AGENDA

1. CALL MEETING TO ORDER – 6:30 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: Elementary School Principal (two positions)
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
    June 23, 2016 (Special Meeting)
    July 14, 2016 (Special Meeting)
    July 21, 2016 (Regular Meeting)
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 responded to either by telephone, mail, or at a subsequent meeting.
12. ACTION ITEMS
   A. Recommendation to Approve the Procedures, Policies & Guidelines of the Citizens Oversight Committee (COC) and Authorize the Recruitment of COC Members .................................................. 2-11
   B. Take Home Device Initiative for Increasing Student Learning Outcomes .......................................................... 12
   C. Public Hearing: Proposed Revision of Board Policy 6158, Independent Study Program ........................................ 13
   D. Proposed Revisions to Board Policies and Board Bylaws – Second Reading ........................................... 14-52
   E. Selection of Representative to the Nominating Committee Election for Members of the Orange County Committee on School District Organization ...................................................... 53

13. INFORMATION/DISCUSSION ITEMS
   No Items

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 and will be acted upon following approval of the Consent Items.

   BUSINESS SERVICES
   A. Gifts ......................................................................................................................... 54-55
   B. Purchase Orders List .................................................................................................. 56
   C. Warrants List ............................................................................................................. 57
   D. Contract Services Report – Business Services .......................................................... 58-61
   E. Notices of Completion .............................................................................................. 62-64
   F. Resolution No. 08-16-17 Establishment of a Designated Officer as Custodian of Revolving Cash Fund .... 65-67
   G. Declaration of Surplus Funds ................................................................................... 68

   HUMAN RESOURCES
   H. Personnel Report ....................................................................................................... 69-84
   I. Adjustment to Miscellaneous Hourly Rates ..................................................................... 85-86

   EDUCATIONAL SERVICES
   J. Contract Services Report – Educational Services ....................................................... 87-89
   K. Study Trips ............................................................................................................... 90
   L. Out-of-State Conference Request ............................................................................... 91
   M. Memorandum of Understanding between Friendly Center of Orange County and the District .................................................. 92
   N. Second Amendment to Resolution No. 02-15-16 – Acceptance of Amended Funds for 2015-16 California State Preschool Programs (CSPP) .............................................................. 93

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
ANNOUNCEMENTS & ACKNOWLEDGMENTS

9.A. Superintendent's Report
9.B. Board President's Report
9.C. Board Member Recognition of Students, Staff, and Community
ACTION
ITEMS
**TOPIC:**

**DESCRIPTION:**

On July 21, 2016, the Board of Education approved Resolution 03-16-17 calling a bond election on November 8, 2016. The election is called under constitutional and statutory provisions that require fifty-five percent (55%) voter approval and certain accountability requirements, including annual independent financial and performance audits of how funds are spent and the formation of a Citizens' Bond Oversight Committee (COC).

As required by the Education Code and Board Resolution, the committee shall be established prior to 60 days of the date when the results of the election appear in the minutes of the Board. The Citizens' Oversight Committee shall consist of at least seven members and shall include a member active in a business organization representing the business community located within the District, a member active in a senior citizens' organization, a member active in a bona fide taxpayers' organization, a member that is a parent or guardian of a child enrolled in the District, and a member that is both a parent or guardian of a child enrolled in the District and active in a parent-teacher organization. No employee or official of the District and no vendor, contractor or consultant of the District shall be appointed to the citizens' oversight committee.

Attached for Board consideration are the Procedures, Policies & Guidelines of the COC and Committee application. Upon receipt of qualified applications, staff will bring a slate to the Board for approval.

**FISCAL IMPACT:**

No General Fund Impact

**RECOMMENDATION:**

To promote transparency with respect to the expenditure of bond proceeds and provide assurance to tax payers as to the membership of the COC prior to the election, it is recommended that the Board of Education approve the attached Procedures, Policies & Guidelines, authorize staff to recruit qualified candidates and bring a slate to the Board for approval.
INTRODUCTION

Pursuant to the provisions of the Strict Accountability in Local School Construction Bonds Act of 2000 (the “Act”), codified at Sections 15264 and following of the Education Code, the Orange Unified School District (the “District”) has placed a bond measure on the November, 2016, ballot (the “2016 Bond Measure”), which must be approved by at least 55% of the voters of the District voting on the measure to pass. The Act requires the Governing Board of the District (the “Board”) to appoint a Citizens’ Oversight Committee (the “Committee”) after the successful bond election.

Legal authority for formation and duties of the Committee is found in Sections 15264 and 15278 to 15282 of the Education Code. The purpose of these Procedures, Policies and Guidelines is to direct the formation and actions of the Committee by reference to the statutory requirements. Where the statutory direction is insufficiently specific, the Board has furnished missing details. In addition, the Board sets forth below its expectations, suggestions, and desires for the operations of the Committee.

I. Establishment
The Board is required to appoint members to an independent citizens’ oversight committee after the passage of the 2016 Bond Measure. Educ. Code §15278(a). In an effort to increase transparency, the Board desires to establish the Committee prior to when the voters will vote on the 2016 Bond Measure.

II. Purpose
A. Statutory Purposes. The Committee is charged by statute with the following purposes:
   1. To promptly alert the public to any waste or improper expenditure of school construction bond money. Educ. Code §15264(c).
   2. To inform the public concerning the expenditure of bond revenues. Educ. Code §15278(b).
   3. Ensuring that bond revenues are expended only for the purposes described in the Constitution; that is, for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities. Calif. Const. art. X11A, §1(b)(3); Educ. Code §15278(b)(1).
4. Ensuring that no funds are used for any teacher or administrative salaries or other school operating expenses. Calif. Const. art. XIII A, §1(b)(3)(A); Educ. Code §15278(b)(2).

B. Role of Committee vis-à-vis Board.
As the legally elected representative of the voters, the Board, on the advice of the Superintendent, must make all decisions relating to how bond funds are spent, how bond projects are configured, the cost, priority and timeline for completion of the various bond projects, and all other matters necessary in connection with the District's building program. The Board values the Committee's input on these matters as an advisory body.

III. Members
A. Minimum Size. The Committee shall always be comprised of at least 7 members. Educ. Code §15282(a).

B. Required Members. Pursuant to statute, the Board shall appoint to the Committee the following members: Educ. Code §15282(a).
1. One member active in a business organization representing the business community located within the District.
2. One member active in a senior citizens' organization.
3. One member active in a bona fide taxpayers' organization.
4. One member who is the parent or guardian of a child enrolled in the District.
5. One member who is the parent or guardian of a child enrolled in the District and who is active in a parent-teacher organization, such as the PTA or schoolsite council.
6. Two other members, selected from the public at large.

C. Board Procedures for Appointment of Committee.
1. Appointment.
   a. Persons interested in serving as members of the Committee shall submit a written application to the Superintendent, specifying such information as the Superintendent shall reasonably require. Such information shall include, at a minimum:
      (i) the specific position or positions listed in Section III.B, above, for which the applicant qualifies
      (ii) such information as may be necessary to verify that the applicant meets that qualification requirement.
   b. The Superintendent shall recommend from among the qualifying applications a list of names to the Board for appointment to the committee, specifying how the requirements of Section III.B are met, or as many of those requirements as possible given the applications submitted.
   c. The slate of names shall be approved or rejected as a whole by a majority vote of the Board. If rejected, the Board shall direct the
Superintendent to prepare a new slate of names for approval, including a new application procedure if appropriate.

2. Failure to Appoint.
   a. Willful failure to appoint the Committee is grounds for legal action by any taxpayer against the Board. *Educ. Code §15284(a)(4).*
   b. The Board will make a good faith effort to appoint the Committee and fill vacancies to ensure that the Committee is fully constituted and functioning. No vacancy, at initial appointment or otherwise, will prevent the Committee from meeting and conducting its business.
   c. In the event that the Superintendent does not receive acceptable applications from the public to fill all of the positions specified in Section III.B, above, or if at any time there is a vacant position on the Committee, the Superintendent shall cause a notice of the vacancy to be posted in a conspicuous public place (e.g., where regular public notices of the Board are posted), specifying the eligibility requirement for the vacant position and that a written application must be submitted to the Superintendent, and such notice shall remain posted until the vacancy is filled. The Superintendent, in his discretion, may advertise the vacant position in a newspaper reasonably expected to be circulated among interested persons, and may contact organizations to request nomination of interested persons to fill the positions that require active membership in such organization.

D. **Additional Eligibility Restrictions.** The following persons are not eligible to serve on the Committee: *Educ. Code §15282(b).*

1. Any employee of the District.
2. Any official of the District.
   For purposes of this limitation, the Board finds that any elected or appointed member of the Board is an “official of the district” within the meaning of Section 15282(b). The Board finds that no member of any other citizen committee of the District appointed by the Board to serve without pay is an “official of the district” within the meaning of Section 15282(b).
3. Any vendor, contractor or consultant of the District.
   The Board finds that no person is a vendor, contractor or consultant of the District prohibited from serving on the Committee within the meaning of Section 15282(b) unless such person, or any company of which such person is an owner or part owner, agrees or has agreed to perform services or furnish goods or supplies to the District under any agreement or contract that has not been fully performed. Prior contractual relationships with the District do not disqualify a person from serving on the Committee.

E. **Term.**
1. Each of the members specified by statute is appointed for a term of two years. *Educ. Code §15282(a).*

2. No member shall be appointed to more than three consecutive two-year terms. *Educ. Code §15282(a).*

The Board hereby further establishes the following provisions on the terms of members:

3. Any member appointed to meet any of the criteria of categories 1 – 5 described in Section III.B, above, shall serve only so long as such member continues to fulfill the requirement of the position to which appointed.

4. Notwithstanding the two-year term required by statute, the term of any member shall terminate upon:
   a. death of the member;
   b. written resignation of the member;
   c. disability or illness of the member, upon a finding by the Board that the member is unable to effectively continue to serve on the Committee;
   d. the sale or provision of any goods or services to the District, or entry into any contract with the District for such sale or provision, whether or not related to the bond program, such that the member becomes a "vendor, contractor, or consultant" within the meaning of Section III.D.3, above;
   e. the employment, appointment or election of such member to a position with the District, such that the member becomes an "employee of the District" or an "official of the District" within the meaning of Section III.D.1 or 2, respectively; or
   f. failure of the member to participate in the meetings and activities of the Committee, upon a finding by the Board that the member is unable or unlikely to effectively continue to serve on the Committee.

The Board requests that Committee members keep the Board informed regarding the status of other members, so that the Board can take appropriate action to replace or reappoint Committee members in a timely manner.

5. The term of any member appointed to succeed a member whose term has been terminated pursuant to Section III.E.4 shall be two years, or such lesser time as remains in the term of the departing member, as the Board shall determine.

F. Conflicts of Interest. Members of the committee shall abide by the conflict of interest prohibitions provided in Government Code sections 1090 and 1125, *et seq.*


IV. Authorized Activities

In furtherance of its purposes, the Committee is authorized by statute to engage in the following activities: *Educ. Code §15278(c) and 15286.*

-4-
A. Receiving and reviewing copies of the annual, independent performance audit required by the Constitution.

B. Receiving and reviewing copies of the annual, independent financial audit required by the Constitution. Consistent with the provisions contained in subparagraphs (C) and (D) of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution, the required annual, independent financial and performance audits for the preceding fiscal year shall be submitted to the Committee at the same time they are submitted to the District, but no later than March 31 of each year. These audits shall be conducted in accordance with the Government Auditing Standards issued by the Comptroller General of the United States for financial and performance audits.

C. Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIIIA of the California Constitution.

D. Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the District.

E. Reviewing efforts by the District to maximize bond revenues through cost-saving measures.

V. Meetings

A. Initial Organization: Officers. In order that the Committee serve effectively and fulfill the purposes for which it is established, the Board recommends to the Committee that the Committee shall organize and conduct meetings as follows:

1. Initial Meeting. At the initial meeting of the Committee, the Superintendent or a person designated by the Superintendent should open the meeting and facilitate the selection by the Committee members of a presiding officer. Thereafter, selection of a presiding officer and any other officers of the Committee should be by whatever means the Committee determines.

2. Chair. The Committee should designate a member as presiding officer or chair to preside over meetings of the Committee.

3. Vice Chair. The Committee should designate a member as Vice Chair to assume the duties of the Chair in the Chair’s absence.

4. Representative. The Committee should designate a member or members to represent the Committee at public meetings of the Board and make reports thereto on a regular basis as the Committee shall determine or as the Board may request.

5. Secretary. The Committee should designate a member as secretary to keep accurate minutes of the Committee’s meetings and actions, in order to fulfill the legal requirement that such minutes and documents and reports be entered into the public record.

