AGENDA
(The complete agenda is available online at www.orangeusd.k12.ca.us/board/calendar.asp)

1. CALL MEETING TO ORDER – 6:00 p.m.

2. ESTABLISH QUORUM

3. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

4. ADJOURN TO CLOSED SESSION
   A. PUBLIC EMPLOYEE EMPLOYMENT/DISCIPLINE/DISMISSAL/RELEASE
      Government Code 54957
   B. PUBLIC EMPLOYEE APPOINTMENT
      Government Code 54957
      Title: Administrator K-12 Academic Content Design
   C. CONFERENCE WITH LABOR NEGOTIATORS
      Government Code 54957
      Agency Negotiator: John Rajcic, Atkinson, Andelson, Loya, Rudd & Romo
      Employee Organizations: Orange Unified Education Association and Classified School Employees Association

5. CALL TO ORDER – REGULAR SESSION – 7:00 p.m.

6. PLEDGE OF ALLEGIANCE

7. REPORT OF CLOSED SESSION DECISIONS

8. ADOPTION OF AGENDA

9. ANNOUNCEMENTS AND ACKNOWLEDGEMENTS
   A. Superintendent’s Report.................................................................................................................. 1
   B. Board President’s Report.................................................................................................................. 1
   C. Board Recognition of Students, Staff and Community ................................................................. 1

10. APPROVAL OF MINUTES
    None

11. PUBLIC COMMENT

Members of the audience may address the Board of Education on agenda items during consideration of that item and non-agenda items that are within the Board’s subject matter jurisdiction. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic. Persons wishing to speak should submit a Public Comment card prior to the meeting. Non-agenda items may neither be acted upon nor discussed by the Board, but will be researched and responded to either by telephone, mail, or at a subsequent meeting as an agenda item.
12. **ACTION ITEMS**
   A. Process for Filling a Midterm Trustee Vacancy ................................................................. 2-7
   B. Business Services – Proposed Revisions to Board Policies – Second Reading ......................... 8-19
   C. Educational Services – Proposed Revisions to Board Policies – Second Reading ..................... 20-42

13. **INFORMATION/DISCUSSION ITEMS**
   A. Substitute Teacher Supply/Rates ................................................................................................. 43

14. **CONSENT ITEMS**
   Consent items are acted upon by one motion. However, any such item can be considered separately at a Board member’s request, in which case it will be acted upon following approval of the Consent Items.
   
   **BUSINESS SERVICES**
   A. Gifts ........................................................................................................................................ 44
   B. Purchase Orders List ....................................................................................................................... 45
   C. Warrants List ................................................................................................................................. 46
   D. Contract Services Report – Business Services ............................................................................. 47

   **HUMAN RESOURCES**
   E. Personnel Report .......................................................................................................................... 48-56

   **EDUCATIONAL SERVICES**
   F. Contract Services Report – Educational Services ........................................................................... 57
   G. Study Trip ...................................................................................................................................... 58
   H. Memorandum of Understanding: Colton-Redlands-Yucaipa ROP Alternative                   
      Education/ROP for Project Year 2015-2016 .................................................................................. 59
   I. Approval of District Representative to Serve on the Rancho Santiago Adult Education Consortium  60
   J. Grant Award – El Modena High School ............................................................................................ 61
   K. Community Care Licensing for Facility Located at Palmyra Elementary School ......................... 62

   **BOARD OF EDUCATION/SUPERINTENDENT**
   L. Resolution No. 03-15-16: Signature Authorization ..................................................................... 63-65

15. **PUBLIC COMMENT – Non-Agenda Items** *(Please see No. 11 – Public Comment.)*

16. **OTHER BUSINESS** (Board/Staff Conference and Comments)

17. **ADJOURNMENT**
ANNOUNCEMENTS
AND
ACKNOWLEDGMENTS
BOARD AGENDA - AUGUST 13, 2015
ACTION
ITEMS
TOPIC: PROCESS FOR FILLING A MIDTERM TRUSTEE VACANCY

DESCRIPTION:
Trustee Diane Singer resigned her seat on the Board of Education effective July 31, 2015. Ms. Singer was elected in 2014 and her term was to run until 2018. Per Education Code 5090, et seq., because the vacancy is more than six months before the next regularly scheduled governing board election, the Board shall, within 60 days of the vacancy, either order a special election or make a provisional appointment to fill the vacancy. A person appointed to fill a vacancy shall hold office until the next regularly scheduled election, whereupon an election shall be held to fill the remainder of the unexpired term.

Special Election
Based on information provided by the County of Orange Registrar of Voters office, the cost for a special election for the vacant trustee seat will cost between $441,120 and $499,162.

Provisional Appointment
Per Board Bylaw 9223, when authorized to make a provisional appointment, the District shall advertise in the local paper to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

Eligibility
Any person is eligible to be a Board member if he/she is 18 years of age or older, a citizen of California, a resident of the school District, a registered voter, resides within the subject trustee area (attached) and is not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or be a Board member except when he/she has been granted a pardon in accordance with law.

Petition for Special Election
Within ten days after the appointment is made, the Board shall post notices of the vacancy and the provisional appointment. The notice shall be published in the local newspaper once and posted in at least three public places within the District.
The notice shall contain:
1. The date of the occurrence of the vacancy and the effective date of the resignation;
2. The full name of the appointee;
3. The date of the appointment;
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the Office of the County Superintendent of Schools within 30 days of the provisional appointment, it shall become an effective appointment.

Deadline
The deadline for the Board to make a provisional appointment is September 29, 2015. If no appointment is made by that date, the Orange County Superintendent of Schools will order a special election. The District will be responsible for the cost of the special election.

Proposed Action
In keeping with Board Bylaw 9223, staff placed an advertisement announcing the vacancy and soliciting candidate applications and/or nominations. The application/nomination period is advertised to open August 14, 2015 and close on August 28, 2015. Applications/nominations are to be submitted to the Superintendent’s Office by 4:00 pm on the closing date. Applications/nominations received after the closing will not be considered. Throughout the application/nomination period, staff will provide the interested parties with the CSBA Candidate Information Sheet (attached). Completed Candidate Information Sheets must be returned by September 4, 2015 at 4:00 pm.

Staff will work with OCDE Legal Counsel to determine the candidates who are eligible to serve based on the above referenced criteria. The eligible candidates’ name(s) will be announced at the September 10, 2015 Board meeting.

Depending on the number of eligible candidates, interviews with the Board of Education will be scheduled for the weeks of September 14 and/or 21, 2015, to ensure that a provisional appointment may be made by September 29, 2015. Candidate Information Sheets for the eligible candidates will be provided to the Board of Education for review prior to interviews.

FISCAL IMPACT:
Cost is dependent upon the action taken, up to $500,000.

RECOMMENDATION:
It is recommended that the Board of Education begin the process for making a provisional appointment by:

1) Approving the dates and process as proposed above
2) Approving the CSBA Candidate Information Sheet

Michael L. Christensen
Superintendent and Secretary
Orange Unified School District
Interested candidates should verify their address with the OC Registrar of Voters.
(714-567-7600)
CANDIDATE INFORMATION SHEET

Please fill out and return by __________ to __________, or leave at the superintendent's office.

