



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

**BOARD OF EDUCATION
REGULAR MEETING
AUGUST 18, 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 3rd 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 - 07/21/04](#)
Consider approval.

Exhibit

- 4.2 [Minutes of Regular Meeting - 08/04/04](#) Exhibit
Consider approval.
- 4.3 [Certificated Human Resources Actions](#) Exhibit
Consideration of certificated HR changes.
- 4.4 [Classified Human Resources Actions](#) Exhibit
Consideration of classified HR changes.
- 4.5 [Payment of Warrants](#)
Consider payment of warrants drawn for billings received between July 29 and August 11, 2004.
- 4.6 [Notices of Completion](#) Exhibit
Consider approval of the notices of completion for reroofing project for the following site:
> Chico Junior High School
- 4.7 [Consultant Agreement - Kelly Graves](#) Exhibit
Consider approval of the consultant agreement between CUSD and Kelly Graves to provide a customized staff development project to improve teamwork, communications strategies, professionalism and customer satisfaction strategies for the Information Services Department. Individual & group sessions w/emphasis on leadership, conflict resolution and analysis of work flow, based on personality type and learning preference. Funding Source: Enhancing Education Through Technology Grant (EETT). There is no impact to the general fund.
- 4.8 [Consultant Agreement - Butte County Office of Education](#) Exhibit
Consider approval of the consultant agreement between CUSD and BCOE to provide program monitoring and evaluation of middle school and high school TUPE programs. Services to be provided by BCOE Evaluation team. Funding Source: TUPE Grant. There is no impact to the general fund.
- 4.9 [Consultant Agreement - Butte County Office of Education](#) Exhibit
Consider approval of the consultant agreement between CUSD and BCOE to provide a Tobacco Education Specialist who will deliver tobacco education and curriculum/programs to students in grades 4-8. Curriculum will be consistent with state and federal mandates in the areas of tobacco use, prevention and intervention. Funding Source: Elementary TUPE and Title IV. There is no impact to the general fund.
- 4.10 [Consultant Agreement - Marriam Abou-El-Haj](#) Exhibit
Consider approval of the consultant agreement between CUSD and Marriam Abou-El-Haj to serve as a Prevention/Intervention Specialist to provide individual/group prevention/intervention services related to mandates under Safe & Drug-Free Schools and TUPE programs. Services to be provided 7 hours per week at PVHS. Funding Source: HS TUPE and Title IV. There is no impact to the general fund.

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 [Refinancing of 1996 Certificates of Participation](#)
Government Financial Strategies will present information on refinancing the 1996 Certificates of Participation.

- 5.2 [Resolution No. 915-04 - Authorizing Borrowing of Funds through use of a Tax Revenue Anticipation Note \(TRANS\)](#) Exhibit
Randy Meeker, Assistant Superintendent - Business Services will present information regarding Resolution No. 915-04.

- 5.3 [Summer Projects Update](#) Exhibit
Mike Weissenborn, Manager - Facilities/Construction will provide an update on the status of summer projects.

6. ACTION CALENDAR

- 6.1 [Consultant Agreement - Interquest Detection Canines](#) Exhibit
Action: Consider approval of the consultant agreement between CUSD and Interquest Detection Canines to provide contraband inspection services utilizing non-aggressive contraband detection canines. The sixty (60) visits will be provided to the following schools: 20 visits to PVHS, 20 visits to CHS and 20 visits to FVHS. Funding Source: Site Safe Schools funding. There is no impact to the general fund.

- 6.2 [Resolution No. 915-04 - Authorizing Borrowing of Funds through use of a Tax Revenue Anticipation Note \(TRANS\)](#)
Action: Consider adoption of Resolution No. 915-04 authorizing borrowing of funds through use of a TRANS.

- 6.3 [Consultant Agreement - Boys and Girls Clubs of the North Valley](#) Exhibit
Consider approval of the consultant agreement between CUSD and Boys and Girls Clubs of the North Valley to provide, subject to the availability of resources, an after school program consisting of educational, enrichment, and recreational activities for 180 CUSD students from 21st Century Program Schools. All expenses incurred by mutual agreement will be paid after receipt of itemized bills. This is a federally funded program with no direct costs to the general fund. Students may attend up to 210 days per school year.

- 6.4 [Consultant Agreement - Chico Area Recreation and Park District](#) Exhibit
Consider approval of the consultant agreement between CUSD and CARD to provide trained and supervised recreations leaders, supplies, equipment, snack and field trip expenses for the 21st Century After School Program at Chapman, Citrus, J. Partridge, McManus, Parkview and Rosedale schools for 210 days per school year. Administrative costs will not exceed 10%. This is a federally funded program with no direct costs to the general fund.

7. ANNOUNCEMENTS

8. BOARD ITEMS FOR NEXT AGENDA

9. CLOSED SESSION

9.1 Conference with Labor Negotiators under Government Code §54957.6

Agency Negotiator: Bob Latchaw, Executive Director - Human Resources

Employee Organizations: > CUTA
> CSEA, Chapter #110

Other Representatives: Kelly Staley, Assistant Superintendent
Randy Meeker, Assistant Superintendent

9.2 Public Employee Performance Evaluation under Government Code §54957

Title: Superintendent

10. ADJOURNMENT

Board agendas, exhibits, and highlights are available on-line at: 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

ADMINISTRATION:

Dr. Scott Brown, Superintendent
Bob Latchaw, Executive Director - Human Resources
Kelly Staley, Assistant Superintendent - Educational Services
Randy Meeker, Assistant Superintendent - Business Services
Bob Feaster, Director - Educational Services
Tracy Martineau, Director - Classified Human Resources
Alan Stephenson, Director - Educational Services
Bernard Vigallon, Director - Educational Services
Mike Weissenborn, Manager - Facilities/Construction
Greg Einhorn, Attorney at Law
Kim Hutchison, Executive Secretary

OTHERS:

Association representatives, news media, and visitors.

1. CALL TO ORDER

- 1.1 At 7:01 p.m., Mr. O'Bryan called the meeting to order and welcomed visitors.
- 1.2 Mr. O'Bryan led the Pledge of Allegiance.

2. SUPERINTENDENT'S REPORT

Mr. O'Bryan recognized the following retirees for their outstanding and dedicated services to the students, staff and community of CUSD: Ren Wakefield, Christie Smith and Lani McSweeney.

3. HEARING SESSION/PUBLIC FORUM

At 7:07 p.m., Mr. O'Bryan opened the Hearing Session/Public Forum. Members of the audience expressed their concerns regarding Marsh Junior High School. At 7:45 p.m. there were no further comments and the Hearing Session/Public Forum was closed.

4. CONSENT CALENDAR

Prior to the approval of the Consent Calendar, Mr. O'Bryan announced that an amendment would be made to Item 4.3 - Classified Human Resource Actions. Sue Sullivan's position is incorrectly listed as 4.6 hours. The hours should read 4.8.

Mr. Watts requested that Items 4.9 and 4.13 be removed for individual discussion.

