



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

BOARD OF EDUCATION
REGULAR MEETING
FEBRUARY 4, 2004 - 7:00 p.m.
CHICO CITY COUNCIL CHAMBERS

A G E N D A

1. CALL TO ORDER
2. CLOSED SESSION 6:00 p.m.
 - 2.1 Public Employee Grievance - Step III
Employee Organization: California School Employees Association, Chapter #110
3. RECONVENE
 - 3.1 Welcome to Visitors
 - 3.2 Flag Salute
4. SUPERINTENDENT'S REPORT
5. HEARING SESSION/PUBLIC FORUM

At this point in the meeting, visitors may address issues that do not appear on the agenda. The law does not allow the Board to take action on items not appearing on the agenda. If visitors wish to address issues listed on the agenda, they may do so at the time the item is addressed by the Board. Conduct of the Hearing Session/Public Forum will be as follows per Board Policy #9370:

- > Speakers will identify themselves and will direct their comments to the Chair.
- > Speakers will be given 5 minutes to present their topic. Time will be monitored using the "stoplight" timer provided by the Chico City Council.
- > Each general topic will be limited to 15 minutes or 3 speakers.
- > The Hearing Session/Public Forum will be limited to up to one hour in duration.
- > Priority will be given to student speakers.
- > Once 2 speakers have shared a similar viewpoint, the Chair will ask for a differing viewpoint. If no other viewpoint is represented then a 3rd speaker may present.
- > Speakers will not be allowed to yield their time to other speakers.
- > Immediately following the conclusion of the Action Calendar, if necessary, the Hearing Session/Public forum will be re-opened. Priority will be given to those speakers who have remained throughout the meeting to address the Board. Again, speakers will be limited to 5 minutes.
- > Speakers will respect the time limit granted for their presentation. Those speakers unwilling to respect the time limit will be asked to discontinue their presentation by the Chair. An unwillingness to halt a presentation after being directed will, at the discretion of the Chair, result in the meeting being called into "recess" until such time that the meeting can resume in an orderly fashion.
- > No disturbance or willful interruption of any Board meeting shall be permitted. Persistence by an individual or group shall be grounds for the Chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared if necessary. In this case, further Board proceedings shall concern only matters appearing on the agenda.

6. CONSENT CALENDAR

The items listed below will be approved by the Board in one action. However, any member of the governing board may remove an item from the consent calendar for individual discussion and action.

- | | | |
|------|--|---------|
| 6.1 | <u>Minutes of Regular Meeting - 01/21/04</u>
Consider approval. | Exhibit |
| 6.2 | <u>Certificated Human Resources Actions</u>
Consideration of Certificated HR changes. | Exhibit |
| 6.3 | <u>Classified Human Resources Actions</u>
Consideration of Classified HR changes. | Exhibit |
| 6.4 | <u>Gifts to the District</u>
Acceptance of donations received by individual school sites. | Exhibit |
| 6.5 | <u>Payment of Warrants</u>
Consider payment of warrants drawn for billings received January 15 - 28, 2004. | |
| 6.6 | <u>Expulsions</u>
Consider approval of the expulsions of the following: Student No. 20299;
Student No. 40376; Student No. 35170; Student No. 50151 | |
| 6.7 | <u>Major Field Trip Request - Chico High School</u>
Consider approval of the major field trip request by CHS English 10 Honors to attend the Shakespeare Festival in Ashland, OR March 6-7, 2004. | Exhibit |
| 6.8 | <u>Major Field Trip Request - Pleasant Valley High School</u>
Consider approval of the major field trip request by PVHS Physics Classes to attend Physics Day in Santa Clara, CA April 30, 2004. | Exhibit |
| 6.9 | <u>Consultant Agreement - Love and Logic Institute</u>
Consider approval of the consultant agreement between CUSD and Love and Logic Institute. | Exhibit |
| 6.10 | <u>Declaration of Surplus Property</u>
Consider approval of the declaration and disposal of surplus property that is no longer needed. | Exhibit |

7. DISCUSSION CALENDAR

Members of the public may address the Board regarding items on the agenda as these items are taken up. In case of numerous requests to address the same item, the Board may select representatives to speak on each side of the item. Each person who addresses the Board must be first recognized by the presiding officer and then give his/her name. Comments must be directed to the Board as a whole and not to individual members or District employees. Individual speakers will be allowed five minutes to address the Board. Board Policy #9370

- | | | |
|-----|--|--|
| 7.1 | <u>e-Scrip Presentation</u>
Valerie Crawford from e-Scrip will make a presentation regarding the use of e-Scrip as a fund raising tool. | |
|-----|--|--|

- 7.2 Student Calendar Adoption Process and Draft 2004-2005 Student Calendar Exhibit
Dr. Cynthia Kampf, Director - Educational Services will review the Student Calendar Adoption Process and review the draft 2004/05 Student Calendar.

- 7.3 North Valley Community Foundation
Dr. Brown will review the steps necessary to establish a business relationship between the Chico Unified School District and the North Valley Community Foundation as it relates to fund raising.

- 7.4 Preliminary Recommendations regarding the CUSD response to the State's Budget Crisis and the impacts of ongoing declining enrollment.
Preliminary budget reduction recommendations will be presented and discussed. These recommendations will address potential reductions in both 2004-05 and 2005-06.

8. ACTION CALENDAR

- 8.1 Schreder and Associates
Action: Consider approval of a demographic study proposal, presented at the 01/21/04 Board of Education meeting by Schreder and Associates, which identify enrollment trends and serve as the basis for the consideration of student attendance areas in the future.

