

CHICO UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Regular Meeting -- November 15, 2006

Closed Session 6:15 P.M.

Regular Session 7:00 P.M.

Chico City Council Chambers

421 Main Street, Chico, CA 95928

ADDENDUM

The following items will be added to the November 15, 2006, Board Agenda, Discussion/Action for Educational Services:

- 7.B.4. Consider approval of the application for participation of the Academy for Change in the California Alternative Schools Accountability Model.

Rick Rees, President
Board of Education
Chico Unified School District

Posted: November 14, 2006

mga

TITLE: Proposed Agenda Item

Action: X

Agenda Item:
November 15, 2006

Prepared by: Cynthia Kampf, Ed.D. *CK*

Background Information

California's 1999 *Public Schools Accountability Act* (PSAA) SB1x required that all schools be held accountable under systems developed by the California Department of Education (CDE). Most schools use the Academic Performance Index for state accountability. In response to the mandate of the PSAA, the CDE, in conjunction with the PSAA Subcommittee on the Alternative Accountability System, has developed the Alternative Schools Accountability Model (ASAM) for schools like the Academy for Change.

The Academy for Change is eligible to apply for participation in the ASAM. Alternative schools (e.g., community day, continuation, opportunity, county community, juvenile court, and Department of Juvenile Justice, formerly the California Youth Authority schools) that are explicitly described in the *Education Code* as serving high-risk students are eligible to participate in the ASAM. To register these schools must complete and submit the ASAM New School Registration and Indicator Selection Form.

School districts and county offices of education must select three indicators of performance for each eligible school that will be held accountable through ASAM. These indicators must be formally adopted by the local district governing board as an agenda item.

For purposes of accountability, ASAM counts only long-term students, students who "*have been continuously enrolled for a minimum of 90 consecutive instructional days*" for the reporting year. Schools are expected to report on the same indicators for a minimum of three years.

Recommendation

Approve the application for participation of the Academy for Change in the California Alternative Schools Accountability Model.

Alternative Schools Accountability Model

NEW SCHOOL REGISTRATION AND INDICATOR SELECTION FORM

Instructions

1. Review the *ASAM Indicator Reporting Guide* located on the ASAM Web site at www.cde.ca.gov/ta/ac/am under Online Reporting System (ORS).
2. Select three ASAM indicators by checking them on the ASAM New School Indicator Selection Form (page 2) and by identifying these indicators in the appropriate boxes below.
3. Obtain approval of this school's participation in ASAM and the selected indicators by the local district governing board as an agenda item.
4. The principal, superintendent, or designee **and** the president or designee of the local district governing board must sign the completed form to certify the indicator selection and establish their understanding of the reporting deadlines and requirements.
5. Alternative schools of choice, including charter schools, must also complete, sign, and submit the ASAM Registration for Other Alternative Schools to the California Department of Education (CDE). This form must be signed by the sponsoring LEA's superintendent and district governing board president, as well as the county superintendent of schools. Charter school principals and directors may sign this form and in the appropriate box below.
6. Submit the completed forms to CDE **no later than November 30, 2006** at the following address:

Robert Bakke, Consultant
Educational Options Office
California Department of Education
1430 N Street, Suite 4503
Sacramento, CA 95814-5901

SCHOOL CONTACT INFORMATION			
School Name Academy for Change		District Name Chico Unified School District	
Mailing Address 2412 Cohasset Road, Suite 3		County-District-School (CDS) Code 04-61424-0111039	
		Telephone (530) 895-4188	Fax (530) 895-4048
DESIGNATED ASAM CONTACT PERSON			
Contact Person Name Cynthia Kampf		E-mail Address ckampf@chicousd.org	
Telephone (530) 891-3000 Ext. 170			
Type of School:		Type of Students Served: (Check all that apply)	
<input type="checkbox"/> Continuation	<input type="checkbox"/> County Community	<input checked="" type="checkbox"/> Expelled or under disciplinary sanction	
<input checked="" type="checkbox"/> District Community Day	<input type="checkbox"/> Juvenile Court	<input checked="" type="checkbox"/> Suspended more than 10 days in school year	
<input type="checkbox"/> County Community Day	<input type="checkbox"/> Alternative *	<input checked="" type="checkbox"/> Wards or dependants of the court	
<input type="checkbox"/> Opportunity	<input type="checkbox"/> Charter *	<input type="checkbox"/> Pregnant and or parenting	
* See 5, Instructions above		<input checked="" type="checkbox"/> Recovered dropouts	
		<input checked="" type="checkbox"/> Habitually truant or insubordinate and disorderly	
Grade Range Served (Check all that apply)		<input type="checkbox"/> Retained more than once in grades K-8	
<input type="checkbox"/> K-6	<input checked="" type="checkbox"/> 6-8	<input checked="" type="checkbox"/> 9-12	
A majority of students served in this school are in one or more of the above categories <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
SPECIFY THE THREE INDICATORS SELECTED FROM PAGE 2		2	6
		12A & 13A	
SPECIFY YEAR THE SCHOOL WILL BE PARTICIPATING IN ASAM		2006 - 2007	
SPECIFY FIRST AND LAST DAY OF SCHOOL YEAR		First Day: 8/15/2006	Last Day: 6/7/2007
Printed Name of Principal Bernard Vigallon		Signature of Principal	
Printed Name of Superintendent Dr. Chet Francisco		Signature of Superintendent	
Printed Name of Board President Rick Rees		Signature of Board President	Date Passed by Board November 15, 2006
CDE Use Only	Date Received	Approved by	Date Approved

ASAM NEW SCHOOL INDICATOR SELECTION FORM

Indicator Number and Title	Measures	Restrictions	Limitations and Conditions	
Group I: Readiness Indicators				
<input type="checkbox"/> 1. Improved Student Behavior	Behavior and pre-learning readiness	Only one of Indicators 1 or 2 may be used.	Not appropriate for residential court schools operated by county offices of education or schools operated by the California Youth Authority (CYA). At least 65% of students must receive in-class instruction.	
<input checked="" type="checkbox"/> 2. Suspension				
<input type="checkbox"/> 3. Student Punctuality	On-time attendance and student engagement	Only one of Indicators 3, 4, or 6 may be used.	Not appropriate for residential court schools operated by county offices of education or schools operated by the CYA. At least 65% of students must receive in-class instruction.	
<input type="checkbox"/> 4. Sustained Daily Attendance	Holding power and student			
<input type="checkbox"/> 5. Student Persistence	Holding power and student persistence		Not appropriate for residential court schools operated by county offices of education or schools operated by the CYA.	
Group II: Contextual Indicators				
<input checked="" type="checkbox"/> 6. Attendance	Attendance and persistence	Only one of Indicators 3, 4, or 6 may be used.	Not appropriate for residential court schools operated by county offices of education or schools operated by the CYA. At least 65% of students must receive in-class instruction.	
7. California English Language Development Test – NO LONGER USED IN ASAM				
Group III: Academic and Completion Indicators				
<input type="checkbox"/> 8. Writing Achievement	Refer to http://asam.wested.org/asami/resources/asam_measures.pdf for information about pre-post assessment measures approved for use as ASAM indicators by the State Board of Education. The number of valid test results must be: (1) at least 25% of the school's total long-term enrollment for the school year, AND (2) 11 or greater.			
<input type="checkbox"/> 9. Reading Achievement				
<input type="checkbox"/> 10. Math Achievement				
<i>Indicators 11, 12, and 13 serve as one indicator to collect promotion and completion data across the grade spans. If one is selected, all that apply to the grade spans of the school must be selected. Indicators 12 and 13 each require a selection from two methods: Select a method from 12A/B or 12C (both A/B and C cannot be selected) or select a method from 13A or 13B (both A and B cannot be selected).</i>				
<input type="checkbox"/> 11. Promotion to Next Grade	Grade completion and academic progress	Schools serving grades K-6 (elementary)	(1) Long-term enrollment is 100 or more OR (2) Students in the grade range represent 25% or more of the total long-term enrollment AND are not fewer than 11 students.	
<input checked="" type="checkbox"/> 12A/B. Course Completion	Course completion and performance	Schools serving grades 6-8 (middle school)		
<input type="checkbox"/> 12C. Average Course Completion				
<input checked="" type="checkbox"/> 13A. Credit Completion	Credit completion and academic progress	Schools serving grades 9-12 (high school)		
<input type="checkbox"/> 13B. Average Credit Completion				
<input type="checkbox"/> 14. High School Graduation	Credit and program completion	Schools serving grades 9-12 (high school)	No fewer than 11 students representing a minimum of 15% of the school's total long-term high school enrollment for the reporting year eligible for graduation.	
<i>Indicator 15 provides a selection from three methods: Please select a method from 15A or 15B or 15C</i>				
<input type="checkbox"/> 15A. General Educational Development (GED) Completion	Program completion	Schools serving grades 9-12 (high school)	No fewer than 11 eligible students representing a minimum of 15% of the school's total long-term high school enrollment for the reporting year taking the indicated exam.	
<input type="checkbox"/> 15B. California High School Proficiency Examination Certification				
<input type="checkbox"/> 15C. GED Section Completion				

Alternative Schools Accountability Model

REGISTRATION FOR OTHER ALTERNATIVE SCHOOLS*

General Instructions: Mail this form with original signatures along with the completed ASAM New School Registration and Indicator Selection Form by **no later than November 30, 2006** to the address below:

Robert Bakke, Consultant
Educational Options Office
California Department of Education
1430 N Street, Suite 4503
Sacramento, CA 95814-5901

Questions: contact Robert Bakke at rbakke@cde.ca.gov

SCHOOL CONTACT INFORMATION

School Name Academy for Change	District Name Chico Unified School District	County-District-School (CDS) Code 04-61424-0111039	
Mailing Address 2412 Cohasset Road Suite 3, Chico, CA 95926	E-mail Address bvigallo@chicousd.org	Telephone (530) 895-4188	Fax Number (530) 895-4048

DESIGNATED ASAM CONTACT PERSON

ASAM Contact Person Name Cynthia Kampf, Ed.D.	Telephone (530) 891-3000 Ext. 170	E-mail Address ckampf@chicousd.org
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ENTER THE PERCENT OF STUDENTS SERVED IN EACH OF THESE HIGH RISK CATEGORIES


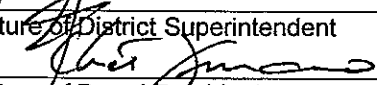
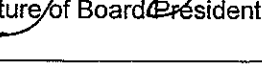
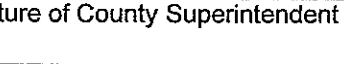
EXPELLED (<i>Education Code [EC] Section 48925[b]</i>) including situations in which enforcement of the expulsion order was suspended (<i>EC 48917</i>)	65%
SUSPENDED (<i>EC 48925[d]</i>) more than 10 days in a school year	20%
WARDS OF THE COURT (<i>Welfare and Institutions Code [WIC] 601 or 602</i>) or dependents of the court (<i>WIC 300 or 654</i>)	10%
PREGNANT AND/OR PARENTING	0%
RECOVERED DROPOUTS (<i>Dropout Guidelines for 2003 California Basic Educational Data System [CBEDS] at http://www.cde.ca.gov/ds/sd/cb/dropoutguide.asp</i>)	5%
HABITUALLY TRUANT (<i>EC 48262</i>) or HABITUALLY INSUBORDINATE AND DISORDERLY (<i>EC 48263</i>) whose attendance at the school is directed by a school attendance review board (SARB) or probation officer (<i>EC 48263</i>)	20%
RETAINED MORE THAN ONCE in kindergarten through grade 8	%
TOTAL PERCENT (may exceed 100%)	120%

CERTIFICATIONS

I request that this school be held accountable under the ASAM. This school is an alternative school designed to serve, for less than a full academic year, a high-risk student population as described above.

I certify that the stated purpose of this school is to serve students in the population(s) described above, and that these students currently make up at least 70 percent or more of the student population.

I certify that this school intends to participate in ASAM in School Year 2006 - 2007
Specify school year

Printed Name of Principal Bernard Vigallon	Signature of Principal 
Printed Name of District Superintendent Dr. Chet Francisco	Signature of District Superintendent 
Printed Name of Board President Rick Rees	Signature of Board President 
Printed Name of County Superintendent Don McNelis	Signature of County Superintendent 
CDE Use Only	Staff
APPROVED	Date DENIED

*Other Alternative Schools are alternative schools of choice including charter schools.

CHICO UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Regular Meeting – November 15, 2006

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:

Bob Feaster, Assistant Superintendent

Kelly Staley, Assistant Superintendent

Randy Meeker, Assistant Superintendent

2.2 Conference regarding Liability Claim per Government Code §54956 - Claimant:

Gina Bittner

Representatives:

Chet Francisco, Superintendent

Bob Feaster, Assistant Superintendent

Kelly Staley, Assistant Superintendent

Randy Meeker, Assistant 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 10/18/06 and 11/01/06.

2. Consider approval of donations.

3. Consider approval of certificated human resources actions.

4. Consider approval of classified human resources actions.

5. Consider approval of warrants from October 12 – November 8, 2006.

B. EDUCATIONAL SERVICES

1. Consider approval of the expulsion of students with the following ID's: 19497, 21983, 28792, 28949, 33430, 52553, 56255, 56338 and 61642.

2. Consider approval of fund raising by Emma Wilson through a jog-a-thon to fund school

wide projects.

C. BUSINESS SERVICES

1. Consultant Agreement with DNA to provide Spanish version of the standards-based report cards for 2006-07.
2. Consultant Agreement with Julie Adams to provide instruction to teachers in effective literacy strategies.
3. Consultant Agreement with Creative Spirit, LLC, to provide training to staff at various elementary schools on healthy play.
4. Consultant Agreement with CSU Chico Research Foundation to provide surveys for both PVHS and CHS and also consultancy services for evaluations.
5. Consultant Agreement with Paradise Unified to provide peer teachers to develop content knowledge in American History courses.
6. Consultant Agreement with Mohr Sound for sound system and DJ at TWIRPS dance.

7. DISCUSSION/ACTION CALENDAR

A. GENERAL

1. Setting of Annual Organization Meeting of the Governing Board of the Chico Unified School District – Proposed Date: December 6, 2006.
2. 2nd Reading and Approval of remaining 2000 Series: BP 2110, Superintendent Responsibilities and Duties; BP 2111, Superintendent Governance Standards; BP 2120, Superintendent Recruitment and Selection; BP 2121, Superintendent's Contract; and BP 2230, Administrative Staff and Organization.

B. EDUCATIONAL SERVICES

1. Recommendation by District Charter Review Committee.
2. Consider approval of the AB 1802 Secondary School Counseling Grant Program and Plan.
3. Information on EMHI grant. No action required.

C. HUMAN RESOURCES

1. Public disclosure and approval of tentative agreement between CUSD and CSEA, Chapter #10: increasing number of delegates to CSEA annual conference.
2. Public disclosure and approval of tentative agreement between CUSD and CSEA, Chapter \$10: Increasing number of members on the bargaining team.
3. Consider approval of Resolution #974-06 – elimination of classified services and ordering layoff.
4. Consider approval of Resolution #975-06 – elimination of classified services and ordering layoff.

D. BUSINESS SERVICES

1. 2nd Reading and Approval of 3000 Series, new and revised Board Policies: BP 3000 - Concepts and Roles; BP 3100 - Budget; BP 3260 - Fees and Charges; BP 3280 - Sales, Lease, Rental of District-Owned Real Property; BP 3290 - Gifts, Grants and Bequests; BP 3300 – Expenditures & Purchases; BP 3311 – Bids; BP 3312 – Contracts; BP 3314 – Payments for Goods & Services; BP 3314.2 – Revolving Funds; BP 3320 – Claims & Actions Against the District; BP 3350 – Travel Expenses; BP 3400 – Management of District Assets/Accounts; BP 3430 – Investing; BP 3452 – Student Activity Funds; BP 3460 – Financial Reports & Accountability; BP 3580 – District Records; and BP 3600 – Consultants.

8. ITEMS FROM THE FLOOR

9. ANNOUNCEMENTS

10. ADJOURNMENT

MINUTES**1. CALL TO ORDER**

Board President Rees called the October 18, 2006, Closed Session Meeting to order at the Chico City Council Chambers, at 421 Main Street, Conference Room 2, Chico, CA at 6:15 p.m.

Present: Rick Rees, Jann Reed, Scott Huber, Rick Anderson

Absent: Anthony Watts

2. CLOSED SESSION**2.1 Update on Labor Negotiations**

Employee Organizations:

CUTA

CSEA, Chapter #110

Other Representatives:

Chet Francisco, Superintendent

Bob Feaster, Assistant Superintendent

Kelly Staley, Assistant Superintendent

Randy Meeker, Assistant Superintendent

Counsel: Greg Einhorn, Attorney at Law

2.2 Conference with Legal Counsel: Anticipated Litigation or Significant Exposure to Litigation; Government Code section 54956.9(b) One Potential Case

Representatives:

Chet Francisco, Superintendent

Bob Feaster, Assistant Superintendent

Kelly Staley, Assistant Superintendent

Randy Meeker, Assistant Superintendent

Counsel: Greg Einhorn, Attorney at Law

3. RECONVENE TO REGULAR SESSION

3.1 Board President Rees called the Regular Session Meeting to Order in the City Council Chambers at 7:05 p.m. He reported that Board Member Watts would be present for regular session via teleconferencing from Sheraton Great Valley Hotel, Board Room #1, 707 East Lancaster Pike, Frazer, PA. He further reported that the requirements of teleconferencing dictate that any votes are to be taken by roll call.

3.2 Announcements on Closed Session

Board President Rees announced that the Board had been in closed session since 6:15 p.m. discussing items 2.1, only.

3.3 Board President Rees led the salute to the Flag.

4. STUDENT REPORTS

CHS ASB President, Dee Thao, provided updates on activities at Chico High School..

PVHS Senior Class President, Angel Sionzon, gave an update on events at Pleasant Valley High School.

5. SUPERINTENDENT'S REPORT

Superintendent Francisco announced that Mike Morris would be joining the District Office as Coordinator of Instructional Support , and the interim Assistant Principal at PVHS would be Bruce Besnard.

Superintendent Francisco also reported that the District would be looking for nine new counselors.

Superintendent Francisco, Board Vice President Rees and Director Sara Simmons visited Middle College High on the Contra Costa Community College campus. After 10 years of formalizing an early college program, Middle College High was now graduating students with both a high school diploma and an associate's degree, enabling the students to jump to their junior year in a four year institution. Board President Rees noted that the high school was to receive a blue ribbon from Washington, DC for developing a model program.