B. Reports: Meetings.

1. Reports. The Committee shall issue regular reports on the results of its activities. A report shall be issued at least once a year. Educ. Code §15280(b).
2. Annual Meeting of the Committee. The Committee is required to conduct at least one annual meeting, the purpose of which is to receive the reports and documents required to be provided to the Committee by the Board, and to approve a report of the Committee. Educ. Code §15280(b), 15278(c).

3. Other Meetings of the Committee. The Board recommends that the Committee meet as often as necessary in order to effectively perform its duties.

C. Notice of Meetings; Minutes.
   a. All Committee proceedings shall be open to the public.
   b. Notice to the public of any meeting of the Committee shall be provided in the same manner as the proceedings of the Board.

2. Minutes of the proceedings of the Committee and all documents received and reports issued by the Committee are a matter of public record. Educ. Code §15280(b).

3. The District shall maintain and make available to the Committee an Internet website for publication of proceedings of the Committee. Educ. Code §15280(b).

4. All documents received and reports issued by the Committee shall be made available to the public on the website. Educ. Code §15280(b). In order to publicize and make available the Committee’s proceedings, the Committee Secretary shall provide to the Superintendent any documents received by, and reports issued by, the Committee, in whatever form received or issued, and minutes of the meetings of the Committee or any subcommittees created by the Committee.

   District staff is directed by the Board to assist the Committee in publicizing its meetings, in complying with the requirements of the Brown Act, and in posting documents and reports on the website maintained by the District for the Committee. District staff will assist the Committee in these and the other activities of the Committee as provided in Section IV.D, below.

D. Technical Assistance.
1. The Board is required to provide the Committee with any necessary technical assistance and shall provide administrative assistance to the Committee in furtherance of its purpose. Educ. Code §15280(a).

2. The Board is required to provide sufficient resources to publicize the conclusions of the Committee. Educ. Code §15280(a).

3. No bond funds shall be expended on any activities or technical assistance provided to the Committee. Educ. Code §15280(a).
The Board of Education is inviting community members to apply to serve on the District's Citizens' Oversight Committee, which is being established in support of the successful November 8, 2016, Classroom & Facility Safety, Modernization and Renovation Measure. Proposition 39 requires that such a committee be established if a school bond is passed pursuant to a 55 percent (super-majority) approval.

Pursuant to Proposition 39, the general duties of the Committee are to:

- Ensure Classroom & Facility Safety, Modernization and Renovation Measure funds are spent only on projects listed in the Measure, respectively, and that no funds are used for any other purpose, including teacher and administrator salaries and other school operating expenses.
- Receive and review copies of the annual financial and performance audits with respect to the bond projects as required by state law.
- Provide information to the public concerning the expenditure of bond funds.

The Committee is required to meet at least annually, but will likely meet quarterly. For more information, call the Office of the Superintendent at (714) 628-4487.

To apply, the following are required:

- **Letter of Application:** Briefly describe the qualifications, educational background, community service, professional skills and experience, or expertise that qualifies you for membership on this Committee, and why you wish to serve on the Committee.
- **Application Form:** (attached)

Please submit the above two (2) items by **4:00 p.m., Friday, August 29, 2016** to:

Michael Christensen, Superintendent
Orange Unified School District
1401 North Handy Street
Orange, CA 92867
Orange Unified School District

Citizens' Oversight Committee
Application for Appointment

Applicant Name: ____________________________

Address: -------------------------------

Telephone (home): ____________________ Telephone (work): ____________________

Occupation: ____________________________ Fax: ____________________________

Place of Employment/Business: ____________________________ Length: ___________

E-mail ____________________________

The following information will be used to comply with Proposition 39 requirements and related legislation concerning independent Citizens' Oversight Committee membership as well as the Bylaws of the Citizens' Oversight Committee. Representatives-at-Large will also be considered for membership.

**Membership position(s) that applicant is qualified to fill – check all that apply.**

(Education Code and Committee Bylaws require that the Committee have at least one member representing each of first six categories.)

☐ Active in business organization representing the business community located within the Orange Unified School District.

Please specify: ____________________________

☐ Active in senior citizens' organization.

Please specify: ____________________________

☐ A parent or guardian of a child enrolled in the Orange Unified School District.

Please specify: ____________________________

☐ Both (i) a parent or guardian of a child enrolled in the Orange Unified School District and (ii) active in a parent-teacher organization.

Please specify: ____________________________

☐ Active in a bona fide taxpayers' organization.

Please specify: ____________________________

☐ Representative-at-Large.

Are you, to the best of your knowledge, able to maintain qualification in the membership position(s) checked above for a two-year period? Yes No (circle)
1. Are you at least 18 years old and a citizen of the State of California? 
   Yes \(\checkmark\) No 

2. Are you registered to vote? 
   Yes \(\checkmark\) No 

3. Are you an employee of the Orange Unified School District? 
   (Note: Employees of the District are prohibited by law from being members of the committee.) 
   Yes \(\checkmark\) No 

4. Are you a vendor, contractor or consultant to the Orange Unified School District? 
   (Note: Vendors, contractors and consultants to the District are prohibited by law from being members of the committee.) 
   Yes \(\checkmark\) No 

5. Are you able to complete at least one two-year term as a member of the Committee and refrain from becoming an employee, vendor, contractor, or consultant of the Orange Unified School District? 
   Yes \(\checkmark\) No 

6. Do you agree to abide by the conflict of interest provisions provided in Government Code Sections 1090 and 1125, et seq.? 
   Yes \(\checkmark\) No 

7. Are you a resident of the Orange Unified School District? 
   Years residing in District: 
   Yes \(\checkmark\) No 

8. Are there any other conflicts of interest or any potential conflicts of interest (real estate, litigation, business) which would interfere with your duties as a member of this committee? If yes, please explain: 
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

Certification of Applicant

I hereby certify that I have reviewed the Procedures, Policies and Guidelines of the Citizens' Oversight Committee and acknowledge and understand that the sole purpose of the Citizens' Oversight Committee is to inform the public concerning the expenditure of the Classroom & Facility Safety, Modernization and Renovation Measure bond proceeds. I hereby certify that the answers and statements in this application are true and complete to the best of my knowledge and belief.

Signature ____________________________ Date _________________
ACTION ITEM:
TAKE HOME DEVICE INITIATIVE FOR INCREASING STUDENT LEARNING OUTCOMES

DESCRIPTION:
The Information and Educational Technology Department has been involved in an extensive network infrastructure update in all 39 schools and upgrades to the District core network system since summer of 2014. This provides the necessary infrastructure for the administration of computer-based assessments and provides high-speed, high-bandwidth Internet connectivity for integrating technology into 21st Century instruction.

As a result of the increased network services and deployment of thousands more student technology devices, the Department has put in place an effective, state of the art technology infrastructure for classroom instruction, assessment and student learning at school. At this time, students have access to technology for managing and personalizing their learning in school; however, that may not be the case at home.

In an effort to maximize the learning outcomes for students who may not have access to technology in the home, two Title 1 schools, California and Handy, piloted a Take Home Device Program approved by the Board of Education on October 15, 2015. The pilot program has enabled students to have more learning time with technology to master critical content for success in school.

Staff will review the progress of the Take Home Device Pilot Program and discuss the process for future implementation.

FISCAL IMPACT:
Impact to the School Site Title 1 budget to purchase devices

RECOMMENDATION:
It is recommended that the Board of Education approve the District’s Take Home Technology Initiative for possible future expansion at other school sites.
TOPIC: PUBLIC HEARING: PROPOSED REVISION OF BOARD POLICY 6158, INDEPENDENT STUDY PROGRAM

DESCRIPTION: The California Code of Regulations, Title 5, requires that the governing board consider in a public hearing the scope and purposes of its existing or prospective use of independent study.

The Independent Study Master Agreement shall specify the length of time in which each independent study assignment must be completed. Because excessive leniency in the duration of independent study assignments may result in a student falling behind his/her peers and increase the risk of dropping out of school, independent study assignments shall be no more than the following specified maximum length of time which may elapse before an independent study assignment is due.

When any participating student in grade 9 – 12 fails to complete three consecutive independent study assignments in a period of 15 school days, or misses two appointments with his/her supervising teacher without valid reasons, an evaluation shall be conducted to determine whether it is in the student’s best interest to remain in independent study.

A student with exceptional needs as defined in Education Code section 56026, shall not participate in independent study unless his/her individualized education program specifically provides for that participation. (Education Code section 51745)

1. Special assignment extending the content of regular course of instruction:
   **Long Term Independent Study:**
   Students in grades K-3: one week
   Students in grades 4-8: two weeks
   Students in grades 9-12: three weeks

2. Continuing and special study during travel:
   **Short Term Independent Study:**
   Students in grades K-3: four weeks
   Students in grades 4-8: six weeks
   Students in grades 9-12: ten weeks

FISCAL IMPACT: There is no fiscal impact.

RECOMMENDATION: It is recommended that the Board of Education hold a public hearing to consider the scope and purposes of the existing and or prospective use of independent study and the revision of Board Policy 6158.
TOPIC: PROPOSED REVISIONS TO BOARD POLICIES/BYLAWS – SECOND READING

DESCRIPTION: The District’s Board policies and bylaws are reviewed and updated periodically as new state and federal laws and regulations are enacted.

The proposed revisions for the following Board Policies were presented for a first reading at the July 21st meeting. They are presented tonight for a second reading and approval.

- BP 1230 School-Connected Organizations
- BP 1260 Foundations
- BP 1312.3 Uniform Complaint Procedures (UCP)
- BP 3314.2 District Revolving Fund
- BP 4315 Evaluation/Supervision
- BP 4361.2 Personal Leaves
- BP 5141 Health Care and Emergencies
- BP 6142.92 Mathematics Instruction
- BP 6152.1 Placement in Mathematics Courses (New)
- BP 6158 Independent Study Program
- BP 6162.51 State Academic Achievement Tests
- BP 6173 Education for Homeless Children
- BP 6177 Summer Learning Programs
- BP 6179 Supplemental Instruction
- BB 9110 Terms of Office
- BB 9150 Student Board Members

FISCAL IMPACT: No fiscal impact.

RECOMMENDATION: It is recommended that the Board of Education receive the proposed Board Policy/Bylaw revisions for a second reading and approval.
Community Relations

School-Connected Organizations

The Board of Education recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting the educational program and/or extracurricular programs such as athletic teams, debate teams, and musical groups. The Board appreciates the contributions made by such organizations toward the Board's vision for student learning and for providing all District students with high-quality educational opportunities. The Board supports such activities and welcomes parental interest and participation. Parent/guardian clubs shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to the entire school program.

A school-connected organization, including a booster club, parent-teacher association or organization, or other organization that does not include an associated student body or other student organization, shall be established and maintained as a separate entity from the school or District. Each school-connected organization shall be subject to its own bylaws and operational procedures or to the rules or bylaws of its affiliated state or national organization, as applicable. The Board requires parent/guardian clubs to have a written statement of purpose and bylaws. The Board recognizes that these organizations are independent of the school or District. In order to protect the District and students, the Superintendent or designee shall establish appropriate controls for the relationship between such organizations and the District. (cf. 1321 - Solicitation of Funds) (cf. 3290 - Gifts, Grants and Bequests)

Persons proposing to establish a school-connected organization shall submit a request to the Board for authorization to operate within the District or at a District school. Groups desiring to be recognized as school-connected organizations shall request authorization from the Board in accordance with conditions established in administrative regulations. The Superintendent or designee shall establish appropriate rules for the relationship between school-connected organizations and the District.

A school-connected organization shall obtain the written approval of the Superintendent or designee prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of a District school or the students at that school. (Education Code 51521)

A school-connected organization may consult with the principal to determine school needs and priorities.

Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary. (Education Code 49011)
Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
35160 Authority of governing boards
35160.1 Broad authority of school Districts
38130-38138 Civic Center Act, use of school property for public purposes
38131 Use of civic center by public
38134 Groups which may use school facilities without charge
48931 Authorization for sale of food by student organization
48932 Authorization for fund-raising activities by student organization
49011 Student fees
49431-49431.7 Nutritional standards
51520 Prohibited solicitation on school premises
51521 Fund-raising project
BUSINESS AND PROFESSIONS CODE
17510-17510.95 Solicitations for charitable purposes
25608 Alcohol on school property; use in connection with instruction
GOVERNMENT CODE
12530-12599.7 Fundraisers for Charitable Purposes Act
PENAL CODE
319-329 Lottery, raffle
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs
15500 Food sales in elementary schools
15501 Food sales in high schools and junior high schools
15575-15578 Requirements for foods and beverages outside the federal meals program
CODE OF REGULATIONS, TITLE 11
300-312.1 Fundraising for charitable purposes
UNITED STATES CODE, TITLE 20
1681-1688 Discrimination based on sex or blindness, Title IX
CODE OF FEDERAL REGULATIONS, TITLE 7
210.11 Competitive food services
220.12 Competitive food services

Management Resources:
LEGAL ADVISORY
1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4 89

ORANGE UNIFIED SCHOOL DISTRICT

Adopted: (7-88 9-91 10-05) 7-16

Orange, California
Community Relations

Foundations

Because demands on the educational system exceed available public funding, the Board of Education recognizes that members of the community are often willing to make voluntary contributions that will provide needed additional funds for the school District. The Board, therefore, encourages the creation of independent foundations to actively support and enhance educational opportunities for students.

