

CUSD Board of Education

Regular Meeting Agenda

Chico City Council Chambers
August 26, 2009

CLOSED SESSION – 5:00 P.M.
REGULAR BOARD MEETING – 6:00 P.M.



Board Members

Jann Reed, President
Dr. Kathy Kaiser, Vice President
Elizabeth Griffin, Clerk
Dr. Andrea Lerner Thompson, Member
Rick Rees, Member

Kelly Staley, Superintendent

This Agenda is Available at:
Chico Unified School District
1163 E. 7th Street
Chico, CA 95928
(530) 891-3000
Or Online at:
www.chicousd.org

Posted: 8/21/09

The Chico Unified School District Board of Education welcomes you to this meeting and invites you to participate in matters before the Board.

**INFORMATION, PROCEDURES AND CONDUCT
OF CUSD BOARD OF EDUCATION MEETINGS**

No disturbance or willful interruption of any Board meeting shall be permitted. Persistence by an individual or group shall be grounds for the Chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared, if necessary. In this case, further Board proceedings shall concern only matters appearing on the agenda.

CONSENT CALENDAR

The items listed on the Consent Calendar may be approved by the Board in one action. However, in accordance with law, the public has a right to comment on any consent item. At the request of a member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item. Board Bylaw 9322.

STUDENT PARTICIPATION

At the discretion of the Board President, student speakers may be given priority to address items to the Board.

PUBLIC PARTICIPATION FOR ITEMS ON THE AGENDA

The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each item of business to be discussed at regular or special meetings.

- Speakers will identify themselves and will direct their comments to the Board.
- Each speaker will be allowed five (5) minutes to address the Board.
- In case of numerous requests to address the same item, the Board may select representatives to speak on each side of the item.

PUBLIC PARTICIPATION FOR ITEMS NOT ON THE AGENDA

The Board shall not take action or enter into discussion or dialog on any matter that is not on the meeting agenda, except as allowed by law. (Government Code 54954.2) Items brought forth at this part of the meeting may be referred to the Superintendent or designee or the Board may take the item under advisement. The matter may be placed on the agenda of a subsequent meeting for discussion or action by the Board.

- Public comments for items not on the agenda will be limited to one hour in duration.
- Initially, each general topic will be limited to 3 speakers.
- Speakers will identify themselves and will direct their comments to the Chair.
- Each speaker will be given five (5) minutes to address the Board.
- Once 2 speakers have shared a similar viewpoint, the Chair will ask for a differing viewpoint. If no other viewpoint is represented then a 3rd speaker may present.
- Speakers will not be allowed to yield their time to other speakers.
- After all topics have been heard, the remainder of the hour may be used by additional speakers to address a previously raised issue.

WRITTEN MATERIAL:

The Board is unable to read written materials presented during the meeting. If any person intends to appear before the Board with written materials, they should be delivered to the Superintendent's Office or delivered via e-mail to the Board and Superintendent 10 days prior to the meeting date.

COPIES OF AGENDAS AND RELATED MATERIALS:

- Available at the meeting
- Available on the website: www.chicousd.org
- Available for inspection in the Superintendent's Office prior to the meeting
- Copies may be obtained after payment of applicable copy fees

AMERICANS WITH DISABILITIES ACT

Please contact the Superintendent's Office at 891-3000 ex. 149 should you require a disability-related modification or accommodation in order to participate in the meeting. This request should be received at least 48 hours prior to the meeting in order to accommodate your request.

Pursuant to Government Code 54957.5, If documents are distributed to board members concerning an agenda item within 72 hours of a regular board meeting, at the same time the documents will be made available for public inspection at the Chico Unified School District, Superintendent's Office located at 1163 East Seventh Street, Chico, CA 95928 or may be viewed on the website: www.chicousd.org.

CHICO UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Regular Meeting – August 26, 2009

Closed Session – 5:00 p.m.

Regular Session - 6:00 p.m.

Chico City Council Chambers
421 Main Street, Chico, CA 95928

AGENDA

1. **CALL TO ORDER**
2. **CLOSED SESSION**
 1. Public Employee Performance Evaluation
Per Government Code §54957
Title: Superintendent
 2. Public Employment: Terms of Contract
Per Government Code §54957
Title: Superintendent
 3. Public Employment: Terms of Contract
Per Government Code §54957
Title: Assistant Superintendent, Human Resources
 4. Public Employee Appointment
Per Government Code §54957
Title: Restructuring of the Educational Services Department with Possible Promotion to Provide Oversight Services
 5. Update on Labor Negotiations
Employee Organizations: CUTA
CSEA, Chapter #110
Representatives: Kelly Staley, Superintendent
Bob Feaster, Assistant Superintendent
Jan Combes, Assistant Superintendent

If Closed Session is not completed before 6:00 p.m., it will resume immediately following the regular meeting.

3. **RECONVENE TO REGULAR SESSION**
 1. Call to Order
 2. Report Action Taken in Closed Session
 3. Flag Salute
4. **STUDENT REPORTS**
5. **SUPERINTENDENT'S REPORT**
6. **CONSENT CALENDAR**
 1. GENERAL
 1. Consider Approval of Minutes of Regular Session on July 22, 2009, and Special Session on August 5, 2009
 2. Consider Approval of Items Donated to Chico Unified School District
 2. EDUCATIONAL SERVICES
 1. Consider Approval of the Field Trip Request for the International Baccalaureate Class to go to Samwel Cave in the Shasta National Recreation Area from 10/3/09-10/4/09.
 2. Consider Approval of the Four Consultant Agreements for Officials for Athletic Events for Chico High School
 3. Consider Approval of the Consultant Agreement with Butte County Probation Department: Probation Officer
 4. Consider Approval of the Consultant Agreement with Butte County Probation Department: On Campus Officer

5. Consider Approval of the Consultant Agreement with Butte County Office of Education for Technical Assistance
 6. Consider Approval of the Consultant Agreement for a Charter Planning Coordinator
 7. Consider Approval of the Quarterly Report on Williams Uniform Complaints
3. BUSINESS SERVICES
1. Consider Approval of Accounts Payable Warrants
 2. Consider Approval of PVHS Shops CTEFP Project Notice of Completion
 3. Consider Approval of FVHS Reroof Project Notice of Completion
 4. Consider Approval of Marigold Elementary School Reroof Notice of Completion
4. HUMAN RESOURCES
1. Consider Approval of Certificated Human Resources Actions
 2. Consider Approval of Classified Human Resources Actions
7. **DISCUSSION/ACTION CALENDAR**
1. EDUCATIONAL SERVICES
1. Information: Review of Opening Safe Schools (Bernard Vigallon)
 2. Discussion/Action: 2008-09 K-12 Library Report (Joanne Parsley)
 3. Discussion/Action: Name Change for Inspire College Prep (Kim Gimbal)
 4. Discussion/Action: Roads Online Charter School Recommendation (Sara Simmons)
 5. Information/PUBLIC HEARING/Discussion: Chico Green School Public Hearing (Sara Simmons)
2. BUSINESS SERVICES
1. Information: Summer Projects Update (Mary Leary)
 2. Information: Facilities Update (Michael Weissenborn)
 3. Information: Enrollment Update (Jan Combes)
 4. Information: Fiscal Recovery Plan Update and Butte County Office of Education Annual Report (AB1200 Requirement) (Jan Combes)
3. HUMAN RESOURCES
1. Information: Staffing Update (Bob Feaster)
 2. Discussion/Action: Approval of a Subsequent Variable Term Waiver Request for a Designated Subject Special Services: Driver Education and Driver Training Credential for Certificated Employee Steven S. Sheridan (Bob Feaster)
 3. Discussion/Action: Approval of a Variable Term Waiver Request for an Early Childhood Special Education Certificate for Certificated Special Education Employee Christine Holden (Bob Feaster)
8. **ITEMS FROM THE FLOOR**
9. **ANNOUNCEMENTS**
10. **ADJOURNMENT**

MINUTES

1. **CALL TO ORDER**

At 5:30 p.m. Board President Reed announced the Board was going into Closed Session.

Present: Reed, Griffin, Rees

Absent: Kaiser, Thompson

2. **CLOSED SESSION**

2.1 **Update on Labor Negotiations**

Employee Organizations:

CUTA

CSEA, Chapter #110

Representatives:

Bob Feaster, Assistant Superintendent

Jan Combes, Assistant Superintendent

2.2 **Public Employee Performance Evaluation**

Per Government Code §54957

Title: Superintendent

2.2 **Conference with Legal Counsel**

Threatened Litigation

Significant exposure to litigation pursuant to Government Code Section 54956.9(b)

One case

Attending:

Bob Feaster, Assistant Superintendent

Jan Combes, Assistant Superintendent

Kim Bogard, Attorney at Law

3. **RECONVENE TO REGULAR SESSION**

Present: Reed, Griffin, Rees

Absent: Kaiser, Thompson

3.1 **Call to Order**

At 6:08 p.m. Board President Reed called the Regular Session Meeting to Order in the City Council Chambers.

3.2 **Closed Session Announcements**

Board President Reed stated the Board had been in Closed Session and there was nothing to report.

3.3 **Flag Salute**

At 6:09 p.m. Board President Reed led the salute to the Flag.

4. **SUPERINTENDENT'S REPORT**

At 6:10 p.m. Assistant Superintendent Feaster presented an update on Superintendent Staley's progress. Administrators return next week and will attend a Leadership meeting on August 4. Teachers will attend a district wide Staff Development meeting on August 10 and return to their school sites on August 11; many have been working through the summer in their classrooms. The first day of school is August 12. Assistant Superintendent Feaster announced that \$12,000.00 was donated to the CHS and PVHS sports programs from the May 28 Outlaws vs. CHS/PVHS baseball game. The Madison Bear Garden fundraiser continues until the end of July.

5. **CONSENT CALENDAR**

At 6:12 p.m. Board President Reed asked if anyone would like to pull any Consent Item. President Reed asked to pull Items 5.3.3. and 5.3.4. At 6:13 p.m. Board Member Rees moved to approve the remaining Consent Items; seconded by Board Clerk Griffin.

5.1. **GENERAL**

1. The Minutes of the Regular Session on June 24, 2009, Special Session on June 24, 2009, and Special Session on July 8, 2009, were approved.
2. The Board accepted the items donated to Chico Unified School District.

Donor	Item	Recipient
The Home Depot PAC/Jennifer Pearson	\$17.50	PVHS
Howard Hungate	\$200.00	PVHS/FHA Hero

MINUTES

Keith Johnson	\$25.00	PVHS
Lee-Anne Calhoun	\$10.00	PVHS
Anonymous Collections	\$308.05	PVHS
Green Feet	\$50.00	PVHS
Douglas Hignell	\$200.00	PVHS
Holiday Pools	\$20.00	PVHS
Wehah Farm, Inc.	\$250.00	PVHS
Pamela M. Newman	\$15.00	PVHS
Sisco Enterprises/Round Table	\$157.30	PVHS
Lifetouch	\$1,396.00	PVHS/Athletics
PVHS Sports Boosters	\$561.97	PVHS/Athletics
Thomas and Mary Kelly	\$70.00	PVHS/Athletics
Nickolas J. Regas	\$25.00	PVHS/Athletics
Tea Bar and Fusion Café	\$150.00	PVHS/Athletics
Sisco Enterprises/Round Table Pizza	\$90.21	PVHS/Athletics
Dana Feingold	\$20.00	PVHS/Athletics
Tom Powers	\$40.00	PVHS/Athletics
Shannon O'Laughlin	\$50.00	PVHS/Athletics
Barbro Lauri-Beckett, DDS	\$200.00	PVHS/CHS Athletics

5.2 EDUCATIONAL SERVICES

- The Board approved the expulsion clearance of students with the following IDs: 25309, 29298, 29482, 35351, 35719, 36277, 36733, 36782, 36910, 37618, 39203, 39269, 39915, 40452, 41187, 41332, 42119, 42602, 42614, 42888, 43034, 43183, 50449, 50927, 53278, 56150, 56406, 56650, 59028, 59523, 60754, 61499, 61871, 66090, 67021, 67827
- The Board approved the Field Trip Request for the CHS FFA Officers to attend an officer retreat at Lake Almanor from 7/31/09-8/2/09
- The Board approved the Consultant Agreement with Julie Sawley, Consultant for Notre Dame School
- The Board approved the Consultant Agreement with Creative School Resources and Research
- The Board approved the Consultant Agreement with A+ Educational Centers
- The Board approved the Consultant Agreement with Professional Tutors of America
- The Board approved the Consultant Agreement with Consultant Agreement with 100 Percent Learning Fun Center
- The Board approved the Consultant Agreement with Club Z In-Home Tutoring Services, Inc.
- The Board approved the Chico Junior High School Schoolwide Program
- The Board approved the Special Education Non-public School Placements

5.3 BUSINESS SERVICES

- The Board approved the Accounts Payable Warrants.
- The Board approved the Consultant Agreement with Computers for Classrooms
- This item was pulled for further discussion
- This item was pulled for further discussion

5.4 HUMAN RESOURCES

- The Board approved the Certificated Human Resources Actions

Name/Employee #	Assignment	Effective	Comment
<u>Administrative Appointment 2009/10</u>			
Allen, Michael	Assistant Principal, Senior High	2009/10	Appointment

MINUTES

Temporary Appointment(s) 2009/10 According to Board Policy

Adamian, Annie	Secondary	2009/10	0.5 FTE Temporary Appointment
Allspaugh, Tamara	Secondary	2009/10	0.4 FTE Temporary Appointment
Becker, Jason	Secondary	2009/10	0.2 FTE Temporary Appointment
Bettencourt, Joann	Elementary- Immersion	2009/10	1.0 FTE Temporary Appointment
Burns, Priscilla	Secondary	2009/10	0.2 FTE Temporary Appointment
Burton, Beth	Secondary	2009/10	0.8 FTE Temporary Appointment
Callas, Christine	Secondary	2009/10	1.0 FTE Temporary Appointment
Carter, Tammara	Secondary	2009/10	0.4 FTE Temporary Appointment
Cassetta, Lourdes	Elem.-Immersion	2009/10	1.0 FTE Temporary Appointment
Castaneda, Jennifer	Elem.-Immersion	2009/10	1.0 FTE Temporary Appointment
Connolly, Cheryl	Elem. PE Specialist	2009/10	0.6 FTE Temporary Appointment
Coombe, Kelly	Secondary	2009/10	0.6 FTE Temporary Appointment
Dunsmoor, Jeanine	Secondary	2009/10	1.0 FTE Temporary Appointment
Ellis, Amanda	Counselor	2009/10	1.0 FTE Temporary Appointment
Ford, Greg	Secondary	2009/10	0.6 FTE Temporary Appointment
Gregoire, Marcelle	Secondary	2009/10	1.0 FTE Temporary Appointment
Gulbrandsen, Erinn	Secondary	2009/10	1.0 FTE Temporary Appointment
Hamilton, Ellen	Secondary	2009/10	1.0 FTE Temporary Appointment
Hankins, Elizabeth	Secondary	2009/10	0.5 FTE Temporary Appointment
Hansen, Annalisa	Secondary	2009/10	0.6 FTE Temporary Appointment
Hart, Joan	Speech	2009/10	0.9 FTE Temporary Appointment
Hislop, April	Secondary	2009/10	1.0 FTE Temporary Appointment
Isern, Jessica	Counselor	2009/10	1.0 FTE Temporary Appointment
Johnson, Margaret	Counselor	2009/10	0.7 FTE Temporary Appointment
Joiner, Gerald	Secondary	2009/10	0.8 FTE Temporary Appointment
Joiner, Matt	Secondary	2009/10	0.2 FTE Temporary Appointment
Kidd, Debra	Secondary	2009/10	1.0 FTE Temporary Appointment
Kraatz, Maria	Elementary- Immersion	2009/10	1.0 FTE Temporary Appointment
LaFollette, Corrine	Secondary	2009/10	0.2 FTE Temporary Appointment
Mayr, Marthya	Secondary	2009/10	0.6 FTE Temporary Appointment
Millar, Megan	Speech	2009/10	1.0 FTE Temporary Appointment
Moretti, Susan	Secondary	2009/10	.4 FTE Temporary Appointment
Mota, Adan	Elementary- Immersion	2009/10	1.0 FTE Temporary Appointment
Peacock, Michaelle	Psychologist	2009/10	1.0 FTE Temporary Appointment
Purl, Kamala	Secondary	2009/10	1.0 FTE Temporary Appointment
Rollins, Rahlna	Secondary	2009/10	1.0 FTE Temporary Appointment
Salado, Randi	Secondary	2009/10	1.0 FTE Temporary Appointment
Salas, Stephen	Elementary- Immersion	2009/10	1.0 FTE Temporary Appointment
Serrato, Linda	Elementary- Immersion	2009/10	1.0 FTE Temporary Appointment
Smith, Julia C.	Elementary Special Ed	2009/10	1.0 FTE Temporary Appointment
Sunderland, Janice	Secondary	2009/10	1.0 FTE Temporary Appointment
Thayer, Kathleen	Secondary	2009/10	0.8 FTE Temporary Appointment
Zweigle, Sheena	Secondary	2009/10	0.4 FTE Temporary Appointment

MINUTES

Full-Time Leave Request(s) 2009/10

Stephens, Anne		2009/10 (Effective 8/10-12/18/09)	1.0 FTE Personal Leave
Taylor, Natalie		2009/10	1.0 FTE Personal Leave (Increase from .4 FTE Leave approved 3/29/09)

Part-Time Leave Request(s) 2009/10

Applegate, Kari	Psychologist	2009/10	.4 FTE Personal Leave
Cassetta, Lourdes	Elementary- Immersion	2009/10	.4 FTE Child Care Leave
Peacock, Michaelle	Psychologist	2009/10	.6 FTE Child Care Leave

Retirement(s)/Resignation(s)

McGuire, Cherie		September 7, 2009	Retirement
Chudy, Therese		June 5, 2009	Retirement
Wesley, Lori		June 5, 2009	Disability Retirement

2. The Board approved the Classified Human Resources Actions

<u>ACTION</u>	<u>NAME</u>	<u>CLASS/LOCATION/ ASSIGNED HOURS</u>	<u>EFFECTIVE</u>	<u>COMMENTS/PRF #/ FUND/RESOURCE</u>
APPOINTMENT	BOWEN, CARA	INSTRUCTIONAL ASST/ NEAL DOW/1.5	8/12/2009	NEW POSITION/414/ CATEGORICAL/4124
APPOINTMENT	CARVER, JOHN	LT M & O SUPERVISOR/ M & O/8.0	7/1/2009 - 7/20/2009	EXTEND LT POSITION/285/ GENERAL/0000
APPOINTMENT	CISNEROS- GOULART, MARCY	TYPIST CLERK-ADMIN/ ED SERVICES/8.0	7/13/2009	VACATED POSITION/401/ GENERAL/0000
APPOINTMENT	GONZALES, JULIAN	CUSTODIAN/ M & O/8.0	7/6/2009	VACATED POSITION/348/ GENERAL/0000
APPOINTMENT	GUDMUNDSON, DEE	SR OFFICE ASSISTANT/ AFC/8.0	7/1/2009	IN LIEU OF LAYOFF/409/ CATEGORICAL/3200
APPOINTMENT	KAPELLAS, MARC	CUSTODIAN/ M & O/8.0	7/1/2009	VACATED POSITION/347/ GENERAL/0000
APPOINTMENT	TINER, KAYCI	OFFICE ASST ELEMENTARY ATTENDANCE/ SIERRA VIEW/4.0	7/29/2009	VACATED POSITION/382/ GENERAL/0000
INCREASE IN HOURS	BERNEDO, ANNA	IPS-CLASSROOM/ ROSEDALE/3.5	8/12/2009	VACATED POSITION/319/ SPECIAL ED/6501
INCREASE IN HOURS	GOLLON, MELISA	CAFETERIA ASSISTANT/ CHS/2.0	8/12/2009	VACATED POSITION/391/ NUTRITION/0000
INCREASE IN HOURS	GREENLEAF, AMARI	IA-SPECIAL ED/ MCMANUS/3.5	8/12/2009	VACATED POSITION/394/ SPECIAL ED/6500
INCREASE IN HOURS	RASH, JUDITH	CAMPUS SUPERVISOR/ FVHS/8.0	8/12/2009	VACATED POSITION/345/ GENERAL/0000
INCREASE IN HOURS	SWIFKA, COSIMA	CAFETERIA SATELLITE MANAGER/SIERRA VIEW/6.5	8/11/2009	EXISTING POSITION/434/ NUTRITION/0000
PROMOTION	DEAVER, HEATHER	CERTIFICATED HR ASST/ HUMAN RESOURCES/8.0	7/1/2009	VACATED POSITION/346/ GENERAL/0000

MINUTES

PROMOTION	FIELDS, SHARYN	SCHOOL OFFICE MANAGER/ AFC/8.0	7/28/2009	VACATED POSITION/408/ CATEGORICAL/0000
PROMOTION	MCKEON, DENISE	SCHOOL OFFICE MANAGER/ MCMANUS/8.0	7/24/2009	VACATED POSITION/402/ GENERAL/0000
RE- EMPLOYMENT	BOUTTOTE, STEVEN	SR CUSTODIAN/ PVHS/8.0	7/6/2009	VACATED POSITION/404/ GENERAL/0000
RE- EMPLOYMENT	JACKSON, MARK	IA-SPECIAL ED/ NORD/5.0	8/12/2009	NEW POSITION/386/ SPECIAL ED/6500
RESIGNED ONLY POSITION LISTED	BERNEDO, ANNA	IPS-CLASSROOM/ LOMA VISTA/2.0	8/11/2009	INCREASE IN HOURS
RESIGNED ONLY POSITION LISTED	DEAVER, HEATHER	HR COORDINATOR/ HUMAN RESOURCES/8.0	6/30/2009	PROMOTION
RESIGNED ONLY POSITION LISTED	FIELDS, SHARYN	INSTRUCTIONAL ASST/ MCMANUS/3.0	7/27/2009	PROMOTION
RESIGNED ONLY POSITION LISTED	GOLLON, MELISA	CAFETERIA ASSISTANT/ CJHS/1.5	8/11/2009	INCREASE IN HOURS
RESIGNED ONLY POSITION LISTED	GREENLEAF, AMARI	IA-SPECIAL ED/ MARIGOLD/2.5	8/11/2009	INCREASE IN HOURS
RESIGNED ONLY POSITION LISTED	GREENLEAF, AMARI	IA-SPECIAL ED/ MJHS/2.0	8/11/2009	VOLUNTARY RESIGNATION
RESIGNED ONLY POSITION LISTED	JACKSON, MARK	IA-SPECIAL ED/ ROSEDALE/2.5	8/11/2009	RE-EMPLOYMENT
RESIGNED ONLY POSITION LISTED	MCKEON, DENISE	OFFICE ASST ELEMENTARY ATTENDANCE/LCC/6.0	7/23/2009	PROMOTION
RESIGNED ONLY POSITION LISTED	RASH, JUDITH	CAMPUS SUPERVISOR/ CJHS/1.8	8/11/2009	INCREASE IN HOURS
RESIGNED ONLY POSITION LISTED	RASH, JUDITH	IA-SPECIAL ED/ FVHS/5.9	8/11/2009	VOLUNTARY RESIGNATION
RESIGNATION/ TERMINATION	SWORD, DIANE	CAFETERIA ASSISTANT/ HOOKER OAK/2.0	4/20/2009	VOLUNTARY RESIGNATION

Appointments - Summer School, Day-to-Day, Contingent Upon Enrollment

Chambers, William	IA-Special Ed/CHS/4.0	6/11/2009 – 7/17/2009	Summer School
Nevel, Steve	IA-Special Ed/MJHS/5.0	6/9/2009 - 6/22/2009	Amended End Date

(Consent Vote)

AYES: Reed, Griffin, Rees

NOES: None

ABSENT: Kaiser, Thompson

MINUTES

6. DISCUSSION/ACTION CALENDAR**ITEMS REMOVED FROM CONSENT FOR FURTHER DISCUSSION:**

Item 5.3.3. Consider Approval of Intent to Enter Architectural Services Agreement with Nichols, Melburg & Rossetto Architects for the Pleasant Valley High School Culinary Arts CTEFP Grant Project. Board President Reed asked if Nutrition Services was working with Culinary Arts to create something beneficial for both groups. Mike Weissenborn explained the agreement has an additional service to allow coordination regarding use of facilities with many departments: art, welding, nutrition services, etc. Board President Reed encouraged continued coordination in all areas and made a motion to approve the agreement; seconded by Board Member Rees.

AYES: Reed, Griffin, Rees

NOES: None

ABSENT: Kaiser, Thompson

Item 5.3.4. Consider Approval of Nutrition Services Bids. Board President Reed questioned the nutritional value of non-fat chocolate milk. Interim Director Harter explained the State requires that options be offered and approves chocolate milk as nutritional. Board President Reed made a motion to approve the Nutrition Services Bids; seconded by Board Clerk Griffin.

AYES: Reed, Griffin, Rees

NOES: None

ABSENT: Kaiser, Thompson

Board President Reed asked CHS Principal Jim Hanlon to introduce the new CHS Assistant Principal, Mike Allen before moving on to the Discussion/Action calendar.

