



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

BOARD OF EDUCATION  
REGULAR MEETING  
APRIL 21, 2004 - 7:00 p.m.  
CHICO CITY COUNCIL CHAMBERS

## A G E N D A

1. CALL TO ORDER
  - 1.1 Welcome to Visitors
  - 1.2 Flag Salute
2. SUPERINTENDENT'S REPORT
3. HEARING SESSION/PUBLIC FORUM

At this point in the meeting, visitors may address issues that do not appear on the agenda. The law does not allow the Board to take action on items not appearing on the agenda. If visitors wish to address issues listed on the agenda, they may do so at the time the item is addressed by the Board. Conduct of the Hearing Session/Public Forum will be as follows per Board Policy #9370:

- > Speakers will identify themselves and will direct their comments to the Chair.
- > Speakers will be given 5 minutes to present their topic. Time will be monitored using the "stoplight" timer provided by the Chico City Council.
- > Each general topic will be limited to 15 minutes or 3 speakers.
- > The Hearing Session/Public Forum will be limited to up to one hour in duration.
- > Priority will be given to student speakers.
- > Once 2 speakers have shared a similar viewpoint, the Chair will ask for a differing viewpoint. If no other viewpoint is represented then a 3<sup>rd</sup> speaker may present.
- > Speakers will not be allowed to yield their time to other speakers.
- > Immediately following the conclusion of the Action Calendar, if necessary, the Hearing Session/Public forum will be re-opened. Priority will be given to those speakers who have remained throughout the meeting to address the Board. Again, speakers will be limited to 5 minutes.
- > Speakers will respect the time limit granted for their presentation. Those speakers unwilling to respect the time limit will be asked to discontinue their presentation by the Chair. An unwillingness to halt a presentation after being directed will, at the discretion of the Chair, result in the meeting being called into "recess" until such time that the meeting can resume in an orderly fashion.
- > No disturbance or willful interruption of any Board meeting shall be permitted. Persistence by an individual or group shall be grounds for the Chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared if necessary. In this case, further Board proceedings shall concern only matters appearing on the agenda.

4. CONSENT CALENDAR

The items listed below will be approved by the Board in one action. However, any member of the governing board may remove an item from the consent calendar for individual discussion and action.

- 4.1 [Minutes of Regular Meeting - 03/17/04](#)  
Consider approval.

Exhibit

- 4.2 [Minutes of Special Meeting - 03/24/04](#) Exhibit  
Consider approval.
- 4.3 [Minutes of Special Meeting - 03/29/04](#) Exhibit  
Consider approval.
- 4.4 [Certificated Human Resources Actions](#) Exhibit  
Consideration of Certificated HR changes.
- 4.5 [Classified Human Resources Actions](#) Exhibit  
Consideration of Classified HR changes.
- 4.6 [Gifts to the District](#) Exhibit  
Acceptance of donations received by individual school sites.
- 4.7 [Payment of Warrants](#)  
Consider payment of warrants drawn for billings received March 31 - April 14, 2004.
- 4.8 [Expulsions](#)  
Consider approval of the expulsions of the following: Student No: 25225; Student No: 24968; Student No: 56065; Student No: 29092; Student No: 22046; Student No: 15959; Student No. 14440; Student No. 21446; Student No. 30768; Student No. 51213; Student No. 54130
- 4.9 [Major Field Trip Request - Bidwell Junior High School](#) Exhibit  
Consider approval of the major field trip request by BJHS 6<sup>th</sup> Grade to attend environmental education in Yosemite May 5 - 7, 2004.
- 4.10 [Major Field Trip Request - Chico High School](#) Exhibit  
Consider approval of the major field trip request by CHS Band to attend a concert and workshop at Disneyland, in Anaheim, CA May 13 - 17, 2004.
- 4.11 [Major Field Trip Request - Chico Junior High School](#) Exhibit  
Consider approval of the major field trip request by CJHS 6<sup>th</sup> Grade to visit the Egyptian & Tech Museums in San Jose, CA May 13 - 14, 2004.
- 4.12 [Major Field Trip Request - Jay Partridge](#) Exhibit  
Consider approval of the major field trip request by Jay Partridge 5<sup>th</sup> Grade Students to attend Science Education in Monterey, CA May 11 - 14, 2004.
- 4.13 [Major Field Trip Request - Marigold](#) Exhibit  
Consider approval of the major field trip request by Marigold 6<sup>th</sup> Grade GATE Students to attend a performance of the San Francisco Symphony and tour Alcatraz State Park in San Francisco, CA April 23, 2004.
- 4.14 [Major Fund Raising Request - Sierra View Elementary](#) Exhibit  
Consider approval of the major fund raising request by Sierra View Elementary to hold a school carnival May 14, 2004 to raise funds for school improvements.

- 4.15 [Consultant Agreement - Jim Galloway](#) Exhibit  
Consider approval of the consultant agreement between CUSD and Jim Galloway to provide on-site walk-through inspections, scope of work, erate forms/application/submission, documentation, and statistical research. (During the last erate grant period, CUSD received approvals for \$1.8 million of discounts for CUSD technology infrastructure projects.) Funding Source: DAS budget, which is where discounts are deposited from the California Teleconnect Fund. There is no impact to the general fund.
- 4.16 [Consultant Agreement - Kimi Kinoshita](#) Exhibit  
Consider approval of the consultant agreement between CUSD and Kimi Kinoshita to provide two trainers to deliver a 20 hour in-service sponsored by the California Reading and Literature Project titled, "A Focused Approach to Frontloading English Language Instruction" for Houghton Mifflin Reading, K-6 on July 26 & 27, 2004 and one more day to be determined in the 2004-05 school year. Funding Source: Title I. There is no impact to the general fund.
- 4.17 [Consultant Agreement - Tom Ready - Grammar Wars](#) Exhibit  
Consider approval of the consultant agreement between CUSD and Tom Ready - Grammar Wars to provide staff development to aid teachers in the instruction of language arts curriculum and standards. Funding Source: Title I. There is no impact to the general fund.
- 4.18 [Consultant Agreement - Colorado Consulting Network \(CCN\)](#) Exhibit  
Consider approval of the consultant agreement between CUSD and CCN to provide one trainer for 70-80 CUSD teachers who will attend two sessions of "Step Up to Writing". This contract is for Session 1 to be held May 7-8, 2004. Funding Source: Title I. There is no impact to the general fund.
- 4.19 [Consultant Agreement - Colorado Consulting Network \(CCN\)](#) Exhibit  
Consider approval of the consultant agreement between CUSD and CCN to provide one trainer for 70-80 CUSD teachers who will attend two sessions of "Step Up to Writing". This contract is for Session 2 to be held August 27-28, 2004. Funding Source: Peer Assistance Review (PAR) Funds. There is no impact to the general fund.
- 4.20 [Consultant Agreement - Veronica Robbins](#) Exhibit  
Consider approval of the consultant agreement between CUSD and Veronica Robbins to provide follow-up II/USP school visitation/consultation/report from 2001 II/USP Strength & Needs Report.
- 4.21 [Community-Based English Tutoring \(CBET\) Program](#) Exhibit  
Consider approval of the application for fiscal year 2004-05 to participate in the Community-Based English Tutoring (CBET) Program.
- 4.22 [Claim Against the District - #1700404](#)  
Consider denial of Claim #1700404 against the District.

- 4.23 [Bid Authorizations - Re-roofing Projects](#) Exhibit  
 Consider approval to grant authorization for the Superintendent to award the contract for the re-roofing projects for various portions of Chico Junior High School, Chapman Elementary, Marigold Elementary, Parkview Elementary, Shasta Elementary and Sierra View Elementary to the lowest responsive bidders.
- 4.24 [Bid Authorization - Support Services' Air Conditions System](#) Exhibit  
 Consider approval to grant authorization for the Superintendent to award the contract for the replacement of the support services' air conditioning system to the lowest responsive bidder, Artic Aire of Chico.
- 4.25 [Pre-Bid Authorization - Asbestos Abatement](#) Exhibit  
 Consider approval to grant pre-authorization for the Superintendent to award the contract for the Bidwell Junior High School Asbestos Abatement Project to the lowest responsive bidder. Bids to be opened April 29, 2004.
- 4.26 [Chico Unified School District Section 125 Cafeteria Plan HIPAA Privacy Amendment](#) Exhibit  
 Consider approval of the HIPAA Privacy Amendment to the CUSD Section 125 Cafeteria Plan.

5. DISCUSSION CALENDAR

Members of the public may address the Board regarding items on the agenda as these items are taken up. In case of numerous requests to address the same item, the Board may select representatives to speak on each side of the item. Each person who addresses the Board must be first recognized by the presiding officer and then give his/her name. Comments must be directed to the Board as a whole and not to individual members or District employees. Individual speakers will be allowed five minutes to address the Board. Board Policy #9370

- 5.1 [Developer Fee Justification Study](#)  
 Review of the Developer Fee Justification Study prepared by Government Financial Strategies.
- 5.2 [New Instructional Materials](#)  
 Patricia Scully, teacher at PVHS will review the following new instructional materials which are in alignment with state standards:
  - > *Night*
  - > *The Metamorphosis*
  - > *The Art of Work: An Anthology of Workplace Literature*
 Copies of instructional materials may be reviewed at the District Office.

5.3 [New Textbook Proposals](#)

Dave Teja, teacher at CHS will review the following new textbook proposals which are in alignment with state standards:

- > *Economics Concepts and Applications*
- > *American Government: Freedom, Rights, Responsibilities*
- > *World History and You*

Jenelle Ball, teacher at CHS will review the following new textbook proposal which is in alignment with state standards:

- > *Chemistry*

Galen Anderson, teacher at PVHS will review the following new textbook proposal which is in alignment with state standards:

- > *Pace Maker American Government*
- > *Pace Maker Economics*
- > *World History*

Copies of the above textbook proposals may be reviewed at the District Office.

5.4 [New Course Proposals](#)

Exhibit

Reta Rickmers, teacher at PVHS will review the following new course proposal:

- > *Advanced Placement Art History*

Zack Kincheloe, teacher at CHS will review the following new course proposals:

- > *English 11*
- > *English12*

Allison Schroll, teacher at CHS will review the following new course proposal:

- > *RSP Academic Support*

5.5 [California Healthy Kids](#)

Ann Phillippe, Coordinator for Safe & Drug Free Schools, will review the results of the California Healthy Kids survey.

5.6 [District Boundary/Grade Level Re-alignment Committee](#)

At the direction of the board a staff report will be presented regarding the composition, number and tasks of this Board authorized committee. This report will form the basis of the Board's initial discussion of these matters.

5.7 [California School Employees Association, Chapter #110 Initial Proposal to the Chico Unified School District](#)

Exhibit

CSEA, Chapter #110 initial proposal to CUSD. This item is for information only and requires no discussion at this time. At the May 5, 2004 Board Meeting, there will be a public hearing.

5.8 [Chico Unified School District Initial Proposal to California School Employees Association, Chapter #110](#)

Exhibit

CUSD initial proposal to CSEA, Chapter #110. This item is for information only and requires no discussion at this time. At the May 5, 2004 Board Meeting, there will be a public hearing.

6. ACTION CALENDAR

- 6.1 2002-03 Chico Unified School District Independent Audit  
 Joy Kobelt of Matson & I som Accountancy will provide the review of the 2002-03 CUSD Independent Audit. A copy of the audit is available for review in the Business Office.  
 Action: Consider acceptance of the 2002-03 CUSD Independent Audit
  
- 6.2 Resolution No. 902-04 Establishing an Impact Fee on Residential Development Exhibit  
 Action: Consider adoption of Resolution No. 902/04 establishing an impact fee on residential development.
  
- 6.3 Resolution No. 901-04 - Granting a Designated Period for Two Years Additional Service Credit Exhibit  
 Tracy Martineau, Director - Classified Human Resources will provide a brief overview of Resolution No. 901-04 granting a designated period of June 1, 2004 - August 31, 2004 for two years additional service credit to eligible CUSD employees.  
 Action: Consider adoption of Resolution No. 901-04
  
- 6.4 Chico Country Day School Charter Revisions  
 Action: Consider approval of the revisions to the CCDS Charter presented at the March 17, 2004 Board of Education Meeting. A copy of the charter revisions may be reviewed at the District Office.
  
