

# **CUSD Board of Education**

**Regular Meeting Agenda**

**Chico City Council Chambers**

**November 7, 2007**

**CLOSED SESSION – 6:15 P.M.**

**REGULAR BOARD MEETING – 7:00 P.M.**



## **Board Members**

**Rick Rees, President**

**Jann Reed, Vice President**

**Dr. Kathleen Kaiser, Clerk**

**Rick Anderson, Member**

**Dr. Andrea L. Thompson, Member**

**Kelly Staley, Interim Superintendent**

**This Agenda is Available at:  
Chico Unified School District**

**1163 E. 7<sup>th</sup> Street**

**Chico, CA 95928**

**(530) 891-3000**

**Or Online at:**

**[www.chicousd.org](http://www.chicousd.org)**

**Posted: 11/02/07**

The Chicago Unified School District Board of Education welcomes you to this meeting and invites you to participate in matters before the Board.

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

***No disturbance or willful interruption of any Board meeting shall be permitted. Persistence by an individual or group shall be grounds for the Chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared, if necessary. In this case, further Board proceedings shall concern only matters appearing on the agenda.***

#### **CONSENT CALENDAR**

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

#### **STUDENT PARTICIPATION**

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

#### **PUBLIC PARTICIPATION FOR ITEMS ON THE AGENDA**

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

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

#### **PUBLIC PARTICIPATION FOR ITEMS NOT ON THE AGENDA**

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

- Public comments for items not on the agenda will be limited to one hour in duration.
- Initially, each general topic will be limited to 3 speakers.
- Speakers will identify themselves and will direct their comments to the Chair.
- Each speaker will be given five (5) minutes to address the Board.
- Once 2 speakers have shared a similar viewpoint, the Chair will ask for a differing viewpoint. If no other viewpoint is represented then a 3<sup>rd</sup> speaker may present.
- Speakers will not be allowed to yield their time to other speakers.
- After all topics have been heard, the remainder of the hour may be used by additional speakers to address a previously raised issue.

#### **WRITTEN MATERIAL:**

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

#### **COPIES OF AGENDAS AND RELATED MATERIALS:**

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

#### **AMERICANS WITH DISABILITIES ACT**

Please contact the Superintendent's Office at 891-3000 ex. 149 should you require a disability-related modification or accommodation in order to participate in the meeting. This request should be received at least 48 hours prior to the meeting in order to accommodate your request.

**CHICO UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION**

**Regular Meeting – November 7, 2007**

**Closed Session 6:15 P.M.**

**Regular Session 7:00 P.M.**

**Chico City Council Chambers**

**421 Main Street, Chico, CA 95928**

**AGENDA**

**1. CALL TO ORDER**

**2. CLOSED SESSION – 6:15 P.M.**

**2.1 Update on Labor Negotiations**

Employee Organizations:

CUTA

CSEA, Chapter #110

Other Representatives:

Kelly Staley, Interim Superintendent

Bob Feaster, Assistant Superintendent

Jan Combes, Assistant Superintendent

**2.2 Conference with Legal Counsel – Existing Litigation per Ed Code §54956.9(a)**

Name of Case: Flair Cleaners

Other Representatives:

Greg Einhorn, Attorney at Law

Michael Weissenborn, Facilities Planning/

Construction Supervisor

**2.3 Public Employee Performance Evaluation**

Title: Interim Superintendent

*If Closed Session is not completed before 7:00 p.m., it will resume immediately following the regular meeting.*

**3. RECONVENE TO REGULAR SESSION – 7:00 P.M.**

3.1 Welcome to Visitors

3.2 Flag Salute

3.3 Closed Session Announcements

**4. STUDENT REPORTS**

**5. SUPERINTENDENT'S REPORT**

**6. CONSENT CALENDAR**

**A. GENERAL**

1. Consider approval of minutes for 10/10/07 and 10/17/07.

2. Consider approval of donations.

**B. EDUCATIONAL SERVICES**

1. Consider approval of the expulsion of students with the following ID's: 25250, 28110, 35521, 35612, 39606, 39607, 42376 and 64094.

2. Consider approval of Field Trip Request by Chico High AP English to go to Ashland, OR

on 04/12/08 – 04/13/08.

3. Consider approval of Field Trip Request by Chico High School FFA to attend state finals for floriculture on 05/02/08 – 05/04/08.
4. Consider approval of Field Trip Request by Chico High School FFA to attend MFE/ALA FFA Conference from 01/04/08 – 01/05/08.
5. Consider approval of Field Trip Request by Chico High School FFA to attend FFA leadership conference from 04/19/08 – 04/22/08.
6. Consider approval of Fund Raising Request by Marigold PTA to sell cookie dough from 11/14/07 – 12/17/07.
7. Consider approval of Fund Raising Request by Sierra View Academics Plus to conduct a Mathathon from 04/01/08 – 04/04/08.
8. Consider approval of Field Trip Request by PVHS Fellowship of Christian Athletes Club to visit University of Oregon for fellowship from 11/09/07 – 11/11/07.
9. Consider approval of Fund Raising Request from PVHS FHA-HERO to hold a cookbook sale from 11/09/07 – 12/20/07.
10. Consider approval of Fund Raising Request from Rosedale 5<sup>th</sup> Grade to hold a Jog-A-Thon from 11/09/07 – 11/27/07.

**C. BUSINESS SERVICES**

1. Consider approval of Consultant Agreement with Solution Tree for \$9,500.00 to provide workshops designed to help K-12 interventions.
2. Consider approval of Consultant Agreement with CSUC Research Foundation for \$10,000.00 for evaluation and survey services on student achievement.
3. Consider approval of Vending Meals Contract with Notre Dame to provide school lunches to their students.

**D. HUMAN RESOURCES**

1. Consider approval of Certificated Human Resources actions.
2. Consider approval of Classified Human Resources actions.

**7. DISCUSSION/ACTION CALENDAR**

**A. GENERAL**

1. Action: Setting of Annual Organization Meeting of the Governing Board of the Chico Unified School District – Proposed Date: December 5, 2007.
2. Discussion/Action: 2nd Reading and Approval of 1000 Series: Community Relations. (Kelly Staley)
  - BP 1000 – Concepts and Roles
  - BP 1100 – Communication with the Public
  - BP 1112 – Media Relations
  - BP 1113 – District and School Web Sites
  - BP 1150 – Commendations and Awards
  - BP 1160 – Political Processes
  - BP 1220 – Citizen Advisory Committees
  - BP 1250 – Visitors
  - BP 1312.1 – Complaints Concerning District Employees
  - BP 1312.2 – Complaints Concerning Instructional Materials
  - BP 1312.3 – Uniform Complaint Procedures
  - BP 1330 – Use of School Facilities
  - BP 1340 – Access to District Records
  - BP 1400 – Relations between other Governmental Agencies and the Schools
  - BP 1431 – Waivers
  - BP 1700 – Relations between Private Industry and the Schools

**B. HUMAN RESOURCES**

1. Information: Presentation of the Annual 2006-2007 Personnel Commission report.
2. Information: Jim Sands has been selected by the Personnel Commission to replace Len Whitegon who recently tendered his resignation to the Commission.

**C. BUSINESS SERVICES**

1. Action: Consider approval of Application for 2007-08 Class Size Reduction Program for K-3. (Jan Combes)
2. Discussion/Action: Budget Advisory Team reporting back out on budget recommendations from public, staff and management. (Jan Combes)

**8. ITEMS FROM THE FLOOR**

**9. ANNOUNCEMENTS**

**10. ADJOURNMENT**

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MINUTES

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**1. CALL TO ORDER**

Board President Rees called the October 10, 2007, Special Session/Workshop Meeting to order at the Emma Wilson Multipurpose Room, at 1530 W. Eighth Avenue, Chico, CA, at 6:05 p.m., and led the pledge of allegiance.

Present: Rick Rees, Jann Reed, Dr. Kathy Kaiser, Rick Anderson, Dr. Andrea Lerner Thompson.  
Kelly Staley, Interim Superintendent; Bob Feaster, Assistant Superintendent.

**2. CONSENT CALENDAR**

Board President Rees asked if there was anyone from the public or the Board who wanted to pull an item from the Consent Calendar. Board Clerk Kaiser requested Item 2.2 be pulled for further discussion. Board Clerk Kaiser made a motion, seconded by Board Vice President Reed, to approve the remaining consent items.

2.1 The Board approved the Title 1 Waiver to waive the 15% carryover limit.

2.2 *Consider approval of Consultant Agreement with City of Chico for School Resource Officer. Pulled and discussed below.*

2.3 The Board approved the Field Trip Requests from CHS, FVHS, PVHS, MJHS, BJHS and CJHS to attend the Live Youth Development Summit at Richardson Springs from 10/11/07 – 10/13/07.

(Consent Vote)

AYES: Rees, Reed, Kaiser, Anderson, Thompson

NOES: None

**3. DISCUSSION/ACTION****ITEMS PULLED FROM CONSENT FOR FURTHER DISCUSSION.**

*Item 2.2:* After clarification that payment for this consultant agreement was out of Safe Schools funds, Board Clerk Kaiser moved to approve 4.1, seconded by Board Member Thompson.

AYES: Rees, Reed, Kaiser, Anderson, Thompson

NOES: None

3.1 At 6:10 p.m., a PUBLIC HEARING was held on **Resolution 999-07: Notice of Apportionment for the State Instructional Materials Fund, Grades K-12, Fiscal Year 2007-2008.** Director, Carolyn Adkisson, reviewed that CUSD was in compliance. At 6:12 p.m., Board President Rees asked if there was any public comment. There being none, a motion to approve was made by Board Vice President Reed, seconded by Board Clerk Kaiser to approve Resolution 999-07. A notice of public hearing was posted on September 13, 2007, for this item.

AYES: Rees, Reed, Kaiser, Anderson, Thompson

NOES: None

3.2 At 6:14 p.m., Director Carolyn Adkisson reviewed the **Certificate of Provision of Standards-Aligned Instructional Materials.** At 6:16 p.m., Board President Rees asked for public comment. There was none. A motion was made by Board Clerk Kaiser and seconded by Board Member Thompson to approve the Certificate.

AYES: Rees, Reed, Kaiser, Anderson, Thompson

NOES: None

**4. Presentation on Elementary and Junior High Schools Facilities**

Interim Superintendent Staley stated this was the second in a series of presentations discussing the district's current facilities needs. Staley announced that community forums would be held to solicit community input on this issue: Monday, 10/22/07 at PVHS; Thursday, 10/25/07 at Shasta; and Tuesday, 10/30/07 at CHS. After these meetings, all input will be provided to the Board along with staff recommendations and funding sources. Special thanks were made to Ruby Beck and Whitney Willadsen from ACT who were taping the meeting.

MINUTES

At 6:18 p.m. Construction Planning Supervisor Michael Weissenborn introduced Meredith Williams, Associate Planner from the City of Chico and Dan Breedon, AICP, Principal Planner from Butte County Department of Development. Ms. Williams presented proposed areas of development and the City's general plan, with major developments in the Northwest, Northeast and Southeast Chico, and a maximum number of students at 3,849. Ms. Williams reviewed the general plan update process and community input.

Mr. Breedon reported that the Butte County General Plan 2030 is a three fold project consisting of a comprehensive update of the General Plan; new zoning ordinance; and the Environmental Impact Report to support projects.

Mike Weissenborn asked if there were any questions from the audience. Gene Lucas stated that the Economic Summit should have Education as the largest employer in the County.

At 7:11 p.m., Director Carolyn Adkisson reported on the changing face of education – growth in charter and private schools, changing demographics and family needs; and federal and state mandates. A review of 2006-07 Charter School Enrollment shows that 1,290 students who are living within CUSD boundaries attend charter schools. Enrollment projections by NCLB Status were presented showing that within five years, CUSD won't have sufficient room for projected elementary students at many of its sites. A member of the audience asked why Loma Vista was not included in the projections and learned that typically Loma Vista is not a school of choice.

At 7:50 p.m., Mike Weissenborn reviewed K-8 construction needs based on the projections – a new school at Henshaw/Guynn site; new school sites in southeast or southwest Chico; and modernization of current high school sites. He then reviewed the summary of funding resources: Developer Fees of \$6,692,000; Measure A funds of \$9,590,000; Measure A unissued funds of \$30,725,000 and State income not yet determined. The impact of a 48% increase in construction costs over the last ten years, along with decreased buying power from the unissued Measure A bond money is slowly decreasing the District's options.

At 8:14 p.m., Board President Rees asked if there were any comments from the Public. Gene Lucas gave his views on providing technology in the classroom. Anna Swensen voiced her opinion on the condition of the Loma Vista site. Cathy Oviedo requested that Nord Country School undergo kitchen modernization. George Young, CUTA President, reported that NCLB didn't do what it had intended.

Mike Weissenborn indicated that the District's data and the City data do not agree. Their data does not equate with the District's, and he planned on taking another look at it. In the meantime, the criteria for facility prioritization would be: provide appropriate, sustainable, safe educational facilities for all students; identify and prepare for demographic shifts and the changing face of education; maximize utilization of underutilized facilities; maximize use of appropriate funding sources including State funds; provide adequate support facilities for all schools; and minimize loss of buying power due to inflation.

Director, Mary Leary, stated there would be more meetings and comments were encouraged on the tip line, website and email.

5. ADJOURNMENT

At 9:15 p.m. Board President Rees adjourned the meeting.

:mga

APPROVED:

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Board of Education

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Administration

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MINUTES

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**1. CALL TO ORDER**

At 6:15 p.m. the Board convened and announced they would retire into closed session to discuss Items 2.1, 2.2 and 2.3 below.

Present: Rick Rees, Jann Reed, Dr. Kathy Kaiser, Rick Anderson, Dr. Andrea L. Thompson  
Kelly Staley, Interim Superintendent; Bob Feaster, Assistant Superintendent

**2. CLOSED SESSION****2.1 Conference with Labor Negotiator**

Agency Negotiator:

Bob Feaster, Assistant Superintendent

Employee Organization:

Chico Unified Teachers Association

Other Representatives:

Kelly Staley, Interim Superintendent

Jan Combes, Assistant Superintendent

**2.2 Conference with Labor Negotiator**

Agency Negotiator:

Bob Feaster, Assistant Superintendent

Employee Organization:

California School Employees Association, Chapter 110

Other Representatives:

Kelly Staley, Interim Superintendent

Jan Combes, Assistant Superintendent

**2.3 Public Employee Performance Evaluation**

Title: Interim Superintendent

**3. RECONVENE TO REGULAR SESSION**

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

Absent: None

3.1 Board President Rees called the Regular Session Meeting to Order in the City Council Chambers at 7:05 p.m.

**3.2 Announcements on Closed Session**

Board President Rees stated that the Board had been in closed session since 6:15 p.m. regarding labor negotiations. There was nothing to report out.

3.3 Board President Rees led the salute to the Flag.

**4. STUDENT REPORTS**

Brittany Stephens, Jr. Class Treasurer for Chico High School, reported on events at CHS. Pedro Quintana and Danielle Samuelson of the Leadership Team at Fair View High School reported on activities at Fair View. Ashley Ysasaga, ASB President, and Grace Corley, Senior Representative, outlined the events occurring at PVHS.

**5. SUPERINTENDENT'S REPORT**

Jann Reed reported on the Professional Learning Communities conference she attended in Seattle, WA in August. Dr. Kathleen Kaiser gave information on the PLC conference she attended in Anaheim, CA. Both Board members gave their support of the program.

Kelly Staley introduced Amy Besnard, teacher and advisory coordinator at PVHS, who along with Marysol De La Torre-Escobedo and John Shepherd, presented information on the success of Freshman Advisory. Jim Hanlon indicated that CHS was focused on the intervention piece of PLC and not on advisory this year. Kelly Staley asked Ms. Besnard to send last year's data to her to be forwarded on to the Board.

Kelly Staley provided information on the CHS and PVHS first round of Career Technical Education grants. Both schools had the highest scores in the region. PVHS application would provide \$251,859 and CHS application would garner \$963,221 to expand and update facilities. Ms. Staley commended Miles Peacock and Ron Pope for their many hours on these proposals, as well as Liz Metzger, grant writer, and the CTE advisory committee.

Kelly Staley announced that CUSD has received \$64,105 in cash donations since the start of school.

Kelly Staley reminded everyone of the facilities workshops coming up and strongly encouraged public participation.



**MINUTES****6. CONSENT CALENDAR**

At 7:37 p.m., Board President Rees reported that there were changes to the Consent Agenda: 6.B.2 was being withdrawn by PVHS and 6.B.11, Exhibit A, had been changed. Board President Rees asked if there was anyone from the public or a board member who wished to pull any item for further discussion. There was no comment from the public. Board Member Thompson pulled Items 6.B.10 and 6.B.11. Board Vice President Reed pulled Item 6.B.8. A motion was made by Board Member Anderson and seconded by Board Clerk Kaiser to approve the remaining consent items, with changes as noted.

**A. GENERAL**

1. The Board approved Minutes of Special Session 09/08/07 and 09/12/07 and Regular Session on 09/19/07.
2. The Board accepted the items donated to Chico Unified School District.