6.1 EDUCATIONAL SERVICES**1. Discussion/Action: College Connection Calendar and Update**

At 6:24 p.m. Director Simmons presented a brief overview of the College Connection program and introduced teacher Robert Quist. Mr. Quist presented the year-end report and the 2009-10 calendar and addressed questions from the Board. Two students, Haley Jorgensen and Chloe Bartel, talked about their participation in the program. Board Member Rees moved to approve the Calendar; seconded by Board Clerk Griffin.

AYES: Reed, Griffin, Rees

NOES: None

ABSENT: Kaiser, Thompson

2. Discussion/Action: Educational Services Recommendation for Federal Stimulus Funds (School Fiscal Stabilization Funds) for 2009-10 and 2010-11

At 6:35 p.m. Directors Brinson and Parsley presented the Educational Services (ES) Recommendation for the use of Federal Stimulus Funds for 2009-10 and 2010-11 to maintain programs and personnel and addressed questions from the Board. Board Clerk Griffin moved to approve the ES recommendation; seconded by Board Member Rees.

AYES: Reed, Griffin, Rees

NOES: None

ABSENT: Kaiser, Thompson

3. Discussion/Action: Charter School Annual Reports

At 6:45 p.m. Director Simmons introduced the representatives from the charter schools who presented a brief overview of the previous school year and general areas of emphasis for the current school year. Mr. Weber was not available, but asked that the Board email him any questions regarding Chico Country Day School. Principal Kathy Dahlgren, teacher in charge Kelli Ruley, and Board President Ernie Dalton presented information on Nord Country School. Board Chair Kierstin Morgan presented information on Forest Ranch Charter School. Board President Reed suggested the schools include a report on where their students are coming from in future reports. Board Member Rees moved to approve the Annual Reports; seconded by Board Clerk Griffin.

AYES: Reed, Griffin, Rees

MINUTES

NOES: None

ABSENT: Kaiser, Thompson

4. **Information/PUBLIC HEARING/Discussion: Roads Online Charter School Petition Public Hearing**

At 7:00 p.m. Director Simmons presented information on the Roads Online Charter School and introduced Attorney Jerry Simmons. Other speakers included founder Roxanne Gilpatrick, President of Advanced Academics, Jeff Elliott, Director of Education, Roberta O'Hurley, and President of EdTech, Josh Newman, who addressed questions from the Board.

At 7:56 p.m. Board President Reed opened the Public Hearing. There were no comments. At 7:57 p.m. the Public Hearing was closed.

6.2 **BUSINESS SERVICES**

1. **Information: Year End Attendance Report (ADA) District-Wide and Year End Monthly Enrollment Report by Site**

At 7:57 p.m. Assistant Superintendent Combes presented information on the year end enrollment and year end ADA. The average enrollment was 202 students fewer than enrolled in 2007-08; however the average daily attendance was only 146 less than the prior year, meaning attendance rates improved.

2. **Discussion/Action: Consider Selection of Vendor for Parcel Tax Survey**

At 8:01 p.m. Assistant Superintendent Combes presented information on the Request for Proposals for a Parcel Tax Survey. Board Member Rees who was on the RFP review committee said the committee suggested action should be tabled so all Board members can review the proposals and set a procedural process. All Board members will receive a copy of the RFPs and discussion will continue at a future Board meeting. No action was taken.

6.3 **HUMAN RESOURCES**

1. **Information: Discussion Regarding Possible New Certificated Positions**

At 8:12 p.m. Assistant Superintendent Feaster presented information on discussions regarding the addition of new certificated positions. No agreement was reached at the negotiation session. This item was brought forward to allow for an open and transparent discussion. Mr. Williams, CUTA representative, shared union concerns. It is expected the union will work with the HR department to create an MOU in the next week. No action was required.

7. **ITEMS FROM THE FLOOR**

At 8:30 p.m. Board President Reed opened the floor to those who wished to address the Board. There were no items from the floor.

8. **ANNOUNCEMENTS**

At 8:31 p.m. Board President Reed shared a CSBA Notice regarding the state budget and affects on local school districts.

9. **ADJOURNMENT**

At 8:35 p.m. Board President Reed adjourned the meeting.

:mm

APPROVED:

Board of Education

Administration

MINUTES

1. CALL TO ORDER

At 6:00 p.m., Board President Reed called the August 5, 2009, Special Session Meeting to order at the district office, introduced Kevin Ramsden as the new Parent Representative, thanked Laura Wellman for her two years of service as Parent Representative, and welcomed Superintendent Staley back.

2. DISCUSSION/ACTION CALENDAR**2.1 GENERAL****1. Information: 2009-10 State Budget Update for CUSD**

At 6:03 p.m. Assistant Superintendent Combes presented an overview of the state budget and the affects on CUSD. This information/timeline will be posted on the website. It will be several weeks before all details can be worked into the CUSD budget and multi-year projections; the impact of the financial details will be acted on by the Board within 45 days, as required by law, around the middle of September.

2. Information: Local Government Response to State Budget Crisis

At 6:50 p.m. Board President Reed discussed the conference she attended on July 17-18. It was a summit on governance and fiscal reform sponsored by the Cities, Counties and Schools Partnership, a collaboration of the League of California Cities, the California State Association of Counties and the California School Boards Association. Local elected officials talked about what is happening in Sacramento and how local entities can change the way things are happening and bring back local control and look for ways to work together. More information may be gathered by visiting their Facebook page, Rebuilding California.

At 7:00 p.m. Board Clerk Griffin discussed the teleconference she participated in on July 24. The main goal of this group is to bring power back to local government and local revenue. Additional information may be gathered by visiting their webpage: Repair California.org.

3. Discussion/Action: Board Discussion/Action Regarding Budget Priorities Subsequent to the July 23, 2009, Legislative Action

At 7:10 p.m. Assistant Superintendent Combes reviewed how the state budget cuts have affected CUSD, noting the only cuts left for CUSD to make are negotiated agreements. This agenda item is in response to the Board's request for an opportunity for public discussion of how to determine budget priorities. Board President Reed clarified that any action taken is for the future; not on decisions already made. Discussions centered on processes for gathering community input, increasing communication, reviewing the Strategic Plan, utilizing School Newsletters; reactivating the Budget Communication Team, posting an FAQ page on the website, looking for grants and new ways of doing business. Rather than a specific action the Board would like the Directors to place proposals with probable timelines on a future agenda. Superintendent Staley clarified the following actions will take place: a letter will go to every K-3 student/parent explaining why class sizes increased this year by next Wednesday; The Budget Communication Team will be reactivated and continue ongoing communication regarding the budget; a plan will be created for collecting input from the community regarding vision, goals, and budget priorities and this item will be brought to the Board in September, and the Strategic Plan will be revisited.

4. Discussion/Action: Consider Selection of Vendor for Parcel Tax Survey

At 8:08 p.m. Board President Reed stated a discussion was needed regarding the parcel tax and purpose. Whether we do parcel tax or not, this is an outreach to everyone. Given the budget crisis, trustees wanted to ensure there is a dialogue with the community to define the district's priorities. Board Member Rees moved that the Board support the expenditure for a consultant firm to conduct a survey for Task 1 only; seconded by Board Vice President Kaiser.

AYES: Reed, Kaiser, Griffin, Rees

NOES: None

ABSENT: Thompson

MINUTES

Board President Reed asked if the Board was prepared to vote on the firm to conduct the survey or if a subcommittee should review. After discussion, Board Member Rees moved that the Board accept the Lew Edwards Group proposal to have Fairbank, Maslin, Maullin & Associates conduct the survey with a sample size of 600; seconded by Board Vice President Kaiser. A subcommittee will review the questions.

AYES: Reed, Kaiser, Griffin, Thompson, Rees

NOES: None

ABSENT: None

3. **CLOSED SESSION**

At 9:05 p.m. the Open Session was closed; there was a five minute break before the Board moved into Closed Session. Director Simmons noted that a local retired teacher, Leonardo Perez Duarte, had been recognized in an article entitled "My Favorite Teacher" in the *American Profile Magazine* in Sunday's paper.

3.1 **Update on Labor Negotiations**

Employee Organizations:

CUTA

CSEA, Chapter #110

Representative:

Kelly Staley, Superintendent

Bob Feaster, Assistant Superintendent

Jan Combes, Assistant Superintendent

3.2 **Conference with Legal Counsel**

Threatened Litigation

Significant exposure to litigation pursuant to Government Code Section 54956.9(b)

One case

Attending:

Kelly Staley, Superintendent

Bob Feaster, Assistant Superintendent

Jan Combes, Assistant Superintendent

Kim Bogard, Attorney at Law

3.3 **Public Employee Appointment**

Per Government Code §54957

Title: Interim Assistant Superintendent, Educational Services

3.4 **Public Employee Performance Evaluation**

Per Government Code §54957

Title: Superintendent

4. **RECONVENE TO REGULAR SESSION**

At 10:44 p.m. Board President Reed reconvened to regular session and announced there was nothing to report from closed session.

5. **ADJOURNMENT**

At 10:45 p.m. Board President Reed adjourned the meeting.

:mm

APPROVED:

Board of Education

Administration

DONATIONS/GIFTS

Donor	Item	Recipient
Maggie Ricketts	4 books @ \$20.00	Chapman
Suzanne Steel	39 books @ \$618.82	Chapman
B. Scott Hood, DDS	\$500.00	Emma Wilson
Alan Wilhelm	\$1,000.00	Neal Dow
Eric & Chris Moxon	Butcher Paper @ \$200.00	Sierra View
Pam & Gary Willis	\$200.00	Sierra View
Todd & Mary Mino	\$50.00	Sierra View
George Victorine	\$100.00	MJHS
Madison Bear Garden	\$3,077.00	High School Athletic Fund
Friends of Ag	\$10,000.00	CHS Senior Ag Dept.
Anna Mae Sylvester	\$200.00	CHS Library
PG&E Corp.	\$259.00	PVHS
Herman & Amanda Ellis	HP Deskjet Printer @ \$100.00	PVHS
Silver Dollar Fair	\$1,000.00	PVHS Fine Arts
Sue Mieske	Books @ \$35.00	PVHS Library
Ann Dempsey	Books/CDs @ \$50.00	PVHS Library
Marianne Werner	Books @ \$150.00	PVHS Library
Chris Gulbrandsen	Books @ \$18.00	PVHS Library
Linda Elliott	Books @ \$1,539.00	PVHS Library
Chico Running Club	\$2,500.00	PVHS Athletics/Cross Country
Anonymous/COSTCO Employee	\$35.00	PVHS Athletics
Donald Dickenson	\$5,000.00	CUSD Special Education

PROPOSED AGENDA ITEM: Field Trip Request

Prepared by: Charles Copeland – Teacher, Pleasant Valley High School

Consent

Board Date August 26, 2009

Information Only

Discussion/Action

Background Information

Annual trip to Samwel Cave – Shasta National Recreation Area for the International Baccalaureate Class of 2010.

Education Implications

Provides affiliation and challenge for honors group of students. We will take students into unfamiliar and challenging environments.

Fiscal Implications

None – Parent drivers will be utilized.

Additional Information

RECEIVED

AUG 19 2009

CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, CA 95928-5999
(530) 891-3000

6.2.1.
Page 2 of 2

SUPERINTENDENT'S OFFICE
CHICO UNIFIED SCHOOL DISTRICT

FIELD TRIP REQUEST

TO: CUSD Board of Education

Date: Aug 18, 2009

FROM: Charles Copeland

School/Dept.: Pleasant Valley

SUBJECT: Field Trip Request

Request is for Interim Baccalaureate Class of 2010
(grade/class/group)

Destination: Samuel Cave Activity: Affiliation and Challenge for honors group

from Saturday Oct 3, 8 am to Sunday Oct 4 noon
(dates) / (times) (dates) / (times)

Rationale for Trip: Take students into unfamiliar and challenging environment.

Number of Students Attending: approx 25 Teachers Attending: 3 Parents Attending: 3 or more

Student/Adult Ratio: 6/1

Transportation: Private Cars parent cars CUSD Bus _____ Charter Bus Name _____
Other: _____

All requests for bus or charter transportation must go through the transportation department - NO EXCEPTIONS.

ESTIMATED EXPENSES:

Fees \$ 0.00 Substitute Costs \$ 0.00 Meals \$ 0.00
Lodging \$ 0.00 Transportation \$ 0.00 Other Costs \$ 0.00

ACCOUNT NAME(S), NUMBER(S) and AMOUNT(S):

Name _____ Acct. #: _____ \$ _____
Name _____ Acct. #: _____ \$ _____

Charles Copeland Aug 18, 2009
Requesting Party Date

[Signature] 8/18/09 Approve/Minor Do not Approve/Minor
Site Principal Date or Recommend/Major Not Recommended/Major

Director of Transportation _____ Date _____ (If transporting by bus or Charter)

IF MAJOR FIELD TRIP

[Signature] 8-20-09 Recommend Not Recommended
Director of Educational Services Date

Board Action _____ Date _____ Approved Not Approved

PROPOSED AGENDA ITEM: Officials for Athletic Events for Chico High School

Prepared by: Robyn Salyer / Danny Webb

Consent

Board Date 8/26/09

Information Only

Discussion/Action

Background Information

The officials are used to provide a fair and safe athletic contest.

Educational Implications

None

Fiscal Implications

None

CHICO UNIFIED SCHOOL DISTRICT
Business Services
1163 E. 7th Street, Chico, CA 95928
(530) 891-3000

CA# _____

CONSULTANT AGREEMENT

For Services Provided to ASB

- A completed BS10a. "Guidelines for Employing Independent Contract Consultants" certificate is:
 On File (click to view) Attached
- A completed W9 "Request for Taxpayer Identification Number and Certification" form is:
 On File (click to view) Attached

This Agreement to furnish certain consulting services is made by and between Chico Unified School District ASB and:

Name: NSCOA – Chico Grapplers Association
Street Address/POB: 4340 Tulyana Drive
City, State, Zip Code: Chico, CA 95973
Phone: 530 864 7337

Taxpayer ID/SSN:
 This agreement will be in effect (Current Fiscal Year) From: 8/1/09 To: 06/30/10
Location(s) of Services: (site) Chico High School

- Scope of Work** to be performed: (attach separate sheet if necessary)
 Provide Officials for Wrestling matches involving Chico High as the host school
- Goal (Strategic Plan, Site Plan, Other)** to be achieved as a result of Consultant services:
 Provide students of CHS with fair and safe athletic contests as required by CIF guidelines and NFHS rules

5. ASB account name to be Charged: (corresponding to accounts below)

- Ath-Football
-
-

6. Account(s) to be Charged:

	Pct (%)	Account #	Amount
1)	100	134	7000
2)			
3)			

7. Payment to Consultant: (for the above services, ASB will pay Consultant as follows)

\$	1	Per Unit, times	6000	# Units =	\$	Total for Services
(Unit:	Per Hour	Per Day	X	Per Activity)		

8. Additional Expenses: (i.e. mileage, hotel, air fare, etc)

Mileage	\$	1000		
Assignor Fee	\$	500		
	\$			Total for Addit'l Expenses

\$	<u>7500</u>	Grand Total (not to exceed)
----	-------------	---------------------------------------

9. Amounts of \$5,001.00 or more require Board Approval: (date to Board)

(to be completed by Business Services)

CA# _____

CONSULTANT TERMS AND CONDITIONS
(Applicable, unless determined to be Contract Employee – See BS10a)

- a. The Consultant will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Consultant Agreement. Consultant shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Consultant's employees. (Not applicable to Contract Employee)
- b. Consultant shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page 1 of this Agreement.
- c. In the performance of the work herein contemplated, Consultant is an independent contractor, with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
- d. If applicable, the Consultant will certify in writing, using Administration Form #3515.6.1, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Consultant.
- e. Consultant agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Consultant's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Consultant, and/or the Consultant's employee or agents.
- f. Consultant will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District. (Not applicable to Contract Employee)
- g. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
- h. The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become, applicable to Consultant, Consultant's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.

11. AGREED TO AND ACCEPTED: (If determined to be a Contract Employee, a payroll check will be issued with applicable taxes withheld.)

[Signature] (Signature of Consultant) Mark Hernandez (Print Name) 6/9/09 (Date)

12. RECOMMENDED:
[Signature] (Signature of Originating Faculty Advisor) **Daniel Webb** (Print Name) 6/4/09 (Date)

APPROVED:

[Signature] (Signature of ASB Officer) ASB Requisition/PO # 310049 issued by ASB Accounting Office. ** **Olivia Filbrant, ASB President** (Print Name and Title) 8/14/09 (Date)

[Signature] (Signature of Principal) **Jim HANCOCK - PRINCIPAL** (Print Name and Title) 8/17/09 (Date)

APPROVED:

[Signature] (Signature of Administrator – Business Services) **Scott Jones, DTK** (Print Name and Title) 8/21/09 (Date)

13. Authorization for Payment: Consultant Contract Employee

(a). CHECK REQUIRED (Invoice to accompany payment request):

Partial Payment thru: _____ (Date)

Full or Final Payment

(b).
\$ _____ (Amount) _____ (Originating Administrator Signature – Use Blue Ink) _____ (Date)

structions

CHICO UNIFIED SCHOOL DISTRICT
Business Services
1163 E. 7th Street, Chico, CA 95928
(530) 891-3000

CA# _____

ASB

CONSULTANT AGREEMENT
For Services Provided to ASB

- A completed BS10a. "Guidelines for Employing Independent Contract Consultants" certificate is:
 On File (click to view) Attached
- A completed W9 "Request for Taxpayer Identification Number and Certification" form is:
 On File (click to view) Attached

This Agreement to furnish certain consulting services is made by and between Chico Unified School District ASB and:

Name: Northern California Officials Association (Football)
Street Address/POB: 9434 Lott Rd
City, State, Zip Code: Durham, CA 95938
Phone:
Taxpayer ID/SSN:

This agreement will be in effect (Current Fiscal Year) From: 8/1/09 To: 06/30/10
Location(s) of Services: (site) Chico High School

- Scope of Work** to be performed: (attach separate sheet if necessary)
Provide Officials for football games involving Chico High as the host school
- Goal (Strategic Plan, Site Plan, Other)** to be achieved as a result of Consultant services:
Provide students of CHS with fair and safe athletic contests as required by CIF guidelines and NFHS rules

5. ASB account name to be Charged: (corresponding to accounts below)

- Ath-Football
-
-

6. Account(s) to be Charged:

	Pct (%)	Account #	Amount
1)	100	114	10000
2)			
3)			

7. Payment to Consultant: (for the above services, ASB will pay Consultant as follows)

\$ 1 Per Unit, times 8000 # Units = \$ Total for Services
 (Unit: Per Hour Per Day Per Activity)

8. Additional Expenses: (i.e. mileage, hotel, air fare, etc)

Mileage	\$ 1000	
Assignor Fee	\$ 500	
	\$	\$
		Total for Addit'l Expenses
	\$ 9500	Grand Total
		(not to exceed)

9. Amounts of \$5,001.00 or more require Board Approval: (date to Board)

(to be completed by Business Services)

CA# _____

SULTANT TERMS AND CONDITIONS

(Applicable, unless determined to be Contract Employee - See BS10a)

- a. The Consultant will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Consultant Agreement. Consultant shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Consultant's employees. (Not applicable to Contract Employee)
- b. Consultant shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page 1 of this Agreement.
- c. In the performance of the work herein contemplated, Consultant is an independent contractor, with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
- d. If applicable, the Consultant will certify in writing, using Administration Form #3515.6.1, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Consultant.
- e. Consultant agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Consultant's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Consultant, and/or the Consultant's employee or agents.
- f. Consultant will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District. (Not applicable to Contract Employee)
- g. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
- h. The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become, applicable to Consultant, Consultant's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.

11. AGREED TO AND ACCEPTED: (If determined to be a Contract Employee, a payroll check will be issued with applicable taxes withheld.)

[Signature] (Signature of Consultant) Kimball J. Shirey (Print Name) 6/15/09 (Date)

12. RECOMMENDED:

[Signature] (Signature of Originating Faculty Advisor) Daniel Webb (Print Name) 6/4/09 (Date)

ASB Requisition/PO # 310051 issued by ASB Accounting Office. **

**ASB Requisition/PO# required before C.A. submitted to District for approval.

APPROVED:
[Signature] (Signature of ASB Officer) Olivia Filbrandt, ASB President (Print Name and Title) 8/14/09 (Date)

[Signature] (Signature of Principal) JIM HANLON (Print Name and Title) 8/14/09 (Date)

APPROVED:

[Signature] (Signature of Administrator - Business Services) Scott Jones, DFC (Print Name and Title) 8/21/09 (Date)

13. Authorization for Payment:

Consultant

Contract Employee

(a). CHECK REQUIRED (Invoice to accompany payment request):

Partial Payment thru: _____ (Date)

Full or Final Payment

(b).

\$ _____ (Amount) _____ (Originating Administrator Signature - Use Blue Ink) _____ (Date)

Mandatory Instructions
(click to view)

CHICO UNIFIED SCHOOL DISTRICT
Business Services
1163 E. 7th Street, Chico, CA 95928
(530) 891-3000

CA# _____

CONSULTANT AGREEMENT

For Services Provided to ASB

- A completed BS10a. "Guidelines for Employing Independent Contract Consultants" certificate is:
 On File (click to view) Attached
- A completed W9 "Request for Taxpayer Identification Number and Certification" form is:
 On File (click to view) Attached

This Agreement to furnish certain consulting services is made by and between Chico Unified School District ASB and:

Name: Northern California Volleyball Officials Association
 Street Address/POB: 415 Silver Lake Drive
 City, State, Zip Code: Chico, CA 95973
 Phone: 530-345-0415 530/892-5813
 Taxpayer ID/SSN:

This agreement will be in effect (Current Fiscal Year) From: 8/1/09 To: 06/30/10
 Location(s) of Services: (site) Chico High School

- Scope of Work to be performed: (attach separate sheet if necessary)
 Provide Officials for Volleyball games involving Chico High as the host school
- Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Consultant services:
 Provide students of CHS with fair and safe athletic contests as required by CIF guidelines and NFHS rules

5. ASB account name to be Charged: (corresponding to accounts below)

- Ath. Volleyball Girls
-
-

6. Account(s) to be Charged:

	Pct (%)	Account #	Amount
1)	100	132	10000
2)			
3)			

7. Payment to Consultant: (for the above services, ASB will pay Consultant as follows)

\$	1	Per Unit, times	12000	# Units =	\$	Total for Services
(Unit:	Per Hour	Per Day	X	Per Activity)		

8. Additional Expenses: (i.e. mileage, hotel, air fare, etc)

Mileage	\$	1000			
Assignor Fee	\$	500			
	\$				Total for Addit'l Expenses
	\$	<u>13500</u>			Grand Total (not to exceed)

9. Amounts of \$5,001.00 or more require Board Approval: (date to Board)

(to be completed by Business Services)


CA# _____

CONSULTANT TERMS AND CONDITIONS

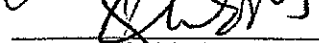
(Applicable, unless determined to be Contract Employee – See BS10a)

- a. The Consultant will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Consultant Agreement. Consultant shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Consultant's employees. (Not applicable to Contract Employee)
- b. Consultant shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page 1 of this Agreement.
- c. In the performance of the work herein contemplated, Consultant is an independent contractor, with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
- d. If applicable, the Consultant will certify in writing, using Administration Form #3515.6.1, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Consultant.
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- f. Consultant will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District. (Not applicable to Contract Employee)
- g. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
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11. AGREED TO AND ACCEPTED: (If determined to be a Contract Employee, a payroll check will be issued with applicable taxes withheld.)

 _____ (Signature of Consultant)	<u>Jesse N. Howell</u> _____ (Print Name)	<u>8/12/09</u> _____ (Date)
---	---	-----------------------------------

12. RECOMMENDED:

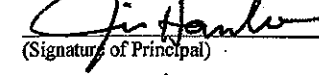
 _____ (Signature of Originating Faculty Advisor)	<u>Daniel Webb</u> _____ (Print Name)	<u>6/4/09</u> _____ (Date)
--	---	----------------------------------

APPROVED:


 _____ (Signature of ASB Officer)	<u>Olivia Filbrandt, ASB President</u> _____ (Print Name and Title)	<u>8/14/09</u> _____ (Date)
--	---	-----------------------------------

ASB Requisition/PO # 3/0050 issued by ASB Accounting Office. **

**ASB Requisition/PO# required before C.A. submitted to District for approval.

 _____ (Signature of Principal)	<u>JIM HANLON - PRINCIPAL</u> _____ (Print Name and Title)	<u>8/17/09</u> _____ (Date)
--	--	-----------------------------------

APPROVED:

 _____ (Signature of Administrator – Business Services)	<u>Scott Jones, DTS</u> _____ (Print Name and Title)	<u>8/21/09</u> _____ (Date)
--	--	-----------------------------------

13. Authorization for Payment:

Consultant

Contract Employee

(a). CHECK REQUIRED (Invoice to accompany payment request):

- Partial Payment thru: _____
(Date)
- Full or Final Payment

(b).