9. ANNOUNCEMENTS

10. BOARD ITEMS FOR NEXT AGENDA

11. CLOSED SESSION

- 11.1 Conference with Real Property Negotiator
Parcel: West of Bruce Road, between 20th Street and the Skyway
Negotiating Parties: CUSD
Under Negotiation: Suitability, Terms, Price
- 11.2 Conference with Labor Negotiator
Agency Negotiator: Bob Latchaw, Executive Director - Human Resources
Employee Organizations: CUTA
CSEA, Chapter #110
Other Representatives: Kelly Mauch, Assistant Superintendent
Randy Meeker, Assistant Superintendent
Government Code Section 54597: Public Employee Discipline/Dismissal/Release

12.1 ADJOURNMENT

The Board of Education of the Chico Unified School District met in a Regular Meeting at 7:00 p.m. in the Chico City Council Chambers.

The following were present:

BOARD MEMBERS:

Steve O'Bryan, President
Scott Huber, Vice President
Anthony Watts, Clerk
Rick Anderson, Member
Rick Rees, Member

ADMINISTRATION:

Dr. Scott Brown, Superintendent
Bob Latchaw, Executive Director - Human Resources
Kelly Mauch, Assistant Superintendent - Educational Services
Randy Meeker, Assistant Superintendent - Business Services
Janet Brinson, Director II - Educational Services
Bob Feaster, Director - Educational Services
Dr. Cynthia Kampf, Director - Educational Services
Tracy Martineau, Director - Human Resources - Classified
Alan Stephenson, Director - Educational Services
Bernard Vigallon, Director - Educational Services
Kim Hutchison, Executive Secretary

OTHERS:

Association representatives, news media, and visitors.

1. CALL TO ORDER

- 1.1 At 6:05 p.m., Mr. O'Bryan called the meeting to order and recessed the Board into Closed Session for the purpose of real property negotiations. In addition to the Board of Education, those attending included: Randy Meeker, Assistant Superintendent - Business Services; Tom Barth, Attorney at Law and Addison Covert, Attorney at Law.

2. CLOSED SESSION

At 6:58 p.m., the Closed Session was adjourned. At 7:06 p.m., Mr. O'Bryan reconvened the Open Session of the Regular Meeting of the Board of Education and welcomed visitors. Mr. O'Bryan then led the flag salute.

3. SUPERINTENDENT'S REPORT

Karen Abel, Teacher at Fair View High School and students shared their perspectives and experiences with the Focus on the Future program.

Dr. Brown reported that the District's new website was up and running. The website address is: www.chicousd.org

4. HEARING SESSION/PUBLIC FORUM

At 7:26 p.m., Mr. O'Bryan opened the Hearing Session/Public Forum. Parents expressed their concerns regarding the Dual Immersion Program at Chapman Elementary School. There were no further comments and at 7:35 the Hearing Session/Public Forum was closed.

5. CONSENT CALENDAR

Mr. Huber asked the item 5.6 be removed from the Consent Calendar and approved separately.

5.1 The Board approved the minutes of the 12/17/03 Regular Meeting. *MSC Anderson/Rees*

5.2 The Board approved the following Certificated changes: *MSC Anderson/Rees*

Name	Assignment	Effective	Comment
<u>Appointments According to Board Policy</u>			
Horne, Brian	0.2 FTE Secondary	2003/04 (Effective 1/12/04)	
<u>Change in Status According to Board Policy</u>			
O'Laughlin, Paula	0.45 FTE School Psychologist	2003/04 (Effective 1/05/04)	Change/Decrease to .45 FTE
<u>Part-Time Leave Requests for 2003/04</u>			
Callahan, Meghan	Elementary	2003/04 (Effective 1/19/04 - 6/25/04)	0.2 FTE Leave
Lunsford, Linda	Elementary	2003/04 (Effective 2/01/04 - 6/25/04)	0.2 FTE Leave (Policy #4475 STRS Reduced Workload)
<u>Rescission of Leave Requests 2003/04</u>			
Giampaoli, Elizabeth	Elementary	2003/04	Rescission of 0.2 FTE Leave
<u>Temporary Appointments According to Board Policy</u>			
Amator, Samantha	0.2 FTE Elementary	2 nd Semester 2003/04 (Effective 1/09/04)	Temporary Appointment
Barnes, Lauri	0.2 FTE Elementary	2 nd Semester 2003/04 (Effective 1/05/04)	Temporary Appointment
Brown, Mary "Sharon"	1.0 FTE Elementary	2 nd Semester 2003/04 (Effective 1/05/04)	Temporary Appointment
Carmo, April	1.0 FTE Secondary	2 nd Semester 2003/04 (Effective 1/06/04)	Temporary Appointment
Earl, Brittany	0.4 FTE Elementary	2 nd Semester 2003/04 (Effective 1/06/04)	Temporary Appointment
Griffith, Jeanine	0.2 FTE Secondary	2 nd Semester 2003/04 (Effective 1/05/04)	Temporary Appointment
<u>Retirements/Resignations</u>			
Pettersen, Harald S.	Secondary	January 9, 2004	Resignation

5.3 The Board approved the following Classified changes: *MSC Anderson/Rees*

NAME	CLASS/LOCATION/ASSIGNED HOURS	EFFECTIVE	COMMENTS/FUND
<u>Appointments</u>			
Apodaca, Danny	L/T IPS-Classroom/McManus/2.0	01/05-02/27/04	New L/T Position/
Collado, Shari	Sr. Library Media Asst/BJHS/2.0	12/18/2003	New Position/

