

ORCUTT UNION SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

Wednesday, October 12, 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 6:30 p.m.

I. OPEN SESSION 6:00 PM

A. Call Meeting to Order

B. Pledge of Allegiance

C. Adoption of October 12, 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 closed session items 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): 3 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 6:30 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. Angel Uribe to Present on the National Youth Leadership Institute
 - 3. OCAF Presentation
 - 4. Transportation Presentation
 - 5. Facilities Update Presentation
- 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 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.

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 on tonight's agenda 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. Hiring of District Coaches for the 2022-2023 School Year
- C. Hiring of Charter School Coaches for the 2022-2023 School Year
- D. Certificated Personnel Action Report
- E. Approval of September 14, 2022, Regular Board Meeting Minutes
- F. Approval of Warrants
- G. Williams/Valenzuela Uniform Complaints Quarterly Report
- H. Olga Reed Classroom Modernization Project: Pre Con Industries Change Order

#002

- I. Board Policy 3110 Transfer of Funds, for the second reading
- J. Board Policy 3523 Electronic Signatures, for the second reading
- K. Board Policy 3550 Food Service/Child Nutrition, for the second reading
- L. Board Policy 3551 Food Service/Cafeteria Fund, for the second reading
- M. Board Policy 3553 Free and Reduced Price Meals, for the second reading
- N. Board Policy 0420.41 Charter School Oversight, for the second reading
- O. Olga Reed and Orcutt Academy K-8 Overnight Trip to Catalina Island Marine Institute for Science Camp in October 2022
- P. OAHS Overnight Trip to visit Southern CA Colleges in November 2022
- Q. OAHS Cheer Team Overnight Trip to a Cheer Competition in Las Vegas in January 2023

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

Moved _____ Second _____ Vote _____

VIII. ITEMS SCHEDULED FOR ACTION

A. GENERAL

- 1. Board Bylaw 9270 Conflict of Interest Code of the Orcutt Union School District
It is recommended that the Board of Trustees approve the revision to Board Bylaw 9270 Conflict of Interest Code of the Orcutt Union School District, as submitted.
Moved _____ Second _____ Vote _____
- 2. Resolution No. 8 Adopting a Conflict of Interest Code
It is recommended that the Board of Trustees adopt Resolution No. 8 Adopting a Conflict of Interest Code, as submitted.
Moved _____ Second _____ Vote _____

B. BUSINESS SERVICES

- 1. Cooperative Purchasing Agreement for a Riding Lawnmower for District Use
It is recommended that the Board of Trustees approve the Cooperative Purchasing Agreement for a Toro Riding Lawnmower via Turf Star Inc. in the amount of \$121,160.63, as submitted.
Moved _____ Second _____ Vote _____
- 2. Approve the Sale or Disposal of Books, Equipment and Supplies
It is recommended that the Board of Trustees approve the approve the sale and disposal of books, equipment and supplies as submitted.
Moved _____ Second _____ Vote _____
- 3. Roofing Repairs and Replacement Project at Orcutt Academy High School
It is recommended that the Board of Trustees approve the Roofing Repairs and Replacement Project at Orcutt Academy High School to Alliance Engineering Co. in the amount of \$47,950 as they were the lowest, responsive and responsible bidder.

- Moved _____ Second _____ Vote _____
4. Roofing Repairs and Replacement Project at the Early Learning Center, Classroom #33
 It is recommended that the Board of Trustees approve the Roofing Repairs and Replacement Project at the Early Learning Center, Classroom #33 to Alliance Engineering Co. in the amount of \$22,450 as they were the lowest, responsive and responsible bidder.
 Moved _____ Second _____ Vote _____
5. Roofing Repairs and Replacement Project at Pine Grove Elementary School, Classroom #20
 It is recommended that the Board of Trustees approve the Roofing Repairs and Replacement Project at Pine Grove Elementary School, Classroom #20 to Alliance Engineering Co. in the amount of \$11,580 as they were the lowest, responsive and responsible bidder.
 Moved _____ Second _____ Vote _____
6. Purchase of a New Utility Trailer for District Use
 It is recommended that the Board of Trustees approve the purchase of a new utility trailer for \$15,939.59 from Heacock Trailer & Truck Accessories as it is in the best interest of the District.
 Moved _____ Second _____ Vote _____
7. Purchase of a Used District Vehicle
 It is recommended that the Board of Trustees approve the purchase of a 2010 GMC Sierra 2500 HD from \$28,553.75 from McDonald Enterprise as it is in the best interest of the District.
 Moved _____ Second _____ Vote _____
7. Temporary Increase to the Orcutt Union School District Revolving Fund Account
 It is recommended that the Board of Trustees approve the temporary increase to the District's Revolving Fund Account in the amount of \$10,000, as submitted.
 Moved _____ Second _____ Vote _____
8. Approve the Professional Service Agreement with Soils Engineering, Inc. to Perform Materials Testing and Special Inspection Services for the Olga Reed Modernization Project
 It is recommended that the Board of Trustees approve the Professional Service Agreement with Soils Engineering, Inc. to Perform Materials Testing and Special Inspection Services for the Olga Reed Modernization Project, as submitted.
 Moved _____ Second _____ Vote _____
- D. HUMAN RESOURCES**
1. 2023-2024 School Calendar
 It is recommended that the Board of Trustees approve the 2023-2024 School Calendar, as submitted.

Moved _____ Second _____ Vote _____

2. Resolution No. 7 Revised Declaration of Need for Orcutt Union School District for Fully Qualified Educators

It is recommended that the Board of Trustees adopt Resolution No. 7 Revised Declaration of Need for Orcutt Union School District, as submitted.

Moved _____ Second _____ Vote _____

IX. GENERAL ANNOUNCEMENTS

A. Unless otherwise noticed, the next regular Board meeting is scheduled for November 12, 2022 beginning with Closed Session at 6:05 p.m., Open Session at 6:30 p.m. and a Special Curriculum Board Meeting for October 26, 2022 at 6:00 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

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

A. Motion to Adjourn the Meeting
Moved _____ Second _____ Vote _____

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

October 12, 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
Arring, Michelle	Pine Grove	Instructional Assistant	8/6	3.75	\$2,000 per yr.	08/11/2022	Educational Stipends – Bachelors & Masters
Campoamor, Dominic	Child Nutrition	Child Nutrition Transport Worker	11/2	4.75	\$16.64 per hr.	09/01/2022	Additional position
Cheney, Stevie	Health Services	Licensed Vocational Nurse, Substitute	27/1		\$23.52 per hr.	09/20/2022	Rehire - Substitute
Cordero, Jerri	Child Nutrition	Child Nutrition Senior Cook	11/5	3.0	\$19.25 per hr.	09/30/2022	Resignation
Correa, Elizabeth	Nightingale	Instructional Assistant, 1	12/3	3.5	\$17.90 per hr./ 2.5%	09/08/2022	New hire/Special Needs Stipend
De Alba, Silvia	Olga Reed	Instructional Assistant, 1	12/6	3.5	\$175.00 per mo.	12/01/2022	Longevity – 10 years
Eich, Mahdia	Patterson	Instructional Assistant, 1	12/2	3.5	\$17.06 per hr./ 2.5%	09/07/2022	New hire/Special Needs Stipend
Eich, Mahdia	Patterson	Instructional Assistant, 1	12/2	6.0	\$17.06 per hr.	09/12/2022	Increase in hours
English, Jared	Transportation	Bus Attendant	11/3	2.25	\$17.47 per hr./ \$1,000 per yr.	09/15/2022	New hire/Educational Stipend – Bachelor's
Estrada, Amanda	Child Nutrition	Child Nutrition Worker	8/4	3.0	\$17.03 per hr.	09/07/2022	Rehire
Gil, Bessy	Child Nutrition	Child Nutrition Worker	8/6	3.0	\$18.78 per hr. \$1,000 per yr. ea.	09/19/2022	New hire, Educational Stipend(s) Bachelors' & Master's
Graham, Jana	Transportation	Transportation Coordinator/Trainer	30/6	8.0	2.5%	07/01/2022	CPR Certification Stipend
Hallmon, Andre	Lakeview JH	Instructional Assistant, 1	12/2	3.5	\$17.06 per hr.	09/21/2022	New hire
Johnson, Matthew	Orcutt JH	Noon Duty Supervisor	6/1	1.0	\$15.00 per hr.	08/29/2022	New hire
Lara, Alisa	Campus Connection	Child Care Assistant	8/5	2.0	\$17.89 per hr.	08/29/2022	Additional position



Orcutt Union School District

Classified Personnel Action Report

October 12, 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
Legesse, Aster	Child Nutrition	Child Nutrition Worker	8/2	3.0	\$15.45 per hr.	09/12/2022	New hire
McCarthy, Joseph	Child Nutrition	Child Nutrition Transport Worker	11/6	4.75	\$20.22 per hr.	09/07/2022	New hire
Macias, Dalila	Educational Services	Community Liaison	14/3	6.0	\$18.81 per hr./ \$25.00 per mo.	09/07/2022	New hire & phone stipend
Parker, Jolene	Dunlap	Instructional Assistant, PE	11/6	2.0 per wk.	\$20.22 per hr.	09/29/2022	Additional assignment
Pimentel-Morales, Domingo	Maintenance & Operations	Utility Worker, Substitute	18		\$18.84 per hr.	08/29/2022	New hire
Pita, Christina	Child Nutrition, Dunlap	Child Nutrition Cashier	8/5	2.0	\$17.89 per hr.	08/09/2022	New hire
Rodgers, Mandi	Campus Connection	Child Care Assistant	8/2	9.0 per wk.	\$15.45 per hr.	09/19/2022	Voluntary reduction of hours
Rodriguez-Gutierrez, Diego	Maintenance & Operations	Utility Worker, Substitute	18		\$18.84 per hr.	09/08/2022	New hire
Silva, April	Dunlap	Instructional Assistant, 1	12/2	3.5	\$17.06 per hr.	09/27/2022	Resignation
Slocum, Ashley	Child Nutrition	Child Nutrition Worker, Substitute	8/1		\$15.00 per hr.	08/31/2022	New hire
Urquhart, Kristina	Health Services	Licensed Vocational Nurse	27/6	6.0	\$25.00 per mo.	09/01/2022	Phone Stipend
Wilkin, Kyra	Patterson	Instructional Assistant, 1	12/2	6.0	\$17.06 per hr.	09/12/2022	Increase in hours
Wong, Beatrice	Child Nutrition, OAHS	Child Nutrition Worker	8/3	3.50	\$16.22 per hr.	09/09/2022	Resignation

ORCUTT UNION SCHOOL DISTRICT

TO: Dr. Holly Edds
District Superintendent

FROM: Susan Salucci
Assistant Superintendent of Human Resources

DATE: October 12, 2022

RE: ***NOTIFICATION TO BOARD – HIRING OF ORCUTT UNION SCHOOL COACHES FOR 2022-23 SCHOOL YEAR***

Alice Shaw:

Track	Cruz, Brandon
Track	Macdonald, Christa

Patterson:

Track	Dunne, Tony
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Pine Grove:

Track	Fields, Rachel
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Lakeview JH:

Cheer	Heredia, Kris
Volleyball, Girl's	Thomas, Amy
Volleyball, Boy's	Reyes, Chris
Basketball, Girl's 7 th gr.	Coombs, Daniel
Basketball, Boy's 7 th gr.	Smith, Tim
Basketball, Boy's 8 th gr.	Snow, Cory

Orcutt JH:

Cheer	Doerksen, Allie
Volleyball, Girl's	Sanchez, Gina
Volleyball, Boy's	Hawthorne, J'Nay
Basketball, Girl's 7 th gr.	Ruiz, Sal
Basketball, Boy's 7 th gr.	Hawthorne, J'Nay
Basketball, Girl's 8 th gr.	Ruiz, Sal
Basketball, Boy's 8 th gr.	Hawthorne, J'Nay
Track	Trotter, Patrick

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

ORCUTT ACADEMY CHARTER SCHOOL

ORCUTT UNION SCHOOL DISTRICT

TO: Dr. Holly Edds
District Superintendent

FROM: Susan Salucci
Assistant Superintendent of Human Resources

DATE: October 12, 2022

RE: ***NOTIFICATION TO BOARD – HIRING OF CHARTER SCHOOL COACHES
FOR 2022-23 SCHOOL YEAR***

Orcutt Academy Charter HS:

Cheer, Coach	Miller, Naomi
Cheer, Coach	Moore, Megan
Dance, Coach	Kwock-Reese, Janet
E-Sports, Coach	Edds, John
Football, Coach	Patterson, Mike
Football, Asst. Coach	Miller, Gary
Football, Asst. Coach	Hernandez, Sammy
Golf, Girls Coach	Valencia, Jon
Golf, Boys Coach	McManus, James
Tennis, Girls Coach	Lopez, Art
Tennis, Boys Coach	Lopez, Art
Volleyball, Girls Coach	Fritz-Stanley, Gailya
Volleyball, Girls Coach	Colon, James
Volleyball, Girls JV Coach	Clayton, Michelle
Volleyball, Boys Coach	Fritz-Stanley, Gailya
Volleyball, Boys Coach	Colon, James
Cross Country, Boys Coach	Tosches, Mark
Cross Country, Girls Coach	Barr, James
Basketball, Girls Coach	Robb, Tom
Basketball, Girls Asst. Coach	Kendrick, Theresa
Basketball, Girls Asst. Coach	Rojo, Pack
Basketball, Girls JV Coach	Rojo, Pack
Basketball, Girls JV Coach	Tumbaga, Kristy
Basketball, Boys Coach	Smalley, Ryan
Basketball, Boys Asst. Coach	Figuracion, Justine
Basketball, Boys Asst Coach	Seeds, Cody
Basketball, Boys Asst. Coach	Luque, Isaac

Basketball, Boys JV Coach
Soccer, Boys Coach
Soccer, Boys Coach
Soccer, Girls Coach
Soccer, Girls Coach
Soccer, Girls Coach
Soccer, Girls JV Coach
Soccer, Girls JV Coach
Track, Coach
Track, Asst. Coach
Swim, Coach
Swim, Asst. Coach
Swim, Asst. Coach
Softball, Coach
Softball, Asst. Coach
Baseball, Coach
Baseball, Asst. Coach

Wells, John
Lucca, Rick
McLoughlin, Mark
Speer, Brian
Britt, Bobby
Amador, Leo
Ryan, Shawn
Torres, Rafael
Barr, James
Tosches, Mark
Enthoven, Brittany
Dell 'Armo, John
Enthoven, Rick
Duncan, Chris
Saucedo, Stephanie
Morales, Rogelio
Rohwedder, Anthony

Volunteers:

Baseball
Cross Country
Football
Football
Track
Volleyball, Girls
Volleyball, Boys

Calendaria, Joseph
Felix, Dylan
Miller, Kyle
Moody, Zachary
Felix, Dylan
Parra, Matthew
Patterson, Matt

