



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

BOARD OF EDUCATION
REGULAR MEETING
OCTOBER 5, 2005 - 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 - 09/21/05](#) Exhibit
Consider approval.
- 4.2 [Certificated Human Resources Actions](#) Exhibit
Consideration of Certificated HR changes.

- 4.3 [Classified Human Resources Actions](#) Exhibit
Consideration of Classified HR changes.
- 4.4 [Payment of Warrants](#) Exhibit
Consider payment of warrants drawn for billings received between September 15-28, 2005.
- 4.5 [Expulsions](#)
Consider approval of the expulsions of the following students: #24059; #22674; #38719; #21716; #22930; #33772
- 4.6 [Major Fund Raising Request - Neal Dow](#) Exhibit
Consider approval of the major fund raising request by Neal Dow 6th Grade Classes to hold cookie dough sales during the month of September, 2005 to raise funds for environmental camp.
- 4.7 [Major Fund Raising Request - Neal Dow](#) Exhibit
Consider approval of the major fund raising request by Neal Dow PTA to hold a Carnival in October, 2005 to raise funds for classroom expenses such as field trips.
- 4.8 [Declaration of Surplus Property](#) Exhibit
Consider approval of the declaration of surplus property and approve disposal of same in accordance with administrative procedures.
- 4.9 [Consultant Agreement - WestEd](#) Exhibit
Consider approval of the consultant agreement between CUSD and WestEd to conduct a professional development series to build capacity for CUSD to develop and implement a research-based accountability system. This system will meet the needs of teachers to address national, state, district, and school improvement goals to close the achievement gap for all students. Funding Source: District Program Improvement - NCLB. There is no impact to the general fund.
- 4.10 [Consultant Agreement - Linda M. Montes](#) Exhibit
Consider approval of the consultant agreement between CUSD and Linda M. Montes to provide staff development focused on strategies and methodologies to assist the Two-Way Immersion teacher in meeting the needs of language learners in specific grade level settings. Teachers will learn strategies that develop reading, writing, listening and speaking in English and Spanish. Funding Source: Foreign Language Acquisition Program grant. There is no impact to the general fund.
- 4.11 [Consultant Agreement - The Bodine Group](#) Exhibit
Consider approval of the consultant agreement between CUSD and the Bodine Group to provide facilitation for Interest Based Bargaining sessions between CUSD and CSEA, Chapter #110. Approximately 10 full day sessions. Funding Source: Employer Relations, Board and Superintendent Accounts. There is impact to the general fund.

- 4.12 [Major Field Trip Request - Chico High School](#) Exhibit
Consider approval of the major field trip request by CHS ACT Presentation Team to make presentations to teachers and students in Glendale, CA and Canoga Park, CA October 7 - 11, 2005

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 [Statement of Intent - Open Structure Classroom Program](#) Exhibit
Alan Stephenson, Director - Elementary Education will review the Statement of Intent for the Open Structure Classroom Program.
- 5.2 [Butte County Grand Jury Response](#) Exhibit
Attorney Greg Einhorn and Senior Administrative Staff will present and review the response of the CUSD to the Butte County Grand Jury report.

6. ACTION CALENDAR

- 6.1 [Butte County Grand Jury Response](#)
Action: Consider approval and submission of the CUSD response prepared for the Butte County Grand Jury report.

7. ANNOUNCEMENTS

8. BOARD ITEMS FOR NEXT AGENDA

9. CLOSED SESSION

- 9.1 [Conference with Labor Negotiators pursuant to Government Code §54957.6](#)
Employee Organizations: > CUTA
> CSEA, Chapter #110
> CUMA
Other Representatives: Bob Feaster, Assistant Superintendent
Kelly Staley, Assistant Superintendent
Randy Meeker, Assistant Superintendent
- 9.2 [Public Employee Performance Evaluation pursuant to Government Code §54957](#)
Title: Superintendent

10. ADJOURNMENT

Board agendas 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:

Rick Anderson, President
Rick Rees, Vice President
Scott Huber, Member
Jann Reed, Member

ABSENT

Anthony Watts, Clerk

ADMINISTRATION:

Dr. Scott Brown, Superintendent
Bob Feaster, Assistant Superintendent - Human Resources
Kelly Staley, Assistant Superintendent - Educational Services
Randy Meeker, Assistant Superintendent - Business Services
Janet Brinson, Director - Educational Services
Dr. Cynthia Kampf, Director - Educational Services, Categorical Programs/Testing
David Koll, Director - Classified Human Resources
Dave Scott, Director - Educational Services, Special Education
Alan Stephenson, Director - Educational Services, Elementary Education/Curriculum
Bernard Vigallon, Director - Educational Services, Alternative Education
Greg Einhorn, Attorney at Law
Kim Hutchison, Executive Secretary

OTHERS:

Association representatives, news media, and visitors.

1. CALL TO ORDER

- 1.1 At 7:07 p.m., Mr. Anderson called the meeting to order and welcomed visitors. Mr. Anderson welcomed Dr. Chet Francisco and his wife Penny and also welcomed former Board Member Donna Aro.
- 1.2 Mr. Anderson led the Pledge of Allegiance.

2. SUPERINTENDENT'S REPORT

Dr. Brown said that he didn't prepare much of a report, saying, "I'm as interested in Dr. Francisco being hired as he is. I want to thank the Board for your understanding, patience, support and to the four of you the courage this past spring. Putting school closures in front of the school board is the hardest thing the superintendent has to do. It is an honor to be associated with you. It has been my privilege to work with staff, teachers, administration and this community. I at first, 6 years ago, didn't get the special nature of Chico. It's a place where my wife and I will retire. There will soon be three retired superintendents in Chico. Chet, I will do my very best to stay out of the way from here forward. It's been a challenging 6 years, part of which came from Sacramento. Many times we were asked to balance the budget by eliminating either people or programs. I feel very good about the things I've done in Chico and am excited about the future."

Mr. Anderson said, "Dr. Brown I'm pleased to hear your words tonight. I was thinking back 6 years ago to your very first meeting. It was one of this communities highest priorities when you entered that meeting to have better relations with our employee groups and we do thanks in large part to your leadership."

Mr. Anderson read a resolution honoring Dr. Brown and presented it to him on behalf of the Board of Trustees.

3. HEARING SESSION/PUBLIC FORUM

At 7:23 p.m. the Hearing Session/Public Forum was opened. Members of the audience expressed their opinions regarding items not appearing on the agenda. At 7:27 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 09/07/05 Regular Meeting. *MSC Huber/Reed; Absent: Watts*

4.2 The Board approved the **Certificated** Human Resources actions: *MSC Huber/Reed; Absent: Watts*

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> | <u>Comment</u> |
|---|----------------------------|---|---|
| <u>Temporary Appointment(s) 2005/06 According to Board Policy</u> | | | |
| Baker, Brian | 0.25 FTE Special Education | 1 st Semester 2005/06 (Effective 9/19/05) | Temporary Appointment |
| Ford, M. Holly | 0.5 FTE Secondary | 1 st Semester 2005/06 (Effective 9/8/05) | Temporary Appointment |
| Fritz, Katy | 0.2 FTE Elementary | 1 st Semester 2005/06 (Effective 9/06/05) | Temporary Appointment |
| <u>Probationary Appointment(s) 2005/06 According to Board Policy</u> | | | |
| Castaldo, Lori | 1.0 FTE Secondary | 2005/06 (Effective 9/19/05) | Probationary Appointment |
| Purl, Kamala | 1.0 FTE Secondary | 2005/06 (Effective 9/15/05) | Probationary Appointment |
| <u>Part-Time Leave Requests for 2005/06</u> | | | |
| Early, Katy | Elementary | 2005/06 | 0.5 FTE Leave |
| Shagrun, Gloria | Elementary | 2005/06 (Effective 10/31/05) | Change to 0.4 FTE Leave (Policy #4475 STRS Reduced Workload) |