Fisher, Karen	IPS-Classroom/Loma Vista/2.0	01/05/2004	New Position/ Special Ed
Friedel, Leah	IPS-Classroom/Marigold/3.0	01/05/2004	Vacated Position/ Special Ed
Friedel, Leah	IPS-Classroom/Loma Vista/2.0	01/05/2004	New Position/ Special Ed
Olio, Paula	IA-Alt Ed/Oakdale/1.9	01/05/2004	Vacated Position
Robb, Amy	IPS-Classroom/LCC/3.5	01/05/2004	Vacated Position/ Special Ed
Tefs, Suzanne	IA-Elementary/McManus/2.8	12/10/2003	Vacated Position
Turcotte, Dana	IPS-Classroom/Loma Vista/1.2	01/07/2004	Vacated Position/ Special Ed
Turney, Carol	IPS-Classroom/Loma Vista/2.0	01/05/2004	Vacated Position/ Special Ed
<u>Re-employ from Layoff</u>			
Baker, Janet	Custodian/Hooker Oak/6.0	01/12/2004	Vacated Position
Wilson, Andrew	Custodian/Hooker Oak/2.0	01/12/2004	Vacated Position
<u>Reinstatement</u>			
Chadwick, Kimberly	IPS-Classroom/Loma Vista/3.6	01/05/2004	New Position/ Special Ed
<u>Increase in Hours</u>			
Macarthy, Michael	Trans Special Ed Aide/Transportation/2.3	10/28/2003	Existing Position/ Special Ed
Ramos, James	SBD1/Transportation/5.9	11/17/2003	Existing Position
<u>Voluntary Reduction in Hours</u>			
Axline, Robyn	IPS-Classroom/LCC/3.0	01/05/2004	Vacated Position/ Special Ed
<u>Promotion</u>			
Jones, Polly	Cafeteria Satellite Mgr/Hooker Oak/4.7	12/18/2003	Vacated Position
Kirby, Kelly	SBD-Type 2/Transportation/6.6	11/12/2003	New Position/ Special Ed
Stratton, Marla	Cafeteria Cook Mgr 2/BJHS/8.0	12/15/2003	Vacated Position
<u>Resignation/Termination Only Position Listed</u>			
Jones, Polly	Cafeteria Asst/Emma Wilson/3.1	12/17/2003	Voluntary Resignation
Kirby, Kelly	Passenger Van Driver/Transportation/6.6	11/11/2003	Voluntary Resignation
Stratton, Marla	Cafeteria Asst Cook Mgr/BJHS/7.0	12/14/2003	Voluntary Resignation

5.4 The Board approved payment of the following warrants: *MSC Anderson/Rees*

<u>FUND #:</u>	<u>FUND DESCRIPTION:</u>	<u>WARRANT #'S:</u>	<u>AMOUNT</u>
01	General Fund	314219 - 314495	\$382,203.41
13	Nutrition Services	314496	\$59.84
24	BLDG FD - Measure A (P & I)	314497 - 314500	\$7,232.38
25	Capital Facilities FD - State CAP	314501 - 314503	\$82,085.56
29	BLDG FD - 1988 Ser. C - INT	314504 - 314505	\$2,640.00
35	County School Facilities Fund	314506 - 314509	\$8,761.08
67	Self Insurance Fund	314510	\$25.00
CURRENT WARRANT TOTAL:			\$483,007.27
PREVIOUS WARRANT TOTAL:			\$0.00
TOTAL WARRANTS TO BE APPROVED:			\$483,007.27

- 5.5 The Board approved the expulsions of the following students: Consider approval of the expulsions of the following students: Student No. 16291; Student No. 56755; Student No. 37819; Student No. 19728; Student No. 16288 Student No. 51906; Student No. 38508 *MSC Anderson/Rees*
- 5.6 The Board approved the clearing of expulsions for the following students: Student No. 24968; Student No. 19706; Student No. 21359; Student No. 21424; Student No. 16606; Student No. 37231; Student No. 50329; Student No. 18618; Student No. 37657; Student No. 53841; Student No. 52196; Student No. 38470; Student No. 10771; Student No. 13485; Student No. 50664; Student No. 25268; Student No. 13983; Student No. 37331; Student No. 33706; Student No. 37627; Student No. 14403; Student No. 21906; Student No. 18878; Student No. 16726 *MSC Huber/Watts*
- 5.7 The Board accepted the following gifts received by individual school sites: *MSC Anderson/Rees*
- 5.8 The Board approved participation in the Student Poll Worker Program of Butte County in accordance with California Elections Code §12302. *MSC Anderson/Rees*
- 5.9 The Board approved the major fund raising request by Citrus Elementary to hold a Spaghetti Dinner & Silent Auction to raise money for classrooms February 4, 2004. *MSC Anderson/Rees*
- 5.10 The Board approved the major fund raising request by Emma Wilson Elementary to hold a jog-a-thon to raise funds for the school April 30 - May 26, 2004. *MSC Anderson/Rees*
- 5.11 The Board approved the major fund raising request by Sierra View Elementary to hold a math-a-thon to raise money to give back to teachers and 6th Grade Environmental Camp February 25-27, 2004. *MSC Anderson/Rees*
- 5.12 The Board approved the consultant agreement between CUSD and Learning Change to provide team building and strategic planning facilitation with a facilitator trained in the area of Smaller Learning Communities to provide support and input to staff on long range planning and sustainability of the CLS model after grant funding ends. Funding Source: CHS Smaller Learning Communities Grant. There is no impact to the general fund. *MSC Anderson/Rees*

6. DISCUSSION CALENDAR

- 6.1 Randy Meeker, Assistant Superintendent - Business Services reviewed the Governor's Proposed Budget for 2004/05. The outcome of the Governor's proposal is contingent on:
- > Prop 57, Economic Recovery Bond passing on March 2, 2004
 - > Prop 58, Balanced Budget Act passing on March 2, 2004
 - > Suspension of Prop 98 passing Legislative approval
 - > Legislative approval of the budget as presented

The State budget has not been passed on time in recent years. It is unlikely that we will see an adopted budget on time this year.

