ADDENDUM

The following items will be added to the October 18, 2006, Board Agenda, Discussion/Action for Human Resources:

7.C.4. Consider approval of Variable Term Waiver Request for Kim Marschall; and subsequent approval of adding Kim Marschall to the Certificated Human Resources Actions list effective 10/19/06. (1.0 FTE Special Education, 1st Semester 2006-07, Temporary Appointment.)

Rick Rees, President
Board of Education
Chico Unified School District

Posted: October 16, 2006
mga
TITLE: Approval of Variable Term Waiver Request for an Early Childhood Special Education Certificate for Certificated Special Education Employee Kim Marschall

Action: ☒ Consent: ☐ Information: ☐

Prepared by: Bob Feaster, Assistant Superintendent-Human Resources

Agenda Item:

October 18, 2006

Page 1

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 (Kim Marschall) in the position of SDC-SH Preschool teacher for the 2006/07 school year, beginning October 19, 2006.

Educational Implications
Approval of this Variable Term Waiver Request will allow Ms. Marschall 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 Kim Marschall.
VARIABLE TERM WAIVER REQUEST

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)  County/District  Contact Person
Chico Unified School District  CDS Code  Julie Mergwether/Cert HR
1163 East 7th Street  04/61424  Telephone #: 530 891-3000, X141
Chico, CA 95928  FAX #: 530-891-3211

☐ NPS/NPA (list county code ________)  

2. APPLICANT FOR THE WAIVER

Social Security Number  

If fingerprint clearance is not on file at CCTC, include an application (form 41-4) for a Certificate of Clearance.
If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name  Last  First  Middle  
Marschall, Kim M.  
Former Name(s) Birth Date  

Applicant's Mailing Address  

Credential Needed for Waiver  Early Childhood Special Education Certificate  

(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  

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.

Ending date of school term, track, or year:  

Form WV1 5/06  Page 1 of 5
5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:
   a. INDICATE THE HIGH INCIDENCE AREA FOR THE ASSIGNMENT
      ☑ Special Education
      ☐ Clinical or Rehabilitative 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.

      Professional Preparation
      Clear Multiple Subject Teaching Credential - Renewed through 2009
      Bachelor of Arts/Liberal Studies Degree - 1980
      Kindergarten Teacher - 3 years
      Teaching Assistant - Preschool setting
      Kindergarten Teacher - Second grade 17 years
      Special Education Paraprofessional Aide - 4 years
      Coursework in Special Education / CSUC
      Overview of Special Education
      Field Experiences in Special Education
      CPI trained
      CPR trained
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 (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 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.

<table>
<thead>
<tr>
<th>PROGRAM, COURSE, EXAMINATION, EXPERIENCE</th>
<th>TARGET COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU Chico Special Education Program Moderate/Severe</td>
<td>2008</td>
</tr>
<tr>
<td>Concurrent program</td>
<td></td>
</tr>
<tr>
<td>Complete 6 units / pending units TBA</td>
<td></td>
</tr>
</tbody>
</table>

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 support and assist the applicant, as feasible, in completing the requirement(s) listed above.

Name ___________________________ Position ___________________________

Eric Snedeker Principal - Loma Vista

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

☐ 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 #13 below, the person signing verifies that there were no objections to this waiver request.

12. 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 published in a Commission agenda and discussed in an open meeting.

Kim M. Marshall 10/13/06
Signature of Applicant Date
(Sign full legal name as listed in #2 above)

13. EMPLOYING AGENCY CERTIFICATION

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 (SELPAn) 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.

District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Superintendent</td>
<td>October 18, 2006</td>
</tr>
</tbody>
</table>
CHICO UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Regular Session Meeting – October 18, 2006
Closed Session 6:15 P.M.
Regular Session 7:00 P.M.
Chico City Council Chambers
421 Main Street, Chico, CA 95928
and
Teleconferencing from Sheraton Great Valley Hotel
Board Room #1
707 East Lancaster Pike
Frazer, PA 19355

AGENDA

1. CALL TO ORDER

2. CLOSED SESSION
   2.1 Update on Labor Negotiations
       Employee Organizations: CUTA
                               CSEA, Chapter #110
                               Chet Francisco, Superintendent
                               Bob Feaster, Assistant Superintendent
                               Kelly Staley, Assistant Superintendent
                               Randy Meeker, Assistant Superintendent
       Other Representatives:

   2.2 Conference with Legal Counsel: Anticipated Litigation or Significant Exposure to
       Litigation: Government Code section 54956.9(b) One Potential Case
       Representatives: Chet Francisco, Superintendent
                        Bob Feaster, Assistant Superintendent
                        Kelly Staley, Assistant Superintendent
                        Randy Meeker, Assistant Superintendent
                        Counsel: Greg Einhorn, Attorney at Law

If Closed Session is not completed before 7:00 p.m., it will resume immediately following
the regular meeting.

3. RECONVENE TO REGULAR SESSION – 7:00 P.M.
   3.1 Call to Order & Roll Call
   3.2 Closed Session Announcements
   3.3 Flag Salute

4. STUDENT REPORTS

5. SUPERINTENDENT’S REPORT

6. CONSENT CALENDAR
   A. GENERAL
      1. Consider Approval of Minutes of Regular Meeting of 09/20/06 and Special Meeting
         of 10/02/06.
2. Consider Acceptance of Items Donated to Chico Unified School District
3. Consider Approval of Certificated Human Resources Actions
4. Consider Approval of Classified Human Resources Actions
5. Consider Approval of Consultant Agreements
6. Consider Approval of Warrants drawn for invoices received September 13 – October 11, 2006.

B. EDUCATIONAL SERVICES
1. Consider approval of the expulsions of the following students, identified by student number: 21720, 29600, 35315, 54269, 58914, and 63656.
2. Consider approval of Field Trip Request by: CHS 12th Grade AP English Class to attend plays at Ashland, OR.
3. Consider approval of Major Fund Raising Request by: CJHS PTSA to raise funds for classrooms by holding a tri-tip dinner.
4. Consider approval of Major Fund Raising Request by: Sierra View PTA to raise funds for programs and activities by selling cookie dough.
5. Consider approval of Major Fund Raising Request by: Marigold PTA to raise funds for classroom supplies by selling gift wrap.
7. Consider approval of Major Fund Raising Request by: Little Chico Creek to raise funds for 6th grade environmental school by holding a tri-tip dinner.
8. Consider approval of Major Fund Raising Request by: John McManus to raise funds for supplies and field trips by selling See’s candy.
9. Consider approval of agreement between CUSD and the CSU, Chico Research Foundation to provide MathLinks tutors for Citrus, Chapman and John McManus elementary schools.
10. Consider acceptance of the lists of obsolete instructional materials. Lists of the Obsolete Instructional Materials may be reviewed at the District Office.

C. BUSINESS SERVICES
1. Consider approval of authorization of Assistant Superintendent – Business Services, to approve and execute the NOC’s for the Reroofing of the Corporation Yard Warehouse when work is completed.

7. DISCUSSION/ACTION CALENDAR
All votes taken during teleconferenced meetings shall be by roll call per Government Code §54953(a).

A. GENERAL
1. Public Hearing on Nord Country School's Charter Renewal Request. This is a discussion item only, no action is required.
2. Consider approval of amendment to Superintendent's contract.
3. 1st Reading of remaining 2000 Series: BP 2110, Superintendent Responsibilities and Duties; BP 2111, Superintendent Governance Standards; BP 2120, Superintendent Recruitment and Selection; BP 2121, Superintendent's Contract; and BP 2230, Administrative Staff and Organization. These are for discussion only; no action is required at this time.
B. EDUCATIONAL SERVICES
1. Consider adoption of Resolution #971-06 proclaiming October 23-31, 2006, as Red Ribbon Week in the Chico Unified School District.
2. Second Reading and approval of New Board Policy #0420.4 – Charter Schools (first reading presented on 09/20/06).
3. Consider approval of New Textbook for the new course HERO in Human Services:
   - An Introduction to Human Services
   Copies of this textbook are available for review at the District Office.
4. Consider approval of New Textbook for the new course HERO in Human Services:
   - Becoming a Helper
   Copies of this textbook are available for review at the District Office.

C. HUMAN RESOURCES
2. Consider approval of Resolution #972-06, Elimination of Classified Services and Ordering Layoffs.
3. Consider approval of reappointment of Gloria Bevers to a three-year term, effective December 1, 2006 – November 30, 2009, as a Personnel Commissioner by the Chico Unified School District.

D. BUSINESS SERVICES
1. Consider approval of the GASB 45 actuarial valuation prepared by Demsey, Filliger & Associates.
2. 1st Reading of 3000 Series, new and revised Board Policies:
   BP 3000 - Concepts and Roles; BP 3100 - Budget; BP 3260 - Fees and Charges; BP 3280 - Sales, Lease, Rental of District-Owned Real Property; BP 3290 - Gifts, Grants and Bequests; BP 3300 – Expenditures & Purchases; BP 3311 – Bids; BP 3312 – Contracts; BP 3314 – Payments for Goods & Services; BP 3314.2 – Revolving Funds; BP 3320 – Claims & Actions Against the District; BP 3350 – Travel Expenses; BP 3400 – Management of District Assets/Accounts; BP 3430 – Investing; BP 3452 – Student Activity Funds; BP 3460 – Financial Reports & Accountability; BP 3580 – District Records; and BP 3600 – Consultants.
   Due to the length of the material, copies of these policies may be viewed at the District Office.

8. ITEMS FROM THE FLOOR
9. ANNOUNCEMENTS
10. ADJOURNMENT
1. CALL TO ORDER
Board President Rees called the September 20, 2006, Regular Session Meeting to order at the Chico City Council Chambers, at 421 Main Street, Conference Room 2, Chico, CA at 6:15 p.m.

Present: Rick Rees, Jann Reed, Scott Huber, Rick Anderson, Anthony Watts
Absent: None

2. CLOSED SESSION
2.1 Update on Labor Negotiations
   Employee Organizations: CUTA
   CSEA, Chapter #110
   Other Representatives: Chet Francisco, Superintendent
   Bob Feaster, Assistant Superintendent
   Kelly Staley, Assistant Superintendent
   Randy Meeker, Assistant Superintendent
   Counsel: Greg Einhorn, Attorney at Law

2.2 Conference with Legal Counsel: Existing Litigation per Government Code section 54956.9(a) Linden v. CUSD
   Other Representatives: Chet Francisco, Superintendent
   Bob Feaster, Assistant Superintendent
   Kelly Staley, Assistant Superintendent
   Randy Meeker, Assistant Superintendent
   Counsel: Greg Einhorn, Attorney at Law
   Counsel: Paul Thompson, Attorney at Law

2.3 Conference with Legal Counsel: Anticipated Litigation or Significant Exposure to Litigation; Government Code section 54956.9(b) One Potential Case
   Representatives: Chet Francisco, Superintendent
   Bob Feaster, Assistant Superintendent
   Kelly Staley, Assistant Superintendent
   Randy Meeker, Assistant Superintendent
   Counsel: Greg Einhorn, Attorney at Law
   Counsel: Paul Thompson, Attorney at Law

2.4 Public Employee Performance Evaluation pursuant to Government Code §54957
   Title: Superintendent

3. RECONVENE TO REGULAR SESSION
3.1 Board President Rees called the Regular Session Meeting to Order in the City Council Chambers at 7:04 p.m.

3.2 Announcements on Closed Session
Board President Rees announced that the Board had been in closed session since 6:15 p.m. discussing items 2.1, 2.2 and 2.3.
   Board President Rees stated that item D.1 would be pulled from the Agenda for further assessment and that during recess, the Chico Unified Financing Corporation would hold its annual meeting.

3.3 Board President Rees led the salute to the Flag.

4. STUDENT REPORTS
   PVHS Senior Class President, Travis Chrupalo, provided updates on activities at Pleasant Valley.
   CHS Freshman Class President, Patrick Franco, gave an update on events at Chico High School.

5. SUPERINTENDENT'S REPORT
Superintendent Francisco introduced the 2006-2007 Administrative Interns at Chico Unified: Bruce Besnard (Marigold), Beverly George (McManus), Trudy Bacon (Chapman), Laurie Debock (EWE), Dave Dion (Parkview), and Kelly Haight (Rosedale).
   Superintendent Francisco indicated a key result area for the district this year would be the district working
together to improve attendance at each site.
Superintendent Francisco announced a meeting would be held in Valhalla Hall at PVHS to discuss the ramifications of state law on self-funded sports.
Superintendent Francisco announced that PVHS and BJHS were notified that they were eligible to apply for the very prestigious California Distinguished Schools.

6. **CONSENT CALENDAR**
Board Vice President Reed requested item 6.B.7 be pulled for further discussion. A motion was made by Board Member Anderson and seconded by Board Member Watts to approve the Consent Agenda, with the exception of the pulled item, as follows:

A. **GENERAL**
1. The Board approved Minutes of Regular Meeting of 08/16/06 and 08/24/06.
2. The Board accepted the Donations/Gifts to the District.

<table>
<thead>
<tr>
<th>Donor</th>
<th>Item</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lloyd Tazuk</td>
<td>Chico High Sweater</td>
<td>CHS</td>
</tr>
<tr>
<td>Brent &amp; Christine Clark</td>
<td>CHS - ACT</td>
<td>CHS - Football Uniforms</td>
</tr>
<tr>
<td>CHS Sports Booster</td>
<td>$4,200.00</td>
<td>CHS - Girls' Varsity Field Hockey</td>
</tr>
<tr>
<td>Rehab Medicine Assoc.</td>
<td>$300.00</td>
<td>CHS - West</td>
</tr>
<tr>
<td>Matt &amp; Michelle Thompson</td>
<td>$100.00</td>
<td>Emma Wilson - Environmental Camp</td>
</tr>
<tr>
<td>Matt &amp; Michelle Thompson</td>
<td>$25.00</td>
<td>Emma Wilson - McCormick &amp; Roy</td>
</tr>
<tr>
<td>Thomas &amp; Nancy Masterson</td>
<td>$200.00</td>
<td>Fair View - Young Parent Program</td>
</tr>
<tr>
<td>Kevin &amp; Cheri Morgan</td>
<td>$210.00</td>
<td>LCC</td>
</tr>
<tr>
<td>Eric &amp; Carol Johnson</td>
<td>$60.00</td>
<td>Little Chico Creek</td>
</tr>
<tr>
<td>Soroptimists – Bidwell Rancho</td>
<td>Carpets, Base, Installation</td>
<td>Little Chico Creek</td>
</tr>
<tr>
<td>Farshad Azad</td>
<td>School Supplies</td>
<td>Little Chico Creek</td>
</tr>
<tr>
<td>Angie Hughes</td>
<td>Microwave</td>
<td>Neal Dow - 4th Grade</td>
</tr>
<tr>
<td>Bidwell Presbyterian Church</td>
<td>Puppet Theater</td>
<td>PVHS</td>
</tr>
<tr>
<td>Steve Kelasco</td>
<td>$96.00</td>
<td>PVHS</td>
</tr>
<tr>
<td>Robert Engstrom</td>
<td>$40.00</td>
<td>PVHS</td>
</tr>
<tr>
<td>PG&amp;E Corp. Foundation</td>
<td>$249.00</td>
<td>Shasta - Golf Team</td>
</tr>
<tr>
<td>Matt McLaughlin</td>
<td>Printer &amp; Paper</td>
<td>PVHS - Home Ec</td>
</tr>
<tr>
<td>Target Stores</td>
<td>$276.19</td>
<td>PVHS - Library</td>
</tr>
<tr>
<td>John Keech</td>
<td>Three Golf Clubs</td>
<td>PVHS - Library</td>
</tr>
<tr>
<td>Arlie Hixson</td>
<td>Sewing Patterns, etc.</td>
<td>PVHS - Library</td>
</tr>
<tr>
<td>Michelle Maratin</td>
<td>49 Books</td>
<td>PVHS - Library</td>
</tr>
<tr>
<td>Charlie Copeland &amp; Sally Foltz</td>
<td>24 Books</td>
<td>PVHS - Library</td>
</tr>
<tr>
<td>Christina Nichols</td>
<td>Mass Market Paperback</td>
<td>PVHS - Library</td>
</tr>
<tr>
<td>Linda Elliott</td>
<td>Paperbacks, Books, CDs, DVDs</td>
<td>PVHS - Severely Handicapped</td>
</tr>
<tr>
<td>Stephen &amp; Dianna Sweet</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Julie Suniga</td>
<td>Panasonic Typewriter</td>
<td>Shasta - Golf Team</td>
</tr>
<tr>
<td>Shasta PTO</td>
<td>Windows XP Upgrade</td>
<td>Shasta - Home Ec</td>
</tr>
<tr>
<td>Jennifer Whiteley</td>
<td>Flat Screen Monitor</td>
<td>Shasta - Library</td>
</tr>
<tr>
<td>Shasta PTO</td>
<td>18 Computers + Software</td>
<td>Shasta - Library</td>
</tr>
<tr>
<td>Christine Gobba</td>
<td>Computer, Keyboard, Mouse,</td>
<td>Shasta - Library</td>
</tr>
<tr>
<td></td>
<td>Joystick &amp; Software</td>
<td></td>
</tr>
</tbody>
</table>

3. The Board approved the Certificated Human Resources Actions:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part-Time Leave Request(s) for 2006/07</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonafacio-Randall,</td>
<td>Elementary</td>
<td>2006/07 (Effective 10/2/06-6/7/07)</td>
<td>0.2 FTE Leave</td>
</tr>
</tbody>
</table>
**Regular Meeting**

Board of Education – Chico Unified School District  
**MINUTES**  
September 20, 2006

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Grade Level</th>
<th>Year</th>
<th>Effective Dates</th>
<th>Temporary/FTE Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bernadette</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circo, Jill</td>
<td>Secondary</td>
<td>2006/07</td>
<td>(Effective 8/31/06-6/7/07)</td>
<td>0.4 FTE Leave</td>
</tr>
<tr>
<td>Early, Katy</td>
<td>Elementary</td>
<td>2006/07</td>
<td></td>
<td>0.5 FTE Leave</td>
</tr>
<tr>
<td>Kidd, Debra</td>
<td>Secondary</td>
<td>2006/07</td>
<td></td>
<td>0.2 FTE Leave</td>
</tr>
</tbody>
</table>

**Rescission/Change Leave Request(s) for 2006/07**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Grade Level</th>
<th>Year</th>
<th>Temporary/FTE Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ferrera, Norna</td>
<td>Elementary</td>
<td>2006/07</td>
<td>0.2 FTE Leave (Increase to .4 FTE Leave Policy #4475 STRS Reduced Workload)</td>
</tr>
<tr>
<td>Nichols, Janelle</td>
<td>Elementary</td>
<td>2006/07</td>
<td>0.1 FTE Leave (Increase to 0.6 FTE Leave Request)</td>
</tr>
<tr>
<td>Smith, Lucille</td>
<td>Elementary</td>
<td>2006/07</td>
<td>0.1 FTE Leave (Increase to 0.2 FTE Leave Request)</td>
</tr>
</tbody>
</table>

**Probationary Appointment(s) 2006/07 According to Board Policy**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>FTE Level</th>
<th>Year</th>
<th>Effective Dates</th>
<th>Temporary/FTE Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, M. Sharon</td>
<td>0.8 FTE</td>
<td>2006/07</td>
<td>(Effective 8/16/06)</td>
<td>Probationary Appointment</td>
</tr>
<tr>
<td>Friedman, Mark</td>
<td>1.0 FTE</td>
<td>2006/07</td>
<td></td>
<td>Probationary Appointment</td>
</tr>
<tr>
<td>Manuel, Brent</td>
<td>1.0 FTE Secondary</td>
<td>2006/07</td>
<td>(Effective 8/28/06)</td>
<td>Probationary Appointment</td>
</tr>
<tr>
<td>O’Laughlin, Zane</td>
<td>1.0 FTE Secondary</td>
<td>2006/07</td>
<td>(Effective 8/30/06)</td>
<td>Probationary Appointment</td>
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<tr>
<td>Tripelett, Vickie</td>
<td>0.2 FTE Elementary</td>
<td>2006/07</td>
<td>(Effective 8/22/06)</td>
<td>Probationary Appointment</td>
</tr>
</tbody>
</table>

**Temporary Appointment(s) 2006/07 According to Board Policy**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>FTE Level</th>
<th>Year</th>
<th>Effective Dates</th>
<th>Temporary/FTE Status</th>
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</thead>
<tbody>
<tr>
<td>Carter, Tammara</td>
<td>0.4 FTE Secondary</td>
<td>1st Semester 2006/07</td>
<td>(Effective 8/31/06)</td>
<td>Temporary Appointment</td>
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<tr>
<td>Clarkc, Kelly</td>
<td>0.8 FTE Secondary</td>
<td>1st Semester 2006/07</td>
<td>Temporary Appointment</td>
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</tr>
<tr>
<td>Crowe, Marsha</td>
<td>0.5 FTE Elementary</td>
<td>1st Semester 2006/07</td>
<td>Temporary Appointment</td>
<td></td>
</tr>
<tr>
<td>Erndt, Therese</td>
<td>1.0 FTE Speech Therapist</td>
<td>1st Semester 2006/07</td>
<td>(Effective 8/15/06)</td>
<td>Temporary Appointment</td>
</tr>
<tr>
<td>Ford, Karen</td>
<td>0.5 FTE Elementary</td>
<td>1st Semester 2006/07</td>
<td>(Effective 9/13/06)</td>
<td>Temporary Appointment (Increase to 1.0 FTE)</td>
</tr>
<tr>
<td>Gallivan, Lois</td>
<td>0.2 FTE Elementary</td>
<td>1st Semester 2006/07</td>
<td>(Effective 9/1/06)</td>
<td>Temporary Appointment</td>
</tr>
<tr>
<td>Harris, Catherine</td>
<td>0.6 FTE Elementary</td>
<td>1st Semester 2006/07</td>
<td>Temporary Appointment</td>
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</tr>
<tr>
<td>Holman, Melissa</td>
<td>0.57 FTE Elementary</td>
<td>1st Semester 2006/07</td>
<td>Temporary Appointment</td>
<td></td>
</tr>
<tr>
<td>Holman, Melissa</td>
<td>0.4 FTE Elementary</td>
<td>1st Semester 2006/07</td>
<td>(Effective 8/28/06)</td>
<td>Temporary Appointment (Increase to .97 FTE)</td>
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<td>Keene, Kristine</td>
<td>0.6 FTE Elementary</td>
<td>1st Semester 2006/07</td>
<td>Temporary Appointment (Increase to 1.0 FTE)</td>
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<td>King, Kelly</td>
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<td>1st Semester 2006/07</td>
<td>(Effective 8/15/06)</td>
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<td>Kinslow, Leticia</td>
<td>0.5 FTE Elementary</td>
<td>1st Semester 2006/07</td>
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<tr>
<td>Knox, Marlo</td>
<td>0.75 FTE Elementary</td>
<td>1st Semester 2006/07</td>
<td>Temporary Appointment</td>
<td></td>
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<tr>
<td>Kress, Kati</td>
<td>0.05 FTE Elementary</td>
<td>1st Semester 2006/07</td>
<td>(Effective 8/23/06)</td>
<td>Temporary Appointment (Increase to .2 FTE)</td>
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<tr>
<td>Parker, Julie</td>
<td>0.56 FTE School Nurse</td>
<td>1st Semester 2006/07</td>
<td>(Effective</td>
<td>Temporary Appointment</td>
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</tbody>
</table>
Regular Meeting  Board of Education – Chico Unified School District  September 20, 2006
MINUTES

8/16/06

Payne, Shanon  0.57 FTE Elementary  1st Semester 2006/07  Temporary Appointment
Payne, Shanon  0.43 FTE Elementary  1st Semester 2006/07 (Effective 8/15/06)  Temporary Appointment (Increase to 1.0 FTE)
Phillips, Lori  0.1 FTE Elementary  1st Semester 2006/07 (Effective 8/23/06)  Temporary Appointment (Increase to .7 FTE)
Presnall, DeAnne  0.72 FTE Elementary  1st Semester 2006/07  Temporary Appointment
Presnall, DeAnne  0.2 FTE Elementary  1st Semester 2006/07 (Effective 8/25/06)  Temporary Appointment (Increase to .92 FTE)
Slapar, Melina  0.44 FTE Elementary  1st Semester 2006/07 (Effective 8/25/06)  Temporary Appointment
Schwarz, Gwen  1.0 FTE Elementary  1st Semester 2006/07 (Effective 8/21/06)  Temporary Appointment
Stevens, Annie  0.5 FTE Elementary  1st Semester 2006/07 (Effective 8/24/06)  Temporary Appointment
Umpleby, Abby  0.3 FTE Elementary  1st Semester 2006/07 (Effective 8/28/06)  Temporary Appointment

Retirement(s)/Resignation(s)
Bochi-Galli, Christine  August 18, 2006  Resignation
Pierce, Jnana  August 10, 2006  Resignation

