CUSD Board of Education
Regular Meeting Agenda

Chico City Council Chambers
September 23, 2009
CLOSED SESSION – 5:00 P.M.
REGULAR BOARD MEETING – 6:00 P.M.

Chico
Unified School District

Board Members
Jann Reed, President
Dr. Kathy Kaiser, Vice President
Elizabeth Griffin, Clerk
Dr. Andrea Lerner Thompson, Member
Rick Rees, Member

Kelly Staley, Superintendent

This Agenda is Available at:
Chico Unified School District
1163 E. 7th Street
Chico, CA 95928
(530) 891-3000
Or Online at:
www.chicousd.org

Posted: 9/18/09
The Chicago Unified School District Board of Education welcomes you to this meeting and invites you to participate in matters before the Board.

**INFORMATION, PROCEDURES AND CONDUCT OF CUSD BOARD OF EDUCATION MEETINGS**

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.

### CONSENT CALENDAR

The items listed on the Consent Calendar may be approved by the Board in one action. However, in accordance with law, the public has a right to comment on any consent item. At the request of a member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item. Board Bylaw 9322.

### STUDENT PARTICIPATION

At the discretion of the Board President, student speakers may be given priority to address items to the Board.

### PUBLIC PARTICIPATION FOR ITEMS ON THE AGENDA

The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each item of business to be discussed at regular or special meetings.

- Speakers will identify themselves and will direct their comments to the Board.
- Each speaker will be allowed five (5) minutes to address the Board.
- In case of numerous requests to address the same item, the Board may select representatives to speak on each side of the item.

### PUBLIC PARTICIPATION FOR ITEMS NOT ON THE AGENDA

The Board shall not take action or enter into discussion or dialog on any matter that is not on the meeting agenda, except as allowed by law. (Government Code 54954.2) Items brought forth at this part of the meeting may be referred to the Superintendent or designee or the Board may take the item under advisement. The matter may be placed on the agenda of a subsequent meeting for discussion or action by the Board.

- Public comments for items not on the agenda will be limited to one hour in duration.
- Initially, each general topic will be limited to 3 speakers.
- Speakers will identify themselves and will direct their comments to the Chair.
- Each speaker will be given five (5) minutes to address the Board.
- 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.
- After all topics have been heard, the remainder of the hour may be used by additional speakers to address a previously raised issue.

### WRITTEN MATERIAL:

The Board is unable to read written materials presented during the meeting. If any person intends to appear before the Board with written materials, they should be delivered to the Superintendent's Office or delivered via e-mail to the Board and Superintendent 10 days prior to the meeting date.

### COPIES OF AGENDAS AND RELATED MATERIALS:

- Available at the meeting
- Available on the website: www.chicousd.org
- Available for inspection in the Superintendent's Office prior to the meeting
- Copies may be obtained after payment of applicable copy fees

### AMERICANS WITH DISABILITIES ACT

Please contact the Superintendent's Office at 891-3000 ex. 149 should you require a disability-related modification or accommodation in order to participate in the meeting. This request should be received at least 48 hours prior to the meeting in order to accommodate your request.
CHICO UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Regular Meeting – September 23, 2009
Closed Session – 5:00 p.m.
Regular Session - 6:00 p.m.
Chico City Council Chambers
421 Main Street, Chico, CA 95928

AGENDA

1. CALL TO ORDER

2. CLOSED SESSION
   1. Public Employee Performance Evaluation
      Per Government Code §54957
      Title: Superintendent
   2. Public Employee Appointment
      Per Government Code §54957
      Title: Restructuring of the Educational Services Department with Possible Promotion to
      Provide Oversight Services
   3. Update on Labor Negotiations
      Employee Organizations:
      CUTA
      CSEA, Chapter #110
      Kelly Staley, Superintendent
      Bob Feaster, Assistant Superintendent
      Jan Combes, Assistant Superintendent

   {If Closed Session is not completed before 6:00 p.m., it will resume immediately following the
   regular meeting.}

3. RECONVENE TO REGULAR SESSION
   1. Call to Order
   2. Report Action Taken in Closed Session
   3. Flag Salute

4. STUDENT REPORTS

5. SUPERINTENDENT'S REPORT

6. CONSENT CALENDAR
   1. GENERAL
      1. Consider Approval of Minutes of Regular Session on August 26, 2009 and Special
         Session on September 16, 2009
      2. Consider Approval of Items Donated to Chico Unified School District

   2. EDUCATIONAL SERVICES
      1. Consider expulsion of students with the following IDs: 33934 and 50187
      2. Consider expulsion clearance of students with the following IDs: 39074, 42627 and
         68759
      3. Consider Approval of the Field Trip Request for the BJHS Club Live to attend the
         Leadership Conference at Richardson Springs from 10/08/09-10/10/09
      4. Consider Approval of the Field Trip Request for the CJHS Club Live to attend the
         Leadership Conference at Richardson Springs from 10/08/09-10/10/09
      5. Consider Approval of the Field Trip Request for the PVHS Friday Night Live group to
         attend the Leadership Conference at Richardson Springs from 10/08/09-10/10/09
      6. Consider Approval of the Field Trip Request for the FVHS Friday Night Live group to
         attend the Leadership Conference at Richardson Springs from 10/08/09-10/10/09
      7. Consider Approval of the Field Trip Request for the CHS Friday Night Live group to
         attend the Leadership Conference at Richardson Springs from 10/08/09-10/10/09
      8. Consider Approval of the Field Trip Request for the CHS FFA Chapter Officers to
attend the Chapter Officer Leadership Conference in Mill Creek from 9/19/09-9/21/09

9. Consider Approval of the Field Trip Request for the CHS ACT students to travel to Los Angeles from 01/13/10-01/16/10

10. Consider Approval of the Consultant Agreement for a Fair View Green Academy Coordinator

11. Consider Approval of the Consultant Agreement to provide officials for PVHS field hockey matches, baseball and softball games

12. Consider Approval of the Consultant Agreement with Creative Spirit LLC to provide “Keeping the Joy in Learning” training to site staff

13. Consider Approval of the Obsolete Textbooks

14. Consider Approval of CAHSEE Waivers for Students with Disabilities

15. Consider Approval of the Medi-Cal Administrative Activities (MAA) Claiming Agreement

3. BUSINESS SERVICES
   1. Consider Approval of Accounts Payable Warrants
   2. Consider Approval of the Declaration of Surplus Property
   3. Consider Approval of Monthly Enrollment Update

4. HUMAN RESOURCES
   1. Consider Approval of Certificated Human Resources Actions
   2. Consider Approval of Classified Human Resources Actions

7. DISCUSSION/ACTION CALENDAR

1. EDUCATIONAL SERVICES
   1. Information: Strategic Plan Update (Sara Simmons)
   2. Information: Report on Accountability Progress and STAR Results (Michael Morris)
   3. Discussion/Public Hearing/Action: Consider Approval of Resolution 1087-09, Notice of Apportionment for the State Instructional Materials Fund, Grades K-12, Fiscal Year 2009-2010 (Joanne Parsley)

2. BUSINESS SERVICES
   1. Information: Student Information System RFP (Jason Gregg)
   2. Discussion/Action: 2009-10 Mandated Cost Claim Services (Jan Combes)
   3. Discussion/Action: Budget Update, 2008-09 Year-End Unaudited Actual Financial Statement, 2009-10 Budget Revision #1 (Jan Combes)
   4. Discussion/Action: Consider Approval of Resolution 1088-09, Interfund Borrowing (Jan Combes)

3. HUMAN RESOURCES
   1. Discussion/Action: Public Disclosure and Approval of Tentative Agreement between CUSD and the Chico Unified Teachers Association (CUTA) (Bob Feaster) and of AB1200, Certifying the District's Ability to Meet the Cost of the Tentative Agreement (Jan Combes)
   2. Discussion/Action: Consider Approval of Resolution 1082-09, Elimination of Classified Services (Bob Feaster)
   3. Discussion/Action: Consider Approval of Resolution 1084-09, To Allow Junior High Teachers with a Single Subject Credential to Teach Outside Their Credential Area Based on Appropriate Coursework (Bob Feaster)
   4. Discussion/Action: Consider Approval of Resolution 1085-09, To Allow a Credentialed Teacher to Teach Any Single Subject Class Based on Appropriate Coursework (Bob Feaster)
5. **Discussion/Action:** Consider Approval of Resolution 1086-09, To Allow Teachers with a Multiple Subject Credential to Teach a Specific Subject Below Grade 9 (Bob Feaster)

4. **GENERAL**
   1. **Information:** First Reading of Revised/Updated/New Board Policies
      - 0520.2 Title I Program Improvement Schools
      - 0520.3 Title I Program Improvement Districts
      - 1240 Volunteer Assistance
      - 3100 Budget
      - 3280 Sale or Lease of District-Owned Real Property
      - 3320 Claims and Actions Against the District
      - 3460 Financial Reports and Accountability
      - 4111.2 Legal Status Requirement
      - 4112.2 Certification
      - 4112.21 Interns
      - 4113 Assignment
      - 4118 Suspension/Disciplinary Action
      - 4131 Staff Development
      - 5126 Awards for Achievement
      - 5141.33 Head Lice
      - 5141.6 School Health Services
      - 6159.1 Procedural Safeguards and Complaints for Special Education
      - 6162.51 Standardized Testing and Reporting Program
      - 6163.4 Student Use of Technology
      - 9012 Board Member Electronic Communications
      - 9223 Filing Vacancies
      - 9320 Meetings and Notices

8. **ITEMS FROM THE FLOOR**

9. **ANNOUNCEMENTS**

10. **ADJOURNMENT**
1. **CALL TO ORDER**
   At 5:00 p.m. Board President Reed announced the Board was going into Closed Session.
   Present: Reed, Kaiser, Griffin, Thompson, Rees
   Absent: None

2. **CLOSED SESSION**
   2.1 Public Employee Performance Evaluation
      Per Government Code §54957
      Title: Superintendent
   2.2 Public Employment: Terms of Contract
      Per Government Code §54957
      Title: Superintendent
   2.3 Public Employment: Terms of Contract
      Per Government Code §54957
      Title: Assistant Superintendent, Human Resources
   2.4 Public Employee Appointment
      Title: Restructuring of the Educational Services Department with Possible Promotion to Provide Oversight Services
   2.5 Update on Labor Negotiations
      Employee Organizations: CUTA
      CSEA, Chapter #110
      Kelly Staley, Superintendent
      Bob Feaster, Assistant Superintendent
      Jan Combs, Assistant Superintendent

3. **RECONVENE TO REGULAR SESSION**
   Present: Reed, Kaiser, Griffin, Thompson, Rees
   Absent: None

3.1 Call to Order
   At 6:05 p.m. Board President Reed called the Regular Session Meeting to Order in the City Council Chambers.

3.2 Closed Session Announcements
   Board President Reed stated the Board had been in Closed Session and announced the Superintendent and Assistant Superintendent had requested a 3% cut in salary for one year (as they did last year) and were accepting the Red Plan or less immediately. It was noted the Assistant Superintendent of Business Services had already taken a cut at an earlier meeting. It was announced the Closed Session may continue after the Regular Meeting to continue discussions, if time allowed.

3.3 Flag Salute
   At 6:07 p.m. Board President Reed led the salute to the Flag.

4. **STUDENT REPORTS**
   At 6:08 p.m. Olivia Filbrandt, Student Body President, presented information on CHS activities. Joey Ostrander, James Nelin, Alanna McGinnis, LaVonna Johnson, Kelvin Miles, and Armando Curiel presented information on FVHS activities. Lauren Francis, ASB President, and Chantel Vicuna, Junior Class President, presented information on PVHS activities.

5. **SUPERINTENDENT’S REPORT**
   At 6:20 p.m. Superintendent Staley thanked everyone for the support shown during her accident and recovery. Diane Bird, Principal, and Susie Cox, CSEA President, recognized Bev Patrick, as one of the five State CSEA
Member of the Year Recipients. Bob Feaster, David Koll and Jann Reed recognized this year’s retirees. John Shepherd shared information on the PVHS WASC Accreditation and receiving the top honor of a clear six year review. Jan Combes reminded everyone about the Elks Lodge Fundraiser on September 5, 2009. Bob Feaster recognized Madison Bear Garden and Steve Vickery for the fundraiser for CUSD athletics and extra curricular activities held during the summers of 2008 and 2009.

6. **CONSENT CALENDAR**

At 6:57 p.m. Board President Reed asked if anyone would like to pull any Consent Item. Board Member Thompson asked to pull Item 6.1.1. and Board Clerk Griffin asked to pull Item 6.2.2. Board Member Thompson moved to approve the remaining Consent Items; seconded by Board Member Rees.

6.1. **GENERAL**

1. This item was pulled for discussion.
2. The Board accepted the items donated to Chico Unified School District.

<table>
<thead>
<tr>
<th>Donor</th>
<th>Item</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maggie Ricketts</td>
<td>4 books @ $20.00</td>
<td>Chapman</td>
</tr>
<tr>
<td>Suzanne Steel</td>
<td>39 books @ $618.82</td>
<td>Chapman</td>
</tr>
<tr>
<td>B. Scott Hood, DDS</td>
<td>$500.00</td>
<td>Emma Wilson</td>
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<tr>
<td>Alan Wilhelm</td>
<td>$1,000.00</td>
<td>Neal Dow</td>
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<tr>
<td>Eric &amp; Chris Moxon</td>
<td>Butcher Paper @ $200.00</td>
<td>Sierra View</td>
</tr>
<tr>
<td>Pam &amp; Gary Willis</td>
<td>$200.00</td>
<td>Sierra View</td>
</tr>
<tr>
<td>Todd &amp; Mary Mino</td>
<td>$50.00</td>
<td>Sierra View</td>
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<tr>
<td>George Victorine</td>
<td>$100.00</td>
<td>MJHS</td>
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<tr>
<td>Madison Bear Garden</td>
<td>$3,077.00</td>
<td>High School Athletic Fund</td>
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<tr>
<td>Friends of Ag</td>
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<td>CHS Senior Ag Dept.</td>
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<tr>
<td>Anna Mae Sylvester</td>
<td>$200.00</td>
<td>CHS Library</td>
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<tr>
<td>PG&amp;E Corp.</td>
<td>$259.00</td>
<td>PVHS</td>
</tr>
<tr>
<td>Herman &amp; Amanda Ellis</td>
<td>HP Deskjet Printer @ $100.00</td>
<td>PVHS Fine Arts</td>
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<td>Silver Dollar Fair</td>
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<td>Sue Mieske</td>
<td>Books @ $35.00</td>
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<td>Ann Dempsey</td>
<td>Books/CDs @ $50.00</td>
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<td>Marianne Werner</td>
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<td>Chris Gulbranden</td>
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<td>Linda Elliott</td>
<td>Books @ $1,539.00</td>
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<td>Chico Running Club</td>
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<td>PVHS Athletics/Cross Country</td>
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<tr>
<td>Anonymous/COSTCO Employee</td>
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<tr>
<td>Donald Dickenson</td>
<td>$5,000.00</td>
<td>CUSD Special Education</td>
</tr>
</tbody>
</table>

6.2 **EDUCATIONAL SERVICES**

1. The Board approved the Field Trip Request for the International Baccalaureate Class to go to Samuel Cave in the Shasta National Recreation Area from 10/3/09-10/4/09.
2. This item was pulled for further discussion.
3. The Board approved the Consultant Agreement with Butte County Probation Department: Probation Officer.
4. The Board approved the Consultant Agreement with Butte County Probation Department: On Campus Officer.
5. The Board approved the Consultant Agreement with Butte County Office of Education for Technical Assistance.
6. The Board approved the Consultant Agreement with a Charter Planning Coordinator.
7. The Board approved the Quarterly Report on Williams Uniform Complaints.
6.3 BUSINESS SERVICES
1. The Board approved the Accounts Payable Warrants.
2. The Board approved the PVHS Shops CTEFP Project Notice of Completion.
3. The Board approved the FVHS Reroof Project Notice of Completion.
4. The Board approved the Marigold Elementary School Reroof Notice of Completion.

6.4 HUMAN RESOURCES
1. The Board approved the Certificated Human Resources Actions

<table>
<thead>
<tr>
<th>Name/Employee #</th>
<th>Assignment</th>
<th>Effective</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbey, Donna</td>
<td>Secondary</td>
<td>2009/10</td>
<td>0.8 FTE Temporary Appointment</td>
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<tr>
<td>Apel, Debra</td>
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<td>Cariss, Jennifer</td>
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<td>Marsh, Jennie</td>
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<td>2009/10</td>
<td>.3 FTE Temporary Appointment</td>
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Regular Meeting  Board of Education – Chico Unified School District  August 26, 2009

MINUTES

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
<th>Contract Year</th>
<th>FTE Status</th>
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<tr>
<td>Mayr, Martha</td>
<td>Secondary</td>
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<td>Palmer, Lisa</td>
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<td>Quevedo, Kerry</td>
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<td>Sasaki, Joshua</td>
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<td>Thee, John</td>
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<td>Tuttle, Cathy</td>
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<td>Van Buskirk</td>
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<td>.6 FTE Temporary Assignment</td>
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<td>Vandover-Bruch, Mary</td>
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<td>Voss, Kelli</td>
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<tr>
<td>Waddell, Amy</td>
<td>Secondary</td>
<td>2009/10 (1st semester)</td>
<td>0.2 FTE Temporary Assignment</td>
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<td>Wolfsberger, Janelle</td>
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Part-Time Leave Request(s) 2009/10

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
<th>Contract Year</th>
<th>Effective</th>
<th>FTE Leave</th>
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<tbody>
<tr>
<td>Baldwin, Judy</td>
<td>Elementary</td>
<td>2009/10</td>
<td>0.3</td>
<td>(Policy #4475 STRS Reduced Workload)</td>
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<td>Carlisle, Kate</td>
<td>Elementary</td>
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<tr>
<td>Loustale, Diane</td>
<td>Elementary</td>
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<td>Niles, Sara</td>
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Retirement(s)/Resignation(s)

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Haight, Kelly</td>
<td>Elementary</td>
<td>July 29, 2009</td>
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<tr>
<td>Wright, Lynne</td>
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<td>August 5, 2009</td>
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Rescission of Part-Time Leave Requests

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<td>Girt, Kerrie</td>
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<tr>
<td>Shockley, Amy</td>
<td>Elementary</td>
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The Board approved the Classified Human Resources Actions

<table>
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<tr>
<th>ACTION</th>
<th>NAME</th>
<th>CLASS/LOCATION/ASSIGNED HOURS</th>
<th>EFFECTIVE</th>
<th>COMMENTS/PRF #</th>
<th>FUND/RESOURCE</th>
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<tr>
<td>APPOINTMENT</td>
<td>BARRICK, AMBER</td>
<td>SR OFFICE ASSST/PVHS/8.0</td>
<td>8/11/2009</td>
<td>VACATED POSITION/317/ GENERAL/0000</td>
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<tr>
<td>APPOINTMENT</td>
<td>GLENDE, TINA</td>
<td>IPS-CLASSROOM/EMMA WILSON/1.5</td>
<td>8/12/2009</td>
<td>NEW POSITION/422/ SPECIAL ED/6501</td>
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<tr>
<td>APPOINTMENT</td>
<td>HUNTER, DEBRA</td>
<td>IPS-HEALTHCARE/MARIGOLD/3.0</td>
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<td>VACATED POSITION/429/ SPECIAL ED/6501</td>
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<tr>
<td>Action</td>
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<td>Date</td>
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<tr>
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<td>CAMPUS SUPR/CJHS/.5</td>
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<td>8/17/2009</td>
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<td>RE-EMPLOYMENT</td>
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<td>CAMPOS, DEBORAH</td>
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### MINUTES

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<td>KENNEDY, DIANE</td>
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<td>MAJORS, MEGAN</td>
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<td>RESIGNATION/TERMINATION</td>
<td>SANCHEZ, SHAUNDEL</td>
<td>INSTRUCTIONAL ASST/ROSEDALE/1.5</td>
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<td>6/4/2009</td>
<td>VOLUNTARY RESIGNATION</td>
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</tbody>
</table>

(Consent Vote)
AYES: Reed, Kaiser, Griffin, Thompson, Rees
NOES: None
ABSENT: None

7. DISCUSSION/ACTION CALENDAR

**ITEMS REMOVED FROM CONSENT FOR FURTHER DISCUSSION:**

Item 6.1.1. Consider Approval of the Minutes of Regular Session on July 22, 2009, and Special Session on August 5, 2009. Board Member Thompson noted that the vote on Item 2.1.4. of the August 5, 2009 Board minutes should read that Thompson voted No and was not absent. Board Vice President Kaiser made a motion to approve the minutes with the correction; seconded by Board Member Rees.

AYES: Reed, Kaiser, Griffin, Thompson, Rees
NOES: None
ABSENT: None
Item 6.2.2. Consider Approval of the Four Consultant Agreements for Officials for Athletic Events for Chico High School. Board Clerk Griffin questioned why the Consultant Agreement for Wrestling would be paid by a Football account. It was noted there was a mistake in the name of the account, but the account number was correct. Board Vice President Kaiser made a motion to approve; seconded by Board Clerk Griffin.

AYES: Reed, Kaiser, Griffin, Thompson, Rees
NOES: None
ABSENT: None

7.1 EDUCATIONAL SERVICES

1. Information: Review of Opening Safe Schools
   At 6:57 p.m. Director Bernard Vigallon presented an update on Safe School activities and the two hour presentation/review held for school site administrators which included a presentation by the Chico Police Department Gang Unit.

2. Discussion/Action: 2008-09 K-12 Library Report
   At 7:07 p.m. Director Joanne Parsley introduced Librarians Leisl Jones, Linda Elliott, Gale Morgan, and Michael Specchierla who presented the 2008-09 K-12 Library Report. Board Vice President Kaiser moved to approve the Annual K-12 Library Report; seconded by Board Clerk Griffin.
   AYES: Reed, Kaiser, Griffin, Thompson, Rees
   NOES: None
   ABSENT: None

3. Discussion/Action: Name Change for Inspire College Prep
   At 7:30 p.m. Kim Gimbal presented information on why the founders would like to change the name of “Inspire College Prep” to “Inspire School of Arts and Sciences.” Board Member Thompson moved to approve the name change; seconded by Board Clerk Griffin.
   AYES: Reed, Kaiser, Griffin, Thompson, Rees
   NOES: None
   ABSENT: None

   At 7:35 p.m. Director Sara Simmons presented information on the Roads Online Charter School and explained how the Charter Review committee had reviewed the charter petition carefully to determine if the matrix for charter requirements had been met and reported that this petition had met the requirements. Attorney Jerry Simmons, founder Roxanne Gilpatrick, President of Advanced Academics, Jeff Elliott, Director of Education, Roberta O’Hurley, and President of EdTech, Josh Newman, addressed questions from the Board. Board Member Rees moved to approve the charter for two years; seconded by Board Vice President Kaiser. Board President Reed presented a friendly amendment that no high school classes would be offered until they had received A-G approval. The friendly amendment was accepted.
   AYES: Reed, Kaiser, Griffin, Thompson, Rees
   NOES: None
   ABSENT: None

At 8:55 p.m. Board President Reed called for a five minute break.

5. Information/PUBLIC HEARING/Discussion: Chico Green School Public Hearing
   At 9:07 p.m. Director Sara Simmons presented information on the Chico Green School and introduced founders who addressed questions. At 10:10 p.m. the Public Hearing was open. Several parents addressed the Board. At 10:39 p.m. the Public Hearing was closed.

7.2 BUSINESS SERVICES

1. Information: Summer Projects Update
   At 10:47 p.m. Director Mary Leary presented information on projects that were completed during the summer of 2009.
2. **Information: Facilities Update**  
   At 10:50 p.m. Michael Weissenborn presented information on the progress made under the direction of the Facilities Department over the summer of 2009.

3. **Information: Enrollment Update**  
   At 11:00 p.m. Assistant Superintendent Combes presented an update on enrollment.

   At 11:15 p.m. Kevin Bultema, BCOE, presented the Board with the required Annual Report. At 11:32 p.m. Assistant Superintendent Combes and Fiscal Advisor Sheila Vickers presented the Fiscal Recovery Plan.

7.3 **HUMAN RESOURCES**

1. **Information: Staffing Update**  
   At 11:40 p.m. Assistant Superintendent Feaster and Director David Koll presented an update on staffing.

2. **Discussion/Action: Approval of a Subsequent Variable Term Waiver Request for a Designated Subject Special Services: Driver Education and Driver Training Credential for Certificated Employee Steven S. Sheridan**  
   At 11:50 p.m. Assistant Superintendent Feaster presented information on the subsequent variable term waiver request for a designated subject special services: driver education and driver training credential for certificated employee Steven S. Sheridan. Board Vice President Kaiser moved to approve the waiver; seconded by Board Member Thompson.

   AYES: Reed, Kaiser, Griffin, Thompson, Rees  
   NOES: None  
   ABSENT: None

3. **Discussion/Action: Approval of a Variable Term Waiver Request for an Early Childhood Special Education Certificate for Certificated Special Education Employee Christine Holden**  
   At 11:51 p.m. Assistant Superintendent Feaster presented information on the variable term waiver request for an Early Childhood Special Education Certificate for Certificated Special Education Employee Christine Holden. Board Member Rees moved to approve the waiver; seconded by Board Member Thompson.

8. **ITEMS FROM THE FLOOR**  
   At 11:52 p.m. Board President Reed opened the floor to those who wished to address the Board. Richard Growth invited the Board and anyone interested to a Workshop entitled “Growing Healthy Kids” to be held at the Chico Grange on September 17 from 4:00-6:00 p.m.

9. **ANNOUNCEMENTS**  
   At 11:55 p.m. Board President Reed shared information on a Wellness Conference.

10. **ADJOURNMENT**  
    At 11:56 p.m. Board President Reed adjourned the meeting and reminded members about the Special Meeting on September 16, 2009.

:mm

APPROVED:

Board of Education

Administration

98
1. **CALL TO ORDER**
   At 5:30 p.m. Board President Reed called the September 16, 2009, Special Meeting to order at the district office.

2. **CONSENT CALENDAR**
   At 5:31 p.m. Board President Reed asked if anyone would like to pull the one consent item. Board Vice President Kaiser asked to pull Item 2.1.1.

3. **DISCUSSION/ACTION CALENDAR**

   **ITEM REMOVED FROM CONSENT FOR FURTHER DISCUSSION:**
   Item 2.1.1. Consider Approval of the Field Trip Request for Rosedale sixth grade classes to go to a Science Camp at Mt. Lassen National Park from 9/24/09-9/25/09. Board Vice President Kaiser asked where the students would be hiking and Roy Tadeo and Adan Mota explained the areas the students would be hiking. Board Vice President Kaiser made a motion to approve the Field Trip Request; seconded by Board Clerk Griffin.

   **AYES:** Reed, Kaiser, Griffin, Thompson, Rees
   **NOES:** None
   **ABSENT:** None

3.1 **GENERAL**

1. **Information: Board Officers for 2010**
   Board President Reed stated this item needed to be discussed in conjunction with Item 3.1.2.

2. **Information: Board Member Attendance at CSBA Conference**
   The Board discussed the ultimate time to elect Board Officers. No action was taken at this time and they will bring back for further discussion at a later date. The Board discussed whether or not board members should attend the CSBA conference this year. No action was taken and this will come back at a later time.

3. **Information: Board Meeting Dates for 2010**
   The Board discussed the possibility of going back to 1st and 3rd Wednesdays. No action was taken at this time; this will be discussed further at the organizational meeting in December.

4. **CLOSED SESSION**

4.1 **Conference with Legal Counsel**
   Anticipated Litigation
   Significant exposure to litigation pursuant to Government Code Section 54954.5(b)
   One Case

4.2 **Update on Labor Negotiations**
   Employee Organizations:
   Representative:

4.3 **Public Employee Dismissal/Discipline/Release**
   Per Government Code Section 54954.5

   **Attending:**
   Kelly Staley, Superintendent
   Bob Feaster, Assistant Superintendent
   Jan Combes, Assistant Superintendent
   Paul Gant, Attorney at Law
   John Kelley, Attorney at Law

   **CUTA**
   CSEA, Chapter #110
   Kelly Staley, Superintendent
   Bob Feaster, Assistant Superintendent
   Jan Combes, Assistant Superintendent
4.4 **Public Employee Appointment**
Per Government Code §54957
Title: Restructuring of the Educational Services Department with Possible Promotion to Provide Oversight Services

4.5 **Public Employee Performance Evaluation**
Per Government Code §54957
Title: Superintendent

5. **RECONVENE TO REGULAR SESSION**
5.1. Call to Order
5.2. Report Action Taken in Closed Session
   1. The Board gave direction to legal counsel regarding one matter of anticipated litigation.
   2. The Board considered twelve (12) appeals filed by a member of the public relating to complaints against various District employees. The Board adopted the District's Responses rejecting each of the twelve complaints.

6. **ADJOURNMENT**
   At 12:30 am the meeting was adjourned.

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APPROVED:

__________________________
Board of Education

__________________________
Administration
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<th>Item</th>
<th>Recipient</th>
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<td>Chapman</td>
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<td>Mr. and Mrs. Geiger</td>
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<td>Neel Dow</td>
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<td>Mr. and Mrs. Noble</td>
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<td>Mr. and Mrs. Nevarez</td>
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<td>Mr. and Mrs. Schader</td>
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<td>100 Backpacks @ $1,500.00</td>
<td>Shasta</td>
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<td>Kim and Mark Nelson</td>
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<td>City of Chico</td>
<td>2 Performances for 40 students @ $240.00</td>
<td>Sierra View</td>
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<td>Stephen Montana</td>
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<tr>
<td>Julie and Allan Crum</td>
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<td>Sierra View</td>
</tr>
<tr>
<td>Thanh Vinh Nguyen/Creative Nails</td>
<td>$100.00</td>
<td>Sierra View</td>
</tr>
<tr>
<td>Roger &amp; Cecilia Marshall</td>
<td>$125.00</td>
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</tr>
<tr>
<td>Christian and Melissa Friedland</td>
<td>$1,500.00</td>
<td>Sierra View</td>
</tr>
<tr>
<td>Target</td>
<td>$153.19</td>
<td>Sierra View</td>
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<tr>
<td>Bonnie Peracca/Rush Personnel Svc</td>
<td>$500.00</td>
<td>Sierra View</td>
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<tr>
<td>Costco</td>
<td>50 Backpacks w/supplies @ $1,000.00</td>
<td>BJHS</td>
</tr>
<tr>
<td>Stephen and Barbara Young</td>
<td>$200.00</td>
<td>CJHS/Art Dept</td>
</tr>
<tr>
<td>Denise Hardy</td>
<td>$20.00</td>
<td>CJHS/Art Dept</td>
</tr>
<tr>
<td>Anonymous</td>
<td>$20.00</td>
<td>CJHS/Art Dept</td>
</tr>
<tr>
<td>Marcy Reise</td>
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<td>CJHS/Art Dept</td>
</tr>
<tr>
<td>Brian and Nancy Oppy</td>
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<td>CJHS/Art Dept</td>
</tr>
<tr>
<td>Angela Roy</td>
<td>$10.00</td>
<td>CJHS/Art Dept</td>
</tr>
<tr>
<td>Rachel Reed</td>
<td>$10.00</td>
<td>CJHS/Art Dept</td>
</tr>
<tr>
<td>Gregory and Rosemary White</td>
<td>$20.00</td>
<td>MIIJS</td>
</tr>
<tr>
<td>Wal-Mart</td>
<td>Misc. Office Supplies @ $300.00</td>
<td>CHS/PVHS/BJHS/CHS/MIIJS</td>
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<td>Wal-Mart/Chico Noon Rotary Club</td>
<td>Office Supplies/Gift Cards @ $1,500.00</td>
<td>CHS/Music Dept.</td>
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<tr>
<td>Ed and Dianne Wrona</td>
<td>$300.00</td>
<td>PVHS</td>
</tr>
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<td>Chester True Value Hardware</td>
<td>Paints &amp; Stains @ $3,900.00</td>
<td>PVHS</td>
</tr>
<tr>
<td>Hughes Hardwoods, Inc.</td>
<td>Wood for Gym Gloor @ $400.00</td>
<td>PVHS</td>
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<tr>
<td>Crystal Saxton</td>
<td>VCR and Remote @ $30.00</td>
<td>PVHS Library</td>
</tr>
<tr>
<td>Charlie Copeland/Sally Foltz</td>
<td>Books @ $1,380.00</td>
<td>PVHS Library</td>
</tr>
<tr>
<td>Josh Skaug</td>
<td>Book @ $90.00</td>
<td>PVHS Library</td>
</tr>
<tr>
<td>Ryan and Brittanie Parker</td>
<td>23 Books @ $92.00</td>
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</tr>
<tr>
<td>Camille Panighetti</td>
<td>Books @ $295.00</td>
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<tr>
<td>Claudia Schwartz</td>
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<td>FVHS</td>
</tr>
<tr>
<td>Geri Dalrymple</td>
<td>Prom Dresses @ $200.00</td>
<td>FVHS Construction Academy</td>
</tr>
<tr>
<td>Valley Contractors Exchange</td>
<td>Various Construction Books @ $1,516.00</td>
<td>AFC</td>
</tr>
<tr>
<td>Donald Reed</td>
<td>Laptop Computer @ $975.00</td>
<td>AFC</td>
</tr>
</tbody>
</table>
TITLE: Bidwell Junior High Club Live Field Trip to Richardson Springs

Action:
Consent: __X__
Information: 

Prepared by: Lisa Winslow, School Counselor, Bidwell Jr.

September 23, 2009

Background Information
Club Live and Friday Night Live our clubs on campus that involve students in promoting activities regarding prevention and education of drug and alcohol use. Seventh and Eighth grade students will attend a Leadership Conference at Richardson Springs called the Committed North Valley Regional Youth Development Summit. Students from Bidwell have been attending this conference for the last few years and have learned many leadership skills and good information that they bring back to the school.

Educational Implications
Students will have opportunities to attend Public Speaking workshops, as well as being involved in cooperative learning with other middle school students from Butte County. They will facilitate leadership workshops as well as learning about group management and grant writing.

Fiscal Implications
Butte County Behavioral Health will pay for any substitute teachers that are attending the conference. No other costs involved.

Additional Information
Transportation will be provided by teacher cars and parents will need to pick up their students at Richardson Springs. Students will depart from Bidwell Junior at 12:00 pm on Thursday, October 8th and can be picked up by parents at 12 pm on October 10th at Richardson Springs.