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



Orcutt Union School District

Certificated Personnel Action Report

October 12, 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
Amador, Leo	Orcutt Academy HS	Stipend	\$1,400 *	2022-23	Girls Soccer, Coach
Barr, James	Orcutt Academy HS	Stipend	\$1,400 \$1,400	2022-23	Boys Cross Country, Coach Track, Coach
Bertoldi, Janet	District	Daily	\$300	8/16-8/29/22	Principal Support, 6 days
Beyers, Karly	Alice Shaw	Hourly	\$28	8/24/22	Long Term Sub, Additional Duties – Back to School, 2 hrs
Bluem, Kristy	Patterson Road	II-4	\$54,872	2022-23	Completed Units for Movemene
Boayue, Eileen	Ralph Dunlap	Stipend	\$995	2022-23	Yearbook Advisor
Britt, Bobby	Orcutt Academy HS	Stipend	\$1,400 *	2022-23	Girls Soccer, Coach
Butler, Brooke	Joe Nightingale	IV-1	\$54,522	2022-23	Submitted Units for Movement
Colon, James	Orcutt Academy HS	Stipend	\$1,400 * \$1,400 *	2022-23	Girls Volleyball, Coach Boys Volleyball, Coach
Daniels, Michele	Patterson Road	Stipend	\$995	2022-23	Yearbook Advisor
Duncan, Chris	Orcutt Academy HS	Stipend	\$1,400	2022-23	Softball, Coach
Edds, John	Orcutt Academy HS	Stipend	\$1,400	2022-23	E-Sports, Coach
Enthoven, Brittany	Orcutt Academy HS	Stipend	\$1,400	2022-23	Swim, Coach
Enthoven, Rick	Orcutt Academy HS	Stipend	\$800 *	2022-23	Swim, Assistant
Figuracion, Justine	Orcutt Academy HS	Stipend	\$800 *	2022-23	Boys Basketball, Assistant
Fritz-Stanley, Gailya	Orcutt Academy HS	Stipend	\$1,400 * \$1,400 *	2022-23	Girls Volleyball, Coach Boys Volleyball, Coach
Garcia, Teresa	District	Hourly	\$28	8/15-8/19/22	Proctoring, Acadience, 24 hrs

*To be prorated

NAME	SCHOOL	CLASS/STEP	SALARY	EFFECTIVE DATE	ACTION INFORMATION
Heredia, Kris	Lakeview JHS	Stipend	\$1,630	2022-23	Cheer Advisor
Hernandez, Sammy	Orcutt Academy HS	Stipend	\$800	2022-23	Football, Assistant
Hough, Roberta	District	Hourly	\$50	8/5-8/30/22	New Teacher Support, 57 hrs
Kendrick, Theresa	Orcutt Academy HS	Stipend	\$800 *	2022-23	Girls Basketball, Assistant
Kirby, Jeff	Orcutt JHS	VI-20	\$105,086 *	2022-23	Approval of Additional .20 FTE
Lauriello, Lou	Orcutt Academy HS	Stipend	\$800 *	2022-23	Robotics Assistant
Lopez, Art	Orcutt Academy HS	Stipend	\$1,400 \$1,400	2022-23	Girls Tennis, Coach Boys Tennis, Coach
Lowman, Kristina	Orcutt Academy K-8	Hourly	\$28	2022-23	Intervention Support, 24 hrs wk
Lucca, Rick	Orcutt Academy HS	Stipend	\$1,400 *	2022-23	Boys Soccer, Coach
Luque, Isaac	Orcutt Academy HS	Stipend	\$800 *	2022-23	Boys Basketball, Assistant
Matautia, Jewelee	Ralph Dunlap	Hourly	\$28	8/10-8/11/22 8/12-8/29/22	New Classroom Set-Up, 10 hrs Proctoring, Acadience, 6 hrs
McKenzie, Chad	Orcutt Academy HS	VI-20	\$105,086 *	2022-23	Approval of Additional .20 FTE
McLoughlin, Mark	Orcutt Academy HS	Stipend	\$1,400 *	2022-23	Boys Soccer, Coach
McManus, James	Orcutt Academy HS	Stipend	\$1,400	2022-23	Boys Golf, Coach
Miller, Gary	Orcutt Academy HS	Stipend	\$800	2022-23	Football, Assistant
Miller, Naomi	Orcutt Academy HS	Stipend	\$1,600 *	2022-23	Cheer Advisor
Moore, Megan	Orcutt Academy HS	Stipend	\$1,600 *	2022-23	Cheer Advisor
Morales, Rogelio	Orcutt Academy HS	Stipend	\$1,400	2022-23	Baseball, Coach
Padilla, Valerie	Joe Nightingale	VI-7	\$72,922	2022-23	Submitted Units for Movement
Paszek, Gil	Orcutt Academy HS	Stipend	\$800 *	2022-23	Robotics Assistant
Patterson, Mike	Orcutt Academy HS	Stipend	\$1,600	2022-23	Football, Coach
Pay, Eimile	Orcutt Academy HS	II-1	\$49,706 *	2022-23	Submitted Units for Movement
Reese, Janet	Orcutt Academy HS	Stipend	\$800	2022-23	Dance Coach
Reyes, Christian	Lakeview JHS	Stipend	\$1,349	2022-23	Boys Volleyball, Coach

*To be prorated

NAME	SCHOOL	CLASS/STEP	SALARY	EFFECTIVE DATE	ACTION INFORMATION
Reyes, Emily	Orcutt JHS	VI-5	\$68,255 *	2022-23	Approval of Additional .20 FTE
Robb, Tom	Orcutt Academy HS	Stipend	\$1,600	2022-23	Girls Basketball, Coach
Rohwedder, Anthony	Orcutt Academy HS	Stipend	\$800	2022-23	Baseball, Assistant
Rojo, Pack	Orcutt Academy HS	Stipend	\$800 * \$1,066 *	2022-23	Girls Basketball, Assistant Girls JV Basketball, Coach
Rowan, Alisa	Joe Nightingale	III-8	\$65,584	2022-23	Submitted Units for Movement
Rowe, Scott	Orcutt Academy HS	Stipend	\$800 *	2022-23	Robotics Advisor
Ruiz, Sal	Orcutt JHS	Stipend	\$1,630 \$1,630	2022-23	Girls 7 th Grade Basketball Coach Girls 8 th Grade Basketball Coach
Ryan, Shawn	Orcutt Academy HS	Stipend	\$1,066 *	2022-23	Girls JV Soccer, Coach
Salvesen, Kris	District	Hourly	\$28	8/22-8/30/22	Proctoring, ELPAC, 22.25 hrs
Sanchez, Gina	Orcutt JHS	Stipend	\$1,400	2022-23	Girls Volleyball
Sanders, Bobette	Orcutt Academy HS	V-20	\$100,307 *	2022-23	Approval of Additional .20 FTE
Saucedo, Stephanie	Orcutt Academy HS	Stipend	\$800	2022-23	Softball, Assistant
Seeds, Cody	Orcutt Academy HS	Stipend	\$800 *	2022-23	Boys Basketball, Assistant
Slezak, Sarah	Orcutt Academy HS	V-11	\$80,535 *	2022-23	Approval of Additional .20 FTE and Completion of MA Degree
Smalley, Ryan	Orcutt Academy HS	Stipend	\$1,600	2022-23	Boys Basketball, Coach
Speer, Brian	Orcutt Academy HS	Stipend	\$1,400 *	2022-23	Girls Soccer, Coach
Thomas, Amy	Lakeview JHS	Stipend	\$1,349	2022-23	Girls Volleyball, Coach
Torres, Rafael	Orcutt Academy HS	Stipend	\$1,066 *	2022-23	Girls JV Soccer, Coach
Tosches, Mark	Orcutt Academy HS	Stipend	\$1,400 \$800	2022-23	Boys Cross Country, Coach Track, Assistant
Tumbaga, Kristy	Orcutt Academy HS	Stipend	\$1,066 *	2022-23	Girls JV Basketball, Coach
Valencia, Jon	Orcutt Academy HS	Stipend	\$1,400	2022-23	Girls Golf, Coach
Wagonseller, Jeff	District	Daily	\$300	8/16-8/31/22	Principal Support, 7 days

*To be prorated

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
September 14, 2022**

CALL TO ORDER

A regular meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, September 14, 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 Liz Phillips seconded by Melanie Waffle to adopt the September 14, 2022 agenda. Members Present: Steller, Henderson, Morinini, Philips and Waffle. Administrators Present: Edds, Salucci, Dana, and Knight.

CLOSED SESSION PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

It was moved by Shaun Henderson seconded 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 6:45 p.m. Mark Steller reported no action was taken during Closed Session.

SUPERINTENDENT'S REPORT

OAHs ASB updated the Board on Club Day, Homecoming and Video Announcements. Josie Coburn, Band Director, and students that participated in the Gold Drum and Bugle Corps played "About Time" and gave a presentation to the Board regarding that experience. Dr. Eric Castle, Vice President of OCAF, gave an update on OCAF and the 10th Annual Chalk Festival. Alice Shaw Elementary presented on their PBIS framework and shared their Rock-Paper-Scissors video. Joe Dana, Assistant Superintendent, Ed. Services, gave a presentation on OUSD's partnership with the SM Valley YMCA to provide current 4th graders with swim lessons and also presented the CA School Dashboard Local Indicators.

ITEMS FROM THE BOARD

Shaun Henderson is excited for students to participate in Homecoming activities and to see more volunteers on our school campuses. Lisa Morinini is thrilled to see things getting back to normal and congratulated our Classified Employees of the Year. Liz Phillips enjoyed attending Back to School Nights and seeing all the enthusiastic parents. Melanie Waffle thought the Back to Schools Nights were awesome, especially with the addition of Food Trucks and Pizza Parties. She also commented that parents looked thrilled to be back on campus. Mark Steller gave kudos to everyone who has been participating in the Board Meetings as they have been so "cool".

PUBLIC COMMENT

Monique Segura gave an OEA update and April Sargent shared the CA Department of Public Health Officer Order pertaining to Vaccine Verification for Workers in Schools.

CONSENT AGENDA ITEMS

- A. Classified Personnel Action Report
- B. Certificated Personnel Action Report
- C. Approval of August 10, 2022, Regular Board Meeting Minutes
- D. Approval of August 22, 2022, Special Board Meeting Minutes
- E. Approval of Warrants
- F. OAHs Overnight Dance Team Competition in Buena Park, CA September 23, 2022
- G. OAHs Overnight Trip to see The Lion King in Hollywood, CA, February 24, 2023

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

ACTION ITEMS

CSBA Federal Advocacy Trip

It was moved by Liz Phillips seconded by Shaun Henderson and carried to approve the CSBA Federal Advocacy Trip for the Superintendent and two (2) Board Members, as submitted.

Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Acceptance of Gift: Mystery Science Subscription

It was moved by Shaun Henderson seconded by Lisa Morinini and carried to accept the \$1,600.00 donation from Carole Paulina to Patterson Road School for a Mystery Science Subscription, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

District and Charter 2021/2022 Unaudited Actuals

It was moved by Lisa Morinini seconded by Shaun Henderson and carried to approve and certify the District and Charter 2021-2022 Unaudited Actuals Report, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Resolution No. 6 Gann Limit Adoption

It was moved by Lisa Morinini seconded by Shaun Henderson and carried to adopt Resolution No. 6 GANN Limit Adoption, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Approve the Olga Reed Elementary School Communication Install Project for Buildings 10 and 20

It was moved by Lisa Morinini seconded by Shaun Henderson and carried to approve the Olga Reed Elementary School Communication Install Project for Buildings 10 and 20, not to exceed \$120,000, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Board Policy 3110 Transfer of Funds

It was moved by Liz Phillips seconded by Melanie Waffle and carried approve the revised Board Policy 3110 Transfer of Funds, 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 3523 Electronic Signatures

It was moved by Melanie Waffle seconded by Lisa Morinini and carried to approve the revised Board Policy 3523 Electronic Signatures, 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 3550 Food Service/Child Nutrition Program

It was moved by Melanie Waffle seconded by Shaun Henderson and carried to approve the revised Board Policy 3550 Food Service/Child Nutrition Program, 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 3551 Food Service/Cafeteria Fund

It was moved by Shaun Henderson seconded by Lisa Morinini and carried to approve the revised Board Policy 3551 Food Service/Cafeteria Fund, 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 3553 Free and Reduced Price Meals

It was moved by Liz Phillips seconded by Shaun Henderson and carried to approve the revised Board Policy 3553 Free and Reduced Price Meals, for first reading and that it be placed on the next Consent Agenda for the second reading. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Public Hearing: Instructional Materials/Textbook Sufficiency

No Action

2022-2023 Resolution No. 4 Sufficiency of Instructional Materials

It was moved by Lisa Morinini seconded by Liz Phillips and carried to adopt 2022-2023 Resolution No. 4, Sufficiency of Instructional Materials, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Disposal of Obsolete Textbooks and Library Books

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

District Partnership with Santa Maria Valley YMCA for Swim Lessons

It was moved by Shaun Henderson seconded by Lisa Morinini and carried to approve the partnership with Santa Maria Valley YMCA for Swim Lessons, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Board Policy 0420.41 Charter School Oversight

It was moved by Liz Phillips seconded by Melanie Waffle and carried to revised Board Policy 0420.41 Charter School Oversight, for first reading and that it be placed on the next Consent Agenda for the second reading. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Public Hearing: Initial Collective Bargaining Proposal with California School Employee Association (CSEA) Orcutt Chapter #255 for 2022-2023

No Comment

Adopt the District's Initial Collective Bargaining Proposal with California Employee Association Orcutt Chapter #255 for the 2022-2023 School Year

It was moved by Melanie Waffle seconded by Shaun Henderson and carried to adopt the District's Collective Bargaining Proposal with the California Employee Association Orcutt Chapter #255 for the 2022-2023 school year, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Appoint and Approve Membership of Lauren Sparks to SBCSELPA Community Advisory Committee

It was moved by Liz Phillips seconded by Lisa Morinini and carried to Appoint and Approve the Membership of Lauren Sparks to the SBCSELPA Community Advisory Committee, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Ratification of Addendum Number 3 to the Employment Agreement with Dr. Holly Edds, Superintendent

It was moved by Melanie Waffle seconded by Shaun Henderson and carried to ratify Addendum Number 3 to the Employment Agreement with Dr. Holly Edds, Superintendent, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

Hope International University / University of Fullerton Practice Teaching Agreement

It was moved by Liz Phillips seconded by Shaun Henderson and carried to approve the Hope International University / University of Fullerton, Practice Teaching Agreement, as submitted. Ayes: Steller, Henderson, Morinini, Phillips and Waffle.

GENERAL ANNOUNCEMENT

Unless otherwise noticed, the next regular Board meeting is scheduled for Wednesday, October 12, 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 Shaun Henderson seconded by Lisa Morinini and carried to adjourn the meeting at 8:20 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.