- 6.5 New Instructional Materials  
 Action: Consider approval of the following new instructional materials proposals which are in alignment with state standards:
  - > *Night*
  - > *The Metamorphosis*
  - > *The Art of Work: An Anthology of Workplace Literature*
  
- 6.6 New Textbook Proposal  
 Action: Consider approval of the following new textbook proposals which are in alignment with state standards:
  - > *Economics Concepts and Applications*
  - > *American Government: Freedom, Rights, Responsibilities*
  - > *World History and You*
  - > *Chemistry*
  - > *Pace Maker American Government*
  - > *Pace Maker Economics*
  - > *World History*

7. ANNOUNCEMENTS

8. BOARD ITEMS FOR NEXT AGENDA

9. CLOSED SESSION

9.1 Conference with Labor Negotiator

Agency Negotiator:

Bob Latchaw, Executive Director - Human Resources

Employee Organizations:

CUTA

CSEA, Chapter #110

Other Representatives:

Kelly Mauch, Assistant Superintendent

Randy Meeker, Assistant Superintendent

9.2 Conference with Real Property Negotiator

Parcel:

West of Bruce Road, between 20<sup>th</sup> Street and the Skyway

Negotiating Parties:

CUSD

Under Negotiation:

Suitability, Terms, Price

10. ADJOURNMENT

***Board agendas, exhibits, and highlights are available on-line at: [www.ChicoUSD.org](http://www.ChicoUSD.org)***

The Board of Education of the Chico Unified School District met in a Regular Meeting at 7:00 p.m. in the Chico City Council Chambers. The following were present:

**BOARD MEMBERS:**

Steve O'Bryan, President  
Scott Huber, Vice President  
Anthony Watts, Clerk  
Rick Anderson, Member  
Rick Rees, Member  
Ismah Jawed, Student Board Member

**ADMINISTRATION:**

Dr. Scott Brown, Superintendent  
Bob Latchaw, Executive Director - Human Resources  
Kelly Mauch, Assistant Superintendent - Educational Services  
Randy Meeker, Assistant Superintendent - Business Services  
Janet Brinson, Director II - Educational Services  
Bob Feaster, Director - Educational Services  
Dr. Cynthia Kampf, Director - Educational Services  
Tracy Martineau, Director - Classified Human Resources  
Alan Stephenson, Director - Educational Services  
Bernard Vigallon, Director - Educational Services  
Greg Einhorn, Attorney at Law  
Kim Hutchison, Executive Secretary

**OTHERS:**

Association representatives, news media, and visitors.

1. **CALL TO ORDER**

- 1.1 At 7:00 p.m., Mr. O'Bryan called the meeting to order and welcomed visitors. Mr. O'Bryan introduced Ismah Jawed, Student Board Member from Pleasant Valley High School.
- 1.2 Miss Jawed led the Pledge of Allegiance.

2. **SUPERINTENDENT'S REPORT**

Preston Howard, Conor O'Bryan and Miles Braden performed Irish music.

Rusty May, Counseling Intern at Rosedale presented information regarding a program he is involved with at Rosedale. He has been working with Butte College's Public T.V. to video and televise social skills lessons in 3 minute chunks at Rosedale. Consideration is being given to expanding the program to other schools. The curriculum is based on "Second Step," which is a nationally recognized social skills curriculum.

3. **HEARING SESSION/PUBLIC FORUM**

At 7:22 p.m., Mr. O'Bryan opened the Hearing Session/Public Forum. Members of the audience expressed their views regarding personnel issues involving administrators at Marsh Junior High School. There were no further comments and at 8:35 p.m. the Hearing Session/Public Forum was closed.

*At 8:36 p.m., Mr. O'Bryan recessed the meeting. At 8:48 p.m., the meeting was reconvened.*



4. CONSENT CALENDAR4.1 The Board approved the minutes of the 03/03/04 Regular Meeting. *MSC Watts/Rees*4.2 The Board approved the following Certificated Human Resources Actions: *MSC Watts/Rees*

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Comment</u>
<u>Temporary Appointments According to Board Policy</u>			
Sanford, Jessica	1.0 FTE Elementary	2nd Semester 2003/04 (Effective 3/8/04)	Temporary Appointment
<u>Increase in Assigned Time 2003/04</u>			
Shannon, Pamela	0.21 FTE Elementary	2nd Semester 2003/04 (Effective 3/1/04 - 6/25/04)	Temporary Appointment (Additional 0.21 FTE)
<u>Full-Time Leave Requests for 2003/04</u>			
Briggs, Kristen	Elementary	2003/04 (Effective 3/15/04 - 4/23/04)	1.0 FTE Leave
<u>Rescission of Leave Requests 2003/04</u>			
Anzalone, Merrilee	Elementary	2003/04 (Effective 3/4/04)	Rescission of 0.2 FTE Leave
<u>Part-Time Leave Requests for 2004/05</u>			
Bonafacino, Bernadette	Elementary	2004/05	0.2 FTE Leave
Cross, Deidra	Elementary	2004/05	0.8 FTE Leave
Hanf, Shari	Elementary	2004/05	0.4 FTE Leave
Hanlon, Krista	Secondary	2004/05	0.2 FTE Leave
Hian, Nancy	Alternative Education	2004/05	0.5 FTE Leave
Johnson, Janet	Secondary	2004/05	0.2 FTE Leave
Lane, Anna	Elementary	2004/05	0.5 FTE Leave
Shagrun, Gloria	Elementary	2004/05	0.2 FTE Leave (Policy #4475 STRS Reduced Workload)
Tebo, Margaret	Elementary	2004/05	0.4 FTE Leave
Travers, Debbie	Secondary	2004/05	0.4 FTE Leave
<u>Full-Time Leave Requests for 2004/05</u>			
Findlay, Denise	Elementary	2004/05	1.0 FTE Leave
<u>Retirements/Resignations</u>			
Mavis, Mark		March 1, 2004	Resignation

4.3 The Board approved the following Classified Human Resources Actions: *MSC Watts/Rees*

<u>NAME</u>	<u>CLASS/LOCATION/ ASSIGNED HOURS</u>	<u>EFFECTIVE</u>	<u>COMMENTS/ FUND</u>
<u>Appointments</u>			
Church, Malcolm	IPS-Classroom/Parkview/6.0	03/01/04	New Position/ Special Education
Evans, Amy	IA-Computers/LCC/2.0	02/23/04	New Position/ Categorical Funds
Stoner, Wendee	Parent Classroom Aide-Rest/ Sierra View/1.0	03/01/04	Vacated Position/ Categorical Funds
<u>Increase in Hours</u>			
Forbes, Stephanie	Trans Special Education Aide/ Transportation/1.5	01/05/04	Existing Position/ Special Education
Kemper, Nancy	Trans Special Education Aide/ Transportation/4.9	02/24/04	Existing Position/ Special Education
Krause, Michelle	Parent Classroom Aide-Rest/ Sierra View/2.5	03/01/04	Vacated Position/ Categorical Funds
Runnells, Marina	Trans Special Education Aide/ Transportation/5.8	02/24/04	Existing Position/ Special Education
<u>Transfer w/Increased Hours</u>			
Cooke, Jodie	Cafeteria Asst Cook Mgr/ BJHS/7.0	03/09/04	Vacated Position
Escobar, Sandra	Targeted Case Manager/ District-McManus/8.0	02/27/04	New Position/ Grant Funds
Miranda, Jill	Office Asst-Elem Attendance/ LCC/6.0	03/15/04	Vacated Position
<u>Voluntary Reduction in Hours</u>			
Adams, Molly	IPS-Classroom/Hooker Oak/2.3	01/26/04	Existing Position/ Special Education
<u>Resigned Only Position Listed</u>			
Cooke, Jodie	Cafeteria Assistant/Citrus/2.0	03/08/04	Voluntary Resignation
Cooke, Jodie	Cafeteria Cashier/MJHS/2.5	03/08/04	Voluntary Resignation
Evans, Amy	Parent Computer Lab Aide-Rest/ LCC/2.0	02/22/04	Voluntary Resignation
Slocomb, Denise	Campus Supervisor/BJHS/9	03/08/04	Voluntary Resignation
<u>Resignation/Termination</u>			
Miles, Lesley	IPS-Classroom/Loma Vista/5.0	01/24/04	LOA Expired/ To 39-Month Re-employment List

- 4.4 The Board approved payment of the following warrants: *MSC Watts/Rees*

<u>FUND #:</u>	<u>FUND DESCRIPTION:</u>	<u>WARRANT #'S:</u>	<u>AMOUNT</u>
01	General Fund	315707 - 316031	\$326,440.69
12	Child Development	316032	\$57.12
13	Nutrition Services	316033	\$57.89
14	Deferred Maintenance	316034	\$2,993.00
24	BLDG FD - Measure A (P & I)	316035 - 316037	\$6,126.59
25	Capital Facilities FD - State CAP	316038 - 316041	\$2,182.04
29	BLDG FD - 1988 Ser. C - INT	316042 - 316043	\$3,725.00
35	County School Facilities Fund	316044 - 316047	\$10,785.23
CURRENT WARRANT TOTAL:			\$352,367.56
PREVIOUS WARRANT TOTAL:			\$0.00
TOTAL WARRANTS TO BE APPROVED:			\$352,367.56

- 4.5 The Board approved the expulsions of the following students: Student No: 50989; Student No: 10437; Student No: 27833 *MSC Watts/Rees*

- 4.6 The Board accepted the following gifts received by individual school sites: *MSC Watts/Rees*

<u>Donor</u>	<u>Donation</u>	<u>Recipient</u>
Laureate Beta Epsilon c/o Nancy Henry	\$100 gift certificate Kleenix & pencils	Chapman
Deborah Genge	2 formals	CHS
Soroptimist International of Chico	multimedia projector	CJHS
Soroptimist International of Bidwell Rancho	playground project winter entertainment	FVHS
Soroptimist International Danielsen	\$300 cheese crackers, Yoplait yogurt, 2 goldfish, 4 chips	LCC Marigold
BCOE	1986 Dodge Power Ram 4x4	MOT
Simmons Electric	15 reams legal size paper	PVHS
Steve Schuman	\$1449	PVHS
Cantwell Enterprises	\$49.36	Rosedale

- 4.7 The Board approved the major field trip request by CHS Spanish III Students to tour the mission district in San Francisco, CA April 23, 2004. *MSC Watts/Rees*

- 4.8 The Board approved the major field trip request by CHS MESA Class to tour the aquarium and attend Physics Day in Monterey, CA and Palo Alto, CA April 29 - 30, 2004. *MSC Watts/Rees*

- 4.9 The Board approved the major field trip request by PVHS FHA-HERO students to attend the State FHA-HERO Convention in Fresno, CA March 27 - 30, 2004. *MSC Watts/Rees*

4.10 The Board approved the contract between CUSD and CSBA to provide on-site consultation, review, update and revision of Board Policy & Procedures. Funding Source: Title I and Superintendent's Account. There is no impact to the General Fund. *MSC Watts/Rees*

4.11 The Board approved the consultant agreement between CUSD and Blue Moon Productions to provide construction of stage and set elements for the production of "The Fantastiks". Funding Source: Musical Theatre. There is no impact to the General Fund. *MSC Watts/Rees*

## 5. DISCUSSION CALENDAR

5.1 Sara Simmons, CUSD Liaison to CCDS reviewed the site visit results to Chico Country Day School.

5.2 Margaret Reece-Gazda, President of CCDS Board presented the revisions to the CCDS Charter. A copy of the charter revisions may be reviewed at the District Office.

5.3 Bernard Vigallon, Director - Educational Services reviewed the Safe Schools Plans submitted by each school site.

5.4 Dr. Cynthia Kampf, Director - Educational Services provided information regarding the state waiver request for Algebra I requirements to obtain a high school diploma at the March 3, 2004 Board of Education meeting. At 10:26 p.m., the Public Hearing was opened. There were no comments and the Public Hearing was closed.