The State budget crisis is a multi-year problem. We believe the fiscally prudent decision the Board should make is to continue on the path of reducing expenditures in the amount of approximately \$1.8 million. Expenditure reductions have been projected for both the 04/05 and 05/06 fiscal years. Even when taking into account anticipated new revenues for 04/05, reductions are still required in both years. CUSD does not have the luxury of waiting to see if these new revenues materialize. The district must follow education code requirements when noticing employees of possible layoffs. Notification must occur within specific time frames.

Dr. Brown presented an overview of current and future year budget projections, required spending reductions and the options facing the Board.

Introduction

For the foreseeable future three significant factors will negatively impact the Chico Unified School District budget. These factors are:

1. The irresponsible actions of elected state officials, that have created the largest budget crisis in the history of California.
2. The mid-year take backs and Revenue Limit deficits authorized by Sacramento politicians, which have cost the district over \$2,200,000 during the past two years.
3. The enrollment decline in Chico Unified that is driven by a statewide trend where more than half the school districts in California are no longer growing.

Obviously this is a multi year problem that will plague the State of California and the Chico Unified School District for years. Brad Williams, Chief Economist for the Legislative Analyst Office, states the mismatch between spending commitments and revenues is enormous. Unless something extraordinary occurs in California, this gap (estimated to be \$15 billion) will be present through 2008-09.

Background

The Chico Unified School District has been forced to reduce expenses by nearly \$6 million over the past 5 years. Again these reductions are responses to the state budget crisis and declining enrollment. Our current budget models identify the need to eliminate approximately \$4 million in expenses over the next two years.

Why must services and programs for kids be cut? The answer lies in the fact that nearly 87 cents of every dollar we spend goes to salaries and benefits so the cost savings needed **MUST** come from reduced programs and services.

Revenue Generation and Words of Caution

The Board of Trustees is working diligently to discover possible ways to generate additional revenue and reduce the total amount of cuts they face. The Board has also directed staff to "leave no stone unturned" when looking for solutions within the current budget. The Governor's Proposed Budget contains a small Cost of Living Increase (COLA) that would add \$1,100,000 to the unrestricted side of the General Fund Budget. This modest increase is dependent on the passage of the \$15 billion bond measure in March and the adoption, by the legislature, of the governor's proposals. Neither of these are a certainty at this time.

Tough Choices Ahead

The Board of Trustees will face some agonizingly painful options in the months ahead. The current budget models require cost reductions of \$1,850,000 in 2004-05 and \$2,100,000 in 2005-06. Among the difficult decisions facing the Board are the following:

1. Eliminate Counselors - estimated savings = \$1,000,000
2. Reduce Junior High Schools to a five period day - estimated savings = \$695,000
3. Eliminate the district contribution to Athletics - estimated savings = \$460,000
4. Close 3 rural schools - estimated savings = \$436,650
5. Consolidate a number (to be determined) of the 13 "larger" elementary schools - estimated savings = \$425,000 per school
6. Eliminate Air Conditioning - estimated savings = \$444,000
7. Eliminate Health Aides - estimated savings = \$381,000
8. Reduce all Travel expenses by 50% - estimated savings = \$350,000
9. Increase fees from facility use - estimated savings = \$268,000
10. Reduce Contract Services by 10% - estimated savings = \$250,000
11. Further reduce nurses, psychologists and librarians - estimated savings = \$200,000
12. Reduce Secondary site administration - estimated savings = \$195,984
13. Shift costs - example: Associated Students to pay for comptrollers - estimated savings = \$164,944
14. Further reduce custodial services - estimated savings = \$161,148
15. Reduce Technology Support - estimated savings = \$100,034
16. Eliminate Secondary Activities Directors - estimated savings = \$97,186
17. Eliminate Instructional Aides from the General Fund - estimated savings = \$90,971

18. Eliminate Elementary "Blue" Tracks - estimated savings = \$79,550
19. Eliminate Secondary Department Chairs - estimated savings = \$69,686
20. Reduce Clerical Support at each Comprehensive High Schools - estimated savings = \$62,824
21. Charge ASB's for vending machine electricity usage - estimated savings = \$59,500
22. Reduce District Office Clerical - estimated savings = \$38,550
23. Reduce District Office Custodial - estimated savings = \$21,675

The twenty-three items above identify \$6,051,702 in potential savings. These items dramatically demonstrate how difficult the choices are and many would very disruptive. Unlike the state and federal governments, the district must live within its means. Unlike the California State Legislature, doing nothing is not an option. Due to the uncertainty surrounding the validity of the governor's budget, the Board of Trustees will need to identify \$1,800,000 in reductions this spring. Because these are multi-year problems, during this same time frame the Board will also need to identify the spending reductions for 2005-06.

Next Steps

- > Only the reductions that relate to certificated staff need to be determined by March 1.
- > Reductions in Classified Service should be determined by May 1.
- > Non-personnel decisions will be made in the Budget adoption process by June 30.

Conclusion

In keeping Chico Unified solvent the Board of Trustees will face some very tough choices. Looking at the 23 items listed above, one finds few, if any, to like. The task before the board is amplified by the following:

1. The severity of California's budget crisis;
2. The legislature's apparent inability to deal with the crisis;
3. The uncertainty of the "Recovery Bond" actually passing;
4. The cumulative effects of declining enrollment;
5. The runaway cost of health coverage.