\$ _____ (Amount)	_____ (Originating Administrator Signature – Use Blue Ink)	_____ (Date)
----------------------	---	-----------------

Mandatory Instructions
(click to view)

CHICO UNIFIED SCHOOL DISTRICT
Business Services
1163 E. 7th Street, Chico, CA 95928
(530) 891-3000

CA# _____

CONSULTANT AGREEMENT

For Services Provided to ASB

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Name: Northern California Volleyball Officials Association
Street Address/POB: 415 Silver Lake Drive
City, State, Zip Code: Chico, CA 95973
Phone: 530-345-0415 530/592-5813
Taxpayer ID/SSN:

This agreement will be in effect (Current Fiscal Year) From: 8/1/09 To: 06/30/10
Location(s) of Services: (site) Chico High School

- Scope of Work** to be performed: (attach separate sheet if necessary)
Provide Officials for Volleyball games involving Chico High as the host school
- Goal (Strategic Plan, Site Plan, Other)** to be achieved as a result of Consultant services:
Provide students of CHS with fair and safe athletic contests as required by CIF guidelines and NFHS rules

5. ASB account name to be Charged: (corresponding to accounts below)

- Boys Volleyball
-
-

6. Account(s) to be Charged:

	Pct (%)	Account #	Amount
1)	100	670	10000
2)			
3)			

7. Payment to Consultant: (for the above services, ASB will pay Consultant as follows)

\$	1	Per Unit, times	12000	# Units =	\$	Total for Services
(Unit:	Per Hour	Per Day	X	Per Activity)		

8. Additional Expenses: (i.e. mileage, hotel, air fare, etc)

Mileage	\$	1000			
Assignor Fee	\$	500			
	\$		\$		Total for Addit'l Expenses
	\$	13500			Grand Total (not to exceed)

9. Amounts of \$5,001.00 or more require Board Approval: (date to Board)

(to be completed by Business Services)


CA# _____

CONSULTANT TERMS AND CONDITIONS

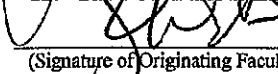
(Applicable, unless determined to be Contract Employee – See BS10a)

- a. The Consultant will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Consultant Agreement. Consultant shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Consultant's employees. (Not applicable to Contract Employee)
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- d. If applicable, the Consultant will certify in writing, using Administration Form #3515.6.L, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Consultant.
- e. Consultant agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Consultant's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Consultant, and/or the Consultant's employee or agents.
- f. Consultant will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District. (Not applicable to Contract Employee)
- g. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
- h. The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become, applicable to Consultant, Consultant's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.


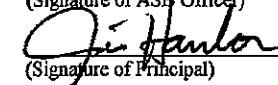
11. AGREED TO AND ACCEPTED: (If determined to be a Contract Employee, a payroll check will be issued with applicable taxes withheld.)

 (Signature of Consultant)	<u>Tereese N. Howell</u> (Print Name)	<u>8/12/09</u> (Date)
--	--	--------------------------


12. RECOMMENDED:

 (Signature of Originating Faculty Advisor)	<u>Daniel Webb</u> (Print Name)	<u>6/4/09</u> (Date)
---	------------------------------------	-------------------------

APPROVED:

 (Signature of ASB Officer)	ASB Requisition/PO# <u>310056</u> issued by ASB Accounting Office. **	**ASB Requisition/PO# required before C.A. submitted to District for approval.
 (Signature of Principal)	<u>Olivia Filbrandt, ASB President</u> (Print Name and Title)	<u>8/14/09</u> (Date)
	<u>Jim HANLON</u> (Print Name and Title)	<u>8/17/09</u> (Date)

APPROVED:

 (Signature of Administrator – Business Services)	<u>Scott Jones, DTS</u> (Print Name and Title)	<u>8/21/09</u> (Date)
---	---	--------------------------

13. Authorization for Payment: Consultant Contract Employee

(a). **CHECK REQUIRED** (Invoice to accompany payment request):

Partial Payment thru: _____
(Date)

Full or Final Payment

(b).
\$ _____
(Amount) (Originating Administrator Signature – Use Blue Ink) (Date)

PROPOSED AGENDA ITEM: Butte County Probation Department: Probation Officer

- Consent
- Information Only
- Discussion/Action

Board Date: **August 26, 2009**

Background Information

The Focus on the Future program has had an on-going collaboration with the Butte County Probation Department for several years. The probation officer assists staff in monitoring students who are on probation. They also support the Focus staff providing school-based counseling, probation checks, on site investigation, staff trainings and supervision on field trips.

Education Implications

The collaboration between Butte County Probation and the Focus on the Future program for high-risk youth allows students who may otherwise be expelled to remain in school. These additional support services assist students in meeting the requirements of their probation.

Fiscal Implications

There is no cost to the general fund.

Additional Information

N/A

Recommendation

Recommended for Approval

Mandatory Instructions
(click to view)

COUNTY OF BUTTE
R 4 1 1 3 2

CHICO UNIFIED SCHOOL DISTRICT
Business Services
1163 E. 7th Street, Chico, CA 95928
(530) 891-3000

Business Services Use Only
CA# _____
V# 1271

CONSULTANT AGREEMENT

CONTRACT NO.

1. A completed BS10a. "Certificate of Independent Consultant Agreement" guideline is:
 On File (click to view) Attached
2. A completed W9 "Request for Taxpayer Identification Number and Certification" form is:
 On File (click to view) Attached

This Agreement to furnish certain consulting services is made by and between Chico Unified School District and:

Name: Butte County Probation Department
 Street Address/POB: 42 County Center Drive
 City, State, Zip Code: Oroville, CA 95965
 Phone: (530) 538-7309 (John Wardell) Fax: 538-6826
 Taxpayer ID/SSN: 94-6000506

This agreement will be in effect from: 07/01/09 to 06/30/10
 Location(s) of Services: (site) Fair View High School

3. **Scope of Work** to be performed: (attach separate sheet if necessary)
 Probation Officer will be available a minimum of 20 hours per week for school-based counseling, investigations, staff trainings/meetings, and supervision on field trips when appropriate, as approved by the supervising Probation Officer.
4. **Goal (Strategic Plan, Site Plan, Other)** to be achieved as a result of Consultant services:
 Strategic Plan Strategy 3: We will actively engage families and community to help our students achieve academic and personal success.
5. **Funding/Programs Affected:** (corresponding to accounts below)
 1) ARRA Stimulus Funds
 2)
 3)

6. **Account(s) to be Charged:**

	Pct (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Expense	Sch/Dept
1)	100.00	01	3205	0	1401	1000	5800	14	670
2)							5800	14	
3)							5800	14	

7. Is there an impact to General Fund, Unrestricted funding? Yes No

8. **Payment to Consultant:** (for the above services, District will pay Consultant as follows)
 \$ 40,086.00 Per Unit, times 1.00 # Units = \$ 40,086.00 Total for Services
 (Unit: Per Hour Per Day Per Activity)

9. **Additional Expenses:**

\$		
\$		
\$		
		Total for
		0.00 Addit'l Expenses
\$	40,086.00	Grand Total

10. Amounts of \$5,001.00 or more require Board Approval: (date to Board) _____
 (to be completed by Business Services)

Bill Connelly

Bill Connelly, Chair of the Butte County Board of Supervisors

CONSULTANT TERMS AND CONDITIONS
(Applicable, unless determined to be Contract Employee - See BS10a)

Business Services Use Only
CA# _____
V# <u>1271</u>

Consultant Name: **Butte County Probation Department**

- The Consultant will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Consultant Agreement. Consultant shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Consultant's employees.
- Consultant shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page 1 of this Agreement.
- In the performance of the work herein contemplated, Consultant is an independent contractor, with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
- If applicable, the Consultant will certify in writing, using Administration Form #3515.6, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Consultant.
- Consultant agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Consultant's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Consultant, and/or the Consultant's employee or agents.
- Consultant will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District.
- Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
- The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become, applicable to Consultant, Consultant's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.
- The District will determine whether the Consultant will be paid by vendor check as a Consultant or payroll check as a Contract Employee (with taxes withheld) by reviewing the completed Certificate of Independent Consultant Agreement (a blank sample may be viewed at http://www.chicousd.org/_dept/business/documents/Consultant_Agreement.pdf). IRS publication 8WR 40 and IRS Ruling 87-41 will assist the District in determining the payment method applied to this Consultant Agreement.

11. AGREED TO AND ACCEPTED: (If determined to be a Contract Employee, a payroll check will be issued with applicable taxes withheld.)

John Wardell (Signature of Consultant) John Wardell, Chief Probation Officer (Print Name) 7/28/09 (Date)

12. RECOMMENDED:

Janet Brinson (Signature of Originating Administrator) Janet Brinson, Director (Print Name) 8/18/09 (Date)

13. APPROVED:

Janet Brinson (Signature of District Administrator, or Director of Categorical Programs) Janet Brinson, Director (Print Name) 8/18/09 (Date)

APPROVED:

Consultant Contract Employee

Scott Jones (Signature of District Admin.-Business Services) Scott Jones, Director, Fiscal Services (Print Name) 8/19/09 (Date)

14. Authorization for Payment:

<p>CHECK REQUIRED (Invoice to accompany payment request):</p> <p><input type="checkbox"/> Partial Payment thru: _____ (Date)</p> <p><input type="checkbox"/> Full or Final Payment</p>	<p>DISPOSITION OF CHECK by Accounts Payable: (check released upon completion of services)</p> <p><input type="checkbox"/> Send to Site Administrator: _____ (Date check required)</p> <p><input type="checkbox"/> Mail to Consultant</p>
<p>\$ _____ (Amount) _____ (Originating Administrator Signature - Use Blue Ink) _____ (Date)</p>	

consultant.agreement rev 8/08 me **APPROVED AS TO FORM** Approved for fiscal control, subject 8/28/08
 Butte County Council to budget appropriation
 By *Bruce A. Albert* Auditor's Office By *[Signature]*

PROPOSED AGENDA ITEM: Butte County Probation Department: On Campus Officer

- Consent
- Information Only
- Discussion/Action

Board Date: August 26, 2009

Background Information

A campus probation officer will work at various schools with delinquent and pre-delinquent youth and their families to improve school attendance and behavior. The officer will also assist with SARB board hearings.

Education Implications

The ultimate goal is to keep CUSD students in school and attending on a regular basis. The support provided by the campus probation officer assists site principals in keeping the communication lines open with parents about the need for their children to be in school.

Fiscal Implications

There is no cost to the general funds.

Additional Information

N/A

Recommendation

Recommended for approval.

Mandatory Instructions
(click to view)

COUNTY OF BUTTE

R 4 1 1 3 0

CHICO UNIFIED SCHOOL DISTRICT
Business Services
1163 E. 7th Street, Chico, CA 95928
(530) 891-3000

Business Services Use Only

CA#

V#

1271

CONTRACT NO. CONSULTANT AGREEMENT

- A completed BS10a. "Certificate of Independent Consultant Agreement" guideline is:
 On File (click to view) Attached
- A completed W9 "Request for Taxpayer Identification Number and Certification" form is:
 On File (click to view) Attached

This Agreement to furnish certain consulting services is made by and between Chico Unified School District and:

Name: Butte County Probation Department
 Street Address/POB: 42 County Center Drive
 City, State, Zip Code: Oroville, CA 95965
 Phone: (530) 538-7309 (John Wardell) Fax: 538-6825
 Taxpayer ID/SSN: 94-6000506

This agreement will be in effect from: 07/01/09 to 06/30/10
 Location(s) of Services: (site) Fair View High School

- Scope of Work to be performed: (attach separate sheet if necessary)
 An on-campus probation officer will work at various schools with delinquent and pre-delinquent youth and their families to improve school attendance and behavior.
- Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Consultant services:
 Strategic Plan Strategy 3: We will actively engage families and community to help our students achieve academic and personal success.

- Funding/Programs Affected: (corresponding to accounts below)
 - ARRA Stimulus Funds
 -
 -

6. Account(s) to be Charged:

	Pct (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Expense	Sch/Dept
1)	100.00	01	2205	0	1110	1000	5800	14	670
2)							5800	14	
3)							5800	14	

7. Is there an impact to General Fund, Unrestricted funding? Yes No

8. Payment to Consultant: (for the above services, District will pay Consultant as follows)

\$ 39,617.00 Per Unit, times 1.00 # Units = \$ 39,617.00 Total for Services
 (Unit: Per Hour Per Day Per Activity)

9. Additional Expenses:

\$
 \$
 \$

Total for
 0.00 Addit'l Expenses

\$ 39,617.00 **Grand Total**

10. Amounts of \$5,001.00 or more require Board Approval: (date to Board)

(to be completed by Business Services)

Bill Connolly
 Bill Connolly, Chair of the Butte County Board of Supervisors

CONSULTANT TERMS AND CONDITIONS

(Applicable, unless determined to be Contract Employee - See BS10a)

COUNTY OF BUTTE

Business Services Use Only

Consultant Name: Butte County Probation Department

R 4 1 1 3 0

CA# _____
V# 1271

CONTRACT NO.

1. The Consultant will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Consultant Agreement. Consultant shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Consultant's employees.
2. Consultant shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page 1 of this Agreement.
3. In the performance of the work herein contemplated, Consultant is an independent contractor, with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
4. If applicable, the Consultant will certify in writing, using Administration Form #3515.6, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Consultant.
5. Consultant agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Consultant's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Consultant, and/or the Consultant's employee or agents.
6. Consultant will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District.
7. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
8. The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become, applicable to Consultant, Consultant's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.
9. The District will determine whether the Consultant will be paid by vendor check as a Consultant or payroll check as a Contract Employee (with taxes withheld) by reviewing the completed Certificate of Independent Consultant Agreement (a blank sample may be viewed at http://www.chicousd.org/dept/business/documents/Consultant_Agreement.pdf). IRS publication SWR 40 and IRS Ruling 87-41 will assist the District in determining the payment method applied to this Consultant Agreement.

11. AGREED TO AND ACCEPTED: (If determined to be a Contract Employee, a payroll check will be issued with applicable taxes withheld.)

[Signature] John Wardell, Chief Probation Officer 7/28/09
(Signature of Consultant) (Print Name) (Date)

12. RECOMMENDED:

[Signature] Janet Brinson, Director 8/18/09
(Signature of Originating Administrator) (Print Name) (Date)

13. APPROVED:

[Signature] Janet Brinson, Director 8/18/09
(Signature of District Administrator, or Director of Categorical Programs) (Print Name) (Date)

APPROVED:

Consultant Contract Employee
[Signature] Scott Jones Director, Fiscal Services 8/19/09
(Signature of District Admin/Business Services) (Print Name) (Date)

14. Authorization for Payment:

<p>CHECK REQUIRED (Invoice to accompany payment request):</p> <p><input type="checkbox"/> Partial Payment thru: _____ (Date)</p> <p><input type="checkbox"/> Full or Final Payment</p>	<p>DISPOSITION OF CHECK by Accounts Payable: (check released upon completion of services)</p> <p><input type="checkbox"/> Send to Site Administrator: _____ (Date check required)</p> <p><input type="checkbox"/> Mail to Consultant</p>
---	---

\$ _____
(Amount) (Originating Administrator Signature - Use Blue Ink) (Date)

APPROVED AS TO FORM
Butte County Counsel
By [Signature]

Approved for fiscal control, subject to budget appropriation
Auditor's Office
By [Signature] 8/28/08

PROPOSED AGENDA ITEM: Technical Assistance Provided by Butte County Office of Education

Prepared by: Janet Brinson, Director

- Consent
 Information Only
 Discussion/Action

Board Date: August 26, 2009

Background Information

CUSD is a No Child Left Behind Program Improvement "Corrective Action Sanction F" district. Sanction F is defined as "instituting and fully implementing a new curriculum that is based on state academic content and achievement standards, including providing appropriate professional development based on scientifically-based research for all relevant staff, that offer substantial promise of improving educational achievement for high priority pupils." California Education Code Section 52055.57 c.(1)(f). It further requires that the district access technical assistance to analyze district needs, amend the LEA or Plan Addendum and implement key action steps.

Education Implications

CUSD will work with Butte County Office of Education (BCOE) to raise student academic achievement and boost test scores. BCOE will provide targeted professional development at school sites and for district level groups to fully implement the State Board of Education (SBE) adopted standards-aligned curriculum in language arts and mathematics, and increase the percentage of English Language Learners and Students with Disabilities who score proficient or advanced on the CST's.

Fiscal Implications

No impact to the General Fund.

Mandatory Instructions
(click to view)

CHICO UNIFIED SCHOOL DISTRICT
Business Services
1163 E. 7th Street, Chico, CA 95928
(530) 891-3000

6.2.5.
Page 2 of 3
Business Services Use Only
CA# _____
V# 1254

CONSULTANT AGREEMENT

1. A completed BSI0a. "Certificate of Independent Consultant Agreement" guideline is:
 On File (click to view) Attached
2. A completed W9 "Request for Taxpayer Identification Number and Certification" form is:
 On File (click to view) Attached

This Agreement to furnish certain consulting services is made by and between Chico Unified School District and:

Name: BUTTE COUNTY OFFICE OF EDUCATION
Street Address/POB: 5 County Center Drive
City, State, Zip Code: Oroville, CA 95966
Phone: (530) 532-5820
Taxpayer ID/SSN:

This agreement will be in effect from: 08/27/09 to 06/30/10
Location(s) of Services: (site) CUSD

3. **Scope of Work** to be performed: (attach separate sheet if necessary)
 PROVIDE CUSD WITH TECHNICAL ASSISTANCE TO FULLY IMPLEMENT CORRECTION ACTION SANCTION F
4. **Goal (Strategic Plan, Site Plan, Other)** to be achieved as a result of Consultant services:
 TARGETED PROFESSIONAL DEVELOPMENT TO FULLY IMPLEMENT SBE ADOPTED STANDARDS ALIGNED CURRICULUM IN THE LANGUAGE ARTS AND MATHEMATICS

5. **Funding/Programs Affected:** (corresponding to accounts below)
 1) FUNDS PROVIDED BY SB 806 - FEDERAL PI CORRECTION ACTION WORK
 2)
 3)

6. **Account(s) to be Charged:**

	Pct (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Expense	Sch/Dept
1)	100.00	01	3185	0	1110	1000	5800	14	670
2)							5800	14	
3)							5800	14	

7. Is there an impact to General Fund, Unrestricted funding? Yes No

8. **Payment to Consultant:** (for the above services, District will pay Consultant as follows)

\$ 500.00 Per Unit, times 110.00 # Units = \$ 55,000.00 Total for Services
(Unit: Per Hour Per Day Per Activity)

9. **Additional Expenses:**

\$
\$
\$
Total for
0.00 Addit'l Expenses
\$ 55,000.00 Grand Total

10. Amounts of \$5,001.00 or more require Board Approval: (date to Board)

(to be completed by Business Services)

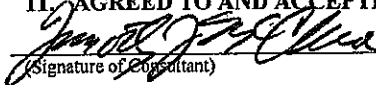
CONSULTANT TERMS AND CONDITIONS
(Applicable, *unless* determined to be Contract Employee -- See BS10a)

Business Services Use Only	
CA#	_____
V#	<u>1254</u>

Consultant Name: _____

1. The Consultant will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Consultant Agreement. Consultant shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Consultant's employees.
2. Consultant shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page 1 of this Agreement.
3. In the performance of the work herein contemplated, Consultant is an independent contractor, with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
4. If applicable, the Consultant will certify in writing, using Administration Form #3515.6, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Consultant.
5. Consultant agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Consultant's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Consultant, and/or the Consultant's employee or agents.
6. Consultant will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District.
7. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
8. The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become, applicable to Consultant, Consultant's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.
9. The District will determine whether the Consultant will be paid by vendor check as a Consultant or payroll check as a Contract Employee (with taxes withheld) by reviewing the completed Certificate of Independent Consultant Agreement (a blank sample may be viewed at http://www.chicousd.org/_dept/business/documents/Consultant_Agreement.pdf). IRS publication SWR 40 and IRS Ruling 87-41 will assist the District in determining the payment method applied to this Consultant Agreement.

11. AGREED TO AND ACCEPTED: (If determined to be a Contract Employee, a payroll check will be issued with applicable taxes withheld.)

 _____
 (Signature of Consultant)

Timothy J. McClure
 (Print Name)

August 18, 2009
 (Date)

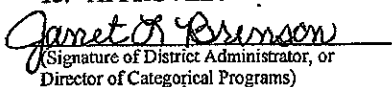
12. RECOMMENDED:

 _____
 (Signature of Originating Administrator)

Janet L. Brinson
 (Print Name)

8/19/09
 (Date)

13. APPROVED:

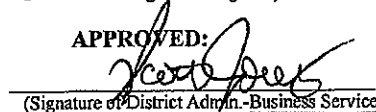
 _____
 (Signature of District Administrator, or Director of Categorical Programs)

Janet L. Brinson
 (Print Name)

8/19/09
 (Date)

APPROVED:

Consultant Contract Employee

 _____
 (Signature of District Adm.-Business Services)

Scott Jones Director, Fiscal Services
 (Print Name)

8/19/09
 (Date)

14. Authorization for Payment:

<p>CHECK REQUIRED (Invoice to accompany payment request):</p> <p><input type="checkbox"/> Partial Payment thru: _____ (Date)</p> <p><input type="checkbox"/> Full or Final Payment</p>	<p>DISPOSITION OF CHECK by Accounts Payable: (check released upon completion of services)</p> <p><input type="checkbox"/> Send to Site Administrator: _____ (Date check required)</p> <p><input type="checkbox"/> Mail to Consultant</p>
---	---

\$ _____ (Amount)	_____ (Originating Administrator Signature - Use Blue Ink)	_____ (Date)
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PROPOSED AGENDA ITEM: Consultant Agreement: Charter Planning Coordinator

Prepared by: Sara Simmons

Consent
 Information Only
 Discussion/Action

Board Date: August 26, 2009

Background Information:

Inspire, the CUSD's first charter high school, has been approved by the State Board of Education and has received a \$450,000 planning grant from the CDE's Public Charter School Grant Program (PCSGP). A full-time coordinator will be hired to oversee the planning necessary before the school opens its doors in August, 2010.

Education Implications:

Inspire will draw on the expertise and recommendations from many individuals in planning an educational program that is both rigorous, and relevant. It is anticipated that these individuals will include existing CUSD personnel as well as partners from CSUC, Butte College, and outside experts. Hiring a full-time consultant to coordinate the work of these various individuals and subcommittees will result in a strong educational program for students.

Fiscal Implications:

None. The consultant's fee will be paid from a grant through the California Department of Education.

Additional Information:

None.

Mandatory Instructions
(click to view)

CHICO UNIFIED SCHOOL DISTRICT
Business Services
1163 E. 7th Street, Chico, CA 95928
(530) 891-3000

Business Services Use Only CA# _____ CONTRACT EMPLOYEE

CONSULTANT AGREEMENT

1. A completed BS10a. "Certificate of Independent Consultant Agreement" guideline is:
 On File (click to view) Attached
2. A completed W9 "Request for Taxpayer Identification Number and Certification" form is:
 On File (click to view) Attached

This Agreement to furnish certain consulting services is made by and between Chico Unified School District and:

Name: Kim C. Gimbal
 Street Address/POB: 806 Brookwood Way
 City, State, Zip Code: Chico, California 95926
 Phone: 530-570-3116

Taxpayer ID/SSN:
 This agreement will be in effect from: 09/01/09 to 06/30/10
 Location(s) of Services: (site) District Office, or other site to be determined

3. **Scope of Work to be performed:** (attach separate sheet if necessary)
 Responsible for all aspects of coordinating planning for charter high school, and ensuring that the school is fully operational by August 11, 2010. Please see attached for full description of scope of work to be performed.
4. **Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Consultant services:**
 To prepare to open a charter high school, which will offer an alternative for 9th-12th grade students within Chico Unified School District.

5. **Funding/Programs Affected:** (corresponding to accounts below)

- 1) Public Schools Charter Grant
- 2)
- 3)

6. **Account(s) to be Charged:**

	Pct (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Expense	Sch/Dept
1)	100.00	01	0000	0	1110	1012	5800	14	380
2)							5800	14	
3)							5800	14	

7. Is there an impact to General Fund, Unrestricted funding? Yes No

8. **Payment to Consultant:** (for the above services, District will pay Consultant as follows)

\$ 6,000.00 Per Unit, times 10.00 # Units = \$ 60,000.00 Total for Services
 (Unit: Per Hour Per Day Per Activity)

9. **Additional Expenses:**

\$
 \$
 \$
 Total for
 0.00 Addit'l Expenses

\$ 60,000.00 **Grand Total**

10. Amounts of \$5,001.00 or more require Board Approval: (date to Board)

(to be completed by Business Services)

CONSULTANT TERMS AND CONDITIONS

(Applicable, unless determined to be Contract Employee - See BS10a)

Consultant Name: **Kim C. Gimbal**

Business Services Use Only CA# _____ CONTRACT EMPLOYEE

- The Consultant will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Consultant Agreement. Consultant shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Consultant's employees.
- Consultant shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page 1 of this Agreement.
- In the performance of the work herein contemplated, Consultant is an independent contractor, with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
- If applicable, the Consultant will certify in writing, using Administration Form #3515.6, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Consultant.
- Consultant agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Consultant's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Consultant, and/or the Consultant's employee or agents.
- Consultant will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District.
- Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
- The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become, applicable to Consultant, Consultant's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.
- The District will determine whether the Consultant will be paid by vendor check as a Consultant or payroll check as a Contract Employee (with taxes withheld) by reviewing the completed Certificate of Independent Consultant Agreement (a blank sample may be viewed at http://www.chicousd.org/_dept/business/documents/Consultant_Agreement.pdf). IRS publication SWR 40 and IRS Ruling 87-41 will assist the District in determining the payment method applied to this Consultant Agreement.