Recommendation
“I recommend approval of the proposed field trip.”
**TO:** CUSD Board of Education  
**FROM:** Lisa Winslow, School Counselor  
**School/Dept.:** Bidwell Junior High School  
**DATE:** 9-2-09  

**SUBJECT:** Field Trip Request  

<table>
<thead>
<tr>
<th>Request is for</th>
<th>CLUB LIVE Leadership Conference</th>
<th>(grade/class/group)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Richardson Springs</td>
<td>Activity: Leadership Conference</td>
</tr>
<tr>
<td><strong>from</strong></td>
<td>10-8-09 / 12:30 PM</td>
<td><strong>to</strong> 10-10-09 / 12:00 PM</td>
</tr>
<tr>
<td><strong>(dates) / (times)</strong></td>
<td></td>
<td><strong>(dates) / (times)</strong></td>
</tr>
<tr>
<td>Rationale for Trip:</td>
<td>&quot;Committed&quot; Leadership conference focuses on drug and alcohol prevention at school and in the community.</td>
<td></td>
</tr>
<tr>
<td>Number of Students Attending:</td>
<td>10</td>
<td>Teachers Attending:</td>
</tr>
<tr>
<td>Student/Adult Ratio:</td>
<td>1:5</td>
<td></td>
</tr>
<tr>
<td>Transportation:</td>
<td>Private Cars XX Charter Bus Name</td>
<td>CUSD Bus Other:</td>
</tr>
</tbody>
</table>

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

**ESTIMATED EXPENSES:**  
Fees $ none Substitute Costs $ none Meals $none  
Lodging $ Transportation $ Other Costs $  

<table>
<thead>
<tr>
<th>ACCOUNT NAME(S), NUMBER(S) and AMOUNT(S):</th>
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<tbody>
<tr>
<td>Name</td>
</tr>
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<table>
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<tr>
<th>Requesting Party</th>
<th>9-2-09</th>
<th>Date</th>
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<tbody>
<tr>
<td>Site Principal</td>
<td>9/10/09</td>
<td>X</td>
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<table>
<thead>
<tr>
<th>Director of Transportation</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
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</table>

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<tr>
<th>IF MAJOR FIELD TRIP</th>
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<tbody>
<tr>
<td>Director of Educational Services</td>
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</table>

<table>
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<tr>
<th>Board Action</th>
<th>Date</th>
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<tbody>
<tr>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Not Approved</td>
<td></td>
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</table>
PROPOSED AGENDA ITEM:  Chico Junior High Club Live Field Trip to Richardson Springs  

Prepared by:  John Bohannon, CJHS Principal  

☐ Consent  

☐ Information Only  

☐ Discussion/Action  

Board Date  September 23, 2009  

Background Information  
Club Live is a club sponsored by Butte County Department of Behavioral Health. The North Valley Regional Youth Development Summit is the annual conference for Club Live groups from area schools. The students from Chico Junior will learn how to become active members of their community and how to help address the issue of underage drinking in their community.  

Educational Implications  
Students learn important leadership skills they can apply to be successful in school and beyond.  

Fiscal Implications  
None
**FIELD TRIP REQUEST**

TO: CUSD Board of Education  
FROM: Patty Haley  
School/Dept.: CJHS  

SUBJECT: Field Trip Request

<table>
<thead>
<tr>
<th>Request is for</th>
<th>Club Live</th>
<th>Committee Retreat</th>
</tr>
</thead>
<tbody>
<tr>
<td>(grade/class/group)</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Destination:</th>
<th>Richardson Springs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity:</td>
<td>Youth Development Summit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>from</th>
<th>10/8/09 / 12pm to 10/10/09 / 12pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>(dates) / (times)</td>
<td></td>
</tr>
</tbody>
</table>

Rationale for Trip: Provides leadership training, unites students, new idea for school + new action by: leading activity for our love [illegible] increasing project in community.

| Number of Students Attending: | 10 |
| Teachers Attending: | 1 |
| Parents Attending: | |
| Student/Adult Ratio: | 10:1 |

Transportation:  
- Private Cars  
- CUSD Bus  
- Charter Bus Name  
Other:  

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

**ESTIMATED EXPENSES:**

<table>
<thead>
<tr>
<th>Fees $</th>
<th>Substitute Costs $</th>
<th>Meals $</th>
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</thead>
<tbody>
<tr>
<td>Lodging $</td>
<td>Transportation $</td>
<td>Other Costs $</td>
</tr>
</tbody>
</table>

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

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<thead>
<tr>
<th>Name</th>
<th>Acct. #:</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
<td>Acct. #:</td>
<td>$</td>
</tr>
</tbody>
</table>

Requesting Party: Patty Haley  
Date: 10/9/09

Site Principal:  
Date: 10/9/09

Director of Transportation:  
Date:  

If Minor/Field Trip  
Recommend  
Date: 9/9/09  
Not Recommended  
Date:  

Director of Educational Services:  
Date:  

Board Action:  
Approved  
Date:  
Not Approved  
Date:  

Revised 8/04
White Copy: Ed Services  
Yellow Copy: Transportation  
Pink Copy: Returned to Site after approval.
PROPOSED AGENDA ITEM:  Major Field Trip

Prepared by:  Ryan Gulbrandsen

☑ Consent
☐ Information Only
☐ Discussion/Action

Board Date  September 23, 2009

Background Information

Annual Trip to Richardson Springs – Leadership Conference

Education Implications

This is a leadership conference where students will learn public speaking skills, facilitative leadership, grant writing, and more.

Fiscal Implications

None – no fees

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

FIELD TRIP REQUEST

TO: CUSD Board of Education
FROM: PV Friday Night Live
SUBJECT: Field Trip Request

Date: 9-8-09
School/Dept.: ______________

Request is for PV Friday Night Live
(grade/class/group)

Destination: Richardson Springs  Activity: Leadership conference

from 10-8-09 / 12:00 p.m. to 10-10-09 / 2:00 p.m.
(dates) / (times)

Rationale for Trip: This is a leadership conference where students will learn public speaking skills, facilitative leadership, grant writing and more.

Number of Students Attending: 20 Teachers Attending: 2 Parents Attending: 0

Student/Adult Ratio: 10:1

Transportation: Private Cars X CUSD Bus Charter Bus Name _________
Other: ____________________

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

ESTIMATED EXPENSES:

Fees $ ☒ Substitute Costs $ ☒ Meals $ ☒
Lodging $ ☒ Transportation $ ☒ Other Costs $ ☒

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

Name ____________________________ Acct. #: ____________________________ $ __________
Name ____________________________ Acct. #: ____________________________ $ __________

9-8-09

9-8-09

☐ Approve/Minor ☐ Do not Approve/Minor
☐ Recommend/Major ☐ Not Recommended/Major

(If transporting by bus or Charter)

Director of Transportation

☐ Recommend ☐ Not Recommended

IF MAJOR FIELD TRIP

Director of Educational Services

Date

☐ Approved ☐ Not Approved

Board Action

Date

ES-7
Revised 8/04
PROPOSED AGENDA ITEM: Fair View High School
Prepared by: Sherri Boone (Leadership Teacher)

X  Consent

--- Information Only

--- Discussion/Action

Board Date: September 23, 2009

Background Information

Butte County Behavioral Health sponsors Fair View’s Friday Night Live Club. The Youth Summit is an annual conference offered to area High Schools.

Education Implications

Students learn important communication skills that will aid them in building school culture and open up communication with parents, peers, and community members regarding teens and underage drinking.

Fiscal Implications

None

Additional Information
FNL Funded

Important changes:

- Request is for FNL Youth Summit (Friday Night Live - BCBL)
- Destination: Richardson Springs
- Activity: Youth Summit
- Dates: Thurs 10/8, 12 pm to Sat 10/10, 12 pm
- Rationale for Trip: To meet with students in Northern CA, to build leadership skills and networking with community.

Number of Students Attending: 15
Teachers Attending: 2
Parents Attending: 0

Student/Adult Ratio: 6:1
Transportation: Private Cars X, CUSD Bus, Charter Bus Name
Other:

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

ESTIMATED EXPENSES:
Fees $ 0
Substitute Costs $ 0
Meals $ 0
Lodging $ 0
Transportation $ 0
Other Costs $ 0

ACCOUNT NAME(S), NUMBER(S) and AMOUNT(S):
Name ___________________________ Acct. #: ___________________________ $ ___________________________
Name ___________________________ Acct. #: ___________________________ $ ___________________________

Requesting Party: Sheon Boone
Date: 8-31-09
Site Principal: ___________________________ Date: 8/31/09
Director of Transportation: ___________________________ Date: ________________

Approve/Minor □ or
Recommend/Major □ Not Recommended/Major
(If transporting by bus or Charter)

IF MAJOR FIELD TRIP
Director of Educational Services: ___________________________ Date: 9/20/09

Recommend □ Not Recommended □
Approved □ Not Approved □

Approval Process:
Revised 8/04
White Copy: Ed Services
Yellow Copy: Transportation
Pink Copy: Returned to Site after approval
PROPOSED AGENDA ITEM: Youth Development Summit

Prepared by: Sue Baber, Chico High School

X Consent
___ Information Only
___ Discussion/Action

Board Date: ______________

Background Information

This is an exceptional three day youth development summit. This summit will:

* Build leadership skills
* Mobilize our Friday Night Live chapter to address underage drinking by changing the community environment
* Provide training for club members to be leaders on our campus
* Prepare club members to facilitate a world cafe on our campus

Education Implications

This summit will help students to build strong leadership skills

Fiscal Implications

None
FIELD TRIP REQUEST

TO: CUSD Board of Education
FROM: Sue Baber
SUBJECT: Field Trip Request

Date: Aug. 20, 2009
School/Dept.: Chico High School
Activity: Friday Night Live/Club

Request is for Friday Night Live Student Club members (grade/class/group)
Destination: Richardson Springs

from Thurs. Oct 8 12 noon to Sat. Oct 10 2:17 pm (dates) / (times)
Rationale for Trip: This is an exceptional leadership conference

Number of Students Attending: approx. 20 Teachers Attending: 2 Parents Attending: 0
Student/Adult Ratio: 10:1
Transportation: Private Cars ✓ CUSD Bus Charter Bus Name

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

ESTIMATED EXPENSES:
Fees $ 0 Substitute Costs $ 0 Meals $ 0
Lodging $ 0 Transportation $ 0 Other Costs $ 0

ACCOUNT NAME(S), NUMBER(S) and AMOUNT(S):
Name ____________________________ Acct. #: ____________________________ $ ______________
Name ____________________________ Acct. #: ____________________________ $ ______________

August 20, 2009

Requesting Party

Date
8/24/09

Approve/Minor or
Recommend/Major or
Do not Approve/Minor or
Not Recommended/Major

(If transporting by bus or Charter)

8/3/09

Recommend Not Recommended

Director of Educational Services

Date

Board Action

Date

Approved Not Approved
PROPOSED AGENDA ITEM: _____ COLC: Chapter Officer Leadership Conference _____

Prepared by: ____________ Sheena Zweigle ________________________________

_x_ Consent
___ Information Only
___ Discussion/Action

Board Date:

Background Information
The COLC provides Chico FFA’s student leaders, the chapter officers, with a leadership and team development opportunities. At Camp Tehama, each of the 7 officers will have training sessions on their specific officer duties. The students will also work together to complete several team building activities to help their leadership and communication skills. The knowledge these students gain will be brought directly back to the students in the agriculture department and throughout Chico High.

Education Implications
1. Helps identify strengths and personal contributions to a team.
2. Develops personal goals and growth plans.
3. Helps prepare students for speech development and delivery.
4. Refines personal management and social skills.

Fiscal Implications
None
CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, CA 95928-5999
(530) 891-3000

FIELD TRIP REQUEST

TO: CUSD Board of Education
FROM: Chico FFA
Date: 8/6/09
School/Dept.: CHS/Agriculture

SUBJECT: Field Trip Request

Request is for Chico FFA Chapter Officers
(grade/class/group)

Destination: Mill Creek
Activity: Chapter Officer Leadership

from 9/19/09 / 7:00am to 9/21/09 / 5:00pm
(dates) / (times)

Rationale for Trip: Training for the student leaders of the Chico FFA Chapter. Leadership skills and teamwork are gained by all.

Number of Students Attending: 8 Teachers Attending: 1 Parents Attending: 

Student/Adult Ratio: 8:1

Transportation: Private Cars CUSD Bus Charter Bus Name CUSD Van
Other:

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

ESTIMATED EXPENSES:

Fees $ 300.00 Substitute Costs $ 120.00 Meals $

Lodging $ Transportation $ 100.00 Other Costs $

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

Name FFA Acct. #: 592 $ 600.00

Name 

Sheena Zweig 8/6/09
Requesting Party

8/19/09 □ Approve/Minor □ Do not Approve/Minor or
or
Recommend/Major Not Recommended/Major

(If transporting by bus or Charter)

Site Principal

Date

Director of Transportation

Date

IF MAJOR FIELD TRIP

Director of Educational Services 8/31/09 □ Recommend □ Not Recommended

Date

Board Action

Approved Not Approved
PROPOSED AGENDA ITEM: Annual ACT 12 Educational Senior Trip

Action: ___
Consent: X
Information: ___

Prepared by: Chris Persson, Chico High School

Background Information

For the past ten years, students in Chico High School’s Academy of Communications and Technology have culminated their four-year course of study with a visit to the LA area for a behind-the-scenes look at the television and motion picture industry and the many career opportunities in this industry. We arrange for our students to see a variety of different facilities, from a working studio to post-edit facilities to a live taping. Many of the places we visit don’t usually offer tours to the public.

We are fortunate enough to have connected with working professionals willing to take time out of their day to share their expertise with our students. In fact, two of the places we visit—Media Studio Sound and Los Angeles Center Studios—do not offer field trips or visits to any other high school group in the country except ours. CEO Pete Brosnan from LA Center Studios has told us that this is because of how serious and interested our students are. He takes time out of his day to personally allow our students to view the many venues/ career opportunities offered at this modern, downtown studio. Each year we explore different educational venues. As plans are finalized, Chris Persson will send the itinerary to the board if so desired. I have booked and am in the process of booking: The Paley Center for Media, Media Studio Sound, Los Angeles Center Studios, Paramount, a meeting with television and film writers at the Writers’ Guild, and a professional taping of a program for television. Last year, for the first time, ACT seniors were able to attend a “Director’s Screening” of Frost/Nixon at ARC Light Cinemas followed by a one hour Q/A with director Ron Howard. I will be searching for a similar opportunity later in the fall.

Educational Implications

Expected Learning Outcomes and Standards Addressed:
This trip is an integral part of the ACT program in media communications; it’s a chance for students to see how what they have learned so far in their ACT classes is applied in the real world. The students taking the trip are enrolled in a two-period block that includes an English class (Literature and Film, which carries UC a-g credit in English) and a technology class (Studio Production, which is approved for UC a-g credit in Visual and Performing Arts. Students also receive college credit as this is a 2+2 class associated with Butte College). The trip ties directly to academic standards in both areas. Specific learning outcomes are:

- Students will understand the variety of careers available in media communications (Visual Performing Arts Standard 5.0).
- Students will see real life applications for the skills they have learned through the ACT program.
• Students will learn how specific directors, writers and other film personnel used sound, editing, and narrative structure for a specific aesthetic purpose (English/Language Arts Literary Response and Analysis 3.3).
• Students will gain a deeper understanding of the studio and star systems in Hollywood (material covered in their course text American Cinema, American Culture).

**Fiscal Implications**

The trip will cost approximately $10,5800 as follows:

$5450 Bus Transportation, Bus Man’s Holiday, the company we used last year (approved by CUSD transportation) This company has offered a $900 discount and last year's price. Transportation to LA, and to the various sites we will be visiting. Contract confirmed.

$5262 Lodging at Sportsman’s Lodge in Studio City
1 rooms for 3 nights @ $406.98/room total (including tax). Students will sleep four to a room. Contract confirmed. (Price $20 per room less expensive than last year.)

$1,400 Admission to Paramount Studios/ Includes 3 hour tour and lunch
34 admissions @ $40 each (estimate); i expect the price to be $25- $30.

Sub costs
2 teachers x 3 days x sub daily rate to be paid by Partnership funds. Amount to be determined by each sub's daily/hourly rate.

Partnership Academies funds will pay for room costs for the teachers who are going (double occupancy). The rest of the trip will be paid for through donations and fundraising, as it has been each year.

**Additional Information**

We will travel on a charter bus through Bus Man’s Holiday. Five adult chaperones will be going on the trip along 34 students, making the supervision ratio at least 6.8. We will leave at 8am on Wednesday, January 13th and return around 9 p.m. on Saturday, January 16th.
TO: CUSD Board of Education

FROM: Christine Persson

SUBJECT: Field Trip Request

Request is for ACT 12

Destination: Los Angeles
Activity: Education Trip

from Jan 13, 2010 at 9 AM to Jan 16, 2010 at 10:30 PM

Rationale for Trip: Behind the scenes look at career opportunities in the film and television industries.

Number of Students Attending: 34 Teachers Attending: 2 Parents Attending: 3

Student/Adult Ratio: 6:8:1

Transportation: Private Cars CUSD Bus Charter Bus Name: Busman's Holiday

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

ESTIMATED EXPENSES:

Fees $ 8262 $1400 Substitute Costs $ 400 Meals $ 1200
Lodging $ 5262 Transportation $ 5450 Other Costs $ 1221

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

Name: Partnership Acct. #:
Name: Fundraising Acct. #:

Christine Persson 8-31-09
Requesting Party

Site Principal: Mary Loney

Director of Transportation: 9/3/09

Date

IF MAJOR FIELD TRIP

Date

Director of Educational Services

Board Action

Date
PROPOSED AGENDA ITEM: Consultant Agreement: Fair View Green Academy Coordinator

Prepared by: Janet Brinson

X Consent
____ Information Only
____ Discussion/Action

Board Date: September 23, 2009

Background Information:

Fair View High School has received a three-year grant from the CDE’s California Partnership Academies Program (Green/Clean Initiatives) to fund a Building Design and Construction Academy at Fair View. Components of the Partnership Academies program include rigorous academics and career-technical education, a strong career focus, and active business and post-secondary partnerships. Mentoring and internships are required components of academies.

This Academy is being implemented with the active assistance of many business and post-secondary partners, including CSUC’s Construction Management Department, Butte College’s Green Technology Programs, the Valley Contractor’s Exchange, and many individuals who have agreed to work with students as mentors and to provide job shadowing and internship placements. The coordinator’s role will be to manage the work of these various individuals, and to provide the “human touchstone” necessary for the Academy’s students. To best serve the unique needs of Fair View’s student population, this coordinator position requires an extensive background in youth development and in working with at-risk youth, experience coordinating or working with mentor programs, and a good understanding of the culture of Fair View’s campus and students.

Education Implications:

Partnership academies have been widely studied and evaluated, and have consistently shown to have a positive impact on student achievement and connection to school. Implementing this program successfully should, therefore, have positive educational implications for Fair View’s student body.

Fiscal Implications:

There will be no cost to the General Fund.

Additional Information:

None.
CHICO UNIFIED SCHOOL DISTRICT
Business Services
1163 E. 7th Street, Chico, CA 95928
(530) 891-3000

CONSULTANT AGREEMENT

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

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

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

Name: Frances Marie Anderson
Street Address/POB: 408 Weymouth Way
City, State, Zip Code: Chico, CA 95973
Phone: (530) 570-4385
Taxpayer ID/SSN: 000000000

This agreement will be in effect from: 10/01/09 to 06/30/10
Location(s) of Services: (site) Fair View High School

3. Scope of Work to be performed: (attach separate sheet if necessary)
   To coordinate the FVHS Construction Academy by facilitating the academic, career-technical education, career focus, mentoring, internships and post-secondary partnerships required by the grant.

4. Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Consultant services:
   Help improve student attendance to 90% or better
   Increase credit completion rate
   Increase community partnerships

5. Funding/Programs Affected: (corresponding to accounts below)
   1) Fair View Partnership Academy Grant
   2) 
   3)

6. Account(s) to be Charged:

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<th>Goal</th>
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7. Is there an impact to General Fund, Unrestricted funding?  Yes  No

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

   $ 40.00  Per Unit, times 540.00  # Units = $ 21,600.00  Total for Services
   (Unit: ✔ Per Hour  ☐ Per Day  ☐ Per Activity)

9. Additional Expenses:
   $  
   $  
   $  

   Total for Addit'l Expenses
   $ 0.00

   $ 21,600.00  Grand Total

10. Amounts of $5,001.00 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)

Consultant Name: Frances Marie Anderson

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 #515.6, that criminal background checks have been completed as per Board Policy #515.6 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.

9. The District will determine whether the Consultant will be paid by vendor check as a Consultant or payroll check as a Contract Employee (with taxes withheld) by reviewing the completed Certificate of Independent Consultant Agreement (a blank sample may be viewed at http://www.chicougd.org/dep/business/documents/Consultant_Agreement.pdf). IRS publication 81-40 and IRS Ruling 81-41 will assist the District in determining the payment method applied to this Consultant Agreement.

11. AGREED TO AND ACCEPTED: (If determined to be a Contract Employee, a payroll check will be issued with applicable taxes withheld)

Francis Marie Anderson 9-8-09
(Signature of Consultant) (Date)

12. RECOMMENDED:

David S. McKay 9/8/09
(Print Name) (Date)

13. APPROVED:

Janet L. Brinson 9/15/09
(Print Name) (Date)

Consultant 9/15/09
(V) (Date)

Scott Jones, Director, Fiscal Services

14. Authorization for Payment:

CHECK REQUIRED (Invoice to accompany payment request):

☐ Partial Payment thru: (Date)
☐ Full or Final Payment

☐ DISPOSITION OF CHECK by Accounts Payable:

☐ Send to Site Administrator: (Date check required)
☐ Mail to Consultant

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

consultant.agreement rev 8/08 me 2
PROPOSED AGENDA ITEM: CONSULTANT AGREEMENT N.C.B.S.O.A.

Prepared by: JOHN SHEPHERD

☐ Consent
☐ Information Only
☐ Discussion/Action

Board Date

Background Information

This agreement will provide for officials for Pleasant Valley High School's Field Hockey, Baseball and Softball games.

Education Implications

None

Fiscal Implications

None – Funds to be provided by ASB account.

Additional Information
CONSULTANT AGREEMENT
For Services Provided to ASB

1. A completed BS10a. “Guidelines for Employing Independent Contract Consultants” certificate 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 ASB and:

Name: N.C.B.S.O.A.
Street Address/POB: 6020 Skyway
City, State, Zip Code: Paradise, CA 95969
Phone: 530-782-1975
Taxpayer ID/SSN: 

This agreement will be in effect (Current Fiscal Year) From: 8/17/2009 To: 5/31/2010

Location(s) of Services: (site)
Pleasant Valley High School fields and Hooker Oak Park fields

3. Scope of Work to be performed: (attach separate sheet if necessary)
   Provide officials for Pleasant Valley High School Field Hockey matches, Baseball and Softball games.

4. Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Consultant services:
   Allow hockey matches with officials. Allow Baseball and Softball games with umpires (Same association)

5. ASB account name to be Charged: (corresponding to accounts below)
   1) ASB account - Field Hockey
   2) ASB account - Baseball
   3) ASB account - Softball

6. Account(s) to be Charged:
   Pct (%) Account # Amount
   1) 100% 426 $2,500.00
   2) 100% 450 $1,500.00
   3) 100% 459 $500.00

7. Payment to Consultant: (for the above services, ASB will pay Consultant as follows)
   $ Per Unit, times # Units = $ 0.00 Total for Services
   (Unit: [ ] Per Hour [ ] Per Day [ ] X Per Activity) season

8. Additional Expenses: (i.e. mileage, hotel, air fare, etc)
   426 Hockey $ 250.00
   450 Baseball $ 500.00
   459 Softball $ 500.00 $ 1,250.00

   $13,750.00 Grand Total
   (not to exceed)

9. Amounts of $5,001.00 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)

a. 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. (Not applicable to Contract Employees)

b. 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.

c. 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.

d. If applicable, the Consultant will certify in writing, using that criminal background checks have been completed as per prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Consultant.

e. 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.

f. 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. (Not applicable to Contract Employee)

g. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.

h. 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: (If determined to be a Contract Employee, a payroll check will be issued with applicable taxes withheld.)

David Wallevand
(Print Name)
(Signature of Consultant)
(Date) 7/7/09

12. RECOMMENDED:

Pam Jackson, Athletic Director
(Print Name)
(Signature of Originating Faculty Advisor)
(Date) 8/19/09

13. APPROVED: ASB Requisition/PO # FDS-3067 issued by ASB Accounting Office.

Conner Bell-Whitney
(Print Name and Title)
(Signature of ASB Officer)
(Date) 9/12/09

John Shepherd, Principal
(Print Name and Title)
(Signature of Principal)
(Date) 8/25/09

Scott Jones, Director, Fiscal Services
(Print Name and Title)
(Signature of Administrator – Business Services)
(Date) 9/10/09

13. Authorization for Payment:

$ (Amount)
(Original Administrator Signature – Use Blue Ink)
(Date)

BS-10.doc 1.24.08dm
Page 2
7/30/2008
PROPOSED AGENDA ITEM: Consultant agreement with Creative Spirit LLC

Prepared by: Scott Lindstrom

☑ Consent
☐ Information Only
☐ Discussion/Action

Board Date: 09/23/09

Background Information

Consultants will provide "Keeping the Joy in Learning" training to site staff. Includes 1-day follow-up training at Neal Dow (demo lessons in six classrooms plus two hours after school training), and one full-day training for elementary staff not previously trained at other district sites. Required for Early Mental Health Initiative grants.

Education Implications

All staff trained to utilize "Healthy Play is a Solution" strategies for enhancing classroom management, teaching strategies, character education, building school community, improving empathy and problem-solving skills, and addressing needs of at-risk students.

Fiscal Implications

Training is funded by an Early Mental Health Initiative grant. No impact on general fund.

Additional Information
CONSULTANT AGREEMENT

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

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

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

Name: Creative Spirit LLC
Street Address/POB: 6662 East Beverly
City, State, Zip Code: Tucson, AZ 85711
Phone: 1-800-742-0708
Taxpayer ID/SSN: 85-014320
This agreement will be in effect from: 09/24/09 to 05/07/09
Location(s) of Services: (site) Neal Dow + District

3. Scope of Work to be performed: (attach separate sheet if necessary)
   Provide "Keeping the Joy in Learning" training to site staff. Includes 1-day follow-up training each at
   Neal Dow (demo lessons in six classrooms plus two hours after school training); one full-day
   training for elementary staff not previously trained. Required for Early Mental Health Initiative grants.

4. Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Consultant services:
   All staff trained to utilize "Healthy Play is a Solution" strategies for enhancing classroom management,
   teaching strategies, character education, building school community, increasing empathy and problem-
   solving skills, and addressing needs of at-risk students.

5. Funding/Programs Affected: (corresponding to accounts below)
   1) Elementary Guidance #13 (Early Mental Health Initiative grant)
   2)
   3)

6. Account(s) to be Charged:
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7. Is there an impact to General Fund, Unrestricted funding?  ✔ No

8. Payment to Consultant: (for the above services, District will pay Consultant as follows)
   $ 7,050.00 Per Unit, times 1.00 # Units = $ 7,050.00 Total for Services
   (Unit: ☐ Per Hour ☐ Per Day ☐ Per Activity)

9. Additional Expenses:
   Travel expenses included $ 0.00 Addit’l Expenses
   $ 7,050.00 Grand Total

10. Amounts of $5,001.00 or more require Board Approval: (date to Board)

   (to be completed by Business Services)

consultant.agreement rev 8/09 me

8/28/08
CONSULTANT TERMS AND CONDITIONS
(Applicable, unless determined to be Contract Employee - See B510a)

Consultant Name: CREATIVITY SPARK LLC

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, 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.

9. The District will determine whether the Consultant will be paid by vendor check as a Consultant or payroll check as a Contract Employee (with taxes withheld) by reviewing the completed Certificate of Independent Consultant Agreement (a blank sample may be viewed at http://www.chicoused.org/dept/business/documents/Consultant_Agreement.pdf). IRS publication SWR 40 and IRS Ruling 87-41 will assist the District in determining the payment method applied to this Consultant Agreement.

11. AGREED TO AND ACCEPTED: (If determined to be a Contract Employee, a payroll check will be issued with applicable taxes withheld.)

   (Signature of Consultant)

   (Print Name) 9/10/09

12. RECOMMENDED:

   (Signature of Originating Administrator)

   (Print Name) 9/15/09

13. APPROVED:

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

   (Print Name) 9/17/09

   APPROVED:

   [ ] Consultant  [ ] Contract Employee

   (Signature of District Admin.-Business Services) 9/17/09

14. Authorization for Payment:

   CHECK REQUIRED (Invoice to accompany payment request):

   [ ] Partial Payment thru: __________________________  (Date)

   [ ] Full or Final Payment

   DISPOSITION OF CHECK by Accounts Payable:

   (check released upon completion of services)

   [ ] Send to Site Administrator: __________________________  (Date check required)

   [ ] Mail to Consultant

   $ ____________  (Amount)

   (Originating Administrator Signature – Use Blue Ink) 8/28/08
PROPOSED AGENDA ITEM: Obsolete Textbooks

Prepared by: Joanne Parsley

X ___ Consent

_____ Information Only

_____ Discussion/Action

Board Date: September 23, 2009

Background Information

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

Education Implications

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

Fiscal Implications

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

Additional Information

None

DO Recommendation: Joanne Parsley
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Chico High School
(School) 8/24/09
(Date)

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(Principal's Signature)

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## NOTICE OF INSTRUCTIONAL MATERIALS DECLARED OLD OR OBSOLETE

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(School)  
(Date)  

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### NOTICE OF INSTRUCTIONAL MATERIALS DECLARED OLD OR OBSOLETE

**Edwell Junior High**  
(School)  
9/24/09  
(Date)

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8/24/09  
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1163 East Seventh Street
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Chico Jr. High School  
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8/18/09  
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**Date**: 4/9/09

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1163 East Seventh Street
Chico, California 95928-5999
(530) 891-3020

NOTICE OF INSTRUCTIONAL MATERIALS DECLARED OLD OR OBSOLETE

**Chico Junior High**

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**Date:** 6/9/09

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**Date:** 6/9/09

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**Date:** 6/26/99

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**School**

8/28/09

**Date**

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## NOTICE OF INSTRUCTIONAL MATERIALS DECLARED OLD OR OBSOLETE

**Hooker Dale**

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

### Number of Teacher's Editions | Number of Pupil's Editions | Title | Grade Level | Copyright Date | Condition
---|---|---|---|---|---
7 | 50 | **B. Works** Activity Books | 1-4 | 2000 | Good
14 | 40 | **California Purple** | 4 | 2000 | Good
5 | 16 | **Teacher's Teaching Guide** | 5 | 1998 | Good
9 | 36 | **Literacy Books** | 1-3 | 1996 | Good
9 | 36 | **Interactive science** | 2 | 1996 | Good
3 | 3 | **Math** | 1 | 2005 | Good
3 | 3 | **P. Works Science** | .5 | 2000 | Fair
1 | 23 | **Math** | 1 | 2000 | Good
2 | 30 | **Math** | 2 | 2000 | Good
1 | | **Health** | 1-3 | 1998 | Poor
1 | | **Science** | 1-3 | N/A | Good
9 | 36 | **Science Test Sheets** | 3 | N/A | Good
11 | | **Junior science** | 1-3 | N/A | Good
240 | | **Misc. Binders** | | | Good
9 | | **Misc. Math/Div Arithmetic** | | | Good
3 | | **P. Teacher** | | | Good
3 | | **Misc. P. Teacher** | | | Good
1 | | **Math Test** | 2-3 | 1995 | Mint
10 | | **Cityscapes** | 5 | 1990 | 

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

**NOTICE OF INSTRUCTIONAL MATERIALS**

**Neal Dow**
(School)

**8-20-09**
(Date)

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(School)  
**August 24, 2009**  
(Date)

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Chico, California  95928-5999  
(530) 891-3000 ext. 137

NOTICE OF INSTRUCTIONAL MATERIALS DECLARED OLD OR OBSOLETE

Rosedale                                             8/10/09
(School)                                             (Date)

<table>
<thead>
<tr>
<th>Number of Teacher's Editions</th>
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(Principal's Signature)

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

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<th>Number of Teacher's Editions</th>
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(Principal's Signature)

Please use additional pages if necessary. The list should be neat and in proper format, ready for inclusion in the Board Agenda.
### Obsolete Materials
#### Sierra View Elementary

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(Principal's Signature)
PROPOSED AGENDA ITEM:
Approval of CAHSEE Waivers for Students with Disabilities

Prepared by:
Michael Morris

_X_ Consent Board Date: 9-23-09

___ Information Only

___ Discussion/Action

Background Information
Students with disabilities who take the California High School Exit Exam (CAHSEE) with modification (for example, using a calculator on the math test or having the English Language Arts test read aloud) receive an invalid score on the test. The school board may grant a waiver of the requirement to pass the CAHSEE under certain conditions.

A waiver is only required for students who:
1) Took one or both portions of the CAHSEE with a modifications AND
2) Attained the equivalent of a passing score (350 or more points) on the CAHSEE.

At the parent or guardian’s request, a school principal shall submit a request for a waiver of the requirement to successfully pass the high school exit examination to the governing board of the school district.

Educational Implications
If a student takes one or both portions of the CAHSEE with modifications and receives a passing score (350 or higher), s/he is eligible for a waiver of the requirement to pass the California High School Exit Exam. All other graduation requirements must be met.

Fiscal Implications
None

Recommendation
It is recommended that the board approve the waivers for the students indicated on the lists included in the board packet.
PROPOSED AGENDA ITEM: Medi-Cal Administrative Activities (MAA) Claiming Agreement

Prepared by: David Scott

☐ Consent  
☐ Information Only  
☐ Discussion/Action  

Board Date: 09/23/09

Background Information

The Medi-Cal Administrative Activities program (also known as "MAA") allows school districts to bill for outreach and referral services related to Medi-Cal programs. Examples of the services performed by school staff include: Responding to a teacher's concerns about a student's health needs, referring parents and students to health care providers in the community, and discussing health-related services needed by a student at an Individualized Education Plan meeting (IEP). The MAA revenue is based on time surveys (one week in duration) completed by selected members of the District staff three times during the school year.

Education Implications

Children who receive needed health care services are more engaged and efficient students.

Fiscal Implications

With the approval of this agreement, the District will receive approximately $400,000 of unrestricted revenue for the MAA services provided by District staff during the 2009-2010 school year. The schedule of reimbursement for MAA services is typically 12-18 months in arrears.

Additional Information

The Glenn County Office of Education (GCOE) is the Local Education Consortium (LEC) for the MAA program and provides services to school districts and county offices of education in the Northeastern region of California (nine counties). Districts participating in the MAA program must submit their claims to the LEC for review and approval prior to receiving reimbursement for allowable services and activities from the California Department of Health Services. The GCOE receives 6% of the quarterly paid invoices for providing LEC services to the District. The attached Medi-Cal Administrative Claiming Agreement is for the 2009-2010 school year. The presentation of the 2009-2010 MAA Claiming Agreement was delayed due to on-going discussions between the District and the GCOE regarding several provisions of the Agreement.
STANDARD AMENDMENT TO
MEDI-CAL ADMINISTRATIVE ACTIVITIES CLAIMING AGREEMENT

Glenn County Office of Education
311 S. Villa Ave
Willows, CA 95988

This Standard Amendment to Medi-Cal Administrative Activities Claiming Agreement ("Amendment") dated July 1, 2007 ("Effective Date"), is entered into by and between Glenn County Office of Education ("LEC") and Chico Unified School District ("LEA"). In the event of any inconsistencies between the terms of this Amendment and the terms of the MAA Agreement (defined below), this Amendment shall govern and control.