The Board of Education recognizes the importance of community support of District programs, including voluntary financial contributions, to assist the District in achieving its goals for student learning.

The Board desires to work cooperatively with local foundations in determining and approving the purposes for which funds may be used to meet the changing needs of the District and its students. The Board recognizes that an educational foundation is a separate legal entity, independent of the District. However, the foundation is encouraged to provide regular reports to the Board on the status of its work and to communicate ways that the District can help support the foundation's activities.

The Board supports foundation allocations through the efforts of all interested members of the community. All donations are required to be accepted by the Board of Education.

Legal Reference:

EDUCATION CODE
35160 Authority of governing boards
35160.1 Broad authority of school Districts
38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE
12580-12599.7 Fundraisers for Charitable Purposes Act
17510-17510.95 Solicitations for charitable purposes
25608 Alcohol on school property; use in connection with instruction

PENAL CODE
319-329 Lottery, raffle

CODE OF REGULATIONS, TITLE 11
300-312.1 Fundraising for charitable purposes

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California

Adopted: (9-93 10-05 6-07) 7-16
Community Relations

Uniform Complaint Procedures (UCP)

The Board of Education recognizes that the District has primary responsibility to comply with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670. The District shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, harassment, intimidation, and bullying and seek to resolve these complaints in accordance with our UCP procedures. (5 CCR 4610; 4620-4624)

The District shall use the uniform complaint procedures to resolve any complaints alleging the occurrence of unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying) against any person in District programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, harassment, intimidation, and bullying in District programs and activities based on actual race, or perceived characteristics of race or ethnicity, color, ancestry, nationality and national origin, ethnic group identification, ethnicity, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, or genetic information as or any other characteristic identified in Education Code 200 or 220, including any actual or perceived characteristics as set forth in penal code section 422.55 the perception of one or more such characteristics; or association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the District, which is funded directly by or that receives or benefits from any state financial assistance. (GC§1135, EC§§200, 220, 234.1, 5CCR §4610, PC §422.55).

Programs or activities in which the Orange Unified School District receives state or federal funding are: The District's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging District violation of applicable state or federal law or regulations governing the following programs (5 CCR 4610)
   - Free and Reduced Price Meals
   - Child Nutrition Programs Compliance
   - Child Abuse Prevention and Reporting
   - Child Care and Developmental Programs
   - Individualized Education Program
   - Title I Programs
   - Education for English Language Learners
   - Consolidated Categorical Aid Programs
   - Migrant Education Program
   - Career Technical and Technical Education and Training Programs
   - Work-Based Learning
Uniform complaint procedures shall also be used to address any complaints alleging the District's failure to comply with state and/or federal laws. A uniform complaint may also be filed alleging non-compliance with the law regarding student fees and charges (Education Code section 49010-49013). The complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of non-compliance.

If a public school finds merit in a pupil fees complaint the public school shall provide a remedy to all affected pupils, parents, and guardians that where applicable includes reasonable efforts by the public school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board (ED49013(d)). The District will attempt in good faith by engaging in reasonable efforts to identify and fully reimburse all pupils, parents, and guardians who paid a pupil fee within one year prior to the filing of the complaint (5CCR §4600(u)).

2. Any complaint alleging District noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

3. In addition, Pursuant to Education Code section 52075, individuals may file a complaint under the District’s Uniform Complaint Procedure alleging that the school District has not complied with the LCAP (Local Control Accountability Plan) requirements in the Education Code.

4. Any complaint, by or on behalf of any student who is a foster youth, alleging District noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the District's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or District, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

5. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging District noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or District or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)
6. Any complaint alleging District noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

7. Any complaint alleging District noncompliance with the physical education instructional minutes’ requirement for students in elementary school (Education Code 51210, 51223)

8. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

The Board prohibits any form of retaliation against any complainants and the complainants are protected from retaliation (EC§234.1; SCCR § 4622.) in the complaint process and assures that the identity of a complainant alleging discrimination, harassment, intimidation, or bullying will remain confidential as appropriate. Participation in the complaint process shall not in any way affect the status, grades or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The person responsible for receiving and investigating complaints and ensuring our compliance with state and federal laws and regulation is:

Deputy Superintendent, Educational Services
1401 N. Handy Street
Orange, CA 92867
714 628 4466

The District ensures that the person who is in the position above, who is responsible for compliance and/or investigations, is knowledgeable about the laws/programs that he/she is assigned to investigate.

When an allegation that is not subject to the UCP is included in a UCP complaint, the District shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the District’s UCP.

The Superintendent or designee shall provide training to District staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and District policy.
The District shall annually notify in writing our students, employees, parents or guardians of our students, the District advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties, of our UCP process, that includes information regarding unlawful pupil fees (EC §234.1; 49013; 5CCR §4622), including the opportunity to appeal to the California Department of Education (CDE) and the provisions of this document by disseminating the UCP Annual Notice to all of the above required groups each school year. An appeal is a request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body’s decision.

The District’s UCP Annual notice shall also advise the recipient of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation, and bullying laws §234.1; 5CCR §4622.), if applicable, and of the appeal pursuant to Education Code section 262.3. The District’s UCP Annual Notice shall be in English and in the primary language, pursuant to section 48985 of the Education Code, or mode of communication of the recipient of the notice.

Complaints alleging discrimination, harassment, intimidation, bullying complaints must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, bullying occurred, unless the time for filing is extended by the superintendent or his or her designee. Pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees, (EC§49013(b)). A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred. (5CCR §4630 (c)(2)).

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

The investigation of an alleged complaint shall include an opportunity for the complainant, or the complainant’s representative, or both, to present the complaint(s) and evidence or information leading to evidence to support the allegations of non-compliance with state and federal laws and regulations.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by the Orange Unified School District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.
BP 1312.3(e)

The District shall issue a decision based on the evidence. The decision shall be in writing and sent to the complainant within 60 calendar days from receipt of the complaint by the District. The decision shall contain:

i. the findings of fact based on the evidence gathered,
ii. conclusion of law,
iii. disposition of the complaint
iv. the rationale for such disposition
v. corrective actions, if any are warranted
vi. notice of the complainant’s right to appeal the decision to the CDE, and
vii. procedures to be followed for initiating an appeal to the CDE.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate, the Superintendent or designee will keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

The District's Williams Uniform Complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments
4. Deficiency in the District's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

The following complaints shall not be subject to the District's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

(Legal Reference Next Page)
Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination

222 Reasonable accommodations; lactating students
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedure
35186 Williams uniform complaint procedure
44500-44513 Categorical education block grants

48853-48853.5 Foster youth
48985 Notices in language other than English
49010-49013 Educational activity Student fees
49060-49079 Student records

49069.5 Rights of parents
49490-49590 Child nutrition programs

51210 Courses of study grades 1-6
51223 Physical education, elementary schools
51225.1-51225.2 Foster youth and homeless children; course credits; graduation requirements
51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially
52075 - Complaint Procedures Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52490 Career technical education
52500-52616.24 Adult schools
52800-52870 School-based coordinated education programs
54000-54028 Economic impact aid programs
54100-54145 Miller Unruh Basic Reading Act
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56867 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process

GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act

PENAL CODE
422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5
3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
ORANGE UNIFIED SCHOOL DISTRICT
Orange, California

Adopted: (9-93 6-04 10-05 9-09 4-12 8-12 2-13 9-14 5-15) 7-16
Business and Non-Instructional Operations

District Revolving Fund

The Board of Education has established by resolution a revolving cash fund for use by the Superintendent or designee in paying for goods, services and other charges determined by the Board, including supplemental payments required to correct any payroll errors. (E.C. 42800-42806, 45167) The Board shall review and revise fund usage as appropriate.

At the request of the Board, the County Auditor or the County Superintendent, the Superintendent or designee shall give an account of the funds. (E.C. 42804)

The funds shall be deposited in a bank doing business locally, whose deposits are insured by FDIC. The Superintendent or designee shall be responsible for all payments into the account as well as expenditures from the account subject to the restrictions established by the Board.

The Board shall review and revise fund usage as appropriate.

The Governing Board has a fiduciary responsibility to effectively manage and safeguard the District’s assets and resources. All revolving cash funds shall be subject to the internal control procedures established by the District to prevent and detect fraud, financial impropriety, or irregularity and shall be maintained in accordance with law and the California School Accounting Manual.

The Superintendent or designee shall provide regular reports to the Board regarding the use of revolving funds and the results of any audits conducted on the funds.

Standard Revolving Cash Fund

Pursuant to Education Code 42800, the Board has adopted a resolution establishing a revolving cash fund for use by the chief accounting officer. The fund shall be used only for the purposes specified in the Board’s resolution which may include, but are not limited to, payment for services or supplies for which there is an urgent deadline or to reduce the need for issuing numerous small warrants.

The chief accounting officer shall be covered by an individual bond or insurance in the amounts specified in law. He/she shall ensure that payments from the fund are for services or materials that are a legal charge against the District and that a receipt is obtained setting forth the date, payee, purpose of the expenditure, and amount expended. (Education Code 41021, 42801, 42801.5, 42804)

The Board may at any time reduce or discontinue the revolving cash fund. (Education Code 42805)
The Board also may, by resolution, establish revolving cash funds for use by school principals and other administrative officials to pay for goods and services or. The total amount of the funds shall not exceed three percent of the current year's instructional supply budget. (E.C. 42810)

No funds maintained in a revolving fund shall be used in an attempt to influence government decisions, for entertainment purposes or for any other purpose not related to classroom instruction. (E.C. 42810)

The Board shall name the administrators who will have use and control of the funds. Officials so named shall be responsible for all payments into the accounts as well as expenditures from the accounts, subject to restrictions established by the Board.

The revolving cash fund for supplies shall be subject to the bonding provisions of E.C. 42801.

The Board shall provide an audit of revolving funds on a regular basis. (E.C. 42810)

Legal Reference:

EDUCATION CODE
35160 Authority of governing boards
35250 Duty to keep certain records
38091 Cafeteria revolving accounts
41020 Audits of all District funds
41021 Requirement for employee's indemnity bond
41365-41367 Charter school revolving loan fund
42238 Revenue limits
42238.01-42238.07 Local control funding formula
42630-42652 Orders, requisitions, and warrants
42800-42806 Revolving cash fund
42810 Revolving cash funds; use; administrators
45167 Error in salary

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California

Adopted: (7-88 10-93 2-06) 7-16
Management, Supervisory and Confidential Personnel

Evaluation/Supervision

The Board of Education believes that regular, comprehensive evaluations designed to hold administrative and supervisory staff accountable for their performance are key to improving their instructional leadership and management skills. Evaluations shall be linked to the district's vision and goals and school improvement plans.

Evaluations shall be used to recognize the exemplary skills and accomplishments of administrative and supervisory employees, serve as a criterion for contract renewals, and identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects employees to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

Administrative and supervisory employees shall be evaluated in accordance with provisions of employee contracts and/or applicable collective bargaining agreements as appropriate.

The Superintendent or designee shall make written evaluation procedures available to all administrative and supervisory employees.

An employee shall be evaluated annually for the first and second years of employment as an administrator or supervisor in the district, and at least every two years thereafter, unless otherwise provided for in an employee contract or collective bargaining agreement. Evaluations may occur between scheduled periods at the request of the employee, his/her supervisor, or the Superintendent or designee.

The Superintendent or designee shall establish clear, objective criteria for evaluation based on the job responsibilities of each administrative or supervisory position.

Evaluation criteria for certificated school site administrators may be based on the California Professional Standards for Educational Leaders (CPSEL) and also may include, but not be limited to, evidence of: (Education Code 44671)

1. Academic growth of students, based on multiple measures which may include student work as well as student and school longitudinal data that demonstrate academic growth over time;

   Assessments used for this purpose shall be valid and reliable and used for the intended purposes and for the appropriate student populations. Local and state academic assessments may include, but are not limited to, state standardized assessments and formative, summative, benchmark, end-of-chapter, end-of-course, Advanced Placement, International Baccalaureate, college entrance, and performance assessments.
2. Effective and comprehensive teacher evaluations, including, but not limited to, curricular and management leadership, ongoing professional development, teacher-principal teamwork, and professional learning communities;

3. Culturally responsive instructional strategies to address and eliminate the achievement gap;

4. The ability to analyze quality instructional strategies and provide effective feedback that leads to instructional improvement;

5. High expectations for all students and leadership to ensure active student engagement and learning;

6. Collaborative professional practices for improving instructional strategies;

7. Effective school management, including personnel and resource management, organizational leadership, sound fiscal practices, a safe campus environment, and appropriate student behavior;

8. Meaningful self-assessment to improve as a professional educator, which may include, but not be limited to, a self-assessment based on the CPSEL and the identification of areas of strengths and areas for professional growth to engage in activities to foster professional growth;

9. Consistent and effective relationships with students, parents/guardians, teachers, staff, and other administrators.

The evaluation shall be dated and signed by the employee and evaluator. The employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in the employee's personnel file.