6. CONSENT CALENDAR

Board Vice President Reed requested that item 6.B.3 be pulled for further discussion. At 7:20 p.m., Board President Rees asked if there were any public comments on any consent items. None being made, a motion was made by Board Member Anderson and seconded by Board Vice President Reed to approve the remaining Consent Agenda, as follows:

MINUTES

A. GENERAL

1. The Board approved Minutes of Regular Meeting of 09/20/06 and Special Meeting of 10/02/06.

2. The Board accepted the Donations/Gifts to the District.

Donor	Item	Recipient
Gary Green	Centogram 4 Beam Balance	BJHS
Edward Varros	School Supplies	Chapman
Target	340 Spiral Notebooks	Chapman
Penne Benefits	\$100.00	Chapman - Room 18
Geoffrey & Sandra Fricker	\$150.00	CHS - ACT
Elizabeth Devereaux	Stained Glass	CHS - Art Dept
Erna Hawkins	Stained Glass	CHS - Art Dept
Bob Stanbury	2 Easy-up Tents	CHS - Cross Country
M. Ellesberg & R. Glusman	\$100.00	CHS - Library
Dennis Phillips	30 Cribbage Boards & Cases	Citrus - Cribbage Club
Cohasset PTA	Books	Cohasset
Century 21	Classroom Supplies	Emma Wilson
Target	Notebooks	Emma Wilson
Chico Board of Realtors	School Supplies	Little Chico Creek
Courtney & Debra Calkins	Computer Monitor	Marigold - Mrs. Moore's Class
Kathryn Brogan	Dell Monitor	MJHS - Attendance
Kathleen Kaiser	Baby Think It Over - Clothes	MJHS - Health
Lynn Bellante	\$100.00	Neal Dow - 4th Grade Field Trip
Maria & Kevin Parks	\$80.00	Neal Dow - 4th Grade Field Trip
Steven Geiger	\$40.00	Neal Dow - 4th Grade Field Trip
Tammy Lopez	\$50.00	Neal Dow - 4th Grade Field Trip
Vic & Aurora Garcia	\$40.00	Neal Dow - 4th Grade Field Trip
Art & Cindy Cox	\$100.00	Neal Dow - Sprotte/Jackson Class
Art & Cindy Cox	\$40.00	Neal Dow - Trips
Dania Luna	\$25.00	Neal Dow - Trips
Rod Feingold	\$40.00	Neal Dow - Trips
Rita Lehr	HP Printer	PVHS - Mr. Saski's Class
Bonnie Tibbitts	IMAC	PVHS - Art Dept
Brian P. Sweeney	\$200.00	PVHS - Boys Basketball
Anonymous Sports Booster	\$250.00	PVHS - Boys Soccer
Coastal View Construction	\$25.00	PVHS - Cheer
Cressline Dist. Co.	\$25.00	PVHS - Cheer
Lifeline Training Center	\$50.00	PVHS - Cheer
Ed Anderson	\$200.00	PVHS - Girls Golf
Wendel Inc.	\$100.00	PVHS - Girls Varsity Football
Right Hand Advisors, Inc.	\$500.00	PVHS - Girls Varsity Volleyball
Jeanen Regas	5 boxes of fabric	PVHS - HECT
Adrienne Slattery	18 Books	PVHS - Library
Amber Enos	Sony CD/Cassette Player	PVHS - Library
John Shepherd	2 Paperback books	PVHS - Library
Kim Davis	VCR	PVHS - Library
Maria Woodbury	4 MM Books	PVHS - Library
Reta Rickmers	6 MM Books	PVHS - Library
Golden West Stairs Inc.	Steel Tubing & Roll Cart	PVHS - Welding

MINUTES

Golden West Truck & Tractor	Pickup Truck Beds, Frames	PVHS - Welding
Metal Works	4 Tons Flat Bar Steel	PVHS - Welding
Hannah Smallhouse	Books	Rosedale - Book Drop & Swap
Sutherland Landscape	Bark	Rosedale PTA
Louise Krone	Computer, Monitor, Keyboard	Shasta
Shasta PTO	\$2,300.00	Shasta - Laptops & Software
Applebee's	\$100 in Gift Cards	Sierra View PTA
Bed Bath & Beyond	\$20 Gift Card	Sierra View PTA
Best Buy	Portable DVD Player	Sierra View PTA
Black Sea Gallery	\$500 Gift Basket	Sierra View PTA
Cal Java	Mug, drink coupon, candy	Sierra View PTA
Cal Skate	20 Passes	Sierra View PTA
Chico Bag	20 Chico Bags	Sierra View PTA
Chico Creek Dance Center	Free Class	Sierra View PTA
Cinemark-Tinseltown	4 Movie Passes	Sierra View PTA
Cookie Shoppe	Two 2-doz cookie Gift Certificates	Sierra View PTA
Creative Apple	Ant Farm	Sierra View PTA
FACE	\$250 Gift Certificate	Sierra View PTA
Great Harvest	\$45 Gift Basket	Sierra View PTA
Grilla Bites	50 \$1.00 Coupons	Sierra View PTA
In-Motion	Three 1-Mo. Memberships	Sierra View PTA
Jon n Bon's	12 Free Yogurt Cards	Sierra View PTA
Kid-n-Around	\$25 Gift Basket	Sierra View PTA
La Comida	Dinners, Drinks & Football Tickets	Sierra View PTA
LaSalsa	\$25 Gift Card	Sierra View PTA
Long's	240 Bottled Waters	Sierra View PTA
Maisey Jane's	Nuts	Sierra View PTA
Mike Metzger's Therapy	60 Minute Massage	Sierra View PTA
Nantucket	\$100 Gift Basket	Sierra View PTA
Orchard Lanes	8 Free Bowling/2-for-1 Coupons	Sierra View PTA
Original Petes	\$50 Gift Certificates	Sierra View PTA
Oxford Suites	One night stay - Pres Suite	Sierra View PTA
Petco	Pet Crate	Sierra View PTA
Raley's	\$20 Gift Card	Sierra View PTA
Red Lobster	\$30 Gift Certificates	Sierra View PTA
Round Table Pizza - Forest Av.	VIP Pass & 2 Lunch Coupons	Sierra View PTA
Rustic Charm	\$260 Gift Basket	Sierra View PTA
Scrubs Car Wash	Ultimate Car Wash	Sierra View PTA
See's Candy	Two 1lb. Gift Certificates	Sierra View PTA
Shubert's	Five 1 Serving Gift Coupons	Sierra View PTA
Sierra Nevada	\$50 Gift Card	Sierra View PTA
Smucker's	5 Cases of Spritzers	Sierra View PTA
Starbuck's	Two 1lb. Bags of Coffee Beans	Sierra View PTA
String Bead	Two pair earrings	Sierra View PTA
Target	Two \$10 Gift Cards	Sierra View PTA
Trader Joe's	Bag of Products	Sierra View PTA
Winco	\$300 Vouchers	Sierra View PTA
Linen's-n-Things	Apple Peeler, Pie Plates, Meas. Spoons	Sierra View PTA

MINUTES

3. The Board approved the Certificated Human Resources Actions:

Name	Assignment	Effective	Comment
<u>Administrative Appointment(s)/Change in Assignment(s) 2006/07</u>			
Morris, Michael	1.0 FTE Staff Development Coordinator	2006/07 (Effective 10/19/06)	Appointment
Besnard, Bruce	1.0 FTE Assistant Principal, Senior High	2006/07 (Effective 10/19/06)	Interim Appointment
Beeman, Pamela	.1 FTE School Psychologist	1 st Semester 2006/07	Temporary Appointment (Increase to 1.0 FTE)
Bolden-Schleh, Sharon	.2 FTE School Psychologist	1 st Semester 2006/07	Temporary Appointment (Increase to 1.0 FTE)
McLaughlin, Matthew	.2 FTE School Psychologist	1 st Semester 2006/07	Temporary Appointment (Increase to 1.0 FTE)
Stager, Linda	.15 FTE School Psychologist	1 st Semester 2006/07	Temporary Appointment (Increase to .65 FTE)

Part-Time Leave Request(s) for 2006/07

Cerda-Caldera, Norelia	School Psychologist	2006/07	0.2 FTE Leave
Villasenor, Sandra	School Counselor	2006/07 (Effective 10/2/06-6/30/07)	0.2 FTE Leave

Rescission/Change Leave Request(s) for 2006/07

Anderson-Nilsson, Julia	Elementary	2006/07	Adjust Leave Request from .6 FTE to .4286 FTE
Allen, Joanna	School Psychologist	2006/07	Rescind .15 FTE of current 0.3 FTE Leave Request (work .75 FTE)
Begault, Beth	School Psychologist	2006/07	Rescind 0.5 FTE of current 0.4 FTE Leave Request (work .65 FTE)

Temporary Appointment(s) 2006/07 According to Board Policy

Coons, Emily	0.3 FTE Elementary	1 st Semester 2006/07 (Effective 10/9/06)	Temporary Appointment
Holman, Melissa	0.03 FTE Elementary	1 st Semester 2006/07 (Effective 10/13/06)	Temporary Appointment (Increase to 1.0 FTE)
Netterville, Karen	0.2 FTE Secondary	1 st Semester 2006/07 (Effective 10/2/06)	Temporary Appointment (Increase to 1.0 FTE)
Marschall, Kim*	1.0 FTE Special Education	1 st Semester 2006-07 (Effective 10/18/06)	Temporary Appointment

*This item was added through an Addendum to the Agenda for a waiver under 7.C.4.

4. The Board approved the Classified Personnel Actions:

<u>NAME</u>	<u>CLASS/LOCATION/ASSIGNED HOURS</u>	<u>EFFECTIVE</u>	<u>COMMENTS/FUND</u>
<u>APPOINTMENTS</u>			
Buenrostro, Deborah	LT Parent Classroom Aide-Restr/Shasta/1.6	09/16/06-	New LT Position/

MINUTES

Curtis, Steven	Custodian/CJHS/8.0	01/31/07	Categorical Fund
Dutra, Deborah	LT IA-Special Education/CJHS/1.0	09/25/06	Vacated Position
		10/02/06-	New LT Position/
		12/12/06	Special Education
Garcia, Agatha	IPS-Healthcare/Parkview/3.0	09/15/06	Vacated Position/
			Special Education
Imhoff, Lori	IPS-Classroom/Emma Wilson/3.0	10/11/06	Vacated Position/
			Special Education
Jackson, Joel	Campus Supervisor/CJHS/1.0	10/02/06	Vacated Position
Jones, Cynthia	Parent Classroom Aide-Restr/Marigold/2.0	10/04/06	Vacated Position/
			Categorical Fund
Kelley, Keith	Alarm System Technician/M & O/8.0	10/02/06	Correct Effective Date
Mackell, Robin	Parent Classroom Aide-Restr/Marigold/2.0	09/26/06	Vacated Position/
			Categorical Fund
Matulich, Nicole	Campus Supervisor/MJHS/1.0	10/02/06	Vacated Position
McNeille, Robin	IPS-Classroom/Loma Vista/3.0	09/15/06	Vacated Position/
			Special Education
Nowak, Jill	IPS-Healthcare/McManus/3.5	09/29/06	Vacated Position/
			Special Education
Seig, April	Instructional Assistant/Chapman/1.3	08/15/06	New Position/Grant Fund
Smallhouse, Hannah	Instructional Assistant/Rosedale/2.9	09/28/06	Vacated Position/
			Categorical Fund
Vang, Zoua	LT Impacted Language Liaison/Citrus/.6	09/29/06-	New LT Position/
		03/05/07	Grant Fund
<u>Promotion</u>			
Carriere, Robin	School Office Manager/Oakdale/8.0	10/30/06	Vacated Position
<u>Increase in Hours</u>			
Hardy, Denise	Parent Liaison Aide-Restr/Rosedale/4.0	08/15/06	Existing Position/
			Categorical Fund
Koehly-Ownby, Karen	Healthcare Asst-Specialized/Loma Vista/6.5	09/29/06	Vacated Position/
Larios, Patricia	IPS-Classroom/LCC/5.5	09/15/06	Special Education
			Vacated Position/
			Special Education
Lauffer, Patricia	IA-Special Education/Marigold/6.0	10/02/06	New Position/
			Special Education
Marshburn, Tami	Parent Classroom Aide-Restr/McManus/4.2	09/27/06	Existing Position/
			Categorical Fund
Matulich, Nicole	Campus Supervisor/FVHS/6.0	10/02/06	Vacated Position
<u>Voluntary Reduction in Hours</u>			
Inserra, Mary	IA-Multicultural/FVHS/2.0	08/28/06	Correct Resignation to
			Voluntary Reduction in Hours
<u>Leave of Absence</u>			
Van Camp, Cindy	Sr Office Assistant/Educational Services/8.0	10/17/06-	Per CBA 5.3.3
		10/29/06	
Xiong, Bao	IA-Elementary Guidance/Neal Dow/2.0	10/09/06-	Per CBA 5.11
		01/09/07	

RESIGNATIONS

MINUTES

Resigned Only Position Listed

Carriere, Robin	Health Assistant/CHS/8.0	10/29/06	Promotion
Employee holding Position #212034	Instructional Assistant/Chapman/1.3	09/22/06	Released During Probationary Period
Hardy, Denise	Parent Liaison Aide-Restr/Rosedale/2.6	08/14/06	Increase Assigned Time
Hightman, Rebecca	School Bus Driver-Type 1/Transportation/6.6	09/19/06	Increase Assigned Time
Lauffer, Patricia	IA-Special Education/BJHS/5.0	10/01/06	Increase in Hours
Matulich, Nicole	Campus Supervisor/PVHS/5.0	10/01/06	Increase in Hours
Miller, Charlotte	Cafeteria Assistant/MJHS/2.0	09/25/06	Voluntary Resignation
Sommer, Carol	Instructional Assistant/Parkview/1.4	10/20/06	Voluntary Resignation

Resignation/Termination

Acuna, Fernando	IA-Special Education/BJHS/5.5	08/14/06	Voluntary Resignation
Bleakley, Sue	IA-Special Education/Rosedale/2.5	10/28/06	GH Retirement
Carter, Troy	IPS-Healthcare/Loma Vista/4.0	09/20/06	Voluntary Resignation
Carter, Troy	IPS-Classroom/Loma Vista/2.0	09/20/06	Voluntary Resignation
Dingus, Nola	Sr Account Clerk/Business Office/8.0	10/30/06	GH Retirement
Driscoll, Jessie	Cafeteria Cashier/CHS/3.5	10/15/06	Voluntary Resignation
Fandl, Mary Ann	IPS-Classroom/Neal Dow/3.0	09/28/06	Voluntary Resignation
Fandl, Mary Ann	IPS-Classroom/LCC/3.5	09/28/06	Voluntary Resignation
Ford, Karen	Instructional Assistant/McManus/3.0	09/12/06	Voluntary Resignation
Newquist, K. Diane	Targeted Case Manager/Chapman/8.0	08/11/06	GH Retirement

5. The Board approved the consultant agreements.

Consultant	Amount	Fund	Work to be Performed	Site
Leatherman, Kristin	1,500.00	II/USP	Staff Development/Training	McManus
Eller Physical Therapy, Inc.	10,000.00	ASB	Athletic Trainers	PVHS
Shaffer, Barbara	1,500.00	IB Grant & AB Test Fund	Proctor	BJHS
BCOE	8,105.27	SpEd-DIS Programs	Sign Language Interpreters	Various

6. The Board approved the warrants issued from September 13, 2006 – October 11, 2006.

B. EDUCATIONAL SERVICES

1. The Board approved the expulsion by student number of: 21720, 29600, 35315, 54269, 58914, and 63656.
2. The Board approved the Field Trip Request by: CHS 12th Grade AP English Class to attend plays at Ashland, OR.
3. Consider approval of the Major Fund Raising Request by: CJHS PTSA to raise funds for classrooms by holding a tri-tip dinner. *This item was pulled by Board Vice President Reed for further discussion under #7 below.*
4. The Board approved the Major Fund Raising Request by: Sierra View PTA to raise funds for programs and activities by selling cookie dough.
5. The Board approved the Major Fund Raising Request by: Marigold PTA to raise funds for classroom supplies by selling gift wrap.
6. The Board approved the Major Fund Raising Request by: Hooker Oak Parent Advisory Group to raise funds for the open structure program by a Jog-A-Thon.
7. The Board approved the Major Fund Raising Request by: Little Chico Creek to raise funds for 6th grade environmental school by holding a tri-tip dinner.
8. The Board approved the Major Fund Raising Request by: John McManus to raise funds for supplies and field trips by selling See's candy.
9. The Board approved the agreement between CUSD and the CSU, Chico Research Foundation to provide MathLinks tutors for Citrus, Chapman and John McManus elementary schools.
10. The Board approved the lists of obsolete instructional materials.

C. BUSINESS SERVICES

MINUTES

1. The Board authorized the Assistant Superintendent – Business Services, to approve and execute the Notices of Completion for Re-roofing the Corporation Yard Warehouse when work was completed.

(Consent Agenda Vote)

AYES: Anderson, Huber, Reed, Watts, Rees

NOES: None

7. DISCUSSION/ACTION CALENDAR

Item pulled from Consent Calendar: 6.B.3. After clarification from Educational Services on this matter, a motion was made by Board Vice President Reed and seconded by Board Clerk Huber to approve the Fund Raising Request by CJHS PTSA to raise funds for the classrooms through a tri-tip dinner for adults.

AYES: Anderson, Huber, Reed, Watts, Rees

NOES: None

- A. GENERAL

1. At 7:30 p.m. a Public Hearing was conducted on Nord Country School's Charter Renewal Request. Ernie Dalton, Board Member and Vice Chair at Nord and students, Marisol Alvarez, John McBride and Sarissaarey Powers listed the attributes of the school.
2. Board President Rees reviewed the Amendment to the Superintendent's contract, which would extend his tenure until 06/30/2010 and allow him to receive the same enhancements as Chico Unified Management Association (CUMA): Board President Rees opened this item up for public comments. There being none, a motion was made by Board Clerk Huber and seconded by Board Vice President Reed to approve the Amendment to the Superintendent's contract.

AYES: Anderson, Huber, Reed, Watts, Rees

NOES: None

3. 1st Reading of remaining 2000 Series: BP 2110, Superintendent Responsibilities and Duties; BP 2111, Superintendent Governance Standards; BP 2120, Superintendent Recruitment and Selection; BP 2121, Superintendent's Contract; and BP 2230, Administrative Staff and Organization. At 7:32 p.m., Board President Rees asked for public comment. There was none. These policies were for discussion only; no action was required.

- B. EDUCATIONAL SERVICES

1. Assistant Superintendent Staley introduced Dave Scott, Director – Pupil Personnel Services, who presented background on Red Ribbon Week and asked the Board to approved Resolution #971-06 to declare October 23 – 31, 2006 as Red Ribbon Week at Chico Unified School District. There being no comments from the floor, a motion was made by Board Clerk Huber and seconded by Board Vice President Rees to approve Resolution #971-06.

AYES: Anderson, Huber, Reed, Watts, Rees

NOES: None

2. Board President Rees reviewed Policy #0420.4 – Charter Schools. At 7:36 p.m. Board President Rees opened the floor to public comment on the Policy. Paul Weber, principal of Chico Country Day School, reported that Director Sara Simmons had attended one of their board meetings and answered their questions and concerns about the policy. A motion was made by Board Member Watts and seconded by Board Member Anderson to approve Policy #0420.4 on Charter Schools.

AYES: Anderson, Huber, Reed, Watts, Rees

NOES: None

MINUTES

- 3 & 4 Board President requested that items 3. and 4. be combined. Priscilla Burns, PVHS Teacher, presented the two new textbooks, *An Introduction to Human Services* and *Becoming a Helper* for the course, HERO in Human Services, and asked that the Board approve the textbooks. At 7:45 p.m. Board President Rees asked if there were any comments from the floor. There being none, a motion was made by Board Vice President Reed and seconded by Board Member Anderson to approve the textbooks.

AYES: Anderson, Huber, Reed, Watts, Rees

NOES: None

C. HUMAN RESOURCES

1. Assistant Superintendent Feaster presented a one-year waiver request per CUTA Collective Bargaining Agreement to maintain the reading program at Bidwell Jr. High School for 2006-07. At 7:48 p.m., Board President Rees asked if there were any comments from the public. CUTA President George Young provided clarifying information. A motion was made by Board Vice President Reed and seconded by Board Member Anderson to approve the waiver.

AYES: Anderson, Huber, Reed, Watts, Rees

NOES: None

2. Assistant Superintendent Bob Feaster reviewed Resolution #972-06, eliminating a classified services position and the subsequent layoff. At 7:50 p.m., President Rees asked if there were any comments from the floor. There being none, a motion was made by Board Member Anderson and seconded by Board Member Watts to approve the Resolution.

AYES: Anderson, Huber, Reed, Watts, Rees

NOES: None

3. Assistant Superintendent Bob Feaster reviewed the makeup of the Personnel Commission and requested that the Board approve the reappointment of Gloria Bevers as the CUSD representative to the Commission. At 7:52 p.m. Board President Rees asked for comments from the Floor. There were no comments. A motion was made by Board Member Anderson and seconded by Board Clerk Huber to approved the reappointment.

AYES: Anderson, Huber, Reed, Watts, Rees

NOES: None

4. Assistant Superintendent Bob Feaster indicated the need for special education instructors due to a vacancy and for this Variable Term Waiver Request for Kim Marshall. Additionally, Assistant Superintendent Feaster requested that she be added to the human resources actions list effective 10/18/06. At 7:55 p.m. Board President Rees asked for comments from the floor. There were none. A motion was made by Board Vice President Reed and seconded by Board Member Anderson to approve the waiver and to add Ms. Marshall to the action list.

AYES: Anderson, Huber, Reed, Watts, Rees

NOES: None

D. BUSINESS SERVICES

1. Assistant Superintendent Meeker introduced Scott Jones, Director of Fiscal Services, who reviewed the requirement of Government Accounting Standards Board (GASB) 45 to periodically perform actuarial valuations for the purpose of measuring and disclosing the total Other Post Employment Benefits (OPEB) liability. At this time state law and GASB 45 do not require school districts to accrue the unfunded liability for post retirement benefits. This could change in the future. Director Jones introduced Louis Filliger, of Demsey, Filliger & Associates, who reviewed their results of the actuarial valuation of the Districts' retiree health insurance program. CUSD's annual cost is around \$1.8 million. Board President Rees asked for comments from the floor. There being none, a motion was made by Board Vice President Reed and seconded by Board Member Huber to accept the actuarial letter from Demsey, Filliger & Associates.

