

CHICO UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Regular Meeting – January 17, 2007

Closed Session 6:15 P.M.

Regular Session 7:00 P.M.

Chico City Council Chambers

421 Main Street, Chico, CA 95928

ADDENDUM

The following item will be added to the January 17, 2007, Board Agenda

CLOSED SESSION:

- 1.2 Conference with Legal Counsel – Anticipated Litigation or Significant Exposure to Litigation; Government Code §54956.9(b) Two Potential Cases.

Rick Rees, President
Board of Education
Chico Unified School District

Posted: January 16, 2007

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CHICO UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

January 17, 2007

Closed Session – 6:30 p.m.

Regular Session – 7:00 p.m.

Chico City Council Chambers
421 Main Street, Chico, CA 95928

1. CLOSED SESSION

1.1 LABOR NEGOTIATIONS UPDATE

Employee Organizations:	CSEA, Chapter #110
Other Representatives:	Bob Feaster, Assistant Superintendent
	Kelly Staley, Assistant Superintendent
	Randy Meeker, Assistant Superintendent

2. CALL TO ORDER – REGULAR SESSION

- 2.1 Welcome to Visitors
- 2.2 Announcements from Closed Session
- 2.3 Flag Salute

3. STUDENT REPORTS

4. SUPERINTENDENT'S REPORT

5. CONSENT CALENDAR

A. GENERAL

- 1. Consider approval of minutes for 12/06/06 and 12/13/06.
- 2. Consider approval of donations.

B. EDUCATIONAL SERVICES

- 1. Consider clearing student expulsions with the following ID's: 21467, 21603, 22674, 23767, 24059, 24202, 24962, 25986, 26391, 26770, 29334, 33193, 34270, 34677, 35075, 35549, 25820, 36603, 36619, 36818, 37420, 37505, 39607, 39668, 40975, 50252, 50350, 52905, 53257, 53780, 54106, 54387, 56036, 56371, 56422, 57998, 59305, 59463, 60973, 61202, 61363, and 61846.
- 2. Consider expulsions of students with the following ID's: 25244, 25301, 31904, 33976, 34689, 34719, 34720, 35280, 42892, and 56549.
- 3. Consider approval of Field Trip Request by CHS Acapella Choir to visit New York City for singing, cultural and historical tour on 03/29/07 – 04/03/07.
- 4. Consider approval of Field Trip Request by Bidwell Jr. High to visit Yosemite as an alternative to environmental camp from 05/01/07 – 05/04/07.
- 5. Consider approval of Fund Raising Request by Sierra View PTA to host a book fair March 12-16, 2007.
- 6. Consider approval of Fund Raising Request by Sierra View PTA to do a Mathathon fundraising event March 2007.
- 7. Consider approval of Fund Raising Request by Citrus PTA to host a spaghetti dinner and silent auction February 8, 2007.
- 8. Consider approval of Fund Raising Request by Chico High School junior class to sell PromTickets to fund the prom on April 28, 2007.

C. HUMAN RESOURCES

- 1. Consider approval of certificated human resources actions.
- 2. Consider approval of classified human resources actions.

D. BUSINESS SERVICES

1. Consider approval of warrants from November 30 – January 10, 2006.
2. Consider approval of Consultant Agreement with Butte County Office of Education to provide sign language interpreters at \$2,962.24 funded by SpEd-DIS Programs at various sites according IEP requirements.
3. Consider approval of Consultant Agreement with Creative Spirit LLC to provide site staff training on healthy play for \$17,500.00 at Chapman, McManus, and Shasta funded by Early mental Health initiative grant.
4. Consider approval of Consultant Agreement with Club-Z In Home Tutoring Service to provide tutoring for \$18,900.00 under NCLB funded by District Title 1.
5. Consider approval of Consultant Agreement with Boys & Girls Club to provide tutoring for \$23,712.00 under NCLB funded by District Title 1.
6. Consider approval of Consultant Agreement with Kumon Math & Reading Learning Center to provide tutoring for \$19,550.00 under NCLB funded by District Title 1.
7. Consider approval of Consultant Agreement with Professional Tutors of America to provide tutoring for \$5,040.00 under NCLB funded by District Title 1.
8. Consider approval of Notice of Completion of Science Classroom Modernization at Bidwell.
9. Consider approval of Notice of Completion of Bleacher Replacement at Bidwell and Chico junior high schools.
10. Consider approval of the declaration of surplus property pursuant to Ed Code §17545-17546 and direct staff to dispose of property pursuant to the methods set forth in the declaration.

6. DISCUSSION/ACTION CALENDAR**A. EDUCATIONAL SERVICES**

1. Consider approval of Resolution #978-07: Fix the No Child left Behind Act.
2. Information on Fair View WASC review scheduled for March 12-14, 2007.
3. Information/Update on College Connection Program.
4. 1st reading of 5000 Series Policies – Students: #5000 – Concepts & Roles; #5020 – Parent Rights & Responsibilities; #5021 – Noncustodial Parents; #5022 – Student & Family Privacy Rights; #5111 – Admission; #5112.1 – Exemptions from Attendance; #5112.5 – Open Campus; #5113 – Absences & Excuses; #5113.1 – Truancy; #5116 – School Attendance Boundaries; #5116.1 – Intradistrict Open Enrollment; #5117 – Interdistrict Attendance; #5117.1 – Interdistrict Attendance Agreements; #5119 – Students Expelled from Other Districts; #5121 – Grades/Evaluation of Student Achievement; #5123 – Promotion/Acceleration/Retention; #5125 – Student Records; #5125.1 – Release of Directory Information; #5127 – Graduation Ceremonies & Activities; #5131 – Conduct; #5131.1 – Bus Conduct; #5131.4 – Student Disturbances; #5131.5 – Vandalism, Theft & Graffiti; #5131.6 – Alcohol & Other Drugs; #5131.61 – Drug Testing; #5131.62 – Tobacco; #5131.63 – Steroids; #5131.7 – Weapons & Dangerous Instruments; #5131.9 – Academic Honesty; #5132 – Dress & Grooming; #5136 – Gangs; #5137 – Positive School Climate; #5138 – Conflict Resolution/Peer Mediation; #5141 – Health Care & Emergencies; #5141.1 – Accidents; #5141.21 – Administering Medication & Monitoring Health Conditions; #5141.22 – Infectious Diseases; #5141.24 – Specialized Health Care Services; #5141.26 – Tuberculosis Testing; #5141.3 – Health Examinations; #5141.31 – Immunizations; #5141.33 – Head Lice; #5141.4 – Child Abuse Prevention & Reporting; #5141.6 – Student Health & Social Services; #5142.1 – Identification & Reporting of Mission Children; #5144 – Discipline; #5144.1 – Suspension & Expulsion/Due Process; #5145.11 – Questioning &

Apprehension; #5145.12 – Search & Seizure; #5145.2 – Freedom of Speech/Expression; #5145.3 – Nondiscrimination/Harassment; #5145.6 – Parental Notifications; #5145.8 – Refusal to Harm or Destroy Animals; #5145.9 – Hate Motivated Behavior; #5146 – Married/Pregnant/Parenting Students.

B. BUSINESS SERVICES

1. Consider approval of Resolution #977-07: Annual Developer Fee Report.
2. Consider approval of Resolution #979-07: Amend Joint Powers Agreement and Bylaws of Northern California School Insurance Group (NCSIG).
3. 2nd Reading and approval of 3000 Series Policies – Business and Noninstructional Operations: #3100 - Budget; #3260 - Fees and Charges; #3270 – Sale & Disposal of Books, Equipment and Supplies; #3280 - Sales, Lease, Rental of District-Owned Real Property; #3290 - Gifts, Grants and Bequests; #3300 – Expenditures & Purchases; #3311 – Bids; #3312 – Contracts; #3314 – Payments for Goods & Services; #3314.2 – Revolving Funds; #3320 – Claims & Actions Against the District; #3350 – Travel Expenses; #3400 – Management of District Assets/Accounts; #3430 – Investing; #3452 – Student Activity Funds; #3460 – Financial Reports & Accountability; #3580 – District Records; and #3600 – Consultants.
4. 2nd Reading and approval of 7000 Series Policies – Facilities: #7000 – Concepts and Roles; #7110 – Facilities Master Plan; #7131 – Relations with Local Agencies; #7140 – Architectural and Engineering Services; #7150 – Site Selection and Development; #7210 – Facilities Financing; #7211 – Developer Fees; #7214 – General Obligation Bonds; and #7310 – Naming of Facility.
5. Consider approval to authorize Assistant Superintendent – Business Services to proceed with development of construction documents and secure approval plans from DSA for permanent restrooms at Chico Junior and put the project out to bid in accordance with the Public Contract Code, the results of which will be returned to the Board at a later date.

C. HUMAN RESOURCES

1. Consider approval of Resolution #980-07: Offering two years of additional service credit for STRS.
2. Consider approval of Resolution #981-07: Offering two years of additional service credit for certificated staff in PERS and PUBLIC HEARING of the financial disclosure.

7. ITEMS FROM THE FLOOR**8. ANNOUNCEMENTS****9. ADJOURNMENT**

MINUTES**1. CALL TO ORDER**

Rick Rees called the December 6, 2006, Regular Session Meeting to order at the Chico City Council Chambers, at 421 Main Street, Conference Room 2, Chico, CA at 7:00 p.m.

Present: Rick Rees, Jann Reed, Rick Anderson, Kathleen Kaiser, Andrea L. Thompson

Rick Rees announced that Item 7.A.1 was pulled from the agenda and would be presented at a special meeting the following week. Mr. Rees indicated there would be changes to Human Resources actions per Addenda 1 & 2. Rick Rees led the salute to the flag.

2. SWEARING-IN CEREMONY

- 2.1 Judge Robert Glusman performed the swearing in ceremony for the new term for Kathleen E. Kaiser, Rick Rees and Andrea Lerner Thompson.

3. ORGANIZATIONAL MEETING

- 2.1 The Board re-elected Rick Rees as president.
 2.2 The Board re-elected Jann Reed as vice president.
 2.3 The Board elected Kathleen Kaiser as clerk.
 3.4 The Board re-appointed Superintendent Chet Francisco as secretary to the board.
 3.5 The Board set the 2007 Board Meetings for the third Wednesday of each month at 7:00 p.m. in the City Council Chambers. November and December meetings were set on the first Wednesday of those months due to holidays.
 3.6 The Board nominated Jann Reed for CSBA Delegate Assembly.

4. STUDENT REPORTS

Brittney Baker, ASB Athletics Commissioner, and Tawnie Torres, Assistant Rally Coordinator, at PVHS gave a presentation on Pleasant Valley student events.

Lili Zhao, ASB Treasurer at CHS, presented student activities and events at Chico High School.

5. SUPERINTENDENT'S REPORT

Neal Dow Elementary School Principal Marilyn Wolf introduced student Cassie Fitzpatrick, and teachers Jodie Dillman and Laurie Barnes, to showcase Cassie's winning essay for *Parent Magazine*.

Dan Holmes, teacher, presented the PVHS Flute Quartet, consisting of Haley Mirts, Tony Maples, Mia D'Augelli and Ciara Johnson who performed for the Board and the audience.

6. CONSENT CALENDAR

At 7:34 p.m., Board President Rees opened the consent agenda for public comments. Assistant Superintendent Feaster asked that item 6.C.3 be pulled for separate discussion/presentation. A motion was made by Board Member Anderson and seconded by Board Member Kaiser to approve the Consent Agenda with the changes as provided in the Addenda, and with the exception of 6.C.3.

A. GENERAL

1. The Board approved the Minutes of Regular Meeting held 11/15/06.
 2. The Board accepted the Donations/Gifts to the District.

Donor	Item	Recipient
Howard & Valerie Paul	\$100.00	CHS - ACT
Sharon Bloker	\$125.00	CHS - ACT
Jean Schulberg & Tom Fox	\$100.00	CHS - ACT
Frank Moran & Patricia Forero	\$100.00	CHS - ACT
Butte Creek Foundation	\$300.00	CHS - Tennis, in Memory of Guy Hall
Target	\$70.56	CJHS - Admin
Kristy & Thomas Hughes	\$50.00	CJHS - Art
Leslie Johnson	\$20.00	CJHS - Art

MINUTES

Jose & Monita Garcia	\$150.00	CJHS - Art, Science & Admin.
Sam's Hair Fantastic	\$25.00	CJHS - History
Marie O'Sullivan	\$65, Sander, Discs, Supplies	CJHS - Itech
Ted Wood	\$20.00	CJHS - Music
Lori Wood	\$50.00	CJHS - Music
James & Kristi Bennett	\$50.00	CJHS - Music
Amy & David Lee	\$100.00	CJHS - Music
Sam's Hair Fantastic	\$25.00	CJHS - Music
Mike Sanford	\$100.00	CJHS - Outdoor Adventure
Richard Rosecrance	\$50.00	CJHS - Outdoor Adventure
Sam's Hair Fantastic	\$25.00	CJHS - PE Dept
Sam's Hair Fantastic	\$25.00	CJHS - RSP-A
Christopher Thomas & Alicia Springer	\$10.00	CJHS - Science
Sam's Hair Fanatastic	\$25.00	CJHS - Science
Julie Atlas	35 Boxes of Candy Bars	CUSD
Emma Wilson PTA	\$2,400.00	Emma Wilson - Anniversary Picnic
Emma Wilson PTA	\$5,024.00	Emma Wilson - Environmental Camp
Bette & Ray Narbaitz	44 Children's Music Albums	Emma Wilson - Ms. Starkey's Class
Brett Wyer	Videos	LCC
Anthony Watts	Weather Station Computer Link	MJHS
Anthony Watts	Computer & Weather Software	MJHS
PG&E	\$117.00	MJHS - Art
PG&E	\$45.00	MJHS - Computers
Target	\$65.00	MJHS - History/Soc.Science
PG&E	\$162.00	MJHS - Home Ec
PG&E	\$162.00	MJHS - Science
Andrea Dempsey	\$40 & \$10	Neal Dow - 3rd & 1st grade field trips
Linda Rolls	9 MM Paperbacks	PVHS - Library
Linda Rolls	19 MM Paperbacks	PVHS - Library
Linda Rolls	29 Paperbacks	PVHS - Library
Linda Rolls	17 Hardcover Books	PVHS - Library
Linda Elliott	1 MM Paperback & 1 Hardback	PVHS - Library

B. EDUCATIONAL SERVICES

1. The Board approved the expulsions of the following students under ID number: 19703, 21407, 28973, 30771, 32947, 34234, 37884, 37926, 51023, 59057, 62923, and 63587.
2. The Board approved the Field Trip Request to San Jose by 6th grade GATE at Marigold to visit Tech Museum and Rosicrucian Museum on 01/26/07.
3. The Board approved the Field Trip Request by CHS-ACT to Studio City/Burbank to see first hand the television and motion picture industry on 02/07/07 – 02/10/07.
4. The Board approved the Fund Raising Request by Rosedale PTA to sell chocolate 01/16/07 – 0/23/07 for funds to support educational programs.

C. HUMAN RESOURCES

1. The Board approved the Certificated Human Resources actions, with the changes as provided in Addenda #1 & #2, as follows:

Addendum #1 – Under Temporary Reappointments 2nd Semester: Change Nicole LaGrave from 1.0 FTE to 0.8 FTE and under Non-Reelection of 1st Semester Temporary Certificated Employee(s) per Ed Code 44954, add Nicole LaGrave 0.2 FTE effective December 21, 2006.

Addendum #2 – Under Temporary Reappointments 2nd Semester: Change Kati Kress 0.20 FTE to 0.15 FTE and

MINUTES

under Non-Reelection of 1st Semester Temporary Certificated Employee(s) per Ed Code 44954, add Kati Kress 0.05 FTE effective December 21, 2006. Add an additional section, Rescission/Change Leave Request(s) for 2006/0: Jeff Smith, Elementary, 2nd Semester 2006/07, Rescind 0.05 FTE of Leave (Work 0.55 FTE).

Name	Assignment	Effective	Comment
<u>Part-Time Leave Request(s) for 2006/07</u>			
Cook, Lori	Elementary	2 nd Semester 2006/07	0.6 FTE Leave
<u>Temporary Appointment(s) 2006/07 According to Board Policy</u>			
Camy, Loyce	0.2 FTE Secondary	2 nd Semester 2006/07	Temporary Appointment (Increase to 1.0 FTE)
Thayer, Kathleen	1.0 FTE Secondary	2 nd Semester 2006/07	Temporary Appointment
<u>Temporary Re-Appointment(s) 2nd Semester 2005/06</u>			
Allen, Michael	1.0 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Armstrong, Douglas	1.0 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Ball, Cynthia	0.15 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Beeman, Pamela	0.10 FTE Psychologist	2 nd Semester 2006/07	Temporary Re-Appointment
Bolden-Schleh, Sharon	0.20 FTE Psychologist	2 nd Semester 2006/07	Temporary Re-Appointment
Brunemeyer, Angie	0.7 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Burton, Beth	0.2 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Carter, Tammara	0.4 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Cawthon, Brandi	0.9 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Clarke, Kelly	0.8 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Coons, Emily	0.3 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Crowe, Marsha	0.5 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
De la Torre-Stuart, Idalia	0.66 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Dunsmoor, Jeanine	0.2 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Erndt, Therese	1.0 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Fairon, Wendy	1.0 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Ford, Karen	1.0 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Frain, M. Shannon	0.2 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Gallivan, Lois	0.2 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Graber, Julie	0.2 FTE School Nurse	2 nd Semester 2006/07	Temporary Re-Appointment
Harris, Caty	0.6 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Hilton, Jill	1.0 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Hollie, Karin	0.2 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Holman, Melissa	1.0 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Jackson, Jennie	0.30 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Keene, Kristine	1.0 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
King, Kelly	0.61 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment

MINUTES

Kinslow, Leticia	0.5 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Knox, Marlo	0.75 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Kress, Kati	0.20 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
LaFaix, Leanna	1.0 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
LaFollette, Corrine	0.8 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
LaGrave, Nicole	1.0 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Lascano, Librado	1.0 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Lohse, Angel	1.0 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Lourenco, Vickie	0.2 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Marschall, Kim	1.0 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Matthews, Rebecca	1.0 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
McLaughlin, Matthew	0.20 FTE Psychologist	2 nd Semester 2006/07	Temporary Re-Appointment
Moretti, Susan	1.0 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Morrison, Jeana	1.0 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Netterville, Karen	1.0 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Nevens, Gretchen	0.6 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Parker, Julie	0.56 FTE School Nurse	2 nd Semester 2006/07	Temporary Re-Appointment
Payne, Shanon	1.0 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Phillips, Lori	0.1 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Presnall, DeAnne	0.92 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Ramey, Kathleen	0.25 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Reggi-Bruchler, Gina	0.6 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Ritcher, Nancy	0.4 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Sasaki, Joshua	1.0 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Simmons, Abe	1.0 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Slapar, Milena	0.44 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Stager, Linda	0.15 FTE Psychologist	2 nd Semester 2006/07	Temporary Re-Appointment
Stevens, Annie	0.79 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Stoffel, Lauri	0.4 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Sullivan, Kelly	1.0 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Telegan, Jessica	0.7 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Triplett, Vickie	0.1 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Umpleby, Abby	0.3 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Von der Mehden, Alan	0.8 FTE Secondary	2 nd Semester 2006/07	Temporary Re-Appointment
Whittaker, Shelley	0.25 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment
Wolfsberger, Janelle	1.0 FTE Elementary	2 nd Semester 2006/07	Temporary Re-Appointment

Non-Reelection of 1st Semester Temporary Certificated Employee(s) per Ed Code §44954

MINUTES

Schwarz, Gwen

1.0 FTE Elementary

December 21, 2006

Retirement(s)/Resignation(s)

Harris, Adelle

December 21, 2006

Resignation

Stevens, Nancy

November 14, 2006

Resignation

2. The Board approved the Classified Human Resources actions:

<u>NAME</u>	<u>CLASS/LOCATION/ASSIGNED HOURS</u>	<u>EFFECTIVE</u>	<u>COMMENTS/FUND</u>
<u>Appointments</u>			
Anderson, Lindsey	IPS-Classroom/Citrus/2.0	11/28/06	Vacated Position/ Special Education
Conkey-Wiebelhaus, Lara	Parent Classroom Aide-Restr/Cohasset/1.3	12/04/06	Vacated Position/ Categorical Fund
de la Torre, Abra	IPS-Healthcare/Loma Vista/4.0	11/13/06	Vacated Position/ Special Education
Givens, Herman	Campus Supervisor/PVHS/5.0	11/17/06	Vacated Position
Haskins, Kelly	Parent Classroom Aide-Restr/McManus/4.1	10/12/06	Correct Hrs Per Day/ Categorical Fund
Hyde, Alicia	IPS-Classroom/Rosedale/3.5	11/07/06	Vacated Position/ Special Education
La Rosa, Christopher	LT IPS-Classroom/Rosedale/6.0	11/27/06- 12/19/06	During Absence of Incumbent/ Special Education
Landberg, Jacqueline	IPS-Healthcare/Loma Vista/4.0	10/31/06	Vacated Position/ Special Education
Markwood, Theresa	Parent Classroom Aide-Restr/Cohasset/2.0	11/29/06	Vacated Position/ Categorical Fund
Phipps, Colleen	Parent Classroom Aide-Restr/Citrus/1.0	11/22/06	Vacated Position/ Categorical Fund
Weber, Glenys	Healthcare Asst-Specialized/Loma Vista/5.0	11/29/06	Vacated Position/ Special Education
Wilcox, Jessica	IPS-Healthcare/Loma Vista/4.0	10/31/06	Vacated Position/ Special Education
Yang, Houa	Custodian/LCC-Chapman/8.0	11/09/06	Vacated Position
<u>Increase in Hours</u>			
Glass, JoAnn	Instructional Assistant/Citrus/3.3	11/29/06	Existing Position/ Grant Fund
Guilbault, Karin	IA-Computers/McManus/3.3	11/02/06	Existing Position/ Categorical Fund
Transfer w/Increased Hours			
Hyde, Alicia	IPS-Healthcare/Citrus/6.0	12/04/06	New Position/ Special Education
<u>Voluntary Reduction in Hours</u>			
Alden, Amanda	IPS-Healthcare/LCC/3.0 & 3.0	11/01/06	Existing Positions/ Special Education
Littlefield, Christine	IPS-Classroom/LCC/3.5	12/04/06	Vacated Position/ Special Education
Leave of Absence			
Heinly-Cullen, Kay	IPS-Classroom/Shasta/6.0	11/07/06- 01/05/07	Per CBA 5.2.9
Van Camp, Cindy	Sr Office Assistant/Education Svcs/8.0	10/30/06- 11/28/06	Per CBA 5.2.3
Xiong, Bao	IA-Elementary Guidance/Chapman/3.0	10/09/06- 01/09/07	Per CBA 5.11

MINUTES

ResignationsResigned Only Position Listed

Alden, Amanda	IPS-Healthcare/LCC/3.5 & 3.5	10/31/06	Voluntary Reduction in Hours
Glass, JoAnn	Instructional Assistant/Citrus/1.3	11/28/06	Increase in Hours
Guilbault, Karin	IA-Computers/McManus/3.0	11/01/06	Increase in Hours
Hyde, Alicia	IPS-Classroom/Rosedale/3.5	12/03/06	Transfer w/Increased Hours
Littlefield, Christine	IPS-Classroom/LCC/6.0	12/03/06	Voluntary Reduction in Hours
O'Neill, Sandra	IPS-Classroom/Loma Vista/2.0	11/17/06	Voluntary Resignation

Resignation/Termination

Alvarez, Leticia	IA-Bilingual/McManus/3.0	12/01/06	Voluntary Resignation
Employee holding Position #219169	IPS-Healthcare/Loma Vista/4.0	11/15/06	Released During Probationary Period

3. Consider acceptance of the 38th Annual 2005-2006 Personnel Commission Report. *(This item was pulled by Assistant Superintendent Feaster to appear in Discussion/Action section below.)*

D. BUSINESS SERVICES

1. The Board approved the warrants from November 9, 2006 – November 29, 2006.

FUND #:	FUND DESCRIPTION:	WARRANT #S:	AMOUNT
01	General Fund	341047-341378	\$749,529.47
13	Nutrition Services	341028-341045	\$56,288.56
13	Nutrition Services	341379-341380	\$52.53
14	Deferred Maintenance	341381-341383	\$20,235.67
25	Capital Facilities FD - State CAP	341384	\$71,373.00
29	BLDG FD - 1988 Ser. C - INT	341385-341386	\$867.56
35	County School Facility Fund	341387-341391	\$39,402.55
42	Special Reserve - RDA City Pass Thru	341392-341394	\$96,033.01
TOTAL WARRANTS TO BE APPROVED:			\$1,033,782.35

2. The Board approved the Consultant Agreement with Megan Chase of Herff Jones for PVHS yearbook consultation.
3. The Board approved the Consultant Agreement with Jeremy Visconti to provide advanced training to ITech staff.

7. DISCUSSION/ACTION CALENDAR

6.C.3. Assistant Superintendent Feaster introduced Classified Human Resources Director, David Koll, who reviewed the 38th Annual 2005-2006 Personnel Commission Report. There being no comment from the public, a motion was made by Board Clerk Kaiser and seconded by Board Member Thompson to approve the report.

YES: Reed, Anderson, Rees, Kaiser, Thompson
 NOES: None

B. BUSINESS SERVICES

1. *1st Interim Budget Report was pulled to be reviewed at a special board meeting the following week.*
2. Assistant Superintendent Meeker reviewed Resolution #976-06. Because of accounting problems and manager turnover regarding the excess liability coverage administered by S.E.L.F., the Northern California Schools Insurance Group, of which CUSD is a member, would like the flexibility to consider alternative coverage. Withdrawal and notification from the program is prerequisite to do so. At 7:50 p.m. Board President Rees asked for public comment. There was none. A motion was made by Board Member Anderson and seconded by Board Vice President Reed to approve the Resolution.

MINUTES

YES: Reed, Anderson, Rees, Kaiser, Thompson
NOES: None

3. Assistant Superintendent Meeker reviewed the process utilized in choosing King & Associates for the consultant to update enrollment projections and spatial analysis of student population to assist in optimum facilities use planning. At 8:04 p.m. Board President Rees asked if there was any public comment. Mr. Garrett voiced his concerns. A motion was made by Board Member Anderson and seconded by Kathleen Kaiser to approve the consultant agreement with King & Associates.

YES: Reed, Anderson, Rees, Kaiser, Thompson
NOES: None

4. Assistant Superintendent Meeker reviewed 1st reading of board policies: #7000 – Concepts and Roles; #7110 – Facilities Master Plan; #7131 – Relations with Local Agencies; #7140 – Architectural and Engineering Services; #7150 – Site Selection and Development; #7210 – Facilities Financing; #7211 – Developer Fees; #7214 – General Obligation Bonds; and #7310 – Naming of Facility. Members of the Board requested that further work/research be conducted prior to the 2nd reading.

B. HUMAN RESOURCES

1. Assistant Superintendent Feaster reviewed the history and sunshine at this PUBLIC HEARING the tentative agreement between CUSD and CUTA. CUTA President George Young indicated that CUTA members had ratified the agreement. At 8:37 p.m. Board President Rees asked for public comment. Todd Sturgis and Gene Lucas gave their input. A motion was made by Board Member Anderson and seconded by Board Clerk Kaiser to approve the agreement reached between CUSD and CUTA.

YES: Reed, Anderson, Rees, Kaiser, Thompson
NOES: None

8. ITEMS FROM THE FLOOR

At 8:45 p.m., Evanne O'Donnell and Dan Lytle voiced their concern over cuts in electives at Chico Junior High School and asked for Board intervention. Gene Lucas reminded the Board to take advantage of increased state funds. Mr. Garrett asked what happened to Goals 2020.

9. ANNOUNCEMENTS

Board Vice President Reed asked for nominations for the Hank Marsh Award.

10. CLOSED SESSION

Closed Session was not held.

11. ADJOURNMENT

At 8:59 p.m., there being no further business, Board President Rees adjourned the meeting.

:mga

APPROVED:

Board of Education

Administration

MINUTES**1. CALL TO ORDER**

Board President Rees called the December 13, 2006, Special Session Meeting to order at the CUSD District Office, Large Conference Room, at 1163 E. 7th Street, Chico, at 4:00 p.m.

Present: Rick Rees, Kathleen Kaiser, Andrea Thompson

Absent: Rick Anderson, Jann Reed

Board President Rees stated that Item 2.2 would be addressed first.

2. DISCUSSION/ACTION

- 2.2 Superintendent Chet Francisco apologized to the Board and the general public for the district's zeal in fencing the Henshaw/Guynn vacant lot due to safety reasons. Several neighbors in that area spoke of their concern with the aesthetics of the fencing.

At 4:20 p.m. Board Member Anderson arrived.

After public input by neighbors of the above-referenced property, the Board asked for staff to review and rework the plan for that area. Members of the public were encouraged to email Board members and the Superintendent with their questions, concerns and suggestions.

- 2.1 Assistant Superintendent Meeker reviewed the 1st Interim Budget Report for 2006-07. He indicated that budget cuts of \$1.5 million will be necessary in 07/08 and 08/09 due to increased encroachments, ADA losses to Charter schools and a decline in one-time funds. The Board asked that a laundry list of cuts not be offered as in past years, but only those areas that are reasonable. At 5:40 p.m. Board President Rees asked if there was any public comment. There being none, a motion was made by Board Clerk Kaiser and seconded by Board Member Thompson to approve the 1st Interim Budget Report for 2006-07.

Ayes: Rees, Kaiser, Anderson, Thompson

Noes: None

Absent: Reed

3. ADJOURNMENT

There being no further items or announcements, the meeting was adjourned at 5:43 p.m.

APPROVED:

Board of Education

Administration

:mga

DONATIONS/GIFTS

5.A.2

Page 1 of 2

Donor	Item	Recipient
Soroptimist International	\$500.00	Chapman - 6th Grade Outdoor
Nan Timmons - Soroptimist	CD/Cassette Player w/Remote	Chapman - Kindergarten class
Chico Host Lions Club	\$175.00	Chapman PTA
Butte Literacy Council	\$200.00	Chico Reads/RIF
Chapman PTA	\$600.00	Chico Reads/RIF
Citrus PTA	\$200.00	Chico Reads/RIF
David & Betty Nopel	\$50.00	Chico Reads/RIF
Dr. Barbara Page	\$100.00	Chico Reads/RIF
J. Caldwell (in memory of Bill Kalberer)	\$50.00	Chico Reads/RIF
Ken Grossman, Sierra Nevada	\$1,000.00	Chico Reads/RIF
Life Touch	\$100.00	Chico Reads/RIF
Parkview PTA	\$200.00	Chico Reads/RIF
Rosedale PTA	\$300.00	Chico Reads/RIF
Skip McDonald	\$100.00	Chico Reads/RIF
Teresa & Cornelius Dunbar	\$30.00	Chico Reads/RIF
Victor & Charlene Fedrizzi	\$100.00	CHS - ACT
Hallmark Shop	Watches	CHS - CPS Holiday Stockings
Marv Brogden	One gross of playing cards	Citrus - Cribbage Club
Larry Moore, Orchard Supply	Goods & Services	Citrus - Garden Project
Merril Stephens	Printer, Scanner, Copier	Citrus - Mrs. Bonifacino's Class
Cohasset PTA	\$433.50	Cohasset - field trips
Soroptimist International	E-Script	Cohasset - white boards for Room 4
Ray & Bette Narbaitz	Cabinet, records, folders, misc.	CUSD - Fine Arts
Butte Community Bank	\$150.00	FVHS - Christmas Dinner
Soroptimist International	\$25.00	FVHS - Grad Night
Soroptimist International	\$500.00	FVHS - Young Parent Program
Jennifer Preston	\$278.00	Hooker Oak - Classroom
Christina Nichols	\$1,000.00	HS - Athletics
Brett Wyer	Miscellaneous	LCC
Steve Velasco	\$192.00	LCC - 1st Grades
Craig Fellner	Costumes, Hats, Closet	McManus
Craig Fellner	Dresser/Mirror, Masks & Puppets	McManus
Dave & Kristi Grissom	Computer Monitor	McManus
Longfellow Lumber	\$125.00	McManus - Room 1
Nancy J. Svec	\$20.00	MJHS - Drama
PG&E	\$117.00	MJHS - History
Doborah Hart	\$20.00	MJHS - Home Ec
John M. Buffington	\$20.00	MJHS - Home Ec
PG&E	\$45.00	MJHS - Math
PG&E	\$45.00	MJHS - Science
PG&E	\$117.00	MJHS - Science
Scott Baum - Papa Murphy's	Pizzas	Parkview - 6th gr. Science Camp
PG&E	\$249.00	PVHS
PV Grad Night c/o Ray Block	\$1,000.00	PVHS
Colin Boggs	\$60.00	PVHS - ASB Drama
Butte Creek Foundation	\$300.00	PVHS - Girls Tennis
Amber Enos	22 Books	PVHS - Library
Ann Dempsey	296 Books	PVHS - Library
Charlie Copeland & Sally Foltz	139 Books	PVHS - Library
Linda Elliott	2 Books	PVHS - Library
Linda Elliott	DVD	PVHS - Library
Sue Mieske	19 Books	PVHS - Library

DONATIONS/GIFTS

5.A.2
Page 2 of 2

Timothy Kuang
Susan Krug
Shasta PTO
Mike & Debra Humes

\$20.00 Gift Card
\$20.00
20 - 17in Flat Screens
\$200 Gift Card

PVHS - Library
Chico Reads/RIF
Shasta - Classrooms
Sierra View

Chico Unified School District

5.B.3
Page 1 of 5

Educational Services - Elementary Education
(530) 891-3000 x137

TITLE: Field Trip Request - CHS Acapella Choir

Action: _____
Consent: X
Information: _____

January 17, 2007

Prepared by

Background Information:

The Chico High Acapella Choir has traveled extensively in the last several years, and it has been beneficial to the life of the group. The community has become involved with the fund raising efforts, and it has been advantageous to Chico High School and to the community to be in partnership in fund raising projects of this nature. This year I felt it would be a good thing to take the choir to New York City. I wanted the choir to work together on a common project, with a goal to reach that would challenge them both musically and as young people learning about life. When a choir works together in this way, they also sing better together. There is greater unity, and it is more fun, as well as more rewarding to be a part of the group.

Educational Implications:

The purpose of the trip is to take learning from the classroom and connect it with the real thing...Ellis Island, Broadway, the art at the Met, Wall Street...and allow the students to be involved in it and experience it first hand. The music we sing spans hundreds of years in time, and reflects the styles and languages of many cultures. We will be learning and performing music that will connect with what we are seeing and experiencing. Stephanie Starmer, one of our chaperones, teaches humanities here at CHS, and the students will see works of art they have learned about in this class. I believe it is very important to approach music and the other areas of the arts simultaneously. Because of the history this choir has of going on trips, I wanted to take them to a place where they could experience a very broad range of cultures and have many experiences in different areas of the arts. For this reason, I selected New York City.

I believe the experience of singing in the St. Paul's Chapel, at the site of Ground Zero, will impact them deeply. We will be doing a 40 minute concert there. I believe going to the Metropolitan Museum of Art and to the Guggenheim Museum will open them up to art in a profound way. This will also deepen their understanding and appreciation of the music they are singing. We are also arranging a concert at St. John's Divine Cathedral. We will sing at the Statue of Liberty and in any other place we are allowed to sing. The students will grow as people through giving something of themselves away as they sing. We will also visit the Julliard School of Music, Dance and Drama, as well as have a tour of NYU, led by a Chico girl, Katie Babb, who is going to school there. We will attend one Broadway musical together, and will attend others as we can get tickets. Attached is

Chico Unified School District

Educational Services - Elementary Education

(530) 891-3000 x137

a comprehensive list of the places we are planning to visit and tour. We are taking a woman from Chico with us to be our personal tour guide--Shannon Beattie has had extensive experience in NYC, and she is helping us put together an itinerary that will be right for our specific group of students. Because she is with us, we will have a much richer and more personal experience there. I anticipate that other opportunities will come as we move closer to going, and as we are there.

Fiscal Implications:

We are raising the necessary funds for this trip through many different fund raisers, most involving the students and singing. Attached is a form stating to the parents that they may donate \$400 towards the trip, but all money donated will go towards all the students who are going. All of the students in the choir are planning to go on the trip, at this time. There are 43 students and 11 chaperones on our list. The cost of the trip will be approximately \$63,000, total, which includes everything but personal incidentals and shopping. We currently have \$25,000 available for this trip.

Additional Information:

The travel company we are using is called Student Adventure Tours. They are committed to working with us and are accepting payments as we have money. We have until March 15, 2007 to pay the balance. If, by March 15, 2007, we are unable to raise the needed funds to go on the trip, we will refund the \$400 donation given directly by parent check. The remaining funds will go into our ASB account, earmarked for a future trip. All money we raise is going into our ASB account. We are not using our foundation funds for this trip, unless a business wants to donate a large sum of money under a 501C3. In that case, we will accept the donation at the Foundation, and use it toward the trip.

Recommendation:

I recommend approval of the proposed field trip.

CHICO UNIFIED SCHOOL DISTRICT

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

5.B.3
Page 3 of 5

FIELD TRIP REQUEST

TO: CUSD Board of Education

Date: 12/19/06

FROM: Mary Lou Lim

School/Dept.: Chico High School

SUBJECT: Field Trip Request

Request is for Chico High School Acapella Choir
(grade/class/group)

Destination: New York City Activity: singing, cultural & historical touring

from 3/29/07 / 7:00 a.m. to 4/3/07 / 11:30 p.m.
(dates) / (times) (dates) / (times)

Rationale for Trip: please see attached

Number of Students Attending: 43 Teachers Attending: 2 Parents Attending: 9

Student/Adult Ratio: 4:1

Transportation: Private Cars to airport CUSD Bus Charter Bus Name _____
Other: Airline to NYC

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

ESTIMATED EXPENSES:

Fees \$ 100 each Substitute Costs \$ _____ Meals \$ 250 each

Lodging \$ 350 each Transportation \$ 450 each Other Costs \$ 200 each

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

Name ASB Choral Music Acct. #: _____ \$ 63,000

Name _____ Acct. #: _____ \$ _____

Mary Lou Lim
Requesting Party

12/19/06
Date

Judi Roth
Site Principal

12/19/06
Date

☐ Approve/Minor ☐ Do not Approve/Minor
or
☐ Recommend/Major ☐ Not Recommended/Major
(If transporting by bus or Charter)

Director of Transportation

Date

IF MAJOR FIELD TRIP

[Signature]
Director of Educational Services

12-07
Date

☒ Recommend ☐ Not Recommended
☐ Approved ☐ Not Approved

Board Action

Date

PLACES WE WILL VISIT in NYC:

St. Patrick's Cathedral
Carnegie Hall
Lincoln Center
Radio City Music Hall tour
Top of the Rock—Rockefeller Center tour
One group Broadway show
Tour of NYU with a former Chico girl, Katie Babb
Tour of Julliard School of Music, Dance, Drama
Statue of Liberty
Ellis Island
Ground Zero
Greenwich Village
Metropolitan Museum of the Arts
Guggenheim Museum
High School of Performing Arts visit
Wall Street
Central Park
Times Square
United Nations
Greenwich Village
Grand Central Station

Singing engagements:

St. Paul's Chapel, Friday, 3 p.m. concert—a famous historical chapel that is across the street from Ground Zero.

We are arranging a concert at St. John Divine Cathedral.

We are working through a contact with the NYPD to arrange other performance opportunities. A letter is being written by the head of the 28th Precinct, Dwane Montgomery, asking the NYC Police Commissioner if the NYPD would adopt the CHS Acapella choir for the time we are there. I do not have information yet as to their response.

We will sing wherever we can, and will go prepared to do impromptu concerts wherever we have permission to sing. We have patriotic, American folk, classical and international music prepared to sing.

CHS to NYC Bringing Gifts of Song

Dear parents,

This year the Acapella Choir is planning a trip to New York City during spring break, with the exact dates yet to be determined, depending on airline and hotel availability and rates.

We have been having Choral Parent Booster Club meetings to get organized in our fund raising and trip plans, and will continue to "meet" via the internet. **Please begin this week to watch your e-mail for information and updates.** This will be our primary means of communication from now on.

Please fill out the form below and return it to school with your students BY FRIDAY:

My choir student _____:

- ☐ **WILL** go on the choir tour to NYC.
- ☐ **WILL NOT** go on the choir tour to NYC.

- ☐ I release my child to do any fund raising necessary for this trip. Attached is a list of fund raisers we are currently planning and their tentative dates.

- ☐ We will be fund raising for the funds necessary for this trip. I understand that all **ALL THE MONEY RAISED WILL GO TO ALL THE STUDENTS EQUALLY**— Raising the entire amount with no parent donation would be extremely difficult in the time that we have. *Because of this, it is necessary to ask for a \$400/child donation.* I am including a form letter that can be used to ask for donations from the family and friends of each student. People usually are happy to donate to a trip like this, and it should not be too difficult for the students to raise their \$400. **Please write checks to Chico High School.** They will go into our Choir NYC Fund. All checks from parents will be refundable if it is necessary.

Parent Signature: _____

Thank you, and please call if you have any questions...891-3026 x322, 898-8100, 864-2943

Mary Lou Lim

TITLE: Field Trip Request - Bidwell

Action: _____
Consent: X
Information: _____

January 17, 2007

Prepared by:

Background Information

This is the fourth year that Bidwell has chosen to take our sixth graders to Yosemite National Park as alternative to taking them to Woodleaf for Environmental Camp.

Educational Implications

Yosemite National Park is an exceptional place for students to see what they have been learning in Science first hand. The geology of Yosemite is second to none. The students will also be using survival skills they were taught in Physical Education class. Daily journal entries will be included, and some of the journal pages even reference the height of a Sequoia's shadow and ask the students to use proportional reasoning to determine the height of the Sequoia.

Fiscal Implications

All expenses will be paid by money raised by the students.