<b>Donor</b>	<b>Item</b>	<b>Recipient</b>
Parkview PTA	\$200.00	Chico Reads
Citrus PTA	\$200.00	Chico Reads
Thomas & Madeline Trask	\$100.00	Chico Reads
Teresa & Cornelius Dunbar	\$50.00	Chico Reads
Joanne Puritz	\$50.00	Chico Reads
Kiwanis Club	\$400.00	Chico Reads
Carol & Charles Urbanowicz	\$100.00	Chico Reads
Dr. Barbara Paige	\$300.00	Chico Reads
Butte Creek Foundation	\$100.00	Chico Reads
Virginia Selland	\$100.00	Chico Reads
Lifetouch	\$100.00	Chico Reads
5th Street Steakhouse	\$200.00	Chico Reads
Susan Krug	\$40.00	Chico Reads
Brian Boyer	\$75.00	CHS - Art
Thomas Masterson	40 Books	CHS - Social Science
Betty & David Nopel	10 Books	Citrus
Mark Bloom	\$400.00	CJHS - Music
AT&T	40 Laxson Tickets	Cohasset
Cohasset PTA	Books	Cohasset
Tania Wood	Books & Resources	FVHS - Science
Tania Wood	Ref. Materials & Lab Equip.	FVHS - Science
Norcal Mutual Insurance Co.	Laptop	Hooker Oak
Farshad Azad	Classroom Supplies - \$700	LCC
Chico Board of Realtors	Classroom Supplies - \$50	LCC
LCC PTA	\$3,450.00	LCC
M.Azad & Chico Noon		
Exchange	School Supplies - \$3,000	LCC, Parkview, Rosedale
Katherine Findlay	HP Printer Cartridge	Loma Vista
Teresa & Ken Detweiler	40 Books	MJHS
Dana Campbell	Two Textbooks	Oakdale High School
California Association of Realtors	School Supplies - \$250	Parkview
Azad Farshad	School Supplies - \$1,000	Parkview
PG&E (R.Leppard/J.Walther)	\$327.00	PVHS
PG&E (R.Leppard/J.Walther)	\$327.00	PVHS
Penny Evenson	30 Disks/Holder	PVHS
Kirk & Constance Freitas	\$100.00	PVHS - Athletics
Brian Sweeney	\$250.00	PVHS - Athletics - Boys' Basketball

## MINUTES

Winter Sports Committee	\$685.00	PVHS – Athletics Skiing/Snowboarding
Target	\$319.97	PVHS - Athletics/Skiing/Snowboarding
Penny Evenson	15 Cookbooks	PVHS - Culinary Arts
John & Michelle McGivern	\$100.00	PVHS - Culinary Arts
Estefany Sousa	Two Paperbacks	PVHS - Library
Mieke DeWitt	One Paperback	PVHS - Library
Linda Elliott	Book	PVHS - Library
Mark S. Gailey	2 Guitars & 2 Cases	PVHS - Music
Chico Tile	\$40.00	Shasta
Shasta PTO	\$500.00	Shasta
Mark Nelson	Printer & Stand	Shasta - Mrs. Stuenkel's Class
Target	\$182.80	Sierra View
Lynn Rich, Butte County Library	44 Books	Sierra View
Chico Board of Realtors	School Supplies - \$300	Sierra View

## B. EDUCATIONAL SERVICES

1. The Board approved expulsions of students with ID's: 22627, 24041, 34441, 51864, 54349 and 65840.
2. Consider approval of Field trip Request fro PVHS Newspaper to attend State Convention in Sacramento from 10/26/07 – 10/28/07. *This item was pulled from the Agenda by PVHS.*
3. The Board approved the Field Trip Request from PVHS Yearbook to attend State Convention in Sacramento from 10/2/07 – 10/28/07.
4. The Board approved the Fund Raising Request from Shasta PTO to sell cookie dough from 10/22/07 – 12/07/07.
5. The Board approved the Field Trip Request from Shasta 5<sup>th</sup> Grade to attend Age of Sail in San Francisco, CA from 03/31/08 – 04/01/08.
6. The Board approved the Fund Raising Request from MJHS to produce and sell student portraits from October 2007 – June 2008.
7. The Board approved the Fund Raising Request from Neal Dow to sell cookie dough from 10/21/07 – 11/15/07.
8. Consider approval of the obsolete textbooks list. *Pulled by Board Vice President Reed. See discussion below under Item 7.*
9. The Board approved the appointment of CUSD Parent Representative to SELPA Community Advisory.
10. Consider approval of the Special Education Local Plan Area Local Education Agency Assurances. *Pulled by Board Member Thompson. See discussion below under Item 7.*
11. Consider approval of MathLinks Agreement with CSU Research Foundation. *Pulled by Board Member Thompson. See discussion below under Item 7.*

## C. BUSINESS SERVICES

1. The Board approved the Consultant Agreement with John R. Alexander, Ph.D. for \$56,700.00 for individual and group therapy and family therapy.
2. The Board approved the Consultant Agreement with Generation YES Corp. for \$16,250.00 for licenses, training and support of EETT program from 11/01/07 – 06/30/08.

**MINUTES**

3. The Board approved the Consultant Agreement with BCOE for \$9,000.00 for CTAP/NCLB/EETT project from 11/01/07 – 06/30/08.
4. The Board approved the Consultant Agreement with Professional Tutors of American for \$10,800.00 for tutoring from 10/18/07 – 06/30/08.
5. The Board approved the Consultant Agreement with Club Z In-Home Tutoring for \$18,900.00 for tutoring from 10/18/09 – 06/30/08.
6. The Board approved the Declaration of Surplus Property to be disposed in accordance with California Ed Code.
7. The Board denied Claim #04-07/080030.

**D. HUMAN RESOURCES**

1. The Board approved the Certificated Human Resources actions:

Name	Assignment	Effective	Comment
<b><u>Administrative Appointment(s)/Change in Assignment(s) 2007/08</u></b>			
Klobas, Michaelle	1.0 FTE School Psychologist	2007/08 (Effective 10/08/07)	Appointment

**Temporary Appointment(s) 2007/08 According to Board Policy**

Coppage, Denise	0.17 FTE Elementary	1 <sup>st</sup> Semester 2007/08 (Effective 10/02/07)	Temporary Appointment
Harris, Caty	0.14 FTE Elementary	1 <sup>st</sup> Semester 2007/08 (Effective 10/03/07)	Temporary Appointment (Increase to 0.85 FTE)
Riedlinger, Katherine	0.1 FTE Speech Therapist	1 <sup>st</sup> Semester 2007/08 (Effective 9/21/07)	Temporary Appointment

2. The Board approved the Classified Human Resources actions:

<u>Name</u>	<u>Classification/Location/Assigned Hrs.</u>	<u>Effective</u>	<u>Comments/Fund</u>
<b><u>APPOINTMENTS</u></b>			
Anderson, Janelle	Parent Classroom Aide-Restr/ CHS/3.5	09/11/07	Vacated Position/ Categorical Fund
Barr, Frances	IPS-Healthcare/Loma Vista/5.5	09/06/07	Vacated Position/ Special Education
Batti, Jenna	IPS-Classroom/Marigold/3.5	09/06/07	Vacated Position/ Special Education
Bowman, R. Patricia	IA-Bilingual/Parkview/1.5	09/10/07	Vacated Position/ Grant Fund
Cooper, Tiffany	Parent Liaison Aide-Restr/ Emma Wilson/2.0	09/06/07	Vacated Position/ Categorical Fund
Dilts, Muria	IA-Bilingual/McManus/3.0	09/18/07	Vacated Position/ Categorical Fund
DiSano, Cathy	Parent Classroom Aide-Restr/ Sierra View/2.0	09/17/07	Vacated Position/ Categorical Fund
Elliott, Lauren	IPS-Healthcare/Marigold/3.0	09/24/07	New Position/ Special Education
Guilbault, Karin	IA-Computers/McManus/3.5	09/19/07	New Position/ Grant Fund
Guzman, Josue	IPS-Healthcare/PVHS/6.0	09/18/07	New Position/

## MINUTES

Hanson, Effie	IPS-Healthcare/Loma Vista/6.0	09/10/07	Special Education Vacated Position/
McKinzie, Monica	IPS-Healthcare/Citrus/3.0	09/24/07	Special Education Vacated Position/
Morales, Marisol	Targeted Case Manager-Bil/FVHS/7.0	09/07/07	Special Education New Position/
Nhan, Johnny	IPS-Classroom/PVHS/6.0	09/11/07	Categorical Fund Vacated Position/
O'Brien, Casey	Campus Supervisor/CJHS/1.5	09/27/07	Special Education New Position/
O'Brien, Casey	Campus Supervisor/CJHS/2	10/03/07	Grant Fund New Position/
Rodriguez-Medina, Nancy	IA-Bilingual/CJHS/2.0	09/27/07	Grant Fund New Position/
Talerico, Lynda	IA-Special Education/McManus/1.2	09/06/07	Grant Fund New Position/
			Grant Fund

(Consent Vote)

AYES: Rees, Reed, Kaiser, Anderson, Thompson

NOES: None

7. **DISCUSSION/ACTION CALENDAR***ITEMS REMOVED FROM CONSENT FOR FURTHER DISCUSSION:**Item: 6.B.8 – at 7:40 p.m., after clarification on textbook accounting, Board Vice President Reed moved to approve 6.B.8, seconded by Board Clerk Kaiser.*

AYES: Rees, Reed, Kaiser, Anderson, Thompson

NOES: None

*Item: 6.B.10 – at 7:46 p.m., after discussion on fiscal implications, Board Member Thompson moved to approve 6.B.10, seconded by Board Vice President Reed.*

AYES: Rees, Reed, Kaiser, Anderson, Thompson

NOES: None

*Item: 6.B.11 – at 7:49 p.m., after discussion on fiscal implications, Board Member Thompson moved to approve 6.B.10, seconded by Board Vice President Reed.*

AYES: Rees, Reed, Kaiser, Anderson, Thompson

NOES: None

A. **GENERAL**1. **1<sup>st</sup> Reading of Board Policies 1000 Series: Community Relations**

Interim Superintendent Staley reviewed the need for up-to-date policies.

BP 1000 – Concepts and Roles

BP 1100 – Communications with the Public

BP 1112 – Media Relations

BP 1113 – District and School Web Sites

BP 1150 – Commendations and Awards

BP 1160 – Political Processes

BP 1220 – Citizen Advisory Committees

BP 1250 – Visitors

BP 1312.1 – Complaints Concerning District Employees

BP 1312.2 – Complaints Concerning Instructional Materials

BP 1312.3 – Uniform Complaint Procedures

BP 1330 – Use of School Facilities

## MINUTES

- BP 1340 – Access to District Records
- BP 1400 – Relations between other Governmental Agencies and the School
- BP 1431 – Waivers
- BP 1700 – Relations between Private Industry and the Schools

Board Clerk Kaiser asked staff to consider the area of whistle-blower policies under BP 1312.1; a legal point at which abuse/overuse of the public records request process can be established under BP 1340; and if and how voting materials are provided for senior citizens under BP 1400.

**B. EDUCATIONAL SERVICES****1. Resolution 1002-07: Red Ribbon Week**

Director Dave Scott reviewed the history of Red Ribbon Week. The theme for this year is Keep your Future Bright with brochures supplied by Chico Elks Lodge. Director Scott reviewed some of the activities. At 7:49, a motion was made by Board Member Anderson to approve the Resolution, seconded by Board Clerk Kaiser.

AYES: Rees, Reed, Kaiser, Anderson, Thompson

NOES: None

**C. BUSINESS SERVICES****1. Resolution 1001-07: Change Authorized Signatories for the School Facilities Program**

Assistant Superintendent Combes reviewed the need to have the Board approved the new list of signatories due to changes in leadership to stay in compliance with law. At 7:50 p.m., Board President Rees asked for public comment. There was none. A motion was made by Board Vice President Reed and seconded by Board Clerk Kaiser to approve the Resolution.

AYES: Rees, Reed, Kaiser, Anderson, Thompson

NOES: None

**2. Status of Preliminary Budget Workshop**

Assistant Superintendent Combes introduced Lisa Anderson from BCOE, the county office with fiscal oversight of CUSD. Ms. Anderson introduced Sheila Vickers of School Services of California, a fiscal expert, to assist CUSD in dealing with financial issues. The goal for Chico Unified is to arrive at a fiscally sound footing. Sheila Vickers reviewed the laws which were passed to help districts deal with financial issues and help to avoid losing local control. The time frame for assistance will allow submission of documents to Ms. Vickers to review. There will be some recommendations submitted at the November 7<sup>th</sup> meeting after which time a more formal written fiscal recovery plan document will be made.

Assistant Superintendent Combes gave a power point presentation. CUSD has a shortfall of \$0.4 million and expenses exceed revenue by \$2 million. Butte County has provided CUSD with a conditional budget approval. By 1<sup>st</sup> Interim, CUSD must bring its budget into balance. A Cabinet Budget Advisory Team has been evaluating suggestions made by the public. Further research is underway in staffing, operational costs, support services, revenue generators and student programs. The next steps are to receive recommendations from the fiscal expert and budget advisory team by November 7. By December 5, the budget will be revised and a 1<sup>st</sup> Interim report with multi year projections will be presented.

At 8:35 p.m., Board President Rees opened the floor to questions and discussion. The Board asked clarifying questions. At 9:00 p.m., Board President Rees opened the floor to public comment. There was none.

**D. HUMAN RESOURCES****1. Board President Rees indicated that 7.D.1, Personnel Commission Report, had been pulled from the Agenda.****2. Resolution 1000-07: Elimination and Layoff of CSEA Members**

Assistant Superintendent Feaster reviewed our need for eliminating some positions that CUSD was still carrying on the books, but were no longer needed and most were vacant. At 9:03 p.m. Board President Rees asked for public comment. There being none, a motion was made by Board Clerk Kaiser and seconded by Board Vice President Reed to approve the Resolution.

## MINUTES

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

3. Resolution 1003-07: Allow teachers with a multiple subject credential teach a specific subject below grade 9.  
Assistant Superintendent Feaster reviewed this resolution which would give CUSD more flexibility in staffing. At 9:05 p.m., Board President Rees asked for public comment. There was none. A motion was made by Board Vice President Reed and seconded by Board Clerk Kaiser to approve the Resolution.

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

4. Resolution 1004-07: Allow a credentialed teacher to teach any single subject class.  
Assistant Superintendent Feaster reviewed this resolution which through Ed Code would give CUSD more flexibility in staffing. At 9:09 p.m., Board President Rees asked for public comment. There was none. A motion was made by Board Member Thompson and seconded by Board Vice President Reed to approve the Resolution.

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

5. Resolution 1005-07: Allow Jr. High teachers with a single subject credential teach outside their credentialed area.  
Assistant Superintendent Feaster reviewed this resolution which through Ed Code would give CUSD more flexibility in placing teachers. At 9:10 p.m., Board President Rees asked for public comment. There was none. A motion was made by Board Vice President Reed and seconded by Board Clerk Kaiser to approve the Resolution.

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

6. Variable Term Waiver Request for a Designated Subject Special Services: Driver Education and Driver Training Credential for Ronald Decew.  
Assistant Superintendent Feaster reviewed this waiver request. Board President Rees asked for public comment. There was none. A motion was made by Board Vice President Reed and seconded by Board Member Thompson to approve the Variable Term Waiver.

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

7. PUBLIC HEARING and Approval of Tentative Agreement between Chico Unified School District and California School Employees Association, Chapter 110  
Assistant Superintendent Feaster reviewed the agreement to add a review process on school volunteer projects. At 9:17 p.m., Board President Rees asked for public comment. There was none. A motion was made by Board Clerk Kaiser and seconded by Board Member Anderson to approve the Tentative Agreement.

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

8. PUBLIC HEARING and DISCLOSURE of CUSD Response to the Initial Proposal from California School Employees Association, Chapter #110, for the 2007-08 school year.  
Assistant Superintendent Feaster reviewed that the CSEA, #110, initial proposal was sunshined in July and this was the District's response, wanting to discuss Article 3: Hours of Employment; Article 6: Transfers; Article 10: Evaluation; Article 15: Disciplinary Procedure; and Article 16: Transportation. No action is

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MINUTES

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required. There was no comment from the public.

8. **ITEMS FROM THE FLOOR**

At 9:20 p.m. Board President Rees asked if there were any items from the floor. Michelle Tucker, advisor, gave her support of the smaller learning community grants. She also requested that there be some way to lock her classroom from the inside. George Young supported finding a way to lock doors and in providing the same wrap around knob mechanism that junior highs and elementary schools use on their locks.

9. **RECESS**

*The Board recessed at 9:25 p.m.*

*(During the Recess the Annual Meeting of the Board of Directors of the Chico Unified School Financing Corp. was held in accordance with that Agenda.)*

*The Board reconvened at 9:27 p.m.*

10. **ANNOUNCEMENTS**

Board Vice President Reed announced that the Board was looking for nominees for the Hank Marsh Award. Nominees will be accepted through November 9. She also announced that next week CHS will be putting on a concert performance of the play, Oklahoma, on Thursday, Friday and Saturday at the Williams Theatre. Laura Willman announced that this was the anniversary of the death of Allan Fleming and Collin Sweeney. There has been a scholarship set up at the Foundation.

Board Clerk Kaiser announced that she and Board Member Anderson went to the Chico State Alumni Association where they honored the first scholarship recipient.

Board Clerk Kaiser announced that Chico State was hosting the Sustainability Conference on November 1-4. A number of the issues will be focusing on K-12. Board Member Thompson added that one of the keynote speakers was Ann Cooper, author of Rewriting the Book on School Lunches.

Board Member Anderson announced that he would be attending the Access to Excellence workshop in Fresno on November 2.

11. **ADJOURNMENT**

At 9:37 p.m. Board President Rees adjourned the meeting.