A multi-year contingency plan is to be developed to respond to this unprecedented crisis.

- 6.2 Sheryl King and Jamie King from Schrader and Associates presented a proposal for the completion of a demographic study which will identify enrollment trends and serve as the basis for the consideration of student attendance areas in the future.
- 6.3 Mr. Watts and Mr. Huber presented their reports on fund raising opportunities. Mr. Anderson and Mr. Rees presented their reports on revenue enhancement through a parcel tax.

At 9:55 p.m., Mr. O'Bryan recessed the meeting. At 10:03 p.m., the meeting was reconvened.

- 6.4 Richard Matson, representing the North Valley Community Foundation presented information regarding using the foundation to administer funds raised through fund raising efforts.

7. ACTION CALENDAR

- 7.1 The Board approved the following Board member appointments to committees: *MSC Anderson/Rees*
 - > Hall of Fame: Scott Huber
 - > Revenue Enhancement: Rick Anderson and Rick Rees
 - > Community Fundraising: Scott Huber and Anthony Watts
 - > Chamber of Commerce Liaison: Rick Anderson and Anthony Watts
 - > CSUC Liaison: Rick Rees
 - > Bond Oversight: Steve O'Bryan and one rotating board member
 - > ASB Liaison: Steve O'Bryan
- 7.2 Consider approval to authorize the use of an outside entity to administer funds raised locally. *This item was tabled.*

8. ANNOUNCEMENTS

There were no announcements

9. BOARD ITEMS FOR NEXT AGENDA

There were no items for the next agenda.

10. CLOSED SESSION

At 11:06 p.m., the Board recessed into closed session for the purpose of public employee and conference with labor negotiator. Mr. O'Bryan announced those who would be attending: Bob Latchaw, Executive Director - Human Resources and Agency Negotiator; Kelly Mauch, Assistant Superintendent - Educational Services; and Randy Meeker, Assistant Superintendent - Business Services.

11. ADJOURNMENT

At 11:55 p.m. the Board reconvened, there were no announcements and the meeting was adjourned.

kh

NEXT REGULAR MEETING: Wednesday, February 4, 2004
7:00 p.m., Chico City Council Chambers

APPROVED:

Board of Education

Administration

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

6.2

February 4, 2004

MEMORANDUM TO: Board of Education
FROM: Dr. Scott Brown, Superintendent
SUBJECT: Certificated Personnel Actions

Name	Assignment	Effective	Comment
<u>Full-Time Leave Requests for 2003/04</u>			
Daniels, Lance	Secondary	2003/04 (Effective 03/02/04 - 05/27/04)	Extension of Military Leave
<u>Temporary Appointments According to Board Policy</u>			
Andes, Stephen	0.6 FTE Elementary	2003/04 (Effective 01/21/04 - 05/27/04)	Temporary Appointment

jm
01/29/04

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

February 4, 2004

MEMORANDUM TO: Board of Education

FROM: Scott Brown, Superintendent

SUBJECT: Classified Human Resources Actions

<u>NAME</u>	<u>CLASS/LOCATION/ASSIGNED HOURS</u>	<u>EFFECTIVE</u>	<u>COMMENTS/ FUND</u>
<u>Appointments</u>			
Adams, Molly	IA-Special Education/Hooker Oak/3.0	01/26/04	Vacated Position/ Special Education
Baber, Susan	LT Prog Coord-Substance Use Prevention & Intervention/CHS/8.0	01/21-05/31/04	New Limited Term Position/ Categorical Funds
Hazzard, Charles	IA-Special Education/Rosedale/2.5	01/26/04	Vacated Position/ Special Education
Kesty, Sarah	IPS-Classroom/LCC/3.5	01/26/04	Vacated Position/ Special Education
Lavin, Shawn	LT Cafeteria Asst/Neal Dow/2.0	01/16-06/25/04	New Limited Term Position
Schell, Hollie	IPS-Healthcare/Loma Vista/4.0	01/26/04	New Position/ Special Education
Stewart-Reiblein, Katherin	IPS-Classroom/LCC/3.0	01/26/04	Vacated Position/ Special Education
<u>Re-employ from Layoff</u>			
Baker, Janet	Custodian/Hooker Oak/8.0	01/21/04	Vacated Position
<u>Increase in Hours</u>			
Hornback, Huntley	Parent Clrm Aide-Restricted/ Cohasset/2.5	01/21/04	Existing Position/ Title I
Stallman, Frances	Targeted Case Mgr/Chapman/8.0	01/30/04	Existing Position/ Categorical Funds
Witcher, Patrece	Passenger Van Driver/Transportation/5.8	01/05/04	Existing Position/ Special Education
<u>Transfer w/Increased Hours</u>			
Puterbaugh, Skylar	IPS-Healthcare/Loma Vista/4.0	01/26/04	New Position/ Special Education
<u>Leave of Absence</u>			
Evans, Debra	IPS-Classroom/Loma Vista/2.0	12/01/03- 01/31/04	Per CBA 5.2.9
Gutman, Deborah	HR Technician/Human Resources/4.0	02/19-02/29/04	Per MS Rule 12
Gutman, Deborah	HR Technician/Human Resources/2.4	03/01-04/02/04	Per MS Rule 12
Stroud, Tristan	IPS-Classroom/Citrus/4.0	01/26-05/27/04	Per CBA 5.12
<u>Resigned Only Position Listed</u>			
Morrison, Jeana	IPS-Classroom/Loma Vista/2.0	01/23/04	Voluntary Resignation
Puterbaugh, Skylar	IPS-Classroom/Loma Vista/3.0	01/23/04	Voluntary Resignation
Slocumb, Denise	Campus Supervisor/BJHS/2.0	01/28/04	Voluntary Resignation
<u>Resignation/Termination</u>			
Macarthy, Michael	Trans Special Ed Aide/Transportation/2.3	01/09/04	Voluntary Resignation