Additional Information

See attached itinerary

Recommendation

CHICO UNIFIED SCHOOL DISTRICT

1163 East Seventh Street

Chico, CA 95928-5999

(530) 891-3000

S.B.4

Page 2 of 6

FIELD TRIP REQUEST

TO: CUSD Board of Education

Date:

9/13/06

FROM: Marjorie Kucich + Bill Dixon

School/Dept.:

Bidwell 6th grade

SUBJECT: Field Trip Request

Request is for 6th Grade Environmental Camp
 (grade/class/group)
 Destination: Yosemite Activity: Camping
 from May 1 / 9am to May 4 / 4pm
 (dates) / (times) (dates) / (times)
 Rationale for Trip: see attachment

Number of Students Attending: 60 Teachers Attending: 4 Parents Attending: 12Student/Adult Ratio: 1:4
 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:

 Fees \$ _____ Substitute Costs \$ 1000 Meals \$ 2000
 Lodging \$ 300 Transportation \$ 2000 Other Costs \$ 3500

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

students are raising funds
 Name _____ Acct. #: _____ \$ _____
 Name _____ Acct. #: _____ \$ _____

Requesting Party Marjorie KucichDate 9/13/06Site Principal John RaleyDate 9-14-06☐

Approve/Minor

☐

Do not Approve/Minor

or

or

Recommend/Major

Not Recommended/Major

(If transporting by bus or Charter)

Director of Transportation

Date

IF MAJOR FIELD TRIP

Director of Educational Services

Date

9-14-06☒

Recommend

☐

Not Recommended

☐

Approved

☐

Not Approved

Board Action

Date

Yosemite Itinerary '06

Friday, April 28

8am

Deliver student medicines to Bidwell's main office

- be sure student name is on each medicine
- zip lock all meds and place student name on the outside of bag

Tuesday, May 2

6:30am

Arrive Bidwell Junior High

7:00

Depart for Yosemite

11:00

Lunch in Oakdale

- students bring sack lunch

11:30

Continue to Yosemite

2:00 pm

Arrive at Yosemite National Park

2:30

Team Meeting and snacks

3:00

Camp Set-Up

4:30

Survival Weather Station Building

Thermometer, barometer, weather vane, Anemometer, Rain gauge

Blind Walk (returning from weather stations)

5:30

Survival Competition

King Kahuna

The Lost Treasure

6:00

Reflections/Journal Write/Star Walk guide

6:30

Dinner

KP

(Red and Blue)

7:15

Tribal Council

weather

(Blue)

announcements

smores

Math theater

8:15

Star Walk/Bed Prep

Use the quiet game to control noise

Groups Yellow & Red

Bed Prep/Star Walk

Groups Blue & Green

9:30

Quiet time/Chaperone meeting

10:00

Lights out

Yosemite Itinerary '06

Wednesday, May 3

6:30 a.m.	Wake Up (Red)	
	Chaperone Meeting	
	Weather – data collection	(Red)
7:00	Wake Up (others)	
	Camp Clean Up	
7:30	Breakfast	
	Tent Check	
	Weather Forecast	(Red)
	KP	(Yellow and Green)
8:00	Make sack lunches	
	Food Prep	(Blue)
	KP	(Red)
8:30	Leave for Tuolumne Grove	
9:00	Arrive Tuolumne Grove	
	Plant and tree identification	
10:30	Leave for valley floor	
11:00	Arrive valley floor	Reverse the order –start with Mirror Lake
11:15	Yosemite Falls	two groups This timing needs to be refigured
	Ansel Adams Museum	(Red & Blue)
	Indian Museum	(Green & Yellow)
12:30	Lunch	
1:00	Indian Museum	(Red & Blue)
	Ansel Adams Museum	(Green & Yellow)
2:00	Souvenir/Ice Cream	include with the museums
3:00	Mirror Lake	use quiet game if necessary
	Landscape Drawing	
4:30	Return to camp	
5:30	Reflections/Journal Write	
6:00	Food Prep	(Yellow)
6:30	Banquet Dinner	
7:15	KP	(Green)
8:00	Tribal Council	
	announcements	
	skits-narrated	
	snores	
9:00	Bed Prep/Star Walk	
	Group Yellow & Red	
	Star Walk/Bed Prep	
	Group Blue & Green	
10:00	Lights Out	

Yosemite Itinerary '06

Thursday, May 4

6:30 a.m.	Wake Up (Yellow)	
	Chaperone Meeting	
	Weather Set Up	(Yellow)
7:00	Wake Up (other)	
	Camp Clean Up	
	Tent Check	
7:30	Breakfast	
	Weather Forecast	(Yellow)
	KP	(Red)
8:15	Make sack lunches	
	Worksheet with Adamian	
	Food Prep	(Green)
	KP	(Yellow)
9:00	Leave for Vernal Falls	
10:30	Arrive trail head	
12:00	Lunch on top of the falls	
1:15	Landscape Drawing	
1:45	Return to valley	
2:45	Leave for Hodgdon Meadows	
3:45	Return to Camp	
4:00	Reflections/Journal Write/Snack	
4:30	Survivor Games	
	Set up in far meadow area	
5:45	Banquet Dinner	
6:30	KP	(Blue and red)
7:00	Tribal Council	
	announcements	
	game show	
	smores	
9:00	Bed Prep/Star Walk	
	Group Blue & Green	
	Star Walk/Bed Prep	
	Group Yellow & Red	
10:00	Lights Out	

Yosemite Itinerary '06

5.B.4

Page 6 of 6

Friday, May 5

6:30 am	Wake up (Yellow and Green)	
	Breakfast Set Up	(Yellow)
	Weather Set Up	(Green)
7:00	Wake Up (Red and Blue)	
	Camp Clean Up	
	Tent Check	
8:00	Breakfast	
	Weather Forecast	(Green)
	KP	(Blue)
8:30	Camp Break Down	
9:00	Make sack lunches	
	Food Prep	(Red)
	KP	(Green)
9:30	Depart for Chico	
12:00	Lunch	
12:30	Continue	
3:30 pm	Arrive Bidwell Junior High	

TITLE: Fund Raising Request - Sierra View

Action: _____

Consent: x

Information: _____

January 17, 2007

Prepared by: **Debbie Aldred, Principal**

Background Information

Sierra View PTA plans to host a Scholastic Book Fair during Public Schools Week. Students will have access to the book fair throughout the day to purchase quality books and other items.

Educational Implications

The fundraiser will provide educational materials and supplemental supplies for students at Sierra View.

Fiscal Implications

No impact on the general fund.

Additional Information

The Book Fair is scheduled for March 12th-16th, 2007 in the Multipurpose Room.

Recommendation

I recommend approval of this fund raising request.

FUND RAISING REQUEST

All fund raising projects/activities are to be approved by the school principal (minor) or the Board of Education (major) prior to initiating the project/activity. The principal/designee shall maintain a written financial record of each approved fund raising project/activity. Funds generated from the projects/activities shall be deposited in the Associated Student Body account, PTA/PTO account or the appropriate District account.

SCHOOL Sierra View Elementary School
 CLUB OR ORGANIZATION SU PTA
 ADVISOR Claire Johnson
 PURPOSE OF THE FUND RAISING PROJECT/ACTIVITY to support programs activities and parent enrichment for SU students + families.
 FINANCIAL GOAL OF THE PROJECT: (Major = more than \$5,000 gross)
☐ Minor: Estimated Gross \$ _____ Estimated Net \$ _____
☒ Major: Estimated Gross \$ 9,000.00 Estimated Net \$ 4,000.00
 NATURE OF PROJECT/ACTIVITY (i.e., car wash) BOOK Fair

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

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

BEGINNING MARCH 12-16, 2006 ENDING _____

LOCATION Sierra View MPR

NUMBER OF STUDENTS TO BE INVOLVED 600 585

RECOMMENDED

Date 10-2-06 Student Officer's Signature (if applicable) Claire Johnson

Date _____ Advisor's Signature _____

Date 12/15/06 Director of Activity Signature (if applicable) D. Aldred

Date 12-18-06 Principal's Signature W. Aldred
 Date _____ Assistant Superintendent's Signature _____

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

[]

Date - Approved by Board of Education _____

cc: Advisor
Principal

TITLE: Fund Raising Request - Sierra View

Action: _____
Consent: x
Information: _____

January 17, 2007

Prepared by: **Debbie Aldred, Principal**

Background Information

Sierra View PTA, in conjunction with Academics Plus Parent Committee plan to do a Mathathon fundraising event. Students will get pledges from family and friends and then participate in up to 15 different hands-on math activities. The pledges can range from a lump sum for completing the Mathathon to a specific amount per activity completed (this would be at the discretion of the pledger). At the end of the Mathathon, pledge sheets will be sent home with students to collect their pledges. All pledge donations will receive a receipt.

The pledges received from the Mathathon will be donated to Sierra View Elementary to be used for supplemental supplies, incentives, field trips or any thing else deemed necessary for the benefit of the students. Money earned by the 6th graders will go directly towards the 6th grade Outdoor School.

Educational Implications

The Mathathon activities provide hands-on math experiences appropriate for each grade level (probability, fractions, math facts, patterns, etc.).

Fiscal Implications

No impact on the general fund. Funds earned from the Mathathon will be donated to Sierra View School.

Additional Information

The Mathathon is scheduled to take place March 6th-9th in the Sierra View multipurpose room.

Recommendation

I recommend approval of this fund raising request.

FUND RAISING REQUEST

All fund raising projects/activities are to be approved by the school principal (minor) or the Board of Education (major) prior to initiating the project/activity. The principal/designee shall maintain a written financial record of each approved fund raising project/activity. Funds generated from the projects/activities shall be deposited in the Associated Student Body account, PTA/PTO account or the appropriate District account.

SCHOOL Sierra View Elementary
CLUB OR ORGANIZATION SV PTA
ADVISOR Clare Johnson
PURPOSE OF THE FUND RAISING PROJECT/ACTIVITY Classroom supplies

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

[] Minor: Estimated Gross \$ _____ Estimated Net \$ _____
☒ Major: Estimated Gross \$ 13,000⁰⁰
Estimated Net \$ 11,000⁰⁰

NATURE OF PROJECT/ACTIVITY (i.e., car wash) MATH-A-THON

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

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

BEGINNING TBA in March 2007 ENDING TBA March 2007

LOCATION Sierra View Elementary MPR

NUMBER OF STUDENTS TO BE INVOLVED 585

RECOMMENDED

Date 10-2-06 Student Officer's Signature (if applicable) _____
Date _____ Advisor's Signature Clare Johnson

Date 12/15/06 Director of Activity Signature (if applicable) _____
Date 12-18-06 Principal's Signature D. Aldred
Date _____ Assistant Superintendent's Signature _____

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

Date - Approved by Board of Education _____

cc: Advisor
Principal

TITLE: Fund Raising Request - Citrus Elementary

Action: _____

Consent: _____ X _____

Information: _____

January 17, 2007

Prepared by: Julie LaMora, Citrus PTA President

Background Information:

Citrus Elementary School PTA would like to hold its 4th annual Spaghetti Dinner & Silent Auction on Thursday, February 8, 2007, from 5:00-8:00 pm at Citrus Elementary School.

Purpose of Fundraiser:

Citrus PTA expects to raise approximately \$6,000-\$7,000. Profits will be donated to the classrooms for extra classroom supplies and field trips.

CHICO UNIFIED SCHOOL DISTRICT

1163 East Seventh Street
Chico, CA 95928-5999

5.B.7
Page 2 of 2

FUND RAISING REQUEST

All fund raising projects/activities are to be approved by the school principal (minor) or the Board of Education (major) prior to initiating the project/activity. The principal/designee shall maintain a written financial record of each approved fund raising project/activity. Funds generated from the projects/activities shall be deposited in the Associated Student Body account, PTA/PTO account or the appropriate District account.

SCHOOL CITRUS ELEMENTARY

CLUB OR ORGANIZATION CITRUS PTA

ADVISOR JULIE LAMORA - PTA PRESIDENT

PURPOSE OF THE FUND RAISING PROJECT/ACTIVITY TO RAISE
MONEY FOR CLASS ROOMS

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

☐ Minor: Estimated Gross \$ _____ Estimated Net \$ _____
☒ Major: Estimated Gross \$ 6000⁰⁰ - 7000⁰⁰
Estimated Net \$ 6000⁰⁰ - 7000⁰⁰

NATURE OF PROJECT/ACTIVITY (i.e., car wash) SPAGHETTI DINNER
+ SILENT AUCTION

☐ Class I - A project or series of activities that will be restricted to a school's student and parent population.

☒ Class II - A project or series of activities that will extend beyond a school's population and will involve students, parents and members of the general community population in the fund raising effort.

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

BEGINNING FEB. 8, 2007 ENDING FEB. 8, 2007

LOCATION CITRUS SCHOOL

NUMBER OF STUDENTS TO BE INVOLVED 10-15

RECOMMENDED

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

12-4-06 _____
Date: _____ Advisor's Signature

Date _____ Director of Activity Signature (if applicable) _____

12/5/06 _____
Date _____ Principal's Signature

12-7-06 _____
Date _____ Assistant Superintendent's Signature

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

AT

Date - Approved by Board of Education _____

cc: Advisor
Principal

Agenda Item #: _____
(DO Use Only)

PROPOSED AGENDA ITEM: Chico High Prom Ticket Sales

Prepared by: Dillman / Chico High Student Government

- ☐ Consent
- ☐ Information Only
- ☐ Discussion/Action

Board Date: 01/07/07

Background Information

Class of 2008 (Junior class) will sell prom tickets to fund Chico High Prom Saturday, April 28, 2007. Money is used to rent location, buy decorations and refreshments, pay security, and disc jockey.

Educational Implications

Prom is a traditional annual high school event. This dance is sponsored by the Junior class each year.

Fiscal Implications

None – Prom paid by ticket sales

Additional Information

None

DO Recommendation: Approval

FUND RAISING REQUEST

All fund raising projects/activities are to be approved by the school principal (minor) or the Board of Education (major) prior to initiating the project/activity. The principal/designee shall maintain a written financial record of each approved fund raising project/activity. Funds generated from the projects/activities shall be deposited in the Associated Student Body account, PTA/PTO account or the appropriate District account.

SCHOOL Chico High School

CLUB OR ORGANIZATION Class of 2008

ADVISOR Reg Govan

PURPOSE OF THE FUND RAISING PROJECT/ACTIVITY Senior Activities

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

[] Minor: Estimated Gross \$ _____ [X] Major: Estimated Gross \$ 18,000
Estimated Net \$ _____ Estimated Net \$ 15,000

NATURE OF PROJECT/ACTIVITY (i.e., car wash) Prom 2007 (Junior-Senior)

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

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

BEGINNING 4/1/07 ENDING 4/30/07

LOCATION Chico Elks Lodge

NUMBER OF STUDENTS TO BE INVOLVED 1,200

RECOMMENDED

10/26/06

Date

Jocelyn Allen

Student Officer's Signature (if applicable)

10-26-06

Date

Reg Govan

Advisor's Signature

11/1/06

Date

[Signature]

Director of Activity Signature (if applicable)

11/27/06

Date

[Signature]

Principal's Signature

12-5-06

Date

[Signature]

Assistant Superintendent's Signature

Date - Approved by Board of Education

Approved by Council:

(Date of Minutes)

Club: _____

By: _____

(Secretary)

ASB: See Below

By: 11/1/06

(Secretary)

Approval Recommend

Minor

Major

Yes No Yes No
[] [] [X] []

Recommend

Major

Yes No

[] []

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

5.C.1
Page 1 of 1

January 17, 2007

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

Name	Assignment	Effective	Comment
<u>Rescission/Change Leave Request(s) for 2006/07</u>			
Cross, Deidra	Secondary	2 nd Semester 2006/07	Rescind .2 FTE of Leave (Work .4 FTE)
Villasenor, Sandra	Counselor	2 nd Semester 2006/07	Rescind .2 FTE Leave (Work 1.0 FTE)
<u>Temporary Appointment(s) 2006/07 According to Board Policy</u>			
Bowen, Jessica	1.0 FTE School Counselor	2 nd Semester 2006/07	Temporary Appointment
Muldoon, Kathleen	0.4 FTE School Counselor	2 nd Semester 2006/07	Temporary Appointment
O'Laughlin, Paula	1.0 FTE School Counselor	2 nd Semester 2006/07	Temporary Appointment
Roberts, Cathleen	1.0 FTE School Counselor	2 nd Semester 2006/07	Temporary Appointment
Schwarz, Gwen	1.0 FTE Elementary	2 nd Semester 2006/07	Temporary Appointment
Simone-Letcher, Victoria	0.2 FTE Elementary	2 nd Semester 2006/07	Temporary Appointment
Xiong, Ja Pao	1.0 FTE School Counselor	2 nd Semester 2006/07	Temporary Appointment
<u>Change in Employment Status</u>			
Wolfsberger, Janelle	1.0 FTE Elementary	2006/07	Change to Probationary Status
<u>Retirement(s)/Resignation(s)</u>			
Gustafson, Loretta		December 21, 2006	Resignation

jm-1/11/07

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

5.C.2
Page 1 of 2

January 17, 2007

MEMORANDUM TO: Board of Education

FROM: Chet Francisco, Superintendent

SUBJECT: Classified Human Resources Actions

<u>NAME</u>	<u>CLASS/LOCATION/ASSIGNED HOURS</u>	<u>EFFECTIVE</u>	<u>COMMENTS/ FUND</u>
<u>APPOINTMENTS</u>			
Anderson, Tyson	IA-Special Education/Chapman/3.0	12/20/06	Vacated Position/ Special Education
Bhojak, Deborah	LT IA-Special Ed/CHS/6.5	11/30/06-02/15/07	New LT Position/ Special Education
Carrell, Kimberley	IA-Elementary Guidance/Shasta/1.0	12/01/06	New Position/ Grant Fund
Grimes, Louis	Campus Supervisor/BJHS/1.0	12/19/06	Vacated Position
La Rosa, Christopher	IPS-Classroom/Rosedale/3.0	11/30/06	Vacated Position/ Special Education
Luger, Rachel	LT IPS-Classroom/Loma Vista/3.0	12/07/06-01/01/07	New LT Position/ Special Education
Olson, Kathryn	IPS-Classroom/Loma Vista/2.0	11/30/06	Vacated Position/ Special Education
Robinson, Mitchell	IPS-Healthcare/Nord/6.0	12/19/06	Vacated Position/ Special Education
Rowntree, Mary	IPS-Classroom/Rosedale/3.5	12/04/06	Vacated Position/ Special Education
Savage, Jonas	Grounds Worker/M & O/8.0	12/06/06	Vacated Position
Schultz, Nathaniel	Computer Technician/Marigold/2.0	12/11/06	Vacated Position/ Categorical Fund
Van Gilder, Jon	LT Computer Technician/Information Services/8.0	12/20/06-05/06/07	New LT Position
Vincent, John	LT Computer Technician/Information Services/8.0	12/20/06-05/06/07	New LT Position
<u>Increase in Hours</u>			
Baber, Susan	Program Coordinator-Substance Use Prevention & Intervention/CHS/8.0	11/30/06	Existing Position/ Grant & Categorical Funds
Greene, Heather	IPS-Classroom/Loma Vista/3.0	11/30/06	Existing Position/ Special Education
Machado, Mary	Transportation Special Education Aide/Transportation/4.2	10/05/06	Existing Position/ Special Education
Mosher, Abraham	IPS-Healthcare/CHS/7.0	12/15/06	Existing Position/ Special Education
<u>Voluntary Reduction in Hours</u>			
Grimes, Louis	Campus Supervisor/BJHS/1.8	01/08/07	Vacated Position
Inserra, Mary	IA-Multicultural/FVHS/6.0	01/08/07	Existing Position/ Categorical Fund
Reise, Marcy	Parent Classroom Aide-Restr/Emma Wilson/2.0	01/08/07	Existing Position/ Categorical Fund
<u>Reclassification</u>			
Cooper, Brenda	School Bus Driver-Type 2/Transportation/7.3	12/01/06	Existing Position
<u>Promotion</u>			
Bingham, Tuolumne	Sr Custodian/M & O-District Office/8.0	12/18/06	Vacated Position

Spainhower, Dale <u>Leave of Absence</u>	Grounds Worker/M & O/8.0	12/06/06	
Gonzalez, Nelly	IA-Bilingual/Chapman/5.0	01/17/07-06/04/07	Per CBA 5.12
Heinly-Cullen, Kay	IPS-Classroom/Shasta/6.0	11/07-12/03/06 & 12/19/06-01/05/07	Corrected LOA Dates
Schutz Fort, Emma	IPS-Healthcare/Loma Vista/3.0	11/01/06-01/05/07	Per CBA 5.12
Tatom, Judy	IPS-Classroom/Loma Vista/1.0	08/15/06-12/21/06	Per CBA 5.12
<u>Layoff to Re-employment</u>			
Baird, Keven	Sr Equipment Mechanic/Transportation/8.0	01/04/07	LOA Expired to 39-Month Re-employment List
Van Camp, Cindy	Sr Office Assistant/Ed Svcs/8.0	11/29/06	LOA Expired to 39-Month Re-employment List

RESIGNATIONS

Resigned Only Position Listed

Baber, Susan	Program Coordinator-Substance Use Prevention & Intervention/CHS/6.4	11/29/06	Increase in Hours
Bingham, Tuolumne	Custodian/PVHS/8.0	12/17/06	Promotion
Cooper, Brenda	Passenger Van Driver/Transportation/7.3	11/30/06	Reclassification
Greene, Heather	IPS-Classroom/Loma Vista/2.0	11/29/06	Increase in Hours
Grimes, Louis	Campus Supervisor/CJHS/2.0	01/07/07	Voluntary Reduction in Hours
La Rosa, Christopher	LT IPS-Classroom/Rosedale/6.0	11/29/06	Voluntary Resignation
Machado, Mary	Transportation Special Education Aide/ Transportation/1.6	10/04/06	Increase in Hours
Spainhower, Dale <u>Resignation/Termination</u>	Custodian/Emma Wilson-Rosedale/8.0	12/05/06	Promotion
Berg, Katie	IPS-Healthcare/Loma Vista/3.0	01/19/07	Voluntary Resignation
Copper, Joseph	Grounds Worker/M & O/8.0	10/10/06	Auto Resignation
Employee Holding Position #219248	IPS-Healthcare/Parkview/3.5	12/11/06	Released During Probationary Period
Employee Holding Position #407037	IPS-Healthcare/Parkview/3.0	12/11/06	Released During Probationary Period
Kniffen, Brian	IA-Special Education/Chapman/3.0	12/08/06	Voluntary Resignation
Nguyen, Kathie	IPS-Healthcare/Hooker Oak/4.0	01/06/07	Voluntary Resignation
Ross, Eileen	Parent Classroom Aide-Restr/Rosedale/2.0	11/08/06	Voluntary Resignation

Agenda Item #: _____
(DO Use Only)

PROPOSED AGENDA ITEM: Consultant Agreement for Butte County Office of Education

Prepared by: David G. Scott, Director, Pupil Personnel Services



Consent



Information Only



Discussion/Action

Board Date: 01/17/07

Background Information

BCOE Sign Language Interpreters hired to interpret for CUSD Hard of Hearing students during athletic events, football and basketball practices, and games.

Education Implications

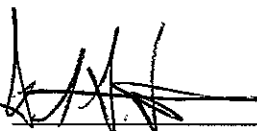
To meet requirements of students' Individual Education Plan (IEP).

Fiscal Implications

This service is funded through the Special Education budget.

Additional Information

DO Recommendation: _____



Mandatory Instructions
(click to view)

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

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

CONSULTANT AGREEMENT

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

☒ On File (click to view) ☐ Attached

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

☒ On File (click to view) ☐ Attached

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

Name: Butte County Office of Education
Street Address/POB: 1859 Bird Street
City, State, Zip Code: Oroville, CA 95965
Phone: _____
Taxpayer ID/SSN: _____

This agreement will be in effect from: 01/01/06 to 02/28/07

Location(s) of Services: (site) Various School Sites

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

BCOE Sign Language Interpreters hired to interpret for CUSD Hard of Hearing students during athletic events
basketball practices, games, and mileage

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

To meet requirements of student's IEP

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

1) Special Ed Programs

2)

3)

6. Account(s) to be Charged:

	Pct (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Expense	Sch/Dept
1)	100.00	01	6501	01	5750	1190	5800	14	510
2)							5800	14	
3)							5800	14	

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

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

\$ 44.79 Per Unit, times 64.00 # Units = \$ 2,866.56 Total for Services

(Unit: ☒ Per Hour ☐ Per Day ☐ Per Activity)

9. Additional Expenses:

Mileage: \$ 95.68
\$
\$

Total for
Addit'l Expenses

\$ 2,962.24 Grand Total

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

(to be completed by Business Services)

CONSULTANT TERMS AND CONDITIONS(Applicable, unless determined to be Contract Employee - See BS10a)

Business Services Use Only

CA# _____

V# _____

RCF# _____

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

11. AGREED TO AND ACCEPTED:

12/18/06
(Signature of Consultant)

Steven Rudy, Asst. Supt.
Bonnie Newman, BOPE
(Print Name)

[Signature]
(Date)

12. RECOMMENDED:

[Signature]
(Signature of Originating Administrator)

David G. Scott
(Print Name)

01/04/07
(Date)

13. APPROVED:

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

Kelly Staley
(Print Name)

1-4-07
(Date)

APPROVED:

[Signature]
(Signature of Asst. Supt. - Business Services)

☒ **Consultant**
Randy Meeker
(Print Name)

☐ **Contract Employee**

1-8-07
(Date)

14. Authorization for Payment:**(a). CHECK REQUIRED (Invoice to accompany payment request):**

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

(b). DISPOSITION OF CHECK by Accounts Payable:
(check released upon completion of services)

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

(c).

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

PROPOSED AGENDA ITEM: Consultant agreement with Creative Spirit LLC

Prepared by: Scott Lindstrom

- ☒ Consent
☐ Information Only
☐ Discussion/Action

Board Date: 01/17/07

Background Information

The consultants will provide "Keeping the Joy in Learning" (Healthy Play) training to school staffs at Chapman, McManus and Shasta schools. Activities are highly motivating, easy to implement and establish clear behavioral norms that include the core philosophy that "people are the most important part of any activity." This is new training at Chapman and McManus, and follow-up to initial training at Shasta.

Education Implications

Healthy Play games and activities are used to enhance learning and classroom management, build school community, enhance empathy and reduce aggressive behaviors. Activities can be used in academics, PE, recess and social skill development.

Fiscal Implications

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

Additional Information

DO Recommendation:

Approve Scott Lindstrom

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: Creative Spirit LLC

Street Address/POB: 6062 East Beverly

City, State, Zip Code: Tucson, AZ 85711

Phone: _____

Taxpayer ID/SSN: _____

This agreement will be in effect from: 01/08/07

to 05/25/07

Location(s) of Services: (site)

Chapman, McManus, Shasta

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

Provide "Keeping the Joy in Learning" training to site staff. Includes classroom demonstrations in 6 classes and 2 hours after school training each day, 3 days each at Chapman and McManus (new in program). 1 day at Shasta (review). Required training for Early Mental Health Initiative grant.

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

All staff trained to utilize Healthy Play as 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 #11 (Early Mental Health Initiative grant)

2) _____

3) _____

6. Account(s) to be Charged:

	Pct (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Expense	Sch/Dept
1)	100.00	01	7826	0	1110	3110	5800	14	40
2)							5800	14	
3)							5800	14	

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

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

\$ 2,500.00 Per Unit, times 700 # Units = \$ 17,500.00 Total for Services

(Unit: ☐ Per Hour ☒ Per Day ☐ Per Activity)

9. Additional Expenses:

\$ _____
\$ _____
\$ _____
Total for Addit'l Expenses
\$ 0.00
Grand Total
\$ 17,500.00

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

(to be completed by Business Services)

CONSULTANT TERMS AND CONDITIONS(Applicable, unless determined to be Contract Employee - See BS10a)

Business Services Use Only

CA# _____

V# _____

RCF# _____

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

11. APPROVED AND ACCEPTED:

 Charlie Steffens
(Signature of Consultant) (Print Name)

12/6/06
(Date)

12. RECOMMENDED:

 Scott C. Lindstrom
(Signature of Originating Administrator) (Print Name)

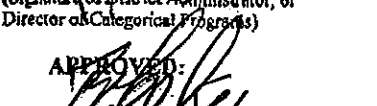
12/20/06
(Date)

13. APPROVED:

 David G. Scott
(Signature of District Administrator, or Director of Categorical Programs) (Print Name)

12/20/06
(Date)

APPROVED:

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

☒ Consultant
☐ Contract Employee

1-8-07
(Date)

14. Authorization for Payment:**(a). CHECK REQUIRED (Invoice to accompany payment request):**

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

(b). DISPOSITION OF CHECK by Accounts Payable:
(check released upon completion of services)

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

(c).

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

Title: **Club Z In-Home Tutoring Service - Consultant Agreement**

Action:

Agenda Item:

Consent X

Date: **January 17, 2007**

Information

Page 1

Prepared by: **Janet Brinson, Director**

Background Information

All schools that receive Title I funding and local educational agencies (LEAs) that do not make Adequate Yearly Progress (AYP) are identified for Program Improvement (PI). PI schools and LEAs must implement required program components and interventions. The District must notify students attending PI schools in years 3-5 of Supplemental Services opportunities. Supplemental Educational Services are tutoring or other supplemental enrichment activities beyond the regular school day. Services are to be high quality, research-based, and designed to improve the students' academic achievement. Students are eligible for services if they are in Title I schools in PI status and 1) not meeting State Standards in reading and math, and 2) from low income families. All supplemental services must be rendered by a State Board of Education (SBE) approved provider.

Education Implications

The state-approved Supplemental Service Providers will render services to qualified students based on their academic needs.

Fiscal Implications

Districts that receive Title I funding and have schools in PI status are required to set aside a portion of their Title I allocation. This set-aside must be used to pay the SBE approved Supplemental Service Providers for their contracted services.

Additional Information

Recommendation

It is recommended that you approve this consultant agreement

JB 1/19/07

Mandatory Instructions
(click to view)

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

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

CONSULTANT AGREEMENT

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

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

Name: **Clubz In Home Tutoring Services**
Street Address/POB: **15510 Amberly Drive Suite 100**
City, State, Zip Code: **Tampa Florida 33647**
Phone: _____
Taxpayer ID/SSN: _____

This agreement will be in effect from: **01/18/07** to **06/30/07**

Location(s) of Services: (site) **Chapman, Citrus, McManis, Parkview, and Rosedale Elementary Schools**

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

Provides individual tutoring to students that have signed up for state required No Child Left Behind Supplemental Services. Provider will prepare and posttest students and provide services based on individual student need. Provider will supply ongoing progress reports to parents and the district per agreement.

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

Provide No Child Left Behind Supplemental Services requirement to provide parents with individual tutoring services for their children.

- Funding/Programs Affected: (corresponding to accounts below)

- District 1001
-
-

- Account(s) to be Charged:

	Pct (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Expense	Sch/Dept
1)	100.00	01	5010	01	1012	1000	5800	14	6701
2)							5800	14	
3)							5800	14	

- Is there an impact to General Fund, Unrestricted funding? ☐ Yes ☒ No

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

\$ **15.00** Per Unit, times **1,260.00** # Units = \$ **18,900.00** Total for Services
(Unit: ☐ Per Hour ☐ Per Day ☐ Per Activity)

- Additional Expenses:

\$ _____
\$ _____
\$ _____ Total for Addit'l Expenses
\$ **18,900.00** Grand Total

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

(to be completed by Business Services)

CONSULTANT TERMS AND CONDITIONS

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

Business Services Use Only

CA# _____

V# _____

RCF# _____

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

11. AGREED TO AND ACCEPTED:

Christy Underhill Derby
(Signature of Consultant)

Christy Underhill Derby, Asst. SES Director
(Print Name)

(Date)

12. RECOMMENDED:

Jane Brinson
(Signature of Originating Administrator)

Jane Brinson, Director
(Print Name)

1/9/07
(Date)

13. APPROVED:

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

Jane Brinson, Director
(Print Name)

1/9/07
(Date)

APPROVED:

Scott Jones for RV
(Signature of Asst. Supt. - Business Services)



Consultant



Contract Employee

Randy Meeker

(Print Name)

1/11/07
(Date)

14. Authorization for Payment:

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

☐ Partial Payment thru: _____
(Date)

☐ Full or Final Payment

(b). DISPOSITION OF CHECK by Accounts Payable: (check released upon completion of services)

☐ Send to Site Administrator: _____
(Date check required)

☐ Mail to Consultant

(c).

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

Title: **Boys and Girls Club of America -- Consultant Agreement**

Action:

Agenda Item:

Consent **X**

Date: **January 17, 2007**

Information

Page 1

Prepared by: **Janet Brinson, Director**

Background Information

All schools that receive Title I funding and local educational agencies (LEAs) that do not make Adequate Yearly Progress (AYP) are identified for Program Improvement (PI). PI schools and LEAs must implement required program components and interventions. The District must notify students attending PI schools in years 3-5 of Supplemental Services opportunities. Supplemental Educational Services are tutoring or other supplemental enrichment activities beyond the regular school day. Services are to be high quality, research-based, and designed to improve the students' academic achievement. Students are eligible for services if they are in Title I schools in PI status and 1) not meeting State Standards in reading and math, and 2) from low income families. All supplemental services must be rendered by a State Board of Education (SBE) approved provider.

Education Implications

The state-approved Supplemental Service Providers will render services to qualified students based on their academic needs.

Fiscal Implications

Districts that receive Title I funding and have schools in PI status are required to set aside a portion of their Title I allocation. This set-aside must be used to pay the SBE approved Supplemental Service Providers for their contracted services.

Additional Information

Recommendation

It is recommended that you approve this consultant agreement.

[Handwritten signature]
1/17/07

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: Boys and Girls Club Teen Center
Street Address/POB: 601 Wall Street
City, State, Zip Code: Chico, CA 95928
Phone: _____
Taxpayer ID/SSN: _____

This agreement will be in effect from: 07/13/07 to 06/30/07

Location(s) of Services: (site) Chapman, Citrus, McManus, Park View, and Rosedale Elementary Schools

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

Provides individual tutoring to students that have signed up for state required No Child Left Behind Supplemental Services. Provider will pre and posttest students and provide services based on individual student need. Provider will supply ongoing progress reports to parents and the district per agreement.

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

Implement No Child Left Behind Supplemental Services requirement to provide parents with individual tutoring services for their children.

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

- 1) District
- 2)
- 3)

6. Account(s) to be Charged:

	Pct (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Expense	Sch/Dept
1)	100.00	01	3010	0	1110	1000	5800	14	670
2)							5800	14	
3)							5800	14	

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

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

\$ 1,248.00 Per Unit, times 9.00 # Units = \$ 11,232.00 Total for Services

(Unit: ☐ Per Hour ☐ Per Day ☒ Per Activity)

9. Additional Expenses:

\$ _____
\$ _____
\$ _____ Total for Addit'l Expenses
\$ 11,232.00 Grand Total

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

(to be completed by Business Services)

CONSULTANT TERMS AND CONDITIONS(Applicable, unless determined to be Contract Employee – See BS10a)

Business Services Use Only

CA# _____

V# _____

RCF# _____

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

11. AGREED TO AND ACCEPTED:

Maureen Pierce
(Signature of Consultant)

Maureen Pierce, Executive Director
(Print Name)

1/9/07
(Date)

12. RECOMMENDED:

Janet Brinson
(Signature of Originating Administrator)

Janet Brinson, Director
(Print Name)

1/9/07
(Date)

13. APPROVED:

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

Janet Brinson, Director
(Print Name)

1/9/07
(Date)

APPROVED:

Scott Prosser
(Signature of Asst. Supt. – Business Services)

☒ Consultant
Randy Meeker
(Print Name)

☐ Contract Employee
(Date)

1/11/07
(Date)

14. Authorization for Payment:**(a). CHECK REQUIRED (Invoice to accompany payment request):**

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

(b). DISPOSITION OF CHECK by Accounts Payable:
(check released upon completion of services)

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

(c).

\$

(Amount)

(Originating Administrator Signature – Use Blue Ink)

(Date)

Title: Kumon Math and Reading Learning Center

Action:

Agenda Item:

Consent **X**

Date: **January 17, 2007**

Information

Page 1

Prepared by: **Janet Brinson, Director**

Background Information

All schools that receive Title I funding and local educational agencies (LEAs) that do not make Adequate Yearly Progress (AYP) are identified for Program Improvement (PI). PI schools and LEAs must implement required program components and interventions. The District must notify students attending PI schools in years 3-5 of Supplemental Services opportunities. Supplemental Educational Services are tutoring or other supplemental enrichment activities beyond the regular school day. Services are to be high quality, research-based, and designed to improve the students' academic achievement. Students are eligible for services if they are in Title I schools in PI status and 1) not meeting State Standards in reading and math, and 2) from low income families. All supplemental services must be rendered by a State Board of Education (SBE) approved provider.

Education Implications

The state-approved Supplemental Service Providers will render services to qualified students based on their academic needs.

Fiscal Implications

Districts that receive Title I funding and have schools in PI status are required to set aside a portion of their Title I allocation. This set-aside must be used to pay the SBE approved Supplemental Service Providers for their contracted services.

Additional Information

Recommendation

It is recommended that you approve this consultant agreement

JB 1/17/07

Mandatory Instructions
(click to view)

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

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

CONSULTANT AGREEMENT

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

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

Name: Kumon Math and Reading Learning Center (Bob Holte)
Street Address/POB: 240 West East Avenue, Suite D
City, State, Zip Code: Chico, CA 95926
Phone: _____
Taxpayer ID/SSN: _____

This agreement will be in effect from: 01/18/07 to 06/30/07
Location(s) of Services: (site) Chapman, Citrus, McManus, Parkview, and Rosedale Elementary Schools

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

Provides tutoring to students that have signed up for state required No Child Left Behind Supplemental Services. Provider will pre and post-test students and provide services based on student need. Provider will supply ongoing progress reports to parents and the district per agreement.

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

Title I No Child Left Behind Supplemental Services requirement to provide parents with individual tutoring services for their children.

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

- 1) District Title I
- 2)
- 3)

6. Account(s) to be Charged:

	Pct (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Expense	Sch/Dept
1)	100.00	01	3010	0	1110	1000	5800	14	670
2)							5800	14	
3)							5800	14	

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

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

\$ 1,150.00 Per Unit, times 17.00 # Units = \$ 19,550.00 Total for Services
(Unit: ☐ Per Hour ☐ Per Day ☐ Per Activity)

9. Additional Expenses:

\$ _____
\$ _____
\$ _____ Total for Addit'l Expenses

\$ 19,550.00 Grand Total

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

(to be completed by Business Services)

CONSULTANT TERMS AND CONDITIONS

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

Business Services Use Only

CA# _____
V# _____
RCF# _____

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

11. AGREED TO AND ACCEPTED:

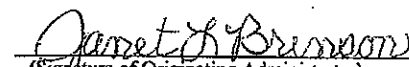

(Signature of Consultant)

Bob Holt
(Print Name)

(Date)

1/10/07

12. RECOMMENDED:

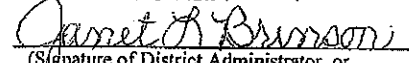

(Signature of Originating Administrator)

Janet Brinson, Director
(Print Name)

(Date)

1/10/07

13. APPROVED:

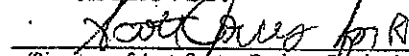

(Signature of District Administrator, or
Director of Categorical Programs)

Janet Brinson, Director
(Print Name)

(Date)

1/10/07

APPROVED:


(Signature of Asst. Supt. - Business Services)

☒ Consultant
Randy Meeker
(Print Name)

☐ Contract Employee

(Date)

1/11/07

14. Authorization for Payment:

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

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

(b). DISPOSITION OF CHECK by Accounts Payable: (check released upon completion of services)

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

(c).

\$

(Amount)

(Originating Administrator Signature - Use Blue Ink)

(Date)

Title: Professional Tutors of America

Action:

Agenda Item:

Consent X

Date: January 17, 2007

Information

Page 1

Prepared by: Janet Brinson, Director

Background Information

All schools that receive Title I funding and local educational agencies (LEAs) that do not make Adequate Yearly Progress (AYP) are identified for Program Improvement (PI). PI schools and LEAs must implement required program components and interventions. The District must notify students attending PI schools in years 3-5 of Supplemental Services opportunities. Supplemental Educational Services are tutoring or other supplemental enrichment activities beyond the regular school day. Services are to be high quality, research-based, and designed to improve the students' academic achievement. Students are eligible for services if they are in Title I schools in PI status and 1) not meeting State Standards in reading and math, and 2) from low income families. All supplemental services must be rendered by a State Board of Education (SBE) approved provider.

Education Implications

The state-approved Supplemental Service Providers will render services to qualified students based on their academic needs.

Fiscal Implications

Districts that receive Title I funding and have schools in PI status are required to set aside a portion of their Title I allocation. This set-aside must be used to pay the SBE approved Supplemental Service Providers for their contracted services.

Additional Information

Recommendation

It is recommended that you approve this consultant agreement

JB 1/17/07

Mandatory Instructions
(click to view)

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

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

CONSULTANT AGREEMENT

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

☐ On File (click to view) ☒ Attached

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

☐ On File (click to view) ☒ Attached

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

Name: Professional Tutors of America
Street Address/POB: 3350 E Birch Suite 108
City, State, Zip Code: Brea, California 92821
Phone: _____

Taxpayer ID/SSN: _____

This agreement will be in effect from: 01/18/07 to 06/30/07

Location(s) of Services: (site) Chapman, Cyrus McManus, Parkview and Rosedale Elementary Schools

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

Provides individual tutoring to students that have signed up for state required No Child Left Behind

Supplemental Services. Provider will pre- and post-test students and provide services based on individual student need. Provider will supply ongoing progress reports to parents and the district per agreement.

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

Met No Child Left Behind Supplemental Services requirement to provide parents with individual tutoring services for their children.

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

1) District Title I

2)

3)

6. Account(s) to be Charged:

	Pct (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Expense	Sch/Dept
1)	100.00	01	3010	0	1000	1000	5800	14	670
2)							5800	14	
3)							5800	14	

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

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

\$ 4.00 Per Unit, times 1,260.00 # Units = \$ 5,040.00 Total for Services

(Unit: ☐ Per Hour ☐ Per Day ☐ Per Activity)

9. Additional Expenses:

\$									
\$									
\$									
								0.00	Total for Addit'l Expenses
\$								5,040.00	Grand Total

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

(to be completed by Business Services)

CONSULTANT TERMS AND CONDITIONS

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

Business Services Use Only

CA# _____

V# _____

RCF# _____

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

11. AGREED TO AND ACCEPTED:

[Signature] Bob Harraka 1/19/07
(Signature of Consultant) (Print Name) (Date)

12. RECOMMENDED:

[Signature] Janet Brinson, Director 1/11/07
(Signature of Originating Administrator) (Print Name) (Date)

13. APPROVED:

[Signature] Janet L Brinson 1/11/07
(Signature of District Administrator, or Director of Categorical Programs) (Print Name) (Date)

APPROVED:

[Signature] Scott Jones for RUM ☒ Consultant ☐ Contract Employee 1/11/07
(Signature of Asst. Supt. - Business Services) Randy Meeker (Print Name) (Date)

14. Authorization for Payment:

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

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

TITLE: Notice of Completion- Science Classroom Modernization at Bidwell Junior High School

Action _____
Consent X
Information _____

Agenda Item
January 17, 2007
Page 1 of 1

Prepared by: *Michael Weissenborn, Facilities Planner/Construction Manager*

Background information

Over the past few years, the District has been in the process of modernizing Bidwell Junior High School. This portion of the modernization project was separated from the main modernization project to fully incorporate design modifications to meet the needs of the Bidwell Science Department.

Educational Implications

The District's Strategic Plan states: "A safe, nurturing and inspiring environment is essential for individuals to thrive."

Fiscal Implications

Bidwell Junior High School's Science Classroom Modernization was funded 60% from the State School Facilities Program and 40% from Chico Unified School District's matching funds. No general fund dollars were used.

Additional Information

The filing of Notices of Completion (NOC) begins a thirty-five day lien period during which unpaid subcontractors, suppliers and other vendors can file a mechanics lien. If the NOC is not filed the lien period becomes 90 days.

Recommendation

It is requested that the Board of Education authorize the Assistant Superintendent, Business Services to approve and execute the Notices of Completion for the Science Classrooms Modernization at Bidwell Junior High School.

Reviewed by: 
Randy Meeker, Assistant Superintendent, Business Services

WHEN RECORDED MAIL TO:

5.D.8
Page 2 of 2

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

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

DSA FILE NO. 4-H2
DSA APPL NO. 02-107393
PROJECT NO. 99-2845.5

NOTICE OF COMPLETION

1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.
2. The FULL NAME of the OWNER is **CHICO UNIFIED SCHOOL DISTRICT.**
3. The FULL ADDRESS of the OWNER is **1163 EAST SEVENTH STREET, CHICO, CALIFORNIA, 95928-5999.**
4. The NATURE OF THE INTEREST or ESTATE of the undersigned is : **IN FEE**
5. A work of improvement on the property hereinafter described was COMPLETED on **January 16, 2007** and accepted by the Chico Unified School District on **January 17, 2007.**
6. The work of improvement completed is described as follows: **SCIENCE CLASSROOM MODERNIZATION AT BIDWELL JUNIOR HIGH SCHOOL FOR THE CHICO UNIFIED SCHOOL DISTRICT, CHICO, BUTTE COUNTY, CALIFORNIA.**
7. The NAME OF THE ORIGINAL CONTRACTOR for such work of improvement is **United Building Contractors, PO Box 6039, Chico, CA 95927**
8. The street address of said property is:

2376 North Avenue, Chico, CA 95926
9. The property on which said improvement was completed in the **CITY OF CHICO, COUNTY OF BUTTE, STATE OF CALIFORNIA**, and described as follows:

ASSESSORS PARCEL NUMBERS: 048-081-009 / 048-130-019

Chico Unified School District

Date: _____ Signature of Owner or agent of owner _____

Randy Meeker, Agent

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

Date and Place

Randy Meeker, Assistant Superintendent, Business Services

TITLE: Notice of Completion– Bleacher Replacement at Bidwell Jr. High School and Chico Jr. High School

Action _____
Consent X
Information _____

Agenda Item
January 17, 2007
Page 1 of 1

Prepared by: *Mary Leary, Director Maintenance & Operations/Transportation*

Background information

This project was on the District's Deferred Maintenance List.

Educational Implications

The District's Strategic Plan states: "A safe, nurturing and inspiring environment is essential for individuals to thrive."

Fiscal Implications

This project was paid for out of the Deferred Maintenance Fund. No general fund dollars were used.

Additional Information

The filing of Notices of Completion (NOC) begins a thirty-five day lien period during which unpaid subcontractors, suppliers and other vendors can file a mechanics lien. If the NOC is not filed the lien period becomes 90 days.

Recommendation

It is requested that the Board of Education authorize the Assistant Superintendent, Business Services to approve and execute the Notices of Completion for Bleacher Replacement at Bidwell Jr. High School and Chico Jr. High School.