Date: _______________

(Last Name) (First Name) (Initial)

Business Address: ___________________________ Phone: __________

Home Address: ___________________________ Phone: __________

E-mail: ___________________________

Occupation and Employer: ___________________________

No. of Years Residing in District: __________

Do you have children in the district's schools? Yes ____ No ____
If yes, what schools? ___________________________

1. Do you have prior experience serving on a governing board, specifically a school district board? Please list such prior experience.

_________________________________________________________________________
_________________________________________________________________________

2. Have you worked on any school committees or participated in any school activities recently? Please list them.

_________________________________________________________________________
_________________________________________________________________________

3. Describe any other community or business activities in which you have participated. Describe your role, and whether your work was volunteer or employment-related

_________________________________________________________________________
_________________________________________________________________________

4. Why do you want to be a school board member?

_________________________________________________________________________
_________________________________________________________________________
5. What do you see as the basic purpose of the public schools?


6. What is the role of the school board in the fulfillment of that purpose?


7. How does the board’s role differ from that of the superintendent?


8. What should be the relationship between the board members and the administration in the handling of school concerns?


9. Briefly describe your commitment to public education and our local school district.


10. What do you see as the strengths of the school district?


11. What do you see as the area(s) most needing improvement in the school district?


California School Boards Association
Item No.12.B.

BUSINESS SERVICES: PROPOSED REVISIONS TO BOARD POLICIES – SECOND READING

The District's Board policies are reviewed and updated periodically as new state and federal laws and regulations are enacted. The following Board Policies were presented for a first reading at the July 23, 2015 meeting. Tonight they are brought back for a second reading.

- BP 3100 Budget
- BP 3350 Travel Expenses
- BP 3470 Fund Balance Policy (Delete)

There is no fiscal impact.

It is recommended that the Board of Education receive the proposed Business Services Board Policy revisions for a second reading and approval.
Business and Non-Instructional Operations

Budget

Within the Board of Education’s power, it accepts responsibility for adopting a sound budget that is compatible with the District’s vision and goals. Except in cases where outside jurisdiction impacts the Board’s power, the Board shall establish and maintain a reserve that meets or exceeds the requirements of law.

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127.

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified District needs and goals and on realistic projections of available funds. The Board shall establish budget assumptions or parameters which may take into consideration the stability of funding sources, enrollment trends, legal requirements and constraints, anticipated increases and/or decreases in the cost of services and supplies, use of one-time resources, categorical program requirements, scheduled salary increases, and any other factors necessary to ensure that the budget is a realistic plan for District revenues and expenditures.

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of 5 CCR 15443.

The Board shall adopt the budget only after a local control and accountability plan (LCAP) developed pursuant to Education Code 52060-52077 or an annual update to the LCAP is in place for the budget year. Expenditures necessary to implement the LCAP or the annual update during the subsequent fiscal year shall be included in the budget. (Education Code 42127)

The Superintendent or designee shall develop a district budget in accordance with criteria and standards adopted by the State Board of Education (SBE). (Education Code 33127, 33128, 33128.3, 33129, 5 CCR 15440-15451)

The Superintendent or designee shall ensure that the District budget is clearly presented and effectively communicated to the Board, staff, and public. He/she may adapt or supplement the state required budget format as necessary for these purposes.

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the District’s net ending balance. When final figures for the prior year budget are available, this information shall be used as soon as possible to update the current year budget’s beginning balance and projected revenues and expenditures. In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements
are accepted, District income declines, increased revenues or unanticipated savings are made available to the District, program proposals are significantly different from those approved during budget adoption, and/or other significant changes occur that impact budget projections.

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127.

The Board shall adopt the district budget on or before July 1 of each year. (Education Code 42127)

At a public meeting held on a date after the public hearing on the budget, the Board shall adopt the budget following its adoption of the Local Control Accountability Plan (LCAP) or an annual update to the LCAP at the same meeting. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127)

The budget that is formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction. (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.
No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file with the County Superintendent of Schools the adopted district budget and supporting data. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Budget Criteria and Standards

The Superintendent or designee shall develop a district budget in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, local control funding formula revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, unrestricted general fund balance, and reserves. In addition, he/she shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, 33128.3, 33129, 42127.01; 5 CCR 15440-15451)

The district budget shall provide for increasing or improving services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:
1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.

2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.

3. Committed fund balance includes amounts constrained to specific purposes by the Board.

   For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

   The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent may further delegate the authority to assign funds at his/her discretion.

5. Unassigned fund balance includes amounts that are available for any purpose.

   When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

   The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

   If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Long-Term Financial Obligations

The district's current-year budget and multiyear projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing
of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

Budget Amendments

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

Legal Reference:

EDUCATION CODE
33127-33131 Standards and criteria for local budgets and expenditures
35035 Powers and duties of superintendent
35161 Powers and duties, generally, of governing boards
42103 Public hearing on proposed budget; requirements for content of proposed budget: publication of notice of hearing
42103.3 Public budget information; CDL sampling and suggested improvements
42120-42129 Budget requirements
42132 Resolutions identifying estimated appropriations limit
42602 Use of unbudgeted funds
42610 Appropriation of excess funds and limitation thereon
52060-52077 Local control and accountability plan

GOVERNMENT CODE
7900-7914 Expenditure limitations

CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure
15440-15451 Criteria and standards for school District budgets

EDUCATION CODE
1240 Duties of county superintendent of schools
33127-33131 Standards and criteria for local budgets and expenditures
42103 Public hearing on proposed budget; requirements for content of proposed budget
42122-42129 Budget requirements
42130-42134 Financial certifications
42140-42141 Disclosure of fiscal obligations
42238-42251 Apportionments to districts, especially:
42238.01-42238.07 Local control funding formula
42602 Use of unbudgeted funds
42610 Appropriation of excess funds and limitation thereon
45253 Annual budget of personnel commission
45254 First year budget of personnel commission
Local control and accountability plan

GOVERNMENT CODE
7900-7914 Appropriations limit

CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure
15440-15451 Criteria and standards for school district budgets
15494-15496 Local control funding formula, expenditures

Adopted: (7-88 10-93 7-96 2-06 9-14) 7-15

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California
Business and Noninstructional Operations

Travel Expenses

The Board of Education shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the District. The Superintendent or designee may authorize an advance of funds to cover necessary expenses providing all previous advances have been cleared in the form of submission of receipts or repayment of the advance within thirty (30) calendar days of the latest travel date.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

The Board may establish an allowance on either mileage or monthly basis to reimburse employees for the use of their own vehicles in the performance of assigned duties.

All out-of-state travel for which reimbursement will be claimed shall have Board approval.

The Governing Board recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

The Board shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she also shall establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties.

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board.
Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.

Reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee. (Education Code 44033)

The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

Meal costs shall be reimbursed based on documented actual expenses within the maximum amounts established by the Superintendent or designee and based on the time of day that travel for district business begins and ends.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.
When necessary, the Superintendent or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on district business. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation. He/she shall refund to the district any amount of cash advance exceeding the actual approved reimbursable expenses.