4.3 The Board approved the **Classified** Human Resources actions: *MSC Huber/Reed; Absent: Watts*

| <u>NAME</u> | <u>CLASS/LOCATION/ASSIGNED HOURS</u> | <u>EFFECTIVE</u> | <u>COMMENTS/FUND</u> |
|----------------------------|--------------------------------------|------------------|------------------------------------|
| <u>Appointments</u> | | | |
| Christophersen, Judy | Library Media Asst/Chapman/2.5 | 09/01/05 | Vacated Position |
| Coogan, Matthew | Campus Supervisor/MJHS/1.3 | 08/31/05 | Vacated Position |
| Kalso, Stevan | Campus Supervisor/BJHS/4.7 | 09/06/05 | Vacated Position |
| Nhan, Johnny | IPS-Classroom/MJHS/6.0 | 08/30/05 | New Position/ Special Education |
| Payne, Kathryn | IPS-Classroom/Citrus/2.0 | 09/06/05 | New Position/ Special Education |

| | | | |
|---|---|--------------------|--|
| Pogman, Jennifer | IA-Special Education/Community Day School/5.0 | 09/15/05 | New Position/ Special Education |
| Shaffer, Deena | LT Cafeteria Assistant/FVHS/3.3 | 08/08- 09/02/05 | New LT Position During Absence of Incumbent |
| <u>Re-employ from Layoff</u> | | | |
| Smyth, Mary | IA-Sr Elementary Guidance/Marigold/1.0 | 09/10/05 | Vacated Position/ Grant Fund |
| <u>Increase in Hours</u> | | | |
| Apalit, Victor | Campus Supervisor/MJHS/2.0 | 09/07/05 | Vacated Position |
| Axline, Robyn | IPS-Classroom/LCC/6.0 | 09/12/05 | Vacated Position/ Special Education |
| Lauterio, Tami | Instructional Assistant/Parkview/3.9 | 09/14/05 | Existing Position/ Categorical Funds |
| Watson, Valya | Parent Computer Lab Aide-Rest/ Emma Wilson/6.0 | 06/15/05 | Existing Position/ Categorical Fund |
| <u>Transfer w/Increased Hours</u> | | | |
| Sherman, Emily | IPS-Classroom/Citrus/4.0 | 09/06/05 | Vacated Position/ Special Education |
| <u>Leave of Absence</u> | | | |
| Gonzalez, Nelly | IA-Bilingual/Chapman/2.0 | 08/22- 12/16/05 | Amend LOA to P/T LOA per CBA 5.12 |
| <u>Layoff to Re-employment</u> | | | |
| Smyth, Mary | IA-Sr Elementary Guidance/Marigold/3.0 | 09/09/05 | Lack of Funds |
| <u>Resigned Only Position Listed</u> | | | |
| Apalit, Victor | Campus Supervisor/MJHS/1.0 | 09/06/05 | Voluntary Resignation/ Increase in Hours |
| Axline, Robyn | IPS-Classroom/LCC/5.5 | 09/11/05 | Voluntary Resignation/ Increase in Hours |
| Kalso, Stevan | IA-Special Education/BJHS/5.0 | 09/05/05 | Voluntary Resignation |
| Pogman, Jennifer | Parent Classroom Aide-Rest/Hooker Oak/2.0 | 09/14/05 | Voluntary Resignation |
| Sherman, Emily | IPS-Healthcare/Loma Vista/3.0 | 09/05/05 | Voluntary Resignation/ Trans w/Incr Hrs |
| <u>Resignation/Termination</u> | | | |
| LeDonne, Tanya | Health Assistant/Marigold/4.0 | 09/30/2005 | Voluntary Resignation |
| Winter, Lanai | IPS-Classroom/BJHS/4.0 | 08/15/2005 | Voluntary Resignation |

- 4.4 Consider payment of warrants drawn for billings received between August 31 - September 14, 2005.

MSC Huber/Reed; Absent: Watts

| <u>FUND #:</u> | <u>FUND DESCRIPTION:</u> | <u>WARRANT #'S:</u> | <u>AMOUNT</u> |
|---------------------------------------|-----------------------------------|---------------------|---------------------|
| 01 | General Fund | 329851-330068 | \$161,976.34 |
| 14 | Deferred Maintenance | 330069 | \$2,312.85 |
| 24 | BLDG FD - Measure A (P & I) | 330070 | \$478.51 |
| 25 | Capital Facilities FD - State CAP | 330071-330073 | \$22,358.37 |
| 29 | BLDG FD - 1988 Ser. C - INT | 330074 | \$9,692.06 |
| 35 | County School Facility Fund | 330075-330078 | \$2,710.11 |
| 41 | Special Reserve RDA - 2% Growth | 330079 | \$8,106.40 |
| 67 | Self-Insurance Fund | 330080 | \$1,898.45 |
| CURRENT WARRANT TOTAL: | | | \$209,533.09 |
| PREVIOUS WARRANT TOTAL: | | | \$0.00 |
| TOTAL WARRANTS TO BE APPROVED: | | | \$209,533.09 |

- 4.5 The Board approved the clearing of expulsion for the following student: #54117.

MSC Huber/Reed; Absent: Watts

- 4.6 The Board approved the expulsion for the following student identified by student number: #23767.

MSC Huber/Reed; Absent: Watts

- 4.7 The Board approved the consultant agreement between CUSD and BCOE to provide an outside evaluator to conduct summative and formative evaluations and develop reports for the grant funded tobacco program. Funding Source: TUPE Entitlement. There is no impact to the general fund. *MSC Huber/Reed; Absent: Watts*

- 4.8 The Board approved the consultant agreement between CUSD and BCOE to provide a specialist to coordinate the grant funded tobacco prevention program on the alternative site campus'. Services include: coordination of AnimAction computer generated PSA's; delivery of All Stars curriculum, coordination and implementation of school-wide prevention programs. Funding Source: Middle School TUPE Grant. There is no impact to the general fund. *MSC Huber/Reed; Absent: Watts*

- 4.9 The Board approved the consultant agreement between CUSD and BCOE to provide a specialist to deliver tobacco prevention curriculum, consistent with state and federal mandates to participating 4-8 classrooms. Funding Source: TUPE Entitlement. There is no impact to the general fund. *MSC Huber/Reed; Absent: Watts*

- 4.10 The Board approved the consultant agreement between CUSD and Boys & Girls Clubs of the North Valley to provide, subject to availability of resources, an after school program consisting of educational, enrichment and recreational activities for 180 students from CUSD 21st Century CLC schools. All expenses incurred by mutual agreement will be paid after receipt of itemized bills. Funding Source: 21st Century Community Learning Center After School Program. There is no impact to the general fund. *MSC Huber/Reed; Absent: Watts*

- 4.11 The Board approved the consultant agreement between CUSD and Learning for Living to provide a trained facilitator for a program called "Breaking Down the Walls",. The program will use 500 students over two $\frac{1}{2}$ days on our campus to improve student connections and campus climate. Funding Source: PVHS Safe Schools funds. There is no impact to the general fund. *MSC Huber/Reed; Absent: Watts*

- 4.12 The Board approved the consultant agreement between CUSD and the Center for Evaluation and Research to evaluate Smaller Learning Communities Grant by using formative and summative assessment. Specific areas to be evaluated will include standardized test data, graduation, dropout and attrition rates, planning for freshman transition, adult advocacy and professional development and summary reports from SLC structures. Funding Source: CHS & PVHS Smaller Learning Communities Grant. There is no impact to the general fund.
MSC Huber/Reed; Absent: Watts
- 4.13 The Board approved the consultant agreement between CUSD and Stuart & Associates, Governmental Consultants to provide professional consulting services in relation to school facilities services and to maximize the State contribution towards school facilities projects per agreement. Funding Source: Building Fund 29. There is no impact to the general fund. *MSC Huber/Reed; Absent: Watts*
- 4.14 The Board approved the consultant agreement between CUSD and CARD to, subject to availability of resources, provide trained and supervised recreation leaders, snack, supplies, equipment and field trip expenses for the 21st Century After School Programs for 210 days per school year. Administrative costs will not exceed 10%. Funding Source: 21st Century Community Learning Center After School Program. There is no impact to the general fund.
MSC Huber/Reed; Absent: Watts
- 4.15 The Board approved the consultant agreement between CUSD and Ancient Artifacts to provide 9 classroom presentations to all 7th graders on the Roman Empire. Funding Source: MJHS ASB. There is no impact to the general fund. *MSC Huber/Reed; Absent: Watts*
- 4.16 The Board approved the major fund raising request for MJHS to hold Fall Picture sales September - October 2005 and Spring Pictures March - April 2006 to raise funds to financially support elective classes budgets.
MSC Huber/Reed; Absent: Watts
- 4.17 The Board approved the major fund raising request for Marigold to hold a jog-a-thon September 16 - October 7, 2005 to raise funds to use for school improvement project. *MSC Huber/Reed; Absent: Watts*
- 4.18 The Board approved the major field trip request by CHS FFA Ag Mechanics Team to attend FFA field day in Modesto, CA March 31 - April 1, 2006. *MSC Huber/Reed; Absent: Watts*
- 4.19 The Board approved the major field trip request by CHS FFA Ag Mechanics Team to attend the FFA State Finals in San Luis Obispo, CA May 5 - 6, 2006. *MSC Huber/Reed; Absent: Watts*
- 4.20 The Board approved the California High School Exit Exam Waivers to allow the students identified in the documentation to receive a diploma of graduation upon completion of all other Chico Unified School District requirements. *MSC Huber/Reed; Absent: Watts*

5. DISCUSSION CALENDAR

- 5.1 Bob Feaster, Assistant Superintendent - Human Resources reviewed the amended response to the initial proposal from CUTA. At 7:32 p.m., Mr. Anderson opened the meeting to public comment. There were no comments from the public.
- 5.2 Scott Jones, Director - Fiscal Services reviewed Resolution 937-05 amending Section 125 Cafeteria Plan amending the definition of eligible employees to include those employees who are members of the Chico Unified Teachers Association (CUTA). At 7:34 p.m., Mr. Anderson opened the meeting to public comment. There were no comments from the public.

