

CUSD Board of Education

Regular Meeting Agenda

Chico City Council Chambers

December 5, 2012

CLOSED SESSION – 5:00 P.M.

REGULAR BOARD MEETING – 6:00 P.M.



Board Members

Dr. Andrea Lerner Thompson, President

Elizabeth Griffin, Vice President

Eileen Robinson, Clerk

Dr. Kathleen Kaiser, Member

Jann Reed, Member

Kelly Staley, Superintendent

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

Posted: 11/30/12

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

INFORMATION, PROCEDURES AND CONDUCT OF CUSD BOARD OF EDUCATION MEETINGS

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

CONSENT CALENDAR

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

STUDENT PARTICIPATION

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

PUBLIC PARTICIPATION FOR ITEMS ON THE AGENDA (Regular and Special Board Meetings)

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

- Speakers will identify themselves and will direct their comments to the Board.
- Each speaker will be allowed three (3) minutes to address the Board.
- In case of numerous requests to address the same item, the Board may select representatives to speak on each side of the item.

PUBLIC PARTICIPATION FOR ITEMS NOT ON THE AGENDA (Regular Board Meetings only)

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

- Public comments for items not on the agenda will be limited to one hour in duration (15 minutes at the beginning of the meeting and 45 minutes at the end of the meeting).
- Initially, each general topic will be limited to 3 speakers.
- Speakers will identify themselves and will direct their comments to the Chair.
- Each speaker will be given three (3) minutes to address the Board.
- Once 2 speakers have shared a similar viewpoint, the Chair will ask for a differing viewpoint. If no other viewpoint is represented then a 3rd speaker may present.
- Speakers will not be allowed to yield their time to other speakers.
- After all topics have been heard, the remainder of the hour may be used by additional speakers to address a previously raised issue.

WRITTEN MATERIAL:

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

COPIES OF AGENDAS AND RELATED MATERIALS:

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

AMERICANS WITH DISABILITIES ACT

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

Pursuant to Government Code 54957.5, If documents are distributed to board members concerning an agenda item within 72 hours of a regular board meeting, at the same time the documents will be made available for public inspection at the Chico Unified School District, Superintendent's Office located at 1163 East Seventh Street, Chico, CA 95928 or may be viewed on the website: www.chicousd.org.

CHICO UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Regular Meeting – December 5, 2012

Closed Session – 5:00 p.m.

Regular Session – 6:00 p.m.

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

AGENDA

1. CALL TO ORDER

- 1.1. Public comment on closed session items

2. CLOSED SESSION

2.1. Update on Labor Negotiations

Employee Organizations:

Representatives:

CUTA

CSEA, Chapter #110

Kelly Staley, Superintendent

Bob Feaster, Asst. Superintendent

Maureen Fitzgerald, Asst. Superintendent

2.2 Conference with Legal Counsel Anticipated Litigation

Significant exposure to litigation pursuant
to Government Code §54956.9(b)
(one case)

Attending:

Kelly Staley, Superintendent

Bob Feaster, Asst. Superintendent

Maureen Fitzgerald, Asst. Superintendent

Dave Scott, Asst. Superintendent

Paul Gant, Attorney at Law

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

3. RECONVENE TO REGULAR SESSION

- 3.1. Call to Order
- 3.2. Report Action Taken in Closed Session
- 3.3. Flag Salute

4. SWEARING IN CEREMONY

- 4.1. Administer Oath of Office to Newly Elected Board Members of the Chico Unified School District, Elizabeth Griffin and Linda Hovey, by BCOE Superintendent Tim Taylor

5. ORGANIZATIONAL MEETING

- 5.1. Elect President
- 5.2. Elect Vice President
- 5.3. Elect Clerk
- 5.4. Appoint Secretary to the Board
- 5.5. Set Date, Time and Place of Regular Meetings
- 5.6. Agenda Layout

6. STUDENT REPORTS

7. SUPERINTENDENT'S REPORT AND RECOGNITION

8. ITEMS FROM THE FLOOR

9. REPORTS FROM EMPLOYEE GROUPS REGARDING NEGOTIATIONS

- 9.1. CSEA
- 9.2. CUMA
- 9.3. CUTA
- 9.4. District

10. CONSENT CALENDAR

10.1. GENERAL

10.1.1. Consider Approval of Minutes of Regular Session on November 7, 2012, Special Session on November 14, 2012, and Special Session on November 16, 2012

10.1.2. Consider Approval of Items Donated to the Chico Unified School District

10.2. EDUCATIONAL SERVICES

10.2.1. Consider Expulsion of Students with the following IDs: 42799, 56746, 57463, 60502, 74153

10.2.2. Consider Approval of Expulsion Clearance of Student with the following ID: 67741

10.2.3. Consider Approval of the Field Trip Request for Chapman Sixth Grade Class to attend Environmental Camp at Shady Creek from 04/15/12 to 04/18/12

10.2.4. Consider Approval of the Field Trip Request for Chico High Senior High Class of 2013 to attend Senior Grad Night at Disneyland in Anaheim, CA from 05/18/13 to 05/19/13

10.2.5. Consider Approval of the Consultant Agreement with Azad's Martial Arts Family Center to provide the Rock Solid Team program to support the Physical Education Program (PEP) grant

10.2.6. Consider Approval of the Consultant Agreement with Foley Jones and Associates to provide evaluation services for the PEP grant

10.2.7. Consider Approval of the Consultant Agreement with Fran Anderson to act as the site coordinator and community liaison to continue and expand the Rock Solid Team program for the PEP grant

10.3. BUSINESS SERVICES

10.3.1. Consider Approval of Accounts Payable Warrants

10.3.2. Consider Approval of the Bond Funds Annual Report

10.4. HUMAN RESOURCES

10.4.1. Consider Approval of Certificated Human Resources Actions

10.4.2. Consider Approval of Classified Human Resources Actions

11. DISCUSSION/ACTION CALENDAR

11.1. EDUCATIONAL SERVICES

11.1.1. Information/Public Hearing: The Blue Oak School Charter Renewal Public Hearing (John Bohannon)

11.2. BUSINESS SERVICES

11.2.1. Discussion Action: Budget Update – 2012-13 First Period Interim Report (Maureen Fitzgerald)

11.2.2. Discussion/Action: Resolution #1199-12, Establish Measure E Citizens' Bond Oversight Committee and Bylaws (Maureen Fitzgerald)

11.2.3. Discussion/Action: Resolution #1200-12, Establishing a Separate Fund for CUSD Payroll Liability Accounting (Peter VanBuskirk)

11.2.4. Discussion/Action: Chico High School Portable Classrooms 2013 (Inspire Campus) Lease-Leaseback Contractor Selection Committee Recommendation (Michael Weissenborn)

11.2.5. Discussion/Action: Update on Inspire Facilities at the Chico High School Campus (Michael Weissenborn)

11.3. HUMAN RESOURCES

- 11.3.1. Information: Announcement of Governing Board Nominee to Personnel Commission (Bob Feaster)
- 11.3.2. Discussion/Action: Resolution #1198-12, Elimination of Classified Services and Ordering Layoffs in the Classified Service for the 2012-2013 School Year (Bob Feaster)
- 11.3.3. Discussion/Action: Approval of a Variable Term Waiver Request for an Early Childhood Special Education Certificate for Certificated Special Education Employee Kathryn Dunlap (Bob Feaster)
- 11.3.4. Discussion/Action: Resolution #1201-12, Resolution, Ratification, and Affirmation of the Designation of Assistant Superintendent of Business Services as a Senior Management Position of the Classified Service (Bob Feaster)

12. **ITEMS FROM THE FLOOR**

13. **ANNOUNCEMENTS**

14. **ADJOURNMENT**

Posted: 11/30/12

:mm

MINUTES

1. CALL TO ORDER

At 5:00 p.m. Board President Thompson called the meeting to order at the Chico City Council Chambers, East Fourth and Main Streets and announced the Board was moving into Closed Session

Present: Thompson, Griffin, Robinson, Reed

Absent: Kaiser

1.1 Public comment on closed session items

There were no public comments.

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

Employee Organizations:

CUTA

CSEA, Chapter #110

Representatives:

Kelly Staley, Superintendent

Bob Feaster, Assistant Superintendent

Maureen Fitzgerald, Assistant Superintendent

Dave Scott, Asst. Superintendent

2.2. Conference with Legal Counsel

Anticipated Litigation

Significant exposure to litigation pursuant

To Government Code §54956.9(b)

(one case)

Attending:

Kelly Staley, Superintendent

Bob Feaster, Asst. Superintendent

Maureen Fitzgerald, Asst. Superintendent

Dave Scott, Asst. Superintendent

Paul Gant, Attorney at Law

3. RECONVENE TO REGULAR SESSION**3.1 Call to Order**

At 6:05 p.m. Board President Thompson called the Regular Meeting to Order.

3.2 Closed Session Announcements

Board President Thompson announced the Board had been in Closed Session and there was nothing to report.

3.3 Flag Salute

At 6:06 p.m. Board President Thompson led the salute to the Flag.

4. STUDENT REPORTS

At 6:07 p.m. the Board received student reports on the Career Technical Education Programs from Fair View High School Teacher Matt McGuire and students Zeth Simmons, Cale Misner, and Zach Schlegal and from Inspire Teacher Paul Bailey and student Adam Penn.

5. SUPERINTENDENT'S REPORT

At 6:25 p.m. The Superintendent thanked the community for their support of Measure E, congratulated incumbent Liz Griffin and newcomer Linda Hovey on last night's election to the Board, and thanked Gary Loustale and Eric Lyon for running for office. Jann Reed was thanked for her eight years of service on the Board. Jann Reed thanked the community and staff for making her eight years of service a fascinating experience. The Superintendent's Award was presented to Chuck Sheley and Randy Gilzean. PG&E Representatives Tino Nava and Geneve Villacres presented information to the Board regarding the PG&E Donor's Choose program and their matching dollars program.

6. ITEMS FROM THE FLOOR

At 6:39 p.m. There were no items from the floor.

7. REPORTS FROM EMPLOYEE GROUPS REGARDING NEGOTIATIONS

At 6:42 p.m. the Board received reports from employee groups regarding negotiations from Bob Feaster for the District, Susie Cox for CSEA, John Bohannon for CUMA, and Kevin Moretti for CUTA.

MINUTES**8. CONSENT CALENDAR**

At 6:47 p.m. Board President Thompson asked if anyone would like to pull a Consent Item for further discussion. Board President Thompson noted there was a minor correction to be made on Item 8.2.7. where the bullet on line 7 of page 2 of 3 of the Consultant Agreement regarding using General Fund monies should be marked no. Board Vice President Griffin noted that Item 8.2.8. should have the same correction made and moved to approve the Consent Items with the changes noted; seconded by Board Clerk Robinson.