Reviewed by: _____



Randy Meeker, Assistant Superintendent, Business Services

WHEN RECORDED MAIL TO:

5.D.9
Page 2 of 2

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

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

DSA FILE NO. 4-H2
DSA APPL NO. 02-108139
PROJECT NO. 26013

NOTICE OF COMPLETION

1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.
2. The FULL NAME of the OWNER is **CHICO UNIFIED SCHOOL DISTRICT.**
3. The FULL ADDRESS of the OWNER is **1163 EAST SEVENTH STREET, CHICO, CALIFORNIA, 95928-5999.**
4. The NATURE OF THE INTEREST or ESTATE of the undersigned is : **IN FEE**
5. A work of improvement on the property hereinafter described was COMPLETED on **January 08, 2007** and accepted by the Chico Unified School District on **January 17, 2007.**
6. The work of improvement completed is described as follows: **BLEACHER REPLACEMENT AT THE CHICO AND BIDWELL JUNIOR HIGH SCHOOLS FOR THE CHICO UNIFIED SCHOOL DISTRICT, CHICO, BUTTE COUNTY, CALIFORNIA.**
7. The NAME OF THE ORIGINAL CONTRACTOR for such work of improvement is **Southwest Interiors, Inc. 26115 Table Meadow Road, Auburn, CA 95602.**
8. The street address of said property is:

Chico Jr. 208 Memorial Way, Chico, CA 95926
Bidwell Jr. 2376 North Avenue, Chico, CA 95926
9. The property on which said improvement was completed in the **CITY OF CHICO, COUNTY OF BUTTE, STATE OF CALIFORNIA**, and described as follows:

ASSESSORS PARCEL NUMBERS:

Bidwell 048-081-009 / 048-130-019

Chico Jr. 003-117-001/003-175-004/003-180-014/003-180-017

Chico Unified School District

Date: _____ Signature of Owner or agent of owner _____

Randy Meeker, Agent

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

Date and Place

Randy Meeker, Assistant Superintendent, Business Services

Agenda Item #: _____
(DO Use Only)

PROPOSED AGENDA ITEM: DECLARATION OF SURPLUS PROPERTY

Prepared by: SCOTT JONES, DIRECTOR, FISCAL SERVICES

X Consent

_____ Information Only

Board Date: 1/17/07

_____ Discussion/Action

Background Information

QUARTERLY DISPOSAL OF SURPLUS PROPERTY

Education Implications

NONE

Fiscal Implications

NONE

Additional Information

Recommendation:

~~Recommend consent to dispose of surplus property~~

Reviewed: Scott Jones for RM
Randy Meeker
Assistant Superintendent, Business Services

MEMORANDUM

To: CHICO UNIFIED SCHOOL BOARD
From: SCOTT JONES, DIRECTOR, FISCAL SERVICES
Date: 1/17/07
Re: DECLARATION OF SURPLUS PROPERTY

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.

Useable Surplus Property 1/17/07

BO#	Description	Cond.	Transfer/ Sold	Rec'd From	Work Order#	Value	Universal Waste
5685	PRINTER-APPLE LASERWRITER 300	2	WHSE	PVHS		0	Y
5685	PRINTER-LEXMARK 5700	2	WHSE	PVHS		0	Y
5686	MONITOR-APPLE 720 DISPLAY	2	WHSE	PVHS		0	Y
5686	MONITOR-MACINTOSH 5300/100LC	2	WHSE	PVHS		0	Y
5687	KEYBOARD-APPLE	1	WHSE	PVHS		0	Y
5687	KEYBOARD-APPLE	1	WHSE	PVHS		0	Y
5688	COMPUTER MOUSE-APPLE	2	WHSE	PVHS		0	Y
5688	COMPUTER MOUSE-ONE BUTTON	2	WHSE	PVHS		0	Y
5689	APPLE CD 300 EXTERNAL READER	2	WHSE	PVHS		0	Y
5690	SCANNER(APPLE)COLOR ONE 600/27	2	WHSE	PVHS		0	Y
5691	QUANTUM EXTERNAL HARD DRIVE	2	WHSE	PVHS		0	Y
5692	ADDING MACHINE/CALCULATOR	1	WHSE	BJHS		10	Y
5693	DICTATING & TRANSCRIBING MACHINE	1	WHSE	BJHS		100	Y
5694	HP OFFICE JET PRINTER G85xi	2	WHSE	PVHS		10	Y
5697	IBM SELECTRIC II TYPEWRITER	2	WHSE	SHASTA		20	Y
5713	K+E 3036 ENGINEERING COPIER	1	WHSE	FACILITIES		2000	Y
5717	VCR QUASAR VH40	2	WHSE	SIERRA VIEW		1	Y
5717	SHARP TV (OLD STYLE) 25LT16	2	WHSE	SIERRA VIEW		5	Y
5717	PIANO	2	WHSE	SIERRA VIEW		100	N
5717	3 WOOD TEACHERS DESKS	2	WHSE	SIERRA VIEW		100	N
5717	3 WOOD TABLES	2	WHSE	SIERRA VIEW		1	N
5717	3 TRIANGLE TABLES	2	WHSE	SIERRA VIEW		5	N
5717	DOUBLE DOOR METAL FILING CABINE	2	WHSE	SIERRA VIEW		3	N
5717	DOUBLE SLOTTED STUDENT DESKS	2	WHSE	SIERRA VIEW		1	N
5717	5 SIDE CUBBY STUDENT DESKS	2	WHSE	SIERRA VIEW		0	N
5717	18 MED STUDENT CHAIRS (PLASTIC)	2	WHSE	SIERRA VIEW		1	N
5717	5 LIFT TOP STUDENT DESKS	2	WHSE	SIERRA VIEW		1	N
5723	CHANGING BED	2	WHSE	CHS		5	N
5726	METAL DESK TOP RACK	1	WHSE	D.O.		20	N
5726	SMALL TRIANGLE TABLE	1	WHSE	D.O.		15	N
5726	MAP MAKING MACHINE	1	WHSE	D.O.		20	Y
5726	QUADRA TV	1	WHSE	D.O.		20	Y

Condition:

1. Useable but no longer needed
2. Needs Minor Repair
3. Unrepairable

Useable Surplus Property 1/17/07

BO#	Description	Cond.	Transfer/ Sold	Rec'd From	Work Order#	Value	Universal Waste
5726	VCR	1	WHSE	D.O.		15	Y
5726	ROLLING TV CART	1	WHSE	D.O.		15	N
5726	COMPUTER TABLE	2	WHSE	D.O.		5	N
5726	ROLLING COMPUTER TABLE	2	WHSE	D.O.		2	N
5726	TRIANGLE CONFERENCE TABLE	2	WHSE	D.O.		100	N
5726	PARTITION	2	WHSE	D.O.		10	N
5726	3 4 DRAWER VERTICAL FILE CABINETS	2	WHSE	D.O.		10	N
5726	WOOD BOOKCASE	2	WHSE	D.O.		10	N
5726	DESKTOP WORKSTATION	2	WHSE	D.O.		5	N
5726	2 SHELF BOOKCASE	2	WHSE	D.O.		10	N
5726	SM WOOD COMPUTER DESK	2	WHSE	D.O.		10	N
5726	OFFICE CHAIR	2	WHSE	D.O.		3	N
5726	TYPING TABLE	2	WHSE	D.O.		10	N
5726	3 ROLLING OFFICE CHAIRS	2	WHSE	D.O.		10	N
5726	PLASTIC STUDENT CHAIR	2	WHSE	D.O.		10	N
5726	2 FOLDING CHAIRS	2	WHSE	D.O.		5	N
5731	PADDED CHAIR	2	WHSE	D.O.		10	N
5731	TEACHER'S DESK	2	WHSE	MARIGOLD		20	N
5731	2 WORK TABLES	2	WHSE	MARIGOLD		30	N
5731	METAL CABINET	2	WHSE	MARIGOLD		5	N
5731	WOOD CABINET	2	WHSE	MARIGOLD		5	N
5731	LARGE DIVIDER	2	WHSE	MARIGOLD		5	N
5731	DIRECTOR'S CHAIR	2	WHSE	MARIGOLD		5	N
5731	OFFICE CHAIR	2	WHSE	MARIGOLD		5	N
5731	WOOD CABINET	2	WHSE	MARIGOLD		1	N
5731	COMPACT HOT WATER HEATER	2	WHSE	MARIGOLD		10	Y
5731	FOLDING TABLE	2	WHSE	MARIGOLD		1	N
5733	DRYING OVEN	2	WHSE	PVHS		20	Y
5736	CLARKE CARPET EXTRACTOR	2	WHSE	SIERRA VIEW		25	Y
5736	WATER EXTRACTOR	2	WHSE	SIERRA VIEW		5	Y
5737	16 STUDENT DESKS	2	WHSE	HOOKEER OAK		5	N
5737	5 STUDENT CHAIRS	2	WHSE	HOOKEER OAK		1	N

Condition:

1. Useable but no longer needed
2. Needs Minor Repair
3. Unrepairable

Useable Surplus Property 1/17/07

BO#	Description	Cond.	Transfer/ Sold	Rec'd From	Work Order#	Value	Universal Waste
5738	2 COMPUTER STATIONS	1	WHSE	HOOKER OAK		10	N
5745	4 OVERHEAD PROJECTORS	2	WHSE	EMMA WILSON		5	Y
5745	4 BLK METAL CARTS	2	WHSE	EMMA WILSON		2	N
5745	4 FILE CABINETS	1	WHSE	EMMA WILSON		10	N
5745	2 LG. ROLL CARTS	1	WHSE	EMMA WILSON		2	N
5749	COUCH	2	WHSE	CHS		5	N
5752	SHARP TV 25 LT16	2	WHSE	SIERRA VIEW		10	Y
5757	4-2' X 4' DOUBLE DESKS	2	WHSE	CITRUS		5	N
5757	TRAPEZOID TABLE	2	WHSE	CITRUS		5	N
5757	2 1/2' X 5' TABLE	2	WHSE	CITRUS		5	N
5757	2 CHAIRS	2	WHSE	CITRUS		5	N
5757	2 PROJECTOR SCREENS	2	WHSE	CITRUS		5	N
5757	SHARP FAX	2	WHSE	CITRUS		5	N
5761	7 BOXES AWNING INSECT SCREENS	1	WHSE	LCC		5	Y
5763	43 STUDENT DESKS	1	WHSE	BJHS		5	N
5763	28 SCIENCE STOOLS	1	WHSE	BJHS		1	N
5763	23 STUDENT DESKS	1	WHSE	BJHS		1	N
5765	IRON CRAFTER	2	trade-in	PVHS		1	N
5768	DRYING OVEN	1	WHSE	PVHS		N/A	N
5769	TV	1	WHSE	PVHS		500	Y
5769	CASSETTE PLAYER	1	WHSE	MCMANUS		5	Y
5769	3 MONITORS	1	WHSE	MCMANUS		5	Y
5769	CORDLESS MOUSE	1	WHSE	MCMANUS		5	Y
5769	DVD-P241	1	WHSE	MCMANUS		5	Y
5769	DUAL SPEED STACKABLE HUB	1	WHSE	MCMANUS		5	Y
5769	24 PORT HUB/REPEATER	1	WHSE	MCMANUS		5	Y
5773	APOLLO OVERHEAD PROJ.	2	WHSE	MCMANUS		5	Y
5790	RADIAL ARM SAW	1	WHSE	PVHS		40	Y
5790	LG. WAYNE AIR COMPRESSOR	1	WHSE	CORP YARD		500	Y
5790	DUST COLLECTOR BLOWER	1	WHSE	CORP YARD		500	Y
5790	LG. CHALLENGE AIR COMPRESSOR	1	WHSE	CORP YARD		200	Y
5790	JIG SAW	1	WHSE	CORP YARD		500	Y
5790		1	WHSE	CORP YARD		200	Y

Condition:

1. Useable but no longer needed
2. Needs Minor Repair
3. Unrepairable

Useable Surplus Property 1/17/07

BO#	Description	Cond.	Transfer/ Sold	Rec'd From	Work Order#	Value	Universal Waste
5790	HORIZ. DRILL PRESS-DUAL HEAD	1	WHSE	CORP YARD		500	Y
5790	BILLY GOAT VACUUM	1	WHSE	CORP YARD		300	Y
5790	TRACTOR AUGER - BUSH HOG	1	WHSE	CORP YARD		300	Y
5790	GOOSE NECK TRAILER	1	WHSE	CORP YARD		1000	N
5790	LG. DEVILBISS AIR COMPRESSOR	2	WHSE	CORP YARD		500	Y
5795	2 METAL TEACHERS DESKS	1	WHSE	MJHS		30	N
5795	NET T.V.	2	WHSE	MJHS		10	Y
5795	2 METAL TEACHERS DESKS	2	WHSE	MJHS		20	N
5795	2 FILE CABINETS	2	WHSE	MJHS		10	N
5804	TEACHER'S DESK	2	WHSE	SIERRA VIEW		10	N
5806	SALAD BAR	2	WHSE	MARIGOLD		20	Y
5806	UMBRELLA STAND	2	WHSE	MARIGOLD		5	N
5806	NO PARKING SIGN(HVY DUTY STEEL)	2	WHSE	MARIGOLD		5	N
5806	UPHOLSTERED CHAIR	2	WHSE	MARIGOLD		5	N
5809	18" CUTTING BOARD	1	WHSE	SIERRA VIEW		1	N
5810	SHARP CALCULATOR	2	WHSE	D.O.		2	Y
5812	ELMO OVERHEAD PROJECTOR	2	WHSE	PVHS		5	Y
5813	RCA 27" COLOR TV	1	WHSE	PVHS		5	Y
5822	SWINTEC TYPEWRITER	2	WHSE	HOOKER OAK		10	Y
5822	IBM WHEELWRITER TYPEWRITER	2	WHSE	HOOKER OAK		10	Y
5823	GOOD TABLE	1	WHSE	HOOKER OAK		5	N
5823	COMPUTER TABLE	2	WHSE	HOOKER OAK		2	N
5824	PIONEER LAZER DISC	1	WHSE	CJHS		10	Y
5824	BROTHER TYPEWRITER	2	WHSE	CJHS		5	Y
5824	LAMINATOR	2	WHSE	CJHS		5	Y
5824	PANASONIC LAP TOP	2	WHSE	CJHS		5	Y
5824	MAGNAVUE LCD	2	WHSE	CJHS		5	Y
5824	TUNER/CASE	2	WHSE	CJHS		0	N
5824	MAGNAVOX VCR	2	WHSE	CJHS		5	Y
5824	GE VCR	2	WHSE	CJHS		5	Y
5824	PIONEER LAZER DISC	2	WHSE	CJHS		5	Y

Condition:

1. Useable but no longer needed
2. Needs Minor Repair
3. Unrepairable

Unreparable Surplus Property 1/17/07

BO#	Description	Cond.	Transfer /Sold	Rec'd From	Work Order#	Value	Universal Waste
5696	BATTERY BACK UP TO PHONE SYSTE	3	WHSE	PVHS		N/A	Y
5698	COMPUTER MONITORS, SPEAKERS	3	WHSE	ROSEDALE		N/A	Y
5706	3 DOOR FREEZER	3	trade-in	FOOD SVCS		N/A	Y
5708	ZIRE PDA	3	WHSE	FACILITIES		N/A	Y
5709	32 CELL PHONES	3	WHSE	FACILITIES		N/A	Y
5710	2 PAGERS	3	WHSE	FACILITIES		N/A	Y
5711	2 ZIP DRIVES	3	WHSE	FACILITIES		N/A	Y
5714	ELECTRIC STAPLER	3	WHSE	D.O.		N/A	Y
5714	2 2 DRAWER FILE CABINETS	3	WHSE	D.O.		N/A	N
5714	2 5 DRAWER FILE CABINETS	3	WHSE	D.O.		N/A	N
5715	APOLLO OVERHEAD	3	WHSE	STORES		N/A	Y
5717	APOLLO OVERHEAD PROJECTOR	3	WHSE	SIERRA VIEW		N/A	Y
5718	CLARINET	3	trade-in	MJHS		N/A	N
5718	FLUTE	3	trade-in	MJHS		N/A	N
5719	SHREDDER-FELLOWES POWERSHRE	3	WHSE	PVHS		N/A	Y
5720	TYPEWRITER-IBM WHEELWRITER	3	WHSE	PVHS		N/A	Y
5726	5 DRAWER FILE CABINET	3	WHSE	D.O.		N/A	N
5726	4 DRAWER FILE CABINET	3	WHSE	D.O.		N/A	N
5726	3 COMPUTER DESK STATIONS	3	WHSE	D.O.		N/A	N
5726	COPY MACHINE	3	WHSE	D.O.		N/A	Y
5726	OVERHEAD PROJECTOR	3	WHSE	D.O.		N/A	Y
5726	2 WOOD BOOKCASES	3	WHSE	D.O.		N/A	N
5726	2 2 DRAWER FILE CABINETS	3	WHSE	D.O.		N/A	N
5728	NEWCOMB RECORD PLAYER	3	WHSE	CHS		N/A	Y
5728	OVERHEAD PROJECTOR	3	WHSE	CHS		N/A	Y
5730	MITA DP 2800+ PRINTER	3	trade-in	NEAL DOW		N/A	Y
5735	GE TELEVISION	3	WHSE	PVHS		N/A	Y
5735	SHARP VCR	3	WHSE	PVHS		N/A	Y
5735	BROTHER TYPEWRITER	3	WHSE	PVHS		N/A	Y
5735	PIONEER CD PLAYER	3	WHSE	PVHS		N/A	Y
5735	MAGNAVOX VCR	3	WHSE	PVHS		N/A	Y
5735	ZENITH VCR	3	WHSE	PVHS		N/A	Y

Condition:

1. Useable but no longer needed
2. Needs Minor Repair
3. Unreparable

Unreparable Surplus Property 1/17/07

BO#	Description	Cond.	Transfer /Sold	Rec'd From	Work Order#	Value	Universal Waste
5735	OVERHEAD PROJECTOR	3	WHSE	PVHS		N/A	Y
5735	IN FOCUS SYSTEMS	3	WHSE	PVHS		N/A	Y
5736	CLARKE FLOOR MACHINE	3	WHSE	SIERRA VIEW		N/A	Y
5736	KENT FLOOR SCRUBBER	3	WHSE	SIERRA VIEW		N/A	Y
5737	2 TABLES	3	WHSE	HOOKER OAK		N/A	N
5737	TEACHER'S DESK	3	WHSE	HOOKER OAK		N/A	N
5740	OFFICE CHAIR	3	WHSE	D.O.		N/A	N
5741	6 COMPAQ DESKPROS	3	WHSE	ROSEDALE		N/A	Y
5745	TEACHER'S DESK	3	WHSE	EMMA WILSON		N/A	N
5745	WOOD BOOK CART	3	WHSE	EMMA WILSON		N/A	N
5752	QUASAR VCR	3	WHSE	SIERRA VIEW		N/A	Y
5752	APOLLO OVERHEAD PROJ.	3	WHSE	SIERRA VIEW		N/A	Y
5752	PORTA-SCRIBE OVERHEAD	3	WHSE	SIERRA VIEW		N/A	Y
5753	3M TRANSPARENCY MAKER	3	WHSE	SIERRA VIEW		N/A	Y
5753	CANNON 475D	3	WHSE	PVHS		N/A	Y
5753	EPSON STYLUS COLOR	3	WHSE	PVHS		N/A	Y
5753	LASER WRITER II	3	WHSE	PVHS		N/A	Y
5755	SERVER	3	WHSE	M & O		N/A	Y
5756	DELL SERVER	3	WHSE	M & O		N/A	Y
5757	BELL & HOWELL CASSETTE REC.	3	WHSE	CITRUS		N/A	Y
5757	BELL & HOWELL LANGUAGE MASTER	3	WHSE	CITRUS		N/A	Y
5757	STANDARD PROJECTOR	3	WHSE	CITRUS		N/A	Y
5757	BROTHER TYPEWRITER	3	WHSE	CITRUS		N/A	Y
5757	MITA COPY MACHINE	3	WHSE	CITRUS		N/A	Y
5757	3 APOLLO OVERHEADS	3	WHSE	CITRUS		N/A	Y
5757	2 ELMO OVERHEADS	3	WHSE	CITRUS		N/A	Y
5762	DVD PLAYER	3	WHSE	CHS		N/A	Y
5765	PIONEER CD PLAYER	3	WHSE	PVHS		N/A	Y
5765	MAGNAVOX VCR	3	WHSE	PVHS		N/A	Y
5765	ZENITH VCR	3	WHSE	PVHS		N/A	Y
5770	OVERHEAD PROJECTOR	3	WHSE	ROSEDALE		N/A	Y
5789	OVERHEAD PROJECTOR	3	WHSE	LOMA VISTA		N/A	Y

Condition:

1. Useable but no longer needed
2. Needs Minor Repair
3. Unreparable

Unrepairable Surplus Property 1/17/07

BO#	Description	Cond.	Transfer /Sold	Rec'd From	Work Order#	Value	Universal Waste
5791	REFRIGERATOR, SANYO WHITE	3	WHSE	ROSEDALE		N/A	Y
5791	REFRIGERATOR, SANYO BROWN	3	WHSE	ROSEDALE		N/A	Y
5791	TV SYMPHONIC	3	WHSE	ROSEDALE		N/A	Y
5791	OVERHEAD PROJECTOR	3	WHSE	ROSEDALE		N/A	Y
5791	GE TV	3	WHSE	ROSEDALE		N/A	Y
5791	MAGNAVOX TV	3	WHSE	ROSEDALE		N/A	Y
5791	3 QUASAR VCERS	3	WHSE	ROSEDALE		N/A	Y
5795	MITSUBISHI TV	3	WHSE	MJHS		N/A	Y
5808	2 CHEMICAL STORAGE BOXES	3	WHSE	BJHS		N/A	N
5814	BROWN REFRIGERATOR	3	WHSE	MJHS		N/A	Y
5821	HP LASER JET PRINTER III	3	WHSE	D.O.		N/A	Y
5823	2 BROKEN TABLES	3	WHSE	HOOKE OAK		N/A	N
5824	MAGNAVUE LCD	3	WHSE	CJHS		N/A	Y
5824	4 TIRES	3	WHSE	CJHS		N/A	N
5824	DIMMEX DIMMER	3	WHSE	CJHS		N/A	Y
5824	DIMMEZ SCRIMMER	3	WHSE	CJHS		N/A	Y

Condition:

1. Useable but no longer needed
2. Needs Minor Repair
3. Unrepairable

**Surplus Property 1/17/07 to Computers for Classrooms
for refurbishing to current technology standards and
reallocating back to schools**

5.D.10
Page 10 of 19

BO#	Description	Cond.	Rec'd From
5683	2 MICRON COMPUTERS	3	CHS
5683	2 PC COMPUTERS	3	CHS
5683	21 GATEWAY COMPUTERS	3	CHS
5683	3 COM 10 MEG SWITCH	3	CHS
5683	3 COM 10 MEG SWITCH	3	CHS
5683	3 COM 10 MEG SWITCH	3	CHS
5683	4 GATEWAY MONITORS	3	CHS
5683	APPLE SCANNER	3	CHS
5683	DELL COMPUTER	3	CHS
5683	EPSON PRINTER	3	CHS
5683	HP COMPUTER	3	CHS
5683	HP PRINTER	3	CHS
5683	NOKIA MONITOR	3	CHS
5683	PC CLONE COMPUTER	3	CHS
5683	SONY MONITOR	3	CHS
5684	2 COMPAQ DESKPROS	3	EWE
5684	2 VIEWMATE MONITORS	1	EWE
5684	3 GATEWAY 933M	2	EWE
5684	6 GATEWAY E-3200'S	2	EWE
5684	DELL OPTIPLEX GX110	2	EWE
5684	IMPRESSION MONITOR	3	EWE
5684	KDS MONITOR 15'	3	EWE
5684	LARGE COMPUTER	3	EWE
5684	VS-SSI	1	EWE
5695	2 GATEWAY MONITORS	2	BUSN OFC
5695	KEYBOARD	3	BUSN OFC
5695	MICRON PC	3	BUSN OFC
5699	HP INKJET 2200 PRINTER	1	TRANSP.
5700	MICRON PC.COM MONITOR	1	TRANSP.
5701	8 BLUE IMACS	3	MJHS
5701	GREEN IMAC	3	MJHS
5701	HP PAVILLION	3	MJHS
5701	ORANGE IMAC	3	MJHS
5701	RED IMAC	3	MJHS
5702	APPLE G4	1	MJHS
5703	2 COMPUTERS PLUS	1	CHAPMAN
5703	2 GATEWAY 2000'S	1	CHAPMAN
5703	5 HP VECTRA VL'S	1	CHAPMAN
5703	COMPAQ MONITOR	3	CHAPMAN
5703	IBM 300 GL	1	CHAPMAN
5703	MAC MONITOR	3	CHAPMAN
5703	ORCHESTRA MONITOR	3	CHAPMAN
5704	2 EPSON PRINTERS	3	PVHS
5704	2 SPEAKERS	3	PVHS
5704	3 GATEWAY VX720 MONITORS	3	PVHS
5704	6 EPSON STYLUS PRINTERS	3	PVHS
5704	7 GATEWAY MONITORS	3	PVHS
5704	ADI MICROSCAN MONITOR	3	PVHS

Condition:

1. Useable but no longer needed
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3. Unrepairable

**Surplus Property 1/17/07 to Computers for Classrooms
for refurbishing to current technology standards and
reallocating back to schools**

BO#	Description	Cond.	Rec'd From
5704	COLOR STYLE WRITER	3	PVHS
5704	COMPACT DISC TOWER	3	PVHS
5704	COMPAQ SERVER	3	PVHS
5704	DIGITAL MONITOR	3	PVHS
5704	ELMO OVERHEAD PROJECTOR	3	PVHS
5704	EPSON PRINTER	3	PVHS
5704	GATEWAY EV700 MONITOR	3	PVHS
5704	GATEWAY NOTEBOOK	3	PVHS
5704	GATEWAY TOWER	3	PVHS
5704	HP LASERJET PRINTER	3	PVHS
5704	HP OFFICE JET PRINTER	3	PVHS
5704	HP SCANJET 6300C SCANNER	3	PVHS
5704	LITE ON KEYBOARD SK-710W	3	PVHS
5704	MONITOR	3	PVHS
5704	NANAO MODEL # MA1760	3	PVHS
5704	SONY TRINITRON MONITOR	3	PVHS
5705	4 HP VECTRA VL	3	SHASTA
5705	54 COMPAQ DESKPRO'S	3	SHASTA
5705	DELL OPTIPLEX GX110	3	SHASTA
5705	DELL OPTIPLEX GXI	3	SHASTA
5705	DELL OPTIPLEX PLUS	3	SHASTA
5705	DFI	3	SHASTA
5705	DIGITAL PC 5000	3	SHASTA
5705	GATEWAY E-3200	3	SHASTA
5705	HP KAYAK-XA	3	SHASTA
5705	HP LASERJET 5SIMA	3	SHASTA
5705	HP VECTRA XM	3	SHASTA
5705	P5-200	3	SHASTA
5705	ZOOM MAX	3	SHASTA
5707	PACKARD BELL MONITOR	3	CHAPMAN
5712	13 DESKPROS	2	MARIGOLD
5712	GATEWAY	2	MARIGOLD
5712	TOWER	2	MARIGOLD
5716	2 APPLE MULTI SCAN MONITORS	2	SIERRA VIEW
5716	2 APPLE PC'S	2	SIERRA VIEW
5716	2 COMPAC DESK PRO MONITORS	2	SIERRA VIEW
5716	2 DELL 800 LS SERIES'S	2	SIERRA VIEW
5716	2 DELL DCS'S	2	SIERRA VIEW
5716	2 GATEWAY PS-200	2	SIERRA VIEW
5716	2 HEWLETT PACKARD VECTRA'S	2	SIERRA VIEW
5716	2 MAC LC III PC	2	SIERRA VIEW
5716	2 MAC QUADRA 650'S	2	SIERRA VIEW
5716	2 POWER MAC 6100/60 PC'S	2	SIERRA VIEW
5716	2 POWER MAC 6100/66 'S	2	SIERRA VIEW
5716	2 UNISYS MONITORS	2	SIERRA VIEW
5716	3 COMPAC DESK PRO MONITORS	2	SIERRA VIEW
5716	4 NEC MULTISYNC MONITORS	2	SIERRA VIEW
5716	5 NEC PC JC1735 MONITORS	2	SIERRA VIEW

Condition:

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3. Unrepairable

**Surplus Property 1/17/07 to Computers for Classrooms
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BO#	Description	Cond.	Rec'd From
5716	9 DELL OPTIPLEX GX1'S	2	SIERRA VIEW
5716	9 DELL OPTIPLEX MONITORS	2	SIERRA VIEW
5716	APPLE 5500	2	SIERRA VIEW
5716	APPLE MULTI SCAN MONITOR	2	SIERRA VIEW
5716	ASI 48X MAX	2	SIERRA VIEW
5716	COMPAC IJ 750	2	SIERRA VIEW
5716	COMPAQ DESK PRO P.L.	2	SIERRA VIEW
5716	COMPAQ DESK PRO	2	SIERRA VIEW
5716	DELL MONITOR	2	SIERRA VIEW
5716	DELL OPTIPI EX 6X1P	2	SIERRA VIEW
5716	DELL OPTIPLEX	2	SIERRA VIEW
5716	DELL OPTIPLEX DCM	2	SIERRA VIEW
5716	DELL OPTIPLEX GX2	2	SIERRA VIEW
5716	DFI TOWER	3	SIERRA VIEW
5716	E MACHINE MONITOR	2	SIERRA VIEW
5716	GATEWAY 2000 MONITOR	2	SIERRA VIEW
5716	GATEWAY E-3000	2	SIERRA VIEW
5716	GATEWAY G6-350	2	SIERRA VIEW
5716	GATEWAY GP6-450	2	SIERRA VIEW
5716	GATEWAY PS 200	2	SIERRA VIEW
5716	HITACHI SUPER SCAN	2	SIERRA VIEW
5716	HP CD ROM TOWER	2	SIERRA VIEW
5716	HP LANTEK MONITOR	2	SIERRA VIEW
5716	HP PRINTER 695 C	2	SIERRA VIEW
5716	HP PRINTER 722C	2	SIERRA VIEW
5716	HP VECTRA	2	SIERRA VIEW
5716	IBM E26	2	SIERRA VIEW
5716	IMPRESSIONS MONITOR	2	SIERRA VIEW
5716	LANTEK CREATIVE MONITOR	2	SIERRA VIEW
5716	MAC LASER WRITER	2	SIERRA VIEW
5716	MAC LASER WRITER IIM6000	2	SIERRA VIEW
5716	MAC LG 520	2	SIERRA VIEW
5716	MAC PERFORMA 630 CD	2	SIERRA VIEW
5716	MAC PERFORMA MONITOR	2	SIERRA VIEW
5716	MITSUBISHI DIAMOND MONITOR	2	SIERRA VIEW
5716	NEC MULTI-SYNC	2	SIERRA VIEW
5716	NOKIA	2	SIERRA VIEW
5716	NOW TECHNOLOGY	2	SIERRA VIEW
5716	NOW TECHNOLOGY	2	SIERRA VIEW
5716	PACKARD BELL MONITOR	2	SIERRA VIEW
5716	PENTIUM 2	2	SIERRA VIEW
5716	PRINTER HP 612C	2	SIERRA VIEW
5716	PRINTER HP LASER JET 5L	2	SIERRA VIEW
5716	PRO GEN SUPER VALUE PC	2	SIERRA VIEW
5716	ROYAL PC	2	SIERRA VIEW
5716	SMD MONITOR	2	SIERRA VIEW
5716	SONY TRIMTRON MONITOR	2	SIERRA VIEW
5716	ULIISYS EVG MONITOR	2	SIERRA VIEW

Condition:

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**Surplus Property 1/17/07 to Computers for Classrooms
for refurbishing to current technology standards and
reallocating back to schools**

5.D.10
Page 13 of 19

BO#	Description	Cond.	Rec'd From
5716	UNISYS SVG 250 MONITOR	2	SIERRA VIEW
5716	VECTRA HEWLETT PACKARD	2	SIERRA VIEW
5716	VENTURAS FX5100 PC	2	SIERRA VIEW
5721	CANON BJC-4100 PRINTER	1	LOMA VISTA
5721	COMPAQ CPU DESK PRO	3	LOMA VISTA
5721	COMPAQ MONITOR	2	LOMA VISTA
5721	GATEWAY 2000 CPU	2	LOMA VISTA
5722	3 MONITORS	1	LOMA VISTA
5727	DELL OPTIPLEX COMPUTER	3	COHASSET
5729	2 GATEWAY E-1200 CPU'S	3	CHS
5732	2 COMPAQ DESKPRO CPU'S	3	CHS
5732	2 DELL OPTIPLEX CPU'S	3	CHS
5732	3 COMPUTERS PLUS CPU'S	3	CHS
5732	3 TANGENT MONITOR'S	3	CHS
5732	HP PENTIUM III CPU	3	CHS
5732	TANGENT CPU	3	CHS
5734	4 COMPAQ TOWERS	3	PVHS
5734	4 GATEWAY COMPUTERS	3	PVHS
5734	BROTHER 12" MONITOR	3	PVHS
5734	EPSON PRINTER	3	PVHS
5734	HP 550C DESKJET PRINTER	3	PVHS
5734	HP 692 DESKJET	3	PVHS
5734	KDS COMPUTER	3	PVHS
5734	POWER MAC 5400-200	3	PVHS
5734	RELISYS COMPUTER	3	PVHS
5739	HP COMPUTER W/MONITOR	2	ROSEDALE
5742	14 RIC MONITORS	2	LCC
5742	14 VARIOUS MONITORS	2	LCC
5742	2 COMPAQ DESKPRO CPU'S	3	LCC
5742	2 COMPAQS	2	LCC
5742	2 SAMPO MONITORS	2	LCC
5742	24 PROGEN CPU'S	3	LCC
5742	3 COMPAQ MONITORS	2	LCC
5742	3 HP BR10 CPU'S	2	LCC
5742	3 KDS MONITORS	2	LCC
5742	4 COMPAQ DESKPROS	2	LCC
5742	44X MAX CPU	3	LCC
5742	BELL MONITOR	2	LCC
5742	COMPUTERS PLUS CPU	2	LCC
5742	GATEWAY MONITOR	2	LCC
5742	LPD MONITOR	2	LCC
5742	RDS 555 MONITOR	2	LCC
5742	TIGER	2	LCC
5742	VECTRA VL430	2	LCC
5743	COMPUTER	1	LOMA VISTA
5744	COMPAQ COMPUTER	3	MARIGOLD
5746	LP MINI TOWER/GATEWAY E-4200	1	LOMA VISTA
5748	P III CPU + MONITOR	3	ROSEDALE

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**Surplus Property 1/17/07 to Computers for Classrooms
for refurbishing to current technology standards and
reallocating back to schools**

5.D.10
Page 14 of 19

BO#	Description	Cond.	Rec'd From
5750	2 CREATIVE COMPUTERS	3	ROSEDALE
5750	2 NEC MONITORS	3	ROSEDALE
5750	4 COMPAQ KEYBOARDS	3	ROSEDALE
5750	EPSON SCANNER	3	ROSEDALE
5750	GATEWAY 2000 MONITOR	3	ROSEDALE
5750	GATEWAY MONITOR	3	ROSEDALE
5750	HP COMPUTER III CREATIVE 52X LANTEK	3	ROSEDALE
5750	KEYBOARD DELL SYS12515	3	ROSEDALE
5750	NEC MULTISYNC MONITOR	3	ROSEDALE
5751	2 COMPAQ DESKPRO'S	2	SIERRA VIEW
5751	2 COMPAQ V720 MONITORS	2	SIERRA VIEW
5751	2 NEC JC-1735UMA-1 MONITORS	2	SIERRA VIEW
5751	2 NOWTECH PC'S	2	SIERRA VIEW
5751	3 DELL OPTIPLEX PC'S	2	SIERRA VIEW
5751	3 GATEWAY 2000'S	2	SIERRA VIEW
5751	44X MAX PC	2	SIERRA VIEW
5751	7 DELL OPTIPLEX PC'S	2	SIERRA VIEW
5751	APPLE BCGM 3548 PC	2	SIERRA VIEW
5751	APPLE BCGM PC	2	SIERRA VIEW
5751	APTIVA E26 PC	2	SIERRA VIEW
5751	COMPAQ DESKPRO	2	SIERRA VIEW
5751	HP DESKJET PRINTER	2	SIERRA VIEW
5751	HP DESKJET PRINTER	2	SIERRA VIEW
5751	HP VECTRA PC	2	SIERRA VIEW
5751	HP VECTRA PC	2	SIERRA VIEW
5751	MAC MONITOR	2	SIERRA VIEW
5751	NECMULTI SYNK MONITOR	2	SIERRA VIEW
5751	PROGEN PC	2	SIERRA VIEW
5751	SONY MONITOR	2	SIERRA VIEW
5751	VIEW SONIC MONITOR	2	SIERRA VIEW
5754	2 COMPAQ 600E'S	3	CITRUS
5754	2 IBM 6862'S	3	CITRUS
5754	3 APPLES	3	CITRUS
5754	3 MAC 5500'S	3	CITRUS
5754	4 TOSHIBA V3100'S	3	CITRUS
5754	APPLE 5500	3	CITRUS
5754	COMPAQ	3	CITRUS
5754	COMPAQ 151	3	CITRUS
5754	DIGITAL PC	3	CITRUS
5754	GATEWAY 3200	3	CITRUS
5754	GATEWAY E1000	3	CITRUS
5754	IBM 6862	3	CITRUS
5754	KDS COMPUTER	3	CITRUS
5754	LANTEK PIII	3	CITRUS
5754	SYLVANIA F93	3	CITRUS
5758	2 COMPAQ DESKPRO'S	3	CITRUS
5758	8 GW ESSENTIALS	3	CITRUS
5758	COMPUTERS PLUS	3	CITRUS

Condition:

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**Surplus Property 1/17/07 to Computers for Classrooms
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5.D.10
Page 15 of 19

BO#	Description	Cond.	Rec'd From
5758	GATEWAY	3	CITRUS
5759	HP BUSINESS INKJET PRINTER	1	TRANSP.
5759	MINOLTA COPIER	1	TRANSP.
5759	PANASONIC FAX MACHINE	2	TRANSP.
5760	2 TANGENT MONITORS	3	CHS
5760	COMPAQ MONITOR	2	CHS
5764	3 DELL OPTIPLEX	3	PARKVIEW
5764	4 HP INKJET PRINTERS	3	PARKVIEW
5764	5 COMPAQ 2000'S	3	PARKVIEW
5764	5 DIGITAL PC'S	3	PARKVIEW
5764	GATEWAY 3110	3	PARKVIEW
5764	HP CD TOWER	3	PARKVIEW
5766	GATEWAY E-4200	3	LOMA VISTA
5771	3 COMPUTERS PLUS CPU'S	1	CHAPMAN
5771	DELL LATITUDE LAPTOP	1	CHAPMAN
5771	DELL OPTIPLEX CPU	1	CHAPMAN
5771	HP VECTRA VE CPU	1	CHAPMAN
5771	HP VECTRA VL CPU	1	CHAPMAN
5771	SATELLITE LAPTOP	1	CHAPMAN
5771	X1 CPU	1	CHAPMAN
5771	X2 CPU	1	CHAPMAN
5772	HP LASERJET 5SI PRINTER	3	SHASTA
5774	2 STYLEWRITER II PRINTER	3	PVHS
5774	GATEWAY MONITOR	3	PVHS
5774	NEC MONITOR	3	PVHS
5775	3 IBM COMPUTERS	3	PVHS
5775	10 COMPAQ COMPUTERS	3	PVHS
5775	2 DIGITAL COMPUTERS	3	PVHS
5775	2 GATEWAY MONITORS	3	PVHS
5775	2 GATEWAY TOWERS	3	PVHS
5775	2 MITAC MONITORS	3	PVHS
5775	2 POWER MATE 2'S	3	PVHS
5775	ACER MONITOR	3	PVHS
5775	APPLE LASAR PRINTER	3	PVHS
5775	AST PREMIER 286	3	PVHS
5775	COMPAQ MONITOR	3	PVHS
5775	CORRECTIONS COMPUTER	3	PVHS
5775	CORRECTIONS HP	3	PVHS
5775	2 DIGITAL MONITORS	3	PVHS
5775	EPSON PRINTER 3250	3	PVHS
5775	HYONDAI	3	PVHS
5775	INTEL COMPUTER	3	PVHS
5775	INTEL COMPUTER DRIVE	3	PVHS
5775	MAC 2E COMPUTER	3	PVHS
5775	MITSUBISHI MONITOR	3	PVHS
5775	PACKARD BELL COMPUTER	3	PVHS
5775	PACK-IN-TELL MONITOR	3	PVHS
5775	POWERMATE 2	3	PVHS

Condition:

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**Surplus Property 1/17/07 to Computers for Classrooms
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reallocating back to schools**

5.D.10
Page 16 of 19

BO#	Description	Cond.	Rec'd From
5775	PRINTER	3	PVHS
5775	SANYO MONITOR	3	PVHS
5775	TODAY COMPUTER	3	PVHS
5775	UNISYS COMPUTER	3	PVHS
5775	UNISYS MONITOR	3	PVHS
5776	GATEWAY MONITOR	1	SPECIAL SVCS
5777	GATEWAY HARD DRIVE	1	SPECIAL SVCS
5778	GATEWAY MONITOR	1	SPECIAL SVCS
5779	GATEWAY MONITOR	1	SPECIAL SVCS
5780	COMPAQ MONITOR	1	SPECIAL SVCS
5781	GATEWAY MONITOR	1	SPECIAL SVCS
5782	GATEWAY MONITOR	1	SPECIAL SVCS
5783	COMPAQ HARD DRIVE	1	SPECIAL SVCS
5784	GATEWAY MONITOR	1	SPECIAL SVCS
5785	COMPAQ HARD DRIVE	2	SPECIAL SVCS
5786	COMPAQ HARD DRIVE	2	SPECIAL SVCS
5787	COMPAQ HARD DRIVE	2	SPECIAL SVCS
5788	COMPAQ HARD DRIVE	2	SPECIAL SVCS
5793	3 PREMIO MONITORS	3	ROSEDALE
5793	APPLE COLOR ONE SCANNER	3	ROSEDALE
5793	APPLE MACINTOSH LC II	3	ROSEDALE
5793	COMPAQ DESKPRO 4/33i	3	ROSEDALE
5793	CREATIVE 52XMX COMPUTER	3	ROSEDALE
5793	DELL OPTIPLEX #239 COMPUTER	3	ROSEDALE
5793	DIAMOND MITSUBISHI MONITOR	3	ROSEDALE
5793	HP DESKJET 612C	3	ROSEDALE
5793	HP KAYAK XA COMPUTER	3	ROSEDALE
5793	IMPRESSION MONITOR	3	ROSEDALE
5793	KEYBOARD #218603XC	3	ROSEDALE
5793	KEYBOARD MITSUMI	3	ROSEDALE
5793	LAN TEK COMPUTER	3	ROSEDALE
5793	MACINTOSH MONITOR LC550	3	ROSEDALE
5793	MACINTOSH MONITOR LC575	3	ROSEDALE
5793	PROLINEA 4/33 COMPUTER	3	ROSEDALE
5793	VECTRA VL COMPUTER	3	ROSEDALE
5797	2 SHARP SUPER VGA LAPTOP COMPUTERS	3	M & O
5798	2 APPLE MONITORS	3	PARKVIEW
5798	3 IBM 6862'S	3	PARKVIEW
5798	4 COMPAQ DESKPRO'S	3	PARKVIEW
5798	4 DIGITAL PC'S	3	PARKVIEW
5798	APPLE	3	PARKVIEW
5798	GATEWAY 3110	3	PARKVIEW
5798	GATEWAY 350	3	PARKVIEW
5798	GW MONITOR E700	3	PARKVIEW
5798	HP MONITOR	3	PARKVIEW
5798	IBM 6345	3	PARKVIEW
5798	KDS MONITOR	3	PARKVIEW
5798	SYLVANIA MONITOR	3	PARKVIEW

Condition:

1. Useable but no longer needed
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3. Unrepairable

**Surplus Property 1/17/07 to Computers for Classrooms
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5.D.10
Page 17 of 19