11. AGREED TO AND ACCEPTED: (If determined to be a Contract Employee, a payroll check will be issued with applicable taxes withheld.)

<u>Kim Gimbal</u> (Signature of Consultant)	Kim C. Gimbal (Print Name)	<u>8/7/09</u> (Date)
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12. RECOMMENDED:

<u>Sara Simmons</u> (Signature of Originating Administrator)	Sara Simmons (Print Name)	<u>8/7/09</u> (Date)
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13. APPROVED:

_____ (Signature of District Administrator, or Director of Categorical Programs)	_____ (Print Name)	_____ (Date)
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APPROVED:

<u>Scott Jones</u> (Signature of District Admin.-Business Services)	<input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Contract Employee Scott Jones Director, Fiscal Services (Print Name)	<u>8/20/09</u> (Date)
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14. Authorization for Payment:

<p>CHECK REQUIRED (Invoice to accompany payment request):</p> <p><input type="checkbox"/> Partial Payment thru: _____ (Date)</p> <p><input type="checkbox"/> Full or Final Payment</p>	<p>DISPOSITION OF CHECK by Accounts Payable: (check released upon completion of services)</p> <p><input type="checkbox"/> Send to Site Administrator: _____ (Date check required)</p> <p><input type="checkbox"/> Mail to Consultant</p>
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\$ _____ (Amount)	_____ (Originating Administrator Signature - Use Blue Ink)	_____ (Date)
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Scope of Work to be Performed
Planning Year Coordinator
Inspire College Prep High School
2009-10

Consultant: Kim Gimbal

Responsible for all aspects of coordinating planning for charter high school, and ensuring that the school is fully operational by August 11, 2010. This will include working with the Inspire board of directors, the founders' group, subcommittees identified in item 3, below, and other district and site staff as appropriate in ensuring timely progress toward completion of the following tasks. It will also include working with CUSD personnel in business, human resources, and purchasing to become familiar with procedures for purchasing supplies, hiring personnel, and contracting for services.

- 1) Establish initial board of directors per expanded founders' group; develop timeline for accomplishment of all subsequent tasks.
- 2) Define relationships with bargaining associations, and develop MOUs as needed to ensure necessary flexibility in contract language and provisions.
- 3) Ensure establishment of subcommittees charged with curriculum, assessment, dress code and expectations, external partnerships, fundraising, marketing, recruitment, facilities, etc.
- 4) Identify and finalize plans for site location, including securing FUAs for use of facilities and site
- 5) Develop MOU with CUSD for specific services to be provided to the charter high school
- 6) Supervise development of curriculum, including identification of courses to be taught, materials to be used, and submitting courses for local and UC a-g approval, as necessary
- 7) Supervise identification and development of assessment methods, and the articulation of those assessment methods with CUSD assessments (e.g. benchmark assessments) as appropriate
- 8) Work with board of directors to recruit, screen, and hire teaching, administrative, and support staff for the 2010-11 academic year (and beyond).
- 9) Recruit and enroll students for fall, 2010. This will include holding open student and parent meetings and informational nights, developing and disseminating brochures and flyers, and establishing, publicizing, and conducting open lottery process in case demand for enrollment exceeds capacity.
- 10) Identify and establish business, community and family partnerships for ongoing support
- 11) Create and supervise implementation of development plan for ongoing funding
- 12) Develop and implement a marketing plan
- 13) Establish school structures and procedures, including calendar, student and faculty expectations, discipline procedures, etc.
- 14) Initiate the process for WASC accreditation
- 15) Ensure that plans are in place to appropriately recruit and serve all students, including special education and English learners.
- 16) Provide monthly written progress reports to charter board of directors and CUSD charter school liaison
- 17) Carry out other tasks necessary for successful implementation of the charter high school, as specified by the board of directors, the founding group, or CUSD district office staff.

PROPOSED AGENDA ITEM: Quarterly Report on *Williams* Uniform Complaints

- Consent
- Information Only
- Discussion/Action

Board Date: July 22, 2009

Background Information

Williams case legislation requires a school district to use its Uniform Complaint Process to help identify and resolve any deficiencies related to instructional materials, teacher vacancy or missassignment, and emergency or urgent facilities conditions that pose a threat to the health and safety of the pupils or staff. Complaint process information is posted at each school site. Complaint forms are available upon request.

Education Implications

Quarterly reports are required to be submitted to the board for review. Once the report is approved, it is sent to the County Office of Education.

Fiscal Implications

N/A

Additional Information

N/A

VALENZUELA/CAHSEE Lawsuit Settlement
QUARTERLY REPORT on *Williams* Uniform Complaints
2008-2009 FISCAL YEAR
 [Education Code § 35186(d)]

District: Chico Unified School District

Person completing this form: Janet Brinson

Title: Director

Quarterly Report Submission Date:
(check one)

- April 2010
- July 2009
- October 2009
- January 2010

Date for information to be reported publicly at governing board meeting: July 22, 2009

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Misassignments or Vacancies			
Facilities Conditions			
CAHSEE Intensive Instruction and Services			
TOTALS			

Kelly Staley, Superintendent

Date

**CHICO UNIFIED SCHOOL DISTRICT
1163 EAST SEVENTH STREET
CHICO, CA 95928
530-891-3000**

August 26, 2009
Accounts Payable Warrants

FUND #:	FUND DESCRIPTION:	WARRANT #'S:	AMOUNT
01	General Fund	363159-363251	\$891,823.07
01	General Fund	363266-363379	\$1,497,526.62
01	General Fund	363445-363628	\$385,695.89
13	Nutrition Services	363257-363263	\$14,962.68
13	Nutrition Services	363380-363381	\$1,520.43
13	Nutrition Services	363436-363444	\$14,261.28
13	Nutrition Services	363629	\$74.61
14	Deferred Maintenance	363252	\$1,885.46
14	Deferred Maintenance	363630-363633	\$87,670.76
24	Bldg Fund Measure A	363253-363254	\$3,322.62
24	Bldg Fund Measure A	363382-363387	\$36,078.22
24	Bldg Fund Measure A	363634-363641	\$533,512.52
25	Capital Facilities FD - State CAP	363255	\$7,618.65
25	Capital Facilities FD - State CAP	363642	\$908.25
35	County School Facilities Fund	363256	\$4,720.60
35	County School Facilities Fund	363388	\$4,747.35
35	County School Facilities Fund	363643-363646	\$187,222.97
42	Special Reserve RDA City Pass Throug	363389	\$104,703.50
68	Self- Insurance	363390-363417	\$18,172.00
TOTAL WARRANTS TO BE APPROVED:			\$3,796,427.48

CC Jan Combes, Assistant Superintendent, Business Services

CC Scott Jones, Director of Fiscal Services

TITLE: PVHS Shops CTEFP Project Notice of Completion

Action _____
Consent X
Information _____

August 26, 2009

Prepared by: Michael Weissenborn, Facilities Planner/Construction Manager

Background information

The purpose of this project was to convert an existing welding/manufacturing facility at Pleasant Valley High School into a laboratory that will be used for residential building construction and to convert an existing auto shop into a welding/manufacturing facility. Formal bids for the project were opened on May 14, 2009. The Lowest responsive bidder was Azevedo Construction. The project was completed on August 26, 2009.

Educational Implications

The District's Strategic Plan states: "A safe, nurturing and inspiring environment is essential for individuals to thrive."

Fiscal Implications

This project is funded by a School Facilities Program Career Technical Education Funding Grant, and the District match will come from Phase One of the Measure A Bond funds.

Additional Information

The filing of the Notice of Completion (NOC) begins a thirty-five day lien period during which unpaid subcontractors, suppliers and other vendors can file a mechanics lien. If the NOC is not filed the lien period becomes 90 days.

Recommendation

It is requested that the Board of Education authorize the Assistant Superintendent, Business Services to approve and execute the Notice of Completion for the PVHS CTEFP Building & Construction Trades Project.

WHEN RECORDED MAIL TO:

Jan Combes
Business Manager
Chico Unified School District
1163 East Seventh Street
Chico, California 95928-5999

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

DSA FILE NO. 4-H2
DSA APPL NO. 02-110294
PROJECT NO. 28023

NOTICE OF COMPLETION

1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.
2. The FULL NAME of the OWNER is **CHICO UNIFIED SCHOOL DISTRICT.**
3. The FULL ADDRESS of the OWNER is **1163 EAST SEVENTH STREET, CHICO, CALIFORNIA, 95928-5999.**
4. The NATURE OF THE INTEREST or ESTATE of the undersigned is : **IN FEE**
5. A work of improvement on the property hereinafter described was **COMPLETED** on **August 26, 2009** and accepted by the Chico Unified School District on _____ **2009.**
6. The work of improvement completed is described as follows: **FURNISHING OF ALL LABOR, MATERIALS AND SERVICES FOR THE SHOP ALTERATIONS AT THE PLEASANT VALLEY HIGH SCHOOL FOR THE CHICO UNIFIED SCHOOL DISTRICT, CHICO, BUTTE COUNTY, CALIFORNIA.**
7. The NAME OF THE ORIGINAL CONTRACTOR for such work of improvement is **Don Azevedo Construction, 48 Bellarmine Court, #40, Chico, CA 95928.**
8. The street address of said property is:

PLEASANT VALLEY HIGH SCHOOL – 1475 East Avenue, Chico, CA 95926
9. The property on which said improvement was completed in the **CITY OF CHICO, COUNTY OF BUTTE, STATE OF CALIFORNIA,** and described as follows:

ASSESSORS PARCEL NUMBERS: 048-202-035

Date: _____ Signature of Owner or agent of owner _____

Verification for NON-INDIVIDUAL OWNER: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the Business Manager of the aforesaid interest in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place

(Signature of person signing on behalf of owner)

TITLE: Fairview High School Reroof Project Notice of Completion

Action _____
Consent X
Information _____

August 26, 2009

Prepared by: Mary Leary, Director Maintenance & Operations/Transportation

Background information

This project was on the District's Deferred Maintenance List. Formal bids for the Reroof of unit A at Fairview High School were opened on April 21, 2009. The Lowest responsive bidder was Gudyel Yancy Roofing. The project was completed on August 6, 2009.

Educational Implications

The District's Strategic Plan states: "A safe, nurturing and inspiring environment is essential for individuals to thrive."

Fiscal Implications

This project was paid for out of the Deferred Maintenance Fund. No general fund dollars were used.

Additional Information

The filing of the Notice of Completion (NOC) begins a thirty-five day lien period during which unpaid subcontractors, suppliers and other vendors can file a mechanics lien. If the NOC is not filed the lien period becomes 90 days.

Recommendation

It is requested that the Board of Education authorize the Assistant Superintendent, Business Services to approve and execute the Notice of Completion for the Reroof of unit A at Fairview High School.

WHEN RECORDED MAIL TO:

Jan Combes
Business Manager
Chico Unified School District
1163 East Seventh Street
Chico, California 95928-5999

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

DSA FILE NO. N/A
DSA APPL NO. N/A
PROJECT NO. 28037

NOTICE OF COMPLETION

1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.
2. The FULL NAME of the OWNER is **CHICO UNIFIED SCHOOL DISTRICT.**
3. The FULL ADDRESS of the OWNER is **1163 EAST SEVENTH STREET, CHICO, CALIFORNIA, 95928-5999.**
4. The NATURE OF THE INTEREST or ESTATE of the undersigned is : **IN FEE**
5. A work of improvement on the property hereinafter described was **COMPLETED** on **August 6, 2009** and accepted by the Chico Unified School District on _____ **2009.**
6. The work of improvement completed is described as follows: **FURNISHING OF ALL LABOR, MATERIALS AND SERVICES FOR THE REROOFING AT THE FAIRVIEW CONTINUATION HIGH SCHOOL FOR THE CHICO UNIFIED SCHOOL DISTRICT, CHICO, BUTTE COUNTY, CALIFORNIA.**
7. The NAME OF THE ORIGINAL CONTRACTOR for such work of improvement is **Gudgel/Yancey Roofing, 5321 84th Street, Sacramento, CA 95826.**
8. The street address of said property is:

FAIRVIEW CONTINUATION HIGH SCHOOL – 290 East Avenue, Chico, CA 95926
9. The property on which said improvement was completed in the **CITY OF CHICO, COUNTY OF BUTTE, STATE OF CALIFORNIA**, and described as follows:

ASSESSORS PARCEL NUMBERS: 006-060-026

Date: _____ Signature of Owner or agent of owner _____

Verification for NON-INDIVIDUAL OWNER: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the Business Manager of the aforesaid interest in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place

(Signature of person signing on behalf of owner)

TITLE: Marigold Elementary School Reroof Notice of Completion

Action _____
Consent X
Information _____

August 26, 2009

Prepared by: Mary Leary, Director Maintenance & Operations/Transportation

Background information

This project was on the District's Deferred Maintenance List. Formal bids for the Reroof of units A and H at Marigold Elementary School were opened on April 21, 2009. The Lowest responsive bidder was Azevedo Construction. The project was completed on August 6, 2009.

Educational Implications

The District's Strategic Plan states: "A safe, nurturing and inspiring environment is essential for individuals to thrive."

Fiscal Implications

This project was paid for out of the Deferred Maintenance Fund. No general fund dollars were used.

Additional Information

The filing of the Notice of Completion (NOC) begins a thirty-five day lien period during which unpaid subcontractors, suppliers and other vendors can file a mechanics lien. If the NOC is not filed the lien period becomes 90 days.

Recommendation

It is requested that the Board of Education authorize the Assistant Superintendent, Business Services to approve and execute the Notice of Completion for the Reroof of units A & H at Marigold Elementary School.

WHEN RECORDED MAIL TO:

Jan Combes
Business Manager
Chico Unified School District
1163 East Seventh Street
Chico, California 95928-5999

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

DSA FILE NO. N/A
DSA APPL NO. N/A
PROJECT NO. 27041.1

NOTICE OF COMPLETION

1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.
2. The FULL NAME of the OWNER is **CHICO UNIFIED SCHOOL DISTRICT.**
3. The FULL ADDRESS of the OWNER is **1163 EAST SEVENTH STREET, CHICO, CALIFORNIA, 95928-5999.**
4. The NATURE OF THE INTEREST or ESTATE of the undersigned is : **IN FEE**
5. A work of improvement on the property hereinafter described was **COMPLETED** on **August 6, 2009** and accepted by the Chico Unified School District on _____ **2009.**
6. The work of improvement completed is described as follows: **FURNISHING OF ALL LABOR, MATERIALS AND SERVICES FOR THE REROOFING AT THE MARIGOLD ELEMENTARY SCHOOL FOR THE CHICO UNIFIED SCHOOL DISTRICT, CHICO, BUTTE COUNTY, CALIFORNIA.**
7. The NAME OF THE ORIGINAL CONTRACTOR for such work of improvement is **Don Azevedo Construction, 48 Bellarmine Court, #40, Chico, CA 95928.**
8. The street address of said property is:

MARIGOLD ELEMENTARY SCHOOL – 2446 Marigold Avenue, Chico, CA 95926
9. The property on which said improvement was completed in the **CITY OF CHICO, COUNTY OF BUTTE, STATE OF CALIFORNIA,** and described as follows:

ASSESSORS PARCEL NUMBERS: 048-210-012 & 048-210-13

Date: _____ Signature of Owner or agent of owner _____

Verification for NON-INDIVIDUAL OWNER: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the Business Manager of the aforesaid interest in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place

(Signature of person signing on behalf of owner)

August 26, 2009

MEMORANDUM TO: Board of Education
 FROM: Kelly Staley, Superintendent
 SUBJECT: Certificated Human Resources Actions

Name/Employee #	Assignment	Effective	Comment
<u>Temporary Appointment(s) 2009/10 According to Board Policy</u>			
Abbey, Donna	Secondary	2009/10	0.8 FTE Temporary Appointment
Apel, Debra	Elementary	2009/10	0.4 FTE Temporary Appointment
Armstrong, Karen	Secondary-Spec Ed	2009/10	1.0 FTE Temporary Appointment
Ball, Cynthia	Elementary	2009/10	0.25 FTE Temporary Appointment
Barnes, Laurie	Elementary	2009/10	1.0 FTE Temporary Appointment
Bishop, Greg	Elementary	2009/10	1.0 FTE Temporary Appointment
Bransky, Ray	Elementary	2009/10	.6 FTE Temporary Appointment
Buttitta, Steve	Secondary	2009/10	.6 FTE Temporary Appointment
Callahan, Meghan	Elementary	2009/10	0.2 FTE Temporary Appointment
Cariss, Jennifer	Elementary	2009/10	1.0 FTE Temporary Appointment
Carriere, Melissa	Secondary	2009/10	1.0 FTE Temporary Appointment
Carter, Tammy	Secondary	2009/10 (1 st semester)	.2 FTE Temporary Appointment (in addition to current .4 FTE assignment)
Christensen, Joyce	Elementary	2009/10	1.0 FTE Temporary Appointment
Collins, Don	Elementary-Immersion	2009/10	1.0 FTE Temporary Appointment
Cook, Lori	Independent Study	2009/10	1.0 FTE Temporary Appointment
Coombe, Kelly	Secondary	2009/10	0.2 FTE Temporary Appointment (in addition to current 0.6 FTE assignment)
Coppage, Denise	Secondary	2009/10	0.8 FTE Temporary Appointment
De la Torre-Escobedo, Marysol	Secondary	2009/10	0.2 FTE Temporary Appointment
Ellis, Tisha	Elementary	2009/10	1.0 FTE Temporary Appointment
Ford, Greg	Secondary	2009/10 (1 st Semester)	0.4 FTE Temporary Appointment (in addition to current .6 FTE assignment)
Gilliam, Amanda	Special Education	2009/10 (effective 8/19/09)	1.0 FTE Temporary Appointment
Happ, Jaime	Secondary	2008/10	0.8 FTE Temporary Appointment
Henderson, Donna	Opportunity	2009/10	1.0 FTE Temporary Appointment
Kamph, Jessica	Secondary	2009/10	1.0 FTE Temporary Appointment
Kamrar, Susan	Secondary	2009/10	1.0 FTE Temporary Appointment
Keene, Kristine	Elementary	2009/10	1.0 FTE Temporary Appointment
Koch, Aaron	Secondary-Spec Ed	2009/10	1.0 FTE Temporary Appointment
Levy, Michael	Special Education	2009/10	1.0 FTE Temporary Appointment
Lewis, Connie	Elementary	2009/10	1.0 FTE Temporary Appointment
Linville, Daniel	Elementary	2009/10	0.7 FTE Temporary Appointment

Marsh, Jennie	Elementary	2009/10	.3 FTE Temporary Appointment
Mayr, Martha	Secondary	2008/10 (1 st semester)	.4 FTE Temporary Appointment (in addition to current .6 FTE assignment)
Mintzer, Katie	Secondary	2009/10	0.6 FTE Temporary Appointment
Moretti, Susan	Secondary	2009/10	0.2 FTE Temporary Appointment (in addition to current .4 FTE assignment)
Morgan, Patricia	Elementary	2008/09	.6 FTE Temporary Appointment
Netterville, Karen	Secondary	2009/10	0.8 FTE Temporary Appointment
Palmer, Lisa	Secondary	2009/10	.7 FTE Temporary Appointment
Quevedo, Kerry	Elementary	2009/10	1.0 FTE Temporary Appointment
Quinto, Terry	Psychologist	2009/10	0.8 FTE Temporary Appointment
Rose, Michelle	Secondary	2009/10	.6 FTE Temporary Appointment
Sasaki, Joshua	Secondary	2009/10 (1 st Semester)	0.4 FTE Temporary Appointment
Schoenthaler, Mary	Elementary	2009/10	0.6 FTE Temporary Appointment
Thayer, Kathyleen	Secondary	2009/10	.2 FTE Temporary Appointment (in addition to current .8 FTE assignment)
Thee, John	Secondary	2009/10 (1 st semester)	0.6 FTE Temporary Appointment
Tuttle, Cathy	Elementary	2009/10	1.0 FTE Temporary Appointment
Van Buskirk	Elementary	2009/10	.6 FTE Temporary Appointment
Vandover-Bruch, Mary	Secondary	2009/10 (1 st semester)	0.2 FTE Temporary Appointment (in addition to current .8 FTE assignment)
Voss, Kelli	Elementary	2009/10	1.0 FTE Temporary Appointment
Waddell, Amy	Secondary	2009/10 (1 st semester)	0.2 FTE Temporary Appointment
Wolfsberger, Janelle	Secondary	2009/10	1.0 FTE Temporary Appointment

Part-Time Leave Request(s) 2009/10

Baldwin, Judy	Elementary	2009/10	0.3 FTE Leave (Policy #4475 STRS Reduced Workload)
Carlisle, Kate	Elementary	2009/10	0.1 FTE Personal Leave
Loustale, Diane	Elementary	2009/10	0.6 FTE Personal Leave
Niles, Sara	Secondary	2009/10	0.2 FTE Personal Leave

Retirement(s)/Resignation(s)

Haight, Kelly	Elementary	July 29, 2009	Resignation
Wright, Lynne	Elementary	August 5, 2009	Retirement

Rescission of Part-Time Leave Requests

Girt, Kerrie	Secondary	2009/10	Rescind 0.2 FTE of current 0.4 FTE Child-Care Leave
Shockley, Amy	Elementary	2009/10	Rescind 0.2 FTE Request for Leave

CHICO UNIFIED SCHOOL DISTRICT
 1163 E. 7th STREET
 CHICO, CA 95928-5999

6.4.2.
 Page 1 of 2

DATE: August 26, 2009
 MEMORANDUM TO: Board of Education
 FROM: Kelly Staley, Superintendent
 SUBJECT: Classified Human Resources Actions

<u>ACTION</u>	<u>NAME</u>	<u>CLASS/LOCATION/ ASSIGNED HOURS</u>	<u>EFFECTIVE</u>	<u>COMMENTS/PRF #/ FUND/RESOURCE</u>
APPOINTMENT	BARRICK, AMBER	SR OFFICE ASST/ PVHS/8.0	8/11/2009	VACATED POSITION/317/ GENERAL/0000
APPOINTMENT	GLENDI, TINA	IPS-CLASSROOM/ EMMA WILSON/1.5	8/12/2009	NEW POSITION/422/ SPECIAL ED/6501
APPOINTMENT	HUNTER, DEBRA	IPS-HEALTHCARE/ MARIGOLD/3.0	8/12/2009	VACATED POSITION/429/ SPECIAL ED/6501
APPOINTMENT	KRAUSE, MICHELLE	IA-SPECIAL ED/ MJHS/2.0	8/12/2009	VACATED POSITION/334/ SPECIAL ED/6500
APPOINTMENT	O'BRIEN, CASEY	CAMPUS SUPR/ CJHS/1.5	8/12/2009	VACATED POSITION/420/ GENERAL/0000
APPOINTMENT	STEIN, APRIL	PARENT CLASSROOM AIDE- RESTR/SHASTA/4.8	8/17/2009	VACATED POSITION/29/ CATEGORICAL/7250
INCREASE IN HOURS	CAMPOS, DEBORAH	IPS-CLASSROOM/ MJHS/6.0	8/12/2009	NEW POSITION/430/ SPECIAL ED/3313
INCREASE IN HOURS	KENNEDY, DIANE	CAMPUS SUPR/ CHS/7.5	8/12/2009	VACATED POSITION/419/ GENERAL/0000
INCREASE IN HOURS	MUNTIFERING, SAMANTHA	CAFETERIA ASST/ HOOKER OAK/2.0	8/17/2009	VACATED POSITION/13/ NUTRITION/0000
INCREASE IN HOURS	YATES, ELSIE	CAFETERIA ASST/ MJHS/3.6	8/17/2009	VACATED POSITION/12/ NUTRITION/0000
TRANSFER W/INCREASED HOURS	REISE, MARCY	IA-SPECIAL ED/ CJHS/4.0	8/12/2009	VACATED POSITION/353/ SPECIAL ED/6500
PROMOTION	CARVER, JOHN	M & O SUPERVISOR/ M & O/8.0	7/24/2009	NEW POSITION/405/ GENERAL/0000
PROMOTION	SALADO, RANDALL	LT CONSTRUCTION MGR/FACILITIES/8.0	9/1/2009 - 11/11/2009	EXTEND LT POSITION/19/ FACILITIES/9412
LEAVE OF ABSENCE	COPPAGE, DENISE	LIBRARY MEDIA ASST/ SHASTA/2.6	8/12/2009 - 2/12/2010	PER CBA 5.12
LEAVE OF ABSENCE	COPPAGE, DENISE	INSTRUCTIONAL ASST/ MCMANUS/3.0	8/12/2009 - 2/12/2010	PER CBA 5.12
LEAVE OF ABSENCE	MILLER, MARY	IPS-CLASSROOM/ LOMA VISTA/3.0	8/12/2009 - 1/4/2010	PER CBA 5.12
LEAVE OF ABSENCE	MILLER, MARY	IPS-HEALTHCARE/ EMMA WILSON/3.0	8/12/2009 - 1/4/2010	PER CBA 5.12
LEAVE OF ABSENCE	MONTAGUE, KRISTIN	SR OFFICE ASST/ PVHS/8.0	7/29/2009 - 1/29/2010	PER CBA 5.2.9
RE-EMPLOYMENT	JONES, POLLY	CAFETERIA SATELLITE MGR/CCDS/6.0	8/17/2009	VACATED POSITION/418/ NUTRITION/0000
RESIGNED ONLY POSITION LISTED	CAMPOS, DEBORAH	IPS-CLASSROOM/ LOMA VISTA/3.5	8/11/2009	INCREASE IN HOURS