5.5 Dr. Cynthia Kampf reviewed the new draft of the 2004-05 Student Calendar.

## 6. ACTION CALENDAR

6.1 The Board approved the following new course proposals which were presented at the March 3, 2004 Board of Education meeting: *MSC Huber/Rees*

- > *Senior Survival*
- > *Fashion design*

6.2 The Board approved the state waiver request regarding the Algebra I requirements to obtain a high school diploma. *MSC Anderson/Rees*

6.3 The Board approved the Safe Schools Plans submitted by each school site. *MSC Watts/Huber*

6.4 The Board approved the 2003-04 Second Interim Report. *MSC Anderson/Rees*

*At 10:50 p.m., the Public Forum/Hearing Session was re-opened. A member of the audience expressed their views regarding personnel issues involving administrators at Marsh Junior High School. There were no further comments and at 10:55 p.m. the Hearing Session/Public Forum was closed.*

## 7. ANNOUNCEMENTS

Debi Stalions announced that the Every 15 Minutes Program would take place next week at the three high schools.

Mr. O'Bryan announced that Mr. Bruce Dillman, teacher at Chico High School was named Wells Fargo Teacher of the Year.

Dr. Brown announced that a Special Board Workshop would be held on Wednesday, March 24 at 7:00 p.m. The location to be determined.

8. BOARD ITEMS FOR NEXT AGENDA

Dr. Brown announced that at a future meeting there would be a discussion regarding demographic data and the development of a Board committee regarding boundary re-alignment.

9. CLOSED SESSION

Mr. O'Bryan announced that there was no need to hold Closed Session.

10. ADJOURNMENT

At 11:05 p.m. the Board the meeting was adjourned.

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NEXT REGULAR MEETING:

Wednesday, April 21, 2004

7:00 p.m., Chico City Council Chambers

APPROVED:

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Board of Education

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Administration

The Board of Education of the Chico Unified School District met in a Special Meeting at 7:00 p.m. in the multipurpose room at Chico Junior High School.

The following were present:

**BOARD MEMBERS:**

Steve O'Bryan, President  
Scott Huber, Vice President  
Anthony Watts, Clerk  
Rick Anderson, Member  
Rick Rees, Member

**ADMINISTRATION:**

Dr. Scott Brown, Superintendent  
Bob Latchaw, Executive Director - Human Resources  
Kelly Mauch, Assistant Superintendent - Educational Services  
Randy Meeker, Assistant Superintendent - Business Services  
Bob Feaster, Director - Educational Services  
Dr. Cynthia Kampf, Director - Educational Services  
Bernard Vigallon, Director - Educational Services  
Kim Hutchison, Executive Secretary

**OTHERS:**

Association representatives, news media, and visitors.

**1. CALL TO ORDER**

At 7:04 p.m., Mr. O'Bryan called the meeting to order and welcomed visitors.

**2. INFORMATION AND DISCUSSION**

2.1 Randy Meeker, Assistant Superintendent - Business Services presented information regarding the CUSD Budget. As presented in the 2<sup>nd</sup> Interim, the Multi-year projections included the 2002/03 Unaudited Actuals, the 2003/04 2<sup>nd</sup> Interim Budget and the preliminary estimates for the 2004/05 and 2005/06 fiscal years.

Assumptions used in developing the multi-year projections included the following:

- 1) Use the Strategic Planning and Special Education designated reserves of \$678,208 in 2004/05.
- 2) Use the categorical balance flexibility transfers from 2003/04 of \$1,069,645 in 2004/05.
- 3) Recognize EIA salary adjustments to unrestricted in 2003/04 of \$202,956. In addition, recognize \$168,575 in both 2004/05 and 2005/06 for adjustments to unrestricted expenditures.
- 4) Do not recognize a COLA, Equalization or Deficit reduction in 2004/05.
- 5) Do not recognize a COLA in 2005/06.
- 6) Adjust recommended reductions in 2004/05 to (\$1,500,000) down from (\$1,850,000).
- 7) Adjust recommended reductions in 2005/06 to (\$1,700,000) down from (\$2,100,000).
- 8) Do not recognize projected Health and Welfare premium increases in 2004/05 or 2005/06. The increases to the H&W cap are negotiable.
- 9) Recognize declining enrollment of (154) ADA in 2003/04 and (54) ADA in 2005/06.
- 10) Recognize un-funded expenditure increases in both 2004/05 and 2005/06 in the amount of (\$1,110,000) and (\$1,100,000) respectively.

Based on the Governor's proposal, Chico Unified revenue limit is projected to increase for the 2004/05 fiscal years. At this point, these estimated revenue increases are only "proposals". We did not base our 04/05 budget assumptions on receiving these revenues.

1) Revenue Limit COLA 1.84% or \$87.13/ADA	\$ 1,098,796
2) Equalization of \$15.73/ADA	198,371
3) Deficit Reduction, from (3.002%) to (2.10%)	<u>547,191</u>
Total new estimated unrestricted revenue	<u>\$ 1,844,358</u>
4) Estimated loss in ADA of (154)	<u>(\$ 741,094)</u>
<u>Net estimated increase in unrestricted revenue</u>	<u>\$ 1,103,264</u>

A multi-year projection provides an optimistic revenue projection based on the Governor's January 9, 2004 proposal. Revenue increases are shown for both the 2004/05 and 2005/06 fiscal years. Estimates, which are not Board approved or authorized for employee insurance cost increases are also included at this time.

An alternative list of budget reductions for the 2004/05 fiscal years includes:

DESCRIPTION	SUB-TOTALS	CUMULATIVE TOTALS
1 DO CLERICAL	\$ 38,550	\$ 38,550
2 ASB VENDING MACHINES	\$ 59,500	\$ 98,050
a) ASB pays utilities on those machines under their control.		
3 ASB CONTROLLERS	\$ 82,472	\$ 121,022
a) One half total cost of \$164,944		
b) Paid for by ASB.		
4 RDA FUNDS-MAJOR MAINTENANCE	\$ 262,158	\$ 383,180
a) Used to backfill encroachment.		
5 TITLE II FUNDING	\$ 279,500	\$ 662,680
a) Used to back fills K-3 CSR encroachment.		
6 UNRESTRICTED AIDES TO RESTRICTED	\$ 90,971	\$ 753,651
7 COUNSELOR'S DOWN TO 185 DAYS	\$ 52,350	\$ 806,001
8 TITLE II FUNDS	\$ 27,500	\$ 833,501
a) Use for Staff development needs.		
9 CARD USE OF FACILITIES (net)	\$ 110,350	\$ 943,851
10 REDUCE LEGAL COSTS-PERSONNEL	\$ 50,000	\$ 993,851
11 REDUCE DEPT/SITE ALLOCATIONS 10%	\$ 161,225	\$ 1,155,076
12 CARRYOVER ADJUSTMENT	\$ 174,325	\$ 1,329,401
a) One-time funds		
13 REFINANCE COPS (estimated savings)	\$ 205,000	\$ 1,534,401
a) One-time savings.		
b) This requires using Modernization funds		
We would need to issue a new COPS		
to fund the modernization Bidwell and		

to fund the modernization Bidwell and the remainder of Chico High. The savings are realized from the total refinancing, but is recognized in the 1st year.

3. **ACTION CALENDAR**

3.1 The Board approved the 2004-05 student calendar. *MSC Anderson/Watts*

	<b>Traditional Track</b>	<b>Blue Track</b>	<b>Alternative Programs</b>
First Day of School	08/17/04	08/03/04	07/27/04
Winter Break	12/20/04 - 12/31/04	11/29/04 - 12/31/04	12/20/04 - 12/31/04
Spring Break	03/21/05 - 03/25/05	03/14/05 - 04/08/05	03/21/05 - 03/25/05
Last Day of School	05/26/05	06/24/05	05/26/05

4. **ADJOURNMENT**

At 8:42 p.m. the meeting was adjourned.

APPROVED:

\_\_\_\_\_  
Board of Education

\_\_\_\_\_  
Administration



The Board of Education of the Chico Unified School District met in a Special Meeting at 6:00 p.m. in the in the multipurpose room at Chico Junior High School.

The following were present:

**BOARD MEMBERS:**

Steve O'Bryan, President  
Scott Huber, Vice President  
Anthony Watts, Clerk  
Rick Anderson, Member  
Rick Rees, Member

**ADMINISTRATION:**

Dr. Scott Brown, Superintendent  
Bob Latchaw, Executive Director - Human Resources  
Kelly Mauch, Assistant Superintendent - Educational Services  
Randy Meeker, Assistant Superintendent - Business Services  
Scott Jones, Director - Fiscal Services  
Tracy Martineau, Director - Human Resources  
Alan Stephenson, Director - Educational Services  
William Wood Merrill, Attorney at Law  
Greg Einhorn, Attorney at Law  
Kim Hutchison, Executive Secretary

**OTHERS:**

Association representatives, news media, and visitors.

**1. CALL TO ORDER**

At 6:03 p.m., Mr. O'Bryan called the meeting to order and welcomed visitors.

**2. DISCUSSION CALENDAR**

- 2.1 The purpose of tonight's meeting is for the Board to hear complaints and/or charges brought against an employee. At the request of the employee, Jeff Sloan, this matter is being heard in an open session rather than a closed session.

Mr. Merrill, Attorney at Law presented the Board with the complaints and/or charges brought against Mr. Sloan. This information was placed in Mr. Sloan's personnel file earlier this afternoon.

Following Mr. Merrill's presentation, Mr. Sloan and his legal council were given the opportunity to respond to the complaints and/or charges.

At 7:50 p.m., Mr. O'Bryan he would open Public Comment with the following guidelines: The Public Comment period would last no more than 1 hour, each speaker would be allowed 3 minutes and speaker would not be allowed to yield their time to others.

Members of the audience expressed their views regarding this personnel issue.

At 9:10 p.m., the Public Comment was closed.

3. CLOSED SESSION

3.1 At 9:11 p.m., the Board recessed into Closed Session for the purpose of Public Employee Discipline/Dismissal/Release. Mr. O'Bryan announced those who would be attending: Bob Latchaw, Executive Director - Human Resources; William Wood Merrill, Attorney at Law; and Greg Einhorn, Attorney at Law.

4. ADJOURNMENT

At 11:28 p.m. the Board reconvened. There were no announcements and the meeting was adjourned.

APPROVED:

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Board of Education

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Administration

CHICO UNIFIED SCHOOL DISTRICT  
 1163 EAST SEVENTH STREET  
 CHICO, CALIFORNIA 95928

April 21, 2004

MEMORANDUM TO: Board of Education  
 FROM: Dr. Scott Brown, Superintendent  
 SUBJECT: Certificated Human Resources Actions

Name	Assignment	Effective	Comment
<b><u>Full-Time Leave Requests for 2003/04</u></b>			
Foster, Annie	Elementary	2003/04 (Effective 4/29/04 - 5/27/04)	Change to 1.0 FTE Leave
<b><u>Part-Time Leave Requests for 2004/05</u></b>			
Adams, Connie	Elementary	2004/05	0.2 FTE Leave
Aldrin, Mary	Elementary	2004/05	0.6 FTE Leave
Anderson-Nilsson, Julie	Elementary	2004/05	0.6 FTE Leave
Borquez, Kimberly	Elementary	2004/05	0.2 FTE Leave
Calhoon-Carr, Lee-Anne	Secondary	2004/05	0.2 FTE Leave
Cox, Cindy	Secondary	2004/05	0.2 FTE Leave
Forrest, Marla	Elementary	2004/05	0.4 FTE Leave
Geise, Elizabeth	Elementary	2004/05	0.4 FTE Leave
Glick, Melanie	Elementary	2004/05	0.2 FTE Leave
Knippen, Audrey	Psychologist	2004/05	0.25 FTE Leave
Larson, Gayle	Elementary	2004/05	0.2 FTE Leave
Loustale, Diane	Secondary	2004/05	0.2 FTE Leave
Miller, Karen	Secondary	2004/05	0.2 FTE Leave
Morrissey, Stacia	Secondary	2004/05	0.4 FTE Leave
Nichols, Christina	Counselor	2004/05	0.2 FTE Leave
Noble, Kelly	Elementary	2004/05	0.6 FTE Leave
Oster, Penny	Elementary	2004/05	0.2 FTE Leave
Pronsolino, Cynthia	Elementary	2004/05	0.2 FTE Leave
Rea, Brian	Elementary	2004/05	0.2 FTE Leave
Sanders, Marsha	Secondary	2004/05	0.2 FTE Leave (Policy #4475 STRS Reduced Workload)
Smith, Jeff	Elementary	2004/05	0.2 FTE Leave
Tittle, Laura	Secondary	2004/05	0.4 FTE Leave
Vandewater, Diane	Elementary	2004/05	0.25 FTE Leave
Vickers, Lark	Elementary	2004/05	0.2 FTE Leave
Watson, Carrie	Secondary	2004/05	0.4 FTE Leave