- 4.1 The Board approved the minutes of the 06/16/04 Regular Meeting. *MSC Watts/Rees*
- 4.2 The Board approved the following Certificated Human Resources Actions: *MSC Watts/Rees*

Name	Assignment	Effective	Comment
<u>Administrative Appointment(s)/Change in Assignment 2004/05</u>			
Boyer, Brian	1.0 FTE Assistant Principal - Senior High	2004/05	Appointment
Brinson, Janet	1.0 FTE Director	2004/05	Change in Assignment
Deromedi, Eddi	0.4 FTE Principal-Elementary/ 0.4 FTE Project Specialist	2004/05	Change in Assignment
<u>Part-Time Leave Requests for 2004/05</u>			
Allen, Joanna		2004/05	0.65 FTE Leave
Carlisle, Kate		2004/05	0.4 FTE Leave
Mahon-Russo, Leslie		1 st Semester 2004/05	0.2 FTE Leave
<u>Rescission of Leave Requests for 2004/05</u>			
Pronsolino, Cynthia		2004/05	Rescind 0.2 FTE Leave Request
Wilson, Linnea		2004/05 (Effective 6/21/04)	Rescind 1.0 FTE Leave Request
<u>Probationary Appointment(s) 2004/05</u>			
Bankhead, Carol Lyn	0.2 FTE Secondary	2004/05	Probationary Appointment
Bishop, Gregory	1.0 FTE Elementary	2004/05	Probationary Appointment
Bransky, Ray	1.0 FTE Elementary	2004/05	Probationary Appointment
Carr, Christina	1.0 FTE Special Education	2004/05	Probationary Appointment
Cockrell, Ronnie	1.0 FTE Secondary	2004/05	Probationary Appointment
Johnson, Paula	1.0 FTE Secondary	2004/05	Probationary Appointment
Ritcher, Nancy	0.6 FTE Secondary	2004/05	Probationary Appointment
Stadtmiller, Rhonda	0.6 FTE Secondary	2004/05	Probationary Appointment
<u>Temporary Appointment(s) 2004/05</u>			
Dahlgren, Kathleen	0.6 FTE Elementary	1 st Semester 04/05	Temporary Appointment
Dunsmoor, Jeanine	0.6 FTE Secondary	1 st Semester 04/05	Temporary Appointment
Hastings, Victoria	1.0 FTE Secondary	1 st Semester 04/05	Temporary Appointment
LaFaix, Leanna	0.4 FTE Elementary	1 st Semester 04/05	Temporary Appointment
Lancaster, Diane	0.2 FTE Elementary	1 st Semester 04/05	Temporary Appointment
McLearn, Janelle	0.8 FTE Elementary	1 st Semester 04/05	Temporary Appointment
Peacock, Miles	1.0 FTE Secondary	1 st Semester 04/05	Temporary Appointment
<u>Summer Session 2004</u>			
Budraja, Manju	Junior High	Peck, Michael	Senior High
Farrell, Andrew	Junior High		

Retirements/Resignations

Rockfellow-Leiker, Ann

6/25/04

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/</u>
<u>Appointments</u>			
Baber, Susan	Program Coordinator-Substance Use	08/17/04	New Position/
Bentley, Moira	IPS-Healthcare/Marigold/3.0	08/17/04	Vacated Position/
Berg, Katie	IPS-Classroom/Loma Vista/2.0	08/17/04	New Position/
Gall, Suzanne	IPS-Classroom/Loma Vista/1.0	06/16/04	New Position/
Gess, Cynthia	Payroll Specialist/Business Office/8.0	06/21/04	Vacated Position
Gilbert, James	Custodian/Emma Wilson-Rosedale/8.0	06/25/04	Vacated Position
Kemp, Mary	Library Media Asst/Chapman/2.5	06/21/04	Vacated Position
Morrison, Jeana	IPS-Classroom/Loma Vista/2.0	08/17/04	New Position/
Phillipi, Meghan	IPS-Classroom/Marigold/3.5	08/17/04	New Position/
Pinnell, Barbara	IPS-Healthcare/Loma Vista/3.0	08/17/04	Vacated Position/
Pinnell, Barbara	IPS-Classroom/Loma Vista/2.0	08/17/04	Vacated Position/
Puterbaugh, Skylar	IPS-Classroom/Loma Vista/2.0	08/17/04	Vacated Position/
Turcotte, Dana	IPS-Classroom/LCC/3.5	08/03/04	Vacated Position/
<u>Re-employ from Layoff</u>			
Geerlings, Jennifer	Targeted Case Manager/Partridge/3.0	08/30/04	Existing Position/
<u>Promotion</u>			
Coppage, Denise	IA-Elementary/McManus/3.0	08/17/04	New Position/
Crjjenica, Carol	Cafeteria Cashier/MJHS/2.5	08/16/04	Vacated Position/
<u>Increased Hours</u>			
Phillips, Leslie	Parent Classroom Aide-Rest/Forest	08/17/04	Existing Position/
<u>Transfer w/Increased Hours</u>			
Graves, Patrice	IPS-Classroom/Loma Vista/1.2	08/23/04	Existing Position/
Hirschbein, Lee	IPS-Healthcare/MJHS/6.5	08/23/04	New Position/
<u>Voluntary Reduction in Hours</u>			
Pinson, Paula	Healthcare Asst-Specialized/	08/17/04-	Existing Position/
<u>Reclassification</u>			
Walter, Kathleen	Accounting Technician/Ed Svcs/8.0	07/01/01	Existing Position
<u>Leave of Absence</u>			
Tillson, Rebecca	IPS-Classroom/LCC/5.5	08/02-11/26/04	Per CBA 5,12
<u>Layoff to Re-Employment</u>			

Layoff to Re-Employment

Geerlings, Jennifer	Targeted Case Manager/Partridge/4.0	08/30/04	Lack of Funds/ Categorical
Lewis, Kelly	IA-Sr Elementary Guidance/Sierra View/ 1.5 & 1.5	08/30/04	Lack of Funds/ Categorical
Miller, Cherise	IA-Sr Elementary Guidance/Chapman/4.0	08/30/04	Lack of Funds/ Categorical
Shippen, Mary	IA-Sr Elementary Guidance/Neal Dow/3.0	08/30/04	Lack of Funds/ Categorical

Resignation/Termination

Carr, Jeffrey	IPS-Classroom/CHS/3.0	07/23/04	Voluntary Resignation
Castner, Linda	OA-Elementary Attendance/Chapman/6.0	08/27/04	GH Retirement
Figura, Renee	IPS-Healthcare/Loma Vista/3.0 & 2.0	07/17/04	Voluntary Resignation
Frenz, Heather	IA-Sr Elementary Guidance/Cohasset/.8	08/30/04	Voluntary Resignation
Johnsen, Patricia	Cafeteria Cashier/PVHS/4.0	07/31/04	GH Retirement
Ross, Susan	IA-Special Education/Neal Dow/5.0	08/08/04	Retirement
Shirley, Daniel	IA-Computers/CAL/4.0	07/07/04	Voluntary Resignation
Sullivan, Sue	Administrative Asst/District/4.6- 4.8	08/31/04	GH Retirement
Turner, Jason	IPS-Classroom/BJHS/3.0 & 3.0	07/17/04	Voluntary Resignation

<u>NAME</u>	<u>CLASS/LOCATION/HOURS</u>	<u>EFFECTIVE</u>	<u>COMMENTS/ FUND</u>
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Summer School Appointments

Day-To-Day, Contingent Upon Enrollment

Forbes, Stephanie	Trans Special Education Aide/Transportation/TBD	6/21/2004- 7/16/2004	Summer School
Gudgeon, Richard	School Bus Driver, Type 1/Transportation/TBD	6/21/2004- 7/16/2004	Summer School
Runnells, Marina	Trans Special Education Aide/Transportation/TBD	6/21/2004- 7/16/2004	Summer School
Young, Kimberly	School Bus Driver, Type 1/Transportation/TBD	6/21/2004- 7/16/2004	Summer School

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	319200 - 319514	\$1,273,949.70
12	Child Development	319515	\$70.33
13	Nutrition Services	319516 - 319518	\$5,589.82
14	Deferred Maintenance	319519 - 319520	\$7,861.58
24	BLDG FD - Measure A (P & I)	319521 - 319523	\$792.61
25	Capital Facilities FD - State CAP	319524 - 319525	\$910.00
29	BLDG FD - 1988 Ser. C - INT	319526	\$2,500.00
35	County School Facilities Fund	319527 - 319533	\$43,283.92
CURRENT WARRANT TOTAL:			\$1,334,957.96
PREVIOUS WARRANT TOTAL:			\$0.00
TOTAL WARRANTS TO BE APPROVED:			\$1,334,957.96