- 5.3 Mr. Greg Einhorn, Attorney at Law reviewed the Penal Code requirements for responding to a Grand Jury Report. Kelly Staley, Assistant Superintendent - Educational Services and Randy Meeker, Assistant Superintendent - Business Services reviewed sections of the draft response of the CUSD to the Butte County Grand Jury report.

At 8:12 p.m., Mr. Anderson opened the meeting to public comment. Members of the public expressed their opinions regarding the Grand Jury response. At 8:35 p.m., there were no further comments and the public comment was closed.

After further discussion by the Board, Ms. Reed and Mr. Huber volunteered to work with staff to review the current draft of the response relative to the tenor of the response.

At 9:15 p.m., Mr. Anderson called a recess. At 9:25 p.m., Mr. Anderson reconvened the meeting.

- 5.4 Alan Stephenson, Director - Elementary Education provided a review of the Notice of Apportionment for the State Instructional Materials Fund and reviewed Resolution 935-05. Education Code §60119 requires that, in order to receive instructional materials from any state source, in each fiscal year from 1994/95 onward, the Governing Board shall hold a public hearing regarding the sufficiency of instructional materials in the district. At 9:29 p.m., Mr. Anderson opened the public hearing. There were no comments and the public hearing was closed.
- 5.5 Randy Meeker, Assistant Superintendent - Business Services reviewed Resolution 940-05 regarding borrowing funds through use of a TRANS. At 9:36 p.m., Mr. Anderson opened the meeting to public comment. There were no comments from the public.

6. ACTION CALENDAR

- 6.1 The Board approved the contract between CUSD and Dr. Chet Francisco as the Superintendent of Chico Unified School District for a term commencing October 1, 2005 and ending June 30, 2009. *MSC Rees/Huber; Absent: Watts*
- 6.2 The Board adopted Resolution 935-05 regarding sufficiency of instructional materials as required by Education Code §60119. *MSC Rees/Reed; Absent: Watts*
- 6.3 The Board adopted Resolution 937-05 amending Section 125 Cafeteria Plan amending the definition of eligible employees to include those employees who are members of the Chico Unified Teachers Association (CUTA). *MSC Huber/Reed; Absent: Watts*
- 6.4 The Board adopted Resolution 940-05 authorizing borrowing funds through use of a TRANS. *MSC Rees/Reed; Absent: Watts*

7. ANNOUNCEMENTS

Ms. Reed presented each Board Member with a commemorative medal that she received at the MJHS celebration of the National Anthem.

George Young, CUTA President announced that the CUTA Barn Dance will be held Saturday, October 1. Tickets are still available at the CUTA office.

Debi Stallions, PTA Representative announced that the Parent Education Workshop - "Can you hear me now?" Improving Family Communication will be held tomorrow, September 22 at the CJHS Library from 7-8:30 p.m.

8. ITEMS FOR THE NEXT BOARD AGENDA

There were no items for the next agenda.

9. CLOSED SESSION

At 9:39 p.m., the Board recessed into closed session for the purpose of Appeal Hearing: CUSD Administrative Procedure 1310.1 for Public Employee Performance Evaluation - Teacher; Site Administrator; District Administrator. Mr. Anderson announced those who would be attending Closed Session include Greg Einhorn, Attorney at Law.

10. ADJOURNMENT

At 9:52 p.m. the Board reconvened. There were no announcements and the meeting was adjourned.

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NEXT REGULAR MEETING: Wednesday, October 5, 2005
 7:00 p.m., Chico City Council Chambers

APPROVED:

Board of Education

Administration

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

October 5, 2005

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

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> | <u>Comment</u> |
|---|--------------------|--|--|
| <u>Temporary Appointment(s) 2005/06 According to Board Policy</u> | | | |
| Keene, Kristine | 0.4 FTE Elementary | 1 st Semester 2005/06 (Effective 9/21/05) | Temporary Appointment (Increase to 1.0 FTE) |
| Kinslow, Leticia | 0.1 FTE Elementary | 1 st Semester 2005/06 (Effective 9/26/05) | Temporary Appointment (Increase to 0.5 FTE) |
| West, Dano | 0.2 FTE Elementary | 1 st Semester 2005/06 (Effective 10/31/05) | Temporary Appointment (Increase to 0.6 FTE) |
| <u>Part-Time Leave Requests for 2005/06</u> | | | |
| Dane, Rita | Elementary | 2005/06 (Effective 10/1/05-6/1/06) | 0.2 FTE Leave |

9/29/05 jm

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

October 5, 2005

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> | | | |
| Mull, Jenny | LT Office Assistant/Rosedale/1.0 | 08/01/05-01/30/06 | New LT Position/ Categorical Fund |
| Smithson, Birgitta | Parent Classroom Aide-Rest/Emma Wilson/.8 | 09/22/05 | Vacated Position/ Categorical Fund |
| <u>Increase in Hours</u> | | | |
| Fisher, Paul | School Bus Driver 1/Transportation/6.0 | 09/06/05 | Existing Position |
| Gudgeon, Richard | School Bus Driver 1/Transportation/6.2 | 09/06/05 | Existing Position |
| Hightman, Rebecca | School Bus Driver 1/Transportation/6.4 | 09/06/05 | Existing Position |
| Luchessa, Penelope | IA-Special Education/Rosedale/6.8 | 08/01/05 | Existing Position/ Special Education |
| Persaud, Nayaram | School Bus Driver 1/Transportation/6.9 | 09/06/05 | Existing Position |
| Solda, Sharon | School Bus Driver 1/Transportation/5.4 | 09/06/05 | Existing Position |
| Young, Kimberly | School Bus Driver 1/Transportation/6.4 | 09/06/05 | Existing Position |
| <u>Voluntary Reduction in Hours</u> | | | |
| Baber, Susan | Program Coordinator-Substance Use Prevention & Intervention/CHS/6.4 | 08/16/2005 | Existing Position/ Categorical Funds |
| Isaacs, Jennifer | Parent Classroom Aide-Rest/Citrus/2.9 | 08/16/05 | Existing Position/ Categorical Fund |
| Marshburn, Tami | Parent Classroom Aide-Rest/McManus/1.6 | 09/16/05 | Existing Position/ Categorical Fund |
| <u>Leave of Absence</u> | | | |
| Grimes, Louis | Campus Supervisor/CJHS/2.0 | 08/16-10/15/05 | Per CBA 5.2.9 |
| <u>Resignation/Termination</u> | | | |
| Garcia, Agatha | Parent Classroom Aide-Rest/Emma Wilson/2.6 | 09/15/05 | Voluntary Resignation |
| Primm, Kelly | IPS-Healthcare/Sierra View/3.5 | 09/21/05 | Voluntary Resignation |

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 NEAL DOW ELEMENTARY SCHOOL

CLUB OR ORGANIZATION 6TH GRADE CLASSES / PTA SPONSORED EVENT

ADVISOR DAVE CRANDALL & GREG BISHOP

PURPOSE OF THE FUND RAISING PROJECT/ACTIVITY RAISE FUNDS FOR ENVIRONMENTAL CAMP

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

[] Minor: Estimated Gross \$ _____ [X] Major: Estimated Gross \$ 10,000.00
Estimated Net \$ _____ Estimated Net \$ 4,000.00

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

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

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

BEGINNING SEPTEMBER 2005 ENDING SEPTEMBER 2005

LOCATION NEAL DOW ELEMENTARY SCHOOL

NUMBER OF STUDENTS TO BE INVOLVED 60

RECOMMENDED

Date _____ Student Officer's Signature (if applicable) _____

9/14/05 _____
Date Advisor's Signature

Date _____ Director of Activity Signature (if applicable) _____

9-14-05 _____
Date Principal's Signature

9-16-05 _____
Date Assistant Superintendent's Signature

| Approval | | Recommend |
|----------|-------|-----------|
| Minor | Major | |
| Yes | No | Yes |
| [] | [] | [X] |

[X]

Date - Approved by Board of Education

cc: Advisor
Principal

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 NEAL DOW ELEMENTARY SCHOOL

CLUB OR ORGANIZATION PTA

ADVISOR RANDY STEIN, PTA PRESIDENT

PURPOSE OF THE FUND RAISING PROJECT/ACTIVITY TO RAISE MONEY FOR CLASSROOM EXPENSES SUCH AS FIELD TRIPS.