Certificated Leadership

The Board shall establish and define job responsibilities for administrative personnel. The evaluation and assessment of the competency of administrative personnel shall be based on:

1. The administrator's progress toward agreed-upon goals, objectives and tasks;

2. General expectations of performance which recognize professional responsibility, accountability and attitude;

3. The fulfillment of responsibilities contained in the specific job descriptions adopted by the Board.
4. Additional factors as determined by the Superintendent:

The evaluation shall recognize the worth and needs of the individual in the total working environment and shall provide direction toward the improvement of his or her effectiveness.

Each administrator shall be evaluated formally at least once every school year. Evaluation is a continuous process and may occur between scheduled periods at the request of the administrator, the administrator's immediate supervisor or any higher supervisor.

Formal management evaluations shall be recorded in writing on a form prescribed by the Superintendent. The evaluation shall include recommendations for improvement if needed. Assistance shall be provided by the District to this end.

The evaluation report must be signed by the evaluator and the evaluatee and may be reviewed by the evaluator's immediate supervisor at the request of either party. The signature of the evaluated administrator shall not show agreement with the evaluation unless so indicated above his or her signature.

A copy of the report shall be given to the administrator within ten working days following the evaluation discussion and no later than thirty days before the last scheduled school day. The employee may make a written response to the evaluation at any time up to ten days after receiving a copy of the evaluation. The response shall be attached to the evaluation and permanently placed in the employee's personnel file. (E.C. 44663)

For twelve-month employees, the written evaluation report shall be given to the administrator with a follow-up discussion no later than June 30 of the year in which the evaluation takes place. If the employee so desires, he/she shall have ten days after receipt of the evaluation in which to provide a response to be attached to the evaluation. (E.C. 44663)

The Superintendent or designee shall develop regulations and procedures for the evaluation of all administrative and supervisory personnel. These written regulations and procedures shall be available to administrative and supervisory personnel. (E.C. 35171)

Classified Leadership Employees

Classified leadership personnel will be evaluated according to the procedures developed by the Superintendent or designee and approved by the Board. The evaluation shall include recommendations for improvement if needed. Assistance shall be provided by the District to this end.

The evaluation report must be signed by the person being evaluated and the supervisor making the evaluation. The signature of the evaluated management employee shall not show agreement with the evaluation unless so indicated above his or her signature. The employee may make written response to the evaluation. The response shall be attached to the evaluation and placed in the employee's personnel file.
Confidential Leadership Personnel

The Superintendent or designee shall develop appropriate procedures for the evaluation of confidential leadership personnel. Evaluations shall be administered in the same manner and time schedule as classified employees who have similar but non-confidential positions with the District.

Legal Reference:
EDUCATION CODE
33039 State guidelines for teacher evaluation procedures
35160.5 Requirement of District policies for competency of personnel assigned to evaluate
35171 Availability of rules and regulations for evaluation of performance
44660-44665 Evaluation and assessment of performance of certificated employees
44670-44671 Principal evaluation
45113 Rules and regulations for the classified service in Districts not incorporating the merit system

GOVERNMENT CODE
3540.1 Meeting and negotiating in public educational employment, definitions
3543.2 Scope of representation (re evaluation procedures)
3545 Determination of bargaining units

Adopted: (7-88 7-96) 6-06) 7-16

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California
Management, Supervisory and Confidential Personnel

Personal Leaves

Personal Necessity

Leadership employees may use a maximum of seven days of their accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity. (Education Code 44981, 45207)

Certificated leadership employees may use no more than seven days of their accrued sick leave during each contract year for reasons of personal necessity as identified in administrative regulations. (E.C. 44981)

Classified leadership employees may use up to six days of their accrued sick leave during each contract year for reasons of personal necessity as identified in administrative regulations. (E.C. 45207)

The Superintendent or designee shall establish regulations requiring proof of personal necessity reported by employees and specifying the means by which such verification shall be made. (E.C. 44981, 45207)

Legal Reference:
EDUCATION CODE
44036-44037 Leaves of absence for judicial and official appearances
44963 Power to grant leaves of absence (certificated)
44981 Leaves of absence for personal necessity (certificated)
44985 Leave of absence due to death in immediate family (certificated)
44987.3 Leave of absence to serve on certain boards, commissions, etc.
45190 Leaves of absence and vacations
45194 Bereavement leave of absence (classified)
45198 Effect of provisions authorizing leaves of absence
45207 Personal necessity (classified)
CONSTITUTION OF THE STATE OF CALIFORNIA
Article I, Section 8-Religious Discrimination
TITLE VII, CIVIL RIGHTS ACT OF 1964, Section 703(a)(1)
Rankin v. Commission on Professional, 154 CalRptr 907

Adopted: (7-88 11-93) 6-06 7-16
Students

Health Care and Emergencies

The Board of Education recognizes the importance of taking appropriate action whenever an accident or illness threatens the safety, health or welfare of a student at school or during school-sponsored activities.

The Superintendent or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible when accidents and injuries to students occur and that parents/guardians are notified as appropriate.

Parents/guardians shall provide emergency information to facilitate immediate contact with parents/guardians if an accident or illness occurs.

District staff shall appropriately report and document student accidents.

Resuscitation Orders

District employees who are trained are expected to respond to emergency situations without discrimination. If any student needs resuscitation, staff shall make every effort to resuscitate him/her.

The Board believes that staff members should not be placed in the position of determining whether or not to follow any parental or medical “do not resuscitate” orders. Staff shall not accept or follow any such orders unless they have been informed by the Superintendent or designee that the request to accept such an order has been submitted to the Superintendent or designee, signed by the parent/guardian, and supported by a written statement from the student’s physician and an order from an appropriate court.

The Superintendent or designee shall ensure that all parents/guardians are informed of this policy.

Automated External Defibrillators

The Board authorizes the placement of automated external defibrillators (AEDs) at designated school sites for use by designated personnel who have volunteered to receive training in the use of AEDs.

The Superintendent or designee shall develop guidelines for employees regarding the use of these devices and shall ensure that employees receive training on their proper use and handling information that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. The guidelines shall also specify the placement, security, and maintenance of the AED.
The authorization of AEDs in district schools shall not be deemed to create a guarantee or obligation to use the AED in the case of an emergency nor any expectation that an AED or trained employee will be present and/or able to use an AED in an emergency or any expectation that the AED will operate properly.

Legal Reference:

EDUCATION CODE
32040-32044 First aid equipment
49300-49307 School safety patrols
49407 Liability for treatment
49408 Emergency information
49409 Athletic events; physicians and surgeons; emergency medical care; immunity
49417 Automated external defibrillators
49470 Medical and hospital services for athletic program
49471 Medical and hospital services not provided or available
49472 Medical and hospital services for pupils
49474 Ambulance services
51202 Instruction in personal and public health and safety
CIVIL CODE
1714.21 Defibrillators; CPR; immunity from civil liability
FAMILY CODE
6550-6552 Caregivers
HEALTH AND SAFETY CODE
1797.196 Automatic external defibrillators, immunity from civil liability
1797.200 Emergency medical services agency
1799.102 Personal liability immunity
CODE OF REGULATIONS, TITLE 8
5193 California Bloodborne Pathogens Standard
CODE OF REGULATIONS, TITLE 22
100031-100042 Automated external defibrillators
Instruction

Mathematics Instruction

The Board of Education encourages students to enroll and be successful in courses that are rigorous. The mathematics program provides a strong foundation in basic mathematical skills and prepares students to apply mathematics in real life. Progressively develops the knowledge and skills students will need to succeed in college and career. The District's mathematics program shall be designed to teach mathematical concepts in the context of real-world situations and to help students gain a strong conceptual understanding, a high degree of procedural skill and fluency, and ability to apply mathematics to solve problems.

The Superintendent or designee shall develop grade-level curricula that offer a balanced instructional program, including but not limited to: for each grade level, the Board shall adopt the California academic content and performance standards for mathematics or select curricula that are aligned with these standards and the state curriculum framework.

1. Basic mathematical skills: quantification, basic facts, sorting and classification, and computational skills including addition, subtraction, multiplication, division, fractions, decimals, squares and square roots

2. Conceptual understanding: knowledge and application of facts and definitions, identification of principles, understanding of relationships among mathematical concepts, recognition and application of signs, symbols, and terms

The District's mathematics program shall address the following standards for mathematical practices which are the basis for mathematics instruction and learning:

1. Overarching habits of mind of a productive mathematical thinker: Making sense of problems and persevering in solving them; attending to precision

2. Reasoning and explaining: Reasoning abstractly and quantitatively; constructing viable arguments and critiquing the reasoning of others

3. Modeling and using tools: Modeling with mathematics; using appropriate tools strategically

4. Seeing structure and generalizing: Looking for and making use of structure; looking for and expressing regularity in repeated reasoning

For grades K-8, content shall address, at appropriate grade levels, counting and cardinality, operations and algebraic thinking, number and operations in base ten, fractions, measurement and data, geometry, ratios and proportional relationships, functions, expression and equations, the number system, and statistics and probability. Students shall learn the concepts and skills that prepare them for the rigor of higher mathematics.
The mathematics program shall develop such knowledge and skills in the subject areas of numbers, measurement, geometry, functions, statistics and probability, logic, algebra and discrete mathematics. Students should know, understand and demonstrate concepts through their application to classroom and real-life situations.

For higher mathematics, the District shall offer a pathway of courses through which students shall be taught concepts that address number and quantity, algebra, functions, modeling, geometry, and statistics and probability.

The Superintendent or designee shall ensure that all students have many opportunities to take the full range of mathematics course options. The Board shall establish specific content and performance standards in mathematical skills, concepts and problem-solving ability for each grade level. The Superintendent or designee shall ensure that students are appropriately placed in mathematics courses and are not required to repeat a course that they have successfully completed in an earlier grade level. Placement decisions shall be based on consistent protocols and multiple academic measures. Students who may fail to meet performance standards shall receive additional assistance and intervention.

The Superintendent or designee shall ensure that certificated staff have opportunities to participate in professional development activities designed to increase their knowledge and skills in effective mathematics teaching practices.

Students shall have access to sufficient textbooks and instructional materials, including manipulatives and technology, to support a balanced standards aligned mathematics program.

Legal Reference:
EDUCATION CODE
51210 Areas of study, grades 1 through - 6
51220 Areas of study, grades 7 through - 12
51224.5 Algebra in course of study for grades 7-12
51224.7 California Mathematics Placement Act of 2015
51225.3 High school graduation requirements
51284 Financial literacy
60605 State-adopted content and performance standards in core curricular areas

Adopted: (7-96 3-08) 7-16
Instruction

Placement In Mathematics Courses

The Board of Education believes that a sound educational program must include the study of subjects that prepare students for admission to higher education and/or a fulfilling career. To the extent possible, District students shall be provided an opportunity to complete a sequence of mathematics courses recommended for admission into the University of California and California State University systems.

The Superintendent or designee shall work with District teachers, counselors, and administrators and the representatives of feeder schools to develop consistent protocols for placing students in mathematics courses offered at District high schools. Such placement protocols shall systematically take into consideration multiple objective academic measures that may include, but are not limited to, interim and summative assessments, placement tests that are aligned to state-adopted content standards in mathematics, classroom assignment and grades, and report cards.

Students shall be enrolled in mathematics courses based on the placement protocols. No student shall repeat a mathematics course which he/she has successfully completed based on the District's placement protocols.

The placement protocols shall specify a time within the first month of the school year when students shall be reevaluated to ensure that they are appropriately placed in mathematics courses and shall specify the criteria the District will use to make this determination. Any student found to be misplaced shall be promptly placed in the appropriate mathematics course.

Within 10 school days of an initial placement decision or a placement decision upon reevaluation, a student and his/her parent/guardian who disagree with the placement of the student may appeal the decision to the Superintendent or designee. The Superintendent or designee shall decide whether or not to overrule the placement determination within 10 school days of receiving the appeal. The decision of the Superintendent or designee shall be final.

District staff shall implement the placement protocols uniformly and without regard to students' race, sex, gender, nationality, ethnicity, socioeconomic background, or other subjective or discriminatory consideration in making placement decisions.