4.5 The Board approved the clearing of expulsions of the students identified by the following student numbers: #26706; #21726; #19035; #40376; #19027; #18647; #31329; #51906; #38021; #11649; #19728; #53342; #13937; #51813; #17990; #54562; #14132; #38328; #27842; #42999; #20564; #40601; #26904; #51132; #14216; #37819 *MSC Watts/Rees*

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

Donor	Donation	Recipient
Brian Daellenback Chico Bike & Board	2 bicycle seats	Chapman
McColls Attn: Abe Carnett	3 buckets ice cream	Chapman
LuLu's Colleen Cannon Debra Cannon	loveseat for library seating area	Chapman
HCP Industries, Inc.	\$100	Chapman
Teacher's Book Connection Ken Grossman	30 paperback novels \$1000	Chapman Chapman
Sierra Nevada Brewing Company Steve & Katy O'Bryan Pullins Cyclery	one bike	Chapman
Richard C. Frey PTA Attn: Connie Altman	4 used art storage/display bins picnic tables \$4386.29	CUSD Fine Arts LCC
David Scott	picnic table constructed by CHS Agricultural Welding Class	Loma Vista
Dakuan Sun PTSA c/o Wendy Deen	\$35 \$600	Neal Dow PVHS
Safeway Inc./U.S. Corporate Creekside Volleyball Academy	\$500 \$1000	PVHS PVHS
Far West Drice, Inc. Hulls Nor Cal Windo and Door, Inc	\$100 \$220	PVHS PVHS
Pleasant Valley PTSA	\$600	PVHS

4.7 The Board approved the consultant agreement between CUSD and Challenge Day to provide three Challenge Days for participating Chico High School students. Funding Source: Smaller Learning Communities Grant. There is no impact to the general fund. *MSC Watts/Rees*

- 4.8 The Board approved the consultant agreement between CUSD and Colorado Consulting Network (CCN) to provide professional development for K-6 teachers with "Step Up to Writing". CCN will provide one trainer for 70-80 CUSD teachers who will attend two sessions. This contract is for Session 2, to be conducted August 27 - 28, 2004. Working dinners will also be provided by PAR. Six hours of training will be provided each day of each session. Funding Source: Peer Assistance and Review (PAR) Funds. There is no impact to the general fund.
MSC Watts/Rees
- 4.9 The Board approved the consultant agreement between CUSD and Quintessential School Systems, Inc. to modify the QSS School 3000 financial software program to incorporate required changes in the accounting postings of the voluntary deduction system. Funding Source: General Fund-Unrestricted *MSC Watts/Anderson*
- 4.10 The Board approved the major fund raising request by LCC to hold gift wrap sales September 3 - 17, 2004 to raise funds for class field trips and 6th grade environmental camp. *MSC Watts/Rees*
- 4.11 The Board approved the major fund raising request by EWE to hold gift wrap sales September 24 - October 15, 2004 to raise funds for classroom supplies and enrichments. *MSC Watts/Rees*
- 4.12 The Board approved the intent to apply for 2004-05 funding of Consolidated Categorical Aid Programs.
MSC Watts/Rees
- 4.13 The Board approved the notice of completion for the new ball wall at the Chapman Elementary School.
MSC Watts/Anderson
- 4.14 The Board adopted Resolution #913-04 - Elimination of Classified Services and Ordering Layoffs in the Classified Service for the 2004-05 School Year. *MSC Watts/Rees*

<u>Classification</u>	<u>FTE</u>
Parent Liaison Aide-Restricted	.1000
Parent Classroom Aide-Restricted	.3125
Parent Clerical Aide-Restricted	.2500

5. DISCUSSION CALENDAR

- 5.1 At 7:53 p.m., Mr. O'Bryan opened the Public Hearing regarding the Chico County Day School Charter Renewal Request. Members of the audience expressed their support for the renewal request. There were no further comments and at 7:58 p.m., the Public Hearing was closed.
- 5.2 Mike Rupp, Principal at PVHS made a presentation to the Board a requesting the Board give consideration to funding for a Performing Arts Center for the PVHS campus.
- 5.3 Mike Weissenborn, Manager - Facilities/Construction provided a summer projects update. Projects this summer include renovations at CHS, BJHS, parking lot improvements at PVHS, completion of the Marigold playground, and relocatables for MJHS.

6. ACTION CALENDAR

- 6.1 The Board approved the CCDS charter renewal request presented at the May 19, 2004 Board of Education meeting requesting a charter renewal for five (5) years. *MSC Anderson/Watts*

7. ANNOUNCEMENTS

The 13th District PTA meeting will be held on Thursday, August 5th.

8. ITEMS FOR THE NEXT BOARD AGENDA

There were no items for the next agenda.

9. CLOSED SESSION

At 8:49 p.m., the Board recessed into closed session for the purpose conference with Labor Negotiator and Public Employee Performance Evaluation: Title - Superintendent Mr. O'Bryan announced those who would be attending: Bob Latchaw, Executive Director - Human Resources; Kelly Staley, Assistant Superintendent - Educational Services; Randy Meeker, Assistant Superintendent - Business Services.

At 12:06 a.m. the Board reconvened and announced that the Closed Session would recess until Tuesday, July 27, 2004 at 6:00 p.m. in the District Office Large Conference Room.

RECONVENE

At 6:03 p.m. on Tuesday, July 27, 2004 the Board reconvened in a continuation of Closed Session.

10. ADJOURNMENT

At 9:58 p.m. Mr. O'Bryan officially adjourned the meeting of July 21, 2004. Mr. O'Bryan also announced that the Board would meet on Monday, August 2, 2004 at 7:00 p.m. in the District Office Large Conference Room in a Special Meeting to continue the Closed Session. There were no further announcements.

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NEXT REGULAR MEETING: Wednesday, August 4, 2004
7:00 p.m., Chico City Council Chambers

APPROVED:

Board of Education

Administration

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

ADMINISTRATION:

Dr. Scott Brown, Superintendent
Bob Latchaw, Executive Director - Human Resources
Kelly Staley, Assistant Superintendent - Educational Services
Randy Meeker, Assistant Superintendent - Business Services
Bob Feaster, Director - Educational Services
Tracy Martineau, Director - Classified Human Resources
Alan Stephenson, Director - Educational Services
Bernard Vigallon, Director - Educational Services
Mike Weissenborn, Manager - Facilities/Construction
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.
- 1.2 Mr. O'Bryan led the Pledge of Allegiance.

2. SUPERINTENDENT'S REPORT

Mr. Watts presented a donation of one digital microscope to Chico High School and Pleasant Valley High School.

3. HEARING SESSION/PUBLIC FORUM

At 7:05 p.m., Mr. O'Bryan opened the Hearing Session/Public Forum. Members of the audience expressed their concerns regarding a variety of topics. At 7:42 p.m. there were no further comments and the Hearing Session/Public Forum was closed.