**Retirements/Resignations**

Herniman, Estella  
 jm 4/15/04  
 April 2, 2004  
 Resignation

**CHICO UNIFIED SCHOOL DISTRICT  
1163 EAST SEVENTH STREET  
CHICO, CA 95928-5999**

April 21, 2004

MEMORANDUM TO: Board of Education

FROM: Scott Brown, Superintendent

SUBJECT: Classified Human Resources Actions

<u>NAME</u>	<u>CLASS/LOCATION/ASSIGNED HOURS</u>	<u>EFFECTIVE</u>	<u>COMMENTS/ FUND</u>
<u>Appointments</u>			
Evans, Amy	Library Media Asst/LCC/2.9	03/22/04	Vacated Position
Gudgeon, Richard	School Bus Driver T1/Transportation/5.9	03/23/04	Vacated Position
Harrington, Christi	Parent Classroom Aide-Rest/ Sierra View/2.0	03/15/04	Vacated Position/ Categorical Funds
Leek, James	LT Computer Technician/Hooker Oak/2.0	04/01-05/20/04	New LT Position/ Categorical Funds
Miller, Cherise	LT IA-Sr Elementary Guidance/ Chapman/2.0	03/15-06/25/04	New LT Position/ Categorical Funds
O'Kelley, Maryann	Parent Classroom Aide-Rest/ Sierra View/2.0	03/15/04	Vacated Position/ Categorical Funds
<u>Increase in Hours</u>			
Kalso, Stevan	Campus Supervisor/BJHS/1.5	03/23/04	Existing Position
<u>Transfer w/Increased Hours</u>			
Crljenica, Carol	Cafeteria Assistant/Citrus/2.0	03/29/04	Vacated Position
<u>Resigned Only Position Listed</u>			
Otto, Marcia	Campus Supervisor/BJHS/2.0	03/30/04	Voluntary Resignation
<u>Resignation/Termination</u>			
Keeney, Jetta	IPS-Healthcare/Loma Vista/3.0	03/01/04	Voluntary Resignation
Lee, Mailhe	Targeted Case Manager/8.0/Rosedale- Chapman	02/05/04	Voluntary Resignation
Moreno, Eugenia	IA-Bilingual/Chapman/5.0	03/12/04	Voluntary Resignation

# Donations - April 21, 2004

Donor	Donation	Recipient
Lee Kindergarten Readiness Program	\$50	CHS
Target	\$86.46	Citrus
Washington Mutual	\$918	Citrus
Tracy Eagleton	\$25	Citrus
Amy Campbell Round Table	100 award certificates with free pizza coupon	Citrus
Dan Swofford Kornelia Baur	\$30	EWE
Mr. Fix It Will Jones	\$40	EWE
Dan Swofford Kornelia Baur	\$30	EWE
Target	\$275.38	LCC
Dino Molatore Lifetouch	\$487	Neal Dow
Marsha M. Hoffman c/o Wells Fargo Community Support Campaign	\$30	PVHS
Aaron/Gina Chatfield	\$20	PVHS
Richard Lee Thurman	\$20	PVHS
Nickolas James Regas	\$20	PVHS
Kathy Moran	fabric	PVHS
Kay Kohen	Gateway 2000	PVHS
Soroptimist International of Chico	\$676.50	PVHS
Don/Virginia Van Dame	\$25	PVHS
Michelle Martin	1 hardback book 5 paper backs 1 music cd	PVHS
Target	\$197.63	Rosedale
Washington Mutual	\$918	Rosedale

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

MAJOR FIELD TRIP REQUEST

TO: Rob Williams Date: 2-27-04  
FROM: Bill Battaglia et al School/Dept.: BHS 6th Grade  
SUBJECT: Major Field Trip Request

GENERAL INFORMATION

Request is for Sixth Graders  
(grade/class/group)  
to Yosemite for environmental ed.  
(destination) (description of activity)  
from May 5 7:00 AM to May 7 4:30 PM  
(dates) (times) (dates) (times)  
Rationale for Trip: see attached  
Student/Teacher/Parent Ratio: 60 students 4 Teachers 15 parents  
Transportation: Private Cars \_\_\_\_\_ CUSD Bus  Other \_\_\_\_\_  
Charter Bus (Name) \_\_\_\_\_

EXPENSES

\*Estimated Expenses:  
• FEES \$ \_\_\_\_\_ • SUBSTITUTE COST \$ 675 • MEALS \$ 1525  
• LODGING \$ 160 • TRANSPORTATION \$ 1400 • OTHER COST \$ 160  
• ACCOUNT(S)/AMOUNT(S) TO BE CHARGED:  
# Associated \$ \_\_\_\_\_  
# 01-0000-0-1232-1000-050 \$ 3760

STATUS

Bill Battaglia Date 2-27-04  
Requesting Party  
[Signature] Date 3-18-04  Recommend  Not Recommended  
Site Principal  
[Signature] Date 3-22-04  Recommend  Not Recommended  
Director of Educational Services  
\_\_\_\_\_  Approved  Not Approved  
Board Action Date \_\_\_\_\_

RECEIVED

MAR 22 2004

CHICO UNIFIED SCHOOL DISTRICT

1163 East Seventh Street  
Chico, CA 95928-5999  
(530) 891-3000

INSTRUCTIONAL SUPPORT SERVICES

MAJOR FIELD TRIP REQUEST

TO: Chico Unified School District Date: 12/18/03  
FROM: Karol Forrest School/Dept.: Chico High / Band  
SUBJECT: Major Field Trip Request

GENERAL INFORMATION

Request is for Chico High School Symphonic Band  
(grade/class/group)

to Anaheim CA for Concert and Workshop in Disneyland  
(destination) (description of activity)

from 5/13/04 9Am to 5/17/04 9pm  
(dates) (times) (dates) (times)

Rationale for Trip: To give band students an opportunity to perform a concert in Disneyland. They will also participate in a very worthwhile and educational workshop in which the students will experience first hand what it's like to play in a professional studio situation. They will be performing the background music for a section of a Disney feature film and making a videotape of it.

Student/Teacher/Parent Ratio: 83 students / 1 teacher / 6 parents

Transportation: Private Cars \_\_\_\_\_ CUSD Bus \_\_\_\_\_ Other \_\_\_\_\_  
Charter Bus (Name) \_\_\_\_\_

EXPENSES

\*Estimated Expenses:  
*includes: concert fees, and 3 day pass / Disneyland.*

• FEES \$ 8100 fee for workshops  
• LODGING \$ 13,500  
• ACCOUNT(S)/AMOUNT(S) TO BE CHARGED:  
# 400 - 401 Chico High Band AS accounts \$ all  
# \_\_\_\_\_ \$ \_\_\_\_\_

• SUBSTITUTE COST \$ \_\_\_\_\_  
• TRANSPORTATION \$ 10,326

• MEALS \$ Students responsible for their own meals  
• OTHER COST \$ \_\_\_\_\_

STATUS

Karol Forrest 12/18/03 Band Director, Chico High  
Requesting Party Date

J. Paulson 3/19/04  Recommend  Not Recommended  
Site Principal Date

H. Houch 3-22-04  Recommend  Not Recommended  
Director of Educational Services Date

Approved  Not Approved

Board Action \_\_\_\_\_ Date \_\_\_\_\_

RECEIVED

MAR 24 2004

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

INSTRUCTIONAL SUPPORT SERVICES

MAJOR FIELD TRIP REQUEST

TO: Kelly Mauch Date: 03/24/04  
FROM: Amy Williams School/Dept.: Chico Junior - 6th Grade  
SUBJECT: Major Field Trip Request

GENERAL INFORMATION

Request is for 6th Grade - Chico Junior  
(grade/class/group)  
to San Jose for Egyptian & Tech Museums  
(destination) (description of activity)  
from Thurs. May 13 to Fri. May 14  
(dates) (times) (dates) (times)  
Rationale for Trip: See attached  
Student/Teacher/Parent Ratio: 2 teachers  
5 students : 1 chaperone  
Transportation: Private Cars  CUSD Bus \_\_\_\_\_ Other \_\_\_\_\_  
Charter Bus (Name) \_\_\_\_\_

EXPENSES

\*Estimated Expenses:  
• FEES \$ 1422 • SUBSTITUTE COST \$ 0 • MEALS \$ 15-20  
• LODGING \$ 1800 • TRANSPORTATION \$ 0 • OTHER COST \$ 140  
• ACCOUNT(S)/AMOUNT(S) TO BE CHARGED:  
# ASB - No GF Impact \$ \_\_\_\_\_  
# \_\_\_\_\_ \$ \_\_\_\_\_

STATUS

Amy Williams 03/24/04  
Requesting Party Date  
Jerry Malley 3-24-04  Recommend  Not Recommended  
Site Principal Date  
Ksmauch 3-25-04  Recommend  Not Recommended  
Director of Educational Services Date  
 Approved  Not Approved  
Board Action Date



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

MAJOR FIELD TRIP REQUEST

TO: \_\_\_\_\_ Date: 4.8.04  
FROM: Anthony Carlisle School/Dept.: Jay Partridge Elem.  
SUBJECT: Major Field Trip Request

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Request is for All 5th grade students at Jay Partridge  
(grade/class/group)  
to Monterey for Science education  
(destination) (description of activity)  
from May 11, 04 (7:00 am) to May 14, 04 (2:00 pm)  
(dates) (times) (dates) (times)  
Rationale for Trip: Please see attached page.  
\_\_\_\_\_  
\_\_\_\_\_  
Student/Teacher/Parent Ratio: 3 to 1  
Transportation: Private Cars X CUSD Bus \_\_\_\_\_ Other \_\_\_\_\_  
Charter Bus (Name) \_\_\_\_\_

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\*Estimated Expenses: Please see Attached page for expenses  
• FEES \$ \_\_\_\_\_ • SUBSTITUTE COST \$ \_\_\_\_\_ • MEALS \$ \_\_\_\_\_  
• LODGING \$ \_\_\_\_\_ • TRANSPORTATION \$ \_\_\_\_\_ • OTHER COST \$ \_\_\_\_\_  
• ACCOUNT(S)/AMOUNT(S) TO BE CHARGED:  
# \_\_\_\_\_ \$ \_\_\_\_\_  
# \_\_\_\_\_ \$ \_\_\_\_\_

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A. Carlisle \_\_\_\_\_ Date 4.8.04  
Requesting Party  
[Signature] \_\_\_\_\_ Date 4/12/04  Recommend  Not Recommended  
Site Principal  
[Signature] \_\_\_\_\_ Date 4-14-04  Recommend  Not Recommended  
Director of Educational Services  
\_\_\_\_\_  Approved  Not Approved  
Board Action \_\_\_\_\_ Date \_\_\_\_\_

CHICO UNIFIED SCHOOL DISTRICT  
 1163 East Seventh Street  
 Chico, California 95928-5999  
 (916) 891-3000

APR 12 2004

INSTRUCTIONAL SUPPORT SERVICES

MAJOR FIELD TRIP REQUEST

TO: Art Neumann Date: 4/12/04  
 FROM: Mary Schoenthaler School/Dept. Marigold  
 SUBJECT: Major Field Trip Request

GENERAL INFORMATION

Request is for K&A 6<sup>th</sup> Grade GATE  
 (grade/class/group)  
 to San Francisco  
 (destination)  
 for Performance of SF Symphony; tour of Alcatraz  
 (description of activity) State Park  
 on 4/23 6 AM - 8 PM  
 (dates) (times) (dates) (times)  
 Rationale for Trip: Cultural & fine arts enrichment  
 Transportation: Private cars  Bus  Other Charter Bus