:mga

APPROVED:

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

\_\_\_\_\_  
Administration

**DONATIONS/GIFTS**

Donor	Item	Recipient
Becky Stofa	Nails	Academy for Change
Books Are Fun - Sharon & Art Lance	Books	Chapman - Library
Jessie & S, Inc. dba Spinning Wheel Rest.	\$50.00	Chapman - M. Beebe's Class
Mark Rodriguez & Karen Zoller	R-13 Buffet Clarinet	CHS - Band
Ray & Bette Narbaitz	Books, CD's & Instruments	Elementary Fine Arts
Farshad Azad	\$1,000.00	Emma Wilson - Classroom Supplies
Sheri Hanni	\$50.00	Emma Wilson - M. Tebo's Class
The Cookie Shop - Mike	13 Dozen Cookies	Emma Wilson Anniversary Picnic
Chico Assoc. of Realtors	Office/Classroom Supplies	Forest Ranch
North State Screen Printing	T-Shirts	FVHS
Charlene Vigallon	Frames & Archive Matting	FVHS - Art Dept.
Rotary Club of Chico	\$654.00	FVHS - Bus Passes
Susan & Blake Roath	\$100.00	Hooker Oak
Susan & Blake Roath	\$500.00	Hooker Oak - Room 7
Debra D. Calkins	Corner Desk	McManus
Michael Bailey	\$200.00	McManus - G. Schwarz's Room
Sandi Marsieola	Clarinet	MJHS - Band
Lisa Bogen	\$50.00	Neal Dow - Field Trips
Larry & Molly Kimberling	\$50.00	Neal Dow - Godbold Field Trip
Greg & June McLaughlin	\$40.00	Neal Dow - Room 18
James & Cindy Wilson	\$100.00	PVHS - 1/2 each Boys/Girls Golf
Sports Boosters	Merchandise - \$2,815	PVHS - Athletics
Franky's	\$200.00	PVHS - Athletics - Boys Basketball
Wendel, Inc. - dba Staffing Solutions	\$100.00	PVHS - Athletics - Boys Basketball
Linda Elliott & Mark Leach	\$200.00	PVHS - Athletics - Girls Volleyball
Michael & Jeanette Kapellas	\$150.00	PVHS - Home Economics
Shirley Simmons	50 Paperbacks	PVHS - Library
Linda Elliott	20 Books & 1 VHS	PVHS - Library
Heather Lyon - Lyon's Books	4 Books	PVHS - Library
All Metals - Mike Lazzareschi	2000 lbs of Steel	PVHS - Welding Class
Julie & Art Suniga	Desk	Shasta
Merrilee Anzalone	\$30.00	Shasta - Library
Steve & Sandy Snow	Refrigerator	Sierra View - Staff Break Room



Agenda Item #: \_\_\_\_\_  
(DO Use Only)

PROPOSED AGENDA ITEM: Field Trip to Ashland, OR to see Shakespeare Plays

Prepared by: Zack Kincheloe



Consent



Information Only

Board Date: \_\_\_\_\_



Discussion/Action

#### Background Information

For the past ten years, the senior AP English class has traveled to the Ashland Shakespeare Festival to see the plays we have studied in class performed. This year we plan to see three plays, including Coriolanus and Midsummer Night's Dream. We stay one night at the Bard's Inn in downtown Ashland. This trip is designed as an enrichment activity and not a mandatory assignment of the curriculum.

#### Education Implications

Seeing these great plays performed by a world-class repertoire company greatly enhances the students' understanding of and appreciation for the literature.

#### Fiscal Implications

The total cost of the trip will be \$4,420. Since the trip is during non-school time, collection of fees will be on a voluntary basis only. All 34 students in the class have indicated they would like to attend. Therefore, all students will go or none will go. Funds not raised through the collection of fees will be received through student fundraisers.

#### Additional Information

We leave Saturday, April 12, 2008, at 8 AM and return on Sunday, April 13th at 8 PM.  
We will use private vehicles for transportation.

RECEIVED

OCT 1 2007

EDUCATIONAL  
SERVICES

CHICO UNIFIED SCHOOL DISTRICT

1163 East Seventh Street

Chico, CA 95928-5999

(530) 891-3000

6.B.2

Page 2 of 2

FIELD TRIP REQUEST

TO: CUSD Board of Education

Date: 9/14/07

FROM: Zack Kincheloe

School/Dept.: Chico High / English

SUBJECT: Field Trip Request

Request is for Senior AP English

(grade/class/group)

Destination: Ashland, OR

Activity: Attend plays

from April 12, 2008 / 8 AM

(dates) / (times)

to April 13, 2008 / 8 PM

(dates) / (times)

Rationale for Trip: See professional performances of the plays we study.

Number of Students Attending: 34 Teachers Attending: 1 Parents Attending: 8

Student/Adult Ratio: 4:1

Transportation: Private Cars ☒ CUSD Bus ☐ Charter Bus Name ☐  
Other: ☐

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

ESTIMATED EXPENSES: Per student

Tickets Fees \$ 90 Substitute Costs \$ 0 Meals \$ Varies

Lodging \$ 30 Transportation \$ 10 Other Costs \$

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

Name Kincheloe Ashland Acct. #: 476 \$ 5160.00

Name  Acct. #:  \$

Requesting Party  
Zack Kincheloe

9/14/07  
Date

Site Principal  
Jim Hauler

9/21/07  
Date



Approve/Minor



Do not Approve/Minor

or

Recommend/Major

or

Not Recommended/Major

(If transporting by bus or Charter)

Director of Transportation

Date

IF MAJOR FIELD TRIP

Director of Educational Services  
Matalen

10-23-07  
Date



Recommend



Not Recommended



Approved



Not Approved

Board Action

Date

Agenda Item #: \_\_\_\_\_  
(DO Use Only)

PROPOSED AGENDA ITEM: State FFA Judging Finals May 2-4, 2008

Prepared by: Quinn Mendez

- ☒ Consent  
☐ Information Only  
☐ Discussion/Action

Board Date: \_\_\_\_\_

#### Background Information

The state finals are held at Cal Poly, San Luis Obispo. The floral, ag mechanics and livestock judging teams have worked hard practicing and competing at various state competitions in order to qualify for this final contest. The Chico FFA chapter requires each team to qualify in the top ten in at least three competitions beginning with Arbuckle field day(February) and ending with the Fresno State field day(April). It is a privilege to represent Chico FFA at this major contest.

#### Education Implications

Students learn skills that are specific to the floral, ag mechanics and livestock industries.

#### Fiscal Implications

Ag incentive and SLC grants help to pay for this event.

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

6.B.3  
Page 2 of 2

FIELD TRIP REQUEST

TO: CUSD Board of Education

Date: 8/14/07

FROM: Quinn Mendez

School/Dept.: CHS FFA/Ag

SUBJECT: Field Trip Request

Request is for FFA

(grade/class/group)

Destination: San Luis Obispo

Activity: State FFA Finals

from 5/2/08 / 8am

(dates) / (times)

to 5/4/08 / 5pm

(dates) / (times)

Rationale for Trip: State FFA Finals for Floriculture

Number of Students Attending: 4 Teachers Attending: 1 Parents Attending:       

Student/Adult Ratio: 4:1

Transportation: Private Cars        CUSD Bus        Charter Bus Name       

~~Other~~ CUSD van

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

ESTIMATED EXPENSES:

Fees \$ 100 - Substitute Costs \$ 60 - Meals \$ 100 -

Lodging \$ 400 - Transportation \$ 200 - Other Costs \$       

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

Name Ag Vincente Acct. #: 01-70100-1131-1000-010\$       

Name        Acct. #:        \$       

Quinn Mendez  
Requesting Party

8/14/07  
Date

Jim Paul  
Site Principal

8/16/07  
Date



Approve/Minor



Do not Approve/Minor

or

Recommend/Major

or

Not Recommended/Major

(If transporting by bus or Charter)

Director of Transportation

Date

IF MAJOR FIELD TRIP

W. Staley  
Director of Educational Services

10-19-07  
Date



Recommend



Not Recommended



Approved



Not Approved

Board Action

Date

Agenda Item #: \_\_\_\_\_  
(DO Use Only)

PROPOSED AGENDA ITEM: MFE/ALD Conference: January 4-5, 2008

Prepared by: Quinn Mendez

- ☒ Consent  
☐ Information Only  
☐ Discussion/Action

Board Date: \_\_\_\_\_

Background Information

Made for Excellence (MFE) is designed for freshman and sophomore FFA members. The focus of the conference is personal growth. They use their talents, skills, and willpower to gain confidence and competence. They leave the conference ready to positively contribute to their chapter, school and community.

Advanced Leadership Development (ALD) is designed for junior and senior FFA members. It is the next step in preparation for adulthood. They focus on recruiting new members, fundraising, resumes and public speaking skills. They return from the conference ready to improve their chapter with their new found skills.

Education Implications

They focus on recruiting new members, fundraising, resumes and public speaking skills. They return from the conference ready to improve their chapter with their new found skills.

Fiscal Implications

Ag incentive and SLC grants help to pay for this event.

## CHICO UNIFIED SCHOOL DISTRICT

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

6.B.4

Page 2 of 2

## FIELD TRIP REQUEST

TO: CUSD Board of Education

Date: 8.14.07

FROM: Quinn Mendez

School/Dept.: CHS/FFA/Ag

SUBJECT: Field Trip Request

Request is for FFA

(grade/class/group)

Destination: Redding CA

Activity: MFE/ALA FFA Conference

from 1/4/08 / 10am

(dates) / (times)

to 1/5/08 / 5pm

(dates) / (times)

Rationale for Trip: Leadership Conf. (FFA)

Number of Students Attending: 7 Teachers Attending: 1 Parents Attending:

Student/Adult Ratio: 7:1

Transportation: Private Cars CUSD Bus Charter Bus Name

Other: Van (CUSD)

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

## ESTIMATED EXPENSES:

Fees \$ 400.- Substitute Costs \$ 60.- Meals \$

Lodging \$ Transportation \$ 50.- Other Costs \$

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

Name Ag. Incentive Acct. #: 01-7010-0-1131-1000 \$

Name Acct. #: -010 \$

Requesting Party

Date

Site Principal

Date



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



Recommend



Not Recommended



Approved



Not Approved

Board Action

Date

Agenda Item #: \_\_\_\_\_  
(DO Use Only)

PROPOSED AGENDA ITEM: State FFA Conference April 19-22, 2008

Prepared by: Quinn Mendez

- ☒ Consent  
☐ Information Only  
☐ Discussion/Action

Board Date: \_\_\_\_\_

#### Background Information

The state FFA conference is the highlight of the year's activity by FFA members. Delegates from each chapter conduct business of the CA FFA association and elect officers to represent them during the coming year. A major part of the convention activity is the presentation of the state FFA degree and recognition of individual and chapter achievement in FFA career development events and awards.

Attending the state FFA convention is an honor. CHS FFA chapter members must apply through an application process and are screened by advisors and selected by a school administrator.

#### Education Implications

CHS FFA members are able to see the activities and business meetings performed at the state level for the FFA. They also bring back new ideas and enthusiasm to the chapter for the next school year.

#### Fiscal Implications

Ag incentive and SLC grants help to pay for this event.

## CHICO UNIFIED SCHOOL DISTRICT

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

6.B.5

Page 2 of 2

## FIELD TRIP REQUEST

TO: CUSD Board of Education

Date: 8.14.07

FROM: Quinn Mendez

School/Dept.: CHS FFA / Ag

SUBJECT: Field Trip Request

Request is for CHS FFA

(grade/class/group)

Destination: Fresno CA

Activity: State Leadership Conf.

from 4/19/08 / 10am

(dates) / (times)

to 4/22/08 / 6pm

(dates) / (times)

Rationale for Trip: FFA leadership conf.

Number of Students Attending: 7 Teachers Attending: 1 Parents Attending:

Student/Adult Ratio: 7:1

Transportation: Private Cars CUSD Bus Charter Bus Name  
Other: Enterprise Suburban

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

## ESTIMATED EXPENSES:

Fees \$ 1400- Substitute Costs \$ 120.- Meals \$

Lodging \$ Transportation \$ Other Costs \$

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

Name Ag Incentive Acct. #: 01-7010-0-1B1-1000-010\$

Name Acct. #: \$

Requesting Party

Date

Site Principal

Date



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

10-19-07



Recommend



Not Recommended



Approved



Not Approved

Board Action

Date



Agenda Item #: \_\_\_\_\_  
(DO use only)

PROPOSED AGENDA ITEM: Cookie Dough Fundraising Request

Prepared by: Rhys Severe

X Consent

\_\_\_\_\_ Information Only

Board Date: November 7, 2007

\_\_\_\_\_ Discussion/Action

Background Information

Marigold PTA will raise money through cookie dough sales to support and enrich Marigold Elementary School. The money will be used for classroom supplies, field trips, and classroom support.

Education Implications

The additional fund will help to support field trips, special classroom projects, and classroom teaching.

Fiscal Implications

Marigold PTA plans to net approximately \$8,000.

Additional Information

DO Recommendation:

Carolyn Adkinson

**CHICO UNIFIED SCHOOL DISTRICT**1163 East Seventh Street  
Chico, CA 95928-59996.B.6  
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 Marigold Elementary SchoolCLUB OR ORGANIZATION PTAADVISOR Judith Jones PTA President & Rhys Severe PrincipalPURPOSE OF THE FUND RAISING PROJECT/ACTIVITY Finance the extras need in the classroomsFINANCIAL GOAL OF THE PROJECT: (*Major = more than \$5,000 gross*)

☐ Minor: Estimated Gross \$ \_\_\_\_\_ ☒ Major: Estimated Gross \$ 20,000  
Estimated Net \$ \_\_\_\_\_ Estimated Net \$ 8,000

NATURE OF PROJECT/ACTIVITY (i.e., car wash) Cookie Dough sales

☐ 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 November 14, 2007 ENDING December 17, 2007LOCATION Marigold Elementary School CommunityNUMBER OF STUDENTS TO BE INVOLVED 540**RECOMMENDED**

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

10-12-07 \_\_\_\_\_

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

Date \_\_\_\_\_ Director of Activity Signature (if applicable) \_\_\_\_\_

10-12-07 \_\_\_\_\_

Date \_\_\_\_\_ Principal's Signature \_\_\_\_\_

10/23/07 \_\_\_\_\_

Date \_\_\_\_\_ Assistant/Superintendent's/Director's Signature \_\_\_\_\_

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

☒

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

cc: Advisor  
Principal

**TITLE: Proposed Agenda Item**

Action: \_\_\_\_\_  
Consent:   x    
Information: \_\_\_\_\_

Agenda Item:  
October 11, 2007  
Page 1 of 2

Prepared by: **Debbie Aldred, Principal**

**Background Information**

Sierra View Academics Plus Parent Advisory Committee plans to do a Mathathon fundraising event. Sierra View 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 6<sup>th</sup> graders will go directly towards the 6<sup>th</sup> 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 April 1-4, 2008 in the Sierra View multipurpose room.

**Recommendation**

I recommend approval of this fund raising request.

## CHICO UNIFIED SCHOOL DISTRICT

1163 East Seventh Street  
Chico, CA 95928-5999

6.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 Sierra View Elementary SchoolCLUB OR ORGANIZATION Academics Plus ProgramADVISOR Debbie AldredPURPOSE OF THE FUND RAISING PROJECT/ACTIVITY Classroom supplies & programs

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

☐ Minor: Estimated Gross \$ \_\_\_\_\_ Estimated Net \$ \_\_\_\_\_  
☒ Major: Estimated Gross \$ 13,000  
 Estimated Net \$ 11,000

NATURE OF PROJECT/ACTIVITY (i.e., car wash) K-6 Mathematics☐ 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 Ap. 1, 2008 ENDING Ap. 4th 2008LOCATION Sierra View MPRNUMBER OF STUDENTS TO BE INVOLVED ALL

## RECOMMENDED

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

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

10/8/07  
 Date \_\_\_\_\_ Director of Activity Signature (if applicable) \_\_\_\_\_

10/11/07  
 Date \_\_\_\_\_ Principal's Signature \_\_\_\_\_

10/12/07  
 Date \_\_\_\_\_ Assistant Superintendent's Signature \_\_\_\_\_

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

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

cc: Advisor  
Principal

Title: Proposed Agenda Item

Action: \_\_\_\_\_  
Consent:   X    
Information: \_\_\_\_\_

Agenda Item:  
Nov 07, 2007  
Page

Prepared by: Erinn Gulbrandsen  
Pleasant Valley High School

### **Background Information**

Members of the Fellowship of Christian Athlete Club at Pleasant Valley High School meet every Tuesday during lunch to grow and encourage one another in their faith and pursuit of athletic, academic, and personal goals. The senior class, as freshmen, attended a trip to the University of Oregon to meet with the college version of our club, Athletes in Action, attended a college basketball game, and then learned about the opportunities in college to stay connected with others pursuing similar goals. They were also encouraged to pursue their current goals and stay focused. The high school group developed tighter bonds through this trip, laying the foundation for life long friendships and a commitment to helping others. Because of the success of this trip, the seniors would like to attend the trip again not only for themselves but also to encourage the younger members of the club and, once again, bring the group together.

### **Educational Implications**

This field trip provides students with an opportunity to positively grow as individuals, athletes, and peers. Meeting with the college group provides students with the opportunity to develop a deeper understanding of their options once in college and the possibilities of what our group and their lives can become.

### **Fiscal Implications**

This field trip is funded through last year's student fundraiser (Community spaghetti dinner) and my individual contribution/donation.

### **Additional Information**

There will be distance and supervision between male and female sleeping areas. The young men will be sleeping in one supervised room, while the young women are sleeping in another supervised room. The students to adult ratio will be about five students to one adult for the first half of the trip. Once we arrive in Oregon, the ratio will change to about two students to one adult as we connect with the adults who lead the college group and who will be hosting us. Transportation will be provided by me, Erinn Gulbrandsen, a teacher and coach at Pleasant Valley High School as well as other district approved drivers.