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

Minor: Estimated Gross \$ _____ Estimated Net \$ _____
 Major: Estimated Gross \$ 8,000.00
Estimated Net \$ 7,500.00

NATURE OF PROJECT/ACTIVITY (i.e., car wash) 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 OCTOBER 2005 ENDING OCTOBER 2005

LOCATION NEAL DOW ELEMENTARY SCHOOL

NUMBER OF STUDENTS TO BE INVOLVED 450

RECOMMENDED

Date 9-16-05 Student Officer's Signature (if applicable) Randy V Stein

Date _____ Advisor's Signature _____

Date 9-19-05 Director of Activity Signature (if applicable) Joyce Burdette

Date _____ Principal's Signature _____

Date 9-20-05 Assistant Superintendent's Signature W. Halpern


| 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
(530) 891-3000 x 131**

Memo

To: Dr. Brown, Superintendent
From: Scott Jones, Director of Fiscal Services 
Date: September 20, 2005
Re: Declaration of Surplus Property

The District has determined that the items listed on the attached page are no longer needed. We request that these items be declared as surplus and disposed of in accordance with administrative procedures.

SJ/dm

| | <i>as of 9/1/05</i> | |
|----------------------|---------------------|------------------|
| | | |
| Item | Count | Condition |
| Bench Press | 1 | |
| Bench-nurses | 2 | Good |
| Cabinet-metal | 1 | Good |
| Cart | 3 | 1 good |
| Chairs-large/med | 58 | 30 good |
| Chairs-office | 1 | |
| Chairs-Primary | 171 | 75 good |
| Coat Cart | 1 | |
| Copiers | 4 | |
| Desk-computer | 3 | |
| Desk-double | 3 | |
| Desk-side cubbie | 63 | 35 good |
| Desk-single | 20 | |
| Desk-Teacher | 19 | 5 good |
| File Cabinet-large | 5 | 3 good |
| File Cabinet-lateral | 1 | Good |
| File Cabinet-small | 2 | 1 good |
| Floor Cleaner | 3 | |
| Freezer | 1 | |
| Ladder | 1 | |
| Microfiche | 1 | |
| Microwave | 1 | |
| Overhead Projector | 9 | |
| Partitions | 6 | |
| Projector | 3 | |
| Racks | 3 | |
| Refrigerator | 4 | |
| Salad Bar Cart | 1 | Good |
| Shelves-large | 7 | |
| Shelves-small | 6 | 2 good |
| Shelves-wooden large | 13 | |
| Stove | 1 | |
| Tables-Science | 1 | |
| Tables-Wooden small | 14 | 3 good |
| Television sets | 19 | |
| Typewriter | 5 | |
| Weight Set | 1 | |

Mandatory Instructions
(click to view)

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

| | |
|----------------------------|-------|
| Business Services Use Only | |
| CA# | _____ |
| V# | _____ |
| RCF# | _____ |

CONSULTANT AGREEMENT

1. A completed BS10a. "Certificate of Independent Consultant Agreement" guideline is:

On File (click to view) Attached

2. A completed W9 "Request for Taxpayer Identification Number and Certification" form is:

On File (click to view) Attached

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

Name: WestEd
Street Address/POB: 730 Harrison Street
City, State, Zip Code: San Francisco, CA 94107-1242
Phone: (415) 565-3000
Taxpayer ID/SSN: _____

This agreement will be in effect from: 10/06/05 to 10/07/05

Location(s) of Services: (site) Masonic Family Center

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

WestEd will conduct a professional development series to build capacity for Chico Unified School District to develop and implement a research-based accountability system. This system will meet the needs of teachers to address national, state, district, and school improvement goals to close the achievement gap for all students.

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

Support the CUSD in its improvement efforts with a goal of assisting the district to exit from Program Improvement status by June 30, 2007. Help build the district's capacity to implement instructional changes and evaluate the impact of those changes. Improve learning for all students.

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

1) District Program Improvement - NCLB (T-1 P.A. IMPV/INTERVENTION)

2) _____

3) _____

6. Account(s) to be Charged:

| | Pct (%) | Fund | Resource | Proj/Yr | Goal | Function | Object | Expense | Sch/Dept |
|----|---------|------|----------|---------|------|----------|--------|---------|----------|
| 1) | 100.00 | 01 | 3175 | 0 | 1110 | 1000 | 5800 | 14 | 670 |
| 2) | | | | | | | 5800 | 14 | |
| 3) | | | | | | | 5800 | 14 | |

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

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

\$ 3,220.00 Per Unit, times 2.00 # Units = \$ 6,440.00 Total for Services

(Unit: Per Hour Per Day Per Activity)

9. Additional Expenses:

None \$ _____
\$ _____
\$ _____ Total for Addit'l Expenses 0.00

\$ 6,440.00 Grand Total

10. Amounts of \$1,001.00 or more require Board Approval: (date to Board) 10/05/05

(to be completed by Business Services)

CONSULTANT TERMS AND CONDITIONS

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

| | |
|----------------------------|-------|
| Business Services Use Only | |
| CA# | _____ |
| V# | _____ |
| RCF# | _____ |

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

11. AGREED TO AND ACCEPTED:

Teresa Johnson

Director of Contracts

(Signature of Consultant)

(Print Name)

(Date)

9/15/05

12. RECOMMENDED:

(Signature of Originating Administrator)

(Print Name)

(Date)

9/27/05

13. APPROVED:

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

(Print Name)

(Date)

9/28/05

APPROVED:

(Signature of Asst. Supt. - Business Services)

(Print Name)

(Date)

Consultant
Randy Meeker

Contract Employee

9-28-05

14. Authorization for Payment:

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

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

(b). DISPOSITION OF CHECK by Accounts Payable:

- (check released upon completion of services)
- Send to Site Administrator: _____ (Date check required)
 - Mail to Consultant

(c).

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

Mandatory Instructions
(click to view)

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

| | |
|----------------------------|-------|
| Business Services Use Only | |
| CA# | _____ |
| V# | _____ |
| RCF# | _____ |

CONSULTANT AGREEMENT

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

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

Name: Linda M. Montes
 Street Address/POB: 158 Secluded Oaks Court
 City, State, Zip Code: Chico, CA 95928
 Phone: 530-345-1175
 Taxpayer ID/SSN:

This agreement will be in effect from: 10/15/05 to 05/30/05

Location(s) of Services: (site) Parkview Elementary

- Scope of Work to be performed: (attach separate sheet if necessary)
 Staff Development focus on strategies and methodologies to assist the Two-Way Immersion teacher in meeting the needs of language learners in specific grade level settings. Teachers will learn strategies that develop reading, writing, listening, and speaking in English and Spanish.
- Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Consultant services:
 Staff development to meet the specific goals of the FLAP grant.
 Staff development to support student achievement goals in the LEA Plan.

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

- Foreign Language Acquisition Program grant (FLAP)
-
-

6. Account(s) to be Charged:

| | Pct (%) | Fund | Resource | Proj/Yr | Goal | Function | Object | Expense | Sch/Dept |
|----|---------|------|----------|---------|------|----------|--------|---------|----------|
| 1) | 100.00 | 01 | 5814 | 0 | 1110 | 1000 | 5800 | 14 | 670 |
| 2) | | | | | | | 5800 | 14 | |
| 3) | | | | | | | 5800 | 14 | |

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

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

\$ 3,500.00 Per Unit, times 1.00 # Units = \$ 3,500.00 Total for Services

(Unit: Per Hour Per Day Per Activity)

9. Additional Expenses:

\$ _____
 \$ _____
 \$ _____

Total for
0.00 Addit'l Expenses

\$ 3,500.00 **Grand Total**

10. Amounts of \$1,001.00 or more require Board Approval: (date to Board) 10/05/05

(to be completed by Business Services)

CONSULTANT TERMS AND CONDITIONS

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

| | |
|----------------------------|-------|
| Business Services Use Only | |
| CA# | _____ |
| V# | _____ |
| RCF# | _____ |

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

11. AGREED TO AND ACCEPTED:

| | | |
|---|--|---------------------------|
| <u>[Signature]</u> (Signature of Consultant) | <u>Linda M. Montes</u> (Print Name) | <u>09.30.05</u> (Date) |
|---|--|---------------------------|

12. RECOMMENDED:

| | | |
|--|---------------------------------------|--------------------------|
| <u>[Signature]</u> (Signature of Originating Administrator) | <u>Joanne Parskey</u> (Print Name) | <u>9-30-05</u> (Date) |
|--|---------------------------------------|--------------------------|

13. APPROVED:

| | | |
|--|---|--------------------------|
| <u>[Signature]</u> (Signature of District Administrator, or Director of Categorical Programs) | <u>Janet L. Brunson</u> (Print Name) | <u>9/27/05</u> (Date) |
|--|---|--------------------------|

| | | |
|--|---|--------------------------|
| <u>[Signature]</u> (Signature of Asst. Supt. - Business Services) | <input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Contract Employee <u>Randy Meeker</u> (Print Name) | <u>9-27-05</u> (Date) |
|--|---|--------------------------|

14. Authorization for Payment:

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

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

Mandatory Instructions
(click to view)

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

| | |
|----------------------------|-------|
| Business Services Use Only | |
| CA# | _____ |
| V# | _____ |
| RCF# | _____ |

CONSULTANT AGREEMENT

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

2. A completed W9 "Request for Taxpayer Identification Number and Certification" form is:
 On File (click to view) Attached

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

Name: The Bodine Group
Street Address/POB: 70370 Sheldon Road
City, State, Zip Code: Elk Grove, CA 95624
Phone: (916) 688-8645
Taxpayer ID/SSN: _____

This agreement will be in effect from: 10/05/05 to 06/30/06
Location(s) of Services: (site) District offices and/or other meeting facilities in Chico

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

Provide facilitation for Interest Based Bargaining sessions between CUSD and CSEA Chapter 110. Approximately 10 full day sessions.