AYES: Anderson, Huber, Reed, Watts, Rees

MINUTES

NOES: None

2. Fiscal Services Director Scott Jones reviewed the necessity of updating the district's policies. At 8:22 p.m., Board President Rees asked if there were any comments from the floor. Todd Sturgis voiced his concerns about the changes in BP 3312 – Contracts and BP 3320 – Claims and Actions Against the District. There were no further public comments and the comment period was closed. This was an information item only, no action was required.

8. **ITEMS FROM THE FLOOR**

At 8:25 p.m. Board President Rees opened the public forum. There were no items or comments from the public and the forum was closed.

9. **ANNOUNCEMENTS**

Board President Rees thanked Earl Keene, Information Systems Analyst, from the City of Chico for assisting in the teleconferencing.

Board Member Anderson voiced his pleasure with the performance of the Superintendent.

CUTA President, George Young, announced that the CUTA annual barn dance was scheduled for Saturday night and tickets were still available.

10. **ADJOURNMENT**

There being no further items or announcements, the meeting was adjourned at 8:30 p.m.

:mga

APPROVED:

Board of Education

Administration

MINUTES

1. CALL TO ORDER

Board President Rees called the November 1, 2006, Special Session Meeting to order at the Chico Unified School District, Large Conference Room, at 1163 E. 7th Street, Chico, CA, at 5:00 p.m.

Present: Rick Rees, Rick Anderson, Anthony Watts

Absent: Jann Reed, Scott Huber

2. CONSENT

- 2.1 Assistant Superintendent Meeker reviewed the need for a Consultant Agreement with King & Associates to analyze and update the 20-year student enrollment projections for optimum facility planning.

At 5:03 p.m., Jann Reed joined the Board.

Several Board members expressed concern over the reliability of the previous demographic materials received and about approving this consultant agreement without canvassing other area demographers. After further discussion and clarification, a motion was made by Board Member Watts and seconded by Board Member Anderson to direct staff to solicit firms that perform this type of work and make a recommendation to the Board at a later date.

AYES: Rick Rees, Jann Reed, Rick Anderson, Anthony Watts

NOES: None

ABSENT: Scott Huber

3. DISCUSSION/ACTION

- 3.1 Assistant Superintendent Meeker reviewed the 2005-2006 Unaudited Actuals. A motion was made by Board Member Anderson and seconded by Board Member Watts to approve the Unaudited Actuals, as presented.

AYES: Rick Rees, Jann Reed, Rick Anderson, Anthony Watts

NOES: None

ABSENT: Scott Huber

- 3.2 Assistant Superintendent Meeker reviewed Resolution #973-06 regarding the 2005-2006 appropriations limit and the projected 2006-07 appropriations limit, known as the GANN limit. A motion was made by Board Member Anderson and seconded by Board Vice President Reed to approved Resolution #973-06.

AYES: Rick Rees, Jann Reed, Rick Anderson, Anthony Watts

NOES: None

ABSENT: Scott Huber

3.3 Emergency Item

Board President Rees introduced to the Board an emergency item with the request that it be added to the Agenda: a Consultant Agreement with The Write Tools to hold a staff training on developing student writing this coming Saturday. There was a need to take immediate action as the training was only a few days away and the training came to the attention of the Superintendent after the Agenda was posted. At 5:59 p.m., Board President Rees opened the floor for public comments. After comment, a motion was made by Board Member Anderson and seconded by Board Member Watts to add the item to the Agenda. The vote was unanimous for its inclusion. A motion was then made by Board Member Anderson and seconded by Board Vice President Reed to approve the consultant agreement.

AYES: Rick Rees, Jann Reed, Rick Anderson, Anthony Watts

NOES: None

ABSENT: Scott Huber

3. ADJOURNMENT

At 6:00 p.m. the meeting was adjourned.

MINUTES

:mga

APPROVED:

Board of Education

Administration

DONATIONS/GIFTS

<u>Donor</u>	<u>Item</u>	<u>Recipient</u>
Jim & Sandy Shepard	\$100.00	BJHS - RSP/A
Huey Hart	Plexiglass	Chapman - Marquee
Robert & Mary Callahan	\$125.00	CHS - ACT
Steven & Laurie Hammon	\$100.00	CHS - ACT
Roland & Carol Chell	\$50.00	CHS - ACT
Christine Ann Scott	\$100.00	CHS - ACT
Timothy & Kathryn Skaggs	\$100.00	CHS - ACT
Diane Gardemeyer	\$150.00	CHS - ACT
B. Scott Hood, DDS	\$300.00	CHS - ACT
Mark & Tomoko Lance	\$100.00	CHS - ACT
Susan & Keith Slocum	\$125.00	CHS - ACT
Jesus & Sonia Rodriguez	\$100.00	CHS - ACT
Gina & Tom Maclea	\$100.00	CHS - ACT
Daria & Glenn Loughlin	\$500.00	CHS - ACT
Patricia & William Haley	\$100.00	CHS - ACT
Jose & Monita Garcia	\$200.00	CHS - ACT
Alan & Patsy Sisco	\$150.00	CHS - ACT
Kevin Murphy	\$150.00	CHS - ACT
No. Valley Property Mgmt.	\$200.00	CHS - SOUL
Karen Van Ness	\$200.00	CHS - SOUL
Douglas & Diane Galten	\$100.00	CHS - SOUL
Bidwell Dev. Group	\$200.00	CHS - SOUL
Office Twin - Diane Culpepper	\$200.00	CHS - SOUL
Mary Ann & Lauren Fandl	Flute, Stand & Misc Literature	CJHS - Music
James & Kristi Bennett	Snare Drum & Stand	CJHS - Music
North State Parent Magazine	\$200.00	Cohasset - Library Books
Barnes & Noble Books	\$1,177.41	CUSD Libraries
Nathan Smith	\$150.00	Emma Wilson
Tri-Counties Bank	\$470.00	Emma Wilson - Environ.Camp
Bruce Hall	Copier & Maintenance	Forest Ranch
Mark & Carianne Miller	Rug	Hooker Oak - Room 14
Steve Velasco	\$96.00	LCC - 1st Grade Class
PTA	\$2,000.00	LCC - 6th Gr. Environmental Camp
Johnnie Werner	\$100.00	LCC - Room 14
Sharleen Lowry	\$50.00	LCC - Room 17
Allan Samuels	\$50.00	LCC - Room 17
Jessica Svendsen	\$100.00	LCC - Room 17
Feliciano & Vicky Bomactao	\$200.00	LCC - Room 17 & 19
Patrick & Teresa Clements	\$50.00	LCC - Room 20
Polly Tripp	\$50.00	LCC - Room 21
LCC PTA	\$2,000.00	Little Chico Creek - Environ.Camp
LCC PTA	\$3,325.00	Little Chico Creek - Field Trips 06/07
Robinette Cook	8 copies of <i>Rascal</i>	Little Chico Creek - Literature Circles
Jamie Wendorf	\$50.00	Little Chico Creek - Room 3 Trips
Frank & Kasia Lewis	\$75.00	Little Chico Creek - Room 3 Trips
David Gebhart	Printer	Neal Dow
Patricia Vowels	\$80.00	Neal Dow - 4th Grade
Arthur & Cindy Cox	\$100.00	Neal Dow - 4th Grade
Molly Kimberling	\$40.00	Neal Dow - 4th Grade
Anthony Wagner	\$20.00	Neal Dow - 4th Grade
Ricardo Calma	\$25.00	Neal Dow - Mrs. Sprotte Class
PG&E Corp. Foundation	\$249.00	PVHS

DONATIONS/GIFTS

Robert & Deborah Capshaw	American Flag	PVHS
Nanette & Michael Wysong	\$250.00	PVHS - Boys Basketball
Workspaces Design & Furniture	\$500.00	PVHS - Cheerleaders
Safeway - 1125	School Supplies	PVHS - English Dept
Timothy & Jeanne O'Connell	\$50.00	PVHS - Fine Arts
Shugo Matsuo - The Japan Fdn.	Supplemental Textbooks	PVHS - Foreign Language Dept
Ted DeBernardi	Golf Balls & Tees	PVHS - Golf
Richard Sweet	1 Hardbound Book	PVHS - Library
Maria Woodbury	1 MM Book	PVHS - Library
Sue Bruce	Books	PVHS - Library
Julie Rix	Books	PVHS - Library
Taylor Gordon	Hardbound, MM & Paperbacks	PVHS - Library
Mary Alice Miller	HP Scanjet	PVHS - Library
Sandy Shepard	\$100.00	PVHS - Ms. Gregoire-Brown Class
Safeway	\$20 Gift Card	Rosedale - Jog-A-Thon
Ali Aaman - Chuck E Cheese	Gifts/Toys	Rosedale - Jog-A-Thon
Safeway	Miscellaneous	Rosedale - Jog-A-Thon
Soroptimist Intern'l of Chico	\$1,500.00	Rosedale - Library
Shasta PTO	\$400.00	Shasta - Kindergarten Playground
Shasta PTO	40 Door Blocks	Shasta - Safety
Frank Nevis	Apple Laser Printer	Sierra View

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

Item 6.A.3
Page 1 of 1

November 15, 2006

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

Name	Assignment	Effective	Comment
<u>Part-Time Leave Request(s) for 2006/07</u>			
Beaton, Patricia	Elementary Teacher	2006/07 (Effective 1/08/07-6/07/07)	0.2 FTE Leave (Policy #4475 STRS-Reduced Workload)
Sprotte, Karen	Elementary Teacher	2006/07 (Effective 11/6/06-6/07/07)	.23 FTE Leave (Increase to .60 FTE Leave)

Full-Time Leave Request(s) for 2006/07

Name	Assignment	Effective	Comment
Daniels, Lance	Secondary Teacher	2006/07 (Effective 10/16/06-6/07/07)	1.0 FTE Leave

Temporary Appointment(s) 2006/07 According to Board Policy

Name	Assignment	Effective	Comment
Jackson, Jennie	0.23 FTE Elementary	1 st Semester 2006/07 (Effective 11/6/06)	Temporary Appointment (Increase to .6 FTE)
Matthews, Rebecca	1.0 FTE Secondary	1 st Semester 2006/07 (Effective 10/24/06)	Temporary Appointment
Ramey, Kathleen	0.25 FTE Elementary	1 st Semester 2006/07 (Effective 10/24/06)	Temporary Appointment
Simmons, Abraham	1.0 FTE Secondary	1 st Semester 2006/07 (Effective 10/16/06)	Temporary Appointment
Stevens, Annie	0.29 FTE Elementary	1 st Semester 2006/07 (Effective 10/17/06)	Temporary Appointment (Increase to .79 FTE)

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

Name	Assignment	Effective
Philips, Lori	0.6 FTE Elementary	November 17, 2006

jm-11/8/06

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

Item 6.A.4
Page 1 of 2

November 15, 2006

MEMORANDUM TO: Board of Education

FROM: Chet Francisco, Superintendent

SUBJECT: Classified Human Resources Actions

<u>NAME</u>	<u>CLASS/LOCATION/ASSIGNED HOURS</u>	<u>EFFECTIVE</u>	<u>COMMENTS/FUND</u>
<u>APPOINTMENTS</u>			
Campos, Deborah	Parent Liaison Aide-Restr/Emma Wilson/2.0	10/03/06	Vacated Position/ Categorical Fund
Chavez, Susana	Parent Classroom Aide-Restr/Citrus/2.0	09/12/06	Vacated Position/ Categorical Fund
Grap, Gail	Instructional Assistant/McManus/1.0	11/06/06	New Position/ Categorical Fund
Greninger, Lucretia	LT Instructional Assistant/Parkview/1.0	10/13/06	New LT Position/ Grant Fund
Grimes, Louis	Campus Supervisor/BJHS/4.7	11/07/06	Vacated Position
Haskins, Kelly	Parent Classroom Aide-Restr/McManus/2.7	10/12/06	Vacated Position/ Categorical Fund
Homesley, Brett	IPS-Classroom/BJHS/6.0	10/30/06	Vacated Position/ Special Education
Landberg, Jacqueline	IPS-Classroom/Loma Vista/2.0	10/26/06	Vacated Position/ Special Education
Olson, Kathryn	IPS-Classroom/Loma Vista/3.2	10/31/06	Vacated Position/ Special Education
Schultz, Nathaniel	Computer Technician/Emma Wilson/2.0	10/25/06	New Position/ Categorical Fund
Sherwood, Judy	Parent Classroom Aide-Restr/Sierra View/2.0	10/17/06	Vacated Position/ Categorical Fund
Shimizu, Kathryn	Sr Office Assistant/BJHS-CJHS/8.0	10/09/06	Vacated Position
Smith, Alice	IPS-Classroom/Emma Wilson/3.0	10/26/06	Vacated Position/ Special Education
Triplett, Vicki	IA-Sr Elementary Guidance/Rosedale/1.0	11/06/06	New Position/ Grant Fund
<u>Increase in Hours</u>			
Barber, Angela	Parent Classroom Aide-Restr/McManus/6.0	10/17/06	Existing Position/ Categorical Fund
Coppage, Denise	Instructional Assistant/McManus/3.5	11/01/06	Existing Position/ Categorical Fund
Day, Doris	School Bus Driver-T2/Transportation/7.0	10/05/06	Existing Position
Hayes, Dennis	School Bus Driver-T2/Transportation/7.1	03/22/06	Existing Position
Hightman, Rebecca	School Bus Driver-T1/Transportation/6.9	10/02/06	Existing Position
Macarthy, Michael	Transportation Special Education Aide/ Transportation/2.5	11/01/06	New Position/ Special Education
Miller, Charlotte	School Bus Driver-T1/Transportation/7.5	10/02/06	Existing Position
Morrissey, Matthew	IPS-Classroom/CHS/3.5	10/31/06	Existing Position/ Special Education
Nemat-Nasser, Karen	School Bus Driver-T2/Transportation/7.8	10/05/06	Existing Position
Slocumb, Denise	Campus Supervisor/BJHS/1.5	10/31/06	Vacated Position
Thomas, Kristy	School Bus Driver-T1/Transportation/7.7	10/02/06	Existing Position
Tritchler, Stacy	School Bus Driver-T2/Transportation/7.5	10/05/06	Existing Position
Vaughn, Valorie	Health Assistant/CHS/8.0	11/27/06	Vacated Position

Voluntary Reduction in Hours

Gudgeon, Richard	School Bus Driver-T1/Transportation/5.9	10/02/06	Existing Position
McMurray, Donald	IPS-Healthcare/Parkview/2.5	10/26/06	Existing Position/ Special Education
Persaud, Nayaram	School Bus Driver-T1/Transportation/6.5	10/02/06	Existing Position
Saake, Michele	IA-Sr Elementary Guidance/Forest Ranch/.8	11/06/06	Vacated Position/ Categorical Funds
Young, Kimberly	School Bus Driver-T1/Transportation/6.2	10/02/06	Existing Position
<u>Re-employ from Layoff</u>			
Leffler, Nicholas	Computer Technician/Sierra View/1.0	10/31/06	Vacated Position/ Categorical Fund

Promotion

Cooper, Justin	Network Analyst/Information Services/8.0	10/16/06	Vacated Position
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Voluntary Demotion

Inserra, Mary	IA-Multicultural/FVHS/8.0	09/22/06	Vacated Position/ Categorical Fund
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Leave of Absence

Marschall, Kim	IPS-Healthcare/BJHS/6.0	10/11/06- 04/11/07	Per CBA 5.12
Mutscheller, Kacie	IPS-Healthcare/Chapman/6.0	10/16/06- 04/16/07	Per CBA 5.12
Schutz Fort, Emma	IPS-Healthcare/Loma Vista/3.0	10/16/06- 10/31/06	Per CBA 5.12

RESIGNATIONS

Resigned Only Position Listed

Barber, Angela	Parent Classroom Aide-Restr/McManus/4.0	10/17/06	Increase Assigned Time
Cooper, Justin	Computer Technician/Marigold/2.0	10/15/06	Promotion
Cooper, Justin	Computer Technician/CJHS/6.0	10/15/06	Promotion
Coppage, Denise	Instructional Assistant/McManus/3.0	10/31/06	Increase Assigned Time
Day, Doris	School Bus Driver-T2/Transportation/6.4	10/04/06	Increase Assigned Time
Gudgeon, Richard	School Bus Driver-T1/Transportation/6.5	10/01/06	Voluntary Reduction in Hours
Hayes, Dennis	School Bus Driver-T2/Transportation/5.6	03/21/06	Increase Assigned Time
Hightman, Rebecca	School Bus Driver-T1/Transportation/6.6	10/01/06	Increase Assigned Time
Inserra, Mary	IA-Read Right/FVHS/6.0	09/21/06	Voluntary Demotion
Macarthy, Michael	Transportation Special Education Aide/ Transportation/2.4	10/31/06	Increase Assigned Time
Miller, Charlotte	School Bus Driver-T1/Transportation/7.0	10/01/06	Increase Assigned Time
Morrissey, Matthew	IPS-Classroom/CHS/3.0	10/30/06	Increase Assigned Time
Nemat-Nasser, Karen	School Bus Driver-T2/Transportation/7.7	10/04/06	Increase Assigned Time
Persaud, Nayaram	School Bus Driver-T1/Transportation/6.9	10/01/06	Voluntary Reduction in Hours
Saake, Michele	IA-Sr Elementary Guidance/Sierra View/3.0	11/05/06	Voluntary Reduction in Hours
Slocumb, Denise	Campus Supervisor/BJHS/1.0	10/30/06	Increase Assigned Time
Thomas, Kristy	School Bus Driver-T1/Transportation/7.1	10/01/06	Increase Assigned Time
Tritchler, Stacy	School Bus Driver-T2/Transportation/7.1	10/04/06	Increase Assigned Time
Vaughn, Valorie	Health Assistant/Chapman/6.0	11/26/06	Increase Assigned Time
Young, Kimberly	School Bus Driver-T1/Transportation/6.4	10/01/06	Voluntary Reduction in Hours

Resignation/Termination

Austin, Tina	Cafeteria Assistant/BJHS/2.5	10/31/06	Voluntary Resignation
Brown, Jenna	IPS-Classroom/Loma Vista/3.0	12/22/06	Voluntary Resignation
Gregory, Susan	Sr Office Assistant/Ed Services/8.0	10/28/06	GH Retirement
Michael, Katherine	Account Clerk/Business Office/8.0	10/31/06	GH Retirement
Ramirez, Maria	IPS-Classroom/Rosedale/6.0	10/27/06	Voluntary Resignation
Sorenson-Hilsee, Amalia	Parent Classroom Aide-Restr/Citrus/2.0	09/05/06	Voluntary Resignation

TITLE: Fund Raising Request

- ☐ Action
- ☒ Consent
- ☐ Information

Prepared by: Art Neumann, Principal

Background Information

The Emma Wilson PTA has held an annual Jog-A-Thon for many years. It is their largest fund raiser of the year for school improvement projects. Past projects include new playground equipment, benches, AV equipment, and computers. Fifth grade students will earn tuition to sixth grade environmental camp, as well.

Educational Implications

This fund raiser will help to fund improvements to the technology infrastructure of the school and upgrade teacher and student computers. It will help support our environmental education program.

Fiscal Implications

There will be no impact to the general fund.

Additional Information

The fundraiser will take place from April 13 to May 17, 2006.

Recommendation

I recommend approval of the fund raising project.

District Office recommendation

Approved - WAZ

CHICO UNIFIED SCHOOL DISTRICT

1163 East Seventh Street
Chico, CA 95928-5999

Item 6.B.2
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 Emma Wilson Elementary

CLUB OR ORGANIZATION Chico Unified

ADVISOR PTA

PURPOSE OF THE FUND RAISING PROJECT/ACTIVITY Schoolwide Projects Funding

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

☐ Minor: Estimated Gross \$ _____ Estimated Net \$ _____
☒ Major: Estimated Gross \$ 25K Estimated Net \$ _____

NATURE OF PROJECT/ACTIVITY (i.e., car wash) Tag A Thousand

☐ 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 4/13 ENDING 5/17

LOCATION Emma Wilson Elementary

NUMBER OF STUDENTS TO BE INVOLVED 750

RECOMMENDED

Date 10/26/06 Student Officer's Signature (if applicable) [Signature]

Date 10-27-06 Advisor's Signature [Signature]

Date 11-1-06 Director of Activity Signature (if applicable) [Signature]

Date 11-1-06 Principal's Signature [Signature]

Date 11-1-06 Assistant Superintendent's Signature [Signature]

Approval Recommend

Minor Major

Yes No Yes

☐ ☐ ☒

☒

Date - Approved by Board of Education

cc: Advisor
Principal

Agenda Item #: _____
(DO Use Only)

PROPOSED AGENDA ITEM: DNA Consultant Agreement

Prepared by: W. Alan Stephenson



Consent



Information Only



Discussion/Action

Board Date: 11/15/06

Background Information

DNA is working with staff to refine and revise the Spanish version of the standards-based report cards for 2006-07.

