42 69260 0116434

Name of County: Santa Barbara County CDS Code: _____

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 05/11/2022 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2023.

Submitted by (Superintendent, Board Secretary, or Designee):

Dr. Holly Edds

Name

Superintendent

Signature

Title

805-938-8920

Fax Number

805-938-8907

Telephone Number

05/11/2023

Date

500 Dyer Street, Orcutt, CA 93455

Mailing Address

hedds@orcutt-schools.net

EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY, CHARTER SCHOOL OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	3
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	_____
Resource Specialist	_____
Teacher Librarian Services	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	3
Special Education	
TOTAL	6

AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed)	ESTIMATED NUMBER NEEDED
Biology	1
Geoscience	1
Spanish	1

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program?

Yes No

If yes, how many interns do you expect to have this year? 3

If yes, list each college or university with which you participate in an internship program.

UMass Global, National University, CSU Los Angeles and CalState Teach

If no, explain why you do not participate in an internship program.

Joseph Dana

Assistant Superintendent of Educational Services



For Board Meeting of May 11, 2022

To: Dr. Holly Edds, District Superintendent
From: Joe Dana
Re: Expanded Learning Opportunities Program (ELOP) Plan

Background

In 2021 Assembly Bill 130 established the Expanded Learning Opportunities Program (ELOP), which is intended to provide free before- and/or after-school childcare to low-income students, English Learners, foster youth, students experiencing homelessness, and Migrant Education students in grades TK-6. School districts are required to offer ELOP childcare, and the state is providing significant funding (see section on Fiscal Impact) to enable it to happen.

Since January, a team of district administrators has been meeting to map out a plan for implementing ELOP. After careful study of options, we decided to have ELOP-funded childcare and the Olga Reed School After School Education and Safety (ASES) Program placed under the umbrella of the district's existing Campus Connection Childcare Program. Campus Connection has been a valued childcare option for OUSD families for over 25 years. We determined that Campus Connection easily could be expanded to offer both fee-based childcare and free ELOP/ASES childcare. And we felt Campus Connection has a strong brand with OUSD families; in fact, we have reached a point where many OUSD parents participated in Campus Connection themselves.

ELOP childcare will begin this summer as an afterschool childcare companion to our Summer School for grades 1-6 and our Jump Start program for transitional kindergarten and kindergarten. It then will become a key component of Campus Connection for the 2022-2023 school year. ELOP guidelines require that the length of the school day and the amount of ELOP childcare offered equate to at least nine hours per school day.

In association with this initiative, school districts are required to develop, and have their governing boards approve, an extensive ELOP Plan that answers numerous prompts from the California Department of Education's Expanded Learning Division. Topics include student safety, student programming, maintaining a quality staff, program vision, community partnerships, and more. We have developed such a plan and are pleased to present it to you.

Recommendation

Staff recommends that the Board of Trustees approve the Expanded Learning Opportunities Program (ELOP) Plan for the Orcutt Union School District and Orcutt Academy Charter as presented.



Orcutt Union School District
Campus Connection Childcare Program
Expanded Learning Opportunities Program
Plan Guide

Expanded Learning Division
California Department of Education
1430 N Street, Suite 3400
Sacramento, CA 95814-5901
916-319-0923

This Program Plan Template Guide is required
by California Education Code (EC) Section 46120(b)(2)

Guide updated as of May 6, 2022

Name of Local Educational Agency and Expanded Learning Opportunities Program Site(s)

Name of Local Educational Agency or Equivalent:	Orcutt Union School District and Orcutt Academy Charter
Contact Name:	Joseph Dana, Assistant Superintendent, Educational Services
Contact Email:	jdana@orcutt-schools.net
Contact Phone:	805-938-8934

Instructions: Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P). Add additional rows as needed.

