

OCEAN VIEW SCHOOL DISTRICT
AGENDA



**REGULAR MEETING OF THE
BOARD OF TRUSTEES**

DECEMBER 6, 2011

**Ocean View School District
17200 Pinehurst Lane
Huntington Beach, CA 92647
(714) 847-2551**

BOARD OF TRUSTEES

**Debbie Cotton, Board President
Tracy Pellman, Board Clerk
John Briscoe, Trustee
John Ortiz, Trustee
Norm Westwell, Trustee**

**William V. Loose, Ed.D.
Superintendent**

MISSION STATEMENT

The mission of the Ocean View School District is to provide ALL our students with a high-quality educational program which:

- Meets their individual intellectual, social, emotional, and physical health needs;**
- Creates a school environment that will best promote learning necessary for each student to acquire maximum knowledge and experience; and**
- Fosters in each student a feeling of personal worth and a philosophy that encompasses worthy moral and ethical values, and sustains a growing awareness of our interdependence with society and the environment.**

VISION STATEMENT

Ocean View School District will endeavor to develop an educational and cultural climate that fosters imagination, innovation, and creativity as hallmarks of 21st century skills that Ocean View students of today will need as successful adults of tomorrow.

To All Parents, District Residents, and Guests:

The Board of Trustees and the Superintendent welcome you to this meeting and hope that you will return often. Also, as a courtesy, please be sure your cell phone is turned off during all Board of Trustees' meetings. Your presence assures us of continuing community interest in Ocean View's schools.

The members of the Board of Trustees are locally elected officials who serve four-year terms of office and are responsible for the District's kindergarten through eighth grade educational program. Board of Trustees are required to conduct programs in the schools in accordance with the State of California Constitution, the California Education Code, other school-related laws enacted by the legislature, and policies and procedures which this Board of Trustees' adopts.

The agenda and its extensive background material are studied by each member of the Board of Trustees and the agenda package is provided to them at least 72 hours before each meeting. Board of Trustees can call Ocean View School District's Superintendent for clarification of any item. These procedures enable the Board of Trustees to act more effectively on agenda items.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Board of Trustees, please contact the office of the District Superintendent at (714) 847-2551. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability. Audio tape recording is made at each Board of Trustees meeting.

If you wish to address the Board of Trustees:

Requests from the Audience to Speak

1. Members of the community and employees wishing to speak to an issue shall first fill out the "Ocean View School District Oral Communications to the Board" form and submit it to the Board's Recording Secretary prior to the start of open session. Due to time constraints, speakers must limit the total of their remarks to three (3) minutes.
2. If the speaker turns in the request to address the Board of Trustees form after the start of open session, the speaker will have an opportunity to speak during "Any Other Public Communications to the Board of Trustees" prior to the close of the meeting.

Legally the Board of Trustees may discuss, but not take action, on topics brought up under this section of the agenda. The Board may refer items to the administration for follow-up or place topics on a future Board agenda.

Closed Session

In accordance with Government Code Section 54957, the Board may recess to closed session to discuss matters considered inadvisable to discuss in a public meeting.

Ocean View School District Agenda

Board of Trustees' Meeting

December 06, 2011

Tuesday, 06:00 PM

17200 Pinehurst Lane

Huntington Beach, California 92647

6:00 P.M. – CLOSED SESSION / 7:00 P.M. – OPEN SESSION

*The public is invited to comment on the identified items listed under "Closed Session" prior to adjournment to Closed Session. **Supporting information provided to the Board of Trustees under separate cover.

A. CALL TO ORDER

B. ROLL CALL

C. *CLOSED SESSION

1. GOVERNMENT CODE SECTION 54956.9: Conference with Legal Counsel - Existing Litigation pursuant to subdivision (a) of Government Code Section 54956.9: Case No. 06CC000113; JAMS Reference No. 1200042880

2. GOVERNMENT CODE SECTION 54956.9: Conference with Legal Counsel - Anticipated litigation pursuant to subdivision (b) of Government Code Section 54956.9: Beach and Warner Project

3. GOVERNMENT CODE SECTION 54956.9: Conference with Legal Counsel - Anticipated litigation pursuant to subdivision (b) of Government Code Section 54956.9: One potential case.

D. AGENDA ADOPTION

1. Regular Board of Trustees' Meeting of December 6, 2011 - Agenda Adoption (1)

E. RECONVENE/REPORT OF CLOSED SESSION ACTION

F. PLEDGE OF ALLEGIANCE

G. INTRODUCTIONS

H. MINUTES

1. Regular Board of Trustees' Meeting, November 15, 2011 (1)

I. TIME CERTAIN

1. 7:05 p.m. SPARKLE VIEW AWARD PRESENTATION - William V. Loose, Ed.D., Superintendent, will present the November Sparkle View Award to Golden View School's Custodial Staff: Head Custodian Eric Taylor, and Anthony Alvarez, Night Custodian.

2. 7:15 p.m. WAVEMAKER AWARD PRESENTATION: William V. Loose, Ed.D., Superintendent, will present a Wavemaker Award to Rachel Partida (teacher), Cynthia Lloyd (Child Care Supervisor), and Abraham Camarena (Night Custodian) for their recent efforts in thwarting a car burglary in process at Westmont School.

3. 7:25 p.m. ORGANIZATIONAL MEETING: Election of President and Clerk (1)

4.

7:30 p.m. ORGANIZATIONAL MEETING - ESTABLISHMENT OF REGULAR BOARD OF TRUSTEES' MEETING DATES - FY 2012 (See Exhibit E) (1)

5.

7:35 p.m. ORGANIZATIONAL MEETING: BOARD REPRESENTATIVES TO VARIOUS COMMITTEES

Orange County Committee on School District Organization (Previously held by Trustees Briscoe and Ortiz, respectively.)

Nominees: _____

Representative: _____

Alternate: _____

Political Action Committee of the Orange County School Boards Association (OCSBA) (Previously held by Trustees Pellman and Westwell, respectively.)

Nominees: _____

Representative: _____

Alternate: _____

(1)

6.

7:40 p.m.ORGANIZATIONAL MEETING - COMMUNITY BUDGET ADVISORY COMMITTEE (CBAC) MEMBER SELECTION FOR 2012**

Applications have been provided to the Board of Trustees under separate cover.

Members selected:

(1)

7. 7:45 p.m. BOARD ADOPT-A-SCHOOL: Board Members will each select schools for the period of December 2011 - December 2012 (See Exhibit F)

8. 7:50 p.m. RECOGNITION OF BOARD MEMBERS DEBBIE COTTON AND TRACY PELLMAN: The Board of Trustees will honor Debbie Cotton for her service as President, and Tracy Pellman for her service as Clerk, of the Board of Trustees from December 2010 to present. Dr. Loose will present Mrs. Cotton and Mrs. Pellman with commemorative keepsakes in recognition of their service to the District.

J. RECEPTION

1. A short reception will be held to honor Trustees Debbie Cotton and Tracy Pellman. You are invited to join us in the celebration; cake and coffee will be served.

K. PUBLIC COMMENTS

1. At this time, members of the public may address the Board of Trustees regarding a matter of public interest not appearing on the agenda. No action may be taken on comments of off-agenda items unless specifically authorized by law. In order to address the Board of Trustees, a speaker shall complete and turn in a Blue Card to the Board's Recording Secretary prior to the start of the Board meeting. If the Blue Card is turned in after the start of Open Session, the speaker will have the opportunity to speak during "Any Other Public Communications To The Board of Trustees" later in the meeting. If the speaker wishes to address the Board of Trustees on an item on the agenda, time will be provided at the commencement of that item. Comments shall be limited to three minutes per person.

L. COMMUNICATIONS

1. Board Reports

2. Trustees' Communications

3. Superintendent's Communication

4. PTA/PTO/PTSA/PTSO Presidents' Roundtable

5. Employee Associations' Communication (CSEA, OVTA)

M. REPORTS

N. CONSENT CALENDAR

1. AGREEMENTS FOR NON-PUBLIC SCHOOL/NON-PUBLIC AGENCY PLACEMENTS OF SPECIAL EDUCATION STUDENTS AS DETERMINED BY INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) (V) (C)

2. AMENDMENT TO RETAINER AGREEMENT FOR LEGAL SERVICES – BEST BEST & KRIEGER LLP (V) (C)

3. ANNUAL RENEWAL OF PUBLIC PERFORMANCE SITE LICENSE-OCEAN VIEW SCHOOL DISTRICT (ACTION) (V) (C)

4. PURCHASE ORDERS FOR ALL FUNDS FROM NOVEMBER 4, 2011, THROUGH NOVEMBER 17, 2011 (V) (C)

5. CLASSIFIED EMPLOYEE PERSONNEL ACTIVITY LIST – NOVEMBER 15, 2011, THROUGH DECEMBER 6, 2011 (V) (C)

6. CERTIFICATED EMPLOYEE PERSONNEL ACTIVITY LIST - NOVEMBER 9, 2011, THROUGH NOVEMBER 18, 2011 (V) (C)

7. SCHOOL DISTRICT CHECK REGISTERS FOR GENERAL, CHILD CARE, FOOD SERVICE, CAPITAL FACILITIES, AND SPECIAL RESERVE/C.O.P. FUNDS FROM NOVEMBER 4, 2011, THROUGH NOVEMBER 17, 2011 (V) (C)

8. RATIFICATION OF MEMBERSHIP - GIFTED AND TALENTED EDUCATION DISTRICT ADVISORY COMMITTEE (GATE DAC) AND SPECIAL EDUCATION LOCAL COMMUNITY ADVISORY COMMITTEE (SE LCAC) FOR THE 2011-2012 SCHOOL YEAR (ACTION) (V) (C)

O. OLD BUSINESS

1. FY 2012 CALIFORNIA SCHOOL BOARDS ASSOCIATION (CSBA) DELEGATE ASSEMBLY NOMINATIONS (ACTION) (V)

2. PROPOSED ADDITION TO BOARD POLICIES, ADMINISTRATIVE REGULATIONS, AND EXHIBITS SERIES 0000: PHILOSOPHY, GOALS, OBJECTIVES, AND COMPREHENSIVE PLANS INDEX - BOARD POLICY 0150, ADMINISTRATIVE REGULATION 0150, AND EXHIBIT 0150 - CIVILITY POLICY (SECOND READING)(INFORMATION)

P. NEW BUSINESS

1. **2011-2012 FIRST INTERIM REPORT (ACTION) (V)

2. GIFTS TO DISTRICT (ACTION) (V)

3. PERSONNEL COMMISSIONER - OCEAN VIEW SCHOOL DISTRICT BOARD APPOINTEE (PUBLIC HEARING)

4. PERSONNEL COMMISSIONER - OCEAN VIEW SCHOOL DISTRICT BOARD APPOINTEE (ACTION) (V)

5. RESOLUTION NO. 19:1112 - DELEGATION OF AUTHORITY EFFECTIVE JANUARY 1, 2012, THROUGH DECEMBER 31, 2012 (ACTION) (V)

6. REVIEW OF BOARD BYLAW AND ADMINISTRATIVE REGULATION 9323 - MEETING CONDUCT AND ORDER OF BUSINESS (FIRST READING) (INFORMATION)

7. PROPOSED REVISIONS AND ADDITIONS TO BOARD POLICY AND ADMINISTRATIVE REGULATION 0440 - DISTRICT TECHNOLOGY PLAN (FIRST READING) (INFORMATION)

8. RESOLUTION NO. 21:1112 - REVISIONS TO APPENDIX A OF THE CONFLICT OF INTEREST CODE ADOPTED OCTOBER 7, 2008 (ACTION) (V)

9. APPROVAL OF INDEPENDENT CONTRACTOR AGREEMENT FOR RESEARCH AND DEVELOPMENT OF A STEAM SCHOOL/PROGRAM (ACTION) (V)

10. RESOLUTION NO. 20:1112 - OPEN AND COMPETITIVE BID PROCESS (ACTION) (V)

11. AUTHORIZATION FOR STAFF TO PURSUE ADDITIONAL FACILITIES' FUNDING THROUGH A GENERAL OBLIGATION BOND (ACTION) (V)

Q. ANY OTHER PUBLIC COMMUNICATIONS TO THE BOARD OF TRUSTEES

R. BOARD OF TRUSTEES' ROUNDTABLE

S. *CLOSED SESSION

1. GOVERNMENT CODE SECTION 54957.6: Negotiations update of OVTA and CSEA pursuant to Government Code Section 54957.6

2. GOVERNMENT CODE SECTION 54956.9: Conference with Legal Counsel - Anticipated litigation pursuant to subdivision (b) of Government Code Section 54956.9: Two potential cases.

T. RECONVENE/REPORT OF CLOSED SESSION ACTION

U. ADJOURNMENT

The next Regular Board of Trustees' meeting is Tuesday, January 10, 2012, at 7:00 p.m., District Board Room, 17200 Pinehurst Lane, Huntington Beach, CA, 92647. A copy of the Board of

Trustees' meeting agenda is posted on the District's web site - www.ovsd.org prior to the close of business on the Friday preceding the meeting. A copy of the agenda and supporting materials are available for review at the District Office.

Individuals with disabilities in need of copies of the agenda and/or the agenda packet or in need of auxiliary aides and services may request assistance by contacting the Superintendent's Office at 714-847-2551.

Ocean View School District Minutes

Board of Trustees' Meeting

November 15, 2011

Tuesday, 06:00 PM

17200 Pinehurst Lane

Huntington Beach, California 92647

6:00 P.M. – CLOSED SESSION / 7:00 P.M. – OPEN SESSION

Attendees

John Briscoe	Trustee
Debbie Cotton	Trustee
John Ortiz	Trustee
Tracy Pellman	Trustee
Norm Westwell	Trustee

A. CALL TO ORDER

Minutes

The Regular Meeting of the Ocean View School District Board of Trustees was called to order by Debbie Cotton, President, Board of Trustees, at 6:02 p.m.

B. ROLL CALL

Minutes

Members present: Trustees John Briscoe, John Ortiz, Norm Westwell, and Debbie Cotton. Trustee Tracy Pellman arrived at 6:45 p.m.

C. AGENDA ADOPTION

1. Regular Board of Trustees' Meeting of November 15, 2011 - Agenda Adoption

(P)

Minutes

Approved as presented.

Motion made by: Norm Westwell

Seconded by: John Ortiz

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Not Present
Norm Westwell	Yes

D. CLOSED SESSION

1. Adjournment to Closed Session (P)

Minutes

Time: 6:04 p.m.

Motion made by: Norm Westwell

Seconded by: John Ortiz

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Not Present
Norm Westwell	Yes

2. GOVERNMENT CODE SECTION 54956.9: Conference with Legal Counsel - Existing Litigation pursuant to subdivision (a) of Government Code Section 54956.9: OAH Case No. 201107082

3. GOVERNMENT CODE SECTION 54956.9: Conference with Legal Counsel - Existing Litigation pursuant to subdivision (a) of Government Code Section 54956.9: OAH Case No. 2011090366

4. GOVERNMENT CODE SECTION 54956.9: Conference with Legal Counsel - Anticipated litigation pursuant to subdivision (b) of Government Code Section 54956.9(b): Claim No. 11-97974DP

5. GOVERNMENT CODE SECTION 54957.6: Negotiations update of OVTA and CSEA pursuant to Government Code Section 54957.6

E. RECONVENE/REPORT OF CLOSED SESSION ACTION

Minutes

The meeting reconvened at 7:10 p.m. with Trustees Briscoe, Ortiz, Pellman, Westwell, and Cotton in attendance.

There were no Closed Session actions to report.

F. PLEDGE OF ALLEGIANCE

Minutes

The Pledge of Allegiance was led by President Cotton.

G. INTRODUCTIONS

Minutes

None.

H. MINUTES

1. Regular Board of Trustees' Meeting, November 2, 2011 (P)

Minutes

Approved as presented.

Motion made by: Norm Westwell

Seconded by: Tracy Pellman

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

I. TIME CERTAIN

1. 7:10 p.m. "MAKING A DIFFERENCE" AWARD PRESENTATION: Cindy Osterhout, Principal, Harbour View School, will make a brief presentation, highlighting the site's focus on Positive Behavioral Interventions & Supports (PBIS) program; creative ways that the arts are connected to the academic program; and continuing efforts to communicate with parents and the Harbour View community. Following her presentation, Dr. Loose will present a "Making a Difference" Award to Harbour View School and Staff for their successful efforts in making a difference in meeting the academic needs of Harbour View students.

Minutes

Mrs. Osterhout shared information regarding the successful academic programs and activities at Harbour View School. On behalf of Harbour View School and Staff, Mrs. Osterhout accepted a "Making a Difference" award from Dr. Loose.