8.1. GENERAL

8.1.1. The Board approved the Minutes of the Regular Session on October 17, 2012

8.1.2. The Board approved the Items Donated to the Chico Unified School District.

Donor	Item	Recipient
Arlyne Hazel	\$100.00	Chico Reads
Anonymous	\$10.00	Chico Unified
Chad Vieira	\$600.00	Chapman Elementary
Gage Acain / PG&E Corp.	\$120.00/monthly	Marigold Elementary
Elizabeth Devereaux	Stained Glass @ \$450.00	Chico High/Art Dept.
Sharon & Cliff Minor	\$100.00	Chico High/Library
Jeff Fleming	\$2,000.00	Chico High/Wrestling
Hupp Signs & Lighting	\$750.00	Chico High/Wrestling
Wayne Cook	\$5,000.00	Chico High/Wrestling
Sharon Elliott Fox	1 Hardback @ \$12.50	Pleasant Valley/Library
Camille Panighetti	Books @ \$39.00	Pleasant Valley/Library
Charlie Copeland/Sally Foltz	Books @ \$199.00	Pleasant Valley/Library
Reta Rickmers	Book @ \$7.00	Pleasant Valley/Library
Bill & Mary Bock	Garden Tools @ \$100.00	Pleasant Valley/Special Ed.
Irwin Tools/J. Frankel	Tools @ \$300.00	Fair View/Construction Program
Tractor Supply	Tools @ \$500.00	Fair View/Construction Program

8.2. EDUCATIONAL SERVICES

8.2.1. The Board approved the Expulsion of Students with the following IDs: 50479, 63061, 63364, 71754, 72353

8.2.2. The Board approved the Expulsion Clearance of Student with the Following ID:51607

8.2.3. The Board approved the Field Trip Request for Neal Dow's 6th Graders to go to Environmental Camp at Shady Creek from 04/29/13 to 05/02/13

8.2.4. The Board approved the Field Trip Request for Sierra View 6th Graders to go to Butte Meadows Outdoor School at Camp Lassen in Butte Meadows from 05/15/13 – 05/17/13

8.2.5. The Board approved the Field Trip Request for the Chico High A Cappella Choir to sing at a Heritage Music Festival, attend a musical, and visit museums and Great America in the San Francisco/Bay Area

8.2.6. The Board approved the Consultant Agreement with Kevin Clark Consulting and Training to build the capacity of veteran ELD teachers, develop foundational methods and behaviors for new ELD teachers, assist district coaches in supporting ELD teachers and enhance the role of district administrators in ELD instruction and program design

8.2.7. The Board approved the Consultant Agreement with Butte County Probation Department to provide an on-campus probation officer at various schools with the minor correction to note there would be no cost to the general fund

8.2.8. The Board approved the Consultant Agreement with Butte County Probation Department to provide a probation officer for Fair View High with the minor correction to note there would be no cost to the general fund

8.2.9. The Board approved the Quarterly Report on Williams Uniform Complaints

MINUTES

8.3 BUSINESS SERVICES

8.3.1. The Board approved the Accounts Payable Warrants

8.3.2. The Board approved the Monthly Enrollment Report and ADA Report

8.4 HUMAN RESOURCES

8.4.1. The Board approved the Certificated Human Resources Actions

Temporary Appointments 2012/13

<u>Employee</u>	<u>Assignment</u>	<u>Effective</u>	<u>Comment</u>	<u>Estimated Annual District Cost</u>
Marsh, Jennie	Elementary	10/23/12-6/06/13	0.2 FTE Temporary Appointment	\$10,828
Morrissey, Stacia	Secondary	10/16/12-6/06/13	0.2 FTE Temporary Appointment	\$16,726
Salzman, Julie	Elementary	10/15/12-6/06/13	0.7 FTE Temporary Appointment	\$32,579
Yost-Bremm, Jesse	Secondary	10/29/12-6/06/13	0.2 FTE Temporary Appointment	\$8,762
Hoe, Tonja	Psychologist	11/1/12-6/30/13	0.25 FTE Temporary Appointment	\$15,414

Employees moving from Temporary to Probationary/Permanent Status

<u>Employee</u>	<u>FTE</u>	<u>New Status</u>	<u>Employee</u>	<u>FTE</u>	<u>New Status</u>
Akimoto, Emily	1.00	Prob 1	Hansen, Annalisa	0.40	Perm
Barnum, Andy	1.00	Prob 2	Kidd, Debbie	1.00	Perm
Barnum, Jane	1.00	Prob 1	Ledwith, Alexey	1.00	Prob 2
Bay, Katy	1.00	Prob 1	Lundberg, Shelbi	1.00	Prob 2
Bishop, Kathleen	0.20	Perm	Mayr, Martha	0.60	Perm
Bracco, Angela	1.00	Prob 1	McGarr, Carrie	1.00	Prob 2
Brown, Monica	1.00	Prob 1	Molchen, Kelly	1.00	Prob 2
Callas, Christine	1.00	Perm	Myers, Carie	1.00	Prob 1
Canales, Andrew	1.00	Prob 1	Oden, Justine	1.00	Prob 1
Clements, Katelyn	1.00	Prob 1	Payne, Shannon	1.00	Prob 2
Combs, Jamie	1.00	Prob 1	Perrin, Melanie	1.00	Prob 1
Coons, Emily	1.00	Prob 1	Pitsker, Stacy	1.00	Prob 2
Erwin, Lindsey	1.00	Prob 1	Resendez, Roland Jr.	1.00	Prob 1
Fitzpatrick Laura	1.00	Prob 2	Roberts, Felicia	1.00	Prob 1
Fitzstevens, Naomi	1.00	Prob 1	Schreiber, Shannon	1.00	Prob 1
Ford, Greg	0.40	Perm	Smith, Nicole	1.00	Prob 2
Gagne, Michelle	1.00	Prob 1	Snyder, Charles	1.00	Prob 1
Gephart, Heather	1.00	Prob 2	Swanberg, Katelyn	1.00	Prob 1
Gimbal, Kim	0.20	Perm	Wood, Stephanie	1.00	Prob 1
Hamilton, Ellen	1.00	Perm			
Hankins, Liz	1.00	Perm			

Coaching Appointments

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Season</u>
Volt, Stephanie	JV Girls Soccer	Pleasant Valley	Winter

Coaching Resignations

Najera, Merced	JV Girls Soccer	Resignation
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7.4.2. The Board approved the following Classified Human Resources Actions

MINUTES

ACTION NAME	CLASS/LOCATION/ASSIGNED HOURS	EFFECTIVE	COMMENTS/PRF #/FUND/RESOURCE	POSITION COST @ Step 1 + Red Plan Medical + Qualifying Dental/ Vision
APPOINTMENTS				
Bingham, Debera	Cafeteria Satellite Manager/LCC/7.8	10/19/2012	Existing Position/117/ Nutrition/5310	
Clark, Elizabeth	IPS-Healthcare/Elm Street Head Start/3.5	10/22/2012	Vacated Position/31/Special Ed/6500	10904.07
Davis, Happi	Transportation Special Ed Aide/Transportation/1.8	10/19/2012	Existing Position/113/ Transportation/ 7240	
Deome, Gale	School Bus Driver-Type 2/Transportation/7.1	10/25/2012	Existing Position/127/ Transportation/ 7240	
Deome, Gale	School Bus Driver-Type 2/Transportation/5.9	8/20/2012	Existing Position	
Filippi, Janice	Cafeteria Assistant/McManus/2.0	10/29/2012	New Position/80/ Nutrition/5310	5134.48
Hagar, Bernadette	School Bus Driver-Type 2/Transportation/3.1	8/20/2012	Existing Position	
Hassett, Debra	Cafeteria Assistant/Parkview/2.0	10/29/2012	New Position/78/ Nutrition/5310	5134.48
Hightman, Rebecca	School Bus Driver-Type 2/Transportation/7.5	10/25/2012	Existing Position/126/Transportation/ 7240	
Jarjour, Ragheda	Cafeteria Assistant/Citrus/2.0	10/24/2012	New Position/76/Nutrition/5310	5134.48
Liggett, Bridgette	Transportation Special Ed Aide/Transportation/5.7	10/19/2012	Existing Position/114/Transportation/ 7240	
Mayfield, Anna	LT IPS-Classroom/Parkview/1.5	10/22/2012-2/21/2013	New LT Position/58/Special Ed/6500	
Myers, Kayla	Instructional Paraprofessional-Classroom/LCC/5.0	10/22/2012	Vacated Position/57/Special Ed/6500	13822.99
Nielsen, Terra	LT IPS-Healthcare/Loma Vista/6.0	10/22/2012-2/20/2013	During absence of incumbent/35/ Special Ed/6500	
Rippon-Watson, Kerry	LT Instructional Paraprofessional-Healthcare/Mariposa Head Start/3.2	10/24/2012-3/5/2013	New LT Position/70/Special Ed/6500	
Shaffer, Deena	Cafeteria Assistant/Neal Dow/2.0	10/29/2012	New Position/79/ Nutrition/5310	5134.48
Stimac, Lorrie	Campus Supervisor/BJHS/2.0	10/16/2012	Vacated Position/337/ Categorical/ 7091	5158.40
Stuart, Karen	Parent Classroom Aide-Restr/LCC/2.0	10/24/2012	New Position/84 /Categorical/3010	3744.58
Turner, Matthew	Custodian/CHS/8.0	10/22/2012	Vacated Position/23/General/0000	27480.30
Weiss, Deena	Cafeteria Assistant/LCC/3.3	10/19/2012	Existing Position/116/ Nutrition/5310	

MINUTES**PROMOTION**

Duggins, Deborah	Cafeteria Cook Small School/Nord Country School/5.5	10/25/2012	Correct Start Date/10/Nutrition/5310	13669.33
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REINSTATEMENT

Koll, David	Director-Classified Human Resources/Classified HR/8.0	11/13/2012	Vacated Position/14/General/0000	
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VOLUNTARY REDUCTION IN HOURS

Ledesma, Marisol	IA-Bilingual/CJHS/1.0	10/15/2012	Existing Position	
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LEAVES OF ABSENCE

McEntee-Choo, Misty	IPS-Healthcare/Parkview/5.5	12/7/2012-4/16/2013	Per CBA 5.3.3	
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RESIGNED ONLY THIS POSITION

Bingham, Debera	Cafeteria Satellite Manager/LCC/7.5	10/18/2012	Increase in Hours	
Davis, Happi	Transportation Special Ed Aide/Transportation/1.6	10/18/2012	Increase in Hours	
Deome, Gale	School Bus Driver-Type 2/Transportation/5.0	8/19/2012	Increase in Hours	
Deome, Gale	School Bus Driver-Type 2/Transportation/5.9	10/24/2012	Increase in Hours	
Hagar, Bernadette	School Bus Driver-Type 2/Transportation/3.3	8/19/2012	Voluntary Reduction in Hours	
Hightman, Rebecca	School Bus Driver-Type 2/Transportation/6.6	10/24/2012	Increase in Hours	
Liggett, Bridgette	Transportation Special Ed Aide/Transportation/5.5	10/18/2012	Increase in Hours	
Weiss, Deena	Cafeteria Assistant/LCC/2.9	10/18/2012	Increase in Hours	

(Consent Vote)

AYES: Thompson, Griffin, Robinson, Reed

NOES: None

ABSENT: Kaiser

9. DISCUSSION/ACTION CALENDAR**9.1. EDUCATIONAL SERVICES****9.1.1. Discussion/Action: Consider Approval of the Field Trip Request for the CHS FFA Well Drilling Team (4 Juniors and Seniors) to travel to Tanzania, Africa to provide potable water to an African Village from 11/15/12 to 11/27/12**

At 6:49 p.m. CHS Teacher Ronnie Cockrell presented information regarding the Field Trip Request and introduced the students who would be travelling to Africa: Emily Nava, Danney Meyer, Antonio Piceno, Chase Thompson, Gage Berge and Allen Hart. Board Member Reed moved to approve the Field Trip Request for the CHS FFA Well Drilling Team to travel to Tanzania; seconded by Board Clerk Robinson.

AYES: Thompson, Griffin, Robinson, Reed

NOES: None

ABSENT: Kaiser

9.2. BUSINESS SERVICES**9.2.1. Information: Nutrition Services Healthy Hunger Free Kids Act 2010, Impact, Supper Program and Summer Feeding Program Update**

At 7:05 p.m. Director Vince Enserro and Nutrition Specialist Tanya Harter presented an update on Nutrition Services programs.