4. CONSENT CALENDAR

- 4.1 The Board approved the minutes of the 06/23/04 Special Meeting. *MSC Huber/Watts*
- 4.2 The Board approved the minutes of the 07/23/04 Special Meeting. *MSC Huber/Watts*

- 4.3 The Board approved the following Certificated Human Resources Actions: *MSC Huber/Watts*

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Comment</u>
<u>Administrative Appointment(s) 2004/05</u>			
Piluso, Steve	Principal, Junior High	2004/05	Appointment
Severe, Lawrence "Rhys"	Assistant Principal, Junior High	2004/05	Appointment
<u>Full-Time Leave Requests for 2004/05</u>			
McMillan, Oden		2004/05	1.0 FTE Leave
<u>Part-Time Leave Requests for 2004/05</u>			
DiPasqua, Paul		2004/05	0.2 FTE Leave
Dobbs, Tim		2004/05	0.3 FTE Leave
<u>Probationary Appointment(s) 2004/05</u>			
Flory, Jennifer	1.0 FTE Secondary	2004/05	Probationary Appointment
Linville, Daniel	1.0 FTE Elementary	2004/05	Probationary Appointment
Marc, Paul	0.4 FTE Secondary	2004/05	Probationary Appointment
<u>Temporary Appointment(s) 2004/05</u>			
Carmo, April	1.0 FTE Secondary	1 st Semester 2004/05	Temporary Appointment
Passavant, Timothy	0.5 FTE Secondary	1 st Semester 2004/05	Temporary Appointment
Ramirez-Carrillo, M. Guadalupe	1.0 FTE Elementary	1 st Semester 2004/05	Temporary Appointment

- 4.4 The Board approved the following Classified Human Resources Actions: *MSC Huber/Watts*

<u>NAME</u>	<u>CLASS/LOCATION/ASSIGNED HOURS</u>	<u>EFFECTIVE</u>	<u>COMMENTS/ FUND</u>
<u>Appointments</u>			
Drane, Deborah	Cafeteria Assistant/Emma Wilson/2.0	08/03/04	Vacated Position
Fiske, Tom	IPS-Classroom/MJHS/3.0	08/17/04	Vacated Position/ Special Ed
Lewis, Kelly	IPS-Classroom/Citrus/3.0	08/17/04	New Position/ Special Ed
Lo, Sor	Impacted Language Liaison/CHS/3.0	08/17/04	New Position/ Grant Funded
Morrissey, Matthew	IPS-Classroom/MJHS & BJHS/3.0 & 3.0	08/17/04	Vacated Positions/ Special Ed
Nahalea, Lynsey	IPS-Healthcare/Loma Vista/3.0	08/17/04	Vacated Position/ Special Ed
Sullivan, Sue	Administrative Asst/District/4.8	08/31/04	Reappointment
<u>Promotion</u>			
Kemper, Nancy	IA-Special Ed/Chapman/2.0	08/03/04	Vacated Position/ Special Ed

Kemper, Nancy IPS-Healthcare/Shasta/3.5 08/17/04 New Position/ Special Ed

Leave of Absence

Gowdy, Shauna IPS-Classroom/Parkview/3.0 08/17-12/20/04 CBA 5.12

Jones, Cynthia Office Asst-Elementary Attendance/Marigold/4.0 07/20-10/20/04 CBA 5.12

Resign Only Position Listed

Kemper, Nancy Cafeteria Assistant/MJHS/2.6 08/02/04 Voluntary Resignation

Kemper, Nancy Trans Special Ed Aide/Transportation/4.9 08/16/04 Voluntary Resignation

Resignation/Termination

Payne, Shannon IA-Elementary/Chapman/3.8 08/19/04 Voluntary Resignation

Walter, Kathleen Accounting Technician/Ed Svcs/8.0 08/14/04 GH Retirement

Summer School AppointmentsDay-To-Day, Contingent Upon Enrollment

Tefs, Suzanne Instructional Asst/High School/5.0 6/14/2004-7/23/2004 Summer School

- 4.5 The Board approved payment of the following warrants: *MSC Huber/Watts*

<u>FUND #:</u>	<u>FUND DESCRIPTION:</u>	<u>WARRANT #'S:</u>	<u>AMOUNT</u>
01	General Fund	319670 - 319868	\$604,401.90
12	Child Development		\$0.00
13	Nutrition Services	319869 - 319870	\$6,098.12
14	Deferred Maintenance	319871 - 319876	\$122,050.53
24	BLDG FD - Measure A (P & I)	319877 - 319879	\$1,335.42
25	Capital Facilities FD - State CAP	319880 - 319884	\$163,026.45
29	BLDG FD - 1988 Ser. C - INT	319885 - 319889	\$5,565.94
35	County School Facilities Fund	319890 - 319896	\$531,047.05
CURRENT WARRANT TOTAL:			\$1,433,525.41
PREVIOUS WARRANT TOTAL:			\$0.00
TOTAL WARRANTS TO BE APPROVED:			\$1,433,525.41

- 4.6 The Board approved the declaration of surplus property and approved the disposal of the listed items in accordance with administrative procedures. *MSC Huber/Watts*
- 4.7 The Board approved the consultant agreement between CUSD and Keith Lockwood to represent and provide advice to CUSD regarding labor relations matters as directed and requested by the District. Funding Source: Employer-Employee Relations. *MSC Huber/Watts*
- 4.8 The Board approved the consultant agreement between CUSD and Colorado Consulting Network to provide "Step Up to Writing" curriculum training to provide additional strategies for students not meeting grade level standards in writing. Funding Source: Title I funds. There is no impact to the general fund. *MSC Huber/Watts*
- 4.9 The Board approved the consultant agreement between CUSD and Creative Spirit to provide a one day in-service training for McManus and Marigold Elementary staff on Healthy Play. Funding Source: School Based Coordinated Program (SBCP). There is no impact to the general fund. *MSC Huber/Watts*

- 4.10 The Board approved the notices of completion for reroofing projects for the following sites: *MSC Huber/Watts*
- > Hooker Oak Elementary School
 - > Sierra View Elementary School
 - > Shasta Elementary School
 - > Parkview Elementary School
 - > Marigold Elementary School
 - > Chapman Elementary School

5. **DISCUSSION CALENDAR**

- 5.1 Janet Johnson, teacher at Oakdale School reviewed of the following new textbook proposal which is in alignment with state standards:
- > *Algebra 2 Applications, Equations, Graphs*
- 5.2 Alan Stephenson, Director - Educational Services reviewed Resolution No. 914-04 designating the Open Structure Classroom an Alternative Program. Members of the audience expressed their views regarding this issue.
- 5.3 Members of the Open Structure Classroom Parent Advisory Board presented a proposal to create an OSC K-8 pilot school. Members of the audience expressed their views regarding this issue.

RECESS

At 9:10 p.m., Mr. O'Bryan called a 10 minute recess. At 9:22 p.m., Mr. O'Bryan called the meeting back to order.

- 5.4 Interquest Detection Canines presented information regarding the services they provide with regards to contraband inspection services utilizing non-aggressive contraband detection canines. Members of the audience expressed their views regarding this issue.

6. **ACTION CALENDAR**

- 6.1 The Board approved the following new textbook proposal which is in alignment with state standards:
MSC Anderson/Rees
- > *Algebra 2 Applications, Equations, Graphs*

- 6.2 The Board adopted Resolution No. 914-04 designating the Open Structure Classroom an Alternative Program.
MSC Rees/Anderson

7. **ANNOUNCEMENTS**

Mr. Watts announced he was working with staff on mosquito magnets for school sites. Mr. Anderson announced he is participating in the Big Citizen Program for Big Brothers & Big Sisters. Mr. O'Bryan announced that the Board would hold a special Board study session on the topic of 6th grade and middle schools. The meeting date will be finalized next week.

8. **ITEMS FOR THE NEXT BOARD AGENDA**

There were no items for the next agenda.

9. **CLOSED SESSION**

At 10:05 p.m., the Board recessed into closed session for the purpose conference with Labor Negotiator. Mr. O'Bryan announced those who would be attending: Bob Latchaw, Executive Director - Human Resources; Kelly Staley, Assistant Superintendent - Educational Services; Randy Meeker, Assistant Superintendent - Business Services.