Donations - February 4, 2004

Donor	Donation	Recipient
Enloe Education Center	30 recycled VHS Video tapes	Chapman
Diversified Capital	\$200 gift certificate to Office Depot	CHS
Bruce Dillman	\$150	CHS
Soroptimist International of Bidwell Rancho	\$2050	FVHS
Anne S. Bartlett	\$50	Hooker Oak
Michelle January	\$40	Hooker Oak
Henrietta Lo	computer and two color printers	LCC
Walmart DC 6836	Huffy 25" Boys Bike 25" Canyo Color TV	LCC
Cecilia Murphy	misc. prizes	Nord
Kathy Jones	Gateway PC, Monitor and keyboard	Shasta

RECEIVED

JAN 16 2004

INSTRUCTIONAL SUPPORT SERVICES

CHICO UNIFIED SCHOOL DISTRICT

1163 East Seventh Street

Chico, CA 95928-5999

(530) 891-3000

6.7

MAJOR FIELD TRIP REQUEST

TO: _____

Date: 1-13-04

FROM: Craig Mathews

School/Dept.: Chico High School/English

SUBJECT: Major Field Trip Request

GENERAL INFORMATION

Request is for English 10 Honors
(grade/class/group)

to Asklund, OR for Shakespeare Festival
(destination) (description of activity)

from Sat. March 6th, 12:00 PM to Sun. March 7th, 5:00 PM
(dates) (times) (dates) (times)

Rationale for Trip: To reward students' study of Shakespeare by giving them a chance to see a play in the way it was meant to be seen; Exposure to great theater.

Student/Teacher/Parent Ratio: 2.5:1 Student:Adult ratio

Transportation: Private Cars X CUSD Bus _____ Other _____
Charter Bus (Name) _____

EXPENSES

*Estimated Expenses: Two shows; one night lodging; gas money

• FEES \$ 100.00 • SUBSTITUTE COST \$ 0 • MEALS \$ _____

• LODGING \$ _____ • TRANSPORTATION \$ _____ • OTHER COST \$ _____

• ACCOUNT(S)/AMOUNT(S) TO BE CHARGED:
417 ≈ \$8,000.00
_____ \$ _____

SIGNATURES

Craig Mathews
Requesting Party

1-13-04
Date

Jim Hanlon
Site Principal

1/16/04 ☒ Recommend ☐ Not Recommended
Date

1-11-04 ☒ Recommend ☐ Not Recommended
Date

Director of Educational Services

☐ Approved ☐ Not Approved

Board Action

Date

CEIVED

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

6.8

JAN 26 2004

MAJOR FIELD TRIP REQUEST

EDUCATIONAL SUPPORT SERVICES

TO: Jim Burns Date: 1/20/04
FROM: TOM GEORGE School/Dept.: PVHS/science
SUBJECT: Major Field Trip Request

GENERAL INFORMATION

Request is for PHYSICS CLASSES
(grade/class/group)
to SANTA CLARA, CA for PHYSICS DAY ACTIVITIES
(destination) (description of activity)
from April 30 2004 ^{6:15am} to 10:15pm
(dates) (times) (dates) (times)
Rationale for Trip: Application of physics concepts learned in class to various rides in the Amusement park
Student/Teacher/Parent Ratio: 44/1/1
Transportation: Private Cars _____ CUSD Bus _____ Other _____
Charter Bus (Name) MT. LASSEN

EXPENSES

*Estimated Expenses:

• FEES \$ 880 • SUBSTITUTE COST \$ 85 • MEALS \$ 0
• LODGING \$ _____ • TRANSPORTATION \$ 1182 • OTHER COST \$ _____
• ACCOUNT(S)/AMOUNT(S) TO BE CHARGED:
PVHS ASB / PHYSICS DAY ACCT. \$ 2062
PVHS science dept \$ 85 (sub)

STATUS

Tom George Date 1/20/04
Requesting Party
[Signature] Date 1/26/04 ☒ Recommend ☐ Not Recommended
Site Principal
[Signature] Date 1-26-04 ☒ Recommend ☐ Not Recommended
Director of Educational Services

☐ Approved ☐ Not Approved
Board Action Date _____

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

CONSULTANT AGREEMENT

Please read instructions on back before completing this form.

Name of Person or Firm Furnishing the

Contracted Services:

Love and Logic Institute

Payee (Make Check Payable to): Kristan Heatherman

Street/PO Box: 4 Whitehall Place

City/State/Zip: Chico, CA 95928

Phone: 879-9126

Payee Social Security or Taxpayer I.D. #: 217-64-3217

Chico Unified School District, hereinafter called "District," and the above-named person or firm furnishing consulting services, hereinafter called "Consultant," agree that Consultant will furnish to District the following services:

Inservice on the 9 Essential Skills for Love + Logic
Classroom. Love and Logic is a discipline management program presented
by a trained facilitator.

For the above services, District will pay Consultant as follows (complete applicable areas):

\$ 300 per day/hour for 4 days/hours OR \$ 1200 per activity/performance
 \$ _____ additional expenses (describe) _____

TOTAL AMOUNT NOT TO EXCEED \$ 1200

This agreement will be in effect from 2-10-04 to 5-3-04

ACCOUNT(S) TO BE CHARGED 01-7250-0-1110-1000-280

Kristan Heatherman

Signature of Consultant (Please read terms & conditions on back before signing.)