2. 7:20 p.m. HARBOUR VIEW STUDENTS' PRESENTATION: Harbour View School Fourth Grade students will sing "The Tale of Mr. Morton" from Schoolhouse Rock; Second Grade students will sing "When I'm 64."

Minutes

Under the direction of Second Grade teacher Camille Panek and Fourth Grade Teacher Gretchen Long, Harbour View students performed two musical selections.

3. 7:30 p.m. WAVEMAKER AWARD PRESENTATION: William V. Loose, Ed.D., Superintendent, will present a Wavemaker Award to the Transportation Department for their work on November 8, 2011, in transporting the District's third grade students to the Gift of History event at Angel Stadium.

Minutes

Dr. Loose presented a Wavemaker Award to the District's Transportation Department for going above and beyond in their commitment to Ocean View School District.

J. PUBLIC COMMENTS

1. At this time, members of the public may address the Board of Trustees regarding a matter of public interest not appearing on the agenda. No action may be taken on comments of off-agenda items unless specifically authorized by law. In order to address the Board of Trustees, a speaker shall complete and turn in a Blue Card to the Board's Recording Secretary prior to the start of the Board meeting. If the Blue Card is turned in after the start of Open Session, the speaker will have the opportunity to speak during "Any Other Public Communications To The Board of Trustees" later in the meeting. If the speaker wishes to address the Board of Trustees on an item on the agenda, time will be provided at the commencement of that item. Comments shall be limited to three minutes per person.

Minutes

John Briscoe, community member, shared an invocation.

K. COMMUNICATIONS

1. Board Reports

Minutes

None.

2. Trustees' Communications

Minutes

Trustee Briscoe: Discussed recent claims regarding demographic information.

Trustee Ortiz: None.

Trustee Pellman: Commended the Harbour View community for their involvement in the positive outcome of the cell tower placement; shared that another cell tower has been proposed for placement near the Bolsa Chica Wetlands area.

Trustee Westwell: Requested that the State of the District report and the Single School Plans be published on the District website for the public to view; suggested adjusted lighting for the electronic agenda display.

Trustee Cotton: Attended PTA/PTO/PTSA/PTSO Presidents' Roundtable meeting; joined staff and students at Angel Stadium for the Countywide largest history lesson event in the world; attended both Town Hall meetings presented by the Facilities Planning Advisory Committee; in light of Veterans' Day, thanked all of the those who have served our Country.

3. Superintendent's Communication

Minutes

Dr. Loose: Attended Largest History Lesson event at Angel Stadium; facilitated PTA/PTO/PTSA/PTSO Presidents' Roundtable meeting; attended recent Town Hall meetings held by FPAC; invited everyone to attend the Marine View Music Concert next week and the upcoming community gathering at Harbour View to support the resolution of the cell tower placement; recently shared interactive lessons with students at Circle and Golden View Schools; noted that he and Dr. Frazier have begun site lunchtime visits to be available for the staffs in a supportive role; advised the District has filed an Appeal of the City Planning Commission's decision regarding the Beach and Warner project, and asked the Board to plan on attending the City Council meeting on December 19 when the Appeal will be considered.

4. PTA/PTO/PTSA/PTSO Presidents' Roundtable

Minutes

None.

5. Employee Associations' Communication (CSEA, OVTA)

Minutes

None.

L. REPORTS

1. FACILITIES PLANNING ADVISORY COMMITTEE (FPAC) RECOMMENDATIONS TO THE BOARD OF TRUSTEES: FPAC representatives will present recommendations to the Board regarding facilities modernization opportunities and funding.

Minutes

Donna Alexander, Jim Knapp, and Jennifer Mavros, Co-Chairs of the Facilities Planning Advisory Committee, presented the Committee's final five recommendations to the Board regarding modernization of District facilities.

FPAC member Tim Nugent shared the minority recommendations on facilities modernization with the Board, asking that these measures be considered as the Board discusses a funding initiative and upcoming bond measure campaign.

FPAC member Ralph Bauer expressed his support of the Committee's final recommendations.

Eric Christen expressed support of a bond measure, and asked the Board to take a stand against Project Labor Agreements.

2. STATE OF THE DISTRICT EDUCATION REPORT 2010-2011: Kathy Frazier, Ed.D., Assistant Superintendent, Curriculum and Instruction, along with members of the District Professional Learning Community, will make a presentation to the Board of Trustees regarding the Education Report encompassing the 2010-2011 school year.

Minutes

Dr. Frazier, Liz Williams, and Claudine Dumais presented information regarding the State of the District Education, highlighting the areas of enrollment and demographics; District programs; student achievement and school accountability data; 2010-2011 Program Improvement; Summary and Next Steps; and 2010-2011 School Accomplishments.

M. CONSENT CALENDAR

1. SELECTION OF DATE FOR ANNUAL ORGANIZATIONAL MEETING AND DETERMINATION OF BOARD-AUTHORIZED REPRESENTATIVES TO SERVE ON REQUIRED COMMITTEES (V) (C)

Motion made by: Tracy Pellman

Seconded by: John Ortiz

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

2. AGREEMENTS FOR NON-PUBLIC SCHOOL/NON-PUBLIC AGENCY PLACEMENTS OF SPECIAL EDUCATION STUDENTS AS DETERMINED BY INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) (V) (C)

Motion made by: Tracy Pellman

Seconded by: John Ortiz

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

3. GENERAL RELEASE AND SETTLEMENT AGREEMENT FOR SPECIAL EDUCATION STUDENT – OAH CASE NO. 2011070082 (V) (C)

Motion made by: Tracy Pellman

Seconded by: John Ortiz

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

4. GENERAL RELEASE AND SETTLEMENT AGREEMENT FOR SPECIAL EDUCATION STUDENT – OAH CASE NO. 2011090366 (P) (C)

Motion made by: Tracy Pellman
Seconded by: John Ortiz

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

5. PAYROLL CHECK REGISTERS FROM OCTOBER 11, 2011, THROUGH NOVEMBER 10, 2011 (P) (C)

Motion made by: Tracy Pellman
Seconded by: John Ortiz

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

6. PURCHASE ORDERS FOR ALL FUNDS FROM OCTOBER 21, 2011, THROUGH NOVEMBER 3, 2011 (P) (C)

Motion made by: Tracy Pellman
Seconded by: John Ortiz

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

7. SCHOOL DISTRICT CHECK REGISTERS FOR GENERAL, CHILD CARE, FOOD SERVICE, CAPITAL FACILITIES, AND SPECIAL RESERVE/C.O.P. FUNDS FROM OCTOBER 21, 2011, THROUGH NOVEMBER 3, 2011 (P) (C)

Motion made by: Tracy Pellman
Seconded by: John Ortiz

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

8. RENEWAL OF SERVICES FOR NOVELL, INC. - 2011-2012 (P) (C)

Motion made by: Tracy Pellman

Seconded by: John Ortiz

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

9. AMENDMENT NO. 1 TO AGREEMENT FOR PROVISION OF POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS AND VIOLENCE PREVENTION EDUCATION SERVICES BETWEEN ORANGE COUNTY SUPERINTENDENT OF SCHOOLS AND OCEAN VIEW SCHOOL DISTRICT FISCAL YEAR 2011/2012 (P) (C)

Motion made by: Tracy Pellman

Seconded by: John Ortiz

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

10. CERTIFICATED EMPLOYEE PERSONNEL ACTIVITY LIST - OCTOBER 24, 2011, THROUGH NOVEMBER 8, 2011 (P) (C)

Motion made by: Tracy Pellman

Seconded by: John Ortiz

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

11. CLASSIFIED EMPLOYEE PERSONNEL ACTIVITY LIST - NOVEMBER 3, 2011, THROUGH NOVEMBER 15, 2011 (P) (C)

Motion made by: Tracy Pellman

Seconded by: John Ortiz

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

N. OLD BUSINESS

1. PROPOSED ADDITIONS/REVISIONS TO BOARD POLICIES, ADMINISTRATIVE REGULATIONS, AND EXHIBITS SERIES 3000: BUSINESS AND NONINSTRUCTIONAL OPERATIONS -BOARD POLICY 3100 AND ADMINISTRATIVE REGULATION 3100 - BUDGET (SECOND READING)(ACTION) (P)

Motion made by: Tracy Pellman
Seconded by: John Ortiz

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

O. NEW BUSINESS

1. GIFTS TO DISTRICT (ACTION) (P)

Motion made by: John Briscoe
Seconded by: Tracy Pellman

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

2. FY 2012 CALIFORNIA SCHOOL BOARDS ASSOCIATION (CSBA) DELEGATE ASSEMBLY NOMINATIONS (INFORMATION)

Minutes

Received for information.

3. RATIFICATION OF ADDENDUM TO LEASE AGREEMENT WITH ORANGE COUNTY HEAD START, INC. (ACTION) (P)

Motion made by: Tracy Pellman
Seconded by: John Ortiz

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

4. PARTIAL APPROVAL AND DISAPPROVAL OF CLAIM NO. 11-97974DP (ACTION)

(P)

Motion made by: Tracy Pellman
Seconded by: John Ortiz

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

5. SINGLE PLANS FOR STUDENT ACHIEVEMENT FOR OCEAN VIEW SCHOOL DISTRICT, 2011-2012 SCHOOL YEAR (ACTION) (7)

Motion made by: Tracy Pellman
Seconded by: John Ortiz

Votes

John Briscoe	No
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

P. ANY OTHER PUBLIC COMMUNICATIONS TO THE BOARD OF TRUSTEES

Minutes
None.

Q. BOARD OF TRUSTEES' ROUNDTABLE

Minutes

Trustee Briscoe: Continued his discussion about CalPADS and demographic data; suggested School Safety Plans include information on legal use of facilities and fire safety standards; noted he is still waiting for information from Administration on field usage and demographic data.

Trustee Ortiz: None.

Trustee Pellman: None.

Trustee Westwell: None.

Trustee Cotton: None.

R. CLOSED SESSION

Minutes
None.

S. RECONVENE/REPORT OF CLOSED SESSION ACTION

Minutes
N/A

T. ADJOURNMENT

1. Time: (7)

Minutes
10:06 p.m.

Motion made by: John Briscoe
Seconded by: John Ortiz

Votes

John Briscoe	Yes
Debbie Cotton	Yes
John Ortiz	Yes
Tracy Pellman	Yes
Norm Westwell	Yes

Superintendent (or Designee)

Board Clerk

3. 7:25 p.m. ORGANIZATIONAL MEETING: Election of President and Clerk

(V)

Superintendent's Recommendation

It is respectfully recommended:

1. Presiding Chairperson conducts the election of the Board of Trustees President. The Board of Trustees may wish to make nominations and vote orally or vote by ballot after nominations are made. If the ballot system is used, the Board of Trustees minutes must show how each Board Member voted: the ballots must show the vote and the voter's name.
2. As soon as the new Board of Trustees' President is elected, the individual will assume the role of President and will conduct the remaining elections, and then proceed with the regular agenda.
3. The new Board of Trustees' President will conduct the election for Board of Trustees' Clerk.
4. The Board of Trustees will select the Ocean View School District Board of Trustees' meeting dates for 2012.
5. The Board of Trustees will elect a Board of Trustees' representative and an alternate to the following committees: Orange County Committee on School District Organization, Political Action Committee of the Orange County School Boards Association (OCSBA), and other appointment(s) as needed.
6. The Board of Trustees will select up to fifteen (15) lay citizens, vested with voting rights, to the community Budget Advisory Committee (CBAC) from the applications received.
7. The Board of Trustees will select schools for adoption for the time period of December 2011-December 2012.

Background Information

The provisions of Education Code Sections 35143 and 72000 require the governing board of each school district to hold an annual organizational meeting within a prescribed 15-day period. For 2011, this 15-day period is December 2 through December 16. The law further requires that, unless otherwise provided by rule of the governing board, the day and time of the annual organizational meeting shall be selected by the board at its regular meeting held immediately prior to the first day of the 15-day period. The date and time of the annual organizational meeting was selected at the Regular Board of Trustees meeting held on November 15, 2011.

The Board of Trustees notified the County Superintendent of Schools of the time and date selected: December 6, 2011, 7:00 p.m., District Board Room, Building A, 17200 Pinehurst Lane, Huntington Beach, CA 92647.

Ocean View School District Board Bylaw 9100, Organization (Exhibit A), outlines the Board of Trustees' organizational procedure that addresses the election of the President and Clerk of the Board of Trustees and the appointment of Secretary to the Board of Trustees.

District Board Bylaw 9121 is the Board organizational procedure that addresses the role and responsibilities of the President of the Board of Trustees (Exhibit B). Board Bylaw 9123 defines the organizational procedure and responsibilities of the Clerk of the Board of Trustees (Exhibit C). Board Bylaw 9122 establishes the Superintendent's role and responsibilities as Secretary to the Board of Trustees (Exhibit D).

Current Considerations

The 2011 Board of Trustees' meeting schedule and the proposed 2012 Board of Trustees' meeting schedule are presented in Exhibit E.

The Board of Trustees is asked to select a representative and an alternate for the following committees: Orange County Committee on School District Organization and the Political Action Committee of the Orange County School Boards' Association.

The Superintendent further recommends that the Board of Trustees select schools for adoption for the time period of December 2011 - December 2012 (Exhibit F).

At the annual Organizational Meeting, the Board of Trustees is also asked to select a representative to the Community Services Commission and make appointments to the Community Budget Advisory Committee (CBAC). At the December 9, 2008, Regular Board of Trustees meeting, Allan Pogrund, Ed.D., was selected as the Board of Trustees' representative to the Community Services Commission with a term expiring June 30, 2012. The Board of Trustees is asked to select representatives for appointment to the Community Budget Advisory Committee (CBAC).


Financial Implications

None.

Administrator

William V. Loose, Ed.D., Superintendent

Associated File Attachments

 [Exhibits A - F \(Files\)](#)

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD BYLAWS

BB 9100

ORGANIZATION

Annual Organizational Meeting

The Board of Trustees shall hold an annual organizational meeting within the time limits prescribed by law. (Education Code 35143)

At this meeting the Board of Trustees shall:

1. Elect a president and a clerk from its members
2. Designate Superintendent as secretary to the Board of Trustees
3. Authorize signatures and delegation of authority
4. Develop a schedule of regular meetings for the year
5. Develop a Board of Trustees' calendar for the year
6. Designate Board of Trustees' representatives

Elections of Officers

The Board of Trustees shall each year elect its entire slate of officers.

Legal Reference:

EDUCATION CODE

5017 *Term of Office*

35143 *Annual organizational meeting date and notice*

35145 *Public meetings*

GOVERNMENT CODE

54953 *Meetings to be open and public; attendance*

ATTORNEY GENERAL OPINIONS

68 *Ops. Cal. Atty. Gen. 65 (1985)*

59 *Ops. Cal. Atty. Gen. 619, 621-622 (1976)*

Policy Adopted: 10/23/90

Policy Revised: 11/18/97

Policy Revised: 12/11/01

Policy Revised: 10/7/08

EXHIBIT A

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD BYLAWS

BB 9121

PRESIDENT

The Board of Trustees shall elect a president from among its members to provide leadership on behalf of the Board of Trustees and the educational community it serves.

The president shall preside at all Board of Trustees' meetings. He/She shall:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Board of Trustees in its proper order
3. Enforce the Board policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the Board of Trustees
7. Rule on issues of parliamentary procedure
8. Put motions to a vote, and state clearly the results of the vote
9. Be responsible for the orderly conduct of all Board of Trustees' meetings

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts, and orders necessary to carry out state requirements and the will of the Board of Trustees
2. Assisting the Superintendent or designee on the development of the Board of Trustees' agendas

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD BYLAWS

BB 9121

PRESIDENT (continued)

3. Working with the Superintendent to ensure that Board members have necessary materials and information
4. Appointing and dissolving of all committees subject to Board of Trustees' approval
5. Calling such meetings of the Board of Trustees as he/she may deem necessary, giving notice as prescribed by law
6. Representing the District as governance spokesperson with the Superintendent
7. Serve as the Board of Trustees' representative to Presidents Roundtable, City/School Quarterly meetings, and Committee for School Reorganization
8. Any other such duties as assigned by the Board of Trustees

The president shall have the same rights as other members of the Board of Trustees, including the right to move, second, discuss, and vote on all questions before the Board of Trustees.

When the president resigns or is absent or disabled, the clerk shall perform the president's duties. When both the president and the clerk are absent or disabled, the Board of Trustees shall choose a president pro tempore to perform the president's duties.