Classified Human Resources Actions, con't

RESIGNED ONLY POSITION LISTED	CARVER, JOHN	SR CUSTODIAN/ M & O/8.0	7/23/2009	PROMOTION
RESIGNED ONLY POSITION LISTED	JARAMILLO, TIMOTHY	CAMPUS SUPR/ MJHS/1.0	8/11/2009	VOLUNTARY RESIGNATION
RESIGNED ONLY POSITION LISTED	JONES, POLLY	CAFETERIA ASST/ MJHS/3.6	8/16/2009	RE-EMPLOYMENT
RESIGNED ONLY POSITION LISTED	KENNEDY, DIANE	CAMPUS SUPR/ CHS/3.0	8/11/2009	INCREASE IN HOURS
RESIGNED ONLY POSITION LISTED	KENNEDY, DIANE	CAMPUS SUPR/ CHS/2.0	8/11/2009	INCREASE IN HOURS
RESIGNED ONLY POSITION LISTED	KENNEDY, DIANE	CAMPUS SUPR/ CHS/2.0	8/11/2009	INCREASE IN HOURS
RESIGNED ONLY POSITION LISTED	MORRISSEY, MATTHEW	IPS-CLASSROOM/ BJHS/3.0	8/10/2009	VOLUNTARY RESIGNATION
RESIGNED ONLY POSITION LISTED	MUNTIFERING, SAMANTHA	CAFETERIA ASST/ CJHS/1.5	8/16/2009	INCREASE IN HOURS
RESIGNED ONLY POSITION LISTED	NELSON, LINDSEY	IPS-CLASSROOM/ HOOKER OAK/2.0	7/27/2009	VOLUNTARY RESIGNATION
RESIGNED ONLY POSITION LISTED	REISE, MARCY	INSTRUCTIONAL ASST/ CITRUS/2.4	8/11/2009	TRANSFER W/INCR HRS
RESIGNED ONLY POSITION LISTED	YATES, ELSIE	CAFETERIA ASST/ BJHS/3.0	8/16/2009	INCREASE IN HOURS
RESIGNATION/ TERMINATION	DILTS, MURIA	IA-BILINGUAL/ PVHS/4.0	8/11/2009	VOLUNTARY RESIGNATION
RESIGNATION/ TERMINATION	MAJORS, MEGAN	IPS-CLASSROOM/ LOMA VISTA/2.0	8/4/2009	VOLUNTARY RESIGNATION
RESIGNATION/ TERMINATION	MORALES, MARISOL	TARGETED CASE MGR- BIL/FVHS/7.0	8/1/2009	VOLUNTARY RESIGNATION
RESIGNATION/ TERMINATION	PAUL, VALERIE	IPS-CLASSROOM/ PVHS/6.0	8/4/2009	VOLUNTARY RESIGNATION
RESIGNATION/ TERMINATION	SANCHEZ, SHAUNDEL	INSTRUCTIONAL ASST/ ROSEDALE/1.5	8/25/2009	VOLUNTARY RESIGNATION
RESIGNATION/ TERMINATION	TRUELSON, MEGAN	IA-SPECIAL ED/ PVHS/3.1	8/11/2009	RESCIND ACCEPTANCE OF POSITION
RESIGNATION/ TERMINATION	VARGAS, KRISTINE	IPS-CLASSROOM/ HOOKER OAK/2.0	8/1/2009	VOLUNTARY RESIGNATION
RESIGNATION/ TERMINATION	VARGAS, KRISTINE	IPS-HEALTHCARE/ HOOKER OAK/4.0	8/1/2009	VOLUNTARY RESIGNATION
RESIGNATION/ TERMINATION	WILCOX, JESSICA	IPS-HEALTHCARE/ LOMA VISTA/4.0	8/6/2009	VOLUNTARY RESIGNATION
RESIGNATION/ TERMINATION	YOUNG, BARBARA	PARENT CLASSROOM AIDE- RESTR/MARIGOLD/2.0	6/4/2009	VOLUNTARY RESIGNATION

PROPOSED AGENDA ITEM: Review of opening Safe Schools

Prepared by: BR Vigallon

Consent

Board Date August 26, 2009

Information Only

Discussion/Action

Background Information

At the opening administrative meeting, a 2 hr. presentation/review in which all school site administrators were led through the preparation of Safe Schools for the 2009/2010 school year. Discussion included all state required earthquake and fire drills. Additionally, administrators reviewed all Code Red procedures. Following the presentation, Chico Police Department Gang Unit presented information regarding gang awareness.

Education Implications

Fiscal Implications

None

Additional Information

None at this time

PROPOSED AGENDA ITEM: 2008-09 K-12 Library Report

Prepared by: Joanne Parsley

Consent

Information Only

Board Date: August 26, 2009

Discussion/Action

Background Information

Each school in CUSD has a school site library that is designed to support the educational process. Each library is staffed by a library media aide to assist students and teachers in accessing the library's print and media resources. An Elementary Library Media Teacher is responsible for the operation of all of the elementary school site libraries, and a Junior High School Library Media Teacher oversees the libraries at the three junior high schools. Pleasant Valley High School and Chico High School each have a Library Media Teacher assigned to their school sites.

Education Implications

The annual K-12 Library Report focuses on the 2008-09 goals, library use statistics and major accomplishments of the library program.

Fiscal Implications

None

Additional Information

Each library report is prepared by the site Library Media Teacher.

**CHS Annual Library Report
2008-2009**

School: CHS 06/05/2009
Library Media Teacher: Gale Morgan
Sr. Library Media Assistants: Dianne Wrona (8 hr.) & Leslie Keller (4 hr.)

2008-2009 Goals

Continue to collaborate with CHS English teachers & Linda Elliott to develop a high school research continuum for student research projects.

Continue outreach to teachers regarding student research projects & student reading.

Engage more students as active readers.

Develop procedures for new split lunch and work with administration to determine best way to staff 2 lunches (9th grade / 10th-12th grades)

Statistics

Total Students served	139,748		
Average students served per day	785.10		
Average students served each Wed. morning collaborative time(7:30-8:30)	212.93		
Total classes served	1249		
Average classes served per day	7.86		
Total LMT & Teacher Collaborations	230		
Total number of classes with LMT collaboration	164		
Total material in collection	18,234		
Book/student ratio (CBEDS) 2009 students (1,889 CBEDS official #)	9.65 books/student	CA Average 12 bks/student	US Average 22 bks/student
Average Age of Book Collection	1981		
Circulation statistics for physical items	4,528		
Total number of Articles retrieved from databases: (see Electronic Media table)	16,207		
Additions to collection	261 (Almost all were donations)		
Materials acquisition budget:			
CHS Site (purchases made on a "Necessary Expense" basis)	\$2679		
Databases thru CUSD (Facts on File & GALE)	\$2209		
Staffing/student ratio--LMT	1.0/2009		
Staffing/student ratio—Library technician	1.5/2009		

Electronic Media Statistics

	On site -- Articles Retrieved	Remote – articles retrieved
Grolier Online Encyclopedias	12,183	11,253—entire district—no site stats available
GALE <i>Discovering Collection</i> & eBooks	1,910	92
Facts on File <i>Issues & Controversies</i> (December to May)	2,022	N/A

Summary of Major Accomplishments

- Co-presented Research-wiki with PVHS LMT to CUSD secondary teachers
- Developed 9th grade student research learning targets in collaboration with 9th grade CHS English teachers as part of the MLA research continuum
- MLA poster illustrating new MLA guidelines for English classrooms nearing final stage
- 59-Word writing contest (winners included in CHS' literary magazine, *Seven-Eighths Under Water*)
- Helped FFA, MESA, and Key Clubs acquire and create Web pages
- Collaborated with teachers regarding lessons from health, English, history, science, special education, ACT, WEST, PE; in addition, classes from math, ELD, foreign language, art, agriculture, government, economics, and psychology continued to use the library
- Library fundraiser with Lyon books & PVHS.
- Teen Read Week—hosted book-talk by a local author; held a writing contest

Ongoing Support by Library Staff

- Support for Upward Bound
- Support for Educational Talent Search Group
- Support for Butte College Reg(registration)-to-Go
- Support for SCNAC (nutrition) and Intervention Specialist
- BLAST afterschool program in the library
- Tech support for student computer accounts, teacher & administrator equipment use, and Greg Mortenson's (*Three Cups of Tea*) equipment difficulties during his CHS presentation
- LMT taught 19 library orientations

Professional Growth/Activities

- 9th Grade English PLC collaborations throughout the year
- English dept. PLC collaborative meeting
- Instructional Council
- LMT meetings after school
- Information Retrieval & Multimedia Computer Competency Evaluator
- Collaboration with PVHS LMT on Web Page Evaluation Lesson
- Observed Jr. High LMT delivering Banned Books Lesson
- Continue to read professionally on the topics of student research, writing throughout the curriculum, and reading

Goals and Objectives for 2009-2010

- Continue to collaborate with English teachers on MLA research continuum. Focus on 10th grade
- Present Web Page Evaluation lesson to 11th grade in conjunction with research projects
- Present mini-lesson on formatting using MLA standards to students through English classes
- Collaborate with science teacher to develop a science research project
- Improve book collection in the areas of multicultural literature and nonfiction high-interest (variety of topics)
- Increase student engagement in reading; brainstorm with PVHS LMT for ideas
- Improve CHS library Web page, including the addition of Web resources to engage readers and to support the learning center
- Collaborate with PVHS LMT on College-readiness, MLA Research continuum, and collection development. Use Sharepoint wikis and blogs to facilitate collaboration at two different sites.

**PVHS Annual Library Report
2008-2009**

School *PVHS* Date *06/04/2009*
 Library Media Teacher *Linda Elliott*
 Sr. Library Media Assistants: *Carolyn Neves (6 hr.) & Leslie Keller (2 hr.)*

Goals for 2008-2009

- Collaborate further with English Department on research process and MLA continuum
- Promote use of Picturing America art prints from National Endowment for the Humanities
- Coordinate replacement of computers with those provided by Computers for Classroom throughout the facility
- Through training encourage the use of SharePoint on our campus for centralization of information

Statistics

	2008-2009		
Total Students served	159,171		
Average students served per day	884		
Average students served each Wed. morning collaborative time(7:30-8:30)	173		
Total classes served	1659 library 2950 with Lab 8778 entire facility		
Average classes served per day	9.21 library 16.3 w/lab 48.76 entire facility		
Total LMT & Teacher Collaborations	123		
Total number of classes with LMT collaboration	172		
Total materials in collection	26,683	CA Average 12	US Average 22
Book/student ratio (CBEDS) 2006 students	13.3	1993	N/A
Average Age of Book Collection	1985		
Circulation statistics for physical items	14,051		
Total number of Articles retrieved from databases	31,849		
Additions to collection	557 (Of these 409 were donations)		
Materials acquisition budget:			
PVHS Site	\$2422.00		
Databases thru CUSD (Discovering Collection, Issues & Controversies)	\$2209 value		
Staffing/student ratio--LMT	1.0/2,006		
Staffing/student ratio—Library technician	1.2/2,006		

Electronic Media Statistics

	On site -- Articles Retrieved	Remote -- articles retrieved
Grolier	19,340	80,938—entire district—no site stats available
Discovering Collection & Ebooks	4952	999
Facts on File	7,557	N/A

Summary of Major Accomplishments

AUGUST Library Orientations, Textbook processing Picturing America Art Print Award	SEPTEMBER Library Orientations, United Streaming Trainings, Banned books month, Re-imaged all library and lab computers	OCTOBER Teen Read Week, Author Visit, Research Process Workshop Presentation, Crayola Event and Art Show at Lunch	NOVEMBER Rewriting part of WASC, Veteran's Day, Election Day Displays,	DECEMBER Webpage Upgrade Effort, Giving Tree for Haley's Class
January Inauguration Day activity Awarded <i>We the People Bookshelf</i> Movie Days	February Julia Bergman Visit Began Tech Committee Formation Movie Days SLC Literacy Workshop Training	March Poetry Alive 2009 Arts for Lunch Partnership Academy Conference Reflections Lunch Movie Days Book Drive with Lyon Books	April Arts for Lunch Movie Days SLC Literacy Workshop Follow-up PALS Luncheon	May Arts for Lunch Report submitted for Picturing America Grant Movie Days CSF Luncheon

Ongoing Support

- Support for Work Permit Process
- Support for Mentor Program
- Support for CEDLT testing
- Support for Speech Therapist
- Support for Upward Bound
- Support for Educational Talent Search Group

- *Grant awarded for Picturing America art prints*
- *Grant awarded for We the People Bookshelf*
- *Fundraiser from GoodSearch*
- Taught 19 orientations to the library
- Presentations/Booktalks/Storytelling 20 sessions

Professional Growth/Activities

- Awarded PVHS Rotary Educator of the Year
- Chico Book in Common Program
- Instructional Council
- SSC Representative
- CUTA Representative
- PVHS Technology Integration Mentor
- PVHS Staff Welfare
- Instructor, California State University, Chico
- PVHS Book Club Co-Sponsor
- Art Studio Advisory Team
- Advanced Information Retrieval Competency Evaluator
- PVHS Grad Night Committee Webmaster
- Collaboration with CHS LMT on Web Page Evaluation Lesson
- Butte College Conversational Spanish Class

Goals and Objectives for 2009-2010

- Expand Webpage Evaluation Lesson amongst senior teachers
- Expand College Readiness Lesson amongst senior teachers
- Reinitiate working closely with English Teacher re: upcoming MLA changes & curriculum
- Essential questions for persuasive essay
- Non-fiction books to enhance collection via SharePoint discussion board



Annual Library Report
2008-09

Schools: *Elementary Libraries at:* **Date:** June 9, 2009
Chapman, Citrus,, Emma Wilson, Hooker Oak, John McManus, Little Chico Creek, Marigold, Neal Dow, Parkview, Rosedale, Shasta, Sierra View
Library Media Teacher (LMT): M.F. Specchierla
Classified Library Media Assistant Staff (LMA):
Sandi Herbert Senior Library Clerk & Neal Dow Library Media Assistant
Patty Black - Emma Wilson Library Media Assistant, Judy Christopherson – Chapman Library Media Assistant, Kathryn Specchierla – Shasta Library Media Assistant, Amy Evans Little Chico Creek Library Media Assistant, Elaine Grey – Citrus Library Media Assistant, Andrea Miller – John McManus Library Media Assistant, Leslie Phillips – Rosedale Library & Parkview Library Media Assistant, Marian Rupp – Sierra View Library Media Assistant, Karen Wagner – Hooker Oak & Marigold Library Media Assistant

Goals for 2008-2009

Disseminate and act on analyses of the district’s school libraries and their collections with administrators, teachers, and other community members to provide for a solid foundation of curricular support that will thematically integrate library resources and technology into existing and new curriculum.

Statistics (combined for all Elementary Libraries) - update

	2008-09	2007-08
Total Students served	6,274	6,276
Percentage of students served per day (180 days)	36%	93% ¹
Total classes served	227	272
Percentage of classes served per day	10.51%	10.79%
Total materials in collection	130,168	131,995
Book/student ratio (CBEDS) CA Average 17:1 US Average 22:1	21 : 1	21 : 1
Average Age of Book Collection	1993	1992
Circulation statistics (books, DVDs, prints, etc.)	186,617	187,157
Additions to collection – <i>Note All Materials Donated</i>	5,370	4,736
Materials acquisition budget	\$0.00	\$0.00
Staffing (LMT) : student ratio	1 : 6,274	1 : 6,276
Staffing (LMA) : student ratio	4.64 : 6,274	5.7 : 6,276

Electronic Access to Grolier Online is available and used at the elementary level but cost and statistics were not able to be determined at present. 80,938 articles were retrieved remotely throughout the district – site statistics are not available.

¹ Forest Ranch and Cohasset Schools had student population to staffing ratios which accounted for this larger percentage in 2007-08

Objectives & Summary of Major Accomplishments

1. School Library Facilities

- Conduct facilities surveys, analyze and discuss findings, prioritize improvements needed, market strengths to sites based on goals and objectives identified in Single Plan for Student Achievement's (email, print, web, presentations, meetings, lessons, and units)

Evaluation, partially implemented:

Marigold, Rosedale, Parkview, Hooker Oak, and Sierra View are currently in the planning stages or are nearing completion of adjusting facilities and collections to match new site based goals; i.e. **Two Way Immersion, Open Structure, Academics Plus, STEM**. Additionally the elimination of Class Size Reduction funding created the opportunity for relocation and expansion of library and computer labs at **Hooker Oak & Marigold** to better suit school needs. A plan to attend all Elementary Site Councils at least twice next year needs to be developed in order to coordinate better.

- Standardize library policies and procedures while maintaining the uniqueness of each school library as a reflection of each school's culture with final goal of editing and revising C.U.S.D. Elementary School Guide to Library Procedures and Practices

Evaluation, partially implemented:

Collection and Retention, Circulation, and Billing policies have been reviewed with staff and administrators for consistency at all sites. Staffing constraints preclude full implementation of this objective. These constraints include the part time status of LMA's at all sites, and one full time Teacher Librarian to 12 school sites. Standardization of policies and procedures is best achieved when there is consistency in personnel at each site. Citrus, Shasta, and McManus are now staffed by individual LMA's rather than split positions. Unfortunately, Shasta Library has not had a permanent LMA assigned for the 2008-09 school year. The reduction in Title 1 and SLIP funds may reduce hours at other sites next year, prompting a bumping cycle in the LMA staffing at schools which may split site positions again.

- Coordinate and plan regular Library Staff meetings between LMT, LMA's, and Administration as part of District wide PLC focus to achieve stated goals and objectives

Meeting dates for 2008-2009 school year were as follows:

1:00 - 3:00 Meeting **8/11/08** - NDS Rm 3: Beginning of year Procedures, best practices, goals for this school year, letter to parents

9:30 - 11:30 Meeting **10/31/08** (Parent Conference Day) - Neal Dow Rm 17 off Library: Automation system tips, tricks, and training; book mending and care

9:30 - 11:30 Meeting **6/5/09** - Neal Dow: End of year Procedures, best practices, review goals for this year and set goals for next school year

Evaluation, fully implemented:

Meetings and agenda have been planned and carried out according to the schedule above. The scheduled meeting dates and practical agendas have been embraced by the LMA staff as part of the district wide effort to implement PLC's. Attendance by the Director of Educational Services has helped articulate the vision, goals and objectives of the elementary library program. Additionally, guests from community based partnerships like SCNAC and publisher reps. with materials for review have allowed for a certain amount of recognition and celebration that balance out what could otherwise be seen as another staff meeting.

- Coordinate, plan, and implement Library Events at various based on goals and objectives identified in Single Plan for Student Achievement's

Evaluation, fully implemented:

Events this year included **RIF** at Parkview and Rosedale, **Battle of the Books** at Sierra View and Marigold, An application of funding for **Children’s Choices with IRA & CBC** submitted to CUTA and accepted, **CYRM Medal** implemented at most sites – funding for books was limited to one set was cycled throughout the district, **SCNAC Harvest of the Month & Book Bags** – all twelve libraries participated with selections made by Elementary Teacher Librarian, Author O. Penn-Coughin visit to LCC, Rosedale, Parkview, Hooker Oak, and Chapman schools, and a **Mythology Bee** conducted at Neal Dow.

2. School Library Collections

- Coordinate collection analysis and report for dissemination to staff and administration that highlights strengths and weaknesses that would affect goals and objectives identified in Single Plan for Student Achievement’s

Evaluation, partially implemented:

As sites are inventoried, collection analyses are conducted and disseminated. A lack of funding precludes any purchases based on these analyses. **Inventory loss and the lack of a material acquisition budget is currently the biggest concern.** Losses have increased since last year and are compounded by a lack of new materials to replace them. These **lost and missing books** are separate from fines paid for by patrons for damaged or lost items that were checked out to them. Minimum staffing levels create a challenge to controlling these inventory loss factors.

	Comparables	2008-09	2007-08
Total Missing/Lost Books In Collection		6,415	4,600
Loss Factor as Percentage of Total Collection	ALA statistics range from 3-8%	4.93%	3.48%
Cost To Replace Missing/Lost Books		\$135,356.50	\$97,060.00

- Plan, coordinate, and carry out inventory and weeding schedule for all elementary sites

Evaluation, fully implemented:

See attached **Inventory And Weeding Schedule** which was planned, coordinated, and carried out. Annual inventories had not been previously carried out at each site. Statistics and reports on circulation and loss are now much more accurate. See Elementary Library Statistics table at end of document.

- Analyze, coordinate, and implement library related fundraisers among sites (i.e. Amazon Wish Lists, Scholastic Book Fairs, Teachers Book Connection, and other local book sellers)

Evaluation, fully implemented:

PTA sponsored Scholastic Book Fairs and donations are currently the only source of new books for elementary libraries – Citrus, Emma Wilson, Hooker Oak, LCC, Marigold, Neal Dow, Parkview, Rosedale, Shasta, and Sierra View. Email addresses (aliases of schoollibrary@chicousd.org for each elementary site to mspecchierla@chicousd.org) have been created and accounts set up with Amazon to develop wish lists that may encourage other means of donating books to the library that have been pre-selected for, inclusion to the collection. The libraries should not be dependent on a single publisher, Scholastic, and sponsor, PTA, for its collection needs. PTA’s have become much more responsive to allowing donations to be selected by voucher funding through the Scholastic catalog where there is a broader selection, rather than only pulling items from the fair which tend to be predominantly paper back and entertainment

themed. Additionally, Neal Dow is conducting an end of year book fair with Teachers Book Connection in order to explore alternatives to the Scholastic Book Fair monopoly. If successful this will be replicated at other sites where appropriate.

3. School Library Support of Curriculum

- Collaborate with teachers on existing or new curriculum units to implement information literacy skills
- Collaborate with teachers on existing or new cross curricular and thematic units

Evaluation, partially implemented:

Because of the high Teacher Librarian to student ratio of 1:6,274 systematic collaborations are difficult. Knowledge of Informational Literacy Skills at the elementary level is minimal. Current district priorities mandated by Program Improvement status and current staffing levels make any systematic focus on informational literacy standards difficult. However, as opportunities arise through collaboration, information literacy skills are infused into standards based lessons. CUSD Teacher librarians are developing a continuum of skills K-12 that would address the needs identified by AASL Learning standards – see link below for more information

<http://www.ala.org/ala/mgrps/divs/aasl/guidelinesandstandards/learningstandards/standards.cfm>

Previously 4th graders were identified for library orientation and instruction by the Teacher Librarian. Evaluative information on the effectiveness of this strategy would be welcomed prior to any similar future implementation.

Successful collaborations this year included units on: Ancient Greece, Rome, Mesopotamia, Egypt, Mythology, Olympics: Ancient & Modern, Fairy Tales, U.S. States, Countries of the World, Animals, Missions, California Gold Rush, Dewey Decimal System, Idatarod, MLA Works Cited, Presidential Inauguration, American Revolution, Biographies, Poetry, Native Americans, European Explorers, and Writing Contests.

Examples of library resources provided can be found at

http://www.chicousd.org/dna/libraries/Elementary_Curriculum_Links.html and individual school library pages. Because of the staffing limitations, resource links through elementary library web pages such as these offer the best way to systematically offer collaborative support for teachers to integrate school library support of the curriculum and information literacy standards.

- Provide professional development opportunities that lead to increased collaboration with teachers on existing or new curriculum units to implement information literacy skills and cross curricular and thematic units

Evaluation, partially implemented:

No formal professional development opportunities were offered in this area this year. Resources were provided to teachers informally through collaboration and resource web pages such as the link below. High School Teacher Librarians have been able to capitalize on funding through the SLC grants to offer these types of workshops. Unfortunately there are currently no such similar opportunities of time and funding at the elementary level. It is worthwhile to note however that when workshops of this nature, i.e. library research, are shared at DCC meetings elementary teachers' interests are piqued. If time and support could be offered workshops that focus on best practices such as those offered at the secondary level would be welcomed – see Secondary 8/10/2009 pre-service day agenda.

http://www.chicousd.org/dna/libraries/For_Staff.html

- Edit and revise Supplemental Language Arts Novel list with focus on resources that thematically integrate subjects

Evaluation, partially implemented:

2009-10 is schedule for ELA adoption at the K-8 level. Membership on the ELA adoption taskforce has been requested. In the meantime Recommended Reading lists have been made available to staffs by grade level and subject when requested. Teacher use of the online catalogs to browse titles by subject, author, title, and key word is also an issue with this objective as there has been little in the way of formal library orientation for teachers. Given the high Teacher Librarian to student ratio of 1:6,274 students, increased teacher knowledge of this resource would be one step towards increasing teacher and student access to library resources.