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

FIELD TRIP REQUEST

TO: CUSD Board of Education Date: 10-31-07  
FROM: Erinn Gulbrandsen School/Dept.: Pleasant Valley High School  
SUBJECT: Field Trip Request

Request is for Fellowship of Athlete Club  
(grade/class/group)  
Destination: Eugene, Oregon (University of Oregon) Activity: Tour/Meet with college version of the club  
from 11/09/07 / 4pm to 11/11/07 / 8pm  
(dates) / (times) (dates) / (times)  
Rationale for Trip: Students will meet with the college version of Fellowship of Christian Athletes to tour the campus, attend an athletic event, and learn about the positive opportunities at the University of Oregon.  
Number of Students Attending: 10 Teachers Attending: 1-2 Parents Attending: 0  
Student/Adult Ratio: 5 to 1 (1st 1/2 of trip) 2 to 1 (2nd 1/2 of trip)  
Transportation: Private Cars X CUSD Bus \_\_\_\_\_ Charter Bus Name \_\_\_\_\_  
Other: \_\_\_\_\_  
All requests for bus or charter transportation must go through the transportation department - NO EXCEPTIONS.

ESTIMATED EXPENSES:  
Fees \$ 0 Substitute Costs \$ 0 Meals \$ 0  
Lodging \$ 0 Transportation \$ 60 Other Costs \$ 0  
ACCOUNT NAME(S), NUMBER(S) and AMOUNT(S):  
Name Fellowship of Christian Athletes Acct. #: 1232 \$ 60 100  
Name \_\_\_\_\_ Acct. #: \_\_\_\_\_ \$ \_\_\_\_\_

Erinn Gulbrandsen 10-31-07  
Requesting Party Date  
[Signature] 10/31/07 ☐ Approve/Minor ☒ Do not Approve/Minor  
Site Principal Date or  
Recommend/Major Not Recommended/Major  
(If transporting by bus or Charter)  
Director of Transportation Date  
IF MAJOR FIELD TRIP  
[Signature] 11-1-07 ☒ Recommend ☐ Not Recommended  
Director of Educational Services Date  
☐ Approved ☐ Not Approved  
Board Action Date

Title: Proposed Agenda Item

Action: \_\_\_\_\_  
Consent:   X    
Information: \_\_\_\_\_

Agenda Item:  
Date: November 7, 2007  
Page

Prepared by: Priscilla Burns, Lead Advisor

### **Background Information**

FHA-HERO is a co-curricular student organization that promotes personal development, career exploration and service. FHA-HERO is the CTSO (Career and Technical Student Organization) associated with Home Economics Careers and Technology. 3 career pathways are related to this student organization: ACE-LIFE, culinary art and hospitality and fashion and interior design. FHA-HERO is also associated with FCCLA (Family, Community and Career Leaders of America) nationwide...FHA-HERO is recognized by the California Dept. of Ed.

### **Educational Implications**

Cookbook sales help to support field trips for this student organization, competitive events, leadership workshops and state dues for the organization.

### **Fiscal Implications**

Students sell cookbooks, there is no overhead and we are only billed for the books we sell or don't return.

# CHICO UNIFIED SCHOOL DISTRICT

1163 East Seventh Street  
Chico, CA 95928-5999

6.B.9

Page 2 of 3

## 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 PVHS

CLUB OR ORGANIZATION FHA-HERO

ADVISOR Priscilla Burns, Alan von der Mehden, Laura Tittle and Natalie Taylor

PURPOSE OF THE FUND RAISING PROJECT/ACTIVITY Raise funds for field trips, leadership training, dues and Competitive Events materials within FHA-HERO

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

☐ Minor: Estimated Gross \$ \_\_\_\_\_ Estimated Net \$ \_\_\_\_\_  
☒ Major: Estimated Gross \$ 6,000.00  
Estimated Net \$ 2,500.00

NATURE OF PROJECT/ACTIVITY (i.e., car wash) Annual Cookbook Sales

☐ 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 11/09/07 ENDING 12/20/07

LOCATION PVHS, Room D-1/C-4

NUMBER OF STUDENTS TO BE INVOLVED 300

### RECOMMENDED

Date <u>10/21/07</u>	<u>CCD/Burns</u> Student Officer's Signature (if applicable)	<i>original done 8/27</i>
Date <u>10/21/07</u>	<u>[Signature]</u> Advisor's Signature	<i>original done 8/27</i>
Date <u>10/21/07</u>	<u>[Signature]</u> Director of Activity Signature (if applicable)	
Date <u>10/23/07</u>	<u>[Signature]</u> Principal's Signature	
Date <u>11/1/07</u>	<u>[Signature]</u> Assistant Superintendent's/Director's Signature	

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

Date - Approved by Board of Education

cc: Advisor  
Principal



# BUDGET PLAN

6.B.9  
Page 3 of 3

Account: FHA-HERO

1. The advisor should assist students in preparing the budget.
2. When estimated income  $\geq$  estimated expenses, the budget is balanced.

## Part 1 : Income

Description	Projected Income
Sales from Cookbooks	\$6,000.00
Total :	\$6,000.00

## Part 2 : Expenses

Description	Projected Expenses
Cost of cookbooks	\$3,500.00
Total :	\$3,500.00

## Part 3 : Net Profit (Projected)

Difference between total income and expenses : \$2,500.00

Prepared by ASB/Club Representative : Cody Breyer Date : 10/22/07

Reviewed by ASB/Club Advisor : [Signature] Date : 10/22/07

originals  
submitted  
8/27/07

ASB Recommendation	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
ASB Minutes Date: <u>10-16-07</u>	

Duplicate Request - Already in minutes

Agenda Item: \_\_\_\_\_

PROPOSED AGENDA ITEM: Rosedale Elementary: Jog-a-thon

Prepared by: Claudia de la Torre

☒ Consent  
☐ Information Only  
☐ Discussion/Action

Board Date: 11/7/07

Background Information

Annual school-wide fundraiser put on by the Fifth grade students and teachers. As a K-6 school, we have made a commitment to using these funds to send the Fifth Grade Class to Whiskeytown. The money supports the annual Fifth grade Whiskeytown Environmental Camp experience. This trip is very costly and the student body as a whole supports the Fifth grade class by contributing to this events success. Without this event many 5th grade students would be unable to attend this educational opportunity.

Education Implications

Whiskeytown Environmental Camp provides students with an additional hands-on and enriching opportunity in life and earth science.

Fiscal Implications

Any funds raised from this event will be used for Fifth grade environmental camp.

Additional Information

The cost of the camp is approximately \$230 per student. This includes tuition and transportation.

*Claudia de la Torre*  
*Carolyn Addison*

## CHICO UNIFIED SCHOOL DISTRICT

1163 East Seventh Street

Chico, CA 95928-5999

6.B.10

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 Rosedale Elementary SchoolCLUB OR ORGANIZATION 5th Grade ClassesADVISOR Shanon Payne (5th Grade Teacher) Claudia de la Torre (Principal)PURPOSE OF THE FUND RAISING PROJECT/ACTIVITY To support 5th grade students attending Whiskeytown Environmental Camp

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

[ ] Minor: Estimated Gross \$ \_\_\_\_\_ [x] Major: Estimated Gross \$ 5,000.00  
 Estimated Net \$ \_\_\_\_\_ Estimated Net \$ 4,500.00

NATURE OF PROJECT/ACTIVITY (i.e., car wash) Jog-a-thon

[ ] 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):

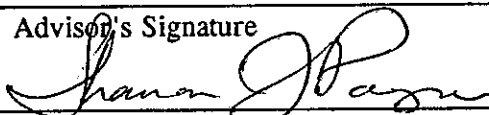
BEGINNING November 9, 2007 ENDING November 27, 2007LOCATION Rosedale Elementary SchoolNUMBER OF STUDENTS TO BE INVOLVED 425 +/-RECOMMENDED

Date

Student Officer's Signature (if applicable)

Date

Advisor's Signature

10/31/07

Date

Director of Activity Signature (if applicable)

10/31/07

Date

Principal's Signature

10/31/07

Date

Assistant Superintendent's Signature

Approval		Recommend
<u>Minor</u>		<u>Major</u>
Yes	No	Yes
[ ]	[ ]	[x]

[ ]

Date - Approved by Board of Education

cc: Advisor  
Principal

Agenda Item: \_\_\_\_\_  
(DO Use Only)

**PROPOSED AGENDA ITEM: Pyramid of Intervention Workshops**

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

Board Date: November 7, 2007

**Background Information**

Over the past year, Chico Unified School District has supported teachers to attend workshops to unite our efforts to develop a sensible sequence of teaching, learning, assessment, and support. The purpose of the February 27, 28, 2008 workshop is to help school teams identify key strategies for supporting struggling students and students who need enrichment opportunities. The goal is to develop a systematic, site-specific approach to ensuring that students learn at high levels. This workshop will also assist in providing a coherent vision with connections between the Response to Intervention model and Professional Learning Communities process.

**Education Implications**

Teams leave with a conceptual and practical understanding of providing additional time and support for students who are struggling and those who need enrichment.

**Fiscal Implications**

There is no impact to the general fund.

**Additional Information**

**DO Recommendation**

Recommended for approval.

Mandatory Instructions  
(click to view)

CHICO UNIFIED SCHOOL DISTRICT  
Business Services  
1163 E. 7<sup>th</sup> 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:** Solution Tree, LCC (Dori Ellis)  
**Street Address/POB:** 304 West Kirkwood Avenue  
**City, State, Zip Code:** Bloomington, Indiana 47404  
**Phone:** (888) 763-9045  
**Taxpayer ID/SSN:**

This agreement will be in effect from: 02/27/08 to 02/28/08

**Location(s) of Services:** (site) Masonic Lodge

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

Provide two-day workshop designed to help K-12 educators respond when students don't learn. Assemble a Pyramid of Interventions that can be implemented in their school and understand the strong connection to the Response to Intervention. Identify key strategies to advance their PLC efforts in their school.

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

Teams leave with a conceptual and practical understanding of interventions for students who are struggling and who need enrichment.

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)

\$ 9,500.00 Per Unit, times 1.00 # Units = \$ 9,500.00 **Total for Services**

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

9. **Additional Expenses:**

\$  
\$  
\$

**Total for**  
0.00 **Addit'l Expenses**

\$ 9,500.00 **Grand Total**

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

(to be completed by Business Services)

# **CONSULTANT TERMS AND CONDITIONS**

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

Business Services Use Only	
CA#	089052
V#	7500
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, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Consultant.
5. Consultant agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Consultant's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Consultant, and/or the Consultant's employee or agents.
6. Consultant will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District.
7. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
8. The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become, applicable to Consultant, Consultant's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.
9. The District will determine whether the Consultant will be paid by vendor check as a Consultant or payroll check as a Contract Employee (with taxes withheld) by reviewing the completed Certificate of Independent Consultant Agreement (a blank sample may be viewed at [http://www.chicousd.org/\\_dept/business/documents/Consultant\\_Agreement.pdf](http://www.chicousd.org/_dept/business/documents/Consultant_Agreement.pdf)). IRS publication SWR 40 and IRS Ruling 87-41 will assist the District in determining the payment method applied to this Consultant Agreement.

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

(Signature of Consultant)

Dori Ellis, Controller  
(Print Name)

(Date)

## **12. RECOMMENDED:**

(Signature of Originating Administrator)

Janet Brinson, Director  
(Print Name)

(Date)

## **13. APPROVED:**

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

Janet Brinson, Director  
(Print Name)

(Date)

## **APPROVED:**

(Signature of Asst. Supt. – Business Services)

☒ Consultant ☐ Contract Employee  
Scott Jones  
(Print Name)

(Date)

## **14. Authorization for Payment:**

### **CHECK REQUIRED (Invoice to accompany payment request):**

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

### **DISPOSITION OF CHECK by Accounts Payable: (check released upon completion of services)**

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

\$

(Amount)

(Originating Administrator Signature – Use Blue Ink)

(Date)

Agenda Item: \_\_\_\_\_  
(DO Use Only)

**PROPOSED AGENDA ITEM:**

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

Board Date: November 7, 2007

**Background Information**

Education for the Future is serving in the role of outside evaluator for the Cohort 5 Smaller Learning Communities grant from the Federal Government. They are also providing consultation on the productive use of data in the cycle of continual improvement.

**Education Implications**

CHS and PVHS are collecting demographic, outcome, perceptual and process data related to student learning and using the results to inform the changes necessary to increase achievement and individual student success.

**Fiscal Implications**

None to general fund. Consultancy will be charged to Smaller Learning Communities Grant.

**Additional Information**

N/A.

**Recommendation**

Recommended for approval.

Mandatory Instructions  
(click to view)

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

Business Services Use Only  
CA# \_\_\_\_\_  
V# \_\_\_\_\_  
RCF# \_\_\_\_\_

### CONSULTANT AGREEMENT

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

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

**Name:** The CSU, Chico Research Foundation on behalf of Education for the Future Initiative  
**Street Address/POB:** Attn: Patsy Schutz, 400 West 1st Street  
**City, State, Zip Code:** Chico, CA 95929-0230  
**Phone:** (530) 893-4482  
**Taxpayer ID/SSN:**

This agreement will be in effect from: 11/08/07 to 06/30/08

**Location(s) of Services:** (site) Chico High School and Pleasant Valley High School

3. **Scope of Work** to be performed: (attach separate sheet if necessary)  
Survey services, evaluation consultancy services, and final approval of evaluation report for Chico High School and Pleasant Valley High School.
4. **Goal (Strategic Plan, Site Plan, Other)** to be achieved as a result of Consultant services:  
Evaluation and survey services will provide formative and summative assessment of outcomes of student achievement.

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

- 1) Smaller Learning Communities Grant-Cohort 5
- 2)
- 3)

**6. Account(s) to be Charged:**

	Pct (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Expense	Sch/Dept
1)	50.00	01	5819	0	1110	1000	5800	14	010
2)	50.00	01	5819	0	1110	1000	5800	14	020
3)							5800	14	

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

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

\$ 10,000.00 Per Unit, times 1.00 # Units = \$ 10,000.00 Total for Services  
(Unit: ☐ Per Hour ☐ Per Day ☐ Per Activity)

**9. Additional Expenses:**

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

\$ 10,000.00 Grand Total

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

(to be completed by Business Services)



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

Business Services Use Only
CA# <u>089052</u>
V# <u>7500</u>
RCF# _____

- The Consultant will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Consultant Agreement. Consultant shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Consultant's employees.
- Consultant shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page 1 of this Agreement.
- In the performance of the work herein contemplated, Consultant is an independent contractor, with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
- If applicable, the Consultant will certify in writing, using Administration Form #3515.6, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Consultant.
- Consultant agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Consultant's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Consultant, and/or the Consultant's employee or agents.
- Consultant will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District.
- Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
- The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become, applicable to Consultant, Consultant's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.
- The District will determine whether the Consultant will be paid by vendor check as a Consultant or payroll check as a Contract Employee (with taxes withheld) by reviewing the completed Certificate of Independent Consultant Agreement (a blank sample may be viewed at [http://www.chicousd.org/\\_dept/business/documents/Consultant\\_Agreement.pdf](http://www.chicousd.org/_dept/business/documents/Consultant_Agreement.pdf)). IRS publication SWR 40 and IRS Ruling 87-41 will assist the District in determining the payment method applied to this Consultant Agreement.

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

<u>[Signature]</u> (Signature of Consultant)	Dori Ellis, Controller (Print Name)	<u>10/24/07</u> (Date)
---	--	---------------------------

**12. RECOMMENDED:**

<u>[Signature]</u> (Signature of Originating Administrator)	Janet Brinson, Director (Print Name)	<u>10/23/07</u> (Date)
--	---	---------------------------

**13. APPROVED:**

<u>[Signature]</u> (Signature of District Administrator, or Director of Categorical Programs)	Janet Brinson, Director (Print Name)	<u>10/23/07</u> (Date)
---	---	---------------------------

**APPROVED:**

<u>[Signature]</u> (Signature of Asst. Supt. – Business Services)	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Contract Employee <u>Scott Jones</u> (Print Name)	<u>10/23/07</u> (Date)
--	---	---------------------------

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

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

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

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

\$

(Amount)

(Originating Administrator Signature – Use Blue Ink)

(Date)

Agenda Item: \_\_\_\_\_

PROPOSED AGENDA ITEM: Notre Dame Catholic School Vending Meals Contract

Prepared by: Tanya Harter

☒ Consent  
☐ Information Only  
☐ Discussion/Action

Board Date: November 7, 2007

Background Information

Notre Dame Catholic School's PTA contacted our department for vending meals to their school for the remainder of the 2007-2008 School Year. They previously have been using local restaurants for their lunches. The PTA of Notre Dame school have decided that they wanted a healthier option for their students and thought the meals Chico Unified School District's Nutrition Services Department offers is just the ticket. We have worked out the details and with your approval would like to begin serving the students of Notre Dame School on Thursday, November 8, 2007.

Education Implications

N/A

Fiscal Implications

We will be using current employee hours to prepare and delivery the meals to Notre Dame. This will increase participation in the meal program which will in turn assist with the department and district's budget.

Additional Information

This is a wonderful opportunity for the Nutrition Services staff to assist the community, show off the talents of Chico Unified Nutrition Service employees, and at the same time increase participation in the meal program.