EXPENSES

\*Estimated expenses:  
 • FEES \$ \_\_\_\_\_ • SUBSTITUTE COST \$ 0 • MEALS \$ 0  
 • LODGING \$ 0 • TRANSPORTATION \$ 1066.96 • OTHER COST \$ 0  
 • ACCOUNT(S)/AMOUNT(S) TO BE CHARGED:  
 # 01-0000-0-1342-1999-200 \$ 1066.96  
 # \_\_\_\_\_ \$ \_\_\_\_\_

STATUS

Mary Shallen 4/12/04  
 Requesting Party Date  
[Signature] 3/4/12/04  Recommend  Not Recommend  
 Site Principal Date  
[Signature] 4-14-04  Recommend  Not Recommend  
 Director of Educational Services Date  
 Board Action  Approve  Not Approve  
 Date

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 Sierra View Elementary  
CLUB OR ORGANIZATION PTA  
ADVISOR Stacey Blake  
PURPOSE OF THE FUND RAISING PROJECT/ACTIVITY School Improvements

FINANCIAL GOAL OF THE PROJECT: (Major = more than \$5,000 gross)  
 Minor: Estimated Gross \$ \_\_\_\_\_ Estimated Net \$ \_\_\_\_\_  
 Major: Estimated Gross \$ 6000 Estimated Net \$ \_\_\_\_\_

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

- 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 May 14, 2004 ENDING May 14, 2004

LOCATION Sierra View Elementary

NUMBER OF STUDENTS TO BE INVOLVED 500

RECOMMENDED

Date \_\_\_\_\_ Student Officer's Signature (if applicable) \_\_\_\_\_

Date \_\_\_\_\_ Advisor's Signature \_\_\_\_\_

Date 4/02/04 Director of Activity Signature (if applicable) \_\_\_\_\_

Date 4/2/04 Principal's Signature \_\_\_\_\_

Date 4-12-04 Assistant Superintendent's Signature \_\_\_\_\_

Approval		Recommend	
Minor		Major	
Yes	No	Yes	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Date - Approved by Board of Education \_\_\_\_\_

cc: Advisor  
Principal

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

**CONSULTANT AGREEMENT**

*Please read instructions on back before completing this form.*

Name of Person or Firm Furnishing the  
Contracted Services: Jim Galloway ~~igallowa@csusd.org~~ jgallowa@jeggroup.com  
Payee (Make Check Payable to): Jim Galloway  
Street/PO Box: 115 Edgemont Drive  
City/State/Zip: Oroville, CA 95966  
Phone: 530/534-7678 (h)  
Payee Social Security or Taxpayer I.D. #: 555-82-8041

Chico Unified School District, hereinafter called "District," and the above-named person or firm furnishing consulting services, hereinafter called "Consultant," agree that Consultant will furnish to District the following services:  
Erate consulting - refine scope of work, walkthrough, safety meetings, completion of erate forms/submission, documentation, vendor/district communication, construction management, web postings, prep of PIA documents, statistical research if appropriate.  
(For funding year 6, the Federal E-Rate program generated \$1.8 million of discounts for CUSD technology infrastructure projects.)  
For the above services, District will pay Consultant as follows (complete applicable areas):

\$ 75.00 per day/hour for \_\_\_\_\_ days/hours OR \$ \_\_\_\_\_ per activity/performance  
\$ \_\_\_\_\_ additional expenses (describe) \_\_\_\_\_

TOTAL AMOUNT NOT TO EXCEED \$ 6,000.00

This agreement will be in effect from 1/1/04 to 6/30/04

ACCOUNT(S) TO BE CHARGED 01-0000-0-0000-7702-741 (DAS-CA Teleconnect Fund)

[Signature]  
Signature of Consultant (Please read terms & conditions on back before signing.)

3-24-04  
Date

[Signature]  
RECOMMENDED:  
Signature of Originating Administrator

4-6-04  
Date

[Signature]  
APPROVED:  
Signature of District Administrator

4-7-04  
Date

**Authorization for Payment**

- A. ALL SERVICES ARE COMPLETED: I authorize payment by the District in the amount of \$ \_\_\_\_\_ as full payment for the above authorized services. Please issue a warrant to the Consultant.
- B. ALL SERVICES TO BE COMPLETED: I request to have an RCF check (not to exceed \$1,000) issued as per the attached Purchase Order in the amount of \$ \_\_\_\_\_ as full payment for the above authorized services. Forward the check to me for release to the Consultant when the terms of this agreement have been fulfilled.

\_\_\_\_\_  
Signature of Originating Administrator  
(Same as RECOMMENDED signature line above.)

\_\_\_\_\_  
Date

**Routing Instructions:**  
White - Contract file  
Pink - Accounts Payable  
Yellow - Accounts Payable  
Goldenrod - Originator

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

**CONSULTANT AGREEMENT**

*Please read instructions on back before completing this form.*

Name of Person or Firm Furnishing the Contracted Services: Kimi Kinoshita  
Payee (Make Check Payable to): California Reading & Literature Project  
Street/PO Box: 1890 Park Marina Dr., #110  
City/State/Zip: Redding, CA 96001  
Phone: (530) 221-6801  
Payee Social Security or Taxpayer I.D. #: ~~52883-XXXX~~ 68-0386578

Chico Unified School District, hereinafter called "District," and the above-named person or firm furnishing consulting services, hereinafter called "Consultant," agree that Consultant will furnish to District the following services:  
Two trainers to deliver a 20 hour inservice sponsored by the California Reading and Literature Project titled, "A Focused Approach to Frontloading English Language Instruction" for Houghton Mifflin Reading, K-6 on July 26 and 27, 2004 and one more day to be determined in the 2004-05 school year.

For the above services, District will pay Consultant as follows (complete applicable areas):

\$ \_\_\_\_\_ per day/hour for \_\_\_\_\_ days/hours OR \$ 325 per ~~attendee~~ attendee (20 hours)  
\$ \_\_\_\_\_ additional expenses (describe) \_\_\_\_\_

TOTAL AMOUNT NOT TO EXCEED \$ 19,500

This agreement will be in effect from July 1, 2004 to June 30, 2005

ACCOUNT(S) TO BE CHARGED 01-3010-1110-1000-670

Kimi Kinoshita Signature of Consultant (Please read terms & conditions on back before signing.) Date 3/30/04

[Signature] RECOMMENDED: Signature of Originating Administrator Date 4-1-04

[Signature] APPROVED: Signature of District Administrator Date 4-1-04

**Authorization for Payment**

- A. ALL SERVICES ARE COMPLETED: I authorize payment by the District in the amount of \$ \_\_\_\_\_ as full payment for the above authorized services. Please issue a warrant to the Consultant.
- B. ALL SERVICES TO BE COMPLETED: I request to have an RCF check (not to exceed \$1,000) issued as per the attached Purchase Order in the amount of \$ \_\_\_\_\_ as full payment for the above authorized services. Forward the check to me for release to the Consultant when the terms of this agreement have been fulfilled.

\_\_\_\_\_  
Signature of Originating Administrator (Same as RECOMMENDED signature line above.) Date \_\_\_\_\_

**Routing Instructions:**  
White - Contract file  
Pink - Accounts Payable  
Yellow - Accounts Payable  
Goldenrod - Originator

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

**CONSULTANT AGREEMENT**

Please read instructions on back before completing this form.

Name of Person or Firm Furnishing the

Contracted Services: Tom Ready -- Grammar Wars

Payee (Make Check Payable to): Tom Ready

Street/PO Box: P.O. Box 1609

City/State/Zip: Susanville, CA 96130

Phone: 530-253-1099

Payee Social Security or Taxpayer I.D. #: 089-44-7189

Chico Unified School District, hereinafter called "District," and the above-named person or firm furnishing consulting services, hereinafter called "Consultant," agree that Consultant will furnish to District the following services:

Staff development: Games and dramatic play to aid teachers in the instruction of language arts curriculum and standards

For the above services, District will pay Consultant as follows (complete applicable areas):

\$ 600.00 per day/~~hour~~ for 2 days/~~hours~~ OR \$ \_\_\_\_\_ per activity/performance  
\$ \_\_\_\_\_ additional expenses (describe) \_\_\_\_\_

TOTAL AMOUNT NOT TO EXCEED \$ 1200.00

This agreement will be in effect from 5/6/04 to 6/25/04

ACCOUNT(S) TO BE CHARGED 01-3010-0-1110-1000-260 Title I

Signature of Consultant (Please read terms & conditions on back before signing.)

Date

3/23/04

RECOMMENDED:

Signature of Originating Administrator

Date

3/30/04

APPROVED:

Signature of District Administrator

Date

3/31/04

**Authorization for Payment**

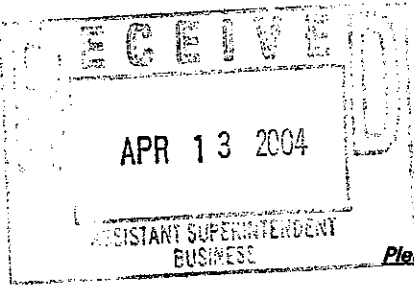
- A. ALL SERVICES ARE COMPLETED: I authorize payment by the District in the amount of \$ \_\_\_\_\_ as full payment for the above authorized services. Please issue a warrant to the Consultant.
- B. ALL SERVICES TO BE COMPLETED: I request to have an RCF check (not to exceed \$1,000) issued as per the attached Purchase Order in the amount of \$ \_\_\_\_\_ as full payment for the above authorized services. Forward the check to me for release to the Consultant when the terms of this agreement have been fulfilled.

Signature of Originating Administrator  
(Same as RECOMMENDED signature line above.)

Date

**Routing Instructions:**

- White - Contract file
- Pink - Accounts Payable
- Yellow - Accounts Payable
- Goldencard - Originator



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

CONSULTANT AGREEMENT

Please read instructions on back before completing this form.

Name of Person or Firm Furnishing the

Contracted Services: Colorado Consulting Network (CCN)

Payee (Make Check Payable to): Colorado Consulting Network

Street/PO Box: 5581 E. Mineral Circle

City/State/Zip: Littleton, CO 80122

Phone: (303) 221-5301

Payee Social Security or Taxpayer I.D. #: 84-1519252

Chico Unified School District, hereinafter called "District," and the above-named person or firm furnishing consulting services, hereinafter called "Consultant," agree that Consultant will furnish to District the following services: "Step Up To Writing" is professional development for K-6 teachers. CCN will provide one trainer for 70-80 CUSD teachers who will attend two sessions. This contract is for Session 1 to be conducted at Emma Wilson Elem. May 7 & 8, 2004 using Title I funds. Keepable materials will also be purchased. Six hours of training will be provided eachday, of each session.

For the above services, District will pay Consultant as follows (complete applicable areas):

\$ --- per day/hour for --- days/hours OR \$ 4,000.00 per activity/performance
\$ 970.00 additional expenses (describe) 400 air, 350 hotel, 150 car, 70 meals.

TOTAL AMOUNT NOT TO EXCEED \$ 5,000.00

This agreement will be in effect from 5/6/04 to 5/8/04

ACCOUNT(S) TO BE CHARGED 01-3010-0-1110-1000-670 (Title I)

Signature of Consultant (Please read terms & conditions on back before signing.)

Date 4-6-04

Signature of Originating Administrator

Date 4/2/04

Signature of District Administrator

Date

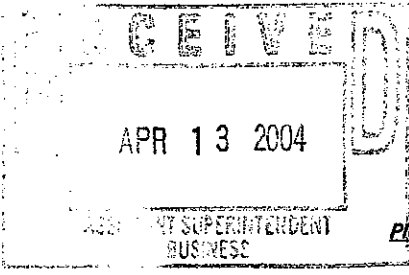
Authorization for Payment

- A. ALL SERVICES ARE COMPLETED: I authorize payment by the District in the amount of \$... as full payment for the above authorized services. Please issue a warrant to the Consultant.
B. ALL SERVICES TO BE COMPLETED: I request to have an RCF check (not to exceed \$1,000) issued as per the attached Purchase Order in the amount of \$... as full payment for the above authorized services. Forward the check to me for release to the Consultant when the terms of this agreement have been fulfilled.

Signature of Originating Administrator (Same as RECOMMENDED signature line above.)

