



The Superintendent's Update

September 21, 2012

NEWS FROM KELLY



Thank you to CUSD Partner Ray Morgan: For the past three years, CUSD has partnered with the Ray Morgan Company for copy and printer services. As a result of that partnership, CUSD benefits for a percentage of Ray Morgan's statewide sales. Thus far, this partnership has resulted in \$73,872.00. Regional Sales Manager, **Mike Drakulic** presented a check for Chico Unified School District to Board President Andrea Lerner Thompson on Wednesday, September 19, 2012, at the CUSD Board of Education Meeting.

CHS Staff Members Save Student Life: It was the situation every educator hopes never to encounter--a student collapsed while at school and was not responding. Fortunately for this student and his CHS family, two of our outstanding educators were on hand and trained to deal with such situations. CHS teacher **Linda Catalano** promptly called 911, while **Linda Allen**, CHS PE teacher, and **Linda Johnson**, Health Aide, provided CPR to the student until paramedics arrived. The student's situation was grave and he spent time in Intensive Care. However, as a result of the immediate care he received on the scene, the quick response of the paramedics, and excellent care at Enloe, the student has made a full recovery and is now back at school. First, **thank you** to all three Lindas for their prompt action. Second, this situation has been a reminder to us all that you never know when you will be in a situation where you can save a life. As a result of this situation that happened on their campus, CHS is offering all staff the opportunity to participate in a CPR course on campus. Again, thank you Linda, Linda and Linda and to CHS for taking steps to ensure that additional staff members are better equipped to deal with such situations, should they occur on or off campus.

Superintendent's Award for September: Congratulations to **Julie Phairas**, parent and volunteer at Chico Junior High School! Julie was selected by staff at Chico Junior for her dedicated work and ongoing service to the school. She was awarded the Superintendent's Award at the September 19, 2012, CUSD Board of Education Meeting. Thank you Julie!!

Marsh Junior High Finalist for Model Autism Site: Congratulations to Marsh Junior High School on being chosen as a finalist for the California School Boards Association (CSBA) Golden Bell Award. The Marsh Autism program, taught by **Taryn Blizman**, was submitted for this award by Marsh Principal **Jay Marchant** and Loma Vista Principal **Eric Snedeker** for

the outstanding work Ms. Blizman has done in integrating autism students into mainstream activities. An on-site validation committee from CSBA will now visit Marsh to see first-hand the excellent work being done. After the site visit, the committee will make its recommendation to CSBA. If confirmed, the school will receive its award at the annual CSBA Conference in San Francisco on Saturday, December 1, 2012. Good luck Marsh and kudos to Ms. Blizman, her students, and all the Marsh staff and students that work closely with her to make this program such a model for our state!

NEWS FROM EDUCATIONAL SERVICES

Common Core State Standards: Beginning Monday, September 24 from 4:00-7:00 p.m. a team of thirty-seven CUSD administrators and teachers will attend a countywide workshop series about supporting the implementation of the common core state standards. Adopted in California in August 2010, the K-12 Common Core State Standards were developed through a state-led effort to establish consistent and clear education standards for English language arts and mathematics. The Common Core State Standards have been formally adopted by about 90% of the states. A CUSD Board of Education workshop on the Common Core was held on September 5.

Illuminate Data & Assessment System: Teachers, administrators and support staff are using our new data and assessment system, called Illuminate, to collect and analyze data to inform decisions about instructional practices, placement and to organize instructional resources to support our students. Over 150 teachers are utilizing document cameras to quickly scan student answer sheets and provide students with immediate results. The Illuminate system provides web-based access to student assessment information in one place, whether from state, district, classroom or curriculum-based assessments.