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

6.D.1  
Page 1 of 1

November 7, 2007

MEMORANDUM TO: Board of Education  
FROM: Kelly Staley, Interim Superintendent  
SUBJECT: Certificated Human Resources Actions

Name	Assignment	Effective	Comment
<b><u>Temporary Appointment(s) 2007/08 According to Board Policy</u></b>			
Kelly, William	0.2 FTE Elementary	1 <sup>st</sup> Semester 2007/08 (Effective 10/23/07)	Temporary Appointment
Phillips, Lori	0.6 FTE Elementary	1 <sup>st</sup> Semester 2007/08 (Effective 10/22/07)	Temporary Appointment
Pulgarin, Alma	0.21 FTE Elementary	1 <sup>st</sup> Semester 2007/08 (Effective 10/22/07)	Temporary Appointment

jm-11/01/07

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

6.D.2  
Page 1 of 2

November 7, 2007

MEMORANDUM TO: Board of Education

FROM: Kelly Staley, Interim Superintendent

SUBJECT: Classified Human Resources Actions

<u>NAME</u> <u>APPOINTMENTS</u>	<u>CLASS/LOCATION/ASSIGNED HOURS</u>	<u>EFFECTIVE</u>	<u>COMMENTS/FUND</u>
Abrego, Norma	Targeted Case Manager-Bil/Rosedale/4.0	10/16/07	New Position/ Grant Fund
Abrego, Norma	Targeted Case Manager-Bil/MJHS/4.0	10/16/07	New Position/ Grant Fund
Collado, Josh	Campus Supervisor/MJHS/1.0	10/04/07	Vacated Position
Collado, Josh	Campus Supervisor/CJHS/.5	10/12/07	Vacated Position
Davis, Kim	IA-Special Education/Citrus/1.0	10/15/07	New Position/ Grant Fund
Dutra, Deborah	LT IA-Special Education/CJHS/1.0	10/09/07- 12/19/07	New LT Position/ Special Education
Egger, Kimberly	Instructional Assistant/Rosedale/2.4	10/01/07	New Position/ Grant Fund
Fisher, Christine	LT Instructional Assistant/Citrus/1.2	10/25/07- 12/22/07	New LT Position/ Grant Fund
Forbes, Cathryn	IA-Sr Elementary Guidance/Parkview/1.4	09/04/07	New Position/ Grant Fund
Fune, Lisa	IA-Sr Elementary Guidance/Neal Dow/3.0	10/30/07	New Position/ Grant Fund
Gentry, Heidi	IPS-Healthcare/Sierra View/6.0	09/27/07	Vacated Position/ Special Education
Jessee, Kathryn	Instructional Assistant/Parkview/3.0	10/29/07	New Position/ Grant Fund
Johnson, Christine	Targeted Case Manager/Rosedale/4.0	10/16/07	New Position/ Categorical Fund
Martin, Sandra	Sr Library Media Assistant/BJHS/5.0	10/15/07	Vacated Position
McCall, Jennifer	Typist Clerk-Administration/ Education Services/8.0	10/16/07	New Position
Pedigo, Maria	Parent Clerical Aide-Restr/CHS/3.0	10/09/07	Vacated Position/ Categorical Fund
Renwick, Beth	LT IA-Special Education/PVHS/2.9	10/02/07- 01/11/08	New LT Position/ Special Education
Snyder, Robin	Instructional Assistant/Rosedale/1.5	10/15/07	New Position/ Grant Fund
Van Gilder, Jon	LT Computer Technician/ Information Services/7.0	10/12/07- 04/12/08	New LT Position/ Grant Fund
Vang, Zoua	LT Impacted Language Liaison-Hmong/ Citrus/.6 & .6	10/01/07- 12/22/07	New LT Positions/ Grant Fund
Vincent, John	LT Computer Technician/ Information Services/3.5	10/12/07- 11/29/07	Vacated LT Position/ Grant Fund
Wilmoth, Daniel	Custodian/Marigold/8.0	10/15/07	Vacated Position

**Increase in Hours**

Billingsley, Wendy	Office Assistant-Elem Attendance/ McManus/6.5	10/12/07	Increase in Hours/ Grant Fund
Johnson, Cherie	IPS-Classroom/Loma Vista/3.0	09/28/07	Vacated Position/ Special Education
Rives, Jodi	IPS-Classroom/MJHS/3.0	10/15/07	Vacated Position/ Special Education

**Transfer w/Increased Hours**

Lopez, Danielle	IPS-Classroom/Emma Wilson/3.0	10/11/07	Vacated Position/ Special Education
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**Voluntary Reduction in Hours**

Forbes, Cathryn	Instructional Assistant/Parkview/3.6	09/04/07	Existing Position
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**Transfer w/Decreased Work Year**

Hobbs, Elizabeth	School Office Manager/Oakdale/8.0	11/05/07	Vacated Position
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**Promotion**

Gilbert, Becki	School Office Manager/Hooker Oak/8.0	10/22/07	Vacated Position
Guzman, Josue	IA-Bilingual/Rosedale/4.0	10/15/07	Vacated Position
Lavin, Shawn	Nutrition Services Coordinator/ Nutrition Services/8.0	10/22/07	New Position

**Leave of Absence**

Dean, Sandra	Custodian/MJHS/8.0	11/10/07- 11/26/07	Per CBA 5.3.3
Xiong, Lee	Impacted Language Liaison-Hmong/ McManus/3.0	10/26/07- 12/20/07	Per CBA 5.12

**RESIGNATIONS****Resigned Only Position Listed**

Billingsley, Wendy	Office Asst Elem Attendance/ McManus/6.0	10/12/07	Increase in Hours
Gilbert, Becki	Sr Office Assistant/Education Services/8.0	10/21/07	Promotion
Guzman, Josue	IPS-Healthcare/PVHS/6.0	10/14/07	Promotion
Hobbs, Elizabeth	M & O Coordinator/M & O/8.0	11/04/07	Transfer w/Decreased Work Year
Johnson, Cherie	IPS-Classroom/Loma Vista/2.0	09/27/07	Increase in Hours
Lavin, Shawn	Cafeteria Satellite Manager/ Hooker Oak/4.7	10/21/07	Promotion
Lopez, Danielle	IA-Special Education/CCDS/2.0	10/10/07	Transfer w/Increased Hours
Manfredi, Dominic	IPS-Classroom/CHS/3.5	10/26/07	Voluntary Resignation
Rives, Jodi	IPS-Classroom/Loma Vista/2.0	10/14/07	Increase in Hours

**Resignation/Termination**

Davis, Patricia	Campus Supervisor/BJHS/1.0 & 2.0	10/08/07	Voluntary Resignation
Golden, Patricia	Library Media Assistant/Rosedale/2.5	06/30/07	Amend Voluntary Resignation to GH Retirement
Hamilton, Bonny	IPS-Classroom/Rosedale/6.0	09/28/07	Voluntary Resignation
Marquez, Alix	IPS-Classroom/Loma Vista/6.0	09/28/07	Voluntary Resignation
Maxwell, Justin	IPS-Classroom/Hooker Oak/2.0	10/29/07	Voluntary Resignation
Nash, Robyn	Sr Office Assistant/ Education Services/8.0	10/31/07	GH Retirement
O'Sullivan, Sharon	IA-Special Education/BJHS/5.0	10/01/07	GH Retirement
Pollard, Jordan	IA-Special Education/Sierra View/3.0	10/05/07	Voluntary Resignation
Robinson, Anne	IPS-Visually Impaired/Loma Vista/6.5	10/12/07	Voluntary Resignation
Sherwood, Judy	Parent Classroom Aide-Restr/ Sierra View/2.0	10/19/07	Voluntary Resignation
Sherwood, Judy	Parent Clerical Aide-Restr/Sierra View/.5	10/19/07	Voluntary Resignation
Slightom, Harold	Sr Grounds Worker/M & O/8.0	10/31/07	GH Retirement

Agenda Item: \_\_\_\_\_

## PROPOSED AGENDA ITEM: Organizational Meeting Date

Prepared by: Kelly Staley

\_\_\_\_\_ Consent  
\_\_\_\_\_ Information Only  
XXX Discussion/Action

Board Date: November 7, 2007

Background Information

Per Ed Code §35142. the organizational meeting must be held within 15 days of the first Friday in December. Unless otherwise provided by a rule of the Governing Board, the date the organizational meeting must be selected by the Board at its regular meeting held immediately prior to December 1.

Therefore, on the regular board meeting of November 7, 2007, the Board should elect to hold its Organizational Meeting at the regularly scheduled meeting on December 5, 2007.

Education ImplicationsFiscal ImplicationsAdditional Information

The Board may wish to begin considering the following:  
Candidate for President, Vice President and Clerk  
Day, time and place of the regular meetings.  
Format of the agenda.

**TITLE: Board Policy Series 1000 (Community Relations)**

Action:

Consent:

Information: X

Prepared by:

**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 1000

**BP 1000, Community Relations**  
Board Meeting October 17, 2007

7.A.2  
Page 2 of 27

			<b>Board - 1st Review</b>	<b>Adopted</b>
1000	BP	Concepts And Roles	10/17/2007	
1100	BP	Communication with the Public	10/17/2007	
1112	BP	Media Relations	10/17/2007	
1113	BP	District And School Web Sites	10/17/2007	
1150	BP	Commendations and Awards	10/17/2007	
1160	BP	Political Processes	10/17/2007	
1220	BP	Citizen Advisory Committees	10/17/2007	
1250	BP	Visitors/Outsiders	10/17/2007	
1312.1	BP	Complaints Concerning District Employees	10/17/2007	
1312.2	BP	Complaints Concerning Instructional Materials	10/17/2007	
1312.3	BP	Uniform Complaint Procedures	10/17/2007	
1330	BP	Use Of School Facilities	10/17/2007	
1340	BP	Access To District Records	10/17/2007	
1400	BP	Relations Between Other Governmental Agencies and the Schools	10/17/2007	
1431	BP	Waivers	10/17/2007	
1700	BP	Relations Between Private Industry and the Schools	10/17/2007	





**Chico Unified School District**

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

Board Policy: #1000

Section: 1000 Community Relations

Page 1 of 1

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**CONCEPTS AND ROLES**

The Board of Education desires to represent the community and provide leadership in addressing community issues related to education.

Schools, parents/guardians, community members and local organizations must continually collaborate as partners. The Board and the Superintendent or designee shall work together with city and county agencies and organizations to promote and facilitate coordinated services for children, and shall seek to develop partnerships with local businesses.

(cf. 1700 - Relations between Private Industry and the Schools)

The Board recognizes that schools are an important community resource. Community members are also encouraged to attend Board meetings, participate in school activities, and take an active interest in issues that affect the schools. The Board and Superintendent or designee shall keep community members informed about district needs and accomplishments.

(cf. 0420.5 - School-Based Decision Making)

(cf. 0510 - School Accountability Report Card)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1240 - Volunteer Assistance)

(cf. 1330 - Use of School Facilities)

(cf. 6020 - Parent Involvement)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 9323 - Meeting Conduct)

The Board recognizes that its ability to fulfill the community's expectations for a high-quality educational program depends on the level of support provided by the state and federal government as well as the community. The Board therefore shall study legislative processes and issues, establish ongoing relationships with state and local leaders and the media, adopt positions on key issues, set priorities for advocacy, and collaborate with other organizations and coalitions in legislative and legal advocacy efforts.

(cf. 1112 - Media Relations)

(cf. 1160 - Political Processes)

(cf. 9000 - Role of the Board)

**Legal Reference:**

**EDUCATION CODE**

35160 Authority of governing boards

35172 Promotional activities

Policy Adopted:



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

Board Policy: #1100

Section: 1000 Community Relations

Page 1 of 1

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## COMMUNICATION WITH THE PUBLIC

The Board of Education appreciates the importance of community involvement and therefore shall strive to keep the community informed of developments within the school system in timely and understandable ways.

The Superintendent or designee shall strive to keep the public aware of the programs, achievements and needs of our schools. Members of the community shall have opportunities to become involved in the schools and to express their interests and concerns.

### Mass Mailings or Distributions

The Board recognizes that state law prohibits mass mailings or distributions at public expense which aggrandize elected officers. The name, signature or photograph of an elected district officer may be included in such materials only as permitted by 2 CCR 18901.

#### Legal Reference:

##### EDUCATION CODE

35172 Promotional activities

##### GOVERNMENT CODE

82041.5 Mass mailing

89001 Newsletter or mass mailing

##### CODE OF REGULATIONS, TITLE 2

18901 Mass mailings sent at public expense



## **Chico Unified School District**

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

Board Policy:

#1112

Section: 1000 Community Relations

Page 1 of 2

### **MEDIA RELATIONS**

The Board of Education respects the public's right to information and recognizes that the media significantly influence the community's understanding of school programs. In order to develop and maintain positive media relations, the Board and the Superintendent desire to reasonably accommodate media requests for information and to provide accurate, reliable and timely information.

Media representatives are welcome at all Board meetings and shall receive meeting agendas upon request in accordance with Board policy.

(cf. 9322 - Agenda/Meeting Materials)

Media representatives, like all other visitors, shall register immediately upon entering any school building or grounds when school is in session.

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

Staff may provide the media with student directory information, including, but not limited to, the name of a student, school of attendance, grade level, honors, and activities, unless the student's parent/guardian has submitted a written request that such information not be disclosed. The district shall not release information that is private or confidential as required by law, Board policy or administrative regulation. No other access to student records may be provided without written parent/guardian permission.

(cf. 1340 - Access to District Records)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 9010 - Public Statements)

(cf. 9321.1 - Closed Session Actions and Reports)

### **Interviewing and Photographing Students**

The district shall not impose restraints on students' right to speak freely with media representatives at those times which do not disrupt a student's educational program. However, interviews of students may not create substantial disorder or impinge on the rights of others. Therefore, in order to minimize possible disruption, media representatives who wish to interview students at school are strongly encouraged to make prior arrangements with the principal. At their discretion, parents/guardians may instruct their children not to communicate with media representatives.

(cf. 5145.2 - Freedom of Speech/Expression)

In order to protect the privacy and safety of students, a media representative who wishes to photograph students on school grounds should first make arrangements with the principal or designee.

When interviewing or photographing a special education student, he/she shall not be identified as a special education student without prior, written parent/guardian permission.

### **Crisis Communications Plan**

During a disturbance or crisis situation, the first priority of school staff is to assure the safety of students and staff. However, the Board recognizes the need to provide timely and accurate information to parents/guardians and the

Policy Adopted:



**Chico Unified School District**

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

7.A.2  
Page 6 of 27

Board Policy: #1112

Section: 1000 Community Relations

Page 2 of 2

community during a crisis. The Board also recognizes that the media have an important role to play in relaying this information to the public.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergency and Disaster Preparedness Plan)

**Legal Reference:**

EDUCATION CODE

32210-32212 Willful disturbance of public school or meeting

35144 Special meetings

35145 Public meetings

35160 Authority of governing boards

35172 Promotional activities

EVIDENCE CODE

1070 Refusal to disclose news source

PENAL CODE

627-627.10 Access to school premises

COURT DECISIONS

Lopez v. Tulare Joint Union High School District, (1995) 34 Cal.App.4th 1302

ATTORNEY GENERAL OPINIONS

95 Ops. Cal. Atty. Gen. 509 (1996)

**Management Resources:**

CSBA PUBLICATIONS

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

WEB SITES

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

Policy Adopted:



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

Board Policy: #1113

Section: 1000 Community Relations

Page 1 of 2

## DISTRICT AND SCHOOL WEB SITES

To enhance communication with students, parents/guardians, staff, community members and the public at large, the Board of Education encourages the development and ongoing maintenance of district and school web sites on the Internet. Web sites shall support the educational mission of the district.

(cf. 0000 - Vision)  
(cf. 0200 - Goals for the School District)  
(cf. 0440 - District Technology Plan)  
(cf. 0440.1 - Internet Acceptable Use Policy)  
(cf. 1100 - Communication with the Public)  
(cf. 1112 - Media Relations)  
(cf. 3312 - Contracts)  
(cf. 4040 - Employee Use of Technology)  
(cf. 5124 - Communication with Parents/Guardians)  
(cf. 5145.2 - Freedom of Speech/Expression)  
(cf. 6010 - Goals and Objectives)  
(cf. 6145.5 - Student Organization and Equal Access)  
(cf. 6162.7 - Use of Technology in Instruction)  
(cf. 6163.4 - Student Use of Technology)

District and school web sites shall not include content which is obscene, libelous or slanderous, or which creates a clear and present danger of inciting students to commit unlawful acts, violate school rules or substantially disrupt the school's orderly operation.

(cf. 4132/4232/4332 - Publication or Creation of Materials)  
(cf. 6162.6 - Use of Copyrighted Materials)

### Content

The Superintendent or designee shall ensure that web site content protects the privacy rights of students, parents/guardians, staff, Board members and other individuals.

No personal information about students or their parents/guardians, including phone numbers, home addresses or e-mail addresses, shall be published on a district or school web page.

(cf. 1340 - Access to District Records)  
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5022 - Student and Family Privacy Rights)  
(cf. 5125 - Student Records)  
(cf. 5125.1 - Release of Directory Information)

Home addresses or telephone numbers of staff members shall not be posted.

District and school web sites shall not post the home address or telephone number of any elected or appointed official without the prior written permission of that individual. (Government Code 6254.21)

(cf. 1100 - Communication with the Public)

No public safety officer shall be required as a condition of employment to consent to the use on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation or harm to the officer or his/her family. (Government Code 3307.5)

Policy Adopted:



**Chico Unified School District**

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

Board Policy: #1113

Section: 1000 Community Relations

Page 2 of 2

(cf. 3515.3 - District Police/Security Department)

The Superintendent or designee may establish standards for the design and content of district and school web sites in order to maintain a consistent identity, professional appearance and ease of use.

**Legal Reference:**

**EDUCATION CODE**

35182.5 Contracts for advertising

35258 Internet access to school accountability report cards

48907 Exercise of free expression; rules and regulations

48950 Speech and other communication

49073 Release of directory information

60048 Commercial brand names, contracts or logos

**GOVERNMENT CODE**

3307.5 Publishing identity of public safety officers

6254.21 Publishing addresses and phone numbers of board members

**UNITED STATES CODE, TITLE 17**

101-1101 Federal copyright law

**UNITED STATES CODE, TITLE 20**

1232g Federal Family Educational Rights and Privacy Act (FERPA)

**CODE OF FEDERAL REGULATIONS, TITLE 16**

312.1-312.11 Children's Online Privacy

**COURT DECISIONS**

Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112

Perry Education Association v. Perry Local Educators' Association, (1983) 460 U.S. 37

Board of Education, Island Trees Union Free School District, et.al. v. Pico, (1982) 457 U.S. 853

Policy Adopted:



**Chico Unified School District**

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

7.A.2

Page 9 of 27

Board Policy:

#1150

Section: 1000 Community Relations

Page 1 of 1

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**COMMENDATIONS AND AWARDS**

The Board of Education believes that individuals and organizations deserve recognition when they provide contributions or long-standing service to the district. The Board believes that commending such service promotes increased community understanding and participation.