MINUTES

9.2.2. Information: 2012-13 Monthly Cash Flow Report

At 7:23 p.m. Assistant Superintendent Fitzgerald presented the 2012-13 Monthly Cash Flow Report.

9.3. GENERAL**9.3.1. Discussion/Action: Setting Date of Annual Organizational Meeting of the Governing Board of the Chico Unified School District – Proposed Date: December 5, 2012**

At 7:30 p.m. Superintendent Staley presented information regarding the Annual Organizational Meeting. Board Member Reed moved to approve December 5, 2012, as the date of the Annual Organization Meeting; seconded by Board Vice President Griffin.

AYES: Thompson, Griffin, Robinson, Reed

NOES: None

ABSENT: Kaiser

9.3.2. Discussion/Action: Approval of Board Policy 3585, Electronically Stored Information (ESI) and Electronic Mail Policy

At 7:34 p.m. Director Jason Gregg provided information regarding Board Policy 3585, Electronically Stored Information and Electronic Mail Policy. Board Vice President Griffin moved to approve Board Policy 3585; seconded by Board Clerk Robinson.

AYES: Thompson, Griffin, Robinson, Reed

NOES: None

ABSENT: Kaiser

10. ITEMS FROM THE FLOOR

At 7:35 p.m. CSEA President Susie Cox announced that David Koll had been reinstated as Director of Human Resources. CUTA President Kevin Moretti suggested the Board consider moving the Announcements section of the Agenda to the beginning of the meeting during their Annual Organizational Meeting

11. RECESS

At 7:37 p.m. Board President Thompson announced the Board was moving into recess from the regular meeting to open the Annual Meeting of the Board of Directors of the Chico Unified School Financing Corporation.

12. RECONVENE TO REGULAR SESSION

At 7:38 p.m. Board President Thompson announced the Annual Meeting of the Board of Directors was adjourned and reconvened the open session.

13. ANNOUNCEMENTS

At 7:39 p.m. CUTA President Kevin Moretti invited Board members to the CTA School Board Member Dinner scheduled for Monday, November 26, 5:30 p.m. at the Canyon Oaks and announced that the CUTA Pancake Breakfast fundraiser at Sierra View on November 3, had raised \$2,000 for the sixth grade class to attend Science Camp.

14. ADJOURNMENT

At 7:40 p.m. Board President Thompson announced the meeting was adjourned.

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APPROVED:

Board of Education

Administration

MINUTES

1. CALL TO ORDER

At 5:03 p.m. Board President Thompson called the meeting to order at the Chico Unified District Office in the Large Conference Room at 1163 East 7th St.

Present: Thompson, Griffin, Robinson, Kaiser, Reed

Absent: None

2. CONSENT CALENDAR

At 5:04 p.m. Board President Thompson asked if anyone would like to pull the Consent Item for further discussion. The item was not pulled. Board Member Kaiser moved to approve the Consent Item; seconded by Board Vice President Griffin.

2.1. EDUCATIONAL SERVICES

2.1.1. The Board approved the Field Trip Request for students in the MESA (Mathematics, Engineering, Science Achievement) program to visit various locations in San Francisco including a University tour and museum tour from 12/7/12-12/8/12

AYES: Thompson, Griffin, Robinson, Reed, Kaiser

NOES: None

ABSENT: None

3. DISCUSSION/ACTION CALENDAR**3.1. EDUCATIONAL SERVICES****3.1.1. Information: Technology Infrastructure**

At 5:04 p.m. Director Jason Gregg presented a PowerPoint regarding computer and network infrastructure, classroom technology, current technology status and future possibilities.

3.2. BUSINESS SERVICES**3.2.1. Discussion/Action: Facilities Master Plan 2012 and Project Recommendations**

At 6:02 p.m. Director Michael Weissenborn presented information on the Facilities Master Plan 2012 and Project Recommendations and addressed questions from the Board. Board Member Reed moved to authorize the Superintendent or designee, to enter into the following appropriate agreements or take the following actions: 1) An Architectural Services Agreement with Stafford King Weise Architects (SKW) to develop DSA approved construction documents for the construction of a restroom building located at the field area at Chico High School; and 2) Circulate an RFQ for the selection of three Architects to begin programming and conceptual design services for the development of construction documents for a new elementary school at the Henshaw-Guynn property; a multi-purpose building at Marsh Junior High School; and the modernization of Buildings B, C, D, E, and V at Pleasant Valley High School; seconded by Board Clerk Robinson.

AYES: Thompson, Griffin, Robinson, Reed, Kaiser

NOES: None

ABSENT: None

3.2.2. Discussion/Action: Measure E Project Identification

At 7:12 p.m. Superintendent Staley presented information on the handout entitled 2012 Measure E Scope of Work Implementation Plan and explained this was the beginning of the process to identify projects. Board Member Kaiser moved to authorize the Superintendent or designee to organize and conduct community and school site meetings to gather input for the development and prioritization of a project list for Phase I of Measure E and approved the 2012 Measure E Scope of Work Implementation Plan with the following additions: Under **Communications**, a second bullet will be added that states the Board will seek meaningful opportunities for public input (i.e., Community Forums, Board Workshops, Online Input, etc.); and Under **Bond Issuance**, there will be a clear delineation of the type of bond issued so that costly Capital Appreciation bonds that are non-callable can be avoided; seconded by Board Clerk Robinson.

AYES: Thompson, Griffin, Robinson, Reed, Kaiser

NOES: None

ABSENT: None

MINUTES

3.3. HUMAN RESOURCES**3.3.1. Discussion/Action: Approval of a Tentative Agreement between CUSD and CSEA, Chapter 110 for a Successor Agreement**

At 7:24 p.m. Assistant Superintendent Feaster distributed a corrected copy of the Tentative Agreement and addressed questions from the Board. Board Member Kaiser moved to approve the corrected copy of the Tentative Agreement between CUSD and CSEA, Chapter 110 for a Successor Agreement; seconded by Board Vice President Griffin.

AYES: Thompson, Griffin, Robinson, Reed, Kaiser

NOES: None

ABSENT: None

6. ADJOURNMENT

At 7:47 p.m. Board President Thompson thanked everyone for their time in creating an interesting and informative presentation and announced the meeting was adjourned. It was announced that the Closed Session item would be moved to a future agenda.

:mm

APPROVED:

Board of Education

Administration

MINUTES

1. CALL TO ORDER

At 11:04 p.m. Board President Thompson called the meeting to order at the Chico Unified District Office in Room 3 at 1163 East 7th St.

Present: Thompson, Griffin (by phone), Robinson, Kaiser (present until leaving the meeting at 11:55 a.m.), Reed

Absent: None

1.1. Public comment on closed session items

There was no public comment on Closed Session Items.

2. CLOSED SESSION

At 11:05 p.m. Board President Thompson announced the Board was moving into Closed Session.

3. RECONVENE TO OPEN SESSION**3.1. Call to Order**

At 12:18 p.m. Board President Thompson called the meeting to order.

3.2. Report Action Taken in Closed Session

Board President Thompson stated the Board had been in Closed Session and had given direction to staff in one matter of anticipated or threatened litigation.

4. ADJOURNMENT

At 12:20 p.m. The meeting was adjourned.

:mm

APPROVED:

Board of Education

Administration

DONATIONS/GIFTS10.1.2.
Page 1 of 1

Donor	Item	Recipient
Little Red Hen	\$1,200.00	Little Chico Creek
Little Red Hen	\$600.00	Rosedale School
Little Red Hen	2 checks @ \$2,400.00	Chico High
Little Red Hen	\$900.00	Pleasant Valley High
B. Scott Hood, DDS, MS, Inc.	\$100.00	Rosedale School
B. Scott Hood, DDS, MS, Inc.	\$100.00	Sierra View School
B. Scott Hood, DDS, MS, Inc.	\$500.00	Chico Jr. High
Kathy Watt	2 Books @ \$17.14	Chapman Elementary/Library
Beth Penner	\$50.00	Chapman Elementary/Library
Kim Hernandez	\$20.82	Chapman Elementary/Library
Barbara Akimoto	\$25.00	Chapman Elementary/Library
Liz & Steve Metzger	\$40.00	Chapman Elementary/Library
David Scott	\$50.00	Chapman Elementary/Library
Emma Wilson Elementary PTA	\$1,597.00	Emma Wilson Elementary
Crystal Trimble	Material/Fabric @ \$30.00	Bidwell Jr. High
North Valley Community Foundation	4 checks @ \$1,088.00	Bidwell Jr. High
David & Jenelle Ball	\$100.00	Chico Jr. High/I-Tech Dept.
Wells Fargo Foundation	\$1,000.00	Chico Jr. High
Calvary Chapel	\$300.00	Chico High
Sharon & Cliff Minor	\$100.00	Chico High/Library
Evelyn Leavitt	\$546.00	Chico High/Ag Program
Chico High Sports Boosters	\$25,000.00	Chico High/Athletics
Dianne Regh	\$500.00	Chico High/Wrestling
Angelina Saucedo	Book @ \$12.50	Pleasant Valley High/Library
Marianne Werner	Books @ \$117.00	Pleasant Valley High/Library
Jenn Flory	Book @ \$12.50	Pleasant Valley High/Library
Charlie Copeland/Sally Foltz	Books @ \$221.50	Pleasant Valley High/Library
Aaron Rodgers, Dr. Ed Rodgers,	150 Football Helmets and 12 Footballs @	
Foundation for Chiropractic	\$28,839.00	Pleasant Valley High
Sue Volpe	\$3,040.00	Fair View High

PROPOSED AGENDA ITEM: Chapman Sixth Grade Environmental Camp

Prepared by: Katy Gervasi and Angie Brunemeyer

☒ Consent

Board Date December 5, 2012

☐ Information Only

☐ Discussion/Action

Background Information

- * Shady Creek Environmental Camp (formally Woodleaf) is located above Grass Valley, CA.
- * We will be attending for 4 days and 3 nights.

Education Implications

- * Hands on Science/Environmental education
- * Environmental awareness
- * Make new friends before Junior High
- * Learn survival skills
- * Physical education
- * Problem solving
- * Teaches responsibility

Fiscal Implications

- * \$196 per student for a four day week
- * \$10,192 for 52 students
- * Transportation - \$1,500 (CUSD bus)

Additional Information

- * Shady Creek is a Sixth Grade Chapman tradition

CHICO UNIFIED SCHOOL DISTRICT

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

10.2.3.

Page 2 of 2

FIELD TRIP REQUEST

TO: CUSD Board of Education

Date: 10-19-12

FROM: Katy Gervasi/Angie Brunemeyer School/Dept.: Chapman 6th Grade

SUBJECT: Field Trip Request

Request is for 6th grade students

(grade/class/group)

Destination: Shady Creek

Activity: Environmental Camp

from 4-15-12 / 7 a.m.

(dates) / (times)

to 4-18-12 / 1 p.m.

(dates) / (times)

Rationale for Trip: This once in a lifetime field trip opportunity will help students better understand the world around them and the importance of taking care of the environment.