4. The Board approved the Classified Personnel Actions:

<table>
<thead>
<tr>
<th>Name</th>
<th>Class/Location/Assigned Hours</th>
<th>Effective</th>
<th>Comments/Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acuavera, Ruben</td>
<td>IPS-Classroom/Hooker Oak/2.0</td>
<td>09/05/06</td>
<td>Vacated Position/ Special Education</td>
</tr>
<tr>
<td>Amos, Kayla</td>
<td>IPS-Classroom/LCC/3.5</td>
<td>08/15/06</td>
<td>Vacated Position/ Special Education</td>
</tr>
<tr>
<td>Amos, Kayla</td>
<td>IPS-Classroom/LCC/3.0</td>
<td>08/15/06</td>
<td>New Position/ Special Education</td>
</tr>
<tr>
<td>Callister, Heidi</td>
<td>IPS-Hearing Impaired-Deaf/LCC/4.0 &amp; 3.0</td>
<td>08/15/06</td>
<td>Vacated Positions/ Special Education</td>
</tr>
<tr>
<td>Carrasquel, Christina</td>
<td>IA-Bilingual/Rosedale/2.0</td>
<td>09/20/06</td>
<td>Vacated Position/ Categorical Fund</td>
</tr>
<tr>
<td>Dahrouj, Aftonia</td>
<td>IPS-Classroom/Citrus/2.0</td>
<td>09/08/06</td>
<td>Vacated Position/ Special Education</td>
</tr>
<tr>
<td>Fields, Sharyn</td>
<td>Instructional Assistant/McManus/3.0</td>
<td>08/21/06</td>
<td>New Position/ Special Education</td>
</tr>
<tr>
<td>Forayter, Carol</td>
<td>Campus Supervisor/MJHS/2.0</td>
<td>08/15/06</td>
<td>Vacated Position</td>
</tr>
<tr>
<td>Kelley, Keith</td>
<td>Alarm System Technician/M &amp; O/8.0</td>
<td>09/12/06</td>
<td>New Position</td>
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<tr>
<td>Kennedy, Sean</td>
<td>LT IPS-Healthcare/Loma Vista/3.0 &amp; 3.0</td>
<td>08/28/06-01/12/07</td>
<td>During Absence of Incumbent / Special Education</td>
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<tr>
<td>Leckenby-Sanborn, Dian</td>
<td>School Bus Driver 2/Transportation/5.2</td>
<td>06/12/06-07/07/06</td>
<td>Summer School Appointment</td>
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<tr>
<td>Lewis, Christina</td>
<td>IPS-Classroom/PVHS/6.0</td>
<td>08/15/06</td>
<td>New Position/ Special Education</td>
</tr>
<tr>
<td>Matz, Elizabeth</td>
<td>Office Assistant-Elementary</td>
<td>09/08/06</td>
<td>Vacated Position</td>
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<tr>
<td>Name</td>
<td>Position/Location</td>
<td>Date</td>
<td>Status</td>
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<tr>
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<tr>
<td>McNeilley, Robin</td>
<td>IPS-Classroom/Loma Vista/1.0</td>
<td>09/05/06</td>
<td>Vacated Position/Special Education</td>
</tr>
<tr>
<td>Nowak, Jill</td>
<td>IPS-Healthcare/Loma Vista/4.0</td>
<td>08/15/06</td>
<td>New Position/Special Education</td>
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<tr>
<td>Phipps, Colleen</td>
<td>Parent Classroom Aide-Restr/Citrus/2.0</td>
<td>08/29/06</td>
<td>Vacated Position/Categorical Fund</td>
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<tr>
<td>Ross, Eileen</td>
<td>Parent Classroom Aide-Restr/Rosedale/2.0</td>
<td>08/22/06</td>
<td>Vacated Position/Categorical Fund</td>
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<tr>
<td>Shannon, Jocelyn</td>
<td>IPS-Classroom/Loma Vista/2.0</td>
<td>08/15/06</td>
<td>New Position/Special Education</td>
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<tr>
<td>Sorenson-Hilsee, Amalia</td>
<td>Parent Classroom Aide-Restr/Citrus/2.0</td>
<td>08/22/06</td>
<td>Vacated Position/Categorical Fund</td>
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<tr>
<td>Vang, Zoua</td>
<td>Impacted Language Liaison-Hmong/Citrus/1.4</td>
<td>08/15/06</td>
<td>Vacated Position/Categorical Fund</td>
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<tr>
<td>Watt, Kathy</td>
<td>HR Coordinator/Human Resources/8.0</td>
<td>08/28/06</td>
<td>Vacated Position</td>
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<tr>
<td>Wickham, Wendy</td>
<td>IA-Special Education/McManus/5.0</td>
<td>08/15/06</td>
<td>Vacated Position/Special Education</td>
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<tr>
<td><strong>Increase in Hours</strong></td>
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<tr>
<td>Littlefield, Christine</td>
<td>IPS-Classroom/LCC/6.0</td>
<td>08/15/06</td>
<td>Vacated Position/Special Education</td>
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<tr>
<td>Sullivan, Lori</td>
<td>Computer Technician/CJHS/5.0</td>
<td>09/05/06</td>
<td>New Position/Categorical Fund</td>
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<tr>
<td><strong>Transfer w/Increased Hours</strong></td>
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<tr>
<td>Beicher, Brenda</td>
<td>Custodian/Hooker Oak/8.0</td>
<td>08/24/06</td>
<td>Vacated Position</td>
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<tr>
<td><strong>Voluntary Reduction in Hours</strong></td>
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<tr>
<td>Bowman, R. Patricia</td>
<td>IA-Bilingual/McManus/1.0</td>
<td>08/28/06</td>
<td>Vacated Position/Special Education</td>
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<tr>
<td>Bowman, R. Patricia</td>
<td>IA-Bilingual/Sierra View/1.0</td>
<td>08/28/06</td>
<td>Vacated Position/Special Education</td>
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<tr>
<td><strong>Transfer w/Voluntary Reduction in Hours</strong></td>
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<td></td>
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<tr>
<td>Nowak, Jill</td>
<td>IPS-Classroom/McManus/3.0</td>
<td>09/05/06</td>
<td>Vacated Position/Special Education</td>
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<tr>
<td><strong>Reclassification</strong></td>
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<tr>
<td>Leckenby-Sanborn, Dian</td>
<td>School Bus Driver-Type 2/Transportation/7.3</td>
<td>08/14/06</td>
<td>Corrected Hours and Appointment Type</td>
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<td><strong>Promotion</strong></td>
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<tr>
<td>Buitron, Sarah</td>
<td>IA-Read Right/CJHS/6.0</td>
<td>08/28/06</td>
<td>New Position/Categorical Fund</td>
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<tr>
<td>Carter, Karri</td>
<td>Registrar/CJHS/8.0</td>
<td>09/01/06</td>
<td>Vacated Position</td>
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<tr>
<td>Inserra, Mary</td>
<td>IA-Read Right/PVHS/6.0</td>
<td>08/28/06</td>
<td>New Position/Categorical Fund</td>
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<tr>
<td>Kamph, Lynn</td>
<td>Fiscal Services Manager/Facilities/8.0</td>
<td>09/01/06</td>
<td>New Position/Categorical Fund</td>
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<tr>
<td>Standley, Patricia</td>
<td>Registrar/CJHS/8.0</td>
<td>08/01/06</td>
<td>Vacated Position</td>
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<tr>
<td>Williams, Rebecca</td>
<td>IA-Read Right/BJHS/6.0</td>
<td>08/28/06</td>
<td>New Position/Categorical Fund</td>
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<td><strong>Voluntary Demotion</strong></td>
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<td>Patterson, William</td>
<td>Sr Grounds Worker/PVHS/8.0</td>
<td>08/29/06</td>
<td>Vacated Position</td>
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<td>Leave of Absence</td>
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<tr>
<td>Brown, Deborah</td>
<td>Cafeteria Assistant/Marigold/4.9</td>
<td>09/14/06- 01/14/07</td>
<td>Per CBA 5.12</td>
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<tr>
<td>Frank, Linda</td>
<td>Library Media Assistant/McManus/4.1</td>
<td>08/01/06- 01/31/07</td>
<td>Per CBA 5.3.3</td>
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<tr>
<td>Golden, Patricia</td>
<td>Library Media Assistant/Rosedale/2.5</td>
<td>10/16/06</td>
<td>Per CBA 5.3.3</td>
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</table>
Regular Meeting Board of Education – Chico Unified School District September 20, 2006

MINUTES

Grimes, Louis Campus Supervisor/CJHS/2.0 01/01/07 Per CBA 5.12
Hamilton, Bonny IPS-Classroom/Rosedale/6.0 08/29/06- 09/08/06 Per CBA 5.12

RESIGNATIONS

Resigned Only Position Listed

Alvarez, Leticia IPS-Classroom/Loma Vista/2.0 08/02/06 Voluntary Resignation
Belcher, Brenda Cafeteria Assistant/PVHS/2.6 08/23/06 Trans w/Increased Hours
Bowman, R. Patricia IA-Bilingual/Rosedale/2.3 08/27/06 Voluntary Resignation
Buitron, Sarah IA-Bilingual/CJHS/3.5 08/27/06 Promotion
Buitron, Sarah IA-Bilingual/Rosedale/2.8 08/27/06 Promotion
Carter, Karri School Office Manager/Oakdale/8.0 08/31/06 Promotion
Inserra, Mary IA-Multicultural/FVHS/8.0 08/27/06 Promotion
Kamph, Lynn Facilities-Finance 08/31/06 Promotion
Coordinator/Facilities/8.0
Lewis, Christina IPS-Classroom/Emma Wilson/3.0 & 3.0 08/14/06 Voluntary Resignation
Littlefield, Christine IPS-Classroom/LCC/5.5 08/14/06 Increase in Hours
Nowak, Jill Parent Classroom Aide-Restr/McManus/4.1 08/14/06 Voluntary Resignation
Nowak, Jill IPS-Healthcare/Loma Vista/4.0 09/04/06 Trans w/Voluntary Reduction in Hours
Patterson, William Sr Custodian/M & O-District/8.0 08/28/06 Voluntary Demotion

Schultz, Nathaniel Computer Technician/Sierra View/1.0 08/01/06 Voluntary Resignation
Standley, Patricia School Office Manager/Sierra View/8.0 07/31/06 Promotion
Sullivan, Lori Computer Technician/Neal Dow/4.7 09/04/06 Increase in Hours
Williams, Rebecca IA-Special Education/BJHS/5.0 08/27/06 Promotion

Resignation/Termination

Abara, Diana Parent Classroom Aide-Restr/Sierra View/2.0 08/10/06 Voluntary Resignation

Bonar, Morgan IPS-Classroom/Loma Vista/2.0 08/15/06 Voluntary Resignation
Botsford, Leslie Campus Supervisor/PVHS/2.0 08/08/06 Voluntary Resignation
Carman, Stanley Network Analyst/CHS/8.0 08/31/06 Voluntary Resignation
Carpenter, Cyndey IPS-Classroom/Sierra View/3.0 08/08/06 Voluntary Resignation
Castillo, Melanie Parent Classroom Aide-Restr/Neal Dow/2.5 08/14/06 Voluntary Resignation
Cross, Tyson IPS-Healthcare/Citrus/3.5 08/07/06 Voluntary Resignation
Dinsmore, Ronnie Cafeteria Assistant/BJHS/6.1 08/14/06 GH Retirement
Employee holding Grounds Worker/M & O/8.0 08/21/06 Released During
Position #260007 Probationary Period
Frediani, Teresa Parent Liaison Aide-Restr/Emma Wilson/3.0 09/15/06 Voluntary Resignation

Friesen, Calan IPS-Classroom/Loma Vista/3.2 07/20/06 Voluntary Resignation
Johnsen, Joanne Cafeteria Assistant/MJHS/3.3 09/06/06 Voluntary Resignation
Lawrence, Janet IPS-Classroom/Loma Vista/4.0 & 2.0 08/18/06 Voluntary Resignation
Mello, Susan IA-Special Education/PVHS/5.0 09/05/06 GH Retirement
Minter, Janean Cafeteria Assistant/MJHS/2.6 08/10/06 Voluntary Resignation
Presnall, Deanne Instructional Assistant/Citrus/3.0 08/21/06 Voluntary Resignation
Stoner, David School Bus Driver-T1/Transportation/5.7 08/28/06 Voluntary Resignation
Waller, Angela Parent Classroom Aide-Restr/Cohasset/3.3 08/11/06 Voluntary Resignation
Wilson, Katherine IPS-Healthcare/Loma Vista/4.0 08/09/06 Voluntary Resignation

5. The Board approved the consultant agreements.

Consultant Amount Fund Work to be Performed Site
Lavin, Greg 6,265.00 Focus on Future Grant Parent Ed & Communication Skills AFC
Reading Tree 3,600.00 School Base & Donations Reading Workshops All

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Regular Meeting  Board of Education – Chico Unified School District  September 20, 2006

MINUTES

Prod.
Feet First  7,700.00  ASB  DJ for Dances  BJHS
Myles, Jarrah  3,000.00  ASB  Dance Instructor  BJHS
Creative School Resources  20,000.00  21st Century/After School  Annual Evaluation  Chapman,

NCOA  5,700.00  ASB  Officials for Football  CHS
NCVOA  10,800.00  ASB  Officials for Volleyball  CHS
NCSCA  1,300.00  ASB  Officials for Wrestling  CHS
Odyssey PEN  4,000.00  Smaller Learning Community  Facilitate WEST Overnight Trip  CHS
Farahmand,
Kaivan  3,445.00  Board  Videotaping for Board Meetings  DO
QSS  3,840.00  Bond Interest  Software Modification  DO
Spain, Robert  3,500.00  General Fund  Computer Diagnostics Support  DO
Comm.Collab.f or Youth  34,409.00  High Risk Youth Grant  4 Interactive Programs  FVHS, ARC

Siebal, Kevin  35,466.16  Title IV & Safety  Prevention/Intervention Specialist  FVHS,

Kristin  1,400.00  Title 1 - Parent Ed  Parenting Skills  PVHS
Leatherman Learning for Living  2,200.00  ASB  Motivational Speaker  MJHS
Platinum Productions  1,250.00  ASB  DJ for Dances  MJHS
Correa, Jada  5,120.00  Title IV-Safe & Drug Free  Prevention/Intervention Specialist  MJHS
Creative School Res. Basic  10,000.00  21st Century/After School  Annual Evaluation  Neal Dow,

Emerg.Safety  1,480.00  CA Partnership Academy  Advanced CPR/1st Aide Training  PVHS
Bonacich, Nick  1,650.00  AVID  College Tutor  PVHS
Buck, Dan  1,650.00  AVID  College Tutor  PVHS
GSSRA  3,400.00  ASB  Officials for Soccer  PVHS
Learning for Living  8,210.00  Site & ASB  Entire Campus Speaker/Trainer  PVHS
Moore, Nicole  37,200.00  Special Ed  Indiv. & Group Psychotherapy  PVHS
NCOA  4,200.00  ASB - Gate Receipts  Officials for Football  PVHS
NCVOA  6,000.00  ASB  Officials for Volleyball  PVHS
NSCOCOE  3,500.00  ASB - Gate Receipts  Officials for Wrestling  PVHS
BCOE  22,440.00  TUPE  Tobacco Education Evaluation  Various
BCOE  1,500.00  TUPE  Various

CSU, Chico Grant  178,266.00  Teaching American History  Oversee & Monitor Grant  Various
Interim Health Care  12,095.00  Orthopedic Handicapped Spec Svcs  Mandatory Medical & Health Procedures  Various

6. The Board approved the warrants issued from July 13, 2006 – September 13, 2006.

<table>
<thead>
<tr>
<th>FUND #</th>
<th>FUND DESCRIPTION</th>
<th>WARRANT #S:</th>
<th>AMOUNT</th>
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<td>$929,989.48</td>
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<td>01</td>
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<td>338198-338451</td>
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<td>338921-339217</td>
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<td>13</td>
<td>Nutrition Services</td>
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<tr>
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<td>338185-338196</td>
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13 Nutrition Services 338562-338578 $173,635.19
13 Nutrition Services 338870-338871 $35.19
13 Nutrition Services 338895-338919 $59,555.12
13 Nutrition Services 339218-339219 $1,079.62
14 Deferred Maintenance 338172-338174 $122,910.33
14 Deferred Maintenance 338453-338456 $136,497.19
14 Deferred Maintenance 338872-338873 $32,249.70
14 Deferred Maintenance 339220-339226 $69,882.84
24 BLDG FD - Measure A (P & I) 338175 $30.56
24 BLDG FD - Measure A (P & I) 338457-338459 $3,639.73
24 BLDG FD - Measure A (P & I) 339227 $18,973.00
25 Capital Facilities FD - State CAP 338176-338178 $9,896.62
25 Capital Facilities FD - State CAP 338460-338462 $4,401.50
25 Capital Facilities FD - State CAP 338874-338876 $13,971.35
25 Capital Facilities FD - State CAP 339228 $1,166.50
29 BLDG FD - 1988 Ser. C - INT 338179 $1,500.00
29 BLDG FD - 1988 Ser. C - INT 338463-338464 $1,565.00
29 BLDG FD - 1988 Ser. C - INT 338877-338880 $14,067.75
29 BLDG FD - 1988 Ser. C - INT 339229-339232 $2,637.81
35 County School Facility Fund 338180-338181 $187,289.26
35 County School Facility Fund 338465-338468 $19,257.02
35 County School Facility Fund 338881-338890 $253,268.82
35 County School Facility Fund 339233-339234 $1,830.00
40 Special Reserve - Parking Lot 338182 $20,000.00
41 Special Reserve - RDA 2% Growth 339235 $12,661.80
42 Special Reserve - RDA City Pass Thru 338183 $675.00
42 Special Reserve - RDA City Pass Thru 338469 $5,677.90
42 Special Reserve - RDA City Pass Thru 338891-338893 $37,725.46

TOTAL WARRANTS TO BE APPROVED: $3,984,626.58

B. EDUCATIONAL SERVICES
1. The Board approved the Field Trip Request by: Chico High School for four students to attend National FFA Convention in Indianapolis, IN
2. The Board approved the Field Trip Request by: Shasta for 3rd grade class to visit Red Bluff’s Discovery (Science) Center.
3. The Board approved the Field Trip Request by: Chico High WEST to visit Lassen Volcanic Park for an overnight event.
4. The Board approved the Major Fund Raising Request by: Shasta PTO to raise funds through cookie dough sales.
5. The Board approved the Major Fund Raising Request by: Shasta PTO to raise funds through the Farmers’ Dinner.
6. The Board approved the Major Fund Raising Request by: Marigold PTA to raise funds through a jog-a-thon.
7. Consider approval of Major Fund Raising Request by: PVHS ASB to raise funds through selling PE clothes. Board Vice President Reed pulled this item for further discussion; see Discussion/Action below.
8. The Board approved the Major Fund Raising Request by: MJHS PTSA to raise funds through Fall/Spring student photo shoots.
9. The Board approved the Major Fund Raising Request by: Neal Dow PTA to raise funds through a school carnival.
10. The Board approved the Major Fund Raising Request by: Neal Dow PTA to raise funds through annual Wog-A-Thon.
11. The Board approved the Major Fund Raising Request by: Neal Dow 6th graders to raise funds through Holiday Gift Sales Catalog.
12. The Board approved the Major Fund Raising Request by: Neal Dow 6th graders to raise funds through cookie dough sales.
13. The Board approved the Major Fund Raising Request by: Parkview PTO to raise funds through “Run-for-Shade” program.
14. The Board approved the Major Fund Raising Request by: Elementary Libraries to raise funds through sponsorships and book sales.
15. The Board approved the Major Fund Raising Request by: Bidwell Jr. High School to raise funds through magazine
sales.

16. The Board approved the Major Fund Raising Request by: Chico Jr. High School to raise funds through magazine sales.

17. The Board approved the Major Fund Raising Request by: Marsh Jr. High School to raise funds through magazine sales.

18. The Board approved the Preliminary Categorical Budget.

19. The Board approved the Field Trip Request by: Chico High School to attend overnight leadership summit at Richardson Springs.

C. BUSINESS SERVICES

1. The Board approved the bid for bleacher replacements at Bidwell Jr. and Chico Jr. high schools.

(Consent Agenda Vote)

AYES: Rees, Reed, Huber, Anderson, Watts

NOES: None

7. DISCUSSION/ACTION CALENDAR

Item pulled from Consent Calendar: 6.B.7 - After discussion, a motion was made by Board Vice President Reed and seconded by Board Clerk Huber to approve 6.B.7.

AYES: Rees, Reed, Huber, Anderson, Watts

NOES: None

A. GENERAL

1. Superintendent Francisco reviewed portions of the Grand Jury Report and the District response. Superintendent Francisco and the Board Members thanked the Grand Jury and the district staff for their work. At 7:35 p.m. Board President Rees opened the floor for public comment on the District’s response to the Butte County Grand Jury Report. There being none, a motion was made by Board Member Watts and seconded by Board Clerk Huber to approve the CUSD response to Butte County Grand Jury Report.

AYES: Rees, Reed, Huber, Anderson, Watts

NOES: None

B. EDUCATIONAL SERVICES

1. Assistant Superintendent Staley, introduced Teacher Liz Metzger who gave a presentation on Grants secured for the 2005/2006 school year and planning/development for the coming years. This was an information only item and no action was required.

2. Assistant Superintendent Staley provided information on the proposed College Connection Calendar. At 7:44 p.m., Board President Rees asked if there was any public comment on the item. There was none. A motion was made by Board Member Anderson and seconded by Board Member Watts to approve the calendar.

AYES: Rees, Reed, Huber, Anderson, Watts

NOES: None

3. Assistant Superintendent Staley provided background on and presented a list of 30 students who are participating in the College Connection Program and in the CUSD Independent Study Program and who are currently enrolled in Butte-Glenn Community College. At 7:45 p.m. Board President Rees asked if there were any comments from the floor. There being none, a motion was made by Board Vice President Reed and seconded by Board Member Anderson to accept the list of concurrently enrolled students.

AYES: Rees, Reed, Huber, Anderson, Watts

NOES: None
4. The Board reviewed the 1st Reading of Charter Schools Policy #0420.4 – Charter Schools. Paul Weber, principal of Chico Country Day School voiced his concerns on portions of the policy. This was an information only item and no action was required.

5. At this Public Hearing, Principal Ken Ball provided background on Oakdale’s decision not to participate in the planning grant portion of High Priority School Grant Program. A motion was made by Board Member Watts and seconded by Board Vice President Reed to accept the decision. At 7:55 p.m. Board President Rees asked if there were any public comments. There were none.

AYES: Rees, Reed, Huber, Anderson, Watts
NOES: None

C. HUMAN RESOURCES
1. Assistant Superintendent Feaster sunshined three tentative agreements between Chico Unified School District (CUSD) and California School Employees Association (CSEA) Chapter #110. At 7:57 p.m., Board President Rees asked if there was any public comment on the agreement. There being none, the public comment session was closed. A motion was made by Board Clerk Huber and seconded by Board Member Watts to ratify the agreement.

AYES: Rees, Reed, Huber, Anderson, Watts
NOES: None

2. Assistant Superintendent Bob Feaster reviewed the Memorandum of Understanding (MOU) between Chico Unified School District (CUSD) and Chico Unified Management Association (CUMA). At 8:04 p.m., Board President Rees asked if there was any public comment on the MOU. Glenn Stankis, PUSD, asked if the district was able to provide these salary increases by reducing reserves. Assistant Superintendent Meeker indicated they did in part. A motion was made by Board Member Anderson and seconded by Board Vice President Reed to approve the MOU.

AYES: Rees, Reed, Huber, Anderson, Watts
NOES: None

3. Assistant Superintendent Bob Feaster reviewed the request for Variable Term Waiver for Jenifer Childs. At 8:07 p.m., Board President Rees asked if there was any public comment. There being none, the public comment session was closed. A motion was made by Board Vice President Reed and seconded by Board Member Watts to approve the waiver.

AYES: Rees, Reed, Huber, Anderson, Watts
NOES: None

D. BUSINESS SERVICES
1. Item 7.D.1, Architectural Agreement for Pleasant Valley High School Performing Arts Center, was pulled from this Agenda for further assessment.

2. Assistant Superintendent Meeker reviewed the necessity of developing Resolution #966-06, prohibiting use of district parking lots to sell private vehicles. At 8:14 p.m. Board President Rees opened the forum for public comments. There were none. A motion was made by Board Member Watts and seconded by Board Vice President Reed to approve Resolution #966-06, along with implementation.

AYES: Rees, Reed, Huber, Anderson, Watts
NOES: None

3. Assistant Superintendent Meeker explained the need to allow the Assistant Superintendent – Business Services to approved two Notices of Completion for: Sitework, Relocation, and Installation of Relocatable Buildings at Hooker Oak Elementary and Shasta Elementary schools to provide a timely completion of projects. Board President Rees asked if there was any public comment. There being none, a motion was made by Board Member Anderson and seconded by Board Member Watts to approve giving the Assistant Superintendent authority to
approve the Notices of Completion once the work was done.

AYES: Rees, Reed, Huber, Anderson, Watts
NOES: None

4. Assistant Superintendent Meeker reviewed that by extrapolating the 10th day enrollment figures, P2 could be determined. CUSD's enrollment has been experiencing a steady decline and the district plans to promote a program to increase attendance rates by 1%. At 8:25 p.m., President Rees opened the floor for public comment. Glean Stankis from Paradise asked for clarification on when regulations went into effect. Dr. Kaiser, CSU, Chico, raised questions on health care and its affect on attendance. This was an information only item and no action was taken.

8. ITEMS FROM THE FLOOR
At 8:28 p.m. Board President Rees opened the public forum. Catherine Oviedo, principal at Nord Country School, reported that Nord intended to renew their Charter. Glenn Stankis requested information on the district's cessation of Interquest canines and what other interventions would be utilized. Assistant Superintendent Staley indicated that the District would use traditional methods already in place.

9. RECESS
At 8:29 p.m. the Board recessed. During the recess, the Annual Meeting of the Board of Directors of the Chico Unified School Financing Corporation was held in accordance with that Agenda.

The Board returned from recess at 8:34 p.m.

10. ANNOUNCEMENTS
Board President Rees announced that there would be a meeting at PVHS on self-funded sports programs, starting at 6:00 pm on Tuesday, September 26, 2006. Board President Rees announced that they would return to closed session regarding the Superintendent evaluation immediately following open session.

11. ADJOURNMENT
The Board reconvened at 9:15 p.m. There being no further items or announcements, the meeting was adjourned.

mg

APPROVED:

Board of Education

Administration
1. CALL TO ORDER
Board President Rees called the October 2, 2006, Special Session Meeting to order at the CUSD District Office, Large Conference Room, at 1163 E. 7th Street, Chico, at 4:31 p.m.

Present: Rick Rees, Jann Reed, Scott Huber, Rick Anderson
Absent: Anthony Watts

2. DISCUSSION/ACTION
2.1 Assistant Superintendent Staley reviewed the requirements that the governing board of a school district hold an annual Instructional Materials public hearing and to determine whether the district has sufficient standards-aligned textbooks and Instructional Materials. Assistant Superintendent Staley reviewed the methods used to determine whether sufficiency exists. At 4:40 p.m. Board President Rees opened the Public Hearing. There were no comments from the public and the public hearing was closed. A motion was made by Board Member Anderson and seconded by Board Vice President Reed to approve Resolution #967-06, stating that CUSD has provided each pupil with sufficient textbooks and/or instructional materials consistent with the cycles and content of the curriculum frameworks.

AYES: Rees, Reed, Huber, Anderson
ABSENT: Watts

2.2 Assistant Superintendent Staley reviewed Ed Code §60422(a) and California Code of Regulation (CCR), Title 5, §9531(a) requiring the Board to certify the provision of standards-aligned instructional materials. At 4:43 Board President Rees opened the floor for public comments. There being none, a motion was made by Board Vice President Reed and seconded by Board Member Anderson to approve the certification.