The Superintendent or designee shall ensure that all teachers, counselors, and other District staff responsible for determining students' placement in mathematics courses receive training on the placement protocols.
Prior to the beginning of each school year, the Superintendent or designee shall communicate the District's commitment to providing students with the opportunity to complete mathematics courses recommended for college admission, including approved placement protocols and the appeal process, to parents/guardians, students, teachers, school counselors, and administrators.

This policy and the District's mathematics placement protocols shall be posted on the District's web site. (Education Code 51224.7)

Annually, the Board and the Superintendent or designee shall review student data related to placement and advancement in the mathematics courses offered at District high schools to ensure that students who are qualified to progress in mathematics courses based on their performance on objective academic measures are not held back in a disproportionate manner on the basis of their race, ethnicity, gender, or socioeconomic background. The Board and Superintendent shall also consider appropriate recommendations for removing any identified barriers to students' access to mathematics courses.

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
48070.5 Promotion and retention; required policy
51220 Areas of study, grades 7-12
51224.5 Completion of Algebra I or Mathematics I
51224.7 California Mathematics Placement Act of 2015
51225.3 High school graduation requirements
51284 Financial literacy
60605 State-adopted content and performance standards in core curricular areas
60605.8 Common Core standards

ORANGE UNIFIED SCHOOL DISTRICT

Adopted: 7/16

Orange, CA
Independent Study Program

The Board of Education authorizes independent study as an optional alternative instructional strategy by which students in grades K-12 and adult education may reach curriculum objectives and fulfill graduation requirements. Independent study shall offer a means of individualizing the educational plan for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study. A student’s participation in independent study shall be voluntary. Students participating in independent study shall have the right, at any time, to enter or return to the regular classroom mode of instruction. (Education Code 51747; 5 CCR 11700)

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school, a home-based format, and an online course.

Independent study entails a commitment by both the parent/guardian and the student. As the student gets older, he/she assumes a greater portion of the responsibility involved. The Superintendent or designee shall determine that the prospective independent study student is prepared to meet the District's requirements for independent study and is likely to succeed in independent study as well as or better than they would in the regular classroom. The minimum period of time for any independent study option shall be five consecutive days.

The Superintendent or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. (Education Codes 51747, 51749.5)

The master agreement shall specify the length of time in which each independent study assignment must be completed. Because excessive leniency in the duration of independent study assignments may result in a student falling behind his/her peers and increase the risk of dropping out of school, independent study assignments shall be no more than the following specified maximum length of time which may elapse before an independent study assignment is due.

1. Special assignment extending the content of regular courses of instruction:

   Long Term Independent Study:
   Student in grades K-3: one week
   Students in grades 4-8: two weeks
   Students in grades 9-12: three weeks
2. Continuing and special study during travel:

   Short Term Independent Study:
   Students in grades K-3: four weeks
   Students in grades 4-8: six weeks
   Students in grades 9-12: ten weeks

When any participating student in grades 9 - 12 fails to complete three consecutive independent study assignments in a period of 15 school days, or misses two appointments with his/her supervising teacher without valid reasons, an evaluation shall be conducted to determine whether it is in the student's best interest to remain in independent study. However, a student's written agreement may specify a lower or higher number of missed assignments that will trigger an evaluation when the Superintendent or designee determines it appropriate based on the nature of the assignments, the total number of assignments, and/or other unique circumstances.

A student with exceptional needs, as defined in Education Code section 56026, shall not participate in independent study unless his/her individualized education program specifically provides for that participation (Education Code section 51745)

Legal Reference:

EDUCATION CODE
17289 Exemption for facilities
41976.2 Independent study programs; adult education funding
42238 Revenue limits
42238.05 Local control funding formula; average daily attendance
44865 Qualifications for home teachers and teachers in special classes and schools; consent to assignment
46200-46208 Instructional day and year
46300-46307.1 Methods of computing average daily attendance
47612.5 Independent study in charter schools
48204 Residency based on parent employment
48206.3 Home or hospital instruction; students with temporary disabilities
48220 Classes of children exempted
48340 Improvement of pupil attendance
48915 Expulsion; particular circumstances
48916.1 Educational program requirements for expelled students
48917 Suspension of expulsion order
49011 Student fees
51225.3 Requirements for high school graduation
51745-51749.3 Independent study programs
52206 Gifted and talented education; use of independent study to augment program
BP 6158(c)

52522 Adult Education alternative instructional delivery
52523 Adult Education as supplement to high school curriculum; criteria
56026 Individuals with exceptional needs
58500-58512 Alternative schools and programs of choice

FAMILY CODE
6550 Authorization affidavits

CODE OF REGULATIONS, TITLE 5
11700-11703 Independent study
19819 State audit compliance

Adopted: (7-88 12-92 3-08 8-13) 7-16

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California
Instruction

Standardized Testing and Reporting Program State Academic Achievement Tests

The Board of Education desires to use the results of the achievement tests to evaluate the performance of District students in achieving recognizes that state achievement test results provide an indication of student progress in achieving state academic standards and in comparison to the performance of students across the state. The Superintendent or designee shall administer mandatory student assessments within the state Standardized Testing and Reporting (STAR) California Assessment of Student Performance and Progress (CAASPP) as required by law and in accordance with Board policy and administrative regulation.

The Board strongly encourages all students at the applicable grade levels to participate in the STAR state assessments in order to maximize the usefulness of the data and enable the District to meet participation levels required for state and federal accountability systems. The Superintendent or designee shall notify students and parents/guardians about the importance of these assessments and shall develop strategies to encourage student participation. Students shall be exempted from participation only in accordance with law and administrative regulation.

The Board shall annually examine state assessment results by school, grade level, and student subgroup as one measure of the district’s progress in attaining its student achievement goals and shall revise the local control and accountability plan and other district or school plans as necessary to improve student achievement for underperforming student groups.

Legal Reference:

EDUCATION CODE
49076 Student records; access
51041 Evaluation of educational program
52052 Academic Performance Index; numerically significant student subgroups
52060-52077 Local control and accountability plan
52056 Board discussion of Academic Performance Index rankings, including STAR results
56345 Individualized education program, contents
60600-60630 Assessment of academic achievement
60640-60649 Standardized Testing and Reporting Program
60660-60663 Electronic learning assessment resources
60810 Assessment of language development
99300-99301 Early Assessment Program
CODE OF REGULATIONS, TITLE 5
850-870 Standardized Testing and Reporting Program
UNITED STATES CODE, TITLE 20
1412(a)(17) Participation of students with disabilities in state assessments
6311 Adequate yearly progress
CODE OF FEDERAL REGULATIONS, TITLE 34
200.1 Standards and assessment

Adopted: (8-12) 7-16

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California
Instruction

Education for Homeless Children

The Board of Education desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the District. The District shall provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students.

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

When there are at least 15 homeless students in the District or a District school, the District's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060)

At least annually, the Superintendent or designee shall report to the Board on outcomes for homeless students, which may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the District shall revise its strategies as needed to better support the education of homeless students.

Transportation

The District shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the District and the parent/guardian requests that such transportation be provided. If the student moves outside of District boundaries, but continues to attend his/her school of origin within this District, the Superintendent or designee shall consult with the superintendent of the District in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)
Legal Reference:
EDUCATION CODE
1980-1986 County community schools
2558.2 Use of revenue limits to determine average daily attendance of homeless children
39807.5 Payment of transportation costs by parents
48850 Educational rights; participation in extracurricular activities
48852.5 Notice of educational rights of homeless students
48852.7 Enrollment of homeless students
48915.5 Recommended expulsion, homeless student with disabilities
48918.1 Notice of recommended expulsion
51225.1-51225.3 Graduation requirements
52060-52077 Local control and accountability plan
CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform complaint procedures
UNITED STATES CODE, TITLE 42
11431-11435 McKinney-Vento Homeless Assistance Act

Adopted: (7-88 9-91 10-05) 7-16

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California
Instruction

Summer School | Summer Learning Programs

The Board of Education recognizes that summer school learning programs provide valuable opportunities for students to improve their basic skills and make academic progress. To the extent that need is demonstrated and adequate funds are available, the Board may authorize the Superintendent or designee to establish summer school learning opportunities during the day and/or evening classes for purposes of remediation, enrichment or acceleration in core academic subjects.

The Board of Education recognizes that an extended break from the instructional program may result in significant learning loss, especially among disadvantaged and low-achieving students, and desires to provide opportunities during the summer for students to practice essential skills and make academic progress.

Summer programs offered by the District shall be aligned with the District's local control and accountability plan (LCAP), other applicable District and school plans, and the educational program provided during the school year. When feasible, summer programs shall blend high-quality academic instruction in core curricular and/or elective subjects with recreation, nutrition programs, social and emotional development, and support services that encourage attendance, student engagement in learning, and student wellness.

At the elementary level, the District may offer instruction in any branches of study authorized and prescribed for elementary schools. (E.C. 51730)

The District shall offer summer instructional programs for high school seniors who need courses for graduation prior to September. (Education Code 41976.5)

As appropriate, priority for enrollment in summer school programs shall be given to District students who:

1. Need course credits in order to graduate from high school before the beginning of the next school year

2. Have been retained or are at risk of being retained at their grade level

3. Demonstrate academic deficiencies in core curriculum areas

4. Sites for summer school programs may be rotated in an effort to make summer school programs more accessible to all students, regardless of residence or regular attendance area, and to accommodate the maintenance needs of District schools.
The remaining openings shall be offered to other District students on a first-come first-served basis.

The District's summer school program may be used to provide supplemental instruction for students failing to meet academic requirements and/or students who desire enrichment in core academic subjects in accordance with law, Board policy and administrative regulation. (Education Code 37252, 37252.2, 37252.8, 37253, 53029, 53093; 5 CCR 11472)

The Superintendent or designee shall annually report to the Board on summer school enrollment in the current year and previous year for the program as a whole and disaggregated by grade level, school that the students attend during the regular school year, and student population.

Additional Summer Learning Opportunities

The Superintendent or designee may collaborate with parents/guardians, city and county agencies, community organizations, child care providers, and/or other interested persons to develop, implement, and build awareness of organized activities that support summer learning.

Strategies to support summer learning may include, but are not limited to:

1. Providing information to students and parents/guardians about summer reading programs scheduled to be conducted by public libraries or community organizations

2. Collaborating with the local parks and recreation agency and/or community organizations to provide day camps, sports programs, or other opportunities for physical education and activity

3. Collaborating with workforce development agencies, businesses, and community organizations to provide summer job training opportunities that include an academic component

4. Encouraging reading in the home, such as providing lists of recommended reading to students and parents/guardians, establishing a target number of books or pages, and providing prizes for achievement of reading goals

5. Assigning summer vacation homework in core curricular subject(s) for extra credit

6. Conducting occasional, interactive "fun days" during the summer to provide activities related to art, music, science, technology, mathematics, environmental science, multicultural education, debate, or other subjects

7. Arranging opportunities for community service
Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety Program
8484.7-8484.9 21st Century Community Learning Centers
37252-37253.5 Supplemental instructional programs
39837 Transportation to summer employment programs
41505-41508 Pupil Retention Block Grant
41976.5 Summer school programs, substantially disabled persons or graduating high school seniors
42239 42239.2 Summer school apportionments
48070-48070.5 Promotion and retention
51210 Areas of study for elementary schools
51220 Areas of study for grades 7-12 1-6
51730-51732 Powers of governing boards (authorization for elementary summer school classes)
52060-52077 Local control and accountability plan
53025-53031 Intensive reading instruction, summer school
53091-53094 Intensive algebra instruction, summer school
54444.3 Summer program for migrant students
56345 Extended-year program for special education students
58700-58702 Credit towards summer school apportionments for tutoring and homework assistance program
58806 Summer school apportionments
60851 Supplemental instruction toward exit examination

CODE OF REGULATIONS, TITLE 5

3043 Extended school year, special education students
11470-11472 Summer schools

Adopted: (7-88 12-92 5-08) 7-16

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California
Instruction

Supplemental Instruction

The Board of Education recognizes that high-quality supplemental instructional programs can motivate and support students to attain grade-level academic standards, overcome academic deficiencies, and/or acquire critical skills.

The District shall offer programs of direct, systematic, and intensive supplemental instruction to meet student needs. Supplemental instruction shall be offered in accordance with law and may be used to assist the District in meeting its goals for student achievement.

Supplemental instruction may be offered during and outside the regular school day, including during the summer, before school, after school, on Saturday, and/or during intersessions. When supplemental instruction is offered during the regular school day, it shall not supplant the student's instruction in the core curriculum areas or physical education.

As appropriate, supplemental instruction may be provided through a classroom setting, individual or small group instruction, technology-based instruction, and/or an arrangement with a community or other external service provider.

When determined to be necessary by the principal or designee, a student may be required to participate in supplemental instruction outside the regular school day. In such cases, written parent/guardian consent shall be obtained for the student's participation.