1. Alice Shaw School, 759 Dahlia Place, Santa Maria, CA
2. Joe Nightingale School, 255 Winter Road, Santa Maria, CA
3. Olga Reed School, 480 Centennial Street, Los Alamos, CA
4. Patterson Road School, 400 Patterson Road, Santa Maria, CA
5. Pine Grove School, 1050 E. Rice Ranch Road, Santa Maria, CA (Orcutt Academy K-8 served here)
6. Ralph Dunlap School, 1220 Oak Knoll Road, Santa Maria, CA

Purpose

This template will aid LEAs in the development of a program plan as required by EC Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child, and students' Social and Emotional Learning (SEL) and development.

Definitions

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. (EC Section 8482.1[a])

"Expanded learning opportunities" has the same meaning as "expanded learning" as defined in EC Section 8482.1. "Expanded learning opportunities" does not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (EC Section 46120[e][1])

Instructions

This Program Plan needs to be approved by the LEA's Governing Board in a public meeting and posted on the LEA's website.

The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates in the law, and to provide continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with EC Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the

program plan. The LEA is responsible for the plan and the oversight of any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the Quality Standards for Expanded Learning in California (Quality Standards) and introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities, or refining the plan. In addition to the narrative response, it may be useful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. LEAs are encouraged to download and reference the Quality Standards in order to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of Education's (CDE) Quality Standards and CQI web page, located at <https://www.cde.ca.gov/ls/ex/qualstandcqi.asp>.

1—Safe and Supportive Environment

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include if the program will be offered on the schoolsite or off campus. If not on site, describe where in the community it will be and how students will be supported to get there.

The Orcutt Union School District's Campus Connection Childcare Program, which beginning in 2022-2023 will include both fee-based and free ELO-P and ASES childcare offerings, has been a valued provider of before- and after-school childcare for over 25 years. ELO-P and ASES offerings will take place on our elementary campuses following the school day. Campuses and grade spans include Alice Shaw, K-6; Joe Nightingale, TK-6; Olga Reed, TK-8 (current ASES site); Patterson Road, K-6; Pine Grove, K-6; and Ralph Dunlap, K-6. With the exception of Orcutt Academy K-8 students, who will participate in childcare at Pine Grove School (OAK-8 students will be bused from their school in Los Alamos to Pine Grove immediately following the school day), students will be able to participate in childcare on the campus where they go to school.

At Alice Shaw, Patterson Road, Pine Grove, and Ralph Dunlap schools, Campus Connection ELO-P offerings will take place after school from school dismissal until 5:30 p.m. At Joe Nightingale School, the district's site for transitional kindergarten in the Orcutt area, childcare will take place during the school day, when early and late session TK classes are not occurring (early session and late session TK classes are scheduled for 8:15-11:15 a.m. and 11:20 a.m.-2:35 p.m. respectively). At Olga Reed School, ASES for TK students begins after the TK dismissal at 1:00 p.m. and runs through 6:00 p.m.

All sites are secure, with centralized access and perimeter fencing. The ELO-P planning team has reviewed campus maps and examined facility use at each site. It is expected that Campus Connection will need more space on each campus, and the district will work to coordinate and maximize facility use.

Campus Connection staff have their background checked through Live Scan fingerprinting. Staff are required to complete online training modules in mandated reporting, playground supervision, and sexual harassment at the beginning of each school year. Campus Connection staff also are required to complete CPR/First Aid training, which includes training in use of automated external defibrillators (AEDs) accessible on each campus.

Campus Connection staff are familiar with school and district procedures for fire, earthquake, lockdown, and shelter-in-place. Emergency drills are conducted during the Campus Connection hours of operation so childcare students and staff can practice appropriate responses to emergency scenarios.

As we transition out of the COVID-19 pandemic, the district's Health Services Department will apprise Campus Connection staff of all pertinent health advisories, health guidelines that need to be followed, and COVID-19 cases on campus. Campus Connection facilities will be cleaned and sanitized to the same extent as all school facilities in our district.

Student check-in and check-out is handled through the Procure childcare management platform. Parents/guardians who pick up students need to provide photo identification until staff become familiar with them.