Legal Reference:

EDUCATION CODE

35022 *President of the Board*

35143 *Annual organizational meetings; dates and notice*

GOVERNMENT CODE

54950-54963 *Ralph M. Brown Act*

Management Resources:

CSBA PUBLICATIONS

Board Presidents' Handbook, revised 2002

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES

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

Policy Adopted: 10/23/90

Policy Revised: 11/18/97

Policy Revised: 12/11/01

Policy Revised: 10/21/03

Policy Revised: 10/7/08

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD BYLAWS

BB 9123

CLERK

At the annual organizational meeting, the Board of Trustees shall appoint a clerk from its own membership. (Education Code 35143)

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board of Trustees when required
2. Maintain such other records or reports as required by law
3. Sign the minutes of the Board of Trustees' meetings following their approval
4. Sign documents on behalf of the District as directed by the Board of Trustees
5. Serve as presiding officer in the absence of the president
6. Serve as alternate for Board President at Presidents Roundtable in the absence of the president
7. Perform any other duties assigned by the Board of Trustees

Legal Reference:

EDUCATION CODE

17593 Repair and supervision of property (duty of district clerk)
35038 Appointment of clerk by county superintendent of schools
35039 Dismissal of clerk
35121 Appointment of clerk in certain city and high school districts
35143 Annual organizational meetings
35250 Duty to keep certain records and reports
38113 Duty of clerk (re provision of school supplies)

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000
Maximizing School Board Leadership: Boardmanship, 1996

WEB SITES

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

Policy Adopted: 10/23/90
Policy Revised: 11/18/07
Policy Revised: 12/11/01
Policy Revised: 10/21/03
Policy Revised: 10/7/08

EXHIBIT C

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD BYLAWS

BB 9122

SECRETARY

The Superintendent serves as secretary to the Board of Trustees. The secretary to the Board of Trustees shall be responsible for maintaining an accurate and complete record of all Board of Trustees' proceedings and shall:

1. Prepare, distribute, and maintain the Board of Trustees' agendas
2. Record, distribute, and maintain the Board of Trustees' minutes
3. Maintain Board of Trustees' records and documents
4. Conduct official correspondence for the Board of Trustees
5. As directed by the Board of Trustees, sign, and execute official papers
6. Perform other duties as assigned by the Board of Trustees

Legal Reference:

EDUCATION CODE

35025 Secretary and bookkeeper

35143 Annual organizational meetings; dates and notice

35250 Duty to keep certain records and reports

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardmanship, 1996

WEB SITES

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

Policy Adopted: 10/23/90

Policy Revised: 11/18/97

Policy Revised: 10/21/03

Policy Revised: 10/7/08

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, CA 92647

**2011 AND PROPOSED 2012
SCHEDULE OF BOARD OF TRUSTEES' MEETINGS**

All meetings are normally held at 7:00 p.m., Ocean View School District, Board Room, Building A, 17200 Pinehurst Lane, Huntington Beach, California.

2011 Board of Trustees' Meetings	Proposed 2012 Board of Trustees' Meetings
January 11	January 10
February 1	February 7
February 15	February 21
March 1	March 6
March 15	March 20
April 12	April 17
May 3	May 1
May 17	May 15
June 7	June 5
June 21	June 19
July 12	July 17
August 16	August 14
September 6	September 4
September 20	September 18
October 4	October 2
October 18	October 16
November 1	November 6
November 15	November 27
December 6	December 11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, CA 92647

**BOARD OF TRUSTEES
ADOPT-A-SCHOOL
DECEMBER 2011 – DECEMBER 2012**

Adoptive Trustees will be invited to attend promotional activities and other special events. Schools are to send invitations to the Board of Trustees via the Superintendent's office.

School	Principal / Coordinator	December 2010-2011 Adoptive Trustee	December 2011-2012 Adoptive Trustee
Circle View	Karen Sandors	John Ortiz	
College View	Katherine Smith	Debbie Cotton	
Golden View	Elaine Burney	Norm Westwell	
Harbour View	Cindy Osterhout	Norm Westwell	
Hope View	Carrie Haskin	John Ortiz	
Lake View	Anna Dreifus	Norm Westwell	
Marine View	Roni Ellis	Tracy Pellman	
Mesa View	Leona Olson	Debbie Cotton	
Oak View	Laura Dale-Pash	John Ortiz	
Ocean View Preparatory Preschool/Pleasant View	Paul James	Tracy Pellman	
Oak View Preschool	Joyce Horowitz	Tracy Pellman	
Spring View	Jason Blade	John Briscoe	
Star View	Pauline Tressler, Ed.D.	Debbie Cotton	
Sun View	Kristi Hickman	John Briscoe	
Village View	Jodi Novy	John Briscoe	
Vista View	Robert Miller	Norm Westwell	
Westmont	Carol Furman	John Ortiz	

1. AGREEMENTS FOR NON-PUBLIC SCHOOL/NON-PUBLIC AGENCY PLACEMENTS OF SPECIAL EDUCATION STUDENTS AS DETERMINED BY INDIVIDUALIZED EDUCATION PROGRAMS (IEPS)

(V) (C)

Superintendent's Recommendation

It is respectfully recommended that the Board of Trustees approve the Agreements for Non-Public School/Non-Public Agency Placements of Special Education Students as Determined by Individualized Education Programs (IEPs); authorize the West Orange County Consortium for Special Education to receive invoices and process payment; and authorize William V. Loose, Ed.D., Superintendent, to execute all necessary documents.

Background Information

The District provides a very comprehensive Special Education program. However, when the special needs of a particular student cannot be met by one of the District's programs, or as a result of a mediation/due process agreement, students may qualify for non-public school placement or non-public agency services.

Current Considerations

Currently, Ocean View School District has one student who qualifies for services with the following agency as determined by Individualized Education Program (IEP):

1. Cornerstone Therapies, October 25, 2011, to June 30, 2012, \$4,890.00

Financial Implications

Funds in the amount of \$4,890.00 are to be paid from a combination of Special Education and District monies.

Administrator

Elizabeth Williams, Senior Director, Student Services

2. AMENDMENT TO RETAINER AGREEMENT FOR LEGAL SERVICES – BEST BEST & KRIEGER LLP

(V) (C)

Superintendent's Recommendation

It is respectfully recommended that the Board of Trustees approve the Amendment to Retainer Agreement for Legal Services – Best Best & Krieger LLP, and authorize William V. Loose, Ed.D., Superintendent, to execute all necessary documents.

Background Information

On July 12, 2011, the Board of Trustees approved an agreement for services with Best Best & Krieger LLP, not to exceed an amount of \$60,000.00. Since that date, the District has utilized services that include development of three settlement agreements and representation in ongoing legal cases that remain unresolved. All allocated funds have been expended.

Current Considerations

Best Best & Krieger LLP, attorneys, are currently assisting the District involving ongoing cases. An additional amount is requested to be added to "Retainer Agreement" in order to meet the current legal needs of unresolved OAH filings for the period December 6, 2011, through June 30, 2012.

Financial Implications

It is estimated that \$25,000.00 from the General Fund will be needed to cover the ongoing litigation costs.

Administrator

Elizabeth Williams, Senior Director, Student Services

3. ANNUAL RENEWAL OF PUBLIC PERFORMANCE SITE LICENSE-OCEAN VIEW SCHOOL DISTRICT (ACTION)

(V) (C)

Superintendent's Recommendation

It is respectfully recommended that the Board of Trustees approve the Annual Renewal of Public Performance Site License - Ocean View School District, and authorize William V. Loose, Ed.D., or his designee, to execute all necessary documents.

Background Information

Ocean View School District currently has eight sites that house our Child Care Program, with approximately 650 students currently being served. Occasionally, a video is shown to the children as a recreation or incentive activity. This practice has also been followed by school sites for District students for the same purpose of an occasional reward, etc.

Current Considerations

Ocean View School District is in full compliance when showing an occasional video to the children for recreation or incentive activities. In the past, Buena Vista Pictures, distributors of Walt Disney Films, has offered a one-year license to use Disney videos for unlimited authorized public performance use. They have now appointed Movie Licensing USA to provide schools with this service, giving Child Care the flexibility of purchasing videos or renting feature films from the following: Walt Disney Pictures, Touchstone Pictures, Hollywood Pictures, Columbia Pictures, TriStar Pictures, Paramount Pictures, DreamWorks Pictures, Metro-Goldwyn-Mayer, United Artists, Miramax Films, Warner Bros., NBC Universal, Sony Pictures, Lionsgate, Picturehouse, and New Line Cinema for 'Home Use Only.' These site licenses are renewed annually.

Financial Implications

Cost varies per school site as follows: Circle View, \$329.54; College View, \$329.53; Golden View, \$329.53; Harbour View, \$330.00; Hope View, \$329.43; Lake View, \$329.53; Marine View, \$330.00; Mesa View, \$330.00; Oak View, \$330.00; Spring View, \$330.00; Star View, \$329.53; Sun View, \$330.00; Village View, \$329.53; Vista View, \$330.00; Westmont, \$329.53; and Oak View Preschool, \$330.00, for a total of \$5,276.25 to be expended from the Child Care Fund and the individual school site budgets.

Administrator

Elizabeth Williams, Senior Director, Student Services

4. PURCHASE ORDERS FOR ALL FUNDS FROM NOVEMBER 4, 2011, THROUGH NOVEMBER 17, 2011

(V) (C)

Superintendent's Recommendation

It is respectfully recommended that the Board of Trustees approve Purchase Orders for all funds from November 4, 2011, through November 17, 2011.

Background Information

This Purchase Order Report (Exhibit A) contains a listing of Purchase Orders encumbered/changed for all funds.

Current Considerations


Encumbered Total: \$189,029.42

Change Order Total: \$2,000.00

Administrator

Mark A. Schiel, Assistant Superintendent, Administrative Services

Associated File Attachments

 [EXHIBIT A \(Files\)](#)

OCEANVIEW SCHL.DIST.
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 12/06/2011

FROM 11/04/2011 TO 11/17/2011

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	OBJECT DESCRIPTION
F38C0045	ADVANCED ENGINE MACHINING	206.00	206.00	0141539081 5825	OUTSIDE SRV NOT REPAIR/MTC
F38C0050	TOMS TRUCK CENTER	240.00	240.00	0141539081 5617	OUTSIDE SERV - REPAIR/MTC
F38C0051	KELLY PAPER	311.83	311.83	0134715075 4304	PRINTING SUPPLIES
F38C0052	CJ SUPPRESSION INC	950.00	950.00	0141512581 5617	OUTSIDE SERV - REPAIR/MTC
F38C0053	TOMS TRUCK CENTER	173.75	173.75	0141539081 4311	REPAIR OF EQUIPMENT SUPPL.
F38C0054	WEST COAST FENCE CO	624.00	624.00	0143712581 5825	OUTSIDE SRV NOT REPAIR/MTC
F38C0055	ORANGE COUNTY REGISTER	736.00	736.00	0144011072 5807	LEGAL ADVERTISEMENTS
F38R1202	HOME DEPOT	450.00	450.00	0140916577 4305	ADMINISTRATIVE SUPPLIES
F38R1203	TARGET STORES	200.00	200.00	1250501050 4313	INSTRUCTIONAL SUPPLIES
F38R1204	DISCOVERY SCIENCE CENTER	3,200.00	3,200.00	0110815010 4313	INSTRUCTIONAL SUPPLIES
F38R1205	RESOURCE BUILDING MATERIALS	1,000.00	1,000.00	0141312581 4318	GROUPS SUPPLIES
F38R1206	ORANGE COUNTY FARM SUPPLY	1,000.00	1,000.00	0141312581 4318	GROUPS SUPPLIES
F38R1207	MC KINLEY EQUIPMENT CORP	1,000.00	1,000.00	0141512581 5617	OUTSIDE SERV - REPAIR/MTC
F38R1208	HUNTINGTON BEACH DIGITAL ARTS	2,000.00	2,000.00	0141512581 5825	OUTSIDE SRV NOT REPAIR/MTC
F38R1209	CDW-G	839.39	228.92	0102503510 4313	INSTRUCTIONAL SUPPLIES
			610.47	0112700510 4313	INSTRUCTIONAL SUPPLIES
F38R1210	CDW-G	3,277.76	3,277.76	0140916524 4490	NON CAPITALIZED EQUIPMENT
F38R1211	ORANGE COUNTY DEPT OF ED	375.00	375.00	0125555010 5202	TRAVEL/CONFERENCE
F38R1212	IMAGINATION MACHINE	1,275.00	1,275.00	0112703510 5821	LECTURER
F38R1213	SUSAN MARTIN	3,600.00	3,600.00	0120344010 5821	LECTURER
F38R1214	SUSAN MARTIN	12,000.00	12,000.00	0112703510 5821	LECTURER
F38R1215	PITSCO INC	750.00	750.00	0110815010 4313	INSTRUCTIONAL SUPPLIES
F38R1216	OFFICE DEPOT	698.22	698.22	01 9320	STORES
F38R1217	SOUTHWEST SCHOOL SUPPLY	3,448.01	3,448.01	01 9320	STORES

OCEANVIEW SCHL.DIST.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 12/06/2011

FROM 11/04/2011 TO 11/17/2011

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	OBJECT DESCRIPTION
F38R1218	HILLYARD	3,531.07	3,531.07	01 9320	STORES
F38R1219	ROUTLEY ENTERPRISES INC	643.81	643.81	01 9320	STORES
F38R1220	CA WEEKLY EXPLORER	660.00	660.00	0112701010 5821	LECTURER
F38R1221	CA WEEKLY EXPLORER	1,025.00	1,025.00	0112701010 5821	LECTURER
F38R1222	OFFICE DEPOT	135.34	67.65	0131138521 4305	ADMINISTRATIVE SUPPLIES
			67.69	0144814039 4305	ADMINISTRATIVE SUPPLIES
F38R1223	RANCHO SANTIAGO COMMUNITY	490.00	490.00	0112702010 5818	ADMISSION FEES - FIELD TRIP
F38R1224	ALL SIGNS INC	2,000.00	2,000.00	0141512581 4920	MAINTENANCE SUPPLIES
F38R1225	BERTOLINI	462.42	462.42	0111008010 4313	INSTRUCTIONAL SUPPLIES
F38R1226	OUTREACH CONCERN	40,000.00	40,000.00	0131238531 5825	OUTSIDE SRV NOT REPAIR/MTC
F38R1227	CUMMINS ALLISON CORP	449.00	449.00	1380591337 5617	OUTSIDE SERV - REPAIR/MTC
F38R1228	VIRCO MFG CORP	467.10	467.10	0120346510 4313	INSTRUCTIONAL SUPPLIES
F38R1229	FLEETPRIDE/ATP	3,000.00	1,500.00	0142339036 4365	OTHER TRANSPORTATION SUPPL
			1,500.00	0143439036 4365	OTHER TRANSPORTATION SUPPL
F38R1230	DISNEYLAND RESORT	1,848.00	1,848.00	0102504510 5818	ADMISSION FEES - FIELD TRIP
F38R1231	INSIGHT INVESTMENTS	226.67	226.67	0102504527 4305	ADMINISTRATIVE SUPPLIES
F38R1232	AARDVARK CLAY SUPPLIES	227.18	227.18	01 9320	STORES
F38R1233	KELLY PAPER	759.82	759.82	01 9320	STORES
F38R1234	ORANGE COUNTY DEPT OF ED	780.00	780.00	0120348010 5202	TRAVEL/CONFERENCE
F38R1235	ORANGE COUNTY DEPT OF ED	125.00	125.00	0120348010 5202	TRAVEL/CONFERENCE
F38R1236	LINGUISYSTEMS	235.31	235.31	0131238531 4313	INSTRUCTIONAL SUPPLIES
F38R1237	MANSFIELD OIL COMPANY	2,500.00	2,500.00	1380591337 4360	FUEL NOT FOR PUPIL TRANSP
F38R1238	OFFICE DEPOT	243.40	243.40	0102504527 4305	ADMINISTRATIVE SUPPLIES
F38R1239	BEN FRANKLIN PRESS	408.37	408.37	1250514050 4305	ADMINISTRATIVE SUPPLIES

OCEANVIEW SCHL. DIST.