Date

Routing Instructions:
White - Contract file
Pink - Accounts Payable
Yellow - Accounts Payable
Goldenrod - Originator



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

**CONSULTANT AGREEMENT**

*Please read instructions on back before completing this form.*

Name of Person or Firm Furnishing the

Contracted Services: Colorado Consulting Network (CCN)

Payee (Make Check Payable to): Colorado Consulting Network

Street/PO Box: 5581 E. Mineral Circle

City/State/Zip: Littleton, CO 80122

Phone: (303) 221-5301

Payee Social Security or Taxpayer I.D. #: 84-1519252

Chico Unified School District, hereinafter called "District," and the above-named person or firm furnishing consulting services, hereinafter called "Consultant," agree that Consultant will furnish to District the following services:

"Step Up To Writing" is professional development for K-6 teachers. CCN will provide one trainer for 70-80 CUSD teachers who will attend two sessions. This contract is for Session 2, to be conducted Aug. 27 & 28, 2004 using PAR funds. Working dinners will also be provided by PAR. Six hours of training will be provided each day, of each session

For the above services, District will pay Consultant as follows (complete applicable areas):

\$ --- per day/hour for --- days/hours OR \$ 4,000.00 per activity/performance  
\$ 970.00 additional expenses (describe) 400 air, 350 hotel, 150 car, 70 meals

TOTAL AMOUNT NOT TO EXCEED \$ 5,000.00

This agreement will be in effect from 8/26/04 to 8/28/04

ACCOUNT(S) TO BE CHARGED 01-7271-1110-1000-670 (PAR)

*Alice Bremer*  
Signature of Consultant\* (Please read terms & conditions on back before signing.)

*4-6-04*  
Date

*K. Mauch*  
RECOMMENDED:  
Signature of Originating Administrator

*4-2-04*  
Date

*[Signature]*  
APPROVED  
Signature of District Administrator

\_\_\_\_\_  
Date

**Authorization for Payment**

- A. ALL SERVICES ARE COMPLETED: I authorize payment by the District in the amount of \$ \_\_\_\_\_ as full payment for the above authorized services. Please issue a warrant to the Consultant.
- B. ALL SERVICES TO BE COMPLETED: I request to have an RCF check (not to exceed \$1,000) issued as per the attached Purchase Order in the amount of \$ \_\_\_\_\_ as full payment for the above authorized services. Forward the check to me for release to the Consultant when the terms of this agreement have been fulfilled.

\_\_\_\_\_  
Signature of Originating Administrator  
(Same as RECOMMENDED signature line above.)

\_\_\_\_\_  
Date

Routing Instructions:	
White	- Contract file
Pink	- Accounts Payable
Yellow	- Accounts Payable
Goldenrod	- Originator



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

**CONSULTANT AGREEMENT**

*Please read instructions on back before completing this form.*

Name of Person or Firm Furnishing the  
Contracted Services: Veronica Robbins  
Payee (Make Check Payable to): Creative School Resources & Research  
Street/PO Box: 285 W. Court Street, Ste. 206  
City/State/Zip: Woodland, CA 95695  
Phone: (530) 669-3600  
Payee Social Security or Taxpayer I.D. #: 570-27-4008

Chico Unified School District, hereinafter called "District," and the above-named person or firm furnishing consulting services, hereinafter called "Consultant," agree that Consultant will furnish to District the following services:

Follow-up II/USP school visitation/consultation/report from 2001  
II/USP Strength & Needs Report.

For the above services, District will pay Consultant as follows (complete applicable areas):

\$ \_\_\_\_\_ per day/hour for \_\_\_\_\_ days/hours OR \$ 2,500. per activity/performance  
\$ \_\_\_\_\_ additional expenses (describe) \_\_\_\_\_

TOTAL AMOUNT NOT TO EXCEED \$ 2,500.00

This agreement will be in effect from April 22, 2004 to June 15, 2004

ACCOUNT(S) TO BE CHARGED 01-7255-0-1110-1000-240 CK

Veronica Robbins  
Signature of Consultant (Please read terms & conditions on back before signing.)

3/26/04  
Date

Joanne Pauley  
RECOMMENDED:  
Signature of Originating Administrator

03/23/04  
Date

Cynthia A. Kaye  
APPROVED:  
Signature of District Administrator

3/29/04  
Date

**Authorization for Payment**

- A. **ALL SERVICES ARE COMPLETED:** I authorize payment by the District in the amount of \$ \_\_\_\_\_ as full payment for the above authorized services. Please issue a warrant to the Consultant.
- B. **ALL SERVICES TO BE COMPLETED:** I request to have an RCF check (not to exceed \$1,000) issued as per the attached Purchase Order in the amount of \$ \_\_\_\_\_ as full payment for the above authorized services. Forward the check to me for release to the Consultant when the terms of this agreement have been fulfilled.

\_\_\_\_\_  
Signature of Originating Administrator  
(Same as RECOMMENDED signature line above.)

\_\_\_\_\_  
Date

**Routing Instructions:**

- White - Contract file
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- Yellow - Accounts Payable
- Goldenrod - Originator

**Community-Based English Tutoring (CBET) Program  
Application Form, Fiscal Year 2004-2005  
(previously known as Notification of Intent to Participate)**

**Postmark Deadline: May 28, 2004**

Please complete the following information to request Community-Based English Tutoring Program funds:

---

**Local Educational Agency (LEA) Information**

Name of LEA Chico Unified School District County/District Code 04161424  
Charter School No. \_\_\_\_\_

Mailing Address 1163 East 7th Street

City Chico State CA Zip Code 95928-5999

Program Contact Person Name Jaret Brinson

Title/Office Director, Educational Services

Telephone Number (530) 891-3000 x105 FAX Number (530) 891-3220

E-mail Address jbrinson@chico.usd.org

The LEA listed above hereby **requests** allocation of funds from the California Department of Education to participate in the CBET Program for fiscal year 2004-2005.

---

**Assurances**

The signature of the Superintendent or designee of this form acknowledges that the following general assurances will be observed.

1. The conditions established pursuant to *Education Code* sections 300-340, and *California Code of Regulations*, Title 5, Education, sections 11300-11305 will be met by the LEA in the administration of this program.
2. The LEA will use fiscal control and accounting procedures that will ensure proper disbursements and accounting of state funds paid to that agency under the program. The LEA will make records available for audit when requested.
3. Funds may be used for direct program services, community notification processes, transportation services, and background checks related to the tutoring program.
4. The LEA will be responsible for expending these funds to provide free or subsidized adult English-language instruction for parents or community members who have pledged to provide personal English-language tutoring to K-12 English learners.

(continued on reverse side)


- 5. Pledge records will consist of the following information: name of school district, name of school, and the name and signature of parent or community member committed to tutor English learners. These records will be maintained for audit.

**Certification and Signature**

I certify that: (1) the planned allocation and expenditures of funds for the Community-Based English Tutoring (CBET) Program are for educational services for eligible participants; (2) the expenditures of funds and the programmatic activities will be conducted in accordance with federal and state statutes and regulations, including the assurances contained in this application; and (3) full records of program activities and expenditures will be maintained and made available for review and/or audit by the California Department of Education, and/or the representatives or designees of the department.

I hereby certify that I have read the conditions contained in this document and agree to comply with all requirements as a condition of funding, and that to the best of my knowledge the information contained in this CBET application form is complete and correct.

Scott Brown, Superintendent  
 Print Name of Superintendent or Designee

  
 Signature of Superintendent or Designee

4/2/04  
 Date

**Board Approval**

Steve O'Bryan, President  
 Print Name of Presiding Officer of Governing Board

\_\_\_\_\_  
 Board Approval Date

\_\_\_\_\_  
 Signature of Presiding Officer of Governing Board

\_\_\_\_\_  
 Date

This CBET Application Form, FY 2004-2005 is to be submitted to the California Department of Education and postmarked on or before May 28, 2004. Return this form to:

Jorge Gaj, Education Programs Consultant  
 Community-Based English Tutoring (CBET) Program  
 Language Policy and Leadership Office  
 California Department of Education  
 1430 N Street, Suite 4309  
 Sacramento, CA 95814-5901

# Interoffice MEMORANDUM


## Maintenance and Operations

TO: Dr. Scott Brown, Superintendent

FROM: Mary Leary, Director – Maintenance, Operations and Transportation

SUBJECT: Deferred maintenance re-roofing projects for Summer 2004

DATE: April 15, 2004



Informal bids for the re-roofing for various portions of Chico Junior High School, Chapman Elementary, Marigold Elementary, Parkview Elementary, Shasta Elementary and Sierra View Elementary were opened on April 15, 2004.

It is requested that the Board of Education grant authorization to the Superintendent to award the projects to the lowest responsive bidders. A list of the projects, the lowest responsive bidders and the amount of the bids is attached.

**RECOMMENDATION:** To grant authorization for the Superintendent to award the contract for the re-roofing projects for various portions of Chico Junior High School, Chapman Elementary, Marigold Elementary, Parkview Elementary, Shasta Elementary and Sierra View Elementary to the lowest responsive bidders.

**CHICO UNIFIED SCHOOL DISTRICT  
2004 RE-ROOF INFORMAL BIDS - APRIL 15, 2004**

SITE	CONTRACTOR	BID AMOUNT
<b>CHICO JR. HIGH - UNIT 200 EAST</b>		
	Clark Roofing, Inc.	\$52,293.55
	Rick Carpenter Roofing	\$59,876.00
<b>CHAPMAN ELEM - MAIN HALL CORRIDOR AND OFFICE</b>		
	Clark Roofing, Inc.	\$63,012.09
	Rick Carpenter Roofing	n/a
<b>MARIGOLD ELEM - UNITS C,E,F</b>		
	Clark Roofing, Inc.	\$64,018.27
	Rick Carpenter Roofing	n/a
<b>PARKVIEW ELEM - UNIT F</b>		
	Clark Roofing, Inc.	\$56,345.22
	Rick Carpenter Roofing	n/a
<b>SHASTA ELEM - UNIT B</b>		
	Clark Roofing, Inc.	\$60,963.43
	Rick Carpenter Roofing	\$63,647.00
<b>SIERRA VIEW ELEM - MAIN HALL CORRIDOR</b>		
	Clark Roofing, Inc.	\$38,231.71
	Rick Carpenter Roofing	\$39,458.00

**Totals**

**\$334,864.27**

# Interoffice MEMORANDUM


## Maintenance and Operations

TO: Dr. Scott Brown, Superintendent

FROM: Mary Leary, Director -- Maintenance, Operations and Transportation

SUBJECT: Deferred Maintenance Project -- Support Services HVAC Replacement

DATE: April 13, 2004



Informal bids for the replacement of the support services' air conditioning system were opened on February 10, 2004.


It is requested that the Board of Education grant authorization to the Superintendent to award the project to the lowest responsive bidder, Artic Aire of Chico.

**RECOMMENDATION:** To grant authorization for the Superintendent to award the contract for the replacement of the support services' air conditioning system to the lowest responsive bidder, Artic Aire of Chico.

# Interoffice MEMORANDUM

Facilities Development

TO: Dr. Scott Brown, Superintendent  
FROM: Mike Weissenborn, Facilities Planning/Construction Manager  
SUBJECT: Bidwell Junior High School Asbestos Abatement Project  
DATE: April 14, 2004



Informal bids for the Bidwell Junior High School Asbestos Abatement Project will be opened on April 29, 2004.

It is requested that the Board of Education grant pre-authorization to the Superintendent to award the project to the lowest responsive bidder, as it is imperative that this work commences as soon as possible.

**RECOMMENDATION:** To grant pre-authorization for the Superintendent to award the Contract for the Bidwell Junior High School Asbestos Abatement Project to the lowest responsive bidder.

## CHICO UNIFIED SCHOOL DISTRICT SECTION 125 CAFETERIA PLAN

### HIPAA PRIVACY ADMENDMENT

#### 1. SCOPE AND PURPOSE

The Sec 125 Cafeteria Plan (Cafeteria Plan) will use protected health information ("PHI") to the extent of and in accordance with the uses and disclosures permitted by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Specifically, the Plan will use and disclose PHI for purposes related to health care treatment, payment for health care and health care operations as set forth below. The Cafeteria Plan is comprised of a medical expense reimbursement plan and other non-medical benefits. The medical expense reimbursement plan constitutes a group health plan as defined in the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The only benefit in the Cafeteria Plan subject to the HIPAA privacy rules is the medical expense reimbursement plan; therefore, the Cafeteria Plan is a hybrid entity as defined in the HIPAA Privacy Rules: The Employer designates that the health care components of the Cafeteria Plan are (i) the medical expense reimbursement benefit provided under the Cafeteria Plan, which shall be referred to in the balance of this Amendment as the "Plan," and (ii) the administration functions of the Cafeteria Plan that relate to the Plan. In order for a group health plan's sponsor to have access to PHI from the group health plan, HIPAA and the HIPAA Privacy Rules require that the group health plan be amended to incorporate the provisions required by the HIPAA Privacy Rules and that the group health plan sponsor has agreed to such provisions. The Employer desires to amend the Cafeteria Plan in accordance with such requirements.