The district has in place a system for scanning student online activity on district-provided technology devices. The Securly online monitoring program provides immediate notifications if/when students engage in activity indicating depression, suicidal ideation, cyberbullying, or threat of violence. These notifications are followed up on by staff, even when the student is in childcare.

Any organization that contracts with Campus Connection for childcare is expected to observe all district protocols for the safety and health of students. If/when field trips are planned, Campus Connection staff will accompany and supervise students so required student-to-staff ratios are preserved.

The foundation of student safety is strong staff-student, student-student, and staff-family relationships. Campus Connection staff work to build a sense of community in their program, and staff get to know each student as an individual and the student's parents/guardians as well. Site coordinators (see response for Prompt 11 in this section) become familiar with health concerns, behavioral issues, parent custody issues, and/or any other issues that have bearing on student safety.

2—Active and Engaged Learning

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

Campus Connection plans to capitalize on ELO-P and ASES funding to provide participating students much-needed enrichment, recreation, socialization, and life experiences. On campus, the program will have students engaged in science projects, art and decorating contests, carnivals, playground games, sports leagues, makerspace activities, and much more. Off campus, the program will offer walking field trips within the Orcutt or Los Alamos communities, bus field trips to destinations within northern Santa Barbara County, and community service projects. Preliminary discussions have been held with the Santa Maria Valley YMCA about having students go to the Y for swim lessons and hosting Y staff for special "camps" in activities such as cheerleading and soccer. The Olga Reed ASES Program has hosted ballet folklorico lessons in the past, and the Orcutt Children's Arts Foundation may be able to support similar (or other arts) instruction at other schools in the future.

A major focus of Campus Connection programming is socialization. In recent surveys conducted by the district, parents/guardians indicated they highly value social skills and socialization, and childcare can be a primary venue for children learning to interact happily with peers and make friends. Activities as simple as cards, checkers, board games, and karaoke will be integrated into the daily schedule to facilitate student socialization.

A priority for 2022-2023 will be to train Campus Connection staff in the district's research-based core curricular adoptions in English/language arts and mathematics so staff will be better prepared to support students with homework. To this end, the executive director of curriculum and instruction and district Teachers on Special Assignment will meet with Campus Connection staff to provide trainings and, as possible, facilitate communication between classroom teachers and Campus Connection staff regarding grade-level instructional priorities and important assignments and projects.

3—Skill Building

Describe how the program will provide opportunities for students to experience skill building.

Campus Connection childcare can play an instrumental role in raising student achievement in English/language and mathematics. As of this writing, we are planning to give classroom teachers and hourly support teachers the opportunity to work in the hour to 90 minutes immediately following school dismissal to provide academic support in the form of specific skills practice, research-based interventions (such as Systematic Instruction in Phonemic Awareness, Phonics, and Sight Words [SIPPS]), high-dose tutoring, English Language Development, extensions of classroom instruction, and more. The Educational Services Department, Teachers on Special Assignment, and school principals can interface with Campus Connection staff to share district, site, and grade-level instructional priorities. This collaboration can expand to include sharing of student data and lists of students identified for extra support, as school administrators can meet with site coordinators to review program rosters and identify students who need additional assistance. The goal is to leverage afterschool time to help all students achieve, and identified students catch up.

Also part of skill building are social and behavioral skills. Here, the Campus Connection Childcare Program will be a full participant in each school's implementation of the Positive Behavioral Interventions and Supports (PBIS) Program. PBIS articulates clear expectations for student behavior, and it will make possible the alignment of Campus Connection expectations with school day expectations. PBIS also incentivizes appropriate behavior, and Campus Connection staff will be able to provide school incentives (i.e., raffle tickets, stickers, etc.) to students who are making positive choices. As for social skills, Campus Connection staff will be trained in district identified social/emotional learning curriculum and district adopted lessons in digital citizenship. As possible, students will be involved in cross-age buddies, community service, and other activities that build empathy and a service mindset.