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

Negotiations w/ Classified Employee Group. Both the District and CSEA Chapter 110 have agreed to the IBB process which requires such facilitation.

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

1) Employer Relations Board and Superintendent

6. Account(s) to be Charged:

| Pct (%) | Fund | Resource | Proj/Yr | Goal | Function | Object | Expense | Sch/Dept |
|-----------|------|----------|---------|------|----------|--------|---------|----------|
| 1) 100.00 | 01 | 0000 | 0 | 0000 | 7100 | 5800 | 14 | 630 |
| 2) | | | | | | 5800 | 14 | |
| 3) | | | | | | 5800 | 14 | |

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

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

\$ 10,000.00 Per Unit, times 10.00 # Units = \$ 10,000.00 Total for Services
(Unit: Per Hour Per Day Per Activity)

9. Additional Expenses:

| | |
|----------------------------|-------------|
| Travel | \$ 1,100.00 |
| Lodging | \$ 900.00 |
| Meals | \$ 350.00 |
| Total for Addit'l Expenses | |
| \$ 2,350.00 | |
| \$ 12,350.00 | Grand Total |

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

(to be completed by Business Services)

CONSULTANT TERMS AND CONDITIONS

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

| | |
|----------------------------|-------|
| Business Services Use Only | |
| CA# | _____ |
| Y# | _____ |
| RCF# | _____ |

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

11. AGREED TO AND ACCEPTED:

Joanne M. Bodine
 (Signature of Consultant)

Joanne M. Bodine
 (Print Name)

9-29-05
 (Date)

12. RECOMMENDED:

Robert V. Easter
 (Signature of Originating Administrator)

Robert V. Easter
 (Print Name)

9-29-05
 (Date)

13. APPROVED:

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

(Print Name)

(Date)

APPROVED
Randy Meeker
 (Signature of Asst. Supt. - Business Services)

Consultant
 Contract Employee
 Randy Meeker
 (Print Name)

9-29-05
 (Date)

14. Authorization for Payment:

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

RECEIVED

SEP 27 2005

EDUCATIONAL SERVICES

CHICO UNIFIED SCHOOL DISTRICT

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

FIELD TRIP REQUEST

TO: CUSD Board of Education

Date: 9-8-05

FROM: Persson- ACT

School/Dept.: CHS

SUBJECT: Field Trip Request

Request is for ACT Presentation Team
(grade/class/group)
Destination: Glendale/Canoga PK, Activity: Present to Teachers Students⁺
from 10/9/05 10AM to 10/11/05 10PM
(dates) / (times) (dates) / (times)
Rationale for Trip: Presentations (3-4)

Number of Students Attending: 35 Teachers Attending: 4 Parents Attending: 0

Student/Adult Ratio: 10-1

Transportation: Private Cars _____ CUSD Bus _____ Charter Bus Name MH Lassen
Other: _____

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

ESTIMATED EXPENSES: Student rooms paid by ACT Student Club.
Fees \$ ~~4488~~ Substitute Costs \$ 1280 Meals \$ _____
Lodging \$ 1000 Transportation \$ 4488 Other Costs \$ _____
ACCOUNT NAME(S), NUMBER(S) and AMOUNT(S): paid by donation from hosts
Name Partnership Acct. #: _____ \$ 1280 (subs)
Name Partnership Acct. #: _____ \$ 180 (teacher hotel)

Pope & Persson 9-8-05
Requesting Party Date
J. Hauler 9/12/05 Approve/Minor Do not Approve/Minor
Site Principal Date or
Bayer 9/26/05 Recommend/Major Not Recommended/Major
Director of Transportation Date (If transporting by bus or Charter)

IF MAJOR FIELD TRIP
[Signature] 9-28-05 Recommend Not Recommended
Director of Educational Services Date
 Approved Not Approved
Board Action Date

STATEMENT OF INTENT
Chico Unified School District and Open Structured Classroom Program
October 5, 2005

The Chico Unified School District supports a K-8 Pilot Open Structure Classroom Program (OSC K-8) at Hooker Oak Elementary School.

- 1) Purpose of this Statement: The parties entering into this Statement, the Chico Unified School District (CUSD) and the Open Structure Classroom Program (OSC), do so for the purpose of acknowledging the mutual understandings set forth below. Nothing herein shall be construed as limiting the CUSD's discretion to implement educational programming.
- 2) Review: The Statement of Intent will be reviewed with CUSD staff, the CUSD Board of Trustees, and the OSC Parent Advisory Board as needed.
- 3) Elementary School Status: The OSC K-8 program will be an elementary program for curricular and contractual purposes. The program will not operate as a secondary school, or as a junior high school.
- 4) Transition of Neighborhood Students:
 - a) See attached chart for multi-year transition plan for 04-05 neighborhood students.
 - b) The CUSD may assign overflow students to classes on a space available basis after OSC wait lists are accommodated.
 - c) During the transition period, the school will function as a single site school. PTA and the OSC Parent Advisory Board will decide together how to function in offering parent support for the whole school while building toward a single site OSC school. The School Site Council will serve the entire school population. Fundraising and other student activities will be planned and scheduled as whole school events. OSC will conduct specific community building activities to foster teacher collaboration and family connection with the OSC community of classrooms. Fundraising for specific purposes (e.g. 7th/8th grade facility needs) may be organized.
- 5) Curriculum and Assessment:
 - a) The OSC curriculum will integrate the California State Content Standards within the thematic, project-based Open Classroom guidelines, practices, and techniques for grades K-8.
 - b) Progress toward student achievement of the key CUSD standards will be assessed by individual teachers and reported to parents.
 - c) School accountability will be assessed by existing state and federal accountability programs, e.g. API and AYP.

6) Staffing:

- a) Staffing will be provided as permitted for other CUSD elementary schools.
- b) Staffing may be affected by waiver of state mandates allowable if alternative school status is obtained by OSC.
- c) During the transition period, staffing targets will be relative.
- d) CUSD will adhere to the CUTA contract in hiring OSC teachers. OSC parents and teachers will be involved on an advisory basis in the interviewing of prospective OSC staff.
- e) The principal of the OSC program has the latitude to configure classrooms as best meets the needs of the OSC program and philosophy, provided the school maintains the district's student/teacher ratio and accommodates class size reduction restrictions.

7) Facilities:

- a) It is the goal of the CUSD and the OSC to house the OSC K-8 Program on a single site and that the program, if operating at full capacity, not share the site with a neighborhood program. Priority will be given to supporting the growth of OSC to operate at full capacity during the site transition period.
- b) The parties acknowledge the CUSD's right to utilize any non-ADA producing facility, including any K-8 OSC site(s) in any manner that best meets the needs of the district as a whole. Examples include Special Education, and/or other specialized programs.
- c) OSC is expected to reach capacity enrollment for the school site no later than 2010-2011, at which time the goal of a single, fully occupied site (7.a), above) should be realized. OSC has developed a multi-year plan to achieve maximum ADA capacity for the Hooker Oak facility. The parties acknowledge the CUSD's right to fill the campus to capacity enrollment in any given year.
- d) Faced with a pattern of declining enrollment, the parties acknowledge that the OSC program could be discontinued and the school site used to house multiple programs, including a neighborhood program, or any other ADA generating option.

8) Orientation:

New students and families will continue to go through established registration procedures, including a tour, video and handbook review.

9) Student Diversity:

It is the intent of the OSC to further develop a multi-year plan to attract and retain a student population that reflects the average district-wide demographics of CUSD. OSC will adhere to the CUSD policy developed for student diversity in alternative education programs and the Form-10 process.

10) Transportation:

Because the OSC K-8 Program is an alternative program, student transportation to and from school will be the responsibility of the parent.

11) Budgetary Items:

It is the expectation that OSC run at a cost to CUSD that does not exceed that allocated to other elementary school campuses. CUSD recognizes OSC's desire to fundraise to provide the supplemental programs and opportunities essential to the OSC philosophy, while adhering to the Education Code restrictions and following the FCMAT guidelines.