RECITALS

A. LEC has entered into an Agreement (Contract # 07-65570) with the California Department of Health Services ("DHS") for Administrative Services Related to Medi-Cal Administrative Activities, dated July 1, 2007, as amended ("DHS Contract"), pursuant to which LEC acts as the administrative agency with respect to Medi-Cal reimbursement matters on behalf of local education agencies.

B. LEC and LEA have entered into that certain Medi-Cal Administrative-Activities Claiming Agreement, dated July 1, 2007 ("MAA Agreement") pursuant to which LEC processes MAA Claims (as defined in the MAA Agreement) with the DHS on behalf of LEA.

C. LEC and LEA now desire to extend the term of the MAA Agreement in accordance with the extension of, and subject to, the DHS Contract.

NOW, THEREFORE, in consideration of the foregoing Recitals, and the terms and conditions contained herein, the parties hereby agree as follows:

OPERATIVE PROVISIONS

1. Definitions. Unless otherwise defined herein, the terms of this Amendment shall have the same meanings ascribed to them as found in the MAA Agreement.

2. Term. The term of this Agreement shall commence on the Effective Date, and expire on June 30, 2010 ("Term").
3. **Counterparts.** This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

4. **Governing Law and Venue.** This Amendment shall be governed by and construed in accordance with the laws of the State of California and venue shall be in Glenn County.

5. **Attorneys Fees.** In the event of any dispute arising out of this Amendment, the prevailing party in the dispute shall be entitled to recover costs of suit, including attorneys' fees.

6. **Authorization.** LEA affirms that this Amendment has been approved by the Governing Board of the LEA at its meeting of _______ and that the individual signing on behalf of the LEA below is authorized by the Governing Board to execute this Amendment.

   IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates set forth below.

**LEC:**

**Glenn County Office of Education**

By: __________________________

Name: Arturo Barrera

Title: Superintendent

Date: _______________________

**LEA:**

By: _______________________

Name:

Title:

Date: ________________________
MEDI-CAL ADMINISTRATIVE ACTIVITIES CLAIMING AGREEMENT

Glenn County Office of Education
311 S. Villa Street
Willows, CA 95988

This Medi-Cal Administrative Activities Claiming Agreement ("Agreement"), dated July 1, 2006 ("Effective Date"), is entered into by and between the Chico Unified School District (hereinafter referred to as "local educational agency" or "LEA"), having an address at 1163 E. 7th Street, Chico, CA. 95926 and GLENN COUNTY OFFICE OF EDUCATION (hereinafter referred to as "local educational consortium" or "LEC").

RECITALS

A. LEC has entered into that certain Agreement with the California Department of Health Services ("DHS") for Administrative Services Related to Medi-Cal Administrative Activities, dated July 1, 2002, as amended by that certain Standard Agreement Amendment, dated June 29, 2005 (collectively, "DHS Contract").

B. Pursuant to the DHS Contract, LEC has agreed to act as the administrative agency for matters on behalf of the local educational agencies claiming reimbursement of federal monies for Medi-Cal Administrative Activities ("MAA") services in accordance with Section 14132.47 of the California Welfare & Institutions Code ("WI Code").

C. LEC and LEA desire to enter into an agreement delineating the respective obligations of the parties in connection with the submission of the Medi-Cal invoices to the DHS for reimbursement from the Federal government ("MAA Claim").

NOW, THEREFORE, in consideration of the foregoing Recitals, and the terms and conditions contained herein, the parties hereby agree as follows:
OPERATIVE PROVISIONS

1. SCOPE OF WORK

A. Services Provided by LEC. LEC agrees to provide the following services to LEA:

1. Review Medi-Cal program guidelines to insure LEA’s ability to participate in and receive reimbursement for MAA Claims.

2. Conduct one (1) training session per year for LEA staff regarding completion of time survey forms ("Time Survey Training").

3. Gather and review all Time Surveys to insure accuracy and completion in compliance with program requirements.

4. Conduct one (1) training session per year for LEA staff regarding to completion of MAA Claims ("MAA Claims Training").

5. Draft grid for operational plan.

6. Review Medi-Cal program operational plan to insure LEA compliance with program requirements.

7. Review MAA Claims prepared by LEA and submit the MAA Claims to DHS for reimbursement.

8. Prepare and deliver the initial audit file to LEA by the end of the first quarter.

9. In the event of any inconsistencies in the Time Surveys or MAA Claims, LEC will assist LEA in reconciling such documentation prior to submission of the MAA Claim to DHS.

10. Deliver to LEA the Medi-Cal percentage ("Tape Match") prepared from data submitted by LEA by no later than December 31st, and July 31st of the then current school year in which the Tape Match was prepared.

11. Upon receipt of the reimbursement for MAA Claims from DHS, deliver the reimbursement payment to LEA, less the compensation due LEC set forth in Section 3 below.

B. Actions to be Taken by LEA. LEA agrees to perform the following activities:
(1) Identify and deliver to LEC the names of LEA participants and activities for which LEA will seek reimbursement through MAA Claims at least one week prior to the Time Survey Training.

(2) Appoint a contact person to coordinate all LEA’s MAA Claims activities with LEC.

(3) Arrange for staff to attend Time Survey Training; oversee the timely completion of Time Surveys by staff.

(4) Process Time Survey results for inclusion in MAA Claims prior to the Submittal Date for the MAA Claim.

(5) Deliver to LEC the student eligibility criteria for the Medi-Cal reimbursement by no later than October 15th and March 15th of the then current school year, to enable LEC to prepare the Tape Match.

(6) Arrange for staff to attend MAA Claims Training; oversee the timely completion of MAA Claims.

(7) Coordinate with LEC to review, maintain, and update audit files in compliance with program requirements and applicable law.

(8) Prepare and deliver to LEC no more than one (1) MAA Claim in any quarter for reimbursement by DHS no later than the Submittal Date identified in Section 2 below.

(9) In the event of any inconsistencies in the Time Surveys or MAA Claims, LEA shall assist LEC in reconciling such documentation, as needed.

(10) Maintain records in support of program requirements and operational plan.

(11) The Chico Unified School District has contracted with the Butte County Office of Education to perform the services listed in items 1 through 10 in Section 1.B.

2. TERM; SCHEDULE; RENEWAL

A. **Term.** The term of this Agreement shall commence upon the Effective Date, and expire on June 30, 2007 ("Term"). In no event shall the Term exceed the term of the DHS Contract.

B. **Renewal.** This Agreement shall automatically renew for additional periods, subject to the renewal of the DHS Contract, unless either party
provides written notice of cancellation to the other party not less than thirty (30) days prior to the expiration of the then-current Term.

C. **Delivery of Time Surveys.** During the Term, LEA shall deliver to LEC at least one week prior to the next time survey period, as such date is determined by DHS, the completed Time Surveys for the prior quarter ("Time Survey Submittal Date").

D. **Delivery of MAA Claim.** During the Term, (i) LEA shall deliver to LEC, on or before the date set forth in the third column below ("MAA Claim Submittal Date"), LEA's MAA Claim for the preceding quarter and (ii) LEC shall deliver to DHS for reimbursement, on a quarterly basis, LEA's MAA Claim for the preceding quarter, in accordance with the following schedule:

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<tr>
<th>QUARTER</th>
<th>DATES</th>
<th>DATE CLAIM MUST BE SUBMITTED TO LEC</th>
<th>DATE CLAIM MUST BE SUBMITTED TO DHS</th>
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<td>September 1, 2008</td>
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LEA acknowledges and agrees that failure of LEA to deliver any or all of its quarterly MAA Claims to LEC by the date set forth in the schedule above, may result in the LEA not receiving reimbursement from the DHS for the MAA Claim(s) not timely submitted. LEA shall hold LEC harmless in the event LEA fails to timely deliver any or all of LEA's MAA Claims to LEC.
3. COMPENSATION

A. LEA shall pay to LEC, on a quarterly basis, the following amounts, which amounts shall be deducted by LEC from the reimbursement amount paid by DHS to LEA:

(1) a DHS Participation Fee equal to two percent (2%) of the amount reimbursed by DHS pursuant to each MAA Claim approved by DHS; and

(2) an Administrative Fee equal to four percent (4%) of the amount reimbursed by DHS pursuant to each MAA Claim approved by DHS.

4. CONFIDENTIALITY OF DATA

The parties agree to comply with all applicable state and federal laws and regulations pertaining to the confidentiality of pupil and medical records (including, but not limited to, the Health Insurance Portability and Accountability Act (HIPPA), and the Family Educational Rights and Privacy Act (FERPA)).

5. DELIVERY OF DATA TO LEC

LEA agrees that no later than the Time Survey Submittal Date or the MAA Claim Submittal Date identified in Section 2 above, LEA shall deliver to LEC the Time Surveys and MAA Claims containing, to the best knowledge of LEA, accurate and complete data. LEA shall hold LEC harmless from any delays in processing of failure of the LEA to obtain a reimbursement from DHS resulting from (i) LEA’s failure to deliver the Time Surveys or MAA Claims to LEC by the respective Submittal Date, or (ii) LEA’s submission of inaccurate or incomplete data to LEC.

6. LIMITATION OF LIABILITY

LEA shall hold LEC harmless and LEC shall not be in default based on any delays or failure in performance or non-performance under this Agreement resulting from LEA’s failure to timely provide accurate and complete information in compliance with program requirements on or before the appropriate Submittal Date, or for any other cause beyond the reasonable control of LEC. In the event LEC fails to timely deliver an MAA Claim to DHS, and LEA’s MAA Claim is denied reimbursement on that basis, then LEC’s liability to LEA shall be limited to the total amount of compensation that LEC would have received for the submission of that quarter’s MAA Claim, pursuant to Section 2 of this Agreement. LEC shall not be liable for any indirect, consequential, or incidental damages arising out of DHS’s failure to approve a MAA Claim.

7. HOLD HARMLESS AND MUTUAL INDEMNIFICATION

LEC and LEA shall each defend, indemnify, and hold the other party, its officials, officers, employees, consultants, subcontractors, volunteers, and agents free and
harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, to the extent arising out of or incident to any negligent acts, omissions, or willful misconduct of the indemnifying party or its officials, officers, employees, consultants, subcontractors, volunteers, and agents arising out of or in connection with the performance of this Agreement, including without limitation, the payment of consequential damages and attorneys fees and other related costs and expenses.

8. NOTICES

All notices, authorizations, and requests made in connection with this Agreement shall be deemed given (i) five (5) days after being deposited in the U.S. mail, postage prepaid, certified or registered, return receipt requested; or (ii) one (1) day after being sent by overnight courier, charges prepaid; and addressed as set forth below or to such other address as either party may designate upon thirty (30) days' written notice to the other party.

LEC:
Glenn County Office of Education
311 S. Villa Avenue
Willows, CA 95988
Attn: Eileen Dolan, Region 2 LEC Coordinator
Telephone: 530-934-6575

LEA:
Name: Chico Unified School District
Address: 1163 E. 7th Street
Chico, CA. 95928.
Attn: Scott Jones, Director of Fiscal Services
Telephone: (530) 891-3000

9. MISCELLANEOUS

A. Entire Agreement. This Agreement constitutes the entire Agreement between the parties pertaining to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings of the parties in connection therewith.

B. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the successors, assigns and legal representatives of the respective parties hereto. Each party agrees that there are no third party beneficiaries to this Agreement except to the extent provided herein.

C. Assignment. LEC may, upon thirty (30) days’ prior written notice to LEA, assign this Agreement to any successor agency to the DHS Contract.
LEA may not assign, transfer, or convey this Agreement, in whole or in part, without the prior written consent of LEC, except in the event of a change in ownership of LEA.

D. **Severability.** In the event that any term or provision of this Agreement is held to be illegal, invalid or unenforceable under the laws, regulations or ordinances of the Federal, state or local government (including Medicare/Medicaid regulations), such term or provision shall be deemed severed from this Agreement and the remaining terms and provisions shall remain in full force and effect.

E. **Governing Law and Venue.** This Agreement shall be governed by the laws of the State of California and venue shall be in the County of Sacramento.

F. **Descriptive Headings.** The descriptive headings in this Agreement are for convenience and reference only and in no way affect or alter the intent or effect of this Agreement.

G. **Modifications.** This Agreement may be amended or modified only by an agreement in writing signed by the both parties' duly authorized representatives.

10. **LEA GOVERNING BOARD AUTHORIZATION**

LEA affirms that this Agreement has been approved by the Governing Board of the LEA at its meeting of and that the individual signing on behalf of the LEA below is authorized by the Governing Board to execute this Agreement.

IN WITNESS WHEREOF, the parties hereto have this Agreement as of the dates set forth below.

**LEC:**

GLENN COUNTY OFFICE OF EDUCATION

By: [Signature]

Name: Arturo Barrera

Title: Superintendent

Date: 7-11-07

**LEA:**

CHICO UNIFIED SCHOOL DISTRICT

By: [Signature]

Name: Scott Jones

Title: Director of Fiscal Services

Date: July 18th, 2007
PROPOSED AGENDA ITEM: Warrant Authorization

Prepared by: Scott Jones, Director-Fiscal Services

☐ Consent

Board Date September 23, 2009

☐ Information Only

☐ Discussion/Action

Background Information
Warrants in the amount of $3,499,168.68 for the period of August 11, 2009 through September 16, 2009 have been reviewed and are ready for Board approval.

Education Implications
Services and supplies are acquired by the district in support of the district’s goals.

Fiscal Implications
The issuing of warrants affects both the Unrestricted and Restricted budgets in the General Fund as well as all other funds of the district and supported by the district’s approved budget.

Additional Information
September 23, 2009
Accounts Payable Warrants

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<tr>
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**TOTAL WARRANTS TO BE APPROVED:** $3,499,168.68

CC Jan Combes, Assistant Superintendent, Business Services

CC Scott Jones, Director of Fiscal Services
ROPOSED AGENDA ITEM: Declaration of Surplus Property

Prepared by: Scott Jones - Director, Fiscal Service

☐ Consent  Board Date  9/23/09
☐ Information Only
☐ Discussion/Action

Background Information:

In accordance with the California Ed Code, Chico Unified School District’s property may be disposed of by any of the following methods:

1. The Superintendent may advertise for bids and either sell the property to the highest responsible bidder or reject all bids. Timely notice for bids shall be posted or published. The Superintendent or designee may sell property for which no qualified bid has been received, without further advertising.

2. The Superintendent may authorize the sale of the property by public auction.

3. Without advertisement for bids, the County Superintendent may sell or lease the property to government agencies, other school districts, or to any agency eligible under the federal surplus property law. In such cases, the sale price shall be equal to the value of the property plus estimated cost of purchasing, storing, and handling. Excess equipment with a value of less than one hundred dollars may be sold directly to an agency without advertising with the approval of the Assistant Superintendent of Business Services or designee.

4. If the Superintendent or Designee agrees that the property is worth no more than $2,500, the Superintendent may designate any employee to sell the property without advertising.

5. If the Superintendent or Designee finds that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Superintendent or may be disposed of by dumping. If any equipment contains universal waste, it will be disposed of in a legal manner.

Educational Implications: NONE

Fiscal Implications: NONE

D.O. Recommendation: Recommended for approval
<table>
<thead>
<tr>
<th>BO#</th>
<th>Description</th>
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<th>Value</th>
<th>Universal Waste</th>
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Condition:
1. Useable but no longer needed
2. Needs Minor Repair
3. Unrepairable
<table>
<thead>
<tr>
<th>BO#</th>
<th>Description</th>
<th>Cond.</th>
<th>Transfer /Sold</th>
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Condition:
1. Useable but no longer needed
2. Needs Minor Repair
3. Unrepairable
## Surplus Property 9/23/09 to Computers for Classrooms for refurbishing to current technology standards and reallocating back to schools

<table>
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<td>6309</td>
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<td>4 COMPAQ EV's</td>
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**Condition:**
1. Useable but no longer needed
2. Needs Minor Repair
3. Unrepairable
### Surplus Property 9/23/09 to Computers for Classrooms for refurbishing to current technology standards and reallocating back to schools

<table>
<thead>
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<th>Description</th>
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<td>6346</td>
<td>32 CFC PC'S</td>
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<td>6347</td>
<td>4 COMPAQ DESKPRO'S</td>
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<td>6347</td>
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<td>3 DELL OPTIPLEX COMPUTERS</td>
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**Condition:**
1. Usable but no longer needed
2. Needs Minor Repair
3. Unrepairable
Surplus Property 9/23/09 to Computers for Classrooms for refurbishing to current technology standards and reallocating back to schools

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Condition:
1. Useable but no longer needed
2. Needs Minor Repair
3. Unrepairable
PROPOSED AGENDA ITEM: Enrollment Update

Prepared by: Jan Combes, Assistant Superintendent, Business Services

☐ Consent  
☐ Information  
☐ Discussion/Action

Board Date Sept. 23, 2009

Background Information

The district anticipated that student enrollment for 2009-10 in regular education classes would be 12,145 students, a decline of 106 students as compared with October, 2008 enrollment.

The school year started on August 12, 2009 and student enrollments are falling short of targeted numbers at most of the schools in the District.

Reports Attached

Normally we provide the Board with an ADA update and an enrollment update. The first school month ended on September 4, representing 18 days of school. We do not have attendance calculated for that period yet as sites are still making sure that the data is accurate. We are able to provide the Board with two reports, enclosed.

One page compares enrollment by school site on September 11, as compared with projection. We are 250 students below projection at K-6 and 38 students below projection at 7-12.

The other page compares student enrollment to the same day of the school year a year earlier. Obviously this number fluctuates greatly since enrollment changes daily in a school district of our size, and the enrollment number is has a variance factor that is partially attributed to students moving between schools at this time of year. At the end of the first school month (September 4) we had 510 fewer students than the same day a year ago. On the Friday after Labor Day weekend (September 11) we had 487 fewer students, overall, than a year earlier.

An analysis presented in September indicated that enrollment is lower than expected primarily due to two factors: 1) movement out of district/county/state/country and, 2) enrollment in other schools in our area (including private and/or charter schools).

No Action/Discussion only
### CHICO UNIFIED SCHOOL DISTRICT
Central Attendance Office
2009-10 School Year

#### Total Enrollment for All Schools by Grade

| School             | K  | 1   | 2   | 3   | 4   | 5   | 6   | Sub Total | Regular | H/H | IS | LV | SDC | Sub Total | Other Prog | Grand Total | Proj | +/- |
|--------------------|----|-----|-----|-----|-----|-----|-----|----------|---------|-----|----|----|----|-----|----------|-----------|-------------|------|-----|
| Chapman            | A  | 47  | 38  | 35  | 53  | 44  | 52  | 42       | 311     | 1   | 19 | 17 | 38 | 349 | 375      | -26       |
| Citrus             | A  | 29  | 42  | 58  | 73  | 52  | 57  | 60       | 404     | 1   | 15 | 15 | 16 | 420 | 455      | -35       |
| Emma Wilson        | A  | 93  | 90  | 104 | 110 | 98  | 93  | 94       | 681     | 9   | 9  | 9  | 9  | 690 | 758      | -68       |
| Hooker Oak K-6     | A  | 55  | 53  | 58  | 55  | 52  | 43  | 53       | 370     | 8   | 16 | 24 | 24 | 394 | 419      | -25       |
| John McManus       | A  | 60  | 93  | 78  | 102 | 88  | 96  | 86       | 632     | 13  | 13 | 13 | 13 | 645 | 655      | -10       |
| Little Chico Crest | A  | 69  | 81  | 84  | 70  | 90  | 78  | 94       | 566     | 10  | 10 | 10 | 10 | 576 | 574      | 2         |
| Marigold           | A  | 28  | 71  | 58  | 65  | 87  | 93  | 98       | 540     | 0   | 11 | 12 | 23 | 563 | 566      | -3        |
| Neal Dow           | A  | 56  | 52  | 70  | 69  | 67  | 60  | 59       | 433     | 17  | 17 | 17 | 17 | 450 | 443      | 7         |
| Parkview           | A  | 27  | 28  | 27  | 45  | 36  | 24  | 29       | 216     | 9   | 9  | 9  | 9  | 225 | 238      | -13       |
| Rosedale           | A  | 84  | 86  | 76  | 64  | 72  | 69  | 55       | 506     | 0   | 0  | 0  | 0  | 506 | 506      | -58       |
| Shasta             | A  | 30  | 90  | 72  | 88  | 84  | 94  | 92       | 605     | 12  | 12 | 12 | 12 | 617 | 637      | -20       |
| Sierra View        | A  | 30  | 112 | 70  | 69  | 72  | 80  | 87       | 575     | 22  | 22 | 22 | 22 | 597 | 597      | 0         |
| Oakdale**          |    | 2   | 2   | 2   | 1   | 1   | 8   |          |          | 0   | 0  | 0  | 0  | 8   | 10       | -2        |
| Loma Vista         |    | 1   | 3   | 0   | 0   | 2   | 3   |          |          | 11  | 11 | 11 | 11 | 10  | 1        |           |
| **Total K-6**      |    | 823 | 839 | 795 | 803 | 843 | 843 | 851      | Tot Reg | 5856| 4  | 0  | 82 | 109 | 204      | 6051 | 6301 | -259 |

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** Estimates until student comes to meeting.

#### District Total K-12

|                | 12338 | 12626 | -288 |
|-----------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|---------|-----------|
| Chaparral             | 321     | 322     | 331     | 336     | 337     | 338     | 339     | 341     | 342     | 343      | 345     | 351       |
| Citrus                | 391     | 401     | 409     | 412     | 413     | 414     | 415     | 415     | 415     | 415      | 415     | 419       |
| Emma Willson          | 710     | 685     | 685     | 692     | 694     | 697     | 697     | 695     | 699     | 697      | 697     | 693       |
| Hooker Oak K-8        | 400     | 408     | 402     | 405     | 404     | 399     | 401     | 397     | 397     | 397      | 397     | 394       |
| John Muir             | 642     | 645     | 648     | 644     | 643     | 643     | 643     | 640     | 640     | 640      | 640     | 646       |
| Little Citro Creek    | 573     | 576     | 578     | 579     | 581     | 591     | 593     | 581     | 581     | 581      | 581     | 581       |
| Marigold              | 554     | 564     | 564     | 564     | 564     | 564     | 564     | 564     | 564     | 564      | 564     | 564       |
| Neal Drive            | 435     | 437     | 437     | 440     | 440     | 440     | 440     | 442     | 442     | 442      | 442     | 442       |
| Parkview              | 217     | 218     | 219     | 220     | 222     | 224     | 225     | 225     | 225     | 225      | 225     | 225       |
| Rosedale              | 523     | 523     | 506     | 506     | 506     | 506     | 506     | 506     | 506     | 506      | 506     | 506       |
| Shaesta               | 617     | 621     | 622     | 624     | 622     | 623     | 621     | 623     | 623     | 623      | 623     | 617       |
| Sierra Verde          | 593     | 597     | 597     | 601     | 601     | 601     | 601     | 601     | 601     | 601      | 601     | 597       |
| Oakdale               | 8       | 8       | 8       | 8       | 7       | 7       | 7       | 8       | 8       | 8         | 8       | 8         |
| Loma Vista K-6        | 12      | 12      | 12      | 12      | 15      | 15      | 15      | 14      | 14      | 11        | 11      | 11        |
| **K-6 Total**         | **5994**| **6023**| **6020**| **6045**| **6053**| **6059**| **6059**| **6056**| **6069**| **6059**  | **6069**| **6050**  |
| **09-09 Total K-6**   | 6129    | 6203    | 6212    | 6233    | 6247    | 6257    | 6269    | 6267    | 6283    | 6286     | 6289    | 6287      |
| **Hooker Oak 7-12**   | 24      | 24      | 24      | 24      | 24      | 24      | 24      | 24      | 24      | 24        | 24      | 24        |
| **BJHS**              | 671     | 677     | 679     | 683     | 683     | 683     | 685     | 685     | 685     | 685       | 685     | 685       |
| **CJHS**              | 589     | 590     | 592     | 596     | 596     | 596     | 596     | 596     | 596     | 596       | 596     | 596       |
| **MUHS**              | 577     | 576     | 576     | 581     | 581     | 581     | 581     | 581     | 581     | 581       | 581     | 581       |
| **CSHS**              | 1872    | 1972    | 1907    | 1907    | 1917    | 1917    | 1917    | 1917    | 1917    | 1917      | 1917    | 1908      |
| **Fair View**         | 226     | 226     | 226     | 226     | 226     | 226     | 226     | 226     | 226     | 226       | 226     | 226       |
| **AFC**               | 63      | 66      | 66      | 66      | 72      | 73      | 73      | 73      | 73      | 73        | 73      | 73        |
| **Ind St 7-12**       | 110     | 110     | 110     | 110     | 110     | 108     | 108     | 108     | 108     | 108       | 108     | 108       |
| **Loma Vista 7-12**   | 10      | 10      | 10      | 10      | 10      | 11      | 11      | 11      | 11      | 11        | 11      | 10        |
| **7-12 Total**        | **6215**| **6224**| **6165**| **6178**| **6258**| **6258**| **6261**| **6256**| **6268**| **6261**  | **6274**| **6287**  |
| **08-09 Totals**      | 6313    | 6354    | 6407    | 6443    | 6455    | 6480    | 6486    | 6490    | 6493    | 6504      | 6545    | 6538      |
| **09-10 K-12 Total**  | **12209**| **12247**| **12185**| **12233**| **12311**| **12317**| **12317**| **12325**| **12327**| **12357**  | **12324**| **12338**  |
| **08-09 Totals**      | 12442   | 12557   | 12619   | 12678   | 12702   | 12737   | 12755   | 12757   | 12776   | 12790     | 12834   | 12825     |
MEMORANDUM TO: Board of Education  
FROM: Kelly Staley, Superintendent  
SUBJECT: Certificated Human Resources Actions  

**CHICO UNIFIED SCHOOL DISTRICT**  
1163 EAST SEVENTH STREET  
CHICO, CALIFORNIA 95928  
September 23, 2009

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PROPOSED AGENDA ITEM: Update—CUSD Strategic Plan

Prepared by: Sara Simmons

Consent
X Information Only
--- Discussion/Action

Board Date: 9/23/09

Background Information
In 2002, CUSD formulated a Strategic Plan to guide the district for the ensuing years. Stakeholders participated extensively with the formulation of the plan by serving on the Steering Committee as well as on the committees that developed Action Plans around each of the eight strategies.

Educational Implications
Many of the strategies and action plans encompassed in the Strategic Plan have been or are being implemented in order to support student achievement.

Fiscal Implications
Some of the original strategies proposed could not be implemented due to lack of funding.

Additional Information
CUSD has incorporated much of the intent of the original plan in our LEA Plan Addendum as well as our yearly District Goals.
PROPOSED AGENDA ITEM: Report on Accountability Progress & STAR Results

Prepared by: Michael Morris

☐ Consent

☑ Information Only

☐ Discussion/Action

Board Date Sept. 23, 2009

Background Information

The California Department of Education released the annual Accountability Progress Report on Tuesday, September 15, 2009. The report includes the state accountability system Academic Performance Index (API) report, the federal Adequate Yearly Progress (AYP) report, and the annual Program Improvement status updates. This update will provide an overview of CUSD results. In addition, the districtwide, school-level, and grade-level results for CUSD from the Standardized Testing and Reporting (STAR) Program will be reported to the board as required by the Education Code.

Education Implications

The state and federal accountability data are used by school site and district staff for planning educational programs and strategies, as well as to allocate resources to best support the improvement of CUSD students’ academic achievement.

Fiscal Implications

Mandated testing is reimbursed by the state though the reimbursement rate does not cover all testing costs incurred by the district.

Additional Information
PROPOSED AGENDA ITEM: Resolution #1087-09

Prepared by: Joanne Parsley

Consent

Information Only

Board Date: September 23, 2009

Discussion/Action

Background Information

Education Code Section 60119 requires that each pupil within the Chico Unified School District be provided sufficient textbooks and instructional materials aligned to the content standards and consistent with the cycles and content of the curriculum frameworks in the areas of history/social science, mathematics, reading/language arts and science. The attached Certification of Provision of Standards-Aligned Instructional Materials states that we are currently sufficient for the 2009-10 school year. As such, the Educational Services Department requests approval of Resolution No. 1087-09.

Education Implications

All students will be provided with sufficient textbooks and instructional materials in the core instructional areas for in-class work as well as homework.

Fiscal Implications

Standards-aligned instructional materials are purchased out of the state provided funds.

Additional Information

As required by CCR, Title 5, Section 9531, instructional materials for students in grades K-8 were purchased from an approved standards-aligned state adoption list and instructional materials purchased for students in grades 9-12 are aligned with the state content standards and are approved by the CUSD Board of Education following district review of the materials.
RESOLUTION NO. 1087-09

Whereas, the governing board of Chico Unified School District, in order to comply with the requirements of Education Code section 60119 held a public hearing on September 23, 2009, at 6:00pm, which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

Whereas, the governing board provided at least ten days notice of public hearing posted in at least three public places within the district that stated the time, place and purpose of the hearing, and;

Whereas, the governing board encouraged participation by parents, teachers, members of the community and bargaining unit leaders in the public hearing, and;

Whereas information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district, and;

Whereas, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home;

Whereas sufficient textbooks and instructional materials were provided to each student, including English learners, in mathematics, science, history-social science, and English/language arts, including the English language development component of an adopted program, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks;

Whereas, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore it is resolved that for the 2009-10 school year, the Chico Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the content standards and consistent with the cycles and content of the curriculum frameworks.

Adopted this 23rd day of September, 2009

Ayes:
Noes:
Abstentions:
Absent:

Board President

Secretary/Clerk
Certification of Provision of Standards-Aligned Instructional Materials

The local governing board of the Chico Unified School District hereby certifies that as of this date, each pupil in the district, in kindergarten through grade twelve, has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas:

- History/social science
- Mathematics
- Reading/language arts
- Science

For students in K-8, the instructional materials were purchased from an approved standards-aligned state adoption list as required by CCR, Title 5, Section 9531.

For students in grades 9-12, the instructional materials were adopted by the local governing board following district review of the materials and their alignment with state content standards as required by CCR, Title 5, Section 9531. Certification was approved by the local governing board at a public meeting held on September 23, 2009.

The State Board of Education adopted new standards-aligned instructional materials for K-8 in Mathematics in April, 2009. The local governing board of Chico Unified School District will provide each pupil with a standards-aligned textbook or basic instructional materials from this adopted list by August 12, 2009 which is the start of the first school term that is no later than 24 months following the state adoption of these materials.

The local governing board of the Chico Unified School District has provided each pupil in kindergarten through grade eight with a state adopted standards-aligned textbook or basic instructional materials in the following subjects by the date indicated below to meet the 24 month rule in EC 60422 (a):

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Certification was approved by the local governing board at a public meeting held on September 23, 2009.

Ayes: 
Noes: 
Abstentions: 
Absent: 

__________________________
Board President

__________________________
Secretary/Clerk
NOTICE OF PUBLIC HEARING

The Chico Unified School District Board of Education will hold a Public Hearing at a regular meeting on Wednesday, September 23, 2009. The Board meeting will begin at 6:00 p.m., and the Public Hearing item listed below will be discussed and an opportunity for public testimony will be made available in accordance with the Discussion calendar of the agenda. Public Hearing items include:

PUBLIC HEARING - Notice of Apportionment for the State Instructional Materials Fund, Grades K-12, Fiscal Year 2009-2010.

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.

This Notice will serve to fulfill the District's 10-day notice requirement of all Public Hearings pursuant to Education Code §5362. A formal agenda containing the item listed above will be posted and distributed in accordance with district procedures on Friday, September 18, 2009.

Jann Reed, Board President
Chico Unified School District

Posted: September 9, 2009
**PROPOSED AGENDA ITEM:** Approve Request for Proposals
Student Information System

**Prepared by:** Jason Gregg, Director of Information Technology Services

☐ Consent

☐ Information

☐ Discussion/Action

**Board Date** September 23, 2009

**Background Information:**
The district has been using a program called SASI XP (Schools Administrative Student Information Cross Platform) to track student information for enrollment and to calculate attendance. Some sites also utilize features of discipline, grade book, and much of this data is coordinated with assessment, library systems and nutritional services.

SASI XP is no longer going to be supported by the vendor after August of 2010. That means that if the state makes changes, or if we have internal problems such as a file becoming corrupted, we would have programming issues that we might have difficulty correcting.

It is critical that by the end of 2010-11 we are up and running on a new student information system. We expect to purchase a system late in 2009-10 and spend 2010-11 working with a vendor to convert the data and train staff. This will allow us the ability to migrate sites as they become prepared to a new system, working in a parallel environment.

The process for selecting a new vendor is being handled by issuing Requests for Proposal, copy attached.

**Discussion:**
The district intends to put together a team of school registrars and attendance personnel, principals, teachers, parents, and district office technicians to review presentations by vendors during the month of November. We anticipate this being a voluntary committee of key stakeholders who will meet weekly on Monday afternoons for two hours each week. Solicitation for this committee is taking place during October. We expect to bring a vendor selection to the Board in January.

**Financial Implications**
We expect the cost to be in the neighborhood of $300,000 and these funds have been set aside from 2008-09 carryover in technology and district office expense budgets.

**Recommended Action**
Approve district to issue Request for Proposals.
Chico Unified School District
Technology Services
REQUEST FOR PROPOSALS FOR STUDENT INFORMATION SYSTEM
ISSUED BY CHICO UNIFIED SCHOOL DISTRICT CHICO CA, 95928
RFP # SIS-2009

SUBMIT PROPOSALS TO:
CUSD Student Information System RFP

Jason Gregg
Chico Unified School District
1163 East Seventh Street Chico CA, 95928-5999
Phone: (530) 891-3000 ext121
Email Address: jgregg@chicosd.org
Deadline: November 2, 2009
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Introduction

District Background:

The Chico Unified School District (to be referred to as “CUSD” or “The District”) currently operates 11 elementary schools, 1 alternative elementary school, 3 middle schools, 2 comprehensive high schools, 1 continuation high school, 2 alternative high schools, 1 independent high school, and will have 1 Dependent Charter School (9-12) located on a high school campus.

The District is governed by a Board of Education and complies with current State and Federal Government procurement practices. The District employs approximately 1100 staff members and serves 12,000, K-12 students.

The District’s 23 schools are located at 21 sites and are all connected by a GIGABIT fiber backbone.

Additional information on Chico Unified School District (CUSD) can be found at http://www.chicousd.org to view the District’s Strategic Plan, Ed Tech Plan, and other information that may be helpful in responding to the RFP.