4—Youth Voice and Leadership

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

Strong staff-student relationships are the foundation of the Campus Connection Childcare Program. While additional staff will need to be hired to accommodate increased numbers, most staff will have previous experience at their assigned 2022-2023 school. Accordingly, most staff will have an affinity with their site and students -- a huge advantage in hearing students' input, questions, and concerns.

Staff work to give older students a voice in program activities. Activities can be planned in response to "student request", and staff work to give students options for recreational and enrichment activities so student interests can be pursued.

Older students sometimes begrudge staying after school for childcare, but they can be engaged as leaders and helpers. As an example, Campus Connection this year staged a festival where fourth, fifth, and sixth graders built carnival games for younger students to play; the older students then ran and refereed the games during the festival. Older students also enjoy serving as cross-age tutors, group leaders, and "helpers."

5—Healthy Choices and Behaviors

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programing.

Suppers served during Campus Connection are compliant with California Nutritional Guidelines. Food and beverages are provided by the district's Child Nutrition Department and served by Campus Connection staff. Each meal includes whole grains, fruit and vegetables, and protein. Whole-grain items alternate and include but are not limited to muffins, granola bars, and cereals. Fruits and vegetables include carrots, apples, oranges, and whatever other fruits are in season. Protein comes in the form of a cheese stick or Child Nutrition-formulated Jack's Links (beef and chicken jerky products). Early-session transitional kindergarten students will be able to have a school lunch during the course of their time in Campus Connection.

A source for recreational activities is the SPARK Program (sparkpe.org) for afterschool physical education. The research-based program incorporates active participation by all students in activities that build physical fitness while eliciting socialization, collaboration, and ultimately enjoyment. The district's credentialed physical education teachers can recommend games and fitness activities that are an extension of during-day P.E. instruction. Campus Connection has a long history of setting up obstacle courses, relay races, team tag games, and other enjoyable recreation for students.

Mental health and self-care campaigns and challenges will be promoted with students. These campaigns target how to recognize the signs of mental health issues, how to manage stress, and how to stay mentally healthy. They also help students know when and who to ask for help.

6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.

Campus Connection childcare will include students of a wide range of cultures, family backgrounds, learning styles, interests, and temperaments. From the outset of planning, our team believed that all students in childcare -- students from fee-paying families and students attending for free -- need to participate in childcare offerings together with no differentiation or separation whatsoever. Staff will work to help each student to feel unconditional acceptance and comfort while participating in the program. Trainings in equity and diversity will help, as staff will benefit from learning best practices for working with all students, including students with disabilities, students of color, foster youth, students experiencing homelessness, transgender and gender-diverse youth, and more. These trainings can be provided by the district Educational Services Department and/or partners such as the Santa Barbara County Education Office, California Department of Education, California AfterSchool Network (CAN), and California School Age Consortium (CaSAC).

Many families served by Campus Connection will have Spanish as their primary language. The district recently added a community liaison with the intent of providing a higher level of translation support for programs such as Campus Connection. Additionally, some members of the Campus Connection staff speak Spanish, and the Parent Square communication platform translates all newsletters and school-home messages. Staff work to make dialogue with families two-way, so the program is communicating but also listening to feedback from its clientele. As possible, childcare programming can embrace students' culture; for example, the Olga Reed ASES Program in the past has offered ballet folklorico instruction that proved popular with both Latino and non-Latino students.

As per ELO-P guidelines, priority enrollment will be given to unduplicated students (low-income, English Learners, foster youth, students experiencing homelessness, and Migrant Education students). That said, the district will make every effort to enroll in Campus Connection all students whose families are interested in the program.

7—Quality Staff

Describe how the program will provide opportunities for students to engage with quality staff.