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:
October 12, 2022

Quarterly report submission date (check one):
<input type="checkbox"/> April (Jan.—March)
<input type="checkbox"/> July (April—June)
<input type="checkbox"/> October (July—Sept.)
<input type="checkbox"/> 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



BUSINESS SERVICES MEMORANDUM

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

FROM: Sandra Knight
Assistant Superintendent, Business Services

BOARD MEETING DATE: October 12, 2022

BOARD AGENDA ITEM: Construction Change Order- Pre Con Industries for the Olga Reed Elementary Classroom Modernization Project

BACKGROUND: Attached is change order request #002 from Pre Con Industries in the amount of \$68,720.16 for the Olga Reed Elementary Classroom Modernization Project. The change order is related to some or all of the following reasons; unforeseen conditions during construction, design issue, or owner requested change.

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

RECOMMENDATION: Staff recommends the Board of Trustees approve the change order for Pre Con Industries for \$68,720.16, as submitted.

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

CHANGE ORDER

Distribution:

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

Project:
Olga Reed Elementary Classroom Modernization
Orcutt Union School District
 500 Dyer Street
 Orcutt, CA 93455

Change Order Number: **2**

Date: **9/26/2022**

To Contractor:
 Pre Con Industries, Inc.
 PO Box 5728
 Santa Maria, CA 93456

Contract Date: **4/13/2022**

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

The original Contract Sum was	\$	2,574,000.00
The net change by previously authorized Change Orders	\$	225,850.55
The Contract Sum prior to this Change Order was	\$	2,799,850.55
The Contract Sum will be Increased by this new Change Order in the amount of	\$	68,720.16
The new Contract Sum including this Change Order will be	\$	2,868,570.71
The Contract Time will be (increased)(decreased) (unchanged) by -0- days.		
The date of Substantial Completion as of the date of this Change Order therefore is		Unchanged

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

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

Owner	Contractor	Construction Mgr.	Architect of Record	Inspector of Record
Orcutt Union School District	Pre Con Industries, Inc.	TELACU Construction Management	19-Six Architects	Kenco Construction Services, Inc.
500 Dyer Street Orcutt, CA 93455	PO Box 5728 Santa Maria, CA 93456	604 N. Eckhoff St. Orange, CA 92868	560 Higuera Street, Ste C San Luis Obispo, CA 93401	1230 Doris Ave. Oxnard, CA 93030

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

DATE DATE DATE DATE DATE

CHANGE ORDER 02- Summary Sheet

Item #	Title	PCO#	PCO Description	Final Price
1	Removal of Existing Multi-Layer Wall Finishes	4	Unforeseen Condition, refer to RFI #013 – During the demolition phase of construction, the existing walls were observed to have several layers of different materials that have been applied to the walls over the years of use in all Building 10 & 20 classrooms. The existing layers included old chalk board, plywood, wood veneer laminate and vinyl sheeting. The costs associated with this change includes added labor to remove the miscellaneous wall materials from the existing classroom walls in-order to provide an even surface for the new wall finishes.	\$7,765.31
2	Glass Windows in Existing Wall	6	Unforeseen Condition, refer to RFI #015 – During the demolition phase of construction, there were (2) 4x6 single pane windows discovered within the existing wall between Building 20 Classrooms #5 & #6. The contractor was directed to demolish the window, infill the voids and provide plywood sheathing on one-side of the wall per the Structural Engineer. The costs associated with this change include added labor and materials to demolish the existing windows, provide new framing and sheathing at the existing wall.	\$4,417.88
3	Roof Fascia Repairs	16	Unforeseen Condition, refer to RFI #035 – Upon removal of the existing fascia metal at the Building 10 & 20 lower eaves, extensive dry-rot damage was observed at the fascia support framing. The damage ranged from minor to severe in many locations along the lower eaves. Some of the supporting rafter tails also required replacement in-kind at some areas due to severe dry-rot damage. The costs associated with this change includes added labor, equipment and materials to remove and dispose of the existing rotted rafter/facia supports, frame-in replaced portions with new lumber and re-fasten the existing plaster soffit along the edge perimeter of the overhanging plaster section.	\$52,605.33
4	Additional Floor Preparation	19	Unforeseen Condition, refer to RFI #035 – Upon removal of the existing flooring in the classroom areas, it was observed that the existing floors were placed on an encapsulating material that was installed to cover and level-out the originally installed flooring. When the current existing flooring was removed, it was apparent that some additional floor leveling would be required in-order to achieve manufacturer recommended flatness for the new flooring installation. The costs associated with this change includes added labor and material to fill and smooth-out floor voids and gaps for new flooring install.	\$2,067.03
5	Miscellaneous Electrical Demo & Reconnection to New Panel	28	Owner Requested – RFI #43 – There were a couple of existing circuits encountered during the demolition phase of buildings 10 and 20 that were not captured on the plans. Those circuits include a dedicated power feed to the Building 10 Water Heater located in the Teacher Workroom and the power feed for the adjacent Building 208 HVAC Unit. There was also some additional demolition of existing unused surface mounted electrical conduits that were not indicated on the drawings. The costs associated with this change includes added labor and materials for some additional demo and to tie-in the existing water heater and HVAC unit circuits into the newly installed electrical panels at Building 10 & 20.	\$1,864.61
			Total Change Order Amount	\$ 68,720.16

TRANSFER OF FUNDS

The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

The total amount budgeted by the district for each major classification of expenditures, as listed in the California Department of Education's budget forms, shall be the maximum amount which the district may expend for that classification for the school year. (Education Code 42600)

However, when it is in the best interest of the district, the Board may:

1. At any time, adopt a written resolution providing for transfers from the designated fund balance or the unappropriated fund balance to any expenditure classification or between classifications. The resolution shall be filed with the County Superintendent of Schools and the County Auditor. (Education Code 42600)
2. Direct the temporary transfer of monies held in any district fund or account to another fund or account as necessary for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum amount held in any fund or account during the current fiscal year may be transferred. Amounts transferred shall be repaid in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. (Education Code 42603)
3. At the close of a school year, request that the County Superintendent make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the district budget as necessary for the payment of obligations incurred during that school year. (Education Code 42601)
4. If any special reserve funds are maintained for-capital outlay or other purposes to Education Code 42842 are not actually encumbered for ongoing expenses, transfer those monies into the general fund for the general operating purposes of the district. If any monies remain in the special reserve fund at the conclusion of a project, the Board may submit, a written request to the County Superintendent, Auditor, and Treasurer, to discontinue the special reserve fund and transfer those monies to the district's general fund. (Education Code 42841-42843)
5. Transfer monies between other funds or accounts when authorized by law.

State

Ed. Code 16095: Transfer of district funds to district state school building fund

Ed. Code 41301: Section A state school fund allocation schedule

Ed. Code 42125: Designated and unappropriated fund balances

Ed. Code 42238-42251: Apportionments to districts

Ed. Code 42238.01-42238.07: Local control funding formula

Ed. Code 42600: District budget limitation on expenditure

Ed. Code 42601: Transfers between funds to permit payment of obligations at close of year

Ed. Code 42603: Transfer of monies held in any fund or account to another fund; repayment

Ed. Code 42840-42843: Special reserve fund

Ed. Code 5200: Districts governed by boards of education

Ed. Code 52616.4: Expenditures from adult education fund

Ed. Code 78: Definition governing board

Business and Noninstructional Operations

BP 3110 (b)

TRANSFER OF FUNDS

Management Resources

CA Department of Education Publication: California School Account Manual

Website: California Department of Education

Website: CSBA

Website: Fiscal Crisis and Management Assistance Team

Policy Adopted: 10/12/2022

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

ELECTRONIC SIGNATURE

The Governing Board believes that the use of electronic records and signatures is a convenient paperless option that can increase efficiency in commercial and administrative transactions, reduce costs, and contribute to environmental sustainability in district operations. The Board authorizes the use of electronic signatures in district operations when authorized by law.

The Superintendent or designee shall ensure that any electronic signature utilized by the district conforms with criteria described in law and that the level of security is sufficient for the transaction being conducted. (Government Code 16.5; 2 CCR 22003, 22005)

The Superintendent or designee shall retain electronic records in accordance with law and regulations, and as specified in BP/AR 3580 - District Records.

State

- 2 CCR 22000-22005: Public entity use of electronic signatures
- 5 CCR 16020-16022: Records, general provisions
- 5 CCR 16023-16027: District records, retention and destruction
- 5 CCR 430: Individual student records; definition
- 5 CCR 432: Student records
- Civ. Code 1633.1-1633.17: Uniform Electronic Transactions Act
- Civ. Code 1798.29: District records; breach of security
- Ed. Code 35252-35255: Records and reports
- Ed. Code 44031: Personnel file contents and inspection
- Ed. Code 49060-49079.7: Student records
- Ed. Code 8234: Electronic signatures; child care and development programs
- Gov. Code 16.5: Electronic signatures
- Gov. Code 6252-6265: Inspection of public records
- Gov. Code 811.2: Definition of public entity

Federal

- 15 USC 7001-7006: Electronic Records and Signatures in Commerce Act
- 20 USC 1232g: Family Educational Rights and Privacy Act (FERPA) of 1974
- 20 USC 1400-1482: Individuals with Disabilities Education Act
- 34 CFR 300-300.818: Assistance to states for the education of students with disabilities
- 34 CFR 99.1-99.8: Family Educational Rights and Privacy Act

Management Resources

CA Department of Education Publication: Management Bulletin 17-13, October 2017

Policy Approved 10/12/22

Orcutt Union School District
Orcutt, California

FOOD SERVICE/CHILD NUTRITION PROGRAM

The Governing Board recognizes that adequate, nourishing food is essential to student health and well-being, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to and participation the district's food service programs and to maintain fiscal integrity of the programs in accordance with law.

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Meet or exceed nutrition standards specified in law
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions
5. Be provided and no cost to students who request a meal

At the beginning of each school year, the Superintendent or designee shall communicate information related to the district's food service programs to the public through available means, including, but not limited to, the district's web site, social media, flyers, and school publications.

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

To the extent possible, the school meal program shall be coordinated with the nutrition education program, instructional program for teachers, parents/guardians and food service employees, available community resources, and other related district programs.

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

Students shall be allowed adequate time and space to eat meals. To the extent possible, school,

FOOD SERVICE/CHILD NUTRITION PROGRAM

recess, and transportation schedules shall be designed to promote participation in school meal programs.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation process, from receiving to service.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food services program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.

State

5 CCR 15510: Mandatory meals for needy students
5CCR 15530-15535: Nutrition education
5CCR 15550-15565: School lunch and breakfast programs
5CCR 15575-15578: Requirements for foods and beverages outside the federal meals program
Ed. Code 35182.5: Contracts, non-nutritious beverages
Ed. Code 38080-3810:3 Cafeteria, establishment and use
Ed. Code 45103.5: Contracts for management consulting services; restrictions
Ed. Code 48432.8: Voluntary enrollment in continuation education
Ed. Code 49430-49436: Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494: School breakfast and lunch programs
Ed. Code 49500-49505: School meals
Ed. Code 49501.5: California Universal Meals programs
Ed. Code 49510-49520: Nutrition
Ed. Code 49530-49536: Child Nutrition Act
Ed. Code 49540-49546: Child care food program
Ed. Code 49547-49548.3: Comprehensive nutrition services
Ed. Code 49550-49562: Meals for needy students
Ed. Code 49570 :National School Lunch Act
Ed. Code 51795-51797: School instructional gardens
H&S Code 113700-114437: California Retail Food Code; sanitation and safety requirements

Federal

42 USC 1751-1769j: National School Lunch Program
42 USC 1758b: Local wellness policy
42 USC 176:1 Summer Food Service Program and Seamless Summer Feeding Option
42 USC 1769a: Fresh Fruit and Vegetable Program
42 USC 1771-1793: Child Nutrition Act
42 USC 1772: Special Milk Program
42 USC 1773: School Breakfast Program
7 CFR 210.1-210.31: National School Lunch Program
7 CFR 215.1-215.18: Special Milk Program
7 CFR 220.1-220.21: National School Breakfast Program

FOOD SERVICE/CHILD NUTRITION PROGRAM

7 CFR 245.1-245.13: Eligibility for free and reduced-price meals and free milk

Management Resources:

CA Project Lean Publication: Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

California Department of Education Publication: Healthy Children Ready to Learn, January 2005

California Department of Education Publication: Professional Standards in the School Nutrition Programs, Management Bulletin SNP-13-2020, Updated January 2022

CSBA Publication: Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

CSBA Publication: Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

CSBA Publication: Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

CSBA Publication: Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

U.S. Department of Agriculture Publication: School Breakfast Toolkit

U.S. Department of Agriculture Publication: Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

U.S. Department of Agriculture Publication: Dietary Guidelines for Americans, 2005

U.S. Department of Agriculture Publication: Food Buying Guide for Child Nutrition Programs, December 2007

U.S. Department of Agriculture Publication: Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010

U.S. Department of Agriculture Publication: Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005

Website: U.S. Department of Agriculture, Food and Nutrition Service

Website: California Farm Bureau Federation

Website: Nourish California

Website: California Project LEAN

Website: Centers for Disease Control and Prevention

Website: National Alliance for Nutrition and Activity

Website: California School Nutrition Association

Website: California Department of Education, Nutrition Services Division

Website: California Department of Public Health

Website: California Healthy Kids Resource Center

Website: CSBA

Policy Updated: 10/12/2022

ORCUTT UNION SCHOOL DISTRICT
Orcutt, CA

FOOD SERVICE OPERATIONS/CAFETERIA FUND

The Governing Board intends that, school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee, shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that all food service director(s) possess the qualifications required by 7 CFR 210.030 and California Department of Education (CDE) standards.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the CDE. (42 USC 1776)

Meal Sales

Any student who requests a meal shall be served a nutritionally adequate breakfast and lunch free of charge, each school day. (Education Code 49501.5)

As permitted by law, additional or second meals, adult meals, and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 38082, 49501.5)

Meals may be sold to district employees and Board members and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are authorized by the Superintendent or designee on campus. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

Cafeteria Fund and Account

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund. The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the

FOOD SERVICE OPERATIONS/CAFETERIA FUND

operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

Business and Noninstructional Operations

BP 3551 (c)

FOOD SERVICE OPERATIONS/CAFETERIA FUND

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements.