(cf. 1700 - Relations between Private Industry and the Schools)

The Superintendent or designee shall establish procedures by which Board members, employees or members of the community may suggest persons or organizations for Board recognition. At the Board's discretion, letters of recognition, Board resolutions, plaques or awards may be presented.

The Board encourages similar forms of recognition for achievement or services as part of school-level commendation programs.

(cf. 4156.2/4256.2/4356.2 - Awards and Recognition)

(cf. 5126 - Awards for Achievement)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

44015 Awards to employees and students

Policy Adopted:



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

Board Policy: #1160

Section: 1000 Community Relations  
Page 1 of 3

## **POLITICAL PROCESSES**

The Board of Education has a responsibility to actively advocate fiscal and public policy that supports the district's schools and the children in the community. To the extent possible, the Board shall be proactive in defining the district's advocacy agenda based on the needs of the district.

(cf. 0000 - Vision)  
(cf. 0200 - Goals for the School District)  
(cf. 9000 - Role of the Board)  
(cf. 9010 - Public Statements)

The Board may establish reasonable regulations related to Board members and employees engaging in political activity during working hours and on district premises. (Education Code 7055)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

### **Legislation**

The Board's responsibility as an advocate for the district may include lobbying at the state and national levels.

Because local governments also make decisions which impact the district's schools, the Board and the Superintendent or designee shall work to establish ongoing relationships with city and county officials and agencies, and shall inform them of the potential effect of local issues on the schools.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)  
(cf. 7131 - Relations with Local Agencies)

The Board may identify issues that will affect its schools and the children in its community, establish goals and priorities for legislative advocacy, solicit community input and adopt legislative positions.

In order to strengthen legislative advocacy efforts, the district may work with organizations and coalitions and may join associations whose representatives lobby on behalf of their members.

As necessary, the Superintendent or designee may draft legislative proposals which serve the district's interests.

The Board may provide fair and impartial information about legislative issues affecting schools and children and shall inform the community about its legislative advocacy activities.

(cf. 1100 - Communication with the Public)  
(cf. 1112 - Media Relations)

### **Ballot Measures/Candidates**

The Board may study the potential effect of ballot measures on the district's schools. Any Board discussion of the effect of such measures shall include an opportunity for Board members, staff and members of the public to speak on all sides of the issue. Following such study, the Board may adopt positions in support of or in opposition to ballot measures of importance to education.

(cf. 9323 - Meeting Conduct)

No district funds, services, supplies or equipment shall be used to urge the support or defeat of any ballot measure or candidate, including any candidate for election to the Board. (Education Code 7054)

Policy Adopted:





**Chico Unified School District**

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

Board Policy: #1160

Section: 1000 Community Relations

Page 2 of 3

District resources shall not be used to disseminate campaign literature or to purchase advertisements, bumper stickers, posters or similar promotional items that advocate an election result.

(cf. 1325 - Advertising and Promotion)

The Superintendent or designee may use district resources to provide students, parents/guardians and community members with fair and impartial information related to ballot measures, including information about the impact of ballot measures on the district. (Education Code 7054)

The Superintendent or designee may research, draft and prepare a bond measure or other initiative for the ballot, but shall not use district resources to secure signatures in order to qualify the measure for the ballot.

Upon request, Board members and district administrators may appear at any time before a citizens' group to explain why the Board called for an election on a bond measure and to answer questions. (Education Code 7054.1)

If the presentation occurs during working hours, the district representative shall not urge a citizens' group to vote for or against the bond measure.

For informational purposes, the Superintendent or designee may conduct a poll related to a ballot issue. Such a poll shall not advocate a particular position on the issue.

**Legal Advocacy**

The Board recognizes that some issues are more appropriately addressed judicially rather than legislatively. When a legal issue is likely to set a state or national precedent, the district may join with other districts or parties in order to challenge the issue through litigation or other appropriate means.

(cf. 9124 - Attorney)

**Political Forums**

Forums on political issues may be held in district facilities as long as the forum is made available to all sides of the issue on an equitable basis. (Education Code 7058)

(cf. 1330 - Use of School Facilities)

**Legal Reference:**

EDUCATION CODE

7054 Use of district property

7054.1 Requested appearance

7055 Local rules

7056 Soliciting or receiving political funds

7058 Use of forum

35160 Authority of governing boards

35172 Promotional activities

GOVERNMENT CODE

50023 Attending legislature to support or oppose legislation

53060.5 Attendance at legislative body; expenses

54953.5 Right to record proceedings

54953.6 Broadcasts of proceedings

81000-91015 Political Reform Act

Policy Adopted:



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

7.A.2  
Page 12 of 27

Board Policy: #1160

Section: 1000 Community Relations

Page 3 of 3

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COURT DECISIONS

Stanson v. Mott, (1976) 17 Cal. 3d 206

Miller v. Miller, (1978) 87 Cal.App.3d 762

League of Women Voters v. Countywide Criminal Justice Coordination Committee, (1988) 203 Cal.App.3d 529, 250 Cal. Rptr. 161, rev.den.

Choice-in-Education League et al v. Los Angeles Unified School District, (1993) 17 Cal.App.4th 415

Yes on Measure A v. City of Lake Forest, (1997) 60 Cal.App.4th 620

Scherer v. Buchanan, First Appellate District, Civil No. A076648

ATTORNEY GENERAL OPINIONS

73 Ops.Cal.Atty.Gen. 255 (1990)

Management Resources:

OFFICE OF LEGISLATIVE COUNSEL

Advice letter #7837, March 18, 1996 (use of public funds to publicize board positions)

FAIR POLITICAL PRACTICES COMMISSION

FPPC No. 93/345 (1996)

CSBA PUBLICATIONS

Political Activities of School Districts: Legal Issues, 1998

Maximizing School Board Leadership: Community Leadership, 1996

Policy Adopted:



## **Chico Unified School District**

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

Board Policy: #1220

Section: 1000 Community Relations

Page 1 of 2

### **CITIZEN ADVISORY COMMITTEES**

The Governing Board recognizes that citizen advisory committees enable the Board to better understand interests and concerns of the community. The Board may establish citizen advisory committees as the need arises or as required by law. The purposes of any such committees shall be clearly defined.

(cf. 0000 - Vision)  
(cf. 0200 - Goals for the School District)  
(cf. 0420 - School Plans/Site Councils)  
(cf. 0420.1 - School-Based Program Coordination)  
(cf. 0430 - Comprehensive Local Plan for Special Education)  
(cf. 3280 - Sale, Lease, Rental of District-Owned Real Property)  
(cf. 5030 - Student Wellness)  
(cf. 6020 - Parent Involvement)  
(cf. 6171 - Title I Programs)  
(cf. 6174 - Education for English Language Learners)  
(cf. 6175 - Migrant Education Program)  
(cf. 6178 - Vocational Education)  
(cf. 9130 - Board Committees)

Citizen advisory committees shall serve in a strictly advisory capacity; they may make recommendations regarding Board policy, but their actions shall not be binding on the Board. The Board may dissolve any advisory committee not required by law when the committee has fulfilled its duties or at any time the Board determines it necessary.

The membership of citizen advisory committees should represent the diversity of the community and a diversity of viewpoints. With Board approval, the Superintendent or designee may appoint committee members.

The Superintendent or designee shall provide training and information as necessary to enable committee members to understand the basic administrative structure, program processes, and goals of the committee.

Within budget allocations, the Superintendent or designee may approve requests for committee travel and may reimburse committee members for expenses at the same rates and under the same conditions as those provided for district employees.

(cf. 3350 - Travel Expenses)

The Superintendent or designee may establish advisory committees which shall report to him/her in accordance with law, Board policy, and administrative regulation.

(cf. 2230 - Representative and Deliberative Groups)

#### **Legal Reference:**

#### **EDUCATION CODE**

8070 Career technical education advisory committee  
11503 Parent involvement program  
17387-17391 Advisory committees for use of excess school facilities  
35147 School site councils and advisory committees  
41505-41508 Pupil Retention Block Grant  
41570-41573 School and Library Improvement Block Grant  
44032 Travel expense payment  
52176 Advisory committees, LEP program  
52852 Site council, school-based program coordination  
54425 Advisory committees, compensatory education

Policy Adopted:



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

Board Policy: #1220

Section: 1000 Community Relations

Page 2 of 2

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54444.1-54444.2 Parent advisory councils, services to migrant children  
56190-56194 Community advisory committee, special education  
62002.5 Continuing parent advisory committees, schools receiving funds from economic impact aid or bilingual education act  
REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS  
52012 School site council  
GOVERNMENT CODE  
820.9 Members of local public boards not vicariously liable  
6250-6270 California Public Records Act  
54950-54963 Brown Act  
UNITED STATES CODE, TITLE 42  
1751 Note. Local wellness policy

Policy Adopted:



**Chico Unified School District**  
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(530) 891-3000

Board Policy: #1250

Section: 1000 Community Relations

Page 1 of 1

## VISITORS

The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session.

(cf. 1112 - Media Relations)

(cf. 3515.2 - Disruptions)

For purposes of school safety and security, the principal or designee shall design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)

(cf. 5144 - Discipline)

### Legal Reference:

#### EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes; misdemeanor

32212 Classroom interruptions

35160 Authority of governing boards

35292 Visits to schools (board members)

51512 Prohibited use of electronic listening or recording device

#### EVIDENCE CODE

1070 Refusal to disclose news source

#### LABOR CODE

230.8 Discharge or discrimination for taking time off

#### PENAL CODE

626-626.10 Schools

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

#### ATTORNEY GENERAL OPINIONS

95 Ops.Cal.Atty.Gen. 509 (1996)

Policy Adopted:



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Board Policy: #1312.1

Section: 1000 Community Relations

Page 1 of 1

## COMPLAINTS CONCERNING DISTRICT EMPLOYEES

The Board of Education accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Superintendent or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3515.2 - Disruptions)

The Board prohibits retaliation against complainants. The district will not investigate anonymous complaints unless it so desires.

### Legal Reference:

#### EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints

35146 Closed sessions

44031 Personnel file contents and inspection

44811 Disruption of public school activities

44932-44949 Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)

48987 Child abuse guidelines

#### GOVERNMENT CODE

54957 Closed session; complaints re employees

54957.6 Closed session; salaries or fringe benefits

#### PENAL CODE

273 Cruelty or unjustifiable punishment of child

11164-11174.3 Child Abuse and Neglect Reporting Act

#### WELFARE AND INSTITUTIONS CODE

300 Minors subject to jurisdiction of juvenile court

### Management Resources:

#### CDE LEGAL ADVISORIES

0910.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site (LO:4-93)

Policy Adopted:



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Board Policy: #1312.2

Section: 1000 Community Relations

Page 1 of 2

## COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

The Governing Board uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)  
(cf. 6161.11 - Supplementary Instructional Materials)  
(cf. 6163.1 - Library Media Centers)

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school.

(cf. 1312.3 - Uniform Complaint Procedures)

When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.

(cf. 9322 - Agenda/Meeting Materials)

The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.

(cf. 6144 - Controversial Issues)  
(cf. 9000 - Role of the Board)  
(cf. 9005 - Governance Standards)

When any challenged instructional material is reviewed by the district, it shall not be subject to further reconsideration for 12 months, unless the Superintendent determines that reconsideration is warranted.

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's Williams uniform complaint procedure at AR 1312.4.

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 1312.4 - Williams Uniform Complaint Procedures)

### Legal Reference:

#### EDUCATION CODE

18111 Exclusion of books by governing board  
35010 Control of district; prescription and enforcement of rules  
60000 35186 Williams Uniform Complaint Procedures  
44805 Enforcement of course of studies; use of textbooks, rules and regulations

Policy Adopted:



## **Chico Unified School District**

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

Board Policy:

#1312.2

Section: 1000 Community Relations

Page 2 of 2

---

51501 Subject matter reflecting on race, color, etc.

60000-60005 Instructional materials, legislative intent

60040-60048 Instructional requirements and materials

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school material 60226 Requirements for publishers and manufacturers

60400 60411 High school textbooks

60510-60511 Donation of sale of obsolete instructional materials

### **Management Resources:**

CDECALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1002.90 Selection of instructional materials Instructional Materials, CIL: 90/91-02 CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Evaluation of Instructional Materials with Respect to Social Content, 1986 edition, revised 2001

### **WEB SITES**

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

California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ci>





**Chico Unified School District**  
1163 East Seventh Street, Chico, CA 95928-5999  
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Board Policy: #1312.3

Section: 1000 Community Relations

Page 1 of 2

## UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5 CCR 4610)

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.2 - Complaints Concerning Instructional Materials)  
(cf. 3553 - Free and Reduced Price Meals)  
(cf. 4031 - Complaints Concerning Discrimination in Employment)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(cf. 5148 - Child Care and Development)  
(cf. 6159 - Individualized Education Program)  
(cf. 6171 - Title I Programs)  
(cf. 6174 - Education for English Language Learners)  
(cf. 6175 - Migrant Education Program)  
(cf. 6178 - Vocational Education)  
(cf. 6200 - Adult Education)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

(cf. 1312.4 - Williams Uniform Complaint Procedures)

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5125 - Student Records)  
(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation

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

Board Policy: #1312.3

Section: 1000 Community Relations

Page 2 of 2

---

shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

**Legal Reference:**

**EDUCATION CODE**

200-262.4 Prohibition of discrimination  
8200-8498 Child care and development programs  
8500-8538 Adult basic education  
18100-18203 School libraries  
32289 School safety plan, uniform complaint procedure  
35186 Williams uniform complaint procedure  
41500-41513 Categorical education block grants  
48985 Notices in language other than English  
49060-49079 Student records  
49490-49590 Child nutrition programs  
52160-52178 Bilingual education programs  
52300-52499.6 Career-technical education  
52500-52616.24 Adult schools  
52800-52870 School-based coordinated programs  
54000-54041 Economic impact aid programs  
54100-54145 Miller-Unruh Basic Reading Act  
54400-54425 Compensatory education programs  
54440-54445 Migrant education  
54460-54529 Compensatory education programs  
56000-56885 Special education programs  
59000-59300 Special schools and centers  
64000-64001 Consolidated application process  
**CODE OF REGULATIONS, TITLE 5**  
3080 Application of section  
4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs  
**PENAL CODE**

422.6 Interference with constitutional right or privilege  
**UNITED STATES CODE, TITLE 20**  
6301-6577 Title I basic programs  
6601-6777 Title II preparing and recruiting high quality teachers and principals  
6801-6871 Title III language instruction for limited English proficient and immigrant students  
7101-7184 Safe and Drug-Free Schools and Communities Act  
7201-7283g Title V promoting informed parental choice and innovative programs  
7301-7372 Title V rural and low-income school programs

**Management Resources:**

**WEB SITES**

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

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/offices/OCR>

Policy Adopted:



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7.A.2

Page 21 of 27

Board Policy:

#1330

Section: 1000 Community Relations

Page 1 of 1

### **USE OF SCHOOL FACILITIES**

The Board of Education recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.

(cf. 6145.5 - Student Organizations and Equal Access)

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a first-come, first-served basis.

The Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133)

1. Encourage and assist groups desiring to use school facilities for approved activities.
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary.
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work.

#### **Fees**

The Board authorizes the use of school facilities or grounds without charge by nonprofit organizations, clubs or associations organized to promote youth and school activities. These groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, Inc., parent-teacher associations, and school-community advisory councils. Other groups requesting the use of school facilities under the Civic Center Act shall be charged at least direct costs.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

#### **Legal Reference:**

##### EDUCATION CODE

10900-10914.5 Community recreation programs

38130-38138 Civic Center Act: use of school property for public purposes

##### BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

##### UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

##### COURT DECISIONS

Good New Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

Cole v. Richardson, (1972) 405 U.S. 676

Connell v. Higgenbotham, (1971) 403 U.S. 207

ACLU of So. Calif. v. Board of Education of Los Angeles, (1961) 55 Cal. 2d 167

Ellis v. Board of Education, (1945) 27 Cal. 2d 322

##### ATTORNEY GENERAL OPINIONS

82 Ops. Cal. Atty. Gen. 90 (1999)

79 Ops. Cal. Atty. Gen. 248 (1996)

#### **Management Resources:**

##### CDE LEGAL ADVISORIES

1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4-89

Policy Adopted:



**Chico Unified School District**  
1163 East Seventh Street, Chico, CA 95928-5999  
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Board Policy: #1340

Section: 1000 Community Relations

Page 1 of 1

## ACCESS TO DISTRICT RECORDS

The Governing Board recognizes the right of citizens to have access to public records of the district. The Board intends the district to provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of state and federal law. Such records shall be examined in the presence of a district staff member.

The district may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other statutes.