10. **ADJOURNMENT**

At 10:48 p.m., the Board reconvened. There were no announcements and the meeting was adjourned.

kh

NEXT REGULAR MEETING: Wednesday, August 18, 2004
 7:00 p.m., Chico City Council Chambers

APPROVED:

Board of Education

Administration

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

August 18, 2004

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

Name	Assignment	Effective	Comment
<u>Full-Time Leave Requests for 2004/05</u>			
Vercruse, Karen		2004/05	1.0 FTE Leave
<u>Part-Time Leave Requests for 2004/05</u>			
Parkin, Bonnie		2004/05	0.35 FTE Leave
Pronsolino, Cynthia		2004/05	0.2 FTE Leave
<u>Probationary Appointment(s) 2004/05</u>			
Blickenstaff, James	1.0 FTE Secondary	2004/05	Probationary Appointment
Childs, Jennifer	1.0 FTE Special Education	2004/05	Probationary Appointment
Hamm, Kathleen	1.0 FTE Special Education	2004/05	Probationary Appointment
Palmer, Lisa	1.0 FTE Elementary	2004/05	Probationary Appointment
Phillips, Katherine M.	1.0 FTE Elementary	2004/05	Probationary Appointment
Williams, Maggie	1.0 FTE Special Education	2004/05	Probationary Appointment
<u>Temporary Appointment(s) 2004/05</u>			
Cawthon, Brandi	1.0 FTE Elementary	1 st Semester 2004/05	Temporary Appointment
Coons, Emily	0.3 FTE Elementary	1 st Semester 2004/05	Temporary Appointment
Craig, Jessica	0.3 FTE Elementary	1 st Semester 2004/05	Temporary Appointment
Early, Gerald	up to 0.35 FTE Special Education	1 st Semester 2004/05	Temporary Appointment
McLearn, Janelle	1.0 FTE Elementary	1 st Semester 2004/05	Temporary Appointment
Rountree, Carol	1.0 FTE Special Education	1 st Semester 2004/05	Temporary Appointment
Wilson, Melissa	0.5 FTE Elementary	1 st Semester 2004/05	Temporary Appointment
<u>Retirements/Resignations</u>			
Boyd, Timothy		August 6, 2004	Resignation
Garrett, Sara		August 2, 2004	Resignation
Gibson, Lois		August 27, 2004	Retirement
Henley, Christina Hope		August 2, 2004	Resignation

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

August 18, 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>			
Beas, Maria	Bicultural Liaison/Rosedale/3.0	08/03/04	New Position/ Categorical Fund
Knight, Kristan	IPS-Classroom/Neal Dow/3.5	08/03/04	New Position/ Special Education
Seig, April	IPS-Healthcare/Chapman/3.5 & 3.0	08/03/04	New Positions/ Special Education
Triplett, Vicki	IA-Sr Elementary Guidance/Chapman/.8	08/30/04	Vacated Position/ Categorical Funds
<u>Re-employ from Layoff</u>			
Sours, Mary	L-T Office Assistant/District/2.4	08/17/04 - 02/17/05	New Limited Term Position/Strategic Planning
<u>Increase in Workyear</u>			
Nash, Robyn	Sr Office Assistant/Ed Svcs/from 11 to 12 mos	07/01/04	Existing Position
<u>Transfer w/Increased Hours</u>			
Korn, Sasha	IPS-Classroom/Rosedale/6.0	08/03/04	Vacated Position/ Special Education
Morrison, Jeana	IPS-Classroom/LCC/4.0	08/03/04	New Position/ Special Education
Zaugg, Cathleen	Office Asst-Elementary Attendance/ Chapman/6.0	08/30/04	Vacated Position
<u>Voluntary Reduction in Hours</u>			
Dean, Geri	IA-Sr Elementary Guidance/Emma Wilson/ 1.5	08/09/04	New Position/ Categorical Fund
<u>Resigned Only Position Listed</u>			
Dean, Geri	IA-Sr Elementary Guidance/Chapman/3.6	08/08/04	Voluntary Resignation
Korn, Sasha	IPS-Classroom/BJHS/4.0	08/02/04	Voluntary Resignation
Morrison, Jeana	IPS-Classroom/Loma Vista/3.0	08/02/04	Voluntary Resignation
Musso, Melissa	IPS-Classroom/Loma Vista/2.0	08/16/04	Voluntary Resignation
Seig, April	IPS-Classroom/Chapman/3.5 & 3.0	08/02/04	Voluntary Resignation
Triplett, Vicki	LT IA-Sr Elementary Guidance/McManus /.8	08/30/04	Voluntary Resignation
Zaugg, Cathleen	Office Asst-Elementary Attendance/ Partridge/4.0	08/27/04	Voluntary Resignation

Resignation/Termination

Adams, Molly	IA-Special Education/Hooker Oak/3.0	08/16/04	Voluntary Resignation
Adams, Molly	IPS-Classroom/Hooker Oak/2.3	08/16/04	Voluntary Resignation
Barker, Roma	IA-Elementary & Library Media Asst/Hooker Oak/3.0 & 2.5	06/30/04	GH Retirement
Chadwick, Kimberly	IPS-Classroom/Loma Vista/3.6	08/17/04	Voluntary Resignation
Jones, Jeff	Sr Custodian/CJHS/8.0	08/29/04	GH Retirement
Oleksiewicz, Chalice	IA-Special Education/FVHS/5.9	08/30/04	GH Retirement
Robles, Martha	Targeted Case Manager/Chapman/4.0	08/10/04	Voluntary Resignation
Rollins, Keith	IA-Alternative Education/CAL/4.0	08/02/04	Voluntary Resignation

WHEN RECORDED MAIL TO:

Randy Meeker
Asst. Superintendent, Business
Chico Unified School District
1163 East Seventh Street
Chico, California 95928-5999

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

DSA FILE NO. N/A
DSA APPL NO. N/A
PROJECT NOS. 23005.7

NOTICE OF COMPLETION

1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.
2. The FULL NAME of the OWNER is **CHICO UNIFIED SCHOOL DISTRICT.**
3. The FULL ADDRESS of the OWNER is **1163 EAST SEVENTH STREET, CHICO, CALIFORNIA, 95928-5999.**
4. The NATURE OF THE INTEREST or ESTATE of the undersigned is: **IN FEE**
5. A work of improvement on the property hereinafter described was **COMPLETED** on **August 9, 2004** and accepted by the Chico Unified School District on **August 18, 2004.**
6. The work of improvement completed is described as follows: **FURNISHING OF ALL LABOR, MATERIALS AND SERVICES FOR THE REROOFING OF UNIT 200 EAST AT THE CHICO JUNIOR HIGH SCHOOL FOR THE CHICO UNIFIED SCHOOL DISTRICT, CHICO, BUTTE COUNTY, CALIFORNIA.**
7. The NAME OF THE ORIGINAL CONTRACTOR for such work of improvement is **Clark Roofing, 2076 Acoma Street, Sacramento, CA 95815.**
8. The street address of said property is:

CHICO JUNIOR HIGH SCHOOL – 280 Memorial Way, Chico, CA 95926

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

ASSESSORS PARCEL NUMBERS: 003-177-001, 003-175-004, 003-180-014 & 003-180-017

Chico Unified School District

Date: _____ Signature of Owner or agent of owner _____
Randy Meeker, Agent

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

Date and Place

(Signature of person signing on behalf of owner)

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: Kelly Graves

Payee (Make Check Payable to): Internal Solutions Consulting

Street/PO Box: 11 Heartwood Court

City/State/Zip: Chico, CA 95928

Phone: 530/321-5309

Payee Social Security or Taxpayer I.D. #: City of Chico Business License #36654

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:

Customized Staff Development Project: Improve teamwork, communications strategies, professionalism & customer satisfaction strategies for Information Services Dept. Individual & group sessions w/emphasis on leadership, conflict resolution & analysis of work flow, based on personality type and learning preference.

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

\$ _____ per day/hour for _____ days/hours OR \$ 5,000.00 per ~~month~~ performance
\$ _____ additional expenses (describe) _____

TOTAL AMOUNT NOT TO EXCEED \$ 5000.00

This agreement will be in effect from 08/23/04 to 12/23/04

ACCOUNT(S) TO BE CHARGED - Enhancing Educ Through Technology EETT-formule grant funding
#01-4045-0000-5-2420-741

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

Date

RECOMMENDED:

Signature of Originating Administrator

Date

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
1183 East Seventh Street
Chico, California 95923-5999
(530) 891-3000

CONSULTANT AGREEMENT

Please read instructions on back before completing this form.