Supplemental instruction shall be offered to:

The District shall offer direct, systematic, and intensive supplemental instruction for:

1. Students in grades 2-9 who have been retained or recommended for retention at their current grade level pursuant to Education Code 48070.5 (Education Code 37252.2)

2. Students in grades 7-12 who do not demonstrate "sufficient progress" toward passing the state exit examination required for high school graduation in order to help them pass the exam (Education Code 37252, 60851)— Eligible students from low-income families whenever the District or a District school receiving federal Title I funds has been identified by the California Department of Education for program improvement for two or more consecutive years (20 USC 6316)

"Sufficient progress"—shall be determined based on a student's results on the state Standardized Testing and Reporting assessments and the minimum levels of proficiency recommended by the State Board of Education.
In addition, students who do not possess sufficient English language skills to be assessed shall be considered students who do not demonstrate sufficient progress towards passing the exit exam and shall receive supplemental instruction designed to help them succeed on the exit exam. (Education Code 37252)

In addition, supplemental instruction may be offered to:

1. Students who have not passed one or both parts of the exit exam by the end of grade 12, for up to two consecutive school years after the completion of grade 12 or until they have passed both parts of the exit exam, whichever comes first (Education Code 37254). Students who are identified as being at risk for retention based on state assessment results, grades, or other indicators

2. Eligible students from low-income families whenever the District or a District school receiving federal Title I funds has been identified by the California Department of Education for program improvement for two or more years (20 USC 6316). Students who demonstrate academic deficiencies that may jeopardize their attainment of academic standards

2. High school students who need support to successfully complete courses required for graduation

Legal Reference:

EDUCATION CODE
1240 County Superintendent duties
35186 Williams Uniform Complaint Procedures
37200-37202 School calendar
37223 Weekend classes
37252-37254.1 Supplemental instruction, summer school
42238.01-42238.07 Local control funding formula
42259 Supplemental instruction, apportionments
44259 Comprehensive reading program
46100 Length of school day
48070-48070.5 Promotion and retention
48200 Compulsory education
48985 Translation of notices
51210 Courses of study, elementary schools
51220 Courses of study, secondary schools
52060-52077 Local control and accountability plan
52378-52380 Supplemental School Counseling Program
60603 Definitions, core curriculum areas
60640-606489 Standardized Testing and Reporting Program California Assessment of Student Performance and Progress
60850-60859 High school exit examination, especially:
60851.5 Suspension of high school exit examination

CODE OF REGULATIONS, TITLE 5
11470-11472 Summer school

UNITED STATES CODE, TITLE 20
6316 Program improvement schools and Districts

Adopted: (7-88 12-92 7-96 5-08) 7-16

ORANGE UNIFIED SCHOOL DISTRICT
Orange, CA
Bylaws of the Board

Terms of Office

The Board of Education shall consist of seven members whose terms of office shall be staggered so that as nearly as practicable, one-half of the members shall be elected in each even-numbered year at the statewide general election. (Elections Code 1302(b), 10404.5)

Seven authorized Board member areas have been designated within the boundaries of the Orange Unified School District. One Board member must reside within each of the seven established Board member areas. Board members shall be elected by the registered voters of the entire school district. Each candidate running for membership on the Governing Board must be a qualified elector.

The term of office for members elected in regular elections shall be four years, commencing on the first Friday in December next succeeding their election. (E.C. 5017)

A Board member may serve up to three terms. The term limits shall be lifetime term limits. A Board member may not return to office after serving the maximum number of terms.

Board member terms expire four years after their initial election on the first Friday in December following the election of new members. (E.C. 5000)

A member whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified by taking the oath of office. (Government Code 1302, 1360; E.C. 5017)

Legal Reference:
EDUCATION CODE
5000-5033 Election of school district Board members
35010 Control of district
35012 Board members; number, election and terms, nonvoting pupil members
35107 Eligibility (adult member)

ELECTIONS CODE
1302 Governing Board Elections, even-numbered years
10404.5 Consolidation of elections

GOVERNMENT CODE
1302 Continuance in office until qualification of successor
1303 Exercising functions of office without having qualified
1360 Necessity of taking constitutional oath

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California

Adopted: (7-88 10-92 7-96 12-05 4-12) 7-16
Bylaws of the Board

Student Board Members

The Board of Education believes that engaging the student body and seeking its input and feedback regarding the District's educational programs and activities are vital to achieving the District's mission of educating District students. To enhance communication between the Board and the student body and to encourage student involvement in District affairs, the Board shall include one student Board member from each high school selected by procedures approved by the Board.

Roles and Responsibilities of Student Board Members

The term of a student Board member shall be one year, commencing on July 1 of each year. A student Board member shall have the right to attend all Board meetings except closed sessions. (Education Code 35012)

A student Board member shall be seated with other members of the Board. In addition, a student Board member shall be recognized at Board meetings as a full member, shall receive all materials presented to other Board members except those related to closed sessions, and may participate in questioning witnesses and discussing issues. (Education Code 35012)

Student Board Member Development

As necessary, the Superintendent or designee may, at District expense, provide learning opportunities to student Board members, through trainings, workshops, and conferences, to enhance their knowledge, understanding, and performance of their Board responsibilities.

The Superintendent or designee may periodically provide an orientation for student Board member candidates to give them an understanding of the responsibilities and expectations of Board service.

Legal Reference:
EDUCATION CODE
33000.5 Appointment of student members to State Board of Education
35012 Board members; number, election and terms; pupil members
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act

Adopted: (4/12) 7/16
TOPIC: SELECTION OF REPRESENTATIVE TO THE NOMINATING COMMITTEE TO ELECT MEMBERS OF THE ORANGE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

DESCRIPTION: At the annual organizational meeting, a District representative is selected to the Nominating Committee to elect members to the Orange County Committee on School District Organization (County Committee). The Nominating Committee is comprised of one board member from each of the 31 school districts and the community college districts in Orange County.

A District representative was not selected at the December annual organizational meeting. Therefore, it is necessary for the Board of Education to select a representative to the Nominating Committee to serve until the annual organizational meeting in December.

The County Committee's purpose is to consider and decide matters relating to school district organization - such as transfers of territory, unification, and trustee area rearrangement, abolition, and establishment.

The Education Code specifies that the Nominating Committee must hold their annual meeting to elect members to the County Committee prior to December 1 of each year. This year, the meeting is scheduled for Wednesday, October 5, 2016 prior to the OCSBA/ACSA dinner meeting at the Irvine Marriott. It is essential that the individual members of the Nominating Committee make every effort to cast either an absentee vote or attend the meeting to vote because if a quorum of votes is not met, no official action can take place.

FISCAL IMPACT: This item has no fiscal impact.

RECOMMENDATION: It is recommended that the Board of Education vote for a representative to the Nominating Committee.

The Board nominated Kathryn Moffat as the District's representative to the Nominating Committee.
CONSENT ITEMS

Routine items acted upon in one motion unless pulled for discussion and separate action.
Item No. 14.A.

TOPIC: GIFTS

DESCRIPTION: The attached list of cash donations was donated to District for use as indicated.

FISCAL IMPACT: Receipt of $111,096.45 in cash donations

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
**DONATIONS**  
June 27 - July 24, 2018

To: Michael L. Christensen  
Superintendent of Schools

From: Marie Nguyen  
Manager, Accounting

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**Total: $111,096.45**

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

Michael L. Christensen  
Superintendent and Secretary  
Orange Unified School District
TOPIC: PURCHASE ORDERS LIST

DESCRIPTION: 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: $13,866,724.24

RECOMMENDATION: It is recommended that the Board of Education approve the Purchase Order List dated June 27 through June 30, 2016 in the amount of $1,800,674.35 and July 1 through July 24, 2016 in the amount of $12,066,049.89 for a total of $13,866,724.24.

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

Michael L. Christensen
Superintendent and Secretary
Orange Unified School District
TOPIC: WARRANTS LIST

DESCRIPTION: Warrants processed are 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 complies with the contractual agreement that has been formed by the issuance of the purchase order.

FISCAL IMPACT: $11,183,070.29

RECOMMENDATION: It is recommended that the Board of Education approve the Warrants List dated June 27 through July 24, 2016 in the amount of $11,183,070.29.
Item No. 14.D.

TOPIC:

CONTRACT SERVICES REPORT – BUSINESS SERVICES

DESCRIPTION:

The following is a report of contract services items for Business Services.

BEN’S ASPHALT INC.

BID NOS. 685 & 723

The following Change Orders include a general descriptive summary of work that increases the contract value. Staff reviewed and found cost and scope reasonable.

The District awarded Bid No. 685 – Asphalt Replacement at Linda Vista Elementary School to Ben’s Asphalt, Inc. on May 12, 2016.

Change Order No. 1 - $14,553 – additional time required
New Completion Date – December 31, 2016
Description: Repairs to the front lot due to deteriorated asphalt that does not allow for proper drainage.
Deferred Maintenance Fund ........................................ $14,553
14.00-0000-0-5640-0000-8110-253-410-000 (Manalo/Harvey)

The District awarded Bid No. 723 – Asphalt Replacement at the MOT yard to Ben’s Asphalt, Inc. on May 12, 2016.

Change Order No. 1 - $1,110 – No additional time.
Description: Re-stripe main parking lot only per existing layout at the MOT yard.
Change Order No. 2 - $1,200 – No additional time.
Description: Install approximately 18" of Type II concrete slurry into open & ready trench area of underground communication lines.
Change Order No. 3 - $1,129 – additional time required
New Completion Date: December 31, 2016
Description: Additional asphalt repairs.
Deferred Maintenance 4.00-0000-0-5640-0000-8110-410-410-000 (Manalo/Harvey)

The services of Business Software, Inc. will be required to assist the District with Hazardous Material and Underground Storage Tank program support as well as regulatory compliance.

Risk Management/Maintenance .. not to exceed . $35,000
01.00-0000-0-5850-9415-7390-431-501-000.........$20,000
01.00-8150-0-5850-9417-8110-410-410-000.........$15,000 (Delgado/Harvey)

The California Department of General Services, Office of Administrative Hearings (OAH), provides the services of Administrative Law Judges (ALJs) to local school districts for
the purpose of conducting hearings pursuant to Government Code section 27727 and California Education Code section 44944. The costs of OAH's services include filing fees, ALJ hourly rates, reasonable costs related to accommodations, and translator/interpreter fees as required.

Human Resources . . . not to exceed .................. $48,000
01.00-0000-0-0000-0000-0000-000-501-000  (Kissee/Sorrera)

The District awarded Bid No. 702 – Exterior Painting Multiple Sites to C&M Painters, Inc. on May 26, 2016. The following Change Order includes a general descriptive summary of work which increases the contract value. Cost and scope were reviewed and found to be reasonable by staff.

Change Order No. 1 - $6,600.00 – No additional time.
Description: Prime and paint benches and tables at El Modena High School and Palmyra Elementary School.
Deferred Maintenance Fund ........................................ $6,600
14.00-0000-0-5640-0000-8110-391-410-000
14.00-0000-0-5640-0000-8110-256-410-000  (Manalo/Harvey)

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 site locations. Services will be on an as needed basis to keep district environments continually safe and compliant with state regulations. District staff is satisfied with the services of Environmental Consulting Solutions therefore, recommending that the Board approve the use of their services.

General Fund ............. not to exceed .................... $30,000
01.00-8150-0-5850-9417-8110-810-410-000  (Harvey)

The District awarded Bid No. 688 – Asphalt Replacement at Villa Park High School to JB Bostick, Inc. on May 12, 2016. The following Change Order includes a general descriptive summary of work that increases the contract value. Staff found cost and scope reasonable.

Change Order No. 1 - $ 3,330 - additional time required.
New Completion Date – December 31, 2016
Description: Additional asphalt striping due to contract extension.
Deferred Maintenance Fund .............................. $3,330
14.00-0000-0-5640-0000-8110-394-410-000  (Manalo/Harvey)

The Grounds Department requires preventative maintenance on eight high value Jacobsen riding mowers. Services include oil/lubricant changes, blade sharpening, and other general maintenance tasks per manufacturer specifications. Jacobsen manufactures and provides certified maintenance that is
On July 30, 2013, the Board approved the Newport-Mesa Unified School District Fuel Bid No. 108-13, which expired on July 31, 2016. A new bid was prepared and advertised on June 15 and June 22, 2016 with a bid opening date of June 28. Six bids were received by Newport-Mesa Unified School District and evaluated by all participating districts to insure adherence to district specifications and responsiveness according to Public Contract Code. It was determined Pinnacle Petroleum Inc. be awarded the contract for (gasoline and diesel) based on price per gallon, octane level, and delivery quantity/size. The multi-district cooperative fuel bid will save District funds when purchasing gasoline and diesel fuel for the next three years. Expenditures are made from the Transportation Department on a charge back basis for sites, program, and other department budgets. Staff recommends awarding Bid No. 108-16 to the lowest responsible and responsive bidder, Pinnacle Petroleum Inc. for the period of August 19, 2016 through August 19, 2019.