Education Implications

If further supports standards-based instruction while giving the parents data that clearly reflects achievement levels of their children in their home language.

Fiscal Implications

No impact on the general fund.

Additional Information

DO Recommendation:

Approve - WAS

Mandatory Instructions
(click to view)

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

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

CONSULTANT AGREEMENT

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

☒ On File (click to view) ☐ Attached

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

☒ On File (click to view) ☐ Attached

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

Name: Diverse Network Associates
Street Address/POB: 2 Governors Lane, Suite B
City, State, Zip Code: Chico, CA 95926
Phone: 530-566-0446
Taxpayer ID/SSN: _____

This agreement will be in effect from 07/01/06

to 06/30/07

Location(s) of Services: (site)

District

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

Work with staff to refine and revise the Spanish version of the standards-based report cards being piloted in 2005-06 for use in 2006-07.

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

Revise the Spanish version of the standards-based assessment system.

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

1) Title II

2)

3)

6. Account(s) to be Charged:

	Pct (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Expense	Sch/Dept
1)	100.00	01	4203	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)

\$ 2,000.00 Per Unit, times 1.00 # Units = \$ 2,000.00 Total for Services

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

9. Additional Expenses:

Modification fee - estimated 20 hours @ \$50/hr \$ 1,000.00
Rush charges \$ 400.00

Total for
Addit'l Expenses

\$ 1,400.00
Grand Total

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

(to be completed by Business Services)

CONSULTANT TERMS AND CONDITIONS

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

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

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

11. AGREED TO AND ACCEPTED:

Jason Jeffery
(Signature of Consultant)

Jason Jeffery
(Print Name)

Oct 23, 2006
(Date)

12. RECOMMENDED:

W. Alan Stephenson
(Signature of Originating Administrator)

W. Alan Stephenson
(Print Name)

Oct. 24, 2006
(Date)

13. APPROVED:

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

Janet Brinson
(Print Name)

10/27/06
(Date)

Randy Meeker
(Signature of Asst. Supt. – Business Services)

☒ Consultant
Randy Meeker
(Print Name)

☐ Contract Employee
10-27-06
(Date)

14. Authorization for Payment:

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

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

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

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

(c).

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

Agenda Item: _____
(DO Use Only)

PROPOSED AGENDA ITEM: Fall Literacy Workshop

- ☒ Consent
☐ Information Only
☐ Discussion/Action

Board Date:

Background Information

The Fall Literacy Workshop is a follow-up to the professional development in differentiated literacy strategies that was given by Kate Kinsella at the High School Summit and in a one-day follow-up workshop at Pleasant Valley in September. Julie Adams, a consultant for Kate Kinsella, is facilitating this three-day workshop. The workshop will consist of instruction in effective literacy strategies and planning time for teachers, so they can implement in fall 2006. Teachers who participate (32 total, 16 from PV and 16 from CHS) will commit to four meetings during the 2006/2007 school year. In these meetings they will report back about the effectiveness of the strategies, share student work and consult with each other about how to improve literacy instruction.

Education Implications

The workshop will lead to professional development that is embedded and on site. This will lead to improved instruction and the sharing of best practice which is directly tied to improved student achievement. The four meetings that follow will promote ongoing professional development in literacy instruction.

Fiscal Implications

None to the general fund. The consultancy will be charged to Title II.

Additional Information

N/A

DO Recommendation

JB 10/10/06

Mandatory Instructions
(click to view)

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

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

CONSULTANT AGREEMENT

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

☐ On File (click to view) ☒ Attached

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

☐ On File (click to view) ☒ Attached

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

Name: Julie Adams
Street Address/POB: 519 Chancellor Blvd
City, State, Zip Code: Redding, CA 96003
Phone: (530) 242-0282
Taxpayer ID/SSN: _____

This agreement will be in effect from: 11/16/06

to 06/30/07

Location(s) of Services: (site) Chico High, Pleasant Valley High, Bidwell, Chico Jr., Marsh

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

A two-day workshop will consist of instruction in effective literacy strategies in the content areas and planning time for teachers to be implemented in the Spring 2007 semester.

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

Strategic Plan 1.1.8: We will develop a standards-based assessment system and implement standards-based instruction to engage all students in achieving district standards. Train teachers in the use of differentiated instruction.

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

1) Title I Teacher Quality Training (Chico High, Pleasant Valley, Bidwell, Chico Jr., Marsh)

2) _____

3) _____

6. Account(s) to be Charged:

	Pct (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Expense	Sch/Dept
1)	100.00	01	4035	0	1110	1000	5800	14	6701
2)							5800	14	
3)							5800	14	

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

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

\$ 3,200.00 Per Unit, times 1.00 # Units = \$ 3,200.00 Total for Services

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

9. Additional Expenses:

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

\$ 3,200.00 Grand Total

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

(to be completed by Business Services)

CONSULTANT TERMS AND CONDITIONS

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

Business Services Use Only

CA# _____

V# _____

RCF# _____

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

11. AGREED TO AND ACCEPTED:

(Signature of Consultant)

(Print Name)

(Date)

12. RECOMMENDED:

(Signature of Originating Administrator)

(Print Name)

(Date)

13. APPROVED:

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

(Print Name)

(Date)

APPROVED:

(Signature of Asst. Supt. - Business Services)

☒ Consultant
Randy Meeker

(Print Name)

☐ Contract Employee

(Date)

14. Authorization for Payment:

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

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

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

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

(c).

\$

(Amount)

(Originating Administrator Signature - Use Blue Ink)

(Date)

Agenda Item #:

(DO Use Only)

PROPOSED AGENDA ITEM: Consultant agreement with Creative Spirit LLC

Prepared by: Scott Lindstrom



Consent



Information Only



Discussion/Action

Board Date: 11/15/06

Background Information

The consultants will provide "Keeping the Joy in Learning" (Healthy Play) training to school staffs at Citrus, Emma Wilson, Hooker Oak, Little Chico Creek, Marigold, Parkview, Rosedale and Sierra View schools. Activities are highly motivating, easy to implement and establish clear behavioral norms that include the core philosophy that "people are the most important part of any activity." This is a follow-up to initial training provided in prior two years.

Education Implications

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

Fiscal Implications

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

Additional Information

DO Recommendation:

Approve 

Mandatory Instructions
(click to view)

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

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

CONSULTANT AGREEMENT

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

☒ On File (click to view) ☐ Attached

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

☒ On File (click to view) ☐ Attached

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

Name: Creative Spirit LLC
Street Address/POB: 6062 East Beverly
City, State, Zip Code: Tucson, AZ 85711
Phone: 1-800-742-0708
Taxpayer ID/SSN: _____

This agreement will be in effect from: 11/01/06 to 05/01/07

Location(s) of Services: (site) Citrus, EWE, Hooker Oak, LCC, Mangold, Parkview, Rosedale, Sierra View

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

Provide "Keeping the Joy in Learning" training to site staff one day per site. Includes classroom demo lessons and 2 hours after school training at each site, plus materials supplied to all faculty. Training is required as per Early Mental Health Initiative grants.

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

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

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

- 1) Elementary Guidance #9 (Early Mental Health Initiative grant) EWE, LCC, Mangold, Parkview
- 2) Elementary Guidance #10 (Early Mental Health Initiative grant) Citrus, Hooker Oak, Rosedale and Sierra View
- 3)

6. Account(s) to be Charged:

	Pct (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Expense	Sch/Dept
1)	50.00	01	7824	0	1110	3110	5800	14	740
2)	50.00	01	7825	0	1110	3110	5800	14	740
3)							5800	14	

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

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

\$ 2,500.00 Per Unit, times 8.00 # Units = \$ 20,000.00 Total for Services

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

9. Additional Expenses:

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

\$ 20,000.00 Grand Total

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

(to be completed by Business Services)

CONSULTANT TERMS AND CONDITIONS

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

Business Services Use Only

CA# _____

V# _____

RCF# _____

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

11. AGREED TO AND ACCEPTED:

(Signature of Consultant)

Charles Stephens

(Print Name)

(Date)

October 10, 2006

12. RECOMMENDED:

(Signature of Originating Administrator)

Scott C. Lindstrom

(Print Name)

(Date)

October 12, 2006

13. APPROVED:

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

David G. Scott

(Print Name)

(Date)

October 18, 2006

APPROVED:

(Signature of Asst. Supt. - Business Services)



Consultant
Randy Meeker

(Print Name)



Contract Employee

(Date)

10-31-06

14. Authorization for Payment:

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



Partial Payment thru: _____

(Date)



Full or Final Payment

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



Send to Site Administrator: _____

(Date check required)



Mail to Consultant

(c).

\$

(Amount)

(Originating Administrator Signature - Use Blue Ink)

(Date)

Agenda Item: _____
(DO Use Only)

PROPOSED AGENDA ITEM: Fall Literacy Workshop

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

Board Date:

Background Information

The Smaller Learning Communities Cohort 5 grant requires an external evaluator. Education for the Future is a non-profit institute located on the Chico State University, Chico campus that focuses on working with schools, districts, and state education departments on systemic change and comprehensive data analysis that leads to increased student learning.

Education Implications

Education for the Future's evaluation will be formative in nature, allow the management team for the grant to assess effectiveness in academic and personalization efforts and revise and improve upon our efforts. They will do this by guiding us through data in four areas: demographic, outcome, perceptual and process. This provides a comprehensive picture of the effectiveness of our efforts because we can identify how these four areas of data intersect. The analysis of the intersection is the key to continual improvement.

Fiscal Implications

None to the general fund. The consultancy will be charged SLC Grant, 5819.

Additional Information

N/A

DO Recommendation *JO 10/23/06*

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: Alvin Patsy Schulz, 400 West 1st Street
City, State, Zip Code: Chico, CA 95929-0230
Phone: 530-898-4482
Taxpayer ID/SSN: _____

This agreement will be in effect from: 10/15/06 to 06/30/07

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)

\$ 15,000.00 Per Unit, times 1.00 # Units = \$ 15,000.00 Total for Services

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

9. Additional Expenses:

\$ _____
\$ _____
\$ _____
Total for Addit'l Expenses 0.00
\$ 15,000.00 Grand Total

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

(to be completed by Business Services)

CONSULTANT TERMS AND CONDITIONS

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

Business Services Use Only

CA# _____

V# _____

RCF# _____

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

11. AGREED TO AND ACCEPTED:

(Signature of Consultant)

(Print Name)

(Date)

12. RECOMMENDED:

(Signature of Originating Administrator)

(Print Name)

(Date)

13. APPROVED:

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

(Print Name)

(Date)

APPROVED:

(Signature of Asst. Supt. – Business Services)

(Print Name)

(Date)

☒ Consultant
Randy Meeker

☐ Contract Employee

14. Authorization for Payment:

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

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

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

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

(c).

\$

(Amount)

(Originating Administrator Signature – Use Blue Ink)

(Date)

TITLE: Proposed Agenda Item

Action: _____
Consent: X
Information: _____

Agenda Item:
November 15, 2006
Page 1

Prepared by: Cynthia Kampf, Ed.D.

Background Information

The Chico Unified School District received a three year federally funded Teaching American History grant in 2004-05. The grant pays for peer coaches who work with teachers to develop content knowledge in American History and use appropriate teaching strategies to increase student achievement. All eligible Chico Unified School District teachers were given the opportunity to apply for these positions. One position remained unfilled and a teacher in the Paradise Unified School District agreed to serve as a peer coach.

Educational Implications

The Teaching American History grant provides staff development for teachers in grades 5, 8 and 11. Many Chico Unified School District teachers attend the summer institute and follow-up meetings during the school year. The purpose of the grant is to increase student achievement and teacher content knowledge in the area of American History.

Fiscal Implications

There is no impact to district general funds. All expenses are paid by the federal grant.

Recommendation

Recommend approval of the consultant agreement with the Paradise Unified School District.

ck

Mandatory Instructions
(click to view)

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

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

CONSULTANT AGREEMENT

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

☒ On File (click to view) ☐ Attached

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

☒ On File (click to view) ☐ Attached

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

Name: Paradise Unified School District
Street Address/POB: 6696 Clark Road
City, State, Zip Code: Paradise, CA 95969-2834
Phone: (530) 872-6400
Taxpayer ID/SSN: _____

This agreement will be in effect from: 11/16/06 to 06/30/07

Location(s) of Services: (site) Chico Unified School District Schools

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

Peer Coach/Facilitator services for Teaching American History Grant. Peer coach will attend all training sessions, all meetings, the summer History/Literacy Institute and observe and coach colleagues. (All eligible CUSD teachers were given the opportunity to serve in this capacity. One open position existed.)

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

Increase student achievement on California history standards.
Increase teacher content knowledge and application of appropriate teaching strategies.

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

1) Federal Teaching American History grant

2)

3)

6. Account(s) to be Charged:

	Pct (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Expense	Sch/Dept
1)	100.00	01	5818	0	1110	1000	5800	14	674
2)							5800	14	
3)							5800	14	

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

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

\$ 4,000.00 Per Unit, times 1.00 # Units = \$ 4,000.00 Total for Services
(Unit: ☐ Per Hour ☐ Per Day ☒ Per Activity)

9. Additional Expenses:

Employer costs (approximate) \$ 600.00
NOTE: Unit is per year to be paid quarterly upon receipt of invoice \$ 600.00
Total for Addit'l Expenses

\$ 4,600.00 Grand Total

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

(to be completed by Business Services)

CONSULTANT TERMS AND CONDITIONS

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

Business Services Use Only

CA# _____
V# _____
RCF# _____

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

11. AGREED TO AND ACCEPTED:

[Signature] Stephen A. Jennings, Superintendent October 20, 2006
(Signature of Consultant) (Print Name) (Date)

12. RECOMMENDED:

[Signature] Cynthia Kampf, Ed.D. 11/7/2006
(Signature of Originating Administrator) (Print Name) (Date)

13. APPROVED:

[Signature] Bob Feaster 11/8/2006
(Signature of District Administrator, or Director of Categorical Programs) (Print Name) (Date)

APPROVED:

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

☒ Consultant ☐ Contract Employee
Randy Meeker

14. Authorization for Payment:

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

Agenda Item #: _____
(DO Use Only)

PROPOSED AGENDA ITEM: Consultant Agreement - MOHR SOUND

Prepared by: Robyn Salyer

- ☒ Consent
☐ Information Only
☐ Discussion/Action

Board Date: 11/15/06

Background Information

Mohr Sound will be providing the sound system and DJ services for our TWIRPS dance.

Education Implications

NONE

Fiscal Implications

NONE - to be paid with ASB FFA Funds

Additional Information

DO Recommendation: _____

Mandatory Instructions
(click to view)

2006

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

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

CONSULTANT AGREEMENT

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

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

Name: MOHR Sound
Street Address/POB: 1489 Manzanita Ave
City, State, Zip Code: Chico Ca 95926
Phone: 892-2000
Taxpayer ID/SSN: 567-98-7785
This agreement will be in effect from: 11/10/06 to 11/10/06
Location(s) of Services: (site) Fair Grounds

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

Provide Sound System and DJ for T.H.S.P.S. Dance at the Fair Grounds location

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

Chico HS Dance with band music Rated P6-14 or less

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

- 1) ASB - FFA Funds
- 2)
- 3)

6. Account(s) to be Charged:

	Pct (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Expense	Sch/Dept
1)	<u>TO</u>	<u>Be paid by ASB</u>					<u>5800</u>	<u>14</u>	
2)							<u>5800</u>	<u>14</u>	
3)							<u>5800</u>	<u>14</u>	

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

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

\$ 1 Per Unit, times 1 # Units = \$ 1200.00 Total for Services
(Unit: ☐ Per Hour ☐ Per Day ☒ Per Activity)

9. Additional Expenses:

\$ 0 Total for
\$ 0 Addit'l Expenses
\$ 1200 0.00 Grand Total

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

(to be completed by Business Services)

CONSULTANT TERMS AND CONDITIONS

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

Business Services Use Only

CA# _____
V# _____
RCF# _____

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

11. AGREED TO AND ACCEPTED:

Jon D. Moller (Signature of Consultant) Jon D. Moller (Print Name) 10-22-06 (Date)

12. RECOMMENDED:

Jim HANCOX (Signature of Originator Administrator) Jim HANCOX (Print Name) 11/03/08 (Date)

13. APPROVED:

Dee Thau (Signature of District Administrator, or Director of Categorical Programs) Dee Thau, President (Print Name) 11/16 (Date)

ASB Executive Council (Signature of ASB Executive Council) APPROVED: ☒ Consultant ☐ Contract Employee
Randy Meeker (Signature of Asst. Supt. - Business Services) Randy Meeker (Print Name) 11-2-AK (Date)

14. Authorization for Payment:

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

Agenda Item #: _____
(DO Use Only)

PROPOSED AGENDA ITEM: Organizational Meeting Date

Prepared by: Mary Anderson

- ☐ Consent
☐ Information Only
☒ Discussion/Action

Board Date: 11/15/06

Background Information

Per Ed Code Section 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 of 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 15, 2006, the Board should elect to hold its Organizational Meeting at the regular scheduled meeting on December 6, 2006. The existing Board members continue to serve until the organizational meeting of the Board, at which time the newly elected candidates are seated and become Board Members.

Education Implications

Fiscal Implications

Additional Information

The Board may wish to begin considering the following:
Candidate for President, Candidate for Vice President, Candidate for Clerk
Day, time and place of the regular meetings.
CSBA Delegate Nomination (2-year appointment)

DO Recommendation: 

Agenda Item #: _____
(DO Use Only)

PROPOSED AGENDA ITEM: 2nd Reading & Approval of 2000 Series

Prepared by: M.Anderson



Consent



Information Only



Discussion/Action

Board Date: 11/15/06

Background Information

This is the second reading and request for approval of Series 2000 Policies which were first presented to the Board on 10/18/06. Working in conjunction with CSBA Policy Services, this is part of CUSD's continual effort to update all Board policies.

Education Implications

Fiscal Implications

Additional Information

DO Recommendation: _____

BOARD POLICIES 2000 SERIES – ADMINISTRATION
MOST CURRENT CSBA UPDATES
READY FOR REVIEW AND BOARD APPROVAL

Item 7.A.2
Page 2 of 13

2110	BP	Superintendent Responsibilities and Duties
2111	BP	Superintendent Governance Standards
2120	BP	Superintendent Recruitment and Selection
2121	BP	Superintendent's Contract
2220	BP	Administrative Staff Organization

Administration

BP 2110(a)

SUPERINTENDENT RESPONSIBILITIES AND DUTIES

As the chief executive officer of the Board of Education, the Superintendent of Schools shall have complete administrative supervision of the school system; and in accordance with these powers, he shall be responsible for the efficient operation of the system in all its divisions, in accordance with state law and Board policy. The chief responsibilities and powers of the Superintendent of Schools shall include the following:

1. Attend meetings of the Board.
2. Assist the Board in its formulation of school policies, plans, programs and in the matter of legislation for the schools by preparation and presentation of facts and explanations.
3. Keep the Board informed as to how its policies are being carried out, as to the effectiveness of such policies and as to the conditions and efficiency of the different branches of service in the school system. To this end, he/she shall have maintained a competent system of financial accounts, competent business and property records and competent personnel and scholastic records; he/she shall report at each Board meeting such matters as are pertinent to the business at hand and shall present annually, and from time to time, reports covering various phases of the work of the school system including recommendations affecting the needs of the system.
4. Exercise general supervision over, assign and transfer all employees, both certificated and classified. He shall nominate, promote and transfer all employees, subject to the approval of the Board of Education and in accordance with its policies.
5. Furnish the Board of Education such information and reports as may be needed to evaluate the work of the administrative officers or to inform the Board of the conduct of the schools.
6. Require that all employees wishing to present reports, recommendations or matters which they feel should be presented to the Board for its consideration present information to the Superintendent.
7. Be responsible for the development and effective operation of such curriculum, special courses and activities as will provide a complete and adequate system of instruction and physical care for all pupils attending the schools.
8. Have authority over and exercise general supervision over the policies and management of individual schools or other administrative units of the instructional service of the schools.
9. Direct the development of the annual budget preparatory to its consideration and adoption by the Board of Education.