The explicit purpose of this RFP is to perform the due diligence such that the District can acquire the appropriate Student Information System to meet its business, reporting and record retention requirements in the most reliable and cost effective manner.

All Responders must meet the following criteria:

1. Responder must be currently licensed to do business in the State of California, which will be validated by Responder providing copies of all licenses and/or certifications as part of Responder’s proposal.
2. Responder must have been in existence at least three (3) years as an operating business.
3. Responder may not have declared any form of Bankruptcy in the last five (5) years.
4. Responder must provide a list of at least three (3) clients where Responder has established a contract of comparable size and scope of services.
5. Responder shall have the ability to fulfill standard contract requirements, including indemnification and insurance of the District, if necessary.
6. Responder shall meet other presentation and participation requirements listed in this RFP.
High priority Requirements:
CUSD seeks a student information system with the following minimum traits or abilities:

1. Track multiple years of student data, including but not limited to:
   a. Demographic
   b. Grading
   c. Attendance
   d. Assessment
   e. Scheduling
   f. Health
   g. Discipline
   h. Special Education
   i. Summer School
   j. Alternative / Continuation Schools
   k. Community Day School

2. Has a web-based teacher portal for entry of attendance and grades. Preferably would also be able to track all student assignments, and grade book information.

3. Has a web-based parent portal to facilitate communication with parents. Minimally, it would show attendance, quarter/semester grades, in-progress (teacher grade book) grades, and upcoming homework.


5. Has a built-in report writer for ad-hoc reporting; easy enough for non-technical staff to use.

6. Can assist with all standard California and Federal government reporting requirements, including full support for CSIS, CALPASS and CALPADS as required by the State and Federal Departments of Education.

7. Is largely web-based.

8. Provides training for staff, Principals, and teachers and excellent customer support.

9. Can handle an active student population in excess of 12,500 students

10. Utilizes a centralized database for all schools.

11. Is actively used by several [at least 5] of at least an ADA of 5000 California K-12 school district.

12. Can provide professional and comprehensive project management to assist with the conversion and implementation in a short period of time (online by July 2010).

13. Migrate data from existing Sasis XP Student Information System.

14. Ability to relate/translate program features from SAsiXP to your product.

15. Minimize manual export/import of student data with other software systems. Ideally, it can exchange data with other products in an automated fashion, and/or incorporate their functionality:
   b. Assessment – Edusoft, Measures (www.edusoft.com)
   c. Special Education - SEIS (www.seis.org)
   d. Phone dialers (for attendance & broadcast messaging)
   e. Active Directory – Microsoft
   g. Fiscal Services – QSS (http://www.QSS.com)
   h. If there is no gradebook module, S.I.S. must integrate with Integrate Pro

16. More details are provided on the “SIS Requirement for CUSD” spreadsheet.

END OF SECTION *
Administrative Section

1.0 RFP Schedule
The following table lists the activities relevant to the RFP process. CUSD reserves the right to change these dates and will notify Responders in that event.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
<th>Date</th>
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<tr>
<td>RFP to Board for approval</td>
<td>TBD</td>
<td>9/23/09</td>
</tr>
<tr>
<td>RFP released</td>
<td>TBD</td>
<td>10/9/09</td>
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<tr>
<td>RFP questions deadline/Conference</td>
<td>4:00 PM</td>
<td>10/30/09</td>
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<tr>
<td>Proposal Due Date</td>
<td>9:00 AM</td>
<td>11/2/09</td>
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<tr>
<td>Short list selection</td>
<td>4:00 PM</td>
<td>11/9/09</td>
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<td>Supplier presentations</td>
<td>4:00 PM</td>
<td>11/9-12/1/09</td>
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<tr>
<td>Selection Recommendation</td>
<td>TBD</td>
<td>12/8/2009</td>
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<tr>
<td>Hardware/software setup for hands-on testing, if necessary</td>
<td>4:00 PM</td>
<td>12/8/2009</td>
</tr>
<tr>
<td>Reference site calls/visits</td>
<td>TBD</td>
<td>12/9-12/18/2009</td>
</tr>
<tr>
<td>Final selection</td>
<td>TBD</td>
<td>1/5/2010</td>
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Contact Information
After release of the RFP and thereafter, all requests, questions, or other communications about this RFP shall be made in writing (prefer E-mail) to CUSD. Communications made to other CUSD personnel will not be allowed or recognized as valid and may disqualify the supplier.

Responders should rely only on written statements on the District’s SIS RFP website (http://www.chicousd.org/sis) or issued by the RFP Coordinator. Address all communications to:
Mr. Jason Gregg
Director, Information and Technology Services
Chico Unified School District
1163 East Seventh Street, Room
Chico CA, 95928-5999
Phone: (530) 891-3000
Email Address: jgregg@chicousd.org

1.2 Proposal Question and Answer Process
CUSD will allow written requests for clarification of the RFP. To ensure that written requests are received and answered in a timely manner, e-mail correspondence is encouraged, but other forms of delivery such as postal and courier are acceptable. All questions will be consolidated into a single set of responses and posted on the CUSD web site (www.chicousd.org/technology_services.htm) as an addendum. Responders’ names will be removed from the questions in the responses released. Questions should be submitted in the following format. Deviations from this format will not be accepted.
1.3 Submission of Proposals
Proposals must be received by 11/2/2009 at 4:00 PM. Proposal materials will be accepted electronically via e-mail, CD, or hardcopy. Responses to the questions in Attachment I must be supplied electronically in the Excel file provided. The remainder of the proposal may be hardcopy or electronic (MS Word or PDF formats are the only acceptable formats). Hardcopy proposals must be sealed and not delivered in open packages or binders. Additional proposal materials such as books, CD's, and other materials should be received with proposals. Hardcopy proposals or supplemental materials should be sent to:

Mr. Jason Gregg Director, Information and Technology Services
Chico Unified School District
1163 East Seventh Street. Chico CA, 95928-5999
Phone: (530) 891-3000 ext. 121
Email Address: jgregg@chicousd.org

1.4 Late Submissions
Proposals received after the due date will not be accepted. CUSD is not responsible for late delivery or proposals lost in delivery. Responders must notify CUSD if there is an extenuating circumstance that may prevent on-time delivery. Please refer to the RFP schedule for the due date.

1.5 Proposal Preparation
Proposals should be prepared simply and economically without emphasis on the presentation of the proposal. Expensive bindings, color photographs, and excessive promotional materials such as videos, are neither desired nor needed. CUSD prefers to receive proposals either electronically or in appropriately sized three ring binders with index tabs to separate sections. CUSD is not responsible for any costs incurred by the supplier in the preparation of the proposal, demonstration, or District's hands-on testing.

Proposals must be organized as follows:
Cover Page Complete Table of Contents
Section 1 – Company/Product Introduction
Section 2 – Executive Summary
Section 3 – Pricing Structure
Section 4 – Project Management Description
Section 5 – Supplier Information (Attachments C)
Section 6 – SIS Evaluation Questions/Answers (Attachments I, Excel file)
Section 7 – Required Forms

1.6 Number of Proposals
Responders shall provide three copies of their proposal, if submitting hardcopy; each copy must be clearly marked. If printed supplementary materials are included which are not 8.5x11”, three (3) copies should be included. If submitting electronically, one copy is sufficient.

1.7 Screening of Proposals
CUSD will screen all proposals and may reject any proposal that does not meet the minimum requirements. One copy of each proposal will be kept on file for six months; all other copies will be destroyed along with any collateral materials sent with the proposal. CUSD reserves the right to reject any and all proposals.
1.8 RFP Amendments
If any supplier is in doubt as to the true meaning of any part of the RFP documents, or finds discrepancies in, or omissions from the specifications, a written request, including email, for an interpretation or correction thereof may be submitted to the District. The supplier submitting the written request shall be responsible for its prompt delivery. Any interpretation or correction of the RFP document will be made only by a written addendum issued by the District. No person is authorized to make any oral interpretation of any provision in the RFP documents, nor shall any oral interpretation be binding on the District. If discrepancies on specifications or conflicts between specification, terms or conditions exist, the interpretation of the District shall prevail.

CUSD reserves the right to amend this RFP at any time prior to the closing date.
1.9 Ownership of Materials
All materials submitted in response to this RFP become the property of CUSD. Proposals and supporting materials will not be returned to Responders.

1.10 Confidential or Proprietary Information
All proposals submitted will be held in confidence. Only personnel directly involved with this RFP will be given copies of your proposal. CUSD has no obligation to share proposal material with any other party and will respect any documents or materials that Responders have clearly marked “Confidential” or “Proprietary.” However, only those pages that contain the proprietary information should be so designated, not the complete proposal.

CUSD is not obligated to maintain the confidentiality of any information that was known prior to receipt of a proposal, or becomes publicly known through no fault of CUSD or is received without obligation of confidentiality from a third party.

1.11 Complete Solutions
CUSD will accept only complete solutions from a prime supplier. Responders may not bid on only one item or selected items from the RFP.

1.12 Supplier Presentations
After an initial District screening and reduction of proposals, remaining Responders will be required to give an oral presentation of their proposal to the Student Information System Selection Committee. This presentation should concentrate on the functionality and flexibility of the product. This opportunity is given to allow Responders the chance to further define the primary features and benefits of their proposal, to allow clarification of their proposal and to permit questions from the committee.

Appropriate visual and written materials are expected. It is required that Responders tailor their presentation to address areas CUSD has identified as areas of interest in this RFP. CUSD will provide an agenda of topics to Responders. Presentations may not exceed two hours, inclusive of a question and answer period. Appropriate handouts should be prepared and distributed. There will be no more than 25 CUSD packets of material needed for distribution.

1.13 Hands-on Testing of Software
CUSD is anticipating testing the short list finalists' software for a limited period of time (less than two weeks). Installation and configuration of the software, plus limited conversion of existing student data should be accomplished by District staff. All server and workstation hardware will be provided by the District. Supplier will be asked for some technical assistance to get the software installed and operable. CUSD will consider supplier-suggested alternate methods of accomplishing this detailed testing.
1.14 Evaluation Criteria
CUSD is interested in obtaining a complete solution to the stated requirements. Evaluation criteria will be provided in ATTACHMENT H. Proposals that meet the proposal instructions and requirements will be given a thorough and objective review. CUSD will evaluate vendors based on the proposal, the supplier presentation, and reference calls and /or visits.

1.15 Award Notification
CUSD will make a selection for negotiations after review, testing and referrals are checked. Those who are not finalists will be notified in writing at the same time as finalists are notified. After a final selection is made, the winning supplier will be invited to negotiate a contract with CUSD; remaining Responders will be notified in writing of their selection status.

1.16 No Press Releases or Public Disclosure
The selected vendor may not release any information about this RFP. The winning supplier may not issue a press release until it has been reviewed and approved by CUSD's Governing Board.

1.17 Contract Award
CUSD reserves the right to award the contract according to the evaluation criteria. The supplier chosen for award should be prepared to have the proposal incorporated, along with all other written correspondence concerning this RFP, into the contract. Any false or misleading statements found in the proposal will be grounds for disqualification.

1.18 Primary Supplier
CUSD expects to negotiate and contract with only one prime supplier. CUSD will not accept any proposals that reflect an equal teaming arrangement or from Responders who are co-bidding on this RFP. CUSD will not accept any invoices from subcontractors or become part of any negotiations between a prime supplier and a subcontractor.

Software upgrades, fixes, or any other enhancement to the solution shall be made available to CUSD under the same conditions as the original proposal, up to and including the implementation date.

1.19 Offer Expiration Date
Proposals in response to this RFP will be valid for 90 days from the proposal due date. CUSD reserves the right to ask for an extension of time if needed.
1.20 Post-Award Debriefing
CUSD will, upon written request, offer to de brief Responders who were disqualified or did not win the contract. This request for de briefing will be accommodated only after the final contract has been awarded. Responders may either make appointments for a conference at CUSD or be de brief ed via a telephone conference.

1.21 Designation of Requirements
CUSD fully expects Responders to provide a comprehensive solution on a level that meets or exceeds all requirements as stated in the RFP. To prevent any confusion about identifying requirements in this RFP, the following definition is offered: The words shall or must are used to designate a "high priority requirement". Responders must respond to all high priority requirements presented in this RFP. Failure to respond to all high priority requirements may be cause to disqualify your proposal.

1.22 Product Use Requirements
CUSD requires that all hardware, system software products and application software products included in proposals be currently in use in a production environment by at least five (5) other California K12 districts of 5000 students or more, have been in use for at least one year, and have been generally available from the manufacturers for a period of one year. Unreleased or beta test hardware, system software, or application software will not be accepted. It is understood that applications and software required to be built is excluded from this provision.

1.23 Proposal Errors
CUSD will not be liable for any errors or omissions in supplier proposals. Responders will not be allowed to alter proposal documents after the proposal due date without permission from CUSD. CUSD may correct simple math errors and alert the supplier to the error, or if the error appears to be significant, CUSD may either disqualify the supplier or require the supplier to make the recalculation and resubmit the data.

CUSD approved changes after the submission date may be made only to correct an error in an existing part of the proposal. New material may not be submitted. No oral, telephone, or faxed modifications or corrections will be accepted.

1.24 Alternate Proposal and Options
Alternate proposals are not permitted.

Responders may propose enhancements or equipment that provides increased performance as an option to the baseline RFP. Any option proposed must be included in a separate proposal and contain a brief description of the enhancement, the actual benefit to be gained and the cost of the enhancement.
1.25 Pricing

All elements of recurring and nonrecurring costs that must be borne by CUSD shall be identified and presented in the pricing volume using the specified format, noted in RFP ATTACHMENT G. These costs should include all labor, travel, lodging, per diem, car rental, etc., required to complete each phase of the project. Expenses shall be billed at cost. Costs should be listed in the project phase in which they will occur; Responders shall not preload continuing costs into the first phase. Responders shall list and price any item that is part of their solution whether hardware, software, or management related that has not been specified in the requirements but is needed in order to complete the supplier’s proposed solution.

Responders shall provide CUSD with a firm, fixed price (Section 1.5). Any cost listed should be tied to a specific task or product in the proposal. Failure to comply with pricing requirements will result in rejection of your proposal. The burden of proof for pricing credibility rests with the supplier.

After proposals have been evaluated and a short list is developed, qualified Responders will have an opportunity to submit a Best and Final Offer (BAFO). BAFO’s may be warranted based on differences of opinion with the supplier’s technical capabilities, pricing, or responses to contractual items. Responders will be given sufficient time to revise their proposal and respond in writing to BAFO terms.

The BAFO practice is not used to allow new requirements to be introduced to the RFP or to allow for significant changes to be made to proposals. BAFO’s are considered a “fine tuning” of offers after evaluation discrepancies are noted and agreed upon between CUSD and the supplier.

*END OF SECTION*
Technical Section

2.0 District SIS Environment
The supplier shall propose a solution that is compatible with the District’s current environment as described below:

The District Office network consists of 100 Mb/sec switched Ethernet connections to desktop computers. Only the TCP/IP protocol is actively supported. Connections to school sites vary. All schools will have 1000Mb or better by February 2010. The connection to the internet is private fiber (1000Mb) to the Butte County Office of Education. The server operating system utilized VMware and is Windows 2003 Server; and all users are on Active Directory. Microsoft Exchange is used for e-mail & collaboration needs. The District maintains its own DNS servers for both public and private networks.

CUSD prefers latest version of Microsoft SQL Server, and Internet Information Services (IIS) for hosting database and web applications.

2.1 Current Applications

b. Assessment – Edusoft, Measures (www.edusoft.com)
c. Special Education - SEIS (www.seis.org)
d. Phone dialers (for attendance & broadcast messaging)
e. Active Directory – Microsoft
g. Fiscal Services – AptaFund (http://www.OSS.com)
h. InteGrade Pro- Pearson School Systems (add-on application for SASI)

*END OF SECTION*
Project Management Section (Proposal Section 3)

3.0 Project Implementation Start Date
The District plans to begin the project implementation as soon as possible taking into account the school calendar, staff availability and Responder’s availability. Actual project implementation and completion dates will be mutually agreed upon during negotiations. Additional functionality can be implemented at schools’ and/or supplier’s recommendations. Project needs to be up and operational before end of life (EOL) support ends for SASxp on August 1, 2010. The goal is having all school sites fully implemented by July 2011 with 2010 being a transitional year. Vendor to provide to the district and sites during implementation for all.

3.1 Project Plan
Responders shall include a project management plan for implementation of the proposed student information system. The project management plan shall be detailed enough to assure CUSD that the supplier can deliver a solution on time, within projected estimates, and meet all requirements as specified in this RFP.

3.2 Project Control
Responders shall discuss how his or her company will control the proposed schedule and how it will identify and report achievement of tasks and milestones. The supplier shall also discuss how it will identify, resolve, and report resolution of problems such as schedule slippage or engineering anomalies.

3.3 Project Management Tasks and Responsibilities
Responders shall provide a matrix that lists project management tasks and identifies the corresponding owner. CUSD’s tasks shall be identified as well as any subcontractor’s. The matrix shall contain enough detail to define the roles and responsibilities of the CUSD project team as well as those of the supplier’s project team. CUSD will appoint a project coordinator who will work closely with the supplier’s project manager.

3.4 Project Meetings
Responders shall describe their approach to formal review meetings with CUSD, the organization of the typical meeting, and methods of documenting and approving all meeting notes.

3.5 Supplier Project Management Structure
Responders shall describe the proposed management structure and identify key personnel who will be assigned to this project. Responders shall designate key personnel necessary to satisfy the requirements of this RFP. Once identified, Responders may not change key personnel without prior notice and acceptance from CUSD. CUSD shall have 15 days notice of any change in the project’s key personnel.
3.6 Facility Preparation
If site preparation is required under the proposal and involves infrastructure changes to prepare the site for installation of equipment, Responders shall provide specifications and typical equipment layouts. CUSD preference is for rack mount equipment which can be located in the switch & server room.

3.7 Corrections and Enhancements
Responders shall describe how they handle bug reporting, change requests and product enhancement requests during the implementation phases of the project. CUSD prefers an internet based approach that allows us to enter the identified bug or enhancement and to view its status online.

3.8 Hardware and Software Installation
Responders may, or if appropriate, CUSD may install all hardware and software components for the project. Responders shall anticipate lead times to ensure that all required hardware and software is received in sufficient time to meet the project schedule. The project schedule shall have specific dates for the installation of hardware and software along with associated activities such as site preparation review and any facility upgrades that are needed prior to equipment installation, if required.

3.9 Solution Acceptability
Upon completion of acceptance testing, CUSD may run the system and application software for up to 30 business days to ensure that the system meets the functional and performance requirements stated in the RFP. After the test period, if the system conforms to the test requirements, the system will be deemed acceptable.

3.10 Solution Maintenance
Responders shall provide a detailed description of all maintenance activities, supply channels and parts depots, typical daily or monthly support activities, principle period of maintenance, and support the above with an organizational chart of the supplier's headquarters support operation, the proposed support organization for this project, and the escalation procedures for reporting problems.

3.11 Personnel Training
The District prefers a “train the trainer” method of training. This should be the long-term goal. However, to implement the software in a timely fashion, we anticipate the need for substantial staff training from the supplier.
3.12 Training Plan
CUSD requires that the supplier provide comprehensive training addressing the needs of user, administrative, technical, and operational personnel. The supplier is encouraged to propose innovative approaches to training such as programmed self study guides, online tutorials, DVDs, CD-ROM’s and computer based training. All training will include step-by-step detail that will enable employees unfamiliar with the system to perform the described activities.

The supplier shall list recommended classes and which job classifications should attend. This list shall also contain a description of all classes and suggested classroom resources.

3.13 Training Documentation
Comprehensive high quality user documentation is essential for the success of this project. Documentation shall be provided that covers all system hardware, system software, and application software. All documentation provided shall be in written form. Documentation should also be provided in electronic form and network accessible.

3.14 Supplier Comment Request
CUSD invites the supplier to comment or question the RFP’s management plan, schedule, and other requirements.

3.15 Supplier information
To warrant consideration for this proposal, Responders must submit financial information, including an annual report or audited balance sheets and income statements. For purposes of this section, “audited” shall mean that a Certified Public Accountant has reviewed the financial reports and has expressed an opinion regarding the fairness of the information reviewed. Responders are also required to submit references.

*END OF SECTION*
3.16 Other General Requirements

EQUAL OPPORTUNITY

The bidder must be an Equal Opportunity Employer, and shall certify that he is in compliance with the Civil Rights Act of 1964, The State Fair Employment Practice Act, and all other applicable Federal and State laws and regulations relating to equal opportunity employment, including Executive Order No. 11246 of September 24, 1965.

ERRORS AND OMISSIONS

If a bidder discovers an ambiguity, conflict, discrepancy, omission, or other error in the RFP, he shall immediately notify Chico Unified School District of such error in writing and request clarification or modification of the document. Modifications will be made by addenda. Such clarification shall be given by written notice to all parties who have been furnished an RFP for bidding purposes, without divulging the source of the request for same. Insofar as practicable Chico Unified School District will give such notice to other interested parties, but Chico Unified School District shall not be responsible therefore.

If a bidder fails to notify the District, prior to the date fixed for submission of bids of an error in the RFP known to him, or an error that reasonable should have been known to him, he shall bid at his own risk; and if he is awarded the contract, he shall not be entitled to additional compensation or time by reason of the error of its later correction.

The bidder should carefully examine the entire RFP and early addenda thereto, and all related materials and data referenced in the RFP or otherwise available to him, and should become fully aware of the nature and location of the work, and the conditions to be encountered in performing the work.

BIDDER AGREEMENT

In compliance with this request for proposals, the bidder will propose and agree to furnish all labor, materials, transportation, and services for the work described and specifications and for the items listed herein.

A bid is subject to acceptance at any time, within sixty (60) days after opening of same, unless otherwise stipulated. Bids cannot be corrected, altered, signed or withdrawn after public opening.

BID SIGNEE

If the bidder, is an individual or an individual doing business under a firm name, the bid must, in addition to the firm name, be signed by the Individual; if the bidder is a partnership, the bid should be signed with the partnership name by one of the partners; if a corporation, with the name of the corporation by an officer authorized to execute a bid on behalf of the corporation.

BIDDER’S UNDERSTANDING

It is understood and agreed that the bidder has, by careful examinations satisfied himself as to the nature and location of the work, the character, quality and quantity of the materials to be encountered, the character of equipment and facilities needed preliminary to and during the prosecution of the work, and general and local conditions, and all other matters that can in any way affect the work under this contract. No verbal agreement or conversation with any officers, agent or employee of Chico Unified School District, either before or after the execution of this contract, shall affect or modify any of the terms or obligations herein contained.

INTENT OF PLANS AND SPECIFICATIONS

All work that may be called for in the specifications shall be executed and furnished by the successful bidder, and should any work or materials be required which are not denoted in the specifications or plans, either directly or indirectly but which are nevertheless necessary for the execution of the contract, the bidder is to understand the same to be implied and required, and shall perform all such work and furnish any such material as fully as if it were particularly delineated or described.

EXTRA WORK
No bill or claim for extra work or materials shall be allowed or paid unless the doing of such extra work or the furnishing of such extra materials shall have been authorized in writing by Chico Unified School District.

INDEMNITY

The bidder shall indemnify and hold harmless Chico Unified School District from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered, by reason of any act or omission, of the said bidder, his agents or employees, in the execution of the work or in consequences of any negligence or carelessness in guarding the same.

Chico Unified School District shall have the right to make any changes that may be hereafter determined upon, in the nature or dimensions of the work, either before or after its commencement, and such changes shall in no way affect or void the obligations of this contract. If such changes make change in the cost of the work, an equitable adjustment shall be made by Chico Unified School District to cover said cost.

DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become the property of Chico Unified School District and will be returned only at the option of Chico Unified School District and at the bidder’s expense. The Original Copy shall be retained for official files and will become a public record after the date and time for Final Bid submission as specified. However, confidential financial information submitted in support of the requirements will be returned upon request.
ATTACHMENTS

ATTACHMENT A – RESPONDER CHECKLIST FORM This checklist is provided to ensure that all items requested have been included.

Items Page(s)
____ 1. Responder Description
____ A. Responder Description Form (Attachment C)

____ 2. Experience/Qualifications
____ A. Mandatory Responder Requirements Form (Attachment D)
____ B. Client List (Attachment E)

____ 3. Proposal Description
____ A. Brief synopsis of Responder’s understanding of District’s needs and how Responder plans to meet these needs
____ B. Brief narrative of proposed plan to achieve all items in the Scope of Work, Section IV and Responder Services
____ C. Brief synopsis of the Responder’s proposed outline of organization, staffing and how Responder will meet any service considerations
____ D. Responder Service Requirements (Attachment H)
____ E. Explanation of any objections, exceptions, assumptions, and/or constraints (Attachment F)

____ 4. Proposal Quote (Attachment G)

____ 5. Supplemental Information
____ A. Brief narrative outlining Responder’s history and information to support the scope of services requested. Provide Responder’s Annual Report for the last two (2) years.
____ B. Include business financial statements for the last completed fiscal year and the current fiscal year to date.
### C.U.S.D. SCHOOLS – TYPE AND NUMBER OF STUDENTS

<table>
<thead>
<tr>
<th>School name</th>
<th>Type</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAPMAN</td>
<td>Elementary School</td>
<td>345</td>
</tr>
<tr>
<td>CITRUS</td>
<td>Elementary School</td>
<td>415</td>
</tr>
<tr>
<td>EMMA WILSON</td>
<td>Elementary School</td>
<td>697</td>
</tr>
<tr>
<td>JOHN MCMANUS</td>
<td>Elementary School</td>
<td>640</td>
</tr>
<tr>
<td>LITTLE CHICO CREEK</td>
<td>Elementary School</td>
<td>283</td>
</tr>
<tr>
<td>MARIGOLD</td>
<td>Elementary School</td>
<td>565</td>
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<td>NEADOW</td>
<td>Elementary School</td>
<td>446</td>
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<tr>
<td>PARKVIEW</td>
<td>Elementary School</td>
<td>226</td>
</tr>
<tr>
<td>ROSEDALE</td>
<td>Elementary School</td>
<td>509</td>
</tr>
<tr>
<td>SHASTA</td>
<td>Elementary School</td>
<td>624</td>
</tr>
<tr>
<td>SIERRA VIEW</td>
<td>Elementary School</td>
<td>601</td>
</tr>
<tr>
<td>Nord</td>
<td>Elementary Charter</td>
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</tr>
<tr>
<td>HOOKER OAK K-8</td>
<td>K-8 School</td>
<td>421</td>
</tr>
<tr>
<td>BIDWELL JR</td>
<td>Middle School</td>
<td>689</td>
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<tr>
<td>CHICO JR</td>
<td>Middle School</td>
<td>596</td>
</tr>
<tr>
<td>MARSH JR</td>
<td>Middle School</td>
<td>583</td>
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<tr>
<td>CHICO</td>
<td>High School</td>
<td>1917</td>
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<td>PLEASANT VALLEY</td>
<td>High School</td>
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<td>FAIR VIEW</td>
<td>Continuation High School</td>
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</tr>
<tr>
<td>ACADEMY FOR CHANGE HIGH</td>
<td>Alternative High School</td>
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</tr>
<tr>
<td>OAKDALE K-12</td>
<td>Independent Study Alternative</td>
<td>125</td>
</tr>
<tr>
<td>LGMA VISTA Pre K-13</td>
<td>Special Ed. Alternative School</td>
<td>25</td>
</tr>
</tbody>
</table>
ATTACHMENT C – RESPONDER DESCRIPTION FORM

RESPONDER’S NAME (name of firm, entity or organization):

FEDERAL EMPLOYER IDENTIFICATION NUMBER:

NAME AND TITLE OF RESPONDER’S CONTACT PERSON:

MAILING ADDRESS:
Street Address:

City, State, Zip:

TELEPHONE NUMBER:

FAX NUMBER:

E-MAIL ADDRESS:

RESPONDER’S ORGANIZATIONAL STRUCTURE ___ Corporation ___ Partnership ___
Proprietorship ___ Joint Venture ___ other (explain): If Corporation, Date Incorporated: State
Incorporated: States Registered in as foreign corporation:

CERTIFICATION

THE UNDERSIGNED CERTIFIES AND AGREES ON BEHALF OF THE PROPOSER THAT:

1. All declarations in this proposal and attachments are true and the falsity of such
   representations entitles the District to pursue any legal remedy.

2. All aspects of this proposal, including cost, have been determined independently, without
   consultation with any other prospective Responder or competitor for the purpose of restricting
   competition.

3. The offer made in this proposal is firm and binding for 180 days from the date the proposal is
   opened and recorded. All aspects of the RFP and the proposal submitted shall be binding if the
   proposal is selected and a contract is awarded. If selected the Responder agrees to comply with
   all applicable laws, regulations and rules.
4. Any additional information the District deems necessary to accurately determine the ability to perform the services proposed will be provided immediately. Furthermore, submission of this proposal constitutes permission by the Responder for the District to verify all information contained herein. Failure to comply with any request for additional information may disqualify the Responder from further consideration. Such additional information may include evidence of financial ability to perform.

5. The undersigned has the authority to submit the proposal on behalf of the Responder.

RESPONDER’S AUTHORIZED SIGNATURE:

SIGNED:

DATE:

PRINT NAME:

TITLE:
ATTACHMENT D - MANDATORY RESPONDER REQUIREMENTS

The following requirements apply to all Prospective Responders:

Agree

(Initial)

Agree, but with a qualification

(Initial and attach explanation)

1. Responder must be currently licensed to do business in the State of California (include licenses) and has been in existence at least three (3) years as an operating business.
2. Responder has not declared any form of Bankruptcy in the last five (5) years.
3. Responder has listed at least three client references demonstrating Responder meets the required experience.
4. Responder has the ability to fulfill standard contract requirements, including indemnification and insurance.
5. Responder shall meet other presentation and participation requirements listed in this RFP.

Signature

Date

Print name Company
ATTACHMENT E – CLIENT LIST

Client Name:
Address:
Contact Name:
Telephone:

Client Name:
Address:
Contact Name:
Telephone:

Client Name:
Address:
Contact Name:
Telephone:
ATTACHMENT F – EXCEPTIONS to RFP

The following statements are incorporated as part of our proposal:

RESPONDER NAME

ADDRESS

Telephone # ()
Fax # ()

I have reviewed the RFP and General Agreement Terms in their entirety and have the following exception:

(Please identify and list your exceptions by indicating RFP, the Section or Paragraph number, and Page number, as applicable. Be specific about your objections to content, language, or omissions. Add as many pages as required)

Name of Authorized Representative

Signature of Authorized Representative Date
ATTACHMENT H – Evaluation Criteria
Points have been assigned to the following criteria but will not be disclosed to Responders in the RFP.

<table>
<thead>
<tr>
<th>Evaluation Categories</th>
<th>Weight</th>
<th>Evaluation</th>
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<tr>
<td>Application Requirements Matrix</td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td>Pricing of Services (Life-Cycle Cost of Ownership (5 years))</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>Customer References</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Respondent’s Competency (service experience and qualifications)</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Implementation Plan</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>TOTAL POINTS</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

SELECTION PROCESS

Stage One
Vendor proposals will be subjected to a two-stage evaluation and selection process. The first stage will begin with a review of the response to the proposal. A proposal must address all modules/functions to be considered.

The proposal will include SIS software and associated services. Proposals found to be incomplete may be rejected as non-responsive. Proposals not deemed to be competitive will be rejected. CUSD may choose to ask clarification questions in writing and include the additional information gathered in this process. References of the top two (2) vendors will be checked to verify their selection.

Evaluation and rating of the responses will be based on:
- Information provided by the vendor in their response
- Information provided by the vendor in response to CUSD clarification questions
- Information from reference checks

Proposals that pass the initial screening will be evaluated and scored based on the vendors' response to the required attachments. Each submittal will be scored by an evaluation committee comprised of individuals from CUSD.

The system must provide capabilities of the modules, functions, or services on the application requirements matrix.

A short list of proposals, two (2), will move into the second stage of the evaluation.
Stage Two
The two finalist proposals will be subjected to a more detailed second stage evaluation that will include vendor provided demonstrations at CUSD involving use of actual data on live systems.

During the Stage Two evaluation period, interviews will be conducted with the finalist vendors to explore in detail the proposed implementation strategy and project plan and to discuss vendor qualifications and experience. CUSD may choose to interview the vendor’s training team and ask them to demonstrate portions of sample training sessions.

References will be checked to address issues raised by the demonstrations and interviews or to answer detail questions not yet resolved. Visits to sites using the proposed software may be conducted during the stage-two evaluation. Vendors may be asked to help arrange these site visits, but not to attend the visits.

Evaluation and scoring during the stage-two evaluations will be based on:
All information provided and scored in the stage-one evaluation
Information from any site visits conducted in stage-two
Software demonstrations
Vendor interviews
Training demonstrations
Information from the technology overview
PROPOSED AGENDA ITEM: 2009-10 Mandated Cost Claim Services

Prepared by: Jan Combes, Assistant Superintendent Business Services

[ ] Consent

[ ] Information

[ ] Discussion/Action

Board Date September 23, 2009

Background Information:
The district has used School Innovations & Advocacy (SIA) for many years to provide training to schools and district personnel in the mandate reimbursement process, and to file our annual mandated cost claims. Despite the fact that State Budget has included minimal reimbursement dollars for districts during the last three years, the fact remains that reimbursement for mandates is required by law and will, eventually, be funded. The district annually files reimbursement for the cost of staff, time and materials, who are performing services related to the following state mandates:

- Collective Bargaining
- Notification of Truancy
- Pupil Suspensions, Expulsions and Appeals Processes
- Charter Schools Facility Response Processes
- Criminal Background Checks for Employees
- School Fiscal Accountability Reporting (AB1200)
- Intra-district Attendance Required Tracking
- Required Juvenile Court Notices
- Required Physical Performance Testing
- Required Annual Parent Notifications
- Required Financial and Compliance Audits
- Required Removal of Chemicals
- Mandate Reimbursement Process (cost of contract with SIA and our employee time to participate in the training, complete forms, etc.)

Discussion/Financial Implications:
The contract for 2008-09 included a provision that one-half of the mandate reimbursement services and 100% of the site service plan would not be paid until we received payment from the Controller’s office on outstanding mandates. Since no income has arrived, the vendor is still owed over $41,000 for services already received. Our sites are fully trained.

The contract for 2009-10 extends the agreement through the end of the reporting period for 2009-10 claims. Under terms of the new agreement the vendor will be paid $19,600 due October 1, 2009, $17,350 due on January 1, 2010, and $17,350 due on August 1, 2010 for a total of $54,300. This allows the vendor collecting the claims to file our 2008-09 claims that were collected under the terms of the previous agreement, and complete the process for the 2009-10 claims.
The cost of this contract is also a reimbursable mandate.

According to SIA, mandated cost reimbursements owed to Chico USD for claim filed through 2007/08 are equivalent to $925,537. This does not included AB138 mandates to be filed in March 2010 in the amount of approx. $124,700 and re-filing for Graduation Requirements which amount to $5,662,230.