Name of Person or Firm Furnishing the Contracted Services: Butte County Office of Education
Payee (Make Check Payable to):
Street/PO Box: 1859 Bird Street
City/State/Zip: Oroville, Ca 95965
Phone: 530-538-7469
Payee Social Security or Taxpayer I.D. #: 94-6002433

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:
Program monitoring and evaluation of Middle School and High School TUBE programs. Services to be provided by BCUE evaluation team.

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

\$ _____ per day/hour for _____ days/hours OR \$ 3,000 per activity/performance
\$ _____ additional expenses (describe) _____

TOTAL AMOUNT NOT TO EXCEED \$ 3,000

This agreement will be in effect from 8/19/04 to 6/30/05

ACCOUNT(S) TO BE CHARGED 508 from Middle School TUBE - 01-6650-01-1110-1000-740
508 from High School TUBE 01-6670-01-1110-1000-740

Signature of Consultant (Please read terms & conditions on back before signing.) [Signature] Date 8/09/04

RECOMMENDED: Signature of Originating Administrator [Signature] Date 8/04/04

APPROVED: Signature of District Administrator [Signature] Date 8-11-04

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 _____ Date _____
(Same as RECOMMENDED signature line above.)

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

CHICO UNIFIED SCHOOL DISTRICT
1189 East Seventh Street
Chico, California 95928-5989
(530) 891-2000

CONSULTANT AGREEMENT

Please read instructions on back before completing this form.

Name of Person or Firm Furnishing the

Contracted Services: Buena County Office of Education

Payee (Make Check Payable to):

Street/PO Box: 1859 Bird Street

City/State/Zip: Oroville, CA 95969

Phone: 530-832-5842

Payee Social Security or Taxpayer I.D. #: 94-6002433

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:

Tobacco Education Specialist will deliver tobacco education curriculum/programs to students in grades 4-8. Curriculum will be consistent with state and federal mandates in the areas of tobacco use, prevention and intervention.

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

\$ _____ per day/hour for 65 days/weeks OR \$ _____ per activity/performance
\$ _____ additional expenses (describe) includes benefits, mileage and indirect costs

TOTAL AMOUNT NOT TO EXCEED \$ 22,132.00

This agreement will be in effect from 8/19/04 to 6/30/05

ACCOUNT(S) TO BE CHARGED 50% from Elem. TUPE - 01-6660-0-1110-3110-740
50% from Title IV - 01-3710-0-1110-3110-740

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

Date 8/19/04

RECOMMENDED:

Signature of Originating Administrator

Date 8/19/04

APPROVED:

Signature of District Administrator

Date 8-11-04

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
- Gold/Red - 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: Marriam Abou-El-Haj

Payee (Make Check Payable to): Marriam Abou-El-Haj

Street/PO Box: 3076 Hudson Avenue

City/State/Zip: Chico, CA 95973

Phone: 530-521-6037

Payee Social Security or Taxpayer I.D. #: 054-76-8210

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:

Prevention/Intervention Specialist to provide individual/group prevention/intervention services related to mandates under Safe & Drug-Free Schools and TUPE programs. Services to be provided 7/hours/week at PVHS.

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

\$ 30.00 per day/hour for _____ days/hours OR \$ _____ per activity/performance

\$ _____ additional expenses (describe) 18 hours/wk x 36 weeks x 30.00/hr.

TOTAL AMOUNT NOT TO EXCEED \$ 19,440.00

This agreement will be in effect from 9/18/04 to 6/30/04

ACCOUNT(S) TO BE CHARGED 50% from HS TUPE 01-6670-01-1110-1000-740

50% from Title IV 01-3710-0-1110-3110-740

Marriam Abou-El-Haj
Signature of Consultant (Please read terms & conditions on back before signing.)

8/2/04
Date

Ann S. Phillippe
RECOMMENDED:
Signature of Originating Administrator

8/10/04
Date

W. Caldwell Faust
APPROVED:
Signature of District Administrator

8-11-04
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

Date: August 18, 2004

To: Dr. Scott Brown, Superintendent
School Board Members

From: Randy Meeker, Asst. Supt., Business



Re: Tax Revenue Anticipation Note (TRANS)
Fiscal Year 2004/2005

TRANS are short-term (15 months) borrowing instruments. The purpose of the short-term borrowing is to have a pool of funds available to partially mitigate General Fund negative cash positions that might occur during the fiscal year.

In a normal fiscal year, cash balances will reach their lowest point in mid-December. This is the cumulative point in time when monthly expenditures exceed State and Federal apportionments and receipt of property taxes. School districts do not receive property tax distributions until late December or early January.

CUSD participates in a County-wide TRANS pool, which includes the Butte County Office of Education and several other school districts in Butte County. This pooling effectively reduces the issuance costs for each participant.

Current IRS regulations allow a small debt issuer to keep arbitrage on a TRANS issuance. Arbitrage results when the cost of issuance and bondholder interest expense is less than the interest income earned while the TRANS principle has been invested.

In Butte County, TRANS funds are invested in the County Treasurer's cash pool. These funds may never be needed by the district, and therefore may earn a full twelve months of interest income.

Based on current cash balances, the 2004/05 TRANS issuance should range from \$5.8-\$6.0 million dollars. Arbitrage on this issuance should reach \$100,000.

RESOLUTION NO. 915-04

**RESOLUTION OF THE BOARD OF EDUCATION OF
-THE CHICO UNIFIED SCHOOL DISTRICT -
AUTHORIZING BORROWING**

WHEREAS, pursuant to Sections 53850, et seq., of the Government Code of the State of California (the "Act") contained in Article 7.6 thereof, entitled "Temporary Borrowing," on or after the first day of any fiscal year (being July 1), the Chico Unified School District (the "District") may borrow money by issuing notes for any purpose for which the District is authorized to expend moneys, including, but not limited to, current expenses, capital expenditures, and the discharge of any obligation or indebtedness of the District; and

WHEREAS, this Board of Education (the "District Board"), being the governing board of the District, hereby requests a loan of not to exceed Ten Million Dollars (\$10,000,000.00) at an interest rate not to exceed six percent (6%) per annum (the "Loan") through the issue by the Board of Supervisors of the County of Butte (the "County") of 2004-2005 Tax and Revenue Anticipation Note (the "TRANS") on behalf of the Butte County Office of Education (the "Office"), and to evidence such loan by execution of its note (the "Note"); and

WHEREAS, such Note is payable not later than fifteen months after the date of issue, and such Note shall be payable only from revenue received or accrued during the fiscal year 2004-2005 in which issued; and

WHEREAS, pursuant to Section 53856 of the Act, the District may pledge any taxes, income, revenue, cash receipts, or other moneys deposited in inactive or term deposits (but excepting certain moneys encumbered for a special purpose) and this Resolution specifies that certain unrestricted revenues which will be received by the District for the General Fund of the District during or allocable to fiscal year 2004-2005 are pledged for the payment of the Note; and

WHEREAS, the Note shall be a general obligation of the District, and to the extent not paid from the taxes, income, revenue, cash receipts, and other moneys of the District pledged for the payment thereof shall be paid with interest thereon from any other moneys of the District lawfully available therefor, as required by Section 53857 of the Act; and

WHEREAS, the Note shall be issued on a date to be determined; and shall be in the form and executed in the manner prescribed in this Resolution, as required by Section 53853 of the Act; and

WHEREAS, the District Board has found and determined that said \$10,000,000 maximum principal amount of Note, when added to the interest payable thereon, does not exceed eighty-five percent (85%) of the estimated amount of the uncollected taxes, income, revenue (including, but not limited to, revenue from state and federal governments), cash receipts and other moneys of the District which will be available for the payment of the Note and interest thereon, as required by Section 53858 of the Act; and

WHEREAS, The District Board has found and determined that the Note will not be issued to finance a working capital reserve and will be expended within the time period required as provided in the Income Tax Regulations of the United States Treasury; and

NOW, THEREFORE, the Board of Education of the Chico Unified School District hereby resolves as follows:

Section 1. Findings. All of the above recitals are true and correct and the District Board so finds and determines.