California High School Exit Exam (CAHSEE): The next administration of the high school exit exam will be held on **October 2 and 3** for grade 12 students and adults who have not yet passed the exam. Thanks to the 2012 CAHSEE Site Coordinators and assistants who attended annual training on Friday, September 21: [Don Williams](#), [Lori Castaldo](#), [Kathy Sinnott](#), [MaryKay Inserra](#), [Rhonda Odium](#), [Brian Boyer](#), [Dam La Bar](#), [Cindy Engberg](#), [Damon Whittaker](#), [Andy Moll](#). Please note that the November administration of the CAHSEE takes place on election day; after a thorough review, the State Superintendent of Public Instruction determined that this date was the only viable option for the November administration.

The Chico Unified district pass rate for students taking the test for the first time in grade 10 continues to exceed the county and state passing rate.

CELDT Testing: The California English Language Development Test (CELDT) is given each year to students identified as English learners. Schools sites are conducting annual CELDT testing through October. The CELDT has three purposes: (1) to identify students who are limited English proficient; (2) to determine the level of English language proficiency of students who are limited English proficient; and (3) to assess the progress of limited English proficient students in acquiring the skills of listening, reading, speaking, and writing in English. More about the CELDT program may be found at <http://www.cde.ca.gov/ta/tg/el/>.

STAR Test Results: Individual student results from the spring 2012 STAR tests have been sent to parent/guardians. If you do not receive your student's STAR score report by September 15, please contact Louise Workman at 891-3000 x171. The dates for the STAR Writing Test in grades 4 & 7 will be March 5 and 6, 2013. The STAR multiple-choice testing window will begin on April 15, 2013. The 2012 STAR test results were released approximately August 31 and may be found at: <http://star.cde.ca.gov/>

2010–11 Accountability Progress Reporting (APR): California's integrated accountability system that reports both the state Academic Performance Index (API), and the federal Adequate Yearly Progress (AYP) and Program Improvement (PI). The following reports have been delayed by the state this year and are scheduled to be released in early October:

- * 2012 Growth Academic Performance Index (API) Reports
- * 2012 Adequate Yearly Progress (AYP) Reports
- * 2012–13 Program Improvement (PI) Reports

CALPADS: To fully comply with federal accountability requirements, California has enacted a data collection and reporting system, California Longitudinal Pupil Achievement Data System (CALPADS). Collection and reporting of this data is a joint effort between all CUSD schools, Business Services, Educational Services, Human Resources,

Information Technology, and Nutrition Services. The following CALPADS End-of-Year Reports were certified this week.

- EOY 1: Course Completion / Career Technical Education (CTE)
- EOY 3: Discipline Data
- EOY 2: Program Participation / Homeless Student Data Submission.
- EOY 4: CAHSEE Waivers

This was the first year these reports were required by the state. Special thanks to **Joe Loomis**, **Jen McCall** and **Jennifer Bevers** for a great team effort! CALPADS data submission for Fall 1 (12-13 Enrollment Counts, 11-12 Grads and Drops and Immigrant Counts) begins October 3.

FACILITIES & PLANNING / MAINTENANCE & OPERATIONS / NUTRITION SERVICES:

Facilities & Planning--Fair View High School Construction Technology Shop: United Building Contractors is currently on the site pouring the concrete building slab. In the next two weeks the wood framing will get started. The Construction Technology Class, guided by their teacher **Matt McGuire**, will observe the entire building process evolve from design plans to a finished building.

Facilities & Planning--Inspire School of Arts & Sciences on the Chico High Campus: Inspire is a local charter school that is located on the Chico High School campus. Over the summer, two repurposed portable classroom buildings and one portable student restroom were added to the campus. The buildings will house art and digital media/robotics classes. The buildings were completed on September 7, 2012, and the students and staff are settled in nicely.

Facilities & Planning--Chico High School Lincoln Hall & Fitness Laboratory: With abatement and demolition of the existing building occurring over the summer, construction of the new Lincoln Hall and Fitness Laboratory is slated to start September 17. Lincoln Hall will be constructed with a combination of concrete tilt-up walls and structural steel. Modern Building Company will be starting off the project with the underground utility installation.

Facilities & Planning--Pleasant Valley High School New Classroom Building: A two-story, twenty-four classroom building is under construction on the Pleasant Valley High School campus. Underground utilities such as water, storm drains, and sewer have been put in place. Trenches have been dug and reinforcing steel is currently being installed for the building footings. Next week fine grading of the new staff parking lot will start.