The district plans to issue an RFP for mandate services for filing of 2010-11 claims; this process will begin in March.

**Recommended Action**

Approve contract for services as presented.
MUTLIPLE SERVICES AGREEMENT  
Between  
SCHOOL INNOVATIONS & ADVOCACY, INC.  
And  
CHICO UNIFIED SCHOOL DISTRICT  

THIS AGREEMENT, dated ___________ 2009 (the “Agreement”) is made by and between Chico Unified School District ("Client"), and School Innovations & Advocacy, Inc., a California corporation ("Contractor"), each being a "Party" and collectively the "Parties".

RECITALS

WHEREAS, Client is authorized to retain consulting services to assist Client in the preparation and filing of reimbursement and estimated claims for the costs of the Mandate Reimbursement Process Program, legislatively mandated by the State of California ("State"), and Contractor is qualified to perform such services; and

WHEREAS, it is necessary and desirable that Contractor be retained by Client for the purpose of performing consulting services.

NOW, THEREFORE, the Parties agree as follows:

1. Agreement Period. The Agreement period begins July 1, 2009 (the “Effective Date”) and will automatically expire on February 15, 2011 (the “Expiration Date”).

2. Services.

2.1 Description of Services. Contractor agrees to provide Client consulting services ("Services") as outlined in Exhibits A and B during the Agreement Period.

2.2 Scope of Services.

(a) Initial Scope. The Services (as described in Section 2.1) detail the initial scope of work anticipated by the Contractor as of the Effective Date ("Initial Scope of Services"). Client acknowledges that the Fee (as defined in Section 4) is based on this Initial Scope of Services. If the Initial Scope of Services is increased anytime during the Agreement Period, Contactor reserves the right to increase the Fee to compensate for the unanticipated or additional services.

(b) No Lobbying Services. This Agreement is not for lobbying services and Contractor is not being retained to provide lobbying services to Client.
3. Client's Obligations.

3.1 Client's Responsibilities; Client Acknowledgment. Client is responsible for (a) substantiation of each reimbursement and estimated claim; (b) preparing and maintaining true and correct documentation and accounting records; (c) establishing and maintaining data collection and tracking procedures; (d) implementation of internal controls sufficient to permit and support the preparation and filing of true and correct reimbursement and estimated claims; (e) ensuring that Client, its employees and contractors properly identify and comply with laws and regulations applicable to Client's activities; (f) ensuring Client has record retention policies sufficient to maintain original documentation used in support of claims (for audit or examination by any State or regulatory agency); and (g) maintaining original supporting documents for a period of four (4) years after the State's first payment of the claim. Client acknowledges that Contractor's full, accurate and timely performance under this Agreement is materially dependent upon Client's reasonable cooperation and assistance. Client further acknowledges that Contractor's Initial Scope of Services and Fee presumes a reasonable amount of cooperation and assistance from Client, such as Client's timely provision of certain information, documentation and personnel. Contractor has explained Contractor's requirements in this regard to Client and Client agrees to meet these requirements. Client also acknowledges that the Fee is based on the Initial Scope of Services anticipated by Contractor as of the Effective Date.

3.2 Obligations to Contractor. Client shall timely provide Contractor all records and information relevant to any claim in a timely manner and contact information for Client's personnel to whom Contractor may direct inquiries. Client shall complete Exhibit C Client Information page (attached hereto and incorporated herein by reference). Client understands and agrees that the results of Contractor's inquiries, the documentation obtained from Client and other corroborating information may be used by Contractor for filing and/or supporting the reimbursement claims, estimated claims or responding to audits or investigations.

3.3 Claim Approval. Upon presentation of a claim for Client's approval, Client agrees to review the claim and respond to Contractor by either: (a) certifying to Contractor, under penalties of perjury, that the time, costs and other data collected by Client and furnished to Contractor in support of the claim are true and correct (for reimbursement claims) or constitute Client's good faith estimates to the best of Client's knowledge (for estimated claims); or (b) provide Contractor with notice specifying why the foregoing certification may not be true. All notices and certifications must comply with the requirements of Section 7.
4. Payment of Fees. For Services provided pursuant to the terms of this Agreement, Client agrees to pay Contractor $36,950 and $17,350 (the "Fee") for the fiscal years 2009/10 and 2010/11, respectively, as follows:

<table>
<thead>
<tr>
<th>Services</th>
<th>FY 2009/10</th>
<th>FY 2010/11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandate Reimbursement Services</td>
<td>34,700</td>
<td>17,350</td>
</tr>
<tr>
<td>Site Service Plan</td>
<td>2,250</td>
<td>-</td>
</tr>
<tr>
<td>Total Annual Fee</td>
<td>36,950</td>
<td>17,350</td>
</tr>
</tbody>
</table>

4.1 Mandate Reimbursement Services.

(a) Reimbursement Fee. For Mandate Reimbursement Services provided pursuant to the terms of this Agreement, Client agrees to pay Contractor $34,700 and $17,350 (the "Reimbursement Fee"), for the fiscal years 2009/10 and 2010/11, respectively.

(b) Payment Plan. The Reimbursement Fee is payable as follows:

FY 2009/2010: The Reimbursement Fee is payable in annual or semi-annual installments as indicated below. Client must clearly mark one payment plan below. If a plan is not clearly identifiable by Contractor, then Client agrees to pay the Reimbursement Fee on an annual basis.

☐ 1 annual payment due October 1, 2009.

☑ 2 semi-annual payments due October 1, 2009, and January 1, 2010.

FY 2010/2011: The Reimbursement Fee is payable in one (1) annual installment due August 1, 2010.

4.2 Site Service Plan.

(a) Site Service Plan Fee. For the Site Service Plan provided pursuant to the terms of this Agreement, Client agrees to pay Contractor $2,250 (the "Site Service Plan Fee") for the fiscal year 2009/10.

(b) Payment Plan. The Site Service Plan Fee is payable in one (1) annual installment due October 1, 2009.

4.3 Travel; Lodging Expenses. If Contractor reasonably determines that travel to Client's site is necessary, Contractor and Client shall schedule mutually convenient date and times for such meetings. All travel and lodging expenses incurred by Contractor in connection with the Initial Scope of Services are included in the Fee.
4.4 Late Fee. Payment of the Fee is due thirty (30) days after Client receives Contractor’s invoice. A late fee of ten percent (10%) will be added if the invoice is not paid in full within the thirty (30) day period.

5. Termination. Either party may terminate this Agreement, with or without cause, by delivering written notice (per Section 7) of termination not later than thirty (30) days prior to expiration of the Agreement Period. The effective date of termination shall be the Expiration Date. Upon termination, Contractor will invoice Client for any remaining Fee and Client will pay the full invoice amount within thirty (30) days after receipt of Contractor’s invoice. Except as set forth in this Section 5, neither Party shall have any liability to the other for damages resulting solely from a Party’s termination of this Agreement in accordance with this Section 5.

6. Further Assistances. Upon request of the other Party, Contractor or Client shall execute and deliver additional instruments and take additional actions as may be necessary or appropriate to perform the Agreement.

7. Notice; Certification. All Agreement notices and certifications must be in writing and directed to the Party’s address set forth below. A Party may change the address stated in this Agreement by giving notice. Notice shall be deemed effective upon actual receipt, except notices sent by certified United States mail shall be deemed effective on the earlier of (a) actual receipt, or (b) three (3) days after mailing.

Contractor: School Innovations & Advocacy, Inc., a California corporation
11130 Sun Center Drive, Suite 100
Rancho Cordova, CA 95670

Client: Chico Unified School District
1163 E. 7th St.
Chico, CA 95923
Attn: Jan Combs, Asst. Sup't of Business

8. Assignment Prohibited. Neither Party may assign any rights or obligations under this Agreement without the prior written consent of the other Party. Any purported assignment in violation of the provisions of this Section 8 shall be null and void.

9. California False Claims Act. Client acknowledges that reimbursement and estimated claims filed under this Agreement constitute “claims” under the California False Claims Act (California Government Code Section 12650, et seq.) (“False Claims Act”) and consequently, Client, its employees, contractors and other persons acting on its behalf, may be subject to the provisions of the False Claims Act. Among other things, the False Claims Act imposes liability for treble damages, penalties and costs of civil recovery actions upon persons who “knowingly” present or cause to be presented false claims, or who “knowingly” make or cause to be made false records or statements in support of a claim. Under the False
Claims Act, "knowingly" means that a person, with respect to information, has actual knowledge of the information or acts in deliberate ignorance or reckless disregard of the truth or falsity of the information.

10. **Family Educational Rights and Privacy Act ("FERPA"); California Education Code.** Contractor will have limited access to student information only for purposes of providing the legally required notification services specified in this Agreement. Contractor performs the Services as an agent of Client and has no right to access or utilize student information for any other purpose. Contractor, its officers and employees, shall comply with the Family Educational Rights and Privacy Act and California Education Code Sections 49073 et seq. at all times.

11. **Confidential and Proprietary Materials of Contractor.** During performance of this Agreement, Contractor will provide materials or disclose information to Client that Contractor considers proprietary or confidential including, but not limited to, Contractor’s training handbooks, policy manuals, instructions, copyrighted checklists and forms ("Contractor’s Materials"). Client agrees that Client acquires no interest of any kind in Contractor’s Materials. At all times during and after the Agreement Period, Client agrees (a) to keep Contractor’s Materials in confidence and trust for Contractor; (b) not to disclose, duplicate or otherwise use Contractor’s Materials, except in furtherance of Contractor’s performance per this Agreement; (c) to limit access to Contractor’s Materials to Client’s employees or contractors who have a "need to know"; and (d) to promptly return all copies of Contractor’s Materials to Contractor after a request is made.

12. **Independent Contractor.** The Parties agree that Contractor is an independent contractor and the Agreement shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture, association or any other relationship.

13. **Limitation of Liability.** In no event shall Contractor’s liability to Client, for any reason arising out of this Agreement, exceed the amount of the Fee actually received by Contractor under this Agreement. Contractor shall not be liable for any consequential damages.

14. **Indemnification.**

14.1 **Client.** Client shall defend, indemnify and hold harmless Contractor and all of its agents, directors, officers and employees from and against any and all claims, liabilities, losses, damages, judgments, costs and expenses (including attorneys' fees) and threats thereof, whether arising in tort, contract, statute or otherwise, arising out of or in connection with or relating to Contractor’s performance of the Services, unless it is finally determined to have arisen solely from Contractor’s gross negligence or willful misconduct.

14.2 **Contractor.** Contractor shall defend, indemnify and hold harmless Client, and all of its agents, directors, officers and employees from and against any and all claims, liabilities, losses, damages, judgments, costs and expenses (including attorneys' fees) and threats thereof, whether arising in tort, contract, statute, or otherwise, arising out of
or in connection with or relating to Contractor’s performance of the Services if it is finally determined to have arisen solely from Contractor’s gross negligence or willful misconduct.

15. **Enforcement Costs.** If any legal action (including arbitration) is commenced to enforce the Agreement’s terms or a Party’s rights or obligations under this Agreement, then the prevailing Party shall be entitled to recover all fees and costs incurred by the action, including reasonable attorneys’ fees and arbitrators’ fees, in addition to any other relief to which the Party may be entitled.

16. **Governing Law.** This Agreement shall be governed by and construed in accordance with the substantive laws of California.

17. **Judicial Reference.** In the event a dispute is not resolved through discussions and negotiations among the Parties, the dispute shall be decided by general reference procedures pursuant to Code of Civil Procedure Section 638 et seq., as modified by the provisions of this Section 17, and any subsequent provisions mutually agreed upon in writing by the Parties. The reference shall be conducted in accordance with California law, including, but not limited to, the Code of Civil Procedure and the Evidence Code. The Parties shall be allowed to conduct discovery in the manner provided by Code of Civil Procedure Section 2017 et seq. BOTH PARTIES HEREBY WAIVE A JURY TRIAL OR PROCEEDING IN CONNECTION WITH ANY DISPUTE ARISING OUT OF THIS AGREEMENT. All general reference proceedings hereunder shall, unless all Parties hereto otherwise agree, be conducted in a mutually agreeable location in the County of Sacramento, State of California.

18. **Modification.** No modification or supplement to any provision of this Agreement shall be valid, unless executed in writing by both Parties.

19. **Severability.** No provision of this Agreement shall be construed to require the commission of any act contrary to law. If any term, provision, covenant or condition of this Agreement is held to be invalid or otherwise unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

20. **Entire Agreement.** This Agreement is the final expression of, and contains the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior understandings with respect thereto.

21. **Interpretation.** Contractor shall have the full power and authority to interpret, construe and administer the Agreement and Contractor’s determination shall be binding and conclusive on the Parties for all purposes.

22. **Waiver.** Either Party’s failure at any time to enforce any default or right reserved to it, or to require performance of any of the Agreement’s terms, covenants, provisions by the other party at the time designated, shall not be a waiver of any such default or right to which the Party is entitled, nor shall it in any way affect the right of the Party to enforce such provisions thereafter.
23. **Headings.** The headings preceding the paragraphs of this Agreement are for convenience of reference only, are not part of this Agreement, and shall be disregarded in the interpretation of any portion of this Agreement.

24. **Force Majeure.** A Party shall not be liable under this Agreement as a result of any delay, failure or interruption caused by the other Party or third Parties, an act of God, acts or orders of governmental authorities, acts of civil or military authorities, catastrophes or other cause (other than financial) beyond the Party’s reasonable control, and such nonperformance will not be a default hereunder or a ground for termination of this Agreement.

25. **Counters; Facsimile Signatures.** This Agreement may be executed in counterparts, each of which shall be deemed an original (including copies sent to a party by facsimile transmission or in portable document format (pdf)) as against the Party signing such counterpart, but which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Client and Contractor have made and executed this Agreement as set forth below.

**Contractor:** SCHOOL INNOVATIONS & ADVOCACY, INC., a California Corporation.

By: ___________________________  Dated: ___________________________
Name: Jeffrey C. Williams
Title: Chief Executive Officer

**Client:** CHICO UNIFIED SCHOOL DISTRICT

By: ___________________________  Dated: ___________________________
Name: Jan Combes
Title: Asst. Superintendent, Business
EXHIBIT A

MANDATE REIMBURSEMENT SERVICES

During the Agreement Period, Contractor agrees to provide Client the following mandate reimbursement services:

For Fiscal Year 2009/2010:

(a) Prepare and file (based on information provided by Client):
   (1) 2008/2009 reimbursement claims;
   (2) Late and amended 2007/2008 reimbursement claims; and
   (3) Newly claimable programs approved by the Commission on State Mandates ("Commission") if the filing deadline is within the Agreement Period;

(b) Hold training sessions for Client’s staff during the Agreement Period, as necessary or appropriate (as reasonably determined by Contractor);

(c) Monitor Client’s 2009/2010 mandated cost tracking systems;

(d) Research and assist Client with data collection for test claims approved by the Commission during the Agreement Period;

(e) Serve as a liaison with the State Controller’s Office and Commission regarding (i) statewide cost estimate request responses, and (ii) general questions from the State Controller’s Office; and

(f) Provide representation of Client with respect to any State audit of claims that were prepared and submitted with Contractor’s assistance pursuant to this Agreement, unless prior to claim submission Contractor advised Client that Contractor would not provide audit assistance, due to potentially unresolved audit issues (such as documentation or data problems) or claim rejection concerns.

For Fiscal Year 2010/2011 (Prior to the Expiration Date):

(a) Prepare and file (based on information provided by Client):
   (1) 2009/2010 reimbursement claims;
   (2) Late and amended 2008/2009 reimbursement claims; and
   (3) Newly claimable programs approved by the Commission on State Mandates ("Commission") if the filing deadline is within the Agreement Period;

(b) Research and assist Client with data collection for test claims approved by the Commission during the Agreement Period;
(c) Serve as a liaison with the State Controller’s Office and Commission regarding (i) statewide cost estimate request responses, and (ii) general questions from the State Controller’s Office; and

(d) Provide representation of Client with respect to any State audit of claims that were prepared and submitted with Contractor’s assistance pursuant to this Agreement, unless prior to claim submission Contractor advised Client that Contractor would not provide audit assistance, due to potentially unresolved audit issues (such as documentation or data problems) or claim rejection concerns.
EXHIBIT B

SITE SERVICE PLAN

During the Agreement Period, Contractor agrees to provide Client the following services for site service plan development:

Services will include the development of a site service plan for three school sites ("Designated Sites" or individually, "Designated Site") and will provide Client the following services ("Site Service Plan") during the Agreement Period:

(a) One (1) Fall 2009 on-site visit for training and advisory sessions at each of three (3) Designated Sites (one elementary, one middle, and one high school) to be determined at a later date;

(b) Coordinate between Client and Designated Sites for data collection;

(c) Advise and assist each Designated Site and its personnel to (1) develop a more in-depth understanding of reimbursable costs under the State’s mandates, (2) determine the documentation required to substantiate such costs, and (3) meet the school’s documentation completion deadlines to enable Contractor to prepare claims for timely submission to the State Controller’s Office;

(d) Expanded training sessions with Contractor and Client which may be held concurrently with Client or other Designated Site training sessions. A mutually acceptable schedule will be developed specifying the dates when the training sessions will occur. Since new State mandates not in effect on the Effective Date ("New Mandates") may be authorized during an Agreement Year, Contractor shall incorporate training for New Mandates into the Site Service Plan if the New Mandates are approved by the State Controller’s Office and the filing deadline falls within the Agreement Period; and

(e) Include milestones to be achieved by each Designated Site in the Site Service Plan and prepare a district level summary status report showing each Designated Site’s progress regarding its ability to remain current on documentation requirements for site based claims at the end of each milestone. Contractor’s resources for addressing issues identified in the summary status report are beyond the Initial Scope of Services.
PROPOSED AGENDA ITEM: Budget Update
2008-09 Year End Unaudited Actual Financial Statement
2009-01 Budget Revision #1

Prepared by: Jan Combes
Assistant Superintendent, Business Services

Consent Information Only Discussion/Action Board Date: 09/23/09

Background Information:

The district is required to submit the 2008-09 year end financial statements to the Butte County Office of Education by October 1. The county will review the information and forward it to the state. This report is prepared using the state software in a format approved by the Department of Education (Standardized Account Code Structure, known as SACS). Individual SACS reports are prepared for each of the district’s funds.

The financial statement is a presentation of the 2008-09 revenues, expenses, assets, liabilities and fund balances by fund. In addition supplementary schedules provide reconciliation of the district’s attendance and revenue limit as well as additional data.

The district is also taking this opportunity to update the 2009-10 July 1 Adopted Budget.

Education Implications:
School districts that maintain a balanced budget and have adequate reserves are able to provide a broad range of educational programs for their students.

Fiscal Implications:

The district ended the year with an unprecedented $20.9 million ending fund balance, of which $16 million was cash in the county treasury as of June 30, 2009. Unfortunately the cash will be depleted quickly as the State defers payments to schools for 2009-10 to help maintain their own cash commitments.

The $20.9 million ending fund balance is composed of:

- $450,000 in revolving cash, prepaid expenditures and warehouse stores inventory, making these funds unavailable for budget allocation
- $450,000 in Unrealized Gains of Investments (equity in the market that would not be realized unless we sold our investments, making them unavailable as well)
- $2.7 million in unrestricted funds that is the result of the Legislature artificially increasing funding for 08-09 in order to restore the Proposition 98 funding guarantee; the Legislature immediately cut 09-10 by $3 million so this represents, simply, a shift of funding between years which has a $300,000 net loss for Chico USD
- $2 million in unrestricted funds that remain designated for schools, programs, and one-time expenses that were not completed by the end of 2008-09; these dollars will be added to the
working budget during September and reflected as part of the expenses for 2009-10 at the First Interim Report

- $6.3 million in restricted funds, including American Recovery and Reinvestment Act School Fiscal Stabilization Funds (ARRA - SFSF), MAA funds carried over in accord with the Employee/District MOU, Medi-Cal Collaborative funds for health related services, and other funds that remain restricted, legally, pursuant to grant restrictions. These dollars will be reallocated to be spent in 2009-10, other than $2.2 M of ARRA-SFSF funds that will carryover to be spent on 2010-11
- $9 million in unrestricted, undesignated reserves, reflecting 8.68% of budget

The improvement in the reserve level for 2008-09 is $1.8 million dollars:

- $800,000 was the result of capturing funds using the flexibility provisions approved by the State for certain categorical program dollars. These provisions are in place for the period of 2008-09 through 2012-13.
- $470,000 is the result of “budget fall out” from unrestricted accounts, primarily the result of the budget freeze
- $530,000 is the result of improvement in food services operations resulting in less support being needed from the General Fund. The food services program (Fund 13, Cafeteria Fund) has increased participation (meals served) and reduced costs consistently each year for the last three years, primarily due to changes enacted by the Quality Circle:
  
- 2005-06 deficit was $991,324
- 2006-07 deficit was $577,012
- 2007-08 deficit was $564,708
- 2008-09 deficit was $99,471

The district also proposes a revised 2009-10 budget for the following changes:

- Aligned to staffing for actual hires as of September, 2009; there are 9.3 FTE fewer certificated staff due to enrollment decline, and 3.45 additional FTE in classified staff due to special education positions added for the growing needs of those programs
- Reduction in the projected cost of health benefits for CUTA agreeing to the Red Plan effective Nov. 1st; savings of about $700,000
- Reduction in Revenue Limit funds of $3.3 million; $3 million is a one-time cut enacted as part of the shift between years described above and $300,000 is on-going for a change in the deficit factor applied to the per pupil funding amount.
- Projected reserve levels of 4.74% have improved to 7.21% for the 2009-10 school year, mostly as a result of the increased beginning balance

Multi Year Projections are in the process of being updated.

A separate and critical component of this Budget Update will also include the 2009-10 Cash Flow Projections. The district was unable to sell Tax Revenue Anticipation Notes (TRANs) and will come very close to running out of cash for the November, 2009 payroll. Following approval of the Budget Update, the Board will be asked to authorize mid-year internal borrowing from Fund 25 Facility Fee Fund to Fund 01, General Fund, for the purpose of payroll warrants if needed.

Recommendation: Approve 2008-09 Year End Unaudited Actual Financial Statement and 2009-10 Budget Revision #1 as presented.
**PROPOSED AGENDA ITEM:** \hspace{1cm} **INTERFUND BORROWING**

__X__ Discussion / Action

Prepared by: Jan Combes, Assistant Superintendent of Business Services

**BACKGROUND INFORMATION**

Chico Unified School District has experienced financial challenges that are extremely exacerbated by the State of California’s fiscal problem, putting a strain on cash flow and the ability to meet its monthly obligations. During the year the district receives income from a variety of federal, state and local sources. The monthly payroll is a fairly consistent expense of $7.8 million per month. In any month that expenses exceed income, the district can experience a shortage of cash. The district’s normal pattern is to run low on cash until November, and then in December, upon the receipt of property taxes, the cash position improves.

For 2009-10 the State has changed the percentage of payment of the portion of the revenue limit income that comes from the state each month, stretching it out over 14 months instead of 12. Only 74.5% of state aid revenue limit will be paid by June 30; the other 25.5% will be paid in July and August. This was necessary because the State is struggling with its own cash shortages due to the downturn of the California economy.

<table>
<thead>
<tr>
<th>Total Due</th>
<th>BEFORE</th>
<th>NOW</th>
<th>BEFORE</th>
<th>NOW</th>
<th>Shortfall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid in July</td>
<td>6% 1%</td>
<td>$2,379,664</td>
<td>$39,661,062</td>
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<tr>
<td>Paid in Oct</td>
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<td>$14,277,982</td>
<td>$9,518,655</td>
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<tr>
<td>Paid in Nov</td>
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<td>$17,450,867</td>
<td>$11,303,403</td>
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<tr>
<td>Paid in Dec</td>
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<td>$16,459,341</td>
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<tr>
<td>Paid in Jan</td>
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<td>$23,796,637</td>
<td>$21,813,584</td>
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<td></td>
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<td>Paid in Feb</td>
<td>13.10% 0.50%</td>
<td>$28,992,236</td>
<td>$22,011,889</td>
<td>$6,980,347</td>
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<tr>
<td>Paid in Mar</td>
<td>6.70% 9%</td>
<td>$31,649,527</td>
<td>$25,581,385</td>
<td>$6,068,142</td>
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<tr>
<td>Paid in April</td>
<td>6.70% 6%</td>
<td>$34,306,819</td>
<td>$27,961,049</td>
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<td>Paid in May</td>
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<td>$36,964,110</td>
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<tr>
<td>Paid in Aug</td>
<td>8% $</td>
<td>$39,661,062</td>
<td>$2,974,580</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The proposed resolution is authorized by Education Code 42603 and allows the district to temporarily transfer money from one fund or account to another in order to meet the normal obligations of the district.

Amounts transferred shall be repaid either in the same fiscal year; or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year.
The district ended June, 2009 with a cash balance in Fund 25, Facility Fee Fund of $9,363,851; these funds have not been allocated. They have been set aside for future growth projects, including building an elementary school on the Henshaw-Guyin property. Until that time comes, these funds are legally available for short term temporary borrowing. Borrowing would require that interest earned be returned along with the principal portion.

By passing this resolution, the Board authorizes Jan Combes to initiate a cash transfer, when necessary, to meet payroll and other fiscal obligations of the district. If needed prior to April 1, the transfer will need to be repaid by June 30, 2010. If borrowed after April 1, the loan would need to be repaid by June 30, 2011.

**Educational Implications**

None

**Fiscal Implications**

The authorization to temporarily transfer cash from another fund of the district will enable the district to meet its monthly cash flow needs to pay its obligations.

**Additional Information**

Below is a chart of the cash flow in the General Fund that identifies which months the shortfalls are most likely to occur.

This cash flow chart will be updated for the Board three times this year in December, March and May as part of the Interim Financial Reports.

![Cash Flow July 09 to Aug 10](chart.png)

**Recommendation**

Approve Resolution # 1088-09 to temporarily borrow funds on an as needed basis to meet District obligations.
RESOLUTION ON TEMPORARY BORROWING BETWEEN FUNDS

WHEREAS, The Board of Trustees of the Chico Unified School District has determined that there may be insufficient cash to meet current obligations; and

WHEREAS, Education Code Section 42603 permits the Governing Board of any school district to direct that monies held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds and shall not be available for appropriation or be considered income to the borrowing fund.

NOW, THEREFORE, BE IT RESOLVED, that in accordance with Education Code Section 42603, monies may be transferred between funds of the district and repaid in accordance with Education Code Section 42603.

PASSED AND ADOPTED at a regular meeting of the Governing Board of the Chico Unified School District of Butte County on September 23, 2009.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

______________________________  ________________________________
Jann Reed, President              Dr. Kathy Kaiser, Vice President

______________________________  ________________________________
Elizabeth Griffin, Clerk           Rick Rees, Member

______________________________
Dr. Andrea Lerner Thompson, Member
**PROPOSED AGENDA ITEM:** Public Disclosure and Approval of tentative agreement between CUSD and the Chico Unified Teachers Association (CUTA)

Prepared by: Bob Feaster, Assistant Superintendent, Human Resources

☐ Consent  
☐ Information Only  
☒ Discussion/Action  

**Board Date:** September 23, 2009

**Background Information:** The Chico Unified Teachers Association (CUTA) recently ratified a tentative agreement dealing with modifications to the Collective Bargaining Agreement (CBA) with the District. The tentative agreement was reached on August 27, 2009. This tentative agreement affects the following articles;

Article 8: Wages  
Article 9: Health and Welfare Benefits  
Article 12: Evaluation Procedures  
Article 19: Term

In addition to the above articles, the job description for “Junior High School Activities Position” was modified and agreed to.

Ratification by both parties will conclude bargaining for the 2008-09 school year.

**Educational Implications:**

Article 8 changes from 2 to 1, the number of release periods for Middle School Activity Advisors. This change will allow the District to once again offer the student government class at the junior high schools.

Article 12 adds language to the evaluation procedures that deals with the use of textbooks that require scripted teaching in regular education classrooms.

**Fiscal Implications**

The changes to Article 9 will move CUTA members from the Silver Plan for medical insurance to the Red Plan offered by the BSSP. The District will pay the full cost of the insurance premiums through the 2001-12 school year. This will save the District significant costs going forward and will keep CUTA members from having to pay any out of pocket costs for health insurance premiums throughout the 2001-12 school year. This agreement also extends from 5 to 10 years the amount of time that a CUTA member needs to work in the District in order to receive medical benefits to the age of 65 after retirement. This will affect only those members hired after October 1, 2009.
Tentative Agreement Between
Chico Unified School District
And
Chico Unified Teachers Association
August 24, 2009

Approved by
James Williams, CUTA Bargaining Chair    Bob Feaster, CUSD Assistant Superintendent
Article 8 – Wages

8.1.3 Wages for the extra work days for counselors, athletic directors, and library media teachers described in Article 6 shall be at the rate of 1/183rd of said individual counselor’s, athletic director’s, or library media teacher’s annual salary for each such extra work day performed at the District’s request. Middle school/junior high school activities advisors shall be paid at the same rate 1/183rd for days worked outside of the regular school year at the District’s request.

Schedule WEPM

Middle School Activities Advisor Assignment .034 per year + one release period
ARTICLE 9

HEALTH AND WELFARE BENEFITS

9.1 Coverage

No later than November 1, 2009, and extending through June 30, 2012, all unit members employed full or part time for the regular school year, along with eligible dependents and eligible retirees as defined herein, will be eligible for medical coverage as established and available through the BSSP-JPA Red Plan. Should the Red Plan no longer be available, CUTA and CUSD agree to immediately negotiate the impact and effect of such changes to provide an agreed upon plan.

Two CUTA bargaining subcommittee members shall be able to attend all BSSP-JPA meetings. Substitute costs and travel expenses shall be charged to bargaining. The District representative to the BSSP-JPA shall consult with CUTA’s representatives to the BSSP-JPA prior to voting on any action items that may modify coverage. If the JPA-BSSP modifies coverage of the Red Plan, CUTA and CUSD agree to immediately negotiate the impact and effect of such changes.

9.1.1 For full-time regular school employees the District shall pay the actual cost of the Delta Dental Plan (including a claim limit to $2,000 per person per year and including orthodontics for children only to a $1,500 limit with 50/50 co-pay), the actual cost of the Vision Service Plan and the actual cost of the Provident Life and Accident Insurance Company life insurance plan.

9.1.2 The maximum District contribution for full time regular employees, part time employee participants (as defined in 9.1.4 and 9.1.5) and retirees (as defined in 9.4, 9.5 and 9.6) shall be the premium rate charged by the BSSP-JPA for its Red Plan for years 2009/10 through 2011/12. Thereafter, the maximum District contribution will be the amount that the District pays for the Red Plan during the 2011-2012 school year for active employee participants and for retirees as specified in 9.1.3.

9.1.2.A CUTA and CUSD agree that Article 9 will not reopen for negotiation until 2011-2012 to be applicable for the 2012-2013 contract year, unless by mutual consent.

9.1.3 Beginning with the coverage year 2012-2013 and subsequent years, fifty percent (50%) of any cost for Red Plan coverage referred to in 9.1 above in excess of the maximum District contribution as referred to in 9.1.2 above shall be and hereby is authorized to be paid by participating unit members through payroll deduction and by eligible retirees through direct payment to the District. The remaining fifty percent (50%) of any such cost shall be paid by the District.
9.1.4 A unit member employed part-time for the school year will, by agreeing to pay a pro rata share of the premium, be provided with medical, dental, vision and life insurance (see pro rata premium rates in Section 9.1.5).

9.1.5 Pro-rata percentage of employees' monthly premium contribution rates for part-time unit members for the regular school year shall be based upon the District's contribution for full time unit member.

9.2 Duration of Benefits

The benefits provided in this Article shall remain in effect as provided herein.

9.2.1 A unit member on paid leave from the District will be allowed to continue her/his existing level of medical, dental, vision and life insurance coverage as in Section 9.1 of this Article at the pro rata premium rates provided in this Article.

9.2.2 A unit member on unpaid leave from the District will be allowed to continue her/his existing level of medical, dental, vision and life insurance coverage as in Section 9.1 of this Article at the employee's expense. The premiums will be paid annually in advance or by monthly post-dated checks filed with the District.

9.2.3 If an employee's employment is terminated following the last working day of the regular school year, but before the first working day of the next school year, the employee will be entitled to have her/his existing level of medical, dental and vision coverage continue through the month of August. If the employee's employment is terminated at any other time, her/his existing level of medical, dental and vision coverage may be continued through the month of August at the employee's expense. The premiums will be paid annually in advance or by monthly post-dated checks filed with the District.

9.3 Medical Coverage for Long Term Illness

Unit members who are absent on account of illness and who have exhausted their accumulated sick leave shall receive the same medical insurance protection they received prior to the onset of illness, for a period not to exceed twelve (12) months from the date of exhaustion of the accumulated sick leave, or until the unit member qualifies for State Disability, whichever comes first.

9.4 Coverage for Retirees Between 50 and 55

Any certificated employee who has served in the District as an employee for a minimum

'(As an example, if the actual contribution rate were $700.00, a part-time employee teaching one (1) period would be entitled to payment as follows: $103.80 (based upon 20% of the District's maximum contribution of $519.00) plus $18.10 (based upon 20% of the District's 50% contribution for the amount in excess of $519.00).
of five (5) years, if hired before October 1, 2009, or ten (10) years if hired after that date, and who retires between the ages of 50 and 55, may continue to receive the existing medical, dental and/or vision insurance by paying the premiums to the District until he or she reaches the age of 55. At this time, the Chico Unified School District will pay the premiums for the medical insurance as per 9.5.

9.5 Coverage for Retirees Age 55 until Age 65

9.5.1 To be eligible for retiree medical benefits, the retiree must:

9.5.1.A Have served in the District as an employee for a minimum of five (5) years. Unit members whose initial hire date is after October 1, 2009, must have served in the District a minimum of ten (10) years.

9.5.1.B Be at least 55 years of age at the time of retirement;

9.5.1.C Be actively serving as an employee or be on approved leave during the year prior to retirement;

9.5.1.D Be currently enrolled in the CUSD medical plan in order to apply for extended medical coverage prior to the end of employment;

9.5.1.E Qualify and be in the process of receiving retirement benefits under the State Teachers Retirement System (STRS) and/or the Public Employees Retirement System (PERS) for the year that she/he retires;

9.5.1.F Be under 65 years of age in order to receive District-paid medical benefits. Exception to District payment shall be in cases of those retirees and eligible dependent(s) who have comparable medical insurance coverage or who qualify for Medicare. The intent of this benefit is to provide coverage until Medicare or some similar plan provides for it.

District-paid medical benefits for part-time employees who elect to continue medical insurance coverage upon retirement shall be paid on a basis equal to the proportional amount paid for the medical insurance during the last year of employment in the District. However, if the employee had served a minimum of five (5) years (ten years if hired after October 1, 2009) as a full-time employee prior to becoming a part-time employee, the insurance premium shall be paid by the District in accordance with 9.1.3.