Administration

BP 2110(b)

SUPERINTENDENT RESPONSIBILITIES AND DUTIES

10. Direct the administration of the budget as enacted by the Board, acting at all times in accordance with legal requirements and the adopted policies, schedules, procedures, accounting techniques and other business, financial or administrative controls established by the Board.
11. Maintain a continuous study on the problems confronting the schools, assigning this responsibility to the office applicable.
12. Maintain both within and outside the school such a program of public information as may serve to improve understanding and morale within the schools and keep the public informed as to the activities, needs and success of the schools.
13. Report to the Board, at his/her discretion or at its request, upon the administrative policies and plans by which he proposes to direct the management of matters over which the Board has granted him/her large discretionary power.
14. See that all constitutional or statutory laws and all charter or State Board of Education regulations governing the schools, including provisions affecting compulsory attendance, the issuance of work certificates, elections, bonding, auditing and all requirements for school reports are effectively carried out and that the policies of the Board are enforced.
15. Investigate and report to the Board any evidence that may come to his/her notice of any infringement of the legal right of this district or in which the legal responsibility of this district may be involved.
16. Recommend the establishment or alteration of the attendance boundaries for all schools in the interest of good administration of the instructional program.
17. Determine the need for facilities for transportation of pupils.
18. Make such rules and give such instructions to school employees as may be necessary to make these rules and any additional instruments of control established by the Board or by State law fully effective in the management of the schools; and in all matters not covered by these regulations, he/she shall act on his/her own discretion if action is necessary but shall report his/her action to the Board at its next regular meeting.
19. Direct the assignment and supervision of all employees. Arrange for orientation of new employees; develop manuals as needed.
20. Encourage in-service growth of the staff and recommend policies to the Board of Education concerning in-service growth.
21. Administer the formulation and application of evaluation procedures.

Administration

BP 2110(c)

SUPERINTENDENT RESPONSIBILITIES AND DUTIES

22. Handle complaints and criticisms and report, if necessary, to the Board on such complaints or criticisms. Recommend policies regarding the relationship between administrators and the Board and between such groups as the employee associations and the Board.
23. Report to personnel those acts of the Board which affect them. Send a recapitulation of Board actions to all schools the day following the Board meeting.
24. Meet regularly with individual administrative staff members and with the entire administrative staff. Set regular meeting times and schedules for all administrative groups which meet.
25. Direct research programs to determine achievement and needs of student's. Recommend, in light of research, the establishment of special classes.
26. Establish procedures for pupil behavior consistent with their safety and well being.
27. Direct the selection and use of tests to measure achievement and ability as well as for other selected purposes.
28. Administer the academic, personal and social counseling program for the schools.
29. Develop in-service training program for the improvement of instruction.
30. Keep informed about curricular recommendations by state, regional and national curriculum study groups.
31. Supervise the development of procedures for the selection and evaluation of textbooks, audio-visual aids and other instructional materials.
32. Give leadership to the program for the constant evaluation and revision of the program of studies.
33. Supervise the development and maintenance of a sound program for the purchasing, control and assignment of supplies and equipment.
34. Analyze and recommend actions to the Board regarding school plant needs using consultants as needed.
35. Supervise the development of educational specifications for school construction with the aid of consultants and staff.
36. Make such rules and give such instructions to school employees as may be necessary to make these rules and any additional instruments of control established by the Board or by state law fully effective in the management of the Schools; and in all

Administration

BP 2110(d)

SUPERINTENDENT RESPONSIBILITIES AND DUTIES

matters not covered by these regulations, he/she shall act on his/her own discretion if action is necessary but shall report his/her actions to the Board of Education at its next regular meeting.

The following district personnel are directly responsible to the Superintendent of Schools:

Assistant Superintendent - Human Resources
Assistant Superintendent – Educational Services
Assistant Superintendent – Business Services

Legal Reference:

EDUCATION CODE

17604 *Delegation of powers to agents*
17605 *Delegation of authority to purchase supplies, equipment and services*
35020 *Duties of employees set by governing board*
35026 *Employment and duties of district superintendent*
35035 *Additional powers and duties of superintendent*
48900 *Authority of superintendent to recommend suspension or expulsion*

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership, 1996

WEB SITES

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

ACSA: <http://www.acsa.org>

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

Administration

BP 2111(a)

SUPERINTENDENT GOVERNANCE STANDARDS

The Board of Education recognizes that effective district governance requires strong collaboration and teamwork with the Superintendent. Because the Board and Superintendent each have their unique roles and responsibilities, both contribute to the responsible governance of the district and the quality of education provided to the community's students.

(cf. 2000 - Concepts and Roles)

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

The Superintendent is expected to hold himself/herself to the highest standards of ethical conduct and professionalism.

To support the Board in the governance of the district, the Superintendent:

1. Promotes the success of all students and supports the efforts of the Board to keep the district focused on learning and achievement
2. Values, advocates and supports public education and all stakeholders
3. Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents/guardians and the community - and ensures that the diverse range of views inform Board decisions
4. Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior
5. Serves as a model for the value of lifelong learning and supports the Board's continuous professional development

(cf. 9240 - Board Development)

6. Works with the Board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture

(cf. 0000 - Vision)

7. Recognizes that the Board/Superintendent governance relationship is supported by the management team in the district
8. Understands the distinctions between Board and staff roles, and respects the role of the Board as the representative of the community
9. Understands that authority rests with the Board as a whole; provides guidance to the Board to assist in decision-making; and provides leadership based on the direction of the Board as a whole

Administration

BP 2111(b)

SUPERINTENDENT GOVERNANCE STANDARDS

10. Communicates openly with trust and integrity, including providing all members of the Board with equal access to information and recognizing the importance of both responsive and anticipatory communications
11. Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the district

Legal Reference:

EDUCATION CODE

35020 Duties of employees set by governing board

Management Resources:

CSBA PUBLICATIONS

Superintendent Governance Standards, 2001

CSBA Professional Governance Standards, 2000

AASA PUBLICATIONS

Professional Standards for the Superintendency, 1993

WEB SITES

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

ACSA: <http://www.acsa.org>

American Association of School Administrators: <http://www.aasa.org>

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

Administration

BP 2120(a)

SUPERINTENDENT RECRUITMENT AND SELECTION

The Board of Education recognizes that it has a direct responsibility to select and employ the Superintendent. Whenever it becomes necessary for the Board to fill a vacancy in the position of Superintendent, the Board shall work diligently to employ a person whose management and leadership abilities are most closely aligned with district needs.

(cf. 2000 - Concepts and Roles)

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 2111 - Superintendent Governance Standards)

(cf. 9000 - Role of the Board)

The Board shall establish and implement a search and selection process that includes consideration of:

1. The district's current and long-term needs, including a review of the district's vision and goals

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

2. The desired characteristics of a new Superintendent, including professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, technical, interpersonal and conceptual skills, as well as the priorities the Board wants to place on different abilities, traits and levels of knowledge
3. The scope of the search, including whether to promote from within the district or broaden the search to include both internal and external candidates and, if external candidates will be considered, whether to conduct a statewide or nationwide search
4. The salary range and benefits to be offered
5. Basic elements to be included in the Superintendent's contract
6. Whether to hire a professional adviser to facilitate the process
7. How and when to involve the community in certain phases of the selection process

(cf. 1000 - Concepts and Roles)

(cf. 1220 - Citizen Advisory Committees)

8. The best methods for advertising the vacancy and recruiting qualified candidates
9. The process for screening applications and determining how the screener(s) will be selected

Administration

BP 2120(b)

SUPERINTENDENT RECRUITMENT AND SELECTION

10. Interview questions, processes and participants
11. How and when candidates' qualifications will be verified through reference checks

(cf. 4112.5/4312.5 - Criminal Record Check)

12. Other actions necessary to ensure a fair selection process and a smooth transition to new leadership

Even if a professional adviser is used to facilitate the process, the Board shall retain the right and responsibility to oversee the process and to review all applications if desired.

The Board shall select candidates to be interviewed based on recommendations of the screener(s) and the Board's own assessment of how candidates meet the criteria established by the Board.

The Board shall interview preliminary and final candidates in closed session and determine the most likely match for the district. (Government Code 54957)

The selected candidate shall hold both a valid school administration certificate and a valid teacher's certificate. The Board may waive any credential requirement, but shall not employ a person whose credential has been revoked by the Commission on Teacher Credentialing pursuant to Education Code 44421-44427. (Education Code 35028, 35029, 35029.1)

Before offering the position to the selected candidate or making any announcements, Board members may visit that candidate's current district, as appropriate, to obtain verification of his/her qualifications.

The Board shall deliberate in closed session to affirm the selection of the candidate and shall report the selection in open session. (Government Code 54957)

(cf. 2121 - Superintendent's Contract)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

The Board shall conduct these proceedings in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

As necessary, the Board may appoint an interim superintendent to manage the district during the selection process.

Administration

BP 2120(c)

SUPERINTENDENT RECRUITMENT AND SELECTION

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

35026 Employment of superintendent by board

35028 Certification

35029-35029.1 Waiver of credential requirement

35031 Term of employment

44420-44440 Revocation and suspension of certification documents

GOVERNMENT CODE

11135 Unlawful discrimination

12900-12996 California Fair Employment and Housing Act

53260-53264 Employment contracts

54954 Time and place of regular meetings

54957 Closed session personnel matters

54957.1 Closed session, public report of action taken

CODE OF REGULATIONS, TITLE 2

7287.6 Terms, conditions and privileges of employment

UNITED STATES CODE, TITLE 29

794 Section 504 of the Vocational Education Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-5 Title IX 1972 Education Act Amendments

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

106.9 Dissemination of nondiscrimination policy

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Human Resources, 1996

WEB SITES

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

ACSA: <http://www.acsa.org>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Office of Civil Rights: <http://www.ed.gov/offices/OCR>

Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

Administration

BP 2121(a)

SUPERINTENDENT'S CONTRACT

In approving employment contracts with the Superintendent, the Governing Board wishes to encourage the Superintendent's long-term commitment to the district and community while carefully considering the financial and legal implications of the contract in order to protect the district from any potentially adverse obligations.

(cf. 2120 - Superintendent Recruitment and Selection)

(cf. 4312.1 - Contracts)

(cf. 9000 - Role of the Board)

The Board shall designate a representative to negotiate with the Superintendent on its behalf and shall consult legal counsel to draft the contract document.

The Board shall deliberate in closed session about the terms of the contract.
(Government Code 54957)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Terms of the contract shall remain confidential until the ratification process commences.

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Board shall ratify the Superintendent's contract in an open meeting, which shall be reflected in the Board's minutes. Copies of the contract shall be available to the public upon request. (Government Code 53262)

(cf. 3580 - District Records)

The contract shall include, but not be limited to, provisions for salary and benefits, annual evaluations, term of the contract, and conditions for termination of the contract. The contract should also include general responsibilities and duties of the Superintendent.

(cf. 2110 - Superintendent Responsibilities and Duties)

The term of the contract shall be for no more than four years. (Education Code 35031)

During the term of the contract, the Board may reemploy the Superintendent on those terms and conditions mutually agreed upon by the Board and Superintendent. (Education Code 35031)

The Superintendent's contract shall be extended only by Board action and subsequent to a satisfactory evaluation of the Superintendent's performance.

(cf. 2140 - Evaluation of the Superintendent)

Administration

BP 2121(b)

SUPERINTENDENT'S CONTRACT

In the event that the Board determines not to reemploy the Superintendent, the Board shall provide written notice to the Superintendent at least 45 days in advance of the expiration of the term of the contract. (Education Code 35031)

The Superintendent's contract shall include a provision specifying the maximum cash settlement that the Superintendent may receive upon termination of the contract. However, if the unexpired term of the contract is greater than 18 months, the maximum cash settlement shall be no more than the Superintendent's monthly salary multiplied by 18. The cash settlement shall not include any noncash items other than health benefits, which may be continued for the unexpired term of the contract up to 18 months or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

If the Board terminates the Superintendent's contract upon its belief and subsequent confirmation pursuant to an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal practices, the maximum settlement shall be within the limits prescribed by law, as determined by an administrative law judge. (Government Code 53260)

Legal Reference:

EDUCATION CODE

35031 Term of employment

41325-41329.3 Conditions of emergency apportionment

GOVERNMENT CODE

53260-53264 Employment contracts

54954 Time and place of regular meetings

54957 Closed session personnel matters

54957.1 Closed session, public report of action taken

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Selection and Employment, 2004

WEB SITES

CSBA, Single District Governance Services: <http://www.csba.org/sds>

Association of California School Administrators: <http://www.acsa.org>

(12/92 7/01) 11/04

Agenda Item #: _____
(DO Use Only)

PROPOSED AGENDA ITEM: Charter Review Committee Recommendation

Prepared by: Sara Simmons

- ☐ Consent
☐ Information Only
☒ Discussion/Action

Board Date: 11/15/06

Background Information

Nord Country was authorized by the Board of Education as a charter school in the spring of 2004. The initial charter was granted for a period of two years. In September of this year, the Nord staff presented a request to renew their charter.

A committee of district staff was convened to review the charter and supporting documents, ask for clarification or additional information, and make a recommendation relative to renewal.

Education Implications

Nord Country School began with approximately 60 students and now has an enrollment of 80. The school has participated in all federal and state required assessment and accountability programs.

Fiscal Implications

Chico Unified provides facilities (per Proposition 39) as well as specialized services including Special Education, Nursing, and SASI support. We have signed both a Facilities Use Agreement as well as a Memorandum of Understanding which detail costs and reimbursement to the district.

Additional Information

Per Education Code, all charter renewal requests must either be approved for a period of not less than five years, or denied with written findings.

DO Recommendation: Approval - AS

Agenda Item #: _____
(DO Use Only)

PROPOSED AGENDA ITEM: Middle and High School Supplemental Counseling Program

Prepared by: Kelly Staley

- ☐ Consent
☐ Information Only
☒ Discussion/Action

Board Date: 11/15/06

Background Information

The California Legislature has enacted the Middle and High School Supplemental Counseling Program (AB 1802) to provide additional counseling services to students in grades 7 through 12. As a condition for receiving funds under AB 1802, school districts are required to provide individual counseling services to both students and the parents/guardians of students who have been identified as "at risk" of not graduating with their class as a result of lack of credits or failure to pass the California High School Exit Exam and/or students who have been identified as Far Below Basic on the California Standards Tests in English Language Arts and/or Mathematics

Education Implications

Counselors will identify and provide counseling services to students and their parent/guardian. Student achievement data will be reviewed and both student and parent will be informed of services available to assist the student in meeting promotion or graduation requirements. In addition, referral to after-school programs, tutoring and mentoring will be made as appropriate.

Fiscal Implications

The additional counselors will be funded by new monies as provided by AB 1802. Chico High School and Pleasant Valley High School will each receive 2.0 FTE additional Counseling positions. Fairview High School, Bidwell Junior High School, Chico Junior High School, and Marsh Junior High School will receive an additional 1.0 FTE counseling position. Academy For Change will receive a .5 increase in Counseling staffing. Counseling for Oakdale 7-12 students will be provided by counselors assigned to Alternative Education; counseling services for students attending Hooker Oak Open Structure in grades 7 and 8 will be provided by JHS counseling staff.

Additional Information

As a condition of receiving the funds, the law requires the governing board, at a public meeting, adopt a program that provides for 1) an individualized review of students records; 2) an opportunity to meet with students and parents/guardians to explain the records and the education options available to the student; 3) additional services to students identified as "at risk" of not passing the CAHSEE or earning adequate credits to graduate.

DO Recommendation: Approval - [Signature]

AB 1802: Middle and High School Supplemental Counseling Program
CUSD Plan for 7th and 8th Grade Students

Junior High counselors will schedule an individual conference with **every** student. Every attempt will be made to include the student's parent/guardian in this conference. The conference shall be scheduled during the academic year when students are enrolled in 7th and 8th grade. The counselor shall address the following with the student and parent/guardian:

- Review and explain academic record
- Review behavior (conduct /work habits/effort) record
- Explain educational options
- Explain coursework and academic progress needed for successful completion of middle school
- Provide information on the CAHSEE
- Provide information on the high school/college preparatory program

By December 31st of each year, Junior High counselors will identify and meet with 7th grade At-Risk students:

- At-Risk of not meeting promotional requirements
- Deemed "below basic" or "far below basic" on the 6th grade ELA and/or Math portion of the CST

The counselor shall address the following with the student and parent/guardian:

- Review the student's score on the ELA and/or Math portion of the CST administered in the previous academic year
- Review student's cumulative record and transcript
- Explain student's performance on standardized and diagnostic assessments
- Explain remediation strategies, high school courses, and alternative education options available to the student
- Explain consequences of not passing the CASHEE
- Review programs, courses, and career technical education options available for students needed for satisfactory completion of middle or high school
- Provide available information of postsecondary education and training

Every attempt will be made to include the parent/guardian in the conference. The parent/guardian will be contacted by phone and/or by mail. A copy of the list of coursework necessary to assist the student, the AB 1802 Counseling Form and meeting notes will be provided to the students and his/her parent/guardian. If the parent/guardian is unable to attend the conference, attempts to include the parent/guardian will be documented and the forms will be mailed home.

- A copy of the list of coursework, the AB 1802 Counseling Form and meeting notes will be placed in the student's CUM
- Counselors will identify students who continue to be at-risk and prepare a list for high school personnel.

Chico Unified School District—Bidwell Junior High School
AB 1802 Counseling Form

Item 7.B.2
Page 3 of 12

Student Name			Student ID	
School			Date of Birth	
Date of Meeting with School Counselor		Parents Attended the Counseling Meeting	Yes No	
Report Card/Transcript Attached	Yes No	Discipline/Attendance	Yes No	

Student Strengths

Academic/Behavior Information Reviewed

Check all that apply:

<input type="checkbox"/>	Report card, progress report, GPA
<input type="checkbox"/>	Achievement test scores
<input type="checkbox"/>	CBM English, math, writing
<input type="checkbox"/>	Attendance

<input type="checkbox"/>	Health concerns
<input type="checkbox"/>	Promotional requirements
<input type="checkbox"/>	Review of cum records

Educational Interventions Discussed

Check all that apply:

<input type="checkbox"/>	Special Education testing/placement
<input type="checkbox"/>	Student study team meeting/504 planning
<input type="checkbox"/>	Behavior plan
<input type="checkbox"/>	Summer school
<input type="checkbox"/>	Before & after school help from teachers
<input type="checkbox"/>	Parent to check progress (voice mail/e-mail/Parent connect)
<input type="checkbox"/>	Retention
<input type="checkbox"/>	Library lunch study hall
<input type="checkbox"/>	Advanced math placement
<input type="checkbox"/>	0 & 7 th period placement
<input type="checkbox"/>	Student to use planner/get signed daily by teacher
<input type="checkbox"/>	Schedule change
<input type="checkbox"/>	Seat change
<input type="checkbox"/>	Parent/teacher conference
<input type="checkbox"/>	Opportunity classes
<input type="checkbox"/>	Reading class

<input type="checkbox"/>	ESL classes
<input type="checkbox"/>	Mentoring
<input type="checkbox"/>	Clubs
<input type="checkbox"/>	Saturday school
<input type="checkbox"/>	County home school program
<input type="checkbox"/>	Referred to targeted case manager
<input type="checkbox"/>	GATE
<input type="checkbox"/>	Upward Bound
<input type="checkbox"/>	Referral to alternative education (independent study, AFC)
<input type="checkbox"/>	Outside counseling/community referral
<input type="checkbox"/>	In-school suspension
<input type="checkbox"/>	Individual counseling
<input type="checkbox"/>	Group counseling
<input type="checkbox"/>	Home visit
<input type="checkbox"/>	Importance of passing high school CAHSEE test

Interventions Selected

Counseling Notes

Counselor _____

Parent _____

Student _____

Date _____

Chico Unified School District
Chico Junior High Counseling Program

Item 7.B.2
Page 4 of 12

Student Name: _____ Student ID: _____
Grade: _____ Date of Birth: _____ Date: _____
Attendees: _____

Parents/Guardian in Attendance: _____

Academic Record Reviewed and Attached Yes No Behavior Record Reviewed and Attached Yes No

CHECK ALL THAT APPLY

Academic and Behavior Records Reviewed

- | | |
|---|---|
| <input type="checkbox"/> California Standards Tests: Year: _____
ELA _____
Math _____ | <input type="checkbox"/> Transition to next grade level |
| <input type="checkbox"/> Grades/GPA | <input type="checkbox"/> Behavior (Conduct/work habits/effort) |
| <input type="checkbox"/> Cum Record Review | <input type="checkbox"/> Attendance/Tardies _____ |
| <input type="checkbox"/> Promotion Requirements | <input type="checkbox"/> Medical Concerns _____ |
| | <input type="checkbox"/> Family Issues _____ |
| | <input type="checkbox"/> Consequences of not passing the CAHSEE |