Date

1/22/04

D. Alfred

RECOMMENDED:

Signature of Originating Administrator

Date

1-16-04

Date

1/26/04

APPROVED:

Signature of District Administrator

Authorization for Payment

- A. ALL SERVICES ARE COMPLETED: I authorize payment by the District in the amount of \$ _____ as full payment for the above authorized services. Please issue a warrant to the Consultant.
- B. ALL SERVICES TO BE COMPLETED: I request to have an RCF check (not to exceed \$1,000) issued as per the attached Purchase Order in the amount of \$ _____ as full payment for the above authorized services. Forward the check to me for release to the Consultant when the terms of this agreement have been fulfilled.

Signature of Originating Administrator
 (Same as RECOMMENDED signature line above.)

Date

Routing Instructions:

White	- Contract file
Pink	- Accounts Payable
Yellow	- Accounts Payable
Goldenrod	- Originator

CHICO UNIFIED SCHOOL DISTRICT
1163 EAST SEVENTH STREET
CHICO, CALIFORNIA 95928
(530) 891-3000 ext 131

Memo

Date: January 27, 2004

To: Dr. Brown, Superintendent

From: Randy Meeker, Assistant Superintendent, Business Services 

Re: Declaration of Surplus Property

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

Cc: SJ/mw

Surplus Property**1/16/2004**

Description	Condition
Compac PC and monitor	1
CPU	1
CPU	1
CPU	1
CPU	1
CPU	1
CPU	1
12 monitors	1
Apollo overhead projector	1
Apollo overhead projector	1
Apollo overhead projector	1
Quasar VCR	1
Goldstar VCR	1
GE 19"TV	1
Quasar TV	3
Quasar TV	3
CPU	2
CPU	2
CPU	2
Compaq Prolinea 5120e	2
Compaq Desk Pro	2
Tower, Pentium	2
KDS 17" monitor	2
CPU tower	2
CPU tower	2
Monitor	2
Monitor	2
Monitor	2
Monitor	2
Monitor	2
Monitor	2
Compaq Desk Pro	1
Apple Personal Laser LS	1
Macintosh licx	1
Apple Printer Style Writer	1
Power Mac5200/75LC	1
Mac LC 575	1
Apple Computer Monitor	1
Apple keyboard	1
Apple Printer Style writer 2400	1
HP Vectra VL computer	1
Mac Performa 6320CD computer	1
Monitor-Impressions 5 plus	1
Scanner-HP Scanjet 4400C	1
HP Printer Deskwriter 550C	1
Hard Drive	1
HP Printer Deskjet 722C	1
Magnavox Computer Monitor	1

1=unrepairable

2=repairs not economically justifiable

3=useable but no longer needed in program

Surplus Property**1/16/2004**

Description	Condition
Monitor	1
Lexmark Z52 printer	1
Lexmark Z43 printer	1
Computer - Mac SE	1
Printer - HP612C	1
Monitor	1
Monitor - Mac Multi scan 15	1
Monitor - Mac Multi scan 720	1
Monitor - Gateway 2000	1
Computer tower	1
Computer tower	1
Computer tower	1
Computer tower	1
Computer tower	1
Laptop Gateway 200 Nomad 450C	1
Computer, Vectra VL	1
Computer	1
Computer	1
Computer	1
Monitor - Gateway 7001550	1
Monitor	1
CPU	1
CPU	1
CPU	1
CPU	1
Monitor	1
Monitor	1
CPU	1
Monitor	1
Printer	1
Monitor	1
Scanner	1
Scanner #2	1
Monitor	1
Monitor	1
Monitor	1
Monitor	1
Monitor	1
Monitor	1
Monitor	1
Monitor	1
Monitor	1
Printer	1
Monitor	1
Monitor	1
Monitor	1
Monitor	1

1=unrepairable

2=repairs not economically justifiable

3=useable but no longer needed in program

**Surplus Property
1/16/2004**

Description	Condition
Monitor	1
Monitor	1
Monitor	1
Monitor	1
Printer	1
CPU	1
CPU	1
CPU	1
CPU	1
CPU	1
CPU	1
Monitor	1
CPU	1
CPU	1
CPU	1
CPU	1
CPU	1
CPU	1
CPU	1
CPU	1
CPU	1
Monitor - Macintosh	1
Power PC base	1
CPU	2
CPU	2
Metal shelf 3ftx 1ft	3
Quasar VCR Model VH230	1
Epson Stylus Color 740 printer	1
Epson Stylus Color 740 printer	1
Epson Stylus Color 740 printer	1
Gateway EV700 Monitor	1
Gateway VX700 Monitor	1
Gateway EV700 Monitor	1
Gateway EV700 Monitor	1
Epson Stylus Color 740 printer	1
Epson Stylus Color 740 printer	1
Wall mounted swivel monitor platfr	2
CPU	2
Sceptre Color Monitor MN CM48	2
Gateway EV700 Monitor	1
Hansol Monitor	1
Swintec 640 Electric Typewriter	1
National Electronics 11" monitor	1
Sharp Linytron 24" color TV	1
Brown desk	3
HP68C Printer	1
Mac 5400/120 Computer	1
Mac Performa Computer/Monitor	1