AYES: Rees, Reed, Huber, Anderson
ABSENT: Watts

3. ADJOURNMENT
There being no further items or announcements, the meeting was adjourned at 4:44 p.m.

APPROVED:

Board of Education

Administration

mga
<table>
<thead>
<tr>
<th>Donor</th>
<th>Item</th>
<th>Recipient</th>
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<tbody>
<tr>
<td>Gary Green</td>
<td>Centogram 4 Beam Balance</td>
<td>BJHS</td>
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<tr>
<td>Edward Varros</td>
<td>School Supplies</td>
<td>Chapman</td>
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<tr>
<td>Target</td>
<td>340 Spiral Notebooks</td>
<td>Chapman</td>
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<tr>
<td>Penne Benefits</td>
<td>Stained Glass</td>
<td>Chapman - Room 18</td>
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<tr>
<td>Geoffrey &amp; Sandra Fricker</td>
<td>Stained Glass</td>
<td>CHS - ACT</td>
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<tr>
<td>Elizabeth Devereaux</td>
<td>2 Easy-up Tents</td>
<td>CHS - Art Dept</td>
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<tr>
<td>Erna Hawkins</td>
<td>Dell Monitor</td>
<td>CHS - Art Dept</td>
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<tr>
<td>Bob Stanbury</td>
<td>Books</td>
<td>CHS - Cross Country</td>
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<tr>
<td>M. Ellesberg &amp; R. Glusman</td>
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<td>Dennis Phillips</td>
<td>Notebooks</td>
<td>Citrus - Cribbage Club</td>
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<td>Cohasset PTA</td>
<td>School Supplies</td>
<td>Cohasset</td>
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<td>Century 21</td>
<td>Computer Monitor</td>
<td>Emma Wilson</td>
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<tr>
<td>Target</td>
<td>Dell Monitor</td>
<td>Emma Wilson</td>
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<tr>
<td>Chico Board of Realtors</td>
<td>Baby Think It Over - Clothes</td>
<td>Little Chico Creek</td>
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<td>Courtney &amp; Debra Calkins</td>
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<td>Marigold - Mrs. Moore's Class</td>
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<td>Kathryn Brogan</td>
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<td>MJHS - Attendance</td>
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<td>Kathleen Kaiser</td>
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<td>MJHS - Health</td>
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<tr>
<td>Lynn Bellante</td>
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<td>Neal Dow - 4th Grade Field Trip</td>
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<td>Maria &amp; Kevin Parks</td>
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<td>Neal Dow - 4th Grade Field Trip</td>
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<td>Steven Geiger</td>
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<td>Neal Dow - 4th Grade Field Trip</td>
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<tr>
<td>Vic &amp; Aurora Garcia</td>
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<td>Neal Dow - 4th Grade Field Trip</td>
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<td>Art &amp; Cindy Cox</td>
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<td>Neal Dow - Sprote/Jackson Class</td>
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<td>Dania Luna</td>
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<td>Rod Feingold</td>
<td>IMAC</td>
<td>Neal Dow - Trips</td>
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<tr>
<td>Rita Lehr</td>
<td>HP Printer</td>
<td>Neal Dow - Trips</td>
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<td>Bonnie Tibblits</td>
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<td>Brian P. Sweeney</td>
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<td>PVHS - Boys Basketball</td>
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<td>Anonymous Sports Booster</td>
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<td>Lifeline Training Center</td>
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<td>Wendel Inc.</td>
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<td>Jeanen Regas</td>
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<td>Adrienne Slattery</td>
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<td>Amber Enos</td>
<td>18 Books</td>
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<td>John Shepherd</td>
<td>Sony CD/Cassette Player</td>
<td>PVHS - Library</td>
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<td>Kim Davis</td>
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<td>Maria Woodbury</td>
<td>VCR</td>
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<td>Reta Rickmers</td>
<td>4 MM Books</td>
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<td>Golden West Stairs Inc.</td>
<td>6 MM Books</td>
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<td>Golden West Truck &amp; Tractor</td>
<td>Steel Tubing &amp; Roll Cart</td>
<td>PVHS - Library</td>
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<tr>
<td>Metal Works</td>
<td>Pickup Truck Beds, Frames</td>
<td>PVHS - Welding</td>
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<tr>
<td>Hannah Smallhouse</td>
<td>4 Tons Flat Bar Steel</td>
<td>PVHS - Welding</td>
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<td>Sutherland Landscape</td>
<td>Books</td>
<td>PVHS - Welding</td>
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<tr>
<td>Louise Krone</td>
<td>Bark</td>
<td>Rosedale - Book Drop &amp; Swap</td>
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<tr>
<td>Shasta PTO</td>
<td>Computer, Monitor, Keyboard</td>
<td>Rosedale PTA</td>
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<td>Applebee's</td>
<td>$2,300.00</td>
<td>Shasta</td>
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<td>$100 in Gift Cards</td>
<td>Shasta - Laptops &amp; Software</td>
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<td></td>
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<td>Sierra View PTA</td>
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Donations: October 18, 2006
DONATIONS/GIFTS

Bed Bath & Beyond
Best Buy
Black Sea Gallery
Cal Java
Cal Skate
Chico Bag
Chico Creek Dance Center
Cinemark-Tinseltown
Cookie Shoppe
Creative Apple
FACE
Great Harvest
Grilla Bites
In-Motion
Jon n Bon's
Kid-n-Around
La Comida
LaSalsa
Long's
Maisey Jane's
Mike Metzger's Therapy
Nantucket
Orchard Lanes
Original Petes
Oxford Suites
Petco
Raley's
Red Lobster
Round Table Pizza - Forest Ave.
Rustic Charm
Scrubs Car Wash
See's Candy
Shubert's
Sierra Nevada
Smucker's
Starbuck's
String Bead
Target
Trader Joe's
Winco
Linen's-n-Things

$20 Gift Card
Portable DVD Player
$500 Gift Basket
Mug, drink coupon, candy
20 Passes
20 Chico Bags
Free Class
4 Movie Passes
Two 2-dozen cookie Gift Certificates
Ant Farm
$250 Gift Certificate
$45 Gift Basket
50 $1.00 Coupons
Three 1-Mo. Memberships
12 Free Yogurt Cards
$25 Gift Basket
Dinners, Drinks & Football Tickets
$25 Gift Card
240 Bottled Waters
Nuts
60 Minute Massage
$100 Gift Basket
8 Free Bowling/2-for-1 Coupons
$50 Gift Certificates
One night stay - Pres Suite
Pet Crate
$20 Gift Card
$30 Gift Certificates
VIP Pass & 2 Lunch Coupons
$260 Gift Basket
Ultimate Car Wash
Two 1lb. Gift Certificates
Five 1 Serving Gift Coupons
$50 Gift Card
5 Cases of Spritzers
Two 1lb. Bags of Coffee Beans
Two pair earrings
Two $10 Gift Cards
Bag of Products
$300 Vouchers
Apple Peeler, Pie Plates,
Meas. Spoons

Sierra View PTA
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October 18, 2006

MEMORANDUM TO: Board of Education

FROM: Dr. Chet Francisco, Superintendent

SUBJECT: Certificated Human Resources Actions

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<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective</th>
<th>Comment</th>
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</thead>
<tbody>
<tr>
<td>Morris, Michael</td>
<td>1.0 FTE Coordinator of</td>
<td>2006/07 (Effective 10/19/06)</td>
<td>Appointment</td>
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<td></td>
<td>Instructional Support</td>
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<tr>
<td>Besnard, Bruce</td>
<td>1.0 FTE Assistant Principal; Senior High</td>
<td>2006/07 (Effective 10/19/06)</td>
<td>Interim Appointment</td>
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<td>Beeman, Pamela</td>
<td>.1 FTE School Psychologist</td>
<td>1st Semester 2006/07</td>
<td>Temporary Appointment (Increase to 1.0 FTE)</td>
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<td>Bolden-Schleh, Sharon</td>
<td>.2 FTE School Psychologist</td>
<td>1st Semester 2006/07</td>
<td>Temporary Appointment (Increase to 1.0 FTE)</td>
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<td>McLaughlin, Matthew</td>
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<td>Stager, Linda</td>
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Part-Time Leave Request(s) for 2006/07

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<tr>
<th>Name</th>
<th>Assignment</th>
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<th>Comment</th>
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<tbody>
<tr>
<td>Cerda-Caldera, Norelia</td>
<td>School Psychologist</td>
<td>2006/07</td>
<td>0.2 FTE Leave</td>
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<tr>
<td>Villasenor, Sandra</td>
<td>School Counselor</td>
<td>2006/07 (Effective 10/2/06-6/30/07)</td>
<td>0.2 FTE Leave</td>
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Recession/Change Leave Request(s) for 2006/07

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<th>Name</th>
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<th>Effective</th>
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<tbody>
<tr>
<td>Anderson-Nilsson, Julia</td>
<td>Elementary</td>
<td>2006/07</td>
<td>Adjust Leave Request from .6 FTE to .4286 FTE</td>
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<tr>
<td>Allen, Joanna</td>
<td>School Psychologist</td>
<td>2006/07</td>
<td>Rescind .15 FTE of current .3 FTE Leave Request (work .75 FTE)</td>
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<tr>
<td>Begault, Beth</td>
<td>School Psychologist</td>
<td>2006/07</td>
<td>Rescind .05 FTE of current .4 FTE Leave Request (work .65 FTE)</td>
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</table>

Temporary Appointment(s) 2006/07 According to Board Policy

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<thead>
<tr>
<th>Name</th>
<th>FTE Elementary</th>
<th>Effective</th>
<th>Comment</th>
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<tbody>
<tr>
<td>Coons, Emily</td>
<td>0.3</td>
<td>1st Semester 2006/07 (Effective 10/9/06)</td>
<td>Temporary Appointment</td>
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<tr>
<td>Holman, Melissa</td>
<td>0.03</td>
<td>1st Semester 2006/07 (Effective 10/13/06)</td>
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<td>Netterville, Karen</td>
<td>0.2</td>
<td>1st Semester 2006/07 (Effective 10/2/06)</td>
<td>Temporary Appointment (Increase to 1.0 FTE)</td>
</tr>
</tbody>
</table>
Resolutions per Ed Code §44256(b), §44258.2, §44263, Title 5 §80005(b)

Resolution #968-06
Resolution #969-06
Resolution #970-06

jm-10/12/06
TITLE: Proposed Agenda Item
Resolution per Education Code 44258.2-Resolution 968-06

Action: X  
Consent:  
Information:  

Agenda Item:  
October 18, 2006  
Page 1

Prepared by: Bob Feaster, Assistant Superintendent-Human Resources

Background Information
Per Education Code 44258.2: "The holder of a single subject teaching credential or a standard secondary teaching credential may, with his or her consent, be assigned by action of the local governing board to teach classes in grades 5 to 8, inclusive, in a middle school, if he or she has a minimum of 12 semester units, or six upper division or graduate units, of coursework at an accredited institution in the subject to which he or she is assigned."

The following credentialed teachers have met the requirements for authorization within Education Code 44258.2 to teach in a departmentalized classroom and have a teacher consent form on file:

Jason Alvistur to teach Physical Education at Marsh Junior High
Vicki Bertainia to teach English at Bidwell Junior High
Jane Evraets (LT Sub) to teach Math at Marsh Junior High
John Wirt to teach Physical Science at Bidwell Junior High

Educational Implications
Ensuring that individuals meet the Education Code requirements for credentials helps provide an excellent education for students.

Fiscal Implications
Not applicable.

Additional Information
Available in the Office of the Assistant Superintendent-Human Resources

Recommendation
It is recommended that the Board of Education authorize the specified credentialed teachers to teach in a departmentalized setting.
CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, California 95928-5999

RESOLUTION NO. 968-06
Education Code §44258.2

WHEREAS, the following teacher holds a single subject or standard secondary teaching credential and has twelve semester units or six upper division or graduate semester units in the listed subject; and

WHEREAS, approval to teach a partial assignment in a departmentalized class in grades five to eight inclusive in a middle school must be granted by resolution of the governing board of the district;

NOW, THEREFORE, BE IT RESOLVED that the following teacher is authorized to teach the single subject class listed at the designated school in accordance with the terms of his credential:

Jason Alvisfur to teach Physical Education at Marsh Junior High
Vicki Bertainia to teach English at Bidwell Junior High
Jane Evaets (LT Sub) to teach Math at Marsh Junior High
John Wirt to teach Physical Science at Bidwell Junior High

PASSED AND ADOPTED by the Board of Trustees of the Chico Unified School District at its regular meeting held on October 18, 2006, by the following vote:

AYES: ___________________________ President

NOES: ___________________________

ABSENT: _________________________

DISTRIBUTION: Board Minutes; County Office; District Personnel

C:\WORD\CREDENTIAL MONITOR\RESOLUTION 6-12
TITLE: Proposed Agenda Item
Resolution per Education Code 44256(b)-Resolution 969-06

Action: ☒  
Consent: ☐  
Information: ☐

Prepared by: Bob Feaster, Assistant Superintendent-Human Resources

Background Information
Per Education Code 44256(b): "The governing board of a school district by resolution may authorize the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in departmentalized classes to a given class or group of students below grade 9 provided that the teacher has completed at least twelve semester units or six upper division or graduate units, of coursework at an accredited institution in each subject to be taught." The authorization shall be with the teacher's consent.

The following teachers have met the requirements within Education Code 44256(b) to teach in a departmentalized setting and have a teacher consent form on file:

Wendy Aviles to teach Elementary Fine Arts
Clarke, Kelly to teach PE at Marsh Junior High
Cheryl Connolly to teach Elementary PE/Health
Richard Cross to teach Elementary PE/Health
Rita Dane to teach English at Bidwell Junior High
Tim Dobbs to teach Elementary PE/Health
Jan Doney to teach Elementary Fine Arts
Gary Fanucchi to teach Elementary PE/Health
Kerry Kelly to teach Elementary PE/Health
Bonnie Parkin to teach Elementary Fine Arts
Roland Resendez to teach Elementary Fine Arts
Cathy Small to teach Elementary Fine Arts
Jeff Smith to teach Elementary PE/Health
Lucille Smith to teach Elementary Fine Arts

Educational Implications
Ensuring that individuals meet the Education Code requirements for credentials helps provide an excellent education for students.

Fiscal Implications
Not applicable.

Additional Information
Available in the Office of the Assistant Superintendent-Human Resources

Recommendation
It is recommended that the Board of Education authorize the specified credentialed teachers to teach in a departmentalized setting.
CHICO UNIFIED SCHOOL DISTRICT  
1163 East Seventh Street  
Chico, California 95928-5999  

RESOLUTION NO. 969-06  
Education Code §44256 (b)  

WHEREAS, the following teacher(s) holds a multiple subject or standard elementary teaching credential and has twelve semester units or six upper division or graduate semester units in the listed subject; and  

WHEREAS, approval to teach a partial assignment in a departmentalized class below grade nine must be granted by resolution of the governing board of the district;  

NOW, THEREFORE, BE IT RESOLVED that the following teacher is authorized to teach the single subject class listed at the designated school in accordance with the terms of his credential:  

Wendy Aviles to teach Elementary Fine Arts  
Clarke, Kelly to teach PE at Marsh Junior High  
Cheryl Connolly to teach Elementary PE/Health  
Richard Cross to teach Elementary PE/Health  
Rita Dane to teach English at Bidwell Junior High  
Tim Dobbs to teach Elementary PE/Health  
Jan Doney to teach Elementary Fine Arts  
Gary Fanucchi to teach Elementary PE/Health  
Kerry Kelly to teach Elementary PE/Health  
Bonnie Parkin to teach Elementary Fine Arts  
Roland Resendez to teach Elementary Fine Arts  
Cathy Small to teach Elementary Fine Arts  
Jeff Smith to teach Elementary PE/Health  
Lucille Smith to teach Elementary Fine Arts  

PASSED AND ADOPTED by the Board of Trustees of the Chico Unified School District at its regular meeting held on October 18, 2006, by the following vote:  

AYES:  

NOES:  

ABSENT:  

DISTRIBUTION: Board Minutes; County Office; District Personnel  

CWD/NCREDENTIAL/MONITOR/RESOLUTION 6-12
TITLE: Proposed Agenda Item
Resolution per Education Code 44263-Resolution 970-06

Action: ☒
Consent: ☐
Information: ☐

Agenda Item:
October 18, 2006
Page 1

Prepared by: Bob Feaster, Assistant Superintendent-Human Resources

Background Information
Per Education Code 44263: "A teacher licensed pursuant to the provisions of this article may be assigned, with his or her consent, to teach any single subject class in which he or she has eighteen semester hours of coursework or nine semester hours of upper division or graduate coursework."

The following credentialed teachers have met the requirements for authorization within Education Code 44263 to teach in a departmentalized classroom and have a teacher consent form on file:

- Charles Copeland to teach History at Pleasant Valley High
- Christine Fisher to teach Dance Performance at Pleasant Valley High
- Deanna Holen to teach Physical Education at Pleasant Valley High
- Kati Kress to teach Elementary PE/Health
- Mary Lou Lim to teach Choral Music at Chico High School
- Ryan Parker to teach History and Reading at Pleasant Valley High
- Anne Stephens to teach Chemistry at Chico High School

Educational Implications
Ensuring that individuals meet the Education Code requirements for credentials helps provide an excellent education for students.

Fiscal Implications
Not applicable.

Additional Information
Available in the Office of the Assistant Superintendent-Human Resources

Recommendation
It is recommended that the Board of Education authorize the specified credentialed teachers to teach in a departmentalized setting.
CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, California 95928-5999

RESOLUTION NO. 970-06
Education Code §44263

WHEREAS, the following teachers are the holders of a valid teaching credential and have completed eighteen semester hours of course work or nine semester hours of upper division or graduate coursework in a single subject; and

WHEREAS, approval to teach in the designated subject area must be granted by resolution of the governing board of the district on a yearly basis;

NOW, THEREFORE, BE IT RESOLVED that the following teachers are authorized to teach the single subject class listed at the designated schools in accordance with the terms of their respective credentials:

Charles Copeland to teach History at Pleasant Valley High
Christine Fisher to teach Dance Performance at Pleasant Valley High
Deanna Holen to teach Physical Education at Pleasant Valley High
Kati Kress to teach Elementary PE/Health
Mary Lou Lim to teach Choral Music at Chico High School
Ryan Parker to teach History and Reading at Pleasant Valley High
Anne Stephens to teach Chemistry at Chico High School

PASSED AND ADOPTED by the Board of Trustees of the Chico Unified School District at its regular meeting held October 18, 2006, by the following vote:

AYES:

NOES:

ABSENT:

DISTRIBUTION: Board Minutes; County Office; District Personnel

C:W0RD|CREDENTIAL|MONITOR|RESOLUTION 9-18
MEMORANDUM TO: Board of Education  
FROM: Chet Francisco, Superintendent  
SUBJECT: Classified Human Resources Actions

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASS/LOCATION/ASSIGNED HOURS</th>
<th>EFFECTIVE</th>
<th>COMMENTS/FUND</th>
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<td>New LT Position/Categorical Fund</td>
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<td>Custodian/CJHS/8.0</td>
<td>09/25/06-12/12/06</td>
<td>Vacated Position/New LT Position/Special Education/Vacated Position/Special Education</td>
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<td>10/02/06-09/15/06</td>
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<td>Correct Effective Date/Vacated Position/Categorical Fund</td>
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<td>New Position/Grant Fund/Vacated Position/Categorical Fund</td>
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<td>Per CBA 5.11</td>
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<td>Hightman, Rebecca</td>
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<td>09/20/06</td>
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<td>Dingus, Nola</td>
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<td>10/30/06</td>
<td>GH Retirement</td>
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<td>Driscoll, Jessie</td>
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<td>09/28/06</td>
<td>Voluntary Resignation</td>
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<td>09/28/06</td>
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<td>Targeted Case Manager/Chapman/8.0</td>
<td>08/11/06</td>
<td>GH Retirement</td>
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PROPOSED AGENDA ITEM: Consultant Agreement – Kristin Leatherman

Prepared by: Diane L. Bird

- [ ] Consent
- [ ] Information Only
- [ ] Discussion/Action

Board Date: 10/18/06

Background Information
Kristen Leatherman presented 8 sessions of Love and Logic to the McManus staff last year. This year she will do some follow up sessions in response to the staff's evaluations and to continue to integrate the tenants of this program into the school discipline plan.

Education Implications
The McManus staff is working together to improve classroom and playground discipline to support quality educational time.

Fiscal Implications
Each session costs $300. Staff will determine the school's need for continuing support.

Additional Information

DO Recommendation: Approve - [Signature]
CHICO UNIFIED SCHOOL DISTRICT  
Business Services  
1163 E. 7th Street, Chico, CA 95928  
(530) 891-3000

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: Kristan Leatherman  
Street Address/POB: 4 Whitehall Place  
City, State, Zip Code: Chico, CA 95928  
Phone: 530-879-9126  
Taxpayer ID/SSN:

This agreement will be in effect from: 10/23/06 to 06/01/07

Location(s) of Services: (site) McManus Elementary School

3. Scope of Work to be performed: (attach separate sheet if necessary)
   Training Sessions for Love & Logic

4. Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Consultant services:
   To give teachers strategies to work with challenging students.

5. Funding/Programs Affected: (corresponding to accounts below)
   1) UI/USP  
   2) 
   3) 

6. Account(s) to be Charged:

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<tr>
<th>Pct (%)</th>
<th>Fund</th>
<th>Resource</th>
<th>Proj/Yr</th>
<th>Goal</th>
<th>Function</th>
<th>Object</th>
<th>Expense</th>
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<td>1110</td>
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<td>$800</td>
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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)
   - $300.00 Per Unit, times 5.00  # Units = $1,500.00 Total for Services
     (Unit: [ ] Per Hour  [ ] Per Day  [✓] Per Activity)

9. Additional Expenses:
   - $  
   - $  
   - $  
   - Total for 0.00 Add’l Expenses

   $ 1,500.00 Grand Total

10. Amounts of $1,001.00 or more require Board Approval: (date to Board)

   (to be completed by Business Services)

BS-10.doc.01.05r (ma)  
Page 1  
2/24/2005
CONSULTANT TERMS AND CONDITIONS
(Applicable, unless determined to be Contract Employee – See BS10a)

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 #3515.6.1, 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.

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.

11. AGREED TO AND ACCEPTED:

[Signature of Consultant]  [Print Name]  9/30/06

12. RECOMMENDED:

[Signature of Originator, Administrator]  [Print Name]  9/14/06

13. APPROVED:

[Signature of District Administrator, or Director of Categorical Programs]  [Print Name]  10-5-06

[Signature of Asst. Super – Business Services]  [Print Name]  [Date]

[CONSULTANT]  [Contract Employee]  10-10-06

14. Authorization for Payment:

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

[ ] Partial Payment thru:  [ ] Full or Final Payment  [Date]

(b). DISPOSITION OF CHECK by Accounts Payable:
(check released upon completion of services)

[ ] Send to Site Administrator:  [Date check required]
[ ] Mail to Consultant

(c).

$____________________  (Amount)  [Originating Administrator Signature – Use Blue Ink]  [Date]
PROPOSED AGENDA ITEM: Consultants Agreement – Athletic Trainer
Ellner Physical Therapy, Inc.

Prepared by: ____________________________

☑ Consent  ☐ Information Only  ☐ Discussion/Action  Board Date: ____________________________

Background Information
Agreement for an Athletic Trainer to work our Athletic contests and practices.

Educational Implications
No direct implications to education.

Fiscal Implications
No implications to district budget. All costs paid out of ASB funds.

Additional Information

DO Recommendation: Approve - 08
CHICO UNIFIED SCHOOL DISTRICT
Business Services
1163 E. 7th Street, Chico, CA 95928
(530) 891-3000

CONSULTANT AGREEMENT

1. A completed BS10a. “Certificate of Independent Consultant Agreement” guideline is:
   □ On File (click to view)  ✔ Attached

2. A completed W-9 "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: ELLEN BROWN, THEARPE INC. MATT ELLER
Street Address/POB: 1390 E. 7TH ST. STE 150
City, State, Zip Code: CHICO, CA 95928
Phone: (530) 891-2510
Taxpayer ID/SSN: 

This agreement will be in effect from: AUGUST 2006 to JUNE 2007

Location(s) of Services: (site)

3. Scope of Work to be performed: (attach separate sheet if necessary)

   PROPOSING PERSONNEL FOR PV HS TO PROVIDE ATTACHMENT TRAINING

4. Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Consultant services:

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

   1) District Account - Athletics Administration 1133-1021
   2) 
   3) 01-0000-1133-1021-080

6. Account(s) to be Charged:

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<th>Goal</th>
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</tbody>
</table>

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)

   $5,000.00 Per Unit, times 2  # Units =  $10,000.00 Total for Services
   (Unit:  ☑ Per Hour  □ Per Day  □ Per Activity)

9. Additional Expenses:
   $  
   $  
   $  Total for Addit'l Expenses Estimate $10,000.00

10. Amounts of $1,001.00 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 DB10a)

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 #3515.6-1, 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.

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 or 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.

11. AGREED TO AND ACCEPTED:

[Signature of Consultant]

[Print Name]

8-1-06

12. RECOMMENDED:

[Signature of Operating Administrator]

[Print Name]

8-31-06

13. APPROVED:

[Signature of District Administrator, or Director of Classified Program]

[Print Name]

10-10-06

14. Authorization for Payment:

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

☐ Partial Payment thru: ____________________________ (Date)

☐ Full or Final Payment

(b) DISPOSITION OF CHECK by Accounts Payable:

☐ Send to Site Administrator: ____________________________ (Date check required)

☐ Mail to Consultant

(c) $ ____________________________ (Amount)

[Originating Administrator Signature – Use Blue Ink] ____________________________ (Date)

DS-10.doc:01.05r (ma) Page 2 2/24/2005
Title: Proposed Agenda Item – Consultant Agreement Barbara Shaffer

Action: ___X___
Consent: _______
Information: _______

Agenda Item:
October 18, 2006
Page

Prepared by: Dan Beadle
Pleasant Valley High School

**Background Information**  Barbara Shaffer has been trained in administration of both the IB and AP exams and has served in that capacity for the past seven years. She does an excellent job.

**Educational Implications**  It would take us a year or more to train anyone else to properly administer these exams. That would be a hardship on our students and possibly lower their scores during that period.

**Fiscal Implications**  Both the local IB budget and the AP budget can cover these expenses.

**Additional Information**  The rate we pay Barbara for her work comes in at about 60% of the rate of hiring a certificated substitute to administer the exams.

**Recommendation**  I recommend passage of this request.
CONSULTANT AGREEMENT

1. A completed BS10a. "Certificate of Independent Consultant Agreement" guideline is:
   - [x] On File (click to view)  [ ] Attached

2. A completed W-9 "Request for Taxpayer Identification Number and Certification" form is:
   - [x] On File (click to view)  [ ] Attached

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

Name: Barbara Shaffer
Street Address/POB: 3882 Keefer Rd.
City, State, Zip Code: Chico, CA 95973
Phone: 530.342.0672
Taxpayer ID/SSN: 

This agreement will be in effect from: 09/21/06 to 06/07/07
Location(s) of Services: (site) Pleasant Valley High School

3. Scope of Work to be performed: (attach separate sheet if necessary)
   - Register students and oversee exams; package exams for examiners

4. Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Consultant services:
   - Proper administration of AP and IB exams

5. Funding/Programs Affected: (corresponding to accounts below)
   1) I.B. Grant - 12073
   2) \textit{AP Test Fund} - 1110
   3) 

6. Account(s) to be Charged:

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<th>Fund</th>
<th>Resource</th>
<th>Proj/Yr</th>
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</table>

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)
   $ 1,500.00 Per Unit, times 1.00 # Units = $ 1,500.00 Total for Services
   (Unit: [ ] Per Hour  [ ] Per Day  [ ] Per Activity)

9. Additional Expenses:
   $  
   $  
   $  
   Total for Addit'l Expenses 0.00

10. Amounts of $1,001.00 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)

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 #35156-1, 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.

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.

11. AGREED TO AND ACCEPTED:

[Signature of Consultant] [Print Name] [Date]

12. RECOMMENDED:

[Signature of Originating Administrator] [Print Name] [Date]

13. APPROVED:

[Signature of District Administrator, or Director of Categorical Programs] [Print Name] [Date]

☐ Consultant
☐ Contract Employee

[Signature of Asst. Sup't – Business Services] [Print Name] [Date]

14. Authorization for Payment:

(a) CHECK REQUIRED (Invoice to accompany payment request):
☐ Partial Payment thru: [Date]
☐ Full or Final Payment

(b) DISPOSITION OF CHECK by Accounts Payable:
(check released upon completion of services)
☐ Send to Site Administrator: [Date check required]
☐ Mail to Consultant

(c) $ [Amount] (Originating Administrator Signature – Use Blue Ink) [Date]

BS-10.doc.01.05r (mn) Page 2 2/24/2005
PROPOSED AGENDA ITEM: Consultant Agreement - BCOE

Prepared by: David G. Scott

Consent

Information Only

Discussion/Action

Board Date: 10/18/06

Background Information

BCOE Sign Language Interpreters hired to interpret for CUSD Hard of Hearing students during athletic events, football and basketball practices, and games.

Education Implications

To meet requirements of students' Individual Education Plan (IEP).

Fiscal Implications

This service is funded through the Special Education budget.

Additional Information

DO Recommendation:

[Signature]
CONSULTANT AGREEMENT

1. A completed BS10a. "Certificate of Independent Consultant Agreement" guideline is:
   - [ ] On File (click to view)
   - [x] Attached

2. A completed W-9 "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: 1859 Bird Street
City, State, Zip Code: Oroville, CA 95965
Phone: (530) 532-1184
Taxpayer ID/SSN: [redacted]
This agreement will be in effect from: 07/01/06 to 08/30/07
Location(s) of Services: (site) Various School Sites

3. Scope of Work to be performed: (attach separate sheet if necessary)

   BCOE Sign Language Interpreters hired to interpret for CUSD Hard of Hearing students during athletic events, football and basketball practices, and games.

4. Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Consultant services:

   To meet requirements of student's IEP.

5. Funding/Programs Affected: (corresponding to accounts below)
   1) Special Education Programs
   2) [redacted]
   3) [redacted]

6. Account(s) to be Charged:
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</table>
   7. Is there an impact to General Fund, Unrestricted funding? [x] Yes [ ] No

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

   $ 44.79 Per Unit, times 72.00 # Units = $ 7,703.88 Total for Services
   (Unit: [x] Per Hour [ ] Per Day [ ] Per Activity)

9. Additional Expenses:
   Mileage $ 401.39
   $ [redacted]
   [redacted]
   Total for $ 401.39 Addit'l Expenses
   $ 8,105.27 Grand Total

10. Amounts of $1,001.00 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)

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 #3515.6.1, 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.