BO#	Description	Cond.	Rec'd From
5798	TOSHIBA V3100	3	PARKVIEW
5799	2 COMPAQ DESKPRO'S	3	CITRUS
5799	2 GATEWAY MONITOR E700'S	3	CITRUS
5799	2 SYLVANIA MONITORS	3	CITRUS
5799	4 HITACHI MONITORS	3	CITRUS
5799	4 HP LASERJET III	3	CITRUS
5799	APC 1000 UPS	3	CITRUS
5799	COMPAQ 2000	3	CITRUS
5799	DIGITAL MONITOR	3	CITRUS
5799	GATEWAY 3200	3	CITRUS
5799	GATEWAY 933	3	CITRUS
5799	GATEWAY E1000	3	CITRUS
5799	GATEWAY MONITOR	3	CITRUS
5799	HP VECTRA	3	CITRUS
5799	IBM MONITOR	3	CITRUS
5802	2 APC BACK-UPS 650'S	3	PVHS
5802	2 COMPAQ COMPUTERS	3	PVHS
5802	2 DELL COMPUTERS	3	PVHS
5802	3 COMPAQ DESKPRO EN'S	3	PVHS
5802	3 GATEWAY NLX MINI'S	3	PVHS
5802	3 IBM PC 300GL'S	3	PVHS
5802	3 NLX MINI DESKTOP GATEWAY COMPUTERS	3	PVHS
5802	31 GATEWAY COMPUTERS	3	PVHS
5802	3COM SWITCH 3900 SUPER STACK	3	PVHS
5802	4 GATEWAY MONITOR VX700'S	3	PVHS
5802	APPLE ONE SCANNER	3	PVHS
5802	APPLE POWERBOOK 500 SERIES	3	PVHS
5802	ASI COMPUTER	3	PVHS
5802	AXIS STARPOINT	3	PVHS
5802	D-LINK DE-1500	3	PVHS
5802	GATEWAY EV700 MONITOR	3	PVHS
5802	GATEWAY NLX MID COMPUTER TOWER	3	PVHS
5802	GATEWAY SOLO LAPTOP	3	PVHS
5802	HP DESKJET 830C	3	PVHS
5802	SAG ELECTRONICS	3	PVHS
5805	2 APPLE MONITORS	3	PARKVIEW
5805	5 HITACHI MONITORS	3	PARKVIEW
5805	2 IBM 6862'S	2	PARKVIEW
5805	2 SYLVANIA MONITORS	3	PARKVIEW
5805	3 GATEWAY MONITOR 700'S	3	PARKVIEW
5805	3 IBM MONITORS	3	PARKVIEW
5805	8 COMPAQ DESKPROS	2	PARKVIEW
5805	APC UPS 1000	2	PARKVIEW
5805	COMPAQ	3	PARKVIEW
5805	DELL MONITOR	3	PARKVIEW
5805	DIGITAL MONITOR	3	PARKVIEW
5805	HP MONITOR	3	PARKVIEW
5805	IBM	3	PARKVIEW

Condition:

1. Useable but no longer needed
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3. Unreparable

**Surplus Property 1/17/07 to Computers for Classrooms
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5.D.10
Page 18 of 19

BO#	Description	Cond.	Rec'd From
5805	IMPRESSION MONITOR	3	PARKVIEW
5805	LANTEK PIII	2	PARKVIEW
5805	MONITOR KDS	3	PARKVIEW
5805	PRINCETON MONITOR	2	PARKVIEW
5805	TOUCH MONITOR	3	PARKVIEW
5807	4 HP III'S	3	CITRUS
5807	IBM 6563	3	CITRUS
5807	IBM 6862	3	CITRUS
5815	2 TANGENT MONITORS	2	CHS
5815	BELL & HOWELL OVERHEAD PROJ	3	CHS
5815	DELL LAPTOP	3	CHS
5815	GATEWAY SOLO LAPTOP	3	CHS
5816	25 MONITORS	2	BJHS
5816	35 CPU'S	2	BJHS
5817	15 COMPAQ MONITORS	3	PARKVIEW
5817	2 GATEWAY 2000'S	3	PARKVIEW
5817	DELL GX1	3	PARKVIEW
5817	DELL GX1	3	PARKVIEW
5817	IBM 6550 MONITOR	3	PARKVIEW
5817	MAG MONITOR	3	PARKVIEW
5817	MITSUBISHI MONITOR	3	PARKVIEW
5817	NEC MONITOR	3	PARKVIEW
5817	VIEWSONIC MONITOR	3	PARKVIEW
5817	VIVITRON MONITOR	3	PARKVIEW
5818	30 COMPAQ DESKPRO'S	3	PARKVIEW
5818	BELL SERVER	3	PARKVIEW
5818	COMPAQ MONITOR	3	PARKVIEW
5818	DELL GX1	3	PARKVIEW
5818	GW ESSENTIAL	3	PARKVIEW
5818	HP 3820 PRINTER	3	PARKVIEW
5818	HP 612C PRINTER	3	PARKVIEW
5818	PHILLIPS MONITOR	3	PARKVIEW
5819	"IT WORKS"	3	SHASTA
5819	7 DELL OPTIPLEX GX110	3	SHASTA
5819	COMPAQ DESKPRO	3	SHASTA
5819	DELL DIMENSION 4100	3	SHASTA
5819	DELL OPTIPLEX GX150	3	SHASTA
5819	GATEWAY E-3400	3	SHASTA
5819	GATEWAY GP7-450	3	SHASTA
5819	GENERIC COMPUTER	3	SHASTA
5819	PACKARD BELL LEGEND 300CD	3	SHASTA
5820	GATEWAY MONITOR EV 500	1	LOMA VISTA
5825	2 DELL CPU'S	2	CJHS
5825	2 GENERIC CPU'S	2	CJHS
5825	2 OPTIQUEST MONITORS	2	CJHS
5825	3 APPLE G3'S	2	CJHS
5825	3 COMPAQ MONITOR'S	2	CJHS
5825	37 COMPAQ CPU'S	2	CJHS

Condition:

1. Useable but no longer needed
2. Needs Minor Repair
3. Unrepairable

**Surplus Property 1/17/07 to Computers for Classrooms
for refurbishing to current technology standards and
reallocating back to schools**

BO#	Description	Cond.	Rec'd From
5825	4 COMPUTERS PLUS CPU'S	2	CJHS
5825	4 GATEWAY CPU'S	2	CJHS
5825	5 GATEWAY MONITORS	2	CJHS
5825	6 NOKIA MONITORS	2	CJHS
5825	9 IMAC MONITORS	2	CJHS
5825	APPLE MONITOR	2	CJHS
5825	APPLE PRINTER	2	CJHS
5825	DELL MONITOR	2	CJHS
5825	EPSON STYLUS 600	2	CJHS
5825	EPSON STYLUS 740	2	CJHS
5825	EPSON STYLUS PRINTER	2	CJHS
5825	GATEWAY SERVER	2	CJHS
5825	HP DESKJET 960	2	CJHS
5825	HP LASER JET 4	2	CJHS
5825	JET DESK 895	2	CJHS
5825	MICRON MONITOR	2	CJHS
5825	NEC MONITOR	2	CJHS
5825	POWER PC	2	CJHS
5825	SYLVANIA MONITOR	2	CJHS
5825	TATUNG MONITOR	2	CJHS
5825	WT CPU	2	CJHS
5826	2 COMPAQ DESK PROS	2	LCC
5826	2 POWER MAC G3'S	2	LCC
5826	5 COMPUTERS PLUS 24 XMAX'S	2	LCC
5826	COMPAQ	2	LCC
5826	COMPUTERS PLUS	2	LCC
5826	GATEWAY E-3110	2	LCC
5826	GATEWAY LP	2	LCC
5826	GATEWAY PS200	2	LCC
5826	PROGEN	2	LCC

Condition:

1. Useable but no longer needed
2. Needs Minor Repair
3. Unrepairable

Resolution No. #978-07

Fix the No Child Left Behind Act

WHEREAS, the general intent and spirit of the No Child Left Behind Act is commendable; and

WHEREAS, holding schools accountable for results is a concept long welcomed by school board members; and

WHEREAS, with the endorsement of school boards, California has already established, implemented and sustained an accountability system that holds students and schools to some of the highest standards in the entire country; and

WHEREAS, to satisfy the existing state system's reasonable, yet rigorous standards and requirements, schools must demonstrate year-to-year growth toward target goals; and

WHEREAS, California schools and students have responded to those high expectations and have consistently shown progress toward those goals; and

WHEREAS, conversely, many of NCLB's provisions are inflexible and unrealistic, such as requiring 100 percent of students – including English Language Learners and special education students – to be proficient by the year 2014 or risk federal sanctions; and

WHEREAS, there is widespread agreement that there is not sufficient funding to cover the costs associated with implementing NCLB; and

WHEREAS, appropriate flexibility for schools – particularly in a state as diverse as California – will allow the act to be implemented to best meet the broad needs of the state's students; and

WHEREAS, the members of the California State Legislature play a critical role in working with our local schools, and we ask them now to join us in calling on Congress to fix NCLB;

NOW, THEREFORE, BE IT RESOLVED, that the Chico Unified School District joins the California School Boards Association in urging Congress to review and address the necessary amendments to the No Child Left Behind Act so that schools can successfully implement the act.

In Witness Whereof, I have signed my name this 17th day of January, 2007.

Attest:

Board President

Chet M. Francisco, Secretary

Agenda Item #: _____
(DO Use Only)

PROPOSED AGENDA ITEM: Fair View WASC Report

Prepared by: Steve Connolly

- ☐ Consent
☒ Information Only
☐ Discussion/Action

Board Date: 02/21/07

Background Information

Fair View has a six year WASC review scheduled for March 12-14, 2007. Fair View has been accredited by the Western Association of Schools and Colleges since 1974.

Education Implications

Ongoing accreditation.

Fiscal Implications

None to the district.

Additional Information

DO Recommendation:

Approve - [Signature]

Agenda Item #: _____
(DO Use Only)

PROPOSED AGENDA ITEM: College Connection Expansion

Prepared by: Sara Simmons

- ☐ Consent
☐ Information Only
☒ Discussion/Action

Board Date: January 17, 2007

Background Information

College Connection is a self-contained, alternative high school/college partnership program located on the Butte College campus. Approximately 30 selected seniors complete high school requirements while also taking first year college classes.

By the time they graduate from high school, most College Connection students have completed almost a year of college. The overwhelming majority of these students continue with their college education by either staying at Butte to finish their General Education requirements or transferring to a four year institution.

Due to the academic success of the participants, Butte College has made available additional space to accommodate more students. Expansion would allow us to double the size of the program, which will require an additional teacher.

Educational Implications

The college classes enhance our students' educational program and help provide a bridge to college curricula as well as academic expectations.

Fiscal Implications

The current College Connection program is supported by \$4,000 from the General Fund. Expansion would double that amount to \$8,000. However, the full ADA dollars generated by College Connection far exceeds the minimal cost that allows the program to exist.

Additional Information

DO Recommendation: Approve - AS

TITLE: Board Policy Series 5000 (Students)

Action: _____
Consent: _____
Information: X _____

Prepared by: Kelly Staley, Assistant Superintendent for Educational Services

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 California School Boards Association (CSBA) Policy Services, CUSD continues to update and revise Board Policies to ensure CUSD is legally compliant.

Educational 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.

Recommendation

Adopt the CSBA recommended Board Policies Series 5000

Board Policies and Administrative Regulations
Presented January 17, 2007
Board of Education Meeting
Page 1 of 2

5000	BP	Concepts And Roles
5020	BP	Parent Rights And Responsibilities
5021	BP	Noncustodial Parents
5022	BP	Student And Family Privacy Rights
5111	BP	Admission
5112.1	BP	Exemptions From Attendance
5112.5	BP	Open Campus
5113	BP	Absences and Excuses
5113.1	BP	Truancy
5116	BP	School Attendance Boundaries
5116.1	BP	Intradistrict Open Enrollment
5117	BP	Interdistrict Attendance
5117.1	BP	Interdistrict Attendance Agreements
5119	BP	Students Expelled From Other Districts
5121	BP	Grades/Evaluation Of Student Achievement
5123	BP	Promotion/Acceleration/Retention
5125	BP	Student Records
5125.1	BP	Release Of Directory Information
5127	BP	Graduation Ceremonies And Activities
5131	BP	Conduct
5131.1	BP	Bus Conduct
5131.4	BP	Student Disturbances
5131.5	BP	Vandalism, Theft and Graffiti
5131.6	BP	Alcohol And Other Drugs
5131.61	BP	Drug Testing
5131.62	BP	Tobacco
5131.63	BP	Steroids
5131.7	BP	Weapons and Dangerous Instruments
5131.9	BP	Academic Honesty
5132	BP	Dress and Grooming
5136	BP	Gangs
5137	BP	Positive School Climate
5138	BP	Conflict Resolution/Peer Mediation
5141	BP	Health Care And Emergencies
5141.1	BP	Accidents
5141.21	BP	Administering Medication And Monitoring Health Conditions
5141.22	BP	Infectious Diseases
5141.24	BP	Specialized Health Care Services
5141.26	BP	Tuberculosis Testing
5141.3	BP	Health Examinations
5141.31	BP	Immunizations

**Board Policies and Administrative Regulations
Presented January 17, 2007
Board of Education Meeting
Page 2 of 2**

5141.33	BP	Head Lice
5141.4	BP	Child Abuse Prevention And Reporting
5141.6	BP	Student Health And Social Services
5142.1	BP	Identification And Reporting Of Missing Children
5144	BP	Discipline
5144.1	BP	Suspension And Expulsion/Due Process
5145.11	BP	Questioning And Apprehension
5145.12	BP	Search and Seizure
5145.2	BP	Freedom Of Speech/Expression
5145.3	BP	Nondiscrimination/Harassment
5145.6	BP	Parental Notifications
5145.8	BP	Refusal To Harm Or Destroy Animals
5145.9	BP	Hate-Motivated Behavior
5146	BP	Married/Pregnant/Parenting Students



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

DRAFT 6.A.4
Page 4 of 90

Board Policy: #5000

Section: 5000 Students

Page 1 of 1

CONCEPTS AND ROLES

The Board of Education shall make every effort to maintain a safe, positive school environment and student services that promote student welfare and academic achievement. The Board expects students to make good use of learning opportunities by demonstrating regular attendance, appropriate conduct and respect for others.

(cf. 5113 - Absences and Excuses)
(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)

The Board is fully committed to providing equal educational opportunities and keeping the schools free from discriminatory practices. The Board shall not tolerate the intimidation or harassment of any student for any reason.

(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall establish and keep parents/guardians and students well informed about school and district rules and regulations related to attendance, health examinations, records, grades and student conduct. When conducting hearings related to discipline, attendance and other student matters, the Board shall afford students their due process rights in accordance with law.

(cf. 5125 - Student Records)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5145.6 - Parental Notifications)
(cf. 9000 - Role of the Board)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards
35160.1 Broad authority of school districts
35291-35291.5 Rules



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

DRAFT

6 A.4
Page 5 of 90

Board Policy:

#5020

Section: 5000

Students

Page 1 of 1

PARENT RIGHTS AND RESPONSIBILITIES

The Board of Education recognizes that parents/guardians of district students have certain rights as well as responsibilities related to the education of their children.

The Board believes that the education of the district's students is a shared responsibility. The Superintendent or designee shall work with parents/guardians, including parents/guardians of English learners, to determine appropriate roles and responsibilities of parents/guardians, school staff and students for continuing the intellectual, physical, emotional and social development and well-being of students at each school site, including the means by which the schools and parents/guardians can help students achieve academic and other standards of the school.

Within this framework, the school's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the school.

Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership and to help their children succeed in school. (Education Code 51100)

(cf. 5022 - Student and Family Privacy Rights)
(cf. 6020 - Parent Involvement)

The Superintendent or designee shall ensure that district staff understand the rights of parents/guardians afforded by law and Board policy and follow acceptable practices that respect those rights.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The Superintendent or designee shall ensure that parents/guardians receive notification regarding their rights in accordance with law.

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall take reasonable steps to ensure that parents/guardians who speak a language other than English are properly notified in English, and in their home language of the rights and opportunities available to them pursuant to Education Code 48985. (Education Code 51101.1)

Legal Reference:

EDUCATION CODE

33126 School accountability report card
35291 Disciplinary rules
48070.5 Promotion and retention of students
48985 Notice to parent in language other than English
49091.10-49091.19 Parental review of curriculum and instruction
49602 Confidentiality of pupil information
51100-51102 Parent/guardian rights
51513 Personal beliefs
60510 Disposal of surplus instructional materials
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
1232h Protection of pupil rights

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
CDE: <http://www.cde.ca.gov>

Policy Adopted:



Chico Unified School District

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

DRAFT

b.A.4
Page 6 of 90

Board Policy:

#5021

Section: 5000

Students

Page 1 of 1

NONCUSTODIAL PARENTS

"Parent" means a natural parent, an adopted parent, or legal guardian. If the parents are divorced or legally separated, only a parent having legal custody of the pupil may challenge the content of a record pursuant to Section 49070, offer a written response to a record pursuant to Section 49072, or consent to release records to others pursuant to Section 49075. Either parent may grant consent if both parents have notified, in writing, the school or school district that an agreement has been made. If a pupil has attained the age of 18 years or is attending an institution of postsecondary education, the permission or consent required of, and the rights accorded to, the parents or guardian of the pupil shall thereafter only be required of, and accorded to, the pupil.

Noncustodial parents generally retain the same rights as custodial parents unless a court order restricts the rights of the noncustodial parent. These rights include but are not limited to accessing his/her child's student records, participating in school activities and visiting the child at school. If a completed or pending legal action curtails the noncustodial parent's rights, the parent/guardian with custody shall provide evidence of this action to the Superintendent or designee.

(cf. 5125 - Student Records)

(cf. 5142 - Safety)

(cf. 6020 - Parent Involvement)

Upon request, the district shall provide noncustodial parents with announcements and notices that are sent to the custodial parent.

While both parents can visit the child at school, only the custodial parent has the right to remove the child from school property. Only a verified note or an emergency card from the custodial parent will be cause for exception to this provision.

(cf. 5141 - Health Care and Emergencies)

In the event of an attempted violation of a court order that restricts access to a student, staff shall contact the custodial parent and local law enforcement officials.

Legal Reference:

EDUCATION CODE

49061 Definitions

49069 Absolute right to access

FAMILY CODE

3025 Parental access to records



Chico Unified School District

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

DRAFT

6.A.4

Page 7 of 90

Board Policy:

#5022

Section: 5000

Students

Page 1 of 1

STUDENT AND FAMILY PRIVACY RIGHTS

The Board of Education believes that personal information concerning district students and their families should be kept private in accordance with law.

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5021 - Noncustodial Parents)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 6000 - Concepts and Roles)
(cf. 6162.8 - Research)

Collection of Personal Information for Marketing Purposes

The Board prohibits district staff from administering or distributing to students survey instruments that are designed for the purpose of collecting personal information for marketing or for selling that information.

Legal Reference:

EDUCATION CODE

49450-49457 Physical examinations

49602 Confidentiality of pupil information

51513 Personal beliefs

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1232h Protection of pupil rights

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

CDE: <http://www.cde.ca.gov>

USDOE, Family Policy Compliance Office: <http://www.ed.gov/offices/OM/fpco/>



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

Board Policy: #5111

Section: 5000 Students

Page 1 of 1

DRAFT 6 A.4
Page 1 of 90

ADMISSION

The Board of Education believes that all children should have the opportunity to receive educational services. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The Superintendent or designee shall maintain procedures which provide for the verification of all entrance requirements specified in law and in Board policies and regulations.

(cf. 5111.1 - District Residency)
(cf. 5111.11 - Residency of Students with Caregiver)
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)
(cf. 5111.13 - Residency for Homeless Children)
(cf. 5119 - Students Expelled from Other Districts)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)

Legal Reference:

EDUCATION CODE

46600 Agreements for admission of pupils desiring interdistrict attendance
48000 Minimum age of admission (kindergarten)
48002 Evidence of minimum age required to enter kindergarten or first grade
48010 Minimum age of admission (first grade)
48011 Admission from kindergarten or other school; minimum age
48050-48053 Nonresidents
48200 Children between ages of 6 and 18 years (compulsory full-time education)
49076 Access to records by persons without written consent or under judicial order
49408 Information of use in emergencies

HEALTH AND SAFETY CODE

120325-120380 Education and child care facility immunization requirements
121475-121520 Tuberculosis tests for pupils

CODE OF REGULATIONS, TITLE 5

200 Promotion from kindergarten to first grade
201 Admission to high school

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 20

11431-11435 McKinney Homeless Assistance Act

Management Resources:

CDE MANAGEMENT ADVISORIES

0900.90 Changes in law concerning eligibility for admission to kindergarten

Policy Adopted:



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

DRAFT

6 A. 4
Page 9 of 90

Board Policy: #5112.1

Section: 5000 Students

Page 1 of 1

EXEMPTIONS FROM ATTENDANCE

Each child between the ages of 6 and 18 shall be subject to compulsory full-time education. (Education Code 48200)

However, the Board of Education may grant exemptions from compulsory attendance to a student as allowed by law and in the best interest of the student. Exemptions shall not be used to remove a student who is a disciplinary problem.

(cf. 5111 - Admission)
(cf. 5112.2 - Exclusions from Attendance)
(cf. 5112.3 - Student Leave of Absence)
(cf. 5113.2 - Work Permits)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 6158 - Independent Study)
(cf. 6183 - Home and Hospital Instruction)

Legal Reference:

EDUCATION CODE

33190 Affidavit by persons conducting private school instruction
46113 Minimum schoolday for grades four through eight
48200-48341 Compulsory education law
48400-48454 Compulsory continuation education
48800.5 Petition for enrollment as special full-time student

LABOR CODE

1295.5 Employment of minors; performance of sports-attending services
1390-1399 Employment of minors

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, Discrimination

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

CODE OF FEDERAL REGULATIONS, TITLE 34

106.40 Marital or parental status

COURT DECISIONS

Thomas v. Atascadero Unified School District, (1987) 662 F.Supp. 342



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

Board Policy: #5112.5

Section: 5000 Students

Page 1 of 1

OPEN CAMPUS

In order to give students an opportunity to demonstrate responsibility and positive citizenship, the Board of Education establishes an open campus at all district high schools in which students shall have the privilege of leaving campus during lunch.

The privilege of open campus may be revoked from individual students for disciplinary reasons.

(cf. 5144 - Discipline)

Students shall not leave the school grounds at any other time during the school day without written permission of their parents/guardians and school authorities. Students who leave school or who fail to return following lunch without authorization shall be classified truant and subject to disciplinary action.

(cf. 5113 - Absences and Excuses)

Legal Reference:

EDUCATION CODE

35160 Authority of the Board

35160.1 Broad authority of school district

44808.5 Permission for pupils to leave school grounds; notice



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

DRAFT

6.A.4
Page 11 of 90

Board Policy: #5113

Section: 5000 Students

Page 1 of 2

ABSENCES AND EXCUSES

The Board of Education believes that regular attendance plays an important role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5113.1 - Truancy)

Excused Absences

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations. (Education Code 46010, 48216, 48205)

Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during nonschool hours.

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students, and to all students in grades 7 through 12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)

(cf. 5145.6 - Parental Notifications)

Students in grades K-6 shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency. Students in grades 7-12 shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. (Education Code 46014)

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

2550-2558.6 Computation of revenue limits

37201 School month

37223 Weekend classes

41601 Reports of average daily attendance

42238-42250.1 Apportionments

46000 Records (attendance)

46010-46014 Absences

46100-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48210-48216 Exclusions from attendance

48240-48246 Supervisors of attendance

48260-48273 Truants

48292 Filing complaint against parent

48320-48324 School attendance review boards

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5113

Section: 5000

Students

Page 2 of 2

48340-48341 Improvement of student attendance

49067 Unexcused absences as cause of failing grade

ELECTIONS CODE

12302 Student participation on precinct boards

FAMILY CODE

6920-6929 Consent by minor

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

ATTORNEY GENERAL OPINIONS

66 Ops. Cal. Atty. Gen. 245, 249 (1983)

COURT DECISIONS

American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307

Management Resources:

CDE MANAGEMENT ADVISORIES

0114.98 School Attendance and CalWORKS, Management Bulletin 98-01

CSBA ADVISORIES

0520.97 Welfare Reform and Requirements for School Attendance

WEB SITES

CSBA: <http://www.csba.org>



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

Board Policy: #5113.1

Section: 5000 Students

Page 1 of 2

TRUANCY

To improve student attendance, the Superintendent or designee shall implement measures to identify the reasons for a student's unexcused absences and to help resolve the problems caused by truancy. Such strategies shall focus on early intervention and may include, but not be limited to, communication with parents/guardians and the use of student study teams.

(cf. 5113 - Absences and Excuses)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6164.5 - Student Success Teams)
(cf. 6176 - Weekend/Saturday Classes)

In addition, the Superintendent or designee shall cooperate with other agencies within the community to meet the needs of students who have serious school attendance or behavior problems and to maintain a continuing inventory of community resources, including alternative programs.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Habitually truant students may be referred to a school attendance review board, a truancy mediation program operated by the county's district attorney or probation officer, and/or juvenile court in accordance with law.

For purposes of California's welfare system (CalWORKS), a student shall be determined to be regularly attending school unless he/she has been referred to the county district attorney or probation office pursuant to Education Code 48263.

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)
37223 Weekend classes
41601 Reports of average daily attendance
46000 Records (attendance)
46010-46014 Absences
46110-46119 Attendance in kindergarten and elementary schools
46140-46147 Attendance in junior high and high schools
48200-48208 Children ages 6-18 (compulsory full-time attendance)
48240-48246 Supervisors of attendance
48260-48273 Truants
48290-48296 Failure to comply; complaints against parents
48320-48324 School attendance review boards
48340-48341 Improvement of student attendance
49067 Unexcused absences as cause of failing grade

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors
11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence
420-421 Record of verification of absence due to illness and other causes

ATTORNEY GENERAL OPINIONS

66 Ops. Cal. Atty. Gen. 245, 249 (1983)

Management Resources:

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5113.1

Section: 5000

Students

Page 2 of 2

CDE MANAGEMENT ADVISORIES

0114.98 School Attendance and CalWORKS, Management Bulletin 98-01

CDE PUBLICATIONS

School Attendance Review Board Handbook, 1995

CSBA ADVISORIES

0520.97 Welfare Reform and Requirements for School Attendance

WEB SITES

CDE: <http://www.cde.ca.gov>

CSBA: <http://www.csba.org>



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

Board Policy:

#5116

Section: 5000

Students

Page 1 of 2

SCHOOL ATTENDANCE BOUNDARIES

The Governing Board shall establish school attendance boundaries in order to maximize the efficient use of district facilities and effective administration of district schools. The Superintendent or designee shall periodically review school attendance boundaries and, as necessary, make recommendations to the Board for boundary adjustments.

When reviewing school attendance boundaries, the Superintendent or designee shall consider the following factors:

1. School enrollment data, including declining enrollment patterns
2. Facility capacity and design, including potential commercial and residential developments
3. School feeder patterns, including maintaining, to the extent practicable, continuity of student attendance
4. Federal, state, or court mandates
5. Community input
6. Student safety
7. Transportation capacity
8. Community and neighborhood identity
9. Geographic features of the district, including traffic patterns
10. Educational programs, such as magnet schools and charter schools

(cf. 7160 - Charter School Facilities)

11. Consistency between municipal boundaries and high school boundaries
12. Other factors

(cf. 5116.1- Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

Students residing in a community facilities district shall have priority, to the extent provided by law, for attendance at schools financed in whole or in part by the community facilities district. The degree of priority must reflect the proportion of each school's financing provided through the community facilities district. (Government Code 53312.7)

(cf. 7212 - Mello-Roos Districts)

In order to alleviate overcrowding, the Superintendent or designee may place some students in a school outside of their attendance area. Parents/guardians of students who are attending schools outside of their attendance area shall be notified of the school their child will be attending as soon as possible. If available, transportation shall be provided for such students.

(cf. 3541 - Transportation Routes and Services)

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5116

Section: 5000

Students

Page 2 of 2

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

35160.5 District policies; rules and regulations

35291 Rules

35350 Transportation of students

35351 Assignment of students to particular schools

GOVERNMENT CODE

53311-53317.5 Establishment of community facilities district

CALIFORNIA CONSTITUTION

Article I, Section 31 Discrimination based on race, sex, color, ethnicity

COURT DECISIONS

Crawford v. Huntington Beach Union High School District (2002) 98 Cal.App.4th 1275

Crawford v. Board of Education (1976) 17 Cal.3d 280

Jackson v. Pasadena City School District (1963) 59 Cal.2d 876

Management Resources:

WEB SITES

California Department of Education: <http://www.cde.ca.gov>



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

DRAFT

6.A.4
Page 17 of 90

Board Policy: #5116.1

Section: 5000 Students

Page 1 of 2

INTRADISTRICT OPEN ENROLLMENT

The Board of Education desires to provide enrollment options that meet the diverse needs and interests of district students. The Board establishes an attendance area for each school in the district, including the boundaries of the area to be served and determines the capacity of the district's schools to accept transfers. The purpose of these attendance areas is to maintain a balance in enrollment and a balanced class size among all schools while avoiding excessive traffic hazards and walking distances.

While the majority of students attend the schools serving the area in which they live, the district does recognize that this may create a hardship on families for various reasons. Therefore, the district allows parents to request that their child attend schools outside of their attendance area that may better meet the parents' preferences regarding educational program, emotional well-being, child care needs or other reasons.

The student selection process for intra-district attendance will be random and unbiased when a school receives admission requests that are in excess of the school's capacity and will be based on established priorities.

1. If a district school receiving Title I funds is identified for program improvement, corrective action, or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school or charter school. (20 USC 6316)
2. If while on school grounds, a student becomes the victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as persistently dangerous, he/she shall be provided an option to transfer to another district school or charter school.
3. Priority may be given to siblings of students already in attendance in that school.
4. Priority may be given to students whose parent/guardian is assigned to that school as his/her primary place of employment.
5. Enrollment decisions shall not be based on a student's academic or athletic performance except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students.

No student currently residing within a school's attendance area at the beginning of the school year shall be displaced from attendance at that school by another student transferring from outside the attendance area. Parents will be notified annually of their attendance options.

The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

Legal Reference:

EDUCATION CODE

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

48980 Notice at beginning of term

UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

Policy Adopted:



Chico Unified School District

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

DRAFT
Board Policy:

6.A.4
Page 18 of 90

#5116.1

Section: 5000

Students

Page 2 of 2

CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 95 (2002)

Management Resources:

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Public School Choice, December 4, 2002

Unsafe School Choice Option, July 23, 2002

WEB SITES

CSBA: <http://www.csba.org>

CDE: <http://www.cde.ca.gov>

U.S. Department of Education: <http://www.ed.gov>



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

DRAFT

6.A.4
Page 19 of 90

Board Policy: #5117

Section: 5000 Students
Page 1 of 1

INTERDISTRICT ATTENDANCE

The Board of Education recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. The Board desires to communicate with parents/guardians and students regarding the educational programs and services that are available.

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117.1 - Interdistrict Attendance Agreements)
(cf. 5117.2 - Alternative Interdistrict Attendance Program)
(cf. 5145.6 - Parental Notifications)

The Board recognizes that the district may be capable of serving additional students. Therefore, the Superintendent or designee may approve interdistrict attendance agreements with other districts.

Legal Reference:

EDUCATION CODE

46600-46611 Interdistrict attendance agreements
48204 Residency requirements for school attendance
48209-48209.17 Student attendance alternatives
48915 Expulsion; particular circumstances
48915.1 Expelled individuals: enrollment in another district
48918 Rules governing expulsion procedures
48980 Notice at beginning of term
52317 Enrollment of students, inter district attendance



Chico Unified School District

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

DRAFT

6.A.4
Page 20 of 90

Board Policy: #5117.1

Section: 5000 Students
Page 1 of 2

INTERDISTRICT ATTENDANCE AGREEMENTS

The district has a primary responsibility to meet the educational needs of students residing inside the district boundaries with a parent, legal guardian or other person having legal control or charge of the student and, under specified conditions, a responsibility to meet the educational needs of some students residing outside the district's boundaries.

Students residing outside the district who meet district residency requirements may be allowed to enroll in district schools. Consistent with California Education Code provisions, a student residing outside a given school district's boundaries may meet the State's residency requirements for that district and may be legally enrolled. Residency requirements for the CUSD may be met by a non-district student:

1. who is placed inside school district boundaries in a regularly established licensed children's institution, or a licensed foster home or a family home, pursuant to the Welfare and Institutions Code;
2. for whom an interdistrict student attendance agreement has been approved;
3. whose residence is located within the boundaries of the district and whose parent/legal guardian is relieved of responsibility, control and authority through emancipation;
4. whose parent/legal guardian has established the residence of the student in a properly licensed home located within the district's boundaries;
5. who is residing in a state hospital located within the boundaries of the district;
6. who is elementary school age and one or both of her/his parents/legal guardians is employed within the boundaries of the district;

To appropriately meet the needs of all students, the district will consider each written interdistrict Student Attendance Application that is submitted by a parent or legal guardian. Parents/legal guardians residing within the district attendance boundaries who wish their child to attend a school outside the district boundaries or parents/legal guardians residing outside the district attendance boundaries who wish their child to attend a district school may submit an interdistrict Student Attendance Application.

Criteria to be used when considering interdistrict Student Attendance Applications may include the educational, social and emotional needs of the student, child care needs of the parents of elementary students and district considerations. Valid reasons for denying the enrollment of a student could include, but are not limited to: school overcrowding; expulsion from former school; etc. Enrollment in district schools will not be denied due to race, ethnicity, sex, parental income, scholastic achievement or any other arbitrary consideration.

Transportation will not be provided for students on interdistrict agreements; however, at no additional cost to the district, individual students may be granted daily permission to ride a school bus on a space-available basis and under the same regulations that apply to district students.

The Superintendent/designee is authorized to consider and approve or deny Interdistrict Student Attendance Applications. If the Superintendent/designee denies the application, the reasons for the denial will be submitted to the parent/legal guardian in writing. The district may require the annual renewal of interdistrict attendance agreements which have been approved.

The Superintendent will be responsible for developing, adopting and monitoring any needed district procedures to implement this policy.

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Chico Unified School District

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

Board Policy: #5117.1

Section: 5000 Students

Page 2 of 2

Legal Reference:

EDUCATION CODE

- 46600-46611 Interdistrict attendance agreements
- 48204 Residency requirements for school attendance
- 48209-48209.17 Student attendance alternatives
- 48915 Expulsion; particular circumstances
- 48915.1 Expelled individuals: enrollment in another district
- 48918 Rules governing expulsion procedures
- 48980 Notice at beginning of term
- 52317 Enrollment of students, inter district attendance



Chico Unified School District

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

Board Policy:

#5119

Section: 5000

Students

Page 1 of 1

STUDENTS EXPELLED FROM OTHER DISTRICTS

The Board of Education may admit students expelled from other districts upon request as long as their admission is consistent with providing a safe, secure and positive school environment for all district students and staff.

In order to prohibit the enrollment of a potentially dangerous student, the Board shall hold a hearing before admitting any student who has been expelled from another district. If the student has been expelled for certain serious reasons specified in Education Code 48915(a) or (c), his/her enrollment may occur only after the term of expulsion, and only if he/she has established legal residence in the district or is enrolled pursuant to an interdistrict attendance agreement.

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5117 - Interdistrict Attendance Agreements)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

EDUCATION CODE

46600 Agreements for interdistrict attendance

46601 Failure to approve interdistrict attendance; expulsion prohibiting appeal

48660-48666 Community day schools

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48915.2 Expelled student; enrollment during and after period of expulsion

48918 Rules governing expulsion procedures

Policy Adopted:



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

DRAFT

6.A.4
Page 23 of 90

Board Policy: #5121

Section: 5000 Students
Page 1 of 2

GRADES/EVALUATION OF STUDENT ACHIEVEMENT

The Board of Education believes that grades serve a valuable instructional purpose by helping students and parents/guardians identify the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement.

(cf. 5020 - Parent Rights and Responsibilities)

The teacher of each course shall determine the student's grade. The grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy and administrative regulation. (Education Code 49066)

(cf. 5125.3 - Challenging Student Records)

Teachers shall evaluate a student's work in relation to standards which apply to all students at his/her grade level. The Superintendent or designee shall establish and regularly evaluate a uniform grading system, and principals shall ensure that student grades conform to this system. Teachers shall inform students and parents/guardians how student achievement will be evaluated in the classroom.

(cf. 5124 - Communication with Parents/Guardians)

(cf. 6011 - Academic Standards)

Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests and portfolios.

When reporting student grades to parents/guardians, teachers may add academic content standard attainments, narrative descriptions, observational notes and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

Unexcused Absences

If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the student's grade may be lowered for nonperformance.

(cf. 6154 - Homework/Makeup Work)

Grade Point Average (GPA)

The Superintendent or designee shall recommend to the Board the methodology to be used in calculating students' grade point averages. A 4.0 grade scale shall be used.

Legal Reference:

EDUCATION CODE

48070 Promotion and retention

48205 Excused absences

48431.6 Required systematic review

49066 Grades; finalization; physical education class

49067 Mandated regulations regarding student's achievement

49069.5 Students in foster care, grades and credits

CODE OF REGULATIONS, TITLE 5

10060 Criteria for reporting physical education achievement, high schools

Policy Adopted:



Chico Unified School District

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

DRAFT

6.A.4
Page 24 of 90

Board Policy:

#5121

Section: 5000

Students

Page 2 of 2

UNITED STATES CODE, TITLE 20

1232g Family Education Rights and Privacy Act (FERPA)

6101-6251 School-to-Work Opportunities Act of 1994

COURT DECISIONS

Owasso Independent School District v. Falvo (2002) 122 S.Ct. 934

Las Virgenes Educators Association v. Las Virgenes Unified School District (2nd Appellate District 2001) 86 Cal.App.4th 1

Swany v. San Ramon Valley Unified School District (N.D.Cal. 1989) 720 F.Supp. 764

Johnson v. Santa Monica-Malibu Unified School District Board of Education (App. 2 Dist. 1986) 224 Cal. Rptr. 885, 179 C.A. 3d 593

Management Resources:

CDE PUBLICATIONS

Elementary Makes the Grade!, 2001

WEB SITES

CDE: <http://www.cde.ca.gov>

Advanced Placement Challenge Project: <http://www.apchallenge.net>



Chico Unified School District

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

Board Policy:

#5123

Section: 5000

Students

Page 1 of 1

6.A.4
Page 25 of 90

PROMOTION/ACCELERATION/RETENTION

The Board of Education expects students to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits. The student must also meet the minimum proficiency requirements set by the Board.

When high academic achievement is evident, the Superintendent or designee may recommend a student for acceleration into a higher grade level. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student.

When academic achievement is below established standards, as early as possible in the school year and in students' school careers, the Superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board policy, administrative regulation and the following criteria:

Students shall be identified on the basis of grades and multiple measures assessments (including the state's Standardized Testing and Reporting Program).

When a student is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include but are not limited to tutorial programs, after-school programs, summer school programs and/or the establishment of a student study team.

The Superintendent or designee shall convene a committee of parents, staff, secondary students, and community members to recommend additional criteria or refine the retention criteria prior to fully implementing this policy.

Legal Reference:

EDUCATION CODE

37252-37253.5 Supplemental instruction

46300 Method of computing ADA

48011 Admission on completing kindergarten; grade placement of pupils coming from other districts

48070-48070.5 Promotion and retention

48431.6 Required systematic review of students and grading

56345 Elements of individualized education plan

60641-60648 Standardized Testing and Reporting Program

60850-60856 Exit examination

CODE OF REGULATIONS, TITLE 5

200-202 Admission and exclusion of students

Management Resources:

CDE MANAGEMENT ADVISORIES

0900.90 Changes in Law Concerning Eligibility for Admission to Kindergarten 90-10

LEGISLATIVE COUNSEL'S OPINION

Promotion and Retention #21610

CSBA POLICY ADVISORIES

0901.99 Social Promotion/Retention Policy Briefing: Considerations for English Language Learners

1112.98 Student Promotion/Retention Advisory

WEB SITES

CSBA: <http://www.csba.org>

CDE: <http://www.cde.ca.gov>



Chico Unified School District

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

DRAFT

6.A.4
Page 26 of 90

Board Policy:

#5125

Section: 5000

Students

Page 1 of 2

STUDENT RECORDS

The Board of Education recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and federal law.

The Superintendent or designee shall establish regulations governing the identification, description and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental rights to review, inspect and copy student records and shall protect the student and the student's family from invasion of privacy.

(cf. 3580 - District Records)
(cf. 4040 - Employee Use of Technology)
(cf. 5125.1 - Release of Directory Information)
(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 5125.3 - Challenging Student Records)

The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the district level. At each school, the principal or a certificated designee shall act as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

Legal Reference:

EDUCATION CODE

48201 Student records for transfer students who have been suspended/expelled
48904-48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold
48918 Rules governing expulsion procedures
49060-49079 Pupil records
49091.14 Parental review of curriculum

CODE OF CIVIL PROCEDURE

1985.3 Subpoena duces tecum

FAMILY CODE

3025 Access to records by noncustodial parents

GOVERNMENT CODE

6252-6260 Inspection of public records

HEALTH AND SAFETY CODE

120440 Immunizations; disclosure of information

WELFARE AND INSTITUTIONS CODE

681 Truancy petitions

16010 Health and education records of a minor

CODE OF REGULATIONS, TITLE 5

430-438 Individual pupil records

16020-16027 Destruction of records of school districts

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

300.500 Definition of "personally identifiable"

300.501 Opportunity to examine records for parents of student with disability

300.573 Destruction of information



Chico Unified School District

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

DRAFT

6.A.4
Page 27 of 90

Board Policy:

#5125

Section: 5000

Students

Page 2 of 2

COURT DECISIONS

Falvo v. Owasso Independent School District, 220 F.3d. 1200 (10th Cir. 2000)

Management Resources:

WEB SITES

U.S. Department of Education, Family Policy Compliance Office: <http://www.ed.gov/offices/OM/fpc/>



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

DRAFT

6.A.4
Page 28 of 90

Board Policy: #5125.1

Section: 5000 Students
Page 1 of 1

RELEASE OF DIRECTORY INFORMATION

The Board of Education recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with law and Board policy.

The Superintendent or designee may release student directory information to representatives of the news media or nonprofit organizations in accordance with Board policy and administrative regulation.

(cf. 1112 - Media Relations)

The Superintendent or designee may limit or deny the release of specific directory information to any public or private nonprofit organization based on his/her determination of the best interest of the student. (Education Code 49073)

Employers and prospective employers, including military services representatives, shall have access to directory information. (20 USC 7908; 10 USC 503)

(cf. 6164.2 - Guidance/Counseling Services)

Under no circumstances shall directory information be disclosed to a private profit-making entity other than employers, prospective employers, and representatives of the news media. Private schools and colleges may be given the names and addresses of 12th-grade students and students who are no longer enrolled provided they use this information only for purposes directly related to the institution's academic or professional goals. (Education Code 49073)

(cf. 1113 - District and School Web Sites)

Legal Reference:

EDUCATION CODE

49061 Definitions

49063 Notification of parents of their rights

49073 Release of directory information

49073.5 Directory information; military representatives; telephone numbers

49603 Public high schools; military recruiting

UNITED STATES CODE, TITLE 10

503 Military recruiter access to directory information

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

7908 Armed forces recruiter access to students and student recruiting information

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

Management Resources:

WEB SITES

United States Department of Education: <http://www.ed.gov>

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

DRAFT

6.A.4
Page 29 of 90

Board Policy: #5127

Section: 5000 Students

Page 1 of 2

GRADUATION CEREMONIES AND ACTIVITIES

High school graduation ceremonies shall be held to recognize those students who have earned a diploma or certificate by successfully completing the required course of study, satisfying district standards, and passing any required assessments. The Board of Education believes that these students deserve a public celebration that recognizes the significance of their achievement and encourages them to continue the pursuit of learning throughout their lives.

(cf. 3260 - Fees and Charges)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)
(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

The school or district shall not direct invocations, prayers or benedictions at graduation ceremonies.

(cf. 1330 - Use of School Facilities)
(cf. 5145.2 - Freedom of Speech/Expression)

Disciplinary Considerations

In order to encourage high standards of student conduct and behavior, the principal may deny a student the privilege of participating in graduation ceremonies and/or activities in accordance with school rules. School rules shall ensure that prior to denial of the privilege(s), the student, and where practicable his/her parent/guardian, is made aware of the grounds for such denial and that the student is given an opportunity to respond to the proposed denial.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 5144 - Discipline)
(cf. 6161.2 - Damaged or Lost Instructional Materials)

Foreign Exchange Students

Foreign exchange students may receive honorary diplomas during the graduation ceremony. (Education Code 51225.5)

(cf. 6145.6 - International Exchange)

Legal Reference:

EDUCATION CODE

38119 Lease of personal property; caps and gowns
48904 Liability of parent or guardian; withholding of grades, diplomas, transcripts
51225.5 Honorary diplomas; foreign exchange students
51400-51403 Elementary school diploma
51410-51412 Diplomas

COURT DECISIONS

Cole v. Oroville Union High School District, (2000, 9th Cir.) 228 F.3d 1092
Santa Fe Independent School District v. Doe, (2000) 530 U.S. 290
Lee v. Weisman, (1992) 112 S.Ct. 2649
Sands v. Morongo Unified School District, (1991) 53 Cal. 3d 863
Lemon v. Kurtzman, (1971) 403 U.S. 602

Policy Adopted:



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

DRAFT

6.A.4
Page 30 of 90

Board Policy:

#5127

Section: 5000

Students

Page 2 of 2

Management Resources:

CDE PROGRAM ADVISORIES

0615.89 Granting credit for passing GED, SPB:88/89-11

WEB SITES

CDE: <http://www.cde.ca.gov>

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Chico Unified School District

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

Board Policy:

Section: 5000

6.A.4

Page 31 of 90

#5131

Students

Page 1 of 3

CONDUCT

The Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful towards their teachers, other staff, students and volunteers.