Number of Students Attending: 52 Teachers Attending: 2 Parents Attending: 0

Student/Adult Ratio: _____

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

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

ESTIMATED EXPENSES:

Fees \$ 10,000 Substitute Costs \$ 0 Meals \$ 0

Lodging \$ _____ Transportation \$ 1,500 Other Costs \$ 0

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

Name _____ Acct. #: _____ \$ _____

Name _____ Acct. #: _____ \$ _____

Katy Gervasi
Requesting Party10-19-12
Date

Site Principal

Date



Approve/Minor



Do not Approve/Minor

or

or

Recommend/Major

Not Recommended/Major

(If transporting by bus or Charter)

Director of Transportation

Date

IF MAJOR FIELD TRIP

Director of Educational Services

Date



Recommend



Not Recommended



Approved



Not Approved

Board Action

Date

PROPOSED AGENDA ITEM: Chico High Senior Class Trip to Disneyland

Prepared by: Kiley Hayes, ASB President Melissa Kovac, ASB Secretary

☒ Consent

Board Date December 5, 2012

☐ Information Only

☐ Discussion/Action

Background Information

Every year Disneyland invites high school seniors to their park in Anaheim to participate in their Senior Grad Night. The event is held after hours and they host many fun activities for the graduating seniors. We've talked to many of our administrators and teachers who, in the past, have participated in Disneyland's Grad Night. It sounds like a lot of fun and through many surveys of our class, we have found the class to be very interested.

Education Implications

We would have the opportunity to meet many other seniors from all over the country. It would be an amazing opportunity in a safe environment.

Fiscal Implications

We have held fun fundraisers all year long in the hopes of raising enough for a trip such as this. We have surveyed all seniors and the results show that the majority of the seniors are willing and able to contribute to the costs toward the trip. However, no student would be excluded for not being able to contribute. Our Senior ASB account will pick up the costs for them.

Additional Information

There are 200 seats available on the bus.
The breakdown of estimated costs are as follows:
Tickets to Disneyland - \$70/Student
Transportation - \$26,000.00
Total cost per person - \$200.00

RECEIVED

CHICO UNIFIED SCHOOL DISTRICT

1163 East Seventh Street

Chico, CA 95928-5999

(530) 891-3000

10.2.4.

Page 2 of 2

NOV 29 2012

EDUCATIONAL
SERVICES

FIELD TRIP REQUEST

TO: CUSD Board of Education

Date: November 28, 2012

FROM: Chico High School Senior Class School/Dept.: Chico High School

SUBJECT: Field Trip Request

Request is for Senior High Class of 2013

(grade/class/group)

Destination: Disneyland Activity: Senior Grad Night

from 5/18/2013 / 12AM to 5/19/2013 / 2PM
(dates) / (times) (dates) / (times)

Rationale for Trip: For Senior class to bond one more time before graduation

Number of Students Attending: 200 Teachers Attending: 4-6 Parents Attending: 2-4

Student/Adult Ratio: 25:1

Transportation: Private Cars CUSD Bus Charter Bus Name X

Other: The BusBank

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

ESTIMATED EXPENSES:

Fees \$ 14,000.00 (Tickets) Substitute Costs \$ 0 Meals \$ 0

Lodging \$ 0 Transportation \$ 26,000.00 Other Costs \$

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

Name Class of 2013 ASB Acct. #: 363 \$ 40,000.00

Name Acct. #: \$

Kiley Hayes, ASB President

Requesting Party

11/28/12
Date

Site Principal

11/28/12
Date



Approve/Minor



Do not Approve/Minor

or

Recommend/Major

or

Not Recommended/Major

Director of Transportation

11/28/12
Date

(If transporting by bus or Charter)

IF MAJOR FIELD TRIP

Director of Educational Services

11/29/12
Date



Recommend



Not Recommended



Approved



Not Approved

Board Action

Date

PROPOSED AGENDA ITEM: Azad's Martial Arts Consultant Agreement

Prepared by: Janet Brinson

☒ Consent

Board Date December 5, 2012

☐ Information Only

☐ Discussion/Action

Background Information

Chico Unified was recently awarded a Carol M. White Physical Education grant. CUSD also received an additional supplemental PEP grant. The premise for the supplemental grant is to support the initial PEP grant while utilizing additional activities that do not replicate the activities in the primary grant. Fair View students have been afforded the opportunity to participate in the Rock Solid Team program provided by Azad's Martial Arts. Through the PEP supplemental grant Azad's will be able to continue and expand the program.

Educational Implications

The activities in the supplemental PEP grant will focus solely on the specific needs of our high risk youth student population. Last year, recognizing the need to support students whose leadership and personal potential may be blocked by academic, social, or other background factors, Fair View staff worked with community leaders to develop a unique leadership program and pilot it with a small group of students. The initial pilot was a true success. The PEP supplemental grant will afford expansion of the program to support additional students.

Fiscal Implications

There is no cost to the general fund. All expenses will be paid out of the PEP grant.

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

CONSULTANT AGREEMENT

1. A completed BS10a. "Certificate of Independent Consultant Agreement" guideline is:
☒ On File (click to view) ☐ Attached if not on file
2. A completed W9 "Request for Taxpayer Identification Number and Certification" form is:
☒ On File (click to view) ☐ Attached if not on file

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

Name: Azad's International, Inc./Azad's Martial Arts Family Center
Street Address/POB: 313 Walnut St.
City, State, Zip Code: Chico, CA 95928
Phone: 530-866-9428
Taxpayer ID/SSN: [REDACTED]

This agreement will be in effect from: 01-01-13 to: 06-30-13

Location(s) of Services:

Fair View High School and Azad's Martial Arts Family Center

3. Scope of Work to be performed: (attach separate sheet if necessary)
Azad's will present a comprehensive approach to increased physical well being, inner strength, academic performance and self-esteem through a coordinated approach with teachers and parents/guardians using exercise, anger management, volunteerism and continued assessments on campus.
4. Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Consultant Services:
Students will be offered strategies to increase their strengths, abilities and potential as both students and citizens.
5. Funding/Programs Affected: (corresponding to accounts below)
 - 1) Carol M. White (PEP) supplemental grant.
 - 2)
 - 3)

6.	Pct. (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Site	Manager
1)	100	01	5823	0	1110	1000	5800	030	6700
2)							5800		
3)							5800		

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

8. Payment to Consultant: For services actually rendered and supported by Consultant initiated invoices, the District will pay consultant not to exceed the payment criteria as follows:

\$ 1,666.67 Per Unit, times 6.00 #Units = \$ 10,000.02 Total for Services

9. Additional Expenses

Six months of program @ \$1,666.67 per mo.	\$		Total of Additional
	\$	\$ 0.00	Expenses
		\$ 10,000.02	Grand Total

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

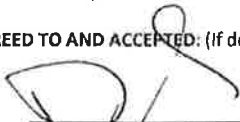
CONSULTANT TERMS AND CONDITIONS

(Applicable, unless determined to be Contract Employee-See BS 10a)

Consultant Name: Azad's International, Inc./Azad's Martial Arts

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 I of this Agreement.
3. In the performance of the work herein contemplated, Consultant is an independent contractor, with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
4. If applicable, the Consultant will certify in writing, using Administration Form #3515.6, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Consultant.
5. Consultant agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Consultant's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Consultant, and/or the Consultant's employee or agents.
6. Consultant will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District.
7. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
8. The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become applicable to Consultant, Consultant's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.
9. The District will determine whether the Consultant will be paid by vendor check as a Consultant or payroll check as a Contract Employee (with taxes withheld) by reviewing the completed Certificate of Independent Consultant Agreement (a blank sample may be viewed at: [http://www.chicousd.org/documents/BUSINESS/Consultant Agreement/BS_10a_11_04_rev.pdf](http://www.chicousd.org/documents/BUSINESS/Consultant%20Agreement/BS_10a_11_04_rev.pdf). IRS publication SWR 40 and IRS Ruling 87-41 will assist in determining the payment method applied to this Agreement).
10. Consultant shall provide an original invoice to the Originating Administrator. Consultant shall be paid within 30 days of receipt of invoice and authorization of payment forwarded to the CUSD Accounts Payable department along with the original invoice.
11. Either party may terminate this agreement, with or without cause, upon 30 days' written notice to the other. Vendor shall be paid for work actually performed as of the date of receipt of such notice.

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


(Signature of Consultant)

Farshad Azad

(Printed Name)

Date

11/29/12

13. RECOMMENDED:


(Signature of Originating Administrator)

Janet Brinson, Director

(Printed Name)

Date

11/29/12

14. APPROVED:


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

Dave Scott, Asst. Superintende

(Printed Name)

Date

11/29/12

APPROVED:


(Signature of District Admin, Business Services)



Consultant



Contract Employee

Peter VanBuskirk

(Printed Name)

Date

11/29/12

15. Authorization for Payment:

CHECK REQUIRED (Invoice to accompany payment request):



Partial Payment through: _____

Date



Full or Final Payment

DISPOSITION OF CHECK by Accounts Payable:

(check released upon completion of services)



Send to Site Administrator: _____

(Date Check Required)



Mail to Consultant

\$

(Amount)

(Originating Administrator Signature- Use Blue Ink)

(Date)

PROPOSED AGENDA ITEM: **Foley Jones & Associates Consultant Agreement**

Prepared by: Janet Brinson

☒ Consent

Board Date December 5, 2012

☐ Information Only

☐ Discussion/Action

Background Information

Foley Jones & Associates will provide evaluation services for the Carol M. White Physical Education Program (PEP) Grant. Evaluation services will include: ongoing collaboration with the District on implementation and evaluation procedures including establishment of data collection procedures, creating a detailed evaluation management plan; assistance with assessment protocols and survey instruments; assistance with data collection and analysis; attendance at evaluation team meetings; assistance with ongoing program implementation and development of annual performance reports.

Educational Implications

The PEP grant will be implemented at the ASES/21st Century school sites. All activities and data collection will be collected in the after school programs. The goal is to increase students' physical activity, increase stamina and mobility. Activities will also encourage students to increase their daily intake of fruits and vegetables.

Fiscal Implications

There is no cost to the general fund. All expenses will be paid out of the PEP grant.

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

CONSULTANT AGREEMENT

1. A completed BS10a. "Certificate of Independent Consultant Agreement" guideline is:
☒ On File (click to view) ☐ Attached if not on file
2. A completed W9 "Request for Taxpayer Identification Number and Certification" form is:
☒ On File (click to view) ☐ Attached if not on file

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

Name: Foley Jones & Associates, LLC
Street Address/POB: PO Box 8661
City, State, Zip Code: Woodland, CA 95667
Phone: (530) 908-4604
Taxpayer ID/SSN: 27-4556161

This agreement will be in effect from: 12/06/12 to: 06/30/13

Location(s) of Services:

Chico Unified School District (various sites)

3. **Scope of Work to be performed: (attach separate sheet if necessary)**
Provide evaluation services for the Carol M. White Physical Education Program (PEP) Grant.
Establish data collection procedures and assessment schedule. Assist in developing assessment protocols and survey instruments. Assist with data collection and analysis.
4. **Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Consultant Services:**
Develop a detailed evaluation management plan via quarterly team meetings for the purpose of program monitoring and compliance. Develop annual performance reports.
5. **Funding/Programs Affected: (corresponding to accounts below)**
1) PEP Grant
2)
3)

6.	Pct. (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Site	Manager
1)	100	01	5822	0	1110	1000	5800	510	6700
2)									
3)									

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

8. **Payment to Consultant:** For services actually rendered and supported by Consultant initiated invoices, the District will pay consultant not to exceed the payment criteria as follows:

\$ **15,000.00** Per Unit, times **3.00** #Units = \$ **45,000.00** **Total for Services**