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.

11. AGREED TO AND ACCEPTED:

Bonnie McWilliams (BCOE)  10/11/06
(signature of consultant)  (name)  (date)

12. RECOMMENDED:

David G. Scott  10/9/06
(signature of originating administrator)  (name)  (date)

13. APPROVED:

Kelly Staley  10-10-06
(signature of district administrator, or director of categorical programs)  (name)  (date)

✓ Consultant  Appr.  Contract Employee  10-7-06
(approved)  (checkmark)  (name)  (date)

14. Authorization for Payment:

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

☐ Partial Payment thru:  ______________________  (date)

☐ Full or Final Payment  

(b). DISPOSITION OF CHECK by Accounts Payable:  
(check released upon completion of services)

☐ Send to Site Administrator:  ______________________  (date check required)

☐ Mail to Consultant  

(c).  

$ ______________________  (amount)  (originating administrator signature – use blue ink)  (date)

BS-10.doc.01.05r (mac)  Page 2  2/24/2005
TITLE: Field Trip Request

Action: __
Consent: X
Information: __

Prepared by Zack Kincheloe, Chico High School

Background Information

I have been taking my senior AP English class to Ashland every spring for the past 10 years. We leave early Saturday morning, traveling via private vehicles. We see three plays: two on Saturday and one on Sunday. We stay at the Bard’s Inn in downtown Ashland. We are home by 9 PM on Sunday.

Educational Implications

Ashland’s Shakespeare Company provides us with high quality presentations of the dramatic works we have studied in class. Students take notes on the performances and share their insights in class upon our return. Plays are written to be seen on stage. We come away from our field trip with a deeper insight into the literature, and a richer view of the art form.

Fiscal Implications

We raise the money ourselves. There is no impact on the District budget.

Additional Information

Recommendation

I recommend approval of the proposed field trip.
TO: CUSD Board of Education                     Date: 9/28/06  
FROM: Zack Kincheloe                           School/Dept: Chico High / English
SUBJECT: Field Trip Request

Request is for 12th Grade AP English

Destination: Ashland, OR  Activity: See plays

from 4/14/2007, 8 AM  to 4/15/2007, 9 PM

Rationale for Trip: To see the plays that we have studied in class performed by a world class theatrical company

Number of Students Attending: 29  Teachers Attending: 1  Parents Attending: 6
Student/Adult Ratio: 4/1
Transportation: Private Cars  CUSD Bus  Charter Bus Name

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

ESTIMATED EXPENSES:

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<tr>
<td>Lodging</td>
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<td>Transportation</td>
<td>$290</td>
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</tbody>
</table>

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

Kincheloe - Ashland  Acct. #: 476  

Requesting Party:  

Site Principal:  

Director of Transportation:  

IF MAJOR FIELD TRIP

Director of Educational Services:  

Board Action:  

ES-7  
Revised 8/04
PROPOSED AGENDA ITEM: Chico Jr. High School Tri Tip Dinner Fundraiser

Prepared by: Valya Watson, CJHS PTSA President

☐ Consent
☐ Information Only
☐ Discussion/Action

Board Date: October 18, 2006

Background Information
Chico Jr. High School PTSA will provide a Tri Tip Dinner for the purpose of raising funds to benefit classrooms and programs.

Education Implications
In order to provide funds for supplemental materials and supplies to enhance various educational programs.

Fiscal Implications
Estimated net income of $6500.00 is projected.

Additional Information

DO Recommendation: [Signature]
FUND RAISING REQUEST
All fund raising projects/activities are to be approved by the school principal (minor) or the Board of Education (major) prior to initiating the project/activity. The principal/designee shall maintain a written financial record of each approved fund raising project/activity. Funds generated from the projects/activities shall be deposited in the Associated Student Body account, PTA/PTO account or the appropriate District account.

SCHOOL: Chico Junior High School
CLUB OR ORGANIZATION: PTSA
ADVISOR: Valera Watson & Pam Cunningham

PURPOSE OF THE FUND RAISING PROJECT/ACTIVITY: Tri Tip dinner to benefit classrooms

FINANCIAL GOAL OF THE PROJECT: (Major = more than $5,000 gross)
[ ] Minor: Estimated Gross $__________ Major: Estimated Gross $7000.00
[ ] Estimated Net $__________ Estimated Net $6500.00

NATURE OF PROJECT/ACTIVITY (i.e., car wash)
[ ] Tri Tip dinner

[ ] Class I - A project or series of activities that will be restricted to a school's student and parent population.
[ ] Class II - A project or series of activities that will extend beyond a school's population and will involve students, parents and members of the general community population in the fund raising effort.

BEGINNING/ENDING DATE(S) OF PROPOSED FUND RAISING PROJECT(S)/ACTIVITY(IES):
BEGINNING 11/15/06 ENDING 11/15/06

LOCATION: Chico Junior campus

NUMBER OF STUDENTS TO BE INVOLVED __________

RECOMMENDED

Date 9/25/06 Student Officer's Signature (if applicable)
Valera Watson

Date Advisor's Signature

Date 9-25-06 Director of Activity Signature (if applicable)
Joyce Bundette

Date Principal's Signature
Talley

Date Assistant Superintendent's Signature

[ ] [ ] [ ]

Date - Approved by Board of Education

cc: Advisor
Principal

ES-5
1/00
**TITLE:** Fund Raising Request

**Action:**

**Consent:** X

**Information:**

Prepared by: **Debbie Aldred, Principal**

---

**Background Information**
Sierra View PTA plans to sell cookie dough. Students will sell cookie dough to friends and relatives. The money earned will help to support PTA programs and activities for Sierra View Elementary School such as supplemental supplies, incentives, field trips or any thing else deemed necessary for the benefit of the students. Money earned by the 6th graders will go directly towards the 6th grade Outdoor School.

**Educational Implications**
The fundraiser will provide educational materials and supplemental supplies for students at Sierra View.

**Fiscal Implications**
No impact on the general fund.

**Additional Information**
The Cookie Dough sale is scheduled to take place October 20, 2006 to December 15, 2006.

**Recommendation**
I recommend approval of this fund raising request.
FUND RAISING REQUEST

All fund raising projects/activities are to be approved by the school principal (minor) or the Board of Education (major) prior to initiating the project/activity. The principal/designee shall maintain a written financial record of each approved fund raising project/activity. Funds generated from the projects/activities shall be deposited in the Associated Student Body account, PTA/PTO account or the appropriate District account.

SCHOOL: Chico View Elementary

CLUB OR ORGANIZATION: SV PTA

ADVISOR: Claire Johnson

PURPOSE OF THE FUND RAISING PROJECT/ACTIVITY: Programs & Activities

FINANCIAL GOAL OF THE PROJECT: (Major = more than $5,000 gross)

[ ] Minor: Estimated Gross $ 33,800
Estimated Net $ 23,800

[ ] Major: Estimated Gross $ 35,000
Estimated Net $ 23,800

NATURE OF PROJECT/ACTIVITY (i.e., car wash): Cookie Dough

[ ] Class I - A project or series of activities that will be restricted to a school's student and parent population.
[ ] Class II - A project or series of activities that will extend beyond a school’s population and will involve students, parents and members of the general community population in the fund raising effort.

BEGINNING/ENDING DATE(S) OF PROPOSED FUND RAISING PROJECT(S)/ACTIVITY(IES):

BEGINNING: October 20, 2006 ENDING: December 15, 2006

LOCATION: Chico View School

NUMBER OF STUDENTS TO BE INVOLVED: 580

RECOMMENDED

Date: 9/20/06 Student Officer's Signature (if applicable)

Date: 9/20/06 Advisor's Signature: Claire Johnson

Date: 9/20/06 Director of Activity Signature (if applicable): O. Almed

Date: 9/27/06 Principal's Signature: [Signature]

Date: 9/27/06 Assistant Superintendent's Signature

Date - Approved by Board of Education

cc: Advisor
    Principal

ES-5
1/00
PROPOSED AGENDA ITEM: Gift Wrap Sales (Fundraiser)

Prepared by: Rhys Severe

☐ Consent
☐ Information Only
☐ Discussion/Action

Board Date: ____________________

Background Information

Fundraiser to support the classroom teachers

Education Implications

Minimal loss of instructional time.

Fiscal Implications

Net 7,500

Additional Information

On-going fundraiser

DO Recommendation: Approve - [Signature]
CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, CA 95928-5999

FUND RAISING REQUEST
All fund raising projects/activities are to be approved by the school principal (minor) or the Board of Education (major) prior to initiating the project/activity. The principal/designee shall maintain a written financial record of each approved fund raising project/activity. Funds generated from the projects/activities shall be deposited in the Associated Student Body account, PTA/PTO account or the appropriate District account.

SCHOOL: Mangold

CLUB OR ORGANIZATION: PTA

ADVISOR: Melissa Pratt

PURPOSE OF THE FUND RAISING PROJECT/ACTIVITY: classroom supplies

FINANCIAL GOAL OF THE PROJECT: (Major = more than $5,000 gross)
[ ] Minor: Estimated Gross $ Estimated Net $  
[ ] Major: Estimated Gross $12,000 Estimated Net $7,500

NATURE OF PROJECT/ACTIVITY (i.e., car wash): gift wrap sales

[ ] Class I - A project or series of activities that will be restricted to a school’s student and parent population.
[X] Class II - A project or series of activities that will extend beyond a school’s population and will involve students, parents and members of the general community population in the fund raising effort.

BEGINNING/ENDING DATE(S) OF PROPOSED FUND RAISING PROJECT(S)/ACTIVITY(IES):
BEGINNING 9/8/06 ENDING 10/13/06

LOCATION: Mangold

NUMBER OF STUDENTS TO BE INVOLVED: 536

RECOMMENDED

Date  Student Officer’s Signature (if applicable)
9/18/06  Melissa Pratt

Date  Advisor’s Signature

Date  Director of Activity Signature (if applicable)
9/18/06  Cindy

Date  Principal’s Signature
1/18/06  [Signature]

Date  Assistant Superintendent’s/Director’s Signature

Date - Approved by Board of Education

cc:  Advisor
     Principal

ES-5
1/00
Title: Fund Raising Request

Action: 
Consent: X
Information:

Prepared by: Rob Williams

Background Information
This is a Jog-athon put on by the Parents Advisory Board our organized group (similar to a PTO). This event has been put on in the past by the PTA. It has not been conducted for a few years.

Educational Implications
The funds will be used to disburse to teachers for classroom materials as well as to help fund equipment/additions to our 7th/8th grade program.

Fiscal Implications
We expect to gross $19,000, net $18,250. The PAB will have supervisory control of fund disbursement.

Additional Information
Students will gather pledges for their 20 minutes run/walk.

Recommendation
"I recommend approval of the proposed major fundraiser."
FUND RAISING REQUEST

All fund raising projects/activities are to be approved by the school principal (minor) or the Board of Education (major) prior to initiating the project/activity. The principal/designee shall maintain a written financial record of each approved fund raising project/activity. Funds generated from the projects/activities shall be deposited in the Associated Student Body account, PTA/PTO account or the appropriate District account.

SCHOOL Hooker Oak School
CLUB OR ORGANIZATION Parent Advisory Board
ADVISOR
PURPOSE OF THE FUND RAISING PROJECT/ACTIVITY Raise money for
FINANCIAL GOAL OF THE PROJECT: (Major = more than $5,000 gross)
[ ] Minor: Estimated Gross $__________ [X] Major: Estimated Gross $19,000
Estimated Net $__________ Estimated Net $18,000
NATURE OF PROJECT/ACTIVITY (i.e., car wash) Jog-athon

[ ] Class I - A project or series of activities that will be restricted to a school’s student and parent population.
[ ] Class II - A project or series of activities that will extend beyond a school’s population and will involve students, parents and members of the general community population in the fund raising effort.

BEGINNING/ENDING DATE(S) OF PROPOSED FUND RAISING PROJECT(S)/ACTIVITY(IES):
BEGINNING November 17th ENDING November 17th, 2006
LOCATION Hooker Oak School
NUMBER OF STUDENTS TO BE INVOLVED 350

RECOMMENDED

Date 10/2/06 Student Officer's Signature (if applicable)
Value Reddemann

Date 10/5/06 Advisor's Signature
Lisa Williams

Date 10/5/06 Director of Activity Signature (if applicable)
D. L. Pope

Date 10-10-06 Principal's Signature
W. Alan Stephenson

Date 10-10-06 Assistant Superintendent’s Signature

Date - Approved by Board of Education

cc: Advisor
Principal

ES-5
1/00
TITLE: Tri-Tip Dinner Fundraiser

Action: 
Consent: X
Information:

Prepared by: Carolyn Adkisson, Principal

Background Information

Little Chico Creek Elementary School’s sixth grade classes conduct fundraising events throughout the school year in order to raise funds to attend Environmental School. The tri-tip dinner is one of these fundraising events that we conduct each school year.

Educational Implications

The funds raised will be used to support all of the sixth grade students attending Environmental School.

Fiscal Implications

It is expected that we will gross $6,500 and net $5,000 from the dinner. The principal has supervisory control of the funds. All of the funds will be used to defray the cost of sixth grade students attending Environmental School.

Additional Information

Students will sell dinner tickets to family friends and relatives. Students will work at the dinner and participate in set-up, ticket sales at the door, serving and clean-up.

Recommendation

I recommend approval of the proposed major fundraiser.
RECEIVED

CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, CA 95928-5999

OCT. 10 2006

FUND RAISING REQUEST

All fund raising projects/activities are to be approved by the school principal (minor) or the Board of Education (major) prior to initiating the project/activity. The principal/designee shall maintain a written financial record of each approved fund raising project/activity. Funds generated from the projects/activities shall be deposited in the Associated Student Body account, PTA/PTO account or the appropriate District account.

SCHOOL Little Chico Creek

CLUB OR ORGANIZATION 6th Grade Fundraisers

ADVISOR Robert Preston

PURPOSE OF THE FUND RAISING PROJECT/ACTIVITY 6th Grade Environmental School

FINANCIAL GOAL OF THE PROJECT: (Major = more than $5,000 gross)

[ ] Minor: Estimated Gross $ [ ] Major: Estimated Gross $6,500
Estimated Net $ Estimated Net $5,000

NATURE OF PROJECT/ACTIVITY (i.e., car wash)

[ ] Trip 6th Grade Dinner

[ ] Class I - A project or series of activities that will be restricted to a school's student and parent population.
[ ] Class II - A project or series of activities that will extend beyond a school's population and will involve students, parents and members of the general community population in the fund raising effort.

BEGINNING/ENDING DATE(S) OF PROPOSED FUND RAISING PROJECT(S)/ACTIVITY(IES):
BEGINNING Jan 8, 2007 ENDING Feb 1st, 2007

LOCATION Little Chico Creek

NUMBER OF STUDENTS TO BE INVOLVED 100

RECOMMENDED

Date 10-4-06
Student Officer's Signature (if applicable)

Advisor's Signature

Date 10/10/06
Director of Activity Signature (if applicable)

Principal's Signature

Approval Recommend
Minor Yes No Major
Yes [ ] [ ] [ ]

[ ]

Date Assistant Superintendent's/Director's Signature

Date - Approved by Board of Education

cc: Advisor
Principal

ES-5
1/00
PROPOSED AGENDA ITEM: PTA Fund Raiser - See's Candy

Prepared by: Diane Bird

☑ Consent
☐ Information Only
☐ Discussion/Action

Board Date: 10/23/06

Background Information
Annual School-wide fund raiser. Proceeds to be distributed to teacher classroom accounts for field trips.

Education Implications
Enrichment

Fiscal Implications
None

Additional Information

DO Recommendation: ______________________________
FUND RAISING REQUEST

All fund raising projects/activities are to be approved by the school principal (minor) or the Board of Education (major) prior to initiating the project/activity. The principal/designee shall maintain a written financial record of each approved fund raising project/activity. Funds generated from the projects/activities shall be deposited in the Associated Student Body account, PTA/PTO account or the appropriate District account.

SCHOOL  John McManus
CLUB OR ORGANIZATION  PTA
ADVISOR  Kendra Partain
PURPOSE OF THE FUND RAISING PROJECT/ACTIVITY  Classroom materials and field trips

FINANCIAL GOAL OF THE PROJECT: (Major = more than $5,000 gross)
   [ ] Minor: Estimated Gross $__________  [✓] Major: Estimated Gross $10,000
   Estimated Net $__________  Estimated Net $5,000

NATURE OF PROJECT/ACTIVITY (i.e., car wash)  See's Candy sales

[✓] Class I - A project or series of activities that will be restricted to a school's student and parent population.
[ ] Class II - A project or series of activities that will extend beyond a school's population and will involve students, parents and members of the general community population in the fund raising effort.

BEGINNING/ENDING DATE(S) OF PROPOSED FUND RAISING PROJECT(S)/ACTIVITY(IES):
BEGINNING  11/10/06  ENDING  12/5/06
LOCATION  McManus School & neighborhood
NUMBER OF STUDENTS TO BE INVOLVED  640

RECOMMENDED

Student Officer's Signature (if applicable)
Date

Advisor's Signature
10/12/06
Kendra Partain

Director of Activity Signature (if applicable)
10/12/06
Deane L. Bied

Principal's Signature
10-12-06
W. Alph Johnson

Approval
Minor  Yes  No  Major  [✓  [  [  [  
Recommend
Minor  [  [  [  [  [  

Assistant Superintendent's Signature

Date - Approved by Board of Education

cc:  Advisor
Principal

ES-5
1/00
PROPOSED AGENDA ITEM: MathLinks Agreement between CUSD and CSU Research Foundation

Prepared by: Alan Stephenson

☐ Consent
☐ Information Only
☐ Discussion/Action

Board Date: 10/18/06

Background Information
The CSU, Chico Research Foundation, through the Center for Mathematics and Science Education, will provide MathLinks tutors for classroom teachers in the Citrus, Chapman, and John McManus Schools for the 2006-07 academic year. Tutors will be provided for 2-3 hours/week of tutoring per classroom by requesting teachers (based on availability of tutors/schedules).

Education Implications
Fair and equitable tutoring services will be provided to the above-mentioned schools.

Fiscal Implications
CUSD will compensate the Foundation for the services of MathLinks tutors provided to each school in the fixed amount of $10,000 for each school, for a fixed amount of $30,000.

Additional Information

DO Recommendation: 

Signature: [Signature]
AGREEMENT

This agreement is executed on September 28, 2006 by and between the Chico Unified School District ("CUSD") and The CSU, Chico Research Foundation ("Foundation"), a California non-profit public benefit corporation and an auxiliary organization of California State University, Chico, who, in consideration of the mutual conditions, covenants and promises set forth below, agree as follows:

1. **Engagement.** CUSD engages Foundation and Foundation accepts engagement by CUSD to perform those services ("the services") described on the attached Exhibit "A." Foundation agrees to undertake, perform and complete in a thorough, good and professional manner the services.

2. **Compensation.** As and for compensation for performance by Foundation of the services, CUSD shall pay to Foundation the amounts set forth on the attached Exhibit "B," which amounts shall be paid in the manner described on the attached Exhibit "B."

3. **Term.** The term of this agreement shall commence on August 21, 2006 and shall continue through June 30, 2007 as more particularly described on the attached Exhibit "A," or until terminated as set forth below. The parties acknowledge and agree that time is of the essence. Should either party default in the performance of this agreement or materially breach any of its provisions, the non-breaching party may terminate this agreement by giving written notification to the breaching party.

4. **Termination.** Termination shall be effective immediately on receipt of said written notification, or five days after mailing of said notification, whichever occurs first. For purposes of this section, material breach of this agreement shall include, but shall not be limited to, the following: Failure of Foundation to perform the services in the manner and at the times required as set forth on the attached Exhibit "A;" nonpayment of compensation by CUSD in the manner required of it under Exhibit "B;" or, bankruptcy or insolvency of either party. Not withstanding the foregoing, in the event Foundation is unable to complete performance of the service in the time specified on the attached Exhibit "A" because of strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other causes beyond the reasonable control of Foundation, then the term of this agreement shall be extended for a period equal to the period of such cause for failure of Foundation to perform. Should any such event arise during the term of this
agreement, Foundation shall give CUSD written notice of such event within a reasonable time following Foundation becoming knowledgeable of such event and will advise CUSD as reasonably as possible of the anticipated duration of such event.

5. **Relationship of Parties.** CUSD and Foundation intend and agree that Foundation, in performing the services, shall be and act as an independent contractor and shall have full and complete control of Foundation's work and the manner in which it is performed. Foundation shall be and is free to contract or perform similar duties for others during the term of this agreement, so long as such does not interfere with Foundation's performance of the services in the manner and at the times specified on the attached Exhibit "A." Foundation is not and shall not be deemed an agent or employee of CUSD. CUSD is interested only in the results of the work to be performed by Foundation. Foundation will determine the method, details and means of performing the services. Foundation may, at Foundation's own expense, use employees or other subcontractors to perform the services. Under no circumstances shall Foundation look to CUSD as Foundation's employer or as a partner, agent or principal. Foundation shall not be entitled to any benefits accorded to CUSD's employees including, without limitation, workers compensation, disability insurance, vacation or sick pay. Foundation shall be responsible for providing, at Foundation's expense and in Foundation's name, disability, workers compensation or other insurance as well as licenses and permits usual or necessary for conducting the services hereunder. Foundation shall pay, when and as due, any and all taxes incurred as a result of Foundation's compensation hereunder, including estimated taxes.

6. **Indemnification.** Each party agrees to indemnify, defend and save harmless the other and its respective officers, agents, and employees from any and all liability, loss, expense, attorney's fees or claims accruing or resulting to any and all contractors, subcontractors, materialmen, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with said party's performance under this agreement, or accruing or resulting to any person, firm or corporation who may be injured or damaged by the negligence or intentional act or omission of said party, or its employees, agents, or subcontractors, in connection with this Agreement.

7. **Arbitration.** Any controversy arising from this agreement or its breach shall be determined by three arbitrators appointed as set forth below:

a. Within ten days after notice by either party to the other requesting arbitration and stating the basis of the party's claim, one arbitrator shall be appointed by each party. Notice of the appointment shall be given by each party to the other when made.
b. The two arbitrators shall immediately choose a third arbitrator to act with them. If a party fails to select an arbitrator within the time allowed or if the two arbitrators fail to select a third arbitrator within ten days after their appointment, on application by either party the additional arbitrator shall be promptly appointed by the presiding judge of the Superior Court of the State of California in and for the County of Butte, acting as an individual. The party making the application shall give the other party ten days notice of the application.

The arbitration shall be conducted under California Code of Civil Procedure sections 1280, et seq. Hearings shall be held in Butte County, California. All notices, including notices under Code of Civil Procedure section 1290.4, shall be given in writing either by personal service or by registered or certified mail, postage prepaid, and return receipt requested, or by facsimile transmission with a confirmation copy delivered by mail. Notice shall be considered given three days after mailing. Notices shall be addressed as shown below for each party, except that, if any party gives notice of a change of name or address, notices to that party shall thereafter be given as shown in that notice.

CUSDL:  
Dr. Chet Francisco, Superintendent  
District Office  
Chico Unified School District  
1163 E. 7th Street  
Chico, CA 95928  
Telephone: (530) 891-3000  
FAX: (530) 891-3220

FOUNDATION:  
Carol Seger, Director  
Office of Sponsored Programs  
The CSU, Chico Research Foundation  
California State University, Chico  
Chico, California 95929-0870  
Telephone: 530-898-5700  
FAX: 530-898-6804

NOTICE: By initialing in the space below, you are agreeing to have any controversy arising from this agreement or its breach decided by neutral arbitration as provided by California law and you are giving up any rights you might possess to have the dispute litigated in a court or jury trial. If you refuse to submit to arbitration after agreeing to this provision, you may be compelled to arbitrate under the authority of the California Code of Civil Procedure. Your agreement to this arbitration provision is voluntary.

WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING FROM THIS AGREEMENT OR ITS BREACH TO NEUTRAL ARBITRATION.

CUSDL: ___ Initial  
Foundation: ___ Initial

8. Assignment. Neither party may assign its rights or obligations under this agreement without the other party's prior written consent, which consent shall not be unreasonably withheld.
9. Interpretation of Agreement.

a. Entire Agreement. This agreement and the exhibits attached hereto constitute the entire agreement between CUSD and Foundation and supersede all prior discussions, negotiations and agreements, whether oral or written. Any amendment to this agreement, including an oral modification supported by new consideration, must be reduced to writing and signed by authorized representatives of both parties before it will be effective.

b. Counterparts. This agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

c. Binding on Successors. This agreement ensures to the benefit of, and is binding on, the parties and their respective heirs, personal representatives, successors and assigns.

10. Captions, Joint and Several Liability, Controlling Law. The captions heading the various sections of this agreement are for the convenience and shall not be considered to limit, expand or define the contents of the respective sections. Masculine, feminine or neuter gender, and the singular and the plural number shall each be considered to include the other whenever the context so requires. If either party consists of more than one person, each such person shall be jointly and severally liable. This agreement shall be interpreted under California law and according to its fair meaning and not in favor of or against any party.

Executed on the date first set forth above at Chico, California.

CUSD:
Chico Unified School District

By: ____________________________________________

Date:_____________

School District PO #: ______________________

FOUNDATION:
THE CSU, CHICO RESEARCH FOUNDATION
a California non-profit public benefit corporation

By: ____________________________________________

Date:_____________
Exhibit A
Scope of Work

The CSU, Chico Research Foundation, through the Center for Mathematics and Science Education, will provide MathLinks tutors for classroom teachers in the Citrus Avenue, Chapman, and John McManus Elementary Schools for the 2006-07 academic year. Tutors will be provided for 2-3 hours/week of tutoring per classroom by requesting teachers (based on availability of tutors/schedules).

The CSU, Chico Research Foundation, through the Center for Mathematics and Science Education, will be responsible for the following:
- Provide fair and equitable tutoring services to the above schools during the time periods stated
- Recruit and screen CSUC undergraduates to serve as math tutors in the K-6 classrooms
- Provide on-going training for the tutors in order for tutors to better meet the needs and expectations of participating teachers
- Provide payroll services for the tutors and program coordinators
- Provide program coordinators for the tutoring program
- Provide support for a Family Math Night to participating schools

Citrus Avenue, Chapman, and John McManus Elementary Schools will be responsible for the following:
- Provide the majority of instructional materials and copying services
- Provide facilities (classrooms and other school areas) in which the tutoring and meeting will take place
- Guarantee that tutors are not left unsupervised with children (i.e., ensure that cooperating teachers do not ask tutors to supervise students alone)

Work will begin August 21, 2006 and continue through June 30, 2007.

Exhibit B
Compensation

CUSD will compensate Foundation for the services of MathLinks tutors provided to each school in the fixed amount of $10,000 for each school, Citrus Avenue Elementary School, Chapman Elementary School, and John McManus Elementary School, for a total fixed price of $30,000.

If issuance of a Purchase Order by CUSD is necessary in order for the above compensation to be paid to Foundation for the services to be performed under this Agreement, CUSD will issue and deliver to Foundation its Purchase Order upon execution hereof.

Foundation will invoice CUSD for $15,000 at the completion of the Fall 2006 semester and for $15,000 at the completion of the Spring 2007 semester. Foundation's invoices will include detail which schedules the amounts attributable to each participating CUSD School. Payment is due no later than thirty (30) days from date of the invoice.
PROPOSED AGENDA ITEM: Obsolete Textbooks

Prepared by: Alan Stephenson

☐ Consent
☐ Information Only
☐ Discussion/Action

Board Date: 10/18/06

Background Information
Each year schools have an opportunity to compile a list of unused/old instructional materials to offer to other schools within our district. If there are no requests for the books, the lists then go to the Board to be declared "obsolete." The obsolete books are then offered for sale to ABC Used Books (in bulk) as well as local private and charter schools.