Legal Reference:

EDUCATION CODE
44016 — Travel expense
44032 — Travel expense payment
44033 — Automobile allowance

EDUCATION CODE
42634 — Itemization of expenses
44016 — Travel expense to employment interview
44032 — Travel expenses
44033 — Automobile allowance

Adopted: (7-88 11-93 6-95 6-06 8-13) 8-15

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California
Fund Balance Policy

Purpose
This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements for the district's governmental funds. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the District against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures.

The policy also authorizes and directs the Superintendent or designee to prepare financial reports which accurately categorize fund balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

General Policy
Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the District is bound to honor constraints on the specific purpose for which amounts can be spent.

- **Nonspendable Fund Balance** consists of funds that cannot be spent due to their form (e.g. inventories and prepaids) or funds that legally or contractually must be maintained intact.
- **Restricted Fund Balance** consists of funds that are mandated for a specific purpose by external parties, constitutional provisions or enabling legislation.
- **Committed Fund Balance** consists of funds that are set aside for a specific purpose by the district's highest level of decision-making authority (governing board). Formal action must be taken prior to the end of the fiscal year. The same formal action must be taken to remove or change the limitations placed on the funds.
- **Assigned Fund Balance** consists of funds that are set aside with the intent to be used for a specific purpose by the district's highest level of decision-making authority or a body or official that has been given the authority to assign funds. Assigned funds cannot cause a deficit in unassigned fund balance.
- **Unassigned Fund Balance** consists of excess funds that have not been classified in the previous four categories. All funds in this category are considered spendable resources. This category also provides the resources necessary to meet unexpected expenditures and revenue shortfalls.
**Minimum Fund Balance Policy**
The Governing Board maintains a minimum fund balance policy for the General Fund in order to protect the District against revenue shortfalls or unpredicted one-time expenditures. The policy requires a Reserve for Economic Uncertainties consisting of unassigned amounts equal to no less than three percent of General Fund expenditures and other financing uses.

**Authority to Commit Funds**
The Governing Board, as the District's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as a majority vote or resolution. These committed amounts cannot be used for any other purpose unless the Governing Board removes or changes the specific use through the same type of formal action taken to establish the commitment. Governing Board action to commit fund balance needs to occur within the fiscal reporting period, no later than June 30th; however, the amount can be determined subsequent to the release of the financial statements.

**Authority to Assign Funds**
Upon passage of the Fund Balance Policy, authority is given to the Superintendent or designee to assign funds for specific purposes. The Governing Board has the authority to remove or change the assignment of the funds with a simple-majority vote.
Item No.12.C.

TOPIC: EDUCATIONAL SERVICES: PROPOSED REVISIONS TO BOARD POLICIES – SECOND READING

DESCRIPTION: The District's Board policies are reviewed and updated periodically as new state and federal laws and regulations are enacted. The following Board Policies were presented for a first reading at the July 23, 2015 meeting. Tonight they are brought back for a second reading.

- BP 1250 Visitors/Outsiders
- BP 1325 Advertising and Promotion
- BP 5111 Admission
- BP 5113.1 Chronic Absence and Truancy
- BP 5125 Student Records
- BP 5144.1 Suspension and Expulsion/Due Process
- BP 5144.4 Required Parental Attendance (*new*)
- BP 6170.1 Transitional Kindergarten

FISCAL IMPACT: There is no fiscal impact.

RECOMMENDATION: It is recommended that the Board of Education receive the proposed Educational Services Board Policy revisions for a second reading and approval.

This is to certify that this item was approved by the Board of Education.

Michael L. Christensen
Superintendent and Secretary
Orange Unified School District
Community Relations

Visitors/Outsiders

The Board of Education believes that it is important for parents/guardians and community members to take an active interest in the issues affecting District schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non-instructional time.

All outsiders, as defined in law and administrative regulation, shall register immediately upon entering any school building or grounds when school is in session. (Penal Code 627.2)

For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used in a classroom without the teacher and principal's permission. (E.C. 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the District's complaint processes if they have concerns with any District program or employee. In accordance with Penal Code 626.7, the principal or designee may direct any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, illegal or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a District student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission. The Principal shall indicate on the written permission the date(s) and times for which permission has been granted (Penal Code § 626.81).
Legal Reference:

EDUCATION CODE
32210 Willful disturbance of public school or meeting
32211 Threatened disruption or interference with classes; misdemeanor
32212 Classroom interruptions
35160 Authority of governing boards
35292 Visits to school (Board members)
49091.10 Parental right to inspect instructional materials and observe school activities
51101 Parent Rights Act of 2002
51512 Prohibited use of electronic listening or recording device

PENAL CODE
290 Sex offenders
626-626.10 Schools
626.81 Misdemeanor for registered sex offender to come onto school grounds
627-627.10 Access to school premises:
627.1 Definitions
627.2 Necessity of registration by outsider
627.7 Misdemeanors; punishment

LABOR CODE
230.8 Discharge or discrimination for taking time off to participate in child's educational activities

Adopted: (7-88 9-93 10-05 8-13) (7-15)
Community Relations

Advertising and Promotion

Distribution of Materials

The Board of Education desires to promote positive relationships between the District schools and the community. Just as community organizations can build support for the schools, the schools can cooperate with these groups by publicizing community services, special events and public meetings of interest to students and parents/guardians. The Board desires to promote positive relationships between district schools and the community in order to enhance community support and involvement in the schools. The Superintendent or designee may approve:

1. Distribution of noncommercial materials that publicize services, special events, public meetings, or other gatherings of interest to students or parents/guardians
2. Distribution of promotional materials of a commercial nature to students or parents/guardians
4. Paid advertisements in school-sponsored publications, yearbooks, announcements, and other school communications, including web sites and social media
5. Products and materials donated by commercial enterprises for educational use, including those that bear the name and/or logo of the donor, as long as they do not unduly promote the donor or any commercial activity or product

The Superintendent or designee may approve the distribution of printed materials prepared by governmental agencies, service organizations or school-related organizations which extend the community's cultural, recreational, artistic or educational opportunities and which do not promote any particular commercial, religious or political interest.

The schools shall not distribute partisan materials pertaining to a candidate, party or statewide ballot measure. Materials may be distributed, however, to announce public forums in which all candidates or sides of an issue are invited to participate. No campaign materials may be distributed on District property at any time other than during events scheduled pursuant to Civic Center Act. (cf. 1330—Use of School Facilities) Promote any particular political interest, candidate, party, or ballot measure, unless the candidates or advocates from all sides are provided the opportunity to present their views to the students during school hours or during events scheduled pursuant to the Civic Center Act.
Products and informational materials donated by commercial enterprises may be used in the classroom as long as they serve an educational purpose and do not unduly promote any commercial activity or products. Such materials may bear the name or logo of the donor. The use of such materials does not imply District endorsement of any identified commercial products or services. (cf. 1700—Relations between Private Industry and the Schools) (cf. 3290—Gifts, Grants and Requests)

School-sponsored publications, announcements, radio and television programs shall carry no paid advertising or promotional material.

Advertising copy may be solicited and prepared only to the extent that this process furthers the educational well-being of the students involved. Excessive solicitation of the same sources shall be avoided. Students shall not be exploited to raise money and time spent securing ads shall not infringe upon the school program.