1=unrepairable

2=repairs not economically justifiable

3=useable but no longer needed in program

**Surplus Property
1/16/2004**

Description	Condition
Mac 5400/120 Computer	1
Mac Performa 6320 CD Comp/Mn	1
Mac 5500/250 Computer	1
HP 680 G Printer	1
Mac 5500/250 Computer	1
Mac 5500/250 Computer	1
Apple Color StyleWriter 2500 Print	1
Epson Stylus Color 6GO Printer	1
Apple Image Writer II Printer	1
Apple Color Writer 2500 Printer	1
Apple IIGS Computer	1
Apple ImageWriter II Printer	1
Apple Color Writer 2500 Printer	1
Mac 5400/120 Computer	1
Mac 5400/180 Computer	1
Mac 6320 CD Computer	1
HP 855C Printer	1
Mac 5400/120 Computer	1
Apple Color StyleWriter 2500 Print	1
Overhead Projector, Elmo	1
HP DeskJet 660C Printer	1
Epson Printer	1
HP DeskJet 660C Printer	1
Television	2
Porta Scribe overhead projector	1
Sun Splash Dukane overhead proj	1
Da-Lite Porta Scribe overhead pro	1
Pioneer Receiver	1
JVC Receiver	1
Bell & Howell overhead projector	1
3 speakers	1
Panasonic television	1
2 Dell keyboards	1
3 IBH computer parts	1
Power Macintosh 7200/75	1
Macintosh monitor	1
Dell keyboard	1
Power Macintosh 5500/225	1
Apple Keyboard	1
Apple Color stylewriter	1
Hewlett Packard deskjet printer	1
Laminator	1
16 student chairs	1
1 large table	1
Macintosh 16" monitor	2
Apple Composit monitor	2
Apple 5.25 Drive	2
Panasonic KX-P1180 Printer	2

1=unrepairable

2=repairs not economically justifiable

3=useable but no longer needed in program

Surplus Property**1/16/2004**

Description	Condition
HP Printer	2
Apple Ile keyboard	2
HP monitor	2
Packard Bell Hard Drive	2
Sharp EL26306 II Calculator	1
BFTPM Dell Optiplex	2
CPU	2
CPU	2
CPU	2
CPU	2
5 monitors	2
HP Laser Jet 2P	1
Admiral VCR	1

1=unrepairable

2=repairs not economically justifiable

3=useable but no longer needed in program



Administrative Offices
1165 E. Seventh Street
Chico, CA 95928-5999

530/891-3000
fax 891-3220
www.ChicoUSD.org

Cynthia Kampf, Ed.D.
Director of Educational Services
530/891-3000 Ext. 170

TO: Members of the Chico Unified School District Board of Trustees
FROM: Cynthia Kampf, Ed.D., Director of Educational Services
RE: Draft 2004-2005 Student Calendar
DATE: January 28, 2004

Attached is a draft of the 2004-2005 CUSD Student Calendar. The draft was presented to the district cabinet for discussion and revision. The next steps are:

1. Discussion at General Administrative Council on January 29, 2004
2. Distribution of the draft calendar to employee bargaining units.
 - a. Consultation
 - b. Possible revisions
3. Inclusion of the draft calendar in parent newsletters.
 - a. Compilation of comments and suggestions
4. Revised draft for discussion and action on the March 3, 2004 School Board Agenda

Chico Unified School District

7.2.2

First Draft - 2004-2005 Student Calendar

Send comments or suggestions to ckampf@chicousd.org.

Item	Considerations	Traditional Track	Blue Track	Alternative Programs
First School Day	Varies by track	Tuesday, August 17, 2004 Finish 1 st secondary semester before Winter Break (Teachers would start on Monday, August 16, 2004.)	August 3, 2004 Allows for a five week summer break (Teachers would start on Monday, August 2, 2004)	Tuesday, July 27, 2004 Allows for a three-week summer school before traditional start of school year. (Teachers would start on Monday, July 26, 2004)
Fixed Date Holidays	Fixed by law	Labor Day – Monday, September 6, 2004 Veterans' Day – Thursday, November 11, 2004 Thanksgiving Holiday – Thursday, November 25, 2004 New Year's Day – Friday, December 31, 2004 M.L. King's Birthday – Monday, January 17, 2005 Presidents' Day – Monday, February 21, 2005 Memorial Day – Monday, May 30, 2005		
Local Holidays	Fixed by contract	Thanksgiving Holiday – Friday, November 26, 2004 Christmas Holiday – Thursday/Friday, December 23 and 24, 2004 New Year's Eve – Wednesday, December 31, 2004 Spring Break Friday – March 25, 2005		
Flexible Holidays	Flexible dates but contractual or legal	In lieu Admission Day – Wednesday, December 22, 2004 Lincoln's Birthday – Friday, February 11, 2005 – (Observed on the Monday or Friday of the week containing Feb. 12 th .)		
Pupil Free Days	Elementary Parent Conference and Secondary Grading Day	Elementary Parent Conference Day – Friday, November 12, 2004 Secondary Grading Day – Friday, December 17, 2004	Parent Conference Day Monday, November 1, 2004	Secondary Preparation Day Thursday, April 14, 2005
Shortened Days for Secondary Schools	Secondary School Collaborative Planning	Wednesdays – Oct. 6, Nov. 3, Dec. 1, Jan. 5, Feb. 2, March 2, May 4		Wednesdays – Aug. 25, Oct. 6, Dec. 1, Jan. 5, Feb. 2, March 2, May 4
Public Schools Week	Taken during a week that avoids state testing and includes <u>all</u> tracks	March 7 – 11, 2005		
Winter Break	Includes Christmas and New Year's holidays	December 20, 2004 through December 31, 2004	November 29, 2004 through December 31, 2004	December 20, 2004 through December 31, 2004
Spring Break	Based on previous staff input, traditionally taken by CUSD during Easter week.	March 21 – 25, 2005	March 14 – April 8, 2005	March 21 – 25, 2005
Last day of School	Conclusion of 180 student school days.	Thursday, May 26, 2005	Friday, June 24, 2005	Thursday, May 26, 2005