Education Implications
Monies received will be used to buy new textbooks for our students.

Fiscal Implications
Any monies received from the sale of these books will be deposited into the district textbook account.

Additional Information
None

DO Recommendation: 

[Signature]

approve - 6/03
Notice of Completion – Reroofing of Corporation Yard Warehouse

Action X
Consent Information

Agenda Item
October 18, 2006
Page 1 of 1

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

Background information
The Chico Unified School District Warehouse is located at 2455 Carmichael Drive in Chico. Roof was replaced to prevent damage to school district supplies.

Educational Implications
None

Fiscal Implications
Deferred Maintenance Plan cannot pay for administrative areas, therefore, funding will come from Restricted Maintenance dollars. There is no impact to the General Fund.

Additional Information
The filing of Notices 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. These projects will be completed and accepted shortly after the October 18, 2006 Board meeting. Authorizing the Assistant Superintendent, Business Services to approve and execute the NOC addresses the issue of timely filing of the NOC triggering the thirty-five day lien period.

Recommendation
It is requested that the Board of Education authorize the Assistant Superintendent, Business Services to approve and execute the Notices of Completion for the Reroofing of the Corporation Yard Warehouse.

Reviewed:
Randy Meeker
Assistant Superintendent, Business Services
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CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, California 95928-5999
(530) 891-3000 ext. 137

NOTICE OF INSTRUCTIONAL MATERIALS DECLARED OLD OR OBSOLETE

(PVHS) (School) 9-11-06 (Date)

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*Joyce Bundetta*
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Marsh Junior High
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(Date) 9/22/06

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(School)  

**SEPTEMBER 2006**  

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Cheri Miller, Principal
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Eddie Dernay  
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CHICO UNIFIED SCHOOL DISTRICT  
1163 East Seventh Street  
Chico, California  95928-5999  
(530) 891-3000 ext. 137

NOTICE OF INSTRUCTIONAL MATERIALS DECLARED OLD OR OBSOLETE

**EMMA WILSON**  
(School)  
9-22-06  
(Date)

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Please use additional pages if necessary. The list should be neat and in proper format, ready for inclusion in the Board Agenda.
## NOTICE OF INSTRUCTIONAL MATERIALS DECLARED OLD OR OBSOLETE

**Hooker Oak**  
(School)  

**9-25-06**  
(Date)

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**September 21, 2006**

(Date)
# NOTICE OF INSTRUCTIONAL MATERIALS DECLARED OLD OR OBSOLETE

**Little Chico Creek Elementary**  
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**September 21, 2006**  
(Date)

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*Caroline Atkinson*  
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Carolyn Addison
(Principal's Signature)
# NOTICE OF INSTRUCTIONAL MATERIALS DECLARED OLD OR OBSOLETE

**School:** Marigold  
**Date:** 9/8/71

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**Principal's Signature:**

*Please use additional pages if necessary. The list should be neat and in proper format, ready for inclusion in the Board Agenda.*
### CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, California 95928-5999
(530) 891-3000 ext. 137

NOTICE OF INSTRUCTIONAL MATERIALS DECLARED OLD OR OBSOLETE

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The list should be neat and in proper format, Ready for inclusion in the Board Agenda

Principal’s signature
CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, California 95928-5999
(530) 891-3000 ext. 137

NOTICE OF INSTRUCTIONAL MATERIALS DECLARED OLD OR OBSOLETE

Oakdale
(School)

Sept. 22, 2006
(Date)

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### NOTICE OF INSTRUCTIONAL MATERIALS DECLARED OLD OR OBSOLETE

**Parkview**  
(School)  

9/25 - 06  
(Date)

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## NOTICE OF INSTRUCTIONAL MATERIALS DECLARED OLD OR OBSOLETE

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9-29-06  
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(Principal's Signature)

Please use additional pages if necessary. The list should be neat and in proper format, ready for inclusion in the Board Agenda.
### CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street  
Chico, California 95928-5999  
(530) 891-3000 ext. 137

**NOTICE OF INSTRUCTIONAL MATERIALS DECLARED OLD OR OBSOLETE**

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**SHASTA**  
(School)  
**9/21/06**  
(Date)

(Principal's Signature)

Please use additional pages if necessary. The list should be neat and in proper format, ready for inclusion in the Board Agenda.
## CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street  
Chico, California 95928-5999  
(530)891-3000 ext. 137  

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Principal’s Signature ___________________________________________
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 ____________ and accepted by the Chico Unified School District on ____________________.

6. The work of improvement completed is described as follows: REROOFING OF THE CORPORATION YARD WAREHOUSE FOR THE CHICO UNIFIED SCHOOL DISTRICT, CHICO, BUTTE COUNTY, CALIFORNIA.

7. The NAME OF THE ORIGINAL CONTRACTOR for such work of improvement is North Valley Building Systems, Inc., No. 9 Three Sevens Lane Suite 5, Chico, CA 95973.

8. The street address of said property is:

   2455 Carmichael Drive, Chico, California 95928

9. The property on which said improvement was completed is in the CITY OF CHICO, COUNTY OF BUTTE, STATE OF CALIFORNIA, and described as follows:

   ASSESSORS PARCEL NUMBERS: 005-570-014

   Chico Unified School District

Date: __________________________ Signature of Owner or agent of owner __________________________

Randy Meeker, Agent

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 Assistant Superintendent, Business Services 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 __________________________

Randy Meeker, Assistant Superintendent, Business Services
CHICO UNIFIED SCHOOL DISTRICT

AMENDMENT #1
TO
CONTRACT OF EMPLOYMENT OF DISTRICT SUPERINTENDENT

This Amendment #1 to the contract ("Contract"), entered into and effective September 21, 2005, by and between the Board of Trustees of the Chico Unified School District ("Board"), by and on behalf of Chico Unified School District ("District"), and Dr. Chet Francisco ("Superintendent"), is effective on September 20, 2006.

1. **Terms of Employment**
   The Board hereby extends the date of the Contract for one additional year, ending June 30, 2010.

2. **Salary and Work Year**
   In addition to his annual salary, the Superintendent’s salary shall be eligible for the same enhancements as those offered Chico Unified Management Association ("CUMA").

   With the exception of the two items above-listed, all other terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement #1 this 18th day of October, 2006, by the Board, the District, and the Superintendent.

CHICO UNIFIED DISTRICT BOARD OF TRUSTEES

______________________________
Rick Rees, President

______________________________
Jann Reed, Vice President

______________________________
Scott Huber, Clerk

______________________________
Rick Anderson, Member

______________________________
Anthony Watts, Member

Accepted and Agreed to:

______________________________
Dr. Chet Francisco, Superintendent
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<td>2220</td>
<td>BP</td>
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SUPERINTENDENT RESPONSIBILITIES AND DUTIES

As the chief executive officer of the Board of Education, the Superintendent of Schools shall have complete administrative supervision of the school system; and in accordance with these powers, he shall be responsible for the efficient operation of the system in all its divisions, in accordance with state law and Board policy. The chief responsibilities and powers of the Superintendent of Schools shall include the following:

1. Attend meetings of the Board.

2. Assist the Board in its formulation of school policies, plans, programs and in the matter of legislation for the schools by preparation and presentation of facts and explanations.

3. Keep the Board informed as to how its policies are being carried out, as to the effectiveness of such policies and as to the conditions and efficiency of the different branches of service in the school system. To this end, he/she shall have maintained a competent system of financial accounts, competent business and property records and competent personnel and scholastic records; he/she shall report at each Board meeting such matters as are pertinent to the business at hand and shall present annually, and from time to time, reports covering various phases of the work of the school system including recommendations affecting the needs of the system.

4. Exercise general supervision over, assign and transfer all employees, both certificated and classified. He shall nominate, promote and transfer all employees, subject to the approval of the Board of Education and in accordance with its policies.

5. Furnish the Board of Education such information and reports as may be needed to evaluate the work of the administrative officers or to inform the Board of the conduct of the schools.

6. Require that all employees wishing to present reports, recommendations or matters which they feel should be presented to the Board for its consideration present information to the Superintendent.

7. Be responsible for the development and effective operation of such curriculum, special courses and activities as will provide a complete and adequate system of instruction and physical care for all pupils attending the schools.

8. Have authority over and exercise general supervision over the policies and management of individual schools or other administrative units of the instructional service of the schools.

9. Direct the development of the annual budget preparatory to its consideration and adoption by the Board of Education.
SUPERINTENDENT RESPONSIBILITIES AND DUTIES

10. Direct the administration of the budget as enacted by the Board, acting at all times in accordance with legal requirements and the adopted policies, schedules, procedures, accounting techniques and other business, financial or administrative controls established by the Board.

11. Maintain a continuous study on the problems confronting the schools, assigning this responsibility to the office applicable.

12. Maintain both within and outside the school such a program of public information as may serve to improve understanding and morale within the schools and keep the public informed as to the activities, needs and success of the schools.

13. Report to the Board, at his/her discretion or at its request, upon the administrative policies and plans by which he pro poses to direct the management of matters over which the Board has granted him/her large discretionary power.

14. See that all constitutional or statutory laws and all charter or State Board of Education regulations governing the schools, including provisions affecting compulsory attendance, the issuance of work certificates, elections, bonding, auditing and all requirements for school reports are effectively carried out and that the policies of the Board are enforced.

15. Investigate and report to the Board any evidence that may come to his/her notice of any infringement of the legal right of this district or in which the legal responsibility of this district may be involved.

16. Recommend the establishment or alteration of the attendance boundaries for all schools in the interest of good administration of the instructional program.

17. Determine the need for facilities for transportation of pupils.

18. Make such rules and give such instructions to school employees as may be necessary to make these rules and any additional instruments of control established by the Board or by State law fully effective in the management of the schools; and in all matters not covered by these regulations, he/she shall act on his/her own discretion if action is necessary but shall report his/her action to the Board at its next regular meeting.

19. Direct the assignment and supervision of all employees. Arrange for orientation of new employees; develop manuals as needed.

20. Encourage in-service growth of the staff and recommend policies to the Board of Education concerning in-service growth.

21. Administer the formulation and application of evaluation procedures.
SUPERINTENDENT RESPONSIBILITIES AND DUTIES

22. Handle complaints and criticisms and report, if necessary, to the Board on such complaints or criticisms. Recommend policies regarding the relationship between administrators and the Board and between such groups as the employee associations and the Board.

23. Report to personnel those acts of the Board which affect them. Send a recapitulation of Board actions to all schools the day following the Board meeting.

24. Meet regularly with individual administrative staff members and with the entire administrative staff. Set regular meeting times and schedules for all administrative groups which meet.

25. Direct research programs to determine achievement and needs of students. Recommend, in light of research, the establishment of special classes.

26. Establish procedures for pupil behavior consistent with their safety and well being.

27. Direct the selection and use of tests to measure achievement and ability as well as for other selected purposes.

28. Administer the academic, personal and social counseling program for the schools.

29. Develop in-service training program for the improvement of instruction.

30. Keep informed about curricular recommendations by state, regional and national curriculum study groups.

31. Supervise the development of procedures for the selection and evaluation of textbooks, audio-visual aids and other instructional materials.

32. Give leadership to the program for the constant evaluation and revision of the program of studies.

33. Supervise the development and maintenance of a sound program for the purchasing, control and assignment of supplies and equipment.

34. Analyze and recommend actions to the Board regarding school plant needs using consultants as needed.

35. Supervise the development of educational specifications for school construction with the aid of consultants and staff.

36. Make such rules and give such instructions to school employees as may be necessary to make these rules and any additional instruments of control established by the Board or by state law fully effective in the management of the Schools; and in all
SUPERINTENDENT RESPONSIBILITIES AND DUTIES

matters not covered by these regulations, he/she shall act on his/her own discretion if action is necessary but shall report his/her actions to the Board of Education at its next regular meeting.

The following district personnel are directly responsible to the Superintendent of Schools:

Assistant Superintendent - Human Resources
Assistant Superintendent - Educational Services
Assistant Superintendent - Business Services

Legal Reference:
EDUCATION CODE
17604 Delegation of powers to agents
17605 Delegation of authority to purchase supplies, equipment and services
35020 Duties of employees set by governing board
35026 Employment and duties of district superintendent
35035 Additional powers and duties of superintendent
48900 Authority of superintendent to recommend suspension or expulsion

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Leadership, 1996
WEB SITES
CSBA: http://www.csba.org
ACSA: http://www.acsa.org

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California
SUPERINTENDENT GOVERNANCE STANDARDS

The Board of Education recognizes that effective district governance requires strong collaboration and teamwork with the Superintendent. Because the Board and Superintendent each have their unique roles and responsibilities, both contribute to the responsible governance of the district and the quality of education provided to the community's students.

(cf. 2000 - Concepts and Roles)
(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)

The Superintendent is expected to hold himself/herself to the highest standards of ethical conduct and professionalism.

To support the Board in the governance of the district, the Superintendent:

1. Promotes the success of all students and supports the efforts of the Board to keep the district focused on learning and achievement
2. Values, advocates and supports public education and all stakeholders
3. Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents/guardians and the community - and ensures that the diverse range of views inform Board decisions
4. Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior
5. Serves as a model for the value of lifelong learning and supports the Board's continuous professional development

(cf. 9240 - Board Development)

6. Works with the Board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture

(cf. 0000 - Vision)

7. Recognizes that the Board/Superintendent governance relationship is supported by the management team in the district
8. Understands the distinctions between Board and staff roles, and respects the role of the Board as the representative of the community
9. Understands that authority rests with the Board as a whole; provides guidance to the Board to assist in decision-making; and provides leadership based on the direction of the Board as a whole
Superintendent Governance Standards

10. Communicates openly with trust and integrity, including providing all members of the Board with equal access to information and recognizing the importance of both responsive and anticipatory communications.

11. Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the district.

Legal Reference:
EDUCATION CODE
35020 Duties of employees set by governing board

Management Resources:
CSBA PUBLICATIONS
Superintendent Governance Standards, 2001
CSBA Professional Governance Standards, 2000
AASA PUBLICATIONS
Professional Standards for the Superintendency, 1993
WEB SITES
CSBA: http://www.csba.org
ACSA: http://www.acsa.org
American Association of School Administrators: http://www.aasa.org

Policy adopted: CHICO UNIFIED SCHOOL DISTRICT
Chico, California
SUPERINTENDENT RECRUITMENT AND SELECTION

The Board of Education recognizes that it has a direct responsibility to select and employ the Superintendent. Whenever it becomes necessary for the Board to fill a vacancy in the position of Superintendent, the Board shall work diligently to employ a person whose management and leadership abilities are most closely aligned with district needs.

(cf. 2000 - Concepts and Roles)
(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 2111 - Superintendent Governance Standards)
(cf. 9000 - Role of the Board)

The Board shall establish and implement a search and selection process that includes consideration of:

1. The district's current and long-term needs, including a review of the district's vision and goals

(cf. 0000 - Vision
(cf. 0100 - Philosophy
(cf. 0200 - Goals for the School District)

2. The desired characteristics of a new Superintendent, including professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, technical, interpersonal and conceptual skills, as well as the priorities the Board wants to place on different abilities, traits and levels of knowledge

3. The scope of the search, including whether to promote from within the district or broaden the search to include both internal and external candidates and, if external candidates will be considered, whether to conduct a statewide or nationwide search

4. The salary range and benefits to be offered

5. Basic elements to be included in the Superintendent's contract

6. Whether to hire a professional adviser to facilitate the process

7. How and when to involve the community in certain phases of the selection process

(cf. 1000 - Concepts and Roles)
(cf. 1220 - Citizen Advisory Committees)

8. The best methods for advertising the vacancy and recruiting qualified candidates

9. The process for screening applications and determining how the screener(s) will be selected
SUPERINTENDENT RECRUITMENT AND SELECTION

10. Interview questions, processes and participants

11. How and when candidates' qualifications will be verified through reference checks
   
   (cf. 4112.5/4312.5 - Criminal Record Check)

12. Other actions necessary to ensure a fair selection process and a smooth transition to new leadership

Even if a professional adviser is used to facilitate the process, the Board shall retain the right and responsibility to oversee the process and to review all applications if desired.

The Board shall select candidates to be interviewed based on recommendations of the screener(s) and the Board's own assessment of how candidates meet the criteria established by the Board.

The Board shall select preliminary and final candidates in closed session and determine the most likely match for the district. (Government Code 54957)

The selected candidate shall hold both a valid school administration certificate and a valid teacher's certificate. The Board may waive any credential requirement, but shall not employ a person whose credential has been revoked by the Commission on Teacher Credentialing pursuant to Education Code 44421-44427. (Education Code 35028, 35029, 35029.1)

Before offering the position to the selected candidate or making any announcements, Board members may visit that candidate's current district, as appropriate, to obtain verification of his/her qualifications.

The Board shall deliberate in closed session to affirm the selection of the candidate and shall report the selection in open session. (Government Code 54957)

(cf. 2121 - Superintendent's Contract)
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

The Board shall conduct these proceedings in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

As necessary, the Board may appoint an interim superintendent to manage the district during the selection process.
SUPERINTENDENT RECRUITMENT AND SELECTION

Legal Reference:

EDUCATION CODE
220  Prohibition of discrimination
35026  Employment of superintendent by board
35028  Certification
35029-35029.1  Waiver of credential requirement
35031  Term of employment
44420-44440  Revocation and suspension of certification documents

GOVERNMENT CODE
11135  Unlawful discrimination
12900-12996  California Fair Employment and Housing Act
53260-53264  Employment contracts
54954  Time and place of regular meetings
54957  Closed session personnel matters
54957.1  Closed session, public report of action taken

CODE OF REGULATIONS, TITLE 2
7287.6  Terms, conditions and privileges of employment

UNITED STATES CODE, TITLE 29
794  Section 504 of the Vocational Education Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42
2000d-2000d-7  Title VI, Civil Rights Act of 1964
2000e-2000e-17  Title VII, Civil Rights Act of 1964 as amended
2000h-2000h-6  Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190  Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34
106.9  Dissemination of nondiscrimination policy

Management Resources:

CSBA PUBLICATIONS
Maximizing School Board Leadership: Human Resources, 1996

WEB SITES
CSBA: http://www.csba.org
ACSA: http://www.acsa.org
Office of Civil Rights: http://www.ed.gov/offices/OCR
Department of Fair Employment and Housing: http://www.dfeh.ca.gov

Policy adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California
SUPERINTENDENT'S CONTRACT

In approving employment contracts with the Superintendent, the Governing Board wishes to encourage the Superintendent's long-term commitment to the district and community while carefully considering the financial and legal implications of the contract in order to protect the district from any potentially adverse obligations.

(cf. 2120 - Superintendent Recruitment and Selection)
(cf. 4312.1 - Contracts)
(cf. 9000 - Role of the Board)

The Board shall designate a representative to negotiate with the Superintendent on its behalf and shall consult legal counsel to draft the contract document.

The Board shall deliberate in closed session about the terms of the contract.
(Government Code 54957)

(cf. 9321 - Closed Session Purposes and Agenda)
(cf. 9321.1 - Closed Session Actions and Reports)

Terms of the contract shall remain confidential until the ratification process commences.

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Board shall ratify the Superintendent's contract in an open meeting, which shall be reflected in the Board's minutes. Copies of the contract shall be available to the public upon request. (Government Code 53262)

(cf. 3580 - District Records)

The contract shall include, but not be limited to, provisions for salary and benefits, annual evaluations, term of the contract, and conditions for termination of the contract. The contract should also include general responsibilities and duties of the Superintendent.

(cf. 2110 - Superintendent Responsibilities and Duties)

The term of the contract shall be for no more than four years. (Education Code 35031)

During the term of the contract, the Board may reemploy the Superintendent on those terms and conditions mutually agreed upon by the Board and Superintendent. (Education Code 35031)

The Superintendent's contract shall be extended only by Board action and subsequent to a satisfactory evaluation of the Superintendent's performance.

(cf. 2140 - Evaluation of the Superintendent)
SUPERINTENDENT'S CONTRACT

In the event that the Board determines not to reemploy the Superintendent, the Board shall provide written notice to the Superintendent at least 45 days in advance of the expiration of the term of the contract. (Education Code 35031)

The Superintendent's contract shall include a provision specifying the maximum cash settlement that the Superintendent may receive upon termination of the contract. However, if the unexpired term of the contract is greater than 18 months, the maximum cash settlement shall be no more than the Superintendent's monthly salary multiplied by 18. The cash settlement shall not include any noncash items other than health benefits, which may be continued for the unexpired term of the contract up to 18 months or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

(cf. 4117.5/4217.5/4217.5 - Termination Agreements)

If the Board terminates the Superintendent's contract upon its belief and subsequent confirmation pursuant to an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal practices, the maximum settlement shall be within the limits prescribed by law, as determined by an administrative law judge. (Government Code 53260)

Legal Reference:
EDUCATION CODE
35031 Term of employment
41325-41329.3 Conditions of emergency apportionment
GOVERNMENT CODE
53260-53264 Employment contracts
54954 Time and place of regular meetings
54957 Closed session personnel matters
54957.1 Closed session, public report of action taken

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Governance: Superintendent Selection and Employment, 2004
WEB SITES
CSBA, Single District Governance Services: http://www.csba.org/sds
Association of California School Administrators: http://www.acsa.org

(12/92 7/01) 11/04
CHICO UNIFIED SCHOOL DISTRICT
2006 Red Ribbon Week Proclamation
Resolution #971-06

Whereas, youth and adults will come together to create an awareness about positive and fun opportunities without the use of alcohol, tobacco, and drugs; and,

Whereas, youth and adults in the community come together in support of programs and activities that engage youth in building skills, attitudes, and behaviors that build a healthy community now and in the future; and,

Whereas, Red Ribbon Week's 20th anniversary will be observed all across America during Red Ribbon Week; and,

Whereas, during Red Ribbon Week parents, youth, businesses, law enforcement, schools, religious institutions, service organization, social services, health services, media, and the general public will come together to demonstrate their commitment by wearing and displaying red ribbons during this week long celebration; and,

Whereas, the Chico Unified School District makes a commitment to ensure the success of the Red Ribbon Week Celebration; and,

Now Therefore, Be It Resolved, that the Chico Unified School District does hereby support October 23-31, 2006, as Red Ribbon Week, and encourages all citizens to support tobacco, alcohol, and other drug prevention programs and activities by making a visible statement and commitment towards promoting a healthy community.

Passed and adopted by the Chico Unified School District Board of Education at a regular meeting, thereof, held on the 18th day of October, 2006.

AYES:
NOES:
ABSENT:
ABSTAIN:

__________________________
Rick Rees, President

__________________________
Dr. Chet Francisco, Superintendent
CHARTER SCHOOLS

The Governing Board believes that charter schools provide one opportunity to implement school-level reform and to support innovations which improve student learning. These schools shall operate under the provisions of their charters, federal laws, specified state laws, and general oversight of the Board.

At his/her discretion, the Superintendent or designee may establish a staff advisory committee to review a submitted petition and the supporting documentation. Such a committee may be used to evaluate the completeness of the proposal, the merits of the proposed educational program, the level of community support, and any concerns that should be addressed by the petitioners. The Superintendent or designee shall also consult with legal counsel as appropriate regarding compliance of the proposal with legal requirements.

In determining whether to grant or deny a charter, the Board shall carefully review the proposed charter and any supplementary information, consider public and staff input, and determine whether the charter petition adequately addresses all the provisions required by law. The Board shall not deny a charter school petition unless specific written factual findings are made pursuant to law and administrative regulation.

The district shall not require any student to attend a charter school and shall not require any district employee to work at a charter school. (Education Code 47605)

The Board shall ensure that any charter granted by the Board contains adequate processes and measures for holding the school accountable for fulfilling the terms of its charter. These shall include, but not be limited to, fiscal accountability systems, multiple measures for evaluating the educational program, and regular reports to the Board.

The Board shall monitor each charter school to determine whether it makes "adequate yearly progress" as defined by the State Board of Education and federal Title I accountability requirements. If a charter school fails to make adequate yearly progress for two or more consecutive years, the Board shall take action for program improvement in accordance with law, Board policy, and administrative regulations.

The Board may consider converting an existing school to a charter school when state or federal law requires restructuring of school because of low-performance or when otherwise deemed beneficial by the district and community.

Legal Reference:

EDUCATION CODE
17280-17317 Field Act
17365-17374 Field Act, fitness for occupancy
33054 Waivers
41365 Charter school revolving loan fund
42100 Annual statement of receipts and expenditures
42238.51-42238.53 Funding for charter districts
44237 Criminal record summary
44830.1 Certificated employees, conviction of a violent or serious felony
45122.1 Classified employees, conviction of a violent or serious felony
46201 Instructional minutes
47600-47616.7 Charter Schools Act of 1992, as amended
47640-47647 Special education funding for charter schools
47652 Funding of first-year charter schools
48000 Minimum age of admission (kindergarten)
48010 Minimum age of admission (first grade)
48011 Minimum age of admission from kindergarten or other school
51745-51749.3 Independent study
52052 Alternative accountability system
54032 Limited English or low-achieving pupils
56026 Special education
56145-56146 Special education services in charter schools
60600-60649 Assessment of academic achievement, including:
60605 Academic content and performance standards; assessments
60640-60649 Standardized Testing and Reporting Program
60850-60859 High school exit examination

GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act
54950-54963 The Ralph M. Brown Act

PENAL CODE
667.5 Definition of violent felony
1192.7 Definition of serious felony

CODE OF REGULATIONS, TITLE 5
11700.1-11705 Independent study
11960-11969 Charter schools

CODE OF REGULATIONS, TITLE 24
101 et seq. California Building Code
UNITED STATES CODE, TITLE 20
6311 Adequate yearly progress
6319 Qualifications of teachers and paraprofessionals
7223-7225 Charter schools

CODE OF FEDERAL REGULATIONS, TITLE 34
200.1-200.78 Accountability

ATTORNEY GENERAL OPINIONS

Management Resources:
CSBA PUBLICATIONS
CSBA ADVISORIES
Charter School Facilities and Proposition 39: Legal Implications for School Districts, September 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Special Education and Charter Schools: Questions and Answers, September 10, 2002

U.S. DEPARTMENT OF EDUCATION GUIDANCE
Charter Schools Program, July 2004
The Impact of the New Title I Requirements on Charter Schools, July 2004

WEB SITES
CSBA: http://www.csba.org
California Building Standards Commission: http://www.bsc.ca.gov
California Charter Schools Association: http://www.charterassociation.org
California Department of Education, Charter Schools: http://www.cde.ca.gov/sp/cs
Education Commission of the States: http://www.ecs.org
National School Boards Association: http://www.nsba.org

CSBA Review: (11/02 11/03) 3/06

Board Policy #0420.4 Adopted:
Chico Unified School Board
Title: Textbook Approval - An Introduction to Human Services

Action: [Corrected]
Consent: [Corrected]
Information: [Corrected]

Agenda Item:
October 18, 2006
Page

Prepared by: Priscilla Burns
Pleasant Valley High School

Background Information:
New Textbooks to be approved for the new course HERO in Human Service. Course and texts were cross-referenced for standards, and meet the standards for family and human service occupations. The standards will also articulate with several community college and CSU courses in introduction to human service.

Educational Implications
Students will have current, relevant and industry related materials to utilize in coursework.

Fiscal Implications
All texts were purchased with continuing monies through the California Partnership Academy, ACE-LIFE Grant. No fiscal impact on district or department funds.

Additional Information
This text is already used at the introduction level at community college, so it will make a natural course to articulate on a 2+2 agreement. Text choice adds validity and rigor to the course.