School-sponsored publications shall serve as a learning experience and are not intended to serve as a public forum. The District may prohibit advertisements which are inconsistent with school objectives or do not reasonably relate to the educational purpose of school sponsored publications. (cf. 5145.2—Freedom of Speech/Expression: Publications Code) (cf. 6145.3—Publications)

The Superintendent, principal, or designee shall not accept for distribution any materials or advertisements that:

1. Are lewd, obscene, libelous, or slanderous

2. Incite students to commit unlawful acts, violate school rules, or disrupt the orderly (Legal Reference next page)

3. Promote any particular political interest, candidate, party, or ballot measure, unless the candidates or advocates from all sides are provided the opportunity to present their views to the students during school hours or during events scheduled pursuant to the Civic Center Act

4. Proselytize or position the district on any side of a controversial issue

5. Discriminate against, attack, or denigrate any group on account of any unlawful consideration

6. Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including, but not limited to, materials or advertisements for tobacco, intoxicants, non-nutritious foods and beverages, and movies or products unsuitable for children
7. Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy

8. Distribute unsolicited merchandise for which an ensuing payment is requested

The Superintendent or designee also may consider the educational value of the materials or advertisements, the age or maturity of the students in the intended audience, and whether the materials or advertisements support the basic educational mission of the district, directly benefit the students, or are of intrinsic value to the students or their parents/guardians.

Schools may establish additional criteria pertaining to the content of advertisements in school publications and yearbooks, as deemed appropriate by the Superintendent or designee in accordance with law and Board policy.

Legal Reference:
EDUCATION CODE
7050-7058 Political activities of school officers and employees
35160 Authority of governing boards
35160.1 Broad authority of school districts
35172 Promotional activities
40040-40047 Civic Center Act
48907 Student exercise of free expression
BP 5111(a)

Students

Admission

The Board of Education encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of students entering a District school at any grade level about admission requirements and shall assist them with enrollment procedures.

Before enrolling any child in a district school, the Superintendent or designee shall verify the student's age, residency, immunization, and any other admission applicable eligibility criteria specified in law and in Board policies and administrative regulations.

Federal and state law require the immediate enrollment of homeless youth (42 USC 11432) and foster youth (Education Code 48853.5) regardless of their ability to provide the school with records normally required for enrollment. In addition, Education Code 49701 requires the District to facilitate the enrollment of children of military families is not delayed because of outstanding fees or fines owed to the child’s last school or for his/her inability to produce previous academic, medical, or other records normally required for enrollment. and to ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements.

In addition, no child shall be denied enrollment in a district school solely on the basis of his/her arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other contact with the juvenile justice system. (Education Code 48645.5)

When enrolling in any district school, including a school in their attendance area, children whose parents/guardians reside within district boundaries shall be subject to the timelines established by the Board for open enrollment. Children whose parents/guardians do not reside within the district or who are not otherwise eligible for enrollment in the district may apply for interdistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations. All resident students who are enrolling either in the school in their attendance area or in another District school shall be subject to the timelines established by the Board in BP/AR 5116.1 – IntraDistrict Open Enrollment. Nonresident students may apply for interDistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations.

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)
Legal Reference:

EDUCATION CODE
46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten
46600 Agreements for admission of pupils desiring interDistrict attendance
48000 Minimum age of admission (kindergarten)
48002 Evidence of minimum age required to enter kindergarten or first grade
48010 Minimum age of admission (first grade)
48011 Admission from kindergarten or other school; minimum age
48050-48053 Nonresidents
48200 Children between ages of 6 and 16 years (compulsory full-time education)
48350-48361 Open Enrollment Act
48850-48859 Educational placement of foster youth
49076 Access to records by persons without written consent or under judicial order
49408 Information of use in emergencies

49452.9 Health care coverage options and enrollment assistance
49700-49704 Education of children of military families

HEALTH & SAFETY CODE
120325-120380 Education and child care facility immunization requirements

CODE OF REGULATIONS, TITLE 5
200 Promotion from kindergarten to first grade
201 Admission to high school

CODE OF REGULATIONS, TITLE 17
6000-6075 School attendance immunization requirements

CODE OF REGULATIONS, TITLE 17
6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 42
11431-11435 McKinney Homeless Assistance Act

Adopted: (4-94 5-07) 7/23/15
Students

Chronic Absence and Truancy

The Board of Education believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the District.

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students classified as chronic absentees and truants, as defined in law and administrative regulation.

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district. He/she shall provide the Board with data on school attendance, chronic absence, and truancy rates for all district students, for each school, and for each numerically significant student subgroup as defined in Education Code 52052. Such data shall be disaggregated and used in the development of annual goals and specific actions for student attendance and engagement and for inclusion in the district's local control and accountability plan and other applicable school and district plans.

The Superintendent or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

The Superintendent or designee shall work with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy. He/she also may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance problems.

Students who are identified as truants shall be subject to the interventions specified in law and administrative regulation.

A student's truancy, tardiness, or other absence from school shall not be the sole basis for his/her out-of-school suspension or expulsion. Alternative disciplinary strategies and positive reinforcement for attendance shall be used whenever possible.
The Superintendent or designee shall regularly analyze data on student absence to identify patterns of absence Districtwide and by school, grade level, and student population. Such data shall be used to identify common barriers to attendance, prioritize resources for intervention, and monitor progress over time. The Superintendent or designee shall periodically report this information to the Board for purposes of evaluating the effectiveness of strategies implemented to reduce chronic absence and truancy and making changes as needed. As appropriate, the Superintendent or designee also shall provide this information to key school staff and community agency partners to engage them in program evaluation and improvement and in identification of how to best allocate available community resources.

**School Attendance Review Board**

In accordance with law and administrative regulation, habitual truants may be referred to a school attendance review board (SARB).

The Superintendent or designee shall appoint members of the District's SARB, who may include, but are not limited to, a parent/guardian as well as representatives of the District, county probation department, county welfare department, county office of education, law enforcement agencies, community-based youth service centers, school guidance personnel, child welfare and attendance personnel, school or county health care personnel, and school, county, or community mental health personnel, the county district attorney's office; and the county public defender's office. (Education Code 48321)

The District's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)
37223 Weekend classes
41601 Reports of average daily attendance
46000 Records (attendance)
46010-46014 Absences
46110-46119 Attendance in kindergarten and elementary schools
46140-46147 Attendance in junior high and high schools
48200-48208 Children ages 6-18 (compulsory full-time attendance)
48225.5 Work permits, entertainment and allied industries
48240-48246 Supervisors of attendance
48260-48273 Truants
48290-48296 Failure to comply; complaints against parents
48320-48325 School attendance review boards
48340-48341 Improvement of student attendance
48400-48403 Compulsory continuation education
48900 Suspension and expulsion
BP 5113.1(c)

49067  Unexcused absences as cause of failing grade
60901  Chronic absence
GOVERNMENT CODE
54950-54963 The Ralph M. Brown Act
PENAL CODE
270.1  Chronic truancy; parent/guardian misdemeanor
272  Parent/guardian duty to supervise and control minor child; criminal liability for truancy
830.1  Peace officers
VEHICLE CODE
13202.7  Driving privileges; minors; suspension or delay for habitual truancy
WELFARE AND INSTITUTIONS CODE
601-601.4  Habitually truant minors
11253.5  Compulsory school attendance
CODE OF REGULATIONS, TITLE 5
306  Explanation of absence
420-421  Record of verification of absence due to illness and other causes

Adopted: (9-14) (7-15)
Students

Student Records

The Board of Education recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall ensure that the District's administrative regulation and school site procedures for maintaining the confidentiality of student records are consistent with state and federal law.