PURCHASE ORDER DETAIL REPORT

BOARD OF TRUSTEES MEETING 12/06/2011

FROM 11/04/2011 TO 11/17/2011

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	OBJECT DESCRIPTION
F38R1240	TARGET STORES	200.00	200.00	1250501050 4313	INSTRUCTIONAL SUPPLIES
F38R1241	SCHOOL SPECIALTY INC	100.74	100.74	0111002510 4313	INSTRUCTIONAL SUPPLIES
F38R1242	PACIFIC SIGN CENTER	190.46	190.46	0102502510 4313	INSTRUCTIONAL SUPPLIES
F38R1243	TOM CROSS (USE V3804189)	250.00	250.00	0136104527 5201	MILEAGE
F38R1244	RONI ELLIS	550.00	550.00	0136104527 5201	MILEAGE
F38R1245	BOUND TO STAY BOUND BOOKS	343.21	343.21	0112704510 4313	INSTRUCTIONAL SUPPLIES
F38R1246	GENERAL BINDING CORPORATION	362.00	362.00	1252545510 5617	OUTSIDE SERV - REPAIR/MTCE
F38R1247	TANGENT COMPUTER	1,610.86	1,610.86	0140916577 5617	OUTSIDE SERV - REPAIR/MTCE
F38R1248	PC & MAC EXCHANGE	237.86	237.86	0139045510 4313	INSTRUCTIONAL SUPPLIES
F38R1249	NEW MANAGEMENT	750.00	750.00	0163051521 4305	ADMINISTRATIVE SUPPLIES
F38R1250	OCEAN VIEW SCHOOL DISTRICT	152.00	152.00	01 9320	STORES
F38R1251	ONSITE LASER MEDIC	306.98	306.98	0120348010 4313	INSTRUCTIONAL SUPPLIES
F38R1252	KASTWELL	303.80	303.80	0111008010 4313	INSTRUCTIONAL SUPPLIES
F38R1253	MISSION SAN JUAN CAPISTRANO	1,190.00	1,190.00	0112702010 5818	ADMISSION FEES - FIELD TRIP
F38R1254	APPLE COMPUTER INC	107.75	107.75	0102504527 4305	ADMINISTRATIVE SUPPLIES
F38R1255	IPEVO	743.48	743.48	0120348010 4313	INSTRUCTIONAL SUPPLIES
F38R1256	LOS ANGELES TIMES	381.00	381.00	0144110572 5807	LEGAL ADVERTISEMENTS
F38R1257	ORANGE COUNTY REGISTER	343.76	343.76	0144110572 5807	LEGAL ADVERTISEMENTS
F38R1258	STAPLES INC	250.00	250.00	0102515571 4305	ADMINISTRATIVE SUPPLIES
F38R1259	OFFICE DEPOT	318.19	318.19	01 9320	STORES
F38R1260	SOUTHWEST SCHOOL SUPPLY	192.44	192.44	01 9320	STORES
F38R1261	SCHOOL SPECIALTY INC	1,295.65	1,295.65	01 9320	STORES
F38R1262	LOWES	3,000.00	3,000.00	0141312581 4318	GROUPS SUPPLIES
F38R1263	MR B'S LAWNMOWER & SAW SHOP	4,000.00	4,000.00	0141312581 5617	OUTSIDE SERV - REPAIR/MTCE

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OCEANVIEW SCHL.DIST.
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 12/06/2011

FROM 11/04/2011 TO 11/17/2011

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	OBJECT DESCRIPTION
F38R1264	BUREAU OF EDUCATION AND RESEAR	1,145.00	145.00	0117738519 5202	TRAVEL/CONFERENCE
			1,000.00	0131238519 5202	TRAVEL/CONFERENCE
F38R1265	RICK SHANNEP	12,227.76	12,227.76	0143339036 5825	OUTSIDE SRV NOT REPAIR/MTC
F38R1266	RICK SHANNEP	2,736.00	2,736.00	0143339036 5825	OUTSIDE SRV NOT REPAIR/MTC
F38R1267	AUGUSTIN EGELSEE LLP	12,164.00	12,164.00	0131138521 5808	LEGAL FEES
F38R1268	OFFICE DEPOT	195.50	195.50	0139045510 4313	INSTRUCTIONAL SUPPLIES
F38R1269	CITY OF SANTA ANA	596.00	596.00	0112702510 5818	ADMISSION FEES - FIELD TRIP
F38R1270	NEWMAN AARONSON VANAMAN	16,000.00	16,000.00	0131138521 5808	LEGAL FEES
F38R1271	MICHAEL MEYERS	2,890.00	2,890.00	0131138521 5825	OUTSIDE SRV NOT REPAIR/MTC
F38R1272	MICHAEL MEYERS	3,000.00	3,000.00	0131138521 5825	OUTSIDE SRV NOT REPAIR/MTC
F38R1273	SEHI COMPUTER PRODUCTS	452.55	452.55	0140916524 4306	COMPUTER SUPPL NON INST
F38R1274	NICKEL NICKEL	336.00	336.00	1250714050 5818	ADMISSION FEES - FIELD TRIP
F38R1275	THINKING MAPS	142.19	142.19	0111007510 4313	INSTRUCTIONAL SUPPLIES
F38R1276	SEGERSTROM CENTER FOR THE ARTS	785.00	785.00	0112700510 5821	LECTURER
F38R1277	CITY OF SANTA ANA	688.00	688.00	0112707510 5818	ADMISSION FEES - FIELD TRIP
F38R1278	MISSION SAN JUAN CAPISTRANO	492.00	492.00	0112707510 5818	ADMISSION FEES - FIELD TRIP
F38R1279	ELAINE BURNEY	500.00	500.00	0136102027 5201	MILEAGE
F38R1280	MCT TECHNOLOGY	1,090.00	1,090.00	1252545510 5617	OUTSIDE SERV - REPAIR/MTCE
F38R1281	CONTINENTAL WIRELESS	2,000.00	2,000.00	0141512581 4320	MAINTENANCE SUPPLIES
F38R1282	CDW-G	108.14	108.14	0115948012 4313	INSTRUCTIONAL SUPPLIES
F38R1283	HEWLETT PACKARD COMPANY	1,764.76	214.42	0102504527 4305	ADMINISTRATIVE SUPPLIES
			1,162.93	0102504527 4490	NON CAPITALIZED EQUIPMENT
			287.20	0102504527 5617	OUTSIDE SERV - REPAIR/MTCE
			100.21	0102504527 5815	FEES & PERMITS
F38R1284	HOUGHTON MIFFLIN COMPANY	13,963.89	13,963.89	0111011010 4140	STATE TEXTBOOKS

OCEANVIEW SCHL.DIST.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 12/06/2011

FROM 11/04/2011 TO 11/17/2011

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	OBJECT DESCRIPTION
		183,484.05			
		2,596.37			
		2,949.00			
		189,029.42			

Fund 01 Total:
Fund 12 Total:
Fund 13 Total:

Total Amount of Purchase Orders:

OCEANVIEW SCHL.DIST.

PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS

BOARD OF TRUSTEES 12/06/2011

FROM 11/04/2011 TO 11/17/2011

PO NUMBER	VENDOR	PO TOTAL	CHANGE ACCOUNT AMOUNT NUMBER	OBJECT DESCRIPTION
F38R0457	MANSFIELD OIL COMPANY	127,000.00	+2,000.00 0141512581 4360	FUEL NOT FOR PUPIL TRANSP

Fund 01 Total: 2,000.00

Total Amount of Change Orders: 2,000.00

User ID: KSARA
Report ID: PO011

Page No.: 3

<Rev. 070303>

Current Date: 11/18/2011
Current Time: 07:45:32

5. CLASSIFIED EMPLOYEE PERSONNEL ACTIVITY LIST – NOVEMBER 15, 2011, THROUGH DECEMBER 6, 2011

(V) (C)

Superintendent's Recommendation

It is respectfully recommended that the Board of Trustees approve the Classified Employee Personnel Activity List – November 15, 2011, through December 6, 2011.

Background Information

This report contains the Ocean View School District's Classified Employee Activity List from November 15, 2011, through December 6, 2011. (Exhibit A)

Administrator

E. Michael Rossi, Consultant, Human Resources

Associated File Attachments



[Exhibit A \(Files\)](#)

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
December 6, 2011

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Gutierrez, Tom	Bus Driver (Substitute)	\$18.635/hr	32.1	11/07/11
Marchette-Conte, Dawn	Instructional Assistant - Special Education (Substitute)	\$14.554/hr	22.1	11/10/11
McCartney, Joann	Instructional Assistant - Severely Disabled (Substitute)	\$15.676/hr	25.1	11/02/11
O'Donnell, Sharon	Instructional Assistant - Severely Disabled (Substitute)	\$15.676/hr	25.1	11/10/11
Reynolds, Cheryl	Instructional Assistant - Severely Disabled (Substitute)	\$15.676/hr	25.1	11/07/11

6. CERTIFICATED EMPLOYEE PERSONNEL ACTIVITY LIST - NOVEMBER 9, 2011, THROUGH NOVEMBER 18, 2011

(V) (C)

Superintendent's Recommendation

It is respectfully recommended that the Board of Trustees approve the Certificated Employee Personnel Activity List from November 9, 2011, through November 18, 2011.

Background Information

This report contains the Ocean View School District's Certificated Employee Personnel Activity List from November 9, 2011, through November 18, 2011. (Exhibit A)

Administrator

E. Michael Rossi, Consultant, Human Resources

Associated File Attachments



[Exhibit A \(Files\)](#)

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Certificated Personnel
December 6, 2011

**Approve Extra Hours at
Extra Duty Rate of Pay @ 20.00/Hr**

<u>NAME</u>	<u>POSITION/ SITE</u>	<u>ACCOUNT</u>	<u>HOURS</u>
Barrett Lindsay	Teacher Mesa	01-110-050-10-1197	2.0 Homework Club
Bernstein Julie	Teacher Harbour	01-231-550-10-1190	6.0 GLAD Training
Cornelsen Megan	Teacher Mesa	01-110-050-10-1197	5.0 Homework Club
Duval Jay	Teacher Mesa	01-110-050-10-1197	3.0 Friday School
Erickson Nicole	Teacher Mesa	01-110-050-10-1197	2.0 Homework Club
Helenihi Erin	Teacher Mesa	01-110-050-10-1197	3.0 Homework Club
Morrill Robert	Teacher Mesa	01-110-050-10-1197	1.0 Homework Club
Shaver Letty	Teacher Mesa	01-110-050-10-1197	5.0 Homework Club

**Approve Task Force Pay @ \$25/Hour Per
Interagency Agreement with El Viento Foundation
(Reimbursed by El Viento Foundation)**

<u>NAME</u>	<u>POSITION/ SITE</u>	<u>ACCOUNT</u>	<u>HOURS</u>
Ayotte Alanna	Teacher Vista	01-015-310-10-1190	24.25 (10/11/11 - 11/10/11)
Bucci Keleigh	Teacher Vista	01-015-310-10-1190	22.75 (10/11/11 - 11/10/11)
Hunter Jill	Teacher Vista	01-015-310-10-1190	28.50 (10/11/11 - 11/10/11)

7. SCHOOL DISTRICT CHECK REGISTERS FOR GENERAL, CHILD CARE, FOOD SERVICE, CAPITAL FACILITIES, AND SPECIAL RESERVE/C.O.P. FUNDS FROM NOVEMBER 4, 2011, THROUGH NOVEMBER 17, 2011

(V) (C)

Superintendent's Recommendation

It is respectfully recommended that the Board of Trustees approve the School District Check Registers from November 4, 2011, through November 17, 2011.

Current Considerations

1. General Fund
Vendor Check Nos. 38-76467 - 76685
Total: \$ 951,652.49

 2. Child Care Fund
Vendor Check Nos. 38-76491 - 76686
Total: \$ 3,427.77

 3. Food Service Fund
Vendor Check Nos. 38-76493 - 76674
Total: \$ 87,567.89

 4. Capital Facilities Fund
Vendor Check Nos. 38-76538 - 76540
Total: \$ 1,500.00

 5. Special Reserve/C.O.P. Fund
Vendor Check Nos. 38-76588 only
Total: \$ 5,940.00
- Total: \$ 1,050,088.15

Administrator

Mark A. Schiel, Assistant Superintendent, Administrative Services

8. RATIFICATION OF MEMBERSHIP - GIFTED AND TALENTED EDUCATION DISTRICT ADVISORY COMMITTEE (GATE DAC) AND SPECIAL EDUCATION LOCAL COMMUNITY ADVISORY COMMITTEE (SE LCAC) FOR THE 2011-2012 SCHOOL YEAR (ACTION)

(V) (C)

Superintendent's Recommendation

It is respectfully requested that the Board of Trustees ratify the membership of the Gifted and Talented Education District Advisory Committee (GATE DAC) and Special Education Local Community Advisory Committee (SE LCAC) for the 2011-2012 school year.

Background Information

Ocean View School District is fortunate to have many parents, staff, and community members who serve on various advisory committees to support our programs and students. These committees include the Gifted and Talented Education District Advisory Committee (GATE DAC) and the Special Education Local Community Advisory Committee (SE LCAC).

The purpose of the GATE DAC is to provide a means for parents of GATE students and educators to share ideas and opinions regarding the District's GATE program. This avenue of communication and understanding leads to improved GATE programs.

The SE LCAC provides an opportunity for parents, educators, and community members who have an interest in Special Education programs to meet together throughout the year to review programs and procedures, and make suggestions for improvements that will benefit students with special needs.

Current Considerations

The following people serve on the GATE DAC and the SE LCAC for the 2011-2012 school year:

GATE DAC

Susie McElligott, Renell Gochman, Kelly Kuster, Laura Fewell, Kathleen Karnowski, Carol Schaffer, Tess Raza, Shawn Lee, Diane Drogo, Jennifer Kuo, Jane James, Angela Periolat, Karen Sandors, Leona Olson, Anne Brasie, and Lori Manz.

SE LCAC

Laura Pratto, Treva Gaffney

The members listed above continue to provide an important service in support of our GATE and Special Education programs and students. At this time, it is requested that the Board of Trustees ratify the membership of the GATE DAC and SE LCAC for the 2011-2012 school year.

Financial Implications

None.

Administrator

William V. Loose, Ed.D., Superintendent

1. FY 2012 CALIFORNIA SCHOOL BOARDS ASSOCIATION (CSBA) DELEGATE ASSEMBLY NOMINATIONS (ACTION)

(V)

Superintendent's Recommendation

It is respectfully recommended that the Board of Trustees conduct the call for nominations to the 2012 California School Boards Association (CSBA) Delegate Assembly Nominations.

Background Information

The Delegate Assembly is the primary policy-making body of the California School Boards Association (CSBA). Delegates adopt the association's legislative platform, take positions on other critical issues that may come before it, elect the officers and directors, and adopt bylaw changes. Delegates also serve as a two-way communication link between the board members in the region and the regional director, and play an important role in fostering collegiality within their region.

There are two Delegate Assembly meetings each year, one in May in Sacramento, and one preceding the CSBA Annual Education Conference and Trade show in November/December. Each Delegate is required to attend these two meetings every year. Per CSBA bylaws, CSBA does not pay the travel expenses associated with Delegate Assembly meetings. Districts and county associations often cover or offer supplemental help with expenses.

Current Considerations

Any CSBA member board is eligible to nominate board members within their geographic region or subregion. Each board may nominate as many individuals as it chooses by using the nomination form (Exhibit A) or submitting a letter of recommendation. Nominations must be postmarked by the U.S. Post Office by Monday, January 9, 2012. All nominees must submit the required biographical sketch form (Exhibit B). An optional résumé may also be submitted. The biographical sketch form and optional résumé must be postmarked by the U.S. Post Office by Friday January 9, 2012.

Below are the names of Delegates in Region 15 whose term expires in 2012 and are up for re-election should they choose to run:

Tammie Bullard (Tustin USD); Meg Cutuli (Los Alamitos USD); Judy Franco (Newport-Mesa USD); Susan Henry (Huntington Beach Union HSD); Kathryn A. Moffat (Orange USD); Jo-Ann Purcell (Westminster ESD); Esther H. Wallace (Magnolia ESD); and Sharon Wallin (Irvine USD).

The Board of Trustees is asked to make nominations to the California School Boards Association (CSBA) Delegate Assembly.

Boards vote for Delegates from February 1, 2012, through March 15, 2012. Ballots must be postmarked by the U.S. Post Office on or before Thursday, March 15, 2012. Election results, except for run-offs, will be posted on CSBA's website by Monday, April 2, 2012. Seating of new Delegates will take place on May 19-20, 2012, at the Delegate Assembly Meeting in Sacramento. CSBA Delegates serve two-year terms. Those elected in 2012 will serve beginning April 1, 2012, through March 31, 2014.

Financial Implications

None.

Administrator

William V. Loose, Ed.D., Superintendent

Associated File Attachments

[Exhibit A \(Files\)](#)



[Exhibit B \(Files\)](#)



2012 County Delegate Assembly Candidate Biographical Sketch Form

Due: Monday, January 9, 2012 (U.S. Postmark or fax - 916.669.3305 or 916.371.3407)

Please complete, sign and date this **required** candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this candidate form will **not** be accepted.

Name: _____	CSBA Region: _____
COE Name: _____	Years on board: _____
Contact Number: _____	E-mail: _____
Are you a continuing County Delegate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a County Delegate? _____	

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local county office.