Recommendation
I recommend that you approve.
A. New Adoption

1. Proposed Text
   Title: An Introduction to Human Services
   Edition/# of Pages: Fifth edition / 559 pages
   Author: Woodside and Maltz
   Publisher: Thompson Brooks/Cole
   Copyright Date: 2006
   Current List Price: $56.95

   Material is on the California Legal Compliance List? [YES] [NO]

2. Approximately how many classes will be using this text? 
   How many copies of the text will be purchased? 40

3. List other districts using this text: Too new to tell

4. List other textbooks considered in the selection and their current list price:

5. The proposed text for all courses that have state approved standards must align with those standards. Indicate areas that are supported by the proposed text and areas where supplementary material will be needed. Attach a list of those standards and the corresponding text correlation.

<table>
<thead>
<tr>
<th>Check each criterion that applies in terms of the course and ability level to which the material is to be submitted</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Does not apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. How well does the material align with Chico Unified School District Standards and Benchmarks?</td>
<td>✗</td>
<td></td>
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</tr>
<tr>
<td>2. How well does the material align with California State Standards?</td>
<td>✗</td>
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</tr>
<tr>
<td>3. How well does the material cover the scope of student and teacher needs at the grade level for which it is being considered?</td>
<td>✗</td>
<td></td>
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</tr>
<tr>
<td>4. How well does material employ a variety of pedagogical methods of instruction?</td>
<td>✗</td>
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</tr>
<tr>
<td>5. How well are the assessment tools linked to the content and instructional methodology?</td>
<td>✗</td>
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</tr>
<tr>
<td>6. How successfully are formal, informal and alternative assessment systems incorporated into the teacher resource guide?</td>
<td>✗</td>
<td></td>
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</tr>
<tr>
<td>7. How well does the material provide for the needs of English language learners?</td>
<td>✗</td>
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</tr>
<tr>
<td>8. How appropriate are the supplementary materials in supporting the effective use of the text?</td>
<td>✗</td>
<td></td>
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</tr>
<tr>
<td>9. To what degree does the teacher resource material provide support and guidance?</td>
<td>✗</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>10. Classify the ease of use of the teachers’ manual?</td>
<td>✗</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Is supplementary material available for the adoption? □ YES ☑ NO
   Is it necessary for instructional purposes? □ YES ☑ NO

If yes, why?
What costs are involved?

7. Textbook previously used
Title: ____________________________
Author: ____________________________
Publisher: ____________________________
Copyright Date: ____________________________

   a. Date of initial adoption: ____________________________
   b. State reason for the previous text no longer serving the purpose for which it was originally adopted:
CHICO UNIFIED SCHOOL DISTRICT
REQUEST FOR TEXTBOOK APPROVAL
Page 3 of 3

STEP 1 – DISTRICT OFFICE APPROVAL

Review by CUSD Director of Curriculum

Date

ONLY PROCEED TO STEP 2 AFTER COMPLETING STEP 1.

STEP 2 – DEPARTMENT CHAIRPERSON APPROVAL TO USE TEXTBOOK

N/A - NO HOME

Chico High School Department Chairperson

Date

Pleasant Valley High School Department Chairperson

Date

Fair View High School Department Chairperson

Date

Oakdale High School Department Chairperson

Date

STEP 3 – CAMPUS PRINCIPAL APPROVAL

Chico High School Principal

Date

Pleasant Valley High School Principal

Date

Fair View High School Principal

Date

Oakdale High School Principal

Date

Appropriate consideration in the above Steps 2 and 3 above must be made within 10 days of receipt. Consideration may be: approval or rejection. If rejected, it must be returned to originator with rationale.

District Cur. Counsel

Task Force Approval (if appropriate)

Date

CUSD Educational Services Approval

Date

Governing Board Approval

Date
CHICO UNIFIED SCHOOL DISTRICT
REQUEST FOR TEXTBOOK APPROVAL

Page 3 of 3

STEP 1 – DISTRICT OFFICE APPROVAL

Review by CUSD Director of Curriculum

Date

ONLY PROCEED TO STEP 2 AFTER COMPLETING STEP 1.

STEP 2 – DEPARTMENT CHAIRPERSON APPROVAL TO USE TEXTBOOK

Chico High School Department Chairperson

Date

Pleasant Valley High School Department Chairperson

Date

Fair View High School Department Chairperson

Date

Oakdale High School Department Chairperson

Date

STEP 3 – CAMPUS PRINCIPAL APPROVAL

Chico High School Principal

Date

Pleasant Valley High School Principal

Date

Fair View High School Principal

Date

Oakdale High School Principal

Date

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Task Force Approval (if appropriate)

Date

CUSD Educational Services Approval

Date

Governning Board Approval

Date
**CHICO UNIFIED SCHOOL DISTRICT**  
**REQUEST FOR TEXTBOOK APPROVAL**  
Page 3 of 3

**STEP 1 – DISTRICT OFFICE APPROVAL**

| Review by CUSD Director of Curriculum | Date |

**ONLY PROCEED TO STEP 2 AFTER COMPLETING STEP 1.**

**STEP 2 – DEPARTMENT CHAIRPERSON APPROVAL TO USE TEXTBOOK**

| Chico High School Department Chairperson | Date |
| Pleasant Valley High School Department Chairperson | Date |
| Fair View High School Department Chairperson | Date |
| Oakdale High School Department Chairperson | Date |

**STEP 3 – CAMPUS PRINCIPAL APPROVAL**

| Chico High School Principal | Date |
| Pleasant Valley High School Principal | Date |
| Fair View High School Principal | Date |
| Oakdale High School Principal | Date |

Appropriate consideration in the above Steps 2 and 3 above must be made within 10 days of receipt. Consideration may be: approval or rejection. If rejected, it must be returned to originator with rationale.

| Task Force Approval (if appropriate) | Date |
| CUSD Educational Services Approval | Date |
| Governing Board Approval | Date |
Title: Textbook Approval - Becoming a Helper

Action: X
Consent: 
Information: 

Prepared by: Priscilla Burns
Pleasant Valley High School

Background Information:
New Textbooks to be approved for the new course HERO in Human Service. Course and texts were cross-referenced for standards, and meet the standards for family and human service occupations. The standards will also articulate with several community college and CSU courses in introduction to human service.

Educational Implications
Students will have current, relevant and industry related materials to utilize in coursework.

Fiscal Implications
All texts were purchased with continuing monies through the California Partnership Academy, ACE-LIFE Grant. No fiscal impact on district or department funds.

Additional Information
This text is already used at the introduction level at community college, so it will make a natural course to articulate on a 2+2 agreement. Text choice adds validity and rigor to the course.

Recommendation
I recommend that you approve.
A. New Adoption
1. Proposed Text
   Title: Becoming a Helper
   Author: Corey and Corey
   Publisher: Thompson Brooks/Cole
   Copyright Date: 2007
   Current List Price: $74.00

   Material is on the California Legal Compliance List? [X] YES  [ ] NO

2. Approximately how many classes will be using this text? 1
   How many copies of the text will be purchased? 40

3. List other districts using this text: Too new to tell

4. List other textbooks considered in the selection and their current list price:

5. The proposed text for all courses that have state approved standards must align with those standards. Indicate areas that are supported by the proposed text and areas where supplementary material will be needed. Attach a list of those standards and the corresponding text correlation.

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<thead>
<tr>
<th>Check each criterion that applies in terms of the course and ability level to which the material is to be submitted</th>
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<th>Poor</th>
<th>Does not apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. How well does the material align with Chico Unified School District Standards and Benchmarks?</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>2. How well does the material align with California State Standards?</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>3. How well does the material cover the scope of student and teacher needs at the grade level for which it is being considered?</td>
<td>X</td>
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<tr>
<td>4. How well does material employ a variety of pedagogical methods of instruction?</td>
<td>X</td>
<td></td>
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<tr>
<td>5. How well are the assessment tools linked to the content and instructional methodology?</td>
<td>X</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>6. How successfully are formal, informal and alternative assessment systems incorporated into the teacher resource guide?</td>
<td>X</td>
<td></td>
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<td>X</td>
<td></td>
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</tr>
<tr>
<td>8. How appropriate are the supplementary materials in supporting the effective use of the text?</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>9. To what degree does the teacher resource material provide support and guidance?</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Classify the ease of use of the teachers' manual?</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Is supplementary material available for the adoption? □ YES □ NO
   Is it necessary for instructional purposes? □ YES □ NO
   If yes, why?
   What costs are involved?

7. Textbook previously used
   Title: [Signature]
   Author: ____________________________
   Publisher: ____________________________
   Copyright Date: ____________________________
   a. Date of initial adoption: ____________________________
   b. State reason for the previous text no longer serving the purpose for which it was originally adopted:
CHICO UNIFIED SCHOOL DISTRICT
REQUEST FOR TEXTBOOK APPROVAL
Page 3 of 3

STEP 1 – DISTRICT OFFICE APPROVAL

Review by CUSD Director of Curriculum

Date

ONLY PROCEED TO STEP 2 AFTER COMPLETING STEP 1.

STEP 2 – DEPARTMENT CHAIRPERSON APPROVAL TO USE TEXTBOOK

WA - No Home Ex. 8/1/06

Chico High School Department Chairperson

Date

Pleasant Valley High School Department Chairperson

Date

Fair View High School Department Chairperson

Date

Oakdale High School Department Chairperson

Date

STEP 3 – CAMPUS PRINCIPAL APPROVAL

Chico High School Principal 8/11/06

Date

Pleasant Valley High School Principal 8/16/06

Date

Fair View High School Principal

Date

Oakdale High School Principal

Date

Appropriate consideration in the above Steps 2 and 3 above must be made within 10 days of receipt. Consideration may be: approval or rejection. If rejected, it must be returned to originator with rationale.

Task Force Approval (if appropriate) 10-12-06

Date

CUSD Educational Services Approval 10-13-06

Date

Governing Board Approval

Date
CHICO UNIFIED SCHOOL DISTRICT
REQUEST FOR TEXTBOOK APPROVAL

Page 3 of 3

STEP 1 – DISTRICT OFFICE APPROVAL

Review by CUSD Director of Curriculum

Date

ONLY PROCEED TO STEP 2 AFTER COMPLETING STEP 1.

STEP 2 – DEPARTMENT CHAIRPERSON APPROVAL TO USE TEXTBOOK

Chico High School Department Chairperson

Date

Pleasant Valley High School Department Chairperson

Date

Fair View High School Department Chairperson

Date

Oakdale High School Department Chairperson

Date

STEP 3 – CAMPUS PRINCIPAL APPROVAL

Chico High School Principal

Date

Pleasant Valley High School Principal

Date

Fair View High School Principal

Date

Oakdale High School Principal

Date

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Task Force Approval (if appropriate)

Date

CUSD Educational Services Approval

Date

Governing Board Approval

Date
CHICO UNIFIED SCHOOL DISTRICT
REQUEST FOR TEXTBOOK APPROVAL
Page 3 of 3

STEP 1 – DISTRICT OFFICE APPROVAL

Review by CUSD Director of Curriculum

Date

ONLY PROCEED TO STEP 2 AFTER COMPLETING STEP 1.

STEP 2 – DEPARTMENT CHAIRPERSON APPROVAL TO USE TEXTBOOK

Chico High School Department Chairperson

Date

Pleasant Valley High School Department Chairperson

Date

Fair View High School Department Chairperson

Date

Oakdale High School Department Chairperson

Date

STEP 3 – CAMPUS PRINCIPAL APPROVAL

Chico High School Principal

Date

Pleasant Valley High School Principal

Date

Fair View High School Principal

Date

Oakdale High School Principal

Date

8-14-06

Appropriate consideration in the above Steps 2 and 3 above must be made within 10 days of receipt. Consideration may be: approval or rejection. If rejected, it must be returned to originator with rationale.

Task Force Approval (if appropriate)

Date

CUSD Educational Services Approval

Date

Governing Board Approval

Date
TITLE: Waiver per CUTA Collective Bargaining Agreement regarding 20 minute reading program at Bidwell Junior High School for the 2006-07 school year

Action: X
Consent: _____
Information: _____

Agenda Item: October 18, 2006
Page

Prepared by: Bob Feaster

Background Information: Per the collective bargaining agreement between the District and CUTA (Article 23) the unit members at a specific school site can request a change to the contract for that site for a specific time frame. The staff at BJHS has reached consensus to continue with a previously approved waiver that has since expired. This waiver would continue with a 20 minute per day reading program in which the entire school will participate on Mondays, Tuesdays, Thursdays and Fridays.

Educational Implications: The entire school will participate in 20 minutes of sustained silent reading during the periods specified in the waiver.

Fiscal Implications: None

Additional Information: This waiver deals with Article 6 (Hours of Employment) of the collective bargaining agreement and is in essence the same as a waiver that was approved before and has since lapsed.

Recommendation: Approval of the waiver.
1. What is the purpose for seeking this waiver?

We are seeking a waiver to incorporate a 20-minute reading program Monday, Tuesday, Thursday and Friday into our schedule and to provide a 72-minute class period to administer and proctor the 7th grade writing test as required by the California Department of Education.

2. List ALL the Bargaining Unit Members directly involved and or potentially affected by waiving this portion of the contract:

Annie Adamian, Tamara Allspaugh, Cyndi Bailey, Betty Barsuglia, Bill Battaglia, Kim Battaglia, Vicki Bertaina, Mike Brooks, Duaine Brown, Sharon Brown, Mary Bruch, Oleta Bryson, Beth Burton, Rita Dane, Bill Dixon, Bob Duchala, Samantha Gale, Paula Hammond, David Haynes, Debra Hoffmann, Dan Holmes, Kari Hopper, Diane Ippisch, Cathy Jensvold, Lynny Jones, Marjorie Kucich, Mark Leach, Jim Nash, Corina Peruzzi, Steve Reinbold, Mike Riley, Jennifer Smith, Barbara Thorpe, Susan Tippets, Betty Wells, Jim Williams, Maggie Williams, John Wirt, Barbara Kittle, Rochelle Sanchez, Lisa Winslow, Gale Morgan

3. List the specific provision of the contract for which your staff is seeking a waiver. Include Article and Section(s) as well as the page number it is found in the current contract.

The specific provisions of the contract for which we are seeking a waiver are listed in Article 6 HOURS OF EMPLOYMENT of the collective bargaining agreement.

Specifically Sections: 6.1.1.B.1.e.3 on page 6 of Article 6, and

4. What replacement language does the staff want to operate in the place of the above provisions?

6.1.1.B.1.e.3

On Mondays, Tuesdays, Thursdays, and Fridays one preparation period of at least 52 minutes equivalent in length of time to one of the teaching periods at the school will be assigned to teachers. The Site Administrator will be responsible to work out a plan to cover the 20-minute reading period for multi campus unit members. The District may request a teacher to perform duties other than activities related to his/her professional responsibilities during a preparation period, provided such is limited to assisting staff during emergency situations as deemed necessary by the District.

5. Please provide a written explanation of any specific arrangements that were promised to reach a consensus.

1. All teachers will be responsible for the direction and implementation of the program.
2. This waiver is effective for the 2006-07 school year. If the 20-minute reading period is desirable in future years it is recommended that unit members vote during the first workday of the year prior to the first student day.
3. Students that do not have reading material will be sent to the office. School administration will be responsible for insuring that students have appropriate reading material.
4. Passes or notes will not be sent out during the 20-minute reading period unless approved by administration.
5. Physical education classes will have access to rooms 301 and 302 for the 20-minute reading period except room 301 when SSR is during A period.
6. If needed, during the 2nd semester the school rotation schedule will be adjusted to fix any inequities in total prep time for the teachers.
7. A-period teachers will ask students to hold up their SSR book periodically. If a student does not have a SSR book then they will be sent to the library at nutrition break to check one out.
CHICO UNIFIED SCHOOL DISTRICT  
1163 East Seventh Street  
Chico, California  95928-5999  
(530) 891-3000

RESOLUTION #972-06

RESOLUTION OF THE GOVERNING BOARD  
OF THE CHICO UNIFIED SCHOOL DISTRICT

ELIMINATION OF CLASSIFIED SERVICES AND  
ORDERING LAYOFFS IN THE CLASSIFIED SERVICE  
FOR THE 2006-2007 SCHOOL YEAR

WHEREAS, due to lack of work and/or lack of funds, this Board hereby finds that it is the best interest of the Chico Unified School District that, as of the 18th day of October, 2006, certain services now being provided by said School District be reduced or discontinued by the following extent:

Elimination of the following position(s):

<table>
<thead>
<tr>
<th>Classification</th>
<th>Full-Time Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Classroom Aide-Restricted @ Neal Dow</td>
<td>.3125</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, BE IT RESOLVED that as of the 18th day of October, 2006, one classified position(s) of the CHICO UNIFIED SCHOOL DISTRICT be reduced or discontinued to the extent hereinabove set forth.

BE IT FURTHER RESOLVED that the Superintendent of this School District be and hereby is authorized and directed to give notice of termination of employment to affected classified employee(s) of this School District pursuant to Merit System rules and regulations and applicable provisions of the Education Code of the State of California not less than 45 days prior to the effective date of layoff as set forth above.

The Board authorizes and directs the Superintendent to carry forth all layoff proceedings resulting from the elimination of position(s) ordered herein above, including proceedings for layoff provided by the exercise of displacement rights and to service layoff notices to employees affected thereby. Where an employee displaces an employee holding a position in another class, the Superintendent is hereby authorized and directed to carry forth layoff proceedings resulting therefrom and to serve layoff notices to employees affected thereby.
In the event that an employee affected by the layoff proceedings authorized by this resolution chooses to retire or resign from District service, or other appropriate resolution is made, the Superintendent is authorized to rescind the layoff.

The foregoing RESOLUTION was passed and adopted at a meeting of the Board of Trustees of the CHICO UNIFIED SCHOOL DISTRICT on the 18th day of October, 2006, by the following vote to wit:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

DATED this 18th day of October, 2006.

______________________________
Clerk of the Governing Board
of the Chico Unified School District
TITLE: Reappointment of Gloria Bevers to Personnel Commission

Action: X
Consent: ___
Information: ___

Prepared by: Bob Feaster, Assistant Superintendent, Human Resources

Background Information: The Personnel Commission is composed of 3 commissioners. One member, the Personnel Commission is appointed by the Board of Education per EC 45245. This is a 3 year term. Ms. Bevers has served on the Personnel Commission in this capacity since December 2002. She completed the final year of another commissioner's term and another full, 3 year term.

Educational Implications: Provides oversight of classified personnel issues.

Fiscal Implications

Additional Information

Recommendation: Reappointment of Ms. Bevers to another 3 year term as the Board's representative on the Personnel Commission.

Bob Feaster
Assistant Superintendent
Human Resources
Agenda Item #: ____________________________

(DO Use Only)

PROPOSED AGENDA ITEM: GASB 45 Valuation Study

Prepared by: Scott Jones, Director-Fiscal Services

______ Consent
______ Information Only
______ Discussion / Action

Background Information

CUSD currently offers District-paid healthcare benefits to retirees from age 55 to age 65, who have reached age 55 and have served the district for a period of five-years. This ten-years of benefits decline by one year for each year the employee continues to work after reaching age 55.

In June, 2004 the Government Accounting Standards Board (GASB) issued Standard No. 45 affecting all state and local government agencies-including school districts-that provide any sort of “Other Post employment Benefits” (OPEB) for its retirees and their dependents. GASB 45 requires public agencies to periodically perform actuarial valuations for the purpose of measuring and disclosing the total OPEB liability.

Last spring, CUSD contracted the services of Demsey, Filliger and Associates to perform the actuarial valuation on our post retirement benefits. CUSD is required every two years to have a valuation study prepared to assess what the District’s long term OPED liability is.

Educational Implications

None

Fiscal Implications

Based on the actuarial valuation, the CUSD unfunded OPEB liability is $21,043,544 made up of $14,521,128 for active employees and $6,522,4165 for current retirees. At this time, State law and GASB 45 do not require school districts to accrue the unfunded liability for post retirement benefits. It is possible this requirement could happen in the near future with mixed results for all public agencies that have not pre-funded “Other Post Employment Benefits”. The District’s current practice is to pay for these benefits each year as they are incurred. The annual cost for these retiree benefits approximate $1,800,000.
Fiscal Implications, cont.

There is a potential negative impact to both the unrestricted and restricted fund balance accounts should future legislation require the accrual of the unfunded liability through the Annual Required Contribution (ARC). The ARC would require the district to accrue additional retirement costs each year, which would be placed in a special fund to help fund retiree costs out in the future. Based on the CUSD unfunded OPEB, the ARC would be an additional $1,161,716 per year.

Additional Information

Agencies that choose not to begin funding the entire ARC will likely see the bond rating agencies downgrade their credit ratings, and making it difficult and expensive for the agency to issue debt or voter-approved measures, such as bonds, Tax and Revenue Anticipation Notes (TRANs), and Certificates of Participation (COPs).

Recommendation

It is requested that the Board of Education approve the GASB 45 actuarial valuation prepared by Demsey, Filliger, & Associates.

Reviewed: [Signature]
Randy Mecker
Assistant Superintendent, Business Services
July 8, 2006

Mr. Scott Jones
Director, Fiscal Services
Chico Unified School District
1163 E. 7th Street
Chico, CA 95928

Re: Chico Unified School District ("District") GASB 45 Valuation

Dear Mr. Jones:

This report sets forth the results of our GASB 45 actuarial valuation of the District's retiree health insurance program as of July 1, 2006.

The Government Accounting Standards Board (GASB) recently issued its final accrual accounting standards for retiree healthcare benefits, GASB 43 and GASB 45. GASB 43/45 will require public employers such as the District to perform periodic actuarial valuations to measure and disclose their retiree healthcare liabilities. They will apply to the financial statements of both the employer and the trust, if any, set aside to pre-fund retiree healthcare benefits. The District has requested an estimate of the liabilities and disclosure requirements of its retiree health insurance program under the new standards.

To accomplish these objectives the District selected Demsey, Filliger and Associates (DF&A) to perform an actuarial valuation of the retiree health insurance program as of July 1, 2006. We are available to answer any questions the District may have concerning the report.

Financial Results

We have determined that the amount of actuarial liability for District-paid retiree benefits, as of July 1, 2006, is $31,725,896. This represents the present value of all benefits expected to be paid by the District for its current and future retirees. If the District were to place this amount in a fund earning interest at the rate of 6.0% per year, and all other actuarial assumptions were exactly met, the fund would have exactly enough to pay all expected benefits.
This includes benefits for 170 retirees as well as 1,455 active employees expected to retire and receive benefits in the future. It does not include employees hired after the census date (April, 2006).

When we apportion the above amount into past service and future service components under the projected unit credit cost method, the past service liability (or "Accrued Liability") component is $21,043,544 as of July 1, 2006. This represents the present value of all benefits earned to date assuming that an employee earns retiree healthcare benefits ratably over his or her career. The $21,043,544 is comprised of liabilities of $14,521,128 for active employees and $6,522,416 for retirees. Because the District does not have a fund set aside for the pre-funding of retiree healthcare benefits, the Unfunded Accrued Liability (called the UAL, equal to the AL less Assets) is also $21,043,544.

School districts and County Offices are not yet required by the Government Accounting Standards Board (GASB) to adopt accrual accounting standards for retiree healthcare benefits, but this will happen in the near future. The new GASB standard, GASB 45, was published in June, 2004. The scheduled effective date for GASB 45 is 2007, or possibly later, depending on the annual revenues of the District. The standard encourages early compliance, however.

The annual expense for the fiscal year 2006-7 under GASB 45 would be $2,952,579. The $2,952,579 consists of the present value of benefits accruing in the current year (called the "Service Cost") and a 30-year amortization of the Unfunded Accrued Liability. The District is expected to pay $1,790,863 for the 2006-7 fiscal year in healthcare costs on behalf of its retirees, so the change to accrual accounting would represent a first-year increase in annual expense of $1,161,716.

We show these numbers in the table on the next page. All amounts are net of expected future retiree contributions, if any.
Chico Unified School District

Estimated Annual Liabilities and Expense under

GASB 45 Accrual Accounting Standard

Projected Unit Credit Cost Method

<table>
<thead>
<tr>
<th>Item</th>
<th>Total GASB Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Value of Future Benefits (PVFB):</td>
<td></td>
</tr>
<tr>
<td>Active</td>
<td>$25,203,480</td>
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<tr>
<td>Retired</td>
<td>6,522,416</td>
</tr>
<tr>
<td>Total: PVFB</td>
<td>$31,725,896</td>
</tr>
<tr>
<td>Accrued Liability (AL)</td>
<td></td>
</tr>
<tr>
<td>Actives</td>
<td>$14,521,128</td>
</tr>
<tr>
<td>Retired</td>
<td>6,522,416</td>
</tr>
<tr>
<td>Total: AL</td>
<td>$21,043,544</td>
</tr>
<tr>
<td>Assets</td>
<td>0</td>
</tr>
<tr>
<td>Total: Unfunded AL</td>
<td>$21,043,544</td>
</tr>
<tr>
<td>Annual Required Contributions (ARC)</td>
<td></td>
</tr>
<tr>
<td>Service Cost At Year-End</td>
<td>$1,423,788</td>
</tr>
<tr>
<td>30-year Amortization of Unfunded AL</td>
<td>1,528,791</td>
</tr>
<tr>
<td>Total: ARC</td>
<td>$2,952,579</td>
</tr>
</tbody>
</table>

We are presenting this information to help the District to understand the long-term nature of these liabilities and the expected impact of the numbers at some point in the future. We wish to emphasize that it is not necessary to reflect any of these numbers in the District's financial statements at present.

All numbers set forth in the above table, as well as elsewhere in this report, are net of expected future retiree contributions, except where otherwise indicated.
GASB 43 and GASB 45 Compliance Issues

There are two considerations regarding GASB 43 and GASB 45 that we would like to mention at this point:

(1) Both statements specify that in order for a retiree fund to be counted as "assets" for purposes of the statements, the fund must be set aside in a separate, irrevocable trust, that may not be used for any purpose besides the payment of plan benefits to retirees. The trust must also be beyond the reach of creditors of both the employer and/or the plan administrator, if any. For example, an earmarked reserve within the General Fund is not expected to meet this definition of "assets". We recommend that the District consider taking steps to establish a retiree fund that meets the GASB requirements, as soon as possible.

(2) There has been some confusion among public agencies throughout California over what GASB 45 does and does not require. Specifically, many agencies initially believed that GASB 45 required pre-funding of retiree healthcare plans. This is not the case - the standard applies only to the expense to be charged to the agencies' income statements. Contributing to the confusion is the terminology used in both GASB 43 and GASB 45 for the annual expense - it's called the "Annual Required Contributions", even though it's neither required nor (necessarily) contributed.

We do not believe that it is necessary or even desirable for an agency to contribute the full ARC on a cash basis each year. The reasons for this are a bit complex and beyond the scope of this report, but the important thing to understand is that GASB 45 pertains to the income statement, and funding pertains to cash flow, and there is no need for the two to be directly linked, at least for now.
Funding Schedules

There are many ways to approach the pre-funding of retiree healthcare benefits. In the Financial Results section, we determined the annual expense for all District-paid benefits. The expense is an orderly methodology, developed by the GASB, to account for retiree healthcare benefits. This amount will fluctuate from year to year based on the asset performance and as the population matures. It will eventually reach zero when the last eligible retiree dies. The GASB 45 expense has no direct relation to amounts the District may set aside to pre-fund healthcare benefits.

The table on the next page provides the District with three alternative schedules for funding (as contrasted with expensing) retiree healthcare benefits. The schedules all assume that the retiree fund earns 5.0% per annum on its investments, and that contributions and benefits are paid mid-year.

The scenarios are:

1. A level contribution amount for the next 20 years.
2. A level percent of the Unfunded Accrued Liability (UAL).
3. A level percent of payroll for the next 19 years (plus partial 20th year contribution). We assume payroll increases by 3% per year.