Maintenance & Operations (M&O): This month M&O will begin their yearly Fire Inspections with Inspector **Rick Doane**. The purpose of the fire inspections is to ensure that our classrooms and buildings are providing a fire safe environment for staff and students. Rick informed them that over the last ten years, Chico Unified has made vast improvements in fire safety. He has found that most of the flammable materials brought into the schools have been treated with a fire retardant. The district recommends a product called Inspecta-Shield which is available through the warehouse. It is very safe and simple to use. Once the material has been treated, it is recorded on Flame Retardant Treatment Log that has been supplied to each school. This year the fire department is requiring us to have the Treatment Logs on file at the Corp Yard. All logs are to be in electronic format, typed, and include description of the treated item. Example: you cannot say you treated a rug or curtain, it must say the yellow flowered rug or the green curtain with polka dots, or whatever the item is. The log needs to be updated every year, and reviewed each year by the Fire Inspector. Also, the Inspector will need to view the Fire Drill Log. Some of the things he is looking for during room inspections include art work on the walls (not to exceed 20% of the wall space), daisy chained cords, flammable materials, power strips near flammable materials and more. Remember to keep things that burn away from things that get hot. Each site will receive a copy of their Fire Inspection and corrections to be made. Working together with agencies such as Chico Fire Department we are ensuring a safe learning environment for students and staff.

Along with the fire inspections, M &O is doing the annual Williams Inspections. The Williams Settlement requires school districts to conduct annual facility inspections for all schools and report the findings in their School Accountability Report Cards, in full compliance of the Williams Act, SB 550 and AB 607. The main purpose is to make sure that our facilities are clean and safe. We walk the site with a form referred to as a FIT (Facilities Inspection Tool). After the inspection, the information is recorded on an evaluation sheet where the school is rated

for its overall condition. That information is collected and reported on the SARC (School Accountability Report Card).

NEWS FROM HUMAN RESOURCES

Negotiations--CSEA, Chapter 110: The CSEA 110 and District negotiating teams met on September 19 and are scheduled to meet again on September 26. The teams have been working on a successor agreement which in essence means that the entire collective bargaining agreement is open for review. The teams have reached agreement on the vast majority of issues that have been brought forward and hope to resolve the issues that remain before us so that we can complete the successor agreement. Remaining issues include;

- Stipends for staff who assist with the toileting of students
- New Year's Eve day as a holiday when it falls on a weekend
- Special education transportation aides being included in the "Transportation" article
- Reimbursement for medical out of pocket costs or insurance premiums
- The layoff process and return rights given recent case law

Negotiations--Chico Unified Teachers' Association (CUTA): CUTA provided the District with a package proposal on July 18. The teams met on September 6. The District provided the CUTA bargaining team with a package proposal in response to the July 18 proposal and a side by side comparison of the two package proposals. It is evident that there are many areas of agreement. The teams spent the bulk of the September 6 session clarifying the issues in the two package proposals. The two teams met again on September 13. This session focused primarily on the issues of caseloads for Speech/Language Specialists, student ratios for school counselors and school nurses. There was also discussion regarding the termination of the existing dental plan which is no longer available after January 1, 2013, and the options available. CUTA asked to cancel the next scheduled meeting (September 27) but keep other dates that we are scheduled to meet. The primary areas of discussion are:

- Student to School Nurse ratio
- Student to School Counselor ratio
- Caseload maximum for Speech/Language Specialists
- CUTA's request to suspend the agreed upon cap for the District's contribution to medical insurance premiums for one year

Employee Assistance Program (EAP): All CUSD employees who participate in medical insurance also have FREE access to the EAP offered through the Butte County JPA. Below is some information from their website (<http://www.bcoe.org/bssp/EAP.htm>) that you may find helpful. Please do not hesitate to use these services that include FREE counseling services and consultation regarding legal and financial issues.