12) Contingencies:

The parties acknowledge that this Statement of Intent is not a contract and that the CUSD at all times retains the discretion to delete, add, or modify anything herein. The parties acknowledge the CUSD's discretion and duty to implement and maintain school programs and school properties to its full legal right.

OSC K-8 Transition Plan

| 2004-05 | 2005-06 | 2006-07 | 2007-08 |
|---|---|---|---|
| Current OSC Configuration | First Transition Year Configuration | Second Transition Year Configuration | Final Configuration Goal |
| Two kindergarten classes | Two kindergarten classes | Three kindergarten classes (one new) | Three kindergarten classes |
| | One new K/1 & one new 1st/2nd multi-age class | | |
| Four 1 st /2 nd multi-age classes | Four 1 st /2 nd multi-age classes | Six 1st/2nd multi-age classes | Six 1 st /2 nd multi-age classes |
| Four 3 rd /4 th multi-age classes | Five 3rd/4th multi-age classes (one new) | Five 3 rd /4 th multi-age classes | Six 3 rd /4 th multi-age classes |
| Two 5 th /6 th multi-age classes | Two 5 th /6 th multi-age classes | Three 5th/6th multi-age classes (one new) | Three 5 th /6 th multi-age classes |
| | One 7th/8th multi-age class (one new) (add second if wait list is full). | Two 7th/8th multi-age classes (one new) (Add third if wait list is full) | Three 7th/8th multi-age classes. (one new) |
| Total 270 students 12 Classrooms | 16 Classrooms | 18 Classrooms | Total 500 students 20 classrooms |

October 5, 2005

[draft]

To: The Hon. Barbara Roberts
 Presiding Judge of the Butte County Superior Court
 1 Court Street
 Oroville, CA 95926

From: The Chico Unified School District Board of Trustees

1. Introduction

The Board of Education is pleased to have this opportunity to respond to the Butte County Grand Jury's 2004-2005 Final Report in our role as trustees and the sole responsible body for the Chico Unified School District (District).

It is the District's intention to follow the letter and spirit of the law, and therefore, we appreciate the Grand Jury's work to identify areas where we might need to improve our practices. Accordingly, upon receiving the Report, we contracted with a respected independent authority, Fiscal Crisis Management Assistance Team (FCMAT) to conduct a thorough review of many issues raised in this report so that we might inject substantive and real improvements for students and families where appropriate.

Providing core and enriched educational programs for students, despite challenging funding and legal constraints, remains the Board's chief aim. We believe in, and advocate for, free public education for all students irrespective of their individual economic ability.

2. Required Physical Education Uniforms

Findings:

1. *Requiring and then charging for physical education uniforms is not consistent with the California Constitutional guarantee of a free school system in California, Regulation 350, Education Code sections 38118 and 60070. This view is consistent with the list of items for which the Attorney General concluded schools could not charge fees ("...gym suits and shoes for physical education classes..." 39 Ops. Cal. Atty. Gen. 136 at p. 138 (1962)). In addition, Education Code Section 49066 states "No grade of a pupil participating in a physical education class, however, may be adversely affected due to the fact that the pupil does not wear standardized physical education apparel where the failure to wear such apparel arises from circumstances beyond the control of the pupil." Accordingly, we conclude that a school may not charge for a physical education uniform that students are required to wear.*

This is an accurate statement of law.

2. *Grades of students at CHS were adversely affected by the policy of losing 5 points per day for failure to wear the school required PE uniform.*

The District agrees that wearing appropriate PE clothes during PE classes is required. Students have the opportunity to “dress down” in gym clothes purchased from the District, purchased from non-District retailers, obtained independent of the District, or borrowed at the school sites and without charge. While gym clothes are required (gray t-shirt, red or black shorts), the District does not require that a student purchase these clothes. The current CHS written policy provides: “Students will not be graded differently if they choose not to buy a PE uniform. However, not changing into PE clothes prior to class will affect grades.” A student’s failure to “dress down” may be disciplined as a failure to participate: students are generally not permitted to exercise in their school clothes. The District acknowledges that there has been confusion in the past regarding PE clothes, PE uniform purchase and PE grades and further acknowledges that the source of this confusion was in the written materials previously provided to students and parents.

3. *Students at CHS are currently required to apply for a fee waiver to obtain a free school wide physical education uniform; one question on the waiver asks if the student qualifies for free/reduced price lunch. Both the fee waiver process and the questions regarding the free/reduced lunch are problematic; fee waivers should not be offered as most fees are not appropriate; and those authorized by law may not be used to prohibit a student from participating in curricular or extra curricular activity. Additionally, the Grand Jury learned during the course of its investigation that the confidentiality laws imposed by the Federal Government on the free and reduced lunch programs were due to concerns of discrimination or other civil rights violations.*

The District desires to protect the privacy and confidentiality of students. Therefore, CHS permanently discontinued use of a fee waiver in the context described above early in the previous school year (2004-05). The District disagrees with this finding in part as fee waivers are allowed in some situations; for some fees, waivers are required (e.g., exemption for financial hardship for athletic team member insurance; Education Code section 32221.)

4. *The course syllabus BJHS, PVHS, and CHS all state school wide physical education uniforms are required.*

The District agrees with this finding in that PE clothes are required for PE.

Recommendations:

1. *All CUSD schools should immediately ban the practice of requiring students to purchase a specific uniform.*

This recommendation has been implemented. Students have always had options for obtaining appropriate PE clothes. Unfortunately, prior to the current school year, these options were, in many instances, not well communicated to students or families. (Please see written information currently provided by Chico and Pleasant Valley High Schools (attached).)

2. *Any public school that requires a specific school PE uniform shall provide the uniform to all students free of charge.*

The District intends to follow both the letter and the spirit of the law as we support students and families. The California Department of Education (Fiscal Management Advisory 97-02) has opined that it is permissible for districts to require students to obtain their own gym clothes of a district-specified color, so long as the design and color are of a type sold for general wear outside the school.

3. *The Superintendent of CUSD should report to the school board on the district's compliance with state law regarding PE uniform policy prior to the next school year.*

The District acknowledges that there has been confusion, created by District written materials, as to the various options available to students and parents for PE clothes. The District believes the options are now well-explained and by way of the attached notices has made certain that the options are well-known. The Superintendent will report to the Board on this matter during the current school year.

4. *CUSD should immediately correct the grades of all students, current and previous, and notify all students of grade adjustments when points were lost due to not wearing the required school wide physical education uniform.*

The District is not aware of any student suffering a downward grade adjustment who chose not to "dress down" in PE clothes either purchased or supplied. A student should not participate in PE in their school clothes; therefore, a student's failure to "dress down" may be disciplined as a failure to participate which would affect a student's grade.

5. *The fee waiver question "our family is eligible for free/reduced lunch" should be removed from all CHS applications.*

The District agrees with this recommendation and it has been implemented. The District desires to protect the privacy and confidentiality of students. Therefore, CHS permanently discontinued use of a fee waiver question in the context described above early in the previous school year (2004-05).

6. *The practice of waiving fees for classes should be discontinued, as there are no legal fees for classes.*

The district agrees with this recommendation and it has been implemented effective in the 2005-2006 school year. See CHS Student Handbook Curriculum Guide.

3. Student Fees at Chico High School

Findings:

1. *Substituting the word "donation" for fee and requiring donations continues to leave CHS in a position of questionable legal compliance.*

The District acknowledges that there has been confusion as to the distinction between a permissible donation and an impermissible fee. It is the District's intent to eliminate any confusion, District-wide, by way of the attached draft District Practice, to be completed and implemented in the 2005-2006 school year; please see also, CHS Student Handbook Curriculum Guide at page 35. It should be noted that CHS does not believe it had a practice of substituting fee for donation and requiring donations.

2. *CHS is asking students to identify if they are the recipient of free or reduced lunch when applying for fee (donation) waivers.*

The District acknowledges that this information has been requested in the past. It is the District's intent to eliminate any unauthorized request or use of free or reduced lunch information, District-wide, by way of the attached draft District Practice, to be reviewed and implemented in the 2005-2006 school year; please see also, CHS Student Handbook Curriculum Guide. In addition, the District notes that certain fee waivers are not only permissible but required (e.g., exemption for financial hardship for athletic team member insurance; Education Code section 32221.)

3. *The current system of funding curricular activities through ASB dollars inadvertently puts educators in a position of having purchasing power and requiring them to be responsible for and account for student funds. The Grand Jury believes this cannot help but undermine the quality of education teaching time in the classroom and generates the possibility of teachers inadvertently violating California law.*

The District does not have a system of funding curricular activities through ASB dollars. The District does, however, acknowledge that, in certain classes, District funds were deposited into ASB accounts and drawn there from for supplies. This improper bookkeeping procedure has been discontinued.