9. **Additional Expenses**

\$		Total of Additional
\$	\$ 0.00	Expenses
	\$ 45,000.00	Grand Total

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

CONSULTANT TERMS AND CONDITIONS

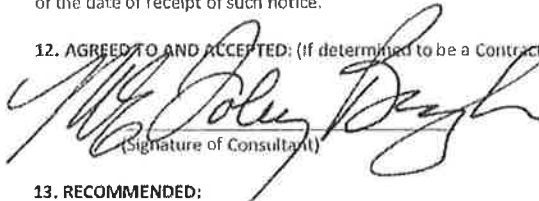
(Applicable, unless determined to be Contract Employee-See BS 10a)

CA#

Consultant Name: Foley Jones & Associates

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 I of this Agreement.
3. In the performance of the work herein contemplated, Consultant is an independent contractor, with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
4. If applicable, the Consultant will certify in writing, using Administration Form #3515.6, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Consultant.
5. Consultant agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Consultant's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Consultant, and/or the Consultant's employee or agents.
6. Consultant will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District.
7. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
8. The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become applicable to Consultant, Consultant's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.
9. The District will determine whether the Consultant will be paid by vendor check as a Consultant or payroll check as a Contract Employee (with taxes withheld) by reviewing the completed Certificate of Independent Consultant Agreement (a blank sample may be viewed at: [http://www.clatsop.k12.or.us/documents/BUSINESS/Consultant Agreement/BS 10a 11.04 rev.pdf](http://www.clatsop.k12.or.us/documents/BUSINESS/Consultant%20Agreement%20BS%2010a%2011.04.rev.pdf)). IRS publication SWR 40 and IRS Ruling 87-41 will assist in determining the payment method applied to this Agreement.
10. Consultant shall provide an original invoice to the Originating Administrator. Consultant shall be paid within 30 days of receipt of invoice and authorization of payment forwarded to the CUSD Accounts Payable department along with the original invoice.
11. Either party may terminate this agreement, with or without cause, upon 30 days' written notice to the other. Vendor shall be paid for work actually performed as of the date of receipt of such notice.

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


(Signature of Consultant)

MaryEllen Foley Bergh

(Printed Name)

11-19-2012
Date

13. **RECOMMENDED:**


(Signature of Originating Administrator)

Janet Brinson, Director

(Printed Name)

11/19/12
Date

14. **APPROVED:**

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

Dave Scott, Asst. Superintende

(Printed Name)

Date

APPROVED:



Consultant



Contract Employee


(Signature of District Admin, Business Services)

Peter VanBuskirk

(Printed Name)

11/20/12
Date

15. **Authorization for Payment:**

CHECK REQUIRED (Invoice to accompany payment request):



Partial Payment through:

Date



Full or Final Payment

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



Send to Site Administrator:

(Date Check Required)



Mail to Consultant

\$

(Amount)

(Originating Administrator Signature- Use Blue Ink)

(Date)

PROPOSED AGENDA ITEM: Fran Anderson Consultant Agreement

Prepared by: Janet Brinson

☒ Consent

Board Date December 5, 2012

☐ Information Only

☐ Discussion/Action

Background Information

Chico Unified was recently awarded a Carol M. White Physical Education grant. CUSD also received an additional supplemental PEP grant. The premise for the supplemental grant is to support the initial PEP grant while utilizing additional activities that do not replicate the activities in the primary grant. Fair View students have been afforded the opportunity to participate in the Rock Solid Team program provided by Azad's Martial Arts. Ms. Anderson will act as the site coordinator and community liaison to continue and expand the program.

Educational Implications

The activities in the supplemental PEP grant will focus solely on the specific needs of our high risk youth student population. Last year, recognizing the need to support students whose leadership and personal potential may be blocked by academic, social, or other background factors, Fair View staff worked with community leaders to develop a unique leadership program and pilot it with a small group of students. The initial pilot was a true success. The PEP supplemental grant will afford expansion of the program to support additional students.

Fiscal Implications

There is no cost to the general fund. All expenses will be paid out of the PEP grant.

Mandatory Instructions
(click to view)

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

CONSULTANT AGREEMENT

1. A completed BS10a. "Certificate of Independent Consultant Agreement" guideline is:
☒ On File (click to view) ☐ Attached if not on file
2. A completed W9 "Request for Taxpayer Identification Number and Certification" form is:
☒ On File (click to view) ☐ Attached if not on file

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

Name: Frances Marie Anderson
Street Address/POB: 408 Weymouth Way
City, State, Zip Code: Chico, CA 95973
Phone: 530-570-4365
Taxpayer ID/SSN:

This agreement will be in effect from: 01-01-13 to: 06-30-13

Location(s) of Services:

Fair View High School

3. Scope of Work to be performed: (attach separate sheet if necessary)
 To coordinate and implement activities outlined in the SCNAC and PEP grants including: nutrition education, physical activity, mental, academic, community service and character-development components.
4. Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Consultant Services:
 To meet the requirements of the SCNAC and PEP grants in the areas of wellness, nutrition education and academics.
5. Funding/Programs Affected: (corresponding to accounts below)
 - 1) Carol M. White (PEP) supplemental grant
 - 2) SCNAC
 - 3)

6.	Pct. (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Site	Manager
1)	16	01	5823	0	1110	1000	5800	030	6700
2)	84	01	9073	0	1110	1000	5800	030	6700
3)							5800		

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

8. Payment to Consultant: For services actually rendered and supported by Consultant initiated invoices, the District will pay consultant not to exceed the payment criteria as follows:

\$ 39.50 Per Unit, times 600.00 #Units = \$ 23,700.00 Total for Services

9. Additional Expenses

150 days @ \$39.50 per hour for 4 hours each	\$		Total of Additional
day	\$	\$ 0.00	Expenses
		\$ 23,700.00	Grand Total

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

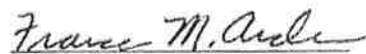
CONSULTANT TERMS AND CONDITIONS

(Applicable, unless determined to be Contract Employee-See BS 10a)

Consultant Name: Frances Marie Anderson

1. The Consultant will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Consultant Agreement. Consultant shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Consultant's employees.
2. Consultant shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page I of this Agreement.
3. In the performance of the work herein contemplated, Consultant is an independent contractor, with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
4. If applicable, the Consultant will certify in writing, using Administration Form #3515.6, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Consultant.
5. Consultant agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Consultant's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Consultant, and/or the Consultant's employee or agents.
6. Consultant will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District.
7. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
8. The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become applicable to Consultant, Consultant's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.
9. The District will determine whether the Consultant will be paid by vendor check as a Consultant or payroll check as a Contract Employee (with taxes withheld) by reviewing the completed Certificate of Independent Consultant Agreement (a blank sample may be viewed at: [http://www.chicousd.org/documents/BUSINESS/Consultant Agreement/BS 10a 11 04 rev.pdf](http://www.chicousd.org/documents/BUSINESS/Consultant%20Agreement/BS%2010a%2011%2004%20rev.pdf). IRS publication SWR 40 and IRS Ruling 87-41 will assist in determining the payment method applied to this Agreement).
10. Consultant shall provide an original invoice to the Originating Administrator. Consultant shall be paid within 30 days of receipt of invoice and authorization of payment forwarded to the CUSD Accounts Payable department along with the original invoice.
11. Either party may terminate this agreement, with or without cause, upon 30 days' written notice to the other. Vendor shall be paid for work actually performed as of the date of receipt of such notice.

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


(Signature of Consultant)

Frances Marie Anderson

(Printed Name)

Date

13. RECOMMENDED:


(Signature of Originating Administrator)

Janet Brinson, Director

(Printed Name)

Date

14. APPROVED:




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

Dave Scott, Asst. Superintende

(Printed Name)

Date

APPROVED:


(Signature of District Admin, Business Services)



Consultant



Contract Employee

Peter VanBuskirk

(Printed Name)

Date

15. Authorization for Payment:

CHECK REQUIRED (Invoice to accompany payment request):



Partial Payment through: _____

Date



Full or Final Payment

DISPOSITION OF CHECK by Accounts Payable:

(check released upon completion of services)



Send to Site Administrator: _____

(Date Check Required)



Mail to Consultant

\$

(Amount)

(Originating Administrator Signature- Use Blue Ink)

(Date)

PROPOSED AGENDA
ITEM:

Warrant Authorization

Prepared by: Pete Van Buskirk, Director, Fiscal Services

☒ Consent

Board Date 12/5/12

☐ Information Only

☐ Discussion/Action

Background Information

Warrants in the amount of \$2,931,650.57 for the period of November 1, 2012 through November 28, 2012 have been reviewed and are ready for Board approval.

Educational Implications

Services and supplies are acquired by the district in support of the district's goals.

Fiscal Implications

The issuing of warrants affects all accounts and funds in the district and is supported by the district's approved budget.

Checks Dated 11/01/2012 through 11/28/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
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Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	427	1,416,850.04
09	Charter Sch Spec Rev 3412	29	36,823.57
13	Cafeteria (3401)	42	179,323.32
25	Cap Fac State Cap (3408) 25-26	1	7,386.30
27	1998 Sr B(2008 Sale P&I)(3406)	14	1,293,617.02
42	sp Res Rda-Cp thru (3427)40-43	1	70.00
Total Number of Checks		514	2,934,070.25
Less Unpaid Sales Tax Liability			2,419.68-
Net (Check Amount)			2,931,650.57

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 14 of 14

TITLE: **Bond Funds Annual Report November 2012**

Action _____
Consent X
Information _____

Date: December 5, 2012

Prepared by: **Maureen Fitzgerald, Asst. Superintendent, Business Services**

Background Information

Government Code Section 53411 states that effective January 1, 2002, the chief fiscal officer of the school district must file an annual report with the governing board containing the amount of bond funds that were collected and expended and the status of projects.

This report outlines two sub-funds of the district (Funds 24 and 27). These sub-funds are accounted for as part of the Building Fund (Fund 21). In the Standardized Accounts Code Structure (SACS) the sub-funds roll up into reporting with other Building Fund expenses for 2011-2012.

Educational Implications

None.

Fiscal Implications

None.

Staff Recommendation

Approve the enclosed report which has been prepared by our Facilities Department.



Administrative Offices 1163 E. Seventh Street Chico, CA 95928-5999
phone: (530) 891-3000 • fax: (530) 891-3220 • www.ChicoUSD.org

Bond Funds Annual Report

Pursuant to Government Code Section 53411

October 2012

Annual Reporting Requirements (Government Code 53411)

An annual report to the governing body shall contain all of the following:

A. The amount of funds collected and expended.

Fund 27 & 35*		2011-12	Amount
Beginning Balance		Measure A Series B	\$26,189,367.04
Sources	PGE Solar Incentive Rebates Chico High New Classrooms		17,264.45
	Interest Fund 35		96,002.36
	Interest Fund 27		60,555.02
	Increase/Decrease in Fair Market Value		???
	Total Sources		\$173,821.83
Expenses	Bank Charges and Fees Rsc 0000		1,666.00
	PVHS Bleacher Project Rsc 0000		11,366.63
	Advertising for testing lab services Rsc 0000		305.00
	Canyon View maintenance 9255		800.00
	Center for the Arts 9380		62,377.79
	CHS New Classrooms 9412		15,415.69
	Inspire Preliminary Design 9431		\$36,318.56
	FVHS Relocatable Expenses		101.02
	CHS Lincoln Hall/Fitness Lab 9434		738,631.36
	PVHS New Classrooms 9437		1,127,175.42
	Inspire School of Arts & Sciences 9438		538,576.40
	FVHS Construction Academy 9439		94,502.31
	Inspire Relocatable Classrooms		35,974.11
	Chico High Arts Media & Entertainment CTEFP 9420		29,155.12
	Total Expenses		\$2,692,365.41
Combined Funds 27 & 35 Ending Balance			\$23,670,823.46

*These funds are combined because Fund 35 is mandated as the depository for all facilities grants proceeds.