Why are you interested in becoming a County Delegate/CCBE Director and what contribution do you feel you would make as a member of the Delegate Assembly and a member of CCBE's Board of Directors?

Your signature indicates your consent to have your name placed on the ballot to serve as a CSBA County Delegate and a member on the CCBE's Board of Directors, if elected.

Signature: _____ Date: _____

2. PROPOSED ADDITION TO BOARD POLICIES, ADMINISTRATIVE REGULATIONS, AND EXHIBITS SERIES 0000: PHILOSOPHY, GOALS, OBJECTIVES, AND COMPREHENSIVE PLANS INDEX - BOARD POLICY 0150, ADMINISTRATIVE REGULATION 0150, AND EXHIBIT 0150 - CIVILITY POLICY (SECOND READING)(INFORMATION)

Superintendent's Recommendation

It is respectfully recommended that the Board of Trustees receive for information the Proposed Addition to Board Policies, Administrative Regulations, and Exhibits Series 0000: Philosophy, Goals, Objectives, and Comprehensive Plans Index - Board Policy 0150, Administrative Regulation 0150, and Exhibit 0150 - Civility Policy (Second Reading).

Background Information

In keeping with the Board of Trustees' commitment to ethical conduct as expressed in the District's Leadership Compact between the Board of Trustees and the Superintendent, a Civility Policy is proposed in order to establish a high standard of conduct for all District staff regarding their treatment of each other, students, parents, and other members of the public, with the expectation of the same treatment in return.

The California Constitution requires that all districts provide their respective communities with schools that are safe, secure, and peaceful. The Civility Policy is intended as a foundational standard in that regard.

Current Considerations

Ocean View School District is committed to maintaining orderly educational and administrative processes that seek to promote mutual respect, civility, and orderly conduct among District employees, parents, and the public. The proposed Board Policy, Administrative Regulation, and Exhibit 0150 - Civility Policy (Exhibit A), are not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace environment for our students and staff.

It is important that the District have a clear expectation as to the conduct that will be required of everyone in the workplace or school environment. The proposed Board Policy regarding civility is aligned with model policies provided by the California School Boards Association (CSBA), as well as those used in surrounding school districts.

At the October 18, 2011, Board of Trustees' meeting, staff was directed to revise the proposed policy and return it for information, allowing for further Board review.


Financial Implications

None.

Administrator

E. Michael Rossi, Consultant, Human Resources

Associated File Attachments

 [Exhibit A \(Files\)](#)

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 0150

I. Policy Statement

The Ocean View School District Board of Trustees values diversity and commonality and is committed to a culture that fosters free and open communication. The Board believes that an environment of mutual respect and civil conduct between and among students, school system employees, parents, volunteers, and the general public is critical to the achievement of students and staff. The Board is committed to maintaining a culture that recognizes the worth and dignity of the individual in support of academic achievement and social development.

II. Purpose

The purpose of this policy is to set clear expectations for civil behavior that support a safe, welcoming, and nurturing environment on school property and at school-related activities.

III. Definitions

- A. Civility – Mutual respect and consideration reflected in language, attitudes, and behaviors.
- B. Harassment and Intimidation (bullying) – Conduct, including verbal conduct, that creates a hostile environment by substantially interfering with an individual's educational benefits, opportunities, or performance, or with an individual's physical or psychological well-being, and is motivated by an actual or a perceived personal characteristic such as race, national origin, marital status, sex, sexual orientation, gender identity, religion or disability, or is threatening or seriously intimidating.
- C. School Property – Any property owned or leased by the Ocean View School District. The concept of property shall extend to school activities such as field trips, use of parks and recreation facilities, etc. This means that when a facility is scheduled for student use, it will be considered an extension of school property.
- D. School-related Activity – On or off premises activity in which a student directly participates (e.g. field trip, school system sponsored athletic event, or class/promotion activity), or in which the student does not directly participate, but represents the school or student body simply by being there (e.g. spectator at a school system-sponsored event).

IV. Standards

- A. Expected behaviors include but are not limited to:
 - 1. Respect and courtesy in language, demeanor, and actions
 - 2. Moderate tone and volume of voice
 - 3. Active and respectful listening
 - 4. Respectful acknowledgement of cultural differences
 - 5. Respect for the personal, civil, and property rights of others
 - 6. Appropriate and courteous use of telephone, public address systems, two-way radios, and any other verbal communication device
 - 7. Appropriate and courteous written communication, including notes, letters, email, and text messages.

- B. Unacceptable behaviors include but are not limited to:
 - 1. Rude, insulting, or demeaning language and/or actions
 - 2. Persistently unreasonable demands
 - 3. Intrusive and/or interruptive behavior
 - 4. Displays of temper
 - 5. Harassment and intimidation
 - 6. Threatening and/or abusive gestures and behavior.

- C. Incidents of uncivil behavior should be resolved cooperatively with the individual(s) most directly involved.

V. Compliance

- A. Each individual is responsible for behaving in a civil manner and for cooperating in resolving incidents of uncivil behavior.

- B. The Superintendent/designee is responsible for determining whether an incident occurring on school property violates an existing board policy and for responding appropriately.

- C. The Superintendent/designee will provide for annual notification of this policy to students, staff, parents, and community members.

VI. Delegation of Authority

The Superintendent is authorized to develop appropriate procedures for the implementation of this policy.

Policy Adopted:

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

ADMINISTRATIVE REGULATION

AR 0150

I. Training and Resources

- A. The Superintendent/designee will communicate expectations for civil behavior outlined in the policy to all school administrators and central office personnel.
- B. The principal/supervisor or designee will communicate expectations of civil behavior annually to their staffs, students, parents, and community groups as appropriate.
- C. The principal/supervisor or designee will provide appropriate resources, guidance, and professional development with the goal of promoting civil behavior and addressing related concerns within the school system.

II. Process for Addressing Concerns and Issues

A. Resolution through Cooperative Agreement

Individuals who feel they have been subjected to uncivil conduct are encouraged to resolve the concern/issue with the person or persons directly involved when appropriate. Through a process of cooperative agreement, the affected individuals may be able to reach mutually effective resolution.

B. General Steps when Resolution is not reached through Cooperative Agreement.

- 1. Either party may cite this policy and notify the other person that they are ending the conversation or the interaction and removing themselves from the situation (for instance, ending a phone call, walking out of the room, or requesting the other individual leave the room).
- 2. There are many existing policies and procedures that cover specific circumstances or general behaviors. In these cases, the appropriate policy or procedure should be followed. (See section II.C.)
- 3. If the issue/situation is not addressed in another policy or procedure, either party may notify the appropriate principal/supervisor or designee. The principal/supervisor or designee will assist the individuals in reaching a resolution.

Parents may also use the procedures outlined in A Parent's Guide to Resolving School Concerns and Complaints to formally address concerns that have not been resolved at the school level.

Regulation Adopted:

PHILOSOPHY

CIVILITY POLICY

OCEAN VIEW SCHOOL DISTRICT

REPORTABLE EVENT FORM

Name of Person Making Report (please print)

Address of Person Making Report

(Street) _____

(City, State and Zip Code) _____

(Tel. No. and E-Mail, if any) _____

Identify the group to which you belong by checking appropriate category:

- I am a member of the community
- I am a parent/guardian of a pupil in the District
- I am a relative of a student or a pupil advocate
- I am a relative or friend of an employee
- I am an employee of the District

The purpose of the civility policy is to establish the expectation that District staff shall treat parents, other members of the public, students, and each other with respect and courtesy, and expect the same in return. The District is committed to maintaining orderly educational and administrative processes by keeping schools and administrative offices free from disruptions and preventing unauthorized persons from reentering school/district grounds after being warned and directed to leave.

TYPE OF INCIDENT/EVENT: Please complete this section regarding the nature of your concerns so that they may be routed to the appropriate department.

Student Concerns:

<input type="checkbox"/> Discipline	<input type="checkbox"/> Attendance	<input type="checkbox"/> Classroom/Teacher Issue
<input type="checkbox"/> GATE	<input type="checkbox"/> Child Care	<input type="checkbox"/> Student Records or Property Loss
<input type="checkbox"/> Section 504	<input type="checkbox"/> Safety	Other: _____

Administrative Services Issues:

<input type="checkbox"/> Grounds	<input type="checkbox"/> Athletic Field/Facility Use	<input type="checkbox"/> Transportation
<input type="checkbox"/> Safety	Other: _____	

Special Education:

<input type="checkbox"/> Transportation	<input type="checkbox"/> Placement	Other: _____
---	------------------------------------	--------------

Other:

<input type="checkbox"/> Complaint Against Employee	Other: _____
---	--------------

PHILOSOPHY

CIVILITY POLICY

STATEMENT OF CONCERN: _____

REMEDY SOUGHT: _____

Signature

Date

PRINCIPAL / SUPERVISOR'S RESPONSE: _____

Signature

Date

APPEAL RIGHTS: If concerns are not resolved to the satisfaction of a reporting party, the matter can be appealed to the Superintendent for further consideration, as well as to the Board of Trustees if the Superintendent's remedy is not sufficient. Basis for appeal is the following:

[Completed form and any supporting documents may be submitted for review]

1. **2011-2012 FIRST INTERIM REPORT (ACTION)

(V)

Superintendent's Recommendation

It is respectfully recommended that the Board of Trustees certify that the District will be able to meet its financial obligations for the remainder of 2011-2012 and two subsequent fiscal years in all funds, acknowledging the possibility of additional budget cuts. Mark A. Schiel, Assistant Superintendent, Administrative Services, will make a brief presentation and respond to questions from the Board of Trustees.

Background Information

AB 1200, as amended by AB 1708, Chapter 924, requires that school district governing boards certify twice a year their ability to meet the District's financial obligations for the remainder of the fiscal year and for the subsequent two fiscal years. These certifications, along with accompanying documents, are referred to as the First Interim and Second Interim Reports. The First Interim Report has been provided under separate cover to the Board of Trustees. A copy is also available for public perusal at the District Office.

Current Considerations

The First Interim Report for the period ending October 31, 2011, consists of:

- District Certification
- Budget Assumptions and Revenue/Expenditure Changes as of First Interim Report
- Multi-Year Projected Budget
- Statement of Revenues, Expenditures, and Changes in Fund Balance
- Average Daily Attendance
- Cash Flow Analysis
- Revenue Limit Calculation
- Criteria and Standards Review

Average Daily Attendance: As of the First Interim Report, the projected Revenue Limit ADA remained constant from the Budget as adopted in June 2011. At the time of the Adopted Budget, prior year Revenue Limit ADA was projected due to a decrease in student enrollment. Although enrollment is higher than expected, it is still below last year by about 100 students at CBEDS day.

Statement of Revenues, Expenditures, and Changes in Fund Balance: Projections have been updated to reflect actual allocations for funding sources where allocation documents have been received. Salaries and benefits have been adjusted to reflect actual staffing and salaries paid to staff. The Interim Report contains a detailed narrative of revenue, expenditures, and ending balance assumptions.

Two Year Budget Projection: In order to certify the financial condition for two subsequent years, a projection which makes assumptions regarding revenue and expenditure must be made. This projection assumes 3.1 percent COLA in 2012-2013, and a 2.8 percent COLA in 2013-2014. The projection includes salary and benefit increases for step, column, and longevity. The ability for the State to fund this COLA in light of the multi-billion dollar State deficits is unknown at this time.

The State budget includes "triggers" which may be pulled if the \$4 billion in additional State revenues does not materialize. One of the triggers will result in mid-year K-12 education funding cuts. If the "trigger" gets pulled, OVSD could lose approximately \$2.8 million in

State funding in the current school year. Based upon the revenues received through October 2011, it is very possible that OVSD may experience some kind of a mid-year State funding cut. This could result in the following: 1) a 50% reduction in State transportation funding (approximately \$450,000); and 2) a reduction in average daily attendance (ADA) funding up to a \$250 per ADA (approximately \$2.35 million).

The District must maintain a three percent reserve for economic uncertainties in order to pass County and State review. The District has tried to keep an additional emergency reserve fund set aside to help meet anticipated reductions expected in mid-year and future years and to deal with the great uncertainty based on the last three years' economic developments. The projected budget indicates the District will maintain the three percent reserve over the next two years. The District is projected to have some deficit spending as a result of the State budget reductions.

Cash Flow Worksheet: The monthly cash flow worksheets indicate a positive cash balance each month.

Other Funds: Other funds identified in the Criteria and Standards require only a certification of positive fund balances. Current revenue projections and spending patterns indicate these funds will maintain positive ending balances in the current fiscal year and in the subsequent two fiscal years.

Criteria and Standards: The Criteria and Standards uses the District's cash flow, fund balance, reserves, multi-year commitments, and the status of negotiations as a guide to determining the District's financial condition. In addition to the ongoing commitment to retiree benefits, the District has multi-year commitments for the repayment of loans for copiers, portable buildings, and for the COPs lease payments.

Financial Implications

The District will be able to meet its financial obligations for the remainder of the 2011-2012 school year and for the subsequent fiscal years in all funds if current assumptions hold and the State does not create additional deferrals or impose deeper cuts to public education. If the trigger language is enacted and the COLA for next year is unfunded, the District will have to make reductions as noted in the report.

In certifying the 2011-2012 First Interim Report as positive, the Board of Trustees understands its fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years. It is recognized that the statutory COLAs for 2012-2013 and 2013-2014 are unlikely to be funded and that the recommended COLA is 0 percent.

Therefore, additional cuts may be necessary and will be dictated by the fiscal actions imposed by the State.

It is further recognized that at the time of this report, the fiscal condition of the State is reported to be at a \$10 billion deficit in 2012-13. The probability of mid-year cuts or deep reductions to next year's revenue is high. Administration will watch the events at the State level carefully and revise the financial reports and submit reductions at Second Interim as needed.

Administrator

Mark A. Schiel, Assistant Superintendent, Administrative Services

2. GIFTS TO DISTRICT (ACTION)

(v)

Superintendent's Recommendation

It is respectfully recommended that the Board of Trustees accept the donations, as presented, and authorize the Superintendent to send letters of appreciation to the donors.

Background Information

Citizens, local community groups, businesses, and parent/teacher/faculty organizations occasionally make donations of money, materials, or equipment to the District. The donations are given to the District to use at its discretion, or the donor may request a specific use.

Current Considerations

The following donations have been received:

Circle View School:

1. The PTO donated \$6,013.71.

Harbour View School:

1. The PTA donated \$54.00.
2. Parents donated \$50.00.

Hope View School:

1. The PTO donated \$3,553.91.
2. Leo and Cheryl Luyks donated \$15.00.
3. David Betancourt of Freqmixer Inc. donated \$10.00.
4. John and Kelly Janney donated \$30.00.
5. Paul Melendez donated \$30.00.
6. Michele Burdette donated \$20.00.
7. Lisa Alexander-Smith donated \$15.00.
8. Richard and Staci Gash donated \$30.00.

Marine View Middle School:

1. Parents donated \$1,064.00.

Mesa View Middle School:

1. Parents donated \$220.00.

Spring View Middle School:

1. The PTSA donated \$8,500.00.
2. Parents donated \$21.00.

Village View School:

1. The PTA donated \$6,000.00.

Westmont School:

1. The PTO donated \$6,760.00.

Ocean View School District:

1. Schools First Federal Credit Union donated a total of \$2,725.00.

Financial Implications

There is no financial impact on the District's General Fund.

Administrator

William V. Loose, Ed.D., Superintendent

3. PERSONNEL COMMISSIONER - OCEAN VIEW SCHOOL DISTRICT BOARD APPOINTEE (PUBLIC HEARING)

Superintendent's Recommendation

It is respectfully recommended that the Board of Trustees conduct a public hearing into the qualifications of Allan Pogrund, Ed.D. to continue serving as the Board of Trustees' appointee to the Personnel Commission.

Background Information

The current Board appointee for Ocean View School District to the Personnel Commission is Allan Pogrund, Ed.D. His term expires on December 1, 2011. Dr. Pogrund has indicated his continued interest in service as the Board's appointee to the Personnel Commission. On October 4, 2011, the Board of Trustees announced that it intended to reappoint Dr. Pogrund to another three year term. Thereafter, a time period, no sooner than 30 days and no later than 45 days after the announcement, the governing board must have a public hearing so that the public may express their opinions or views as to the qualifications of the person being recommended by the governing board. Although outside the required time period for holding the public hearing, Orange County Department of Education (OCDE) Legal Services states that the public hearing may still be held without problem, as exceeding the 45 day time frame provides additional time for the public to consider the qualifications of the Board's intended appointee and there is no case law providing guidance. Education Code 45246(g) provides that, "A commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed, but for no more than 90 calendar days." Therefore, Dr. Pogrund, although his term expired on December 1, 2011, can continue to perform the duties of his office through Tuesday, February 28, 2012, or the Board of Trustees either reappoints him or orders a personnel commissioner recruitment and selects a successor.