The Superintendent or designee shall establish regulations governing the identification, description and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental rights to review, inspect, and copy student records and shall protect the student and the student's family from invasion of privacy.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the District level. At each school, the principal or a certificated designee shall act as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

Student Records from Social Media

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (Education Code 49073.6)

Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

Legal Reference:

EDUCATION CODE

48201 Student records for transfer students who have been suspended/expelled
48904-48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school Districts; notice to rescind decision to withhold
48918 Rules governing expulsion procedures
49060-49079 Pupil records
49091.14 Parental review of curriculum
51747 Independent study programs
56050 Surrogate parents
56055 Foster parents
CODE OF CIVIL PROCEDURE
1985.3 Subpoena duces tecum
FAMILY CODE
3025 Access to records by noncustodial parents
GOVERNMENT CODE
6252-6260 Inspection of public records
HEALTH AND SAFETY CODE
120440 Immunizations; disclosure of information
WELFARE AND INSTITUTIONS CODE
681 Truancy petitions
16010 Health and education records of a minor
CODE OF REGULATIONS, TITLE 5
430-438 Individual student records
16020-16027 Destruction of records of school districts
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
300.501 Opportunity to examine records for parents of student with disability

Adopted: (7-88 4-94 8-03 6-07 8-12) (7-15)
Students

Suspension and Expulsion/Due Process

The Board of Education desires to provide District students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of District students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any District school or other school District, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the District’s nondiscrimination policies.

Appropriate Use of Suspension and Expulsion

Except when a student commits an act that violates Education Code 48900(a)-(e) or his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct.

Except when a student commits an act listed in Education Code 48915(c). the Superintendent or designee shall have the discretion to determine whether to recommend to the Board that the student be expelled.

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144 - Discipline. (Education Code 48900.5. 48900.6)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.
District staff shall not suspend any student for disruption or willful defiance, unless the suspension is warranted by documented repetitive behavior of the student or the disruption or willful defiance occurred in conjunction with another violation for which the student may be suspended.

No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to classroom or school removal.

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

2. Selling or otherwise furnishing a firearm

3. Brandishing a knife at another person

4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058

5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4

6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))
1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct

2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in a public session.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings and appeals as specified in law and administrative regulation. (E.C. 48911, 48915, 48915.5)

Supervised Suspension Classroom

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Removal from Class by a Teacher and Parental Attendance

When suspending a student from a for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities or otherwise willfully defying valid staff authority, the teacher of the class may require any parent/guardian who lives with the student to attend a portion of a school day in that class from which the student is being suspended, to assist in resolving the classroom behavior problems (Ed Code 48900.1). After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (E.C. 48900.1)
Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve the student's behavior.

Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is required pursuant to law and that, if there are reasonable factors that may prevent the parent/guardian from complying with the requirement, he/she should contact the school. (Education Code 48900.1)

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

At the meeting with the student's parent/guardian, the principal or designee shall explain the District's and school's discipline policies, including the disciplinary strategies that may be used to achieve proper student conduct.

When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by any method that maintains the confidentiality of the student's records.

District regulations and school site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

Decision Not to Enforce Expulsion Order

Upon voting to expel a student, the Board may suspend enforcement of the expulsion order pursuant to the requirements of law and administrative regulation. (Education Code 48917)

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall annually present to the Board a report of the outcome data which the District is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.
The report shall be disaggregated by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, foster youth, and students with disabilities. The report also shall include information about whether and how the District is meeting its goals for improving school climate as specified in its local control and accountability plan.

Legal Reference:

**EDUCATION CODE**
212.5 Sexual harassment
233 Hate violence reduction
1981 Enrollment of students
17292.5 Program for expelled students
32261 Interagency School Safety Demonstration Act of 1985
35145 Open Board Meetings
35146 Closed sessions (re suspensions)
35291 Rules (for government and discipline of schools)
35291.5 Rules and procedures on school discipline
48645.5 Readmission; contact with juvenile justice system
48660-48666 Community day schools
48853.5 Foster Youth
48900-48925 Suspension and expulsion
48950 Speech and other communication
48980 Parental notifications
49073-49079 Privacy of student records
52060-52077 Local control and accountability plan

**CIVIL CODE**
47 Privileged communication
48.8 Defamation liability

**CODE OF CIVIL PROCEDURE**
1985-1997 Subpoenas; means of production

**GOVERNMENT CODE**
11455.20 Contempt
54950-54963 Ralph M. Brown Act (re closed sessions)

**HEALTH AND SAFETY CODE**
11014.5 Drug paraphernalia
11053-1058 Standards and schedules

**LABOR CODE**
230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

**PENAL CODE**
31 Principal defined
240 Assault defined
241.2 Assault fines
242 Battery defined
243.2 Battery fines
243.4 Sexual battery
245 Assault with deadly weapon
245.6 Hazing
261 Rape defined
266c Unlawful sexual intercourse
286 Sodomy defined
288 Lewd or lascivious acts with child under age 14
288a Oral copulation
289 Penetration of genital or anal openings
417.27 Laser pointers
422.55 Hate crime defined
422.6 Interference with civil rights; damaging property
422.7 Aggravating factors for punishment
422.75 Enhanced penalties for hate crimes
626.2 Entry upon campus after written notice of suspension or dismissal without permission
626.9 Gun-Free School Zone Act of 1995
626.10 Dirks, daggers, knives, razors or stun guns
868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE
729.6 Counseling

UNITED STATES CODE, TITLE 18
921 Definitions, firearm

UNITED STATES CODE, TITLE 20
1415(K) Placement in alternative educational setting
7151 Gun-free schools

Adopted: (2/98 2/99 11/01 9/03 6-07 9-14) 7-15

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California
Students

Required Parental Attendance

The Board of Education is committed to providing a safe school environment and setting expectations for appropriate student conduct. The Superintendent or designee may involve parents/guardians in student discipline as necessary to improve a student's behavior and encourage personal responsibility.

When removing a student from class pursuant to Education Code 48910 for committing an act of obscenity, habitual profanity or vulgarity, disruption of school activities, or willful defiance, the teacher of the class may require any parent/guardian who lives with the student to accompany the student for a portion of a school day in the class from which the student has been removed. (Education Code 48900.1)

Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

District and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. (Education Code 48900.1)

Legal Reference:
EDUCATION CODE
35291 Rules (for government and discipline of schools)
35291.5 Rules and procedures on school discipline
48900-48927 Suspension and expulsion, especially:
48900 Grounds for suspension and expulsion
48900.1 Required parental attendance
48910 Suspension by teacher

Adopted: (7-15)
Students

Transitional Kindergarten

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

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

The Board encourages ongoing collaboration among District preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in program development, implementation, and evaluation.