4. *The process of raising money and soliciting donations still remains connected to individual students as their responsibility; this is not consistent with a free public education/non-fee-based curriculum.*

It is the District's intent to eliminate any unauthorized student tracking of fundraising and donation receipts, District-wide, by way of the attached District Practice. However, the District respectfully disagrees with this finding, in part, for two reasons. First, student-based fundraising may be student-tracked, where the funds are raised for certain activities. (E.g., out of state, non-class or non-curricular based travel; Education Code section 35330.) Second, it is permissible to track donations by donor, at least for refund purposes; thus when the student is the donor, student identification may be used.

5. *Teachers believe that a quality curriculum cannot be provided without ASB funds being transferred into their district classroom accounts.*

The employees of the District likely all share the view that years of cumulative state education budget cuts have taken a toll on the classroom. However, the District does not agree that teachers, District-wide, believe that the solution to this chronic problem lies in the classroom use of ASB money.

Recommendations:

1. *CUSD should establish a district-wide policy for handling donations to classrooms that is not fee based and does not create the appearance that it is the student's responsibility to fund his/her own learning experience.*

It is the District's intent to eliminate any potential confusion as to permissible and impermissible fees and donations, and the methods for collecting and disbursing the same, District-wide, by way of the attached draft District Practice, to be reviewed and implemented in the 2005-2006 school year. It is noted that the District does not agree that it has utilized a fee based "policy" of funding the learning experiences of students.

2. *Donations should not be tracked by student name/ID number, since this policy allows staff to have information on who has donated and who has not.*

It is the District's intent to eliminate any unauthorized student tracking of fundraising and donation receipts, District-wide, by way of the attached draft District Practice*, to be reviewed and implemented in the 2005-2006 school year. However, because student-based fundraising may be student-tracked where the funds are raised for certain activities (e.g., out of state, non-class or non-curricular based travel; Education Code section 35330) and for refund purposes when the student is the donor, certain student tracking is authorized and may be utilized for the benefit of the student.

* The Draft District Practice, while a work in progress and subject to review by FCMAT, is currently being utilized by the District.

3. *The purchase price of the bus bought by CUSD for ACT with ASB funds should be*

restored by CUSD to the ACT account. This bus is clearly owned by CUSD and has never benefited the students who raised the money.

Title to durable good ASB purchases may be transferred by the ASB to the District. ACT ASB students made the decision to purchase the bus with the intent that it directly benefits students. More specifically, the ACT Presentation Teams received a \$3000 donation in the summer of 2003, serving as keynote speakers at a conference held at Chico State. Those funds went directly towards the purchase of the bus. Parent donations provided the balance of the purchase price. For these reasons, it is the District's belief that this recommendation should not be implemented because it is not warranted.

4. *Since school libraries can account for books checked out and SLC ACT is unable to track inventory and issue equipment on a daily basis needed for classroom activities, all inventories should be moved to the library until a proper checkout procedure can be established in the classroom.*

ACT students work with teachers in the SLC labs before and after school, during lunch and on weekends when the library is not open. Equipment must be made available to students during these times. Therefore, it is the District's belief that this recommendation not be implemented because it is not warranted.

5. *Fee waivers should not have to be given or have to be requested for students not wishing to donate to their respective SLC or classroom.*

The District agrees with this statement and to the extent that it is a recommendation, it has been implemented. See draft District Practice, to be reviewed and implemented in the 2005-2006 school year.

6. *Chico High should immediately stop charging mandatory classroom fees as in Glass Design and Advanced Glass Design.*

Effective in the 2005-2006 school year, fees are not charged to students enrolled in glass design. However, there is an actual cost of materials charge for items taken home. See CHS Student Handbook Curriculum Guide.

7. *Refunds should be provided to families who have paid fees that are not specifically authorized by law. All future fees or requests for funds should include a justification that the charge is a legal fee. Writing and drawing paper, pens, inks, blackboard, blackboard erasers, crayons, lead pencils, and other necessary supplies for the use of the schools, shall be furnished under direction of the governing boards of the school district.*

The District will carefully consider requests for refunds on a case-by-case basis. The remainder of the recommendation has been implemented effective in the 2005-2006 school year.

See draft District Practice, to be reviewed and implemented effective in the 2005-2006 school year.

8. *CHS should abide by the district adopted Fiscal Crisis Management Assistance Team, referred to as FCMAT, student body manual, Associated Student Body Accounting Manual, particularly the recommendation that maintenance costs of district owned equipment should not be paid for with ASB money.*

This recommendation has been implemented effective in the 2005-2006 school year. See draft District Practice, to be reviewed and implemented effective in the 2005-2006 school year.

9. *All donations collected on campus should be paid to the comptroller and deposited into ASB accounts.*

Consistent with FCMAT practices, donations may be collected by site personnel and then deposited with the comptroller. The District therefore respectfully maintains that this recommendation not be implemented because it is not feasible to have all donations collected on campus paid directly to the comptroller, nor are all donations intended for deposit into ASB accounts.

10. *One wishing to donate to CHS Foundation via the NVCF should send any monies directly to the NVCF. They should not be collected on campus or associated with student fundraising.*

This recommendation has been implemented effective in the 2005-2006 school year. See draft District Practice, to be reviewed and implemented effective in the 2005-2006 school year.

4. Students Get What They Pay For

Findings:

1. *The CUSD superintendent's office concurred in an April 7, 2005, response that "Funds collected from parents and students fundraising were deposited in both the CHS foundation and ASB accounts. Generally speaking, parent contributions went to the foundation and student-raised funds went into an ASB account, but CHS does not have specific records to show that. CUSD does not have a policy authorizing or not authorizing school involvement with Foundations." California law specifically prohibits the deposit of student-raised money in non-insured accounts outside of the ASB funding mechanism.*

The District understands this to be an accurate quote from the District and correct statement of the law; accordingly the District intends to follow both the letter and the spirit of the law as we seek to support student-learning experiences.

2. *Allowing students to go on a field trip that has not been paid for by the students attending, and withholding diplomas from those who do not pay, places the district in a questionable posture. Attempting to put a site administrator/educator in a position of responsibility for enforcing school board policy and accounting for over \$100,000 in funds that are maintained under questionable practices does not improve that posture.*

The District agrees that in one instance, a student did not have sufficient funds to attend the CHS Choir's China trip, was permitted to go, but was told that the amount credited would have to be repaid and that the student's diploma would be withheld absent the promised reimbursement. In fact, the reimbursement was made and the diploma was not withheld. The District believes this was a single incident and will not be repeated. The District does not believe that this was a practice.

District site administrators are appropriately charged with enforcing school board policy and accounting for large amounts of funds; those duties are an integral part of the job. Site administrators are responsible for all site activities, including ASB fund matters (Education Code 35020; Board Policy 2210). In addition, the FCMAT review emphasized that site-level day-to-day supervision of the ASB Comptrollers be maintained. Therefore, the District respectfully disagrees with the second portion of the finding.

3. *The current CUSD Board Policy for the required bonding of CUSD employees is insufficient for the large sums of money currently being handled by district employees.*

The District's criminal act/fraud insurance coverage, with limits of \$2,000,000 per occurrence, provides loss of funds coverage and applies to all employees. It is therefore broader than employee-specific bonded employee coverage and therefore exceeds the Grand Jury's recommendation.

4. *Generally, receipt books and accounting methods, other than comptroller issued and approved systems, have been used for collecting and accounting for money.*

This District agrees with this finding.

5. *NVCF is accepting checks made payable to Chico High School as part of a fundraising effort by CHS students and paying bills on behalf of CHS without requisite signatures.*

The District agrees with this finding, in part, in that, infrequently, some checks intended to be deposited to the Foundation were unintentionally made payable by the checks' donors to CHS. To be faithful to the donor's intent, such checks were deposited with the Foundation. This has been rectified with the District Practice, whereby donors will be better advised as to the identity of the proper payee.

6. *CHS has no control over how NVCF invests their monies. According to FCMAT, it is illegal for any bank account associated with the district to be opened unless it meets specific criteria and is school board approved.*

This is a correct statement regarding the relationship between CHS and the North Valley Community Foundation (NVCF) as well as a correct statement of law by FCMAT. The District does not believe that it has improperly opened an account.

Recommendations

1. *CUSD superintendent and school site administrators should abide by all of the adopted policies of the CUSD Board; if there is a policy that needs to be amended, it should be revised by the Board before procedures are altered.*

The District agrees with this recommendation.

2. *The ASB funds at all of the schools are ultimately the responsibility of the superintendent of the district and can be better managed by the CUSD business office. All school comptrollers and staff responsible for management of ASB funds should answer to the District Business Office. Training of the responsible staff should be standardized and complete, adopting a standard of best management practices approved by the CUSD School Board.*

This recommendation will be fully implemented in the 2005-2006 school year, with the caveat that site-level day-to-day oversight, as recommended by FCMAT, remain in place.