We provide these funding schedules to give the District a sense of the various alternatives available to it to pre-fund its retiree healthcare obligation. The three funding schedules are simply three different examples of how the District may choose to spread its costs.

By comparing the schedules, you can see the effect that early pre-funding has on the total amount the District will eventually have to pay. Because of investment earnings on fund assets, the earlier contributions are made, the less the District will have to pay in the long run. Of course, the advantages of pre-funding will have to be weighed against other uses of the money.

The table on the following page shows the required annual outlay under the pay-as-you-go method and each of the above schedules. The three funding schedules include the “pay-as-you-go” costs; therefore, the amount of pre-funding is the excess over the “pay-as-you-go” amount.

These numbers are computed on a closed group basis, assuming no new entrants, and using unadjusted premiums.
Chico Unified School District
Sample Funding Schedules (Closed Group)

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Pay-as-you-go</th>
<th>Level Contribution for 20 years</th>
<th>Level % of Unfunded Liability</th>
<th>Level Percentage of Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>$1,790,863</td>
<td>$3,065,300</td>
<td>$5,013,931</td>
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<tr>
<td>2020</td>
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</tr>
<tr>
<td>2035</td>
<td>685,611</td>
<td>3,065,300</td>
<td>507,073</td>
<td>0</td>
</tr>
<tr>
<td>2040</td>
<td>339,697</td>
<td>3,065,300</td>
<td>339,697</td>
<td>0</td>
</tr>
<tr>
<td>2045</td>
<td>97,510</td>
<td>3,065,300</td>
<td>97,510</td>
<td>0</td>
</tr>
<tr>
<td>2050</td>
<td>2,078</td>
<td>3,065,300</td>
<td>2,078</td>
<td>0</td>
</tr>
</tbody>
</table>

*Reverts to pay-as-you-go in 2040*
Actuarial Assumptions

In order to perform the valuation, the actuary must make certain assumptions regarding such items as rates of employee turnover, retirement, and mortality, as well as economic assumptions regarding healthcare inflation and interest rates. Our assumptions are based on a standard set of assumptions we have used for similar valuations, modified as appropriate for the District. For example, turnover rates are taken from a standard actuarial table, T-5, and increased by 25% at all ages to more closely match District experience. Retirement rates were also based on recent District experience. Both these assumptions should be reviewed in the next valuation to see if they are tracking well with experience.

The discount rate of 6.0% is based on our best estimate of expected long-term plan experience. It is in accordance with our understanding of the guidelines for selection of this rate under GASB 45. The healthcare inflation rates are based on our analysis of recent District experience and our knowledge of the general healthcare environment.

In determining the cost of covering early retirees (those under the age of 65), we used an age-specific claims cost matrix fitted to the average cost for a single retiree based on an analysis of both actual retiree claims experience from the Butte Schools Self-funded Program ("BSSP") JPA and the two-tier self-insured rates (premiums) applicable to early retirees. BSSP retiree rates were projected with healthcare trend according to the table of trend rates set forth in the "Actuarial Assumptions" section, beginning with rates set to take effect on July 1, 2006.

Our ongoing analysis of BSSP retiree rates continues to indicate that they are set at a level that is more than sufficient to cover expected claims and expenses by a factor of over 10%. Unlike many retiree health insurance plans now in existence, this rate structure results in a "negative subsidy" (retiree rates subsidizing active employee rates), at least in the short run. We have reflected this situation in the valuation by using the higher retiree rates in the cash flow projection, and our independent analysis of emerging retiree claims experience in setting the initial per capita claims costs for GASB 45 purposes.

The District's policy of setting the maximum District contribution at a level sufficient to pay the full Silver Plan retiree premiums (currently $683/month for single retirees and $990 per month for retiree plus spouse) has been assumed to continue for all future years. This assumption was based on our discussions with the District and observation of the historical District retiree reimbursement policy.

A complete description of the actuarial assumptions used in the valuation is set forth in the "Actuarial Assumptions" section.
Cash Flow

As part of the valuation, we prepared a projection of the expected annual cost to the District to pay benefits on behalf of its retirees on a pay-as-you-go basis. These numbers are computed on a closed group basis, assuming no new entrants, and using unadjusted premiums. The annual cost reaches a maximum of about $3,432,000 in 2015. Projected pay-as-you-go costs for selected years are as follows:

<table>
<thead>
<tr>
<th>FYE</th>
<th>Pay-as-you-go</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>$1,790,863</td>
</tr>
<tr>
<td>2007</td>
<td>1,916,810</td>
</tr>
<tr>
<td>2008</td>
<td>2,270,818</td>
</tr>
<tr>
<td>2009</td>
<td>2,560,645</td>
</tr>
<tr>
<td>2010</td>
<td>2,892,942</td>
</tr>
<tr>
<td>2011</td>
<td>3,183,930</td>
</tr>
<tr>
<td>2012</td>
<td>3,263,708</td>
</tr>
<tr>
<td>2013</td>
<td>3,291,106</td>
</tr>
<tr>
<td>2014</td>
<td>3,354,603</td>
</tr>
<tr>
<td>2015</td>
<td>3,431,828</td>
</tr>
<tr>
<td>2020</td>
<td>2,860,497</td>
</tr>
<tr>
<td>2025</td>
<td>1,728,421</td>
</tr>
<tr>
<td>2030</td>
<td>1,182,269</td>
</tr>
<tr>
<td>2035</td>
<td>685,611</td>
</tr>
<tr>
<td>2040</td>
<td>339,697</td>
</tr>
<tr>
<td>2045</td>
<td>97,510</td>
</tr>
</tbody>
</table>

Certification

The actuarial certification, including a caveat regarding limitations of scope, if any, is contained in the "Actuarial Certification" section at the end of the report.

We have enjoyed working with the District on this report, and are available to answer any questions you may have concerning any information contained herein.

Sincerely,

DEMSEY, FILLIGER AND ASSOCIATES

T. Louis Filliger, FSA, EA, MAAA
Partner & Actuary
Summary of Benefits

This report analyzes the health and welfare benefit plans of the District including medical and prescription drug benefits. These benefits are offered as a package through the Butte Schools Self-funded Program ("BSSP") JPA. Four options are available, called the "Gold", "Silver", "Red", and "Blue" plans. The District pays composite rates on behalf of active employees. A two-tiered rate schedule applies to all retirees under age 65 (the second tier is retiree plus spouse with or without Medicare A&B.) The District also provides dental and vision coverage for employees through BSSP.

The District contributes up to the Silver Plan rate for retirees, based on the applicable tier for each retiree (currently $683/month for single retirees and $990/month for retiree with spouse.) The District-paid benefits cease at age 65 for all retirees with two exceptions: (i) a group of CUTA employees, who were hired prior to April 1, 1986 and who opted out of Medicare Part A, and (ii) a retired District Superintendent receiving lifetime benefits. District benefits for the Medicare opt-out group is described in more detail below.

Employees from Certificated, Classified and Management units may retire with District-paid healthcare benefits after the later of age 55 and 5 years of service. Employees may retire between the ages of 50 and 55 and preserve their right to District-paid benefits beginning at age 55 by self-paying the medical premium between retirement and age 55.

A group of CUTA (Certificated) employees hired prior to April 1, 1986, who do not have either Medicare Part A or Part B, or both, after reaching age 65 and retiring from the District, are eligible for a District reimbursement of up to 50% of retiree premiums for the purchase of Parts A and/or B, with the total District reimbursement not to exceed $2,400 in any one year period. This $2,400 dollar amount has never been increased and was assumed to remain level for all future years for purposes of this valuation.
Self-funded rates ("Premiums") and Maximum District Contributions (Caps)

For the plan year beginning July 1, 2006, the following table summarizes the monthly rates paid by the retiree or by the District for retirees without Medicare A&B. The rates shown became effective as of July 1, 2006.

<table>
<thead>
<tr>
<th>Plan</th>
<th>Gold</th>
<th>Silver</th>
<th>Red</th>
<th>Blue</th>
<th>District cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retiree Only</td>
<td>$811</td>
<td>$634</td>
<td>$634</td>
<td>$585</td>
<td>$634</td>
</tr>
<tr>
<td>Retiree, + Spouse w/o Medicare</td>
<td>1,160</td>
<td>990</td>
<td>946</td>
<td>842</td>
<td>990</td>
</tr>
<tr>
<td>Retiree, + Spouse w/ Medicare</td>
<td>1,160</td>
<td>990</td>
<td>946</td>
<td>842</td>
<td>990</td>
</tr>
</tbody>
</table>
Valuation Data

Active and Retiree Census

Age distribution of eligible retired participants included in the valuation

<table>
<thead>
<tr>
<th>Age</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 55</td>
<td>1</td>
</tr>
<tr>
<td>55-59</td>
<td>55</td>
</tr>
<tr>
<td>60-64</td>
<td>112</td>
</tr>
<tr>
<td>65+</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>170</td>
</tr>
<tr>
<td>Average age</td>
<td>60.94</td>
</tr>
</tbody>
</table>

Age/Years of Service distribution of active employees included in the valuation

<table>
<thead>
<tr>
<th>Years →</th>
<th>0-4</th>
<th>5-9</th>
<th>10-14</th>
<th>15-19</th>
<th>20-24</th>
<th>25-29</th>
<th>30-34</th>
<th>35+</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt;25</td>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>23</td>
</tr>
<tr>
<td>25-29</td>
<td>62</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>65</td>
</tr>
<tr>
<td>30-34</td>
<td>41</td>
<td>34</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>78</td>
</tr>
<tr>
<td>35-39</td>
<td>58</td>
<td>39</td>
<td>36</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>137</td>
</tr>
<tr>
<td>40-44</td>
<td>51</td>
<td>47</td>
<td>46</td>
<td>30</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>175</td>
</tr>
<tr>
<td>45-49</td>
<td>65</td>
<td>63</td>
<td>42</td>
<td>42</td>
<td>14</td>
<td>2</td>
<td></td>
<td></td>
<td>228</td>
</tr>
<tr>
<td>50-54</td>
<td>58</td>
<td>63</td>
<td>77</td>
<td>86</td>
<td>38</td>
<td>16</td>
<td>4</td>
<td></td>
<td>342</td>
</tr>
<tr>
<td>55-59</td>
<td>48</td>
<td>21</td>
<td>59</td>
<td>81</td>
<td>41</td>
<td>36</td>
<td>17</td>
<td>5</td>
<td>308</td>
</tr>
<tr>
<td>60-64</td>
<td>11</td>
<td>12</td>
<td>7</td>
<td>20</td>
<td>14</td>
<td>11</td>
<td>5</td>
<td>4</td>
<td>84</td>
</tr>
<tr>
<td>65+</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td>419</td>
<td>284</td>
<td>271</td>
<td>266</td>
<td>108</td>
<td>67</td>
<td>29</td>
<td>11</td>
<td>1,455</td>
</tr>
</tbody>
</table>

Average Age: 47.78
Average Service: 11.19
Actuarial Assumptions

The liabilities set forth in this report are based on the actuarial assumptions described in this section.

Valuation Date: July 1, 2006

Discount Rate: 6.0% per annum

Pre-retirement Turnover: 125% of the Crocker-Sarason Table T-5 less Mortality. Sample rates are as follows:

<table>
<thead>
<tr>
<th>Age</th>
<th>Turnover (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>9.6%</td>
</tr>
<tr>
<td>30</td>
<td>9.0</td>
</tr>
<tr>
<td>35</td>
<td>7.9</td>
</tr>
<tr>
<td>40</td>
<td>6.5</td>
</tr>
<tr>
<td>45</td>
<td>5.0</td>
</tr>
<tr>
<td>50</td>
<td>3.3</td>
</tr>
<tr>
<td>55</td>
<td>1.1</td>
</tr>
</tbody>
</table>

Pre-retirement Mortality: 1994 Group Annuity Mortality, male and female tables. Sample deaths per 1,000 employees are as follows:

<table>
<thead>
<tr>
<th>Age</th>
<th>Males</th>
<th>Females</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>0.71</td>
<td>0.31</td>
</tr>
<tr>
<td>30</td>
<td>0.86</td>
<td>0.38</td>
</tr>
<tr>
<td>35</td>
<td>0.92</td>
<td>0.51</td>
</tr>
<tr>
<td>40</td>
<td>1.15</td>
<td>0.76</td>
</tr>
<tr>
<td>45</td>
<td>1.70</td>
<td>1.05</td>
</tr>
<tr>
<td>50</td>
<td>2.77</td>
<td>1.54</td>
</tr>
<tr>
<td>55</td>
<td>4.76</td>
<td>2.47</td>
</tr>
<tr>
<td>60</td>
<td>8.58</td>
<td>4.77</td>
</tr>
</tbody>
</table>

Post-retirement Mortality: 1994 Group Annuity Mortality, male and female tables. Sample deaths per 1,000 retirees are as follows:

<table>
<thead>
<tr>
<th>Age</th>
<th>Males</th>
<th>Females</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
<td>15.63</td>
<td>9.29</td>
</tr>
<tr>
<td>70</td>
<td>25.52</td>
<td>14.73</td>
</tr>
<tr>
<td>75</td>
<td>40.01</td>
<td>24.39</td>
</tr>
<tr>
<td>80</td>
<td>66.70</td>
<td>42.36</td>
</tr>
<tr>
<td>85</td>
<td>104.56</td>
<td>72.84</td>
</tr>
<tr>
<td>90</td>
<td>164.44</td>
<td>125.02</td>
</tr>
</tbody>
</table>
Claim Cost per Retiree/Spouse:

<table>
<thead>
<tr>
<th>Age</th>
<th>Medical/Rx</th>
</tr>
</thead>
<tbody>
<tr>
<td>55</td>
<td>$4,808</td>
</tr>
<tr>
<td>60</td>
<td>5,573</td>
</tr>
<tr>
<td>64</td>
<td>6,273</td>
</tr>
<tr>
<td>65</td>
<td>3,120</td>
</tr>
<tr>
<td>70</td>
<td>3,362</td>
</tr>
</tbody>
</table>

Retirement Rates:

<table>
<thead>
<tr>
<th>Age</th>
<th>Percent Retiring*</th>
</tr>
</thead>
<tbody>
<tr>
<td>55</td>
<td>6.0%</td>
</tr>
<tr>
<td>56</td>
<td>6.0</td>
</tr>
<tr>
<td>57</td>
<td>6.0</td>
</tr>
<tr>
<td>58</td>
<td>6.0</td>
</tr>
<tr>
<td>59</td>
<td>6.0</td>
</tr>
<tr>
<td>60</td>
<td>10.0</td>
</tr>
<tr>
<td>61</td>
<td>15.0</td>
</tr>
<tr>
<td>62</td>
<td>20.0</td>
</tr>
<tr>
<td>63</td>
<td>25.0</td>
</tr>
<tr>
<td>64</td>
<td>30.0</td>
</tr>
</tbody>
</table>

*Of those having met the eligibility for District-paid benefits. The percentage refers to the probability that an active employee reaching the stated age will retire within the following year.

Trend Rate: Healthcare costs and Part B premiums were assumed to increase according to the following schedule:

<table>
<thead>
<tr>
<th>FYB</th>
<th>Medical/Rx</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>10.0%</td>
</tr>
<tr>
<td>2007</td>
<td>9.0</td>
</tr>
<tr>
<td>2008</td>
<td>8.0</td>
</tr>
<tr>
<td>2009</td>
<td>7.0</td>
</tr>
<tr>
<td>2010</td>
<td>6.0</td>
</tr>
<tr>
<td>2011+</td>
<td>5.0</td>
</tr>
</tbody>
</table>

Percent Married: 75%. Male spouses assumed 3 years older than female spouses. For current retirees, actual spousal data was used.

Increases in Retiree Premium: The District's policy of setting its maximum contribution equal to the Silver Plan retiree rates (retiree only or retiree plus spouse, as applicable) was assumed to remain in effect for all future years.

Medicare Opt-out Reimbursements: 50% of the eligible group were assumed to elect reimbursement for their Part B premiums for ages 65 and beyond.
The results set forth in this report are based on our actuarial valuation of the health and welfare benefit plans of the Chico Unified School District ("District"), as of July 1, 2006.

The valuation was performed in accordance with generally accepted actuarial principles and practices. We relied on census data for active employees and retirees provided to us by the District in March and April, 2006. We also made use of claims, premium, expense, and enrollment data, and copies of relevant sections of healthcare documents provided to us by the District and the Butte Schools Self-funded Program (BSSP).

The assumptions used in performing the valuation, as summarized in this report, and the results based thereupon, represent our best estimate of the actuarial costs of the program under GASB 43 and GASB 45, and the existing and proposed Actuarial Standards of Practice for measuring post-retirement healthcare benefits.

Throughout the report, we have used unrounded numbers, because rounding and the reconciliation of the rounded results would add an additional, and in our opinion unnecessary, layer of complexity to the valuation process. By our publishing of unrounded results, no implication is made as to the degree of precision inherent in those results. Clients and their auditors should use their own judgment as to the desirability of rounding when transferring the results of this valuation report to the clients' financial statements.

Certified by:

[Signature]

T. Louis Filliger, FSA, EA, MAAA  Date: 7/8/06
Partner & Actuary
Agenda Item #:__________________________  
(Do Use Only)

First Reading  
Exhibit “A” Attached

PROPOSED AGENDA ITEM:  Board Policy and Administrative Regulation Series 3000  
(Business Services -Fiscal)

Prepared by:  Scott Jones, Director-Fiscal Services

____ Consent

____ Information Only

____ Discussion / Action

Background Information

Every district needs an accurate and up-to-date policy manual to govern effectively. By law, districts are mandated to adopt many policies to ensure legal compliance. Working in conjunction with CSBA Policy Services, CUSD continues to update and revise Board Policies and Regulations to keep CUSD legally compliant.

Educational Implications

Although the primary responsibility of public schools is to educate students, CUSD realizes that the ability of children to learn can be significantly impacted by a staff who is knowledgeable of the business practices of the school district.

Fiscal Implications

None

Additional Information

Recommendation

None – First Reading

Reviewed:  
Randy Meeker  
Assistant Superintendent, Business Services
<table>
<thead>
<tr>
<th>NEW</th>
<th>OLD</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP3000</td>
<td>N/A</td>
<td>Concepts and Roles</td>
</tr>
<tr>
<td>BP3100</td>
<td>BP3120,30,40</td>
<td>Budget</td>
</tr>
<tr>
<td>BP3260</td>
<td>N/A</td>
<td>Fees and Charges</td>
</tr>
<tr>
<td>BP3270</td>
<td>BP3260.5</td>
<td>Sale and Disposal of Books, Equipment &amp; Supplies</td>
</tr>
<tr>
<td>BP3280</td>
<td>N/A</td>
<td>Sale, Lease, Rental of District-Owned Real Property</td>
</tr>
<tr>
<td>BP3290</td>
<td>BP3280</td>
<td>Gifts, Grants and Bequests</td>
</tr>
<tr>
<td>BP3300</td>
<td>BP3310</td>
<td>Expenditures and Purchases</td>
</tr>
<tr>
<td>BP3311</td>
<td>AR3310.1</td>
<td>Bids</td>
</tr>
<tr>
<td>BP3312</td>
<td>N/A</td>
<td>Contracts</td>
</tr>
<tr>
<td>BP3314</td>
<td>N/A</td>
<td>Payments for Goods and Services</td>
</tr>
<tr>
<td>BP3314.2</td>
<td>N/A</td>
<td>Revolving Funds</td>
</tr>
<tr>
<td>BP3320</td>
<td>N/A</td>
<td>Claims and Actions Against the District</td>
</tr>
<tr>
<td>BP3350</td>
<td>BP3516</td>
<td>Travel Expenses</td>
</tr>
<tr>
<td>BP3400</td>
<td>N/A</td>
<td>Management of District Assets / Accounts</td>
</tr>
<tr>
<td>BP3430</td>
<td>N/A</td>
<td>Investing</td>
</tr>
<tr>
<td>BP3452</td>
<td>BP5340</td>
<td>Student Activity Funds</td>
</tr>
<tr>
<td>BP3460</td>
<td>N/A</td>
<td>Financial Reports and Accountability</td>
</tr>
<tr>
<td>BP3580</td>
<td>BP1342</td>
<td>District Records</td>
</tr>
<tr>
<td>BP3600</td>
<td>BP3401</td>
<td>Consultants</td>
</tr>
</tbody>
</table>
CONCEPTS AND ROLES

The Board of Education recognizes that the business and other noninstructional operations of the district support the educational program by maximizing and prioritizing resources and providing a safe and healthy environment for students and staff. The Superintendent or designee shall ensure that the district's business and noninstructional operations are efficient and responsive to the needs of students, parents/guardians, staff, and the community.

(cf. 3511 - Energy and Water Conservation)
(cf. 3511.1 - Integrated Waste Management)
(cf. 3512 - Equipment)
(cf. 3517 - Facilities Inspection)
(cf. 3540 - Transportation)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5030 - Student Wellness)

The district shall maintain high standards of safety in the operation of facilities, equipment, and services. The Superintendent or designee shall establish a risk management program that promotes safety and protects district resources.

(cf. 3514 - Environmental Safety)
(cf. 3514.2 - Integrated Pest Management)
(cf. 3515 - Campus Security)
(cf. 3515.6 - Criminal Background Checks for Contractors)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3530 - Risk Management/Insurance)
(cf. 3543 - Transportation Safety and Emergencies)

In the development of a district budget, the Board and the Superintendent or designee shall establish a calendar that reflects the full budget cycle and a process that satisfies the requirements of law, including opportunities for public input. The Superintendent or designee shall provide fiscal data and prepare a proposed budget document within the budget priorities and parameters set by the Board. The Board shall adopt a budget that is aligned with the district's vision and goals and enables the district to meet its fiscal obligations.

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)
(cf. 3100 - Budget)
(cf. 9000 - Role of the Board)

The Board expects sound fiscal management from the administration. The Superintendent or designee shall administer the adopted budget in accordance with Board policies and accepted business practices.

(cf. 3110 - Transfer of Funds)
(cf. 3300 - Expenditures and Purchases)
(cf. 3311 - Bids)
(cf. 3312 - Contracts)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 3430 - Investing)
(cf. 3440 - Inventories)
CONCEPTS AND ROLES (continued)

The Board shall monitor financial operations so as to ensure the district's fiscal integrity and accountability to the community. The Superintendent or designee shall complete all required financial reports, facilitate the independent audit process, recommend financial plans for meeting program needs, and keep the Board informed about the district's fiscal and noninstructional operations.

(cf. 0500 - Accountability)
(cf. 3460 - Financial Reports and Accountability)

Legal Reference:
EDUCATION CODE
35035  Powers and duties of superintendent
35160  Authority of governing boards
35160.1  Broad authority of school district
35161  Powers and duties of governing boards
44518-44519.2  Chief business officer training program

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Governance: Budget Planning and Adoption, 2006
Maximizing School Board Governance: Understanding District Budgets, 2006
Maximizing School Board Governance: Fiscal Accountability, 2006
School Finance CD-ROM, 2005
WEB SITES
CSBA: http://www.csba.org
California Association of School Business Officials: http://www.casbo.org
California Department of Education: http://www.cde.ca.gov
Fiscal Crisis and Management Assistance Team: http://www.fcmat.org
School Services of California: http://www.sscal.com

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California
BUDGET

The Board of Education accepts responsibility for adopting a sound budget for each fiscal year which is aligned with the district’s vision, goals, and priorities. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)
(cf. 3000 - Concepts and Roles)
(cf. 3300 - Expenditures/Expenditure Authority)
(cf. 3460 - Financial Reports and Accountability)
(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations. (Education Code 42122)

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

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

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with law.

The Superintendent or designee may appoint a budget advisory committee composed of members of the community and staff. The committee shall provide recommendations to the Superintendent during the budget development process. Duties of the committee shall be clearly defined and communicated to all members.

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

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of 5 CCR 15443.
Prior to adopting the budget, the Board shall conduct a first-tier review, and if necessary a second-tier review, to ensure that the budget meets standards and criteria adopted by the State Board of Education. (Education Code 33127, 33128, 33129; 5 CCR 15440-15452)

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

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

(See 3110 - Transfer of Funds)

Legal Reference: (see next page)
BUDGET (continued)

Legal Reference:

EDUCATION CODE
33127 Development of standards and criteria for local budgets and expenditures
33128 Standards and criteria
33129 Standards and criteria; use by local agencies
35035 Powers and duties of superintendent
35161 Powers and duties, generally, of governing boards
42103 Public hearing on proposed budget; requirements for content of proposed budget; publication of notice of hearing
42120-42129 Budget requirements
42132 Resolutions identifying estimated appropriations limit
42602 Use of unbudgeted funds
42610 Appropriation of excess funds and limitation thereon
44518-44519.2 Chief business officer training program
45253 Annual budget of personnel commission
45254 First year budget of personnel commission

GOVERNMENT CODE
7900-7914 Expenditure limitations

CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure
15440-15452 Criteria and standards for school district budgets

Management Resources:

CSBA PUBLICATIONS
Maximizing School Board Governance: Budget Planning and Adoption, 2005
Maximizing School Board Governance: Understanding District Budgets, 2005

CDE PUBLICATIONS
California School Accounting Manual

GOVERNMENTAL ACCOUNTING STANDARDS BOARD
Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

WEB SITES
CSBA: http://www.csba.org
Association of California School Administrators: http://www.acsa.org
California Department of Education, Finance and Grants: http://www.cde.ca.gov/fg
California Department of Finance: http://www.dof.ca.gov
Fiscal Crisis and Management Assistance Team: http://www.fcmat.org
Governmental Accounting Standards Board: http://www.gasb.org
Legislative Analyst's Office: http://www.lao.ca.gov
School Services of California, Inc.: http://www.sscal.com
FEES AND CHARGES

The Board of Education desires to furnish books, materials and instructional equipment as needed for the educational program. Because the needs of the district must be met with limited available funds, the Board may charge fees when specifically authorized by law.

The district shall consider the student and parent/guardian's ability to pay when establishing fee schedules and granting exceptions.

(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 3250 - Transportation Fees)
(cf. 3290 - Gifts, Grants and Bequests)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 5143 - Insurance)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 9323.2 - Actions by the Board)

Legal Reference: (see next page)
FEES AND CHARGES (continued)

Legal Reference:

**EDUCATION CODE**
- 8263 Child care eligibility
- 8760-8773 Outdoor science and conservation programs
- 17551 Property fabricated by students
- 19910-19911 Offenses against libraries
- 32033 Eye protective devices
- 32221 Insurance for athletic team member
- 32390 Fingerprinting program
- 35330-35332 Excursions and field trips
- 35335 School camp programs
- 38080-38085 Cafeteria establishment and use
- 38119 Lease of personal property; caps and gowns
- 38120 Use of school band equipment on excursions to foreign countries
- 39807.5 Payment of transportation costs
- 39837 Transportation of students to places of summer employment
- 48050 Residents of adjoining states
- 48052 Tuition for foreign residents
- 48904 Liability of parent or guardian
- 49066 Grades, effect of physical education class apparel
- 49091.14 Prospectus of school curriculum
- 51810-51815 Community service classes
- 52612 Tuition for adult classes
- 52613 Nonimmigrant aliens
- 60410 Students in classes for adults

**GOVERNMENT CODE**
- 6253 Request for copy; fee

**VEHICLE CODE**
- 21113 Public grounds (parking)

**CALIFORNIA CONSTITUTION**
- Article 9, Section 5 Common school system

**CODE OF REGULATIONS, TITLE 5**
- 350 Fees not permitted

**UNITED STATES CODE, TITLE 8**
- 1184 Foreign Students

**COURT DECISIONS**

Management Resources:

**CDE MANAGEMENT ADVISORIES**
- 1030.97 Fiscal Management Advisory 97-02: Fees Deposits and Other Charges

**WEB SITES**
- CDE: http://www.cde.ca.gov

Policy adopted: CHICO UNIFIED SCHOOL DISTRICT
Chico, California
SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

When district-owned books, equipment and supplies become unusable, obsolete, or no longer needed, the Superintendent or designee shall identify these items to the Board of Education, together with their estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed in law and administrative regulations. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of these items.