"Life's not always easy. But when the going gets tough, we're here to help. Your Employee Assistance Program (EAP) is one place you can turn for help from caring, experienced professionals.

The EAP's highly trained staff members can offer information and advice to help you solve a wide range of problems. Everything from relationship and family concerns to anxiety, depression, alcohol and drug abuse, stress, grief, work-life balance (child care, elder care, etc.) and even financial or legal issues.

Naturally, we understand how important privacy is when it comes to subjects like these. Rest assured that your friends, family members and employer cannot find out about your use of EAP services without your written consent (in accordance with federal and state law, and professional ethical standards).

Since trouble never takes a holiday, this service is available 24 hours a day, every day of the year. EAP services are provided at no cost to you and everyone who lives in your household. There's no need to sign up. You're automatically enrolled.

After you make the first phone call to us, we can refer you to a licensed counselor in your area who's a member of our network. Your EAP membership entitles you, and each member of your

household, to up to four free visits for each issue you're facing. Then, if you need ongoing assistance, EAP staff will help you connect with a qualified resource near you.

If you're not ready to talk about it, you can still get information through our website. There you'll find helpful resources, including self-assessments, ideas on ways to manage sticky situations in both your personal and professional life, and an interactive search tool to locate child and elder care services in your neighborhood.

Whatever's troubling you, you don't have to face it alone. Call as often as you need to. Dial the toll-free number, **1-800-523-5668**, or visit MagellanHealth.com/member to register (organization name Butte Schools). "

SPOTLIGHT ON OUR VALUED EMPLOYEES



Chico Unified Management Association (CUMA) Member of the Month: Congratulations to **Scott Lindstrom** who was honored by his peers as the CUMA Member of the Month for September. In receipt of this award, Mr. Lindstrom made the following comment: "I was so stunned by receiving the award that I was a bit tongue tied. Given the rare opportunity to say something meaningful, I just want to add... It's about wanting to make the world a better place, especially for the young ones in our world, sharing a vision about where you want to go, getting a

sense about what part you can play, figuring out how to get there, knowing where you want to go next, surrounding yourself with awesome people who want to join you in making the world a better place, and loving the journey, the people, and the challenges along the way It's kind of like... working with you!" Congratulations Scott—we like working with you too!

"Teachers Are Heroes" Winner: Golden Apple Insurance and Financial Services and Channel 12 KHSL are again sponsoring the "Teachers Are Heroes" as a news feature. The August winner was **Margie Taresh**, a kindergarten teacher at Rosedale. Margie was featured on the Wake Up morning show on Channel 12 KHSL. Margie will also win dinner for two to Christian Michaels in downtown Chico Thank you to Golden Apple Financial, KHSL and Christian Michaels for helping to honor outstanding teachers.



Julie Kistle participates in American Cancer Society 60 Mile Challenge: Congratulations to **Julie Kistle**, Construction Manager, for participating in and completing the Susan G. Komen 3-Day™, 60 mile challenge walk for the America Cancer Society. Julie found the experience very moving and rewarding.

NEWS FROM SCHOOL SITES

CHS Literary Magazine wins Additional Awards: The 2011-12 edition of *Seven-Eighths Under Water*, Chico High's literary magazine, has received from the National Scholastic Press Association a First Class rating, with two Marks of Distinction for "Writing and Editing" and "Concept." In his critique, the judge wrote: "You clearly have chosen a very clean, professional magazine. And, to tell you the truth, that, combined with the strong writing... actually had me confused about whether or not this was a professional magazine... I think that may be the highest compliment I have given a magazine. This feeling came mostly from the writing, but your conceptual idea of clear, open space clearly played into it well." The magazine also recently received a gold medallion from Columbia Scholastic Press Association. Excellent job! Kudos to **Laura Carey**, CHS Literary Magazine Advisor, and her staff of students!!!

PVHS International Baccalaureate Fundraiser for Music: Congratulations and thank you to the PVHS Baccalaureate students for putting on a concert to benefit music programs. This special evening of performances raised nearly \$2000 for music programs through Arts for All! Nice job students and thank you to **Ms. Amy Besnard** for providing the staff assistance to make this event happen.