All Campus Connection staff are hired through the Orcutt Union School District Human Resources Department, which ensures that staff have the necessary education and meet the minimum requirements for an instructional assistant. When a position is open, the Campus Connection director, school principal, and assistant superintendent of human resources participate in interviews of applicants. In a number of cases, staff have previous experience in such positions as noon duty supervisor or substitute instructional assistant.

Staff training will be a priority. New staff need to be familiarized with the Campus Connection Program and the routines of the school to which they are assigned. All staff will benefit from ongoing professional development in such topics as social/emotional learning, trauma informed practice, diversity and equity, dealing with severe behaviors, and how to support district curriculum. The district Educational Services Department can provide much of this training, and TOSAs can follow up with Campus Connection staff.

The director of Campus Connection is a member of the district's Expanded Cabinet and Management Team. In this capacity she is apprised of key issues and initiatives and can participate in district leadership.

8—Clear Vision, Mission, and Purpose

Describe the program's clear vision, mission, and purpose.

Specific goals for the Campus Connection Childcare Program include the following:

- Provide a safe, caring environment for students
- Foster academic support to increase student accomplishment of the California State Standards in core subject areas
- Provide enrichment activities that support students' choice and voice while encouraging students to reach their fullest potential
- Boost social skills and socialization among students
- Promote student wellbeing through opportunities to learn about and practice nutrition, physical activity, self-care, and other healthy choices in an environment that supports healthy lifestyles

Meanwhile, Campus Connection childcare is regarded as a vehicle for pursuing the four goals in the district's Local Control and Accountability Plan (LCAP). These goals are as follows:

- Goal 1: We will provide and support engaging, high quality instruction, which promotes active learning and maximizes student achievement while creating a positive culture.
- Goal 2: We will provide an innovative curriculum, utilizing flexible learning environments that will prepare students to be future-ready and thrive in a global society.
- Goal 3: We will provide our staff inspiring, relevant, and meaningful learning and wellness opportunities in a safe supportive environment to prepare for the ever-changing needs of our district.
- Goal 4: We will provide inspiring, creative, healthy and safe environments that nurture imagination and compassion, fostering engaged, supported, and challenged students.

Current priorities embedded in the LCAP include raising math achievement, increasing student attendance, and reducing suspensions.

In working toward accomplishment of these goals, Campus Connection will follow the ELO-P guidelines established by Assembly Bill 130 (2021).

Venues for engagement of educational partners in the operation of Campus Connection include parent meetings, which the director will organize periodically through the school year; school meetings such as those of School Site Councils and English Language Advisory Committees; and district meetings such as Superintendent/Parent Group meetings, strategic planning meetings, district showcases (tours), and LCAP surveys and input meetings.

School-home communication is critical for the Campus Connection Program. The Parent Square school-home communication platform is utilized for messaging to parents, as Parent Square has text and translation capability. Announcements to parents also are made via school marquees, school message board, and school newsletters.

9—Collaborative Partnerships

Describe the program's collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

The Campus Connection Program does not currently have any Memoranda of Understanding with any outside organizations, as the Orcutt Union School District is able to provide materials, snacks, staff development, and other

necessary support. Within the district, key partners are the Child Nutrition Department, which provides snacks; the Educational Services Department, which plans trainings and staff development; the Human Resources Department, which assists with employee recruitment and selection; the Business Services Department, which establishes budgets and provides budget reports; and the Technology Department, which addresses technology device, networking, and software needs.

Moving forward, the district does envision that Campus Connection with the benefit of ELO-P funding will benefit from either formal or informal partnerships with the following agencies and organizations:

- Orcutt Children's Arts Foundation (arts education, including on-campus lessons/campus and field trips)
- Santa Maria Valley YMCA (recreational and aquatic activities, including on-campus camps and swim lessons at the YMCA)
- Boys & Girls Clubs of Mid-Central Coast (recreational activities, including afterschool sports leagues)
- Santa Barbara County Parks Department (Waller Park and Los Alamos County Park are potential destinations for Campus Connection walking field trips and possibly additional programming)
- Santa Maria Recreation & Parks Department (recreational activities and resources)
- Santa Maria Valley Discovery Museum (destination for field trips and possibly additional programming)
- Guadalupe-Nipomo Dunes Center (destination for field trips and possibly additional programming)
- Dana Adobe & Cultural Center (destination for field trips and possibly additional programming)
- Allan Hancock Community College (destination for field trips and possibly additional programming)
- Santa Maria Valley Chamber of Commerce (Junior CEO Program)
- Children's Resource & Referral of Santa Barbara County (instructional materials)
- Santa Barbara County Education Office (professional development and implementation support)
- First 5 Santa Barbara County (professional development and implementation support)
- Santa Maria Joint Union High School District (enrichment activities, including on-campus speakers and camps)
- PCPA - Pacific Conservatory Theatre (field trips and enrichment activities)
- Santa Maria Public Library (field trips to branches in Orcutt, Los Alamos, and/or Santa Maria)

10—Continuous Quality Improvement

Describe the program's Continuous Quality Improvement plan.

The program's process for continuous improvement will follow the following cycle:

ASSESS

- Review Campus Connection-specific data (attendance and participation data)
- Review districtwide and schoolwide data (CAASPP results, school attendance, chronic absenteeism, discipline referrals, suspensions, etc.)
- Determine data trends, areas of strength, and areas for improvement
- Set short-term and long-term goals

PLAN

- Develop action plans to meet goals
- Develop district LCAP and school SPSAs (School Plans for Student Achievement)
- Develop specific plan for Campus Connection to support LCAP and SPSA goals

IMPROVE

- Communicate to Campus Connection staff, students, and families about goals and priorities for the school year
- Provide resources and collaboration time for staff to meet goals

- Provide training and professional development in areas of focus
- Revisit plan and review Campus Connection program's progress toward goals

This continuous cycle mirrors the program quality improvement process advocated by the California Department of Education. Student attendance, program progress, professional development, and other components of Campus Connection will be monitored regularly.

11—Program Management

Describe the plan for program management.

The Campus Connection Childcare Program, which includes ELO-P and ASES programming, will be part of the Educational Services Department, but all district departments will be involved in supporting the program. The district's Business Services Department provides fiscal management, accounting, and budgeting services for the program. The district's Educational Services Department provides support with curriculum, instructional materials, professional development, and program marketing. The district's Human Resources Department assists with employee recruitment and selection. The district's Educational Technology Department assists with computer equipment and technology integration.

The director of the Campus Connection Childcare Program (Pam English) will oversee all childcare programming, including ELO-P and ASES programming. The director runs periodic meetings for all Campus Connection staff and collaborates with the district's Educational Services and Human Resources departments on staff trainings. The director is responsible for evaluating all Campus Connection employees. The director works with the district's Business Services Department on budgeting. The director reports to the assistant superintendent of educational services.

Each site will have a coordinator who supervises site personnel, tracks student attendance, oversees student check-in and check-out, responds to discipline referrals, communicates with the Campus Connection director and school principal regarding site issues and needs, and handles site-specific communication to families.

At the site level, Campus Connection staff participate in periodic staff meetings. As needed, they have the ability to huddle for a brief meeting just prior to the start of Campus Connection for grades 1-6. During the day, they communicate via walkie-talkie when not working in proximity to each other.

General Questions

Existing After School Education and Safety (ASES) and 21st Community Learning Centers (21st CCLC) Elementary and Middle School grantees.

ASES, 21st CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance. If one or both grants are held, please describe how the ELO-P funding will be used to create one comprehensive and universal Expanded Learning Program.

ELO-P funded childcare and the Olga Reed School ASES Program will be subsumed under the district's Campus Connection Childcare Program. The program will provide fee-based and ELO-P/ASES free childcare and will follow the state's guidance for ELO-P/ASES childcare.