B. The status of any project required or authorized to be funded as identified in subdivision (a) of section 53410. Section 53410 states, “On or after January 1, 2001, any local bond measure that is subject to voter approval that would provide for the sale of bonds by a local agency shall provide accountability measures that include, but are not limited to, all of the following: (a) A statement indicating the specific purposes of the bond.”

The Measure A Bond ballot asked, “Shall Chico Unified School District construct an additional high school to reduce classroom overcrowding; build and renovate additional classrooms and school facilities; renovate school bathrooms; replace old heating, cooling and ventilation systems; repair worn-out playgrounds and pavement; improve student drop off zones in front of elementary schools; acquire a school site and classrooms; and install wiring to support classroom technology by issuing \$48,725,000 of bonds at an interest rate within the legal limit?”

Measure A, Series A was approved by voters on 4/15/98 and \$18,000,000 worth of bonds were issued in 1998. A portion of these bonds have been used for various facilities improvement projects throughout the District.

On September 19, 2007 the Board of Education adopted Resolution Number 998-07. This resolution is significant in that it recognizes that the students projected in 1994-95 to be at our high schools had not materialized, and also that changes in educational delivery were dramatically different then when the bond was passed.

Following several meetings with the community regarding potential use of project funds, the Board directed staff to proceed with the development of a Center for the Arts at Pleasant Valley High School and a New Classroom building at Chico High School utilizing Measure A proceeds at their December, 2007 meeting.

In addition to these two major projects, staff developed a list of additional projects to meet the existing high schools facility needs. In order to meet these additional needs, Bond Measure A, Series B in the amount of \$30,725,000 was authorized on March 26, 2008, by Board Resolution #1015-08.

The Performing Arts Center at PVHS designed by Nichols, Melburg and Rossetto was completed December 1, 2010. The New Classroom project at Chico High School designed by DLR Group was completed May 18, 2011. Both of these projects used the lease-leaseback delivery system. Both of these projects incurred minor expenses in 2011-2012.

The District has made a commitment to leverage bond funds by applying for State School Facility Program dollars. The passage of Proposition 1D included special funding to support the development of Career Technology facilities. As a result of careful planning and prioritization of bond needs, beginning with June of 2000, local bond dollars have been matched by over \$11.4 million in state school building fund dollars. The \$7.2 million received from the state in 2010-2011 and deposited to Fund 35 is included in the beginning balance of this report.

The Center for the Arts at Pleasant Valley High School received approval for a Career Technology Facilities Program grant of \$3,000,000. The grant dollars were received in August of 2012.

The District is continuing to identify additional projects appropriate for completion with the remaining Measure A funds. Construction began on the Lincoln Hall/Fitness Laboratory project at Chico High in June of 2012 and the New Classrooms project at Pleasant Valley High began in early 2012. The Construction Academy project at Fair View High began in August of 2012. The Relocatable Classroom facilities project at Chico High for Inspire School of Arts and Sciences began in July of 2012.

These projects will deplete the remaining funds available from Measure A Bond dollars.

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

DATE: December 5, 2012
MEMORANDUM TO: Board of Education
FROM: Kelly Staley, Superintendent
SUBJECT: Certificated Human Resources Actions

Temporary Appointments 2012/13

<u>Employee</u>	<u>Assignment</u>	<u>Effective</u>	<u>Comment</u>	<u>Estimated Annual District Cost</u>
German, Troy	Secondary	1/7/13-6/6/13	1.0 FTE Temporary Appointment	\$28,857
Goloff, Mary	Secondary	1/7/13-6/6/13	1.0 FTE Temporary Appointment	\$36,626

Probationary Appointments 2012/13

<u>Employee</u>	<u>Assignment</u>	<u>Effective</u>	<u>Comment</u>	<u>Estimated Annual District Cost</u>
Gustafson, Mark	Special Education	11/13/12	1.0 FTE Probationary Appointment	\$81,513

Retirements/Resignations

<u>Employee</u>	<u>Assignment</u>	<u>Effective</u>	<u>Comment</u>
Anderson, Linda	Elementary	1/1/13	Retirement

CHICO UNIFIED SCHOOL DISTRICT
1163 E. 7th STREET
CHICO, CA 95928-5999

10.4.2.
Page 1 of 2

DATE: DECEMBER 5, 2012

MEMORANDUM TO: BOARD OF EDUCATION

FROM: KELLY STALEY, SUPERINTENDENT

SUBJECT: CLASSIFIED HUMAN RESOURCES ACTIONS

ACTION NAME	CLASS/LOCATION/ASSIGNED HOURS	EFFECTIVE	COMMENTS/PRF #/ FUND/RESOURCE	POSITION COST @ Step 1 + Red Plan Medical + Qualifying Dental/Vision
APPOINTMENTS				
Boyd, Donna	LT Cafeteria Assistant/Hooker Oak/0.3	11/26/2012-4/12/2013	New Limited Term Position/147/Nutrition/5310	
Clark, Elizabeth	IPS-Healthcare/CHS/3.0	10/28/2012	New Position/71/Special Ed/6500	9296.87
Dale, Susan	IPS-Healthcare/CHS/6.5	11/26/2012	Existing Position	
Duggins, Deborah	Cafeteria Cook Small School/Nord/6.5	11/26/2012	Existing Position/157/Nutrition/5310	
Gampel, Lisa	Parent Classroom Aide-Restr/Sierra View/1.5	11/26/2012	Vacated Position/83/Categorical/7090	2866.16
Griffis, Jason	Custodian/Neal Dow/8.0	11/13/2012	Vacated Position/25/General/0000	27480.30
Jaime-Arellano, Mauricio	Targeted Case Manager-Bilingual/PVHS/4.0	10/29/2012	New Position/295/Categorical/7090	11585.75
Jones, Brett	IA-Special Education/Shasta/6.0	11/15/2012	New Position/115/Special Ed/6500	18267.59
Knight, Elizabeth	LT IPS-Classroom/Shasta/6.0	11/8/2012-2/20/2013	New Limited Term Position/43/Special Ed/6500	
Lowrey, Karen	LT Cafeteria Assistant/CCDS/0.3	11/26/2012-2/28/2013	New Limited Term Position/163/Nutrition/5310	
Lund, Brittany	Custodian/BJHS/8.0	11/20/2012	Vacated Position/18/General/0000	27480.30
Morgan, Jennilee	IA-Special Education/Hooker Oak/3.0	11/6/2012	New Position/290/Special Ed/6500	8293.79
Puser, Patricia	LT IPS-Classroom/Sierra View/3.0	11/6/2012-12/21/2012	New Limited Term Position/102/Special Ed/6500	
Schmidt, Eva	IPS-Classroom/CHS/6.0	11/26/2012	New Position/138/Special Ed/6500	18267.59
Smith, Marcus	Campus Supervisor/MJHS/1.0	11/5/2012	Vacated Position/39/General/0000	2579.20
Testman, Ruth	LT IPS-Classroom/MJHS/3.0	11/26/2012-2/20/2013	During Absence of Incumbent/34/Special Ed/6500	
Testman, Ruth	LT IPS-Classroom/MJHS/3.0	11/26/2012-2/20/2013	During Absence of Incumbent/34/Special Ed/6500	
Vender, Amy	Cafeteria Assistant/Rosedale/2.0	11/9/2012	New Position/77/Nutrition/5310	5134.48
Walters, Gabrielle	IA-Special Education/AFC/5.0	11/5/2012	Vacated Position/60/Special Ed/6500	13822.99

Williams, Cassie	IPS-Healthcare/Chapman/6.0	11/13/2012	Vacated Position/44/Special Ed/6500	18267.59
Wong Espinal, Marlia	IA-Bilingual/Rosedale/2.8	12/3/2012	Vacated Position/26/Special Ed/6500	8133.11
Yost-Bremm, Jesse	IPS-Healthcare/PVHS/6.0	11/1/2012	New Position/17/Special Ed/5400	20273.75

PROMOTIONS

John, Christen	LT Cafeteria Satellite Manager/Emma Wilson/6.9	10/23/2012-12/1/2012	During Absence of Incumbent/41/Nutrition/5310
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RE-EMPLOYMENTS

Adams, Molly	IA-Sr Elementary Guidance/Neal Dow/3.0	11/26/2012	New Position/95/Grant/5820
Lewis, Kelly	IA-Sr Elementary Guidance/Sierra View/3.0	11/26/2012	New Position/96/General/0000
Lewis, Kelly	IA-Sr Elementary Guidance/Sierra View/1.0	11/26/2012	New Position/93/General/0000
Lowe, Korissa	IA-Sr Elementary Guidance/Shasta/1.5	11/26/2012	New Position/97/Grant/5820
Osen, Mariah	IA-Elementary Guidance/Sierra View/2.0	11/26/2012	New Position/90/General/0000

LEAVES OF ABSENCE

Ensign, Melonie	IPS-Healthcare/Neal Dow/4.0	1/31/13-2/8/13	Per CBA 5.3.3
Kirkland, Catherine	Cafeteria Assistant/Shasta/2.0	8/20/2012-2/20/2013	Per CBA 5.12

VOLUNTARY REDUCTIONS IN HOURS

Walters, Gabrielle	Health Assistant/FVHS/3.0	11/4/2012	Existing Position
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RESIGNATIONS/TERMINATIONS

Clinton, Melisa	Cafeteria Assistant/CHS/2.0	11/13/2012	Voluntary Resignation
Ludlow, Rachel	IPS-Healthcare/Neal Dow/6.0	11/9/2012	Voluntary Resignation
Ridenour, Terry	IPS-Classroom/Parkview/6.0	12/31/2012	PERS Retirement
Workman, Louise	Sr Office Assistant/Educational Services/6.0	11/24/2012	PERS Retirement

RESIGNED ONLY THIS POSITION

Dale, Susan	IPS-Healthcare/CHS/6.0	11/25/2012	Increase in Hours
Duggins, Deborah	Cafeteria Cook Small School/Nord/5.5	11/25/2012	Increase in Hours
Jones, Brett	IA-Special Education/McManus/5.0	11/14/2012	Increase in Hours
Lewis, Kelly	IA-Special Education/PVHS/4.0	11/25/2012	Re-employment
Schmidt, Eva	IPS-Classroom/Chapman/3.0	11/25/2012	Increase in Hours
Walters, Gabrielle	Instructional Assistant/Parkview/3.0	11/4/2012	Voluntary Resignation
Walters, Gabrielle	Instructional Assistant/Neal Dow/1.5	11/4/2012	Voluntary Resignation
Wong Espinal, Marlia	IA-Bilingual/McManus/2.4	12/2/2012	Increase in Hours

AGENDA ITEM: The Blue Oak School Charter Renewal Public Hearing

Prepared by: John Bohannon, Director

- ☐ Consent
☒ Information / Public Hearing
☐ Discussion/Action

Board Date: December 5, 2012

Background Information

When a group files a petition to renew its charter school, a school district must hold a public hearing about the renewal petition within 30 days.

CUSD received a charter renewal petition for The Blue Oak School on November 7, 2012.

This hearing gives the public and board of education the opportunity to ask questions about the proposed charter.

The charter petition will come back before the board as an action item for approval or denial at the regularly scheduled CUSD board meeting in January. Blue Oak has agreed to expand the process beyond 60 days to allow the decision to take place at a regularly scheduled meeting.

Educational Implications

The Blue Oak School offers students in grades K-8 another educational option.

Fiscal Implications

Blue Oak is a direct funded charter, which means any ADA generated flows to the school and will not come to CUSD.