PVHS Art Studio 1: PVHS Art Studio 1 is currently working with **Debra Lucero**, Upstate Community Enhancement Foundation - Friends of the Arts, and **Jim Peplow**, of Butte County and the B-line bus system, to create a

"landscape mural" that is continuous and will be displayed around the bus for Artober Fest. It will be reproduced and placed on many buses in the B-line for October. Thank you PVHS Art Teacher **Reta Rickmers** for providing these opportunities for our students.

Peer Mediator Training: **Mike Carroll** took Chico High School Peer Mediators to Bidwell Jr. High on September 7 to train 12 Bidwell Jr. Peer Mediators. This was a great event and the third time Mike has taken his students to BJHS to train Peer Mediators.



Left to Right

Top Row: **Crystyn Eckert**, CSUC Intern, **Adriana Salas**, CHS, **Sabrina Luu**, CHS, **Study Thao**, CHS, **Carissa Waters**, Sara Tracy, **Kayla Joyce**, **Emily Allison**, **Kacey Johnson**, **Mike Carroll**, CHS School Psych., **Jonathan Dillanes**, CHS, **Angela Prior**, CHS, **Chet Hervey**

Bottom Row: **Counselor Lisa Winslow**, **Kaci Spooner**, CHS, **Zouapa Lor**, **Maeci Xiong**, **Isiah Valdez**, **Emily Nelson**, **Brandy Hardy**, **Delaney Cox**, **Counselor Sandra Villasenor**

Permanent Location for Inspire School of the Arts and Sciences: At the October 3, 2012, CUSD Board Workshop, CHS principal **Jim Hanlon** and Inspire principal **Eric Nilsson** will share how their two schools are working together with both schools located on the same campus. While the CUSD Facilities Department and the School Board investigated a variety of scenarios, the high cost of construction and limited space have resulted in few options for a permanent location for Inspire other than the current location. The Board, in conjunction with CHS and Inspire, will discuss a longer term arrangement that meets the facility needs for students at Chico High and at Inspire. Staff and public participation in this conversation is welcomed.

CSUC and PVHS Collaborate on CSU Admissions Information: The CSU, Chico Office of Admissions made presentations in the Center for the Arts to PVHS senior English classes regarding the CSU application process. To ensure students receive the accurate information they need as they begin to apply for colleges, college preparatory junior and senior English classes attended the presentation. The inclusion of 11th grade students allowed them to begin to get a clear understanding of what they need to do to be CSU eligible as seniors. Although presented by Chico State staff, the admission information was applicable to all CSU campuses. Thank you to PVHS Counselor **Amanda Ellis** and the PVHS staff for taking extra steps to ensure our kids are prepared for college, both academically and for the challenging admissions process!

Friends of Butte Creek Film Festival: Expand your knowledge and awareness of environmental issues while helping protect a local resource, the Butte Creek watershed. The Friends of Butte Creek (one of the founders is our very own retired Pamela Posey!) are sponsoring a film festival. The Wild and Scenic Film Festival is on Friday, September 21. It will be a delicious (Farmer's Market Buffet which is optional), fun, and informative evening at the Sierra Nevada Big Room.

CUSD IN THE NEWS

Enterprise Record

[Chico schools trustee Jann Reed running for state Senate](#)

[Chico school board focuses on funding in prep sports ...](#)

[Chico school board adopts revised prep sport plan](#)

KNVN

[Athletic Accountability Plan Going Strong](#)

LUNCHBITES



Chico Unified Nutrition Services Department Newsletter - September 7, 2012

Letter from Vince

As we continue down uncharted waters we continue to grow stronger as a team. Many folks taking the new challenges head on and offering many great solutions to calm the waters. As we move forward I want to empower each of to make a difference every day. Have a positive impact on the Team Members around you, make a student's day with our great customer service and send them home feeling full of quality nutritious food. As long as we stay dedicated to our goals and keep an open mind to new ideas we will again this year feed another 90,000 more students. Every day I am excited by the opportunities the new day brings to each of us, the chance to do something great, the chance to improve someone's life. With that said thank you all for inspiring me every day, now go out and make your mark on the day.