Instructional materials may be considered obsolete or unusable when they:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies
2. Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas
3. Contain demeaning, stereotyping or patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities
4. Have been inspected and discovered to be damaged beyond use or repair

The Superintendent or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.

(cf. 3440 - Inventories)

Legal Reference: (see next page)
SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (continued)

Legal Reference:

**EDUCATION CODE**
- 17540-17542 Sale or lease of personal property by one district to another
- 17545-17555 Sale of personal property
- 42291.5 Temporary school bus designation
- 42303 School bus sale to another district
- 60500 Determination of obsolescence
- 60510-60511 Donation or sale
- 60520-60521 Disposition of sale proceeds
- 60530 Methods of destruction
- 62001.4 Instructional materials program, sunset date

**GOVERNMENT CODE**
- 25503 District property; disposition; proceeds

**UNITED STATES CODE, TITLE 40**
- 484 Surplus property

**CODE OF FEDERAL REGULATIONS, TITLE 34**
- 80.32 Equipment acquired under a grant or subgrant
SALE, LEASE, RENTAL OF DISTRICT-OWNED REAL PROPERTY

The Board of Education shall dispose of district property whenever it is apparent the district will have no further use for it. If property currently unused will be needed at some future time, the Board may lease it to a governmental or private agency or individual. (Education Code 17453, 17455-17484)

When required by law, the Board shall appoint a district advisory committee to advise the Board in the development of policies and procedures governing the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388)

Before offering to sell or lease surplus real property to any other parties, the district may offer it to designated child care providers for child care and development purposes.

The sale, lease or rental of district property for child care purposes shall be especially encouraged for programs that are properly licensed, provide adequate insurance coverage, are financially self-supporting and maintain a safe environment through good management and supervision.

(cf. 5148 - Child Care and Development)

When surplus property is not sold or leased to child care providers, the Board shall offer to sell or lease it, with an option to buy, in accordance with the priorities set forth in Education Code 17464 and 17230 and in Government Code 54222.

Any lease or sale made by the Board will conform in all particulars to the provisions of law.

Legal Reference:

EDUCATION CODE
8469.5 Use of school facilities or grounds for school age child care
17022 Approval of new facilities
17219 Acquisition of property not utilized as school site; nonuse payments; exemptions
17230 Surplus property
17385 Conveyances to and from school districts
17387-17391 Advisory committees for use of excess school facilities
17406 Right of district to lease property under lease providing for construction of building
17433 Lease of surplus district property
17455-17484 Sale or lease of real property
17515-17526 Joint occupancy
17527-17535 Joint use of district facilities
38134 Groups which may use school facilities without charge; charges for use by other groups

GOVERNMENT CODE
54222 Offer to sell or lease property

Policy adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California
GIFTS, GRANTS AND BEQUESTS

The Board of Education may accept any bequest or gift of money or property on behalf of the district. While greatly appreciating suitable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Before accepting a gift, the Board shall consider whether the gift:

1. Has a purpose consistent with the district's vision and philosophy
2. Begins a program which the Board would be unable to continue when the donated funds are exhausted
3. Entails undesirable or excessive costs
4. Implies endorsement of any business or product

(cf. 1325 - Advertising and Promotion)

The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of district philosophy and operations. If the Board feels the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Gift books and instructional materials shall be accepted only if they meet regular district criteria.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

All gifts, grants and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school. At the Superintendent or designee's discretion, a gift may be used at a particular school.

Legal Reference:

EDUCATION CODE
1834 Acquisition of materials and apparatus
35162 Power to sue, be sued, hold and convey property
41030 School district may invest surplus monies from bequest or gifts
41031 Special fund or account in county treasury
41032 Authority of school board to accept gift or bequest; investments; gift of land requirements
41035 Advisory committee
41036 Function of advisory committee
41037 Rules and regulations

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California
EXPENDITURES AND PURCHASES

The Board of Education recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds. In order to best serve district interests, the Superintendent or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the district receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

(cf. 3000 - Concepts and Roles)
(cf. 3100 - Budget)
(cf. 3350 - Travel Expenses)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 3460 - Financial Reports and Accountability)
(cf. 9270 - Conflict of Interest)

Expending Authority

The Superintendent or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required. The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

(cf. 3311 - Bids)
(cf. 3312 - Contracts)

The Board shall review all transactions entered into by the Superintendent or designee on behalf of the Board every 60 days. (Education Code 17605)

The Superintendent or designee may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Board.

(cf. 3110 - Transfer of Funds)

District funds shall not be expended for the purchase of alcoholic beverages. (Education Code 32435)

Purchasing Procedures

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings.
EXPENDITURES AND PURCHASES (continued)

(cf. 3314.2 - Revolving Funds)
(cf. 3440 - Inventories)
(cf. 3511.1 - Integrated Waste Management)

All purchases shall be made by formal contract or purchase order or, with Fiscal Services Department prior approval, shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

Legal Reference:
EDUCATION CODE
17604 Delegation of powers to agents; approval or ratification of contracts by governing board
17605 Delegation of authority to purchase supplies and equipment
32370-32376 Recycling paper
32435 Prohibited use of public funds, alcoholic beverages
35010 Control of district; prescription and enforcement of rules
35035 Powers and duties of superintendent
35160 Authority of governing boards
35250 Duty to keep certain records and reports
36083 Purchase of perishable foodstuffs and seasonal commodities
410010 Accounting system
411014 Requirement of budgetary accounting
GOVERNMENT CODE
4330-4334 California made materials
PUBLIC CONTRACT CODE
3410 U.S. produce and processed foods
20111 Contracts over $50,000; contracts for construction; award to lowest responsible bidder

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Governance: Fiscal Accountability. 2006
WEB SITES
CSBA, Financial Services: http://www.csba.org/fs
California Association of School Business Officials: http://www.casbo.org
California Department of Education: http://www.cde.ca.gov

Policy adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California
The district shall purchase equipment, supplies and services using competitive bidding when required by law and in accordance with statutory requirements for bidding and bidding procedures. In those circumstances where the law does not require competitive bidding, the Board of Education may request that a contract be competitively bid if the Board determines that it is in the best interest of the district to do so.

When the Board has determined that it is in the best interest of the district, the Board may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.

(cf. 9270 - Conflict of Interest)

Legal Reference: (see next page)
BIDS (continued)

Legal Reference:

EDUCATION CODE
17395 Purchases through Department of General Services
38083 Purchase of perishable foodstuffs and seasonable commodities
38110 Purchase of supplies through county superintendent
38111 Purchases by district governing board
38112 Purchases of necessary supplies
39802 Transportation bids and contracts for services

GOVERNMENT CODE
4330-4334 Preference of California-made materials
6252 Definition of public record
53060 Special services and advice
54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE
20001-2001 Responsive bidders
3400 Bids, specifications by brand or trade name not permitted
3410 United States produce and processed foods
6610 Bid visits
12161 Definitions, recycled paper products
12168 Preference for purchase of recycled paper products
12169 Bidders to specify percentage of recycled paper product
12200 Definitions, recycled goods, materials and supplies
12210 Purchase of recycled products preferred
12213 Specification by bidder of recycled content
20103.8 Award of contracts
20107 Bidder's security
20111-20118.4 School districts
20189 Bidder's security, earthquake relief
22002 Definition of public project
22030-22045 Alternative procedures for public projects (UPCCAA)
22050 Alternative emergency procedures

COURT DECISIONS
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

Management Resources:

WEB SITES
CSBA: www.csba.org
California Association of School Business Officials: www.casco.org
CONTRACTS

The Board of Education authorizes the Superintendent or designee to enter into contracts on behalf of the district when the contracts are $100,000 or less. Contracts in excess of $100,000 shall be brought before the Board for approval.

(cf. 3300 - Expenditures/Expenditure Authority)
(cf. 3314 - Payment for Goods and Services)
(cf. 3400 - Management of District Assets/Accounts)

All contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee.

(cf. 2121 - Superintendent's Contract)
(cf. 4312.1 - Contracts)
(cf. 9124 - Attorney)

When required by law, contracts and subcontracts made by the district for public works or for goods or services shall contain a nondiscrimination clause prohibiting discrimination by contractors or subcontractors. The nondiscrimination clause shall contain a provision requiring contractors and subcontractors to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement. (Government Code 12990)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

The district shall not enter into a contract that prohibits a school employee from disparaging the goods or services of the contracting party. (Education Code 35182.5)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.

(cf. 9320 - Meetings and Notices)

2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.

(cf. 0440 - District Technology Plan)
(cf. 6162.7 - Use of Technology in Instruction)

3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.

(cf. 1325 - Advertising and Promotion)
CONTRACTS (continued)

4. As part of the district’s normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.

5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. Any request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
14505 Provisions required in contracts for audits
17595-17606 Contracts
35182.5 Contract prohibitions
45103.5 Contracts for management consulting service related to food service
49431-49431.5 Nutritional standards

CODE OF CIVIL PROCEDURE
685.010 Rate of interest

GOVERNMENT CODE
12990 Nondiscrimination and compliance employment programs
53260 Contract provision re maximum cash settlement
53262 Ratification of contracts with administrative officers

LABOR CODE
1775 Penalties for violations
1810-1813 Working hours

PUBLIC CONTRACT CODE
4100-4114 Subletting and subcontracting fair practices
7104 Contracts for excavations; discovery of hazardous waste
7106 Noncollusion affidavit
20111 Contracts over $50,000; contracts for construction; award to lowest responsible bidder
20104.50 Construction Progress Payments
22300 Performance retentions

UNITED STATES CODE, TITLE 20
1681-1688 Title IX, discrimination

Management Resources:
CSBA PUBLICATIONS
WEB SITES
CSBA: http://www.csba.org
California Association of School Business Officials: http://www.casco.org

Policy adopted: CHICO UNIFIED SCHOOL DISTRICT
Chico, California
PAYMENT FOR GOODS AND SERVICES

The Board of Education desires to have invoices paid on time in order that the district may take advantage of available discounts and avoid finance charges. The district shall not be responsible for unauthorized purchases.

(cf. 3300 - Expenditures/Expenditure Authority)
(cf. 3312 - Contracts)
(cf. 3314.2 - Revolving Funds)
(cf. 3400 - Management of District Assets/Accounts)

The Superintendent or designee may pay invoices in excess of previously approved purchase order amounts without further Board approval when the excess amount represents sales tax, transportation charges or charges made for the detention of a shipment during loading or unloading.

Legal Reference:

EDUCATION CODE
42630-42651 General provisions - orders, requisitions and warrants
42800-42806 Revolving cash fund
42810 Alternative revolving fund
42820 Prepayment funds

CODE OF CIVIL PROCEDURE
683.010 Rate of interest

GOVERNMENT CODE
5500 Definitions (facsimile signatures)
5501 Filing and certification of manual signature
5503 Unlawful use of facsimile signatures or seals

PUBLIC CONTRACT CODE
7107 Retention proceeds; withholding; disbursement
20104.50 Construction progress payments
REVOLVING FUNDS

District Revolving Fund

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

At the request of the Board, County Auditor or County Superintendent of Schools, the Superintendent or designee shall give an account of the fund. (Education Code 42804)

The Board shall review and revise fund usage as appropriate.

(cf. 3400 - Management of District Assets/Accounts)

Additional Revolving Funds

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

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

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

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

(cf. 3530 - Risk Management/Insurance)

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

Legal Reference:

EDUCATION CODE
35160 Authority of governing boards
41020 Audits of all district funds
42238 Local taxation by school districts
42800-42806 Revolving cash fund
42810 Revolving cash funds; use; administrators
45167 Error in salary.

Policy adopted: CHICO UNIFIED SCHOOL DISTRICT
Chico, California
CLAIMS AND ACTIONS AGAINST THE DISTRICT

Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with Board policy and administrative regulation.

Compliance with this policy and accompanying administrative regulation is a prerequisite to any court action, unless the claim is governed by statutes or regulations which expressly free the claimant from the obligation to comply with district policies and procedures and the claims procedures set forth in the Government Code.

The Board of Education delegates to the Superintendent the authority to allow, compromise or settle claims of $50,000 or less. (Government Code 935.4)

This policy is intended to apply retroactively to any existing causes of action and/or claims for money and/or damages.

Roster of Public Agencies

The Superintendent or designee shall file the information required for the Roster of Public Agencies with the Secretary of State and the County Clerk. Any changes to such information shall be filed within 10 days after the change in facts. (Government Code 53051)

This information shall include the name of the school district, the mailing address of the Board, and the names and addresses of the Board presiding officer, the Board clerk or secretary and other members of the Board. (Government Code 53051)

Legal Reference:

EDUCATION CODE
35200 Liability for debts and contracts
35202 Claims against districts; applicability of Government Code

GOVERNMENT CODE
800 Cost in civil actions
810-996.6 Claims and actions against public entities
53051 Information filed with secretary of state and county clerk

COURT DECISIONS
TRAVEL EXPENSES

The Superintendent or designee shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district.

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

(cf. 4131 - Staff Development)
(cf. 4131.5 - Professional Growth)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Meal Reimbursement

When authorized by the district, personnel and/or students will be reimbursed for reasonable daily meal expenses (includes tax and tip). Reasonable meal expenses will be determined by designated management personnel.

Travel Reimbursement

When authorized by the district, personnel will be reimbursed for mileage when using a personal vehicle for district use. Appropriate mileage reports shall be submitted with requests for reimbursement. Reimbursement will be based on the standard mileage rate as authorized annually by the Internal Revenue Service. The effective date will coincide with the I.R.S. effective date.

Legal Reference:
EDUCATION CODE
44016 Travel expense
44032 Travel expense payment
44033 Automobile allowance
44802 Student teacher's travel expense

Policy adopted: CHICO UNIFIED SCHOOL DISTRICT
Chico, California
MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS

The Superintendent or designee shall establish and maintain accurate, efficient financial management systems to meet the district’s fiscal obligations, produce useful information for financial reports, and safeguard the district’s resources. He/she shall ensure that the district’s accounting system provides ongoing internal controls and meets generally accepted accounting standards.

(cf. 3100 - Budget)
(cf. 3300 - Expenditures/Expenditure Authority)
(cf. 3312 - Contracts)
(cf. 3460 - Financial Reports and Accountability)

Capital Assets

The Board of Education recognizes the importance of accurately identifying and valuing district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of $10,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value, or depreciation, during each accounting period for all capital assets.

(cf. 3440 - Inventories)

Fraud Prevention and Investigation

The Board expects all employees, Board members, consultants, vendors, contractors and other parties maintaining a business relationship with the district to act with integrity and due diligence in duties involving the district’s fiscal resources.

The Superintendent or designee shall be responsible for developing internal controls which aid in the prevention and detection of fraud, financial impropriety or irregularity within the district. Each member of the management team shall be alert for any indication of fraud, financial impropriety or irregularity within his/her area of responsibility.

An employee who suspects fraud, impropriety or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Superintendent or designee. The Superintendent or designee shall have primary responsibility for any necessary investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

Legal Reference: (see next page)
MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS (continued)

Legal Reference:

EDUCATION CODE
14500-14508 Financial and compliance audits
35035 Powers and duties of superintendent
35250 Duty to keep certain records and reports
41010-41023 Accounting regulations, budget controls and audits
42600-42604 Control of expenditures
42647 Drawing of warrants by district on county treasurer; form; reports, statements and other data
GOVERNMENT CODE
53995-53997 Obligation of contract

Management Resources:

CSBA PUBLICATIONS
Maximizing School Board Leadership: Finance, 1996

GOVERNMENTAL ACCOUNTING STANDARDS BOARD
Statement 34, Basic Financial Statements - and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES
Governmental Accounting Standards Board: http://www.gasb.org
CDE, School Fiscal Services: http://www.cde.ca.gov/fiscal
State Controller’s Office: http://www.sco.ca.gov
Fiscal Crisis and Management Assistance Team: http://www.fcmat.org
School Services of California: http://www.sscal.com
California Association of School Business Officials: http://www.casbo.org
INVESTING

All or part of the special reserve fund of the district, or any surplus monies not required for the immediate necessities of the district, may be invested as allowed by law for public funds. (Education Code 41015; Government Code 16430, 53601-53609, 53635)

The Board of Education authorizes the district’s chief fiscal officer to invest and reinvest such funds on behalf of the district. If the funds are invested anywhere except the County Treasury then he/she shall make monthly reports of those transactions to the Board. The Board retains the right to revoke this authority at any time.

The Board recognizes that the district’s chief fiscal officer has fiduciary responsibility for any funds invested outside the county treasury and is subject to prudent investor standards for investment decisions. As such, he/she shall act with care, skill, prudence and diligence under the prevailing circumstances, including but not limited to the general economic conditions and the anticipated needs of the district. The investment objectives shall be to first safeguard the principal of the funds, then to meet the district’s liquidity needs and, third, to achieve a return on the funds. (Government Code 53600.3, 53600.5)

(cf. 9270 - Conflict of Interest)

In order to enhance investment return, the district’s goal shall be to generate an investment yield that attains or exceeds a market-average rate of return through economic cycles.

The Board recognizes the importance of overseeing investments made with district funds, including investments by the county treasurer. The Superintendent or designee shall maintain ongoing communication with any county committee established for the purpose of overseeing county investments. In addition, the Superintendent or designee shall keep the Board informed about county policies that guide the investment of these funds.

The Board may establish an investment oversight committee to monitor the district’s investments and make recommendations to the chief fiscal officer and the Board regarding investment policies.

(cf. 1220 - Citizen Advisory Committees)

Annual Statement of Investment Policy When Funds are Invested Anywhere Except the County Treasury

The district’s chief fiscal officer shall annually provide to the Board and any district investment oversight committee a statement of the district’s investment policy or, if all district surplus funds are invested with the county treasurer, the county’s investment policy.

The annual investment report shall be submitted no later than the end of the first quarter of the year to which it applies.
INVESTING  (continued)

Quarterly Investment Reports When Funds are Invested Anywhere Except the County Treasury

The chief fiscal officer of the district shall provide the Board, Superintendent and internal auditor with quarterly reports of district investments in individual accounts that are $25,000 or more.

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:
EDUCATION CODE
41001 Deposit of money in county treasury
41002 General fund deposits and exceptions
41002.5 Deposit of certain funds in insured institutions
41003 Funds received from rental of real property
41015 Authorization of and limitation investment of district funds
41017 Deposit of miscellaneous receipts
41018 Disposition of money received
42840-42843 Special reserve fund
GOVERNMENT CODE
16430 Eligible securities for investment of surplus money
17581.5 Mandates contingent upon state funding
27000.3 Fiduciary for deposits in county treasury
27130-27137 County treasury oversight committees
53600-53609 Investment of surplus
53630-53686 Deposit of funds, especially:
53635 Local agency funds; deposit or investment
53646 Treasurer reports and statements of investment policy
53852.5 Investment term for funds designated for repayment of notes
53859.02 Borrowing by local agency

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Governance: Fiscal Accountability, 2005
School Finance CD-ROM, 2005
CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS
Local Agency Investment Guidelines, 2002, rev. 2004
WEB SITES
California State Treasurer’s Office, California Debt and Investment Advisory Commission:
http://www.treasurer.ca.gov/cdiac
STUDENT ACTIVITY FUNDS

Student organizations may raise and spend money in order to promote the general welfare, morale and educational experiences of the students. Student funds shall finance worthwhile activities which go beyond those provided by the district. Minutes shall be kept of student organization meetings and shall properly reflect all financial activities.

(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 3554 - Other Food Sales)

Student funds shall be managed in accordance with sound business procedures designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

With Board of Education approval, student funds shall be held or invested in one of the following ways:

1. Deposited or invested in a federally insured bank or savings and loan; or in a state or federally insured credit union. (Education Code 48933)

2. Invested in U.S. savings bonds or obligations. (Education Code 48933)

3. Loaned to other district student organizations or invested in district property improvements pursuant to Education Code 48936.

Student funds shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a Board-designated official, the certificated employee who is the student organization advisor and a student organization representative. (Education Code 48933)

The principal shall be responsible for the proper conduct of all student organization financial activities and adherence to district administrative regulations including the Fiscal Crisis Management Assistance Team Associated Student Body Accounting Manual. The Superintendent or designee shall periodically review the organizations' general financial structures and accounting procedures.

The Board shall provide an annual audit of student accounts by a certified public accountant or licensed public accountant. Auditing cost shall be paid from district funds. (Education Code 41020)

(cf. 3400 - Management of District Assets/Acounts)

Legal Reference: (see next page)
STUDENT ACTIVITY FUNDS (continued)

Legal Reference:

EDUCATION CODE
41020 Requirement for annual audit
48930-48938 Student body organization
FINANCIAL REPORTS AND ACCOUNTABILITY

The Board of Education is committed to ensuring the fiscal health of the district and providing public accountability. The Board shall adopt sound fiscal policies, oversee the district's financial condition, and ensure that the financial systems support the district's goals for student achievement.

(cf. 3100 - Budget)
(cf. 3110 - Transfer of Funds)
(cf. 3300 - Expenditures/Expending Authority)
(cf. 3430 - Investing)
(cf. 9000 - Role of the Board)

The Superintendent or designee shall provide the Board with financial reports throughout the year in accordance with law and as otherwise requested by the Board.

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education.

(cf. 3400 - Management of District Assets/Accounts)
(cf. 3440 - Inventories)

The Board shall regularly communicate the district's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.

If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to advise the district on fiscal matters.

Fiscal Policy Team

The Board may establish a fiscal policy team to periodically review the district's fiscal policies and procedures and advise the Board regarding long-range fiscal management plans. The fiscal policy team may be assigned to examine the fiscal and economic information needs of the district, the impact of budget allocations on district priorities, the financial health of the district, or other duties specified by the Board. The team shall work with the district's budget and audit committees and appropriate staff in carrying out its functions.

Legal Reference: (see next page)
FINANCIAL REPORTS AND ACCOUNTABILITY  (continued)

Legal Reference:

EDUCATION CODE
14500-14508  Financial and compliance audits
17150  Public disclosure of non-voter-approved debt
33127  Standards and criteria for local budgets and expenditures
33128  Standards and criteria; inclusions
33129  Standards and criteria; use by local agencies
35035  Powers and duties of superintendent
41010-41023  Accounting system
41326  Emergency apportionment
41344  Repayment of apportionment significant audit exceptions
41344.1  Appeals of audit findings
41455  Examination of financial problems of local districts
42100-42105  Requirement to prepare and file annual statement
42127.6  School district operations monitoring; financial obligation nonpayment
42130-42134  Financial reports and certifications
42140-42142  Public disclosure of fiscal obligations

GOVERNMENT CODE
3540.2  School district; qualified or negative certification; proposed agreement review and comment
16429.1  Local agency investment fund
53646  Reports of investment policy and compliance

CODE OF REGULATIONS, TITLE 5
15070  Submission of reports using standardized account code structure
15453-15463  Criteria and standards for school district interim reports

Management Resources:

CSBA PUBLICATIONS
Maximizing School Board Governance: Fiscal Accountability, 2005

CDE COMMUNICATIONS
1208.00  Audit Resolution Process: Repayment Plans

GOVERNMENTAL ACCOUNTING STANDARDS BOARD
Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

U.S. GENERAL ACCOUNTING OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS

STATE CONTROLLER PUBLICATIONS
Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)

WEB SITES
CSBA:  http://www.csba.org
California Association of School Business Officials:  http://www.casbo.org
California County Superintendents Educational Services Association:  http://www.ccesea.org
California Department of Education, Finance and Grants:  http://www.cde.ca.gov/fg
Education Audit Appeals Panel:  http://www.eaap.ca.gov
Fiscal Crisis and Management Assistance Team:  http://www.fcmat.org
Governmental Accounting Standards Board:  http://www.gasb.org
School Services of California:  http://www.sscal.com
State Controller’s Office:  http://www.sco.ca.gov

Policy adopted:  CHICO UNIFIED SCHOOL DISTRICT  
Chico, California
DISTRICT RECORDS

District records shall be developed, maintained and disposed of in accordance with law and California Department of Education regulations.

(cf. 1340 - Access to District Records)
(cf. 3440 - Inventories)
(cf. 4040 - Employee Use of Technology)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

The Superintendent or designee shall establish regulations that define records which are permanent, optional and disposable and specify how each type of record is to be maintained or destroyed. Any microfilm or electronic copies of original records shall be permanently retained.

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage or loss.

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians or employees when a substitute address is designated by the Secretary of State for victims of domestic violence or stalking. (Government Code 6207)

(cf. 5111.1 - District Residency)

Legal Reference:
EDUCATION CODE
35145 Public meetings
35163 Official actions, minutes and journal
35250-35255 Records and reports
44031 Personnel file contents and inspection
49065 Reasonable charge for transcripts
GOVERNMENT CODE
6205-6211 Confidentiality of addresses for victims of domestic violence
6232-6265 Inspection of public records
12946 Retention of employment applications and records for two years
CODE OF REGULATIONS, TITLE 5
432 Varieties of pupil records
16020-16022 Records—general provisions
16023-16027 Retention of records

Management Resources:
SECRETARY OF STATE
Letter re: California Confidential Address Program Implementation (SB 489), August 27, 1999
WEB SITES
California Secretary of State: http://www.ss.ca.gov

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California
CONSULTANTS

The Board of Education authorizes the use of consultants to provide expert professional advice or specialized technical or training services which are not needed on a continuing basis and which cannot be provided by district staff because of limitations of time, experience or knowledge. Individuals, firms or organizations employed as consultants may assist management with decisions and/or project development related to financial, economic, accounting, engineering, legal, administrative, instructional or other matters.

As part of the contract process, the Superintendent or designee shall determine, in accordance with Internal Revenue Service guidelines, that the consultant is properly classified as an independent contractor. District employees who perform extra-duty consultant services shall not be retained as independent contractors. They shall be considered employees for all purposes, even if the additional services are not related to their regular duties.

(cf. 4117.12/4317.12 - Retirement Consultancy Contracts)

All consultant contracts exceeding $5,000 shall be brought to the Board for approval.

(cf. 3312 - Contracts)

The district shall not contract for consulting services that can be performed without charge by a public agency or official unless these services are unavailable from the public source for reasons beyond the district's control.

All qualified firms or resource persons shall be accorded equal opportunity for consultant contracts regardless of race, creed, color, gender, national or ethnic origin, age or disability.

(cf. 3311 - Bids)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 4030 - Nondiscrimination in Employment)

Independent contractors applying for a consultant contract shall submit a written conflict of interest statement disclosing financial interests as determined necessary by the Superintendent or designee, depending on the range of duties to be performed by the consultant. The Superintendent or designee shall consider this statement when deciding whether to recommend the consultant's employment.

(cf. 9270 - Conflict of Interest)

When employees of a public university, county office of education or other public agency serve as consultant or resource persons for the district, they shall certify as part of the consultant agreement that they will not receive salary or remuneration other than vacation pay from any other public agency for the specific days when they work for this district.

Legal Reference: (see next page)
CONSULTANTS (continued)

Legal Reference:

EDUCATION CODE
10400-10407 Cooperative improvement programs
17596 Limit on continuing contracts
35010 Control of districts; prescription and enforcement of rules
35172(a) Promotional activities
35204 Contract with attorney
44925 Part-time readers employed as independent contractors
45103 Classified service in districts not incorporating the merit system
45103.5 Contracts for food service consulting services
45134-45135 Employment of retired classified employee
45256 Merit system districts; classified service; positions established for professional experts on a temporary basis

GOVERNMENT CODE
53060 Contract for special services and advice

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS
15-A Employer's Supplemental Tax Guide

Policy adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California