- Analyze investment, use, implementation, and coordination with libraries of Reading Program Software throughout the district

Evaluation, partially implemented:

Currently, 4 sites subscribe to Renaissance Place (Citrus, McManus, Neal Dow, and Rosedale); 2 sites subscribe to AR Enterprise (Shasta & Sierra View); 4 sites have licenses for AR Desktop (Chapman, Parkview, Hooker Oak, and Marigold), and 2 sites have licenses for Reading Counts (LCC & Emma Wilson). Implementation and use varies from site to site and is dependent upon funding for quiz purchases (grant opportunities are available), technical support licensing, CUSD technical support, and library coordination. Library coordination and staff development was provided at Citrus, McManus, Neal Dow, and Rosedale this year through formal staff meetings and informal teacher follow up. Catalog records at all sites were enhanced with reading program information on book level and points. It is significant to note that because implementation has not been systematic at sites nor throughout the district there are competing philosophies on the use of guided reading, leveled reading, SSR, reading logs, goal setting, and incentive programs to promote reading and improve reading comprehension. The PLC process could be used to acknowledge these competing philosophies and research and discuss the relative effectiveness of these strategies in order to determine best practices.

- Participation in STEM meetings by providing coordination of resources to interested colleagues.

Evaluation, partially implemented:

Currently there are three elementary sites that are taking steps to developing STEM related programs – Parkview, Hooker Oak and Sierra View. Each site has expressed an interest in capitalizing on the elimination of Class Size Reduction to develop an elementary science lab. The Elementary Libraries, as curriculum resource specialists have been providing resources and guidance in terms of catalogs, supplies, research links, resources, and grant opportunities to help these sites plan their science labs.

- Create pacing guide for K-6 library integration

Evaluation, partially implemented:

As library resources are developed in collaboration with teachers for curriculum units a pacing guide of topics that integrate library resources as well as the timeline of what age and time of year the unit is covered is being developed. Articulation of content standard and information literacy skills is being developed K-12 by the CUSD Teacher Librarians.

- Grant Coordinator for EETTC Grant for Hooker Oak and Sierra View Grades 4 & 5 approved August 2008

Evaluation, fully implemented:

Program coordination for this grant has been challenging, but has primarily been accomplished outside of time and scope of library responsibilities as a stipend was funded through the grant. This opportunity was pursued to address needs at each site in science and technology that were documented through achievement data and teacher input. Approved grant plans included a

partnership with CSUC Center for Science and Math to provide professional development for teachers in science and technology integration. A partnership with Computers for Classrooms provided desktop computers in order to reduce the ratio of students to computers to 4:1 in 4th and 5th grade classrooms. Challenges in administering this grant included: a delayed CA budget which delayed disbursement of the grant to CUSD – because of CUSD’s own financial straits this meant a delay of the start of the grant program until receipt of funds; staffing changes at District Office and school sites – teachers and administrators who had been involved in developing the grant were assigned to other sites, retired, or relocated, and so buy in was problematic and implementation was slowed. Additionally, district priorities related to Program Improvement Status conflicted with PLC time that was supposed to be focused on grant objectives. Budget and Program modifications were submitted and approved to the CDE mid year, and further budget and program modifications are expected before the start of the next school year because of the continuing financial and staffing issues. Preparations for next year are ongoing at sites and are being coordinated with the guidance of site principals to ensure that the grant compliments and does not conflict with site, teacher, and student needs.

Professional Growth

- Member District Curriculum Council
- Member Butte County Library Advisory Board
- Grant Awarded for Picturing America Art Prints by the NEH
- Grant Awarded for We The People Book Shelf by the NEH and ALA

Goals and Objectives for 2009-10

Goal:

Disseminate and act on analyses of the district’s school libraries and their collections with administrators, teachers, other community members to provide for a solid foundation of curricular support that will thematically integrate library resources and technology into existing and new curriculum.

Objectives:

My priorities will be focused on continuing the objectives previously stated over the course of a five year plan.

Elementary Library Cumulative Statistics			
	Comparables	2008-09	2007-08
Number of Days in School Year		180	180
Student Population of School		6,274	6,276
Total Number of LMA Hours Per Week At Site	CA Average = 28 hours per week	15.48	14.29
Total Number of Classes In School		248	301
Total Number of Classes Scheduled with LMA		227	272
Total Number of Classes Scheduled Outside of LMA Hours		21	29
Percentage of Students Without Formal Library Services		9.25%	10.66%
Percentage of Classes Served Per Day		10.51%	10.79%
Total Students Served		6,274	6,276
Percentage of Students Served Per Day		36%	11%
Percentage of Classes Receiving Library Services		93%	92%
Total Books/Copies In Collection		130,168	131,995
Book/Student Ratio	22 National 17.2 CA CA Avg. Copyright = 1993	ratio of 130168:6274 is 21:1	ratio of 131995:6276 is 21:1
Average Age of Book Collection		1993	1992
Total Checkouts for School Year		186,617	187,157
Average Circulations Per Day		86	74
Current Checkouts		1,378	4,052
Current Overdues		1,135	3,359
Current Overdues As Percentage of Collection	National Overdue Rate is .4%	0.87%	2.54%
Current Fines (Lost Damaged Books)		64	59
Total Fines Due (Assessed fines)		\$708.23	\$590.63
Total Fines Collected (Lost Damaged Books)		\$2,981.45	\$2,473.01
Total Missing/Lost Books In Collection		6,415	4,600
Loss Factor as Percentage of Total Collection	ALA statistics range from 3-8%	4.93%	3.48%
Cost To Replace Missing/Lost Books		\$135,356.50	\$97,060.00
Replacement Cost Per Student to Sustain Collection		\$21.57	\$15.47
Last Inventory Date		October-08	Dec-00
Number of Additions to Collection		5,370	4,736
Total Materials Acquisition Budget	2008 Average Cost Per Book = \$21.10	\$0.00	\$0.00
Staffing/student ratio--LMT		1:6274	1:6276
Staffing/student ratio-LMA		4.64375:6274	5.6875:6276
LMA hours		4.64	5.69
Total Value of Collection		\$1,783,292.52	\$1,753,363.79

Elementary Libraries Inventory, Weeding, & Collection Analysis Schedule

	2008 ²	2009	2010 ³	2011	2012 ⁴	2013	2014 ⁵	2015	2016 ⁶	2017	2018 ⁷
Parkview		JAN	JAN	JAN	JAN	JAN	JAN	JAN	JAN	JAN	JAN
Hooker Oak	FEB	FEB	FEB	FEB	FEB	FEB	FEB	FEB	FEB	FEB	FEB
Shasta	FEB	MARCH	MARCH	MARCH	MARCH	MARCH	MARCH	MARCH	MARCH	MARCH	MARCH
Sierra View	MARCH	APRIL	APRIL	APRIL	APRIL	APRIL	APRIL	APRIL	APRIL	APRIL	APRIL
Chapman	MAY	MAY	MAY	MAY	MAY	MAY	MAY	MAY	MAY	MAY	MAY
Marigold	APRIL	AUG	AUG	AUG	AUG	AUG	AUG	AUG	AUG	AUG	AUG
LCC	APRIL	SEP	SEP	SEP	SEP	SEP	SEP	SEP	SEP	SEP	SEP
McManus	DEC	OCT	OCT	OCT	OCT	OCT	OCT	OCT	OCT	OCT	OCT
EWE	APRIL	NOV	NOV	NOV	NOV	NOV	NOV	NOV	NOV	NOV	NOV
Neal Dow	NOV	NOV	NOV	NOV	NOV	NOV	NOV	NOV	NOV	NOV	NOV
Citrus	NOV	DEC	DEC	DEC	DEC	DEC	DEC	DEC	DEC	DEC	DEC
Rosedale	APRIL	DEC	DEC	DEC	DEC	DEC	DEC	DEC	DEC	DEC	DEC

Procedure during each calendar year

- 2008 Inventory is base. Reset Inventory after completion. Preview unmarked for areas to be scanned.
- Use Marc Wizard & Magician to Clean Up and Update all Records
- Collection Analysis
- Select Titles to be Weeded based on Collection Analysis
- Report findings of collection management and development to administrators for budget consideration

² Deleted all missing prior to 2008

³ Delete all missing from 2008 inventory

⁴ Delete all missing from 2010 inventory

⁵ Delete all missing from 2012 inventory

⁶ Delete all missing from 2014 inventory

⁷ Delete all missing from 2016 inventory

Annual Library Report 2008-09

School: Bidwell Junior High School

Date: June 10, 2009

Library Media Teacher (LMT): Liesl K. Jones
Senior Library Media Assistant: Sandra Martin

Goals for 2008-09

- More refined lessons and themes; better displays and reading lists correlated with those themes and lessons
- Greater increase in circulation via booktalks and improved reader's advisory by library staff
- Continuing to focus on site-specific collection development
- See every English class in the library regularly throughout the school year
- Further development of curricular web links on the BJHS Library webpage
- Continued aesthetic improvements
- Weeding
- Conduct an inventory after weeding
- Compilation of suggested reading lists

Statistics

Total students served	17,150
Average students served per day	97
Total classes served : Library / Tech Lab /Total	232 / 502 / 734
Average classes served per day : Library / Tech Lab /Total	1.3 / 2.8 / 4.1
Total books in collection	11,643
Book/student ratio (CBEDS) CA avg.: 12 : 1 US avg.: 22 : 1	16 : 1
Average age of book collection	1986
Circulation statistics (books, DVDs, prints, etc.)	11,340
Additions to collection	509
Materials acquisition budget (CUSD)	\$0.00
Staffing (LMT) : student ratio	.33 : 730
Staffing (Senior LMA) : student ratio	.75 : 730

Summary of Major Accomplishments

- Collaborated with teaching staff in the areas of English, History, Science, ELD, and SDC.
- On-site access to Grolier Online Encyclopedia: 30,104 searches

- Many curriculum-related web links were added to the BJHS Library webpage in response to teacher and student requests. The format of the page was amended to best serve staff and students.
- All materials in the collection were inventoried by Sandra Martin and Liesl Jones.
- Books were added to the collection due to generous support from site ASB and donations by staff, students, and community members. Seven new novels were donated when Beth Brooks from Teacher's Books Connection visited the library during Bidwell Showcase in May.
- Reading series lists were further added to and uploaded to the Bidwell library web page so they could be accessed by all students.
- We received the Picturing America Art Award.
- Implemented a book club with a group from Dave Dion's sixth grade class.
- Staff and students celebrated the release of the movie version of Stephenie Meyer's book *Twilight* by voting for their favorite character. Everyone was invited to attend a party in the library on November 19th during which raffle prizes were awarded and fun was had by all!

Professional Growth

- Attended English Department meetings for collaboration purposes.
- Attended monthly Library Media Teacher meetings.
- Participated in the CUSD Book Review Panel for the challenged book *And Tango Makes Three*.
- Received training from Michael Greer with Sharepoint.
- Participated (alternating with Michael Specchierla) on the District Curriculum Council.
- Took the Digital Video Workshop through CTAP with Cyndi Bailey.

Goals and Objectives for 2009-10

- Promote the use of the Picturing America art prints received from the National Endowment for the Humanities.
- Continue to build on and improve prior year's lessons, which a focus on extending lessons for 8th grade students who partook in library lessons during seventh grade.
- Collaborate with more teachers to improve students' access to high-quality reliable information.
- Improve book collection in the areas of social studies, biographies, and fiction.
- Involve more students and staff in reading; brainstorm with LMTs for ideas and continue to research other programs which creatively accomplish this.
- Further hone the BJHS library web page, including the addition of web resources and reading lists.

Annual Library Report 2008-09

School: Chico Junior High School

Date: June 10, 2009

Library Media Teacher (LMT): Liesl K. Jones
Senior Library Media Assistant: Janice Hofmann

Goals for 2008-09

- More refined lessons and themes; better displays and reading lists correlated with those themes and lessons
- Greater increase in circulation via booktalks and improved reader's advisory by library staff
- Continuing to focus on site-specific collection development
- See every English class in the library regularly throughout the school year
- Further development of curricular web links on the CJHS Library webpage
- Continued aesthetic improvements
- Weeding
- Conduct an inventory after weeding

Statistics

Total students served	24,380
Average students served per day	135
Total classes served	268
Average classes served per day	1.5
Total books in collection	16,514
Book/student ratio (CBEDS)	27 : 1
CA avg.: 12 : 1 US avg.: 22 : 1	
Average age of book collection	1988
Circulation statistics (books, DVDs, prints, etc.)	6,724
Additions to collection	219
Materials acquisition budget (CUSD)	\$0.00
Staffing (LMT) : student ratio	.33 : 609
Staffing (Senior LMA) : student ratio	.75 : 609

Summary of Major Accomplishments

- Collaborated with teaching staff in the areas of English, History, Science, ELD, and SDC.
- On-site access to Grolier Online Encyclopedia: 16,201 searches

- Many curriculum-related web links were added to the CJHS Library webpage in response to teacher and student requests. The format of the page was amended to best serve staff and students.
- Books were added to the collection due to generous support from site ASB and donations by staff, students, and community members.
- Reading series lists were further added to and uploaded to the CJHS library web page so they could be accessed by all students.
- We received the Picturing America Art Award.
- Staff and students celebrated the release of the movie version of Stephenie Meyer's book *Twilight* by voting for their favorite character. Everyone was invited to attend a party in the library on November 21st during which raffle prizes were awarded and fun was had by all!
- During February, students wrote book reviews which were displayed on a bulletin board in the library. As a culminating event, we enjoyed a fabulous Love Your Library party during lunch on March 6th.
- The second annual Graphic Novel contest spanned March and April, and resulted in many amazing student entries. Participating students attended a party during lunch June 3rd. Prizes were given to each attending student who created a submission.
- Library staff and BLAST staff collaborated to write rules and regulations regarding behavior, including new policies about computer usage.

Professional Growth

- Attended English Department meetings for collaboration purposes.
- Attended monthly Library Media Teacher meetings.
- Participated in the CUSD Book Review Panel for the challenged book *And Tango Makes Three*.
- Received training from Michael Greer with Sharepoint.
- Participated (alternating with Michael Specchierla) on the District Curriculum Council.
- Took the Digital Video Workshop through CTAP with Cyndi Bailey.

Goals and Objectives for 2009-10

- The weeding process which was begun last school year needs to be continued.
- Promote the use of the Picturing America art prints received from the National Endowment for the Humanities.
- Continue to build on and improve prior year's lessons, which a focus on extending lessons for 8th grade students who partook in library lessons during seventh grade.
- Collaborate with more teachers to improve students' access to high-quality reliable information.

- Improve book collection in the areas of social studies, biographies, and fiction.
 - Involve more students and staff in reading; brainstorm with LMTs for ideas and continue to research other programs which creatively accomplish this.
 - Further hone the CJHS library web page, including the addition of web resources and reading lists.
-

Annual Library Report 2008-09

School: Marsh Junior High School

Date: June 10, 2009

Library Media Teacher (LMT): Liesl K. Jones

Senior Library Media Assistant: Susan Condon (6 hrs.)

Goals for 2008-09

- More refined lessons and themes; better displays and reading lists correlated with those themes and lessons
- Greater increase in circulation via booktalks and improved reader's advisory by library staff
- Continuing to focus on site-specific collection development
- See every English class in the library regularly throughout the school year
- Further development of curricular web links on the MJHS Library webpage
- Continued aesthetic improvements
- Weeding
- Conduct an inventory after weeding
- Compilation of suggested reading lists

Statistics

Total students served	22,740
Average students served per day	126
Total classes served	284
Average classes served per day	1.6
Total books in collection	6,916
Book/student ratio (CBEDS) CA avg.: 12 : 1 US avg.: 22 : 1	11.4 : 1
Average age of book collection	1996
Circulation statistics (books, DVDs, prints, etc.)	9,762
Additions to collection	129
Materials acquisition budget (CUSD)	\$0.00
Staffing (LMT) : student ratio	.33 : 609
Staffing (Senior LMA) : student ratio	.75 : 609

Summary of Major Accomplishments

- Collaborated with teaching staff in the areas of English, History, Science, ELD, and SDC.
- On-site access to Grolier Online Encyclopedia: 3,542 searches
- Many curriculum-related web links were added to the MJHS Library webpage in response to teacher and student requests. The format of the page was amended to best serve staff and students.
- All regular-circulation materials in the collection were inventoried by Susan Condon and Liesl Jones.
- Books were added to the collection due to generous support from site ASB and donations by staff, students, and community members.
- In collaboration with the Marsh PTSO and Beth Brooks from Teacher's Books Connection, the Marsh library hosted the second annual Love Your Library event on October 30. Approximately 75 books were donated during this festive occasion!
- Reading series lists were further added to and uploaded to the Marsh library web page so they could be accessed by all students.
- We received the Picturing America Art Award.
- Staff and students celebrated the release of the movie version of Stephenie Meyer's book *Twilight* by voting for their favorite character. Everyone was invited to attend a party in the library on November 20th during which raffle prizes were awarded and fun was had by all!
- During February, students wrote book reviews which were displayed on a bulletin board in the library. As a culminating event, we enjoyed a fabulous Love Your Library party during lunch on March 5th.
- The second annual Graphic Novel contest spanned March and April, and resulted in many amazing student entries. Participating students attended a party during lunch June 2nd. Prizes were given to each attending student who created a submission.

Professional Growth

- Attended English Department meetings for collaboration purposes.
- Attended monthly Library Media Teacher meetings.
- Participated in the CUSD Book Review Panel for the challenged book *And Tango Makes Three*.
- Received training from Michael Greer with Sharepoint.
- Participated (alternating with Michael Specchierla) on the District Curriculum Council.
- Took the Digital Video Workshop through CTAP with Cyndi Bailey.

Goals and Objectives for 2009-10

- Promote the use of the Picturing America art prints received from the National Endowment for the Humanities.
- Continue to build on and improve prior year's lessons, which a focus on extending lessons for 8th grade students who partook in library lessons during seventh grade.
- Collaborate with more teachers to improve students' access to high-quality reliable information.
- Improve book collection in the areas of social studies, biographies, and fiction.
- Involve more students and staff in reading; brainstorm with LMTs for ideas and continue to research other programs which creatively accomplish this.
- Further hone the MJHS library web page, including the addition of web resources and reading lists.

PROPOSED AGENDA ITEM: Name Change for Inspire College Prep

Prepared by: Kim Gimbal

- Consent
 Information Only
 Discussion/Action

Board Date: Aug. 26

Background Information

As the founders' vision of Inspire College Prep has evolved, it has become clear that the name "Inspire College Prep" does not represent the image the founders feel should be portrayed in the school's name. The school curriculum will focus strongly on the arts and sciences, as well as post-secondary education preparation for our students. The founders propose to change the name to Inspire School of Arts and Sciences. It is felt that this name accurately reflects the educational focus and will give the school itself an identity factor that will resonate with students, staff, and the community of Chico.

Educational Implications

None

Fiscal Implications

None

Additional Information

The name change constitutes a material change to our charter which must be approved by the board to take effect.

PROPOSED AGENDA ITEM: Roads Online Charter School

Prepared by: Sara Simmons

- Consent
- Information Only
- Discussion/Action

Board Date: 8/26/09

Background Information

Roads Online Charter School proposes to serve students in grades 6-12 in Butte and contiguous counties, by delivering online curriculum utilizing an Independent Study format. The school will use Advanced Academics, a California standards aligned curriculum. Founders of the proposed charter school include representatives from DeVry University, which owns Advanced Academics.

A proposed charter petition was delivered to the district on July 15, 2009. Per Education Code, the board conducted a public hearing regarding the proposal on July 22. The District Charter Review Committee has studied the proposal and will make a recommendation this evening. If approved, Roads Online Charter School anticipates opening in September 2009.

Educational Implications

Students from throughout Butte County as well as contiguous counties will have another educational option for completion of requirements.

Fiscal Implications

The proposed school intends to be direct funded, which means that any ADA generated will flow back to the school and will not come to CUSD. However, the founders have indicated a willingness to share some of the revenue generated by Roads Online Charter School.

Additional Information

PROPOSED AGENDA ITEM: Chico Green School-Public Hearing

Prepared by: Sara Simmons

- Consent
 Information Only
 Discussion/Action

Board Date: 8/26/09

Background Information

The Chico Green School intends to serve students in grades 9-12, using Waldorf methods to emphasize the concepts of social, economic and environmental sustainability. A proposed charter petition was delivered to the district on August 5, 2009. Per Education Code, the charter school petitioners are entitled to a public hearing regarding their proposal within 30 days of our receipt of the petition. If approved, the Chico Green School founders intend to apply for a Charter School grant from the state, use the 2009-10 school year to plan and open with students for the 2010-11 school year.

Educational Implications

Students from throughout our area will have another educational option for completion of requirements.

Fiscal Implications

The proposed school intends to be direct funded, which means that any ADA generated will flow back to the school and will not come to CUSD.

Additional Information

The founders group has met with various members of the district office administration throughout the process of writing the petition and supporting documents. The district's Charter Review Committee will provide to the board a recommendation regarding approval or denial at a later meeting.

TITLE: Summer Projects Update

Action: _____
Consent: _____
Information: x

August 26, 2009

Prepared by: Mary K. Leary

Background Information

During the summer of 2009, many projects were completed by outside contractors and staff. Mary Leary will provide you with an overview of those projects.

Educational Implications

The District's Strategic Plan states: "A safe, nurturing and inspiring environment is essential for individuals to thrive."

Fiscal Implications

Restricted funds used. No impact to the General Fund.

TITLE: Facilities Update – Project progress during summer break

Action _____
Consent _____
Information X

August 26, 2009

Prepared by: Michael Weissenborn, Facilities Planner/Construction Manager

Background information

The purpose of this item is to update the Board of Education on the progress made under the direction of the Facilities Department over the summer of 2009.

Educational Implications

The District’s Strategic Plan states: “A safe, nurturing and inspiring environment is essential for individuals to thrive.”

Fiscal Implications

The various projects are being funded out of capital funds including Measure A dollars and School Facility Program dollars. These capital funds are restricted for the development of capital improvements and not available to meet general fund needs.

PROPOSED AGENDA ITEM: Enrollment Update

Prepared by: Jan Combes, Assistant Superintendent, Business Services

Consent

Board Date August 26, 2009

Information

Discussion/Action

Background Information

The district anticipated that student enrollment for 2009-10 in regular education classes would be 12,145 students, a decline of 106 students as compared with October, 2008 enrollment.

The school year started on August 12, 2009 and student enrollments are falling short of targeted numbers at most of the schools in the District.

Report

We will provide the Board with a copy of enrollment as of Day 10 as compared with projections and discuss where the differences are as compared with prior year enrollment. Our schools are contacting students that are missing and identifying whether or not they have enrolled elsewhere, or if they are on extended summer vacations, or absent for some other reason. We hope to provide the Board with a both the number of students that are missing and where they have gone.

PROPOSED AGENDA ITEM: Fiscal Recovery Plan Update

Butte County Office of Education – Annual Report (AB1200 Requirement)

Prepared by: Jan Combes, Assistant Superintendent of Business Services

_____ Consent
XXX Information Only
_____ Discussion/Action

Board Date: 08/26/09

Background Information

The Butte County Office of Education is required to provide the Board with an Annual Report. This is a requirement of being a negatively certified district. This is also an opportunity for the District to provide the Board with an update to the Fiscal Recovery Plan. There are two reports included with the agenda packet:

- Fiscal Recovery Plan Update (presented by Jan Combes and Sheila Vickers, Fiscal Advisor)
- Butte County Annual Report (presented by Lisa Anderson and Kevin Bultema of Butte County Office of Education)

Fiscal Implication

None

Chico Unified School District

Fiscal Recovery Plan Progress Report

August 26, 2009

Prepared By:

**Jan Combes
Assistant Superintendent, Business Services**

**Sheila G. Vickers
Fiscal Advisor**

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Background

The purpose of this report is to provide information on the progress of the Chico Unified School District (District) in implementing the recommendations in the Fiscal Recovery Plan (Plan), as accepted by the District's Board of Education on February 20, 2008. These are the major events which led up to the development of the Plan:

- June 2007: The District adopted its 2007-08 budget, which indicated that the District would fall short of meeting the minimum reserve requirement of 3% of expenditures in the unrestricted portion of its General Fund for the budget year by approximately \$1.1 million, with a continued shortfall in the years to follow.
- August 2007: The Butte County Office of Education (County Office) reviewed the District's adopted 2007-08 budget and elected to assign Sheila G. Vickers of School Services of California, Inc., (SSC) as a fiscal expert to advise the District on its financial problems.
- December 2007: The District submitted its First Interim budget report for the period ending October 31, 2007. The multiyear projections accompanying the First Interim budget report projected that the District would fall significantly short of its reserve requirement in 2008-09—by \$3 million—and double that by 2009-10 because of an ongoing deficit-spending trend. The District chose to self-certify its budget as “negative,” meaning that the District will be unable to meet its financial obligations for the remainder of the fiscal year or for the subsequent fiscal year.
- January 2008: Upon reviewing the District's First Interim budget report, the County Office appointed Sheila Vickers as the fiscal advisor to assist the District in developing plans and taking actions to enable the District to meet its financial obligations.