OTHER: _____

Educational Interventions

- | | |
|---|---|
| <input type="checkbox"/> Advanced math placement | <input type="checkbox"/> Outside counseling/community referral |
| <input type="checkbox"/> GATE | <input type="checkbox"/> Medical/psychological Referral |
| <input type="checkbox"/> California Junior Scholarship Federation | <input type="checkbox"/> Schedule Change |
| <input type="checkbox"/> Parent Connect | <input type="checkbox"/> Sheltered Core / ELD / General Math /
Read/Write / Slip Science |
| <input type="checkbox"/> Educational Talent Search / Upward Bound | <input type="checkbox"/> School Site Change |
| <input type="checkbox"/> Intramurals/Sports/Clubs-Mentoring | <input type="checkbox"/> Behavior Plan |
| <input type="checkbox"/> Daily/Weekly Binder Reminder Signed | <input type="checkbox"/> Home visit |
| <input type="checkbox"/> Weekly Yellow Progress Reports | <input type="checkbox"/> Detention <input type="checkbox"/> In School Suspension |
| <input type="checkbox"/> Before/Afterschool teacher assistance | <input type="checkbox"/> Saturday School <input type="checkbox"/> Suspension |
| <input type="checkbox"/> Success Afterschool Class | <input type="checkbox"/> Truancy Letter (s)/SARB Referral |
| <input type="checkbox"/> Parent/Teacher(s) conference | <input type="checkbox"/> Referral to School Based Alternative
Program: Opportunity / Soul Class |
| <input type="checkbox"/> RSP SDC | <input type="checkbox"/> Referral to Alternative Program:
AFC Independent Study Cnty Home School |
| <input type="checkbox"/> SST Date: _____ 504 Plan Date: _____ | <input type="checkbox"/> Summer School |
| <input type="checkbox"/> Voice mail/email communication with teachers | <input type="checkbox"/> Retention |
| <input type="checkbox"/> Phone conference with parent/guardian | |
| <input type="checkbox"/> Parent/guardian classroom observation | |
| <input type="checkbox"/> Individual / Group Counseling | |
| <input type="checkbox"/> Migrant Education | |

OTHER: _____

ACTIONPLAN: _____

Parent/Guardian

Student

CJHS Administrator

CJHS Counselor

Chico Unified School District
Marsh Junior High AB 1802 Counseling Form

Item 7.B.2
Page 5 of 12

Student Name: _____ Student ID: _____
Grade: _____ Date of Birth: _____ Date: _____
Attendees: _____

Parents/Guardians in Attendance: _____
Academic Record Reviewed and Attached Yes No Behavior Record Reviewed and Attached Yes No

CHECK ALL THAT APPLY

Academic and Behavior Records Reviewed

- | | |
|--|---|
| <input type="checkbox"/> California Standards Tests
ELA _____
Math _____ | <input type="checkbox"/> Transition to next grade level |
| <input type="checkbox"/> Grades/GPA | <input type="checkbox"/> Behavior _____ |
| <input type="checkbox"/> Cum Record Review | <input type="checkbox"/> Attendance/Tardies _____ |
| <input type="checkbox"/> Promotion Requirements | <input type="checkbox"/> Medical Concerns _____ |
| | <input type="checkbox"/> Family Issues _____ |
| | <input type="checkbox"/> Consequences of not passing the CAHSEE |

OTHER: _____

Educational Interventions Reviewed

- | | |
|--|--|
| <input type="checkbox"/> Advanced Math Placement | <input type="checkbox"/> Outside Counseling/Community Referral |
| <input type="checkbox"/> GATE | |
| <input type="checkbox"/> John Hopkins University Talent Search | <input type="checkbox"/> Student Outreach Services (SOS) |
| <input type="checkbox"/> California Junior Scholarship Federation | <input type="checkbox"/> Medical/Psychological Referral |
| <input type="checkbox"/> Upward Bound | <input type="checkbox"/> Schedule Change |
| <input type="checkbox"/> Clubs/Sports | <input type="checkbox"/> School Site Change |
| <input type="checkbox"/> Daily/Weekly Binder Reminder Signed | <input type="checkbox"/> Behavior Plan |
| <input type="checkbox"/> Weekly Green Progress Reports | <input type="checkbox"/> Home Visit |
| <input type="checkbox"/> Remedial Reading Class | <input type="checkbox"/> Detention <input type="checkbox"/> In School Suspension |
| <input type="checkbox"/> Before/Afterschool Teacher Assistance | <input type="checkbox"/> Saturday School <input type="checkbox"/> Suspension |
| <input type="checkbox"/> Success Afterschool Class | <input type="checkbox"/> Truancy Letter(s)/SARB Referral |
| <input type="checkbox"/> Teacher(s) Conference | <input type="checkbox"/> Referral to School Based Alternative
Program: OC OCI MNI |
| <input type="checkbox"/> SST RSP SDC SH ELD 504 Plan | <input type="checkbox"/> Referral to District Alternative Program:
AFC Independent Study |
| <input type="checkbox"/> Progress Report Requests From Teachers | <input type="checkbox"/> County Home School Program |
| <input type="checkbox"/> Voicemail/email Communication With Teachers | <input type="checkbox"/> Summer School |
| <input type="checkbox"/> Phone Conference With Parent/Guardian | <input type="checkbox"/> Retention |
| <input type="checkbox"/> Parent/Guardian Classroom Observation | |
| <input type="checkbox"/> Intern Referral (Individual Support) | |
| <input type="checkbox"/> Group Counseling | |

OTHER: _____

Notes/Outcome: _____

Parent/Guardian

Student

MJHS Administrator

MJHS Counselor

AB 1802 Plan for Pleasant Valley and Chico High Schools Chico Unified School District

PART I

Identify students who are at risk of not graduating with their class using SASI data regarding credits, competencies, attendance, discipline and state mandated testing.

Provide counseling services to these students and their parents/guardians to review diploma status and options for meeting requirements and post-high school opportunities including: 2 and 4-year colleges, adult education programs, ROP, career and technical programs or the world of work. Options for remediation and alternate educational options will be presented.

PART II

Identify students who have not passed one or both parts of the CAHSEE and review all pertinent SASI data (as listed above). Provide counseling services to discuss consequences of not passing. Students and their parents/guardians will be counseled about the classes needed to prepare the student to pass the exam. A comprehensive list of course work and diploma requirements is included in the Curriculum Handbook* of each high school. Referrals will be made to appropriate intervention services such as after-school programs, peer tutoring and mentoring, and the career center.

TRACKING

Information including a list of course work, post-high school opportunities, and a graduation status evaluation will be placed in each student's cum record to facilitate the monitoring of student progress towards the student's goals. Additional information will be added as appropriate.

*Find Curriculum Handbooks online:

Pleasant Valley High School

www.pvchico.org

Chico High School

www.chs.chico.k12.ca.us

FORMS FOR DOCUMENTATION *(Please see attached)*

Graduation check sheet

Diploma Plan

Letter in danger of non-graduation

Four-year plan

Intervention & Referrals:

Peer tutor referral, After-school program, 9th Intervention assessment

**Chico Unified School District
Graduation Check Sheet**

Item 7.B.2
Page 7 of 12

CHICO HIGH SCHOOL
Counseling Office
7891-3033/Fax 891-3284

TO: Parents and Student

DATE: September 2006

FROM: CHS Counseling Office RE: _____

This information should be helpful to you and your student in determining his/her status with respect to completion of graduation requirements. IT IS NOT TO BE USED AS AN EVALUATION OF COURSES REQUIRED FOR COLLEGE ADMISSIONS.

<u>Course Requirement</u>	<u>Required Credits</u>	<u>Credits Needed</u>	<u>Course Requirement</u>	<u>Required Credits</u>	<u>Credits Needed</u>
<u>ENGLISH</u>	40 credits	_____	<u>PHYSICAL SCIENCE</u>	10 credits	_____
<u>FINE ARTS/FOR. LANGUAGE</u>	10 credits	_____	<u>ECONOMICS</u>	5 credits	_____
<u>HEALTH</u>	5 credits	_____	<u>GOVERNMENT</u>	5 credits	_____
<u>MATH</u>	20 credits	_____	<u>U.S. HISTORY</u>	10 credits	_____
<u>P.E.</u>	20 credits	_____	<u>WORLD HISTORY</u>	10 credit	_____
<u>LIFE SCIENCE</u>	10 credit	_____	<u>ELECTIVE</u>	80 credits	_____

Credit Requirements

A minimum of 165 credits should have been earned at this time to be eligible for graduation. Your student has earned _____ credits to date and has _____ credits left to earn including elective credits. His/she is currently enrolled in classes worth _____ credits. Students need to earn a total of 225 credits and complete the following proficiency areas to meet the minimum graduation requirements for a Chico High diploma.

Proficiencies

<u>CAHSEE/Math</u>	Passed	Not Passed	_____
<u>CAHSEE/English</u>	Passed	Not Passed	_____
<u>ALGEBRA B or ALG 1</u>	Passed	Not Passed	_____
<u>COMPUTER (6)</u>	_____ out of 6 Competencies completed	Still needs:	Keyboarding Word Process Info Retr. Database or Spreadsheet Elective Elective

☐ Your student is **currently on track** to graduate.

☐ Your student is **not on track** to graduate unless he/she completes all of the above mentioned and the following:

Comments: _____

IN ORDER TO PARTICIPATE IN THE GRADUATION CEREMONY AND RECEIVE A DIPLOMA, your student must complete all proficiencies by June 1st and credits & courses by June 6th. If you have any questions, please call 891-3026, ext.109.

DIPLOMA PLAN
Chico High School

Item 7.B.2
Page 8 of 12

Student Name: _____

Date: _____

ID#: _____

Birth date: _____

Diploma Requirements Remaining:

Credits Completed: _____

CAHSEE/Math: Passed Not Passed

Credits Still Needed: _____

CAHSEE/English: Passed Not Passed

Algebra B or Alg 1: Passed Not Passed

Computer (6): Passed Still Needs: _____

Courses Still Needed:

English, Math and Computer Proficiencies must be completed by Friday June 1, 2007. Course and Credit requirements must be completed by Wednesday June 6, 2007 in order to participate in the June 7, 2007 graduation ceremony at Chico High School.

Alternate Plan for Diploma:

CHS Diploma: (equal or less than 15 credits only)

____ Attend CUSD summer school

____ Return to CHS for a 5th year

____ Attend Butte College

GED:

____ Attend GED classes at Butte College and sign up for the GED at the GED Test center (895-4182)

Fairview Diploma:

____ Attend CUSD/Fairview summer school

____ Attend Fairview for an additional
semester/year

____ Attend Butte College

Other: _____

Signatures:

Student: _____

Parent/Guardian: _____

Counselor: _____

Others: _____

Revised 9/06



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

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Page 9 of 12

530/898-3000
fax 891-3220
www.cusd.chico.k12.ca.us

Chico High School
901 The Esplanade
Chico, CA 95926
(530) 891-3033

May 5, 2006

Dear Parent/Guardian:

This letter is to inform you that _____ is in danger of not graduating on June 1, 2006. This may be due one or more of the following checked items:

- _____ Failed or is failing one or more course requirements.
- _____ Deficient credits.
- _____ Failed CAHSEE (CA High School Exit Exam)
- _____ Failed or not taken Computer Competencies

In order to help you better understand your student's situation, enclosed please find your student's **Chico High School Transcript** and a **Graduation Check Sheet** that summarizes the course and credit requirements completed and those remaining.

The following are alternatives should your student not graduate.

1. If at the end of the school year your student still needs to pass computer, math or English competencies, they may attend CUSD summer school and still receive a CHS Diploma. Summer school applications will be available in the Counseling office in May.
2. If at the end of the school year your student still needs 10 or fewer credits, they may attend CUSD summer school and still receive a CHS diploma.
3. If at the end of the school year your student still needs 15 or fewer credits, they may enroll in any combination of CUSD summer school and Butte College classes. If the credits are completed within 5 years after high school he/she may still receive a CHS diploma.
4. If at the end of the school year your student still needs more than 15 credits, they are not eligible to earn a Chico High School diploma. In order to earn a high school diploma he/she may either enroll in an Adult Educational program, take the GED or CHSPE.
5. A student may appeal the Chico High School administration and in some limited circumstances may continue attending Chico High for an additional school year until all graduation requirements are met.

Please call me at 891-3026 ext 108 or email me at jcarey@chicousd.org to set-up an appointment so that we may discuss options and strategies for completing the Chico High School Graduation Requirements with you and/or your student.

Sincerely,

Jennifer Carey
Counselor

Interact Peer Tutoring

Please complete this form and return it to the Counseling Office. A tutor will contact you as soon as possible.

Name: _____ Phone Number: _____ Grade: _____
Date: _____

Please check the subject(s) you need tutoring in and specify the class(es):

- ☐ Mathematics: _____
☐ Social Sciences: _____
☐ Science: _____
☐ English: _____
☐ Language: _____
☐ Business: _____
☐ Other: _____

Class Schedule:

(1) _____	Room _____	Teacher _____
(2) _____	Room _____	Teacher _____
(3) _____	Room _____	Teacher _____
(4) _____	Room _____	Teacher _____
(5) _____	Room _____	Teacher _____
(6) _____	Room _____	Teacher _____
(7) _____	Room _____	Teacher _____

Other Commitments: _____

Please specify the time(s) you will be available for tutoring:

☐ Before School ☐ Lunch ☐ After School ☐ Weekends ☐ Other _____

I would like a tutor to help me with:

☐ Homework ☐ Studying for tests ☐ Reviewing concepts ☐ Other _____

Comments, Questions, and Concerns:

Pleasant Valley High School

9th Grade Intervention Assessment

Student's Name _____ 3rd _____ Week of Semester

Red Flag _____ Yellow Flag _____ Blue Flag _____
(Needs immediate Intervention) (Needs Teacher/Parent Conference) (Needs Monitoring)

____ Student is not turning in homework ____ Student has attendance problems
____ Student is not doing well on tests ____ Student is often tardy to class
____ Student does not complete classwork ____ Student seems lethargic and not interested
____ Student is not prepared for class ____ Student is shy and withdrawn in class
____ Student does not stay on task in class ____ Student seems depressed and/or unhappy
____ Other Educational Issue(s) _____

Teacher _____ Subject _____ Per _____

☐ Parent Notified of Concern on _____ by phone _____ by mail _____

For Office Use Only

Red Flag: Student will be called to counselor's office ASAP to review problem and after consultation with a parent, be assigned a mandatory intervention strategy that will be monitored as necessary.

Yellow Flag: Parent/Teacher (and Counselor if available) conference will be scheduled ASAP to discuss situation and mutually agree on a voluntary strategy that will be monitored the next 3 weeks.

Blue Flag: Counselor will compare report with other data to determine if intervention is needed.

Action taken:

Counselor _____ Date _____

(Note: return copy (red or yellow flags only) to teacher within 3 work days of receipt of this form)

After-School Tutorial Program

***Make-up Tests/Homework* *High School Exit
Exam Prep* *Reading* *Math* *Writing*
Study Skills *Social Science Review***

Mondays: Math General
 TBA K. Olson C-1

Tuesdays: Computer Lit. Literacy
 Peck C-6 McCreary C-2

Wednesdays: English/Soc. Sci. Literacy
 Tucker I-19 Diamond I-7

Thursdays: Math Computer Lit. General
 TBA Manuel L-1 G. Olsen B-5

All sessions available from 2:50 – 3:50 p.m.

Please Post

Agenda Item #:

(DO Use Only)

PROPOSED AGENDA ITEM: Early Mental Health Initiative Grant

Prepared by: Scott Lindstrom

☐

Consent

☒

Information Only

☐

Discussion/Action

Board Date: 11/15/06

Background Information

Chico Unified School District has been awarded a new Early Mental Health Initiative (EMHI) grant. The grant allots a total of \$359,316 over a three year period from November, 2006, to June 30, 2009. Funds will be used to provide staff and materials for student support activities for grades K-3 at Chapman, McManus and Shasta Elementary Schools,. Specific strategies and curricula include:

- Primary Intervention Program (PIP) one-to-one services with child and guidance staff
- Second Step Violence Prevention curriculum
- Steps to Respect Bully Prevention curriculum
- Healthy Play is a Solution: training for school staff, strategies for use with all students

Education Implications

1. Addresses support needs for individually selected students for whom support will enhance school success
2. Builds school-wide strategies for developing positive behavioral expectations and skills, including empathy, social problem solving, impulse control and anger management
3. Enhances school-wide culture of inclusion

Fiscal Implications

Grant provides funds for staff, supplies and administrative overhead. In-kind match has no direct fiscal implications on general fund.

Additional Information

DO Recommendation:

Approval 

TITLE: Public Disclosure and Approval of tentative agreement between CUSD and CSEA, Chapter 110

Action: X
Consent: _____
Information: _____

Agenda Item:
November 15, 2006
Page

Prepared by: Bob Feaster

Background Information: CSEA, Chapter #110 ratified the attached tentative agreement at a meeting on Sept. 27, 2006. This tentative agreement deals with Article 5 (Leaves) of the Collective Bargaining Agreement. More specifically, this agreement increases from 3 to 4, the number of CSEA delegates to CSEA's Annual Conference for which the District will provide paid release time.

Educational Implications: Should be minimal. The new agreement calls for the Chapter to present information to the Board of Education regarding education related issues that have come from the Conference.

Fiscal Implications: Minimal-3-5 additional substitute days per year if needed.

Additional Information: Bargaining for the current contract is not yet completed. There will likely be other tentative agreements that will be ratified by CSEA #110 and subsequently will come to this Board.

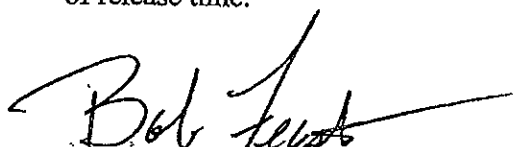
Recommendation: Approval of this tentative agreement.

Bob Feaster
Assistant Superintendent
Human Resources

TENTATIVE AGREEMENT
September 27, 2006

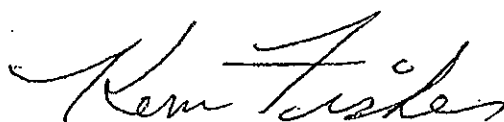
Article V – LEAVES

- 5.8.1 The District shall release, without loss of compensation, no less than four (4) delegates authorized to represent CSEA's Chapter #110 at CSEA's Annual Conference. If release time is required for less than four (4) such delegates to attend conference, the District shall only be required to release the actual number of delegates required by the Chapter. The Superintendent or designee may, at his/her discretion, release more than four (4) CSEA delegates without loss of compensation. This release time may only be used during non-school year time. By May 1st of each year CSEA shall notify the District of the Chapter delegates who require release time. Each year after Conference, the Chapter shall present information to the Board of Education regarding the education related activities at that year's Conference. The District shall only be required to bear the costs of release time.



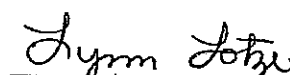
Bob Feaster, Chico Unified School District

9-27-06
Date



Ken Fisher, CSEA Chapter #110, President

9-27-06
Date



Lynn Lotze, CSEA Chapter #110, Vice President

9-27-06
Date

TITLE: Public Disclosure and Approval of tentative agreement between CUSD and CSEA, Chapter 110

Action: X
Consent: _____
Information: _____

Agenda Item:
November 15, 2006
Page

Prepared by: Bob Feaster

Background Information: CSEA, Chapter #110 ratified the attached tentative agreement at a meeting on October 25, 2006. This tentative agreement deals with Article 5 (Leaves) of the Collective Bargaining Agreement. More specifically, this agreement increases the number of members on the Chapter's bargaining team from five (5) to six (6) with a seventh member being permitted when required for a specific number of sessions.

Educational Implications: none

Fiscal Implications: A minimal number of additional substitute days

Additional Information: Bargaining for the current contract is not yet completed. There will likely be other tentative agreements that will be ratified by CSEA #110 and subsequently will come to this Board.

Recommendation: Approval of this tentative agreement.