State

5 CCR 15550-15565: School lunch and breakfast programs
Ed. Code 38080-38086: School meals
Ed. Code 38090-38095: Cafeterias, funds and accounts
Ed. Code 38100-38103: Cafeterias, allocation of charges
Ed. Code 42646: Alternate payroll procedure
Ed. Code 45103.5: Contracts for management consulting services; restrictions
Ed. Code 49490-49493: School breakfast and lunch programs
Ed. Code 49500-49505: School meals
Ed. Code 49554: Contract services
Ed. Code 49550-49562: Meals for needy students
Ed. Code 49550.5: Universal breakfast
Ed. Code 49580-49581: Food recovery program
F&A Code: 58595 Preference for California-grown agricultural products
H&S Code 113700-114437: California Retail Food Code; sanitation and safety requirements
Pub. Cont. Code 2000-2002: Responsive bidders
Pub. Cont. Code 20111 Contracts over \$50,0000; contracts for construction; award to lowest responsible bidder

Federal

2 CFR 200 Appendix VII Indirect cost proposals
2 CFR 200.318-200.326 Procurement standards
2 CFR 200.318-200.326 Cost principles
2 CFR 200.400-200.475 Indirect costs, definition
42 USC 1751-1769j School Lunch Program
42 USC 1771-1793 Child nutrition
7 CFR 210.1-210.31 National School Lunch Program
7 CFR 210.1-210.33 National School Lunch Program
7 CFR 220.1-220.21 National School Breakfast Program
7 CFR 220.1-220.22 National School Breakfast Program
7 CFR 245.8 Nondiscrimination practices for students eligible for free and reduced price meal and free milk
7 CFR 250.1-250.70 USDA foods

Management Resources

CA Department of Education Publication: California School Accounting Manual
California Department of Education Publication: Pricing of Adult Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, SNP-04-2021, August 2021
California Department of Education Publication: Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015
California Department of Education Publication: Cafeteria Funds--Allowable Uses, Management Bulletin NSD-SNP-05-2020, February 2020
California Department of Education Publication: Food Distribution Program Administrative Manual
California Department of Education Publication: Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018
U.S. Department of Agriculture Publication: Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016

FOOD SERVICE OPERATIONS/CAFETERIA FUND

U.S. Department of Agriculture Publication: Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 38-2017, June 2017

U.S. Department of Agriculture Publication: Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014

U.S. Department of Agriculture Publication: Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016

U.S. Department of Agriculture Publication: School Meals – FAQs

Website: U.S. Department of Agriculture, Food and Nutrition Service

Website: California Department of Education, Nutrition Services Division

Website: California School Nutrition Association

Policy Adopted: 10/12/22

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

Business and Noninstructional Operations

BP 3553 (a)

Free and Reduced Price Meals

The Governing Board recognizes that adequate nutrition is essential to the development, health and well-being, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of all students in the district's food service program.

Each school day, the district shall provide, free of charge, a nutritionally adequate breakfast and lunch for any student who requests a meal. (Education Code 49501.5)

To provide optimal nutrition and ensure that schools receive maximum federal meal reimbursement, the Superintendent or designee shall assess the eligibility of district schools to operate a federal universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a. The Superintendent or designee shall submit an application to operate a federal universal meal provision to the California Department of Education (CDE) on behalf of any district school that meets the definition of a "high poverty school." (Education Code 49564.3)

If any district school meets the criteria for a "very high poverty school" through its eligibility for the federal Community Eligibility Provision reimbursement rate pursuant to 42 USC 1759a, the district shall apply to the California Department of Education (CDE) to operate a universal meal service, unless the Board adopts a resolution stating that the district is unable to comply with this requirement due to fiscal hardship. The resolution shall be part of the public agenda for at least two consecutive Board meetings, first as an information item and then as an action item. The Board shall reconsider the resolution at least once every four years. (Education Code 49564; 42 USC 1759a)

The Superintendent or designee shall ensure that meals served under the school nutrition program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

The Board shall approve, and shall submit to the CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students and that meets other requirements. (Education Code 49557)

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meals program shall be confidential and may not be disclosed except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

The Board authorizes designated employees to use records pertaining to an individual student's eligibility for the free and reduced-price meals program for the purposes: (Education Code 49558)

Free and Reduced Price Meals

1. Disaggregation of academic achievement data
2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576
3. Facilitation of targeted educational services and supports to individual students based on the local control accountability plan

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist in the continuation of the student's meal benefits.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula (LCFF) calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the LCFF and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. The Superintendent or designee also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

State

- 5 CCR 15510 Mandatory meals for needy students
- 5 CCR 15530-15535 Nutrition education
- 5 CCR 15550-15565 School lunch and breakfast programs
- Ed. Code 48980: Parent/Guardian notifications

Business and Noninstructional Operations

BP 3553 (c)

Free and Reduced Price Meals

Ed. Code 49430-49436: Pupil Nutrition, Health, and Achievement Act of 2001

Ed. Code 49490-49494: School breakfast and lunch programs

Ed. Code 49500-49505: School meals

Ed. Code 49501.5: California Universal Meals Program

Ed. Code 49510-49520: Nutrition

Ed. Code 49530-49536: Child Nutrition Act

Ed. Code 49547-49548.3: Comprehensive nutrition service

Ed. Code 49550-49562: Meals for needy students

Ed. Code 49564.3: High poverty schools; universal meal service

Federal

20 USC 1232g: Family Educational Rights and Privacy Act (FERPA) of 1974

20 USC 6301-6576: Title 1 Improving the Academic Achievement of the Disadvantaged

42 USC 1751-1769j: School lunch program

42 USC 1771-1791: Child nutrition

42 USC 1773: School breakfast program

7 CFR 210.1-210.31: National School Lunch Program

7 CFR 20.10-220.21: National School Breakfast Program

7 CFR 245.1-245.13: Eligibility for free and reduced-price meals and free milk

Management Resources

California Department of Education Publication: Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012

CSBA Publication: Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012

CSBA Publication: Monitoring for Success: A Guide for assessing and strengthening Student Wellness Policies, rev. 2012

U.S. Department of Agriculture Publication: Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

U.S. Department of Agriculture Publication: Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2017

Website: U.S. Department of Agriculture, Food and Nutrition Service

Website: Nourish California

Website: California Project LEAN (Leaders Encouraging Activity and Nutrition)

Website: CSBA

Policy Adopted: 10/12/22

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

CHARTER SCHOOL OVERSIGHT

The Governing Board recognizes its ongoing responsibility to oversee that any charter school authorized by the Board is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

The Superintendent or designee shall identify at least one staff member to serve as a contact person for each charter school authorized by the board. (Education Code 47604.32)

The Superintendent or designee shall visit each charter school at least annually and may inspect or observe any part of the charter school at any time. (Education Code 47604.32, 47607)

Waivers

If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such waiver request to the SBE on behalf of the charter school.

Provision of District Services

The charter school may purchase administrative or other services from the district or any other source. (Education Code 47613)

Whenever the district agrees to provide administrative or support services to a charter school, the district and charter school shall develop a memorandum of understanding (MOU) which clarifies the financial and operational agreements between them.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

Material Revisions to Charter

Material revisions to a charter may be only made with Board approval. Material revisions shall be governed by the same standards and criteria that apply to ~~new charter~~ petitions for the authorization of charter schools as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to establish or move operations to one or more additional

CHARTER SCHOOL OVERSIGHT

sites or grade levels, whether concurrently with or unrelated to a renewal, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations or grade levels. The Board shall consider approval of the additional locations or grade levels at an open meeting. (Education Code 47605)

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision of the approved charter.

Monitoring Charter School Performance

Any charter school authorized by the Board shall be monitored by the Superintendent or designee to determine whether the charter school complies with all legal requirements applicable to charter schools, including making all reports required of charter schools by law, as specified in Education Code 47604.32. Any violations of law shall be reported to the Board.

The Board shall monitor each charter school to determine whether it is achieving the measurable student outcomes set forth in the charter, both school wide and for each numerically significant student subgroup served by the school as defined in Education Code 52052. This determination shall be based on the measures specified in the approved charter ~~petition~~ and any applicable MOU, and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP), as reported in the California School Dashboard.

The Board shall monitor the fiscal condition of the charter school based on any financial report or information obtained from the charter school, including, but not limited to, the charter school's preliminary budget; an annual update of the charter school's LCAP, first and second interim financial reports; and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

Fees/Charges for Supervisorial Oversight

The district may charge for district supervisorial oversight as follows: (Education Code 47613; 5 CCR 11969.7)

1. Actual costs up to one percent of the charter school's revenue if the district provides the charter school with facilities under Education Code 47614 and charges the charter school a pro-rata share of the facilities cost
2. Actual costs up to three percent of the charter school's revenue if the district provides the charter school substantially rent-free facilities
3. Actual costs if the district is assigned supervisorial oversight responsibility for the charter school by SBE when authorized on appeal

CHARTER SCHOOL OVERSIGHT

Technical Assistance/Intervention

Whenever a charter school is identified for technical assistance based on the performance of one or more numerically significant student subgroups on SBE-established criteria, the charter school shall receive technical assistance from the County Superintendent of Schools. Such technical assistance shall be focused on building the charter school's capacity to develop and implement actions and services responsive to student and community needs, including, but not limited to, any of the following: (Education Code 45607.3)

1. Assisting the charter school to identify its strengths and weaknesses in regard to the state priorities applicable to the charter school pursuant to Education Code 47605. This shall include working collaboratively with the charter school to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness.
2. Working collaboratively with the charter school to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the charter school. Another service provider, including, but not limited to, a school district, county office of education, or charter school, may be solicited to act as a partner to the charter school in need of technical assistance.
3. Obtaining from the charter school timely documentation demonstrating that it has completed the activities described in items #1 and 2 or substantially similar activities, or has selected another service provider to work with the charter school to complete the activities described in items #1 and 2 or substantially similar activities, and ongoing communication with the Board to assess the charter school's progress in improving student outcomes.

In addition, if, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups, or for all of the student subgroups if the school has fewer than three subgroups, in regard to one or more state or school priorities identified in the charter, the County Superintendent may request that the superintendent of Public Instruction (SPI) with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074. (Education Code 47607.3; 52072)

In accordance with law, the Board may deny a charter's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regards to the academic achievement of all numerically significant subgroups of students served by the charter school.

CHARTER SCHOOL OVERSIGHT

Complaints

Each charter school shall establish and maintain policies and procedures in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4687 to enable any person alleging the school's noncompliance with Education Code 47606.5 or 47607.3 to file a complaint with the charter school. (Education Code 52075)

A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

School Closure

In the event that the Board revokes or denies renewal of a charter or the charter school ceases for any other reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or an MOU, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out of the charter school.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of a charter is denied, a charter is revoked or a charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

Legal Reference

State

5 CCR 11700-11705: Independent study

5 CCR 11960-11969.10: Charter schools

5 CCR 4600-4670: Uniform complaint procedures

Bus. Code 7583.45 Training for security officers

CA Constitution Article 16, Section 8.5 : Public finance; school accountability report card

CA Constitution Article 9, Section 5: Common school system

Corp. Code 5110-6910: Nonprofit public benefit corporations

Ed. Code 1006: Prohibition against school district employees serving on county board of education

Ed. Code 17070.10-17079.30 Leroy F. Greene School Facilities Act

Ed. Code 17280-17317: Field Act; approval of plans and supervision of construction

Ed. Code 17365-17374: Field Act; fitness for occupancy; liability of board members

Ed. Code 215: Suicide prevention policies

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

Ed. Code 220: Prohibition of discrimination

Ed. Code 221.61: Posting of Title IX information on web site

CHARTER SCHOOL OVERSIGHT

- Ed. Code 221.9: Sex equity in competitive athletics*
- Ed. Code 222: Reasonable accommodations; lactating students*
- Ed. Code 222.5: Pregnant and parenting students; notification of rights*
- Ed. Code 231.5-231.6: Sexual harassment policy*
- Ed. Code 234.4: Mandated policy on bullying prevention*
- Ed. Code 234.6: Bullying and harassment prevention information*
- Ed. Code 234.7: Student protections relating to immigration and citizenship status*
- Ed. Code 32282: School safety plans*
- Ed. Code 32283.5: Bullying; online training*
- Ed. Code 33479-33479.9: The Eric Parades Sudden Cardiac Arrest Prevention Act*
- Ed. Code 35179.4-35179.6: Interscholastic athletic programs, safety; swimming pool safety that is not part of interscholastic athletic program*
- Ed. Code 35183.1: Graduation ceremonies; tribal regalia or recognized object of religious/cultural significance*
- Ed. Code 35292.6: Stocking of menstrual products*
- Ed. Code 35330: Field trips and excursions; student fees*
- Ed. Code 38001.5: Training for security officers*
- Ed. Code 38080-38086: School meals*
- Ed. Code 39831.3: Transportation safety plan*
- Ed. Code 39843: Disciplinary action against bus driver; report to Department of Motor Vehicles*
- Ed. Code 41024: Report of expenditure of state facility funds*
- Ed. Code 42100: Annual statement of receipts and expenditures*
- Ed. Code 44030.5: Reporting change in employment status due to alleged misconduct*
- Ed. Code 44237: Criminal record summary*
- Ed. Code 44258.9: Monitoring of teacher assignments*
- Ed. Code 44691: Information on detection of child abuse; annual training*
- Ed. Code 44830.1: Certificated employees; conviction of a violent or serious felony*
- Ed. Code 45122.1: Classified employees; conviction of a violent or serious felony*
- Ed. Code 45125.1: Criminal records summary; employees of contracting entity*
- Ed. Code 46015: Accommodations for pregnant and parenting students; parental leave*
- Ed. Code 46390-46393: Emergency average daily attendance*
- Ed. Code 47600-47616.7: Charter Schools Act of 1992*
- Ed. Code 47634.2: Nonclassroom-based instruction*
- Ed. Code 47640-47647: Special education funding for charter schools*
- Ed. Code 47651: Apportionment of funds; charter schools*
- Ed. Code 48000: Minimum age of admission for kindergarten; transitional kindergarten*
- Ed. Code 48010-48011: Minimum age of admission (first grade)*
- Ed. Code 48206.3-48208: Students with temporary disabilities; individual instruction*
- Ed. Code 48850-48859: Education of foster youth and homeless students*
- Ed. Code 48901.1: Suspension and expulsion; willful defiance*
- Ed. Code 48907: Exercise of free expression; time, place and manner rules and regulations*
- Ed. Code 48913.5: Suspended students; homework assignments*
- Ed. Code 48950: Speech and other communication*
- Ed. Code 48985: Notices to parents in language other than English*
- Ed. Code 49005-49006.4: Seclusion and restraint*
- Ed. Code 49011: Student fees*
- Ed. Code 49014: Public School Fair Debt Collection Act*
- Ed. Code 49061: Definitions, directory information*
- Ed. Code 49062.5: Student records, name or gender change*
- Ed. Code 49070: Challenging student records*
- Ed. Code 49073.2: Privacy of student and parent/guardian personal information; minutes of board meeting*
- Ed. Code 49076.7: Student records; data privacy; social security numbers*
- Ed. Code 49110: Authority to issue work permits*
- Ed. Code 49381: Human trafficking prevention*
- Ed. Code 49414: Epinephrine auto-injectors*
- Ed. Code 49414.3: Administration of opioid antagonist*
- Ed. Code 49428: Notification of mental health services*
- Ed. Code 49430-49434: The Pupil Nutrition, Health, and Achievement Act of 2001*