Section 2. Authorization of Issuance of Note; Terms Thereof; Paying Agent. The District Board hereby authorizes the borrowing from the Office of an amount not to exceed \$10,000,000.00 principal amount and the issuance of a Note under Sections 53850, et seq., of the Act, to be dated the date of delivery thereof; to mature (without option of prior redemption) and to bear interest at the rate or rates as determined in accordance with the Issuance Resoluiton (defined below). Subject to Section 3 hereof, both the principal of and interest on the Note shall be payable in lawful money of the United States of America at the principal office of the Butte County Treasurer/Tax Collector, Oroville, California, which is hereby designated by this Board as the paying agent for the Note (the "Paying Agent").

Section 3. Form of Note. The Note shall be substantially in the form and substance set forth in Exhibit A attached hereto and by reference incorporated herein, the blanks in said form to be filled in with appropriate words and figures.

Section 4. Deposit of Loan Proceeds; No Arbitrage. The moneys so borrowed shall be initially deposited in the Treasury of the County in a proceeds fund to the credit of the Butte County Office of Education and subsequently credited to the general fund of the District concurrently with the delivery of the District Note. Such funds are to be withdrawn, used or expended by the District for any purpose for which it is authorized to invest or expend funds from the general fund of the District, including, but not limited to current expenses, capital expenditures or the discharge of any obligation of indebtedness of the District. Until used or expended, the moneys may be invested in investment securities by the County Treasurer directly, or through an investment agreement, in investments as permitted by applicable California law, and meeting Standard and Poor's Ratings Services criteria for investments, or other investments approved by Standard and Poor's Rating Services including, but not limited to, investment in the Local Agency Investment Fund maintained by the Treasurer of the State of California. The District hereby covenants that it will make no use of the proceeds of the Note that would cause the Note to be "arbitrage bonds" under Section 148 of the Code; and, to that end, so long as the Note is outstanding, the District, and all of its officers having custody or control of such proceeds, shall comply with all requirements of (a) said section, including restrictions on the use and investment of proceeds of the Note and the rebate of a portion of investment earnings on certain amounts, including proceeds of the Note, if required, to the Federal government, and (b) of the Income Tax Regulations of the United States Treasury promulgated thereunder or any predecessor provisions, to the extent that such regulations are, at the time, applicable and in effect, so that the Note will not be "arbitrage bonds."

Section 5. Payment of Note.

(A) Source of Payment. The principal amount of the Note, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts, and other moneys which are received by the District during fiscal year 2004-2005 and which are available therefor. The Note shall be a general obligation of the District, and, to the extent the Note is not paid from the Pledged Revenues defined below, the Note shall be paid with interest thereon from any other moneys of the District lawfully available therefor, as provided herein and by law.

(B) Pledged Revenues. As security for the payment of the principal of and interest on the Note, the District hereby pledges an amount equal to the principal amount of the Note from the unrestricted revenues received by the District in the months designated as deposit dates by the Butte County Superintendent of Schools (the "Superintendent") as provided in the resolution authorizing the issuance of the TRANS (the "Issuance Resolution"), plus an amount sufficient to pay interest on the Note, from unrestricted revenues received by the Superintendent (such pledged amounts being hereinafter called the "Pledged Revenues"). The term "unrestricted revenues" shall mean taxes, income, revenue, cash receipts, and other money of the District as provided in Section 53856 of the Act, which are intended as receipts for the general fund of the District and which are generally available for the payment of current expenses and other obligations of the District.

The principal of the Note and the interest thereon shall be a first lien and charge against and shall be payable from the first moneys received by the District from such Pledged Revenues, as provided by law.

In the event that there are insufficient unrestricted revenues received by the District to permit the deposit with the County Treasurer of the full amount of Pledged Revenues to be deposited from unrestricted revenues in a month, then the amount of any deficiency shall be satisfied and made up from any other moneys of the District lawfully available for the repayment of the Note and the interest thereon.

(C) Covenant Regarding Additional Short-Term Borrowing. The District hereby covenants and warrants that it will not request the County Treasurer/Tax Collector (in such capacity, the "County Treasurer") to make temporary transfers of funds in the custody of the County Treasurer to meet any obligations of the District during the 2004-2005 fiscal year pursuant to the authority of Article XVI, Section 6, of the Constitution of the State of California or any other legal authority.

(D) Deposit of Pledged Revenues in Repayment Fund. The District shall deposit Pledged Revenues in the County treasury in a special fund designated as the "Chico Unified School District 2004-2005 Tax and Revenue Anticipation Note Repayment Fund," (herein called the "Repayment Fund") established pursuant to the established pursuant to the resolution of the County Board authorizing the issuance of the TRANS (the "Issuance Resolution") and applied as directed in the Issuance Resolution. Any moneys placed in the Repayment Fund shall be for the benefit of the holders of the Note, and until the Note and all interest thereon are paid or until provision has been made for the payment of the Note at maturity with interest to maturity, the

moneys in the Repayment Fund shall be applied only for the purposes for which the Repayment Fund is created.

(E) Disbursement of Moneys Deposited with Treasurer. From the date this Resolution takes effect, all Pledged Revenues shall, when received, be deposited in the Repayment Fund to be held, invested and accounted for as provided herein. After such date as the amount of Pledged Revenues deposited in the Repayment Fund shall be sufficient to pay in full the principal of and interest on the Promissory Note, when due, any moneys in excess of such amount remaining in or accruing to the Repayment Fund shall be transferred to the General Fund of the District upon the request of the District. On the maturity date of the Promissory Note, the moneys in the Repayment Fund shall be used, to the extent necessary, to pay the principal of and interest on the Promissory Note. In accordance with Government Code Section 53857, the District shall make up any deficiency from any other money of the District lawfully available for the payment of the Promissory Note and the interest thereon.

Section 6. Execution of Note. The Treasurer, or designated deputy thereof, is hereby authorized to sign the Note manually or by facsimile signature; the Clerk of the District Board (the "Clerk") to countersign the Note manually or by facsimile signature; and said officers to cause the blank spaces thereof to be filled in as may be appropriate.

Section 7. General. All actions heretofore taken by the officers and agents of the District Board with respect to the Note are hereby approved, confirmed and ratified, and the officers of the District Board are hereby authorized and directed to do any and all things and take any and all actions which they, or any of them, may deem necessary or advisable in order to consummate the lawful issuance and delivery of the Note in accordance with this Resolution.

Section 8. Further Actions Authorized. It is hereby covenanted that the District Board, and its appropriate officials, have duly taken all proceedings necessary to be taken by them, and will take any additional proceedings necessary to be taken by them, for the levy, collection and enforcement of the secured property taxes pledged under this Resolution in accordance with the law and for carrying out the provisions of this Resolution and the Issuance Resolution.

Section 9. Covenants. The District Board and its officers, agents and employees hereby covenant to comply with the liens of this Resolution and the Issuance Resolution.

Section 10. Transmittal of Resolution. The Clerk is hereby directed to send a certified copy of this Resolution to the County Board, the Treasurer and the County Superintendent of Schools.

PASSED AND ADOPTED by the Board of Education of the Chico Unified School District this 18th day of August, 2004, by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Education
Chico Unified School District

Attest:

Dr. Scott Brown, Secretary of the Board of Education,
Chico Unified School District

EXHIBIT A

**CHICO UNIFIED SCHOOL DISTRICT
(BUTTE COUNTY, CALIFORNIA)
2004-2005 TAX AND REVENUE ANTICIPATION NOTE**

Date [closing date]

\$ _____

FOR VALUE RECEIVED, CHICO UNIFIED SCHOOL DISTRICT, Butte County, State of California (the "District") acknowledges itself indebted, and promises to pay, to the Butte County Board of Education (the "BCBOE"), at the Office of the Treasurer and Tax Collector of the County of Butte, the principal sum of

[BORROWED SUM]

In lawful money of the United States of America, on [due date] together with interest thereon at the rate of

[INTEREST RATE]

per annum, in like lawful money of the United States of America from the date hereof until payment in full of said principal sum.