Eligibility

The District's transitional kindergarten program shall admit children whose fifth birthday lies between: (Education Code 48000)

- September 2 and December 2 in the 2014-15 school year and each school year thereafter

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

Curriculum and Instruction

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

Upon recommendation by the Superintendent or designee, the Board shall approve academic standards for transitional kindergarten that bridge preschool learning foundations and kindergarten standards. Such standards shall be designed to facilitate students' development in essential skills which may include, as appropriate, language and literacy, mathematics, physical development, the arts, science, social sciences, English language development, and social-emotional development.

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.
The number of instructional minutes offered in transitional kindergarten shall be the same as that required for the District's kindergarten program.

**Staffing**

Teachers assigned to teach in transitional kindergarten classes shall possess a teaching credential or permit that authorizes instruction at the kindergarten grade level.

TK assignments are subject to assignment monitoring and reporting by the County Superintendent of Schools in accordance with Education Code 44258.9.

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

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

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

**Continuation to Kindergarten**

Students who complete the transitional kindergarten program shall continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed parental permission form for kindergarten attendance.

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

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

**Program Evaluation**

The Superintendent or designee shall develop or identify appropriate formal and/or informal assessments of transitional kindergarten students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.
Legal Reference:
EDUCATION CODE
8973  Extended-day kindergarten
37202  School calendar; equivalency of instructional minutes
44258.9  Assignment monitoring by county office of education
46111  Kindergarten, hours of attendance
46114-46119  Minimum school day, kindergarten
46300  Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten
48000  Minimum age of admission (kindergarten)
48002  Evidence of minimum age required to enter kindergarten or first grade
48200  Compulsory education, starting at age six
60605.8  Academic Content Standards Commission, development of Common Core Standards

Adopted: 9-14 (7/15)

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California
INFORMATION/DISCUSSION ITEMS
Item No. 13.A.

TOPIC: SUBSTITUTE TEACHER SUPPLY/RATES

DESCRIPTION: Board Policy and the District's Certificated Collective Bargaining Agreement require that the District maintain a suitable pool of substitute teachers in order to ensure sufficient coverage of classes in the event of teacher absences. State and national organizations are reporting that school districts have been experiencing a shortage of substitute teachers. Several school districts have responded to this shortage by raising substitute teacher rates. This item is to provide the Board of Education with information regarding the supply of substitute teachers as well as comparative substitute teacher rates.

This item is for information only.
CONSENT

ITEMS

Routine items acted upon in one motion unless pulled for discussion and separate action.
TOPIC: GIFTS

DESCRIPTION: The following item was donated to District for use as indicated.

- 100 American flags to be used by the community and schools as needed, donated by Mark Wayland

FISCAL IMPACT: No fiscal impact

RECOMMENDATION: It is recommended the Board of Education accept these donations and that a letter of appreciation be forwarded to the benefactors.

This is to certify that this item was approved by the Board of Education.

Michael L. Christensen
Superintendent and Secretary
Orange Unified School District

OUSD/Christensen/Sorrera
Board Agenda
July 23, 2015
PURCHASE ORDERS LIST

Purchase orders and change orders have been processed in accordance with the rules and regulations of the Board of Education and applicable legal requirements of the State of California.

District procedures and computer system controls require that an approved purchase order, pay voucher, current liability, or credit memo exist on the District's computer system prior to the issuance of warrants. There may be multiple warrants drawn against a given purchase order, up to the maximum amount for that purchase order. The system restricts the processing of payment amounts in excess of the issued purchase order.

It should be noted that the purchase order system allows for a one-line description of the services or items to be procured. The issued purchase order forms a contract between the District and the vendor.

FISCAL IMPACT: $5,061,445.52

RECOMMENDATION: It is recommended that the Board of Education approve the Purchase Order List dated July 2 through July 19, 2015 in the amount of $5,061,445.52.

This is to certify that this item was approved by the Board of Education.

Michael L. Christensen
Superintendent and Secretary
Orange Unified School District

OUSD/Sorrera/Manalo
Board Agenda
August 13, 2015
WARRANTS LIST

Warrants have been processed in accordance with the rules and regulations of the Board of Education and applicable legal requirements of the State of California and the Orange County Department of Education.

District procedures and computer system controls require that an approved purchase order, pay voucher, current liability or credit memo exist in the District’s computer system prior to the issuance of warrants. There may be multiple warrants drawn against a given purchase order, up to the maximum amount for that purchase order. The processing of the warrant is in compliance with the contractual agreement that has been formed by the issuance of the purchase order.

FISCAL IMPACT: $5,986,905.33

RECOMMENDATION: It is recommended that the Board of Education approve the Warrants List dated July 1 through July 19, 2015 in the amount of $5,986,905.33.

This is to certify that this item was approved by the Board of Education.

Michael L. Christensen
Superintendent and Secretary
Orange Unified School District
The following is a report of contract services items for Business Services.

BENS ASPHALT INC
BID NO. 665

The District awarded Bid No. 665 – Asphalt Replacement at Villa Park High School to Ben’s Asphalt Inc. on June 4, 2015. The following Change Order includes a general descriptive summary of work which increases the contract value. Cost and scope was reviewed and found to be reasonable by staff.

Change Order No. 1 - $30,720 - No additional time.

Description: Filling large drainage ditches with a drainage pipe and connect to the City Storm Drain Structure. The result of this culvert construction resulted in the creation of 60 new parking stalls, widening of the access road to increase safety, and solved the safety issue of vehicles getting stuck in the ditch.

Deferred Maintenance Fund ...........................................$30,720
14.00-0000-0-5640-0000-8110-394-410-000 (Manalo/Strother)

BENS ASPHALT INC
BID NO. 666

The District awarded Bid No. 666 – Asphalt Replacement at Canyon High School to Ben’s Asphalt Inc. on June 4, 2015. The following Change Order includes a general descriptive summary of work which increases the contract value. Cost and scope was reviewed and found to be reasonable by staff.

Change Order No. 1 - $32,740 - No additional time.

Description: Repair the asphalt near the food service area, walkway near the Varsity Baseball and Tennis Courts due to safety hazards.

Deferred Maintenance Fund ...........................................$32,740
14.00-0000-0-5640-0000-8110-394-410-000 (Manalo/Strother)

ENVIRONMENTAL CONSULTING SOLUTIONS

The District requires the services of a qualified environmental consulting firm relating to asbestos, lead, microbial, indoor air quality testing and abatement for various district locations. Services will be on an, as needed basis, to continue to keep district environments safe and compliant with state regulations. District staff is satisfied with Environmental Consulting Solutions services and recommends the Board approve its services until June 30, 2016.

General Fund..................not to exceed..............................$50,000
01.00-8150-0-5850-9417-8110-810-410-000 (Strother/Harlin)

PCS REVENUE SYSTEMS

PCS REVENUE is a software system utilized by the Nutrition Services Department in each of the 40 Kitchen locations throughout the District. This software includes RightNOW POS & Meal Accountability processing in conjunction with the cash drawers, touch screens and other applicable equipment.