The Maintenance Department requires District-wide pest control and weed control services for all District sites. This service must be outsourced due to licensing requirements. This is for comprehensive, preventative maintenance, service. Maintenance......not-to-exceed.....................$65,000

The District solicited proposals for hazardous waste disposal services and selected Stericycle Environmental Solutions. The Maintenance and Operations Department anticipates using Stericycle Environmental Solutions for providing disposal services for hazardous waste materials to all the high schools, middle schools and maintenance yard. The use of a pre-approved vendor will allow timely removal of waste products from District facilities as occasion required. Based upon the

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BOARD AGENDA - AUGUST 18, 2016 · 60
price quotations received and other factors, staff recommends utilizing the services of Stericycle Environmental Solutions. Budget........................not to exceed.........................$30,000
OI.00-8150-0-5850-9417-8110-810-410-000 (Harvey)

The District awarded Bid No. 690 – Roof Recoating at Linda Vista Elementary to Thompson Roof Co., Inc. on May 26, 2016. The following Change Order includes a general descriptive summary of work that increases the contract value. Staff reviewed and found cost and scope reasonable.
Change Order No. 1 - $4,672 – No additional time.
Description: Furnish & install up to one hundred APOC Dek-Top Walkway Pads to protect Linda Vista Elementary School's roof and provide safe walkway access for maintenance staff.
Deferred Maintenance Fund .........................$4,672
14.00-0000-0-5640-0000-8110-253-410-000 (Manalo/Harvey)

The following Change Orders include a general descriptive summary of work that increases the contract value. Staff reviewed and found cost and scope reasonable. The District awarded Bid No. 683 – Asphalt Paving at Jordan Elementary to Universal Asphalt Co., Inc. on May 12, 2016.
Change Order No. 1 - $ 900 - additional time required.
New Completion Date: December 31, 2016.
Description: Additional asphalt striping due to contract extension.
Deferred Maintenance Fund (Jordan ES) ..................$900
14.00-0000-0-5640-0000-8110-248-410-000 (Manalo/Harvey)

The District awarded Bid No. 686 – Asphalt Paving at Canyon High /Canyon Hills Elementary Schools to Universal Asphalt Co., Inc. on May 12, 2016.
Change Order No. 1 - $ 9,080 – additional time required.
New Completion Date: December 31, 2016
Description: Additional asphalt repairs to adjacent sidewalk area and additional asphalt striping due to contract extension.
Deferred Maintenance Fund .........................$9,080
14.00-0000-0-5640-0000-8110-390-410-000 (Manalo/Harvey)

FISCAL IMPACT: $ 1,260,574

RECOMMENDATION: It is recommended that the Board of Education approve the Contract Services Report – Business Services as presented.
NOTICES OF COMPLETION

The contracts listed below have been completed and require acceptance by the Board of Education prior to filing of appropriate notices of completion:

**UPC BID NO. 656 – Slurry Seal and Striping – Anaheim Hills Elementary School**

- **Project(s):** Anaheim Hills Elementary School
- **All Parking Lots & Playground Area**
- **Board Approval Date:** July 23, 2015
- **Original Purchase Order:** 165225
- **Completion Date:** June 30, 2016
- **Contractor:** Peterson Grading & Paving Inc.
- **Original Project Amount:** $18,916.00
- **Total Project Amount:** $18,916.00
- **Fund(s):** Deferred Maintenance Fund (14)

**UPC BID NO. 656 – Slurry Seal and Striping – La Veta Elementary School**

- **Project(s):** La Veta Elementary School
- **Playground Area**
- **Board Approval Date:** July 23, 2015
- **Original Purchase Order:** 165342
- **Completion Date:** June 30, 2016
- **Contractor:** Peterson Grading & Paving Inc.
- **Original Project Amount:** $26,079.00
- **Total Project Amount:** $26,079.00
- **Fund(s):** Deferred Maintenance Fund (14)

**BID NO. 691 – Roofing – Taft Elementary School**

- **Project(s):** Taft Elementary School
- **All Wings except K3 & 70's**
- **Board Approval Date:** May 26, 2016
- **Original Purchase Order:** 165251
- **Completion Date:** July 5, 2016
- **Contractor:** Thompson Roof Co. Inc.
- **Original Project Amount:** $104,010.00
- **Total Project Amount:** $104,010.00
- **Fund(s):** Deferred Maintenance Fund (14)
**BID NO. 692 – Roofing – Villa Park Elementary School**

Project(s): Villa Park Elementary School
K wing, 10, 20, 30 & Office

Board Approval Date: May 26, 2016
Original Purchase Order: 165253
Completion Date: July 7, 2016
Contractor: Thompson Roof Co. Inc.
Original Project Amount: $71,016.00
Total Project Amount: $71,016.00
Fund(s): Deferred Maintenance Fund (14)

**BID NO. 704 – Asbestos Abatement – Villa Park Elementary School**

Project(s): Villa Park Elementary School
Multi-Purpose Room & Room 51

Board Approval Date: May 26, 2016
Original Purchase Order: 165278
Completion Date: June 30, 2016
Contractor: Unlimited Environmental Inc.
Original Project Amount: $17,400.00
Total Project Amount: $17,400.00
Fund(s): Deferred Maintenance Fund (14)

**BID NO. 706 – Asbestos Abatement – Taft Elementary School**

Project(s): Taft Elementary School
Room 34 & Office

Board Approval Date: May 26 & July 21, 2016
Original Purchase Order: 165276
Completion Date: July 11, 2016
Contractor: Unlimited Environmental Inc.
Original Project Amount: $18,400.00
Total Project Amount: $18,400.00
Fund(s): Deferred Maintenance Fund (14)

**BID NO. 709 – Abatement of Asbestos Flooring – La Veta Elementary School**

Project(s): La Veta Elementary School
Rooms 31, 42 & 51-54

Board Approval Date: May 26, 2016
Original Purchase Order: 165273
Completion Date: June 30, 2016
Contractor: Harbor Environmental Group Inc.
Original Project Amount: $31,650.00
Total Project Amount: $31,650.00
Fund(s): Deferred Maintenance Fund (14)
In accordance with Public Contract Code Section 7107, the final payment of the retention based on the value of the work done under these agreements shall be made 35 days after recording by the District of the Notices of Completion at the County of Orange Recorder's Office.

FISCAL IMPACT:
No additional fiscal impact.

RECOMMENDATION:
It is recommended that the Board of Education accept the above contracts as complete and authorize staff to file appropriate notices of completion.
RESOLUTION NO. 08-16-17 ESTABLISHMENT OF A DESIGNATED OFFICER AS CUSTODIAN OF THE REVOLVING CASH FUND

In accordance to Education Code 42800, the District shall establish the Chief Accounting Officer/Assistant Superintendent, Business Services of the school district as the custodian of the revolving cash fund.

All revolving cash funds are subject to internal control procedures established by the District to prevent and detect fraud, financial impropriety, or irregularity and are to be maintained in accordance with law and the California School Accounting Manual. Additionally, revolving cash funds are subject to annual audit conducted by outside independent auditor.

There is no fiscal impact.

It is recommended that the Board of Education approve Resolution No. 08-16-17 to establish a designated officer as custodian on the Revolving Cash Fund.
RESOLUTION NO. 08-16-17
A RESOLUTION OF THE BOARD OF EDUCATION
OF ORANGE UNIFIED SCHOOL DISTRICT TO
ESTABLISH DESIGNATED OFFICER AS CUSTODIAN AND SIGNATORY OF
THE REVOLVING CASH FUND

WHEREAS, Education Code section 42800(a) provides that the Board of Education of any school district may, with the consent of the County Superintendent of Schools, establish a revolving cash fund for the use of the chief accounting officer/assistant superintendent, business services of the school district, by adopting a resolution setting forth the necessity for the revolving cash fund, the officer for whom and the purpose for which the revolving cash fund shall be available, and the amount of the fund;

WHEREAS, Education Code section 42800(b) provides that the maximum amount allowed for revolving cash funds shall be the lesser of: (1) two percent of the school district’s estimated expenditures for the current fiscal year, or (2) a dollar amount limit of one hundred fifty thousand dollars ($150,000.00) for any unified school district for fiscal year 1990-91, which limit shall increase as set forth in Section 42800(b) (2);

WHEREAS, the Orange Unified School District adopted such a resolution on August 19, 1999, Resolution 06-99-00;

WHEREAS, the Orange Unified School District adopted a subsequent resolution on August 21, 2003, Resolution 08-03-04, determining that payroll and day-to-day expenditures of an emergency nature can be paid most efficiently from a revolving cash fund and capping the revolving cash fund at one hundred thousand dollars ($100,000.00); and

WHEREAS, Orange Unified School District wishes to name a new custodian of the revolving cash fund:

NOW, THEREFORE, BE IT RESOLVED that the Board of Education, effective immediately, names the following officer as custodian and signatory on the revolving cash fund:

Claudio (Joe) Sorrera
Assistant Superintendent, Business Services

BE IT FURTHER RESOLVED that said revolving cash fund shall be for the use of and shall be kept in the name of the Orange Unified School District.
APPROVED and ADOPTED by the Board of Education of the Orange Unified School District on this 18th day of August 2016 by the following vote:

AYES: 6
NOES: 0
ABSENT: 1

Rick Ledesma
President of the Board of Education
Orange Unified School District

State of California
County of Orange

I, Kathryn A. Moffat, Clerk of the Board of Education of the Orange Unified School District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted and passed by vote of said Board at a regular meeting thereof held on the 18th day of August, 2016.

In witness whereof, I have hereunto set my hand this 18th day of August, 2016.

Kathryn A. Moffat
Clerk of the Board of Education
Orange Unified School District
DECLARATION OF SURPLUS ITEMS

District sites and programs have accumulated various pieces of equipment, vehicles, materials, and other District items that are obsolete, beyond economical repair, or are no longer required within the current curriculum or for any other school purposes.

Education Code Section 17545 et seq and Board Policy 3270(a) provide for the sale of District items. Below is a listed item to be declared surplus and will be dispositioned by public sale or, if no reasonable bids are received, by private sale for salvage. The item is subject to reallocation within the District prior to sale or disposal.

FISCAL IMPACT: Unknown revenue from sale

RECOMMENDATION: It is recommended that the Board of Education declare the listed item and described as surplus and approve the public and private disposition of the surplus item in accordance with Education Code Section 17545 and Board Policy 3270.

SURPLUS ITEM LIST

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<tr>
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<td>GTFG15XX61194332 Van</td>
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Miscellaneous Items (not on Asset Inventory List or Value < $1,000) to be declared surplus on a continuing basis throughout the fiscal year.
TOPIC: PERSONNEL REPORT

DESCRIPTION: 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: $3,191,025
Classified: $ 176,906

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

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/Kissee
Board Agenda
August 18, 2016
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<th>Eff. From</th>
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<th>Comments</th>
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This is to certify that this item was approved by the Board of Education.