Bob Feaster
Assistant Superintendent
Human Resources

TENTATIVE AGREEMENT
October 25, 2006
Article V – LEAVES

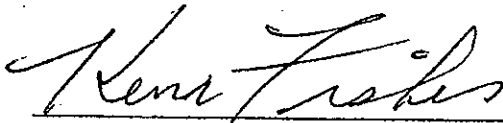
5.18 Negotiations Release Time

CSEA shall have the right to designate six (6) unit members for their negotiations team to receive release time for the day, without loss of pay, for joint negotiations sessions. CSEA shall receive release time for the day, without loss of pay, for a seventh (7th) negotiations team member up to five (5) times per fiscal year at times that CSEA believes an issue is coming to a negotiations session(s) which requires the presence of the 7th negotiations team member. CSEA shall provide reasonable advance notice and its rationale to the District in each instance CSEA intends to bring the 7th negotiations team member to a joint negotiations session. By mutual agreement of the parties, release time for the day without loss of pay may be provided to CSEA's 7th member for joint negotiations sessions beyond the 5th time in a given fiscal year.



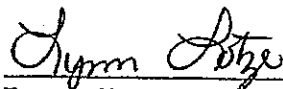
Bob Feaster, Chico Unified School District

10-25-06
Date



Ken Fisher, CSEA Chapter #110 President

10/25/06
Date



Lynn Lotze, CSEA Chapter #110 Vice President

10-25-06
Date

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

RESOLUTION #974-06
RESOLUTION OF THE GOVERNING BOARD
OF THE CHICO UNIFIED SCHOOL DISTRICT

ELIMINATION OF CLASSIFIED SERVICES AND
ORDERING LAYOFFS IN THE CLASSIFIED SERVICE
FOR THE 2006-2007 SCHOOL YEAR

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

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

Classification	Full-Time Equivalent	Site/Program
Instructional Assistant	.3750	McManus/Title I

WHEREAS the District and the California School Employees Association, Chico Chapter 110 (CSEA) executed a Collective Bargaining Agreement (Agreement) effective July 1, 2001 through June 30, 2004. The CSEA's covered unit members, as defined in the Agreement, include those holding the positions described herein.

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

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

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

NOW, therefore, be it resolved the Board has this date adopted the Superintendent's recommendations and ordered a reduction of classified services, and it appears to the

Board that due to a lack of funds it is necessary to eliminate certain classified position(s) and to layoff affected employee(s) hereinabove set forth.

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

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

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

PASSED AND ADOPTED at a meeting of the Governing Board of the Chico Unified School District of Butte County on November 15, 2006.

AYES:
NOES:
ABSTENTIONS:
ABSENT:

DATED this 15th day of November, 2006.

Clerk of the Governing Board of the
Chico Unified School District

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

RESOLUTION #975-06
RESOLUTION OF THE GOVERNING BOARD
OF THE CHICO UNIFIED SCHOOL DISTRICT

ELIMINATION OF CLASSIFIED SERVICES AND
ORDERING LAYOFFS IN THE CLASSIFIED SERVICE
FOR THE 2006-2007 SCHOOL YEAR

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

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

Classification	Full-Time Equivalent	Site/Program
Impacted Language Liaison-Hmong	.3750	Chico Jr High/SBCP

WHEREAS the District and the California School Employees Association, Chico Chapter 110 (CSEA) executed a Collective Bargaining Agreement (Agreement) effective July 1, 2001 through June 30, 2004. The CSEA's covered unit members, as defined in the Agreement, include those holding the positions described herein.

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

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

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

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

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

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

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

PASSED AND ADOPTED at a meeting of the Governing Board of the Chico Unified School District of Butte County on November 15, 2006.

AYES:
NOES:
ABSTENTIONS:
ABSENT:

DATED this 15th day of November, 2006.

Clerk of the Governing Board of the
Chico Unified School District

Agenda Item # : _____
(DO Use Only)

Exhibit "A" Attached

PROPOSED AGENDA ITEM: Board Policy and Administrative Regulation Series 3000
(Business Services -Fiscal)

Prepared by: Scott Jones, Director-Fiscal Services

_____ Consent

_____ Information Only

 X Discussion / Action

Background Information

Every district needs an accurate and up-to-date policy manual to govern effectively. By law, districts are mandated to adopt many policies to ensure legal compliance. Working in conjunction with CSBA Policy Services, CUSD continues to update and revise Board Policies and Regulations to keep CUSD legally compliant.

Educational Implications

Although the primary responsibility of public schools is to educate students, CUSD realizes that the ability of children to learn can be significantly impacted by a staff who is knowledgeable of the business practices of the school district.

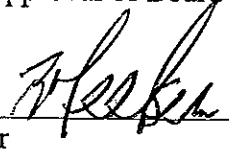
Fiscal Implications

None

Additional Information

Recommendation

Recommend approval of Board Policies Series 3000

Reviewed : 
Randy Meeker
Assistant Superintendent, Business Services

POLICIES AND PROCEDURES

Section: 3000 Series
Business Services
Fiscal (per Exhibit "A")

First Reading: October 18, 2006
(Information)

Second Reading: November 15, 2006
(Action)

Exhibit "A"

NEW	OLD	TITLE
BP3000	N/A	Concepts and Roles
BP3100	BP3120,30,40	Budget
BP3260	N/A	Fees and Charges
BP3270	BP3260.5	Sale and Disposal of Books, Equipment & Supplies
BP3280	N/A	Sale, Lease, Rental of District-Owned Real Property
BP3290	BP3280	Gifts, Grants and Bequests
BP3300	BP3310	Expenditures and Purchases
BP3311	AR3310.1	Bids
BP3312	N/A	Contracts
BP3314	N/A	Payments for Goods and Services
BP3314.2	N/A	Revolving Funds
BP3320	N/A	Claims and Actions Against the District
BP3350	BP3516	Travel Expenses
BP3400	N/A	Management of District Assets / Accounts
BP3430	N/A	Investing
BP3452	BP5340	Student Activity Funds
BP3460	N/A	Financial Reports and Accountability
BP3580	BP1342	District Records
BP3600	BP3401	Consultants

DRAFT

Business and Noninstructional Operations

BP 3000(a)

CONCEPTS AND ROLES

The Board of Education recognizes that the business and other noninstructional operations of the district support the educational program by maximizing and prioritizing resources and providing a safe and healthy environment for students and staff. The Superintendent or designee shall ensure that the district's business and noninstructional operations are efficient and responsive to the needs of students, parents/guardians, staff, and the community.

(cf. 3511 - Energy and Water Conservation)
(cf. 3511.1 - Integrated Waste Management)
(cf. 3512 - Equipment)
(cf. 3517 - Facilities Inspection)
(cf. 3540 - Transportation)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5030 - Student Wellness)

The district shall maintain high standards of safety in the operation of facilities, equipment, and services. The Superintendent or designee shall establish a risk management program that promotes safety and protects district resources.

(cf. 3514 - Environmental Safety)
(cf. 3514.2 - Integrated Pest Management)
(cf. 3515 - Campus Security)
(cf. 3515.6 - Criminal Background Checks for Contractors)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3530 - Risk Management/Insurance)
(cf. 3543 - Transportation Safety and Emergencies)

In the development of a district budget, the Board and the Superintendent or designee shall establish a calendar that reflects the full budget cycle and a process that satisfies the requirements of law, including opportunities for public input. The Superintendent or designee shall provide fiscal data and prepare a proposed budget document within the budget priorities and parameters set by the Board. The Board shall adopt a budget that is aligned with the district's vision and goals and enables the district to meet its fiscal obligations.

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)
(cf. 3100 - Budget)
(cf. 9000 - Role of the Board)

The Board expects sound fiscal management from the administration. The Superintendent or designee shall administer the adopted budget in accordance with Board policies and accepted business practices.

(cf. 3110 - Transfer of Funds)
(cf. 3300 - Expenditures and Purchases)
(cf. 3311 - Bids)
(cf. 3312 - Contracts)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 3430 - Investing)
(cf. 3440 - Inventories)

DRAFT

BP 3000(b)

CONCEPTS AND ROLES (continued)

The Board shall monitor financial operations so as to ensure the district's fiscal integrity and accountability to the community. The Superintendent or designee shall complete all required financial reports, facilitate the independent audit process, recommend financial plans for meeting program needs, and keep the Board informed about the district's fiscal and noninstructional operations.

(cf. 0500 - Accountability)

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE

35035 Powers and duties of superintendent

35160 Authority of governing boards

35160.1 Broad authority of school district

35161 Powers and duties of governing boards

44518-44519.2 Chief business officer training program

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Understanding California's Public School Finance System, 2006

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Understanding District Budgets, 2006

Maximizing School Board Governance: Fiscal Accountability, 2006

School Finance CD-ROM, 2005

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

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

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

School Services of California: <http://www.sscal.com>

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

Business and Noninstructional Operations

DRAFT

BP 3100(a)

BUDGET

The Board of Education accepts responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, and priorities. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)
(cf. 3000 - Concepts and Roles)
(cf. 3300 - Expenditures/Expending Authority)
(cf. 3460 - Financial Reports and Accountability)
(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations. (Education Code 42122)

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127.

The Superintendent shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff at all levels in the development of budget projections.

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with law.

The Superintendent or designee may appoint a budget advisory committee composed of members of the community and staff. The committee shall provide recommendations to the Superintendent during the budget development process. Duties of the committee shall be clearly defined and communicated to all members.

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds. The Board also shall establish budget assumptions or parameters which may take into consideration the stability of funding sources, enrollment trends, legal requirements and constraints, anticipated increases and/or decreases in the cost of services and supplies, use of one-time resources, categorical program requirements, scheduled salary increases, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of 5 CCR 15443.

DRAFT

BP 3100(b)

BUDGET (continued)

Prior to adopting the budget, the Board shall conduct a first-tier review, and if necessary a second-tier review, to ensure that the budget meets standards and criteria adopted by the State Board of Education. (Education Code 33127, 33128, 33129; 5 CCR 15440-15452)

The Superintendent or designee shall ensure that the district budget is clearly presented and effectively communicated to the Board, staff, and public. He/she may adapt or supplement the state-required budget format as necessary for these purposes.

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures. In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, and/or other significant changes occur that impact budget projections.

(cf. 3110 - Transfer of Funds)

Legal Reference: (see next page)

DRAFT

BP 3100(c)

BUDGET (continued)

Legal Reference:

EDUCATION CODE

- 33127 Development of standards and criteria for local budgets and expenditures
- 33128 Standards and criteria
- 33129 Standards and criteria; use by local agencies
- 35035 Powers and duties of superintendent
- 35161 Powers and duties, generally, of governing boards
- 42103 Public hearing on proposed budget; requirements for content of proposed budget; publication of notice of hearing
- 42120-42129 Budget requirements
- 42132 Resolutions identifying estimated appropriations limit
- 42602 Use of unbudgeted funds
- 42610 Appropriation of excess funds and limitation thereon
- 44518-44519.2 Chief business officer training program
- 45253 Annual budget of personnel commission
- 45254 First year budget of personnel commission

GOVERNMENT CODE

- 7900-7914 Expenditure limitations

CODE OF REGULATIONS, TITLE 5

- 15060 Standardized account code structure
- 15440-15452 Criteria and standards for school district budgets

Management Resources:

CSBA PUBLICATIONS

- Maximizing School Board Governance: Budget Planning and Adoption, 2005*
- Maximizing School Board Governance: Understanding District Budgets, 2005*

CDE PUBLICATIONS

- California School Accounting Manual*

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

- Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999*

- Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004*

WEB SITES

- CSBA: <http://www.csba.org>
- Association of California School Administrators: <http://www.acsa.org>
- California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>
- California Department of Finance: <http://www.dof.ca.gov>
- Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>
- Governmental Accounting Standards Board: <http://www.gasb.org>
- Legislative Analyst's Office: <http://www.lao.ca.gov>
- School Services of California, Inc.: <http://www.sscal.com>

DRAFT

Business and Noninstructional Operations

BP 3260(a)

FEES AND CHARGES

The Board of Education desires to furnish books, materials and instructional equipment as needed for the educational program. Because the needs of the district must be met with limited available funds, the Board may charge fees when specifically authorized by law.

The district shall consider the student and parent/guardian's ability to pay when establishing fee schedules and granting exceptions.

(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 3250 - Transportation Fees)
(cf. 3290 - Gifts, Grants and Bequests)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 5143 - Insurance)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 9323.2 - Actions by the Board)

Legal Reference: (see next page)

DRAFT

BP 3260(b)

FEES AND CHARGES (continued)

Legal Reference:

EDUCATION CODE

8263 Child care eligibility
8760-8773 Outdoor science and conservation programs
17551 Property fabricated by students
19910-19911 Offenses against libraries
32033 Eye protective devices
32221 Insurance for athletic team member
32390 Fingerprinting program
35330-35332 Excursions and field trips
35335 School camp programs
38080-38085 Cafeteria establishment and use
38119 Lease of personal property; caps and gowns
38120 Use of school band equipment on excursions to foreign countries
39807.5 Payment of transportation costs
39837 Transportation of students to places of summer employment
48050 Residents of adjoining states
48052 Tuition for foreign residents
48904 Liability of parent or guardian
49066 Grades, effect of physical education class apparel
49091.14 Prospectus of school curriculum
51810-51815 Community service classes
52612 Tuition for adult classes
52613 Nonimmigrant aliens
60410 Students in classes for adults

GOVERNMENT CODE

6253 Request for copy; fee

VEHICLE CODE

21113 Public grounds (parking)

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

UNITED STATES CODE, TITLE 8

1184 Foreign Students

COURT DECISIONS

Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513
Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251
Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739
Hartzell v. Connell (1984) 35 Cal. 3d 899
CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:

CDE MANAGEMENT ADVISORIES

1030.97 Fiscal Management Advisory 97-02: Fees Deposits and Other Charges

WEB SITES

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

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

DRAFT

Business and Noninstructional Operations

BP 3270(a)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

When district-owned books, equipment and supplies become unusable, obsolete, or no longer needed, the Superintendent or designee shall identify these items to the Board of Education, together with their estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed in law and administrative regulations. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of these items.

Instructional materials may be considered obsolete or unusable when they:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies
2. Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas
3. Contain demeaning, stereotyping or patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities
4. Have been inspected and discovered to be damaged beyond use or repair

The Superintendent or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.

(cf. 3440 - Inventories)

Legal Reference: (see next page)

DRAFT

BP 3270(b)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (continued)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

42291.5 Temporary school bus designation

42303 School bus sale to another district

60500 Determination of obsolescence

60510-60511 Donation or sale

60520-60521 Disposition of sale proceeds

60530 Methods of destruction

62001.4 Instructional materials program, sunset date

GOVERNMENT CODE

25505 District property; disposition; proceeds

UNITED STATES CODE, TITLE 40

484 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 34

80.32 Equipment acquired under a grant or subgrant

DRAFT

Business and Noninstructional Operations

BP 3280

SALE, LEASE, RENTAL OF DISTRICT-OWNED REAL PROPERTY

The Board of Education shall dispose of district property whenever it is apparent the district will have no further use for it. If property currently unused will be needed at some future time, the Board may lease it to a governmental or private agency or individual. (Education Code 17453, 17455-17484)

When required by law, the Board shall appoint a district advisory committee to advise the Board in the development of policies and procedures governing the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388)

Before offering to sell or lease surplus real property to any other parties, the district may offer it to designated child care providers for child care and development purposes.

The sale, lease or rental of district property for child care purposes shall be especially encouraged for programs that are properly licensed, provide adequate insurance coverage, are financially self-supporting and maintain a safe environment through good management and supervision.

(cf. 5148 - Child Care and Development)

When surplus property is not sold or leased to child care providers, the Board shall offer to sell or lease it, with an option to buy, in accordance with the priorities set forth in Education Code 17464 and 17230 and in Government Code 54222.

Any lease or sale made by the Board will conform in all particulars to the provisions of law.

Legal Reference:

EDUCATION CODE

8469.5 Use of school facilities or grounds for school age child care

17022 Approval of new facilities

17219 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17406 Right of district to lease property under lease providing for construction of building

17453 Lease of surplus district property

17455-17484 Sale or lease of real property

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

38134 Groups which may use school facilities without charge; charges for use by other groups

GOVERNMENT CODE

54222 Offer to sell or lease property

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

Business and Noninstructional Operations

DRAFT

BP 3290

GIFTS, GRANTS AND BEQUESTS

The Board of Education may accept any bequest or gift of money or property on behalf of the district. While greatly appreciating suitable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students.

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

Before accepting a gift, the Board shall consider whether the gift:

1. Has a purpose consistent with the district's vision and philosophy
2. Begins a program which the Board would be unable to continue when the donated funds are exhausted
3. Entails undesirable or excessive costs
4. Implies endorsement of any business or product

(cf. 1325 - Advertising and Promotion)

The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of district philosophy and operations. If the Board feels the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Gift books and instructional materials shall be accepted only if they meet regular district criteria.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

All gifts, grants and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school. At the Superintendent or designee's discretion, a gift may be used at a particular school.

Legal Reference:

EDUCATION CODE

1834 Acquisition of materials and apparatus

35162 Power to sue, be sued, hold and convey property

41030 School district may invest surplus monies from bequest or gifts

41031 Special fund or account in county treasury

41032 Authority of school board to accept gift or bequest; investments; gift of land requirements

41035 Advisory committee

41036 Function of advisory committee

41037 Rules and regulations

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

DRAFT

Business and Noninstructional Operations

BP 3300(a)

EXPENDITURES AND PURCHASES

The Board of Education recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds. In order to best serve district interests, the Superintendent or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the district receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

(cf. 3000 - Concepts and Roles)

(cf. 3100 - Budget)

(cf. 3350 - Travel Expenses)

(cf. 3400 - Management of District Assets/Accounts)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9270 - Conflict of Interest)

Expending Authority

The Superintendent or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required. The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

The Board shall review all transactions entered into by the Superintendent or designee on behalf of the Board every 60 days. (Education Code 17605)

The Superintendent or designee may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Board.

(cf. 3110 - Transfer of Funds)

District funds shall not be expended for the purchase of alcoholic beverages. (Education Code 32435)

Purchasing Procedures

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings.

DRAFT

BP 3300(b)

EXPENDITURES AND PURCHASES (continued)

(cf. 3314.2 - Revolving Funds)
(cf. 3440 - Inventories)
(cf. 3511.1 - Integrated Waste Management)

All purchases shall be made by formal contract or purchase order or, with Fiscal Services Department prior approval, shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents; approval or ratification of contracts by governing board
17605 Delegation of authority to purchase supplies and equipment
32370-32376 Recycling paper
32435 Prohibited use of public funds, alcoholic beverages
35010 Control of district; prescription and enforcement of rules
35035 Powers and duties of superintendent
35160 Authority of governing boards
35250 Duty to keep certain records and reports
38083 Purchase of perishable foodstuffs and seasonal commodities
41010 Accounting system
41014 Requirement of budgetary accounting

GOVERNMENT CODE

4330-4334 California made materials

PUBLIC CONTRACT CODE

3410 U.S. produce and processed foods
20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2006

WEB SITES

CSBA, Financial Services: <http://www.csba.org/fs>
California Association of School Business Officials: <http://www.casbo.org>
California Department of Education: <http://www.cde.ca.gov>

DRAFT

Business and Noninstructional Operations

BP 3311(a)

BIDS

The district shall purchase equipment, supplies and services using competitive bidding when required by law and in accordance with statutory requirements for bidding and bidding procedures. In those circumstances where the law does not require competitive bidding, the Board of Education may request that a contract be competitively bid if the Board determines that it is in the best interest of the district to do so.

When the Board has determined that it is in the best interest of the district, the Board may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.

(cf. 9270 - Conflict of Interest)

Legal Reference: (see next page)

DRAFT

BP 3311(b)

BIDS (continued)

Legal Reference:

EDUCATION CODE

- 17595 Purchases through Department of General Services
- 38083 Purchase of perishable foodstuffs and seasonable commodities
- 38110 Purchase of supplies through county superintendent
- 38111 Purchases by district governing board
- 38112 Purchases of necessary supplies
- 39802 Transportation bids and contracts for services

GOVERNMENT CODE

- 4330-4334 Preference of California-made materials
- 6252 Definition of public record
- 53060 Special services and advice
- 54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

- 2001-2001 Responsive bidders
 - 3400 Bids, specifications by brand or trade name not permitted
 - 3410 United States produce and processed foods
 - 6610 Bid visits
 - 12161 Definitions, recycled paper products
 - 12168 Preference for purchase of recycled paper products
 - 12169 Bidders to specify percentage of recycled paper product
 - 12200 Definitions, recycled goods, materials and supplies
 - 12210 Purchase of recycled products preferred
 - 12213 Specification by bidder of recycled content
 - 20103.8 Award of contracts
 - 20107 Bidder's security
 - 20111-20118.4 School districts
 - 20189 Bidder's security, earthquake relief
 - 22002 Definition of public project
 - 22030-22045 Alternative procedures for public projects (UPCCAA)
 - 22050 Alternative emergency procedures
- COURT DECISIONS
- Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449
 - City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

Management Resources:

WEB SITES

- CSBA: www.csba.org
- California Association of School Business Officials: www.casbo.org

DRAFT

Business and Noninstructional Operations

BP 3312(a)

CONTRACTS

The Board of Education authorizes the Superintendent or designee to enter into contracts on behalf of the district when the contracts are \$100,000 or less. Contracts in excess of \$100,000 shall be brought before the Board for approval.