INSIDE THIS ISSUE

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- 4 Kitchen Rules & Contact Information

New USDA Regulations

With the start of the 2012-13 school year, the Nutrition Department wanted to provide you with some valuable information regarding changes to our nutrition program. With the Healthy Hunger- Free Kids Act of 2010 which has restructured the nutritional levels in every meal we offer, you will notice some great changes in the breakfast and lunch lines these days.

In accordance with the new regulations you will note the following changes to our menus:

- reduced amount of fat
- an overall decrease in breads and grains while increasing the amount of *whole grains* in the bread and grains offered
- lower sodium
- reduced caloric intake
- increase in leafy green vegetables
- increased red and orange vegetables offered daily

We believe these new considerations along with the changes from last school year of more in-house food preparation, less processed foods, more local products, and a wider variety of entrees served daily provide your student the opportunity for healthy and fun dining.

Each student will be required to take a variety of fresh fruits and vegetables from our garden bar, at least $\frac{1}{2}$ cup every day. This is a change from years past. This is where we can use your help encouraging them to try new foods. At home, ask what they tried that day; at the grocery store ask them to point out fruits and vegetables they see at their school's fruit and vegetable bar; set daily or weekly goals for fruit and vegetable intake.

You must motivate yourself EVERY DAY.

Matthew Stasier

News from Mr. Lavin

Product Updates:

Teriyaki Sauce...Have plenty and you may order by case.

A few product codes for your info...

Kidney Beans #401

Garbanzo Beans #398

Taco Kettle 78000 #582 to be mixed with beef crumbles

Corn 6/#10 #540

Cuban Pork not available until 09/12.

Soy sauce ind. available Thursday 09/06. I hope!

Cinnamon Raisin Bagels not available at this time. Will keep you posted if available.

Individual raisins not available at this time.

Please e-mail any odd or special request items that you do not find on the program. We are not seeing items listed in the description box.

Foods and Beverages on Elementary School Campus

CUSD Administrative Regulation 5030 School Wellness Policy

School-sponsored Events During the School Day

(such as, but not limited to, classroom celebrations, or food on campus)

By July 1, 2012, parents and teachers will be required to comply with the list of CUSD approved healthy foods for all school related activities, including classroom parties. The district shall require all persons bringing food on campus intended to share with others to adhere to the "CUSD Nutritious Foods Pledge" which must be reviewed and signed prior to bringing food on campus. Class parties or other celebrations shall be held after the lunch period when possible.

By July 1, 2012, the Board shall require school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

Celebrations

All classroom celebrations must follow **California Health and Safety Codes**.

Additional Regulations-SB 965, SB 12, Education Code Section 49431.5, California Code of Regulations Section 15576 and Cal Code Section 114021

Compliance with Food Laws, Foods shall be obtained from sources that comply with all applicable laws, i.e. prepared by a certified source using proper safety and sanitation practices. Foods prepared in a private home or a non-certified location may not be offered for sale or used in a facility for public consumption. According to the USDA [funding source] this applies to anywhere the reimbursable school meals are sold or eaten, which in California schools means virtually the entire campus.

STAFF MEETINGS & TRAINING

You are not required to attend staff meetings and training, but we provide these training to provide necessary and required information for the operation of Nutrition Services. You are paid for your attendance, so we strongly encourage you to attend.

CALENDAR OF EVENTS

ELEMENTARY MANAGER'S MEETING

Date: Tuesday, September 11, 2012

Location: Nutrition Services Office

Time: 2:30-3:30

SECONDARY MANAGER'S MEETING

Date: Thursday September 13th

Location: Nutrition Services Office

Time: 2:15 – 3:15.

We will go over the following.

- New productions papers
- Nutri kids inventory ordering
- Secondary Cheat Sheets (Menu Planning Guide)

Please everyone plan on attending this meeting. Managers only. If you're **not** able to attend please contact Vince.