(cf. 3553 - Free and Reduced Price Meals)  
(cf. 4112.6/4212.6/4312.6 - Personnel Files)  
(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)  
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5020 - Parent Rights and Responsibilities)  
(cf. 5125 - Student Records)  
(cf. 5125.1 - Release of Directory Information)  
(cf. 6162.5 - Student Assessment)  
(cf. 9011 - Disclosure of Confidential/Privileged Information)  
(cf. 9321 - Closed Session Purposes and Agendas)

### Legal Reference:

#### EDUCATION CODE

35145 Public meetings  
35170 Authority to secure copyrights  
35250 Duty to keep certain records and reports  
42103 Publication of proposed budget; hearing  
44031 Personnel file contents and inspections  
44839 Medical certificates; periodic medical examination (re access to medical certificate in personnel file)  
49060-49079 Pupil records  
49091.10 Parental review of curriculum and instruction  
52850 Applicability of article (School-based Program Coordination Plan availability)

#### GOVERNMENT CODE

3547 Proposals relating to representation  
6250-6270 California Public Records Act  
6275-6276.48 Other exemptions from disclosure  
53262 Employment contracts  
54957.2 Minute book record of closed sessions  
54957.5 Agendas and other writings distributed for discussion or consideration  
81008 Public records; inspection and reproduction

#### CODE OF REGULATIONS, TITLE 5

430-438 Individual pupil records

#### CALIFORNIA CONSTITUTION

Article 1, Section 3 Right of access to governmental information

#### COURT DECISIONS

Fairley v. Superior Court, 66 Cal.App. 4th 1414 (1998)

North County Parents Organization for Children with Special Needs v. Department of Education, 23 Cal.App. 4th 144 (1994)

#### ATTORNEY GENERAL OPINIONS

71 Ops.Cal.Atty.Gen. 235 (1988)

64 Ops.Cal.Atty.Gen 186 (1981)

Policy Adopted:



## **Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
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7.A.2

Page 23 of 27

Board Policy:

#1400

Section: 1000 Community Relations

Page 1 of 2

### **RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS**

The Board of Education recognizes that agencies at all levels of government share its concern and responsibility for the health, safety and welfare of youth. The Superintendent or designee shall initiate and maintain good working relationships with representatives of these agencies in order to help district schools and students make use of the resources which governmental agencies can provide.

(cf. 3515.2 - Disruptions)  
(cf. 3515.3 - District Police/Security Department)  
(cf. 3515.5 - Sex Offender Notification)  
(cf. 3516 - Emergencies and Disaster Preparedness Plan)  
(cf. 5131.7 - Weapons and Dangerous Instruments)  
(cf. 5141.22 - Infectious Diseases)  
(cf. 5141.4 - Child Abuse Reporting Procedures)  
(cf. 5145.11 - Questioning and Apprehension)  
(cf. 5145.12 - Search and Seizure)  
(cf. 7131 - Relations with Local Agencies)

The district may enter into agreements with other agencies which involve the exchange of funds or reciprocal services. Such agreements shall be approved by the Board and executed in writing in excess of \$5,000.00.

#### **Elections/Voter Registration**

If a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its use for such purpose. The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. If school sessions will continue, the Board shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)

(cf. 6111 - School Calendar)

When a school is used as a polling place, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere or interrupt the normal process of voting, and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to disabled persons. (Elections Code 12283)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

To encourage students to participate in the elections process when they are eligible, the Superintendent or designee may distribute to high school seniors voter registration forms provided by the Secretary of State. He/she shall determine the most effective means of distributing the forms, which may include but not be limited to distributing forms at the start of the school year, with orientation materials, at central locations, and/or with graduation materials.

#### **Legal Reference:**

##### **EDUCATION CODE**

10900-10914.5 Cooperative community recreation programs  
12400 Authority to receive and expend federal funds  
12405 Authority to participate in federal programs  
17050 Joint use of library facilities  
17051 Joint use of park and recreational facilities

Policy Adopted:



## **Chico Unified School District**

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

7.A.2

Page 24 of 27

Board Policy:

#1400

Section: 1000 Community Relations

Page 2 of 2

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32001 Fire alarms and drills

35160 Authority of governing boards

35160.1 Broad authority of school districts

48902 Notification of law enforcement agencies

48909 District attorney may give notice re student drug use, sale or possession

49305 Cooperation of police and California Highway Patrol

49402 Contracts with city, county or local health departments

49403 Cooperation in control of communicable disease and immunization

51202 Instruction in personal and public health and safety

### ELECTIONS CODE

2145-2146 Distribution of voter registration forms

12283 Polling places: schools

### WELFARE AND INSTITUTIONS CODE

828 Disclosure of information re minors by law enforcement agency

828.1 School district police department; disclosure of juvenile criminal records

### Management Resources:

#### WEB SITES

California Secretary of State: <http://www.ss.ca.gov>

California Voter Foundation: <http://www.calvoter.org>

Cities, Counties, and Schools Partnership: <http://www.ccspartnership.org>

Policy Adopted:



## **Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
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7.A.2  
Page 25 of 27

Board Policy:

#1431

Section: 1000 Community Relations

Page 1 of 2

### **WAIVERS**

The Governing Board may request that the State Board of Education waive certain provisions of the Education Code, Title 5 regulations, or the federal law when such provisions prevent the district from offering its students the best possible educational program. The Superintendent or designee, advisory committees, or site councils shall identify the need for the Board to submit waiver requests and shall provide the Board with the necessary information to analyze the need for the waiver.

The Board shall hold a properly noticed public hearing on all waiver requests. (Education Code 33050)

(cf. 9320 - Meetings and Notices)

The Board shall include the exclusive employee representative in the development of the waiver.

(cf. 4140/4240 - Bargaining Units)

If the waiver affects a program that requires the existence of a school site council, the school site council shall first approve the request.

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 1220 - Citizen Advisory Committees)

For general waivers, the request to the State Board of Education shall include a statement as to whether the exclusive employee representative participated in the development of the waiver and the exclusive employee representative's position on the waiver. General waiver requests shall include a written summary of any objections to the request by the councils or advisory committees. (Education Code 33050)

#### **Legal Reference:**

#### **EDUCATION CODE**

5000-5033 Governing board elections  
8750-8754 Grants for conservation education  
10400-10407 Cooperative improvement programs  
17047.5 Facilities used by special education students  
17291 Portable school buildings  
33050-33053 General waiver authority  
37202 Equity length of time  
41000-41360 School finance  
41381 Minimum school day  
41600-41854 Computation of allowances  
41920-42842 Budget requirements; local taxation by school districts  
44520-44534 New program for careers  
44666-44669 School-Based Management and Advanced Career Opportunities  
44681-44689 Administrator Training and Evaluation  
45108.7 Maximum number of senior management positions  
48660-48666 Community day schools  
48800 Attendance at Community College  
49550-49560 Meals for needy students  
51224.5 Algebra instruction  
51745.6 Charter school independent study ratio  
51870-51874 Educational technology  
52053-52055.55 Immediate Intervention for Underperforming Schools Program  
52055.600-52055.662 High Priority Schools Grant Program  
52080-52090 Class size reduction grade 9  
52122.6-52122.8 Class size reduction - impacted school sites

Policy Adopted:



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

Board Policy: #1431

Section: 1000 Community Relations

Page 2 of 2

---

52160-52178 Bilingual-Bicultural Education Act of 1976  
52180-52186 Bilingual teacher waiver  
52200-52212 Gifted and Talented Pupils Program  
52340-52346 Career Guidance Centers  
52522 Plans for adult education  
52850-52863 School-Based Coordinated Program  
54000-54041 Disadvantaged Youth Program  
54100-54145 Miller-Unruh Basic Reading Program  
54407 Waiver for compensatory education programs  
56000-56885 Special education programs  
58407 Waiver related to individualized instruction program  
58900-58928 Restructuring demonstration programs  
60119 Public hearing on sufficiency of instructional materials  
60422 Instructional materials funding realignment program  
CODE OF REGULATIONS, TITLE 5  
1032 Academic Performance Index  
3100 Resource specialist caseload waivers  
3945 Cooperative programs  
9531 Instructional materials funding  
11960 Charter school attendance  
11963.4 Charter school percentage funding  
13017 Waivers  
13044 Waivers  
UNITED STATES CODE, TITLE 20  
1400-1482 Individuals with Disabilities in Education Act  
7115 Safe and Drug Free Schools, authorized activities

**Management Resources:**

**WEB SITES**

California Department of Education, Waiver Office: <http://www.cde.ca.gov/re/tr/wr>  
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy Adopted:





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

7.A.2  
Page 27 of 27

Board Policy: #1700

Section: 1000 Community Relations

Page 1 of 1

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## RELATIONS BETWEEN PRIVATE INDUSTRY AND THE SCHOOLS

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The Board of Education encourages representatives of private industry to participate with the schools in preparing our students for challenges they will meet in the future. Working together as partners, business and the schools should seek to educate citizens who can contribute to the productive workforce on which our economy depends.

The Superintendent or designee shall invite local employers to serve on advisory committees, help design regular, vocational and technical programs, and provide needs assessments, program evaluations, and/or staff development for school managers and teachers. Businesses may also provide classroom assistance, individual tutoring, incentive and recognition programs, work experience opportunities, apprenticeship programs and employment opportunities. The Board recognizes that staff members need adequate time to plan these activities in cooperation with the business volunteers.

(cf. 1220 - Citizen Advisory Committees)

(cf. 1240 - Volunteer Assistance)

(cf. 6178 - Vocational Education)

The Board also encourages private industries to contribute funds and equipment to further the district's educational programs. To prepare for an increasingly technological job market, students especially need access to equipment that meets current business standards.

(cf. 3290 - Gifts, Grants and Bequests)

The Board urges employers to further support the schools by recognizing their employees' needs as parents, accommodating their needs for child care, and supporting their involvement with their children's schools.

(cf. 1250 - Visitors/Outsiders)

(cf. 6020 - Parent Involvement)

### Legal Reference:

#### EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

52376 High school vocational courses; requirements

Policy Adopted:

PROPOSED AGENDA ITEM: Application for 2007-08 K-3 Class Size Reduction Program

Prepared by: Jan Combes, Assistant Superintendent, Business Services

\_\_\_\_\_ Consent  
\_\_\_\_\_ Information Only  
XXX Discussion/Action

Board Date: November 07, 2007

Background Information

By November 26, 2007, the district is required to submit an application to the California Department of Education to participate in the program for class size reduction in grades Kindergarten through Third Grade. Chico Unified School District continues to provide the full day twenty-to-one instruction at all elementary school sites in these four grade levels. For full funding, guidelines require that the average daily enrollment does not exceed 20.44 in any single classroom K-3.

Education Implications

Class size reduction provides students in grades kindergarten through third grade with increased contact time with the classroom teacher for direct instruction and support. Instructional groups are smaller and individual students receive more one-on-one instructional support from the teacher, thus improving academic success.

Fiscal Implications

The application form differs from budget because the state allows the district to complete the initial application based on our prior year enrollment of 3,969 students. The district budget will be based on fewer students because of declining enrollment.

Unlike revenue limit income that is protected for one year from the decline in enrollment, our funding for class size reduction is based on current year participation. Our income for this program remains an estimate until April, 2008. It is critical that we continue to monitor class sizes for this program and update the budget if the forecast changes. At the end of the 2007-08 school year, we will pay back to the state any excess funds provided by this application.

The program is estimated to cost the district \$1.8 million more than the revenues provide.

Additional Information

## 2007-08 Operations Application K-3 Class Size Reduction Program

County and District Code

0 4

6 1 4 2 4

Charter School Code\*

County Butte

District Chico Unified School District

Charter School\*

\*For use only by charter schools applying independent of their sponsoring school district. Please do not list charter schools that are being included in the school district's application.

Contact Person Pat Bigler

Title Attendance Technician

Address 1163 E 7th St

City, Zip Code Chico

Telephone 530-891-3000

Ext. 110

E-mail Address pbigler@chicousd.org

### Certifications

As a condition for applying for and receiving Class Size Reduction Program funds (Chapter 610, commencing with Section 52120 of Part 28 of the *Education Code*), the Governing Board of the above named school district (or charter school) certifies that the following statements are true and accurate, as evidenced by a Board Resolution or an entry in the Board meeting minutes (please do not submit Resolution or Minutes to CDE):

1. The number of classes listed on this form under either Option One or Option Two in each eligible grade level is identified. [*Education Code* Section 52123(a)]
2. The pupil counts listed in Column 3 ("Number of enrolled pupils") on this form do not include special education pupils enrolled in special day classes full time, pupils enrolled in independent study, or charter school pupils enrolled in a home-study program for the full regular school day. Pupil counts listed in Column 3 are not greater than enrollment as of October of the previous calendar year. [*Education Code* Section 52123(b)]
3. A certificated teacher has been hired by the school district (charter school) and is providing direct instructional services to each class participating in the Class Size Reduction Program. There will not be more than an average of 20.44 pupils per such class. It is the intent of the school district that each certificated teacher will provide direct instructional services to each pupil enrolled in the separate class to which the teacher is assigned. [*Education Code* Section 52123(c)]
4. As part of its Class Size Reduction Program, the school district (charter school) will provide a staff development program for any teacher who will participate for the first time in the Class Size Reduction Program and provide direct instructional services for reduced-size classes in this program as specified in Certification #3. Appropriate training to maximize the education advantages of class size reduction will be provided to such teachers. This training shall include, but not be limited to, methods for providing each of the following: (1) individualized instruction, (2) effective teaching, including classroom management in smaller classes, (3) identifying and responding to pupil needs, and (4) opportunities to build on the individual strengths of pupils. [*Education Code* sections 52123(d), 52127]
5. The school district (charter school) will collect and maintain data required by the Superintendent of Public Instruction for evaluation of the Class Size Reduction Program. The data shall include, but not be limited to, individual test scores or other records of pupil achievement. Any data collected will be protected in a manner that will not permit the personal identification of any pupil or parent. [*Education Code* sections 52123(d), 52127]
6. Priority for reducing class size is according to the following order at each school site:
  - If only one grade level is reduced, the grade level will be 1st grade.
  - If two grade levels are reduced, the grade levels will be 1st and 2nd grades.
  - If three or four grade levels are reduced, the grade levels will be 1st and 2nd and then any combination of kindergarten and/or 3rd grade.
7. The Class Size Reduction Program has been implemented for 2007-08.
8. The school district (charter school) will submit final enrollment counts on the J-7CSR form to the School Facilities Planning Division by May 2, 2008.

### Signature

To the best of my knowledge and belief, the information in this application is true and correct and is in compliance with the state law and administrative provisions of the California Department of Education. The Governing Board of the above named school district (or charter school) has authorized me to sign this application on its behalf.

Signature of District Superintendent or  
Charter School Chief Administrative Officer

Kelly Staley  
Printed Name

Date

## 2007-08 Operations Application K-3 Class Size Reduction Program

County and District Code

0	4	6	1	4	2	4
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Charter School Code\*

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County Butte

District Chico Unified

Charter School\*

\*For use *only* by charter schools applying independent of their sponsoring school district. Please do not list charter schools that are being included in the school district's application.

### Calculation of Provisional Funding for 2007-08

These calculations are for planning purposes only, and to start the flow of funds. Final adjustments to the 2007-08 allocations will be made based on actual enrollment data submitted as part of the J-7CSR process.

1		2	3	4	5
Grade		Number of Classes	Number of Enrolled Pupils*	2007-08 Funding Level	Estimated Allocation (col. 3 x col. 4)
<b>Option One</b>					
a	Grade 1	51	1,012	\$1,071	\$1,083,852
b	Grade 2	49	965	\$1,071	\$1,033,515
c	Grade 3	49	980	\$1,071	\$1,049,580
d	Kindergarten	51	1,012	\$1,071	\$1,083,852
e	Subtotal, Option 1	200	3,969	\$1,071	\$4,250,799
<b>Option Two</b>					
f	Grade 1			\$535	\$0
g	Grade 2			\$535	\$0
h	Grade 3			\$535	\$0
i	Kindergarten			\$535	\$0
j	Subtotal, Option 2	0	0	\$535	\$0
<b>Grand Totals</b>					
k	Option 1 + Option 2	200	3,969		\$4,250,799

\*For application purposes only, pupil enrollment may not be greater than October 2006 CBEDS data. Please see instructions for additional information.

***Don't forget to include the signature page!***

PROPOSED AGENDA ITEM: Superintendent's Budget Committee

Prepared by: Jan Combes  
Business Services

\_\_\_\_\_ Consent  
\_\_\_\_\_ Information Only  
  X   Discussion/Action

Board Date: 11/7/2007

Background Information/Fiscal Implications

At the September 19 Board Meeting the district presented last year's closing financial statement and a revised 2007-08 budget. The 2007-08 general fund unrestricted budget currently shows deficit spending of \$2.1 million dollars. The projected ending balance for this school year is \$342,000 below the required 3% reserve level.

The county has provided the district with a conditional budget approval. In order to maintain a positive budget certification the district must revise the 2007-08 budget and restore the reserve level to the full 3% by December. This will require identifying reductions in expenses or increased revenues. The district must also be able to project a balanced budget for 2008-09 in order that the 3% reserve, once restored, remains intact. In order to achieve a balanced budget in a multi-year context the district must identify on-going budget reductions of \$2.5 million dollars for next school year.

At the end of August a group of Cabinet Level Budget Advisory Committee was convened to research options for making changes to the budget. Recommendations and suggestions for balancing the budget are being solicited from a wide range of stakeholders in the district. The committee received over 200 suggestions to date. The committee worked together to align staffing to the current student counts. Their preliminary report is being presented to the Board this evening.

At the conclusion of the report, a recommendation is made to establish a larger group of stakeholders. This group could include school sites, teachers, classified support staff, parents and community members. Possible guidelines for such a group are outlined at the end of the report. No recommendation is made at this time regarding solicitation of members. Discussion on this issue is anticipated at the Board meeting.

Education Implications

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

Cost of the Proposal

Meetings would fall within some work hours and possibly outside of work hours. Work done outside of normal work hours would not incur costs of compensation. Substitute costs for release time during normal work hours for teachers and some classified staff would be incurred. The cost is undefined at this time.