(cf. 5131.1 - Bus Conduct)

(cf. 5137 - Positive School Climate)

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations.

Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes but is not limited to:

1. Behavior that endangers staff and/or students

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5136 - Gangs)

(cf. 5142 - Safety)

2. Behavior that disrupts the orderly classroom or school environment

(cf. 5131.4 - Campus Disturbances)

3. Harassment of students or staff, including bullying, intimidation, hazing, or initiation activity or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

4. Damage to or theft of property belonging to the district, staff or students

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

5. Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose, including employment (Penal Code 417.27)

Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.

6. Profane, vulgar or abusive language

(cf. 5145.2 - Freedom of Speech/Expression)

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Chico Unified School District

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

Board Policy:

#5131

Section: 5000

Students

Page 2 of 3

7. Plagiarism or dishonesty in school work or on tests

(cf. 5131.9 - Academic Honesty)
(cf. 6162.54 - Test Integrity/Test Preparation)
(cf. 6162.6 - Use of Copyrighted Materials)
(cf. 6163.4 - Student Use of Technology)

8. Inappropriate dress

(cf. 5132 - Dress and Grooming)

9. Tardiness and unexcused absence from school

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Truancy)

10. Failure to remain on school premises in accordance with school rules

(cf. 5112.5 - Open/Closed Campus)

Possession of Cellular Phones and Other Personal Electronic Signaling Devices

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

Students may possess or use personal electronic signaling devices, including but not limited to pagers, beepers and cellular/digital telephones.

Permitted devices shall:

1. Be turned off during class time and at any other time directed by a district employee
2. Not disrupt the educational program or school activity

If a disruption occurs, the employee shall direct the student to turn off the device and/or confiscate it. If a school employee finds it necessary to confiscate a device, he/she may either return it at the end of the class period or school day or keep it until the principal or designee has consulted with the student's parent/guardian.

A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school-related events.

Enforcement of Standards

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate district or school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion or transfer to alternative programs in accordance with Board policy and administrative regulation. In addition, when the conduct involves intimidation, harassment, or other endangerment of a student or

Policy Adopted:



Chico Unified School District

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

DRAFT

6.A.4
Page 33 of 90

Board Policy:

#5131

Section: 5000

Students

Page 3 of 3

employee, the Superintendent or designee shall provide appropriate assistance as necessary for the victim and the offender or make appropriate referrals for such assistance.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6020 - Parent Involvement)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6182 - Opportunity School/Class/Program)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

Legal Reference:

EDUCATION CODE

32050 Hazing
35181 Governing board policy on responsibilities of students
35291-35291.5 Rules
44807 Duty concerning conduct of students
48900-48925 Suspension or expulsion, especially:
48908 Duties of students

CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor

PENAL CODE

417.25-417.27 Laser scope

CODE OF REGULATIONS, TITLE 5

300-307 Duties of pupils

UNITED STATES CODE, TITLE 42

2000h-2000h6 Title IX, 1972 Education Act Amendments

Management Resources:

CSBA PUBLICATIONS

Protecting Our Schools: Board of Education Strategies to Combat School Violence, 1999

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Preventing Bullying: A Manual for Schools and Communities, 1998

WEB SITES

California Department of Education, Safe Schools and Violence Prevention Office:

<http://www.cde.ca.gov/spbranch/safety>

CSBA: <http://www.csba.org>



Chico Unified School District

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

Board Policy:

#5131.1

Section: 5000

Students

Page 1 of 1

BUS CONDUCT

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

The Superintendent or designee shall establish regulations related to bus conduct, bus driver authority, and the suspension of riding privileges. The Board of Education shall make these rules available to parents/guardians and students. (5 CCR 14103)

(cf. 3540 - Transportation)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 3543 - Transportation Safety and Emergencies)

Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. The Board believes that such monitoring will deter misconduct and help to ensure the safety of students and staff. Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with district policy and regulations.

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5144 - Discipline)

At the discretion of the Superintendent or designee, school bus video recordings also may be used to resolve complaints by students and/or parents/guardians and to help employees maintain discipline.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

39800 Transportation

44808 Duty to supervise conduct of students

48918 Expulsion procedures

49061 Definition of student records

49073-49079 Privacy of student records

GOVERNMENT CODE

6253-6253.4 Public records open to inspection

6254 Records exempt from disclosure

CODE OF REGULATIONS, TITLE 5

14103 Authority of the driver

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act



Chico Unified School District

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

Board Policy:

#5131.4

Section: 5000

Students

Page 1 of 1

STUDENT DISTURBANCES

The Governing Board desires to provide orderly campuses that create a positive school environment and are conducive to learning. When students initiate or are involved in a campus disturbance that has the potential to threaten the safety of students or staff, the Superintendent or designee may request law enforcement assistance.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 5131.5 - Vandalism, Theft and Graffiti)

Staff are encouraged to be alert to conditions at school that may lead to a disturbance, such as racial or cultural conflict, student protests, or gang intimidation and confrontations. Staff who believe that a disturbance is imminent, or who see a disturbance occurring, shall immediately contact the principal.

(cf. 4131 - Staff Development)
(cf. 5136 - Gangs)
(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 5145.9 - Hate-Motivated Behavior)

Students who participate in a campus disturbance shall be subject to disciplinary action in accordance with Board policy and administrative regulations.

(cf. 3515 - Campus Security)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion: Due Process (Students with Disabilities))

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting
32211 Threatened disruption or interference with classes
32280-32288 School safety plans
35160 Authority of governing boards
38000-38005 Security patrols
44810 Willful interference with classroom conduct
44811 Disruption of classwork or extracurricular activities
48900 Grounds for suspension or expulsion
48907 Student exercise of free expression
51512 Prohibited use of electronic listening or recording device

PENAL CODE

243.5 Assault or battery on school property
403-420 Crimes against the public peace, especially:
415 Fighting; noise; offensive words
415.5 Disturbance of peace of school
416 Assembly to disturb peace; refusal to disperse
626-626.10 Crimes on school grounds
627-627.7 Access to school premises
653g Loitering about schools or public places

Management Resources:

CSBA PUBLICATIONS

911! A Manual for Schools and the Media During a Campus Crisis, 2001

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ss>

U.S. Department of Education, Emergency Planning: <http://www.ed.gov/admins/lead/safety/emergencyplan>

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

Board Policy: #5131.5

Section: 5000 Students
Page 1 of 1

VANDALISM, THEFT AND GRAFFITI

The Board of Education considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

(cf. 3515.4 - Recovery for Property Loss or Damage)

Any district student who commits an act of vandalism shall be subject to disciplinary action by the district and also may be prosecuted through other legal means. If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts in accordance with law.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension or expulsion

48904 Willful misconduct, limit of liability of parent or guardian

48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold

CIVIL CODE

1714.1 Liability of parent or guardian for act of willful misconduct by a minor

GOVERNMENT CODE

53069.5 Reward for information concerning person causing death, injury, or property damage; liability for reward

PENAL CODE

594 Vandalism

640.5 Graffiti; facilities or vehicles of governmental entity

640.6 Graffiti

CODE OF REGULATIONS, TITLE 5

305 Pupil responsible for care of property



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

Board Policy: #5131.6

Section: 5000 Students
Page 1 of 3

ALCOHOL AND OTHER DRUGS

The Board of Education believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs and desires that every effort be made to reduce student use of these substances. The Board perceives this effort as an important step towards preventing violence, promoting school safety and creating a disciplined environment conducive to learning.

The Superintendent or designee shall develop a comprehensive prevention and intervention program that includes instruction, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 4020 - Drug and Alcohol-Free Workplace)
(cf. 6020 - Parent Involvement)

The Superintendent or designee shall clearly communicate to all students, staff and parents/guardians the district's policies, regulations and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.

(cf. 1100 - Communication with the Public)
(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

The Board expects staff to conduct themselves in accordance with the district's philosophy related to alcohol and other drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.

(cf. 5137 - Positive School Climate)

The Board also encourages the establishment of site-level advisory groups to assist in promoting alcohol- and drug-free schools.

(cf. 1220 - Citizen Advisory Committees)

Instruction

The district shall provide preventative instruction which helps students avoid the use of alcohol and other drugs. Comprehensive, age-appropriate K-12 instruction shall address the legal, social, personal and health consequences of drug and alcohol use, promote a sense of individual responsibility, and inform students about effective techniques for resisting peer pressure to use alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful. Instruction shall not include the concept of responsible use when such use is illegal.

Teachers shall be trained to answer students' questions related to alcohol and drugs and to help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and other drugs.

(cf. 4131 - Staff Development)

Policy Adopted:



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

Board Policy:

#5131.6

Section: 5000

Students

Page 2 of 3

(cf. 6142.2 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)

Intervention, Referral and Recovering Student Support

The Board recognizes that the use of alcohol and other drugs by students is detrimental to their health and educational development. The Board believes that alcohol and other drug use has critical social and emotional consequences which undermine a student's ability to reach his/her full potential and have serious legal ramifications.

In an effort to maintain a school environment conducive to the student's overall well-being, the Board intends to keep district schools free of alcohol and other drugs. All students are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of alcohol or other drugs in any facility of the district, while going to or coming from school, while going to or coming from a school event, or at any district-sponsored event. All students will abide by this prohibition. Any student who violates this prohibition will be disciplined.

Consistent with the Board's desire to provide alcohol- and drug-free schools, a comprehensive K-12 drug, alcohol and tobacco education program will include prevention education; direct student intervention services; and community, parent and employee involvement.

Student discipline in regards to alcohol and other drug use will be consistent with current district student policy and procedures.

The Superintendent will develop, implement and monitor administrative procedures consistent with this policy.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. School authorities may search students and school properties for the possession of alcohol and other drugs in accordance with law, Board policy and administrative regulations.

(cf. 5145.11 - Questioning and Apprehension)
(cf. 5145.12 - Search and Seizure)

Students possessing, using or selling alcohol or other drugs or related paraphernalia at school or at a school event shall be subject to disciplinary procedures including suspension or expulsion in accordance with law, Board policy and administrative regulations. Such students also may be referred to an appropriate rehabilitation program.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

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Chico Unified School District

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

Board Policy:

#5131.6

Section: 5000

Students

Page 3 of 3

EDUCATION CODE

- 44049 Known or suspected alcohol or drug abuse by student
- 48900 Suspension or expulsion (grounds)
- 48900.5 Suspension, limitation on imposition; exception
- 48901 Smoking or use of tobacco prohibited
- 48901.5 Prohibition of electronic signaling devices
- 48902 Notification of law enforcement authorities; civil or criminal immunity
- 48909 Narcotics or other hallucinogenic drugs
- 48915 Expulsion; particular circumstances
- 49423 Administration of prescribed medication
- 49480 Notice to school by parent or guardian; consultation with physician
- 49602 Confidentiality of pupil information
- 51202 Instruction in personal and public health and safety
- 51203 Instruction on alcohol, narcotics and restricted dangerous drugs
- 51210 Areas of study
- 51220 Areas of study, grades 7 to 12
- 51260 Elementary and secondary school instruction in drug education by appropriately trained instructors
- 51262 Use of anabolic steroids; legislative finding and declaration
- 51264 CDE assistance for inservice training
- 51265 Gang violence and drug and alcohol abuse prevention inservice
- 51268 Collaboration to avoid duplication of effort

BUSINESS AND PROFESSIONS CODE

- 25608 Alcohol on school property; use in connection with instruction

HEALTH AND SAFETY CODE

- 11032 Narcotics, restricted dangerous drugs and marijuana; construction of terms used in other divisions
- 11053-11058 Standards and schedules
- 11353.6 Juvenile Drug Trafficking and Schoolyard Act
- 11357 Unauthorized possession of marijuana; punishment; prior conviction; possession in school or on school grounds
- 11361.5 Destruction of arrest or conviction records
- 11372.7 Drug program fund; uses
- 11802 Joint school-community alcohol abuse primary education and prevention program
- 11965-11969 The School-Community Primary Prevention Program
- 11998-11998.3 Drug and Alcohol Abuse Master Plans
- 11999-11999.3 Alcohol and drug program funding; no unlawful use
- 124175-124200 Adolescent family life program (Department of Health Services)

PENAL CODE

- 13864 Comprehensive alcohol and drug prevention education

VEHICLE CODE

- 13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over; suspension, delay, or restriction of driving privileges

WELFARE AND INSTITUTIONS CODE

- 828 Disclosure of information re minors
- 828.1 Disclosure of criminal records; protection of vulnerable staff & students

UNITED STATES CODE, TITLE 20

- 5812 National education goals
- 7101-7184 Safe and Drug-Free Schools and Communities Act



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

Board Policy: #5131.61

Section: 5000 Students

Page 1 of 2

DRUG TESTING

The Governing Board is committed to maximizing the health and safety of district students and recognizes the district's role in helping to protect students from the dangers associated with illegal drug use and drug abuse. To support the district's substance abuse prevention efforts, the Board desires to establish a drug testing program in the district's high schools that will provide a deterrent from drug use and help refer drug users to appropriate counseling and rehabilitative services.

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.63 - Steroids)

The Superintendent or designee shall establish and maintain a voluntary drug testing program. Participation in this program shall require the written consent of the student and his/her parents/guardians.

The Superintendent or designee shall establish a nonvoluntary, random drug testing program for all students participating in athletics and in the following other extracurricular activities:

(cf. 3260 - Fees and Charges)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

Prior to implementing the drug testing program, the Superintendent or designee shall invite input from students, staff, parents/guardians, community leaders, and representatives of local healthcare agencies, community service agencies and businesses. The district's program shall be developed in consultation with drug treatment and prevention professionals, the laboratory contracted to conduct the tests, and district legal counsel.

The Superintendent or designee shall develop:

1. A drug testing consent form to be signed by the student and his/her parent/guardian prior to allowing the student to participate in any athletic or extracurricular activity listed above

The consent form shall indicate any prescription medication the student has been or is presently taking. The student shall present either a copy of the prescription or a physician's written verification of this fact with the consent form.

2. Procedures addressing how students will be selected, how often tests will be conducted, how samples will be collected and transported, and how results will be confirmed

Drug testing procedures shall ensure appropriate individual privacy while maintaining the viability of the process. If urinalysis testing is used, the supervisor collecting the specimen shall be the same gender as the student and the specimen shall be collected in a private facility behind a closed stall.

Parents/guardians shall be notified after any positive test results are confirmed. Test results shall be kept separate from the student's other educational records and shall be disclosed only to school staff designated by the Superintendent or designee as responsible for program implementation. The district shall not release test results to law enforcement authorities.

(cf. 5125 - Student Records)

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5131.61

Section: 5000

Students

Page 2 of 2

No disciplinary or punitive action shall be taken against any student who tests positive, other than removing him/her from participation in extracurricular activities. Students who test positive shall be encouraged to participate in an assistance program and may be required to take subsequent drug tests. A student who has been removed from participation in extracurricular activities may appeal that decision to the Superintendent or designee and then to the Board.

Students and parents/guardians shall receive a copy of the district's policy and procedures on drug testing. In addition, at the beginning of the school year and prior to the commencement of the drug testing program, the Superintendent or designee shall conduct an orientation session with students participating in athletics and extracurricular activities and their parents/guardians. This session shall explain the district's policy and outline the procedures for drug testing and the consequences if a positive result is obtained.

The Superintendent or designee shall provide training to principals, coaches and staff advisors regarding the district's drug testing program.

Legal Reference:

EDUCATION CODE

44049 Known or suspected alcohol or controlled substance abuse by student

51262 Use of anabolic steroids; legislative finding and declaration

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

COURT DECISIONS

Board of Education of Independent School District No. 92 of Pottawatomie County v. Earls, (2002) 122 S.Ct. 2559

Vernonia School District v. Acton, (1995) 115 S.Ct. 2385

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources:

OFFICE OF NATIONAL DRUG CONTROL POLICY PUBLICATIONS

What You Need To Know About Drug Testing in Schools, August 2002

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

Office of National Drug Control Policy: <http://www.whitehousedrugpolicy.gov>

National Institute on Drug Abuse: <http://www.nida.nih.gov>

Partnership for a Drug-Free America: <http://www.drugfreeamerica.org>

U.S. Department of Education: <http://www.ed.gov>

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

Board Policy:

#5131.62

Section: 5000

Students

Page 1 of 1

TOBACCO

The Board of Education recognizes that tobacco use presents serious health risks and desires to provide support and assistance in the prevention and intervention of tobacco use among youth.

(cf. 5131.6 - Alcohol and Other Drugs)

Students shall not smoke or use tobacco, or any product containing tobacco or nicotine, while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees.
(Education Code 48901)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

The district shall provide developmentally appropriate tobacco use prevention instruction for students in grades kindergarten through 12.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

Information about smoking cessation programs shall be made available and encouraged for students and staff.
(Health and Safety Code 104420)

(cf. 4159/4259/4359 - Employee Assistance Programs)

Legal Reference:

EDUCATION CODE

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

51202 Instruction in personal and public health and safety

HEALTH AND SAFETY CODE

104350-104495 Tobacco use prevention education

PENAL CODE

308 Minimum age for tobacco possession

UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug-Free Schools and Communities Act

Management Resources:

CDE PUBLICATIONS

Getting Results: Developing Safe and Healthy Kids, 1998-99

CENTERS FOR DISEASE CONTROL PUBLICATIONS

Guidelines Related to School Health Programs to Prevent Tobacco Use and Addiction, 1994

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy, and Ready to Learn: A School Health Policy Guide, 2000

WEB SITES

CDE: <http://www.cde.ca.gov>

California Department of Health Services: <http://www.dhs.ca.gov>

U.S. Department of Education: <http://www.ed.gov>

U.S. Surgeon General: <http://www.surgeongeneral.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

National Association of State Boards of Education: <http://www.nasbe.org>

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

Board Policy: #5131.63

Section: 5000 Students

Page 1 of 2

STERIODS

The Governing Board recognizes that the use of steroids and other performance-enhancing supplements presents a serious health and safety hazard. As part of the district's drug prevention and intervention efforts, the Superintendent or designee and staff shall make every reasonable effort to prevent students from using steroids or other performance-enhancing supplements.

Students in grades 7-12 shall receive a lesson on the effects of steroids as part of their health, physical education, or drug education program.

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 6142.8 - Comprehensive Health Education)

Students participating in interscholastic athletics are prohibited from using steroids and dietary supplements banned by the U.S. Anti-Doping Agency as well as the substance synephrine. (Education Code 49030)

(cf. 5131.61 - Drug Testing)
(cf. 6145.2 - Athletic Competition)

Before participating in interscholastic athletics, a student athlete and his/her parent/guardian shall sign a statement that the student athlete pledges not to use androgenic/anabolic steroids and dietary supplements banned by the U.S. Anti-Doping Agency and the substance synephrine, unless the student has a written prescription from a licensed health care practitioner to treat a medical condition.

A student who is found to have violated the agreement or this policy shall be restricted from participating in athletics and shall be subject to disciplinary procedures including, but not limited to, suspension or expulsion in accordance with law, Board policy, and administrative regulation.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 6145 - Extracurricular and Cocurricular Activities)

Coaches shall educate students about the district's prohibition and the dangers of using steroids and other performance-enhancing supplements.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

The Superintendent or designee shall ensure that district schools do not accept sponsorships or donations from supplement manufacturers that offer muscle-building supplements to students.

(cf. 1325 - Advertising and Promotion)

Legal Reference:
EDUCATION CODE
49030-49034 Performance-enhancing supplements
51260-51269 Drug education, especially:
51262 Use of anabolic steroids; legislative finding and declaration
CIVIL CODE
1812.97 Warning statement; posting in athletic facilities
HEALTH AND SAFETY CODE
110423.2 Dietary supplements
Management Resources:
CALIFORNIA INTERSCHOLASTIC FEDERATION BYLAWS
California Interscholastic Federation Constitution and Bylaws 2005-06
Policy Adopted:



Chico Unified School District

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

DRAFT
6. A. 4
Page 44 of 90

Board Policy: #5131.63

Section: 5000 Students
Page 2 of 2

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Interscholastic Federation: <http://www.cifstate.org>

National Center for Drug Free Sport: <http://www.drugfreesport.com>

National Institute on Drug Abuse: <http://www.nida.nih.gov>

U.S. Anti-Doping Agency: <http://www.usantidoping.org>



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

Board Policy: #5131.7

Section: 5000 Students

Page 1 of 2

6.4.4
Page 45 of 90

WEAPONS AND DANGEROUS INSTRUMENTS

The Board of Education desires students and staff to be free from the fear and danger presented by firearms and other weapons. The Board therefore prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at a school-related or school-sponsored activity away from school.

(cf. 3515.3 - District Police/Security Department)

Possession of Weapons

Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 4158/4258/4358 - Employee Security)

Students possessing or threatening others with a weapon, dangerous instrument or imitation firearm are subject to suspension and/or expulsion in accordance with law, Board policy and administrative regulations.

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

The principal or designee shall notify law enforcement authorities when any student possesses a weapon or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

The Board recognizes that students age 16 or older may legally possess tear gas or tear gas weapons such as pepper spray for the purpose of self-defense. However, to prevent potential misuse that may harm students or staff, students are prohibited from carrying such items on campus or at school activities.

Reporting of Injurious Objects

The Board encourages students to promptly report the presence of weapons, injurious objects or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

(cf. 5138 - Conflict Resolution/Peer Mediation)

Legal Reference:

EDUCATION CODE

35291 Governing board to prescribe rules for discipline of the schools
48900 Grounds for suspension/expulsion
48902 Notification of law enforcement authorities
48915 Required recommendation for expulsions
48916 Readmission
49330-49335 Injurious objects

PENAL CODE

245 Assault with deadly weapon
417.2 Imitation firearms
417.4 Imitation firearm; drawing or exhibiting
626.9 Gun-Free School Zone Act of 1995

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Chico Unified School District

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

Board Policy:

#5131.7

Section: 5000

Students

Page 2 of 2

626.10 Dirks, daggers, knives, razor or stun gun; bringing or possessing in school or on school grounds; exception
653k Soliciting a minor to commit certain felonies
12001 Control of deadly weapons
12020-12028.5 Unlawful carrying and possession of concealed weapons
12403.7 Weapons approved for self defense
12220 Unauthorized possession of a machinegun
12401 Tear gas
12402 Tear gas weapon
12403.7 Weapons approved for self defense
12403.8 Minors 16 or over; tear gas and tear gas weapons
UNITED STATES CODE, TITLE 20
6301-7941 No Child Left Behind Act; especially:
7151 Gun-Free Schools Act

Management Resources:

CDE COMMUNICATIONS

0401.01 Protecting Student Identification in Reporting Injurious Objects

WEB SITES

CDE, Safe Schools and Violence Prevention Office: <http://www.cde.ca.gov/spbranch/safety/safetyhome>

CSBA: <http://www.csba.org>

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

Board Policy:

#5131.9

Section: 5000

Students

Page 1 of 1

ACADEMIC HONESTY

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

(cf. 5131 - Conduct)

(cf. 6162.6 - Use of Copyrighted Materials)

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules.

(cf. 5137 - Positive School Climate)

(cf. 5144 - Discipline)

Legal Reference:

EDUCATION CODE

35291-35291.5 Rules



Chico Unified School District

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

Board Policy:

#5132

Section: 5000

Students

Page 1 of 2

DRESS AND GROOMING

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

(cf. 4119.22 - Dress and Grooming)
(cf. 5145.2 - Freedom of Speech/Expression)

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

(cf. 5144 - Discipline)

Gang-Related Apparel

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5136 - Gangs)

Uniforms

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Legal Reference:

EDUCATION CODE

32281 School safety plans
35183 School dress codes; uniforms
35183.5 Sun-protective clothing
48907 Student exercise of free expression
49066 Grades; effect of physical education class apparel
CODE OF REGULATIONS, TITLE 5
302 Pupils to be neat and clean on entering school

COURT DECISIONS

Marvin H. Jeglin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993)

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5132

Section: 5000

Students

Page 2 of 2

827 F.Supp. 1459

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Policy Adopted:



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

Board Policy:

#5136

Section: 5000

Students

Page 1 of 2

GANGS

Gang Related Conduct and Activities

Gang-related conduct or activities on school campuses and during all school sponsored activities are a threat to the safety of others and are strictly prohibited. The Board of Education intends to maintain campuses which are safe in accordance with California Law.

Gang-related conduct/activities include, but are not necessarily limited to: producing graffiti, wearing of apparel, displaying "colors", symbols, conducting hazing such as rites of initiations, displaying hand signals, and clothing arrangements, producing, displaying, or advocating trademarks, accessory items, or any other symbols or actions which would denote membership/involvement in gangs as identified by the administration or by law enforcement.

The Board establishes that gang-related conduct or activities are a source of potential consequent violence.

The Board further establishes that such gang-related conduct or activities create a clear and present danger for the commission of unlawful acts on school premises, or the violation of lawful school regulations, or the substantial disruption of the orderly operations of the school. Students who engage in gang related activities shall be subject to disciplinary procedures outlined in Board Procedure, which may include suspension and/or expulsion from school.

Nothing in this Board Policy is intended to replace or supplant applicable state or federal laws.

Parents of students who engage in gang-related conduct or activities will be advised of same.

Gang-Related Dress and Behavior

The district recognizes the importance of providing a school environment that will strongly discourage student gang-related dress and behavior. It is therefore a goal for the district and for each school to deter such dress and behavior.

The Board of Education finds the wearing of gang-related signs, symbols, insignia, distinctive modes of dress denoting gang affiliation, and gang-related behaviors by students constitute a substantial disruption of school and school related activities, and regulation of student dress is necessary for the health and safety of the school environment.

In conformance with the district's discipline policy and dress code, each school community will monitor school dress and behavior standards which will eliminate gang-related dress and behavior.

Gang Defined

A "gang" as defined in this policy is any group of three or more persons whose purposes include the commission of illegal acts as outlined in the California Education and/or Penal Code.

Paraphernalia Defined

"Paraphernalia" as defined in this policy includes personal belongings, articles, equipment, apparatus, or furnishings.

Legal Reference:

EDUCATION CODE

Policy Adopted:



Chico Unified School District

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

Board Policy:

Section: 5000

6.A.4

Page 51 of 90
#5136

Students

Page 2 of 2

32281 School safety plans
35183 Gang-related apparel
48907 Student exercise of free expression
51264 Educational inservice training; CDE guidelines
51265 Gang violence and drug and alcohol abuse prevention inservice training
51266-51266.5 Model gang and substance abuse prevention curriculum
58730-58736 Gang Risk Intervention Programs
PENAL CODE
186.22 Participation in criminal street gang
13826-13826.7 Gang violence suppression
UNITED STATES CODE, TITLE 20
7101-7184 Safe and Drug-Free Schools and Communities Act

Management Resources:

CDE PUBLICATIONS

On Alert: Gang Prevention in School and Inservice Guidelines, January 1994

CSBA PUBLICATIONS

Protecting Our Schools: Board of Education Strategies to Combat School Violence, 1995



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

Board Policy:

Section: 5000

Page 52 of 90
#5137

Students
Page 1 of 1

POSITIVE SCHOOL CLIMATE

The Board of Education desires to provide an orderly, caring and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5132 - Dress and Grooming)
(cf. 5144 - Discipline)
(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

The Board encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ strategies that foster positive interactions in the classroom among students from diverse backgrounds. The district shall provide instruction and counseling designed to promote positive racial and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias and show them how to deal with discriminatory behavior in appropriate ways.

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6141.6 - Multicultural Education)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Legal Reference:

EDUCATION CODE

233.5 Duty concerning instruction of students
32230-32239 School violence reduction program
35160 Authority of governing boards
35160.1 Broad authority of school districts



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

DRAFT

Page 53 of 90

Board Policy: #5141.24

Section: 5000 Students

Page 1 of 1

SPECIALIZED HEALTH CARE SERVICES

The Board of Education is aware that some district students may require specialized physical health care services during the school day in order to attend school. In accordance with the student's individualized education program or written accommodation plan, trained and qualified personnel shall perform these services under the supervision of a school nurse, public health nurse or licensed physician.

(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 6164.6 - Identification and Education under Section 504)

Legal Reference:

EDUCATION CODE

49423.5 Specialized physical health care services

56000-56606 Special Education Programs

CODE OF REGULATIONS, TITLE 5

3051.12 Health and Nursing Services

UNITED STATES CODE, TITLE 20

1400-1487 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

701-795a. Rehabilitation Act

794 Rehabilitation Act of 1973, Section 504

CODE OF FEDERAL REGULATIONS, TITLE 34

300.24 Related services

Management Resources:

CDE PUBLICATIONS

Guidelines and Procedures for Meeting the Specialized Physical Health Care Needs of Pupils (The Green Book)



Chico Unified School District

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

Board Policy:

#5141.26

Section: 5000

Students

Page 1 of 1

TUBERCULOSIS TESTING

The Board of Education recognizes that tuberculosis poses a public health threat. Treatment of active cases of this disease is the most effective means of controlling its spread.

The number of tuberculosis cases in our county is on the rise. The County Public Health Officer therefore requires tuberculosis testing, and follow-up if appropriate, before students enter school.

The Superintendent or designee may require a tuberculosis skin test when qualified medical personnel reasonably suspect that a student has active tuberculosis. If there is an outbreak of tuberculosis at any school, the Superintendent or designee may require all students at the school to undergo tuberculosis skin tests.

Students known to have had a positive tuberculosis skin test shall be excluded from school until they provide evidence of a follow-up x-ray and appropriate medical care or are no longer suspected of having active tuberculosis.

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.3 - Health Examinations)

Legal Reference:

EDUCATION CODE

48211 Habits and disease

49450 Rules to insure proper care and secrecy

49451 Parent's refusal to consent

HEALTH AND SAFETY CODE

120230 Exclusion of persons from school

120875 Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B

120880 Information to employees of school district

121475-121520 Tuberculosis tests for pupils



Chico Unified School District

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

Board Policy:

#5141.3

Section: 5000

Students

Page 1 of 1

HEALTH EXAMINATIONS

The Board of Education recognizes that periodic health examinations of students may lead to the detection and treatment of conditions that impact learning. Health examinations also may help in determining whether special adaptations of the school program are necessary.

In addition to verifying that students have complied with legal requirements for health examinations and immunizations before enrolling in school, the district shall administer tests for vision, hearing and scoliosis as required by law.

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Child Health and Disability Prevention Program)

(cf. 5141.6 - Student Health and Social Services)

All students who participate as cheerleaders, song leaders, or athletes in organized competitive sports shall first undergo and file with the district a current medical examination. Upon sustaining an injury or serious illness, a student may be required to have another examination before participating further. This requirement does not apply to participants in occasional play day or field day activities.

(cf. 5143 - Insurance)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall ensure that staff employed to examine students exercise proper care of each student and that examination results are kept confidential. Records related to these examinations shall be available only in accordance with law.

(cf. 5125 - Student Records)

Legal Reference:

EDUCATION CODE

44871-44879 Employment qualifications

49400-49413 General powers-school boards (re pupil health)

49422 Supervision of health and physical development

49450-49457 Physical examinations (of pupils)

49460-49466 Development of standardized health assessments

HEALTH AND SAFETY CODE

120325-120380 Immunization against communicable diseases

121475-121520 Tuberculosis tests for pupils

CODE OF REGULATIONS, TITLE 5

590-596 Vision screening

3027 Hearing and vision screening for special education

3028 Audiological screening



Chico Unified School District

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

Board Policy:

6.A.4
Page 56 of 90

#5141.31

Section: 5000

Students

Page 1 of 1

IMMUNIZATIONS

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Board of Education desires to cooperate with state and local health agencies to encourage immunization of all district students against preventable diseases.

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Infectious Disease Prevention)

Students entering a district school or transferring between school campuses, shall present an immunization record which shows at least the month and year of each immunization in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

A transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school. If these records do not arrive within 30 school days, the student shall present written documentation by a physician, nurse or clinic, showing that the required immunizations were received. If such documentation is not presented, the student shall be excluded from school until immunization requirements are met.

Legal Reference:

EDUCATION CODE

46010 Total days of attendance

48216 Immunization

48980 Required notification of rights

49403 Cooperation in control of communicable disease and immunizations

HEALTH AND SAFETY CODE

120325-120380 Immunization against communicable disease especially:

120335 Immunization requirement for admission

120440 Disclosure of immunization information

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

Management Resources:

DEPARTMENT OF HEALTH SERVICES

Commonly Asked Questions About the New School Immunization Requirements, March 1999

WEB SITES

CDE: <http://www.cde.ca.gov>

California Department of Health Services: <http://www.dhs.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>



Chico Unified School District

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

DRAFT

6.A.4
Page 57 of 90

Board Policy:

#5141.33

Section: 5000

Students

Page 1 of 1

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 have found to be both free of head lice and free of nits. If either is present the student will NOT be readmitted to school. 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 nits or 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.



Chico Unified School District

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

DRAFT 6.A.4

Page 58 of 90

Board Policy:

#5141.4

Section: 5000

Students

Page 1 of 1

CHILD ABUSE PREVENTION AND REPORTING

The Board of Education recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

(cf. 5141.41 - Child Abuse Prevention)

(cf. 5142 - Safety)

Employees who are mandated reporters, as defined by law and district administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

Parents/guardians may contact the Superintendent or designee to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site.

(cf. 1312.1 - Complaints Concerning District Employees)

Legal Reference:

EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints

44690-44691 Staff development in the detection of child abuse and neglect

48906 Notification when student released to peace officer

48987 Dissemination of reporting guidelines to parents

PENAL CODE

152.3 Duty to report murder, rape or lewd or lascivious act

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

288 Definition of lewd or lascivious act requiring reporting

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

Management Resources:

CDE LEGAL ADVISORIES

0514.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site

WEB SITES

CDE: <http://www.cde.ca.gov>

School/Law Enforcement Partnership: <http://www.cde.ca.gov/spbranch/safety/partnership.html>

California Attorney General: <http://caag.state.ca.us>

California Department of Social Services: <http://www.dss.cahwnet.gov>

Governor's Office of Criminal Justice Planning: <http://www.ocjp.ca.gov>



Chico Unified School District

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

Board Policy:

#5141.6

Section: 5000

Students

Page 1 of 2

STUDENT HEALTH AND SOCIAL SERVICES

Because good physical and mental health is critical to a student's ability to learn, the Board of Education believes that all students should have access to comprehensive health and social services. The Board desires to collaborate with local and state health, mental health and social service providers in order to offer integrated services at or near district schools to provide necessary health care services to students with needs for such services.

The Board directs the Superintendent or designee to promote the participation by district students in affordable, comprehensive health coverage programs such as Healthy Families, Medi-Cal for Children and other health coverage programs to children of low to moderate income working families.

The district may provide preventive, diagnostic, therapeutic and/or rehabilitative health services on an outpatient basis at school sites. The district shall serve as a Medi-Cal provider to the extent feasible, shall comply with all related legal requirements and may be reimbursed to the extent allowed under the Medi-Cal billing option for local educational agencies.

- (cf. 5131.6 - Alcohol and Other Drugs)
- (cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
- (cf. 5141.22 - Infectious Diseases)
- (cf. 5141.24 - Specialized Health Care Services)
- (cf. 5141.26 - Tuberculosis Testing)
- (cf. 5141.3 - Health Examinations)
- (cf. 5141.31 - Immunizations)
- (cf. 5148 - Child Care and Development)
- (cf. 6159 - Individualized Education Program)
- (cf. 6164.6 - Identification and Education under Section 504)

Legal Reference:

EDUCATION CODE

- 8800-8807 Healthy Start support services for children
- 49423.5 Specialized physical health care services
- 56340 Meetings to develop, review and revise individualized education programs

GOVERNMENT CODE

- 95020 Individualized family service plan

WELFARE AND INSTITUTIONS CODE

- 14132.06 Covered benefits; health services provided by local educational agencies

CODE OF REGULATIONS, TITLE 10

- 2699.6500-2699.6815 Healthy Families Program

CODE OF REGULATIONS, TITLE 17

- 2951 Testing standards

CODE OF REGULATIONS, TITLE 22

- 51051 Providers of services
- 51096 Speech pathology
- 51098 Audiological services
- 51190.1 Local educational agency eligible beneficiary
- 51190.2 Local educational agency provider
- 51190.3 Local educational agency practitioner
- 51190.4 Local educational agency services
- 51190.5 Managed care plan
- 51231.2 Wheelchair van requirements
- 51270 Local educational agency provider; conditions for participation
- 51309 Psychology
- 51323 Medical transportation services
- 51351 Targeted case management services

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5141.6

Section: 5000

Students

Page 2 of 2

51360 Local educational agency; types of services
51491 Local educational agency eligibility for payment
51535.5 Reimbursement to local educational agency providers

Management Resources:

CDE PUBLICATIONS

LEA Medi-Cal Billing Option, 4/25/94

WEB SITES

CDE: <http://www.cde.ca.gov>

Healthy Families Program: <http://www.healthyfamilies.ca.gov>

CSBA: <http://www.csba.org>

Policy Adopted:



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

Board Policy: #5138

Section: 5000 Students
Page 1 of 2

CONFLICT RESOLUTION/PEER MEDIATION

To promote student safety and contribute to the maintenance of a positive school climate, the Board of Education encourages the development of school-based conflict resolution programs designed to help students learn constructive ways of handling conflict. The Board believes that such programs can reduce violence and promote communication, personal responsibility and problem-solving skills among students.

Conflict resolution strategies shall be considered as part of each school's comprehensive safety plan and incorporated into other district discipline procedures as appropriate. Conflict resolution programs shall not supplant the authority of staff to take appropriate action as necessary to prevent violence, ensure student safety, maintain order in the school, and institute disciplinary measures.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5137 - Positive School Climate)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Schoolwide programs may include curriculum in conflict resolution, including, but not limited to, instruction in effective communication and listening, critical thinking, problem-solving processes and the use of negotiation to find mutually acceptable solutions. In addition, the curriculum may address students' ethical and social development, respect for diversity, and interpersonal and behavioral skills.

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6141.6 - Multicultural Education)

Conflict resolution programs may incorporate peer mediation strategies in which selected students are specially trained to work with their peers in resolving conflicts.

Students' participation in any peer mediation program shall be voluntary and kept confidential by all parties involved.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

In developing a conflict resolution and/or peer mediation program, school-site teams shall address, as appropriate:

1. The grade levels and courses in which the conflict resolution curriculum shall be delivered
(cf. 6143 - Courses of Study)
2. The selection of peer mediators involving, to the extent possible, a cross-section of students in terms of grade, gender, race, ethnicity, and socioeconomic status, and including some students who exhibit negative leadership among peers
3. Training and support for peer mediators, including training in mediation processes and in the skills related to understanding conflict, communicating effectively and listening
4. The process for identifying and referring students to the peer mediation program
5. The types of conflicts suitable for peer mediation

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5138

Section: 5000

Students

Page 2 of 2

(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.4 - Campus Disturbances)
(cf. 5136 - Gangs)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 5145.7 - Sexual Harassment)

6. Scheduling and location of peer mediation sessions
7. Methods of obtaining and recording agreement from all disputants
8. The appropriate involvement of parents/guardians, the community and staff, including counseling/guidance and security staff

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 3515.3 - District Police/Security Department)
(cf. 6020 - Parent Involvement)
(cf. 6164.2 - Guidance/Counseling Services)

9. Communications to students, parents/guardians and staff regarding the availability of the program

Legal Reference:

EDUCATION CODE

32230-32239 School violence reduction programs

32295.5 Teen court programs

35291-35291.5 Rules

35294-35294.9 School safety plans

44807 Duty concerning conduct of students

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to safe schools

Management Resources:

CSBA PUBLICATIONS

Protecting Our Children: Board of Education Strategies to Combat School Violence, revised 1999

CDE PUBLICATIONS

Safe Schools: A Planning Guide for Action, 1995

USDE PUBLICATIONS

Creating Safe and Drug-Free Schools: An Action Guide, 1996

WEB SITES

U.S. Department of Education, Safe and Drug-Free Schools Program: <http://www.ed.gov/offices/OESE/SDFS/>

California Department of Education, Safe Schools and Violence Prevention Office:

<http://www.cde.ca.gov/spbranch/safety/>



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

DRAFT
Page 63 of 90

Board Policy: #5141

Section: 5000 Students
Page 1 of 1

HEALTH CARE AND EMERGENCIES

The Board of Education recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health or welfare of a student at school or during school-sponsored activities. The Superintendent or designee shall require parents/guardians to provide emergency information in order to facilitate immediate contact with parents/guardians if an accident or illness occurs.

(cf. 5141.1 - Accidents)

Resuscitation Orders

The Board believes that staff members should not be placed in the position of determining whether or not to follow any parental or medical "do not resuscitate" orders. Staff shall not accept or follow any such orders unless they have been informed by the Superintendent or designee that the request to accept such an order has been submitted to the Superintendent or designee, signed by the parent/guardian, and supported by a written statement from the student's physician and an order from an appropriate court.

The Superintendent or designee shall ensure that all parents/guardians are informed of this policy.

Legal Reference:

EDUCATION CODE

49407 Liability for treatment

49408 Information for use in emergencies

FAMILY CODE

6550-6552 Caregivers



Chico Unified School District

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

DRAFT

Page 64 of 90

Board Policy:

#5141.1

Section: 5000

Students

Page 1 of 1

ACCIDENTS

Although the district makes every reasonable effort to prevent student accidents and injuries, accidents occur. The Superintendent or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible and that parents/guardians are notified of accidents.

Universal precautions shall be observed whenever it is possible that students, employees or others may have contact with blood or body fluids as a result of the accident.

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

District staff shall appropriately report and document student accidents.

(cf. 3530 - Risk Management/Insurance)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 5142 - Safety)

(cf. 5143 - Insurance)

Legal Reference:

EDUCATION CODE

32040-32044 First aid equipment

49300-49307 School safety patrols

49408 Emergency information

49409 Athletic events; physicians and surgeons; emergency medical care; immunity

49470 Medical and hospital services for athletic program

49471 Medical and hospital services not provided or available

49472 Medical and hospital services for pupils

49474 Ambulance services

51202 Instruction in personal and public health and safety

CODE OF REGULATIONS, TITLE 8

5193 California Bloodborne Pathogens Standard



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

Board Policy: #5141.21

Section: 5000 Students
Page 1 of 2

DRAFT
6.A.4
Page 65 of 90

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

The Board of Education recognizes that some students may need to take medication prescribed by a health care provider during the school day in order to be able to attend school. The Superintendent or designee shall develop processes for the administration of medication to such students by school personnel.

(cf. 5141.24 - Specialized Health Care Services)
(cf. 6159 - Individualized Education Plan)

When the Superintendent or designee has received written statements from a student's authorized health care provider and parent/guardian, prescribed medication may be administered by the school nurse or other designated school personnel. (Education Code 49423; 5 CCR 600)

(cf. 3530 - Risk Management/Insurance)

School staff who administer medication to students, including anaphylactic injections, shall receive training from qualified medical personnel on how such medication should be administered as well as training in the proper documentation and storage of the medication.

Staff authorized to administer the medication shall do so in accordance with administrative regulations and shall be afforded appropriate liability protection.

If the parent/guardian so chooses, he/she may administer the medication to his/her child. In addition, the parent/guardian may designate another individual who is not a school employee to administer the medication to the student.

Upon written request by the parent/guardian and with the approval of the student's health care provider, a student with a medical condition that requires frequent monitoring, testing or treatment may be allowed to self-administer, self-monitor, or self-test. The student shall observe universal precautions in the handling of blood and bodily fluids.

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.23 - Infectious Disease Prevention)

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term
49407 Liability for treatment
49408 Emergency information
49414 Emergency epinephrine auto-injectors
49414.5 Providing school personnel with voluntary emergency training
49423 Administration of prescribed medication for student
49423.5 Specialized health care services
49426 School nurses
49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:
2726 Authority not conferred
2727 Exceptions in general

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

Policy Adopted:



Chico Unified School District

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

DRAFT

Page 66 of 90

Board Policy:

#5141.21

Section: 5000

Students

Page 2 of 2

Management Resources:

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June, 2003

WEB SITES

California Department of Education: <http://www.cde.ca.gov>



Chico Unified School District

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

Board Policy:

#5141.22

Section: 5000

Students

Page 1 of 2

DRAFT 6 A.4
Page 67 of 90

INFECTIOUS DISEASES

The Governing Board desires to protect students from risks posed by exposure to infectious diseases while providing an appropriate education for all students. The Board recognizes that prevention and education are the most effective means of limiting the spread of infectious diseases.

Universal Precautions

Students and staff shall observe universal precautions in order to prevent exposure to bloodborne pathogens and to prevent the spread of infectious diseases.