9.6 Optional Coverage for Retirees Over 55

Any certificated employee who has served in the District as an employee for a minimum of five years and who retires between the ages of 55 and 65 may continue to receive dental and/or vision insurance in effect by paying the premiums to the District.
9.7 Coverage for Retirees Over 65

9.7.1 Retired unit members over the age of 65 who have eligible dependents under 65 shall be entitled to medical and dental insurance protection in accordance with the plans in effect from time to time during this agreement. The premiums for said plans shall be fully paid by the retired unit member annually in advance or by twelve monthly post-dated checks furnished annually in advance to the District.

9.7.2 Unit members retiring effective June 30, 1988, during the 1988-89 school year and subsequent years who do not have Medicare coverage may participate in the following program: When a retiree reaches 65 years of age, the District shall contribute a maximum of $200.00 per month on a dollar for dollar match for Medicare Plans A and B or successor Medicare plans. The District's maximum contribution shall be $2400 per year.

9.8 Medical, Dental, and Vision Coverages Under Early Retirement Incentive Plan

The parties agree that this agreement herein supplants District Policy 4740, but leaves in effect District policy 4475.

9.9 Yearly Printout

The District shall provide each unit member an updated printout of all payroll deductions and the number of days of accumulated sick leave annually. The date of the printout need not be the same for each unit member.
Article 12.2

The District will not mandate the use of any textbook that requires scripted teaching for regular education classroom use unless so recommended by the textbook adoption committee. Any textbook adoption committee shall include at least one representative appointed by CUTA.
Article 19 - Term

19.1 The term of this agreement shall continue to be three (3) years through the automatic extension of this agreement by an additional year when the first year expires within any subsequent three-year time frame, unless either party gives written notice of termination of this automatic extension clause not later than July 31 of any year beginning July 31, 2003. The Agreement shall automatically expire three (3) years from the August 31 next following date of service of the written notice. This paragraph shall be severed without effect on any other provision, in the event it is not in accordance with California Law.

19.2 The term of the Agreement shall be extended through August 31, 2012 with re-openers as follows:

19.2.1 2009-2010 and 2010-2011-Article 8 and one other re-opener from each party excluding Article 9 unless by mutual consent or by the terms set forth in Article 9.1.2.A.

19.2.2 2011-2012 - Article 8, Article 9, and one other reopener from each party.

In addition, either party may reopen negotiations during the term of the agreement to negotiate mandatory topics of bargaining specifically related to the provisions of the No Child Left Behind Act and school closures subject to the MOU between the parties.

19.3 To the extent permitted by law, the term shall continue thereafter until altered by negotiation as provided in Article 15, Negotiation Procedures, or until terminated by written notice by either party, as provided herein. The extension of this term shall also include the extension of any previously signed addendums and side agreements except as otherwise amended.

Bob Feaster
For CUSD

James Williams
For CUTA

August 27, 2009

For CUSD  Bob Feaster
For CUTA  James Williams

August 27, 2009
JOB DESCRIPTION
JUNIOR HIGH STUDENT ACTIVITIES POSITION

Brief Description of Position
Provides service, direction and coordination for the multitude of co-curricular events, organizations and activities within and related to the junior high school program.

Major Duties and Responsibilities
1. Directs the development of the Master Activities Calendar.
2. Supervises assemblies and rallies including selection of programs with students, scheduling and production.
3. Supervises ASB general elections and class elections including scheduling and implementation.
4. Supervises student dances.
5. Promotes and develops club and organization programs, including assisting sponsors, scheduling activities, and coordination with other activities and chartering.
6. Directs and promotes a program of speakers and programs.
7. Supervises, directs or assists with charity drives.
8. Supervises ASB equipment and supplies, including inventory control, storage and proper use and requests for replacement and repair as needed.
9. Assists in the administration of student finance, including developing and administering ASB budget, money raising projects and promotion and sales of ASB cards.
10. Develop and deliver a comprehensive leadership curriculum that examines the qualities of leaders, develops these qualities in students and provides opportunities for application through events and activities.

Supervision Exercised or Received
Under the immediate direction of the site administrator/designee.

POSITION QUALIFICATIONS

Minimum Qualifications
1. Credential-Any valid credential issued by the State of California to perform the services of a teacher in grades 7-12.
2. Education-Bachelor's degree, including all courses needed to meet credential requirements.
3. Experience-Two years of full-time teaching experience.
4. Personal Qualities-Appearance, grooming and personality that establish a desirable example for students. Ability to meet district standards for physical and mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment and classroom performance of the teacher.

Revised 2009
PUBLIC DISCLOSURE FORM

In accordance with AB 1200 (Statutes of 1991, Chapter 1213) and GC 3547.5 and 3540.2

Chico Unified School District

Bargaining/Represented Unit: Chico Unified Teachers Association (CUTA)
Certificated ☐ Classified ☐

The proposed agreement covers the period beginning July 1, 2008 and ending June 30, 2009.
It will be acted upon by the District Governing Board at the meeting on Sept. 23, 2009.

A. Proposed Change in Compensation

<table>
<thead>
<tr>
<th>Compensation</th>
<th>Cost prior to Proposed Agreement</th>
<th>Fiscal Impact of Proposed Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2009-10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Decrease</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to cost</td>
</tr>
<tr>
<td>1. Salary Schedule (This is to include Step and Column)</td>
<td>$40,288,042</td>
<td>-</td>
</tr>
<tr>
<td>2. Other Compensation Changes to Stipends, Beruses, Longevity, O/T, Differential, etc.</td>
<td>$167,544</td>
<td>$0</td>
</tr>
<tr>
<td>Description of &quot;Other Compensation&quot;</td>
<td>60 Periods at 1/7 of Par Diem for Pay for Prep Time on Emergency basis when called to Sub</td>
<td>61 Periods at 1/7 of Par Diem for Pay for Prep Time on Emergency basis when called to Sub</td>
</tr>
<tr>
<td>3. Statutory Benefits STRS, PERS, FICA, WC, UI, Medicare, etc. (12.909%)</td>
<td>$5,222,412</td>
<td>$0</td>
</tr>
<tr>
<td>4. Health and Welfare Plans 617.91 FTE x $12,326/yr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Total Compensation (Add Items 1 thru 4)</td>
<td>$7,616,359</td>
<td>($693,035)</td>
</tr>
<tr>
<td>Percentage Change</td>
<td>-1.30%</td>
<td>-1.94%</td>
</tr>
</tbody>
</table>

B. Average Cost of Compensation per Employee

| Total Number of Represented Employees (618 FTE as of Aug 08) | 618.00 | 618 | 618 | 618 |
| Totals Compensation Cost for Average Employee | $86,237 | ($1,121) | ($1,674) | ($1,674) |

C. Change to Fund Balance

| Ending Fund Balance Projected in June 24, 2009 Adopted Budget | $7,314,203 | $498,805 | ($7,553,829) |
| Fund Balance Following Agreement | $8,007,238 | $2,136,222 | ($4,792,031) |
| Improved Fund Balance | $693,035 | $1,727,417 | $2,761,798 |
| Portion from ARRA Funds carried over for 2011-12 | $2,374,522 | $0 | $0 |
| Required 3% Reserve | $2,977,847 | $3,013,568 | $3,076,206 |
| Amount Above or (Below) required Reserve Level | $2,654,369 | ($877,346) | ($7,868,237) |
12. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what was the percentage increase given, what is the effective date of the increase, and what is the annualized percentage increase?

**ARTICLE 9 HEALTH AND WELFARE BENEFITS**

Under terms of the existing agreement CUTA members are provided with the Silver Plan, a 100% paid plan after a $100/$300 deductible are met. For 2009-10 CUTA members had a $20.50 payroll deduction towards the cost of this plan, which rose from $807 per month in 08-09 to $926 per month in 2009-01.

Effective November 1, the Agreement specifies that CUTA members will be provided with the Red Plan. The Red Plan provides coverage at 90% up to a maximum per person out of pocket cost of $500/year.

Under terms of the agreement, CUSD will pay for the full cost of the Red Plan, whatever that might be, for 2009-10 (effective Oct 1 for 75% of the school year, and for 2010-11 and 2011-12.

Health and Welfare benefits negotiations will re-open in 2011-12 for the 2012-13 school year. If no other agreement is reached, the District and CUTA will each share in 50% of any increase above the cost of the Red Plan for 2011-12.

This provides a savings projected of $139.50 per month per employee for October - June of 2009-10. The Multi Year Projection assumptions builds in an automatic 6% increase based on the Silver Plan, which is sufficient to cover a 9% increase in the Red Plan for 2010-11 and 2011-12.

13. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain)
The salary schedule was not changed, but the MOU for MAA was reinstated for 2009-10 only.

MAA funds are separate and distinct and are not budgeted until received so no impact on budget.

14. Proposed negotiated changes in non-compensation items (e.g., class size adjustments, staff development days, teacher prep time, etc.)

In Article 12.2 language is provided that defines the following:

"The District will not mandate the use of any textbook that requires scripted teaching for regular education classroom use unless so recommended by the textbook adoption committee. Any textbook adoption committee shall include at least one representative appointed by CUTA." It was noted in the negotiations process that this committee was voluntarily with no stipend or paid release time provided.

In Article 8, WAGES: CUTA members who serve as in the capacity of Junior High School Activity Directors will be provided with one release period instead of two. They will teach Leadership Class, be provided with their normal prep period and one other release period and they will teach 2 other periods.

There are no budget savings related to this change at this time as the District eliminated Leadership Class until this issue was resolved in negotiations.

15. What contingency language is included in the proposed agreement (i.e., re-openers, etc.)?
Health Benefits will not re-open for negotiation until in 2011-12 to be applicable for 2012-13, except by mutual consent.

**Source of Funding for Proposed Agreement**

This section not applicable; no increase in cost

<table>
<thead>
<tr>
<th>Current Year:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding was included in adopted budget</td>
<td></td>
</tr>
<tr>
<td>Funding will come from designated reserves</td>
<td></td>
</tr>
<tr>
<td>Funding will come from:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding was included in adopted budget</td>
</tr>
<tr>
<td>Funding will come from designated reserves</td>
</tr>
<tr>
<td>Funding will come from:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding was included in adopted budget</td>
</tr>
<tr>
<td>Funding will come from designated reserves</td>
</tr>
<tr>
<td>Funding will come from:</td>
</tr>
</tbody>
</table>
CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT’S ABILITY TO MEET THE COST OF COLLECTIVE BARGAINING AGREEMENT

The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Chico Unified School District (District), hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Chico Unified Teachers Association Bargaining Unit, during the term of the agreement from 7/1/2008 to 6/30/2009.

The budget revisions necessary to meet the costs of the agreement in each year of its term are as follows:

Reduce Health and Welfare costs by $689,622 for 2009-10

Reduce cost for Health/Welfare in Multi Year Projection for 2011-12 and 2012-13 by $1,034,381 per year assuming that the Red Plan does not increase by more than 9% per year

N/A __ (No budget revisions necessary)

_________________________________________  _______________________
District Superintendent                      Date
(Signature)

_________________________________________  _______________________
Chief Business Officer                        Date
(Signature)
CERTIFICATION NO. 2: CERTIFICATION OF ACCEPTANCE BY BOARD OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

__________________________  __________________________
District Superintendent (or Designee)  Date
(Signature)

Jan Combes, Assistant Superintendent Business Contact Person  530-891-3000 ext 112 Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on 23-Sep-09, took action to approve the proposed Agreement with the Chico Unified Teachers Association (CUTA) Bargaining Unit.

__________________________  __________________________
President (or Clerk), Governing Board  Date
(Signature)

Special Note: The Butte County Office of Education may request additional information, as necessary, to review the district’s compliance with requirements.
PROPOSED AGENDA ITEM: Resolution #1082-09/Elimination of Classified Services

Prepared by: Bob Feaster, Assistant Superintendent, Human Resources

☐ Consent
☐ Information Only
☒ Discussion/Action

Board Date: September 23, 2009

Background Information:

The District no longer needs or no longer has the funds to support the positions noted in the resolution.

Educational Implications:

None.

Fiscal Implications:

The District will save the cost of these positions.

Recommendation:

Approval of resolution #1082-09
CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, California 95928-5999
(530) 891-3000

RESOLUTION 1082-09
RESOLUTION OF THE GOVERNING BOARD
OF THE CHICO UNIFIED SCHOOL DISTRICT

ELIMINATION OF CLASSIFIED SERVICES AND
ORDERING LAYOFFS IN THE CLASSIFIED SERVICE
FOR THE 2009-2010 SCHOOL YEAR

WHEREAS Education Code section 45308 provides for the layoff and reemployment of classified employees due to a lack of work and/or lack of funds, and,

WHEREAS the Superintendent of the Chico Unified School District (District) has advised the District’s Governing Board (Board) that there is a lack of funds to maintain the following position(s) and that the Board should consider the elimination of the following position(s):

<table>
<thead>
<tr>
<th>Classification</th>
<th>Full-Time Equivalent</th>
<th>Site/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria Cook Mgr 1</td>
<td>1.000</td>
<td>CHS/Nutrition</td>
</tr>
<tr>
<td>IA-Bilingual</td>
<td>.5000</td>
<td>McManus/Categorical</td>
</tr>
<tr>
<td>IA-Special Ed</td>
<td>.8750</td>
<td>PVHS/Special Ed</td>
</tr>
<tr>
<td>IA-Special Ed</td>
<td>.8125</td>
<td>PVHS/Special Ed</td>
</tr>
<tr>
<td>IPS-Classroom</td>
<td>.2500</td>
<td>Loma Vista/Special Ed</td>
</tr>
<tr>
<td>IPS-Classroom</td>
<td>.2500</td>
<td>Loma Vista/Special Ed</td>
</tr>
<tr>
<td>IPS-Classroom</td>
<td>.2500</td>
<td>Loma Vista/Special Ed</td>
</tr>
<tr>
<td>IPS-Classroom</td>
<td>.2500</td>
<td>Loma Vista/Special Ed</td>
</tr>
<tr>
<td>IPS-Classroom</td>
<td>.2500</td>
<td>Loma Vista/Special Ed</td>
</tr>
<tr>
<td>IPS-Classroom</td>
<td>.2500</td>
<td>Hooker Oak/Special Ed</td>
</tr>
<tr>
<td>IPS-Classroom</td>
<td>.2500</td>
<td>Hooker Oak/Special Ed</td>
</tr>
<tr>
<td>Office Asst</td>
<td>.1250</td>
<td>AFC/Categorical</td>
</tr>
</tbody>
</table>

WHEREAS the District and the California School Employees Association, Chico Chapter 110 (CSEA) executed a Collective Bargaining Agreement (Agreement) effective July 1, 2007 through November 15, 2010. The CSEA’s covered unit members, as defined in the Agreement, include those holding the positions described herein.

WHEREAS Article 1, Section 1.5.1 of the Agreement recognizes the authority of the District to make decisions to eliminate services and layoff therefrom.

WHEREAS Article 4 of the aforesaid Agreement covers layoff and reemployment and specifically provides that said Article includes all of the impact and effects of any layoff, demotion and/or reemployment for unit members and is thus a waiver to
further bargain the effects of any specific decision to eliminate services and layoff therefrom, except as provided therein.

WHEREAS CSEA has been apprised of the contemplated elimination of services described herein in order to afford it the opportunity to exercise its rights under the Agreement.

NOW, therefore, be it resolved the Board has this date adopted the Superintendent’s recommendations and ordered a reduction of classified services, and it appears to the Board that due to a lack of funds it is necessary to eliminate certain classified position(s) and to layoff affected employee(s) hereinabove set forth.

BE IT FURTHER RESOLVED that the Board authorizes the District Superintendent to give notice to the affected classified employee(s) of the layoff in accordance with Education Code Sections 45117 and 45308 and pursuant to Article 4 of the current collective bargaining agreement and pursuant to Merit System rules, such notice to be given at least forty-five (45) working days prior to the effective date of each layoff as set forth above.

The Board authorizes and directs the Superintendent to carry forth all layoff proceedings resulting from the elimination of position(s) ordered herein above, including proceedings for layoff provided by the exercise of displacement rights and to service layoff notices to employees affected thereby. Where an employee displaces an employee holding a position in another class, the Superintendent is hereby authorized and directed to carry forth layoff proceedings resulting therefrom and to serve layoff notices to employees affected thereby. All such layoffs shall be as of the designated effective date, forty-five (45) working days from notices of layoff.

In the event that an employee affected by the layoff proceedings authorized by this resolution chooses to retire or resign from District service, or other appropriate resolution is made, the Superintendent is authorized to rescind the layoff.

PASSED AND ADOPTED at a meeting of the Governing Board of the Chico Unified School District of Butte County on September 23, 2009.

AYES:
NOES:
ABSTENTIONS:
ABSENT:

DATED this 23rd day of September, 2009.

Clerk of the Governing Board of the Chico Unified School District
TITLE: Proposed Agenda Item
Resolution per Education Code 44258.2-Resolution 1084-09
To allow Junior High teachers with a Single Subject credential to teach outside their
credential area based on appropriate coursework.
Action:  
Consent:  
Information:  

Prepared by: Bob Feaster, Assistant Superintendent-Human Resources

Background Information

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

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

John Wirt to teach Physical Science at Bidwell Junior High

Educational Implications

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

Fiscal Implications

Not applicable.

Additional Information

Available in the Office of the Assistant Superintendent-Human
Resources

Recommendation

Approve Resolution #1084-09
CHICO UNIFIED SCHOOL DISTRICT  
1163 East Seventh Street  
Chico, California 95928-5999  

RESOLUTION NO. 1084-09  
Education Code §44258.2

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

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

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

John Wirt to teach Physical Science at Bidwell Junior High

PASSED AND ADOPTED by the Board of Trustees of the Chico Unified School District at its regular meeting held on September 23, 2009, by the following vote:

AYES:  

NOES:  

ABSENT:  

DISTRIBUTION: Board Minutes; County Office; District Personnel
TEACHER CONSENT FORM

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignments outside of the teacher's current credential authorization.

TEACHER  John Wirt

DISTRICT  Chico Unified        SCHOOL  Bidwell Junior High

SITE ADMINISTRATOR  Brian Boyer, Principal

ASSIGNMENT  Physical Science        GRADE LEVEL  7-8

LEGAL AUTHORIZATION PER ED. CODE 44258.2

ASSIGNMENT DATES: From: 7/1/2009          To: 6/30/2010

Teacher's Consent  8/19/09

Site Administrator’s Signature  8/19/09

EC 44258.2 states that the holder of a Single Subject or Standard Secondary Teaching Credential may, with his or her consent, be assigned by action of the local governing board to teach classes in grades 5 through 8 in a middle school, provided that the teacher has a minimum of twelve semester units, or six upper division or graduate semester units, of course work at an accredited institution in the subject to be taught.

cc: Personnel File

c:/word/credentials/assignment monitoring
Proposed Agenda Item

Resolution per Education Code 44263-Resolution 1085-09
To allow a credentialed teacher to teach any single subject class based on appropriate coursework.

Action: ☒
Consent: ☐
Information: ☐

Prepared by: Bob Feaster, Assistant Superintendent-Human Resources

September 23, 2009

Background Information

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

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

Alvistur, Jason to teach Physical Education at Chico High School
Barber, Ray to teach Physics at Pleasant Valley High School
Charles Copeland to teach History at Pleasant Valley High School
Christine Fisher to teach Dance Performance at Pleasant Valley High School
Hopkins, Cynthia to teach Photography 2 at Pleasant Valley High School
Ryan Parker to teach History at Pleasant Valley High School

Educational Implications

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

Fiscal Implications

Not applicable.

Additional Information

Available in the Office of the Assistant Superintendent-Human Resources

Recommendation

Approve Resolution #1085-09
CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, California 95928-5999

RESOLUTION NO. 1085-09
Education Code §44263

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

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

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

Jason Alvistur to teach Physical Education at Chico High School
Ray Barber to teach Physics at Pleasant Valley High School
Charles Copeland to teach History at Pleasant Valley High School
Christine Fisher to teach Dance Performance at Pleasant Valley High School
Cynthia Hopkins to teach Photography 2 at Pleasant Valley High School
Ryan Parker to teach History at Pleasant Valley High School

PASSED AND ADOPTED by the Board of Trustees of the Chico Unified School District at its regular meeting held September 23, 2009, by the following vote:

AYES: 

[Signature]
President

NOES:

ABSENT:

DISTRIBUTION: Board Minutes; County Office; District Personnel
TEACHER CONSENT FORM

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignments outside of the teacher's current credential authorization.

TEACHER  Jason Alvistur

DISTRICT  Chico Unified  SCHOOL  Chico High School

SITE ADMINISTRATOR  Jim Hanlon, Principal

ASSIGNMENT  PE  GRADE LEVEL  9-12

LEGAL AUTHORIZATION PER ED. CODE  44263

ASSIGNMENT DATES: From: 7/1/2009  To: 6/30/2010

8/31/09

Teacher's Consent

J. Hanlon

Site Administrator's Signature

8/31/09

EC 44263 allows the holder of a teaching credential to serve, by resolution of the governing board and with the consent of the teacher, in a departmentalized class if the teacher has completed eighteen semester units of course work, or nine semester units of upper division or graduate course work, in the subject to be taught.

cc: Personnel File

c:/word/credentials/assignment monitoring
TEACHER CONSENT FORM

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignments outside of the teacher's current credential authorization.

TEACHER  Ray Barber
DISTRICT  Chico Unified  SCHOOL  Pleasant Valley High School
SITE ADMINISTRATOR  John Shepherd, Principal
ASSIGNMENT  Physics  GRADE LEVEL  9-12
LEGAL AUTHORIZATION PER ED. CODE  44263

ASSIGNMENT DATES: From: 7/1/2009  To: 6/30/2010

Teacher's Consent

Site Administrator's Signature

EC 44263 allows the holder of a teaching credential to serve, by resolution of the governing board and with the consent of the teacher, in a departmentalized class if the teacher has completed eighteen semester units of course work, or nine semester units of upper division or graduate course work, in the subject to be taught.

cc: Personnel File

c:/word/credentials/assignment monitoring
TEACHER CONSENT FORM

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignments outside of the teacher's current credential authorization.

TEACHER  Charles Copeland
DISTRICT  Chico Unified  SCHOOL  Pleasant Valley High School
SITE ADMINISTRATOR  John Shepherd, Principal
ASSIGNMENT  Social Science  GRADE LEVEL  12

LEGAL AUTHORIZATION PER ED. CODE 44263

ASSIGNMENT DATES: From: 7/1/2009  To: 6/30/2010

Teacher's Consent  9/3/09

Site Administrator's Signature  7/3/09

EC 44263 allows the holder of a teaching credential to serve, by resolution of the governing board and with the consent of the teacher, in a departmentalized class if the teacher has completed eighteen semester units of course work, or nine semester units of upper division or graduate course work, in the subject to be taught.

cc: Personnel File

c/c: word/credentials/assignment monitoring
TEACHER CONSENT FORM

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignments outside of the teacher's current credential authorization.

TEACHER  Christina Fisher

DISTRICT  Chico Unified  SCHOOL  Pleasant Valley High School

SITE ADMINISTRATOR  John Shepherd, Principal

ASSIGNMENT  Dance Performance  GRADE LEVEL  9-12

LEGAL AUTHORIZATION PER ED. CODE  44263

ASSIGNMENT DATES: From: 7/1/2009  To: 6/30/2010

Christina Fisher  9/9/09
Teacher's Consent  Date

Site Administrator's Signature  9/3/09  Date

EC 44263 allows the holder of a teaching credential to serve, by resolution of the governing board and with the consent of the teacher, in a departmentalized class if the teacher has completed eighteen semester units of course work, or nine semester units of upper division or graduate course work, in the subject to be taught.

cc: Personnel File

c:/word/credentials/assignment monitoring
TEACHER CONSENT FORM

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignments outside of the teacher's current credential authorization.

TEACHER  Cynthia Hopkins

DISTRICT  Chico Unified           SCHOOL  Pleasant Valley High School

SITE ADMINISTRATOR  John Shepherd, Principal

ASSIGNMENT  Photography 2           GRADE LEVEL  11/12

LEGAL AUTHORIZATION PER ED. CODE  44263

ASSIGNMENT DATES: From: 7/1/2009       To: 6/30/2010

Teacher's Consent

9/3/09  Date

Site Administrator's Signature

9/3/09  Date

EC 44263 allows the holder of a teaching credential to serve, by resolution of the governing board and with the consent of the teacher, in a departmentalized class if the teacher has completed eighteen semester units of course work, or nine semester units of upper division or graduate course work, in the subject to be taught.

c: Personnel File

c:/word/credentials/assignment monitoring
TEACHER CONSENT FORM

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignments outside of the teacher's current credential authorization.

TEACHER  Ryan Parker

DISTRICT  Chico Unified  SCHOOL  Pleasant Valley

SITE ADMINISTRATOR  John Shepherd, Principal

ASSIGNMENT  History  GRADE LEVEL  9-12

LEGAL AUTHORIZATION PER ED. CODE 44263

ASSIGNMENT DATES: From: 7/1/2009  To: 6/30/2010

Teacher's Consent

Site Administrator's Signature

EC 44263 allows the holder of a teaching credential to serve, by resolution of the governing board and with the consent of the teacher, in a departmentalized class if the teacher has completed eighteen semester units of course work, or nine semester units of upper division or graduate course work, in the subject to be taught.

cc: Personnel File

c:/word/credential monitor/consent form 44263
TITLE: Proposed Agenda Item
Resolution per Education Code 44256(b)-Resolution 1086-09
To allow teachers with a Multiple Subject credential to teach a specific subject below grade 9.

Action: ☒
Consent: ☐
Information: ☐

September 23, 2009

Prepared by: Bob Feaster, Assistant Superintendent-Human Resources

Background Information

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

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

- Wendy Aviles to teach Elementary Fine Arts
- Julie Cardinet to teach Elementary Fine Arts
- Kate Carlisle to teach Elementary PE/Health
- Cheryl Connolly to teach Elementary PE/Health
- Richard Cross to teach Elementary PE/Health
- Rita Dane to teach English at Bidwell Junior High
- Kelly Kelly to teach Elementary PE/Health
- Bonnie Parkin to teach Elementary Fine Arts
- Roland Resendez to teach Elementary Fine Arts
- Lucille Smith to teach Elementary Fine Arts

Educational Implications

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

Fiscal Implications

Not applicable.

Additional Information

Available in the Office of the Assistant Superintendent-Human Resources

Recommendation

Approve Resolution #1086-09
CHICO UNIFIED SCHOOL DISTRICT  
1163 East Seventh Street  
Chico, California  95928-5999

RESOLUTION NO. 1086-09  
Education Code §44256 (b)

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

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

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

Wendy Aviles to teach Elementary Fine Arts  
Julie Cardinet to teach Elementary Fine Arts  
Kate Carlisle to teach Elementary PE/Health  
Cheryl Connolly to teach Elementary PE/Health  
Richard Cross to teach Elementary PE/Health  
Rita Dane to teach English at Bidwell Junior High  
Kerry Kelly to teach Elementary PE/Health  
Bonnie Parkin to teach Elementary Fine Arts  
Roland Resendez to teach Elementary Fine Arts  
Lucille Smith to teach Elementary Fine Arts

PASSED AND ADOPTED by the Board of Trustees of the Chico Unified School District at its regular meeting held on September 23, 2009, by the following vote:

AYES: ________________________________  
President

NOES: ________________________________

ABSENT: ________________________________

DISTRIBUTION: Board Minutes; County Office; District Personnel

C:\WORD\CREDENTIAL MONITOR\RESOLUTION 6-12
TEACHER CONSENT FORM

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignments outside of the teacher's current credential authorization.

TEACHER  Wendy Aviles

DISTRICT  Chico Unified  SCHOOL  Elementary

SITE ADMINISTRATOR  Joanne Parsley

ASSIGNMENT  Elementary Fine Arts  GRADE LEVEL  Elementary

LEGAL AUTHORIZATION PER ED. CODE  44256(b)

ASSIGNMENT DATES: From:  7/1/2009  To:  6/30/2010

Wendy L. Aviles  8/31/09
Teacher's Consent  Date

Joanne Parsley  8/31/09
Site Administrator's Signature  Date

EC 44256 (b) allows, by resolution of the governing board, the holder of a Multiple Subject or Standard Elementary Credential to teach, with his or her consent, any subject in departmentalized classes below grade 9 if the teacher has completed 12 lower or 6 upper division or graduate semester units of coursework at an accredited institution, in the subject to be taught.

cc: Personnel File

c:\word\credentials\assignment monitoring
TEACHER CONSENT FORM

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignments outside of the teacher’s current credential authorization.

TEACHER  Julie Cardinet
DISTRICT  Chico Unified  SCHOOL  Elementary
SITE ADMINISTRATOR  Carolyn Adkisson
ASSIGNMENT  Elementary Fine Arts  GRADE LEVEL  Elementary
LEGAL AUTHORIZATION PER ED. CODE 44256(b)

ASSIGNMENT DATES: From: 7/1/2009  To: 6/30/2010

Julie J. Cardinet  5/19/2009
Teacher’s Consent  Date
Carolyn Adkisson  5/20/09
Site Administrator’s Signature  Date

EC 44256 (b) allows, by resolution of the governing board, the holder of a Multiple Subject or Standard Elementary Credential to teach, with his or her consent, any subject in departmentalized classes below grade 9 if the teacher has completed 12 lower or 6 upper division or graduate semester units of coursework at an accredited institution, in the subject to be taught.

cc: Personnel File
cc:/word/credentials/assignment monitoring
TEACHER CONSENT FORM

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignments outside of the teacher's current credential authorization.

TEACHER  Kate Carlisle

DISTRICT  Chico Unified   SCHOOL  Elementary Schools

SITE ADMINISTRATOR  Carolyn Adkisson

ASSIGNMENT  Elementary PE Spec   GRADE LEVEL  Elementary

LEGAL AUTHORIZATION PER ED. CODE 44256(b)

ASSIGNMENT DATES: From: 7/1/2009  To: 6/30/2010

Kate Carlisle  
Teacher's Consent  5/19/09  Date

Carolyn Adkisson  
Site Administrator's Signature  5/28/09  Date

EC 44256 (b) allows, by resolution of the governing board, the holder of a Multiple Subject or Standard Elementary Credential to teach, with his or her consent, any subject in departmentalized classes below grade 9 if the teacher has completed 12 lower or 6 upper division or graduate semester units of coursework at an accredited institution, in the subject to be taught.

cc: Personnel File

c:/word/credentials/assignment monitoring
TEACHER CONSENT FORM

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignments outside of the teacher's current credential authorization.

TEACHER  Cheryl Connolly

DISTRICT  Chico Unified       SCHOOL  Elementary Schools

SITE ADMINISTRATOR  Joanne Parsley

ASSIGNMENT  Elem PE/Health Spec       GRADE LEVEL  Elementary

LEGAL AUTHORIZATION PER ED. CODE  44256(b)

ASSIGNMENT DATES: From: 7/1/2009    To: 6/30/2010

Cheryl Connolly  8-29-09
Teacher's Consent    Date

Joanne Parsley  8-29-09
Site Administrator's Signature    Date

EC 44256 (b) allows, by resolution of the governing board, the holder of a Multiple Subject or Standard Elementary Credential to teach, with his or her consent, any subject in departmentalized classes below grade 9 if the teacher has completed 12 lower or 6 upper division or graduate semester units of coursework at an accredited institution, in the subject to be taught.

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c:/word/credentials/assignment monitoring
TEACHER CONSENT FORM

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignments outside of the teacher's current credential authorization.

TEACHER Richard Cross

DISTRICT Chico Unified SCHOOL Elementary Schools

SITE ADMINISTRATOR Carolyn Adkisson

ASSIGNMENT Elementary PE Spec GRADE LEVEL Elementary

LEGAL AUTHORIZATION PER ED. CODE 44256(b)

ASSIGNMENT DATES: From: 7/1/2009 To: 6/30/2010

Teacher's Consent

Carolyn Adkisson

Site Administrator's Signature

5-18-09

Date

5/30/09

Date

EC 44256 (b) allows, by resolution of the governing board, the holder of a Multiple Subject or Standard Elementary Credential to teach, with his or her consent, any subject in departmentalized classes below grade 9 if the teacher has completed 12 lower or 6 upper division or graduate semester units of coursework at an accredited institution, in the subject to be taught.

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c:/word/credentials/assignment monitoring
TEACHER CONSENT FORM

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignments outside of the teacher's current credential authorization.

TEACHER: Rita Dane

DISTRICT: Chico Unified

SCHOOL: Bidwell Junior High

SITE ADMINISTRATOR: Brian Boyer, Principal

ASSIGNMENT: English

GRADE LEVEL: Grades 7/8

LEGAL AUTHORIZATION PER ED. CODE 44256(b)

ASSIGNMENT DATES: From: 7/1/2009 To: 6/30/2010

Teacher's Consent

Brian Boyer

Site Administrator's Signature

EC 44256 (b) allows, by resolution of the governing board, the holder of a Multiple Subject or Standard Elementary Credential to teach, with his or her consent, any subject in departmentalized classes below grade 9 if the teacher has completed 12 lower or 6 upper division or graduate semester units of coursework at an accredited institution, in the subject to be taught.

cc: Personnel File

c:/word/credentials/assignment monitoring
TEACHER CONSENT FORM

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignments outside of the teacher's current credential authorization.

TEACHER  Kerry Kelly

DISTRICT  Chico Unified  SCHOOL  Elementary Schools

SITE ADMINISTRATOR  Carolyn Adkisson

ASSIGNMENT  Elementary PE Spec  GRADE LEVEL  Elementary

LEGAL AUTHORIZATION PER ED. CODE 44256(b)

ASSIGNMENT DATES: From: 7/1/2009  To: 6/30/2010

Kerry Kelly
Teacher's Consent  6/1/09

Carolyn Adkisson
Site Administrator's Signature  6/1/09

EC 44256 (b) allows, by resolution of the governing board, the holder of a Multiple Subject or Standard Elementary Credential to teach, with his or her consent, any subject in departmentalized classes below grade 9 if the teacher has completed 12 lower or 6 upper division or graduate semester units of coursework at an accredited institution, in the subject to be taught.

I do not have an Adaptive Physical Education Credential now. Kerry 6/1/09

cc: Personnel File

c:/word/credentials/assignment monitoring
TEACHER CONSENT FORM

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignments outside of the teacher's current credential authorization.

TEACHER  Bonnie Parkin

DISTRICT  Chico Unified  SCHOOL  Elementary

SITE ADMINISTRATOR  Carolyn Adkisson

ASSIGNMENT  Elementary Fine Arts  GRADE LEVEL  Elementary

LEGAL AUTHORIZATION PER ED. CODE 44256(b)

ASSIGNMENT DATES: From: 7/1/2009  To: 6/30/2010

Donnie Parkin

Teacher’s Consent

Carolyn Adkisson

Site Administrator’s Signature

5/19/09

5/20/09

EC 44256 (b) allows, by resolution of the governing board, the holder of a Multiple Subject or Standard Elementary Credential to teach, with his or her consent, any subject in departmentalized classes below grade 9 if the teacher has completed 12 lower or 6 upper division or graduate semester units of coursework at an accredited institution, in the subject to be taught.

cc: Personnel File

C:/word/credentials/assignment monitoring
TEACHER CONSENT FORM

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignments outside of the teacher's current credential authorization.