It is the District's responsibility to implement the necessary actions as identified in this Plan, to work with the fiscal advisor to develop additional plans, and to take actions in order to achieve fiscal health. The information in this first progress report is based upon a current review of various financial documents provided by the District, actions taken by the board of education, observation of various procedures and processes, and interviews with district staff. This document is being submitted for acceptance by the District's Board of Education in August 26, 2009, and reflects activities that occurred from January 2008 through June 2009.

Progress on Recommendations

This report is organized by the major subjections of the original Plan. Each of the original recommendations is listed, along with the progress made to date.

Enrollment and Attendance Practices

1. Introduce additional student attendance incentive programs.

Recommendation:

The District can exercise more control over attendance than it can over enrollment, and there are myriad methods that can be used to provide incentives to students and staff in order to improve attendance (the California Department of Education has prepared examples and helpful information at <http://www.cde.ca.gov/ls/ai/cw/>). The District should select a few particular activities that it believes will have the most effect on attendance and implement them at school sites—with incentives provided to the school sites that make improvements.

Once attendance has actually been improved, recorded, and reported, then and only then should the District update its revenue budget accordingly. Since the District is in declining enrollment and therefore is claiming the prior year's ADA for revenue purposes, an improvement in attendance affects the out years only—that is, unless the improvement brings attendance beyond the prior-year ADA level.

Progress Report:

The District implemented an attendance incentive plan in August 2008 that provides monetary incentives to school sites that maintain a level of attendance of at least 96% and rewards improvement of 0.25% as compared to the rate of attendance in 2007-08. The plan was fully implemented and attendance improved overall in the District by a rate of about one-third of 1%. The District was able to increase projected ADA for the funding year 2009-10, increasing the budget by about \$150,000 as a result of the improved rate of attendance. Incentive funds of \$27,000 total were distributed to 16 schools as a result of the program.

2. Introduce or revitalize cost-effective programs to attract students to the District.

Recommendation:

While enrollment in a school district is largely driven by student residency, students and families do have choices when enrolling—most often these choices include transferring to a nearby district or a charter school. A focus on the needs of the children in the community and the programs that are available to serve their needs can help the District identify new programs or configurations that would better meet the needs of the community. The cost effectiveness of these programs should be reviewed before implementation, and then each year thereafter, to ensure that the District's scarce resources are applied most effectively.

Progress Report:

As part of its fiscal recovery, the District has made significant reductions in budgeted expenditures. The District has evaluated programs and services in light of their impact on the budget and on students as it has had to make choices on which programs to eliminate.

Examples of improved efficiency include the Housing Committee Recommendations, which were implemented in 2009-10, that defined Rosedale as a Two-Way Immersion School and Parkview as a Neighborhood School.

In regards to alternative settings for students, the District has expanded its Community Day School to receive additional students from the Butte County programs, and has obtained a planning grant for its own internal high school charter (Inspire) which is scheduled to open in fall 2010.

The District is also recommending for approval an online charter school that will serve grades six through 12 and provide online instruction in an independent study format to students in the counties of Butte, Tehama, Glenn, Colusa, Sutter, Yuba, Plumas, and Sierra. While the charter is a direct-funded charter, the District will benefit from the ability to enroll some of its own students in online classes for coursework, when needed, and the charter will help to offset the District's own costs for special education.

3. Monitor enrollment and attendance patterns each year to develop school calendars to maximize attendance.

Recommendation:

Historical patterns of enrollment and attendance from the start of school through the rest of the year are already tracked by the District and can provide valuable information for planning school calendars in order to maximize attendance and prepare staffing needs for the coming year, understanding that coordination between the elementary, middle, and high schools is important. For example, given that this year's calendar included a week-long break in February, how did it affect ADA? How would ADA be affected if school were to start after Labor Day?

Progress Report:

The District has always kept very detailed records of attendance as compared with enrollment. Unlike many rural school districts in its area, Chico Unified School District attendance improves over the course of the first two weeks of school and then gradually declines at the secondary schools but stays fairly consistent at the elementary sites. The data is consistent regardless of whether the school year begins before or after Labor Day. It is a clear trend that attendance during the week of Thanksgiving drops off considerably, so that was a factor considered when developing the 2009-10 through 2011-12 cycle of calendars. The week in February did not seem to make much difference for ADA, so that part of the calendar has returned to a schedule of two long weekends. If the calendar were to start later, it would be difficult to have finals over before winter break.

4. Continuously monitor the special education program.

Recommendation:

It is critical to appropriately manage the Individualized Education Program (IEP) process to ensure that less costly alternatives for serving students are appropriately considered, including regular education options. This means that a staff member who is familiar with all options—through regular education and special education—is present

at all IEP meetings, and that there is due consideration of all options before making a financial commitment for services to the student.

Another critical area to monitor continuously is staffing. As students move in and out of programs, staffing must be adjusted accordingly to ensure that the District is not staffing programs beyond legal and IEP requirements. Most often, this occurs with instructional assistant hours and full-time enrollment (FTE), where they are left in the program after students move on. This also includes monitoring class sizes and caseloads to ensure the most efficient use of staff time.

It is also critical to continuously evaluate the cost effectiveness of serving students internally versus externally. Combining services with other districts or bringing external services in-house may result in serving students at a lower cost. The District has already moved programs in-house, which has resulted in cost savings. Reviewing the cost/benefit of moving programs in-house should be an ongoing process so that all programs are reviewed for this possibility.

Progress Report:

As part of its 2008-09 budget reduction process, the District formed a subcommittee of staff to focus on the special education programs of the District. The subcommittee's work resulted in a number of recommendations for reducing ongoing expenditures that were submitted to the Superintendent and approved by the Board. These reductions were effective with the 2008-09 fiscal year.

The District has incorporated into its personnel requisition process a requirement for additional information on the special education program staffing and students. This information is required for each personnel requisition that involves the special education program, and is used for verification of the staffing need before a requisition is approved.

Some of the recommendations of the special education Budget Subcommittee are in the process of being negotiated. The District is also in the process of defining use of special education American Recovery and Reinvestment Act (ARRA) funds. These dollars will help offset the growing cost of special education services.

Position Control and Hiring Practices

1. Fully integrate position control with human resources and payroll as soon as practical.

Recommendation:

While the current process of manually reconciling position control to human resources and payroll appears to be working to verify the position control database and the budget, it relies on the commitment and communication of current staff. For a successful position control process in the long run, as much of the process as possible should be automated and systematic rather than reliant on manual processes.

Progress Report:

The District has made considerable progress towards controlling the number of positions in the District, but automation of position control has not occurred.

The District is very good at reconciling its budget to actual staffing, once hired. This process happens at each Interim Report cycle in October, January, and April. However, the automation of payroll from positions is hard to get into place insofar as the staff are not budgeted at the site level, and many funding changes occur during the year to maximize the use of federal and state categorical funds.

There are procedures in place to ensure that the District does not overstaff at the certificated level by providing staffing allocations that are based on an expected reduction in the number of regular education pupils. Any teachers added at the elementary level are considered overflow teachers until the District sees the actual enrollment during the first day of school. The placement of temporary teachers and/or substitute teachers at the start of the year gives the District the ability to release teachers during the first few weeks and months of school.

What remains more difficult is the master schedule for students in grades 9-12; it is difficult to align staffing appropriately as the District provides a single master schedule and when the District loses students in the second semester, it is more difficult to collapse sections.

2. Implement a position control process where all staffing decisions are required to start with the position control database before going any further in the process.

Recommendation:

The position control database should be kept up to date with the District's decisions, and should be the first checkpoint in making staffing decisions in order to ensure that the "position" really exists in the District.

First, only Board action can update the position control database. If the Board takes action to add, change, or eliminate positions, then the position control database must be updated before those positions are filled or assigned.

Second, all requests to hire personnel (PRFs), after being authorized by the hiring manager or administrator, must be routed to position control to ensure that there is a vacant position in the database. Once the additional authorizations—such as for categorical funding—occur, then and only then should the position be advertised and filled. As well, all other changes to personnel assignments (PRFs), including transfers, promotions, retirements, and resignations, must first be routed to position control to update the assignment of employees in those positions, and then routed to the rest of the appropriate parties for authorization and action.

This helps to ensure that human resources hires or moves employees into vacant, authorized positions, and that payroll only pays employees who have officially been hired. When the District takes the difficult action to make a reduction in force, the position control process should help to ensure that the implementation of that reduction actually occurs so that the District's expenditures are reduced as expected—rather than the surprise that occurred going into this current year, where positions were eliminated but most of them ended up getting filled.

Successful implementation of this position control process can only be ensured if all managers are appropriately trained on and held accountable for following the appropriate procedures.

Progress Report:

The District has not made any progress towards implementation of an automated position control system. However, the District is clearly monitoring both classified and certificated position control closely using the PRF process. During this the last 18 months, the District has been cutting positions, not adding—with the exception of a

handful of positions recently added from federal one-time dollars. The District is working through the process of ensuring that the positions funded from one-time dollars are identified so that the employees can be laid off, if necessary, when the funding runs out. We have a freeze on hiring, with few exceptions. Hiring for new and replacement of vacant positions is dependent on funding formulas in the contract, a review of the number of students in a class or at a school against ratio requirements, and with consideration of changes that might be coming as a result of negotiated agreements. Many positions are hired as “limited term” or “temporary” until such time that the District’s knows that it can’t live without the position.

Within the scope of food services, positions are filled when needed to increase meal participation due to breakfast program expansion and due to closed campuses in the high schools. These positions are self funding and are made on the basis of a meals-per-hour labor formula that is strictly adhered to by the Quality Circle. This process has improved the efficiency of food service operations to the point where the cafeteria program is almost in the black.

While it is not automation, it is clear that the District’s hiring freeze has, by necessity, put in some strict parameters relative to this recommendation.

3. Tighten up the staffing process.

Recommendation:

The initial staffing of classrooms for the coming year should be determined based upon the maximum ratio allowed by law and/or the collective bargaining agreement, and temporary personnel should be assigned where allowable. The staffing process should involve Human Resources, Business Services, and Educational Services staff together agreeing to the staffing levels before meeting with each principal. This initial staffing may be tighter than required, with the understanding that the District must, within the time frames required, become compliant with class sizes and staffing levels once school starts and the number of students are known.

The enrollment projections that form the basis for initial staffing for the coming year should be the lowest number of students that the District reasonably expects to see in each grade level. Then, once school starts and student enrollment is better known, staffing adjustments can be made. In order to be able to serve additional students that may show up, the District should set aside a reserve for providing additional staffing as

needed. That way, there isn't an unexpected increase in expenditures once school starts. This is because there will be no increase in revenues to offset it—the District is claiming prior-year ADA for its revenues because it is in declining enrollment.

All activities determining the certificated staffing levels for the next year must be completed by mid-February in order to be able to meet the timelines for the Board to enact staffing reductions in case it is necessary for the coming year. Once school starts, staffing should be monitored continuously and realigned wherever possible.

For other positions in the District, staffing formulas should be reviewed and updated to reflect current conditions. Such formulas should drive the determination of not only the types of positions and the full-time equivalency, but also the number of days or months per year for each position. These staffing formulas should form the basis for annually reviewing staffing and then ratcheting the staffing levels upward or downward as the drivers of these formulas—student enrollment and square footage of facilities, for example—change.

Progress Report:

The District implemented a process of staffing schools starting with 2008-09 and going forward that sets staffing to the level required by law and/or the certificated bargaining unit contract and no more. The initial staffing needs are determined each year in time for the District to issue the appropriate number of preliminary layoff notices and to follow through with the final notices as necessary.

The District's adopted budget and multiyear projections include a staffing reserve that is sufficient to pay for additional teaching positions in case they are needed for a higher student population than projected. Any requests for additional positions must be accompanied by evidence of additional students attending school.

Meetings are held with Principals frequently to go over certificated staffing allocations and student counts, starting with the planning process in January and continuing through October. Allocations are reviewed again in January after the start of the second semester. A review of classified support hours and the ratio of classified support hours-to-student enrollment are topics of discussion that will be moving forward this fall as the District attempts to negotiate reductions in positions with the California School Employees Association (CSEA). It is important to align classified support with declining enrollment for areas such as health aides, library media clerks, and campus supervision and clerical time. In addition, custodial support is being reviewed this month, subsequent to the closing of classrooms for the collapse of class-size reduction.

4. Implement a hiring freeze, with exceptions for the most critical needs.

Recommendation:

This would entail holding vacant positions open, with exceptions for only the most critical of needs or for positions driven by law or collective bargaining contract requirements. Any exceptions should be approved by the Cabinet, and these procedures should apply to positions and personnel supported by both unrestricted and restricted funds. This hiring slowdown should remain in effect until the District is back on solid financial footing.

Progress Report:

The District implemented a hiring freeze in the fall of 2007, and has continued the freeze since then. The only vacancies that are filled are because of critical needs, and those that can be are filled on a temporary basis through the end of the year.

The District will continue its hiring freeze, filling only critical positions, until its budget and multiyear projections earn a positive certification.

5. Continuously evaluate nonclassroom positions.

Recommendation:

Certificated staff members occupying positions that are not in classrooms should be evaluated each year to determine if the position is still critical in supporting the priorities of the District, even if it is supported with categorical funds. The District should ensure that its limited resources are focused on the most critical needs of its student population.

In addition, classified positions that are not part of the staffing formulas should be reviewed periodically to ensure that, as legal requirements, technology, best practices, and other aspects change, the appropriate positions and methods are in place. Methods for providing services with classified staff have been changing in school districts—using mobile maintenance teams that perform work districtwide, revisiting walking distances for transportation services, and further decentralizing the receiving and

warehousing functions through online ordering and direct delivery, are all examples of how school districts have streamlined their classified services.

Progress Report:

As part of the budget reductions that the District has implemented so far, consideration has been given to the impact of such reductions on the educational process. For 2008-09, this evaluation was done as each budget subcommittee looked at options for reducing costs, and as the Superintendent made recommendations to the Board for reductions. For 2009-10, the District has looked at all of the programs funded with now-flexible state dollars to determine which ones were of highest priority to continue funding—either with unrestricted funds or with federal stimulus funds.

While a significant portion of the District's fiscal problem has been addressed, there remains an ongoing structural imbalance in the budget—deficit spending—that needs to be addressed by either revenue enhancements or further reductions in costs. As it moves forward, the District should continue to focus on reducing expenditures with the least impact on students.

Budgeting Practices

1. Monthly enrollment, ADA, and budget updates should be prepared, discussed by the Cabinet, and provided to the Board.

Recommendation:

Monthly updates help to ensure continual review of enrollment and ADA, and the effect on the budget throughout the year. For example, right after school starts, it is critical to update enrollment and ADA and then revise revenue estimates for the current and subsequent years to reflect this. It is important for the monthly updates of this information to separate the unrestricted and restricted portions of the General Fund within the budget and within the multiyear projections, since the activity in the unrestricted portion of the General Fund is most indicative of fiscal solvency. In addition, the District needs to be able to indicate and track separately one-time sources from ongoing sources of revenues to ensure that one-time sources are not directed to ongoing expenditures. All of these reports, updated and provided on a monthly basis, will allow for early intervention, if needed, to avoid significant financial issues in the future.

Progress Report:

The District has been providing reports to the Board on enrollment and ADA at the meeting that follows the close of each school month. Since the District is funded on prior-year ADA, any changes to the current year's ADA as compared with ADA used for the multiyear projection is discussed with the Board when presenting and updating the Interim Financial Reports in December, March, and May. .

2. Implement an additional review process for certain nonpersonnel expenditures.

Recommendation:

For every dollar in expense that the District can put off or forego, the District's reserves will increase. Therefore, an additional review process for certain types of expenditures can be implemented in order to verify that the expenditure constitutes a critical use of funds. This should be applied to both restricted and unrestricted sources. For example, a travel and conference request or a requisition to purchase equipment can trigger an additional review to ensure that it is a priority need at the time. Only if delaying or forgoing the expenditure will have a detrimental effect on the program should the expenditure be allowed. Legal expenses are another area that must be monitored closely to determine if internal staff can address the situation and avoid additional legal costs.

Progress Report:

The District has implemented a spending freeze immediately in fall 2007. When the state provided flexibility on grants was able to shift about \$4 million in one-time grant funds from the restricted side of the budget to the unrestricted side, increasing reserves. One time carryover was also absorbed into reserves from site budget. For 2009-10 the spending freeze is still in place and a reminder is being sent to principals along with their updated budgets.

3. Pursue options for local cash borrowing.

Recommendation:

According to the latest estimates, the District's General Fund is projected to run out of cash early in 2008-09. There are local options available for borrowing, beginning with the option of borrowing from other funds within the district that have sufficient cash—restricted programs and facilities funds, for example. There is also the possibility of borrowing from the County Office of Education or the County Treasurer. However, all of these options require that the District pay back the funds within a year, at the longest. The District needs to make expenditure reductions (see other recommendations in this report) sufficient to demonstrate that it can pay back local borrowing and get prepared to implement one or more of these local borrowing options to address its expected cash deficit.

Progress Report:

The District has at this point made sufficient reductions in the budget to project that it can pay back local borrowing for this year (2009-10). The current plan is for the District to first borrow cash as needed from its Capital Facilities and Deferred Maintenance Funds, which should be sufficient, according to current projections of cash needs for next year. However, in case further borrowing is necessary, the County Office of Education is issuing Tax and Revenue Anticipation Notes (TRANs) that the District can borrow from. There are certain procedures that need to be followed if the District does need to access these funds.

The District will need to continue to borrow cash due to deferrals of state aid payments. At this time, the TRANs for 2009-10 have no market to sell the notes and the District will need to rely solely on internal borrowing. By the end of the current school year, deficit spending will have exhausted the one-time funds from the sweep of state categorical funds and will have used up at least one half of the one-time School Fiscal Stabilization Funds (SFSF) that were received in June 2009. Unless the District can balance a shortfall of about \$6.5 million *before* the start of the 2010-11 school year, the District will run out of cash mid-year and, while local borrowing may be an option, it would be unable to pay back an internal loan—so state receivership would be imminent.

4. Manage, plan for, and begin funding the postemployment benefits liability.

Recommendation:

The District will be required to begin recognizing a portion of its future liability for postemployment benefits on its financial statements beginning in 2008-09. A plan should be developed that would specify items, such as: the time frame over which the liability will be funded, how much funding would be provided each year, the source of the funds, and the manner in which the funds will be held and invested. Funds should be set aside in the District's multiyear projections in accordance with the plan, and all programs and funds should bear the appropriate portion of the cost.

In addition, the District should consider modifying medical plan configurations and implementing additional eligibility requirements and other cost-containment methods to rein in the looming liability for postemployment benefits.

Progress Report:

The District has not yet developed a plan for addressing this liability. However, as the District continues to address its structural budget imbalance, reducing the District's contribution to health benefits has already been implemented for management, and if implemented for the rest of the employees can significantly reduce expenditures. The level of benefit provided to retirees should be commensurate with what is enacted for active employees. This would not only reduce current expenditures, but would also reduce the future liability for postemployment benefits and the funding needed in the future to address it.

5. Overall, plan for and implement modifications to the District's staffing and programs in order to eliminate the structural imbalance between revenues and expenditures.

Recommendation:

The District needs to keep fiscal solvency in the forefront of its decision making so that the structural imbalance is resolved and an adequate level of reserves is maintained. Any deficit spending incurred in the future should be purposeful and according to a plan that includes restoring necessary reserves.

Progress Report:

In April 2008, the District took a significant step towards balancing its budget by cutting about \$3 million in ongoing expenses. The District also eliminated overstaffing in 2008-09 and continues to staff very tightly.

The current shortfall in the budget is the result of state-imposed deficits on the revenue limit funding. The per-ADA funding has dropped from \$5,547 in 2006-07 to \$5,214 in 2009-10; if the District was fully funded, it would be receiving about \$13 million, or about twice what would be needed to balance the budget. Despite flexibility options provided by the state to recoup some of the lost dollars through redirection of categorical funds, the District cannot cut costs fast enough to keep up with the reductions in revenue limit. Reductions in compensation are being sought through the negotiations process.

6. Develop a method to encumber salaries and benefits in each line item of the budget.

Recommendation:

Encumbrances are deducted from the available budget in order to provide a true picture of the amount left in each budget line item. Without encumbrances, it appears that there is a significant amount left in the budget that, in reality, is already committed to salaries and benefits. Having encumbrances set up in the system is critical to effectively manage the budget during the year.

Progress Report:

The District does not currently budget staffing by school site for special education and general fund staffing. At the end of the year, staffing costs for both salary and benefits are carefully reviewed and actual postings are aligned with budget. Appropriate time accounting is in place for federal program compliance and federally funded employees are direct coded to federal grants. If the district were to encumber salaries and benefits, it would mean substantially more personnel in the business office. Until such time that the positions can be budgeted to sites and programs more directly, the use of encumbrance journals for salaries and benefits would be a cumbersome and tedious process that would produce inaccurate results. The District does carefully align staffing

to position control several times a year and monitors this closely to make sure that budgeted salaries and benefits are accurate with current hires.

7. Continue to ensure that categorical/restricted resources are leveraged toward the District's goals and priorities.

Recommendation:

The District should ensure that there is an annual process to:

- a. Determine how its categorical funding sources are used, both at the District level and by each school site.
- b. Determine what the goals and priorities of the District are, now and in the future.
- c. Compare the two to evaluate whether the resources are being leveraged to support overall District goals and student needs.
- d. Make adjustments as necessary to funnel resources to the highest priority needs.

For example, for the District's hourly intervention programs that are run on a site-by-site basis, are all of the hours claimed for which the District is eligible? Is the District maximizing its usage of the uncapped program? Are the categorical resources intended for specific student populations applied as appropriate to reduce hourly program deficits? Are funds directed to the students who most need them?

This type of analysis will continue to be important to ensure that the District is using its categorical resources in support of its most critical needs for student achievement and support. While the purpose of these funds is to use them to support current students, there may be some situations where funds are carried over into future years for an anticipated significant expenditure, such as for textbook adoptions.

Progress Report:

Because of its fiscal crisis, for 2008-09, the District had to effectively implement zero-based budgeting in almost all programs. Most of the positions funded from categorical resources were eliminated because of the state's Budget crisis and the uncertainty about

funding levels for the next year. This provided an opportunity for the District to rethink how its categorical funding is used.

This became more significant with the February 2009 State Budget and the new ability to use funding from many restricted state programs for other purposes. The District considered all of the programs that were funded from these sources and determined those that were of highest priority so that they were funded for 2009-10.

As the State Budget becomes known for future years, the District should continue re-establishing programs and services using this protocol—in priority order and only to the extent that the available funding allows.

8. Continue controls on site and departmental allocations of unrestricted funds.

Recommendation:

Allocations of funding to school sites should be used for the current year's students, and to departments for current-year needs, except in the rare instance where a plan has been approved for saving up funds over time for a large expenditure. School sites also receive restricted funds in order to provide additional operational and student support. The District's current financial situation calls for belt-tightening Districtwide, and, indeed, the District has taken steps to significantly ratchet back allocations of unrestricted funds to sites and departments. The District should continue to monitor and control the allocations in light of its fiscal solvency plan.

Progress Report:

Because of the spending freeze that was instituted during 2007-08, site and departmental allocations have not been spent except for critical needs and current classroom and office supplies. The 2007-08 carryover increased District reserves by about \$280,000. A decision was made that the site carryover would only be "swept" for 2007-08 and the District expects to allocate carryovers (both positive and negative) for any site discretionary funds, donation accounts, MAA funding, and school site attendance incentive funds.

9. Continue to focus on streamlining special education services to students.

Recommendation:

As with all school districts in California, the District does not receive enough revenues to cover the expenses of its special education program, requiring a significant contribution from the unrestricted portion of the District's General Fund in order to provide the services needed for special education students. The District's higher percentage of special education students as compared to the statewide average makes it more challenging to meet the financial needs of the program. (See "Enrollment and Attendance Practices" above for additional recommendations.)

Progress Report:

The special education budget is currently under close review as a result of the additional ARRA funds. Long-term plans are being made to help maximize the value of the one-time money and not commit to ongoing costs that increase maintenance-of-effort (MOE) requirements.

10. Streamline cafeteria operations to eliminate the deficit.

Recommendation:

The Cafeteria Fund requires significant contributions from the unrestricted portion of the General Fund to support its operations. This is because there is a natural deficit in its operations—indicated by greater expenditures than revenues each year—that is covered by a transfer from the General Fund. Not only is there a transfer of funds, but also the Cafeteria Fund has not been bearing its fair share of costs, such as postemployment benefits and indirect costs. The District has already made some reductions in expenditures for this program, and should continue to focus on determining the reasons for the inability of this operation to be self-sustaining and make corrections to minimize the adverse impact on the General Fund.