ELEMENTARY MANAGER'S MEETING

October 31 @ 2:30-3:30

SECONDARY MANAGER'S MEETING

October 30 @ 2:15-3:15

ALL STAFF CELEBRATION

TUESDAY, DECEMBER 18 TBD

ELEMENTARY MANAGER'S MEETING

January 16, 2013 @ 2:30-3:30

SECONDARY MANAGER'S MEETING

January 17, 2013 @ 2:15-3:15

ALL STAFF CELEBRATION

MARCH 5, 2013 @ 2:30-3:30; CJHS ROOM 505

ELEMENTARY MANAGER'S MEETING

April 10, 2013 @ 2:30-3:30

SECONDARY MANAGER'S MEETING

April 11, 2013 @ 2:15-3:15

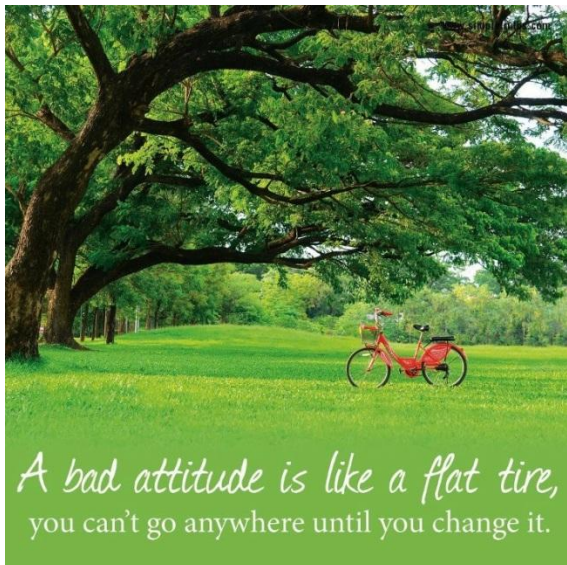


CAUGHT MAKING A DIFFERENCE

Kim Evans, Satellite Manager at Marigold Elementary

Kim loves her Marigold students and it shows. She has implemented “Tong Etiquette” teaching the students to keep the tongs out of the garden bar keeping them safe from germs. She takes great pride in keeping her Garden Bar full and strives to run her kitchen like it’s a restaurant, keeping in mind food temperatures at all times. She loves working with Luz, who agrees with her philosophy and does a great job!

Thank you Kim and Luz.



*A bad attitude is like a flat tire,
you can't go anywhere until you change it.*

NEWS FROM KAREN & TERI

For secondary and elementary;

You received your menu planning guide this past week. Please get it filled out and post it in your kitchen on your warmer. This will help you with your ordering and it will give your sub vital information for subbing in your kitchen.

Please make sure that you are stapling your daily production sheets together along with your bakery delivery paper. If you have a supper program at your site please staple their paperwork along with yours daily. This is very helpful with making sure we get the paper work filed properly in the office.

NUTRITION SERVICES-REGULATIONS AND HEALTH GUIDELINES

PERSONAL HYGIENE

- .1 Hair shall be properly restrained, including facial hair. Hair shall be pulled back away from the face and restrained in a hair net. A bonnet, hat or hairnet must be worn for short hair. Hair spray is not an adequate restraint. Hairnets, caps and bonnets are available from the Nutrition Services Office. If you would like to purchase different ones than what is provided, you may do so.
- .2 Employees shall wear gloves during meal preparation, serving and handling of food items.
- .3 Employees shall not have artificial nails, nails that are not clean, not trimmed and not smooth or have fingernail polish. Nails shall not be longer than ½ cm in length.
- .4 Gloves shall be changed as often as hand washing is required.