Current Considerations

Dr. Pogrund has served on the Personnel Commission for the past three years in a professional and effective manner. He continues to meet the qualifications of the job description (Exhibit A), requirements of the Education Code for Personnel Commissioner (Exhibit B) and of the Merit Rules of the Personnel Commission (Exhibit C). The Board has announced that it intends to reappoint Dr. Pogrund to serve another three year term as Personnel Commissioner, commencing December 1, 2011. The Board must hold a public hearing to permit the public to express their opinions or views as to the qualifications of Dr. Pogrund to continue serving as the Board's appointee to the Ocean View School District's Personnel Commission.




Financial Implications

The Board's appointee will be eligible to take advantage of health and welfare benefits, as provided to classified employees in the District, which could have a financial impact on the District's general fund not to exceed \$7,775.00 per year.

Administrator

Robert W. Lee, Interim Director, Classified Personnel

Associated File Attachments

-  [Exhibit A \(Files\)](#)
-  [Exhibit B \(Files\)](#)
-  [Exhibit C \(Files\)](#)

OCEAN VIEW SCHOOL DISTRICT

Job Description

PERSONNEL COMMISSIONER

THE COMMISSION

A Personnel Commission is a nonpartisan public body responsible for the administration of a *merit system* for the selection, retention, and promotion of classified (non-teaching) employees in a public school district. By law, it is composed of three members appointed for three year terms with the term of one member expiring each year. The Personnel Commissioners are selected as follows: One member is selected by the Governing Board, one member is selected by the employees' organization representing the largest number of classified employees, and the third member is selected by the other two Personnel Commissioners.

DISTINGUISHING FEATURES OF WORK

Personnel Commissions have a threefold responsibility:

1. To cooperate with the governing board and administrators in the quest for competent employees and a sound plan of personnel administration
2. To represent the interests of the general public by providing a personnel system dedicated to hiring, retaining and promoting competent workers in the service of the jurisdiction, and
3. To see that classified employees receive fair and equitable treatment

This three-way division of responsibilities sometimes places commissioners in the position of being mediators between the conflicting interests of employees, management, and general public. They must make equitable decisions - decisions which are fair and which contribute to the overall goal of a sound personnel program based on merit.

EXAMPLES OF WORK

Specific functions with which personnel commissioners in California school districts and county superintendents' have been charged by the Education Code are: The classification of all positions in the classified service; recommending salary schedules and rates of pay to the governing board; hearing and deciding appeals in regard to the disciplinary actions against classified employees; the adoption and revision of rules which will provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analysis and specifications, service ratings, public advertisement of examinations, rejection of unfit applicants without competition, and any other matter necessary to carry out the provisions and purposes of the merit system. Effective July 1976, salaries and fringe benefits, leaves of absence, transfers and service ratings were made subject to negotiation by the governing board and employees' organizations. The role of the Personnel Commission in these areas is not clear at the present time. The personnel Commission directs the Classified Personnel director and staff and insures that the provisions of the merit system are carried out.

REQUIREMENTS

To be eligible for appointment or reappointment to the Personnel Commission a person:

- Shall be a registered voter and resident within the boundaries of the school district or territorial jurisdiction of a county superintendent.
- Shall be a known adherent to the principle of the merit system, which is the selection, retention and promotion of individuals upon the basis of merit and fitness. A known adherent of the merit system shall mean a person who by the nature of his prior public or private service, has given evidence that he supports the concept of the merit system.
- Shall not be a member of the governing board of the same school district or a county board of education.
- Shall be an employee of the same school district or county board of education.

DESIRABLE QUALIFICATIONS

Volunteer or paid experience associated with work with community groups and organizations including public agencies; concern with the educational system in the school district; familiarity with the merit system, its concepts and philosophy; ability to work with administrators and employee organization groups and some knowledge of labor relations and recent legislative developments in this arena in the State of California; the time to actively engage in Personnel Commission activities including attending meetings of Personnel Commissioners, attend workshops related to Personnel Commission functions and conferences dealing with the merit system and responsibilities of the Personnel Commission. Revised 2001

EDUCATION CODE

45243. In any district that has adopted this article there shall be appointed a personnel commission composed of three members. If two or more districts are under the jurisdiction of governing boards of identical personnel, only one commission shall be appointed. In those cases this article shall apply alike to all of the districts, and the expenses of the commission shall be paid out of the general funds of all of the districts in proportion to the benefits derived there from as determined by the governing board.

45244. (a) To be eligible for appointment or reappointment to the commission a person shall meet both of the following requirements:

(1) Be a registered voter and resident within the territorial jurisdiction of the school district.

(2) Be a known adherent to the principle of the merit system. No member of the governing board of any school district or a county board of education shall be eligible for appointment, reappointment, or continuance as a member of the commission. During his or her term of service, a member of the commission shall not be an employee of the school district.

(b) As used in this section, residence is that place in which his or her habitation is fixed, wherein the person has the intention of remaining, and to which, whenever he or she is absent, the person has the intention of returning. At a given time, a person may have only one residence.

(c) As used in this section, "known adherent to the principle of the merit system," with respect to a new appointee, means a person who by the nature of his or her prior public or private service has given evidence that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. As used in this section, "known adherent to the principle of the merit system," with respect to a candidate for reappointment, means a commissioner who has clearly demonstrated through meeting attendance and actions that he or she does, in fact, support the merit system and its operation.

45245. One member of the personnel commission shall be appointed by the governing board of the district and one member, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those two members shall, in turn, appoint the third member. As used in this section, "classified employees" shall mean an exclusive representative which represents the largest number of non-certificated employees in a unit or units within the district. If there is no exclusive representative within the district, the governing board shall, by written rule, prescribe the method by which the recommendation is to be made by its classified employees.

Merit Rules

2.1.4 Commissioner Appointment Procedures

(New Rule

11/09/00)

On or about September 1st of each year, the Director of Classified Personnel shall notify the Board of Trustees and the recognized classified employee organization(s) of the name and home address of the commissioner whose term will be expiring and whether or not that commissioner will accept reappointment for another three-year term. The notification will also provide the name of the appointing authority, and the procedures to be followed in filling the upcoming commissioner position.

A. **The Board of Trustees' Appointment:**

By September 30th, the Board of Trustees shall publicly announce the name of the person it intends to appoint or reappoint. At a Board meeting to be held after thirty (30) and within forty-five (45) days of the date the Board publicly announced its candidate, the Board shall hold a public hearing to provide the public, employees and employee organizations the opportunity to express their views on the qualifications of the person recommended by the Board of Trustees for appointment. The Board, at that time, may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

*(Reference Education Code 45246(b) (1)
and (d))*

4. PERSONNEL COMMISSIONER - OCEAN VIEW SCHOOL DISTRICT BOARD APPOINTEE (ACTION)

(v)

Superintendent's Recommendation

It is respectfully recommended that the Board of Trustees reappoint Allan Pogrund, Ed.D. to another three year term as the Board of Trustees' appointee to the Personnel Commission.

Background Information

The current Board appointee for Ocean View School District to the Personnel Commission is Allan Pogrund, Ed.D. His term expires on December 1, 2011. Dr. Pogrund has indicated his continued interest in service as the Board's appointee to the Personnel Commission. On October 4, 2011, the Board of Trustees announced that it intends to reappoint Dr. Pogrund to another three year term. Thereafter, a time period, no sooner than 30 days and no later than 45 days after the announcement, the governing board must have a public hearing so that the public may express their opinions or views as to the qualifications of the person being recommended by the governing board. Although outside the required 45 day time period for holding the public hearing, Orange County Department of Education (OCDE) Legal Services states that the public hearing may still be held without problem, as exceeding the 45 day time frame provides additional time for the public to consider the qualifications of the Board's intended appointee and there is no case law providing guidance. Additionally, Education Code 45246(g) provides that, "A commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed, but for no more than 90 calendar days." Therefore, Dr. Pogrund, although his term expired on December 1, 2011, can continue to perform the duties of his office through Tuesday, February 28, 2012, or the Board of Trustees either reappoints him or orders a personnel commissioner recruitment and selects a successor.

Current Considerations

Dr. Pogrund has served on the Personnel Commission for the past three years in a professional and effective manner. He continues to meet the qualifications of the job description (Exhibit A), requirements of the Education Code for Personnel Commissioner (Exhibit B) and of the Merit Rules of the Personnel Commission (Exhibit C). The Board has announced that it intends to reappoint Dr. Pogrund to serve another three year term as Personnel Commissioner, commencing December 1, 2011. The Board has held and should consider input received from the required public hearing permitting the public to express their opinions or views as to the qualifications of Dr. Pogrund to continue serving as the Board's appointee to the Ocean View School District's Personnel Commission.


Financial Implications

The Board's appointee will be eligible to take advantage of health and welfare benefits, as provided to classified employees in the District, which could have a financial impact on the District's general fund not to exceed \$7,775.00 per year.

Administrator

Robert W. Lee, Interim Director, Classified Personnel

Associated File Attachments

 [Exhibit A \(Files\)](#)

 [Exhibit B \(Files\)](#)

 [Exhibit C \(Files\)](#)

OCEAN VIEW SCHOOL DISTRICT

Job Description

PERSONNEL COMMISSIONER

THE COMMISSION

A Personnel Commission is a nonpartisan public body responsible for the administration of a *merit system* for the selection, retention, and promotion of classified (non-teaching) employees in a public school district. By law, it is composed of three members appointed for three year terms with the term of one member expiring each year. The Personnel Commissioners are selected as follows: One member is selected by the Governing Board, one member is selected by the employees' organization representing the largest number of classified employees, and the third member is selected by the other two Personnel Commissioners.

DISTINGUISHING FEATURES OF WORK

Personnel Commissions have a threefold responsibility:

1. To cooperate with the governing board and administrators in the quest for competent employees and a sound plan of personnel administration
2. To represent the interests of the general public by providing a personnel system dedicated to hiring, retaining and promoting competent workers in the service of the jurisdiction, and
3. To see that classified employees receive fair and equitable treatment

This three-way division of responsibilities sometimes places commissioners in the position of being mediators between the conflicting interests of employees, management, and general public. They must make equitable decisions - decisions which are fair and which contribute to the overall goal of a sound personnel program based on merit.

EXAMPLES OF WORK

Specific functions with which personnel commissioners in California school districts and county superintendents' have been charged by the Education Code are: The classification of all positions in the classified service; recommending salary schedules and rates of pay to the governing board; hearing and deciding appeals in regard to the disciplinary actions against classified employees; the adoption and revision of rules which will provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analysis and specifications, service ratings, public advertisement of examinations, rejection of unfit applicants without competition, and any other matter necessary to carry out the provisions and purposes of the merit system. Effective July 1976, salaries and fringe benefits, leaves of absence, transfers and service ratings were made subject to negotiation by the governing board and employees' organizations. The role of the Personnel Commission in these areas is not clear at the present time. The personnel Commission directs the Classified Personnel director and staff and insures that the provisions of the merit system are carried out.

REQUIREMENTS

To be eligible for appointment or reappointment to the Personnel Commission a person:

- Shall be a registered voter and resident within the boundaries of the school district or territorial jurisdiction of a county superintendent.
- Shall be a known adherent to the principle of the merit system, which is the selection, retention and promotion of individuals upon the basis of merit and fitness. A known adherent of the merit system shall mean a person who by the nature of his prior public or private service, has given evidence that he supports the concept of the merit system.
- Shall not be a member of the governing board of the same school district or a county board of education.
- Shall be an employee of the same school district or county board of education.

DESIRABLE QUALIFICATIONS

Volunteer or paid experience associated with work with community groups and organizations including public agencies; concern with the educational system in the school district; familiarity with the merit system, its concepts and philosophy; ability to work with administrators and employee organization groups and some knowledge of labor relations and recent legislative developments in this arena in the State of California; the time to actively engage in Personnel Commission activities including attending meetings of Personnel Commissioners, attend workshops related to Personnel Commission functions and conferences dealing with the merit system and responsibilities of the Personnel Commission. Revised 2001

EXHIBIT A

EDUCATION CODE

45243. In any district that has adopted this article there shall be appointed a personnel commission composed of three members. If two or more districts are under the jurisdiction of governing boards of identical personnel, only one commission shall be appointed. In those cases this article shall apply alike to all of the districts, and the expenses of the commission shall be paid out of the general funds of all of the districts in proportion to the benefits derived there from as determined by the governing board.

45244. (a) To be eligible for appointment or reappointment to the commission a person shall meet both of the following requirements:

(1) Be a registered voter and resident within the territorial jurisdiction of the school district.

(2) Be a known adherent to the principle of the merit system. No member of the governing board of any school district or a county board of education shall be eligible for appointment, reappointment, or continuance as a member of the commission. During his or her term of service, a member of the commission shall not be an employee of the school district.

(b) As used in this section, residence is that place in which his or her habitation is fixed, wherein the person has the intention of remaining, and to which, whenever he or she is absent, the person has the intention of returning. At a given time, a person may have only one residence.

(c) As used in this section, "known adherent to the principle of the merit system," with respect to a new appointee, means a person who by the nature of his or her prior public or private service has given evidence that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. As used in this section, "known adherent to the principle of the merit system," with respect to a candidate for reappointment, means a commissioner who has clearly demonstrated through meeting attendance and actions that he or she does, in fact, support the merit system and its operation.

45245. One member of the personnel commission shall be appointed by the governing board of the district and one member, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those two members shall, in turn, appoint the third member. As used in this section, "classified employees" shall mean an exclusive representative which represents the largest number of non-certificated employees in a unit or units within the district. If there is no exclusive representative within the district, the governing board shall, by written rule, prescribe the method by which the recommendation is to be made by its classified employees.

EXHIBIT B

Merit Rules

2.1.4 Commissioner Appointment Procedures *11/09/00)*

(New Rule

On or about September 1st of each year, the Director of Classified Personnel shall notify the Board of Trustees and the recognized classified employee organization(s) of the name and home address of the commissioner whose term will be expiring and whether or not that commissioner will accept reappointment for another three-year term. The notification will also provide the name of the appointing authority, and the procedures to be followed in filling the upcoming commissioner position.

A. **The Board of Trustees' Appointment:**

By September 30th, the Board of Trustees shall publicly announce the name of the person it intends to appoint or reappoint. At a Board meeting to be held after thirty (30) and within forty-five (45) days of the date the Board publicly announced its candidate, the Board shall hold a public hearing to provide the public, employees and employee organizations the opportunity to express their views on the qualifications of the person recommended by the Board of Trustees for appointment. The Board, at that time, may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

*(Reference Education Code 45246(b) (1)
and (d))*

5. RESOLUTION NO. 19:1112 - DELEGATION OF AUTHORITY EFFECTIVE JANUARY 1, 2012, THROUGH DECEMBER 31, 2012 (ACTION)

(V)

Superintendent's Recommendation

It is respectfully recommended that the Board of Trustees approve Resolution No. 19:1112 - Delegation of Authority Effective January 1, 2012, through December 31, 2012.

Background Information

Education Code Section 17604 et. seq. allows the Governing Board of a school district to delegate the authority to sign documents on behalf of the Board. This delegation of power may be limited as to time, money, or subject matter or may be a blanket authorization.

However, no contract made pursuant to the delegation and authorization shall be valid or constitute an enforceable obligation against the district unless and until the same shall have been approved or ratified by the Governing Board.

Education Code Section 35161 authorizes the Governing Board of any school district to delegate to an officer or employee of the district any of those powers or duties delegated to the Board or the district of which it is the Governing Board.

Current Considerations

The ability of the Board to delegate authority to the Superintendent or other designee is a practical necessity for all school districts. One such example of this practical necessity can be found in a settlement conference. It is common practice for a school district's board to send the Superintendent or designee to represent the school district at a settlement conference. The designee may be given various levels of authority, ranging from a specific dollar limit to a blanket ability to negotiate and reach a settlement under any terms. If this delegation of authority were not possible, either the entire Board would have to attend each settlement conference or settlement conferences would become an unproductive exercise where no settlement agreements could be executed.

This delegation also allows Orange County Department of Education School Claims Office to process and pay routine agreements, claims for reimbursement, purchase orders, payroll, personnel, special education and insurance transactions.

Resolution No. 19:1112 (Exhibit A) delineates the delegation of authorities to the following District Administrators:

Superintendent
Assistant Superintendent, Administrative Services
Assistant Superintendent, Curriculum and Instruction
Director, Purchasing


Financial Implications

None.