#### 2. USE AND DISCLOSURE OF PHI

- (a) General. The Plan will use PHI to the extent of and in accordance with the uses and disclosures permitted by HIPAA, including but not limited to health care treatment, payment for health care, health care operations and as required by law.
- (b) Disclosure to the Employer. The Plan will disclose PHI to the Employer, or where applicable, an Affiliate only upon receipt of written certification from the Employer that:
  - (i) The Plan document has been amended to incorporate the provisions in this Amendment and
  - (ii) The Employer agrees to implement the provisions in Section 3 herein.

#### 3. CONDITIONS IMPOSED ON EMPLOYER

Notwithstanding any provision of the Plan to the contrary, the Employer agrees:

- (a) Not to use or disclose PHI other than as permitted or required by this Amendment or as required by law;
- (b) To ensure that any agents, including a subcontractor, to whom the Employer provides PHI received from the Plan agree to the same restrictions and conditions that apply to the Employer with respect to PHI received or created on behalf of the Plan;
- (c) Not use or disclose an individual's PHI for employment-related purposes (including hiring, firing, promotion, assignment, or scheduling) unless authorized by the Individual;
- (d) Not to use or disclose an Individual's PHI in connection with any other non-health benefit program or employee benefit plan of the Employer unless authorized by the Individual;
- (e) To report to the Plan any use or disclosure of PHI that is inconsistent with this Section 3, if it becomes aware of an inconsistent use or disclosure;
- (f) To provide Individuals with access to PHI in accordance with 45 C.F.R. § 164.524;
- (g) To make available PHI for amendment and incorporate any amendments to PHI in accordance with 45 C.F.R. § 164.526;
- (h) To make available the information required to provide an accounting of disclosures in accordance with 45 C.F.R. § 164.528;
- (i) To make internal practices, books and records relating to the use and disclosure of PHI received from the Plan available to the Secretary of Health and Human Services for purposes of determining the Plan's compliance with HIPAA;
- (j) If feasible, to return or destroy all PHI received from the Plan that the Employer maintains in any form, and retain no copies of such PHI when no longer needed for the purpose for which disclosure was made. If return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction infeasible; and



(k) To ensure adequate separation between the Plan and Employer as required by 45 C.F.R. § 164.504(f)(2)(iii) and described in this Amendment.

#### **4. DESIGNATED EMPLOYEES WHO MAY RECEIVE PHI**

In accordance with the Privacy Rules, the Employer shall allow only those Employees who perform Plan administrative functions be given access to PHI. No other employees of the Employer shall have access to PHI.

#### **5. RESTRICTIONS ON EMPLOYEES WITH ACCESS TO PHI**

The Employees who have access to PHI may only use and disclose PHI for Plan Administration functions that the Employer performs for the Plan including but not limited to, quality assurance, claims processing, auditing, and monitoring.

#### **6. POLICIES AND PROCEDURES**

The Employer will implement Policies and Procedures setting forth operating rules to implement the provisions hereof.

#### **7. ORGANIZED HEALTH CARE ARRANGEMENT**

The Plan Administrator intends the Plan to form part of an Organized Health Care Arrangement along with any other Benefit under a covered health plan (under 45 C.F.R. § 160.103) provided by the Employer.

#### **8. PERMITTED DISCLOSURE OF ENROLLMENT/DISENROLLMENT INFORMATION**

The Plan may disclose to the Employer information on whether the individual is participating in the Plan.

#### **9. PERMITTED USES AND DISCLOSURE OF SUMMARY HEALTH INFORMATION**

The Plan may disclose summary health information, as defined in the HIPAA Privacy Rules, to the Employer, provided the Employer requests the summary health information for the purpose of obtaining premium bids from health plans for providing health insurance coverage under the Plan or modifying, amending, or terminating the Plan.

#### **10. NONCOMPLIANCE**

The Employer shall provide a mechanism for resolving issues of noncompliance, including disciplinary sanctions for personnel who do not comply with the provisions of this Amendment.

#### **11. DEFINITIONS**

As used in this Amendment, each of the following *capitalized* terms shall have the respective meaning given below:

**"Individual"** means the person who is the subject of the health information created, received, or maintained by the Plan or Employer.

**"Organized Health Care Arrangement"** means the relationship of separate legal entities as defined in 45 C.F.R. §160.103.

**"Privacy Rules"** means the privacy provisions of HIPAA and the regulations in 45 C.F.R. Parts 160 and 164.

**"Protected Health Information or PHI"** means individually identifiable health information as defined in 45 C.F.R. § 160.103.

#### **12. INTERPRETATION AND LIMITED APPLICABILITY**

This Amendment serves the sole purpose of complying with the requirements of HIPAA and shall be interpreted and construed in a manner to effectuate this purpose. Neither this Amendment nor the duties, powers, responsibilities, and obligations listed herein shall be taken into account in determining the amount or nature of the Benefits provided to any person covered under this Plan, nor shall they inure to the benefit of any third parties. To the extent that any of the provisions of this Amendment are no longer required by HIPAA, they shall be deemed deleted and shall have no further force or effect.

#### **13. SERVICES PERFORMED FOR THE EMPLOYER**

Notwithstanding any other provision of this Plan to the contrary, all services performed by a business associate for the Plan in accordance with the applicable service agreement shall be deemed to be performed on behalf of the Plan and subject to the administrative simplification provisions of HIPAA contained in 45 C.F.R. parts 160 through 164, except services that relate to eligibility and enrollment in the Plan. If a business associate of the Plan performs any services that relate to eligibility and enrollment to the Plan, these services shall be deemed to be performed on behalf of the Employer in its capacity as Plan Sponsor and not on behalf of the Plan.

All other provisions of the Cafeteria Plan shall remain in effect as previously adopted or amended.

Executed this \_\_\_\_ day of \_\_\_\_\_, 2004.

Chico Unified School District

By: \_\_\_\_\_

Title: \_\_\_\_\_



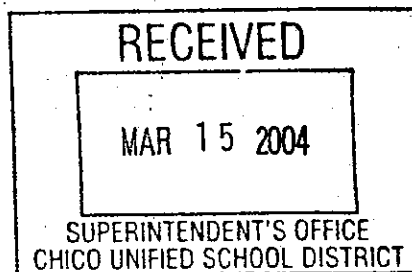
California  
School  
Employees  
Association

[www.csea.com](http://www.csea.com)

Member of the AFL-CIO

The nation's largest  
independent classified  
employee association

Member of the National  
Association of Classified  
School Employees  
(NACSE), representing  
independent public  
employees throughout  
the nation



March 15, 2004

Board of Education  
Chico Unified School District  
Dr. Scott Brown, Superintendent  
1163 East Seventh Street  
Chico, CA 95928

Honorable Members and Dr. Brown:

Pursuant to Article 14 Negotiations, Section 14.1 Initial Proposal and Article 17, Duration, Section 17.2, Re-openers of the Collective Bargaining Agreement between CSEA and the District, CSEA does hereby give notice of our intent to enter into Interest Based Bargaining with CUSD to include such items as a fair and equitable wage and maintenance of health and welfare benefits coverage. We will also introduce modifications to Article 2, Wages and Article 7, Health & Welfare Benefits. In addition, we may bring other items that may be identified by CSEA and the District as an interest within the scope of bargaining under the EERA, as per Article 17.2.2

CSEA would like to take this opportunity to once again reaffirm our goal of continued, positive relations with the District in both bargainable and non-bargainable issues.

Respectfully submitted,

Dee L. Gudmundson, President  
Chico Chapter #110, CSEA

c: Joan Grace, CSEA Labor Relations Representative  
Sharon Furlong, CSEA Field Director  
file



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

530/891-3000  
fax 891-3220  
[www.ChicoUSD.org](http://www.ChicoUSD.org)

**Chico Unified School District  
Initial Proposal for a Successor Agreement  
To  
California School Employees Association Chapter #110**

**Article 3 Hours of Employment**

The District has an interest in drafting Section 3.5 for clarity and appropriate allocation of District personnel and resources.

**Article 14 Negotiations**

The District has an interest in drafting the Negotiations Article to make the obligations and rights of each party clear and consistent with Article 17.

**Article 17 Duration**

The District has an interest in drafting the term and reopener provisions of this Article for clarity and consistency with Article 14.

March 15, 2004




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

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

Facilities Development  
2455 Carmichael Dr.  
Chico, Ca. 95928

(530) 891-3214  
Fax: (530) 891-3190

TO: Dr. Scott Brown, Superintendent

FROM: Randy Meeker, Assistant Superintendent, Business Services 

SUBJECT: School Impact Fees on New Residential Development  
Resolution No. 902-04

Attached is Resolution 902-04 which is being presented to the Board of Education for consideration at the April 21, 2004 Board meeting. If approved, this resolution will increase the residential school impact fee from \$2.14 per square foot to \$2.24 per square foot. This increase would be consistent with recent action by the State Allocation Board, which allows districts to increase school impact fees to the amount of \$2.24 per square foot effective 60 days after Board approval.

Government Financial Strategies, the consulting firm hired by the District, has prepared a ***Developer Fee Justification Study*** (referenced as Exhibit A in the resolution) that has been provided to the Board for their information. This plan contains the justification for the increase in the fee to \$2.24 per square foot. The District has also complied with the legal requirement of providing a public notice in the local newspaper indicating that a public hearing will be held on the matter at the April 21, 2004 Board of Education meeting. If approved by the Board of Education at the April 21, 2004 meeting, the increased fee will become effective June 20, 2004.

**Recommendation:** That the Board of Education approves Resolution 902-04 increasing the school impact fees on residential development to \$2.24 per square foot effective June 20, 2004.

Attachment

**RESOLUTION NO. 902-04****A RESOLUTION OF THE GOVERNING BOARD  
OF THE CHICO UNIFIED SCHOOL DISTRICT  
ESTABLISHING AN IMPACT FEE ON RESIDENTIAL DEVELOPMENT**

WHEREAS, the Chico Unified School District (hereinafter "District") has adopted and implemented Resolution No. 854-02, establishing development fees to partially mitigate the impacts of new development on school facilities; and

WHEREAS, the Developer Fee Justification Study, dated March 2004, and attached hereto as Exhibit A, quantifies the impacts of residential development on school facilities at \$2.74 per square foot of new residential development; and

WHEREAS, the residential impact fees established by Resolution No. 854-02 do not fully mitigate the impacts of residential development on school facilities; and

WHEREAS, the District, through adoption of Resolution No. 486-92, has adopted a policy calling for full mitigation of the impacts of growth on school facilities; and

WHEREAS, the State Allocation Board, in accordance with Government Code §65995(b)(3), has increased the amount of the fee that the District may directly impose on new residential development to \$2.24 per square foot of new residential development;

NOW, THEREFORE, be it resolved that the Board of Education of the District (hereinafter "Board") finds and directs as follows:

1. Procedure and Public Hearing. The Board has conducted a duly noticed public hearing at which it has received and examined the written evidence attached hereto as Exhibit A and incorporated herein by reference. At the hearing, additional oral and written evidence and testimony have been considered. The evidence and testimony support the findings herein.

2. Overcrowding of School Facilities. Conditions of overcrowding exist in one or more attendance areas within the District, which will impair the normal functioning of educational programs. These conditions are due to new residential development that has increased, and is anticipated to continue to increase enrollment beyond the capacity of the District's facilities.

3. Establishment of Fee. Based upon the findings contained herein, the Board hereby establishes a fee, charge, dedication or other requirement in the amount of Two Dollars and Twenty-Four Cents (\$2.24) per square foot of assessable space of residential construction, as described in Education Code 17620, to partially mitigate the impact of new residential development on the District's school facilities. This fee shall replace the residential development fee established by Resolution No. 854-02. Resolution No. 854-02 is rescinded on the effective date of this Resolution.