Additional Information

When a charter petition is renewed, Education Code mandates the term of the renewal is for five years.

AGENDA ITEM: Budget Update
2012-13 First Period Interim Report

Prepared by: Maureen Fitzgerald
Assistant Superintendent, Business Services

☐ Consent
☐ Information Only
☒ Discussion/Action

Board Date: 12/5/2012

Background Information:

The district is required to submit the First Interim Report for the 2012-13 Fiscal Year to the Butte County Office of Education by December 15, 2012. This report identifies the budget as revised per the State Budget and any updates to date. Included in the First Interim Report are actual expenditures through October 31, 2012.

At each Interim reporting period, the District revises and updates the current year income and expenses projections as well as the estimates for the subsequent two fiscal years (2013-14 and 2014-15) to determine if the district is able to maintain adequate reserves and meet its obligations and commitments.

Education Implications:

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

Fiscal Implications:

The First Interim Report reflects a Qualified Certification. This report reflects a Qualified Certification of the district due to inadequate Reserves in the 2014-15 year, however a positive Fund Balance is projected. It is also noted that there is a zero COLA built into the 2013-14 projection. The State is projecting a funded COLA, however, both BCOE and School Services of California recommend budgeting a zero COLA due to the funding reform movement with the Weighted Student Formula.

Recommendation: Approve 2012-13 First Interim Period Interim Report with a Qualified Certification

PROPOSED AGENDA ITEM: Resolution #1199-12
Establish Measure E Citizens' Bond Oversight Committee and
Bylaws

Prepared by: Maureen Fitzgerald
Assistant Superintendent, Business Services

☐ Consent
☐ Information Only
☒ Discussion/Action

Board Date: December 5, 2012

Background Information:

On November 6, 2012 Chico Unified successfully passed Measure E, a \$78 million dollar School Improvement Bond. With the passage of the Bond the district must establish a Citizens' Bond Oversight Committee and develop and approve Committee Bylaws.

Per Education Code Section 152789(a) the committee shall consist of at least seven (7) members to serve a two year term, without compensation. The members must include one member who is active in a business organization representing the business community, a member active in a senior citizen's organization, one member from a bona fide taxpayer associations, one member shall be a parent or guardian of a student enrolled in the district, and one parent or guardian of a student in the district who is also active in a parent-teacher organization

Upon approval, district staff will post the Resolution and Bylaws on the CUSD website under Measure E along with the application for Board consideration to the committee. The Board will appoint a committee at the regular January 2013 meeting.

Recommendation: Approve Resolution 1199-12 Establishing a Citizens' Oversight Committee and Approving Bylaws Therefore

CHICO UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 1199-12

**RESOLUTION OF THE BOARD OF EDUCATION OF THE CHICO UNIFIED
SCHOOL DISTRICT ESTABLISHING A CITIZENS' BOND OVERSIGHT
COMMITTEE AND APPROVING BYLAWS THEREFORE**

WHEREAS, the Board of Education of the Chico Unified School District (the "District") previously adopted a resolution requesting Butte County (the "County") to call an election for general obligation bonds (the "Bond Election") to be held on November 6, 2012; and

WHEREAS, notice of the Bond Election was duly given; and on November 6, 2012 the Bond Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$78,000,000 ("Measure E"); and

WHEREAS, based on the Canvass and Statement of Results for the County, more than fifty-five percent of the votes cast on the Measure E were in favor of issuing the aforementioned bonds; and

WHEREAS, the Board of Education of the District wishes hereby to establish an independent citizens' bond oversight committee in connection with any issuance of bonds under Measure E and to approve Bylaws governing such committee.

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE CHICO UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. Authorization. Measure E was authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution in accordance with the requirements of the Strict Accountability In Local School Construction Bonds Act of 2000 (the "Act").

Section 2. Establishment of Committee. An independent citizens' bond oversight committee (the "Committee") is hereby established for the purposes set forth in the Act.

Section 3. Bylaws. The Committee shall operate pursuant to the Board approved Bylaws. The Committee shall have only those responsibilities granted to them in the Act and in the Bylaws. The Bylaws, as submitted herewith and attached hereto, are hereby approved.

Section 4. Other Actions. Officers of the Board and members of the Committee established hereunder are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified, confirmed and approved.

ADOPTED, SIGNED AND APPROVED this __5th__ day of __December__, 2013.

BOARD OF EDUCATION OF THE CHICO
UNIFIED SCHOOL DISTRICT

President

ATTEST:

Secretary

STATE OF CALIFORNIA)
)ss
BUTTE COUNTY)

I, _____, do hereby certify that the foregoing Resolution No. _____ was duly adopted by the Board of Education of the Chico Unified School District at a meeting thereof held on _____ day of _____, 2013 and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

By: _____
Secretary

CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS

Section 1. Committee Established. The Chico Unified School District (the "District") was successful at the election conducted on November 6, 2012 (the "Bond Election") in obtaining authorization from the District's voters to issue up to \$78,000,000 aggregate principal amount of the District's general obligation bonds ("Measure E"). The election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Education of the Chico Unified School District (the "Board") hereby establishes the Citizens' Bond Oversight Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws. The Committee does not have legal capacity independent from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under Measure E. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform only the following duties:

3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in the Measure E; and (b) no bond proceeds were used for teacher or administrative salaries or other operating expenses in compliance with Attorney General Opinion 04-110, issued on November 9, 2004.

3.3 **Annual Report.** The Committee shall present to the Board, in public session, an annual written report which shall include the following:

- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- (b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board/Superintendent. Either the Board or the Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (a) Approval of contracts,
- (b) Approval of change orders,
- (c) Expenditures of bond funds,
- (d) Handling of all legal matters,
- (e) Approval of project plans and schedules,
- (f) Approval of all deferred maintenance plans, and
- (g) Approval of the sale of bonds.

3.5 Measure E Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.
- (b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.
- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.
- (e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (f) The approval of an annual budget for the Committee that is sufficient to carry out its activities.
- (g) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Prop 39.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

- (a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.
- (b) Inspect school facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent.
- (c) Review copies of deferred maintenance plans developed by the District.
- (d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number.

The Committee shall consist of at least seven (7) members appointed by the Board of Education from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) member shall be the parent or guardian of a child enrolled in the District.
- One (1) member shall be both a parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the P.T.A. or a school site council.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- Two (2) members of the community at-large.

5.2 Qualification Standards.

- (a) To be a qualified person, he or she must be at least 18 years of age.
- (b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. Members of the Committee are not subject to Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1

of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and are not required to complete the Form 700. However, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing on the date of the first meeting of the Committee. No member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots or otherwise select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District will advertise in the local newspapers, on its website and in other customary forums, as well as solicit appropriate local groups for applications; (b) the Superintendent will review the applications; and (c) the Superintendent will make recommendations to the full Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. The Board shall seek to fill vacancies within 90 days of the date of occurrence of a vacancy. Members whose terms have expired may continue to serve on the Committee until their successor has been appointed.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; (c) the Committee shall not establish sub-committees for any purpose; and (d) the Committee shall have the right to request and receive copies of any public records relating to Measure E funded projects.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee shall meet at least once a year, but no more frequently than quarterly.

6.2 Location. All meetings shall be held within the Chico Unified School District, located in Butte County, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

Section 7. District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

- (a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;
- (b) provision of a meeting room, including any necessary audio/visual equipment;
- (c) preparation and copies of any documentary meeting materials, such as agendas and reports; and
- (d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditure of bond proceeds.

Section 8. Reports. In addition to the Annual Report required in Section 3.2, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Superintendent shall appoint the initial Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of one year and may be re-elected by vote of a majority of the members of the Committee.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a majority vote of the Board of Education of the District.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of all Measure E monies.

CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds, or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Chico Unified School District.

- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

**CHICO UNIFIED SCHOOL DISTRICT
APPLICATION FOR CITIZENS' OVERSIGHT COMMITTEE**

The Board of Education of the Chico Unified School District is seeking qualified, interested individuals to serve on a committee of community leaders which will serve as the independent Citizens' Oversight Committee ("COC") for the implementation of the District's Measure E school facilities bond program.

Proposition 39 Bond Election

On November 6, 2012, voters residing within the Chico Unified School District passed Measure E. Measure E is a \$78 million bond measure that authorizes funding for needed repairs, upgrades, and new construction projects to the District's schools. Proposition 39 required a 55% supermajority for approval; Measure E was passed by 63.32%.

Establishment of a Citizens' Oversight Committee

After a bond authorized under Proposition 39 is passed, state law requires that the Chico Unified School District Board of Education appoint a Citizens' Oversight Committee to work with the District.

Committee Responsibilities

In accordance with Education Code Section 15278(b), the Citizens' Oversight Committee shall:

- Inform the public concerning the District's expenditure of Measure E bond proceeds;
- Review expenditure reports produced by the District to ensure that Measure E bond proceeds were expended only for the purposes set forth in Measure E; and
- Present to the Board of Education in public session, an annual written report outlining their activities and conclusions regarding the expenditure of Measure E bond proceeds.

The Bylaws which govern the Citizens' Oversight Committee are attached to this Application.

Appointment of Committee Members

All appointments will be made by the Board of Education from applications submitted to the District.

Time Commitment and Term

Initial appointments will be staggered, such that some of the initial appointees will be appointed to serve one full two-year term. The other initial appointments will serve a one-year term, but will be eligible for reappointment by the Board of Education for a second two-year term.

Would You be Interested in Serving?

If you wish to serve on this important committee, please review the committee bylaws for more information about the committee's role and responsibilities and complete the attached application. Completed applications should be sent or faxed to the Superintendent's Office of the Chico Unified School District by 4:30 PM on _____, 2013.

**Chico Unified School District
1163 East Seventh Street, Chico, CA 95928
Telephone: (530) 891-3000 FAX: (530) 891-3220**

**CHICO UNIFIED SCHOOL DISTRICT
APPLICATION FOR CITIZENS' OVERSIGHT COMMITTEE**

(Please Print or Type)

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

FAX #: _____ E-Mail: _____

Why do you want to serve on the Measure E Citizens' Oversight Committee?

Do you have any special area of expertise or experience that you think would be helpful to the committee?

If you have served on other school district, city or community committees please list and briefly describe your role:

I would be able to represent the following constituencies in the District: (check all that apply)

- ☐ **Business Representative** - Active in a business organization representing local business
Organization: _____
- ☐ **Senior Citizen Group Representative** - Active member in a senior citizens' organization.
Organization: _____
- ☐ **Taxpayer Organization Member** - Active in a bona fide taxpayers' association.
Organization: _____
- ☐ **Parent or Guardian of Child Enrolled in District.**
Child's Name and School: _____
Child's Name and School: _____
- ☐ **Parent /Guardian of Child Enrolled in District & Active in a Parent-Teacher Organization**
Child's Name and School: _____
Child's Name and School: _____
Organization: _____
- ☐ **At-Large Community Member** – Resident of the Chico Unified School District.

Please note any additional information you feel should be considered as part of your application:

1. Are you an employee of the District?*
2. Are you a vendor, contractor, or consultant to the school district?*
3. Do you have conflicts that would preclude your attending quarterly meetings?
4. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Oversight Committee?*
5. Are you willing to comply with the ethics code included in the bylaws?

YES	NO

(*Employees, vendors, contractors, and consultants of the Chico Unified School District are prohibited by law from being members of the Citizens' Oversight Committee. Employment which could result in becoming a contractor or subcontractor to the district would also be a potential conflict.)

Signature of Applicant

All answers and statements in this document are true and complete to the best of my knowledge.