CHARTER SCHOOL OVERSIGHT

- Ed. Code 49431.9: Prohibition of advertisement of non-nutritious foods*
- Ed. Code 49475: Health and safety; concussions and head injuries*
- Ed. Code 49501.5: Free breakfast and lunch to all students*
- Ed. Code 49557.5: Child Hunger Prevention and Fair Treatment Act of 2017*
- Ed. Code 49564: Meals for needy students*
- Ed. Code 49564.3: Provision of federal universal meal service*
- Ed. Code 49700-49701: Education of children of military families*
- Ed. Code 51224.7: Mathematics placement policy*
- Ed. Code 51225.1-51225.2: Exemption from local graduation requirements; acceptance of coursework*
- Ed. Code 51225.3: High school graduation requirements*
- Ed. Code 51225.6: Instruction in cardiopulmonary resuscitation*
- Ed. Code 51225.7-51225.8: Completion and submission of the Free Application for Federal Student Aid and California Dream Act Application*
- Ed. Code 51413: Diploma of graduation without passage of high school exit examination*
- Ed. Code 51745-51749.6: Independent study*
- Ed. Code 51925-51929: Mandatory mental health education*
- Ed. Code 51930-51939: California Healthy Youth Act*
- Ed. Code 52052: Accountability; numerically significant student subgroups*
- Ed. Code 52060-52077: Local control and accountability plan*
- Ed. Code 52075: Uniform complaint procedures*
- Ed. Code 56026: Special education*
- Ed. Code 56040.3: Availability of assistive technology device*
- Ed. Code 56145-56146: Special education services in charter schools*
- Ed. Code 56365-56366.12: Nonpublic, nonsectarian schools*
- Ed. Code 60600-60648.5: Assessment of academic achievement*
- Ed. Code 64000: Categorical programs included in consolidated application*
- Ed. Code 64001: School plan for student achievement; consolidated application programs*
- Ed. Code 65000-65001: School site councils*
- Ed. Code 69432.9-69432.92: Cal Grant program; notification of grade point average and high school graduation*
- Gov. Code 1090-1099: Prohibitions applicable to specified officers*
- Gov. Code 3540-3549.3: Educational Employment Relations Act*
- Gov. Code 3555-3559: Public employee communication, information and orientation*
- Gov. Code 54950-54963: The Ralph M. Brown Act*
- Gov. Code 6250-6270: California Public Records Act*
- Gov. Code 81000-91014: Political Reform Act of 1974*
- H&S Code 104420: Tobacco Use Prevention Education grant program*
- H&S Code 104559: Tobacco-free schools*
- Lab. Code 1198.5: Personnel records related to performance and grievance*
- Lab. Code 3074.2: Notice of college and career fairs*
- Pen. Code 1192.7: Definition of serious felony*
- Pen. Code 667.5: Definition of violent felony*
- Veh. Code 28160: Child safety alert system*
- Federal**
- 20 USC 1681-1688 : Title IX of the Education Amendments of 1972; discrimination based on sex*
- 20 USC 6311: State plan*
- 20 USC 7221-7221j: Charter schools*
- 34 CFR 200.1-200.78: Accountability*
- 42 USC 11431-11435: McKinney-Vento Homeless Assistance Act*
- Management Resources**
- Attorney General Opinion: 104 Ops.Cal.Atty.Gen. 66 (2021)*
- Attorney General Opinion: 101 Ops.Cal.Atty.Gen. 92 (2018)*
- Attorney General Opinion: 78 Ops.Cal.Atty.Gen. 297 (1995)*
- Attorney General Opinion: 89 Ops.Cal.Atty.Gen. 166 (2006)*
- Attorney General Opinion: 0 Ops.Cal.Atty.Gen. 52 (1997)*
- CA Department of Education Publication: California School Accounting Manual*
- CA Office of Administrative Hearings Decisions: Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763*

Philosophy, Goals, Objectives and Comprehensive Plans

BP 0420.41(g)

CHARTER SCHOOL OVERSIGHT

California Department of Education Publication Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 20-01, July 23, 2020

California Dept. of Pesticide Reg. Publication: School District Integrated Pest Management Plan Template

California Interscholastic Federation Publication: Pursuing Victory with Honor, 1999

Court Decision: Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

CA Department of Education Publication : California School Accounting Manual

CSBA Publication: Charter Schools: A Guide for Governance Teams, rev. 2016

CSBA Publication: Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017

CSBA Publication: Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018

U.S. DOE Guidance: Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014

Website: U.S. Department of Agriculture

Website: National Suicide Prevention Lifeline

Website: National Domestic Violence Hotline

Website: California State Teachers Retirement System

Website: California Public Employees Retirement System

Website: California Department of General Services, Office of Administrative Hearings

Website: California Commission on Teacher Credentialing

Website: California Commission on Peace Officer Standards and Training

Website: California Bureau of Security and Investigative Services

Website: California State Controller

Website: California Department of Pesticide Regulation

Website: California Student Aid Commission

Website: National Association of Charter School Authorizers

Website: California Charter Schools Association

Website: California Department of Education, Charter Schools

Website: California Interscholastic Federation

Website: California Office of the Attorney General

Website: CSBA

Website: U.S. Department of Education

Policy Adopted: 10/12/22

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California



**Olga Reed School
Orcutt Academy K-8**
480 Centennial Street
Los Alamos, CA 93440



September 9, 2022

Mark Steller
President, Orcutt Union School Board
500 Dyer St.
Orcutt, CA 93455

Dear Mr. Steller and School Board Members,

Olga Reed School and Orcutt Academy K-8 have a wonderful opportunity to attend science camp together at the Catalina Island Marine Institute at Fox Landing, October 19-21, 2022. This is going to be an awesome experience as our two schools come together and build trust and friendships with one another while participating in amazing activities grounded in science and hands on learning.

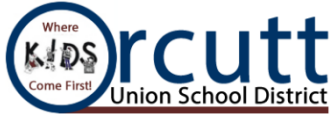
Science camp extends over a three-day period and is an overnight activity. Thirty-three students and four chaperones will be attending. Cost per student is \$225 and no students will be unable to participate due to lack of funds required. Funds to pay for science camp have come from fundraising efforts, community donations and family contributions. We would like the Board's approval for our participating students, staff and parent volunteers to attend this overnight learning adventure.

Thank you for your continuous support of our students and schools.

Kindest Regards,

A handwritten signature in blue ink, appearing to read "Jared Banks", written in a cursive style.

Jared Banks
Principal



Orcutt Academy High School
Administration Office

TO: Dr. Holly Edds, Superintendent

FROM: Mr. Rhett Carter, OAHS Principal

BOARD MEETING DATE: October 12, 2022

BOARD AGENDA ITEM: 2022 College Trip

BACKGROUND: On Wednesday, November 16th-17th OAHS counselors along with 50 students and 2 additional chaperones will be going on a college tour trip to UCLA, UC Irvine, and CSU Long Beach. They will depart Wednesday, November 16th at 5:45 a.m. and will return on Thursday, November 17th at 5:00 p.m.

Students and chaperones will be staying at a Doubletree in Irvine and transportation will be provided by a charter bus.

The cost will be \$175.00 per student, which will be paid by the parent or guardian. This amount will cover lodging, transportation, and breakfast. This trip is open to all grade levels.

RECOMMENDATION: Staff recommends that 2022 College Trip be approved as submitted.

FUNDING: No Impact on General Fund



Orcutt Academy High School
Administration Office

TO: Dr. Holly Edds, Superintendent

FROM: Mr. Rhett Carter, OAHS Principal

BOARD MEETING DATE: October 12, 2022

BOARD AGENDA ITEM: 2022 College Trip

BACKGROUND: On Wednesday, November 16th-17th a group of our students will be doing a college trip to UCLA, UC Irvine, and CSU Long Beach. Our counselors with 50 students and 2 additional chaperones will be staying one night. They will be departing Wednesday, November 16th 5:45 at a.m. and returning on Thursday, November 17th at 5:00 p.m.

Students and chaperones will be staying at Doubletree in Irvine. Transportation will be provided through charter bus company American Star.

The cost will be \$175.00 per student, which will be paid by the parent or guardian. This amount will cover bus, hotel, and breakfast. This trip is open to all grade levels on a first pay first basis.

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

FUNDING: No Impact on General Fund

COLLEGE OVERNIGHT TRIP

2022

GOILLEGIE TOUR

SIGN UP TODAY!

NOVEMBER 16-17

TOUR LOCATIONS INCLUDE

* UCLA

* CSU Long Beach

* UC Irvine

* NHS students will have priority until 9/19/2022

Open to ALL
grade levels

\$175



Contact Person:

Mrs. Cedillo

805-938-8598

SIGN UP IN THE BUSINESS OFFICE

Orcutt Union School District Field Trip Information Form



PLEASE RESERVE FIELD TRIPS AT LEAST ONE MONTH IN ADVANCE

1. Date of Trip NOR. 16-17
2. Destination UCLA / CSULB / UCI
- Telephone # _____ Fax # _____
3. Requested Donation per Student (if any) \$175.00

TRANSPORTATION

1. Time of Departure 6:00am Return Time 4:00pm
2. Employees Going on the Trip monica cedillo / John Dell'Armo
3. # Students 50 #Chaperones ON THE BUS 4 Student/Staff Ratio on Trip 4:50
4. OUSD Bus Walking Private Car(s) Other Bus Source charter
5. Other Stops Requested _____
6. Purpose of Trip college trip.
7. Curriculum Connection (list standards if possible) _____
8. Pick up Location DAHS.
9. Sack Lunches or Supplies/Additional Clothing Needed? _____
10. Account to be Charged _____

Any necessary purchase orders will be generated upon receipt of this completed form. Be sure to make your field trip arrangements as far ahead of time as possible. If you are collecting money from students to help offset the cost of the field trip and/or transportation, you need to use a class roster to record any monies received. Please attach the roster to this form.

Once you turn in this completed form, your bus reservation will be submitted. You may call transportation (8978) to check on availability, but your bus will not be reserved until you turn in this form and your trip request is submitted online.

MC Letter to notify parents of this field trip is attached. (Parents need to be notified in writing anytime students leave campus. Sign off is not needed.)

MC have read, understand and will abide by the rules and regulations set forth in AR 6153(c-d) regarding recreational water activities if applicable. (Please initial) See other side.

Requesting Teacher [Signature] Date 9/16/22

Principal Approval [Signature] Date 9/16/22

Copy sent to: Health Services _____ Child Nutrition _____

UCLA//CSULB/UCI

Overnight College Trip – November 16-17

I give my permission for my child, _____ to participate in the planned fieldtrip to: UCLA, CSULB, and UC Irvine

Details:

- Departure time- Students must arrive at Orcutt Academy **by 5:45 A.M.**
 - **We will be departing promptly at 6:00 a.m.**
- Return time- between 4:00-5:00 P.M. on November 17th (depending on traffic)
- Please see attached agenda
- **Cost of the trip is \$175.00 per student**
 - Covers the cost of transportation to all 3 college campuses, hotel room (shared room) and breakfast for October 12th.
 - **Students are responsible for the cost of all meals and any other items they may want to purchase.**

** All students are required to return a signed parent permission form to participate in a field trip (attached) .

** Student conduct on field trips will be governed by SCHOOL BUS SAFETY and STUDENT

CONDUCT RULES as applied during the school day.

**Parents and students are reminded that students are responsible for all work missed while they are on a field trip, including homework. Please note that there may be special pre-arranged assignments due immediately after a field trip. These assignments will be due as scheduled.

Parent / Guardian Signature

Student Signature

Allergies or other medical issues? _____

Emergency Contact Number(s): work: _____

Payment

Cost of the trip is \$175.00 per student. If needed, a payment plan is available. Students must make an initial \$50.00 down payment as soon as possible to hold your spot on the bus. Remaining balance needs to be paid by OCTOBER 27, 2022- FAILURE TO PAY BALANCE WILL RESULT IN FORFEITURE OF YOUR SPOT AND NO REFUND WILL BE GIVEN.

Cash

Payment plan

Check # _____

\$ 50.00 Paid on _____

\$ _____ Paid on _____

\$ _____ Paid on _____

Please return fieldtrip permission slip and money to Mrs. Smith (Business office)

For any questions, contact Mrs. Cedillo 938-8598

CSULB/UCI/UCLA

Overnight Trip

November 16-17 (Wednesday- Thursday)

Wednesday

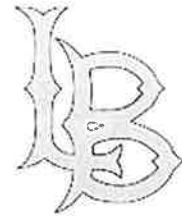
Depart Orcutt Academy at 6:00 a.m.

CSU Long Beach

10:00- 11:00 Tour of CSULB

11:00 – 12:30 Lunch/Bookstore

12:30 Departure



UC Irvine

1:00-2:30 Tour of UC Irvine

2:30 – 3:00 Bookstore

3:00 Departure



Thursday

UCLA

10:00 – 11:30 Tour of UCLA

11:30 – 12:45 Lunch/Bookstore

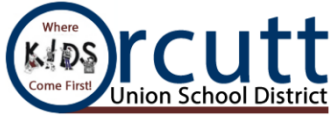
1:00 Departure



4:30 (ESTIMATE) Arrive at Orcutt Academy

Hotel information:

Double Tree by Hilton – Irvine Spectrum
90 Pacifica, Irvine, CA 92618
949-471-8888



Orcutt Academy High School
Administration Office

TO: Dr. Holly Edds, Superintendent

FROM: Mr. Rhett Carter, OAHS Principal

BOARD MEETING DATE: October 12, 2022

BOARD AGENDA ITEM: OAHS Cheer Team

BACKGROUND: On Friday, January 27, 2023 our Orcutt Academy High School Cheer Team will be attending Jamz Nationals Cheer Championship Competition. This event will be held at the Orleans Arena in Las Vegas, NV on January 27th and 28th. Coach Megan Moore and assistant Coach Omi Miller will be traveling with Cheer Team.

Our team will be departing OAHS on Thursday, January 26th, 2023 and returning Sunday, January 29th, 2023. Transportation will be provided by parents and possibly coaches. The cost of this competition will be paid through fundraising events.

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

FUNDING: No Impact on General Fund



School Cheer Nationals

Jan 27-28, 2023 Orleans Arena - Las Vegas

Register On Time By: **1/10/23**

Final Late Payment By: **1/17/23**

Register by Dec. 12th to be listed on the Nationals sweatshirt.

CIF & NIAA
Sanctioned



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DIVISIONS & LEVELS RULES & SCORING RULES QUESTIONS SCHEDULE RESULTS
ROUTINE REVIEW FACEBOOK GROUP **Join the FB Group for important School Cheer Nationals updates!**

School Rates

(per participant)

On Time: \$125
Late: \$135

Cross Competitor: \$85
2nd Performance: \$250
(per performance)

Cross Competitor fees are per person per each additional routine. Must add 2nd performance by on time deadline.

Spectator Rates

(per person)

[VIEW ALL](#)

Save Money & Time. Buy Tickets Online!

Parking:
Free Parking

Performance Days

More info coming soon!

JAMZ Refund Policy

(if requested by the deadlines shown)

100% Refund by: 1/10/23
50% Refund by: 1/17/23
NO Refund after: 1/17/23

How to Qualify

Attend a JAMZ championship.
Or, teams 100+ miles from a JAMZ event may also qualify by video or score sheet.

[LEARN MORE!](#)

Performance Surface

54' wide X 42' deep foam cheer floor

This is a CIF & NIAA-Sanctioned Event.

Event Schedule:

- **Preliminary Lineup** released two Tuesdays prior to the event.
- **Draft Schedule** released by the Monday prior to the event - you then have 24 hrs to make changes.
- **Final Schedule** released the Thursday prior to the event by 5pm.