Michael L. Christiansen
Superintendent and
Secretary
Orange Unified School District

Staff Responsibility:
Ed Kissee, Assistant Superintendent-Human Resources
| Name                | Position | Administrative Unit          | Rate       | Eff. From | Date To  | Comments                                                        |
|---------------------|----------|-------------------------------|------------|-----------|-----------|                                                                |
| Zimpelmann, Dana    | Teacher  | Orange HS/MacAllister         | 63,062.00  | 08/19/16  | 06/16/17  | Temp                                                            |
| Cardenas, Jennifer  | TOSA     | Curriculum/Corella            |            | 08/19/16  | 06/16/17  | Teacher to TOSA-21st Century STEM & Arts                       |
| Pedroza, Ashley     |Elem Prin | Serrano/Truex                 |            | 07/11/16  | 06/30/16  | Transfer to SCMS                                               |
| Soeda, Jennifer     | Psychologist | Spec Educ/MacAllister |            | 08/12/16  | 06/23/17  | POSA to Psychologist                                           |
| Ash, Leigh Ann      | Teacher  | Serrano/Truex                 |            | 08/20/16  | 06/16/17  | Unpaid Personal LOA - No Benefits                             |
| Barrientos, Eric    | Teacher  | Alt Ed-CD/Stanfield           |            | 08/19/16  | 06/16/17  | Unpaid Personal LOA - No Benefits                             |
| Brian, Eileen       | Teacher  | Fairhaven/Sandors             |            | 08/19/16  | 06/16/17  | Unpaid Personal LOA - No Benefits                             |
| Fitch, Nicole       | Teacher  | Taft/Rodriguez                |            | 08/19/16  | 06/16/17  | Unpaid Personal LOA - No Benefits                             |
| Otero, Georgina     | Teacher  | Canyon HS/Abercrombie         |            | 04/10/17  | 04/18/17  | Unpaid Personal LOA - No Benefits                             |
| Tan, Giniema        | Psychologist | Spec Educ/MacAllister        |            | 08/12/16  | 06/23/17  | Return from Unpaid FMLA/CC LOA - With Benefits                |
| Chairez, Maria      | Elem Prin | Lampson/Truex                 |            | 06/24/16  |           | Resignation                                                     |
| Chamberlain, Jodi    | Teacher  | Orange HS/Boyd                |            | 06/17/16  |           | Resignation                                                     |
| Clatterbuck, Shelby | Teacher  | El Modena HS/Boyd             |            | 06/17/16  |           | Resignation                                                     |
| Loya, Daniel        | Teacher  | El Modena HS/Boyd             |            | 06/17/16  |           | Resignation                                                     |
| Marshall, Heather    | Teacher  | Cerro Villa MS/MacAllister    |            | 06/17/16  |           | Resignation                                                     |
| McNeil, Russell     | Teacher  | Linda Vista/Johnson           |            | 06/17/16  |           | Resignation                                                     |
| Mocilnikar, Florian | Teacher  | Orange HS/Boyd                |            | 06/17/16  |           | Resignation                                                     |
| Perez, Aliset       | Teacher  | Sycamore/MacAllister          |            | 06/17/16  |           | Resignation                                                     |
| Potthoff, Ashley    | Speech   | Spec Educ/MacAllister         |            | 06/17/16  |           | Resignation                                                     |
| Romo, Anthony       | Teacher  | Canyon HS/MacAllister         |            | 06/17/16  |           | Resignation                                                     |
| Valladares, Jamie   | Teacher  | Orange HS/MacAllister         |            | 06/17/16  |           | Resignation                                                     |

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

Michael L. Cristensen
Superintendent and Secretary
Orange Unified School District

Staff Responsibility:
Ed Kissee, Assistant Superintendent-Human Resources
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## Classified and Certificated Personnel Report

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Ed Kissee, Assistant Superintendent-Human Resources
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Consent Agenda Item
CLASSIFIED AND CERTIFICATED PERSONNEL REPORT
CERTIFICATED PERSONNEL

Staff Responsibility:
Ed Kissee, Assistant Superintendent-Human Resources
## Classified and Certificated Personnel Report

### Consent Agenda Item: Classified and Certificated Personnel Report

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**Consent Agenda Item**

**Committee:***

**Board Meeting - August 18, 2016**

**CLASSIFIED AND CERTIFICATED PERSONNEL REPORT**

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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
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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
### Classified and Certificated Personnel Report

**Board Meeting - August 18, 2016**

#### Classified Personnel

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

Michael L. Cristensen  
Superintendent and Secretary  
Orange Unified School District
ADJUSTMENT TO MISCELLANEOUS HOURLY RATES

The District currently has four non-bargaining unit miscellaneous position categories which are authorized by the Education Code and have been assigned an hourly rate by Board action. These positions are Noon Supervisor, Work Experience Student Worker, Clerical Substitute, and AVID Tutor. There are also several incidental work opportunities for high school football games at Fred Kelly Stadium which also have assigned pay rates.

The flat rate positions of Noon Supervisor and Work Experience Student Worker are minimum wage positions which have been increased by operation of law when the statutory minimum wage has increased. The minimum wage positions most recently experienced an increase on January 1, 2016. The Clerical Substitute (currently $12.00 per hour) and AVID Tutor (currently $10.00 per hour) positions have flat rates set by the Board of Education which were last changed in 2003 (for AVID Tutors) and 2006 (for Clerical Substitutes) and have not received an adjustment since that time. The incidental work rates for Fred Kelly Stadium ($12-$20 per hour for hourly, and 38.50-$60.00 per game, depending on assignments) were last changed in 2002.

In order to be able to effectively recruit personnel to meet the District’s need for the positions of Clerical Substitute and AVID Tutor, it is recommended that the hourly rates for these two positions be adjusted. Also, in order to be able to effectively staff Fred Kelly Stadium for high school football games, it is recommended that the rate for these incidental work opportunities be adjusted.

Based upon a review of available information, is recommended that the Board of Education authorize an adjustment to the hourly rate of pay for the position of AVID Tutor to be equivalent to range 23, column 1 of salary schedule 51/53 ($14.15 per hour) to be competitive with rates offered by other school districts. It is also recommended that the Board of Education authorize an adjustment to the hourly rate of pay for the position of Clerical Substitute to be equivalent to range 27, column 1 of salary schedule 51/53, which is the lowest range for regular clerical positions in the District ($15.61 per hour). These rates would then adjust in the future as the equivalent
range and columns experience any changes. For the incidental work opportunities at Fred Kelly Stadium, it is recommended that the rates be increased by two dollars per hour for hourly rates, and five dollars per game for per game rates. It is also recommended that the incidental rates for Fred Kelly Stadium be adjusted in the future at the same time and by the same percentage increase as the positions of Clerical Substitute and AVID Tutor listed above.

**FISCAL IMPACT:**

The proposed increase is projected to be within the budgeted unrestricted general fund amounts for miscellaneous hourly workers for the 2016-17 school year. No impact to the general fund is projected for the incidental work at Fred Kelly Stadium as these positions are funded by the game gate receipts.

**RECOMMENDATION:**

It is recommended that the Board of Education approve the proposed adjustments to the Clerical Substitute and AVID Tutor hourly rates of pay, and also approve the incidental hourly and per game rates of pay for Fred Kelly Stadium, as presented above.
TOPIC: CONTRACT SERVICES REPORT – EDUCATIONAL SERVICES

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

CLASSLINK

In order to provide a more seamless user experience for staff and students, Technology Services has evaluated and recommended Classlink Launchpad as the single sign on portal provider for Orange Unified School District. The portal will integrate applications and websites that the staff and students use most, and provide a single click sign in for those applications. Classlink Launchpad is recommended for its ease of use, ease of administration, and end user experience. Classlink Launchpad will cost $82,500 annually. Information Services...not to exceed $82,500 annually.

01.00-0000-0-5843-0000-2420-430-210-000 (Lin)

DEL SOL SOLUTIONS

Del Sol Solutions will provide services to the Educational Services Department to seek and secure funding through various educational grants. Del Sol will identify the opportunities through research and work collaboratively with Educational Services to secure funding opportunities for OUSD programs including CTE.

Educational Services...not-to-exceed $55,000 annually.

01.00-0000-0-5850-1110-1000210-210-000 (Hansen)

HOUGHTON MIFFLIN HARCOURT

The purpose of purchasing software maintenance and support services data migration and hosting for Scholastic products such as Scholastic Reading Inventory and Scholastic Math Inventory to provide a platform for the district and site levels to administer tests and collect data to be used to analyze student progress and guide instruction which will help increase student achievement. This approval will provide premium support for the 2016-17 school year.

Information Services ...not to exceed $55,299 annually.

01.00-0015-0-5843-1360-1000-430-604-000 (Lin)

IMPACT REHABILITATION CENTER

Consultant will provide physical therapy to student with exceptional needs.

Special Education...not-to-exceed $5,000 annually.

01.00-6500-0-5871-5770-1190-207-207-000 (MacAllister)
In order to effectively communicate with parents with special needs and language barriers, the District will contract with LiNKs Sign Language and Interpreting Services. A sign language interpreter will be provided to communicate with parents who are eligible to receive services. For school events occurring both during and outside of the regular school day.

Educational Services........not-to-exceed..............$3,000 01.00-0000-0-5850-1110-1000-210-210-000 (Hansen)

Orange Unified currently utilizes the Palo Alto Networks appliance for District-wide 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 01.00-0000-0-5843-0000-2420-430-210-000 (Lin)

The District will renew the agreement with Public Broadcasting Systems (PBS) SoCal/KOCE-TV Foundation for the 2016-17 school year with Discovery Education Streaming Plus access. The renewal agreement provides rights and licenses for duplication of instructional television programs airing on the District educational channel. It will include Discovery Education Streaming Plus, an online service comprised of digital teaching resources of more than 11,000 videos and digital learning objects, designed for easy integration into the curriculum. Teaching resources include California Academic Standards' aligned lesson plans, streaming videos, music, primary source documents and teacher guides. PBS SoCAL/KOCE-TV entitles staff and student to access the online video service resources at school or home.

Information Services........not to exceed .......... $54,258 01.00-0000-0-5843-0000-2420-430-210-000 (Lin)

Originally approved June 9, 2016, “College for Kids and Teens” Summer Program, hosted by Santiago Canyon College, received an exceptional student response from Orange Unified students and families. Additional students necessitated the need to amend the original board item.

Original approved amount: $4,000
Additional amount requested: $1,892
Total Title VII funds not-to-exceed $5,892 01.00-4510-0-5850-1110-1000-604-604-000 (Rodriguez)
FISCAL IMPACT:

$323,849

RECOMMENDATION:

It is recommended that the Board of Education approve the Educational Services Contract Services Report as presented.
STUDY TRIPS

Villa Park High School's Girls' Volleyball Team, under the supervision of Megan Spurgin, will travel to Henderson to participate in the Durango Fall Volleyball Classic. The students will have the opportunity to compete with high schools from all over the country. Coaches from all levels of university and colleges will be in attendance. The sixteen female students will be accompanied by one adult male and two adult female chaperones. Transportation will be provided by the students' own parents. The students will be housed at the Holiday Inn Express in Henderson. Cost per student is $150 and no student is prevented from making the field trip due to lack of sufficient funds per Education Code 35330(b), 35331. No substitute is required and the students will miss 1 ½ days of school.

Villa Park Elementary - 6th Grade Class - Arrowhead Ranch - Outdoor Science School - November 28 - December 2, 2016
The sixth grade students from Villa Park Elementary, under the supervision of Christina Kendall, Jeannie Krever, Aekta Patel, Maurine Tobrello, as well as trained AR camp staff, will participate in the Arrowhead Ranch Outdoor Science School program. This five-day program provides students an opportunity to explore established trails, investigate geological features, observe wildlife and compare plant adaptations. Students will study the night sky through telescopes, participate in line and folk dances, create and perform science and nature skits. The curriculum at the camp is aligned with the California Science Content Standards and the California Science Framework. Transportation will be provided by OUSD Transportation. The cost per student is $300, and no student is prevented from making the field trip due to lack of sufficient funds per Education Code 35330(b), 35331.

FISCAL IMPACT:
These items have no fiscal impact.

RECOMMENDATION:
It is recommended that the Board of Education approve these trips as presented.
OUT-OF-STATE CONFERENCE REQUEST

James Hughes, teacher at Villa Park High School, has been invited to attend the 2016 Paxton Patterson Professional Development Conference in Sanford, NC from October 13 – 15. This professional development will allow Mr. Hughes to implement the new Career Plus Stem Lab which will prepare students for college and careers in STEM occupations. A substitute for three days will be required.

Fiscal Impact: Curriculum/CTE...........not-to-exceed...............$3,550
01-00-6387-0-5220-3800-1000-602-609-000  (Corella)

Recommendation: It is recommended that the Board of Education approve the out-of-state conference request as presented.
MEMORANDUM OF UNDERSTANDING BETWEEN FRIENDLY CENTER OF ORANGE COUNTY AND THE ORANGE UNIFIED SCHOOL DISTRICT

The District has Memorandums of Understanding in place with the Friendly Center of Orange County (Center). Due to the receipt of additional funding, the Center is able to expand their offerings to provide behavioral health prevention and intervention services. The Center will provide social-emotional character development and parenting and life skills curriculum to students and their families attending the District through classroom-based and school climate-based prevention.

No fiscal impact

It is recommended that the Board of Education authorize the Superintendent or designee to enter into the Memorandum of Understanding with Friendly Center of Orange County for these services.
SECOND AMENDMENT TO RESOLUTION NO. 02-15-16 - ACCEPTANCE OF AMENDED FUNDS FOR 2015-2016 CALIFORNIA STATE PRESCHOOL PROGRAMS (CSPP)

The Board adopted Resolution No. 02-15-16 on July 23, 2015. The Child Development Services Department received notification from the California Department of Education, Child Development Division, of increased funding of $60,724 for the California State Preschool Programs (CSPP) contract for a total of $1,416,823. Funds are provided through grants awarded to the District for low income families to receive part day preschool services at Cambridge, Esplanade, Fairhaven, Fletcher, Jordan, Lampson and Sycamore Elementary Schools and full day at the Child Development Center on the Parkside campus.

Receipt of amended funding of $60,724

It is recommended that the Board of Education accept the amendment to Resolution No. 02-15-16 and the additional child development funds for the 2015-16 fiscal year.

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/Hansen/Truex
Board Agenda
August 18, 2016