TEACHER  Roland Resendez
DISTRICT  Chico Unified  SCHOOL  Elementary
SITE ADMINISTRATOR  Carolyn Adkisson
ASSIGNMENT  Elementary Fine Arts  GRADE LEVEL  Elementary
LEGAL AUTHORIZATION PER ED. CODE  44256(b)

ASSIGNMENT DATES: From: 7/1/2009  To: 6/30/2010

Teacher's Consent

Carolyn Adkisson
Site Administrator's Signature

cc: Personnel File

c:/word/credentials/assignment monitoring
TEACHER CONSENT FORM

PURPOSE: Pursuant to the Education Code, provides written documentation that the District obtained the teacher's consent prior to making assignments outside of the teacher's current credential authorization.

TEACHER  Lucille Smith  
DISTRICT  Chico Unified  SCHOOL  Elementary  
SITE ADMINISTRATOR  Carolyn Adkisson  
ASSIGNMENT  Elementary Fine Arts  GRADE LEVEL  Elementary  
LEGAL AUTHORIZATION PER ED. CODE 44256(b)

ASSIGNMENT DATES: From: 7/1/2009  To: 6/30/2010  
Teacher's Consent  
5-19-09  Date  
Site Administrator's Signature  
5/20/09  Date

EC 44256 (b) allows, by resolution of the governing board, the holder of a Multiple Subject or Standard Elementary Credential to teach, with his or her consent, any subject in departmentalized classes below grade 9 if the teacher has completed 12 lower or 6 upper division or graduate semester units of coursework at an accredited institution, in the subject to be taught.

cc: Personnel File  
c:/word/credentials/assignment monitoring
PROPOSED AGENDA ITEM: Board Policy Adoptions

Prepared by: Administration

☐ Consent

☒ Information Only

☐ Discussion/Action

Board Date September 23, 2009

Background Information
In order to govern effectively, Districts are required to have accurate and up-to-date Board Policies. By law, Districts are mandated to adopt many policies to ensure legal compliance. Working in conjunction with the California School Boards Association (CSBA) Policy Services, CUSD continues to update and revise Board Policies to ensure CUSD is legally compliant.

Education Implications
Up-to-date policies provide clarity to the expectations for students, parents, and staff.

Fiscal Implications
CUSD is required to have up-to-date and legally compliant policies. Failure to have such policies in place jeopardizes funding opportunities, especially in regards to Categorical dollars.
TITLE 1 PROGRAM IMPROVEMENT SCHOOLS

The Governing Board is committed to enabling all district students to meet state academic achievement standards and to narrowing the achievement gap among student groups. To that end, the Board shall assist all district schools, including those receiving federal Title I funds, to achieve adequate yearly progress, as defined by the State Board of Education.

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6171 - Title I Programs)

Whenever a district school is identified by the California Department of Education as in need of program improvement (PI), the Superintendent or designee shall ensure that school improvement efforts are coordinated and aligned. He/she shall also revise the school’s Single Plan for Student Achievement in accordance with law and as specified in administrative regulation.

(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.4 - Quality Education Investment Schools)

Depending on the length of time a district school has been identified for PI, the district shall provide opportunities for student transfers, supplemental educational services, other corrective actions, and/or restructuring in accordance with law.

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 6179 - Supplemental Instruction)

Program Evaluation

The Board shall annually review the adequate yearly progress of each district school based on state academic assessments and other indicators specified in the state plan for the No Child Left Behind Act. The Superintendent or designee shall publicize and disseminate the results of this review to parents/guardians, principals, schools, and the community so that the instructional program can be continually refined to help all students meet state academic standards. (20 USC 6316)

(cf. 0510 - School Accountability Report Card)
(cf. 6190 - Evaluation of the Instructional Program)

The Board and Superintendent or designee also shall review the effectiveness of the actions and activities carried out by PI schools with respect to parental involvement, professional development, and other PI activities. (20 USC 6316)

(cf. 4131 - Staff Development)
(cf. 6020 - Parent Involvement)

Policy Adopted:
As necessary based on the results of these evaluations, the Board may require the Superintendent or designee to review and revise any of the school’s reform plans, including the school’s Single Plan for Student Achievement, allocate additional resources toward the implementation of the plan, and/or require more frequent monitoring of the school’s progress in order to raise student achievement.

Legal Reference:
EDUCATION CODE
36256 School accountability report card
60642.5 California Standards Tests
60850-60856 High School Exit Examination
64000 Categorical programs included in consolidated application
64001 Single school plan for student achievement, consolidated application programs
CODE OF REGULATIONS, TITLE 5
11892-11994 Persistently dangerous schools, definition
13075-13075.4 Supplemental educational services
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
6301 Title I program purpose
5311 Adequate yearly progress
6312 Local educational agency plan
6313 Eligibility of schools and school attendance areas; funding allocation
6316 School improvement.
7912 Persistently dangerous schools.
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
200.13-200.20 Adequate yearly progress
200.30-200.35 Identification of program improvement schools
200.36-200.38 Notification requirements
200.39-200.43 Requirements for program improvement, corrective action, and restructuring
200.44 School choice option
200.45-200.47 Supplemental educational services
200.48 Funding for transportation and supplemental services
200.49-200.51 State responsibilities
200.52-200.53 District improvement
Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California’s Accountability Workbook
FEDERAL REGISTER
Final Rule and Supplementary Information, October 29, 2008. Vol. 73, No. 210, pages 64436-64513
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Public School Choice, January 14, 2009
Supplemental Educational Services, January 14, 2009
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Program Improvement: http://www.cde.ca.gov/ta/ac/ti/programimprov.asp

Policy Adopted:
TITLE I PROGRAM IMPROVEMENT DISTRICTS

The Governing Board shall annually review and analyze the district's performance in making adequate yearly progress (AYP) toward student achievement standards, in accordance with criteria established by the State Board of Education (SBE). The Board's review shall include an evaluation of whether district improvement efforts are aligned and adequately focused on increasing achievement levels for all students. As necessary, the Board and the Superintendent or designee shall take steps to improve district operations and programs to enable students to achieve proficiency.

(cf. 0500 - Accountability)
(cf. 6011 - Academic Standards)
(cf. 6162.51 - Standardized Testing and Reporting Program)

Early Warning Program
In the event that the district is provided notice by the California Department of Education (CDE) that it is in danger of being identified for program improvement (PI) within two years under the federal No Child Left Behind Act, the Board shall determine whether to participate in the voluntary Early Warning Program. If the Board elects to have the district participate in the program, the district shall conduct a voluntary self-assessment using research-based criteria provided by the CDE and may revise its Title I local educational agency (LEA) plan based on the results of that assessment. (Education Code 52055.57)

(cf. 6171 - Title I Programs)

Program Improvement

Year 1-2 PI: Revision and Implementation of LEA Plan
In the event that the district is identified for program improvement by the CDE, the Superintendent or designee shall administer a district self-assessment process, and revise the district's Title I LEA plan, notify parents/guardians, and set aside funds in accordance with law and administrative regulation. (20 USC 6316; Education Code 52055.57)

The district's Title I revised LEA plan or plan addendum shall be approved by the Board and submitted to the CDE.

The Superintendent or designee shall utilize state and local resources available to provide technical assistance and support to raise student achievement in accordance with school plans.

The Superintendent or designee shall utilize state and local resources to identify specific problems contributing to low student achievement and provide technical assistance and support to resolve these problems. He/she also shall work closely with individual school sites to raise student achievement in accordance with school plans.

(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)

Year 3 PI: Corrective Action
If the district does not make AYP after two years of receiving program funding, the Board shall cooperate with the Superintendent of Public Instruction (SPI) and the SBE in the identification and implementation of appropriate corrective actions.

Policy Adopted:
The Board shall enter into a contract with a district assistance and intervention team (DAIT) whenever the SPI and SBE determine this to be the most appropriate corrective action. Upon receiving a report of recommendations from the DAIT: (Education Code 52055.57, 52059)

1. The Board may, not later than 30 days after completion of the report, appeal to the SPI to be exempted from implementing one or more of the report’s recommendations.
2. Not later than 60 days after completion of the report, the Board shall, at a regularly scheduled meeting, adopt the report recommendations, as modified by any exemptions granted by the SPI.

The Superintendent or designee shall establish a district leadership team to collaborate with the DAIT in the development and implementation of an action plan to address high-priority needs. This team may include site and district administrators, teacher leaders, special education teachers, English learner experts, fiscal officers, and other key personnel, as appropriate.

The Board and the Superintendent or designee shall monitor the district’s progress in implementing the DAIT’s recommendations and shall continually use student performance data to determine whether additional district or school site changes are necessary to improve student achievement.

Legal Reference:

EDUCATION CODE
52055.57-52055.59 Districts identified or at risk of identification for program improvement
52059 Statewide system of school support.
UNITED STATES CODE, TITLE 20
6301 Title I program purpose
6311 Adequate yearly progress
6312 Local educational agency plan
6316 School and district improvement
6321 Fiscal responsibilities
CODE OF FEDERAL REGULATIONS, TITLE 34
200.13-200.20 Adequate yearly progress
200.30-200.35 Identification of program improvement schools
200.36-200.38 Notification requirements
200.52-200.53 District improvement

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Blueprint for District Assistance and Intervention, 2008
U.S. DEPARTMENT OF EDUCATION GUIDANCE
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Program Improvement: http://www.cde.ca.gov/ta/ac/il/programimprov.asp
Volunteer Assistance

The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students. Volunteer assistance in schools enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the schools' relationships with the community. The Board also encourages community members to serve as mentors providing support and motivation to students.

(cf. 1000 - Concepts and Roles)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)
(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)
(cf. 6171 - Title I Programs)

The Superintendent or designee shall develop and implement a plan for screening and placing volunteers.

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee shall establish procedures to protect the safety of students and adults. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal record checks.

Volunteers shall be provided with information about school goals, programs and practices and shall receive an orientation and other training related to their specific responsibilities as appropriate.

Volunteers shall act in accordance with district policies, regulations and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3515.2 - Disruptions)

Unless agreed upon by the local union representing the unionized employees of the school district volunteer maintenance work shall be limited to those projects that do not replace permanent, on-going classified maintenance positions. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

Policy Adopted:
LEGAL REFERENCE:

EDUCATION CODE
35021 Volunteer aides
35021.1 Automated records check
44010 Sex offense; definition
44227.5 Classroom participation by college methodology faculty
44314-44315 Supervision of students during lunch and other nutrition periods
45125 Fingerprinting requirements
45340-45349 Instructional aides
45360-45367 Teacher aides
49406 Examination for tuberculosis
GOVERNMENT CODE
3100-3109 Oath or affirmation of allegiance
3543.5 Prohibited interference with employees' rights
HEALTH AND SAFETY CODE
1596.871 Fingerprints of individuals in contact with child day care facility clients
LABOR CODE
3364.5 Persons performing voluntary services for school districts
Penal Code
290 Registration of sex offenders
290.4 Information re sex offenders
CODE OF REGULATIONS, TITLE 22
101170 Criminal record clearance
101216 Health screening, volunteers in child care centers
UNITED STATES CODE, TITLE 20
6519 Qualifications and duties of paraprofessionals, Title I programs
ATTORNEY GENERAL OPINIONS
COURT DECISIONS
Whisman Elementary School District, 15 Public Employee Reporter for California, 22043

Management Resources:

NATIONAL PTA PUBLICATIONS
National Standards for Parent/Family Involvement Programs, 1997

WEB SITES
California PTA: http://www.capta.org
National PTA: http://www.pta.org
California Partners in Education: http://www.capia.org
National Coalition for Parent Involvement in Education: http://www.ncpie.org
CDE: http://www.cde.ca.gov
California Department of Justice, Megan's Law mapping:
http://www.meganslaw.ca.gov

Policy Adopted:
BUDGET

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

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

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district’s decision to use the single budget adoption process in the subsequent year.

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

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

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with Education Code 42103 and 42127.

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323 - Meeting Conduct)

The Superintendent or designee shall ensure that the proposed district budget is clearly presented and effectively communicated to the Board, staff, and public. He/she may adapt or supplement the format prescribed by the Superintendent of Public Instruction (SPI) as necessary for these purposes. However, the budget that is formally adopted by the Board shall be in the state-required format.

Budget Criteria and Standards

In developing the district budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing
expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)

It is the goal of the Board to establish and maintain a reserve level of five %, which is two % more than the State's requirement of 3% (5 CCR 15450).

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

**Long-Term Financial Obligations**

The district’s current-year budget and multi-year projections shall include adequate provisions for addressing the district’s long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 4154/4254/4354 - Health and Welfare Benefits)
(cf. 7210 - Facilities Financing)
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

**Legal Reference:**

EDUCATION CODE
1240 Duties of county superintendent of schools
33127-33131 Standards and criteria for local budgets and expenditures
35035 Powers and duties of superintendent
35161 Powers and duties, generally, of governing boards
42103 Public hearing on proposed budget; requirements for content of proposed budget
42120-42129 Budget requirements
42132 Resolutions identifying estimated appropriations limit
42602 Use of unbudgeted funds
42610 Appropriation of excess funds and limitation thereon
44518-44519.2 Chief business officer training program
45253 Annual budget of personnel commission
45254 First year budget of personnel commission

GOVERNMENT CODE
7900-7914 Appropriations limit

CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure
15440-15451 Criteria and standards for school district budgets

**Management Resources:**

CSBA PUBLICATIONS
Maximizing School Board Governance: Budget Planning and Adoption, 2006
Maximizing School Board Governance: Understanding District Budgets, 2006
School Finance CD-ROM, 2005
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California School Accounting Manual

Policy Adopted:
FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS
Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006
GOVERNMENTAL ACCOUNTING STANDARDS BOARD
Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004
WEB SITES
CSBA: http://www.csba.org
Association of California School Administrators: http://www.acsa.org
California Department of Education, Finance and Grants: http://www.cde.ca.gov/fg
California Department of Finance: http://www.dof.ca.gov
Fiscal Crisis and Management Assistance Team: http://www.fcmat.org
Governmental Accounting Standards Board: http://www.gasb.org
Legislative Analyst's Office: http://www.lao.ca.gov
School Services of California, Inc.: http://www.ssocal.com
SALE, LEASE, RENTAL OF DISTRICT-OWNED REAL PROPERTY

The Governing Board believes that the district should utilize its facilities and resources in the most economical and practical manner. To that end, the Superintendent or designee shall periodically study the current and projected use of all district facilities in order to ensure the efficient utilization of space and the effective delivery of instruction in order to maximize student learning.

(cf. 1330 - Use of School Facilities)
(cf. 7110 - Facilities Master Plan)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7160 - Charter School Facilities)

Upon determination that district property is no longer needed or may not be needed until some future time, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in law, including, but not limited to, Education Code 17230, 17464, 17485-17500, and Government Code 54222.

(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)

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

(cf. 1220 - Citizen Advisory Committees)

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regular, open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

(cf. 9323.2 - Actions by the Board)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a paper exists. (Education Code 17469)

The Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it in accordance with Education Code 17470.

At the public meeting specified in the resolution, the Board shall open, examine, and declare all sealed bids. Before accepting any written proposal, the Board shall call for oral bids in accordance with law. The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. (Education Code 17472, 17473)

Policy Adopted: 01/17/07
Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17472-17478)

(cf. 1431 - Waivers)
(cf. 9320 - Meetings and Notices)

The Superintendent or designee shall ensure that proceeds from the sale, or lease with an option to purchase, of district surplus property are used in accordance with law. (Education Code 17462; 2 CCR 1700)

Legal Reference:
EDUCATION CODE
8469.5 Use of school facilities or grounds for school age child care
17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions
17230-17234 Surplus property
17385 Conveyances to and from school districts
17387-17391 Advisory committees for use of excess school facilities
17400-17429 Leasing property
17430-17447 Leasing facilities
17453 Lease of surplus district property
17455-17484 Sale or lease of real property
17485-17500 Surplus school playground (Naylor Act)
17515-17526 Joint occupancy
17527-17535 Joint use of district facilities
33050 Request for waiver
38130-38139 Civic Center Act
GOVERNMENT CODE
54220-54232 Surplus land
54222 Offer to sell or lease property
54950-54983 Brown Act, especially:
54952 Legislative body, definition
PUBLIC RESOURCES CODE
21000-21177 California Environmental Quality Act
CODE OF REGULATIONS, TITLE 2
1700 Definitions related to surplus property
COURT DECISIONS

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Closing a School Best Practices Guide
OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS
Unused Site Program Handbook, May 2008
WEB SITES
California Department of Education, School Facilities Planning Division: http://www.cde.ca.gov/fs/fe
Coalition for Adequate School Housing: http://www.cashnet.org
Office of Public School Construction: http://www.opsc.dgs.ca.gov

Policy Adopted: 01/17/07
CLAIMS AND ACTIONS AGAINST THE DISTRICT

The Governing Board intends that the district's operations minimize risk, protect district resources, and promote the safety of students, staff, and the public. Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with Board policy and administrative regulation.

(cl 3530 - Risk Management/Insurance)
(cl 5143 - Insurance)

Claims for money or damages not governed by the Government Claims Act (Government Code 810-996.6) or excepted by Government Code 905 shall be presented consistent with the manner and time limitations in the Government Claims Act, unless a procedure for processing such claims is otherwise provided by state or federal law. Such compliance is a prerequisite to any court action consistent with the provisions of Government Code 945.4.

The Board delegates to the Superintendent the authority to allow, compromise, or settle claims of $50,000 or less. (Government Code 935.4)

This policy is intended to apply retroactively to any existing causes of action and/or claims for money and/or damages.

Roster of Public Agencies

The Superintendent or designee shall file the information required for the Roster of Public Agencies with the Secretary of State and the County Clerk. Any changes to such information shall be filed within 10 days after the change has occurred. (Government Code 53051)

This information shall include the name of the school district, the mailing address of the Board, and the names and addresses of the Board presiding officer, the Board clerk or secretary, and other members of the Board. (Government Code 53051)

Legal Reference:

EDUCATION CODE
35200 Liability for debts and contracts
35202 Claims against districts; applicability of Government Code

CODE OF CIVIL PROCEDURE
340.1 Damages suffered as result of childhood sexual abuse

GOVERNMENT CODE
600 Cost in civil actions
810-996.6 Claims and actions against public entities
53051 Information filed with secretary of state and county clerk

PE NAL CODE
72 Fraudulent claims

COURT DECISIONS
City of Stockton v. Superior Court, (2007) 42 Cal. 4th 730

Management Resources:
WEB SITES
California Secretary of State's Office: http://www.sos.ca.gov

Policy Adopted:
FINANCIAL REPORTS AND ACCOUNTABILITY

The Governing Board is committed to ensuring the fiscal health of the district and providing public accountability. The Board shall adopt sound fiscal policies, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

(cf. 3100 - Budget)
(cf. 3110 - Transfer of Funds)
(cf. 3300 - Expenditures and Purchases)
(cf. 3430 - Investing)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 5000 - Role of the Board)

The Superintendent or designee shall provide the Board with financial reports throughout the year in accordance with law and as otherwise requested by the Board.

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education. He/she shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

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

Based on financial reports provided by the Superintendent or designee and in accordance with law and administrative regulation, the Board shall:

1. Approve and file an annual statement of the district's receipts and expenditures for the preceding fiscal year (Education Code 42100)
2. Adopt a resolution identifying the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year (Education Code 42132; Government Code 7910)
3. Approve interim fiscal reports and certify whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and two subsequent fiscal years (Education Code 42130, 42131)
4. Provide for an annual audit, select an independent auditor, and review the audit report (Education Code 41020, 41020.3)

The independent auditor shall present the audit report to the Board at a public meeting and the Board shall have an opportunity to ask questions of the auditor and request further information about the audit findings.

The Board shall regularly communicate the district's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.

If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to advise the district on fiscal matters.

Policy Adopted:
Audit Committee

The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.

(cl. 1220 - Citizen Advisory Committees)
(cl. 9130 - Board Committees)
(cl. 9140 - Board Representatives)

The committee shall serve in an advisory capacity and may:

1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5
2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit
3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses
4. Participate with the independent auditor in presenting the audit report to the Board
5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting
6. Provide input on the effectiveness of the independent auditor
7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems

Legal Reference:

EDUCATION CODE
1240 Duties of County superintendent of schools
14500-14508 Financial and compliance audits
17150 Public disclosure of non-voter-approved debt
17170-17199.5 California School Finance Authority
33127 Standards and criteria for local budgets and expenditures
33129 Standards and criteria; Inclusions
33129 Standards and criteria; use by local agencies
35035 Powers and duties of superintendent
41010-41023 Accounting system
41328 Emergency apportionment
41344 Repayment of apportionment significant audit exceptions
41344.1 Appeals of audit findings
41455 Examination of financial problems of local districts
42100-42105 Requirement to prepare and file annual statement
42100-42129 Budget requirements
42130-42134 Financial reports and certifications
42140-42142 Public disclosure of fiscal obligations
42637 County Superintendent review of district’s financial and budgetary conditions
42652 Revocation or suspension of warrant authority
GOVERNMENT CODE
3540.2 School district; qualified or negative certification; proposed agreement review and comment
7900-7914 Appropriations limit
16429.1 Local agency investment fund
53846 Reports of investment policy and compliance
CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure

Policy Adopted:
15070 Submission of reports using standardized account code structure
15440-15451 Criteria and standards for school district budgets
15453-15464 Criteria and standards for school district interim reports

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Governance: Fiscal Accountability, 2006
CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS
New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007
1208.00 Audit Resolution Process: Repayment Plans
FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS
Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006
GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS
Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004
U.S. GENERAL ACCOUNTING OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS
U.S. OFFICE OF MANAGEMENT AND BUDGET CIRCULARS
A-133 Audits of States, Local Governments, and Non-Profit Organizations
STATE CONTROLLER PUBLICATIONS
Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)
WEB SITES
CSBA: http://www.csba.org
California Association of School Business Officials: http://www.casbo.org
California County Superintendents Educational Services Association: http://www.ccsesa.org
California Department of Education, Finance and Grants: http://www.cde.ca.gov/fg
Education Audit Appeals Panel: http://www.eeap.ca.gov
Fiscal Crisis and Management Assistance Team: http://www.fcmat.org
Governmental Accounting Standards Board: http://www.gasb.org
School Services of California: http://www.sscal.com
State Controller's Office: http://www.sco.ca.gov
U.S. Office of Management and Budget: http://www.whitehouse.gov/omb

Policy Adopted:
All Personnel

LEGAL STATUS REQUIREMENT

The Governing Board shall ensure that the district employs only those individuals who are lawfully authorized to work in the United States.

The Superintendent or designee shall verify the employment eligibility of all persons hired by completing the U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification, for each individual hired and ensure that the district does not knowingly hire or continue to employ any person not authorized to work in the United States. (8 USC 1324a)

In accordance with law, the Superintendent or designee shall ensure that district employment practices do not unlawfully discriminate on the basis of citizenship status or national origin, including, but not limited to, discrimination against any refugees, grantees of asylum, or persons qualified for permanent or temporary residency.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4111 - Recruitment and Selection)
(cf. 4211 - Recruitment and Selection)
(cf. 4311 - Recruitment and Selection)

Legal Reference:
UNITED STATES CODE, TITLE 8
1324(a)(b) Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990
CODE OF FEDERAL REGULATIONS, TITLE 8
274a.1-§.14 Control of Employment of Aliens

Management Resources:
U.S. CITIZENSHIP AND IMMIGRATION SERVICES PUBLICATIONS
Handbook for Employers: Instructions for Completing Form I-8, April 2009
WEB SITES

Policy Adopted: February 27, 2008
Certificated Personnel

CERTIFICATION

The Superintendent or designee shall ensure that persons employed in positions requiring certification qualifications possess the appropriate credential or permit from the Commission on Teacher Credentialing (CTC) authorizing their employment in such positions.

(cf. 4111 - Recruitment and Selection)
(cf. 4112.21 - Interns)
(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)
(cf. 4112.23 - Special Education Staff)
(cf. 4113 - Assignment)
(cf. 4116 - Probationary/Permanent Status)
(cf. 4121 - Temporary/Substitute Personnel)
(cf. 5148 - Child Care and Development)

When a credentialed teacher or intern is not available, the district may request that the CTC issue a short-term staff permit, provisional internship permit (PIP), visiting faculty permit, emergency permit, or credential waiver under the conditions and limitations provided in state or federal law.

When requesting a PIP, the Board shall approve, as an action item at a public Board meeting, a notice of intent to employ the applicant in the identified position. (5 CCR 80021.1)

Before requesting a visiting faculty permit or emergency permit, the Board shall annually approve a Declaration of Need for Fully Qualified Educators as an action item at a regularly scheduled public Board meeting. (Education Code 44300.1; 5 CCR 80028)

The Superintendent or designee shall provide support and guidance to noncredentialed teachers in accordance with law to ensure the quality of the instructional program. He/she also may provide assistance and support to staff holding preliminary credentials to help them meet the qualifications required for the professional clear credential.

(cf. 4131 - Staff Development)
(cf. 4131.1 - Beginning Teacher Support/Induction)
(cf. 4136 - Mentor Teachers)

As necessary, all teachers of core academic subjects shall meet the requirements of the No Child Left Behind Act. (20 USC 6319, 7801; 5 CCR 6100-6125)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

National Board for Professional Teaching Standards Certification

The Board encourages district teachers to voluntarily seek, from the National Board for Professional Teaching Standards, additional certification which demonstrates advanced knowledge and teaching skills.

Policy Adopted: February 27, 2008
Legal Reference:

EDUCATION CODE
8360-8370 Qualifications of child care personnel
32340-32341 Unlawful issuance of a credential
42647 Drawing of warrants
44066 Limitations on certification requirements
44200-44405 Teacher credentialing, especially:
44225.6 CTC annual report on credentials, internships and emergency permits
44225.7 Priorities for recruitment when fully prepared teacher not available
44251 Period of credentials
44252 Standards and procedures for issuance; proficiency testing of basic skills
44252.5 State basic skills assessment required for certificated personnel
44259 Minimum requirements for teaching credential
44259.5 Standards for teachers of all students, including English language learners
44259.8 Alternative means of entering teaching profession
44270.3-44270.4 Out-of-state credentials, administrative services
44274-44274.5 Out-of-state credentials
44275 Employment of teachers with out-of-state credentials
44277 Requirements for maintaining valid credentials
44278 Credential appeal
44300-44401 Emergency permits
44302 CTC notification to district options when fully qualified teacher not available
44305-44308 Pre-internship teaching certificates
44325-44329 District interns
44330-44335 Certificates and credentials
44395-44399 National Board for Professional Teaching Standards
44464 Period of validity of internship credential
44479 Early completion of internship program
44500-44538 Peer Assistance and Review Program for Teachers
44662 Performance evaluation; Staff Act review
44735 Teaching as a priority block grant
44761 Recruitment centers
44830-44929 Employment of certificated persons; requirement of proficiency in basic skills
56060-56063 Substitute teachers in special education
90530 Recruitment Centers

CODE OF REGULATIONS, TITLE 5
6100-6125 Teacher qualifications, No Child Left Behind Act
80001-80674.6 Commission on Teacher Credentialing

UNITED STATES CODE, TITLE 20
6311 Parental notifications
6312 District Title I plan
6319 Highly qualified teachers
7801 Definitions, highly qualified teacher

CODE OF FEDERAL REGULATIONS, TITLE 34
200.55-200.57 Highly qualified teachers
200.61 Parent notification regarding teacher qualifications

COURT DECISIONS

Management Resources:

CSBA PUBLICATIONS
Maximizing School Board Leadership: Human Resources, 1996

CTC PUBLICATIONS
Standards of Quality and Effectiveness for Professional Teacher Induction Programs, March 2002
Standards of Quality and Effectiveness for Professional Teacher Preparation Programs, September 2001

Policy Adopted: February 27, 2008
California Standards for the Teaching Profession, July 1997
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Improving Teacher Quality State Grants, December 19, 2002
CSBA ADVISORIES
Teacher Credentialing Commission Eliminates Emergency Permits, August 2003
WEB SITES
Commission on Teacher Credentialing: http://www.ctc.ca.gov
California Department of Education: http://www.cde.ca.gov
CSBA: http://www.csba.org

Policy Adopted: February 27, 2008
Certificated Personnel

INTERNs

The Board of Education supports the use of interns to fulfill the district's need for additional instructional resources and to enable future teachers to fulfill state credentialing requirements and link teaching theory with practice.

The Superintendent or designee may enter into an agreement with an accredited college or university to jointly provide supervised teaching experiences within the district as part of a teacher preparation program. He/she shall collaborate with the college or university in the selection, placement, support and performance assessment of interns.

Interns shall not be assigned to teach any classes outside the subject area, grade levels or classes authorized by their credential.

(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)

Any intern hired to teach core academic subjects, as defined in law, shall be required to meet the definition of a "highly qualified" teacher adopted by the State Board of Education. (20 USC 6319, 7801; 5 CCR 8100-8112)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

Terms of employment for interns shall be consistent with law and/or the district's collective bargaining agreement.

Interns shall receive systematic supervision and guidance by qualified personnel in order to enhance their instructional skills and knowledge. The Superintendent or designee shall ensure that district staff serving as supervisors, mentor teachers, or other support providers receive appropriate training to fulfill their responsibilities and maintain frequent communication with the interns they are assigned to assist.

(cf. 4131 - Staff Development)
(cf. 4136 - Mentor Teachers)

Interns shall be provided with ongoing feedback regarding their performance and shall be formally evaluated at least once every year in accordance with Board policy and the district's collective bargaining agreement.

(cf. 4115 - Evaluation/Supervision)

Legal Reference:

EDUCATION CODE
300-340 English language education for immigrant children
44259 Minimum requirements for teaching credential
44278.1-44279.7 Beginning Teacher Support and Assessment System
44305-44308 Pre-Internship Teaching Program
44314 Diversified or liberal arts program
44321 CTC approval of internship programs
44325-44329 District interns
44450-44468 Teacher Education Internship Act of 1967 (university interns)
44830.3 Employing district interns
44865.5 District interns classified as probationary employees

CODE OF REGULATIONS, TITLE 5
6100-6125 No Child Left Behind teacher requirements
13000-13017 New Careers Program
80055 Internship credential
UNITED STATES CODE, TITLE 20
6319 Highly qualified teachers
7801 Definitions, highly qualified teacher

Management Resources:
CTC PUBLICATIONS
CTC Credential Handbook, revised 1997
California's Future: Highly Qualified Teachers for All Students, November 1997 (contains California Standards for the Teaching Profession)
Standards of Program Quality and Effectiveness for District Intern Programs, revised 1996
CTC CODED CORRESPONDENCE
03-0026 Changes in district intern programs as a result of Senate Bill 187, December 22, 2003
03-0006 Announcement of the availability of Individualized Internship Certificate, March 3, 2003
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Improving Teacher Quality State Grants Title II, Part A Non-Regulatory Draft Guidance, revised January 16, 2004
CSBA ADVISORIES
New Law Amends District Intern Program. September 2003
WEB SITES
CSBA: http://www.csba.org
Commission on Teacher Credentialing: http://www.ctc.ca.gov

Policy Adopted: February 27, 2008
Certificated Personnel

Assignment
In order to serve the best interests of students and the educational program, the Board of Education authorizes the Superintendent or designee to assign certificated personnel to positions for which their preparation, certification, experience and aptitude qualify them.

(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)
(cf. 4112.23 - Special Education Staff)
(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement.

(cf. 4114 - Transfers)
(cf. 4114/4214 - Collective Bargaining Agreement)

Assignment to Courses/Classes
The Superintendent or designee shall assign teachers to courses based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare him/her to provide instruction in that subject.

Teachers who are assigned to teach core academic subjects shall meet the requirements of the No Child Left Behind Act (NCLB) pertaining to qualifications of highly qualified teachers. (20 USC 6319, 7801; 5 CCR 6100-9129)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

The Superintendent or designee may assign a teacher, with his/her consent, to a position outside his/her credential authorization when specifically authorized by law or regulation, and in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's Administrator's Assignment Manual. Assignments made pursuant to Education Code 44256, 44258.2, and 44263 shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

(cf. 3580 - District Records)

The Superintendent or designee shall periodically report to the Board on teacher assignments and vacancies, including the number and type of assignments made outside a teacher's credential authorization through a local teaching assignment option. Whenever district misassignments and vacancies are reviewed by the County Superintendent of Schools or Commission on Teacher Credentialing, as applicable, the Superintendent or designee shall report the results to the Board and shall provide recommendations for remedying any identified issues.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Policy Adopted: February 27, 2008
Equitable Distribution of Qualified Teachers

In order to ensure that highly qualified and experienced teachers are equitably distributed among district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students, the Superintendent or designee shall:

1. Verify that all teachers of core academic subjects possess the qualifications of highly qualified teachers as required by NCLB or develop immediate and long-term solutions for ensuring that all core academic classes will be taught by highly qualified teachers.

2. Not assign teachers with provisional internship permits, short-term staffing permits, or credential waivers to schools that have 40 percent or higher poverty or are ranked in deciles 1-3 on the statewide Academic Performance Index.

3. Not place interns in high-poverty, low-performing schools in greater numbers than in schools with low poverty or higher academic achievement.

4. Compare teacher retention rates across district schools and develop strategies to recruit and retain experienced and effective teachers in hard-to-staff schools.

(cf. 4111 - Recruitment and Selection)

The Superintendent or designee shall annually report to the Board and the California Department of Education (CDE) comparisons of teacher qualifications across district schools. When required by the CDE, the Superintendent or designee shall develop an equitable distribution plan to identify strategies for recruiting, developing, and retaining highly qualified teachers in low-performing schools. As needed, the Board may direct the Superintendent to transfer teachers to high-need schools in accordance with law and the collective bargaining agreement, and/or may align district resources to improve the skills and qualifications of teachers at those schools.