JAMZ Room Blocks



Exclusive Discounts
ALWAYS NO STAY TO PLAY!

Group Room Rates

- Wed, 1/25/23 - \$50
- Thur, 1/26/23 - \$50
- Fri, 1/27/23- \$120
- Sat, 1/28/23- \$120
- Sun, 1/29/23- \$50
- Mon, 1/30/23- \$50

How to Book:

Rooms sell out fast for Nationals, so we highly recommend you book early. Don't wait until you qualify.

[BOOK ONLINE](#) - OR - [CALL \(800\) 675-3257](#)

Phone Reservation Group Code AJY3L01
Registration Deadline: 12/18/22



Group Room Rates

- Wed, 1/25/23 - \$45
- Thur, 1/26/23 - \$45
- Fri, 1/27/23- \$115
- Sat, 1/28/23- \$115
- Sun, 1/29/23- \$45

How to Book:

Rooms sell out fast for Nationals, so we highly recommend you book early. Don't wait until you qualify.

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Another Awesome Option!
ALWAYS NO STAY TO PLAY!

Group Code JZMA23C
Registration Deadline: 12/19/22

Competition Travel
ALWAYS NO STAY TO PLAY!

Stay & Save with Competition Travel this Season.
Hotel Reservations & Travel Assistance: Competition Travel is our Official Travel Partner and has made arrangements for discounted hotel pricing at select hotels to ensure you receive the best pricing for our events! In need of a block of rooms? Email Competition Travel at info@competitiontravel.com.

SEARCH HOTEL BLOCKS - OR - CALL (800) 920-4272

Additional Event Info:

Check back closer to the event for more info...

Videos

JAMZ Mainstream

JAMZ Staff Life - Ruben from JAMZ

At JAMZ, we work hard, but we also have fun! Join Ruben as he shares his experiences and insights from behind the scenes at JAMZ.

JAMZ GOES MEGA!

JAMZ Cheer and Dance is the only independent Cheerleading and Dance company bringing you...

#JAMZCamp - The Experience

Looking to attend #JAMZCamp this summer? Here's how to get the most out of your JAMZ Camp experience.

Partners



GET ON THE LIST

EMAIL:

EMAIL *

TEAM TYPE:

- Youth
- NA
- School

(800) 920-4272

JAMZ Cheer & Dance
PO Box 4308
Modesto, CA 95352



Vannessa Gonzales <vgonzales@orcutt-schools.net>

Cheer Plans for District Mtg

1 message

Naomi Miller <nmliller@orcutt-schools.net>

Mon, Sep 19, 2022 at 8:05 AM

To: Vannessa Gonzales <vgonzales@orcutt-schools.net>

Cc: Rhett Carter <rcarter@orcutt-schools.net>, megan347@yahoo.com

Hi Vanessa!

Can you please add this information to the agenda for the DO meeting?

OAHS SPARTANS Cheer plans to once again compete at the annual
JAMZ NATIONALS CHEER CHAMPIONSHIP COMPETITION
1/27 - 1/28/23 Two day competition

Competition Venue

Orleans Arena
4500 Tropicana
Las Vegas, Nevada 89103

Lodging Venue

GRAND VIEW HOTEL
9940 S. Las Vegas Blvd
Las Vegas, CA. 89183
This hotel is smoke free and has no gambling on the premises.

Practice Venue

Silverado Ranch Park
9855 Gillespie St
Las Vegas, NV 89183
Team practices will be at the nearby family recreation and community sports complex:

Transportation

Parents will provide their own transportation for their athlete, unless, they cannot make it. For this reason, we (coaches) have reserved and will drive the high school suburban to accommodate those athletes.

General daily schedule

Thursday 1/26: Travel day to Las Vegas, hotel check in, team dinner and bonding
Friday 1/27: Practice and Competition Day 1, team bbq and bonding
Saturday 1/28: Practice and Competition Day 2, family time after awards
Sunday: Travel Day back home

We are actively fundraising for lodging and competition registration fees.

Please approve our request to compete at Nationals.

Thank you for your support!

Coach Megan Moore, Coach Omi Miller and

Our 2023 SPARTANS Cheer Team

Alena Silva, Alyna Ausan, Annie Harris, Ashley Roepke, Avery Blackburn, Cailey Pita, Emily Limon, Emma Jimenez, Genesis Velasco, Grace Urbano, Hailey Blackburn, Hailey Chamberlain, Hannah Borjas, Jaslene Medina, Madison Gorton, Melanie Gonzales, Mia Giboney, Mya Balbona, Talia Warner, Vanessa Zepeda, Victoria Camacho, Xitlali Bravo and Yussiff Salam.



SUPERINTENDENT'S MEMORANDUM

TO: Board of Trustees

FROM: Holly Edds, Ed.D.
Superintendent

BOARD MEETING DATE: October 12, 2022

BOARD AGENDA ITEM: Board Bylaws 9270 Conflict of Interest Code of the Orcutt Union School District

BACKGROUND: Board Bylaw 9270 has been updated to include the section 'Additional Requirements for Boards that Manage Public Investments' and 'Incompatible Offices and Activities'. We also removed the Appendix detailing Designated Positions/Disclosure Categories and made it a standalone document that is now captured in Exhibit 9270, consistent with CSBA templates and guidance.

RECOMMENDATION: Staff recommends that the Board of Trustees approve the revision to Board Bylaw 9270 Conflict of Interest Code of the Orcutt Union School District, as submitted.

FUNDING: N/A

CONFLICT OF INTEREST

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the District and the public. Accordingly, no Board member, District employee, or other person in a designated position shall participate in the making of any decision for the District when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes the individual's parents, grandparents and great-grandparents, children, grandchildren and great-grandchildren, brothers, sisters, aunts and uncles, nieces and nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

Conflict of Interest Code

The Board shall adopt for the District a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the District's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the District's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Board members and designated employees shall adhere to the District's conflict of interest code adopted pursuant to the provisions of Government Code Section 87300.

Conflict of Interest Code for the Orcutt Union School District

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, and Board Bylaw 9270, are incorporated by reference and shall constitute the District's conflict of interest code.

Each person holding a "Designated Position" shown below shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the District's filing officer. The District's filing officer shall make the statements available for public review and inspection.

CONFLICT OF INTEREST

Upon direction by the code reviewing body, the Board shall review the District's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

When a change in the District's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the District's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

Board members and designated employees shall submit statements of economic interests to the district in accordance with requirements of the conflict of interest code. These statements shall be available for public inspection and reproduction. (Government Code Section 81008)

Board members and the Superintendent shall file statements with the Clerk of the Board office via the electronic filing system. The District shall make and retain copies. Statements for all other designated employees shall be retained by the District.

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the District's conflict of interest code. A Board member who leaves office or a designated employee who leaves District employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or District employment. (Government Code 87302, 87302.6)

Conflict of Interest under the Political Reform Act

A Board member, designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18707)

A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, acting within the authority of his/her office or position, authorizes or directs any action on a matter, votes or provides information or opinion on it,

CONFLICT OF INTEREST

contacts or appears before a District official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

Additional Requirements for Boards that Manage Public Investments

Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18707)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion and deliberations of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

CONFLICT OF INTEREST

Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

Board members, employees, or District consultants shall not be financially interested in any contract made by the Board on behalf of the District, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest in a contract made by the Board, the contract is void. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract in which he/she has only a “remote interest,” as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or District official to enter into the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a “noninterest” as defined in Government Code 1091.5. Noninterest includes a Board member’s interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member’s election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member’s duties as an officer of the District. (Government Code 1099, 1126)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

CONFLICT OF INTEREST

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

Gifts of travel and related lodging and subsistence shall be subject to the prevailing gift limitation except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest Form 700 as required by law.

A gift of travel does not include travel provided by the District for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, conference, convention, meeting, social event, meal or like gathering in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes.

CONFLICT OF INTEREST

State

- 2 CCR 18110-18997: Regulations of the Fair Political Practices Commission
- 2 CCR 18700-18760: Conflicts of Interest
- 2 CCR 18722-18740: Disclosure of interests
- 2 CCR 18753-18756: Conflict of interest codes
- Ed. Code 1006: Prohibition against school district employees serving on county board of education
- Ed. Code 35107: School district employees
- Ed. Code 35230-35240: Corrupt practices
- Ed. Code 35233: Prohibitions applicable to members of governing boards
- Ed. Code 41000-41003: Moneys received by school districts
- Ed. Code 41015: Investments
- Fam. Code 297.5: Rights, protections, and benefits of registered domestic partners
- Gov. Code 1090-1099: Prohibitions applicable to specified officers
- Gov. Code 1125-1129: Incompatible activities
- Gov. Code 81000-91014: Political Reform Act of 1974
- Gov. Code 82011: Code reviewing body
- Gov. Code 82019: Definition, designated employee
- Gov. Code 82028: Definition, gift
- Gov. Code 82030: Definition, income
- Gov. Code 82033: Definition, interest in real property
- Gov. Code 82034: Definition, investment
- Gov. Code 87100-87103.6: General prohibitions
- Gov. Code 87200-87210: Disclosure
- Gov. Code 87300-87313: Conflict of interest code
- Gov. Code 87500: Statement of economic interests
- Gov. Code 89501-89503: Honoraria and gifts
- Gov. Code 89506: Ethics; travel
- Gov. Code 91000-91014L: Enforcement
- Pen. Code 85-88: Bribes
- Rev. & Tax Code 203: Taxable and exempt property - colleges

Management Resources

- Attorney General Opinion 63 Ops.Cal.Atty.Gen. 868 (1980)
- Attorney General Opinion 65 Ops.Cal.Atty.Gen. 606 (1982)
- Attorney General Opinion 68 Ops.Cal.Atty.Gen. 171 (1985)
- Attorney General Opinion 69 Ops.Cal.Atty.Gen. 255 (1986)
- Attorney General Opinion 80 Ops.Cal.Atty.Gen. 320 (1997)
- Attorney General Opinion 81 Ops.Cal.Atty.Gen. 327 (1998)
- Attorney General Opinion 82 Ops.Cal.Atty.Gen. 83 (1999)
- Attorney General Opinion 85 Ops.Cal.Atty.Gen. 60 (2002)
- Attorney General Opinion 86 Ops.Cal.Atty.Gen. 138(2003)
- Attorney General Opinion 89 Ops.Cal.Atty.Gen. 217 (2006)
- Attorney General Opinion 92 Ops.Cal.Atty.Gen. 19 (2009)
- Attorney General Opinion 92 Ops.Cal.Atty.Gen. 26 (2009)
- Court Decision Davis v. Fresno Unified School District (2015) 237 Cal.App.4th 261
- Court Decision Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469
- Court Decision Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511
- Court Decision McGee v. Balfour Beatty Construction, LLC, et al. (2016) 247 Cal. App. 4th 235
- Court Decision Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655
- CSBA Publication: Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

Board Bylaws

BB 9270 (g)

CONFLICT OF INTEREST

Fair Political Practices Commission Publication: Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

Institute For Local Government Publication: Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Institute for Local Government Publication: Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

Website: CSBA District and County Office of Education Legal Services

Website: Institute for Local Government

Website: Fair Political Practices Commission

Website: CSBA

Bylaw Adopted: 10/12/22

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California



SUPERINTENDENT'S MEMORANDUM

TO: Board of Trustees

FROM: Holly Edds, Ed.D.
Superintendent

BOARD MEETING DATE: October 12, 2022

BOARD AGENDA ITEM: Resolution No. 8 Adopting a Conflict of Interest Code

BACKGROUND: The Political Reform Act, Government Code Sections 87300-87313, requires each public agency in California to adopt a conflict of interest code. The Governing Board of Orcutt Union School District has previously adopted a local conflict interest code. OUSD has recently reviewed its positions, and the duties of each position, and has determined that changes to the current conflict of interest code are necessary and any earlier resolutions, bylaws, and/or appendices containing the District's conflict of interest code are hereby rescinded and superseded by this Resolution.

RECOMMENDATION: Staff recommends that the Board of Trustees adopt Resolution No. 8 Adopting a Conflict of Interest Code, as submitted.

FUNDING: N/A

Board Bylaw 9270

**RESOLUTION No. 8
2022/2023**

Resolution of the Governing Board of the Orcutt Union School District

ADOPTING A CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code Sections 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Orcutt Union School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the District's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code Sections 87300 and 87306; and

WHEREAS, the Orcutt Union School District has recently reviewed its positions, and the duties of each position, and has determined that changes to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the District's conflict of interest code are hereby rescinded and superseded by this Resolution and attachments; and

NOW THEREFORE BE IT RESOLVED that the Orcutt Union School District Governing Board adopts the attached Conflict of Interest Code (Board Bylaw 9270), including its Appendix of Designated Positions and Disclosure Requirements.

PASSED AND ADOPTED this 12th day of October, 2022 at a meeting of the Governing Board, by the following vote:

Ayes:

Noes:

Absent:

Mark Steller
President, Board of Trustees

Dr. Holly Edds
Superintendent



BUSINESS SERVICES MEMORANDUM

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

FROM: Sandra Knight
Assistant Superintendent, Business Services

BOARD MEETING DATE: October 12, 2022

BOARD AGENDA ITEM: Cooperative Purchasing Agreement for a Toro lawn mower for district wide use.

BACKGROUND: If the board has determined it to be in the best interest of the district, Public Contract Code provides authority for the governing board of any school district to authorize by contract, lease, requisition, or purchase order, any public corporation or agency, including any county, city town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases without advertising for bids. This practice is commonly called “piggybacking.” A school district may make purchases on contracts awarded by another district only if the school district’s needs are included in the original competitive bidding process.

The Santa Barbara County Education Office under Code PCC 20118 recognizes Sourcewell as an agency that provides districts with local vendors that have satisfied the Cooperative Purchasing Agreement Requirements.

RECOMMENDATION: It is recommended that purchase of a Toro lawn mower for district wide use be awarded to Turf Star Western in the amount of \$121,160.63 under the terms and conditions of Sourcewell Solicitation Number: RFP #031121 pursuant to the provisions of Public Contract Code Section 20118. The governing board finds and determines that it is in the best interest of the district to purchase a lawn mower for district wide use through Sourcewell.

FUNDING: General Fund (01)



BUSINESS SERVICES MEMORANDUM

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

FROM: Sandra Knight,
Director Fiscal Services

BOARD MEETING DATE: October 12, 2022

BOARD AGENDA ITEM: Approve the Sale or Disposal of Books, Equipment, and Supplies

BACKGROUND: The items shown below will be sold or disposed of per Board Policy 3260. Every effort is made to reuse "extra" books, equipment and supplies prior to recommending sale or disposal through Board action. If possible, materials will be recycled accordingly prior to disposal. The District contracts with Public Surplus who provides an auction model designed to assist districts with surplus disposal by finding buyers for valuable assets through the eBay marketplace. Public Surplus manages the auction process in compliance with Education Code Sections 39520- 39530 and Board Policy 3260.