Fund 13 .......................................................... $19,486
13.00-5310-0-5843-0000-3700-XXX-423-000 (Reeves)

FISCAL IMPACT: $132,946

RECOMMENDATION: It is recommended that the Board of Education approve the Contract Services Report – Business Services as presented.
PERSONNEL REPORT

All actions listed in the Personnel Report, representing a cost to the District, have been reviewed by the Business Department and have been assigned a budget number. Appropriate funds exist in all budget areas presented in this Personnel Report. Some items on the report represent the maximum amount that could be encumbered for that item, the actual expenditure may be less, and in no instance will the expenditure be more than the requested amount without an additional request being generated.

This report may require actions for extra pay projects, separation from service, short-term employment, leaves of absence, change of status, and new hires. All requests are generated by individuals, school sites, or various District departments.

All of the above requests have been processed in accordance with the rules and regulations of the Board of Education and the applicable legal requirements of the State of California and the Orange County Department of Education.

FISCAL IMPACT:  
Certificated: $1,400,345  
Classified: $168,813

RECOMMENDATION:  
It is recommended that the Board of Education approve the Personnel Report as presented.
## Classified and Certificated Personnel Report

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<tr>
<th>Position</th>
<th>Administrative Unit</th>
<th>Rate</th>
<th>Eff. From</th>
<th>Date To</th>
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### CHANGE OF STATUS

- **Ballesteros, Amanda** - Teacher - Olive/Rizzo - 8/21/15 - 6/17/16 - Contract Status 20% to 40%
- **Bigos, Nancy** - Teacher - OUSD Pre-K/MacAllister - 8/21/15 - 6/17/16 - Contract Status 100% to 60%
- **Green, Ashley** - Teacher - OUSD Pre-K/MacAllister - 8/21/15 - 6/17/16 - Contract Status 100% to 60%
- **Santucci-Kendall, Christina** - Teacher - Villa Park Elem/Little - 8/21/15 - 6/17/16 - Contract Status 60% to 40%

### LEAVE OF ABSENCE

- **McAleer, Sharon** - Teacher - Jordan/Roman - 8/21/15 - 10/5/15 - Unpaid FMLA/Child Care LOA-No Benefits

### SEPARATIONS

- **Limon, Daisy** - Counselor - Spec Ed/MacAllister - 6/15/15 - Resignation

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Staff Responsibility:
Ed Kissee, Assistant Superintendent-Human Resource

This is to certify that this item was approved by the Board of Education.

Michael L. Christensen
Superintendent and Secretary
Orange Unified School District
### Classified and Certificated Personnel Report

**Certificated Personnel**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Administrative Unit</th>
<th>Schedule /Step/ Column</th>
<th>Rate</th>
<th>Eff. From</th>
<th>Date To</th>
<th>Comments</th>
<th># of Units</th>
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**Staff Responsibility:**
Ed Kissee, Assistant Superintendent-Human Resources

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**Consent Agenda Item**
Board Meeting - August 13, 2015

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Michael L. Christensen
Superintendent and Secretary
Orange Unified School District
<table>
<thead>
<tr>
<th>Name</th>
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<th># of Units</th>
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Staff Responsibility:
Ed Kisssee, Assistant Superintendent-Human Resources

This is to certify that this item was 157.28
**CLASSIFIED AND CERTIFICATED PERSONNEL REPORT**

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**Comments**: This is to certify that this item was approved by the Board of Education.

Michael L. Christensen
Superintendent and Secretary
Orange Unified School District

**Staff Responsibility**: Ed Kissee, Assistant Superintendent-Human Resources
### EMPLOYMENT

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<tr>
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<th>Schedule /Step/ Column</th>
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### CHANGE OF STATUS

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### SEPARATIONS

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This item was approved by the Board of Education.

Staff Responsibility:
Ed Kissee, Assistant Superintendent-Human Resource
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This is to certify that this item was approved by the Board of Education.

Michael L. Christensen
Superintendent and Secretary
Orange Unified School District

Staff Responsibility:
Ed Kissee, Assistant Superintendent-Human Resources
TOPIC: CONTRACT SERVICES REPORT — EDUCATIONAL SERVICES

DESCRIPTION: The following is a report of contract service items for Educational Services.

PALO ALTO NETWORKS MAINTENANCE AND SUPPORT RENEWAL

The District currently utilizes the Palo Alto Networks appliance for Districtwide firewall, content filtering, intrusion detection, and anti-malware projection. The annual cost of $47,900, purchased through Nth Generation, will renew support and software subscriptions for the Palo Alto Networks appliance for one year.

Information Services........not to exceed ..............$47,900
01.00-0000-0-5843-0000-2420-430-401-000 (Lin)

YMCA Overnight Camps, located in Cleveland National Forest in Julian, offers an educational program for 5th and 6th grade students. A four-to-five day program provides students an opportunity to study science in a natural setting. The curriculum correlates to the 5th and 6th grade California Science standards. Students attending the program from each participating school are responsible for the program cost. There is no impact to the general fund. The student cost can be supplemented by funds donated from individual parent organizations. Scholarships are available.

Elementary Education
01.00-0000-0-4319-1131-1000-201-201-000 (Truex)

FISCAL IMPACT: $47,900

RECOMMENDATION: It is recommended that the Board of Education approve the Contract Services Report — Educational Services as presented.
STUDY TRIP

Orange High School – Football Team – Orange, CA – August 22-23, 2015.
Orange High School’s football team, under the supervision of head football coach Robert Pedroza, will participate in an overnight camp on Orange High School’s campus. The purpose of the camp is to promote team bonding experience, teamwork, responsibilities (rotation of clean-up), accountability (scheduled meetings), and creating lifelong friendships through hard work. The fifty male students will be accompanied by five adult chaperones who are also on our coaching staff. There will be no transportation and the chaperones and students will be staying in Room 801. There is no cost per student. The students will not miss any school. No substitutes are required.

FISCAL IMPACT: No fiscal impact

RECOMMENDATION: It is recommended that the Board of Education approve the above noted study trip.
MEMORANDUM OF UNDERSTANDING: COLTON-REDLANDS-YUCAIPA ROP ALTERNATIVE EDUCATION/ROP FOR PROJECT YEAR 2015-2016

Orange Unified School District Alternative Education/ROP will enter into year five of a Memorandum of Understanding with Colton – Redlands – Yucaipa Regional Occupational Program (CRY-ROP) to participate in the Career Technical Education TEACH/Career and Technical Educators (CTEDDI) project using a data driven Improvement model.

For the last four years, the CTE TEACH project has provided training for new CTE teachers and professional development for veteran teachers with the primary objectives to increase teacher retention, improve teacher effectiveness and enhance student learning. The program is aligned with the latest CTE credentialing requirements and provides the District-identified mentor teachers with hours to support our CTE teachers with training in instructional methodology and curriculum planning, classroom management and student motivation as well as teacher observations and coaching.

The CTEDDI program addition will provide OUSD CTE educators with training in the use of and interpretation of assessment data for instructional improvements and to target individual student interventions. Due to the amended hours allotment for this grant in the past years, we have determined a "not to exceed" amount of hours. The grant allocation for the 2015-16 school year will not exceed 800 hours.

Approximately $40,000 in categorical income with no general fund monies to be expended.