3. *All monies generated by student activities should be deposited in the federally insured ASB account. Any and all donations to any foundation should be clearly marked as such on any check and delivered directly without the involvement of a CUSD employee during working hours. These donations should not be designated for the use of any specific student and applied only to the base amount of the cost of the activity.*

The District agrees with the language set forth in the recommendation; to the extent it has not already been implemented, it will be fully implemented effective in the 2005-2006 school year by way of the draft District Practice, to be completed in the 2005-2006 school year.

4. *A full and independent audit of all ASB accounts and accounting practices should be requested and directed by a committee of CUSD school board members. Audit results should be used to direct independent consultants to recommend a set of policies that comply with all legal requirements with respect to fees, donations, ASB accounting, and handling of cash and checks in the classroom. Independent consultants should monitor compliance of teachers, administrators, and district*

officials for not less than three years after the completion of the report.

This recommendation has been implemented, assuming the reference is to FCMAT analysis. The District has retained FCMAT; FCMAT has evaluated ASB accounting. The results of that investigation have been used, in part, to develop the District Practice referenced in this Response. FCMAT will continue to be used by staff for at least three years. In addition, Education Code section 41020 requires an annual independent audit in addition to the evaluation undertaken as described.

5. *Thereafter, annual training should be provided by CUSD for all CUSD teachers, administrators, and district office staff.*

This recommendation has been implemented with annual training to be provided for appropriate CUSD personnel.

6. *Only a district-designated comptroller/assistant should collect money and issue receipts to students. Monthly copies of reconciliation reports should be forwarded to both the CUSD Business Office and a subcommittee of the CUSD school board.*

Collection of ASB money at sites is specifically contemplated by FCMAT; central collection of such moneys would be impractical. Because the first sentence is not consistent with the FCMAT's training nor its published ASB Accounting Manual (2005), the District believes that this recommendation should not be implemented. Monthly reconciliation has been implemented and is in place. Effective in the 2005-2006 school year, a quarterly summary of ASB activity, by site, will be submitted to the Board.

7. *The use of the NVCF for accepting donations for classroom activities or field trips and paying for the classroom activities or field trips from those accounts should be discontinued. Those donations made to the foundation identified for a particular cause or purpose should be acknowledged by the CUSD School Board in a public hearing and deposited into the corresponding district or school account for which it was designated.*

As noted by the Grand Jury, the NVCF (Foundation) is an entity independent of the District. Consistent with the FCMAT's training and its published ASB Accounting Manual (2005), parents and others may independently donate to the North Valley Community Foundation. The Foundation may donate to the District, consistent with the donor's intent, at which time the School Board will acknowledge acceptance, consistent with all other donations.

8. *The practices of withholding diplomas and credit bureau reporting for students that owe fees should be discontinued immediately*

Diplomas may be withheld and collection procedures utilized in certain circumstances for

authorized fees, willfully unpaid; such fees include amounts due for damaged or destroyed District property. It should be noted that withholding of diplomas is rarely done and only under exceptional circumstances.

9. *The CUSD manual, Parent's Rights and Responsibilities, should be updated to include specific language about donations and fees, a list of charges that the California Education Code explicitly allows with the corresponding code section, and a statement that all other charges are voluntary. This change should be reviewed and, adopted by the CUSD school board.*

This recommendation will be considered for the 2006-07 school year.

5. Marsh Junior High School Follows the Money

Findings:

1. *CUSD district office/business office has an excellent understanding of California Education Codes, CUSD School Board Policies, and CDE Advisories with regards to proper procedures for managing ASB funds.*

The District agrees with this finding and adds that staff have benefited from the FCMAT review.

2. *CUSD is not consistent in its implementation of the policies, procedures and advisories that it quotes in its disciplinarily (sic) packet against the former Principal of MJHS.*

The District believes that the matters set forth in the materials referenced above describe conduct that is different in degree and extent than the conduct described in the Grand Jury's Final Report. The District acknowledges the need to assure consistency in the implementation of its policies and procedures. Training, follow-up and the development of District Practices, to be fully implemented in the 2005-06 school year, will insure that all school personnel follow the guidelines as approved by the District.

3. *The continued insistence by the district of ASB problems as "site issues" does not relieve CUSD of its responsibility for proper ASB management practices.*

District administration is ultimately responsible for ASB funds. The District's administration is responsible for ASB fund oversight, for developing ASB policies and procedures and for the necessary training thereof. The District administration also recognizes that site administrators are responsible for all site activities, including ASB fund matters (Education Code 35020; Board Policy 2210). In addition, the FCMAT review emphasized that principals continue to maintain day-to-day supervision of the ASB Comptrollers. The District

agrees, therefore, that ASB fund control is both a site and an administrative matter.

4. *In the context of the number of "site issues", the CUSD policy designating the principal as the responsible individual for ASB practices conflicts with an objective of maintaining a uniform accounting system within CUSD.*

As set forth in response to the previous finding and pursuant to the Education Code, the site principal is responsible for implementing applicable District policy as well as the District-developed ASB practices. To that extent, then, the District maintains that these practices do not conflict with our objective. That said, the District is continuing to develop more uniform ASB accounting practices.

5. *The former Principal of MJHS does not appear to have personally benefited (sic) or "misused public" funds as stated in his disciplinary charge filed against him.*

The District agrees that no ASB funds were deposited into any personal account of the former principal nor were ASB funds utilized to purchase items of personal use. "Personal benefit" may be a subjective evaluation. The District understands that the Grand Jury and others do not believe that garnering favor from students and parents by making unauthorized expenditures qualifies as "personal benefit." The District continues to believe that the materials referenced demonstrate instances of the misuse of public funds.

6. *Purchases were for school year 2004/05 made and reimbursements requested prior to ASB approval process. Although we found these types of problems throughout all secondary schools we visited, it is clear that MJHS was not following correct practices.*

The District acknowledges instances of failure to follow ASB approval regulations and intends to continue working towards complete compliance.

7. *Having a successful magazine drive or fundraiser can be an asset to any school. With proper controls in place, the student educational experience can be greatly enhanced by their own efforts.*

The District agrees with this finding.

8. *During the peak times in fundraising, there is insufficient support available at school sites to insure timely deposits.*

The FCMAT evaluation confirmed that District staffing is appropriate, and therefore, the District respectfully disagrees with this finding. The District does, however, understand that appropriate procedures and training must be in place to insure timely deposits and believes this can and will be accomplished.

Recommendations

1. *Since a great deal of media attention has been given to the former Principal at MJHS alleging misuse of public funds, CUSD should issue a public statement clarifying the questioned practices occurred throughout all secondary schools or issue a public retraction of those allegations.*

While the district does not concur with the assertion that similar practices occurred at all of the district's secondary schools (see District Response to Finding 2), the District acknowledges that the ASB practices throughout the secondary schools need improvement. It is our belief--in fact, there is evidence by our draft District Practice--that our administrators, working in conjunction with FCMAT, are determined to remedy those practices found in error. The end result will be a better system to serve the students of CUSD.

2. *CUSD School Board should develop a work plan, which may require the use of consultants, to insure that all secondary schools are consistent in their implementation of CUSD policies, procedures and advisories.*

This recommendation has been implemented effective in the 2005-2006 school year.

3. *CUSD Business Office should be responsible for oversight of all school Comptrollers and the standard implementation of account codes and practices throughout the district.*

This recommendation has been implemented, in part, effective October 1, 2005. The District notes that site administrators are responsible and will continue to be responsible for the day-to-day supervision of school comptrollers. See draft District Practice, to be reviewed and implemented in 2005-2006.

4. *Fundraising money should only be used to supplement the classroom experience based on the wishes of the students.*

This recommendation has been the District Practice as to ASB funds and is therefore implemented.

5. *With ASB approval, an annual open purchase order system could be implemented to specific programs/classrooms, which could be used for miscellaneous supplies to enhance the classroom experience. This would provide teachers needed flexibility and be a benefit to the students.*

The District will consider this suggestion during the 2005-2006 school year.

6. *CUSD should implement controls recommended by Matson and Isom. During major fundraising drives, additional CUSD staff should be available to assist*

school sites and insure proper accounting and timely deposits.

As to the recommendations of Matsom and Isom, these controls have either been implemented or will be during the 2005-2006 school year. The FCMAT evaluation confirmed that District staffing is appropriate, and therefore, the District does not plan to implement the second portion of the recommendation. The District does, however, understand that appropriate procedures and training must be in place to insure proper accounting and timely deposits and believes that this can and will be accomplished.

7. *Detailed descriptions should be included in every transaction to accurately describe the intended use.*

This recommendation has been implemented effective the current school year.

8. *Monthly reconciliation reports should be delivered to the district office as well as the CUSD School Board. Detailed ledgers should be available upon request.*

This recommendation was implemented in the 2004-2005 school year.