Quantity	Item	Method of Disposal
1	1983 Tilt/Utility Trailer: Trailer on order to replace	Recycle/Dispose
	1989 International S-1654 Truck: Has few mechanical issues. It will not meet the state compliance issues with the air resources board. We have purchased a truck to replace	Recycle/Dispose
1	1990 Bluebird 84 Passenger School Bus: Received grant to replace. We have purchased a bus to replace	Recycle/Dispose
1	1996 Chevrolet 2500 Utility Truck: Many parts have become obsolete. We have purchased a truck to replace	Recycle/Dispose
1	1998 Chevrolet 2500 Utility Truck: Many parts have become obsolete	Recycle/Dispose

1	1994 True Refrigerator T-23: Unit does not keep temperature, requires a lot of upkeep/repairs. This has recently been replaced	Recycle/Dispose
1	1995 Continental Refrigerator 3R-SS: Unit does not keep temperature, requires a lot of upkeep/repairs. This has recently been replaced	Recycle/Dispose
1	2002 Continental Milk Cooler Mc4-SCW: Unit does not keep temperature, requires a lot of upkeep/repairs. This has recently been replaced	Recycle/Dispose
1	2002 Traulsen Refrigerator G10011: Unit does not keep temperature and requires a lot of upkeep/repairs. This has recently been replaced	Recycle/Dispose
1	2004 True Freezer TS-23F: Unit does not keep temperature and requires a lot of upkeep/repairs. This has recently been replaced	Recycle/Dispose
1	2017 Air Milk Cooler Beverage SM58N-S: Unit unable to regulate temperature and continues to need repairs. This has recently been replaced	Recycle/Dispose
1	2011 Artic Air Freezer SM34N-W: Unit unable to regulate temperature causing it to constantly freeze over. This has recently been replaced	Recycle/Dispose
1	2011 Artic Air Freezer AWF25: Unit unable to regulate temperature causing it to constantly freeze over. This has recently been replaced	Recycle/Dispose
1	2009 Artic Air Freezer AWF25: Unit unable to regulate temperature causing it to constantly freeze over. This has recently been replaced	Recycle/Dispose
1	2015 Artic Air Freezer F22CW4: Unit unable to regulate temperature causing it to constantly freeze over. This has recently been replaced	Recycle/Dispose

RECOMMENDATION: Staff recommends that the Board of Trustees approve the sale and disposal of books, equipment and supplies as presented.

FUNDING: N/A



BUSINESS SERVICES MEMORANDUM

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

FROM: Sandra Knight
Assistant Superintendent, Business Services

BOARD MEETING DATE: October 12, 2022

BOARD AGENDA ITEM: Roofing Repairs and Replacement Project at Orcutt Academy High School.

BACKGROUND: The office/breezeway roof is very old and deteriorating causing water intrusion and damage to the building. The repair and replacement of the roof will take place over winter break. We received three informal CUPCCAA bids:

\$47,950.00	Alliance Engineering CO.
\$55,897.00	Chip Cooper's Roofing Co., Inc
\$83,521.00	Solution Options

RECOMMENDATION: It is recommended that the Board of Trustees award the Roofing Repairs and Replacement Project at Orcutt Academy High School, to Alliance Engineering CO. in the amount of \$47,950.00 as they were the lowest, responsive and responsible bidder.

FUNDING: District Fund (14) Deferred Maintenance.



BUSINESS SERVICES MEMORANDUM

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

FROM: Sandra Knight
Assistant Superintendent, Business Services

BOARD MEETING DATE: October 12, 2022

BOARD AGENDA ITEM: Roofing Repairs and Replacement Project at the Early Learning Center, classroom #33.

BACKGROUND: The roof on the Early Learning Center classroom #33 is very old and deteriorating causing water intrusion and damage to the building. The roof will be repaired and replaced over winter break. We received three informal CUPCCAA bids:

\$22,450.00	Alliance Engineering CO.
\$30,650.00	Chip Cooper's Roofing Co., Inc
\$65,251.00	Solution Options

RECOMMENDATION: It is recommended that the Board of Trustees award the Roofing Repairs and Replacement Project at the Early Learning Center, classroom #33, to Alliance Engineering CO. in the amount of \$22,450.00 as they were the lowest, responsive and responsible bidder.

FUNDING: District Fund (14) Deferred Maintenance.



BUSINESS SERVICES MEMORANDUM

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

FROM: Sandra Knight
Assistant Superintendent, Business Services

BOARD MEETING DATE: October 12, 2022

BOARD AGENDA ITEM: Roofing Repairs and Replacement Project at Pine Grove Elementary School.

BACKGROUND: The roof in modular room #20 at Pine Grove is very old and deteriorating causing water intrusion and damage to the building. The roof will be repaired and replacement during winter break. We received three informal CUPCCAA bids:

\$11,580.00	Alliance Engineering CO.
\$19,098.00	Chip Cooper's Roofing Co., Inc
\$31,320.00	Solution Options

RECOMMENDATION: It is recommended that the Board of Trustees award the Roofing Repairs and Replacement Project at Pine Grove Elementary School, to Alliance Engineering CO. in the amount of \$11,580.00 as they were the lowest, responsive and responsible bidder.

FUNDING: District Fund (14) Deferred Maintenance.



BUSINESS SERVICES MEMORANDUM

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

FROM: Sandra Knight
Assistant Superintendent, Business Services

BOARD MEETING DATE: October 12, 2022

BOARD AGENDA ITEM: Purchase of a New Trailer for District

BACKGROUND: Maintenance, Operations and Transportation is in need of a new trailer to replace a 1983 Tilt/Utility trailer. Tim Romine, the District Lead Mechanic solicited purchase prices from three trailer dealerships that would meet our requirements. The new trailer is more compatible, durable and a better build by providing a Max Ramp Dovetail, which gives us an additional 5' surface deck to the 17' trailer. The trailer will be able to safely transport the new 16' Toro lawn mower. While the trailer chosen, is not the lowest bid, it is the one that best suits the needs of the district.

Year	Dealership	Price
2022	Heacock Trailer & Truck Accessories	\$15,939.59
2022	Patriot Trailer Sales, LLC	\$14,619.46
2022	Trailer Barn Inc	\$14,800.00

RECOMMENDATION: Staff recommends that the Board of Trustees approve the purchase of a trailer for \$15,939.59 from Heacock Trailer & Truck Accessories as presented.

FUNDING: General Fund



BUSINESS SERVICES MEMORANDUM

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

FROM: Sandra Knight
Assistant Superintendent, Business Services

BOARD MEETING DATE: October 12, 2022

BOARD AGENDA ITEM: Purchase of a Used District Vehicle

BACKGROUND: Maintenance, Operations and Transportation is in need of a used pickup truck to replace a 1996 Chevrolet 2500 truck. It has become difficult to obtain parts to repair our current vehicle due to its age, and we do not have a reliable source for parts. The truck will be purchased from a reputable, reliable vendor that we have used in the past. The truck chosen includes a ladder rack and hitch which is a necessity for our day to day district operations by the Maintenance Department. The truck also had the lowest miles. Tim Romine, the District Lead Mechanic, solicited purchase prices from three automobile dealerships for trucks that would meet the requirements. All price quotes included fees, tax and licensing and were as follows:

YEAR	MAKE	MODEL	DEALERSHIP	PRICE
2010	GMC	Sierra 2500 HD	McDonald Enterprises	\$28,553.75
2011	Ford	F250	Kingsburg Truck Sale	\$28,990.00
2009	Chevrolet	Silverado 2500HD	Corporate Auto Wholesales	\$26,995.00

RECOMMENDATION: Staff recommends that the Board of Trustees approve the purchase of a 2010 GMC Sierra 2500 HD for \$28,553.75 from McDonald Enterprises.

FUNDING: General Fund



BUSINESS SERVICES MEMORANDUM

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

FROM: Sandra Knight
Assistant Superintendent, Business Services

BOARD MEETING DATE: October 12, 2022

BOARD AGENDA ITEM: Temporary increase to the amount of funds in the Revolving Fund Account of Orcutt Union School District.

BACKGROUND: The district will be temporarily increasing the amount in our Revolving Fund checking account to \$25,500. The current amount in the checking account is \$15,500. The reason for the \$10,000 increase is due to fraudulent activity. The account has been closed and a replacement Revolving Fund checking account has been established in which the \$10,000 increase will be deposited. The district has filed a claim with our financial institution and we are awaiting reimbursement. This process could take up to 90 days.

RECOMMENDATION: It is recommended that the Board of Trustees approve the temporary increase in the amount of \$10,000 to the Orcutt Union School District's Revolving Fund checking account.

FUNDING: General Fund



BUSINESS SERVICES MEMORANDUM

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

FROM: Sandra Knight
Assistant Superintendent, Business Services

BOARD MEETING DATE: October 12, 2022

BOARD AGENDA ITEM: Approve Professional Services Agreement with Soils Engineering, Inc. to Perform Materials Testing and Special Inspection Services for the Olga Reed Modernization Project

BACKGROUND: DSA Requires that a certified testing lab be retained by the District in order to provide geotechnical, materials testing, and special inspection services. Soils Engineering Inc. shall provide observation, inspection, and testing for items including but not limited to soils, reinforcing steel, concrete, structural steel, and other miscellaneous materials for the Olga Reed Modernization Project.

RECOMMENDATION: Staff recommends that the Board of Trustees approve the Professional Services Agreement with Soils Engineering, Inc. in the estimated amount of \$6,867.89.

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



August 25, 2022

SEI Proposal No. 22-461

Orcutt Union School District
 500 Dyer St.
 Orcutt, CA 93455

Attention: Mr. David Nichols

Subject: PROPOSAL: Engineering, Inspection Services & Misc. Materials Testing
 Project: Olga Reed Elementary Modernization (03-121529)
 Location: 480 Centennial St., Los Alamos, CA 93440

Dear Mr. Nichols,

Thank you for contacting Soils Engineering, Inc. (SEI) to provide services for the above listed project. Our services will consist of engineering or inspection services and/or miscellaneous field and laboratory materials testing services based on a Time & Materials (T&M) basis per our 2022 Fee Schedule. Below is an estimate for the scope of work required per the provided drawings and Specifications.

Earthwork

Soils Technician – Compaction testing ((3) 6hr Site Visits @ \$115/hr.).....	\$ 2,070.00
Maximum Densities (ASTM D1557 Method 'A' or 'B' (1 @ \$170/ea.).....	\$ 170.00
..... Estimated Subtotal:	\$ 2,240.00

Concrete:

Special Inspector Concrete Sampling and Testing ([1] 4hr. Day @ \$115/hr.).....	\$ 460.00
Special Inspector Concrete Batch Plant Inspections ([1] 4hr. visit @ \$120/hr.)	\$ 480.00
Special Inspector Rebar Sample/Tag ([2] 4hr. Days @ \$115/hr.).....	\$ 920.00
Reinforcing Tensile and Bend ([2] #3 - #8 Bar @ \$200).....	\$ 400.00
Soils Technician - Concrete Sample Pick Up [1] 4hr visit @ \$80/hr.	\$ 80.00
Concrete compressive strength tests (1 set @ \$100/set).....	\$ 100.00
..... Estimated Subtotal:	\$ 2,440.00

Project Management:

Mileage - (7 Site visits (262 Mile RT) @ \$0.585/Mile).....	\$ 1,072.89
Project Reporting (3 reports @ \$45/hr.)	\$ 135.00
Project Manager (2 hrs. @ \$100/hr.)	\$ 200.00
Engineering Review (4 hrs. @ \$195/hr.)	\$ 780.00
..... Estimated Subtotal:	\$ 2,187.89

..... Estimated Grand Total: \$ 6,867.89

The above listed hours and tests are only estimates for the requested project scope. Any additional services not listed above will also be billed on a T&M basis per our attached 2022 Fee Schedule. We appreciate the opportunity to provide our services. Should you have any questions, or would like additional information regarding our services, or to discuss our proposal in detail, please don't hesitate to contact our office.

PROPOSAL - Engineering, Inspection Services & Misc. Materials Testing
Project: Olga Reed Elementary Modernization (03-121529)
480 Centennial St., Los Alamos, CA 93440

SEI Proposal No. 22-461
August 25, 2022
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Respectfully submitted,
SOILS ENGINEERING, INC.



Jacob Guffey
Field Manager



On Man Lau
Engineering Manager

Attachments: Contract & 2022 Fee Schedule

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

THIS AGREEMENT

SEI PROPOSAL NO.: 22-461

This agreement is made by and between SOILS ENGINEERING, INC. (SEI), herein after referred to as Geotechnical Engineer, and **Orcutt Union School District**, herein after referred to as Client. This agreement between the parties consists of these terms, and the attached proposal identified as **22-461 (Engineering, Inspection Services & Misc. Materials Testing for the Olga Reed Elementary Modernization (03-121529), located at 480 Centennial St., Los Alamos, CA 93440)** dated August 25, 2022, and any exhibits or attachments noted in the proposal. Together these elements will constitute the entire agreement superseding any and all prior negotiations, correspondence, or agreements either written or oral. Any changes to this agreement must be mutually agreed to in writing.

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

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

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

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

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

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

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

BILLING AND PAYMENT: The services that are agreed upon are listed in SEI proposal 22-461 dated August 25, 2022. Client will pay the geotechnical engineer the lump sum amount indicated on SEI's Proposal. If an estimate for services was provided, then all services will be billed as Time & Materials (T&M) per our referenced fee schedule in SEI proposal 22-461. Invoices will be submitted to Client by Geotechnical Engineer, and will be payable upon presentation. If client objects to all or any portion of any invoice, client will so notify geotechnical engineer in writing within fourteen (14) calendar days of the invoice date, identify the cause of disagreement, and pay when due that portion of the invoice, not in dispute. The parties will immediately make every effort to settle the disputed portion of the invoice. In the absence of written notification described above, the balance as stated on the invoice will be paid.

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

Client Initials _____

CONTRACT: Engineering, Inspection Services & Misc. Materials Testing
Project: Olga Reed Elementary Modernization (03-121529)
480 Centennial St., Los Alamos, CA 93440

SEI Proposal No. 22-461
August 25, 2022
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All time spent and expenses incurred (including any attorney's fees) in connection with collection of any delinquent amount will be paid by the client to geotechnical engineer per geotechnical engineer's current fee schedules. In the event client fails to pay geotechnical engineer within sixty (60) days after invoices are rendered, client agrees that geotechnical engineer will have the right to consider the failure to pay the geotechnical engineer's invoice as a breach of this agreement.

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

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

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

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

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

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

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

Client Initials _____

CONTRACT: Engineering, Inspection Services & Misc. Materials Testing
Project: Olga Reed Elementary Modernization (03-121529)
480 Centennial St., Los Alamos, CA 93440

SEI Proposal No. 22-461
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DISPUTES RESOLUTION: All claims, disputes, and other matters in controversy between geotechnical engineer and client arising out of or in any way related to this agreement will be submitted to "alternative dispute resolution" (ADR) such as mediation and/or arbitration, before and as a condition precedent to other remedies provided by law. If and to the extent client and geotechnical engineer have agreed on methods for resolving such disputes, then such methods will be set forth in the "Alternative Dispute Resolution" which, if attached, is incorporated and made a part of this agreement.