It is hereby certified, recited and declared that this Note is made, executed and given pursuant to the provisions of a resolution of the Board of Supervisors (the "Board") of Butte County (the "County") duly passed and adopted on _____, 2004, and a resolution of the District duly passed and adopted on _____, 2004 under and by authority of Article 7.6 (commencing with section 53850) of Chapter 4, Part 1, Division 2, Title 5, of the California Government Code, and that all conditions, things and acts required to exist, happen and be performed precedent to and in the issuance of this Note exist, have happened and have been performed in regular and due time, form and manner as required by law, and that this Note, together with all other indebtedness and obligations of the District, does not exceed any limit prescribed by the Constitution or statutes of the State of California.

The principal amount of the Notes, together with the interest thereon, shall be payable only from taxes, revenue and other moneys that are received by the District during fiscal year 2004-2005. As security for the payment of the principal of and interest on the Notes, the District has pledged the first "unrestricted revenues", as hereinafter defined, (a) in an amount equal to _____ percent (%) of the principal amount of the Notes from the unrestricted revenues received by the District in the month ending _____, 200 , (b) in an amount equal to _____ percent (%) of the principal amount of the Notes from the unrestricted revenues received by the District in the month ending _____, 200 , (c) in an amount equal to _____ percent (%) of the principal amount of the Notes from the unrestricted revenues received by the District in the month ending _____, 200 , and (d) in an amount

equal to percent (%) of the principal amount of the Notes, plus an amount sufficient to pay interest on the Notes, from unrestricted revenues received by the District in the month ending , 200 (such pledged amounts being hereinafter called the "Pledged District Revenues"); and the principal of the Notes and the interest thereon shall constitute a first lien and charge against and shall be payable from the first money received by the District from such Pledged District Revenues, and to the extent not so paid shall be paid from any other moneys of the District lawfully available therefor. The term "unrestricted revenues" shall mean taxes, income, revenue and other moneys intended as receipts for the general fund of the Office and which are generally available for the payment of current expenses and other obligations of the Office.

IN WITNESS WHEREOF, the Board of Supervisors of Butte County, California has caused this Note to be issued in the name of the County and to be executed by the manual or facsimile signature of the Treasurer-Tax Collector and countersigned by the manual or facsimile signature of the Clerk of the Board, all as of the Issue Date stated above.

COUNTY OF BUTTE COUNTY

By _____
Dick Puelicher, Treasurer-Tax Collector

Countersigned:

Clerk of the Board of Supervisors

Acknowledged by:

CHICO UNIFIED SCHOOL DISTRICT

By _____
Dr. Scott Brown, Superintendent

SECRETARY'S CERTIFICATE

Certified Copy of Resolution
Adopted on August 18, 2004

I, Dr. Scott Brown, hereby certify that I am the Superintendent and Secretary of the Board of Education of the Chico Unified School District (the "District"), school district organized and existing under and by virtue of the Constitution and laws of the State of California and that as such I am authorized to execute this Certificate on behalf of the District.

I hereby further certify that attached hereto is a complete copy of a resolution which was duly adopted by the Board of Education of the District at a meeting thereof which was duly called and held on August 18, 2004, and at such meeting a quorum was present and acting throughout, and that said resolution has not been amended, modified or rescinded since the date of adoption and is now in full force and effect.

Dated: August 18, 2004.

CHICO UNIFIED SCHOOL DISTRICT

By: _____
Dr. Scott Brown, Superintendent

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: Interquest Detection Canines
Payee (Make Check Payable to): Interquest Detection Canines
Street/PO Box: 3690 Keefer Rd.
City/State/Zip: Chico, CA 95973
Phone: 530-899-3197
Payee Social Security or Taxpayer I.D. #: 71-0867311

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:

Interquest shall provide contraband inspection services utilizing non-aggressive contraband detection canines. The sixty (60) visits will be provided to the following schools: 20 visits to PVHS, 20 visits to CHS and 20 visits to Fair View High School.

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

\$ _____ per day/hour for _____ days/hours OR \$ 300.00/visit per activity/performance
\$ _____ additional expenses (describe) _____

TOTAL AMOUNT NOT TO EXCEED \$**18,000.00**

This agreement will be in effect from August 2004 to June 2005

ACCOUNT(S) TO BE CHARGED PVHS 01-6405-0-1110-1000-020 \$6,000.00 *new*
CHS 6,000.00
FV 6,000.00

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

6/14/04
Date

RECOMMENDED:

Signature of Originating Administrator

6-16-04
Date

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: Boys and Girls Clubs of the North Valley
Payee (Make Check Payable to): (same)
Street/PO Box: 601 Wall Street
City/State/Zip: Chico, CA 95926
Phone: 530-899-0335

Payee Social Security or Taxpayer I.D. #: _____

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:

Subject to the availability of resources, the Boys and Girls Club will provide an after school program consisting of educational, enrichment, and recreational activities for 180 Chico Unified students from 21st Century Program schools. All expenses incurred by mutual agreement will be paid after receipt of itemized bills. This is a federally funded program with no direct costs to the general fund. Students may attend up to 210 days per school year.
For the above services, District will pay Consultant as follows (complete applicable areas):

\$ _____ per day/hour for _____ days/hours OR \$ _____ per activity/performance
\$ _____ additional expenses (describe) Funding is based on attendance. Full funding will be \$150,000 per year for 6 schools. Partial enrollment will result in partial funding.

TOTAL AMOUNT NOT TO EXCEED \$ 150,000

This agreement will be in effect from August 18, 2004 to June 30, 2005

ACCOUNT(S) TO BE CHARGED 01-5816-0-1110-5000...674 (21st Century Community Learning Center Federal Grant)

Maureen Pierce _____
Signature of Consultant (Please read terms & conditions on back before signing.) _____ Date August 12, 2004

Maureen Pierce, Exec. Director

Cynthia Kampf _____
Signature of Originating Administrator _____ Date August 12, 2004

RECOMMENDED: Cynthia Kampf, Ed.D.

[Signature] _____
Signature of District Administrator _____ Date 8-12-04

APPROVED: _____
Signature of District Administrator

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: Chico Area Recreation and Park District (CARD)

Payee (Make Check Payable to): (same)

Street/PO Box: 545 Vallombrosa Avenue

City/State/Zip: Chico, CA 95926

Phone: 530-895-4711

Payee Social Security or Taxpayer I.D. #: 94-1156263

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:

Subject to the availability of resources, CARD will provide trained and supervised recreation leaders, supplies, equipment, snack and field trip expenses for the 21st Century After School Program at Chapman, Citrus, J. Partridge, McManus, Parkview and Rosedale Schools for 210 days per school year. Administrative costs will not exceed 10%. This is a federally funded program with no direct costs to the general fund.

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

\$ _____ per day/hour for _____ days/hours OR \$ _____ per activity/performance

\$ _____ additional expenses (describe) Funding will be based on attendance. Full funding will be \$250,000 per year for 6 schools. Partial enrollment will result in partial funding.

TOTAL AMOUNT NOT TO EXCEED \$ 250,000

All expenses incurred by mutual agreement will be paid after receipt of itemized bills.

This agreement will be in effect from August 18, 2004-June 30, 2005

ACCOUNT(S) TO BE CHARGED 01-5816-0-1110-5000 ... 674

Bills will be grouped by cohort:
1) Chapman, Citrus, McManus, Rosedale
2) J. Partridge and Parkview

(21st Century Community Learning Center Grant)

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

8/12/04
Date

Cynthia A. Kampf
RECOMMENDED: Cynthia A. Kampf, Ed.D.
Signature of Originating Administrator

August 12, 2004
Date

[Signature]
APPROVED
Signature of District Administrator

August 12, 2004
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