(cf. 4114 - Transfers)
(cf. 4731 - Staff Development)
(cf. 4131.1 - Beginning Teacher Support/Induction)
(cf. 4138 - Mentor Teachers)

Legal Reference:

EDUCATION CODE
33126 School accountability report card
35035 Additional powers and duties of superintendent
35185 Complaint process
37616 Assignment of teachers to year-round schools
44228.6 Commission report to the legislature re: teachers
44253-44277 Credentials and assignments of teachers
44314 Subject matter programs, approved subjects
44395-44398 Incentives for assigning NBPTS-certified teachers to high-priority schools
44324 Assignment of teachers to weekend classes
44935 Reduction in number of employees

GOVERNMENT CODE
3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 56100-5126 Teacher qualifications, No Child Left Behind Act
80003-80005 Credential authorizations

Policy Adopted: February 27, 2008
80020 Additional assignment authorizations
80332 Performance of unauthorized professional services
80338-80339 Unauthorized certificated employee assignment

UNITED STATES CODE, TITLE 20
6311 State plan
6319 Highly qualified teachers
6601-6651 Teacher and Principal Training and Recruiting Fund
7801 Definitions, highly qualified teacher

CODE OF FEDERAL REGULATIONS, TITLE 34
200.55-200.57 Highly qualified teachers

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Revised State Plan for the No Child Left Behind Act, rev. September 2008

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

U.S. DEPARTMENT OF EDUCATION GUIDANCE

WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Commission on Teacher Credentialing: http://www.ctc.ca.gov

Policy Adopted: February 27, 2008
Certificated Personnel

Suspension/Disciplinary Action

The Board of Education desires that all employees exhibit professional and appropriate conduct and serve as positive role models at school and in the community. Unacceptable conduct shall be subject to disciplinary action in accordance with law, collective bargaining agreement, Board policy and administrative regulations.

(cf. 4141/4241 - Collective Bargaining Agreement)

The Superintendent or designee shall develop administrative regulations that identify types of misconduct and possible consequences. Disciplinary actions may include, but not be limited to, verbal warnings, written warnings, reassignment, suspension, freezing or reduction of wages, compulsory leave and dismissal.

The Superintendent or designee may take disciplinary action as he/she deems appropriate in light of the particular facts and circumstances involved. He/she shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4032 - Complaints Concerning Discrimination in Employment)
(cf. 4117.4 - Dismissal)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

In accordance with law, the Superintendent or designee shall notify the Commission on Teacher Credentialing when the status of a credentialed employee has been changed as a result of alleged misconduct.

(cf. 4117.7 - Employment Status Reports)

Legal Reference:

EDUCATION CODE
44009 Conviction of specified crimes
44010 Sex offense - definitions
44011 Controlled substance offense - definitions
44000.5 Evaluation and assessment of performance of certificated employees
44030.1 Criminal record summary certificated employees
44932 Grounds for dismissal of permanent employee
44933 Other grounds for dismissal
44938 Unprofessional conduct or unsatisfactory performance; notice of charges
44940 Sex offenses and narcotic offenses; compulsory leave of absence
44940.5 Compulsory leave of absence; procedures; extension; compensation; bond or security; reports
44942 Suspension or transfer of certificated employee on grounds of mental illness
44944 Conduct of hearing
44948.3 Dismissal of employees on probation
45055 Drawing of warrants for teachers
51530 Advocacy or teaching of communism

GOVERNMENT CODE
3543.2 Scope of representation
HEALTH AND SAFETY CODE
11054 Schedule I; substances included
11055 Schedule II, substances included
11056 Schedule III, substances included
11357-11361 Marijuana

Policy Adopted: February 27, 2008
11363 Peyote
11364 Opium
11370.1 Possession of controlled substances with a firearm
PENAL CODE
667.5 Prior prison terms, enhancement of prison terms
1192.7 Plea bargaining limitation
COURT DECISIONS:
Certificated Personnel

STAFF DEVELOPMENT

The Governing Board believes that, in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. The Superintendent or designee shall develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills and become informed about changes in pedagogy and subject matter.

(cf. 6111 - School Calendar)

The district’s staff development program shall assist certificated staff in developing knowledge and skills, including, but not limited to:

1. Mastery of discipline-based knowledge, including academic content in the core curriculum and academic standards

(cf. 6011 - Academic Standards)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.3 - Civic Education)
(cf. 6142.5 - Environmental Education)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6142.7 - Physical Education)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6142.92 - Mathematics Instruction)
(cf. 6142.93 - Science Instruction)

2. Use of effective, subject-specific teaching methods, strategies, and skills

3. Use of technologies to enhance instruction

(cf. 0440 - District Technology Plan)

4. Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students of various racial and ethnic groups, students with disabilities, English language learners, economically disadvantaged students, gifted and talented students, and at-risk students

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)
(cf. 4112.23 - Special Education Staff)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6141.5 - Advanced Placement)
(cf. 6171 - Title I Programs)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)

Policy Adopted:
5. Understanding of how academic and career technical instruction can be integrated and implemented to increase student learning

(cf. 6178 - Career Technical Education)

6. Knowledge of strategies that enable parents/guardians to participate fully and effectively in their children's education

(cf. 1240 - Volunteer Assistance)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

7. Effective classroom management skills and strategies for establishing a climate that promotes respect, fairness, and discipline, including conflict resolution and intolerance and hatred prevention

(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5145.9 - Hate-Motivated Behavior)

8. Ability to relate to students, understand their various stages of growth and development, and motivate them to learn

9. Ability to interpret and use data and assessment results to guide instruction

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6162.5 - Student Assessment)

10. Knowledge of topics related to student health, safety, and welfare

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3513.5 - Sex Offender Notification)
(cf. 5030 - Student Wellness)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.63 - Steroids)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5141.52 - Suicide Prevention)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

11. Knowledge of topics related to employee health, safety, and security

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 4158/4258/4358 - Employee Security)

The Superintendent or designee may, in conjunction with individual teachers and interns, develop an individualized program of professional growth which contributes to competence, performance, and effectiveness

Policy Adopted:
in teaching and classroom assignments and, as necessary, assists them in meeting state or federal requirements to be fully qualified for their positions.

(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
(cf. 4131.1 - Beginning Teacher Support/Induction)
(cf. 4138 - Mentor Teachers)

The district's staff evaluation process may be used to recommend additional staff development for individual employees.

(cf. 4115 - Evaluation/Supervision)
(cf. 4139 - Peer Assistance and Review)

The Superintendent or designee shall involve teachers, site and district administrators, and others, as appropriate, in the development of the district's staff development program. He/she shall ensure that the district's staff development program is aligned with district priorities for student achievement, school improvement objectives, and school plans.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)
(cf. 0520.4 - Quality Education Investment Schools)

The Board may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities.

(cf. 3100 - Budget)
(cf. 3350 - Travel Expenses)

The Superintendent or designate shall provide a means for continual evaluation of the benefit of staff development activities to both staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent's report, the Board may revise the program as necessary to ensure that the staff development program supports the district's priorities for student achievement.

(cf. 0530 - Accountability)

Legal Reference:

EDUCATION CODE
41520-41522 Teacher Credentialing Block Grant, including beginning teacher support
41530-41533 Professional Development Block Grant
44032 Travel expense payment
44239.5 Standards for teacher preparation
44277 Professional growth programs for individual teachers
44279.1-44279.7 Beginning Teacher Support and Assessment Program
44325-44329.5 District Interns

Policy Adopted:
44450-44468 University Internship program
44560-44562 Certificated Staff Mentoring Program
44570-44578 Inservice training, secondary education
44580-44591 Inservice training, elementary teachers
44630-44643 Professional Development and Program Improvement Act of 1968
44700-44705 Classroom teacher instructional improvement program
44735 Teaching as a Priority Block Grant; teacher recruitment and retention in high-priority schools
45028 Salary schedule and exceptions
45980 Notification of parents/guardians: schedule of minimum days
52055.600-52055.662 High Priority Schools Grant Program
56240-56245 Staff development; service to persons with disabilities
59200-99206 Subject matter projects
99220-99227 California Professional Development Institutes
99230-99242 Mathematics and Reading Professional Development Program
REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS
44579-44579.6 Instructional Time and Staff Development Reform Program
GOVERNMENT CODE
3543.2 Scope of representation of employee organization
CODE OF REGULATIONS, TITLE 5
11960-11985.6 Mathematics and Reading Professional Development Program
13025-13044 Professional development and program improvement
UNITED STATES CODE, TITLE 20
6319 Highly qualified teachers
6601-6702 Preparing, Training and Recruiting High Quality Teachers and Principals
PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS
United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No. 804, 14 PERC P21, 085

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
State Board of Education Guidelines and Criteria for Approval of Training Providers, March 2008
COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
California Standards for the Teaching Profession, 1997
WEB SITES
Beginning Teacher Support and Assessment: http://www.btsc.ca.gov
California Commission on Teacher Credentialing: http://www.ctc.ca.gov
California Department of Education, Professional Development: http://www.cde.ca.gov/pd
California Subject Matter Projects: http://csmp.ucop.edu
(11/05 11/06) 11/08

Policy Adopted:
Awards For Achievement

The Governing Board encourages excellence as a goal for all students and wishes to publicly recognize students for unique or exemplary achievements in academic, extracurricular or community service activities. The purpose of such awards shall be consistent with school goals.

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5127 - Graduation Ceremonies and Activities)

Student awards may include verbal recognition, a letter, a certificate, a Board resolution, public ceremony, trophy, gift, plaque or cash gift.

The Superintendent or designee shall develop procedures for the appropriate selection of student award recipients.

Golden State Seal Merit Diploma

At graduation from high school, special recognition shall be awarded to those students whose academic achievements in core curriculum areas have been outstanding.

The Superintendent or designee shall identify high school students who have demonstrated mastery of the high school curriculum qualifying them for the Golden State Seal Merit Diploma. (Education Code 51454)

(cf. 6162.51 - Standardized Testing and Reporting Program)

Legal Reference:

EDUCATION CODE
35160 Authority of governing boards
44015 Awards to employees and students
CODE OF REGULATIONS, TITLE 5
Management Resources:
WEB SITES
CSBA: http://www.csba.org

Policy Adopted: October 29, 2008
Head Lice

Procedure for Control of Head Lice in Schools
It is necessary that efforts be made to effectively control head lice as soon as it becomes evident that a student may be infested. In order to keep a simple case of head lice (pediculosis) from turning into a widespread problem, there is a need for individuals to work together to eradicate the problem. School personnel and medical personnel must work cooperatively with students and parents to initiate the steps necessary to treat and eliminate head lice. Classroom teachers should report all suspected infestations to the health office. Control depends on prompt detection, proper administration, effective treatment and spread prevention.

The following procedures are to be followed when a student has been found to have head lice:

1. Parents are to be immediately contacted and the student excluded from school in order to receive proper treatment. Information shall be made available to the parents, including options for treatment with methods such as an anti-lice shampoo and other options for the student infested and the procedures to be followed to eliminate head lice in the home. If the child is unable to go home, the school will make reasonable efforts to minimize contact with other students for the remainder of the school day.

2. School age siblings of the student will be checked for head lice by school staff as soon as possible. If siblings attend another school in the district, that school’s health office will be notified as soon as possible so that they can check the sibling.

3. An “awareness” letter will be sent home with all of the classmates of the identified student at the elementary school level. This letter will inform parents that a case of head lice was detected in their child’s class and will provide general information about head lice and suggestions as to what parents can do to screen their own children for head lice. Such a letter will NOT provide the identity of the student found to have head lice. Such a letter will not be sent again if it had been sent within the previous 10 days.

4. Students will be readmitted to school ONLY after they have been checked by appropriate school staff and are found to be free of head lice. If the parents provide evidence of an appropriate treatment for head lice (e.g., an anti-lice shampoo bottle), the student may be readmitted to school if treated nits are present. Students will NOT be readmitted if head lice are present. It is the parents’ responsibility to contact the school to schedule an appointment for a readmit check. Parents should accompany their child to school for such a readmit check.

5. Approximately one week after being readmitted for having had head lice, the student will be rechecked for head lice by school staff. If head lice are found, the process of exclusion will be initiated again.

6. In situations where the student has repeated cases of head lice, school personnel will contact the family to assist them in identifying means of effectively dealing with the issue and, where appropriate, make referrals to appropriate agencies.

7. Student attendance will be reviewed by the school administrator to determine if/when absences become excessive due to head lice. Excessive absences may be considered “unexcused” at the discretion of the school principal. Referrals may then be made to appropriate agencies regarding the student’s attendance.
School Health Services

The Governing Board recognizes that good physical and mental health is critical to a student’s ability to learn and believes that all students should have access to comprehensive health services. The district may provide access to health services at or near district schools through the establishment of a school health center and/or mobile vans that serve multiple campuses.

The Board and the Superintendent or designee shall collaborate with local and state agencies and health care providers to assess the health needs of students in district schools and the community. Based on this needs assessment and the availability of resources, the Superintendent or designee shall recommend for Board approval the types of health services to be provided by the district.

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.23 - Asthma Management)
(cf. 5141.24 - Specialized Health Care Services)
(cf. 5141.25 - Availability of Condoms)
(cf. 5141.26 - Tuberculosis Testing)
(cf. 5141.31 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.33 - Head Lice)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5141.52 - Suicide Prevention)
(cf. 5145.2 - Athletic Competition)
(cf. 5159 - Individualized Education Program)
(cf. 5164.6 - Identification and Education Under Section 504)

The Board may employ or contract with health care professionals or partner with community health centers to provide the services under the terms of a written contract or memorandum of understanding.

(cf. 1020 - Youth Services)
(cf. 3312 - Contracts)

Board approval shall be required for any proposed use of district resources and facilities to support school health services. The Superintendent or designee shall identify funding opportunities available through grant programs, private foundations, and partnerships with local agencies and organizations.

(cf. 1260 - Educational Foundation)
(cf. 3100 - Budget)
(cf. 7000 - Facilities Master Plan)

The Superintendent or designee shall coordinate the provision of school health services with other student wellness initiatives, including health education, programs that address nutrition and physical fitness, and other activities designed to create a healthy school environment. The Superintendent or designee shall encourage joint planning and regular communications among health services staff, district administrators, teachers, counselors, other staff, and parents/guardians.

Policy Adopted:
Consent and Confidentiality

The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929 or other applicable laws.

The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

(cf. 5125 - Student Records)

Payment/Reimbursement for Services

The Board desires that costs not be a barrier to student access to services. Services may be provided free of charge or on a sliding scale in accordance with law.

The Superintendent or designee shall establish procedures for billing public and private insurance programs and other applicable programs for reimbursement of services as appropriate.

(cf. 5143 - Insurance)

The district shall serve as a Medi-Cal provider to the extent feasible, comply with all related legal requirements, and seek reimbursement of costs to the extent allowed by law.

To further encourage student access to health care services, the Superintendent or designee shall develop and implement strategies to assist in outreach and enrollment of eligible students from low- to moderate-income families in affordable, comprehensive state or federal health coverage programs and local health initiatives. Such strategies may include, but not be limited to, providing information about the Medi-Cal program on the application for free and reduced-price meals in accordance with law and providing students and parents/guardians with information about the low-cost Healthy Families insurance program.

(cf. 3553 - Free and Reduced Price Meals)

Program Evaluation

In order to continuously improve school health services, the Board shall evaluate the effectiveness of such services and the extent to which they continue to meet student needs.

The Superintendent or designee shall provide the Board with periodic reports that may include, but not necessarily be limited to, rates of participation in school health services; changes in student outcomes such as school attendance or achievement; feedback from staff and participants regarding program accessibility and operations, including accessibility to low-income and linguistically and culturally diverse students and families; and program costs and revenues.

Policy Adopted:
Legal Reference:

EDUCATION CODE
8900-8907 Healthy Start support services for children
49073-49079 Privacy of student records
49423.5 Specialized physical health care services
49557.2-49558 Eligibility for free and reduced-price meals; sharing information with Medi-Cal
FAMILY CODE
6920-6929 Consent by minor for medical treatment
GOVERNMENT CODE
95020 Individualized family service plan
HEALTH AND SAFETY CODE
121020 HIV/AIDS testing and treatment; parental consent for minor under age 12
123110 Minor's right to access health records
123115 Limitation on parent/guardian access to minor's health records
123600-123965 California Children's Services Act
124025-124110 Child Health and Disability Prevention Program
124172-124174.5 Public School Health Center Support Program
130300-130317 Health Insurance Portability and Accountability Act (HIPAA)
WELFARE AND INSTITUTIONS CODE
14059.5 Definition of "medically necessary"
14100.2 Confidentiality of Medi-Cal information
14115 Medi-Cal claims process
14124.90 Third-party health coverage
14132.06 Covered benefits; health services provided by local educational agencies
14132.47 Administrative claiming process and targeted case management
CODE OF REGULATIONS, TITLE 10
2689.6500-2699.6905 Healthy Families Program
CODE OF REGULATIONS, TITLE 17
2951 Testing standards for hearing tests
6800-6874 Child Health and Disability Prevention Program
CODE OF REGULATIONS, TITLE 22
51009 Confidentiality
51050-51192 Definitions of Medi-Cal providers and services
51200 Requirements for providers
51231.2 Wheelchair van requirements
51270 Local educational agency provider; conditions for participation
51304 Limitations on specified benefits
51309 Psychology, physical therapy, occupational therapy, speech pathology, audiological services
51323 Medical transportation services
51351 Targeted case management services
51360 Local educational agency; types of services
51491 Local educational agency eligibility for payment
51535.5 Reimbursement to local educational agency providers
UNITED STATES CODE, TITLE 20
1232g Family Educational and Privacy Rights Act (FERPA)
UNITED STATES CODE, TITLE 42
1320c-9 Prohibition against disclosure of records
1397aa-1397aj State Children's Health Insurance Program
CODE OF FEDERAL REGULATIONS, TITLE 42
441.300 Use and disclosure of information on Medicaid applicants and recipients
CODE OF FEDERAL REGULATIONS, TITLE 45
164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

Management Resources:
CSBA PUBLICATIONS

Policy Adopted:
Expanding Access to School Health Services: Policy Considerations for Governing Boards, Policy Brief, November 2008
Providing School Health Services in California: Perceptions, Challenges and Needs of District Leadership Teams, 2008
DEPARTMENT OF HEALTH SERVICES PUBLICATIONS
LEA Medi-Cal Provider Manual
California School-Based Medi-Cal Administrative Activities Manual
DEPARTMENT OF HEALTH SERVICES POLICY LETTERS
00-06 Managed Care Plan Relationships with Local Education Agency Providers, December 11, 2000
NATIONAL ASSEMBLY ON SCHOOL-BASED HEALTH CARE PUBLICATIONS
A Guidebook for Evaluating School-Based Health Centers
NATIONAL CENTER FOR YOUTH LAW PUBLICATIONS
Minor Consent, Confidentiality, an Child Abuse Reporting in California, October 2006
WEB SITES
CSBA: http://www.csba.org
CSBA, PractiCal Program: http://www.csba.org/Services/Services/DistrictServices/PractiCal.aspx
California County Superintendents Educational Services Association: http://www.ccsesa.org
California Department of Education, Health Services and School Nursing: http://www.cde.ca.gov/hs/he/hn
California Department of Health Care Services: http://www.dhcs.ca.gov
California Department of Public Health: http://www.cdph.ca.gov
California School Health Centers Association: http://www.schoolhealthcenters.org
California School Nurses Organization: http://www.csno.org
Center for Health and Health Care In Schools: http://www.healthinschools.org
Centers for Disease Control and Prevention, School Health Policies and Programs (SHPPS) Study: http://www.cdc.gov/HealthyYouth/shpps
Centers for Medicare and Medicaid Services: http://www.cms.hhs.gov
Healthy Families Program: http://www.healthyfamilies.ca.gov
National Assembly on School-Based Health Care: http://www.nasbhc.org
National Center for Youth Law: http://www.youthlaw.org

Policy Adopted:
Procedural Safeguards And Complaints For Special Education
The Governing Board desires to protect the rights of students with disabilities in accordance with the procedural safeguards set forth in state and federal law. Parents/guardians shall receive written notice of their rights in accordance with law, Board policy, and administrative regulation.

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.6 - Parental Notifications)
(cf. 6159 - Individualized Education Program)
(cf. 6159.2 - Nonpublic Nonsectarian School and Agency Services for Special Education Students)
(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

The Superintendent or designee shall represent the district in any due process hearing conducted with regard to district students and shall inform the Board about the result of the hearing.

The Superintendent or designee shall address a complaint concerning compliance with state or federal law regarding special education in accordance with the district’s uniform complaint procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Legal Reference:
EDUCATION CODE
56000  Education for individuals with disabilities
56001  Provision of the special education programs
56020-56035 Definitions
56195.7 Written agreements
56195.8 Adoption of policies for programs and services
56300-56385 Identification and referral, assessment
56440-56447.1 Programs for individuals between the ages of three and five years
56500-56509 Procedural safeguards, including due process rights
56600-56606 Evaluation, audits and information
CODE OF REGULATIONS, TITLE 5
3000-3100 Regulations governing special education
4600-4671 Uniform complaint procedures
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
1400-1482 Individuals with Disabilities Education Act
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act
UNITED STATES CODE, TITLE 42
11434 Homeless assistance
CODE OF FEDERAL REGULATIONS, TITLE 34
99.10-99.22 Inspection, review and procedures for amending education records
104.36 Procedural safeguards
300.1-300.818 Assistance to states for the education of students with disabilities, especially:
300.500-300.520 Procedural safeguards and due process for parents and students
COURT DECISIONS

Management Resources:
FEDERAL REGISTER
Final Regulations, December 1, 2008, Vol. 73, No. 231, pages 73006-73029
WEB SITES
California Department of Education, Special Education: http://www.cde.ca.gov/sp/se
U.S. Department of Education, Office of Special Education Programs: http://www.ed.gov/about/offices/list/osers/osep

Policy Adopted:
Standardized Testing and Reporting Program

The Governing Board desires to use the results of the achievement tests to evaluate the performance of district students in achieving state academic standards and in comparison to the performance of students across the state. The Superintendent or designee shall administer mandatory student assessments within the state Standardized Testing and Reporting (STAR) Program as required by law and in accordance with Board policy and administrative regulation.

(cl. 6162.5 - Student Assessment)
(cl. 6162.54 - Test Integrity/Test Preparation)

The Board strongly encourages all students at the applicable grade levels to participate in the STAR assessments in order to maximize the usefulness of the data and enable the district to meet participation levels required for state and federal accountability systems. The Superintendent or designee shall notify students and parents/guardians about the importance of these assessments. Students shall be exempted from participation only in accordance with law and administrative regulation.

(cl. 0520.2 - Title I Program Improvement Schools)
(cl. 0520.3 - Title I Program Improvement Districts)
(cl. 6011 - Academic Standards)

Legal Reference:
EDUCATION CODE
51041 Evaluation of educational program
52056 Board discussion of Academic Performance Index rankings, including STAR results
56345 Individualized education program, contents
60600-60630 Assessment of academic achievement
60640-60649 Standardized Testing and Reporting Program
60660-60663 Electronic learning assessment resources
60810 Assessment of language development
99300-99301 Early Assessment Program
CODE OF REGULATIONS, TITLE 5
850-870 Standardized Testing and Reporting Program
UNITED STATES CODE, TITLE 20
1412[a][17] Participation of students with disabilities in state assessments
6311 Adequate yearly progress
CODE OF FEDERAL REGULATIONS, TITLE 34
200.1 Standards and assessment

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Matrix of Test Variations, Accommodations and Modifications for Administration of California Statewide Assessments
CALIFORNIA STATE UNIVERSITY PUBLICATIONS
The Early Assessment Program: Handbook for School Site Leaders, 2008
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
WEB SITES
CSBA: http://www.csba.org
California Department of Education, STAR Program: http://www.cde.ca.gov/ta/tg/sr
California Learning Resources Network: http://clrn.org
California State University, Early Assessment Program: http://www.csumath.edu/eap

Policy Adopted:
STUDENT USE OF TECHNOLOGY

The Board of Education intends that technological resources provided by the district be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning.

(cf. 0440 - District Technology Plan)  
(cf. 1113 - District and School Web Sites)  
(cf. 4040 - Employee Use of Technology)  
(cf. 5131 - Conduct)  
(cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers and consequences for unauthorized use and/or unlawful activities.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)  
(cf. 5145.12 - Search and Seizure)

On-Line Services/Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

The Board desires to protect students from access to harmful matter on the Internet or other on-line services. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communication.

Disclosure, use and dissemination of personal identification information regarding students is prohibited.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Staff shall supervise students while they are using on-line services and may ask teacher aides and student aides to assist in this supervision.

The student and his/her parent/guardian shall agree to not hold the district responsible and shall agree to indemnify and hold harmless the district and all district personnel for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

(cf. 6162.6 - Use of Copyrighted Materials)

In order to help ensure that the district adapts to changing technologies and circumstances, the Superintendent or designee shall regularly review this policy, the accompanying administrative regulation and other procedures. He/she shall also monitor the district's filtering software to help ensure its effectiveness.

Policy Adopted: 05-03-07
Legal Reference:

EDUCATION CODE
51006 Computer education and resources
51007 Programs to strengthen technological skills
51870-51874 Education technology
60044 Prohibited instructional materials
PENAL CODE
313 Harmful matter
502 Computer crimes, remedies
632 Eavesdropping or recording confidential communications
653.2 Electronic communication devices, threats to safety
UNITED STATES CODE, TITLE 15
6501-6506 Children's Online Privacy Protection Act
UNITED STATES CODE, TITLE 20
6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:
6777 Internet safety
UNITED STATES CODE, TITLE 47
254 Universal service discounts (E-rate)
CODE OF FEDERAL REGULATIONS, TITLE 16
312.1-312.12 Children's Online Privacy Protection Act
CODE OF FEDERAL REGULATIONS, TITLE 47
54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

CSBA PUBLICATIONS
Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

FEDERAL TRADE COMMISSION PUBLICATIONS
How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

MY SPACE.COM PUBLICATIONS
The Official School Administrator's Guide to Understanding MySpace and Resolving Social Networking Issues

WEB SITES
CSBA: http://www.csba.org
American Library Association: http://www.ala.org
California Coalition for Children's Internet Safety: http://www.cybersafety.ca.gov
California Department of Education: http://www.cde.ca.gov
Center for Safe and Responsible Internet Use: http://csriu.org
Web Wise Kids: http://www.webwisekids.org

Policy Adopted: 05-03-07
Board Member Electronic Communications

The Governing Board recognizes that electronic communication among Board members and between Board members, district administration, and members of the public is an efficient and convenient way to communicate and expedite the exchange of information and to help keep the community informed about the goals, programs, and achievements of the district and its schools. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendized Board meeting.

(cf. 1100 - Communication with the Public)
(cf. 6020 - Parent Involvement)
(cf. 9000 - Role of the Board)
(cf. 9322 - Agenda/Meeting Materials)

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

(cf. 9320 - Meetings and Notices)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the press shall be forwarded to the designated district spokesperson.

(cf. 1112 - Media Relations)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3320 - Claims and Actions Against the District)
(cf. 9005 - Governance Standards)
(cf. 9121 - Board President)
(cf. 9200 - Limits of Board Member Authority)
(cf. 9270 - Conflict of Interest)

In order to minimize the risk of improper disclosure, Board members shall avoid reference to confidential information and information acquired during closed session.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)

Policy Adopted:
Board members may use electronic communications to discuss matters other than district business with each other, regardless of the number of members participating in the discussion.

Like other writings concerning district business, a Board member's electronic communication may be subject to disclosure under the California Public Records Act.

(cf. 1340 - Access to District Records)

Legal Reference:

EDUCATION CODE
35140 Time and place of meetings
35145 Public meetings
35145.5 Agenda; public participation; regulations
35147 Open meeting law exceptions and applications
GOVERNMENT CODE
11135 State programs and activities, discrimination
54950-54963 The Ralph M. Brown Act, especially:
54952.2 Meeting, defined
54953 Meetings to be open and public; attendance
54954.2 Agenda posting requirements, board actions
Management Resources:
CSBA PUBLICATIONS
The Brown Act: School Boards and Open Meeting Laws, rev. 2006
ATTORNEY GENERAL PUBLICATIONS
The Brown Act: Open Meetings for Legislative Bodies, 2003
LEAGUE OF CALIFORNIA CITIES PUBLICATIONS
WEB SITES
CSBA: http://www.csba.org
CSBA, Agenda Online:
http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx
Institute for Local Government: http://www.cacities.org/index.jsp?zone=ilsg
FILLING VACANCIES

Events Causing a Vacancy

A vacancy on the Governing Board may occur for any of the following events:

1. The death of an incumbent (Government Code 1770)

2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)

3. A Board member's resignation (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. (Education Code 5090, 5091)

Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090)

4. A Board member's removal from office, including recall (Elections Code 11384; Government Code 1770)

5. A Board member's ceasing to be an inhabitant of the state or resident of the district (Government Code 1770)

A vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which he/she represents on the Board. (58 Ops.Cal. Atty. Gen. 888 (1975))

6. A Board member's absence from the state beyond the period allowed by law without the permission required by law (Government Code 1770)

No Board member shall be absent from the state for more than 60 days, except in any of the following situations: (Government Code 1064)

a. Upon business of the school district with the approval of the Board

b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

c. For federal military deployment not to exceed six months as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.

Policy Adopted:
d. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board for an additional period not to exceed 30 days.

(cl. 9250 - Remuneration, Reimbursement and Other Benefits)

7. A Board member’s ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by sickness or when absent from the state with the permission required by law (Government Code 1770)

8. A Board member’s conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770 and 3000-3003)

9. A Board member’s refusal or neglect to file his/her required oath or bond within the time prescribed (Government Code 1770)

(cl. 9224 - Oath or Affirmation)

10. The decision of a competent tribunal declaring void a Board member’s election or appointment (Government Code 1770)

11. The making of an order vacating a Board member’s office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond (Government Code 1770)

12. A Board member’s commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

13. A failure to elect when either no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs less than four months before the end of a Board member’s term, the Board shall take no action. (Education Code 5093)

2. When a vacancy occurs four or more months before the end of a Board member’s term, the Board shall, within 60 days of the date of the vacancy or the filing of the member’s deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)

3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

When a special election is not required, the Board may make a provisional appointment. (Education Code 5091, 5093)

Policy Adopted:
Provisional Appointments

In order to draw from the largest possible number of candidates, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

(cf. 9130 - Board Committees)
(cf. 9232.2 - Actions by the Board)

In order to serve on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

(cf. 9220 - Governing Board Elections)

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5031 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

Appointment Due to Failure to Elect

When a vacancy occurs because no person or an insufficient number of candidates have been nominated (i.e., a failure to elect), and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

(cf. 9100 - Organization)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

Policy Adopted:
The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

Legal Reference:

EDUCATION CODE
5000-5033 Elections
5090-5095 Vacancies
5200-5208 Districts governed by boards of education
5300-5304 Elections
5320-5329 Order and call of election
5340-5345 Consolidation of elections
5360-5363 Election notice
5420-5426 Cost of elections
5440-5442 Miscellaneous provisions, elections
35107 Eligibility of board members
35176 Resignation with deferred effective date
ELECTIONS CODE
10600-10604 School district elections
11361-11366 Candidates for recall
GOVERNMENT CODE
1064 Absence from state
1770 Vacancies: definition
3000-3002 Forfeiture of office
3060-3075 Removal other than by impeachment
6061 One time notice
54950-54963 The Ralph M. Brown Act
PENAL CODE
88 Bribery, forfeiture from office
UNITED STATES CODE, TITLE 18
704 Military medals or decorations
ATTORNEY GENERAL OPINIONS
Management Resources:
CSBA PUBLICATIONS
WEB SITES
CSBA: http://www.csba.org
California State Attorney General's Office, Quo Warranto Applications: http://caag.state.ca.us/opinions/quo.htm
(6/96 11/04) 11/08

Policy Adopted:
MEETINGS AND NOTICES

Meetings of the Board of Education are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws, the Board shall hold its meetings in public and shall conduct closed sessions during these meetings only to discuss confidential matters specified by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public and shall be conducted in accordance with law and Board-adopted bylaws, policies and administrative regulations.

A board meeting exists whenever a majority of Board members gather at the same time and place to hear, discuss or deliberate upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

Meetings shall be held within district boundaries, except when otherwise allowed by law. (Government Code 54854)

Meetings shall be held in a facility that is accessible to all persons, including disabled persons, without charge. (Government Code 54961)

In order to help ensure participation in the meeting by disabled individuals, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

Meeting notices and agendas shall specify that an individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee. (Government Code 54954.2)

Each agenda shall also list the address designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

(cf. 8322 – Agenda/Meeting Materials)

Regular Meetings

The Board may hold two regular meetings each month. At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

If a fire, flood, earthquake or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the president or designee, who shall so inform, by the most rapid available means of communication, all news media who have requested notice of special meetings. (Government Code 54954)

Bylaw Adopted: November 16, 2005; October 29, 2008
Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members. (Government Code 54956)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed; no other business shall be considered at these meetings. (Education Code 35144. Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Public notice shall be given at least 72 hours before any retreats, study sessions or training sessions held by the Board. All such meetings shall be held within district boundaries and action items shall not be included.

Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. A work stoppage, crippling activity or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting under this section may endanger the public health and/or safety as determined by a majority of the members of the Board

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president shall give such notice at or near the time he/she notifies the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Bylaw Adopted: November 16, 2005; October 29, 2006
Adjourned/Continued Meetings

A majority vote by the Board may adjourn/continue any meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present at any regular or adjourned regular meeting, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of adjournment. (Government Code 54955)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Hearings

The Board may occasionally convene public hearings at which no Board action is to be taken. Such hearings are held solely to allow the Board and members of the public to receive information. A hearing may take place immediately prior to a Board meeting.

If a quorum of Board members is present at a hearing, notice of the hearing shall be provided according to procedures specified above for regular meetings.

Other Gatherings

Attendance by a majority of the Board members at any of the following events is not subject to state open meeting laws provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school Boards

Bylaw Adopted: November 16, 2005; October 29, 2008
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern

3. An open and noticed meeting of another body of the district or at a legislative body of another local agency

4. A purely social or ceremonial occasion

5. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

Individual contacts or conversations between a Board member and any other person are not subject to open meeting laws. (Government Code 54952.2)

Legal Reference:

EDUCATION CODE
35140 Time and place of meetings
35143 Annual organizational meeting, date, and notice
35144 Special meeting
35145 Public meetings
35145.5 Agenda; public participation; regulations
35146 Closed sessions
35147 Open meeting law exceptions and applications

GOVERNMENT CODE
54950-54957.9 Meetings, especially:
54953 Meetings to be open and public; attendance
54953.2 Compliance with Americans with Disabilities Act
54954 Time and place of regular meetings
54954.1 Mailed notices
54954.2 Agenda posting requirements, board actions
54954.3 Opportunity for public to speak
54956 Special meetings; call; notice
54956.5 Emergency meetings
54957.5 Agenda distribution
54961 Prohibition on use of certain facilities

UNITED STATES CODE, TITLE 42
12101-12113 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28
35,160 Effective communications
36,303 Auxiliary aids and services

ATTORNEY GENERAL OPINIONS

Management Resources:

CSBA PUBLICATIONS
The Brown Act: School Boards and Open Meeting Laws, 1999
ATTORNEY GENERAL PUBLICATIONS
The Brown Act: Open Meetings for Legislative Bodies, California Attorney General's Office, 2002

WEB SITES
CSBA: http://www.csba.org
California Attorney General's Office: http://www.caag.state.ca.us

Bylaw Adopted: November 16, 2005; October 29, 2008