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

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

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

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

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

Soils Engineering, Inc.

Orcutt Union School District

Tony M. Frangie, Vice President

By: _____ Date: _____

Date:

(Please Print Name & Title Above)



2022

FEE SCHEDULE

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

Leadership Team

L. Thomas Bayne..... President
Tony Frangie Vice President
On Man Lau..... Engineering Manager
Robert Becker..... Environmental Manager
Darren McCaffrey..... Chief Surveyor
Jacob Guffey..... Field Manager
Andrew Lucas..... Laboratory Manager



INTRODUCTION

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

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

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

Basis for charges for 2022

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

Services and inspection(s) within a radius of fifty (50) miles will incur a two-hour minimum with a one-hour block thereafter. Services and inspection(s) outside of fifty (50) miles will incur a four-hour minimum with a two-hour block thereafter. Service commenced between the hours of 7:00am and 4:00pm will be performed at the standard rates presented herein. Any services initiated outside of these hours will be billed at the appropriate rate.

Services that are rendered more than eight-hours (and up to twelve) on any weekday and on Saturdays will be billed at time and a half. Services rendered more than twelve-hours on any weekday, on Holidays, on Sundays, or more than eight-hours on Saturdays will be charged at two-times the hourly rate.

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

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

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



PROFESSIONAL STAFF RATES

Senior Registered Engineer / Licensed Land Surveyor or Principal	\$195.00/hr.
Registered Engineer or Geologist, REA II	\$195.00/hr.
Project Professional	\$150.00/hr.
Staff Engineer	\$120.00/hr.
Staff Geologist.....	\$120.00/hr.
Expert Testimony and Special Consultation (4hr Minimum).....	\$500.00/hr.
Project Administrator/Coordinator	\$85.00/hr.
Administrative Assistant/Clerical.....	\$75.00/hr.
Report Preparation/Clerical	\$45.00/per report

TECHNICAL STAFF RATES

Field, Laboratory, & Project Manager.....	\$100.00/hr.
Engineering Technician (Field or Laboratory)	\$80.00/hr.
Deputy Inspector (Requires Certified Testers or Inspectors, i.e., ICC, AWS, Caltrans, etc.)	\$90.00/hr.

SURVEYING SERVICES

Survey Crew (1-Person)	\$160.00/hr.
Survey Crew (2-Person)	\$200.00/hr.
Dig Alert USA Ticket Staking / Layout	\$105.00/hr.
Surveyor Office Research & Calculations.....	\$125.00/hr.
Computer Aided Drafting (CAD).....	\$125.00/hr.
Trimble Handheld GPS Device, & Digital Optical Level	\$105.00/day
Trimble R8 GPS, & Trimble VX Total Station	\$260.00/day
Leica C10 3D Scanner.....	\$750.00/day

DRILLING SERVICES

Drilling Services (CME 75 HT) two-man crew	\$320.00/hr.
Drilling Services (CME 45 HT) two-man crew	\$270.00/hr.

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



PREVAILING WAGE RATES – SOUTHERN CALIFORNIA

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

Group 1	\$115.00/hr.
<i>Field Soils & Materials Tester, Field Asphaltic Concrete, Field Earthwork, Roof Inspector, Water Proofer</i>	
Group 2	\$120.00/hr.
<i>AWS-CWI Inspector, Building/Construction Inspector, Licensed Grading Inspector, Reinforcing Steel, Reinforced Concrete, Pre/Post-Tension Concrete, Structural Steel & Welding Inspector, Glue-Lam & Truss Joints, Truss-Type Joint Construction, Shear Wall & Floor System, Concrete Batch Plant, Spray-Applied Fireproofing, Structural Masonry</i>	
Group 3	\$125.00/hr.
<i>Non-Destructive Testing (NDT)</i>	
Survey Crew (1-Person)	\$210.00/hr.
Survey Crew (2-Person)	\$300.00/hr.
Drilling Services (CME 75 HT) two-man crew	\$370.00/hr.
Drilling Services (CME 45 HT) two-man crew	\$345.00/hr.

PREVAILING WAGE RATES – NORTHERN CALIFORNIA

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

Group 1	\$125.00/hr.
<i>DSA Masonry, DSA Shotcrete, Lead Inspector, NICET Level IV & NDT Level II</i>	
Group 2	\$115.00/hr.
<i>AWS-CWI, ICC Certified Structural Inspector, NICET Level III, Shear Wall/Floor System Inspector, Building/Construction Inspector</i>	
Group 3	\$110.00/hr.
<i>Geotechnical Driller, Soils/Asphalt, Earthwork Grading, Excavation & Backfill, NICET Level II</i>	
Group 4	\$105.00/hr.
<i>ACI, Drillers Helper, ICC Fireproofing, NICET Level I, Proof-load Testing, Torque Testing, NACE, NDT Level I</i>	
Survey Crew (1-Person)	\$210.00/hr.
Survey Crew (2-Person)	\$300.00/hr.
Drilling Services (CME 75 HT) two-man crew	\$370.00/hr.
Drilling Services (CME 45 HT) two-man crew	\$345.00/hr.



TRAVEL AND EXPENSES

Travel Time Rates	Hourly Rates
Vehicle Mileage Rates.....	\$0.585/mile
Drill Rig Mileage Rates.....	\$2.50/mile
Per Diem Per Person.....	Cost plus 20%
Equipment Rental or Subcontracting Charges.....	Cost plus 20%

SOIL TESTING OR INSPECTIONS

RELATIVE COMPACTION TESTS

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

DENSITY & MOISTURE DETERMINATIONS

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

SOIL TESTS

Sieve Analysis with # 200 Wash Test - (ASTM D422)	\$100.00/test
Hydrometer Method - (ASTM D422).....	\$200.00/test
# 200 Wash Test Only - (ASTM D422)	\$60.00/test
Plasticity Index - (ASTM D4318)	\$200.00/test
Expansion Index - (ASTM D4829)	\$150.00/test
Specific Gravity of Soils (Vacuum) (ASTM D854).....	\$200.00/test
Sand Equivalent (CTM-217)	\$100.00/test
Standard Resistance "R" Value (CTM-301).....	\$250.00/test
Aggregate Base Resistance "R" Value (CTM-301)	\$350.00/test
Dispersion Test (Pin Hole) (ASTM D4647).....	\$300.00/test
Permeability Coefficient (ASTM D2434)	\$150.00/test



Percolation Rate (Field Test).....	By Quote
SO ⁴ /pH/CL/EC (Sulfate/pH/Chloride)	\$150.00/set
Thermal Conductivity of Soils and Soft Rock by Thermal Needle Probe (ASTM D5334)	\$250.00/test

SOIL STRENGTH, SHEAR AND CONSOLIDATION TEST

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

ASPHALT & AGGREGATE TESTING OR INSPECTIONS

ASPHALTIC CONCRETE TESTING

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

AGGREGATE TESTING

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



CONCRETE / MASONRY TESTING OR INSPECTIONS

CONCRETE TESTING

Compressive Strength of Concrete Cylinders (ASTM C39 / CTM-521) (Set of 4)	\$100.00/set
Compressive Strength of Concrete Cylinders (ASTM C39 / CTM-521) (Individual >4)	\$25.00/ea.
Flexural Test of Concrete Beams (ASTM C78)	\$150.00/ea.
Compressive Strength of Drilled Concrete Cores (ASTM C42)	\$50.00/ea.
Test Preparation of Drilled Cores or Cast Cylinders (Saw Cuts)	\$10.00/ea.
Compressive Strength of Lightweight Insulating Concrete Cylinders (ASTM C495)	\$50.00/ea.
Unit Weight of Structural Lightweight Concrete (ASTM C567)	\$100.00/test
Air Content of Freshly Mixed Concrete (ASTM C231)	\$100.00/test
Concrete Moisture/Alkali Test Kit (ASTM F1869)	\$75.00/test
Concrete Relative Humidity Probe (ASTM F2170)	\$75.00/test

MASONRY TESTING

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

STRUCTURAL TESTING OR INSPECTIONS

REINFORCING STEEL

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

WELDING INSPECTION

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



STRUCTURAL STEEL

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

STRUCTURAL BUILDING (Shear Wall / Roofing)

Shear Panel Inspection.....	\$100.00/hr.
Roof Installation Inspection.....	By Quote
Glu-Lam Inspection.....	By Quote
Cut Analysis of Built-Up Roofs	\$200.00/ea.
Roof Tile Strength Test - Clay or Concrete (5 Required).....	\$100.00/test
Roof Tile Absorption Test - Clay or Concrete (5 Required)	\$60.00/test

STRUCTURAL BOLTING

Structural Bolts - Bolt/Nut/Washer (Proof Load, Tensile, Hardness)	\$600.00/set of 3
Structural Anchor Bolts - Bolt/Nut/Washer (Proof Load, Tensile, Hardness)	By Quote

BRINELL HARDNESS

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

MISCELLANEOUS EQUIPMENT

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



2022 FEE SCHEDULE

Roto Hammer / Demo Hammer.....	\$25.00/day
Submersible Pump.....	\$150.00/day
Water Level Meter.....	\$50.00/day
Water Quality Test Meter.....	\$50.00/day
Paint Thickness Meter.....	\$75.00/day

GEOPHYSICAL TESTING & EQUIPMENT

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



ORCUTT Union School District

Where a Dedicated Staff Means Kids Come First

BOARD OF TRUSTEES

SHAUN HENDERSON
LISA MORININI
LIZ PHILLIPS
MARK STELLER
MELANIE WAFFLE

HOLLY EDDS, Ed.D.
District Superintendent
JOE DANA
Assistant Superintendent
SUSAN SALUCCI
Assistant Superintendent
SANDY KNIGHT
Assistant Superintendent

TO: Board of Trustees
Dr. Holly Edds, Superintendent

FROM: Susan Salucci
Assistant Superintendent, Human Resources

BOARD MEETING DATE: October 12, 2022

BOARD AGENDA ITEM: 2023-2024 School Calendar

BACKGROUND: Every year the District and OEA meet to discuss the academic calendar for the following year. Attached is the agreed upon calendar for the 2023-24 school year.

RECOMMENDATION: It is recommended that the Board of Trustees adopt the 2023-2024 calendar as submitted.

FUNDING: Not applicable

2023/24 School Calendar

Orcutt Union School District



ELEMENTARY INCLUDING CHARTER K-8

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

8/7 New Teachers Begin
 8/8 Convocation
 8/9 Work Day
 8/10 First Day of School for all grades

Minimum Days
 8/10-11, 9/25-29, 3/6-8, 6/5

K-6 Parent Conferences
 9/25-29, 3/6-8

JMm \41}
End of Trimesters
 11/3, 3/1, 6/5

6/5/24 - LAST DAY OF SCHOOL

December 2023 (11)							January 2024 (17)							February 2024 (19)							March 2024 (19)						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6					1	2	3						1	2
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
31																					31						

JUNIOR HIGH SCHOOLS
 (Wednesday's Late Starts)

8/7 New Teachers Begin
 8/8 Convocation
 8/9 Work Day and 7th graders only shortened day
 8/10 First Day of School for all grades (Minimum day)

Mid Quarter Conferences
 9/14 (shortened day), 11/16 (full day)
 2/22 (full day)

Minimum Days
 8/10-11, 9/15, 10/20 (end of 1st qtr) 11/17, 1/26 (end of 2nd qtr), 2/23, 3/28 (end of 3rd qtr) 6/3-5.

6/4/24 - LAST DAY OF SCHOOL 7TH GR. 6/5/24- 8TH GR.

April 2024 (17)							May 2024 (22)							June 2024 (3)							July 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	29	29	30	31			
														30													

ORCUTT ACADEMY HIGH SCHOOL

8/7 New Teachers Begin
 8/8 Convocation
 8/9 Workday

Minimum Days
 8/10 First Day of School
 8/11 Second Day of School
 9/22 Grade Prep
 12/13 -12/15 Finals
 12/15 End of 1st Semester
 2/23 Grade Prep
 5/31, 6/3-5 Finals

Parent Teacher Conferences
 9/21, 2/22
Progress Reports
 9/15, 10/27, 2/16
6/5/2024 - GRADUATION

Holidays

September 4, 2023 - Labor Day
 November 10, 2023 - Veteran's Day
 November 20 - 24, 2023 - Thanksgiving Break
 December 18 - Jan. 5, 2024 - Winter Break
 January 15, 2024 - Martin Luther King
 February 12, 2024 - Lincoln's Birthday
 February 19, 2024 - President's Day
 April 1-5, 2024 - Spring Break
 May 27, 2024 - Memorial Day

Legend

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



HUMAN RESOURCES MEMORANDUM

TO: Dr. Holly Edds
Board of Trustees

FROM: Susan Salucci
Assistant Superintendent of Human Resources

BOARD MEETING DATE: October 12, 2022

BOARD AGENDA ITEM: 2022- 2023 Resolution No. 7 Revised Declaration of Need for Orcutt Union School District

BACKGROUND: The District has the need to submit a Revised Declaration of Need for Fully Qualified Educators for the 2022-23 school year as follows: Eight (8) Emergency CLAD Permits and two (2) Resource Specialist Emergency Permits and thirteen (13) Limited Assignment Permits.

RECOMMENDATION: Staff recommends that the Board of Trustees adopt the Revised Declaration of Need for Fully Qualified Educators certifying that the District has the potential need for issuance of eight (8) Emergency CLAD Permits and two (2) Resource Specialist Emergency Permits and thirteen (13) Limited Assignment Permits during the 2022-23 school year.

FUNDING: N/A



HUMAN RESOURCES MEMORANDUM

TO: Dr. Holly Edds
Board of Trustees

FROM: Susan Salucci
Assistant Superintendent of Human Resources

BOARD MEETING DATE: October 12, 2022
2022-23 Resolution No. 7

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

BACKGROUND: The District has the need to submit a Revised Declaration of Need for Fully Qualified Educators for the 2022-23 school year as follows: Eight (8) Emergency CLAD Permits and two (2) Resource Specialist Emergency Permits and thirteen (13) Limited Assignment Permits.

RECOMMENDATION: Staff recommends that the Board of Trustees adopt the Revised Declaration of Need for Fully Qualified Educators certifying that the District has the potential need for issuance of eight (8) Emergency CLAD Permits and two (2) Resource Specialist Emergency Permits and thirteen (13) Limited Assignment Permits during the 2022-23 school year.

FUNDING: N/A



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2022-23

Revised Declaration of Need for year: 2022-23

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: 42 10421 0000000

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 10 / 12 / 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

10/12/2022

Fax Number

Telephone Number

Date

500 Dyer Street, Orcutt, CA 93455

Mailing Address

hedds@orcutt-schools.net

E-Mail 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)

8

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.

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	2
Single Subject	3
Special Education	8
TOTAL	23

AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed)	ESTIMATED NUMBER NEEDED
Science: Biological Science	1
Foundation - Level General Science	1
English	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.