PROPER ATTIRE

- .1 Wear clean, washable and neat garments.
- .2 Long pants are recommended, anything else should be below the knees.
- .3 Short or long-sleeved shirts only.
- .4 No tanks tops or sleeveless tops can be worn.
- .5 Wear school issued apron during preparation at school. (Do not wear apron to and from work.)
- .6 Take off apron before using the restroom.
- .7 Wear comfortable, closed toe, leather type, and low-heeled shoes with a skid resistant sole. (Canvas tennis shoes and open toes shoes are not allowed.)
- .8 Food service employees shall not wear dangling or loose jewelry.

Even though it's HOT,
please don't forget.

KITCHEN RULES

- .1 Please do not ever leave the kitchens unattended, if this situation is unavoidable, please leave the kitchen safe.
- .2 All employees are entitled to a rest period, which, insofar as practicable, shall be in the middle of each work period. The rate of fifteen (15) minutes net rest time per three and one-half (3 ½) consecutive hours worked daily. All employees employed for a work period of more than five (5) hours per day shall be entitled to a duty free meal period of not less than (30) minutes, but all employees employed six (6) hours or greater are required to take a 30 minute lunch period. If you leave campus, remember you are to be back at your workstation within the allotted break time.
- .3 Telephone usage-
 - For emergency only
 - Make your calls during your break or lunchtime and limit them to 5 minutes. This also pertains to incoming calls.
 - Cell phones are only used during break time and turned off during work hours. This includes texting.
- .4 No use of personal electronic devices during work time, such as iPods or mp3 players.
- .5 Only authorized personnel are permitted in the food service area.
- .6 All food must be consumed while on duty/break time and will not leave the campus. Do not eat/drink while serving food.
- .7 By State law, no smoking or tobacco chewing shall occur inside food facility or on district grounds or in district vehicles.
- .8 Employees will observe rules of common courtesy and food safety, including but not limited to:
 - .8.1 Do not sneeze or cough near foods. If you must, turn your mouth into your shoulder area. Wash hands and change gloves if contaminated.
 - .8.2 Wash hair and bathe daily.
- .9 Follow State and local public health requirements.

WHO TO CALL -- Office 891-3021

***TRACY ext. 203**- applications, student accounts, Nutrikids, supplies, work orders, pest control and general questions.

***CELIA ext. 204** - Payroll and sick calls (call your coordinator if you are calling about a shift that starts before 8:30).

***SHAWN ext. 205** - Order Guides, supplies land delivery

***KAREN 514-8610 (office ext. 202)**

***TERI 966-6121.**

Call coordinators for early morning emergencies; otherwise call Celia's extension for illness and Tanya or Vince for all vacation requests.

***TANYA ext. 207 (or cell phone # 680-1191)** for produce orders, menu information, extra assignment/overtime and vacation requests -

***VINCE ext. 201 (or cell phone# 966-2175)** Extra assignment/overtime and vacation requests and everything else.

IF THE PERSON YOU NEED TO TALK TO DOES NOT ANSWER YOUR CALL, PLEASE LEAVE A MESSAGE ON THEIR VOICEMAIL. IF YOUR CALL IS NOT ANSWERED THEY ARE EITHER ON THE OTHER LINE OR AWAY FROM THEIR DESK



Let the Competition Begin!

Each School Site that increases participation by 20 meals over the next week, each employee in that kitchen will receive a T-Shirt. This can be a combination of Breakfast and Lunch or just Lunch or just Breakfast. Now if you increase by 40 students. Each person will receive a T-Shirt AND a new APRON.

SCHOOL SITE	HIGH BREAKFAST	HIGH LUNCH
CHICO HIGH	154	556
PVHS	84	428
FAIR VIEW	113	203
BIDWELL	85	364
CHICO JR.	119	308
MARSH	55	246
CHAPMAN	233	326
CITRUS	145	289
FOREST RANCH	36	58
HOOKER OAK	59	146
MCMANUS	161	405
LOMA VISTA	25	32
MARIGOLD	85	250
NEAL DOW	113	227
NORD	65	95
LITTLE CHICO CREEK	129	402
PARKVIEW	101	217
ROSEDALE	156	336
SHASTA	70	234
SIERRA VIEW	75	239
CHICO COUNTRY DAY	41	134

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