(cf. 4119.42/4219.42/4319.42 - *Exposure Control Plan for Bloodborne Pathogens*)

(cf. 4119.43/4219.43/4319.43 - *Universal Precautions*)

Students with Infectious Diseases

The Superintendent or designee shall exclude students only in accordance with law, Board policy, and administrative regulation. Because bloodborne pathogens such as hepatitis B virus, hepatitis C virus, and human immunodeficiency virus (HIV) are not casually transmitted, the presence of infectious conditions of this type is not, by itself, sufficient reason to exclude students from attending school.

(cf. 5112.2 - *Exclusions from Attendance*)

(cf. 6164.6 - *Identification and Education Under Section 504*)

Parents/guardians are encouraged to inform the Superintendent or designee if their child has an infectious disease so that school staff may work cooperatively with the student's parents/guardians to minimize the child's exposure to other diseases in the school setting. The Superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with law.

(cf. 4119.23/4219.23/4319.23 - *Unauthorized Release of Confidential/Privileged Information*)

(cf. 5022 - *Student and Family Privacy Rights*)

(cf. 5125 - *Student Records*)

Legal Reference:

EDUCATION CODE

48210-48216 *Persons excluded*

49073-49079 *Privacy of pupil records*

49403 *Cooperation in control of communicable disease and immunization of pupils*

49405 *Smallpox control*

49406 *Examination for tuberculosis (employees)*

49408 *Information of use in emergencies*

49602 *Confidentiality of student information*

51202 *Instruction in personal and public health and safety*

CALIFORNIA CONSTITUTION

Article 1, Section 1 *Right to Privacy*

CIVIL CODE

56-56.37 *Confidentiality of Medical Information Act*

1798-1798.76 *Information Practices Act*

HEALTH AND SAFETY CODE

120230 *Exclusion for communicable disease*

120325-120380 *Immunization against communicable diseases*

120875-120895 *AIDS information*

120975-121022 *Mandated blood testing and confidentiality to protect public health*

121475-121520 *Tuberculosis tests for pupils*

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5141.22

Section: 5000

Students

Page 2 of 2

CODE OF REGULATIONS, TITLE 8

5193 California bloodborne pathogens standard

CODE OF REGULATIONS, TITLE 17

2500-2511 Communicable disease reporting requirements

UNITED STATES CODE, TITLE 20

1232g Family Educational and Privacy Rights Act

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

CODE OF FEDERAL REGULATIONS, TITLE 45

164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

COURT DECISIONS

Thomas v. Atascadero Unified School District, (1987) 662 F.Supp. 376

Management Resources:

CSBA PUBLICATIONS

Saving Lives: AIDS Issues for California Schools 1994, rev. 2006

Avian Influenza, Governance and Policy Services Fact Sheet, April 2006

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Department of Health Services: <http://www.dhs.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Contra Costa County Office of Education, Pandemic Flu Resources:

http://www.cccoe.k12.ca.us/about/flu/resources_flu_action_kit

U.S. Government Pandemic Flu Information: <http://www.pandemicflu.gov>



Chico Unified School District

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

Board Policy:

#5142.1

Section: 5000

Students

Page 1 of 1

IDENTIFICATION AND REPORTING OF MISSING CHILDREN

District personnel, including but not limited to teachers, administrators, school aides, school playground workers and school bus drivers, are encouraged to report missing children to a law enforcement agency in a timely manner in order to provide those children a necessary level of protection.

Legal Reference:

EDUCATION CODE

32390 Voluntary program for fingerprinting students

38139 Posting of information about missing children

48980 Parental notification of district programs, rights and responsibilities

49068.5-49068.6 Missing children; transfers

49370 Legislative intent re: reporting of missing children

CODE OF REGULATIONS, TITLE 5

640-641 Student fingerprinting program

Management Resources:

WEB SITES

Department of Justice/Attorney General's Office: <http://www.caag.state.ca.us/app>



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

Section: 5000

Students
Page 1 of 2

DISCIPLINE

The Board of Education desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 6020 - Parent Involvement)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police/Security Department)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5136 - Gangs)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6164.5 - Student Success Teams)
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
(cf. 6182 - Opportunity School/Class/Program)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

Staff shall enforce disciplinary rules fairly, consistently and without discrimination.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing classroom management skills and implementing effective disciplinary techniques.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Legal Reference:

CIVIL CODE

1714.1 Parental liability for child's misconduct

EDUCATION CODE

35146 Closed sessions

35291 Rules

35291.5-35291.7 School-adopted discipline rules

35294-35294.9 School safety plans

37223 Weekend classes

44807.5 Restriction from recess

48630-48644.5 Opportunity schools

48900-48926 Suspension and expulsion

48980-48985 Notification of parents or guardians

49000-49001 Prohibition of corporal punishment

49330-49335 Injurious objects

CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus

353 Detention after school

Policy Adopted:



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

DRAFT

Page 71 of 90

Board Policy:

#5144

Section: 5000

Students

Page 2 of 2

Management Resources:

CSBA PUBLICATIONS

Protecting Our Schools: Board of Education Strategies to Combat School Violence, 1999

CDE PROGRAM ADVISORIES

1010.89 *Physical Exercise as Corporal Punishment, CIL 89/9-3*

1223.88 *Corporal Punishment, CIL: 88/9-5*

WEB SITES

CDE: <http://www.cde.ca.gov>

USDOE: <http://www.ed.gov>



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

Board Policy:

#5144.1

Section: 5000

Students

Page 1 of 4

DRAFT
Page 72 of 90

SUSPENSION AND EXPULSION/DUE PROCESS

The Board of Education has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

(cf. 5144 - Discipline)

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion.

(cf. 6145 - Extracurricular and Cocurricular Activities)

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others. (Education Code 48915)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation.

Zero Tolerance

The Board supports a zero tolerance approach to serious offenses. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.

The Superintendent or designee shall notify staff, students and parents/ guardians about the district's zero tolerance policy and the consequences which may result from student offenses. He/she shall also ensure strict enforcement of this policy.

Student Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The

Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and law. (Education Code 48911, 48915, 48915.5)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

On-Campus Suspension Program

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5144.1

Section: 5000

Students

Page 2 of 4

that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

The Superintendent or designee may establish a supervised in-house suspension program which meets the requirements of law for suspended students who pose no imminent danger or threat at school and for whom an expulsion action has not been initiated.

The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is removed from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities.

Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

Parental attendance may be requested on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements.

Decision Not to Enforce Expulsion Order

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5144.1

Section: 5000

Students

Page 3 of 4

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment
233 Hate violence reduction
1981 Enrollment of students
17292.5 Program for expelled students
32050 Hazing
35146 Closed sessions (re suspensions)
35291 Rules (for government and discipline of schools)
35291.5 Rules and procedures on school discipline
48660-48666 Community day schools
48900-48926 Suspension and expulsion
48950 Speech and other communication
49073-49079 Privacy of student records

CIVIL CODE

47 Privileged communication
48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt
54950-54963 Ralph M. Brown Act (re closed sessions)

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia
11053-11058 Standards and schedules

LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

PENAL CODE

31 Principal defined
240 Assault defined
241.2 Assault fines
242 Battery defined
243.2 Battery fines
243.4 Sexual battery
245 Assault with deadly weapon
261 Rape defined
266c Unlawful sexual intercourse
286 Sodomy defined
288 Lewd or lascivious acts with child under age 14
288a Oral copulation
289 Penetration of genital or anal openings
626.2 Entry upon campus after written notice of suspension or dismissal without permission
626.9 Gun-Free School Zone Act of 1995
626.10 Dirks, daggers, knives, razors or stun guns
868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions

UNITED STATES CODE, TITLE 20

7151 Gun free schools

COURT DECISIONS

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H., (2001) 85 Cal.App.4th 1321
Garcia v. Los Angeles Board of Education (1991) 123 Cal.App.3d 807
Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182
John A. v. San Bernardino School District (1982) 33 Cal. 3d 301, 308

Policy Adopted:



Chico Unified School District

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

DRAFT

G.A. 4
Page 75 of 90

Board Policy:

#5144.1

Section: 5000

Students

Page 4 of 4

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

ATTORNEY GENERAL OPINIONS

84 Ops. Cal. Atty. Gen. 146 (2001)

80 Ops. Cal. Atty. Gen. 347 (1997)

80 Ops. Cal. Atty. Gen. 91 (1997)

80 Ops. Cal. Atty. Gen. 85 (1997)

Management Resources:

CDE PROGRAM ADVISORIES

0306.96 *Expulsion Policies and Educational Placements*, SPB 95/96-04

WEB SITES

CDE: <http://www.cde.ca.gov>

CSBA: <http://www.csba.org>



Chico Unified School District

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

Board Policy:

#5145.11

Section: 5000

Students

Page 1 of 1

QUESTIONING AND APPREHENSION

Law enforcement officers have the right to interview and question students on school premises. When such an interview is requested, the principal or designee shall ascertain the officer's identity, official capacity, and the authority under which he/she acts. If the officer needs to interview or question the student immediately, the principal or designee shall accommodate the process in a way that causes the least possible disruption to the school, gives the student appropriate privacy, and models exemplary cooperation with community law enforcement authorities.

At the law officer's discretion and with the student's approval, the principal or designee may be present during the interview.

If the law officer finds it necessary to remove the student from school, the principal or designee shall first ascertain the reason for such action. Upon releasing the student, the principal or designee shall immediately attempt to inform the student's parent/guardian.

Personnel responsible for releasing a student from school custody shall exercise extreme diligence to prevent such release to any unauthorized or unidentified person.

Subpoenas

Although subpoenas may legally be served at school, the Board believes that serving officials should be strongly urged to serve subpoenas at the home of the student whenever possible. In these situations, steps should be taken to ensure a minimum of embarrassment or loss of class time for the student.

Legal Reference:

EDUCATION CODE

44807 Duty concerning conduct of pupils

48264 Arrest of truants

48265 Delivery of truant

48902 Notice to law authorities

48906 Release of minor pupil to peace officers; notice to parent, guardian or relative

48909 Narcotics and other hallucinogenic drugs (re arrest)

PENAL CODE

830-832.8 re peace officers

833-851.85 re arrests

1328 Service of subpoena

CODE OF REGULATIONS, TITLE 5

303 Duty to remain at school

COURT DECISIONS

People v. Burton (1971) 6 Cal. 3d 375

In re Donaldson (1969) 269 Cal. App. 2d 509

Baines v. Brady (1953) 122 Cal. App. 2d 957, 960

In the matter of Paul P., 85 Daily Journal D.A.R. 2594

ATTORNEY GENERAL OPINIONS

54 Ops. Cal. Atty. Gen. 96 (1971)

34 Ops. Cal. Atty. Gen. 93 (1959)

32 Ops. Cal. Atty. Gen. 96 (1958)

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5145.12

Section: 5000

Students

Page 1 of 2

SEARCH AND SEIZURE

Safe School Environment Goals

The Board of Education recognizes the benefits to students and staff of a safe educational environment. The Board is committed to the goal of a safe, caring, nondiscriminatory school climate which is conducive to learning and enables students to feel safe and realize their full potential.

The Board supports both a proactive approach and early intervention to curb school violence, crime, drug and alcohol abuse, and other negative detractors to the school learning environment.

The Board shall authorize the superintendent or designees to develop a comprehensive district-wide school safety plan, with site level participation, in order to ensure compliance with law, Board policy and administrative procedure.

Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and personnel, school authorities may physically search a student, as well as his/her effects including, but not limited to, student lockers, desks, cubby holes, clothing, backpacks, purses, book bags, brief cases and other such containers, or student automobiles based upon reasonable suspicion, meaning whether there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Because student lockers, desks, cubby holes and similar storage areas are the property of the district and because the control of such areas is joint as between the student and the district, these areas are subject to search at any time.

In general, immediately prior to undertaking a search, it will be appropriate for school authorities to question the student about the incident and/or object of the search. While consent is not necessary upon a reasonable suspicion to search, in general, a student will be provided with the opportunity to consent.

Reasonable suspicion searches may be conducted of a student while the student is on school grounds, under school or district supervision and/or while engaged in a school or district activity. The products of such a search may be turned over to the proper legal authorities, including, but not limited to, the Chico Police, Butte County Sheriff, and/or utilized by the district itself for ultimate disposition and/or use as evidence. Appropriate school disciplinary action will be implemented.

Detection Devices

The Board believes that the presence of drugs, weapons, vandalism, theft and violence in the schools threatens the district's ability to provide an appropriate learning environment. The Board believes that the proper use of detection devices, such as, but not limited to, metal detectors, surveillance cameras, drug sniffing canines, and/or substance detectors may be necessary to further the goal of an appropriate school environment.

Such detection devices shall be utilized only under the direction of the Superintendent in consultation with legal counsel and site administration.

Parents/students will be notified annually regarding the use of detection and surveillance devices.



Chico Unified School District

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

Board Policy:

#5145.12

Section: 5000

Students

Page 2 of 2

High School Undercover Operations

The Board believes that the use of narcotics officers working in undercover roles on high school campuses may be necessary under certain circumstances. Such officers shall be utilized only under the direction of the Superintendent in consultation with legal counsel and site administration. Such operations will be undertaken in a manner to ensure the safety of students.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

35294-35294.9 School safety plans

49050-49051 Searches by school employees

49330-49334 Injurious objects

PENAL CODE

626.9 Firearms

626.10 Dirks, daggers, knives or razor; bringing into or possession of upon or within public school ground; exception

COURT DECISIONS

B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260

O'Connor v. Ortega, (1987) 107 S.Ct. 1492

New Jersey v. T.L.O., (1985) 469 U.S. 325

Horton v. Goose Creek Independent School District, (5th Cir. 1982) 690 F.2d 470

Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662

ATTORNEY GENERAL OPINIONS

83 Ops. Cal. Atty. Gen. 257 (2001)

75 Ops. Cal. Atty. Gen. 155 (1992)

Management Resources:

WEB SITES

California Attorney General's Office: <http://caag.state.ca.us>

CDE, Safe Schools and Violence Prevention Office: <http://www.cde.ca.gov/spbranch/safety>



Chico Unified School District

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

Board Policy:

#5145.2

Section: 5000

Students

Page 1 of 2

FREEDOM OF SPEECH/EXPRESSION

The Board of Education believes that free inquiry and exchange of ideas are essential parts of a democratic education. The Board respects students' rights to express ideas and opinions, take stands on issues, and support causes, even when such speech is controversial or unpopular.

(cf. 6144 - Controversial Issues)

On-Campus Expression

Students shall have the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges and other insignia; and the right of expression in official publications. (Education Code 48907)

Students' freedom of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health and safety of all members of the school community.

Students are prohibited from making any expressions or distributing or posting any materials that are obscene, libelous or slanderous. Students also are prohibited from making any expressions that so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, the violation of school rules, or substantial disruption of the school's orderly operation. (Education Code 48907)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

The use of "fighting words" or epithets is prohibited if the speech is abusive and insulting rather than a communication of ideas, and the speech is used in an abusive manner in a situation that presents an actual danger that it will cause a breach of the peace.

School officials shall not engage in prior restraint of material prepared for official school publications except insofar as the content of the material violates the law. (Education Code 48907)

The Superintendent or designee shall not discipline any high school student solely on the basis of speech or other communication that would be constitutionally protected when engaged in outside of school, but may impose discipline for harassment, threats or intimidation unless constitutionally protected. (Education Code 48950)

(cf. 5137 - Positive School Climate)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)

Off-Campus Expression

Off-campus student expression, including but not limited to student expression on off-campus Internet web sites, is generally constitutionally protected but shall be subject to discipline when such expression poses a direct threat to the safety of students or school personnel.

Conduct by a student outside of class which for any reason materially disrupts classwork or involves substantial disorder or invasion of the rights of others is not protected by the constitutional guarantee of free speech.

Legal Reference:

EDUCATION CODE

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5145.2

Section: 5000

Students

Page 2 of 2

48907 Exercise of free expression; rules and regulations

48950 Speech and other communication

51520 Prohibited solicitations on school premises

CALIFORNIA CONSTITUTION

Article 1, Section 2 Freedom of speech and expression

U.S. CONSTITUTION

Amendment 1 Freedom of speech and expression

COURT CASES

Lavine v. Blaine School District, (2001) 257 F.3d 981

Emmett v. Kirkland School District No. 415, (2000) 92 F.Supp. 2d 1088

J.S. v. Bethlehem Area School District, (2000) 757 A.2d 412 (Pa. Commw. 2000)

Beussink v. Woodland R-IV School District, (1998) 30 F. Supp. 2d 1175 (E.D. Mo. 1998)

Muller v. Jefferson Lighthouse School, (1996) 98 F.3d 1530

Hazelwood School District v. Kuhlmeier, (1988) 108 S. Ct. 562

Leeb v. DeLong, (1988) 198 Cal.App.3d 47

Perumal et al. v. Saddleback Valley Unified School District, (1988) 198 Cal.App.3d 64

Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675

Collin v. Smith, (1978) 447 F.Supp.676, affd. (1978) 578 F.2d 1197, cert. den. (1978) 439 U.S. 916

Bright v. Los Angeles Unified School District, (1976) 134 Cal. Rptr. 639, 556 P.2d 1090, 18 Cal. 3d 350

Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

Management Resources:

CDE LEGAL ADVISORIES

Limitations on Student Expression in School-Sponsored Publications, March 4, 1988

NSBA PUBLICATIONS

Digital Discipline: Off-Campus Student Conduct, the First Amendment and Web Sites, School Law in Review 2001



Chico Unified School District

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

Board Policy:

#5145.3

Section: 5000

Students

Page 1 of 2

NONDISCRIMINATION/HARASSMENT

District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6164.6 - Identification and Education under Section 504)

The Board of Education shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision. The district may provide male and female students with separate shower rooms and sexual health and HIV/AIDS prevention classes in order to protect student modesty.

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6164.2 - Guidance/Counseling Services)

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 5145.7 - Sexual Harassment)

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 - Conduct)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

The Board hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination and inquiries regarding the district's nondiscrimination policies:

Director of Testing
1163 E. Seventh Street, Chico, CA 95928
530-891-3000 x 170

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

Any student who feels that he/she is being harassed should immediately contact the Coordinator for Nondiscrimination, the principal or any other staff member. Any student who observes an incident of harassment should report the harassment to a school employee, whether or not the victim files a complaint.

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5145.3

Section: 5000

Students

Page 2 of 2

Employees who become aware of an act of harassment shall immediately report the incident to the Coordinator for Nondiscrimination. Upon receiving a complaint of discrimination or harassment, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. Where the Coordinator finds that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

The Coordinator shall also advise the victim of any other remedies that may be available. The Coordinator shall file a report with the Superintendent or designee and refer the matter to law enforcement where required.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex, especially:
221.5 Prohibited sex discrimination
221.7 School-sponsored athletic programs; prohibited sex discrimination
48900.3 Suspension or expulsion for act of hate violence
48900.4 Suspension or expulsion for threats or harassment
48904 Liability of parent/guardian for willful student misconduct
48907 Student exercise of free expression
48950 Freedom of speech
49020-49023 Athletic programs
51006-51007 Equitable access to technological education programs
51500 Prohibited instruction or activity
51501 Prohibited means of instruction
60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

CODE OF REGULATIONS, TITLE 5

4621 District policies and procedures
4622 Notice requirements

PENAL CODE

422.6 Interference with constitutional right or privilege

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI & VII Civil Rights Act of 1964 as amended
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

OFFICE OF CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, January, 1999

Racial Incidents and Harassment Against Students at Educational Institutions: Investigative Guidance, 59 FR 47, March, 1994

WEB SITES

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR>

California Department of Education: <http://www.cde.ca.gov>



Chico Unified School District

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

Board Policy:

#5145.6

Section: 5000

Students

Page 1 of 3

PARENTAL NOTIFICATIONS

The Governing Board recognizes that notifications are essential to effective communication between the school and the home. The Superintendent or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights, and any other notifications he/she believes will promote parental understanding and involvement.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5022 - Student and Family Privacy Rights)
(cf. 5124 - Communication with Parents/Guardians)
(cf. 6020 - Parent Involvement)

The Superintendent or designee shall ensure that notifications which must be sent at the beginning of each academic year include a request that the parent/guardian sign the notice and return it to the school. (Education Code 48981, 48982)

Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. Whenever an employee learns that a student's parent/guardian is for any reason unable to understand the district's printed notifications, the principal or designee shall work with the parent/guardian to establish other appropriate means of communication.

(cf. 6174 - Education for English Language Learners)

Legal Reference:

EDUCATION CODE

221.5 Prohibited sex discrimination
231.5 Sexual harassment policy.
262.3 Appeals; information re: availability of civil remedies
310 Structured English Immersion Program
17288 Pupils: school buildings
17612 Notification of pesticide use
32255-32255.6 Right to refuse harmful or destructive use of animals
32390 Fingerprint program; contracts; funding; consent of parent/guardian
35178.4 Notice of accreditation status
35183 School dress codes; uniforms
35186 Complaints concerning deficiencies in instructional materials and facilities
35256 School accountability report card
35291 Rules
37616 Consultation
39831.5 School bus rider rules and information
44808.5 Permission to leave school grounds
46010.1 Notice re: excuse to obtain confidential medical services
46014 Regulations regarding absences for religious purposes
46600-46611 Interdistrict attendance agreements especially:
46601 Failure to approve interdistrict attendance
48000 Minimum age of admission
48070.5 Promotion or retention of students
48205 Absence for personal reasons
48206.3 Pupils with temporary disabilities; individual instruction; definitions
48207 Pupils with temporary disabilities in hospitals outside of school district
48208 Students with temporary disabilities in qualifying hospitals
48216 Immunization
48260.5 Notice to parent re truancy
48263 Referral to SARB or probation department
48432.5 Involuntary transfers of pupils

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5145.6

Section: 5000

Students

Page 2 of 3

48904 Liability of parent/guardian for willful pupil misconduct
48904.3 Withholding grades, diplomas, or transcripts
48906 Notification of release of pupil to peace officer
48911 Notification in case of suspension
48912 Closed sessions; consideration of suspension
48915.1 Expelled individuals: enrollment in another district
48916 Readmission procedures
48918 Rules governing expulsion procedures
48980 Required notification at beginning of term
48980.3 Notification of pesticide use
48981 Time and means of notification
48982 Signature; return to school; effect of signature
48983 Contents of notice
48984 Activities prohibited unless notice given
48985 Notices to parents in language other than English
48987 Child abuse information
49063 Notification of parents of their rights
49067 Regulations regarding pupil's achievement
49068 Transfer of permanent enrollment and scholarship record
49069 Absolute right to access
49070 Challenging content of records
49073 Release of directory information
49076 Access to student records
49077 Access to information concerning a student in compliance with court order
49091.14 Prospectus
49302 Parental consent
49332 Notifications of retention of object by school personnel; release
49403 Cooperation in control of communicable disease and immunization
49423 Administration of prescribed medication for pupil
49451 Physical examinations: parent's refusal to consent
49452.5 Screening for scoliosis
49456 Report to parent
49472 Medical and hospital services for pupils
49480 Continuing medication regimen for nonepisodic conditions
49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970
51513 Personal beliefs
51938 Right of parent/guardian notice HIV/AIDS and sexual health instruction
52164.1 Census-taking methods; determination of primary language; assessment of language skills 52164.3 Notice of reassessment of language skills
52173 Consultation with parents or guardians; notice to parents or guardians; withdrawal of pupil
52244 Advanced Placement Program
54444.2 Migrant education programs; parent involvement
56301 Child-find system; policies re: written notification rights
56321 Special education: proposed assessment plan
56329 Written notice of right to findings; independent assessment
56341 Individualized education program team
56341.5 Individualized education program team meetings
56343.5 IEP meetings
56346 Parental notice and consent to special education program
58501 Alternative schools: notice required prior to establishment
60641 Standardized Testing and Reporting Program
60850 High School Exit Examination
HEALTH AND SAFETY CODE
1596.857 Right to enter child care facility
120365 Immunizations
120370 Immunizations
120375 Immunizations

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5145.6

Section: 5000

Students

Page 3 of 3

120440 Sharing immunization information
124085 Certificate of receipt; health screening and evaluation services; waiver by parent/guardian
124100 School districts and private schools; information to parents
PENAL CODE
627.5 Hearing request following denial or revocation of registration
WELFARE AND INSTITUTIONS CODE
18976.5 Parental notice; right of refusal to participate
CODE OF REGULATIONS, TITLE 5
863 Standardized Testing and Reporting Program
3052 Behavioral intervention
3831 General standards (Gifted and Talented Program)
4622 Notice requirements and recipients
4631 Responsibilities of the local agency
11303 Reclassification of English language learners
11309 Parental exception waivers
11523 Notice of proficiency examinations
18066 Policies and procedures absences for child care
UNITED STATES CODE, TITLE 20
1232g Family Educational and Privacy Rights Act
1415 Procedural safeguards
1681-1688 Title IX, discrimination based on sex or blindness
6311 State plans
6312 Local education agency plans
6316 Academic assessment and local education agency school improvement
6318 Parental involvement
7908 Armed forces recruiter access to students
UNITED STATES CODE, TITLE 42
2000d -2000d-7, Title VI, Civil Rights Act of 1964
CODE OF FEDERAL REGULATIONS, TITLE 34
99.7 Student records, annual notification
99.34 Student records, disclosure to other educational agencies
104.36 Procedural safeguards
106.9 Dissemination of policy, nondiscrimination on basis of sex
300.345 Parent participation
300.502 Independent educational evaluation
300.503 Prior written notice
300.505 Parental consent
300.507 Parent notice due process hearing
300.523 Manifestation determination review
CODE OF FEDERAL REGULATIONS, TITLE 40
763.93 Management plans

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5145.8

Section: 5000

Students

Page 1 of 1

REFUSAL TO HARM OR DESTROY ANIMALS

The Board of Education supports the right of students to refrain from participating in instruction which involves dissecting or otherwise harming or destroying animals when they have a moral objection to such activities.

Students shall not be discriminated against because of a decision to exercise this right. (Education Code 32255.1)

(cf. 5145.2 - Freedom of Speech/Expression)

After notifying the teacher of his/her objection pursuant to law and administrative regulations, the student shall be excused from the project and may be provided an appropriate alternative project. The Board encourages staff, whenever possible, to provide an alternative project that teaches the same knowledge and skills as the original project. In any case, staff shall ensure the effective use of students' time by providing instructional activities relevant to the course of study.

Legal Reference:

EDUCATION CODE

32255-32255.6 Student's right to refrain from harmful/destructive use of animals

48980 Parental notification at beginning of term

48981-48984 Method and content of notification; signature required



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

Board Policy:

#5145.9

Section: 5000

Students

Page 1 of 2

HATE-MOTIVATED BEHAVIOR

The Board of Education affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5131.5 - Vandalism, Theft and Graffiti)
(cf. 5136 - Gangs)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 6141.6 - Multicultural Education)

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

(cf. 3515.3 - District Police/Security Department)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Legal Reference:

EDUCATION CODE

200-262 Prohibition of discrimination on the basis of sex

48900.3 Suspension for hate violence

PENAL CODE

186.21 Street terrorism; legislative findings and declarations

422.6-422.95 Civil Rights

628-628.1 School crime reporting

11410-11414 Terrorism

13023 Reports by law enforcement of crimes motivated by race, ethnicity, religion, sexual orientation or physical or mental disability

13519.6 Hate crimes, training courses and guidelines

UNITED STATES CODE, TITLE 18

245 Federally protected activities

Management Resources:

CSBA PUBLICATIONS

Protecting Our Schools: Board of Education Strategies to Combat School Violence, 1995

ALAMEDA OFFICE OF EDUCATION & CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5145.9

Section: 5000

Students

Page 2 of 2

Hate-Motivated Behavior in Schools: Response Strategies for School Boards, Administrators, Law Enforcement and Communities, 1997

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL ASSOCIATION OF ATTORNEYS
GENERAL PUBLICATIONS

Protecting Students from Harassment and Hate Crime: A Guide for Schools, 1999

WEB SITES

CDE: <http://www.cde.ca.gov>

California Association of Human Relations Organizations: <http://www.cahro.org>

United States Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR/index.html>



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

Board Policy: #5146

Section: 5000 Students
Page 1 of 2

6.A.4
Page 89 of 90

MARRIED/PREGNANT/PARENTING STUDENTS

The Board of Education recognizes that early marriage, pregnancy or parenting may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to provide instruction and services designed to assist in pregnancy prevention. The Board also desires to support male and female expectant and parenting students to attain strong academic and parenting skills and to promote the healthy development of their children.

(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6011 - Academic Standards)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

Married, expectant and parenting students shall have the same educational and extracurricular opportunities as all students. Participation in special programs or schools shall be voluntary.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5127 - Graduation Ceremonies and Activities)
(cf. 6145 - Extracurricular and Cocurricular Activities)

For school-related purposes, married students under the age of 18 are emancipated minors and have all the rights and privileges of students who are 18, even if the marriage has been dissolved. (Family Code 7002)

Expectant and Parenting Students

The Board is committed to providing to expectant and parenting students and their children a comprehensive, continuous, community-linked program that reflects the cultural and linguistic diversity of the community.

The Superintendent or designee shall collaborate with the County Superintendent of Schools and other community agencies and organizations to ensure that appropriate educational and related support services are available to meet the needs of expectant and parenting students their children.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Expectant and parenting students retain the right to participate in any comprehensive school or educational alternative programs. School placement and instructional strategies for participating students shall be based on the needs and learning styles of individual students. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the individual student and/or child. (Education Code 54745)

(cf. 6158 - Independent Study)
(cf. 6182 - Opportunity School/Class/Program)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6200 - Adult Education)

In addition to providing a quality education program for expectant and parenting students, the district's program shall provide parenting education and life skills instruction, special school nutrition supplements for pregnant and lactating students, and a child care and development program on or near the school site for the children of enrolled students. The district's program may provide other support services authorized by Education Code 54746 as necessary to meet the needs of students and their children. (Education Code 54745)

Policy Adopted:



Chico Unified School District

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

Board Policy:

#5146

Section: 5000

Students

Page 2 of 2

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5141.6 - Student Health and Social Services)
(cf. 5148 - Child Care and Development)
(cf. 6164.2 - Guidance/Counseling Services)

Legal Reference:

EDUCATION CODE

2551.3 Determination of state aid for pregnant minors program
17293 School facilities for pregnant/parenting teen programs
48220 Compulsory education requirement
48410 Persons exempted from continuation classes
49553 Nutrition supplements for pregnant/lactating students
49558 Confidentiality of applications and records for free or reduced price meals
51220.5 Parenting skills and education
51745 Independent study
52610.5 Enrollment of pregnant and parenting students in adult education
54740-54749.5 California School Age Families Education Program (Cal-SAFE)

FAMILY CODE

7002 Description of emancipated minor
7050 Purposes for which emancipated minor considered an adult

HEALTH AND SAFETY CODE

124175-124200 Adolescent and Family Life Act

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.40 Marital or parental status

Management Resources:

CDE PUBLICATIONS

Pregnant and Parenting Students: A Report to the Legislature, April 1996

SBE POLICIES

Policy statement on adolescent pregnancy and parenting, July 9, 1993

WEB SITES

CDE: <http://www.cde.ca.gov>

California Department of Health Services: <http://www.dhs.ca.gov>

Department of Social Services: <http://www.dss.cahswnet.gov>

Policy Adopted:

TITLE: Adoption of Resolution No. 977-07 Regarding Accounting of Developer Fees for Fiscal Year 2005-2006.

Action X
Consent
Information

Agenda Item
January 17, 2007
Page 1 of 1

Prepared by: Michael Weissenborn, Facilities Planner/Construction Manager

Background information

The District has levied school facilities fees pursuant to various resolutions, the most recent of which is dated June 21, 2006. These resolutions were adopted under the authority of Education Code section 17620 (formerly Government Code Section 53080).

Government Code Section 66006(b) requires the District to make an annual accounting of the Developer Fee Fund. Items A-H of the Developer Fee Accounting Report address these requirements.

Educational Implications

The District's Strategic Plan states: "A safe, nurturing and inspiring environment is essential for individuals to thrive."

Fiscal Implications

Collection of developer fees helps maintain adequate funding necessary to accommodate the students from new development.

Additional Information

The District prepares a Developer Fee Justification Study every two years. The 2006 Developer Fee Justification Study has established the basis for the collection of these fees. A new Developer Fee Justification Study will be prepared in the spring of 2008.

Recommendation

It is recommended that the Board of Education adopt Resolution No. 977-07 regarding accounting of developers fees for 2005-06 fiscal year.

Reviewed by:

Randy Meeker, Assistant Superintendent-Business Services

CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, California 95928-5999

6.B.1
Page 2 of 5

RESOLUTION NO. 977-07

RESOLUTION OF THE CHICO UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION REGARDING ACCOUNTING OF DEVELOPER FEES
FOR 2005-2006 FISCAL YEAR

WHEREAS, this District has levied school facilities fees pursuant to various resolutions, the most recent of which is dated June 21, 2006. These resolutions were adopted under the authority of Education Code section 17620 and Government Code section 66000 et seq.;

WHEREAS, Government Code Section 66006(b) requires this District to make an annual accounting of the Developer Fee Fund (the "Fund");

WHEREAS, this Board finds that notice of the time and place of this meeting and that the required information was made available to the public all in accordance with Government Code Section 66006(b)(2).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of Chico Unified School District finds:

1. Recitals. The foregoing recitals are true and correct and this Board so finds and determines.
2. Approval of Accounting Report. The Board hereby approves the Accounting Report attached hereto and incorporated herein by reference and finds that said report meets the requirements found in Government Code section 66006(b)(1);

PASSED AND ADOPTED at the regular meeting of the Governing Board of the Chico Unified School District of Butte County on January 17, 2007.

AYES:

NOES:

ABSENT:

ABSTAIN:

Rick Rees, President

Jann Reed, Vice President

Dr. Kathleen E. Kaiser, Clerk

Rick Anderson, Member

ATTEST:

Andrea Lerner Thompson, Member

Dr. Chet Francisco, Secretary



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

6.B.1
Page 3 of 5
530/891-3000
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www.ChicoUSD.org

Developer Fee Accounting Report

Pursuant to Government Code Section 66006(b)

December 2006

Annual Reporting Requirements (Government Code 66006(b))

Within 180 days after the last day of each fiscal year, the District needs to make the following information available to the public:

A. A brief description of the type of fee in the account or fund

The fee, commonly known as a "Level 1" or "Stirling" fee, is authorized by Government Code section 65995 and Education Code section 17620. The fees are collected to mitigate the impact on facilities of new students coming from new development in the District.

B. The amount of the fee

During the 2005-06 fiscal year, Chico Unified School District levied developer fees on residential development at the rate of \$2.24 per square foot.

C. The beginning and ending balance of the account or fund

The District began fiscal year 2005-06 with \$5,298,206.88 in its Developer Fee Fund and ended the fiscal year with \$6,331,652.81 in its Developer Fee Fund.

D. The amount of the fees collected and interest earned

During fiscal year 2005-06, the District collected \$2,601,147.89 in developer fees and earned \$206,189.62 in interest.

E. An identification of each public improvement on which fees were expended and the amount of the expenditures on each public improvement, including the total percentage of the cost of the public improvement that was funded with fees

During fiscal year 2005-06, the following projects were funded 100% by developer fees:

\$467 in architect fees for the final closeout paperwork on the parking lot addition at Pleasant Valley High School. This project was completed in January 2005.

\$27,289 in architect fees for the feasibility and planning stage of the new Pleasant Valley High School performing arts classrooms complex. Pending Board approval, this project is scheduled to be completed in Spring 2009.

\$474,140 to add portable classrooms to Shasta Elementary School and portable classrooms and restroom to McManus Elementary School. This project was completed in December 2005 at a total cost of \$582,592.

\$186,708 to add a new parking lot on the West 11th Street site (Old Fairview High/new CCDS site.) This project was completed in February 2006 at a total cost of \$198,167.

\$3,813 to Jack Schreder & Associates for an update of the 20 year enrollment projections in the existing Demographic Analysis Study. This was completed in the Spring 2005.

\$19,039 in architect fees for planning the proposed classroom addition at Loma Vista. This is scheduled to be completed in Spring 2008.

\$30,611 to add a portable restroom to Shasta Elementary School. The majority of the work occurred during the 2006-07 fiscal year. This project was completed in September 2006 at a total cost of \$120,902.

\$36,926 to add a portable classroom to Hooker Oak Elementary School. The majority of the work occurred during the 2006-07 fiscal year. This project was completed in September 2006 at a total cost of \$126,275.

\$2,798 in architect fees for planning the new restroom for Chico Junior High School. This project is scheduled to be completed in Fall 2007.

\$4,497 in architect fees for planning the proposed new science lab at Chico High School. This project is scheduled to be completed in Fall 2007.

\$134 in advertising charges for the public notice required to increase the per square foot amount for developer fees.

F. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) of subdivision (a) of Section 66001, and the public improvement remains incomplete

All incomplete projects that have sufficient funds collected are identified in section E above and projected completion dates are noted.

G. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan

There were no loans made from this fund in 2005-06. Three interfund transfers were made:

\$231,110 to pay salaries and benefits of facilities personnel as recommended by FCMAT study dated May 26, 2001.

\$531,385 to repay facilities salaries paid out of another fund from July 1, 1998 to June 30, 2003.

\$78,175 transferred to the General Fund for the 3% administration fee.

H. The amount of refunds made to the current owners of record of any funds collected in excess of what was required to complete the identified public improvements.

No refunds or allocations were made during fiscal year 2005-06.

CHICO UNIFIED SCHOOL DISTRICT
1163 EAST SEVENTH STREET
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RESOLUTION #979-07

**AMEND JOINT POWERS AGREEMENT AND BYLAWS
OF
NORTHERN CALIFORNIA SCHOOLS INSURANCE GROUP (NCSIG)**

WHEREAS, Chico Unified School District is a Member of Northern California Schools Insurance Group and the NCSIG Board of Directors reviewed and approved the proposed amendment to the Joint Powers Agreement of NCSIG; and

WHEREAS, the NCSIG Board of Directors also reviewed and approved the proposed Amendment to the Bylaws of NCSIG;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Chico Unified School District hereby approved the Amendments to the NCSIG Joint Powers Agreement and the NCSIG Bylaws dated November 2, 2006.

PASSED AND ADOPTED by the Board of Directors of the Chico Unified School District this 17th day of January, 2007.

Ayes:

Noes:

Abstentions:

Absent:

STATE OF CALIFORNIA
COUNTY OF BUTTE

I, Chet M. Francisco, Secretary of the Chico Unified School District Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of the resolution adopted by the Board of Trustees at a regularly called and conducted meeting held on said date.

Secretary, Board of Trustees

**SUMMARY OF NCSIG JPA AGREEMENT CHANGES
APPROVED BY THE NCSIG BOARD OF DIRECTORS ON
11/02/06**

1. "School District, Community College District, County Superintendent of Schools, or Board of Education, Regional Occupational Center or Program or other Joint Powers Authority" changed to "Public Educational Agency".
2. Added "Community College District and Charter School" to the definition of "Member" and "Public Educational Agency".
3. Changed Board Resolution sample from "District or Charter School" to "Public Educational Agency".

PROPOSED AMENDMENT - CHANGES AS HIGHLIGHTED
APPROVED BY NCSIG BOARD OF DIRECTORS 11/2/01

JOINT POWERS AGREEMENT

NCSIG ESTABLISHED JULY 1, 1982

Original Agreement reviewed and approved March 12, 1982 by Shasta County Counsel

Original Agreement approved by Board of Trustees of each Member at the time they joined NCSIG

The enclosed amended Joint Powers Agreement approved by two-thirds vote of Membership dated December 7, 1993

JOINT POWERS AGREEMENT
TO ESTABLISH, OPERATE, AND MAINTAIN A GROUP PURCHASING
OR SELF INSURING OF LIABILITY AND PROPERTY INSURANCE

6.B.2
Page 4 of 26

1 **THIS AGREEMENT** is entered into pursuant to the provisions of Title I,
2 Division 7, Chapter 5, Article 1 (Section 6500, et seq.) of the California Government
3 Code, relating to the joint exercise of powers, between the public educational agencies
4 signatory hereto, and also those which may hereafter become signatory hereto, for the
5 purpose of operating an agency to be known and designated as "Northern California
6 Schools Insurance Group" hereinafter designated as the "Authority" or "NCSIG".

7 **WITNESSETH**

8 **WHEREAS**, it is to the mutual benefit of the parties herein subscribed and in the best
9 public interest of said parties to join together to establish this Joint Powers
10 Agreement to accomplish the purposes hereinafter set forth; and

11 **WHEREAS**, the development, organization and implementation of such an Authority is
12 of such magnitude that it is desirable for aforesaid parties to join together
13 in this Joint Powers Agreement in order to accomplish the purposes
14 hereinafter set forth; and

15 **WHEREAS**, the signatories hereto have determined that there is a need, by public
16 educational agencies, for group purchasing or self-insuring of liability and
17 property insurance; and

18 **WHEREAS**, it has been determined by such signatories that group purchasing or self-
19 insuring of liability and property insurance is of value on an individual and
20 mutual basis; and

21 **WHEREAS**, group purchasing or self-insuring of liability and property insurance can
22 adequately serve the needs of all such signatories; and

1 WHEREAS, Title 1, Division 7, Chapter 5, Article 1 of the California Government Code
2 authorizes joint exercise by two or more public agencies of any power
3 common to them; and

4 WHEREAS, it is the desire of the signatories hereto to jointly provide for group
5 purchasing or self-insuring of liability and property insurance for their
6 mutual advantage and concern; and

7 WHEREAS, it is the desire of the signatories hereto to study and possibly incorporate
8 other forms of risk management, NOW, THEREFORE, FOR, AND IN
9 CONSIDERATION OF THE MUTUAL ADVANTAGES TO BE
10 DERIVED THEREFROM, AND IN CONSIDERATION OF THE
11 EXECUTION OF THIS AGREEMENT BY OTHER PUBLIC
12 EDUCATIONAL AGENCIES, each of the parties hereto does agree as
13 follows:

14 1. CREATION OF THE JOINT POWERS ENTITY

15 A Joint Powers Entity, separate and apart from the public educational agencies
16 signatory hereto, shall be and is hereby and shall hereafter be designated as the
17 Northern California Schools Insurance Group (hereinafter referred to as the
18 "Authority" or "NCSIG.")

19 2. FUNCTIONS OF THE AUTHORITY

20 a) The Authority is established for the purposes of administering this
21 agreement, pursuant to the Joint Powers provisions of the California
22 Government Code, and of providing the services necessary and appropriate
23 for the establishment, operation, and maintenance of group insurance

1 purchasing or self-insuring of liability and property insurance for the public
2 education agencies who are members thereof, and to provide a forum for
3 discussion, study and development of recommendations of mutual interest
4 regarding self insurance including, but not limited to, liability and property.

- 5 b) The functions of NCSIG are to provide group insurance purchasing or self-
6 insuring of liability and property insurance for the members of the authority
7 and as such, to perform, or contract for the performance of the financial
8 administration, policy formulation and safety engineering.

9 3. **POWERS OF THE AUTHORITY**

10 NCSIG shall have the power and authority to exercise any power common to the
11 public educational agencies which are parties to this Agreement, provided that the
12 same are in furtherance of the functions and objectives of the Agreement as herein
13 set forth. Pursuant to Section 6509 of the California Government Code, the
14 exercise of the aforesaid powers of the Authority shall be subject to the
15 restrictions upon the manner of exercising such powers by a public educational
16 agency, except as otherwise provided in this Agreement.

17 4. **TERM OF AGREEMENT**

18 This Agreement shall become effective on July 1, 1982 at 12:01 A.M. This
19 Agreement shall continue in effect until lawfully terminated as provided herein
20 and in the By-laws. In the event of a reorganization of one or more of the public
21 educational agencies participating in this Agreement, the successor in interest or
22 successors in interest to the obligations of any such reorganized public
23 educational agency may be substituted as a party or as parties to this Agreement.

1 5. **BY-LAWS**

2 a) NCSIG shall be governed pursuant to those certain By-laws, a copy of
3 which is attached hereto as Exhibit "A" and incorporated herein by
4 reference, and by such amendments to the By-laws as may from time to time
5 be adopted. Wherever in this Agreement "By-laws" are referred to, said By-
6 laws shall be those set forth in Exhibit "A", and may be amended. Each
7 party to this Agreement agrees to comply with and be bound by the
8 provisions of said By-laws and further agrees that the Authority shall be
9 operated pursuant to this Agreement and said By-laws.

10 b) Procedures for amending the By-laws shall be as provided in the By-laws so
11 long as not inconsistent with this Agreement. All amendments must be
12 approved by two-thirds (2/3) of the members of NCSIG before the
13 amendment shall become effective. Such amendments shall be binding
14 upon all members of the Authority. The effective date of any amendment
15 will be on July 1st following adoption, unless otherwise stated.