## **Cabinet Level Budget Advisory Team Report**

**November 7, 2007**

- I. Introduction
- II. Membership
- III. Process
- IV. Meetings
- V. Results
- VI. Recommended Next Steps
- VII. Proposed: Superintendent's Budget Committee

## I. Introduction

On July 30, 2007 the Board of Trustees received a letter from the Butte County Office of Education. The letter granted "conditional budget approval" to the school district.

The budget that the Board approved in July was identified to be \$1.1 million short of the minimum reserve level (3%) for the 2007-08. Under the requirements of Education Code 42127 the county must make a determination regarding the long-term solvency of the district. Unless changes are made the district will not meet its financial obligations. In order to correct the problem, the letter directed CUSD to do three things: 1) meet with BCOE to develop a plan of action; 2) maintain an awareness of year to year trends; and 3) close the 2006-07 no later than October 1.

On August 24, 2007 the district met with the county to provide an updated budget showing that the current year's shortfall was now estimated to be \$383,000. An action plan was outlined that included several steps:

1. formation of a cabinet level budget advisory team
2. a promise to review staffing against enrollment and to consider making current year reductions, within what is allowed by contractual agreement
3. a review of all open and/or new positions
4. justification of all special education aide positions to be sure they were in line with IEP's
5. agreement to share the cost of a fiscal expert (30 hours)

In August a cabinet level budget advisory team was formed and began meeting. This is their preliminary report.

## II. Membership

In order for a district to balance its budget it must have the cooperation and support of all its members.

The cabinet level budget advisory team was not created to develop budget solutions, only to begin the work of gathering and assessing budget data.

This team met six times from August 23 until October 31, 2007:

- Andrea Learner-Thompson – Board Representative
- Janet Brinson/Pete VanBuskirk – Categorical Budgets
- Carolyn Adkisson – Educational Services
- Mike Morris – Staff Development

- Cynthia Kampf – Testing and After School Programs
- David Scott – Special Education
- David Koll and Bob Feaster – Personnel
- Mary Leary – Maintenance, Operations and Transportation
- Mike Weissenborn– Facilities/Asset Management
- Leroy Christophersen – Risk Management
- Lynn Kamph – Position Control (Staffing Budget)
- Scott Jones, Jan Combes – Budget
- Vikki Gillett - Technology

### III. Process

In August the district worked to get the word out to the public, community and school staff about the budget problem.

The district asked for input via email to any member of the cabinet level committee, email or phone. A confidential budget tip hotline was established to collect ideas.

The first meeting defined the problem and brainstormed possible solutions.

From this brainstorming, ideas were grouped into broad categories that included:

- Saving Energy
- Employee Benefit Costs
- Material and Supply Costs
- Operational Expenses
- Program Reductions
- Revenue Generators
- Staffing Changes

District administrative staff then conducted preliminary research on about one-third of the items that were identified. More items are continuing to come forward every week. Most items will need discussion with a broad group of stakeholders.

The cabinet level committee was not charged with making recommendations. The task before the group was to

1. begin developing a list of possible budget reductions, and
2. establish a process that would involve key stakeholders.



#### IV. Meetings

**August 23, 2007:** Defined the problem by reviewing the budget and multiyear projections. Assessed the group's understanding of the budget and questions about the budget. Brainstormed first round of ideas.

**September 5, 2007:** Reviewed August 24, 2007 meeting with Butte County Office of Education and parameters established for fiscal solvency action plan. Added items to brainstorming list that had come in from hot line and email: we had 85 ideas down. Categorized the list into broad topics. Assigned research to team members. Jan Comes and Lynn Kamph designed a template for use in making reports.

**September 18, 2007:** Reviewed updated multi year projections (based on 2006-07 year end unaudited actuals that went to the Board on September 19, two weeks ahead of the county's deadline). Heard preliminary reports, primarily addressing some of the operational issues (Mary Leary) and special education aides staffing (Dave Scott and Lynn Kamph)

**October 17, 2007** (3 hour evening meeting). Reviewed classified staffing as compared to ratio requirements for clerical support, health and library aide time. Reviewed elementary certificated staffing as compared with enrollment by class by site. Reviewed secondary staffing as compared with enrollment in each section.

**October 26, 2007:** Heard reports on a variety of topic areas. Discussed next steps to the process and "reporting out".

**October 31, 2007:** Presented preliminary report to Kelly Staley, Interim Superintendent and invited guests (George Young, CUTA, and Ken Fisher, CSEA). Developed Board report for Nov. 7, 2007. Reviewed draft #1 and commented on the proposed for Superintendent's Budget Committee

#### V. Results to Date

Almost 150 ideas came forward and the cabinet level team did research work on about one-third.

Below are listed all the items that came forward, within each category.

##### Saving Energy

9	Eliminate unessential energy using devices in classrooms and offices (refrigerators, coffee makers, personal microwaves, toaster ovens, portable heaters)
10	Investigate free standing AC units in unused portables
47	Use bond funds to improve energy efficiency at the sites i.e. solar power

58	Change the school year to Sept - June to eliminate energy costs during July and August
67	Replace lighting with energy efficient ballasts
89	Turn off computers at night
94	Review settings on energy management system

### **Employee Benefit Costs**

68	Health care costs - Universal reform
70	Retiree benefits - increase requirements (Yrs of Service) and increase employee contribution to reduce long term liability

### **Material and Supply Costs**

55	Align textbooks at high schools, consolidating purchasing
62	Electronic distribution vs. paper distribution
63	Fix copiers (jamming wastes paper)
88	List on line inventory of unused supplies and equipment so that sites for sharing, reduces expenses for new
96	Be sure bus tires are re-treaded when casing is still good
117	Eliminate paper and Styrofoam in cafeterias

### **Operational Expenses**

7	Reduce legal costs
12	Reduce Workers Comp rate by reducing employee injuries
19	Reduce district paid cell phone plans
21	Is operating a warehouse outdated?
23	How can we provide special ed transportation for less cost?
28	Would it save money to eliminate fuel tanks?
29	Reduce food service encroachment on general fund
46	Examine the print shop and how it functions
49	Eliminate Nextels and assign maintenance staff using a work order system instead
53	Close Rosedale and reopen Partridge
65	Replace ground covering with drought tolerant plants
71	Are we heavy in administrative overhead?
78	Eliminate home-to-school transportation
84	4 day work week for selected summer staff

90	Save hundreds of dollars in licensing fees by switching to Linux-- refer to <a href="http://k12linux.org/contents.html">k12linux.org/contents.html</a>
91	Centralize copier contracts
92	Is operating the corporation yard the most efficient way to do business?
102	Assign district administrators to school sites
103	Avoid cost of mail delivery by having all intra district communication be electronic
104	Administrators should call home to follow up on student absences
105	Review the cost of operating the smaller campuses
112	Review attendance boundaries
113	Consolidate 6th graders onto middle school campuses
123	Hold principals meetings outside the school day to avoid cost of TIC
124	Administrators should pay for their own cell phones
127	New employees pay their own fingerprint and TB test costs (pre-employment)
128	Schedule staff development on student minimum days rather than out of town and on weekends
129	Reorganize custodial services into team cleaning
133	Cut out buses stopping to eat on field trips
134	Would leasing new buses cost less than maintenance cost on old equipment
135	Due to equipment limitations, we often send large bus when a small bus will do - What is the cost of sending a large bus instead of a small bus?
136	Allow more students to ride the bus in order to improve ADA
137	Fully utilize our school sites by operating schools year round
138	Reduce or eliminate all unrestricted fund travel for school administrators
139	Start school after Labor Day: less cost for A/C and could improve ADA
140	Replace PO's with limited-use credit card system, could reduce cost of doing business
141	Streamline processing of classified time cards
142	Establish a Textbook depository
145	Sell CHS and Veterans Memorial to CSUC. Build 1-2 new schools in areas of growth; maybe trade and comprehensive

### Staffing Changes

2	Review certificated staffing ratios
3	Review classified staffing ratios
5	Review 3% increase for January - postpone?
6	Special education aides - balance with needs/IEP
20	Increase retirement with more incentives
22	Reshuffle transportation hours annually
31	Redesign elementary prep time
33	Reallocation/reclassification (personnel commission)
34	Freeze hiring
35	Review all staffing using an appeal process
36	Are we overstaffed in Teacher on Special Assignments?
38	Compare staffing (teachers, aides, noon supervisors, health aides, attendance clerks, office managers, maintenance, grounds, custodial) site to site
39	Compare staffing (teachers, aides, noon supervisors, health aides, attendance clerks, office managers, maintenance, grounds, custodial) with other districts
51	Load K-3 CSR with 21 students and push for average at 20:4. Penalty if we go over is not great. Load other grades at 33 and be serious about it
52	Counselors may be contracted for an optional extra 10 days per site to be ready for school; have counselors flex these days off during the less busy time (Like Feb)
54	Save money on superintendent search
61	Reduce cost of Supt. Search - no consultant
75	Don't fill open Elementary Library Media Specialist position
76	Counseling - Replace with classified guidance specialists
79	Eliminate some programs: Prep-time - Fine Arts; Music; P.E. Specialists
81	Contract out for custodial services
82	Examine electives at secondary schools
83	Review grade configurations (i.e. K-5; 6-8; K-8; K-3; 4-6)
86	Consolidate positions at the district office
87	Provide Golden Handshake to teachers

98	Do NOT reduce counseling services and that it should, in fact, be increased
99	Save subs for release time by limiting the amount teachers are pulled from classrooms
101	Have principals share school assignments
109	Review EL teachers since most have their CLAD and do their own AVENUES
110	Hooker Oak 3/4 combo with 14 students?
119	Offer mid year retirements as an option to save money
120	Do not hire new people at the DO
125	Teachers took a prep time cut back; administrators should reduce their work year by one day
126	Use volunteer grandparents as classroom aides
130	Adhere strictly to contract limitations in regards to staffing
132	Reduce classified employees tied to school year down to 180 days (pay extra set up or clean up day, if required, as an extra assignment day over and above annual contract
143	Salary of the director of after schools program's allocated to after school programs to the fullest extent possible?

### **Program Reductions**

26	Eliminate K-3 CSR at K or 3 or both
27	Review K loading 20:1 for AM/PM
32	Eliminate any grant that cost money to operate
37	Look at teacher contact time with students across K-12
48	Review staffing at Cohasset Elementary School
60	Look at school being offered on a 4-day week instead of 5-day week (schools in Colorado are doing this)
77	Review costs of pull-out GATE vs. revenue
106	Look at cost of pull out music program and consider offering before or after school instead
107	Eliminate CSR at some schools (not at low performing schools)
108	Review staffing for pull out GATE program as some teachers only have full loads for half a day
111	Make cuts as far from program as possible; keep sports and electives
114	Offer preschool to keep students in Chico schools
115	Offer full day Kindergarten, utilizing full K FTE day

144	Eliminate "Edusoft": it's cumbersome, difficult to use and wastes extraordinary amounts of time and costs money
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### Revenue Generators

1	MAA program - as an incentive and to boost General Fund revenue (Medi-Cal Administrative Activities)
4	increase participation in school breakfast and lunch/NSLP (Free & Reduced)
8	Corporation yard - possible leased income source?
13	Increase student attendance rate
14	Review attendance accounting for accuracy
15	Change public perception - reduce student outgo
16	Draw students to district with competitive programs
24	Help from North Valley Education Foundation?
25	Help from Parcel Tax?
30	Aggressive grant writing
40	Consider offering to provide Spec Ed Services to Camptonville if it provides a cost savings to CUSD
41	Look at cell towers for leased land income
42	Look for grants to support Computers for Classrooms
43	Review facility use requests and application of fee structure to community groups/organizations (cover costs)
44	Focus on attendance patterns at Nord and Hamilton City; review unverified absences, may increase ADA
59	Utilize CAHSEE push in dollars for 11-12th grade sections to the maximum extent possible
64	Recycle
72	Charge other districts for staff development activities
73	Entrepreneurship - Services to other districts (i.e. food services, etc.)
74	Fixed assets - consider leasing properties
93	Consolidate with other agencies to increase our purchasing power
97	Develop an Attendance Incentive Plan that includes both small prizes and a big annual prize (a drawing with entries to the drawing determined by attendance rate.... One ticket for every perfect attendance quarter...)
121	Concentrate on attendance by having administrators make more phone calls to parents
122	Monitor student attendance patterns from one year to the next (no 'clean slate')

## VI. Recommended Next Steps

From the list of ideas that came forward, some are a part of normal processes for this time of year. These concepts are being addressed by the appropriate department.

### A. Budget and Multi Year Projections (Scott Jones and Jan Combes)

The budget and multi year projections are based on assumptions that were developed in May, 2007. It is normal at this time of year for the business office to update revenue estimates, adjust operational expenses to prior year trends, and to align the staffing budget to current hires.

### B. Staffing (Bob Feaster and David Koll)

Balancing the staffing needs of classroom the student enrollment is very important, especially in declining enrollment districts. Chico USD has fewer students than expected in regular education classes and is working to make mid year adjustments at either the end of the first trimester (elementary) and the end of first semester (secondary). These changes will be made within contract limitations and with the least amount of disruption to students as possible.

### C. Maximizing the Use of Categorical Dollars (Janet Brinson and Peter VanBuskirk)

One time categorical carryover funds from 2006-07 have now been identified and may help cover special projects/programs to the extent allowable by law. The district will need to be mindful of supplanting regulations and also recognize that one-time money does not solve an on-going problem.

## VI. Proposal: Superintendent's Budget Committee

With input from email and the budget hot line, the cabinet level group has identified many ideas – but there are likely to be more and perhaps better ideas generated using an expanded committee.

The group recommends that the next step is a Superintendent's Budget Committee. This is a committee of key stakeholders in the district who can then help research the various proposals. The group would develop, research, and prioritize ideas for recommendation. The group's primary purpose would be to design a balanced budget for 2008-09 that would allow Chico Unified School District to return to a positive budget status. The district is anticipating that a qualified or quite possibly a negative status will be identified at the First Interim Report on December 5.

Two critical components of the proposed committee include the following:

- The committee could not be allowed to "side bargain" with the district. Negotiable items would be referred to the appropriate bargaining unit table for discussion
- The committee would make its recommendations to the superintendent, who would bring the appropriate concepts to the Board for discussion during a public budget meeting.

Guidelines are attached.



## **CHICO UNIFIED SCHOOL DISTRICT**

### **Superintendent's Budget Committee Guidelines**

#### **Organizational Structure**

The Superintendent's Budget Committee is an Advisory Committee to the Superintendent, not the Board.

#### **Purpose of the Committee**

1. Develop an understanding of public school finance and the budget process.
2. Recognize and understand the assumptions on which the 2007-08 First Period Interim Report Budget is based for both the current year's budget and the multi year projections.
3. Solicit, research, prioritize and recommend solutions to the superintendent regarding the budget crisis
4. Provide input into the budget development process for development of the 2008-09 Budget and multi year projections for 2009-10 and 2010-11.
5. Consider the District Strategic Plan as a driving force when reviewing budgetary or fiscal issues/concerns

#### **Roles and Responsibilities**

##### **Board of Trustees**

1. Approve formation of committee
2. Recommend categories of membership (parent, local business, community at large, staff, etc.)
3. Recommend potential members to Superintendent
4. May recommend specific objectives for the committee through the Superintendent

##### **Superintendent**

1. Recommend formation and continuation of committee
2. Establish committee and appoint members and leadership
3. Establish membership term
4. Establish specific objectives for committee

##### **Assistant Superintendent of Business**

1. Serve as chairperson of committee
2. Recommend meeting schedule
3. Recommend agenda items
4. Develop and present information requested by committee
5. Present committee input to Superintendent and Board upon request

**Committee Members**

1. Attend all meetings or schedule make-up meeting with Assistant Superintendent of Business prior to next meeting.
2. Actively participate and exchange ideas and suggestions in the meetings.
3. Be open-minded and respectful of the ideas and suggestions of other members and support staff.
4. Become familiar with the mechanics of the financial management of the District as a means to assist the committee in a productive manner.
5. Become familiar with the goals and objectives of the District as outlined in the District Strategic Plan.
6. Seek and communicate input from other staff and community members, especially among the interest group they represent
7. Work cooperatively with committee members and the chairperson to develop input to the Superintendent and Board of Trustees

**Committee Membership**

The number of committee members shall be determined by the Superintendent.

The membership term shall be one year January 1, 2008 – December 31, 2009.

The committee should include a mixture of staff and community members. The following 20 members are suggested:

Certificated Staff – 4

Classified Staff – 4

Site Principals – 4

(Elementary, Jr. High, High School, one “at large”)

Parent/Community Members – 4

(Elementary, Jr. High, High School & one “at large”)

District Resources/Staff – 5

(Ed Services: Carolyn Adkisson)

(Personnel: Bob Feaster)

(Fiscal: Jan Combes, Scott Jones, Janet Brinson)

*Selection of the members is still under discussion*

**Timeline for Developing 2008-09 Budget**

The committee will meet approximately twice per month (12 times) December – June for two hours per session.

The committee will determine the schedule for any additional meetings at their second meeting in June.

If the budget is positively certified for 2008-09, it is expected that the group will meet twice more in September and December for a total of 14 meetings (28 hours).

Meetings may be scheduled to fall beyond the normal work day. On such occasions, members will recognize that they are volunteering to serve and would not be earning compensation.

### **Input to the Superintendent**

The committee will provide a preliminary report in February (staffing). A final list of their recommendations to the Superintendent will be due by the end of April. The committee will continue to meet in May and June to review the preliminary budget for 2008-09.

The committee recognizes that the Superintendent retains the authority to accept or reject any recommendations made by the committee.

The committee will not enter into "side bar" negotiations. The group may discuss and prioritize changes to staffing and program. Issues that require further negotiation with CUTA and CSEA will be referred to the appropriate bargaining unit for further discussion.

When the Committee plans on discussing an issue that affects a particular group, that group may be invited to attend and given an opportunity to provide input and answer any questions.