Transitional Kindergarten and Kindergarten

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1. (EC Section 46120[b][2][D]). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children. How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

Campus Connection currently is providing childcare for transitional kindergarten students, so this will not be a new endeavor for staff in 2022-2023. Staff do work to provide TK students developmentally appropriate activities that afford opportunities for socialization, exploration, pretend play, and sensory input. Some staff also work at local preschools and thus are more familiar with younger students. Meantime, the district plans to provide professional development in early childhood education to help all district TK staff (teachers, instructional assistants, and childcare staff) to become more attuned to the needs of four-year-olds.

The district understands that the 10:1 student-to-staff ratio needs to be adhered to in TK and K. Enough staff will be hired (including teachers who will provide academic support; see response to Prompt 3 in previous section) to provide this ratio for students in these grades.

Sample Program Schedule

Please submit a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). Also, submit a sample schedule for a minimum nine-hour summer or intersession day.

Sample School Day (8:00 school start time)

6:45-7:45 - Before-school Childcare available (fee-based)

- Student choice time (games, reading, art)
- Prepare for school day
- Breakfast

8:00-2:15 - School Day

2:15-5:30 - After-school Childcare (ELO-P, ASES, fee-based)

- 2:15-2:30 - Check-in
- 2:30-3:00 - Supper, outdoor play, academic support for identified groups
- 3:00-3:30 - Homework support, academic support for identified groups
- 3:30-4:45 - Organized group activities (outdoor recreation, art and crafts, special projects)
- 4:45-5:30 - Free choice time in cafeteria (parents pick up students from cafeteria)

Sample Intercession Day (8:30 start time for Summer School)

8:30-12:30 - School Day for Summer School

12:30-5:30 - After-school Childcare (ELO-P)

- 12:30-1:00 - Lunch
- 1:00-2:30 - Rotation (board games, art/crafts, sports/outdoor recreation)
- 2:30-3:00 - Recess
- 3:00-3:20 - PM snack
- 3:20-4:15 - Inside stations
- 4:15-5:00 - Outside free choice
- 5:00-5:30 - All students in Multi-Use Room for choice of activities

Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:

EC Section 46120(b)(2):

[LEAs] operating expanded learning opportunities programs may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on the following;

(2) [LEAs] operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple schoolsites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:

(A) The department's guidance.

(B) Section 8482.6.

(C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.

(D) Section 8483.4, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 46120(b)(1)(A):

On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine hours of combined instructional time and expanded learning opportunities per instructional day.

EC Section 46120(b)(1)(B):

For at least 30 nonschooldays, during intersessional periods, no less than nine hours of in-person expanded learning opportunities per day.

EC Section 46120(b)(3):

[LEAs] shall prioritize services provided pursuant to this section at schoolsites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with expanded learning opportunities programs across their attendance area.

EC Section 46120(b)(4):

[LEAs] may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section.

EC Section 46120(b)(6):

[LEAs] are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally subsidized childcare programs, to maximize the number of expanded learning opportunities programs offered across their attendance areas.

EC Section 46120(c):

A [LEA] shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

EC Section 8482.3(d):

[LEAs] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2.

[LEAs] shall agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (42 United States Code [U.S.C.] Section 1766).

EC Section 8482.6:

Every pupil attending a school operating a program . . . is eligible to participate in the program, subject to program capacity. A program established . . . may charge family fees. Programs that charge family fees shall waive the cost of these fees for pupils who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a), or for a child who the program knows is in foster care. A program that charges family fees shall schedule fees on a sliding scale that considers family income and ability to pay.

EC sections 8483.4 and 46120(b)(2)(D):

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the school site principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 8482.3(c)(1)(A–B):

Each component of a program established pursuant to this article shall consist of the following two elements:

(A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.

(B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.

Fiscal Impact

The district is scheduled to receive \$2,870,329 for the district and \$77,420 for the charter for ELOP Program offerings. These funds needed to be expended by June 30, 2024. Ongoing funding is a possibility but is uncertain at this time.