16 6. **MEMBERSHIP IN NCSIG**

17 a) Each party to this Agreement must be eligible for membership in NCSIG as
18 defined in the By-laws and shall become a member of the Authority on the
19 effective date of this Agreement, except as provided here-in-below, or by
20 two-thirds (2/3) vote of the Board of Directors within the first year of
21 creation of this agency. Each party which becomes a member of the
22 Authority shall be entitled to the rights and privileges of, and shall be

1 subject to the obligations of, membership as provided in this Agreement and
2 in the By-laws.

- 3 b) Upon written approval of two-thirds (2/3) of the Board of Directors, any

4 ~~School District, Community College District, County Superintendent~~

5 ~~State Board of Education, Regional Occupational Center, Private~~

6 ~~Other Public Authority~~ approved by the NCSIG Board of Directors

comment (d1) public authority

7 may become a member hereof by executing a copy of this Agreement

8 whereby said ~~School District, Community College District, County~~

9 ~~Superintendent of Schools, Board of Education, Regional Occupational~~

10 ~~Center or Private or other Public Authority~~ agrees to comply with

comment (d2) public authority

11 the terms of this Agreement and of the By-laws effective as of the date of
12 such execution.

13 7. **WITHDRAWAL OR REMOVAL FROM MEMBERSHIP**

- 14 a) Any party of this Agreement which has completed one complete year as a
15 member of the Authority may voluntarily terminate its membership in the
16 Authority. Such termination of membership shall become effective subject
17 to the conditions and in the manner and means set forth in the By-laws.

- 18 b) Any party to this Agreement may at any time be removed from membership
19 in the Authority by vote of two-thirds (2/3) of the members of the Board of
20 Directors as provided by the By-laws. Such removal from membership shall
21 operate to terminate the Agreement as to such party in accordance with the
22 By-laws.

1 8. TERMINATION OF AGREEMENT

2 Should parties to this Agreement terminate their membership or be removed from
3 membership in the Authority such that the total annual premium for all parties
4 during the next fiscal year is deemed insufficient by three-fourths (3/4) of the then
5 members, this Agreement shall terminate effective the next July 1st at 12:01 A.M.;
6 provided, however, that the Authority and this Agreement shall continue to exist
7 for the purpose of disposing of all claims, distribution of assets, and all other
8 functions necessary to wind up the affairs of the Authority.

9 9. DISPOSITION OF PROPERTY AND FUNDS

- 10 a) In the event of the dissolution of the Authority, the complete rescission, or
11 other final termination of this Agreement by all public educational agencies
12 then a party hereto, any property interest remaining in the Authority
13 following a discharge of all obligations shall be disposed of as provided by
14 the By-laws.
- 15 b) In the event a member withdraws from this Agreement, any party interest of
16 that member remaining in the Authority following discharge of all
17 obligations attributable to that member and its officers and employees shall
18 be disposed of as provided by the By-laws.
- 19 c) "Obligations", as referred to herein, shall include any legal obligations
20 incurred by the Authority pursuant to this Agreement.

21 10. AMENDMENTS

22 This Agreement may be amended by resolution approved by all parties to this
23 Agreement; provided that if two-thirds (2/3) of the Members of NCSIG agree by

1 resolution to an amendment, the other parties must also agree to said amendment
2 or they shall be involuntarily terminated as parties to this Agreement as provided
3 by the By-laws.

4 **11. SEVERABILITY**

5 Should any portion, term, condition, or provision of this Agreement be decided by
6 a court of competent jurisdiction to be illegal or in conflict with any law of the
7 State of California, or be otherwise rendered unenforceable or ineffectual, the
8 validity of the remaining portions, terms, conditions, and provisions shall not be
9 affected thereby.

10 **12. LIABILITY**

11 a) Pursuant to the provisions of Section 895, et seq., of the California
12 Government Code, the members are jointly and severally liable upon any
13 liability which is otherwise imposed by law upon any one of the members or
14 upon the Authority for injury caused by negligent or wrongful act or
15 omission occurring in the performance of this Agreement. Any party paying
16 more than its share of judgment or settlement of an action or claim shall be
17 entitled to recover from each of the other parties that portion of the
18 judgment or settlement attributable to the negligence or wrongdoing of that
19 party.

20 b) The Authority may insure itself, to the extent deemed necessary by the
21 Board of Directors, against loss, liability, and claims arising out of or
22 connected with this Agreement.
23

13. **ENFORCEMENT**

The Authority is hereby given authority to enforce this Agreement. In the event suit is brought upon this Agreement by the Authority and judgment is recovered against a member, the member shall pay all costs incurred by the Authority, including reasonable attorney's fees as fixed by the court.

14. **DEFINITIONS**

Unless the context requires otherwise, the terms used herein shall have the following meanings:

- a) "Authority" shall mean the Northern California Schools Insurance Group created by this Agreement.
- b) "Board of Directors" shall mean the governing board of the Authority established by the By-laws to direct and control the Authority.
- c) "Loss Report" shall mean a report showing a member's liability and property claims in detail including current status.
- d) "Member" shall mean an individual School District, County Superintendent of Schools or Board of Education, Regional Occupation Center or Program, ~~Community College District, Charter School~~ or other Joint Powers Authority which belongs to the Northern California Schools Insurance Group.
- e) "Public Educational Agency" shall mean a School District, County Superintendent of Schools or Board of Education, Regional Occupation Center or Program, ~~Community College District, Charter School~~ or other

comment (d) add

comment (d) add

Joint Powers Authority approved for membership by the NCSIG Board of
Directors.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly
executed by their authorized officers thereunto duly authorized as set forth herein below.

Name of District of Charter School

Comment (15): Public Educational Agency

BOARD RESOLUTION

JOINT POWERS AGREEMENT

NORTHERN CALIFORNIA SCHOOLS INSURANCE GROUP (NCSIG)

WHEREAS, the above District of Charter School has applied for
membership in NCSIG effective as of _____ and

Comment (16): Public Educational Agency

WHEREAS, Title I, Division 7, Chapter 5, Article 1 (Section 6500, et seq.) of the
California Government Code permits joint exercise of powers between
public educational agencies;

NOW, THEREFORE, BE IT RESOLVED THAT:

_____ hereby resolves to join as
of _____ with other public educational agencies as a
signator to the NCSIG Joint Powers Agreement which became
effective on July 1, 1982 and as amended by a two-thirds vote of the
Membership on December 7, 1993 and to abide by the terms of the
Agreement.

STATEMENT OF THE CLERK OF THE BOARD

I, _____, the undersigned Clerk or Secretary of the said
_____, a public entity, hereby certifies that the
foregoing is a full, true and correct copy of the resolution duly passed by the
Board thereof at a meeting of said Board held on _____ and that said resolution is
now in full force and effect.

IN WITNESS WHEREOF, I HAVE SIGNED MY NAME THIS ____ DAY OF _____,
200__.

SIGNATURE: _____

TITLE: _____

**SUMMARY OF NCSIG BYLAWS CHANGES APPROVED
BY THE NCSIG BOARD OF DIRECTORS ON 11/02/06**

1. Distinguish between the entity under contract with NCSIG for the day-to-day administration known as the "Executive Director" and the person responsible for expediting the day-to-day administrative tasks known as the "JPA Manager".
2. "Associate JPA Manager" definition added for clarification, formerly known as the "Associate Executive Director".
3. "School Districts" changed to "Public Educational Agencies as some NCSIG members operate other than as a standard school district.
4. The JPA President is a back-up liaison to the JPA Manager to other organizations rather than a primary liaison.
5. The Treasurer's Report is to be submitted quarterly rather than monthly.
6. Notice of meetings can be made by either electronic mail or regular postal mail.
7. The JPA Manager, Associate JPA Managers, and Finance Chair have been added as authorized signatories in addition to the President, Vice-President, Secretary and Treasurer.

**Rewritten in their entirety and
Approved by Membership December 7, 1993**

**Article III, Section B Amended
March 7, 1997**

NORTHERN CALIFORNIA SCHOOLS INSURANCE GROUP

BYLAWS

ARTICLE I

DEFINITIONS

The term in these Bylaws shall be as defined herein and in the Agreement creating the Northern California Schools Insurance Group, unless otherwise specified herein.

- A. "Agreement" shall mean the Joint Powers Agreement creating the Northern California Schools Insurance Group.
- B. "NCSIG" shall mean the Northern California Schools Insurance Group created by the Agreement.
- C. "Board" or "Board of Directors" shall mean the governing body of NCSIG as determined in Article III of the Bylaws.
- D. "Master Program Document" shall mean the Document which sets forth the operations, policies and procedures of an NCSIG coverage program.
- E. "Excess Insurance" shall mean that insurance purchased by NCSIG either through other Joint Powers Authorities or through commercial insurance companies to cover losses in excess of NCSIG's pooled limits.
- F. "Member" shall mean any organization which is a party to the Agreement.
- G. "Director" shall be the person(s) designated by the Members in each county to act as a director of NCSIG. The director shall have the authority to bind the Members on any and all matters relating to the business of NCSIG.
- H. "Local Service Agent" shall be the person or [REDACTED] designated by the Members in each county to act on their behalf in providing local insurance services under the direction of the [REDACTED].
- I. [REDACTED] shall include individual school districts, community college districts, Regional Occupational Center or Program, County Superintendent of Schools or Board of Education, Charter Schools sponsored by NCSIG Members, or other Joint Powers Authorities approved by the NCSIG Board of Directors for membership.
- J. "Program Year" shall be the NCSIG fiscal year of July 1

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Wormholes

Ex. 3 [REDACTED]

Continued on page 10

[illegible]

commented: "I've never seen a more beautiful place."

OFFICES

ARTICLE III

DIRECTORS & OFFICERS

- Comments: 100% 28100 Fair Cultural

<u>A.D.A. Size Category</u>	<u>Number of Directors</u>
0 to 7,499	2
7,500 to 24,999	3
25,000 to Up	4

(Added 3-3-1997): If a [REDACTED] in a county where the majority of [REDACTED] are not members of NCSIG, the size category and number of directors for that county shall be as follows:

<u>A.D.A. Size Category</u>	<u>Number of Directors</u>
5,000 Minimum - 7,499	2
7,500 to 24,999	3
25,000 to Up	4

[REDACTED]

[REDACTED]

- C. Selection of Directors from each county shall be coordinated by the county's Superintendent of Schools with the consent of the members in that county and must be either a school administrator, or a designated confidential employee of a member and shall serve at the pleasure of the Members in that county.

ARTICLE IV

ELECTION, APPOINTMENT AND DUTIES OF OFFICERS

- A. The President, Vice-President, Secretary and Treasurer shall be elected, as individuals, from among the Board of Directors and serve for a term of two (2) years commencing July 1 in each even numbered year.
- B. Voting for officers will be conducted at the Board meeting immediately preceding July 1. Each Director shall cast one vote for each office [REDACTED]. [REDACTED] The candidate receiving a plurality of votes for the particular office will be elected and will assume the office commencing July 1 in each even numbered year.

The Officers will serve for their elected term of office or until termination of employment or office with a Member, or until removal from office by the affirmative

vote of two-thirds of the Board of Directors. Vacancies in the offices will be filled by a majority vote of the remaining directors until the next scheduled election.

C. DUTIES OF THE OFFICERS

1. President – The President will preside at all meetings of NCSIG. The President shall appoint the members of committees as necessary or appropriate for carrying on the activities of NCSIG. Committees appointed by the President may hold office beyond the President's term subject to the approval of the new President. The President shall execute documents on behalf of NCSIG as authorized by the Board of Directors and shall serve as the [REDACTED] between this and any other organization. [REDACTED]
[REDACTED]
2. Vice-President – In the absence of or temporary incapacity of the President, the Vice-President shall exercise the functions covered in "1" above. The Vice-President shall also serve as the auditor/controller of NCSIG in the absence of the auditor-controller and shall approve demands.
3. Secretary – The Secretary shall be present at all meetings of NCSIG to cause minutes to be kept, to maintain or cause to be maintained all accounting and other financial records of NCSIG, to file all financial reports of NCSIG and perform such other duties as the Board may specify. The Secretary shall also serve as the Auditor/Controller of NCSIG and shall approve demands.
4. Treasurer – The duties of the Treasurer shall be those specified in Sections 6505.5 or 6505.6 of the California Government Code, to cause to be received and safe kept all money coming into the treasury, to comply or cause to be complied with all laws governing the deposit and investment of funds, and to cause to be submitted a [REDACTED] report (Treasurer's Report) to the Board summarizing receipts, disbursements, and fund balances, along with a listing of all investments and other duties as specified by the Board. [REDACTED]
[REDACTED]

ARTICLE V
BOARD OF DIRECTORS MEETINGS

There shall be at least one regular meeting of the Board of Directors each year which shall be designated as the annual membership meeting. The President may request special meetings of the Board as needs dictate. Special meetings may also be called by at least one-third of the Board Members. Notice of such special meetings shall be delivered personally, by [REDACTED] electronic facsimile transmission or by [REDACTED] mail, as provided by state law to each Board Member at least twenty-four (24) hours before the time of such meeting.

A regular or special meeting of the Board may be canceled or postponed by the [REDACTED] by notice delivered personally, [REDACTED] electronic facsimile transmission or by [REDACTED] mail, as provided by state law to each Board member at least twenty-four (24) hours before the time of such meeting. The annual membership meeting may be postponed but not canceled.

No business may be transacted by the Board or other appointed committees without a quorum of its Directors being present. A quorum of the Board shall consist of a majority of the Directors. A majority of the Directors present must vote in favor of a motion to approve it. A Director may carry the written proxy of other members of the Board of Directors. The Board shall conduct its business in accordance with Roberts Rules of Order.

An agenda of each Board meeting shall be published and posted at the Office of the Superintendent of Schools in the county in which NCSIG maintains its official address.

All meetings of the Board of Directors shall be called, held and conducted in accordance with the terms and provisions of the Ralph M. Brown Act (Sections 54950, et. seq.) of the California Government Code, as said Chapter may be modified by subsequent legislation, and as the same may be augmented by rules of the Board of Directors not inconsistent therewith. Except as otherwise provided or permitted by law, all meetings of the Board of Directors shall be open and public.

Official minutes of the Board meetings shall be kept by NCSIG in a minute book at its principal office and shall be distributed to the Board of Directors as soon after the meetings as is practicable.

ARTICLE VI

DUTIES OF DIRECTORS

- A. The Board of Directors shall be responsible for governing NCSIG either directly or by delegation to other bodies or persons unless prohibited by law or the Agreement and shall exercise all those powers not specifically reserved to the Members in the Agreement. Each director shall be entitled to cast one vote in all matters requiring a vote, except in the case of an actual or potential conflict of interest [REDACTED]
- B. The Board of Directors shall be responsible for establishing all policies, procedures and Master Program Documents of NCSIG.

ARTICLE VII

EXECUTIVE DIRECTOR

The Executive Director [REDACTED]

1. Monitor the status of NCSIG's programs and operations, losses, administrative and operational costs, service companies' and Local Service Agents' performance and report to the Board;
2. Prepare an annual budget;
3. Assist the Board in selecting brokers, excess insurance companies or excess insurance Joint Powers Authorities;
4. Assist the Board in selecting claims administrators, risk control consultants and other program services;
5. Contract for claims audits and actuarial studies to determine cost allocations;
6. Perform whatever functions are necessary and within the Executive Director's authority to manage the daily activities of NCSIG;

7. Conduct the business of NCSIG in a manner consistent with the standards set forth by the California Association of Joint Powers Authorities (CAJPA) for their accreditation program.

NCSIG shall compensate the Executive Director [REDACTED] for services to [REDACTED] NCSIG in such amount and manner as may be fixed from time-to-time by the Board. Details respecting compensation, termination, and other employment related matters pertaining to the Executive Director shall be governed by the Bylaws and such terms and conditions as the Board shall set forth in a contract or agreement.

ARTICLE VIII

BUDGET

The Board shall adopt a budget annually.

ARTICLE IX

RECEIPT AND DISBURSEMENT OF FUNDS

Revenues of NCSIG shall be received at its principal office. The Treasurer shall cause to be safeguarded and invested funds in accordance with NCSIG's current investment policy.

The President, Vice-President, Secretary, Treasurer, [REDACTED] [REDACTED] [REDACTED] shall be authorized signatories of NCSIG's checking account. All checks disbursing funds of NCSIG shall be signed [REDACTED] [REDACTED] as established by action of the Board.

A register of all checks issued since the previous Board meeting shall be provided at each subsequent Board meeting for approval.

The [REDACTED] shall be authorized to make all expenditures for goods or services without specific approval, to the extent such funds have been included and approved by adoption of the budget or as previously approved by the Board.

ARTICLE X

AUDITS

A. Financial Audit

The Board shall cause to be made, by a qualified CPA, an annual audit of the accounts and records of NCSIG. The minimum requirements of the audit shall be those prescribed by state law.

The audit report shall be filed with the State of California within six (6) months of the end of the fiscal year under examination. NCSIG shall provide a copy of the audit report as a public record to each Member. NCSIG shall bear all costs of the audit. Such costs shall be charged against the operating funds of NCSIG.

B. Claims Audit

The Board shall cause to be made, by a qualified property and liability claims examiner, a claims audit every even numbered year, of the open and closed claims administered by the NCSIG Claims Administrator. All costs of such claims audit shall be paid by NCSIG and shall be charged against the Members in the same manner as all other administrative costs.

ARTICLE XI

EXECUTION OF CONTRACTS

The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name and on behalf of NCSIG, and such authorization may be general or confined to specific instances. Unless so authorized by the Board of Directors, no officer, agent or employee shall have any authority to bind NCSIG by any contract or to pledge its credit or to render it liable for any purpose.

ARTICLE XII

NOTICES

Notices to NCSIG shall be in writing and delivered to the mailing address of NCSIG.

Notices to Members shall be in writing and delivered to the mailing address of the Member as determined in the California Public School Directory unless NCSIG has been otherwise notified by the Member.

Reportable claims against Members shall be directed to the Member's Service Agent to be reported to the NCSIG Claims Administrator. In the event of unavailability of the Service Agent, claims are to be reported directly to the [REDACTED] or to the Claims Administrator.

ARTICLE XIII

EFFECTIVE DATE

These Amended Bylaws shall be effective immediately upon approval by two-thirds vote of the entire Membership. The adoption of the Bylaws shall supersede any prior amendments by resolution or otherwise and to the extent that prior amendments are not included or are contradictory to any provisions contained herein, they are hereby specifically revoked.

ARTICLE XIV

AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the entire Membership provided that any amendment is compatible with the purposes of NCSIG, is not in conflict with the Agreement, and has been submitted to the Membership at least (30) days in advance. Any such amendment shall be effective immediately, unless otherwise designated.

ARTICLE XV

SEVERABILITY

Should any portion, term, condition or provision of these Bylaws be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions shall not be affected thereby.

ARTICLE XVI
RECORD RETENTION POLICY

NCSIG's records will be retained in accordance with the policy adopted by the Board of Directors.

ARTICLE XVII
DISPOSITION OF PROPERTY AND FUNDS

Upon termination of the Joint Powers Agreement, all assets of NCSIG shall be distributed only among the parties that have been participants in the Program, including any of those parties which previously withdrew pursuant to Paragraph 7 of the Agreement, in and proportionate to their Deposit Premiums and Assessments paid during the term of the Agreement. The Board of Directors shall determine such distribution within six months after the last pending claim or loss covered by this Agreement has been finally resolved and there is a reasonable expectation that no new claims will be filed.

The Board is vested with all powers of NCSIG for the purpose of concluding and dissolving the business affairs of NCSIG. These powers shall include the power to require Members, including those which were participants at the time the claim arose or at the time the loss was incurred, to pay their share of any assessments deemed necessary by the Board for final disposition of all claims and losses covered by the Agreement for any program year.

ARTICLE XVIII
HOLD HARMLESS AND INDEMNIFICATION

Section 895.2 of the California Government Code imposes certain tort liability jointly upon entities solely by reason of such entities being parties to an agreement as defined in Section 895 of said Code. Therefore, the Members hereto, as between themselves, pursuant to the authorization contained in Sections 895.4 and 895.6 of the California Government Code each assumes the full liability imposed upon it or any of its officers, agents or employees by law for injuries caused by a negligent or wrongful act or omission occurring the performance of this Agreement to the same extent that such liability would be imposed in the absence of Section 895.2 of said Code. To achieve this purpose, each Member indemnifies and holds harmless all other Members for any loss, cost, or expense that may be imposed upon such other Member

when solely by virtue of Section 895.2 of the California Code. No Member shall be jointly and severally liable for any debts or obligations of NCSIG or any other Member.

ARTICLE XIX

TERMINATION OF PARTICIPATION

- A. A member in the Liability and Property Program shall participate in the next Program Year unless, at least by March 15 of the preceding Program Year:
 - 1. A written request to terminate participation is received from Member, or
 - 2. A termination notice from the Board has been sent to the Member.
- B. Termination of participation in future Program years does not relieve the terminated Member of any benefits or obligations of those Program Years in which the Member participated. These obligations including payment of assessments or any other amounts due and payable, and the terminated Member shall participate in all dividends for the Program Years in which the Member participated.

ARTICLE XX

SUBORDINATION

Should any portion, term, condition or provision of these Bylaws be in conflict with the Agreement, the terms of the Bylaws will be subordinate to the Agreement.

APPENDIX "A"

The principal address of the Northern California Schools Insurance Group (NCSIG) for the transaction of business and receipt of all notices shall be:

**EXECUTIVE DIRECTOR
NORTHERN CALIFORNIA SCHOOLS INSURANCE GROUP
310 HEMSTED DRIVE, SUITE 200
REDDING, CA 96002
OR
PO BOX 992337
REDDING, CA 96099**

Agenda Item #: _____
(DO Use Only)

Second Reading
Exhibit "A" Attached

**PROPOSED AGENDA ITEM: Board Policy and Administrative Regulation Series 3000
(Business Services - Fiscal)**

Prepared by: Scott Jones, Director-Fiscal Services

_____ Consent

_____ Information Only

Board Date: 01/17/07

X Discussion / Action

Background Information

Every district needs an accurate and up-to-date policy manual to govern effectively. By law, districts are mandated to adopt many policies to ensure legal compliance. Working in conjunction with CSBA Policy Services, CUSD continues to update and revise Board Policies and Regulations to keep CUSD legally compliant.

Educational Implications

Although the primary responsibility of public schools is to educate students, CUSD realizes that the ability of children to learn can be significantly impacted by a staff who is knowledgeable of the business practices of the school district.

Fiscal Implications

None

Additional Information

Recommendation

Recommend approval of Board Policies Series 3000

Reviewed : _____

Randy Meeker

Assistant Superintendent, Business Services

DRAFT

Business and Noninstructional Operations

BP 3000(a)

• CONCEPTS AND ROLES

The Board of Education recognizes that the business and other noninstructional operations of the district support the educational program by maximizing and prioritizing resources and providing a safe and healthy environment for students and staff. The Superintendent or designee shall ensure that the district's business and noninstructional operations are efficient and responsive to the needs of students, parents/guardians, staff, and the community.

- (cf. 3511 - Energy and Water Conservation)
- (cf. 3511.1 - Integrated Waste Management)
- (cf. 3512 - Equipment)
- (cf. 3517 - Facilities Inspection)
- (cf. 3540 - Transportation)
- (cf. 3550 - Food Service/Child Nutrition Program)
- (cf. 5030 - Student Wellness)

The district shall maintain high standards of safety in the operation of facilities, equipment, and services. The Superintendent or designee shall establish a risk management program that promotes safety and protects district resources.

- (cf. 3514 - Environmental Safety)
- (cf. 3514.2 - Integrated Pest Management)
- (cf. 3515 - Campus Security)
- (cf. 3515.6 - Criminal Background Checks for Contractors)
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)
- (cf. 3530 - Risk Management/Insurance)
- (cf. 3543 - Transportation Safety and Emergencies)

In the development of a district budget, the Board and the Superintendent or designee shall establish a calendar that reflects the full budget cycle and a process that satisfies the requirements of law, including opportunities for public input. The Superintendent or designee shall provide fiscal data and prepare a proposed budget document within the budget priorities and parameters set by the Board. The Board shall adopt a budget that is aligned with the district's vision and goals and enables the district to meet its fiscal obligations.

- (cf. 0000 - Vision)
- (cf. 0100 - Philosophy)
- (cf. 0200 - Goals for the School District)
- (cf. 3100 - Budget)
- (cf. 9000 - Role of the Board)

The Board expects sound fiscal management from the administration. The Superintendent or designee shall administer the adopted budget in accordance with Board policies and accepted business practices.

- (cf. 3110 - Transfer of Funds)
- (cf. 3300 - Expenditures and Purchases)
- (cf. 3311 - Bids)
- (cf. 3312 - Contracts)
- (cf. 3400 - Management of District Assets/Accounts)
- (cf. 3430 - Investing)
- (cf. 3440 - Inventories)

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BP 3000(b)

CONCEPTS AND ROLES (continued)

The Board shall monitor financial operations so as to ensure the district's fiscal integrity and accountability to the community. The Superintendent or designee shall complete all required financial reports, facilitate the independent audit process, recommend financial plans for meeting program needs, and keep the Board informed about the district's fiscal and noninstructional operations.

(cf. 0500 - Accountability)

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE

- 35035 Powers and duties of superintendent
- 35160 Authority of governing boards
- 35160.1 Broad authority of school district
- 35161 Powers and duties of governing boards
- 44518-44519.2 Chief business officer training program

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Understanding California's Public School Finance System, 2006

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Understanding District Budgets, 2006

Maximizing School Board Governance: Fiscal Accountability, 2006

School Finance CD-ROM, 2005

WEB SITES

CSBA: <http://www.csba.org>

California Association of School Business Officials: <http://www.easbo.org>

California Department of Education: <http://www.cde.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.femat.org>

School Services of California: <http://www.sscal.com>

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

Business and Noninstructional Operations

DRAFT

BP 3100(a)

BUDGET

The Board of Education accepts 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/Expending Authority)

(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. (Education Code 42122)

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.

The Superintendent 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 law.

The Superintendent or designee may appoint a budget advisory committee composed of members of the community and staff. The committee shall provide recommendations to the Superintendent during the budget development process. Duties of the committee shall be clearly defined and communicated to all members.

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 Board also shall establish budget assumptions or parameters which may take into consideration the stability of funding sources, enrollment trends, legal requirements and constraints, anticipated increases and/or decreases in the cost of services and supplies, use of one-time resources, categorical program requirements, scheduled salary increases, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of 5 CCR 15443.

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BP 3100(b)

BUDGET (continued)

Prior to adopting the budget, the Board shall conduct a first-tier review, and if necessary a second-tier review, to ensure that the budget meets standards and criteria adopted by the State Board of Education. (Education Code 33127, 33128, 33129; 5 CCR 15440-15452)

The Superintendent or designee shall ensure that the district budget is clearly presented and effectively communicated to the Board, staff, and public. He/she may adapt or supplement the state-required budget format as necessary for these purposes.

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures. In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, and/or other significant changes occur that impact budget projections.

(cf. 3110 - Transfer of Funds)

Legal Reference: (see next page)

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BP 3100(c)

BUDGET (continued)

Legal Reference:

EDUCATION CODE

- 33127 Development of standards and criteria for local budgets and expenditures
- 33128 Standards and criteria
- 33129 Standards and criteria; use by local agencies
- 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; publication of notice of hearing
- 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 Expenditure limitations

CODE OF REGULATIONS, TITLE 5

- 15060 Standardized account code structure
- 15440-15452 Criteria and standards for school district budgets

Management Resources:

CSBA PUBLICATIONS

- Maximizing School Board Governance: Budget Planning and Adoption, 2005*
- Maximizing School Board Governance: Understanding District Budgets, 2005*

CDE PUBLICATIONS

- California School Accounting Manual*

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/fgr>
- 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.sscal.com>

Business and Noninstructional Operations

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BP 3260(a)

FEES AND CHARGES

The Board of Education desires to furnish books, materials and instructional equipment as needed for the educational program. Because the needs of the district must be met with limited available funds, the Board may charge fees when specifically authorized by law.

The district shall consider the student and parent/guardian's ability to pay when establishing fee schedules and granting exceptions.

- (cf. 1321 - Solicitation of Funds from and by Students)*
- (cf. 3250 - Transportation Fees)*
- (cf. 3290 - Gifts, Grants and Bequests)*
- (cf. 3515.4 - Recovery for Property Loss or Damage)*
- (cf. 3553 - Free and Reduced Price Meals)*
- (cf. 5143 - Insurance)*
- (cf. 6145 - Extracurricular and Cocurricular Activities)*
- (cf. 9323.2 - Actions by the Board)*

Legal Reference: (see next page)

DRAFT

BP 3260(b)

FEES AND CHARGES (continued)

Legal Reference:

EDUCATION CODE

- 8263 Child care eligibility
- 8760-8773 Outdoor science and conservation programs
- 17551 Property fabricated by students
- 19910-19911 Offenses against libraries
- 32033 Eye protective devices
- 32221 Insurance for athletic team member
- 32390 Fingerprinting program
- 35330-35332 Excursions and field trips
- 35335 School camp programs
- 38080-38085 Cafeteria establishment and use
- 38119 Lease of personal property; caps and gowns
- 38120 Use of school band equipment on excursions to foreign countries.
- 39807.5 Payment of transportation costs
- 39837 Transportation of students to places of summer employment
- 48050 Residents of adjoining states
- 48052 Tuition for foreign residents
- 48904 Liability of parent or guardian
- 49066 Grades, effect of physical education class apparel
- 49091.14 Prospectus of school curriculum
- 51810-51815 Community service classes
- 52612 Tuition for adult classes
- 52613 Nonimmigrant aliens
- 60410 Students in classes for adults

GOVERNMENT CODE

- 6253 Request for copy; fee

VEHICLE CODE

- 21113 Public grounds (parking)

CALIFORNIA CONSTITUTION

- Article 9, Section 5 Common school system.

CODE OF REGULATIONS, TITLE 5

- 350 Fees not permitted

UNITED STATES CODE, TITLE 8

- 1184 Foreign Students

COURT DECISIONS

- Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513
- Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251
- Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739
- Hartzell v. Connell (1984) 35 Cal. 3d 899
- CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:

CDE MANAGEMENT ADVISORIES

- 1030.97 Fiscal Management Advisory 97-02: Fees Deposits and Other Charges

WEB SITES

- CDE: <http://www.cde.ca.gov>

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

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Business and Noninstructional Operations

BP 3270(a)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

When district-owned books, equipment and supplies become unusable, obsolete, or no longer needed, the Superintendent or designee shall identify these items to the Board of Education, together with their estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed in law and administrative regulations. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of these items.

Instructional materials may be considered obsolete or unusable when they:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies
2. Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas
3. Contain demeaning, stereotyping or patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities
4. Have been inspected and discovered to be damaged beyond use or repair

The Superintendent or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.

(cf. 3440 - Inventories)

Legal Reference: (see next page)

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BP 3270(b)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (continued)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

42291.5 Temporary school bus designation

42303 School bus sale to another district

60500 Determination of obsolescence

60510-60511 Donation or sale

60520-60521 Disposition of sale proceeds

60530 Methods of destruction

62001.4 Instructional materials program, sunset date

GOVERNMENT CODE

25505 District property; disposition; proceeds

UNITED STATES CODE, TITLE 40

484 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 34

80.32 Equipment acquired under a grant or subgrant

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Business and Noninstructional Operations

BP 3280

SALE, LEASE, RENTAL OF DISTRICT-OWNED REAL PROPERTY

The Board of Education shall dispose of district property whenever it is apparent the district will have no further use for it. If property currently unused will be needed at some future time, the Board may lease it to a governmental or private agency or individual. (Education Code 17453, 17455-17484)

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)

Before offering to sell or lease surplus real property to any other parties, the district may offer it to designated child care providers for child care and development purposes.

The sale, lease or rental of district property for child care purposes shall be especially encouraged for programs that are properly licensed, provide adequate insurance coverage, are financially self-supporting and maintain a safe environment through good management and supervision.

(cf. 5148 - Child Care and Development)

When surplus property is not sold or leased to child care providers, the Board shall offer to sell or lease it, with an option to buy, in accordance with the priorities set forth in Education Code 17464 and 17230 and in Government Code 54222.

Any lease or sale made by the Board will conform in all particulars to the provisions of law.

Legal Reference:

EDUCATION CODE

8469.5 Use of school facilities or grounds for school age child care

17022 Approval of new facilities

17219 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17406 Right of district to lease property under lease providing for construction of building

17453 Lease of surplus district property

17455-17484 Sale or lease of real property

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

38134 Groups which may use school facilities without charge; charges for use by other groups

GOVERNMENT CODE

54222 Offer to sell or lease property

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

Business and Noninstructional Operations

DRAFT

BP 3290

GIFTS, GRANTS AND BEQUESTS

The Board of Education may accept any bequest or gift of money or property on behalf of the district. While greatly appreciating suitable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Before accepting a gift, the Board shall consider whether the gift:

1. Has a purpose consistent with the district's vision and philosophy
2. Begins a program which the Board would be unable to continue when the donated funds are exhausted
3. Entails undesirable or excessive costs
4. Implies endorsement of any business or product

(cf. 1325 - Advertising and Promotion)

The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of district philosophy and operations. If the Board feels the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Gift books and instructional materials shall be accepted only if they meet regular district criteria.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

All gifts, grants and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school. At the Superintendent or designee's discretion, a gift may be used at a particular school.

Legal Reference:

EDUCATION CODE

- 1834 Acquisition of materials and apparatus
- 35162 Power to sue, be sued, hold and convey property
- 41030 School district may invest surplus monies from bequest or gifts
- 41031 Special fund or account in county treasury
- 41032 Authority of school board to accept gift or bequest; investments; gift of land requirements
- 41035 Advisory committee
- 41036 Function of advisory committee
- 41037 Rules and regulations

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

Business and Noninstructional Operations

DRAFT

BP 3300(a)

EXPENDITURES AND PURCHASES

The Board of Education recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds. In order to best serve district interests, the Superintendent or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the district receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

(cf. 3000 - Concepts and Roles)

(cf. 3100 - Budget)

(cf. 3350 - Travel Expenses)

(cf. 3400 - Management of District Assets/Accounts)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9270 - Conflict of Interest)

Expending Authority

The Superintendent or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required. The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

The Board shall review all transactions entered into by the Superintendent or designee on behalf of the Board every 60 days. (Education Code 17605)

The Superintendent or designee may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Board.

(cf. 3110 - Transfer of Funds)

District funds shall not be expended for the purchase of alcoholic beverages. (Education Code 32435)

Purchasing Procedures

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings.

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BP 3300(b)

EXPENDITURES AND PURCHASES (continued)

(cf. 3314.2 - Revolving Funds)

(cf. 3440 - Inventories)

(cf. 3511.1 - Integrated Waste Management)

All purchases shall be made by formal contract or purchase order or, with Fiscal Services Department prior approval, shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents; approval or ratification of contracts by governing board

17605 Delegation of authority to purchase supplies and equipment

32370-32376 Recycling paper

32435 Prohibited use of public funds, alcoholic beverages

35010 Control of district; prescription and enforcement of rules

35035 Powers and duties of superintendent

35160 Authority of governing boards

35250 Duty to keep certain records and reports

38083 Purchase of perishable foodstuffs and seasonal commodities

41010 Accounting system

41014 Requirement of budgetary accounting

GOVERNMENT CODE

4330-4334 California made materials

PUBLIC CONTRACT CODE

3410 U.S. produce and processed foods

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2006

WEB SITES

CSBA, Financial Services: <http://www.csba.org/fs>

California Association of School Business Officials: <http://www.casbo.org>

California Department of Education: <http://www.cde.ca.gov>

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Business and Noninstructional Operations

BP 3311(a)

BIDS

The district shall purchase equipment, supplies and services using competitive bidding when required by law and in accordance with statutory requirements for bidding and bidding procedures. In those circumstances where the law does not require competitive bidding, the Board of Education may request that a contract be competitively bid if the Board determines that it is in the best interest of the district to do so.

When the Board has determined that it is in the best interest of the district, the Board may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.

(cf. 9270 - Conflict of Interest)

Legal Reference: (see next page)

DRAFT

BP 3311(b)

BIDS (continued)

Legal Reference:

EDUCATION CODE

- 17595 Purchases through Department of General Services
- 38083 Purchase of perishable foodstuffs and seasonable commodities
- 38110 Purchase of supplies through county superintendent
- 38111 Purchases by district governing board
- 38112 Purchases of necessary supplies
- 39802 Transportation bids and contracts for services

GOVERNMENT CODE

- 4330-4334 Preference of California-made materials
- 6252 Definition of public record
- 53060 Special services and advice
- 54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

- 2001-2001 Responsive bidders
- 3400 Bids, specifications by brand or trade name not permitted
- 3410 United States produce and processed foods
- 6610 Bid visits
- 12161 Definitions, recycled paper products
- 12168 Preference for purchase of recycled paper products
- 12169 Bidders to specify percentage of recycled paper product
- 12200 Definitions, recycled goods, materials and supplies
- 12210 Purchase of recycled products preferred
- 12213 Specification by bidder of recycled content
- 20103.8 Award of contracts
- 20107 Bidder's security
- 20111-20118.4 School districts
- 20189 Bidder's security, earthquake relief
- 22002 Definition of public project
- 22030-22045 Alternative procedures for public projects (UPCAA)
- 22050 Alternative emergency procedures

COURT DECISIONS

- Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449
- City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

Management Resources:

WEB SITES

- CSBA: www.csba.org
- California Association of School Business Officials: www.casbo.org

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

DRAFT

Business and Noninstructional Operations

BP 3312(a)

CONTRACTS

The Board of Education authorizes the Superintendent or designee to enter into contracts on behalf of the district when the contracts are \$45,000 or less. Contracts in excess of \$45,000 shall be brought before the Board for approval.

(cf. 3300 - Expenditures/Expending Authority)
(cf. 3314 - Payment for Goods and Services)
(cf. 3400 - Management of District Assets/Accounts)

All contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee.

(cf. 2121 - Superintendent's Contract)
(cf. 4312.1 - Contracts)
(cf. 9124 - Attorney)

When required by law, contracts and subcontracts made by the district for public works or for goods or services shall contain a nondiscrimination clause prohibiting discrimination by contractors or subcontractors. The nondiscrimination clause shall contain a provision requiring contractors and subcontractors to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement. (Government Code 12990)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

The district shall not enter into a contract that prohibits a school employee from disparaging the goods or services of the contracting party. (Education Code 35182.5)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.

(cf. 9320 - Meetings and Notices)

2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.

(cf. 0440 - District Technology Plan)
(cf. 6162.7 - Use of Technology in Instruction)

3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.

(cf. 1325 - Advertising and Promotion)

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BP 3312(b)

CONTRACTS (continued)

4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.
5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. Any request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17595-17606 Contracts

35182.5 Contract prohibitions

45103.5 Contracts for management consulting service related to food service

49431-49431.5 Nutritional standards

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

LABOR CODE

1775 Penalties for violations

1810-1813 Working hours

PUBLIC CONTRACT CODE

4100-4114 Subletting and subcontracting fair practices

7104 Contracts for excavations; discovery of hazardous waste

7106 Noncollusion affidavit

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20104.50 Construction Progress Payments

22300 Performance retentions

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

Management Resources:

CSBA PUBLICATIONS

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005

WEB SITES

CSBA: <http://www.csba.org>

California Association of School Business Officials: <http://www.casbo.org>

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

Business and Noninstructional Operations
PAYMENT FOR GOODS AND SERVICES

DRAFT

BP 3314

The Board of Education desires to have invoices paid on time in order that the district may take advantage of available discounts and avoid finance charges. The district shall not be responsible for unauthorized purchases.

(cf. 3300 - Expenditures/Expending Authority)
(cf. 3312 - Contracts)
(cf. 3314.2 - Revolving Funds)
(cf. 3400 - Management of District Assets/Accounts)

The Superintendent or designee may pay invoices in excess of previously approved purchase order amounts without further Board approval when the excess amount represents sales tax, transportation charges or charges made for the detention of a shipment during loading or unloading.

Legal Reference:

EDUCATION CODE

42630-42651 General provisions - orders, requisitions and warrants
42800-42806 Revolving cash fund
42810 Alternative revolving fund
42820 Prepayment funds

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

5500 Definitions (facsimile signatures)
5501 Filing and certification of manual signature
5503 Unlawful use of facsimile signatures or seals

PUBLIC CONTRACT CODE

7107 Retention proceeds; withholding; disbursement
20104.50 Construction progress payments

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

Business and Noninstructional Operations

DRAFT

BP 3314.2

REVOLVING FUNDS

District Revolving Fund

The Board of Education has established by resolution a revolving cash fund for use by the Superintendent or designee in paying for goods, services and other charges determined by the Board, including supplemental payments required to correct any payroll errors. (Education Code 42800-42806, 45167)

At the request of the Board, County Auditor or County Superintendent of Schools, the Superintendent or designee shall give an account of the fund. (Education Code 42804)

The Board shall review and revise fund usage as appropriate.

(cf. 3400 - Management of District Assets/Accounts)

Additional Revolving Funds

The Board also may, by resolution, establish revolving cash funds for use by school principals and other administrative officials to pay for goods and services. The total amount of the funds shall not exceed three percent of the current year's instructional supply budget. (Education Code 42810)

No funds maintained in a revolving fund shall be used in an attempt to influence government decisions, for entertainment purposes, or for any other purpose not related to classroom instruction. (Education Code 42810)

The Board shall name the administrators who will have use and control of the funds. Officials so named shall be responsible for all payments into the accounts as well as expenditures from the accounts, subject to restrictions established by the Board.

The revolving cash fund for supplies shall be subject to the bonding provisions of Education Code 42801.

(cf. 3530 - Risk Management/Insurance)

The Board shall provide an audit of revolving funds on a regular basis. (Education Code 42810)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

41020 Audits of all district funds

42238 Local taxation by school districts

42800-42806 Revolving cash fund

42810 Revolving cash funds; use; administrators

45167 Error in salary

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT

DRAFT

Business and Noninstructional Operations

BP 3320

CLAIMS AND ACTIONS AGAINST THE DISTRICT

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.

Compliance with this policy and accompanying administrative regulation is a prerequisite to any court action, unless the claim is governed by statutes or regulations which expressly free the claimant from the obligation to comply with district policies and procedures and the claims procedures set forth in the Government Code.

All Liability and Property damage claims against the District are submitted to the Northern California Schools Insurance Authority (NCSIG), a Joint Powers Authority for claims handling. The NCSIG Board and the Claims Administrator may settle claims, which require the District to pay any part of the first \$10,000 dollar deductible. Any claim requiring the district to pay a settlement greater than the first \$10,000 dollars will require Board action.

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 in facts. (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*

GOVERNMENT CODE

800 *Cost in civil actions*

810-996.6 *Claims and actions against public entities*

53051 *Information filed with secretary of state and county clerk*

COURT DECISIONS

CSEA v. Azusa Unified School District, (1984) 152 Cal.App.3d 580

DRAFT

Business and Noninstructional Operations

BP 3350

TRAVEL EXPENSES

The Superintendent or designee shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

(cf. 4131 - Staff Development)
(cf. 4131.5 - Professional Growth)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Meal Reimbursement

When authorized by the district, personnel and/or students will be reimbursed for reasonable daily meal expenses (includes tax and tip). Reasonable meal expenses will be determined by designated management personnel.

Travel Reimbursement

When authorized by the district, personnel will be reimbursed for mileage when using a personal vehicle for district use. Appropriate mileage reports shall be submitted with requests for reimbursement. Reimbursement will be based on the standard mileage rate as authorized annually by the Internal Revenue Service. The effective date will coincide with the I.R.S. effective date.

Legal Reference:

EDUCATION CODE

44016 Travel expense
44032 Travel expense payment
44033 Automobile allowance
44802 Student teacher's travel expense

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

DRAFT

Business and Noninstructional Operations

BP 3400(a)

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS

The Superintendent or designee shall establish and maintain accurate, efficient financial management systems to meet the district's fiscal obligations, produce useful information for financial reports, and safeguard the district's resources. He/she shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards.

(cf. 3100 - Budget)

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3312 - Contracts)

(cf. 3460 - Financial Reports and Accountability)

Capital Assets

The Board of Education recognizes the importance of accurately identifying and valuing district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of \$10,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value, or depreciation, during each accounting period for all capital assets.

(cf. 3440 - Inventories)

Fraud Prevention and Investigation

The Board expects all employees, Board members, consultants, vendors, contractors and other parties maintaining a business relationship with the district to act with integrity and due diligence in duties involving the district's fiscal resources.

The Superintendent or designee shall be responsible for developing internal controls which aid in the prevention and detection of fraud, financial impropriety or irregularity within the district. Each member of the management team shall be alert for any indication of fraud, financial impropriety or irregularity within his/her area of responsibility.