Administrator

Mark A. Schiel, Assistant Superintendent, Administrative Services

Associated File Attachments

 [Exhibit A \(Files\)](#)

**Ocean View School District
Huntington Beach, California 92647**

**RESOLUTION NO. 19:1112
DELEGATION OF AUTHORITY**

WHEREAS, Education Code 35161 authorizes the Board of Trustees to delegate to an officer or employee of the District any of the powers and duties delegated to the board or the district of which it is the governing board; and

WHEREAS, Education Code 17604 et. seq. authorizes the Board to delegate the authority to purchase supplies, materials, apparatus, equipment, and services;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the following effective January 1, 2012, through December 31, 2012:

1. Delegate to the Superintendent the authority to sign and approve attendance at professional conferences, conventions, and workshops within the State of California for certificated and classified personnel.
2. Delegate to the Superintendent the authority to sign and approve the following items:
 - a. Routine maintenance, repair, and service agreements and contracts below the bid limits for work to be done or for materials and supplies to be furnished, sold, or leased to the District as specified in Public Contract Code 20111.
 - b. Independent contractor, consulting or personnel service agreements that do not exceed \$10,000.
3. Delegate to the Superintendent; Assistant Superintendent, Administrative Services; and Assistant Superintendent, Curriculum and Instruction, the authority to sign and approve the following:
 - a. Property and liability claims against the District in an amount not to exceed \$15,000.
 - b. Provide authorization for settlement of all workers' compensation claims against the District.
 - c. Special Education settlement agreements in an amount not to exceed \$20,000.
4. Other purchases, contracts or agreements not to exceed \$10,000.

**RESOLUTION NO. 19:1112
DELEGATION OF AUTHORITY**

5. Delegate to the Superintendent; Assistant Superintendent, Administrative Services; and Director, Purchasing; the authority to sign and approve purchase orders.
6. Delegate to the Superintendent; Assistant Superintendent, Administrative Services; and Assistant Superintendent, Curriculum and Instruction; or designee, the authority to approve tax-sheltered annuity companies qualified to do business under Internal Revenue Code Section 403(b). The companies shall execute the appropriate hold harmless agreement and letter of compliance prior to approval. The Assistant Superintendent, Administrative Services, or designee, shall maintain a list of approved companies.
7. Authorize the Superintendent; Assistant Superintendent, Administrative Services; and Assistant Superintendent, Curriculum and Instruction; to sign and approve documents related to Internal Revenue Service Code Section 403(b) tax-sheltered annuities and Section 457(b) deferred compensation plans.

I, _____, Clerk of the governing Board of the Ocean View School District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at the regular meeting held on the 6th day of December 2011, and passed by a majority of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 6th day of December, 2011.

Clerk of the Board of Trustees
Ocean View School District

6. REVIEW OF BOARD BYLAW AND ADMINISTRATIVE REGULATION 9323 - MEETING CONDUCT AND ORDER OF BUSINESS (FIRST READING) (INFORMATION)

Superintendent's Recommendation

It is respectfully requested that the Board of Trustees receive for information the Review of Board Bylaw and Administrative Regulation 9323 — Meeting Conduct and Order of Business (First Reading).

Background Information

The California School Boards Association (CSBA) comprehensive index/table of contents is widely used by districts throughout the state. It provides a standard index system designed to accommodate future policies/regulations and at the same time provides a table of contents for its manual. As necessary, the Board of Trustees is charged with developing new policies and revising or rescinding existing ones in order to reflect new legislation and changing community views as per Education Code 35160.5.

Administration Regulations shall be consistent with Board Policies, the California Education Code, education-related laws, negotiated employee contracts, and rules and regulations of the State Board of Education. The Board of Trustees may direct the revision of any Administrative Regulation which it finds inconsistent with Board Policy as per Education Code 35010, 35163, and 35164.

Current Considerations

Traditionally, after the election of the Board of Trustees' President at the annual Organizational Meeting in December, the Board Bylaw and Administration Regulation 9323 are reviewed for possible revisions. The current Board Bylaw and Administrative Regulation 9323 are presented as Exhibit A.


Financial Implications

None.

Administrator

William V. Loose, Ed.D., Superintendent

Associated File Attachments

 [Exhibit A \(Files\)](#)

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD BYLAWS

BB 9323

MEETING CONDUCT

Meeting Procedures

All Board of Trustees' meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and to other persons upon request.

The Board President shall conduct Board of Trustees' meetings in accordance with Board Bylaws and procedures that enable the Board of Trustees to efficiently consider issues and carry out the will of the majority.

The Board of Trustees believes that late night meetings deter public participation, can affect the Board of Trustees' decision-making ability, and can be a burden to staff. Regular Board of Trustees' meetings shall be adjourned at 10:30 p.m. unless extended by a majority of the Board of Trustees.

Quorum

A majority of the members of filled positions on the Board of Trustees constitutes a quorum. (Education Code 5095, 35164)

Unless otherwise provided by law, affirmative votes by a majority of all the membership of the Board of Trustees are required to approve any action item under consideration regardless of the number of members present. (Education Code 35164)

Abstentions

The Board of Trustees believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

Parliamentary Procedure

Robert's Rules of Order, latest edition, shall govern the procedures of all meetings of the Board of Trustees unless otherwise stated in these bylaws. Each Board member shall be given a copy of the latest edition of Robert's Rules of Order upon being sworn into office.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD BYLAWS

BB 9323

MEETING CONDUCT (continued)

Public Participation

Members of the community and employees are encouraged to attend Board of Trustees' meetings and may address the Board of Trustees by oral presentation or in writing concerning any item on the agenda or within the jurisdiction of the Board of Trustees. The Board of Trustees shall give members of the public an opportunity to address the Board of Trustees either before or during the consideration of each item of business to be discussed at regular or special meetings. (Education Code 35145.5, Government Code 54954.3)

In order to conduct District business in an orderly and efficient manner, the Board of Trustees requires that public presentations to the Board of Trustees comply with the following procedures:

1. Members of the community and employees wishing to speak to an issue shall first fill out the "Ocean View School District Oral Communications to the Board of Trustees" form and submit it to the Recording Secretary prior to the start of an open session for Board management of the meeting. Due to time constraints, speakers must limit the total of their remarks to three (3) minutes.
2. If the speaker turns in the request to address the Board of Trustees form after the start of an open session, the speaker will have an opportunity to speak during "Any Other Public Communications to the Board of Trustees" at the close of the meeting.
3. A speaker may not relinquish his/her time to another.
4. If the topic relates to a particular agenda item, the speaker will indicate whether he/she wishes to make their comments during Public Communications to the Board of Trustees at the time the agenda item is considered by the Board of Trustees.
5. A person wishing to be heard by the Board of Trustees shall first be recognized by the president. When addressing the Board of Trustees, the speaker shall identify himself/herself, address the president from the podium, and adhere to applicable time limits.
6. If the speaker is reading from a prepared text which is intended for distribution to the Board members, he/she will be requested to give the Superintendent and the Recording Secretary a copy.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD BYLAWS

BB 9323

MEETING CONDUCT (continued)

Public Participation (continued)

7. At a time so designated on the agenda, members of the public may bring before the Board of Trustees, at a regular meeting, matters that are not listed on the agenda. The Board of Trustees may refer such a matter to the Superintendent or designee or take it under advisement, but shall not take action at that time except as allowed by law. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board of Trustees. (Education Code 35145.5, Government Code 54954.2)
8. Without taking action, Board members or District staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code 54954.2)
9. The Board of Trustees need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board of Trustees determine that the item has been substantially changed since the committee heard it; the Board of Trustees shall provide an opportunity for the public to speak. (Government Code 54954.3)
10. Individual speakers shall be allowed three (3) minutes to address the Board of Trustees on each agenda or non-agenda item. The number of speakers to each side will be limited to the first ten (10) who submit their requests to the Recording Secretary at that Board of Trustees meeting. The Board of Trustees shall limit the total time for public input on each item to 30 minutes. With Board of Trustees consent, the Board President may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The Board President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

Government Code 54954.3 authorizes regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.
11. The Board President shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the chair to terminate the privilege of addressing the Board of Trustees. The Board President may order the removal of speakers or other individuals whose willful interruption of a meeting renders the orderly conduct of the meeting unfeasible. If order cannot be restored by the removal of individuals, the Board of Trustees may order the meeting room cleared and continue in

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD BYLAWS

BB 9323

MEETING CONDUCT (continued)

Public Participation (continued)

session. Representatives of the press or other news media, except those participating in the disturbance shall be allowed to remain. When the room is ordered cleared due to a disturbance, further Board of Trustees' proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500). (Education Code section 32210)

12. The Board of Trustees shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3) In addition, the Board of Trustees may not prohibit public criticism of District employees.

Recording by the Public

The Superintendent or designee shall designate locations from which members of the public may broadcast, photograph or tape record open meetings without causing a distraction.

If the Board of Trustees finds that noise, illumination or obstruction of view related to these activities would persistently disrupt the proceedings; these activities shall be discontinued or restricted as determined by the Board of Trustees. (Government Code 54953.5, 54963.6)

Legal Reference:

EDUCATION CODE

5095 Powers of remaining Board members and new appointees

32210 Willful disturbance of public school or meeting a misdemeanor

35010 Prescription and enforcement of rules

35145.5 Agenda; public participation; regulations

35163 Official actions, minutes and journal

35164 Vote requirements

35165 Effect of vacancies upon majority and unanimous votes by seven member board

GOVERNMENT CODE

54953.5 Audio or video tape recording of proceedings

54953.6 Broadcasting of proceedings

54954.2 Agenda; posting; action on other matters

54954.3 Opportunity for public to address legislative body; regulations

54957 Closed sessions

54957.9 Disorderly conduct of general public during meeting; clearing of room

COURT DECISIONS

Baca v. Moreno Valley Unified School District, (C.D. Cal. 1996) 936 F.Supp. 719

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD BYLAWS

BB 9323

MEETING CONDUCT (continued)

ATTORNEY GENERAL OPINIONS

76 Ops. Cal. Atty. Gen. 281 (1993)

66 Ops. Cal. Atty. Gen. 336, 337 (1983)

63 Ops. Cal. Atty. Gen. 215 (1980)

61 Ops. Cal. Atty. Gen. 243, 253 (1978)

59 Ops. Cal. Atty. Gen. 532 (1976)

Policy Adopted: 11/13/90
Policy Revised: 03/24/92
Policy Revised: 11/18/97
Policy Revised: 08/17/99
Policy Revised: 12/11/01
Policy Revised: 02/01/05
Policy Revised: 02/05/08
Policy Revised: 10/07/08
Policy Revised: 01/11/11

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD BYLAWS

AR9323

MEETING CONDUCT

Order of Business

- A. CALL TO ORDER STATEMENT OF PRESIDING OFFICER: For the benefit of the record, the Board President calls the Regular Meeting of the Ocean View School District Board of Trustees to order.
- B. ROLL CALL
- C. AGENDA ADOPTION Regular Meeting of XXX – adoption
- The public is invited to comment on the identified items prior to adjournment into Closed Session.
- D. CLOSED SESSION Identify Closed Session Agenda Items.
- E. REPORT OF ACTION / CLOSED SESSION
- F. PLEDGE OF ALLEGIANCE
- G. INTRODUCTIONS
- H. MINUTES Regular Meeting of XXX – approval
- I. TIME CERTAIN
- J. PUBLIC COMMENTS

At this time, members of the public may address the Board of Trustees regarding a matter of public interest not appearing on the agenda. NO action may be taken on comments of off-agenda items unless specifically authorized by law.

In order to address the Board of Trustees, a speaker shall complete and turn in a Blue Card to the Board of Trustees' Recording Secretary prior to the start of the Board of Trustees' meeting. If the Blue Card is turned in after the start of Open Session, the speaker will have the opportunity to speak during "ANY OTHER PUBLIC COMMUNICATIONS TO THE BOARD OF TRUSTEES" later in the meeting.

If the speaker wishes to address the Board of Trustees on an item on the agenda, time will be provided at the commencement of that item. Comments shall be limited to three minutes per person.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD BYLAWS

AR9323

MEETING CONDUCT (continued)

Order of Business (continued)

K. COMMUNICATIONS

- K-1 Board Reports (committees attended by Board members)
- K-2 Trustees' Communications (Three minutes per Board member)
- K-3 District Communications (Superintendent updates)
- K-4 PTO/PTA/PTSO/PTSA Presidents Roundtable
- K-5 Employee Associations' Communication
 - California School Employees Association
 - Ocean View Teachers Association

L. REPORTS

M. CONSENT CALENDAR

- M-1 (Items of a routine nature that do not require discussion.)

N. OLD BUSINESS

- N-1 (Items that came for information at the last meeting and are now returning for action. This can also be for information the Board of Trustees requested at a previous meeting.)

O. NEW BUSINESS

- O-1 (New items, as well as items that have not been presented to the Board of Trustees recently. These items can be for information or action.)

P. ANY OTHER PUBLIC COMMUNICATIONS TO THE BOARD OF TRUSTEES

Q. BOARD OF TRUSTEES ROUNDTABLE (Three minutes per Board member)

R. CLOSED SESSION

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD BYLAWS

AR9323

MEETING CONDUCT

Order of Business (continued)

S. REPORT OF ACTION / CLOSED SESSION

T. ADJOURNMENT

Superintendent's Name
Secretary, Board of Trustees

(*) Supporting information provided to the Board of Trustees under separate cover.

Next Regular Board Meeting: day, date, time, and location.

A copy of the Board of Trustees' meeting agenda is posted on the District's web site (www.ovsd.org) prior to the close of business on the Friday preceding the meeting. A copy of the agenda and supporting materials are available for review at the District Office.

Individuals with disabilities in need of copies of the agenda and/or the agenda packet or in need of auxiliary aides and services may request assistance by contacting the Superintendent's Office at 714-847-2551.

Policy Adopted: 11/13/90
Policy Revised: 2/19/91
Revision Adopted: 11/18/97
Previously BP 9323; Changed to AR 9323 Approved: 12/11/01
Regulation Revised: 2/18/03
Regulation Revised: 2/1/05
Regulation Revised: 2/6/07
Regulation Revised: 2/5/08
Regulation Revised: 10/7/08
Regulation Revised: 01/11/11

7. PROPOSED REVISIONS AND ADDITIONS TO BOARD POLICY AND ADMINISTRATIVE REGULATION 0440 - DISTRICT TECHNOLOGY PLAN (FIRST READING) (INFORMATION)

Superintendent's Recommendation

It is respectfully recommended that the Board of Trustees receive for information the Proposed Revisions and Additions to Board Policy and Administrative Regulation 0440 - District Technology Plan.

Background Information

The California School Boards Association (CSBA) comprehensive index/table of contents is widely used by districts throughout the state. It provides a standard index system designed to accommodate future policies/regulations and at the same time provides a table of contents for its manual. As necessary, the Board of Trustees is charged with developing new policies and revising or rescinding existing ones in order to reflect new legislation and changing community views as per Education Code 35160.5.

Current Considerations

From time to time, District Administration will bring Board Policies and Administrative Regulations before the Board of Trustees for periodic review. Board Policy and Administrative Regulation 0440 - District Technology Plan (Exhibit A), as part of the Series 0000, is presented for Board review and/or update.


Financial Implications

None at this time.

Administrator

Mark A. Schiel, Assistant Superintendent, Administrative Services

Associated File Attachments

 [Exhibit A \(Files\)](#)

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 0440

PHILOSOPHY, GOALS, OBJECTIVES AND COMPREHENSIVE PLANS

DISTRICT TECHNOLOGY PLAN

The Board of Trustees recognizes that technological resources can enhance student achievement by increasing student access to information, developing their technological literacy skills, and providing instruction tailored to student needs. Effective use of technology can also increase the efficiency of the District's noninstructional operations and governance. The Board of Trustees is committed to the development and maintenance of a Districtwide infrastructure and to providing staff professional development that will allow the implementation of existing and new technologies.

The Superintendent or designee shall develop a three- to five-year technology plan which:

1. Focuses on the use of technology to improve student achievement and is aligned with the District's vision and goals for student learning.
2. Contains clear goals for the use of technology based on an assessment of District needs.
3. Addresses all components required for state or federal technology grant programs, administered by the California Department of Education, in which the District participates.
4. Addresses the use of technology to improve District governance, District and school site administration, support services, and communications.

Planning Team

The Superintendent or designee shall appoint a planning team to assist with the development of the technology plan. The recommendations of the committee shall be advisory only and shall not be binding on the Board of Trustees. The plan shall be submitted to the Board of Trustees for approval.