Progress Report:

During 2007, the District established a Quality Circle in its food services program with representatives from throughout the food services operation, to improve efficiencies and services while reducing costs. The Quality Circle met throughout 2007-08 and submitted its recommendations to the Superintendent and the Board. The CSEA unit and the District successfully negotiated these reductions and the Board has approved them. These recommendations resulted in more than \$200,000 in reductions in ongoing expenditures for 2008-09 and additional savings in 2009-10 as a result of increased meal sales.

Collective Bargaining Practices

I. Negotiate total compensation.

Recommendation:

Collective bargaining practices should address an appropriate balance between student programs, fiscal stability, and employee compensation that reflects the Board's priorities. "Employee compensation" should include all components:

- a. Salary schedule configurations, across-the-board salary increases, and other cash compensation.
- b. Benefits, including postemployment benefits.
- c. Step and column increases.
- d. Working conditions that have a financial effect.

All of these components should be discussed and negotiated as a package so that the cost of tentative agreements made at the table, and the effect on the District's finances, can be estimated more adequately and projected into the future. This is always important, but especially so with the District's current financial picture. This also means that the past practice with the classified bargaining unit—to bring piecemeal tentative agreements forward for ratification—should be changed to become a comprehensive proposal that is tentatively agreed to. This would also help to ensure compliance with the requirement of law that the Superintendent and the Assistant Superintendent,

Business Services, both certify that the District can afford the cost of the agreement before the Board approves it.

Progress Report:

The District has been successful with CSEA in negotiating a change in perspective regarding the Golden Handshake provisions of the agreement, and is working to identify a “fair share” solution to the budget deficit. CSEA has recently postponed a hearing with the Public Employees’ Relations Board (PERB) regarding benefit costs in order to work on a more long-term, mutually agreeable solution. CSEA recognizes that the deficit is an issue that must be resolved in order to retain and support continued employment with the District.

Negotiations with the Chico United Teachers Association (CUTA) are continuing for 2008-09 and the groups are meeting on August 24, 2009, with a state-appointed mediator. CUTA and the District have reached agreement on a reduction in the cost of District-paid health insurance, but the savings are part of a package that contains elements on which the parties continue to disagree.

In June, the Board passed a resolution clearly communicating that reductions in compensation will be necessary before 2010-11 in order to maintain local control. It is the goal of Chico Unified School District that its employee groups will work with the District to solve the budget issues.

In regards to the management employees, this group voluntarily reduced health benefit coverage from the Silver Plan to the cost of the Red Plan for 2008-09 as a “leadership step” towards negotiating reductions in employee compensation.

2. Reconfigure medical plans to offer lower-cost options, employee incentives, and savings for the District.

Recommendation:

The District should pursue providing additional medical plan options to certificated employees and providing an incentive to enroll in lower-cost options. An incentive is already in place for classified employees, but the District garners no savings as a result. Instead, the reduced cost of the plan chosen by an employee should be shared by the District and the employee.

Progress Report:

The District's management team, as a contribution toward resolving the District's fiscal crisis, has proposed shifting the District's contribution to that of a lower-cost plan starting in 2008-09 and going forward. The Board has approved this and it will result in significant ongoing savings.

The District is working with other groups to identify similar savings.

3. Eliminate the early retirement incentive for classified employees.

Recommendation:

Such incentives for classified employees typically do not result in a savings to the District unless positions are eliminated as a result. And, because this incentive has been required by the classified bargaining unit agreement for a number of years, it has come to be relied upon by employees and no longer functions as a true incentive. Therefore, it is questionable whether this program is truly working as intended.

Progress Report:

The removal of the requirement for the District to establish a window period must be negotiated with the classified bargaining unit and, at this time, is under consideration either as an issue to eliminate or suspend.

4. Consider additional parameters if considering an early retirement incentive for certificated employees in the future.

Recommendation:

These incentives can only work as true incentives if offered at least three to five years apart. The true cost of the program includes not only the cost of the incentive, but also the cost of postemployment benefits for those who retire early, the cost of step and column increases for the replacement employees over time, and the actual starting salary of the replacement employees, which typically is not the lowest salary on the schedule.

Additional costs that may be more obscure, but are very real, are the losses due to reduced natural attrition in the out years, and the District also needs to be careful not to double-count the savings from current-year attrition—once for its net step and column costs and then again as a part of the justification of the early retirement incentive.

In addition, considering that the incentive is paid to all retirees—even the ones who would have retired anyway—the minimum number of retirees required to provide the savings needed by the District should be established as the minimum number of retirements required in order for the program to be a “go.”

Progress Report:

The District is not considering an early retirement incentive for certificated staff until such time that the last incentive is fully paid off. The cost of the incentive was spread over eight years at a cost of \$282,605 to be paid off by 2015-16. All savings from the previous incentive are built into the current budget and multiyear projections.

5. Pursue flexibility in class sizes, staffing ratios, and caseloads to reflect the current environment of declining enrollment.

Recommendation:

As the District declines in enrollment, it is not feasible to reduce costs as quickly as revenues decrease, so a natural deficit occurs. Some flexibility in the class-size and staffing level requirements would provide an opportunity to reduce this deficit and its effect on the District’s overall finances, and could reduce the amount of expenditure reductions that have to occur in other areas in order to maintain fiscal solvency.

Progress Report:

This has to be negotiated with the certificated bargaining units and, currently, the article addressing class size is not open. With the opportunity provided by the Legislature for 2009-10 to reduce the number of school days from 180 to 175, the District must consider opening the article regarding work days, rather than class size, for the coming year.

The District has provided notice to CUTA that the entire contract will be open for renewal in three years (2012-13) in order to provide additional flexibility on budget-related issues that are tied to contract provisions.

Summary and Conclusions

The District continues to face serious fiscal challenges stemming from declining enrollment and deficit spending. The District must take further action to stem the deficit-spending cycle in order to regain its fiscal health and avoid further interventions from oversight agencies. The sooner that action is taken, the more quickly the District can regain fiscal solvency, a positive certification on its budget, and a return to full local control.

The District should continue to work on the recommendations in this report that are of the highest priority first. Priority should be determined by the level of financial improvement or gains in efficiency versus the cost of implementing the recommendation. The responsible person(s) and a timeline should be established for the implementation of each item in priority order.

Annual Report
Chico Unified School District
August 26, 2009

Pursuant to the provisions of Education Code (EC) 1240 (e) which became effective January 1, 2002, the Butte County Superintendent of Schools is required to present an annual report to a school district's governing board and the Superintendent of Public Instruction regarding the fiscal solvency of any school district with a disapproved budget, a qualified or negative interim certification, or that has been determined at any time during the year to be in a position of fiscal uncertainty as identified in EC 42127.6. As a result of the district's negative certification on the First and Second Interim Reports, the following annual report on the fiscal solvency of Chico Unified School District for fiscal year 2008-09 has been prepared for your information and understanding.

The Original Budget was submitted to the Butte County Office of Education for review. The budget was accepted, but the County Superintendent invoked Ed Code Section 42127.6 (c) based on the district's inability to meet the 3.00% minimum reserve requirement in the subsequent fiscal year. The General Fund budget and ending fund balance had improved, but fiscal stress was evident as five areas of concern were identified, as listed on the "FCMAT" Predictors of School Agencies Needing Intervention:"

- Failure to maintain reserves
- Deficit spending
- Declining enrollment
- General fund encroachment
- Cash flow

The budget freeze implemented in the previous fiscal year had made a positive impact on cash flow. Administration felt confident that deficit spending could be reduced in subsequent years and a positive certification was attainable by the end of 2008-09. The year-end close results made it possible for the district to report a reserve level of 5%.

August and September 2008 were about the sudden deterioration of the economy and a very late state budget. It became apparent that Chico Unified would receive very little or no COLA for 2008-09. Administration set aside the .68 COLA at that time, with the expectation it would have to be given back to the state later in the year.

The First Interim Budget Report incorporated carryover from 2007-08 and revised budget information as a result of the state-adopted budget. Revenues at the state level had fallen sharply since the budget was adopted in September and the Governor declared three emergency special sessions. The district self-

certified as "negative", based on the multi-year projection which indicated a lack of economic reserves for 2009-10 and 2010-11. Discussions with the district centered on cash, as several program payment deferrals were implemented.

The legislature came to an agreement on a historic 17-month budget in mid-February. Unprecedented categorical flexibility was granted to school districts, along with cuts to the revenue limit and a majority of categorical programs. These cuts were ongoing and significant; the revenue limit cut alone was a loss of \$1.8 million in the current year for Chico Unified.

The district again self-certified as "negative" at Second Interim, with the budget based on the Governor's proposed budget that was released in January, except for revenue limit funding. The revenue limit reflected the mid-year cut based on the February budget. The Multi-Year Projection (MYP), before categorical decreases and flexibility, showed increased unrestricted deficit spending, negative fund balance and a lack of reserves. Projections indicated cash flow would be severely impacted and a state loan would be needed soon, absent action taken by the board. Concerns of the County Office focused in the same areas as previously mentioned; however, negative fund balance was added to the list.

The board was presented with difficult decisions regarding flexibility and class-size reduction. Action was taken to increase class sizes in K-3 to 30:1, sweep ending balances and utilize categorical flexibility. Fund balance became positive and the minimum reserve requirement was met for 2009-10. BCOE commends the board for making hard choices in these trying times.

The news from Sacramento continued to get worse as the Legislative Analyst announced there was an \$8 billion shortfall in March. Six ballot measures slated for a May election needed to pass; otherwise an additional \$5-\$6 billion hole would be created.

A Third Interim Budget was prepared in May, which reflected expenditures through April 30th, major budget updates and P-2 ADA. The MYP reflected the "May Revise" per ADA revenue limit cut estimates, the impacts of layoffs, categorical flexibility and the State Fiscal Stabilization Fund revenue. The May Revise cuts severely impacted the MYP as 2010-11 and beyond indicated negative fund balance and a lack of reserves.

The general fund cash flow benefitted from the previous year's spending freeze, expenditure reductions and the receipt of Federal Stimulus dollars, allowing the district to meet its payroll obligations for the year. CUSD qualified for a Tax Revenue Anticipation Note (TRANs) for 09-10, based on a cash flow projection created in March and updated in June with the most current information. The TRANs sale was anticipated to be at the end of June in order to have the cash in the bank when the new fiscal year began. Unfortunately, the traditional TRANs

market has "fallen apart," due to the difficulty of passing a state budget within the statutory deadline, the issuance of IOU's and the lack of confidence in the budget signed by the Governor July 28. BCOE continues to explore other avenues for a TRAns issuance and is hoping to move forward in the near future. The latest state budget includes an additional deferral and a new payment schedule for 2009-10 that affects revenue limit and all categorical funds, so the cash flow projection will need to be updated.

The disintegration of the TRAns market not only impacts CUSD today, but in the future as well. It may be impossible for the district to acquire short-term financing to cover its cash needs beyond 2009-10. Mid-year reductions should be anticipated and the board must consider deeper cuts to reduce expenditures and eliminate deficit spending. The flexibility alone that was provided for in the July 28 state budget will not give the district the type of relief that it needs to survive this crisis.

Cash balances will fluctuate from month-to-month, but the overall trend is downward because of deficit spending. If the deficit spending continues, temporary interfund borrowing will no longer be an option as the district will not be able to prove the funds can be paid back. A state loan would then be needed, resulting in the loss of local control.

All stakeholders have worked very hard to get the district back on track for fiscal solvency. There is no doubt the cuts imposed on the district are severe. Administration needs to continue moving forward with reductions for the following reasons:

- 2010-11 falls short of the minimum reserve requirement.
- 2011-12 falls short of the minimum reserve requirement and has a negative fund balance.
- A structural budget deficit persists.
- Local cash borrowing options will be limited.
- Projected COLAs in future years is completely spent.
- ADA is expected to continue to decline.
- Mid-year cuts should be expected, given the decline in state revenues.

BCOE and Mrs. Vickers, Fiscal Advisor, will continue to meet with the district to resolve financial difficulties. Cash flow should continue to be monitored. The books should be closed by October 1 in order to assist both CUSD and BCOE in evaluating the district's financial position as it proceeds with fiscal recovery.

PROPOSED AGENDA ITEM: **Staffing Update**

Prepared by: Bob Feaster, Assistant Superintendent, Human Resources

- Consent
 Information Only
Discussion/Action

Board Date: August 26, 2009

Background Information:

As a result of the State's budget crisis, the District was forced to carry out significant staff reductions for the 2009-10 school year. District staff will provide information regarding the extent of the reductions in both classified and certificated staffing.

Educational Implications:

The staffing reductions have forced modifications to many educational programs. One of the most obvious is the modification to class size reduction. We have also worked to staff more tightly in all educational areas while staying within contractual limits.

Fiscal Implications:

Significant savings occurred as a result of the staffing reductions implemented for the 2009-10 school year.

TITLE: Approval of a subsequent Variable Term Waiver Request for a Designated Subject Special Services: Driver Education and Driver Training Credential for Certificated Employee Steven S. Sheridan

Action:
Consent:
Information:

August 26, 2009

Prepared by: Bob Feaster, Assistant Superintendent-Human Resources

Background Information

Request approval of a subsequent Variable Term Waiver Request for a Designated Subject Special Services: Driver Education and Driver Training credential to cover the assignment of Certificated Employee (Steven S. Sheridan) to teach a Driver Education class during the 2009/10 school year beginning 08/24/09 (BLAST After School Program and Summer Session-if needed).

Educational Implications

Approval of this subsequent Variable Term Waiver Request will allow Mr. Sheridan to teach while completing the requirements for the credential.

Fiscal Implications

None

Additional Information

Recommendation

It is recommended that the Board of Education approve the subsequent Variable Term Waiver request for Steven S. Sheridan.

Justification to Extend the Expiration Date beyond the Ending Date of School Term, Track, or Year.

CUSD requests to extend the ending date of this waiver request for Steven Sheridan to teach Driver's Education to July 30, 2010. Mr. Sheridan will be teaching Driver's Education during the Summer Session of the 2009/10 school year (if needed). The summer session will end on July 31, 2010.

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE HIGH INCIDENCE AREA FOR THE ASSIGNMENT

- Special Education
- Clinical or Rehabilitative Services
- Speech-Language Pathology Services
- Driver Education and Training
- 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- Advertised in local/national newspapers
- Advertised in professional journals
- Attended job fairs in California
- Attended recruitment out-of-state
- Contacted IHE placement centers
- Distributed job announcements
- Internet
- Other Driver's Education is a recognized statewide high incidence area

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

N/A - This is a subsequent waiver request for Mr. Sheridan to teach Driver Education

6. NON STATEWIDE LOW INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- Administrative Services
- Single Subject Teaching (all subject areas)
- Designated Subjects – except driver education and training
- Library Media Services
- Multiple Subject Teaching
- Pupil Personnel Services: Counseling, Psychology, Social Work
- Reading Specialist/Certificate
- Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- Distributed job announcements
- Contacted IHE placement centers
- Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- Advertised in local/national newspaper
- Attended job fairs in California
- Attended recruitment out-of-state
- Advertised in professional journals
- Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? _____

How many individuals credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

- _____ Applicant(s) withdrew
- _____ Candidate(s) declined job offer
- _____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

Section 6a., b., c., d., and e. are not applicable to Driver Education. Driver Education is a statewide High Incidence Area Waiver request covered under Section 5.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the document named above as the credential goal and a target date by which he or she plans to complete those requirements.

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Driver Education Certification	TBD
Will complete when program becomes available within a reasonable Geographical area	

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Jim Hanlon Position Principal-Chico High

9. SUBSEQUENT WAIVER REQUESTS

Attached is a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

Yes No Not applicable (program completion is not a requirement)



Administrative Offices
1163 E. Seventh Street
Chico, CA 95928-5999

530/898-3000
fax 891-3220
www.cusd.chico.k12.ca.us

Chico High School
901 The Esplanade
Chico, CA 95926
(530) 891-3026
FAX (530) 891-3284
www.chs.chico.k12.ca.us

To Whom It May Concern:

I am writing to express my complete satisfaction with the performance demonstrated by Steve Sheridan as a secondary Driver's Education instructor for the BLAST Program at Chico High School for the last several years. Steve's experience and expertise benefit all of the students that have taken his class.

Thank you,

A handwritten signature in black ink that reads "Jim Hanlon". The signature is written in a cursive style with a large, prominent "J" and "H".

Jim Hanlon
Principal, Chico High School

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to all of the following questions are required. If you answer "yes" to any question, a full explanation is required, using a separate sheet of paper. You must disclose all criminal convictions (misdemeanors and/or felonies) including convictions based on a plea of no contest. You must disclose a conviction no matter how much time has passed and even if the case has been dismissed pursuant to Penal Code Section 1203.4.

Warning: Failure to disclose any information requested is considered falsification of your application and is grounds for denial of your application and/or disciplinary action against your credential.

<p>a. Have you ever held a credential or license authorizing service in the public schools in another state? If you answered yes -- State _____ Type of credential _____</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>b. Have you ever been dismissed, non-re-elected, or suspended without pay for more than ten days, or retired or resigned from, or otherwise left school employment because of allegations of misconduct or while allegations of misconduct were pending? If the answer is yes, you must submit a full explanation on a separate sheet of paper.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>c. Have you ever been convicted, including a conviction based on a plea of no contest, of any felony or misdemeanor in California or any other place? (NOTE: You must disclose your conviction even if the case was dismissed pursuant to Penal Code Section 1203.4) If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, offense, and a short summary of the incident(s) that led to the conviction(s).</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>d. Are you currently the subject of any inquiry or investigation by a state or federal law enforcement agency or a licensing agency in California or any other state OR have you ever been the subject an inquiry or investigation by a state or federal law enforcement agency or a licensing agency in California or any other state regarding alleged misconduct that involved children or took place on school property? If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, agency name, and a short summary of the incident(s) that led to the investigation and the results of the investigation.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>e. Are any criminal charges currently pending against you? If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, and a short summary of the incident(s) that led to the charge(s).</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>f. Is any disciplinary action now pending against you in any school district or with any other school employer? If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, type of action, school district or school employer name, and a short summary of the incident(s) that led to the pending action.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>g. Have you ever had any professional or vocational license or any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching revoked and/or otherwise subjected to any other disciplinary action (including an action that was stayed) for cause in California or any other state or place? If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, agency name, and a short summary of the incident(s) that led to the investigation and the results of the investigation.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>h. Have you ever had any application for a credential, including but not limited to, any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching, denied and/or rejected for cause in California or any other state or place? If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, name of licensing agency, and a short summary of the incident(s) that led to the denial or rejection.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>

12. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

Public School District: Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

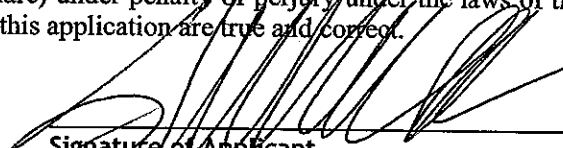
County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #14 below, the person signing verifies that there were no objections to this waiver request.

13. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

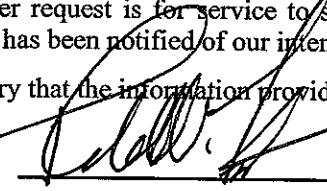

7/13/09
Date

Signature of Applicant
(Sign full legal name as listed in #2)

14. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: 

Title: **Assistant Superintendent-Human Resources**

Date: _____

TITLE: Approval of a Variable Term Waiver Request for an Early Childhood Special Education Certificate for Certificated Special Education Employee Christine Holden

Action:
Consent:
Information:

Agenda Item:
August 26, 2009
Page 1

Prepared by: Bob Feaster, Assistant Superintendent-Human Resources

Background Information

Request approval of a Variable Term Waiver Request for an Early Childhood Special Education Certificate to cover the assignment of a Certificated employee (Christine Holden) in the position of SDC-SH Preschool teacher for the 2009/10 school year.

Educational Implications

Approval of this Variable Term Waiver Request will allow Ms. Holden to teach while completing requirements for the Certificate.

Fiscal Implications

None

Additional Information

Recommendation

It is recommended that the Board of Education approve the Variable Term Waiver Request for Christine Holden.



State Of California
Commission On Teacher Credentialing
Certification, Assignment and Waivers Division
Box 1559
Sacramento, CA 95812-1559

Telephone: (916) 323-7136
E-mail: waivers@ctc.ca.gov

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be clear enough to photocopy.

1. EMPLOYING AGENCY (include mailing address) Chico Unified School District 1163 E. 7th Street, Chico, CA 95928 NPS/NPA (list county code _____)	County/District CDS Code 04/61424	Contact Person: Heather Deaver Telephone #: 530-891-3000x 142 E-Mail: hdeaver@chicousd.org
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2. APPLICANT INFORMATION

Social Security Number

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed LiveScan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Holden, Christine E
Last First Middle

Former Name(s) _____ Birth Date 6/29/1974

Applicant's Mailing Address _____

Credential Needed for Waiver Early Childhood Special Education Certificate

(List specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment SDC-SH Preschool Teacher

Indicate specific position and grade level (e.g. *chemistry teacher, grades 11-12*)

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? Yes No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s)
- Is this a subsequent waiver? (see #9 for additional information) Yes No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: 44265

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 07 / 01 / 2009 to 07 / 31 / 2010

Ending date of school term, track, or year: 07 / 31 / 2010

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE HIGH INCIDENCE AREA FOR THE ASSIGNMENT

- Special Education
- Clinical or Rehabilitative Services
- Speech-Language Pathology Services
- Driver Education and Training
- 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- Advertised in local/national newspapers
- Advertised in professional journals
- Attended job fairs in California
- Attended recruitment out-of-state
- Contacted IHE placement centers
- Distributed job announcements
- Internet
- Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE LOW INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- Administrative Services
- Single Subject Teaching (all subject areas)
- Designated Subjects – except driver education and training
- Library Media Services
- Multiple Subject Teaching
- Pupil Personnel Services: Counseling, Psychology, Social Work
- Reading Specialist/Certificate
- Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- Distributed job announcements
- Contacted IHE placement centers
- Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- Advertised in local/national newspaper
- Attended job fairs in California
- Attended recruitment out-of-state
- Advertised in professional journals
- Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? _____

How many individuals credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

- _____ Applicant(s) withdrew
- _____ Candidate(s) declined job offer
- _____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the document named above as the credential goal and a target date by which he or she plans to complete those requirements.

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Level II Coursework	12/2009
(including ECSE)	

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Jeaner Kassel Position SDC-SH Class Teacher

9. SUBSEQUENT WAIVER REQUESTS

Attached is a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

Yes No Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to all of the following questions are required. If you answer "yes" to any question, a full explanation is required, using a separate sheet of paper. You must disclose all criminal convictions (misdemeanors and/or felonies) including convictions based on a plea of no contest. You must disclose a conviction no matter how much time has passed and even if the case has been dismissed pursuant to Penal Code Section 1203.4.

Warning: Failure to disclose any information requested is considered falsification of your application and is grounds for denial of your application and/or disciplinary action against your credential.

<p>a. Have you ever held a credential or license authorizing service in the public schools in another state? If you answered yes -- State _____ Type of credential _____</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>b. Have you ever been dismissed, non-reelected, or suspended without pay for more than ten days, or retired or resigned from, or otherwise left school employment because of allegations of misconduct or while allegations of misconduct were pending? If the answer is yes, you must submit a full explanation on a separate sheet of paper.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>c. Have you ever been convicted, including a conviction based on a plea of no contest, of any felony or misdemeanor in California or any other place? (NOTE: You must disclose your conviction even if the case was dismissed pursuant to Penal Code Section 1203.4) If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, offense, and a short summary of the incident(s) that led to the conviction(s).</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>d. Are you currently the subject of any inquiry or investigation by a state or federal law enforcement agency or a licensing agency in California or any other state OR have you ever been the subject an inquiry or investigation by a state or federal law enforcement agency or a licensing agency in California or any other state regarding alleged misconduct that involved children or took place on school property? If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, agency name, and a short summary of the incident(s) that led to the investigation and the results of the investigation.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
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<p>g. Have you ever had any professional or vocational license or any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching revoked and/or otherwise subjected to any other disciplinary action (including an action that was stayed) for cause in California or any other state or place? If the answer is yes, you must submit a full explanation on a separate sheet of paper. Include dates, location, agency name, and a short summary of the incident(s) that led to the investigation and the results of the investigation.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
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12. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

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By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

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2. An individual who is scheduled to complete initial preparation requirements within six months

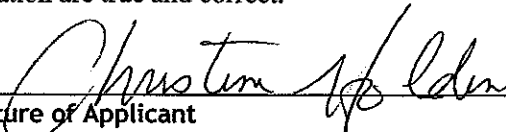
County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #14 below, the person signing verifies that there were no objections to this waiver request.

13. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

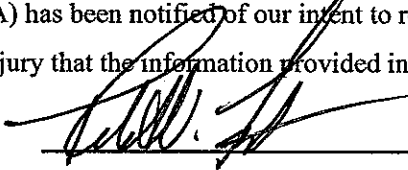

7/14/09

Signature of Applicant Date
(Sign full legal name as listed in #2)

14. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: 

Title: **Assistant Superintendent-Human Resources**

Date: _____