An employee who suspects fraud, impropriety or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Superintendent or designee. The Superintendent or designee shall have primary responsibility for any necessary investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

DRAFT

BP 3400(b)

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS (continued)

Legal Reference:

EDUCATION CODE

14500-14508 Financial and compliance audits

35035 Powers and duties of superintendent

35250 Duty to keep certain records and reports

41010-41023 Accounting regulations, budget controls and audits

42600-42604 Control of expenditures

42647 Drawing of warrants by district on county treasurer; form; reports, statements and other data

GOVERNMENT CODE

53995-53997 Obligation of contract

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Finance, 1996

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

Statement 34, Basic Financial Statements - and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES

Governmental Accounting Standards Board: <http://www.gasb.org>

CDE, School Fiscal Services: <http://www.cde.ca.gov/fiscal>

State Controller's Office: <http://www.sco.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

School Services of California: <http://www.sscal.com>

California Association of School Business Officials: <http://www.casbo.org>

DRAFT

Business and Noninstructional Operations

BP 3430(a)

INVESTING

All or part of the special reserve fund of the district, or any surplus monies not required for the immediate necessities of the district, may be invested as allowed by law for public funds. (Education Code 41015; Government Code 16430, 53601-53609, 53635)

The Board of Education authorizes the district's chief fiscal officer to invest and reinvest such funds on behalf of the district. If the funds are invested anywhere except the County Treasury then he/she shall make monthly reports of those transactions to the Board. The Board retains the right to revoke this authority at any time.

The Board recognizes that the district's chief fiscal officer has fiduciary responsibility for any funds invested outside the county treasury and is subject to prudent investor standards for investment decisions. As such, he/she shall act with care, skill, prudence and diligence under the prevailing circumstances, including but not limited to the general economic conditions and the anticipated needs of the district. The investment objectives shall be to first safeguard the principal of the funds, then to meet the district's liquidity needs and, third, to achieve a return on the funds. (Government Code 53600.3, 53600.5)

(cf. 9270 - Conflict of Interest)

In order to enhance investment return, the district's goal shall be to generate an investment yield that attains or exceeds a market-average rate of return through economic cycles.

The Board recognizes the importance of overseeing investments made with district funds, including investments by the county treasurer. The Superintendent or designee shall maintain ongoing communication with any county committee established for the purpose of overseeing county investments. In addition, the Superintendent or designee shall keep the Board informed about county policies that guide the investment of these funds.

The Board may establish an investment oversight committee to monitor the district's investments and make recommendations to the chief fiscal officer and the Board regarding investment policies.

(cf. 1220 - Citizen Advisory Committees)

Annual Statement of Investment Policy When Funds are Invested Anywhere Except the County Treasury

The district's chief fiscal officer shall annually provide to the Board and any district investment oversight committee a statement of the district's investment policy or, if all district surplus funds are invested with the county treasurer, the county's investment policy.

The annual investment report shall be submitted no later than the end of the first quarter of the year to which it applies.

DRAFT

BP 3430(b)

INVESTING (continued)

Quarterly Investment Reports When Funds are Invested Anywhere Except the County Treasury

The chief fiscal officer of the district shall provide the Board, Superintendent and internal auditor with quarterly reports of district investments in individual accounts that are \$25,000 or more.

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE

- 41001 Deposit of money in county treasury
- 41002 General fund deposits and exceptions
- 41002.5 Deposit of certain funds in insured institutions
- 41003 Funds received from rental of real property
- 41015 Authorization of and limitation investment of district funds
- 41017 Deposit of miscellaneous receipts
- 41018 Disposition of money received
- 42840-42843 Special reserve fund

GOVERNMENT CODE

- 16430 Eligible securities for investment of surplus money
- 17581.5 Mandates contingent upon state funding
- 27000.3 Fiduciary for deposits in county treasury
- 27130-27137 County treasury oversight committees
- 53600-53609 Investment of surplus
- 53630-53686 Deposit of funds, especially:
 - 53635 Local agency funds; deposit or investment
 - 53646 Treasurer reports and statements of investment policy
- 53852.5 Investment term for funds designated for repayment of notes
- 53859.02 Borrowing by local agency

Management Resources:

CSBA PUBLICATIONS

- Maximizing School Board Governance: Fiscal Accountability, 2005
- School Finance CD-ROM, 2005

CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS

- Local Agency Investment Guidelines, 2002, rev. 2004

WEB SITES

- California State Treasurer's Office, California Debt and Investment Advisory Commission:
<http://www.treasurer.ca.gov/cdiac>

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

DRAFT

Business and Noninstructional Operations

BP 3452(a)

STUDENT ACTIVITY FUNDS

Student organizations may raise and spend money in order to promote the general welfare, morale and educational experiences of the students. Student funds shall finance worthwhile activities which go beyond those provided by the district. Minutes shall be kept of student organization meetings and shall properly reflect all financial activities.

(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 3554 - Other Food Sales)

Student funds shall be managed in accordance with sound business procedures designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

With Board of Education approval, student funds shall be held or invested in one of the following ways:

1. Deposited or invested in a federally insured bank or savings and loan; or in a state or federally insured credit union. (Education Code 48933)
2. Invested in U.S. savings bonds or obligations. (Education Code 48933)
3. Loaned to other district student organizations or invested in district property improvements pursuant to Education Code 48936.

Student funds shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a Board-designated official, the certificated employee who is the student organization advisor and a student organization representative. (Education Code 48933)

The principal shall be responsible for the proper conduct of all student organization financial activities and adherence to district administrative regulations including the Fiscal Crisis Management Assistance Team Associated Student Body Accounting Manual. The Superintendent or designee shall periodically review the organizations' general financial structures and accounting procedures.

The Board shall provide an annual audit of student accounts by a certified public accountant or licensed public accountant. Auditing cost shall be paid from district funds. (Education Code 41020)

(cf. 3400 - Management of District Assets/Accounts)

Legal Reference: (see next page)

DRAFT

BP 3452(b)

STUDENT ACTIVITY FUNDS (continued)

Legal Reference:

EDUCATION CODE

41020 Requirement for annual audit

48930-48938 Student body organization

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

DRAFT

Business and Noninstructional Operations

BP 3460(a)

FINANCIAL REPORTS AND ACCOUNTABILITY

The Board of Education 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 ensure that the financial systems support the district's goals for student achievement.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3430 - Investing)

(cf. 9000 - 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.

(cf. 3400 - Management of District Assets/Accounts)

(cf. 3440 - Inventories)

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.

Fiscal Policy Team

The Board may establish a fiscal policy team to periodically review the district's fiscal policies and procedures and advise the Board regarding long-range fiscal management plans. The fiscal policy team may be assigned to examine the fiscal and economic information needs of the district, the impact of budget allocations on district priorities, the financial health of the district, or other duties specified by the Board. The team shall work with the district's budget and audit committees and appropriate staff in carrying out its functions.

Legal Reference: (see next page)

DRAFT

BP 3460(b)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Legal Reference:

EDUCATION CODE

- 14500-14508 Financial and compliance audits
- 17150 Public disclosure of non-voter-approved debt
- 33127 Standards and criteria for local budgets and expenditures
- 33128 Standards and criteria; inclusions
- 33129 Standards and criteria; use by local agencies
- 35035 Powers and duties of superintendent
- 41010-41023 Accounting system
- 41326 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
- 42127.6 School district operations monitoring; financial obligation nonpayment
- 42130-42134 Financial reports and certifications
- 42140-42142 Public disclosure of fiscal obligations

GOVERNMENT CODE

- 3540.2 School district; qualified or negative certification; proposed agreement review and comment
- 16429.1 Local agency investment fund
- 53646 Reports of investment policy and compliance

CODE OF REGULATIONS, TITLE 5

- 15070 Submission of reports using standardized account code structure
- 15453-15463 Criteria and standards for school district interim reports

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2005

CDE COMMUNICATIONS

1208.00. Audit Resolution Process: Repayment Plans

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

U.S. GENERAL ACCOUNTING OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS

Financial Audit Manual, revised 2003

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.eaap.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. Government Accounting Office: <http://www.gao.gov>

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

DRAFT

Business and Noninstructional Operations

BP 3580(a)

DISTRICT RECORDS

District records shall be developed, maintained and disposed of in accordance with law and California Department of Education regulations.

- (cf. 1340 - Access to District Records)
- (cf. 3440 - Inventories)
- (cf. 4040 - Employee Use of Technology)
- (cf. 4112.6/4212.6/4312.6 - Personnel Files)
- (cf. 5125 - Student Records)
- (cf. 5125.1 - Release of Directory Information)

The Superintendent or designee shall establish regulations that define records which are permanent, optional and disposable and specify how each type of record is to be maintained or destroyed. Any microfilm or electronic copies of original records shall be permanently retained.

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage or loss.

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians or employees when a substitute address is designated by the Secretary of State for victims of domestic violence or stalking. (Government Code 6207)

- (cf. 5111.1 - District Residency)

Legal Reference:

EDUCATION CODE

- 35145 Public meetings
- 35163 Official actions, minutes and journal
- 35250-35255 Records and reports
- 44031 Personnel file contents and inspection
- 49065 Reasonable charge for transcripts

GOVERNMENT CODE

- 6205-6211 Confidentiality of addresses for victims of domestic violence
- 6252-6265 Inspection of public records
- 12946 Retention of employment applications and records for two years

CODE OF REGULATIONS, TITLE 5

- 432 Varieties of pupil records
- 16020-16022 Records-general provisions
- 16023-16027 Retention of records

Management Resources:

SECRETARY OF STATE

Letter re: California Confidential Address Program Implementation (SB 489), August 27, 1999

WEB SITES

California Secretary of State: <http://www.ss.ca.gov>

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

Business and Noninstructional Operations

DRAFT

BP 3600(a)

CONSULTANTS

The Board of Education authorizes the use of consultants to provide expert professional advice or specialized technical or training services which are not needed on a continuing basis and which cannot be provided by district staff because of limitations of time, experience or knowledge. Individuals, firms or organizations employed as consultants may assist management with decisions and/or project development related to financial, economic, accounting, engineering, legal, administrative, instructional or other matters.

As part of the contract process, the Superintendent or designee shall determine, in accordance with Internal Revenue Service guidelines, that the consultant is properly classified as an independent contractor. District employees who perform extra-duty consultant services shall not be retained as independent contractors. They shall be considered employees for all purposes, even if the additional services are not related to their regular duties.

(cf. 4117.12/4317.12 - Retirement Consultancy Contracts)

All consultant contracts exceeding \$5,000 shall be brought to the Board for approval.

(cf. 3312 - Contracts)

The district shall not contract for consulting services that can be performed without charge by a public agency or official unless these services are unavailable from the public source for reasons beyond the district's control.

All qualified firms or resource persons shall be accorded equal opportunity for consultant contracts regardless of race, creed, color, gender, national or ethnic origin, age or disability.

(cf. 3311 - Bids)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 4030 - Nondiscrimination in Employment)

Independent contractors applying for a consultant contract shall submit a written conflict of interest statement disclosing financial interests as determined necessary by the Superintendent or designee, depending on the range of duties to be performed by the consultant. The Superintendent or designee shall consider this statement when deciding whether to recommend the consultant's employment.

(cf. 9270 - Conflict of Interest)

When employees of a public university, county office of education or other public agency serve as consultant or resource persons for the district, they shall certify as part of the consultant agreement that they will not receive salary or remuneration other than vacation pay from any other public agency for the specific days when they work for this district.

Legal Reference: (see next page)

DRAFT

BP 3600(b)

CONSULTANTS (continued)

Legal Reference:

EDUCATION CODE

10400-10407 Cooperative improvement programs

17596 Limit on continuing contracts

35010 Control of districts; prescription and enforcement of rules

35172(a) Promotional activities

35204 Contract with attorney

44925 Part-time readers employed as independent contractors

45103 Classified service in districts not incorporating the merit system

45103.5 Contracts for food service consulting services

45134-45135 Employment of retired classified employee

45256 Merit system districts; classified service; positions established for professional experts on a temporary basis

GOVERNMENT CODE

53060 Contract for special services and advice

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

15-A Employer's Supplemental Tax Guide

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

TITLE: Second Reading -Board Policies 7000 Series-Facilities

Discussion/Action X
Consent
Information

Agenda Item
January 17, 2006
Page 1 of 1

Prepared by: *Michael Weissenborn, Facilities Planner/Construction Manager*

Background information

This is the second reading and request for approval of Series 7000 Policies which were first presented to the Board on 12/06/2006. Working in conjunction with CSBA Policy Services, CUSD continues to update and revise Board Policies and Regulations to keep CUSD legally compliant.

Educational Implications

The Governing Board recognizes that one of its major responsibilities is to provide healthful, safe and adequate facilities that enhance the instructional program.

Fiscal Implications

Additional Information

Recommendation

Second reading and approval of 7000 Series.

Reviewed:



Randy Meeker

Assistant Superintendent, Business Services

**BOARD POLICIES 7000 SERIES-FACILITIES
MOST CURRENT CSBA UPDATES
READY FOR REVIEW AND BOARD APPROVAL**

7000	BP	Concepts and Roles
7110	BP	Facilities Master Plan
7131	BP	Relations with Local Agencies
7140	BP	Architectural and Engineering Services
7150	BP	Site Selection and Development
7210	BP	Facilities Financing
7211	BP	Developer Fees
7214	BP	General Obligation Bonds
7310	BP	Naming of Facility

Facilities

BP 7000(a)

CONCEPTS AND ROLES

The Governing Board recognizes that one of its major responsibilities is to provide healthful, safe and adequate facilities that enhance the instructional program. The Board shall endeavor to make the provision of adequate school facilities a priority in the district. Because the schools serve as a focal point for the community, the Board shall also strive to ensure that district facilities fit harmoniously and attractively into their neighborhoods and have flexibility of design to meet future educational and community needs.

(cf. 9000 - Role of the Board)

The Board shall strive to have a school facilities master plan in place and regularly reviewed in light of the district's educational goals. In accordance with this plan, the Board shall:

1. Approve additions or major alterations to existing buildings

(cf. 7111 - Evaluating Existing Buildings)

2. Determine what new buildings shall be built, when and where, and what equipment shall be purchased for them

3. Determine the method of financing that will be used

(cf. 7210 - Facilities Financing)

4. Select and purchase school sites for future expansion

(cf. 7150 - Site Selection and Development)

5. Approve the selection of architects and structural engineers

(cf. 7140 - Architectural and Engineering Services)

6. Award contracts for design and construction

7. Name schools and individual buildings

(cf. 7310 - Naming of Facility)

8. Advocate school facility needs to the community

(cf. 7110 - Facilities Master Plan)

(cf. 7131 - Relations with Local Agencies)

The Superintendent or designee shall:

Facilities

BP 7000(b)

CONCEPTS AND ROLES

1. Assess the district's short- and long-term facility needs
2. Direct the preparation and updating of the facilities master plan
3. Oversee the preparation of bids and award of contracts
(cf. 3311 - Bids)
4. Supervise the implementation of the district's building program in accordance with the master plan, Board policy, and state and local requirements, including collaboration with the architect and contractor on the construction of new facilities and modernization of existing facilities
5. Represent the district in official governmental interactions related to the building program

Legal Reference:

EDUCATION CODE

17210-17224 General provisions (school sites)

17260-17268 Plans of schoolhouses

17280-17317 Approval of plans and supervision of construction

17340-17343 Building of schoolhouses

17350-17360 Factory-built school buildings

17365-17374 Fitness of buildings for occupancy; liability of board members

17400-17429 Leasing of school buildings

CODE OF REGULATIONS, TITLE 5

14001 Minimum standards

14010 Procedure for site acquisition

14030 Preliminary procedure, planning and approval of school facilities

14031-14032 Submissions to bureau of school facilities planning; approval

Facilities

BP 7110(a)

FACILITIES MASTER PLAN

The Governing Board recognizes the importance of long-range planning for school facilities in order to help meet the changing needs of district students and to help ensure that resources are allocated in an efficient and effective manner. To that end, the Board directs the Superintendent or designee to develop and maintain a master plan for district facilities.

The plan shall describe the district's anticipated short- and long-term facilities needs and priorities and shall be aligned with the district's educational goals.

(cf. 0000 - Vision)
(cf. 7000 - Concepts and Roles)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7131 - Relations with Local Agencies)
(cf. 7210 - Facilities Financing)

The Superintendent or designee shall ensure that staff, parents/guardians, students, and business and community representatives are kept informed of the need for construction and modernization of facilities and of the district's plans for facilities. The Superintendent or designee may also establish a facilities committee that shall meet at regular intervals in order to give community members opportunities to provide input into the planning process. The committee may consult local governmental and state planning agencies in order to ensure compliance with local and state standards.

(cf. 1220 - Citizen Advisory Committees)

At least 45 days prior to completion of any facilities plan that relates to the potential expansion of existing school sites or the necessity to acquire additional school sites, the Superintendent or designee shall notify and provide copies of the plan or any relevant and available information to the planning commission or agency of the city or county with land use jurisdiction within the district. (Government Code 65352.2)

If the city or county commission or agency requests a meeting, the Superintendent or designee shall meet with them within 15 days following the notification. Items that the parties may discuss at the meeting include, but are not limited to, methods of coordinating planning with proposed revitalization efforts and recreation and park programs, options for new school sites, methods of maximizing the safety of persons traveling to and from the site, and opportunities for financial assistance. (Government Code 65352.2)

Facilities

BP 7110(b)

FACILITIES MASTER PLAN

Legal Reference:

EDUCATION CODE

16011 Long range comprehensive master plan
16322 Department of Education services
17017.5 Approval of applications for projects
17251 Powers and duties of CDE
17260-17268 Plans of schoolhouses
17280-17317 Field Act
17365-17374 Fitness for occupancy
17405 Relocatable structures; lease requirements
35275 New school planning; cooperation with recreation and park authorities

GOVERNMENT CODE

53090-53097.5 Regulation of local agencies by counties and cities
65352.2 Communicating and coordinating of school sites
65995.6 School facilities needs analysis

CODE OF REGULATIONS, TITLE 5

14001 Minimum standards
14030-14036 Standards, planning and approval of school facilities

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

WEB SITES

Office of Public School Construction: <http://www.opsc.dgs.ca.gov>
CDE, School Facilities Division: <http://www.cde.ca.gov/facilities>

Facilities

BP 7131(a)

RELATIONS WITH LOCAL AGENCIES

The Governing Board recognizes the importance of collaborating and communicating with other local agencies in order to provide the best possible school facilities and to allocate facility resources in an effective and efficient manner. The Board and district staff shall consult and coordinate with local agencies as required by law and whenever the expertise and resources of these agencies can assist the district in the planning, design and construction of facilities.

Following notification by a city or county of proposed action to adopt or substantially revise a general plan, the Board may request a meeting with the local planning agency to discuss possible methods of coordinating planning, design and construction of new school facilities and school sites. (Government Code 65352.2)

The Superintendent or designee shall monitor land development proposals within district boundaries and shall ensure that an exchange of accurate information is maintained with city/county planning staff regarding the impact of land development on the district's educational programs and facility needs.

(cf. 7150 - Site Selection and Development)

Recognizing that available funds may not suffice to eliminate overcrowding in district schools caused by new development, the Board urges the city/county to adopt in its general plan or other appropriate planning documents, to the extent permitted by law, a provision which ensures that adequate school facilities will be available.

(cf. 7210 - Facilities Financing)

(cf. 7211- Developer Fees)

Notifications to Other Local Agencies

The Board shall notify the city council or county board of supervisors whenever it finds, based on clear and convincing evidence: (Government Code 65971)

1. That conditions of overcrowding exist in one or more attendance areas within the district which will impair the normal functioning of the educational programs, and the reason for the existence of those conditions
2. That all reasonable methods of mitigating conditions of overcrowding have been evaluated and no feasible method for reducing those conditions exists

The above notice shall specify the mitigation measures considered by the district and shall include a completed application to the Office of Public School Construction for preliminary determination of eligibility for school construction under applicable state law. (Government Code 65971)

Facilities

BP 7131(b)

RELATIONS WITH LOCAL AGENCIES

The Superintendent or designee shall notify the appropriate city or county planning agency of the adoption of a school facility needs analysis or facilities master plan, the acquisition of a school site, or other action regarding school facilities in accordance with law.

(cf. 7110 - Facilities Master Plan)

Legal Reference:

EDUCATION CODE

17280-17316 Approval of plans and supervision of construction

35275 New school planning, cooperation with recreation and park authorities

GOVERNMENT CODE

53090-53097.5 Compliance with city or county regulations

65300-65307 Authority for and scope of general plans

65352.2 Communication between cities, counties and school districts

65850-65863.11 Adoption of regulations

65970-65981 School facilities

65995-65998 Developer fees

PUBLIC RESOURCES CODE

21000-21117 California Environmental Quality Act of 1970

CODE OF REGULATIONS, TITLE 5

14010 Procedure for site acquisition

CODE OF REGULATIONS, TITLE 14

15000-15285 Implementation of California Environmental Quality Act of 1970

Management Resources:

WEB SITES

Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

CDE, School Facilities Division: <http://www.cde.ca.gov/facilities>

Facilities

BP 7140

ARCHITECTURAL AND ENGINEERING SERVICES

In order to ensure safe construction and protect the investment of public funds, the Governing Board requires that a licensed and certified architect or structural engineer be employed to design and supervise the construction of district schools and other facilities.

The Superintendent or designee shall devise a competitive process for the selection of architects and structural engineers that is based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. For each project, he/she shall recommend specific architectural and engineering firms to the Board. The Board shall pay fair and reasonable amounts warranted by the provider's qualifications and competence. The Board need not select the lowest responsible bidder.

(cf. 3311 - Bids)

Legal Reference:

EDUCATION CODE

17070.59 Conditions for apportionment

17280-17316 Approvals, especially:

17302 Persons qualified to prepare plans, specifications and estimates and supervise construction

17316 Contract provision re school district property

17371 Limitation on liability of governing board

GOVERNMENT CODE

4525-4529.5 Contracts with private architects, engineering, land surveying, and construction project management firms

14837 Definition of small business

87100 Public officials; financial interest

PUBLIC CONTRACT CODE

20111 School district contracts

Facilities

BP 7150(a)

SITE SELECTION AND DEVELOPMENT

The Governing Board believes that a school site should serve the district's educational needs in accordance with the district's master plan as well as show potential for contributing to other community needs.

(cf. 7110 - Facilities Master Plan)

The Board recognizes the importance of community input in the site selection process. To this end, the Board will solicit community input whenever a school site is to be selected and shall provide public notice and hold public hearings in accordance with law.

(cf. 1220 - Citizen Advisory Committees)
(cf. 9320 - Meetings and Notices)

The Superintendent or designee shall establish a site selection process which complies with law and ensures that the best possible sites are acquired and developed in a cost-effective manner.

(cf. 7140 - Architectural and Engineering Services)
(cf. 7210 - Facilities Financing)

Before acquiring property for a new school or an addition to an existing school site, the Board shall evaluate the property at a public hearing using state site selection standards. (Education Code 17211)

Environmental Impact Investigation for the Site Selection Process

The Superintendent or designee shall determine whether any proposed development project is subject to the requirements of the California Environmental Quality Act (CEQA) and shall ensure compliance with this Act whenever so required. When evaluating district projects, the CEQA guidelines shall be used.

Agricultural Land

If the proposed site is in an area designated in a city, county, or city and county general plan for agricultural use and zoned for agricultural production, the Board shall determine all of the following: (Education Code 17215.5)

1. That the district has notified and consulted with the city, county, or city and county within which the prospective site is to be located
2. That the Board has evaluated the final site selection based on all factors affecting the public interest and not limited to selection on the basis of the cost of the land

Facilities

BP 7150(b)

SITE SELECTION AND DEVELOPMENT

3. That the district shall attempt to minimize any public health and safety issues resulting from the neighboring agricultural uses that may affect students and employees at the site

Legal Reference:

EDUCATION CODE

17006 Definition of self-certifying district
17024 Prior written approval of CDE for selection of school site or construction of building
17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998
17210-17224 General provisions (school sites)
17240-17243 New Schools Relief Act
17250.10-17250.50 Design-build contracts
17251-17253 Powers concerning buildings and building sites
17260-17268 Plans
17280-17317 Approvals
17565-17592.5 Board duties re management and control of school property
35271 Power to acquire and construct on adjacent property
35275 New school planning and design, re consultation with local recreation and park authorities

CODE OF CIVIL PROCEDURE

1263.710-1263.770 Remediation of hazardous substances on property to be acquired by school district

GOVERNMENT CODE

53094 Authority to render zoning ordinances inapplicable
65402 Acquisition or disposition of property
65995-65997 Developer fees
66455.9 Written notices of proposed public school site within development; investigation and report; conditions for acquisition

PUBLIC RESOURCES CODE

21000- 21177 Implementation of Environmental Quality Act

HEALTH AND SAFETY CODE

44360 Risk Assessment

CODE OF REGULATIONS, TITLE 5

14001-14036 Minimum standards

CODE OF REGULATIONS, TITLE 14

15000-15209 Review and evaluation of EIRs and negative declarations

ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 130 (1999)

Management Resources:

WEB SITES

CDE, School Facilities Planning Division: <http://www.cde.ca.gov/dmsbranch/sfpdiv>
Office of Public School Construction: <http://www.opsc.dgs.ca.gov/>

Facilities

BP 7210(a)

FACILITIES FINANCING

When it is determined that school facilities must be built or expanded to accommodate a increased or projected increased enrollment, the Governing Board shall consider appropriate methods of financing for the purchase of school sites and the construction of buildings. In addition, financing may be needed when safety considerations and educational program improvements require the replacement, reconstruction or modernization of existing facilities.

The Superintendent or designee shall research funding alternatives and recommend to the Board the method that would best serve district needs as identified in the district's master plan for school facilities.

(cf. 7110 - Facilities Master Plan)

These funding alternatives may include, but not be limited to:

1. Levying developer fees pursuant to Education Code 17620 and Government Code 65995-65998

(cf. 7211 - Developer Fees)

2. Forming a community facilities district pursuant to Government Code 53311-53368.3, the Mello-Roos Community Facilities Act

(cf. 7212 - Mello-Roos Districts)

3. Forming a school facilities improvement district pursuant to Education Code 15300-15425

(cf. 7213 - School Facilities Improvement Districts)

4. Issuing voter-approved general obligation bonds
5. Imposing a qualified parcel tax pursuant to Government Code 50079
6. Using lease revenues for capital outlay purposes from surplus school property

Legal Reference:

EDUCATION CODE

15100-17059.2 School bonds, especially:

15122.5 Ballot statement

15300-15425 School facilities improvement districts

17000-17059.2 State School Building Lease-Purchase Law of 1976

17060-17066 Joint venture school facilities construction projects

17070.10-17076.10 Leroy F. Greene School Facilities Act of 1998

17085-17095 State Relocatable Classroom Law of 1979

Facilities

BP 7210(b)

FACILITIES FINANCING

17582 District deferred maintenance fund
17620-17626 Levies against development projects by school districts especially:
17621 Procedures for levying fees

GOVERNMENT CODE

6061 One time notice
6066 Two weeks' notice
50075-50077 Voter-approved special taxes
50079 School districts; qualified special taxes
53175-53187 Integrated Financing District Act
53311-53368.3 Mello-Roos Community Facilities Act of 1982
53753 Assessment notice and hearing requirements
53753.5 Exemptions
54954.1 Mailed notice to property owners
54954.6 New or increased tax or assessment; public meetings and hearings; notice
65864-65867 Development agreements
65970-65980.1 School facilities development project
65995-65998 Payment of fees against a development project
66000-66008 Fees for development projects
66016-66018.5 Development project fees
66020-66025 Protests and audits

HEALTH AND SAFETY CODE

33445.5 Overcrowding of schools resulting from redevelopment
33446 School construction by redevelopment agency

CALIFORNIA CONSTITUTION

Article 13D, Sections 1-6 Assessment and property related fee reform

UNCODIFIED STATUTES

17696-17696.98 Greene-Hughes School Building Lease-Purchase Bond Law of 1986

CODE OF REGULATIONS, TITLE 2

1859-1859.106 School facility program

COURT DECISIONS

Loyola Marymount University v. Los Angeles Unified School District (1996) 45 Cal.App.4th 1256

Ehrlich v. City of Culver City (1996) 12 Cal.4th 854

Dolan v. City of Tigard (1994) 114 S.Ct. 2309

Canyon North Co. v. Conejo Valley Unified School District (1993) 19 Cal.App.4th 243, 23 Cal.Rptr.2d 495

Garlic Development Co. v. Hayward Unified School District (1992) 3 Cal.App.4th 320, 4 Cal.Rptr.2d 897

Nollan v. California Coastal Commission (1987) 107 S.Ct. 3141

ATTORNEY GENERAL OPINIONS

79 Ops.Cal.Atty.Gen. 149 (1996)

Management Resources:

WEB SITES

Department of General Services, Office of Public School Construction:
<http://www.dgs.ca.gov/opsc/>

Facilities

BP 7211

DEVELOPER FEES

In order to finance the construction or reconstruction of school facilities needed to accommodate students coming from new development, the Governing Board may establish, levy and collect developer fees on residential, commercial and industrial construction within the district, subject to restrictions specified by law and administrative regulation.

Appeals Process for Protests by Developers

The Superintendent or designee shall establish an appeals process for the handling of protests by developers. (Education Code 17621)

Legal Reference:

EDUCATION CODE

17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998

17582 District deferred maintenance fund

17620-17626 Levies against development projects by school districts

GOVERNMENT CODE

6061 One time notice

6066 Two weeks' notice

65352.2 Level 2 funding notification requirement

65864-65869.5 Development agreements

65995-65998 Payment of fees against a development project

66000-66008 Fees for development projects

66016-66018.5 Development project fees

66020-66025 Protests and audits

CODE OF REGULATIONS, TITLE 2

1859-1859.106 School facility program

COURT DECISIONS

Dolan v. City of Tigard (1994) 114 S.Ct. 2309

Management Resources:

WEB SITES

Department of General Services, Office of Public School Construction:

<http://www.dgs.ca.gov/opscl>

Facilities

BP 7214(a)

GENERAL OBLIGATION BONDS

The Governing Board desires to provide adequate facilities in order to enhance curriculum and to help the district achieve its vision for educating district students. To that end, the Board may order an election on the question of whether bonds shall be issued for school facilities when in the Board's judgment it is advisable and in the best interest of district students.

(cf. 7110 - Facilities Master Plan)

(cf. 7210 - Facilities Financing)

The Board shall determine the appropriate size of the bond in accordance with law.

Bonds Requiring 55% Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 55% majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agree to such an election, the Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55% majority of the voters. (Education Code 15266)

The bond election may only be ordered at a primary or general election, a regularly scheduled local election or a statewide special election. (Education Code 15266)

Bonded indebtedness incurred by the district shall be used only for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities or the acquisition or lease of real property for school facilities. (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

1. A requirement that proceeds from the sale of the bonds be used only for the purposes specified above and not for any other purposes including teacher and administrative salaries and other school operating expenses
2. A list of specific school facility projects to be funded and certification that the Board has evaluated safety, class size reduction and information technology needs in developing that list

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 6151 - Class Size)

Facilities

BP 7214(b)

GENERAL OBLIGATION BONDS

3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed
4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

Bonds Requiring 66.67% Approval by Local Voters

Bonds shall be sold for the purpose of raising money for the following purposes:
(Education Code 15100)

1. Purchasing school lots
2. Building or purchasing school buildings
3. Making of alterations or additions to school building(s) other than as may be necessary for current maintenance, operation or repairs
4. Repairing, restoring or rebuilding of any school building damaged, injured or destroyed by fire or other public calamity
5. Supplying of school buildings and grounds with furniture, equipment or necessary apparatus of a permanent nature
6. Permanent improvement of school grounds
7. Refunding of any outstanding valid indebtedness of the district, evidenced by bonds or of state school building aid loans
8. Carrying out of sewer or drain projects or purposes authorized in Education Code 17577
9. Purchase of school buses with a useful life of at least 20 years
10. Demolition or razing of any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by order of the Board and entered into the minutes. (Education Code 15100)

Facilities

BP 7214(c)

GENERAL OBLIGATION BONDS*Legal Reference:*EDUCATION CODE*15100-15254 Bonds for school districts and community college districts**15264-15288 Strict Accountability in Local School Construction Bonds Act of 2000**17577 Sewers and drains**47614 Charter school facilities*ELECTIONS CODE*324 General election**328 Local election**341 Primary election**348 Regular election**356 Special election**387 Statewide election**1302 School district election*GOVERNMENT CODE*1090-1098 Prohibitions applicable to specified officers**1125-1129 Incompatible activities**53580-53595.53 Bonds*CALIFORNIA CONSTITUTION*Article 13A, Section 1 Tax limitation**Article 16, Section 18 Debt limit**Management Resources:*WEB SITES*CSBA: <http://www.csba.org>**CDE: <http://www.cde.ca.gov>**Better Schools for CA: <http://www.betterschoolsforca.org>*

Facilities

BP 7310

NAMING OF FACILITY

The Governing Board shall name schools or individual buildings in recognition of:

1. Individuals, living or deceased, who have made outstanding contributions to the county or community
2. Individuals, living or deceased, who have made contributions of state, national or worldwide significance
3. The geographic area in which the school or building is located

The Board encourages community participation in the process of selecting names. A citizen advisory committee shall be appointed to review name suggestions and submit recommendations for the Board's consideration.

(cf. 1220 - Citizen Advisory Committees)

The renaming of existing schools or major facilities shall occur only under extraordinary circumstances and after thorough study.

Memorials

Upon request, the Board shall consider naming buildings, parts of buildings or athletic fields in honor of the contributions of students, staff members and community members who have been deceased for at least one year.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

TITLE: Chico Junior High School Gymnasium Restroom Replacement

Action X
Consent
Information

Agenda Item
January 17, 2007
Page 1 of 1

Prepared by: *Michael Weissenborn, Facilities Planner/Construction Manager*

Background information

On January 18, 2006 the Student Housing Committee presented its annual report to the Board of Education with recommended projects to be undertaken the summer of 2006. One of the projects that the Board approved was the placement of a relocatable restroom adjacent to the Chico Junior High gymnasium. The intent was to replace the restroom which had been added to the gym without Department of State Architect (DSA) approval. These restrooms were closed down 2 ½ years ago due to safety concerns. After further analysis and working with the school site, it was determined that the approach using relocatable restrooms would be problematic and the best approach would involve demolition of existing restrooms and replacement with permanent facilities. The addition of the relocatable restroom was put on hold.

Educational Implications

The District's Strategic Plan states: "A safe, nurturing and inspiring environment is essential for individuals to thrive."

Fiscal Implications

The project funding source would be Developer Fees, as had been previously approved by the Board of Education.

Additional Information

Recommendation

It is requested that the Board of Education authorize the Assistant Superintendent, Business Services to proceed with the development of construction documents, secure approval of plans from DSA and put the project out to bid in accordance of the Public Contract Code. Bid results will be brought back for Board approval before construction begins.

Reviewed by: _____
Randy Meeker, Assistant Superintendent, Business Services

Agenda Item #: _____
(DO Use Only)

PROPOSED AGENDA ITEM: Resolution # 980-07, dealing with the offering of 2 years of additional service credit for STRS.

Prepared by: Bob Feaster, Assistant Superintendent, HR

- ☐ Consent
☐ Information Only
☒ Discussion/Action

Board Date: January 17, 2007

Background Information:

The recently ratified collective bargaining agreement between the District and CUTA calls for the offering of 2 years of additional service credit to certificated staff in the State Teachers' Retirement System (STRS) also known as the Golden Handshake. This resolution spells out the terms of that, sets the notification deadline and the window period during which qualified employees could retire to receive this incentive.

Educational Implications:

The implementation of this resolution should result in a significant increase in certificated staff members retiring earlier than they would have without this option. We will lose many experienced teachers while having the option to hire newer (likely younger) teachers to the District. The savings from doing this should result in funds that benefit the existing educational programs.

Fiscal Implications:

The District incurs savings when a certificated staff member who is at the upper end of the salary schedule retires and is replaced with new hire that is at the lower portion of the salary schedule. Savings will be realized even with the additional contribution to STRS we are required to make for this option. These savings have been calculated into the budget projections.

Recommendation:

Approval of resolution.

Resolution No. 980-07

**BEFORE THE BOARD OF EDUCATION
of the
CHICO UNIFIED SCHOOL DISTRICT**

(Two Years Of Certificated Service Credit)

WHEREAS, California Education Code Sections 22714 and 44929 permit boards of education of school districts to offer eligible certificated employees two (2) years of State Teachers' Retirement System (STRS) service credit if certain criteria are met; and

WHEREAS, the District has determined that because of impending curtailment of or changes in the manner of performing services, the best interests of the District would be served by encouraging certificated employees to retire for service; and

WHEREAS, the District has considered the availability of replacements to fill the positions that would be vacated by the retirement, and has determined that the retirement will result in a net savings to the District.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Chico Unified School District that:

1. Pursuant to Sections 22714 and 44929 of the California Education code, the District offers a "Golden Handshake" of two years of STRS service credit to all eligible certificated employees;
2. An eligible certificated employee is one who has rendered, and is credited with, not less than five (5) years of service and who meets such other criteria that have been established by the State Teachers' Retirement System.
3. Eligible employees interested in the "Golden Handshake" must tender, no later than March 5, 2007, an irrevocable resignation/notice of retirement to the District (see Attachment A). The employee's actual date of retirement shall be within the "window period" which is defined as June 8, 2007 through and including August 7, 2007.
4. The Superintendent and/or his designee is authorized and directed to:
 - a. Notify eligible certificated employees of the District's offer of a "Golden Handshake";

- b. Provide employees with any necessary information and notices to facilitate this offer;
- c. Demonstrate, and certify to the Butte County Superintendent of Schools, that this action will result in a net savings to the District; and
- d. Transfer to the STRS retirement fund such amounts for additional service credit and administrative costs ~~necessary~~ to implement this Resolution, as determined by STRS in accordance with Education Code §§ 22714 and 44929.

BE IT FURTHER RESOLVED that, in the event the Superintendent or his designee cannot demonstrate and certify to the Butte County Superintendent of Schools that this action will result in a net savings to the District, this Resolution shall be null and void, and any employee elections to retire pursuant to this Resolution shall be deemed withdrawn.

PASSED AND ADOPTED by the Board of Education of the Chico Unified School District at a regular meeting held on the ____th day of _____ 2007, by the following roll call vote:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage.

President of the Board of Education

ATTEST:

Clerk of the Board of Education

Attachment "A"

EMPLOYEE NOTICE OF RETIREMENT
(District Certificated Staff Retirement Incentive and Golden Handshake)

1. ACKNOWLEDGMENT:

I acknowledge that I have received a copy of the Side Letter of Agreement between the District and the Chico Unified Teachers Association (CUTA) regarding the Certificated Staff Retirement Incentives.

2. OPPORTUNITY TO CONSULT:

Before signing this acknowledgment, and submitting my election to retire and receive the Retirement Incentive, I had the opportunity to review that Side Letter (and its Attachment "A" and Attachment "B") and to consult with a representative of my choice.

3. FORMAL NOTICE:

This is Formal Notice of:

A. My retirement from the Chico Unified School District (District)

B. My decision to:

(1) ☐ receive the Certificated Staff Retirement Incentive;

(2) ☐ apply for the STRS Golden Handshake after completion of the 2006/07 school year.

C. My last day of employment as an active employee will be _____.

D. I understand that my decision to retire is irrevocable, once this Formal Notice is submitted to the District, provided my selected incentive is "funded".

4. ACCEPTANCE OF TERMS:

I understand and accept the terms of the Retirement Incentive. Specifically, but without limitation, I acknowledge and agree to the requirements and forfeitures set forth in Paragraph 4.B. of the Agreement.

Dated:

Print Name:

Signature:

Agenda Item #: _____
(DO Use Only)

PROPOSED AGENDA ITEM: Resolution # 981-07, dealing with the offering of 2 years of additional service credit for certificated staff in PERS and public hearing of the financial disclosure.

Prepared by: Bob Feaster, Assistant Superintendent, HR

- ☐ Consent
☐ Information Only
☒ Discussion/Action

Board Date: January 17, 2007

Background Information:

The recently ratified collective bargaining agreement between the District and CUTA calls for the offering of 2 years of additional service credit to certificated staff in the State Teachers Retirement System (STRS) also known as the Golden Handshake. A small number of CUTA members participate in the Public Employees' Retirement System (PERS). It was agreed that these CUTA members should be afforded the same opportunity to participate in a Golden Handshake as their STRS counterparts. This resolution allows certificated PERS staff that same opportunity.

Educational Implications:

The implementation of this resolution should result in a significant increase in certificated staff members retiring earlier than they would have without this option. We may lose up to two (2) experienced teachers while having the option to hire newer (likely younger) teachers to the District.

Fiscal Implications:

The District incurs savings when a certificated staff member who is at the upper end of the salary schedule retires and is replaced with new hire that is at the lower portion of the salary schedule. Savings should be realized even with the additional contribution to PERS we are required to make for this option. These savings have been calculated into the budget projections.

Recommendation:

Approval of resolution.

Resolution No. 981-07

**BEFORE THE BOARD OF EDUCATION
of the
CHICO UNIFIED SCHOOL DISTRICT**

(Two Years Of Service Credit)

WHEREAS, California Government Code Section 20903 permit governing bodies of school districts to offer eligible employees two (2) years of Public Employees' Retirement System ("PERS") service credit if certain criteria are met; and

WHEREAS, the Chico Unified School District Board of Education ("Board") has determined that because of impending curtailment of or changes in the manner of performing services, the best interests of the Chico Unified School District ("District") would be served by encouraging certificated and classified employees to retire from service;

WHEREAS, the Board is electing to exercise the provisions of this section, because of impending mandatory transfers, demotions, and layoffs that constitute at least one percent (1%) of the job classification, department, or organizational unit as designated by the Board, resulting from the curtailment of, or change in the manner of performing, its services;

WHEREAS, it is its intention of the Board, at the time that this section is made operative that if any early retirements are granted after receipt of service credit pursuant to this section, that any vacancies thus created or at least one vacancy in any position in any department or other organizational unit shall remain permanently unfilled thereby resulting in an overall reduction in the workforce of the department or organizational unit; and

WHEREAS, the Board agrees that the added cost to the retirement fund for all eligible employees who retire during the specified period shall be included in the District's employer contribution rate, as determined by PERS in accordance California Government Code Section 20814.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Chico Unified School District that:

1. Pursuant to Section 20903 of the California Government Code, the Board offers a "Golden Handshake" of two (2) years of PERS service credit to all eligible certificated employees;
2. An eligible certificated or classified employee is one who has rendered, and is credited with, not less than five (5) years of service and who meets such other criteria that have been established by the Public Employees' Retirement System.

3. Eligible employees interested in the "Golden Handshake" must tender, no later than March 5, 2007, an irrevocable resignation/notice of retirement to the District in the form attached hereto as Attachment A and incorporated herein. The employee's actual date of retirement shall be within the "window period" which is defined as May 9, 2007 through and including August 7, 2007.

BE IT FURTHER RESOLVED that, in the event the Board is unable to certify that the Board is electing to exercise the provisions of this section, because of impending mandatory transfers, demotions, and layoffs that constitute at least one percent (1%) of the job classification, department, or organizational unit as designated by the governing board, resulting from the curtailment of, or change in the manner of performing, its services, this Resolution shall be null and void, and any employee elections to retire pursuant to this Resolution shall be deemed withdrawn.

PASSED AND ADOPTED by the Board of Education of the Chico Unified School District at a regular meeting held on the ____th day of _____ 2007, by the following roll call vote:

AYES: _____

NOES: _____

ABSENT: _____

Signed and approved by me after its passage.

President of the Board of Education

ATTEST:

Clerk of the Board of Education

- A. My retirement from the Chico Unified School District (District)
- B. My decision to apply for the PERS Golden Handshake after completion of the 2006/07 school year.
- C. My last day of employment as an active employee will be _____.
- D. I understand that my decision to retire is irrevocable, once this Formal Notice is submitted to the District, provided my selected incentive is "funded".

Dated: _____

Printed Name: _____

Signature: _____

Attachment "A"

EMPLOYEE NOTICE OF RETIREMENT

1. OPPORTUNITY TO CONSULT:

Before signing this acknowledgment, and submitting my election to retire and receive the Golden Handshake, I had the opportunity to consult with a representative of my choice.

2. FORMAL NOTICE:

This is Formal Notice of:

Golden Handshake
Estimated Cost Savings of Eligible Employees
2006/2007

LAST	FIRST	Age	DOB	HIRE DATE	ION	SALARY PROJECT	FTE	ANN SAL	FACTOR	COST OF SERVICE CREDIT + \$10 EVAL FEE
Employee #1		58				.00	1	\$69,409.00	0.54	37,490.86
#2		57				.00	1	\$51,297.00	0.54	27,710.38

65,201.24