Legal Reference:

EDUCATION CODE

10550-10555 Telecommunications standards

11800 K-12 High Speed Network grant program

51006 Computer education and resources

51007 Programs to strengthen technological skills

51865 California distance learning policy

51870-51874 Educational technology

52270-52272 Education technology and professional development grants

52295.10-52295.55 Implementation of federal Enhancing Education Through Technology (EETT) grant program

60010 Instructional materials, definition

66940-66941 Distance learning

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

BP 0440

PHILOSOPHY, GOALS, OBJECTIVES AND COMPREHENSIVE PLANS

DISTRICT TECHNOLOGY PLAN (continued)

Legal Reference (continued):

PENAL CODE

502 Computer crimes, remedies

CODE OF REGULATIONS, TITLE 5

11971-11979.5 Enhancing Education Through Technology grants

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47

54.500-54.523 Universal service support for schools, especially:

54.508 Technology plan

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Education Technology Planning: A Guide for School Districts, 2001

WEB SITES

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

California Department of Education, Education Technology Office: <http://www.cde.ca.gov/ls/et>

California Learning Resource Network: <http://www.clrn.org>

California Technology Assistance Project: <http://www.ctap.k12.ca.us>

International Society for Technology in Education: <http://www.iste.org>

Technical Support for Education Technology in Schools: <http://www.techsets.org>

Policy Adopted: 12/10/96

Policy Revised: 2/17/09

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

AR 0440

PHILOSOPHY, GOALS, OBJECTIVES AND COMPREHENSIVE PLANS

DISTRICT TECHNOLOGY PLAN

Development of Plan

The District's technology plan shall be developed by a planning team which may include, but is not limited to, the Superintendent, District curriculum and technology administrators, site administrators, teachers, library media teachers, classified staff, parents/guardians, students, community members, including members of the business community.

The Superintendent or designee shall present the planning team with its specific duties and responsibilities and a timeline for completing its recommendations and for reporting to the Board of Trustees.

Plan Components

The District's technology plan shall address, at a minimum, all of the following components:

1. Curriculum
 - a. Teachers' and students' current access to technology tools both during the school day and outside of school hours.
 - b. The current use of hardware and software to support teaching and learning.
 - c. The District's curricular goals and academic content standards as presented in various District and school site comprehensive planning documents.
 - d. A list of clear goals and a specific implementation plan to:
 - (1) Use technology to improve teaching and learning by supporting the District's curricular goals and academic content standards.
 - (2) Delineate how and when students will acquire technological and information literacy skills needed to succeed in the classroom and the workplace.
 - (3) Ensure appropriate access for all students.
 - (4) Use technology to make student record keeping and assessment more efficient and supportive of teachers' efforts to meet individual student academic needs.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

AR 0440

PHILOSOPHY, GOALS, OBJECTIVES AND COMPREHENSIVE PLANS

DISTRICT TECHNOLOGY PLAN (continued)

Plan Components (continued)

- (5) Use technology to make teachers and administrators more accessible to parents/guardians.
 - e. Benchmarks and a timeline for implementing planned strategies and activities.
 - f. The process that will be used to monitor whether the strategies and methodologies using technology are being implemented according to the benchmarks and timeline.
 2. Professional development
 - a. Teachers' and administrators' current technology skills and needs for professional development.
 - b. Clear goals and a specific implementation plan for providing professional development opportunities based on the needs assessment and on the curriculum goals, benchmarks, and timeline described in item #1 above.
 - c. Benchmarks and a timeline for implementing planned strategies and activities.
 - d. The process that will be used to monitor whether the professional development goals are being met and the planned professional development activities are being implemented according to the benchmarks and timeline.
 3. Infrastructure, hardware, technical support, and software
 - a. The technology hardware, electronic learning resources, networking, and telecommunications infrastructure, physical plant modifications, and technical support needed by teachers, students, and administrators to support the activities in items #1 and 2 above.
 - b. The existing hardware, Internet access, electronic learning resources, infrastructure, and technical support currently in place in the District which could be used to support the components described in items #1 and 2 above.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

AR 0440

PHILOSOPHY, GOALS, OBJECTIVES AND COMPREHENSIVE PLANS

DISTRICT TECHNOLOGY PLAN (continued)

Plan Components (continued)

- c. Benchmarks and a timeline for obtaining the hardware, infrastructure, electronic learning resources, and technical support required to support the other components of the plan.
 - d. The process that will be used to monitor whether the goals and benchmarks are being reached within the specified time frame.
4. Funding and budget
- a. All costs and the current budget associated with implementing each component of the plan.
 - b. Existing and potential funding sources.
 - c. Options for reducing costs.
 - d. Annual budgets for the term of the plan.
 - e. Provision of ongoing technical support.
 - f. The District's policy for replacing obsolete equipment.
 - g. A process for monitoring progress and updating funding and budget decisions.
5. Appropriate and ethical use of technology.
- a. Appropriate and ethical use of information technology in the classroom.
 - b. Internet safety.
 - c. The manner in which to avoid committing plagiarism.
 - d. The concept, purpose, and significance of a copyright so that students are equipped with the skills necessary to distinguish lawful from unlawful online downloading.
 - e. The implications of illegal peer-to-peer network file sharing.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD POLICY

AR 0440

PHILOSOPHY, GOALS, OBJECTIVES AND COMPREHENSIVE PLANS

DISTRICT TECHNOLOGY PLAN (continued)

Plan Components (continued)

6. Monitoring and evaluation
 - a. A process for evaluating the impact of technology on student learning using the goals and benchmarks for each component of the plan.
 - b. A schedule for evaluating the effect of plan implementation on student achievement.
 - c. How and when the results of the monitoring process and evaluation will be used.

Regulation Adopted: 2/17/09

8. RESOLUTION NO. 21:1112 - REVISIONS TO APPENDIX A OF THE CONFLICT OF INTEREST CODE ADOPTED OCTOBER 7, 2008 (ACTION)

(V)

Superintendent's Recommendation

It is respectfully recommended that the Board of Trustees approve Resolution 21:1112 - Revisions to Appendix A of the Conflict of Interest Code adopted on October 7, 2008, and authorize William V. Loose, Ed.D., Superintendent, or his designee, to sign as filing officer.

Background Information

The Political Reform Act requires every local government to review its Conflict of Interest Code biennially to determine if it is accurate, or alternatively, that the code must be amended. Once the determination has been made, a notice must be submitted to the code reviewing body no later than October 1 of even-numbered years. Ocean View School District submitted the 2010 Biennial Review Notice to the Clerk of the Board of Supervisors on September 28, 2010, advising that no amendment was needed.

On September 5, 2000, the Ocean View School District adopted the Fair Political Practices Commission Regulation 18730 ("the Model Code") as the body of their Conflict of Interest Code (Exhibit B). There were several advantages to adopting the Model Code:

1. The Model Code was drafted and is promulgated by the Fair Political Practices Commission (FPPC), the agency charged with the primary responsibility for the effective administration of the Political Reform Act, districts that adopt the Model Code can be sure that it contains all provisions the FPPC believes are necessary for a complete and comprehensive code.
2. The Model Code is standardized so that it can apply to all districts and agencies.
3. Since the District adopted the Model Code, any changes in Conflict of Interest Code requirements will automatically be included by the FPPC into their Model Code. Therefore, the District does not have to revise its code each time there is a change in the law.

Current Considerations

After recent review, it has been determined that Ocean View School District's Appendix A must be updated to reflect revisions to titles of current designated positions and filing designations. Therefore, it is recommended that per Resolution 21:1112 (Exhibit A), the Board of Trustees should adopt the revised Attachment A (Exhibit B) of the Conflict of Interest Code adopted October 7, 2008.

Board Policy 9270 regarding the District's Conflict of Interest Code will be brought for review and revisions at the next Board meeting.

Financial Implications

None.

Administrator

William V. Loose, Ed.D., Superintendent

Associated File Attachments



[Exhibits A and B \(Files\)](#)

OCEAN VIEW SCHOOL DISTRICT

Resolution No. 21:1112

RESOLUTION OF THE BOARD OF TRUSTEES
OF OCEAN VIEW SCHOOL DISTRICT OF ORANGE COUNTY
ADOPTING A CONFLICT OF INTEREST CODE
WHICH SUPERSEDES ALL PRIOR CONFLICT OF
INTEREST CODES AND AMENDMENTS
PREVIOUSLY ADOPTED

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 et. seq. (“the Act”), requires a local government agency to adopt a Conflict of Interest Code pursuant to the Act; and

WHEREAS, Ocean View School District has previously adopted a Conflict of Interest Code and that Code now requires updating; and

WHEREAS, amendments to the Act have in the past and foreseeably will in the future require conforming amendments to be made to the Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, Title 2, California Code of Regulations, Section 18730, which contains terms for a standard model Conflict of Interest Code, which, together with amendments thereto, may be adopted by public agencies and incorporated by reference to save public agencies time and money by minimizing the actions required of such agencies to keep their codes in conformity with the Political Reform Act.

NOW THEREFORE, BE IT RESOLVED:

Section 1. The terms of Title 2, California Code of Regulations, Section 18730 (Attachment A) and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, together with Exhibits A and B in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Ocean View School District.

Section 2. The provisions of all Conflict of Interest Codes and Amendments thereto previously adopted by the Ocean View School District are hereby superseded.

Section 3. The Filing Officer is hereby authorized to forward a copy of this Resolution to the Clerk of the Orange County Board of Supervisors for review and approval by the Orange County Board of Supervisors as required by California Government Code Section 87303.

Vote of the Ocean View School District by the Board of Trustees as recorded on December 6, 2011:

	<u>Aye, No, Abstain, Absent</u>
_____, President	_____
_____, Clerk	_____
_____, Member	_____
_____, Member	_____
_____, Member	_____

William V. Loose, Ed.D., Superintendent
Secretary to the Board/Filing Officer

ATTACHMENT A

CONFLICT OF INTEREST CODE FOR THE

OCEAN VIEW SCHOOL DISTRICT

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) which contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Ocean View School District.

Designated employees shall file statements of economic interests with the Ocean View School District Political Reform Act Filing Officer (Superintendent) who will make the statements available for public inspection and reproduction (Government Code Section 82008).

Upon receipt of the statements of the Board Member, Superintendent, and Attorney, the Ocean View School District's Filing Officer shall make and retain a copy and forward the original of these statements to the Clerk of the Orange County Board of Supervisors as the Filing Officer for these designated positions.

Statements for all other designated employees will be retained by the Ocean View School District's Filing Officer.

Conflict of Interest Code

Agency: Ocean View School District

Position	Disclosure Category	Files With
Assistant Principal	OC-01	Agency
Assistant Superintendent, Administrative Services	OC-01	Agency
Assistant Superintendent, Curriculum and Instruction	OC-01	Agency
Attorney	OC-01	COB
Board Member	OC-01	COB
Consultant	OC-30	Agency
Coordinator, Categorical Programs	OC-01	Agency
Coordinator, Health Services	OC-01	Agency
Coordinator, Preschool and School Readiness Programs	OC-01	Agency
Coordinator, Special Education	OC-01	Agency
Director, Classified Personnel	OC-01	Agency
Director, Fiscal Services	OC-01	Agency
Director, Food Services	OC-01	Agency
Director, Information Services	OC-01	Agency
Director, Purchasing	OC-01	Agency
Director, Transportation	OC-01	Agency
Personnel Commissioner	OC-01	Agency
Principal	OC-01	Agency
Senior Director, Human Resources	OC-01	Agency
Senior Director, Student Services	OC-01	Agency
Superintendent	OC-01	COB
Supervisor, Child Care Program	OC-01	Agency
Supervisor, Graphic Communications	OC-01	Agency

DISCLOSURE DESCRIPTIONS

Agency: Ocean View School District

Disclosure Category	Disclosure Description
OC-01	All interests in real property in Orange County, the authority or the District as applicable, as well as investments, business positions and sources of income (including gifts, loans and travel payments).
OC-30	Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation: The County Department Head/Director/General Manager/Superintendent/etc. may determine that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure required. The determination of disclosure is a public record and shall be filed with the Form 700 and retained by the Filing Officer for public inspection.

9. APPROVAL OF INDEPENDENT CONTRACTOR AGREEMENT FOR RESEARCH AND DEVELOPMENT OF A STEAM SCHOOL/PROGRAM (ACTION)

(v)

Superintendent's Recommendation

It is respectfully requested that that the Board of Trustees approve the Independent Contractor Agreement for Research and Development of a SteAm School/Program.

Background Information

California Government Code Section 53060 authorizes Ocean View School District to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, or administrative services, if such persons are specially trained, experienced, and competent to perform the special services required. The District desires to enter into a contract for curriculum research activities related to the possible development of a Science, Technology, Engineering, Arts, and Mathematics (SteAm) School/Program.

Current Considerations

The District would like to engage services from International Center for Leadership in Education to provide guidance as to the steps to establish a SteAm School. A consultant from this Center, Jim Warford, has direct experience in this process, and will work with District staff.


Financial Implications

The District agrees to pay \$3,800.00 to International Center for Leadership in Education, for a full day of service, inclusive of travel expenses. (Exhibit A)

Administrator

William V. Loose, Ed.D., Superintendent

Associated File Attachments

 [Exhibit A \(Files\)](#)



October 27, 2011

William Loose
Superintendent
Ocean View School District
17200 Pinehurst Lane
Huntington Beach, CA 92647

Dear William:

This letter memorializes the agreement between the International Center for Leadership in Education, Inc. (ICLE) and Ocean View School District regarding consulting services ICLE agrees to provide in exchange for the fee described below.

Description of Services:	Full-Day Session with Jim Warford <i>JANUARY 23, 2011</i>
Total Cost:	\$3,800 <i>inclusive of travel expenses</i>

Client agrees to pay the fee set forth above upon receipt of invoice following completion of work. A cancellation fee of \$1,500 will be charged if the presentation is cancelled less than sixty (60) days before the presentation date.

Please indicate Client's acceptance of this Agreement by signing in the space provided below and returning this to me. The delivery of the services is not confirmed until International Center receives this Agreement signed by Client. The International Center looks forward to working with you.

Sincerely,

Todd Daggett, Director, Consulting Services

CLIENT: Ocean View School District

Agreed to and accepted this _____ day of _____, 2011

By: _____
(Signature)

Print Name: _____

Title: _____

Purchase Order # _____



10. RESOLUTION NO. 20:1112 - OPEN AND COMPETITIVE BID PROCESS (ACTION)

(v)

Superintendent's Recommendation

It is respectfully recommended that the Board of Trustees approve Resolution 20:1112 - Open and Competitive Bid Process.

Background Information

The District agrees to continue its past practice of offering an open and competitive bid process for all modernization and construction projects. The District will not enter into any Project Labor Agreement (PLA) or Community Workforce Agreement (CWA), which may have a negative impact on potential non-union contractors or workers.

Current Considerations

The District has maintained and will continue to maintain the practice of open and competitive bid procedures for all modernization and construction projects. Resolution 20:1112 (Exhibit A) states that the District will continue and maintain the past practice of an open and competitive bid process.

Financial Implications

None.

Administrator

Mark A. Schiel, Assistant Superintendent, Administrative Services

Associated File Attachments



[Exhibit A \(Files\)](#)

11. AUTHORIZATION FOR STAFF TO PURSUE ADDITIONAL FACILITIES' FUNDING THROUGH A GENERAL OBLIGATION BOND (ACTION)

(V)

Superintendent's Recommendation

It is respectfully requested that the Board of Trustees accept the FPAC's recommendation to allow the OVSD community to vote on a General Obligation Bond on the November 2012 ballot, at a rate of \$30.00 per \$100,000.00 assessed value. It is also requested that the Board of Trustees authorize staff to begin working on the necessary steps to prepare for a General Obligation Bond vote by the community, allowing the community at large to determine the desire to modernize District facilities through a General Obligation Bond and access \$23 million of State matching modernization funds.

Background Information

Many of Ocean View School District's sites and facilities are approaching the age of 50 years throughout the entire District. In 2007-2008, a needs analysis of the entire District's facilities and modernization plan for Phases I and II were completed by BCA Architects.

Current Considerations

The Board of Trustees appointed 24 community members to serve on a Facilities Planning Advisory Committee (FPAC) for the 2010-2011 school year. The Board appointed John Briscoe as its representative. The FPAC met approximately 15 times over an eight month period, including two Town Hall meetings, to develop recommendations for the Board to consider regarding the District's facility needs and also take advantage of \$23 million of State matching modernization funds. As a Brown Act Committee, these meetings were opened to the public, and members of the public often attended.

At the Board meeting on November 15, 2011, FPAC recommended that the Board pursue a General Obligation Bond at a rate of \$30.00 per \$100,000.00 assessed value on the November 2012 election date. The Board gave direction to bring this item back for approval at the December 6, 2011, Board meeting.

Financial Implications

If approved by the voters, a tax levy of \$30.00 per \$100,000.00 of assessed value would be added to the property tax billing of the community members in Ocean View School District.

Administrator

William V. Loose, Ed.D., Superintendent