It is recommended that the Board of Education accept the application to enter into the Memorandum of Understanding between Colton-Redlands-Yucaipa ROP for the CTE Teach/CTEDDI project for the 2015-16 school year.
ITEM:

APPROVAL OF A DISTRICT REPRESENTATIVE TO SERVE AS THE OFFICIAL VOTING MEMBER ON THE RANCHO SANTIAGO ADULT EDUCATION CONSORTIUM 2015-16

DESCRIPTION:

In 2013-14, the state budget included a two-year $25 million state-wide adult education planning grant. AB 86 called for the development of local regional consortia comprised of representatives from community college districts, K-12 districts, and other organizations that serve a role in adult education. OUSD is a member in the Rancho Santiago Community College Consortium. The purpose of the planning grant was to evaluate existing adult education programs, identify needs/gaps, and develop plans to address the identified needs/gaps to support the greater Orange community.

To transition from planning to implementation, the 2015-16 state budget includes a $500 Million Adult Education Block Grant (AEBG) to be allocated among the regional consortia. The accompanying trailer bill, AB 104, includes language that identifies the program areas of adult education that can be funded through this allocation and the necessary decision making structure. Specifically, AB 104, Article 9, Section 84905(a), authorizes a community college district, school district, county office of education, or any joint powers authority to join the local adult education consortium as a member; Section 84905(c) states that a member of the consortium shall be represented only by an official designated by the governing board of the member; and Section 84905(d)(1) describes the decision making procedures including a requirement that all members of the consortium shall participate in any decision made by the consortium, Section 84905(d)(1)(A).

An official representative is necessary to ensure that Orange Unified has a full voice in the decision making process including the disbursement of consortium funds to provide adult education courses and student support services authorized by AB 104, Section 84913. Educational Services is recommending that Kerrie Torres, Executive Director of Secondary Education represent the District.

FISCAL IMPACT:

There is no fiscal impact to the District.

RECOMMENDATION:

It is recommended that the Board of Education approve Kerrie Torres, Executive Director of Secondary Education, to serve as the official District representative through June 30, 2016.
Item No. 14.J.

GRANT AWARD – EL MODENA HIGH SCHOOL

El Modena High School has been awarded a grant through the California Department of Education for participating in a survey entitled “Youth Risk Behavior.” This survey was completed during the 2014-15 school year in the history and math department classes. The grant funds will be utilized to support the two participating departments and allow for the purchase of additional instructional supplies.

Receipt of grant funds totaling $400

It is recommended that the Board of Education accept this grant award from the California Department of Education.

This is to certify that this item was approved by the Board of Education.

Michael L. Christensen
Superintendent and Secretary
Orange Unified School District
COMMUNITY CARE LICENSING FOR FACILITY LOCATED AT PALMYRA ELEMENTARY SCHOOL

Educational Services is requesting permission from the Board to move forward with the process of licensing the facility at Palmyra Elementary School with Community Care Licensing. The licensed room will be used to provide high quality preschool services to children ages three through five through the District's current California State Preschool (CSPP) contract. The District currently serves preschool children at the Esplanade, Fairhaven, Fletcher, Jordan, Lampson and Sycamore Elementary School sites and the Child Development Center. The goal is to expand the current State Preschool Program and put the District in line with receiving additional funding for additional preschool classrooms.

This item has no fiscal impact.

It is recommended that the Board of Education grant permission to proceed with the licensing application for Palmyra Elementary School to expand the District's preschool services.

This is to certify that this item was approved by the Board of Education.

Michael L. Christensen
Superintendent and Secretary
Orange Unified School District
RESOLUTION NO. 03-15-16: SIGNATURE AUTHORIZATION

Authorization of signatures is an item which is routinely updated to reflect changes in personnel and to comply with the requirements of the California Education Code.

As the agency which ultimately releases District payrolls and warrants, the Orange County Department of Education (OCDE) must maintain on file the approved signature authorizations for all school districts. The signatures are applicable to various documents which are approved by the Board of Education and in compliance with the Education Code and other pertinent state and federal laws. The administrative/leadership employees for whom the signature authorizations are designated do not transfer that authority to any staff members.

Purchase orders are processed within the limitations of existing site/program budgets, with the P.O. listing submitted to the Board at each meeting. Non-routine expenditures for consultants, contracts, major facility additions, etc. are submitted to the Board separately for authorization. Before the preparation of a warrant, it is determined that the proper authorization and approvals exist. Warrants prepared by the District are forwarded to the OCDE for review of documentation, signature, and entry to OUSD's county ledgers before they are returned to the District for release to vendors, consultants, or contractors. Purchase orders, bid documents, warrants, payrolls, federal/state/county documents, etc. are audited by the District's independent audit firm.

FISCAL IMPACT: This item has no fiscal impact.

RECOMMENDATION: It is recommended that the Board of Education adopt Resolution No. 03-15-16 granting signature authorization for specific District administrative/leadership employees as indicated on the attached document.
WHEREAS, it is necessary to authorize certain offices of the Orange Unified School District to sign District documents in order to conduct the business of the District; and

WHEREAS, legal and county requirements are that said signatures be duly adopted and recorded;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Orange Unified School District hereby authorizes the following named persons of the Orange Unified School District to sign the documents as indicated:

<table>
<thead>
<tr>
<th>Resolution No. 03-15-16 Signature Authorization</th>
<th>Federal/State Documents</th>
<th>Contracts &amp; Agreements</th>
<th>Inter-District Agreements</th>
<th>Purchase &amp; Bid Documents</th>
<th>Personnel Contracts</th>
<th>Payroll Documents</th>
<th>Check/Savings (2 signatures required)</th>
<th>T-Age Warrants</th>
<th>Warrant Returns</th>
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<tbody>
<tr>
<td>Michael L. Christensen, Superintendent of Schools</td>
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<td>Michael L. Christensen, Superintendent (Facsimile)</td>
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<td>Claudio (Joe) Sorrera, Assistant Superintendent, Business Services/CHO</td>
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<td>Gunn Marie Hansen, Ph.D., Deputy Superintendent, Educational Services</td>
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<td>Ed Kiss, Assistant Superintendent, Human Resources</td>
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<td>Ernest Gonzalez, Executive Director, Human Resources</td>
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<td>Denise MacAllister, Executive Director, Special Education</td>
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<td>Matthew Strother, Executive Director, Facilities</td>
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<td>Jenny Delgad, Administrative Director, Business Services</td>
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<td>Barbara Stephens, Director, Fiscal Assistance</td>
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Michael L. Christensen, Superintendent (Facsimile)

Claudio (Joe) Sorrera, Assistant Superintendent (Facsimile)

Gunn Marie Hansen, Ph.D., Deputy Superintendent, Educational Services

Ed Kiss, Assistant Superintendent, Human Resources

Ernest Gonzalez, Executive Director, Human Resources

Denise MacAllister, Executive Director, Special Education

Matthew Strother, Executive Director, Facilities

Jenny Delgado, Administrative Director, Business Services

Barbara Stephens, Director, Fiscal Assistance
PASSED, APPROVED AND ADOPTED, by the Board of Education of the Orange Unified School District at a meeting held on the 13th day of August 2015.

[Signatures]

Board Clerk
Orange Unified School District