(cf. 3300 - Expenditures/Expending Authority)
(cf. 3314 - Payment for Goods and Services)
(cf. 3400 - Management of District Assets/Accounts)

All contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee.

(cf. 2121 - Superintendent's Contract)
(cf. 4312.1 - Contracts)
(cf. 9124 - Attorney)

When required by law, contracts and subcontracts made by the district for public works or for goods or services shall contain a nondiscrimination clause prohibiting discrimination by contractors or subcontractors. The nondiscrimination clause shall contain a provision requiring contractors and subcontractors to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement. (Government Code 12990)

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

The district shall not enter into a contract that prohibits a school employee from disparaging the goods or services of the contracting party. (Education Code 35182.5)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.

(cf. 9320 - Meetings and Notices)

2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.

(cf. 0440 - District Technology Plan)
(cf. 6162.7 - Use of Technology in Instruction)

3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.

(cf. 1325 - Advertising and Promotion)

DRAFT

BP 3312(b)

CONTRACTS (continued)

4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.
5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. Any request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17595-17606 Contracts

35182.5 Contract prohibitions

45103.5 Contracts for management consulting service related to food service

49431-49431.5 Nutritional standards

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

LABOR CODE

1775 Penalties for violations

1810-1813 Working hours

PUBLIC CONTRACT CODE

4100-4114 Subletting and subcontracting fair practices

7104 Contracts for excavations; discovery of hazardous waste

7106 Noncollusion affidavit

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20104.50 Construction Progress Payments

22300 Performance retentions

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

Management Resources:

CSBA PUBLICATIONS

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

Business and Noninstructional Operations

DRAFT

BP 3314

PAYMENT FOR GOODS AND SERVICES

The Board of Education desires to have invoices paid on time in order that the district may take advantage of available discounts and avoid finance charges. The district shall not be responsible for unauthorized purchases.

(cf. 3300 - Expenditures/Expending Authority)
(cf. 3312 - Contracts)
(cf. 3314.2 - Revolving Funds)
(cf. 3400 - Management of District Assets/Accounts)

The Superintendent or designee may pay invoices in excess of previously approved purchase order amounts without further Board approval when the excess amount represents sales tax, transportation charges or charges made for the detention of a shipment during loading or unloading.

Legal Reference:

EDUCATION CODE

42630-42651 General provisions - orders, requisitions and warrants

42800-42806 Revolving cash fund

42810 Alternative revolving fund

42820 Prepayment funds

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

5500 Definitions (facsimile signatures)

5501 Filing and certification of manual signature

5503 Unlawful use of facsimile signatures or seals

PUBLIC CONTRACT CODE

7107 Retention proceeds; withholding; disbursement

20104.50 Construction progress payments

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

Business and Noninstructional Operations

DRAFT

BP 3314.2

REVOLVING FUNDS

District Revolving Fund

The Board of Education has established by resolution a revolving cash fund for use by the Superintendent or designee in paying for goods, services and other charges determined by the Board, including supplemental payments required to correct any payroll errors. (Education Code 42800-42806, 45167)

At the request of the Board, County Auditor or County Superintendent of Schools, the Superintendent or designee shall give an account of the fund. (Education Code 42804)

The Board shall review and revise fund usage as appropriate.

(cf. 3400 - Management of District Assets/Accounts)

Additional Revolving Funds

The Board also may, by resolution, establish revolving cash funds for use by school principals and other administrative officials to pay for goods and services. The total amount of the funds shall not exceed three percent of the current year's instructional supply budget. (Education Code 42810)

No funds maintained in a revolving fund shall be used in an attempt to influence government decisions, for entertainment purposes, or for any other purpose not related to classroom instruction. (Education Code 42810)

The Board shall name the administrators who will have use and control of the funds. Officials so named shall be responsible for all payments into the accounts as well as expenditures from the accounts, subject to restrictions established by the Board.

The revolving cash fund for supplies shall be subject to the bonding provisions of Education Code 42801.

(cf. 3530 - Risk Management/Insurance)

The Board shall provide an audit of revolving funds on a regular basis. (Education Code 42810)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

41020 Audits of all district funds

42238 Local taxation by school districts

42800-42806 Revolving cash fund

42810 Revolving cash funds; use; administrators

45167 Error in salary

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

Business and Noninstructional Operations

BP 3320

CLAIMS AND ACTIONS AGAINST THE DISTRICT

Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with Board policy and administrative regulation.

Compliance with this policy and accompanying administrative regulation is a prerequisite to any court action, unless the claim is governed by statutes or regulations which expressly free the claimant from the obligation to comply with district policies and procedures and the claims procedures set forth in the Government Code.

The Board of Education delegates to the Superintendent the authority to allow, compromise or settle claims of \$50,000 or less. (Government Code 935.4)

This policy is intended to apply retroactively to any existing causes of action and/or claims for money and/or damages.

Roster of Public Agencies

The Superintendent or designee shall file the information required for the Roster of Public Agencies with the Secretary of State and the County Clerk. Any changes to such information shall be filed within 10 days after the change in facts. (Government Code 53051)

This information shall include the name of the school district, the mailing address of the Board, and the names and addresses of the Board presiding officer, the Board clerk or secretary and other members of the Board. (Government Code 53051)

*Legal Reference:*EDUCATION CODE*35200 Liability for debts and contracts**35202 Claims against districts; applicability of Government Code*GOVERNMENT CODE*800 Cost in civil actions**810-996.6 Claims and actions against public entities**53051 Information filed with secretary of state and county clerk*COURT DECISIONS*CSEA v. Azusa Unified School District, (1984) 152 Cal.App.3d 580*

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

DRAFT

Business and Noninstructional Operations

BP 3350

TRAVEL EXPENSES

The Superintendent or designee shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

(cf. 4131 - Staff Development)

(cf. 4131.5 - Professional Growth)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Meal Reimbursement

When authorized by the district, personnel and/or students will be reimbursed for reasonable daily meal expenses (includes tax and tip). Reasonable meal expenses will be determined by designated management personnel.

Travel Reimbursement

When authorized by the district, personnel will be reimbursed for mileage when using a personal vehicle for district use. Appropriate mileage reports shall be submitted with requests for reimbursement. Reimbursement will be based on the standard mileage rate as authorized annually by the Internal Revenue Service. The effective date will coincide with the I.R.S. effective date.

Legal Reference:

EDUCATION CODE

44016 Travel expense

44032 Travel expense payment

44033 Automobile allowance

44802 Student teacher's travel expense

Business and Noninstructional Operations

BP 3400(a)

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS

The Superintendent or designee shall establish and maintain accurate, efficient financial management systems to meet the district's fiscal obligations, produce useful information for financial reports, and safeguard the district's resources. He/she shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards.

(cf. 3100 - Budget)

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3312 - Contracts)

(cf. 3460 - Financial Reports and Accountability)

Capital Assets

The Board of Education recognizes the importance of accurately identifying and valuing district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of \$10,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value, or depreciation, during each accounting period for all capital assets.

(cf. 3440 - Inventories)

Fraud Prevention and Investigation

The Board expects all employees, Board members, consultants, vendors, contractors and other parties maintaining a business relationship with the district to act with integrity and due diligence in duties involving the district's fiscal resources.

The Superintendent or designee shall be responsible for developing internal controls which aid in the prevention and detection of fraud, financial impropriety or irregularity within the district. Each member of the management team shall be alert for any indication of fraud, financial impropriety or irregularity within his/her area of responsibility.

An employee who suspects fraud, impropriety or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Superintendent or designee. The Superintendent or designee shall have primary responsibility for any necessary investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

Legal Reference: (see next page)

DRAFT

BP 3400(b)

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS (continued)

Legal Reference:

EDUCATION CODE

14500-14508 *Financial and compliance audits*

35035 *Powers and duties of superintendent*

35250 *Duty to keep certain records and reports*

41010-41023 *Accounting regulations, budget controls and audits*

42600-42604 *Control of expenditures*

42647 *Drawing of warrants by district on county treasurer; form; reports, statements and other data*

GOVERNMENT CODE

53995-53997 *Obligation of contract*

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Finance, 1996

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

Statement 34, Basic Financial Statements - and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES

Governmental Accounting Standards Board: <http://www.gasb.org>

CDE, School Fiscal Services: <http://www.cde.ca.gov/fiscal>

State Controller's Office: <http://www.sco.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

School Services of California: <http://www.sscal.com>

California Association of School Business Officials: <http://www.casbo.org>

Business and Noninstructional Operations

DRAFT

BP 3430(a)

INVESTING

All or part of the special reserve fund of the district, or any surplus monies not required for the immediate necessities of the district, may be invested as allowed by law for public funds. (Education Code 41015; Government Code 16430, 53601-53609, 53635)

The Board of Education authorizes the district's chief fiscal officer to invest and reinvest such funds on behalf of the district. If the funds are invested anywhere except the County Treasury then he/she shall make monthly reports of those transactions to the Board. The Board retains the right to revoke this authority at any time.

The Board recognizes that the district's chief fiscal officer has fiduciary responsibility for any funds invested outside the county treasury and is subject to prudent investor standards for investment decisions. As such, he/she shall act with care, skill, prudence and diligence under the prevailing circumstances, including but not limited to the general economic conditions and the anticipated needs of the district. The investment objectives shall be to first safeguard the principal of the funds, then to meet the district's liquidity needs and, third, to achieve a return on the funds. (Government Code 53600.3, 53600.5)

(cf. 9270 - Conflict of Interest)

In order to enhance investment return, the district's goal shall be to generate an investment yield that attains or exceeds a market-average rate of return through economic cycles.

The Board recognizes the importance of overseeing investments made with district funds, including investments by the county treasurer. The Superintendent or designee shall maintain ongoing communication with any county committee established for the purpose of overseeing county investments. In addition, the Superintendent or designee shall keep the Board informed about county policies that guide the investment of these funds.

The Board may establish an investment oversight committee to monitor the district's investments and make recommendations to the chief fiscal officer and the Board regarding investment policies.

(cf. 1220 - Citizen Advisory Committees)

Annual Statement of Investment Policy When Funds are Invested Anywhere Except the County Treasury

The district's chief fiscal officer shall annually provide to the Board and any district investment oversight committee a statement of the district's investment policy or, if all district surplus funds are invested with the county treasurer, the county's investment policy.

The annual investment report shall be submitted no later than the end of the first quarter of the year to which it applies.

DRAFT

BP 3430(b)

INVESTING (continued)

Quarterly Investment Reports When Funds are Invested Anywhere Except the County Treasury

The chief fiscal officer of the district shall provide the Board, Superintendent and internal auditor with quarterly reports of district investments in individual accounts that are \$25,000 or more.

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE

- 41001 Deposit of money in county treasury
- 41002 General fund deposits and exceptions
- 41002.5 Deposit of certain funds in insured institutions
- 41003 Funds received from rental of real property
- 41015 Authorization of and limitation investment of district funds
- 41017 Deposit of miscellaneous receipts
- 41018 Disposition of money received
- 42840-42843 Special reserve fund

GOVERNMENT CODE

- 16430 Eligible securities for investment of surplus money
- 17581.5 Mandates contingent upon state funding
- 27000.3 Fiduciary for deposits in county treasury
- 27130-27137 County treasury oversight committees
- 53600-53609 Investment of surplus
- 53630-53686 Deposit of funds, especially:
 - 53635 Local agency funds; deposit or investment
 - 53646 Treasurer reports and statements of investment policy
 - 53852.5 Investment term for funds designated for repayment of notes
 - 53859.02 Borrowing by local agency

Management Resources:

CSBA PUBLICATIONS

- Maximizing School Board Governance: Fiscal Accountability, 2005
- School Finance CD-ROM, 2005

CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS

- Local Agency Investment Guidelines, 2002, rev. 2004

WEB SITES

- California State Treasurer's Office, California Debt and Investment Advisory Commission:
<http://www.treasurer.ca.gov/cdiac>

Business and Noninstructional Operations

BP 3452(a)

STUDENT ACTIVITY FUNDS

Student organizations may raise and spend money in order to promote the general welfare, morale and educational experiences of the students. Student funds shall finance worthwhile activities which go beyond those provided by the district. Minutes shall be kept of student organization meetings and shall properly reflect all financial activities.

(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 3554 - Other Food Sales)

Student funds shall be managed in accordance with sound business procedures designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

With Board of Education approval, student funds shall be held or invested in one of the following ways:

1. Deposited or invested in a federally insured bank or savings and loan; or in a state or federally insured credit union. (Education Code 48933)
2. Invested in U.S. savings bonds or obligations. (Education Code 48933)
3. Loaned to other district student organizations or invested in district property improvements pursuant to Education Code 48936.

Student funds shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a Board-designated official, the certificated employee who is the student organization advisor and a student organization representative. (Education Code 48933)

The principal shall be responsible for the proper conduct of all student organization financial activities and adherence to district administrative regulations including the Fiscal Crisis Management Assistance Team Associated Student Body Accounting Manual. The Superintendent or designee shall periodically review the organizations' general financial structures and accounting procedures.

The Board shall provide an annual audit of student accounts by a certified public accountant or licensed public accountant. Auditing cost shall be paid from district funds. (Education Code 41020)

(cf. 3400 - Management of District Assets/Accounts)

Legal Reference: (see next page)

DRAFT

BP 3452(b)

STUDENT ACTIVITY FUNDS (continued)

Legal Reference:

EDUCATION CODE

41020 Requirement for annual audit

48930-48938 Student body organization

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

DRAFT

Business and Noninstructional Operations

BP 3460(a)

FINANCIAL REPORTS AND ACCOUNTABILITY

The Board of Education is committed to ensuring the fiscal health of the district and providing public accountability. The Board shall adopt sound fiscal policies, oversee the district's financial condition, and ensure that the financial systems support the district's goals for student achievement.

(cf. 3100 - Budget)
(cf. 3110 - Transfer of Funds)
(cf. 3300 - Expenditures/Expending Authority)
(cf. 3430 - Investing)
(cf. 9000 - Role of the Board)

The Superintendent or designee shall provide the Board with financial reports throughout the year in accordance with law and as otherwise requested by the Board.

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education.

(cf. 3400 - Management of District Assets/Accounts)
(cf. 3440 - Inventories)

The Board shall regularly communicate the district's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.

If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to advise the district on fiscal matters.

Fiscal Policy Team

The Board may establish a fiscal policy team to periodically review the district's fiscal policies and procedures and advise the Board regarding long-range fiscal management plans. The fiscal policy team may be assigned to examine the fiscal and economic information needs of the district, the impact of budget allocations on district priorities, the financial health of the district, or other duties specified by the Board. The team shall work with the district's budget and audit committees and appropriate staff in carrying out its functions.

Legal Reference: (see next page)

DRAFT

BP 3460(b)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Legal Reference:

EDUCATION CODE

14500-14508 Financial and compliance audits
17150 Public disclosure of non-voter-approved debt
33127 Standards and criteria for local budgets and expenditures
33128 Standards and criteria; inclusions
33129 Standards and criteria; use by local agencies
35035 Powers and duties of superintendent
41010-41023 Accounting system
41326 Emergency apportionment
41344 Repayment of apportionment significant audit exceptions
41344.1 Appeals of audit findings
41455 Examination of financial problems of local districts
42100-42105 Requirement to prepare and file annual statement
42127.6 School district operations monitoring; financial obligation nonpayment
42130-42134 Financial reports and certifications
42140-42142 Public disclosure of fiscal obligations

GOVERNMENT CODE

3540.2 School district; qualified or negative certification; proposed agreement review and comment
16429.1 Local agency investment fund
53646 Reports of investment policy and compliance

CODE OF REGULATIONS, TITLE 5

15070 Submission of reports using standardized account code structure
15453-15463 Criteria and standards for school district interim reports

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2005

CDE COMMUNICATIONS

1208.00 Audit Resolution Process: Repayment Plans

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

U.S. GENERAL ACCOUNTING OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS

Financial Audit Manual, revised 2003

STATE CONTROLLER PUBLICATIONS

Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California: <http://www.sscal.com>

State Controller's Office: <http://www.sco.ca.gov>

U.S. Government Accounting Office: <http://www.gao.gov>

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

DRAFT

Business and Noninstructional Operations

BP 3580(a)

DISTRICT RECORDS

District records shall be developed, maintained and disposed of in accordance with law and California Department of Education regulations.

(cf. 1340 - Access to District Records)
(cf. 3440 - Inventories)
(cf. 4040 - Employee Use of Technology)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

The Superintendent or designee shall establish regulations that define records which are permanent, optional and disposable and specify how each type of record is to be maintained or destroyed. Any microfilm or electronic copies of original records shall be permanently retained.

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage or loss.

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians or employees when a substitute address is designated by the Secretary of State for victims of domestic violence or stalking. (Government Code 6207)

(cf. 5111.1 - District Residency)

Legal Reference:

EDUCATION CODE

35145 Public meetings
35163 Official actions, minutes and journal
35250-35255 Records and reports
44031 Personnel file contents and inspection
49065 Reasonable charge for transcripts

GOVERNMENT CODE

6205-6211 Confidentiality of addresses for victims of domestic violence
6252-6265 Inspection of public records
12946 Retention of employment applications and records for two years

CODE OF REGULATIONS, TITLE 5

432 Varieties of pupil records
16020-16022 Records-general provisions
16023-16027 Retention of records

Management Resources:

SECRETARY OF STATE

Letter re: California Confidential Address Program Implementation (SB 489), August 27, 1999

WEB SITES

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

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California

DRAFT

Business and Noninstructional Operations

BP 3600(a)

CONSULTANTS

The Board of Education authorizes the use of consultants to provide expert professional advice or specialized technical or training services which are not needed on a continuing basis and which cannot be provided by district staff because of limitations of time, experience or knowledge. Individuals, firms or organizations employed as consultants may assist management with decisions and/or project development related to financial, economic, accounting, engineering, legal, administrative, instructional or other matters.

As part of the contract process, the Superintendent or designee shall determine, in accordance with Internal Revenue Service guidelines, that the consultant is properly classified as an independent contractor. District employees who perform extra-duty consultant services shall not be retained as independent contractors. They shall be considered employees for all purposes, even if the additional services are not related to their regular duties.

(cf. 4117.12/4317.12 - Retirement Consultancy Contracts)

All consultant contracts exceeding \$5,000 shall be brought to the Board for approval.

(cf. 3312 - Contracts)

The district shall not contract for consulting services that can be performed without charge by a public agency or official unless these services are unavailable from the public source for reasons beyond the district's control.

All qualified firms or resource persons shall be accorded equal opportunity for consultant contracts regardless of race, creed, color, gender, national or ethnic origin, age or disability.

(cf. 3311 - Bids)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 4030 - Nondiscrimination in Employment)

Independent contractors applying for a consultant contract shall submit a written conflict of interest statement disclosing financial interests as determined necessary by the Superintendent or designee, depending on the range of duties to be performed by the consultant. The Superintendent or designee shall consider this statement when deciding whether to recommend the consultant's employment.

(cf. 9270 - Conflict of Interest)

When employees of a public university, county office of education or other public agency serve as consultant or resource persons for the district, they shall certify as part of the consultant agreement that they will not receive salary or remuneration other than vacation pay from any other public agency for the specific days when they work for this district.

Legal Reference: (see next page)

DRAFT

BP 3600(b)

CONSULTANTS (continued)

Legal Reference:

EDUCATION CODE

10400-10407 Cooperative improvement programs

17596 Limit on continuing contracts

35010 Control of districts; prescription and enforcement of rules

35172(a) Promotional activities

35204 Contract with attorney

44925 Part-time readers employed as independent contractors

45103 Classified service in districts not incorporating the merit system

45103.5 Contracts for food service consulting services

45134-45135 Employment of retired classified employee

45256 Merit system districts; classified service; positions established for professional experts on a temporary basis

GOVERNMENT CODE

53060 Contract for special services and advice

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

15-A Employer's Supplemental Tax Guide

Policy
adopted:

CHICO UNIFIED SCHOOL DISTRICT
Chico, California