4. Purpose and Use of Fee. The purpose of the fees, charges, dedications or other requirements established herein, and the use to which the proceeds thereof will be put, are to finance the construction and/or reconstruction of school facilities. The proceeds shall also be used for reimbursement of the administrative costs incurred in collecting and repaying fees, charges,

dedications, and other requirements and for the costs of performing any study and otherwise making the findings and determinations required by law related to the adoption of this Resolution, as well as any other use permitted by law. The public facilities to be financed hereby are identified in Exhibit A, and in the documents listed in and/or referred to in Exhibit A.

5. Nexus Findings. Based upon the written and oral evidence and testimony, including but not limited to, the documents contained, listed and/or referred to in Exhibit A hereof, the Board finds as follows:

A. there is a reasonable relationship between the use of the fees, charges, dedications, and other requirements established herein and the type of development project on which they are imposed;

B. there is a reasonable relationship between the need for the above described public facilities and the type of development project on which the fees, charges, dedications, and other requirements established herein are imposed;

C. there is a reasonable relationship between the amount of the fees, charges, dedications, and other requirements established herein and the cost of the public facilities or portion of the public facilities attributable to the development on which they are imposed; and

D. the fees, charges, dedications, and other requirements established herein do not exceed the estimated reasonable cost of providing the service or facility for which they are imposed.

6. Notification of Local Agencies. A copy of this Resolution shall be transmitted, after its effective date, to the County of Butte and the City of Chico, accompanied by all relevant supporting documentation and a map clearly indicating the boundaries of the area subject to the fees, charges, dedications and other requirements established herein. The fees, charges, dedications, or other requirements levied hereunder are not subject to the restrictions set forth in Government Code Section 66007(a), and the transmittal shall include notice to that effect.

7. Condition to Issuance of Building Permit. No city or county may issue a building permit for any residential development project, as defined by law, absent certification by the Assistant Superintendent, Business Services or his/her designee of (1) compliance by that project with any fee, charge, dedication, or other requirement under this Resolution or (2) his/her determination that the fee, charge, dedication, or other requirement does not apply to the development project.

8. Payment of Fee. In order to obtain the Certificate of Compliance for a building permit, the residential development project shall pay to the District the applicable fee, charge, dedication, or other requirement equal to Two Dollars and Twenty-Four Cents (\$2.24) per square foot of assessable space, as defined by law and in the regulations adopted pursuant to this Resolution. Pending further review, no fee will be levied on senior citizen housing as defined in Government Code Section 65995.1 and subject to the conditions set forth therein.

9. Validity of Certificate of Compliance. Any Certificate of Compliance with the requirements of this Resolution, issued based upon a representation to the District of the square footage of the development project in question, shall be automatically canceled in the event that the representation is not accurate for any reason. Also, in the event the fee, charge, dedication, or other

requirement paid pursuant to Paragraph No. 8 of this Resolution fails to compensate the District for the amount required therein, e.g., a check presented for payment is not honored or is returned by the payer's bank for any reason, the related Certificate of Compliance shall be automatically canceled.

10. Form of Payment. Nothing herein shall preclude satisfaction of the requirement of payment of the amounts set forth herein by dedication of land on terms acceptable to the Board; or preclude acceptance by the Board of fees, charges, or land whose value exceeds that required by this Resolution. In the absence of any such agreement to accept a dedication of land, the above amounts shall be collected in the form of fees, charges, or other requirements.

11. Negotiation with Development Projects. The Assistant Superintendent, Business Services or his/her designee is authorized to enter into negotiations with representatives of residential development projects, subject to Board acceptance, regarding the substitution of charges, dedications; or other requirements in lieu of the payment of fees as described herein; provided, however, that the value of such charges, dedications, or other requirements shall be at least comparable to the amounts specified herein.

12. Time for Payment of Fee. The fees, charges, dedications, or other requirements shall be paid or granted directly to the District prior to issuance of the Certificate of Compliance, unless the District and the developer mutually agree otherwise in writing, or unless the District enters into a contract with the appropriate city or county to collect and otherwise administer the fees, charges, dedications and other requirements established herein in which case the developer shall adhere to the terms of the contract.

13. Collection by Other Government Agencies. The Assistant Superintendent, Business Services or his/her designee is authorized to promptly enter into negotiations, subject to Board acceptance, for such agreements as may be necessary and appropriate with any other government agency to implement the collection and acceptance of fees, charges, dedications and other requirements established herein; the issuance and revocation of Certificates of Compliance; the deposit of fees and charges; and any matter related thereto. Nothing herein shall be construed to authorize any delay beyond the date specified here-in-below in levying the fees, charges, dedications or other requirements provided for herein.

14. Payment Contract. The Assistant Superintendent, Business Services or his/her designee is directed to request that each city and county require the contract, recordation, and notification provided for in Government Code Section 66007(c).

15. Maintenance of Separate Account. All fees and charges, along with any interest income earned thereon, shall be deposited in a separate capital facilities account or fund in a manner to avoid any co-mingling of the fees and charges with other revenues and funds of the District, except for temporary investments, and shall be expended solely for the purposes for which the fees and charges are collected. For each separate account or fund, the Assistant Superintendent, Business Services or his/her designee shall, within sixty (60) days of the close of each fiscal year, make available to the public the beginning and ending balance for the fiscal year; the fee, interest, and other income to the account or fund; the amount of expenditure listed by public facility; and the amount of any refunds made under Paragraphs 17 and 18 of this Resolution. The Board shall review this information at the next regularly scheduled public meeting, held not less than fifteen (15) days after the availability of this information. Notice of the time and place of the meeting, including the address where this information may be reviewed, shall be mailed, at least fifteen (15) days prior to the meeting, to any interested party who files a written request with the District for



mailed notice of the meeting. Any written request for mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests shall be filed on or before April 1 of each year.

16. School Facilities Account Established. The fees, charges, dedications, or other requirements established herein will be collected for public improvements or facilities for which an account has been established. Funds have been appropriated from this account as described in the documents listed in and/or referred to in Exhibit A. The District has adopted a proposed construction schedule or plan as of the date of this Resolution, as is described in the documents listed in and/or referred to in Exhibit A. Therefore the District shall require the payment of fees, charges, dedications, and other requirements at or before the time of issuance of building permits, as set forth above.

17. Refund of Fees. In the event that a project qualifies for refund of the fee, charge, dedication, or other requirement under Education Code Section 17624 (i.e. refund after expiration of building permit without construction); repayment shall be made, less the amount of the administrative costs incurred in collecting and repaying the fee, charge, dedication, or other requirement. The Assistant Superintendent, Business Services or his/her designee shall determine said administrative costs. Regulations governing the calculation of said administrative costs shall be made available by the Assistant Superintendent, Business Services or his/her designee to members of the public no later than sixty (60) days from the date of this Resolution.

18. Funds Unexpended After Five Years. As required by law, once each fiscal year the Board shall make findings with respect to any portion of the fee or charge remaining unexpended or uncommitted in its account five (5) or more years after deposit of the fee or charge to identify the purpose to which the fee or charge is to be put and to demonstrate a reasonable relationship between the fee and the purpose for which it was charged. The District shall refund to the then-current record owner or owners of lots or units of the development project, on a pro-rated basis, the unexpended or uncommitted portion of the fee and any interest accrued thereon, for which need cannot be demonstrated by making the findings described above. If the administrative costs exceed the amount to be refunded, the District may, after holding a public hearing in accordance with Government Code Section 66001(f), allocate the funds as authorized by law.

19. Procedure for Protest of Residential Development Fees.

A. Developers of residential projects wishing to protest payment of developer fees on a specific project shall do each of the following:

1. tender the required payment in full or provide evidence satisfactory to the Assistant Superintendent, Business Services or his/her designee of arrangements to ensure performance of the conditions necessary to meet the requirements of the imposition; and

2. serve written notice on the Assistant Superintendent, Business Services or his/her designee stating (a) that the required payment is tendered in full, or that any conditions which have been imposed are provided for or satisfied, under protest; and (b) informing the District of the factual elements of the dispute and the legal theory forming the basis of the protest.

B. The burden of establishing the basis for the protest shall be on the party pursuing it.

C. The written protest must be filed with the Assistant Superintendent, Business Services or his/her designee within ninety (90) days after the imposition of the fee on the particular project.

D. Upon receipt of an acceptable written protest, the Assistant Superintendent, Business Services or his/her designee will, within thirty (30) days, provide a written response to the developer which shall either:

1. grant the protest in whole or in part; and/or
2. deny the protest in whole or in part and provide the basis for denial;  
or
3. request additional information for further consideration of the protest.

E. If the developer is not satisfied with the response, the developer must request an appeal hearing on the protest before the Board. Said request must be filed with the Assistant Superintendent, Business Services or his/her designee within thirty (30) days of the date of the protest response.

F. Notice of the date and time of the Board hearing shall be sent to the developer within fifteen (15) days of receipt of the request for hearing. The Board shall be provided copies of the written protest and the response of the Assistant Superintendent, Business Services or his/her designee prior to the hearing.

G. The developer and District staff may present additional information and statements at the hearing, and the Board may question the developer and staff.

H. The decision of the Board shall be made at the conclusion of the hearing and shall be final. The decision of the Board is reviewable by a court under Code of Civil Procedure Section 1094.5.

20. Administrative Regulation. The Assistant Superintendent, Business Services is authorized to promulgate and publish administrative regulations defining and implementing the provisions of this Resolution. The regulations shall describe all legal exemptions from, and limitations on, the fees, charges, dedications and other requirements established herein. The regulations shall provide a procedure for claiming an exemption. The regulations shall also include relevant legal definitions where appropriate.

21. Other Requirements Not Precluded. Except as expressly provided by applicable law, nothing herein shall be interpreted to preclude the District from taking any other action including, but not limited to, levying any other fee, charge or requirement of dedication of land which the Board determines to be necessary in order to obtain and provide school facilities which meet the needs of the District, its students, and the community.

22. Effective Date. The effective date of this Resolution is June 20, 2004. The fees and other requirements established herein may not be imposed or levied prior to the effective date of the Resolution.

23. Severability. If any provision of the Resolution is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining portions shall not in any way be affected or impaired thereby.

This Resolution is adopted this 21st day of April 2004, by the following vote:

AYES \_\_\_\_\_

NAYS \_\_\_\_\_

ABSTENTIONS \_\_\_\_\_

ABSENT \_\_\_\_\_

**BOARD OF EDUCATION  
CHICO UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_  
Scott Brown, Superintendent

CHICO UNIFIED SCHOOL DISTRICT  
 1163 E. 7<sup>th</sup> Street  
 Chico, CA 95928-5999  
 530-891-3000 ext. 107

RESOLUTION 901-04

RESOLUTION TO GRANT A DESIGNATED PERIOD FOR  
 TWO YEARS ADDITIONAL SERVICE CREDIT

WHEREAS, the Board of Education of the Chico Unified School District participates in the Public Employees' Retirement System; and

WHEREAS, said Board of Education desires to provide a designated period for Two Years Additional Service Credit (Section 20904) for eligible Chico Unified School District employees;

NOW, THEREFORE, BE IT RESOLVED that said Board of Education does seek to add a designated period and does hereby authorize this Resolution, indicating a desire to establish a designated period from June 1, 2004 through August 31, 2004 for eligible Chico Unified School District employees.

PASSED AND ADOPTED at a regular meeting of the Governing Board of the Chico Unified School District of Butte County on April 21, 2004.

AYES:  
 NOES:  
 ABSENT:  
 ABSTAIN:

\_\_\_\_\_  
 Steve O'Bryan, President

\_\_\_\_\_  
 Scott Huber, Vice President

\_\_\_\_\_  
 Anthony Watts, Clerk

\_\_\_\_\_  
 Rick Rees, Member

\_\_\_\_\_  
 Rick Anderson, Member

CERTIFICATION OF GOVERNING BODY'S ACTION

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Board of Education of the Chico Unified School District on April 21, 2004.

\_\_\_\_\_  
 Scott Brown, Secretary  
 Board of Education