Signature _____ Date _____

Completed applications must be received in the
Superintendent's Office of the Chico Unified School District,
1163 East Seventh Street, Chico, CA 95928 or faxed to (530) 891-3220.

no later than at 4:30 pm, _____, 2013. If you have any questions, please
call the Chico Unified School District at (530) 891-3000.

It is the policy of the Chico Unified School District not to unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, religion, marital status, age or mental or physical disability in the educational programs or activities which it operates.

AGENDA ITEM: Resolution 1200-12, Resolution Establishing a Separate Fund for CUSD Payroll Liability Accounting

Prepared by: Peter VanBuskirk, Director of Fiscal Services

☐ Consent

Board Date December 5, 2012

☐ Information Only

☒ Discussion/Action

Background Information

The utilization of a separate fund for the payroll liabilities like taxes and deductions will simplify the account reconciliation and cash reconciliation processes. Other Escape software districts have been using this type of fund for the exact reasons named above.

Educational Implications

None.

Fiscal Implications

Establishing a separate fund within the County Treasurer's Pooled Portfolio will enable CUSD to more easily reconcile payroll liabilities.

CHICO UNIFIED SCHOOL DISTRICT

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

11.2.3.

Page 2 of 2

**RESOLUTION 1200-12
ESTABLISHING A SEPARATE FUND FOR
CUSD PAYROLL LIABILITY ACCOUNTING**

WHEREAS, the CUSD administration desires to report the payroll liabilities in a separate fund in the Treasurer's Pooled Investment Portfolio for the benefit of CUSD staff when reconciling these accounts.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Chico Unified School District that a fund, separate from the CUSD General Fund, be established for the use and recording of financial liability activity of the CUSD payroll financial department.

Adopted and approved the 5th day of December 2012, by the following vote:

Ayes:

Noes:

Abstentions:

Absent:

By: _____
President of the Governing Board of the
Chico Unified School District

Attest: _____
Clerk/Secretary of the Governing Board
of the Chico Unified School District

**TITLE: Chico High School Portable Classrooms 2013 (Inspire Campus)
Lease-Leaseback Contractor Selection Committee Recommendation**

Action X
Consent
Information

December 5, 2012

Prepared by: Michael Weissenborn, Director of Facilities & Construction

Background information

On October 3, 2012, the Board of Education directed staff to circulate a Request for Qualifications (RFQ) in order to select a qualified Lease-Leaseback (LLB) Contractor to perform pre-construction services on the Chico High School Portable Classrooms 2013 (Inspire Campus) project.

A selection committee was established to evaluate the Statements of Qualifications (SOQ's) in response to the RFQ. This committee is comprised of the following individuals: Kathy Kaiser-*CUSD Board Member*, Eileen Robinson-*CUSD Board Member*, Kathleen Gentry-*Interim Associate Director CSUC Facilities Management and Services*, John Bohannon-*CUSD Director Alternative Education* and Michael Weissenborn-*CUSD Director Facilities & Construction*. A representative from Stafford King Wiese Architects and Facilities Department staff members also participated in the evaluation process.

Nine impressive SOQ's were received on November 15, 2012. Each firm was evaluated and a "short list" of firms was identified to move on to the interview stage of the selection process. Three firms were selected to be interviewed, they were: Efficient Energy Concepts, Modern Building Inc. and United Building Contractors. The selection interviews were held on November 27, 2012.

Educational Implications

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

Fiscal Implications

The source of funding for pre-construction services will be Measure A bond funds.

Additional Information

The District intends for the LLB Contractor responsibilities to be conducted in two phases. "Phase 1" will consist of pre-construction services. "Phase 2" will consist of the construction of the project. Pre-construction services include plan review, development of a preliminary master schedule, initial constructability review and preliminary budget development.

Recommendation

It is recommended that the Board of Education accept the Contractor recommended by the committee and authorize the Superintendent or designee the authority to enter into a Pre-Construction Services Agreement with Modern Building Inc.

It is also recommended that the Board authorize the Superintendent or designee to enter into a Lease-Leaseback Agreement with Modern Building Inc., once the Guaranteed Maximum Price (GMP) has been developed.

TITLE: Update on Inspire Facilities at the Chico High School Campus

Action X
Consent
Information

December 5, 2012

Prepared by: Michael Weissenborn, Director of Facilities & Construction

Background Information

On October 3, 2012 the Board of Education directed staff to add additional facilities to the Chico High School campus to accommodate Inspire School of Arts and Sciences and return classrooms for use by Chico High School.

Staff has met with Inspire Administrators to develop a site layout that meets the needs of the school at its maximum enrollment of 480 students. Based on these discussions, Stafford King Wiese (SKW) Architects has prepared construction documents to submit to the Division of the State Architect (DSA) on December 19th, 2012. Tonight the Facilities Staff intends to review the recommended site layout with the Board of Education.

Educational Implications

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

Fiscal Implications

The source of funding for this project is Measure A bond funds.

Recommendation

Authorize Staff to direct SKW Architects to finalize construction documents and submit to the Division of the State Architect for review and approval.

1 ENLARGED PARTIAL SITE PLAN
1" = 20'-0"

AGENDA ITEM: **Announcement of Governing Board Nominee to Personnel Commission**

Prepared by: **Bob Feaster, Assistant Superintendent, Human Resources**

- ☐ Consent
☒ Information Only
☐ Discussion/Action

Board Date: December 5, 2012

Background Information:

Chico Unified School District is a Merit System District. This requires a Personnel Commission which in our District consists of three (3) members. One member is appointed by the District, one is appointed by the Chapter and one is a neutral who is agreed upon by the other two members. The current District appointee to the Personnel Commission is Gloria Bevers. Her current term expired on December 1, 2012. Gloria is interested in remaining on the Personnel Commission as the District's representative. The appointment is for a three (3) year term. She has been an active, positive and productive member throughout her tenure on the commission. She was first appointed in December 2002 to complete a one (1) year vacancy. She was reappointed in December 2003 and again in December 2006 and most recently in December 2009.

Per Education Code 45246(b) the Board must announce its intended appointee to the Personnel Commission at a Board meeting. Then at a Board meeting at least 30 days later the public, employees and employee organizations will have the opportunity to express their views on the qualifications of the person recommended by the Board for appointment. This will occur at the first Board meeting in January 2013. Per Education Code 45248(g), a commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed for up to 90 calendar days. Therefore the Personnel Commission will be able to operate a full capacity until time as Ms. Bevers appointment is resolved.

Educational Implications:

Having a fully functioning and complete Personnel Commission will maintain the flow of decisions regarding issues such as eligibility lists and other issues related to the employment of classified staff.

Fiscal Implications:

None

AGENDA ITEM: Resolution #1198-12, Elimination of Classified Services and Ordering Layoffs in the Classified Service for the 2012-2013 School Year

Prepared by: Bob Feaster, Assistant Superintendent, Human Resources

☐ Consent

Board Date December 5, 2012

☐ Information Only

☒ Discussion/Action

Background Information

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

Educational Implications

None.

Fiscal Implications

The District will save the cost of these positions.

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

**RESOLUTION 1198-12
RESOLUTION OF THE GOVERNING BOARD
OF THE CHICO UNIFIED SCHOOL DISTRICT**

**ELIMINATION OF CLASSIFIED SERVICES AND
ORDERING LAYOFFS IN THE CLASSIFIED SERVICE
FOR THE 2012-2013 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 and/or 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
IA-Computers	0.2500	Parkview/Categorical
IA-Special Education	0.2500	MJHS/Special Education
IA-Special Education	0.5000	PVHS/Special Education
IPS-Healthcare	0.3750	Citrus/Special Education
IPS-Healthcare	0.4375	Citrus/Special Education
IPS-Healthcare	0.4375	Neal Dow/Special Education
Transportation Special Ed Aide	0.1250	Transportation/Transportation

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

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

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

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

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

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

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

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

PASSED AND ADOPTED at a meeting of the Governing Board of the Chico Unified School District of Butte County on December 5, 2012.

AYES:
NOES:
ABSTENTIONS:
ABSENT:

DATED this 5th day of December, 2012.

Clerk of the Governing Board of the
Chico Unified School District

TITLE: Approval of a Variable Term Waiver Request for an Early Childhood Special Education Certificate for Certificated Special Education Employee Kathryn Dunlap

Action: ☒
Consent: ☐
Information: ☐

December 5, 2012

Prepared by: Bob Feaster, Assistant Superintendent-Human Resources

Background Information

Request approval of a Variable Term Waiver Request for an Early Childhood Special Education Certificate to cover the assignment of a Certificated employee (Kathryn Dunlap) in the position of SDC-SH Preschool teacher for the 2012/13 school year.

Educational Implications

Approval of this Variable Term Waiver Request will allow Ms. Dunlap to teach while completing requirements for the Certificate.

Fiscal Implications

None



VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be clear enough to photocopy.

1. EMPLOYING AGENCY (include mailing address) Chico Unified School District, 1163 E. 7th St., Chico, CA 95928 NPS/NPA (list county code _____)	County/District CDS Code 04-61424	Contact Person: Heather Deaver Telephone #: 530-891-3000 Email: hdeaver@chicousd.org
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2. APPLICANT INFORMATION

Social Security Number

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed LiveScan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name Dunlap, Kathryn A

Last

First

Middle

Former Name(s) _____ **Birth Date** _____

Applicant's Mailing Address _____

Credential Needed for Waiver Ed Specialist: Early Childhood Education

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment Preschool-SDC-SH Class

Indicate specific position and grade level (e.g. chemistry teacher, grades 11-12)

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? ☒ Yes ☐ No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ☒ Yes ☐ No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: 44265

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): 8/20/12 to 7/30/13*

Ending date of school term, track, or year: 6/6/13

* We would like the expiration date to be after the end of the regular year to cover the summer school extended day program.

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE HIGH INCIDENCE AREA FOR THE ASSIGNMENT

- | | |
|--|--|
| <input checked="" type="checkbox"/> Special Education | <input type="checkbox"/> Driver Education and Training |
| <input type="checkbox"/> Clinical or Rehabilitative Services | <input type="checkbox"/> 30-Day Substitute |
| <input type="checkbox"/> Speech-Language Pathology Services | |

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- | | |
|--|---|
| <input type="checkbox"/> Advertised in local/national newspapers | <input type="checkbox"/> Contacted IHE placement centers |
| <input type="checkbox"/> Advertised in professional journals | <input checked="" type="checkbox"/> Distributed job announcements |
| <input type="checkbox"/> Attended job fairs in California | <input checked="" type="checkbox"/> Internet |
| <input type="checkbox"/> Attended recruitment out-of-state | |

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE LOW INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- | | |
|---|--|
| <input type="checkbox"/> Administrative Services | <input type="checkbox"/> Multiple Subject Teaching |
| <input type="checkbox"/> Single Subject Teaching (all subject areas) | <input type="checkbox"/> Pupil Personnel Services: Counseling, Psychology, Social Work |
| <input type="checkbox"/> Designated Subjects – except driver education and training | <input type="checkbox"/> Reading Specialist/Certificate |
| <input type="checkbox"/> Teacher Librarian Services | <input type="checkbox"/> Teacher of English Learner Students |

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☐ Distributed job announcements
- ☐ Contacted IHE placement centers
- ☐ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals
- ☐ Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? _____

How many individuals credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

- _____ Applicant(s) withdrew
- _____ Candidate(s) declined job offer
- _____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the document named above as the credential goal and a target date by which he or she plans to complete those requirements.

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE
Early Childhood Special Education (ECSE)	June 2014

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name Aaron Sauberan Position SDC-SH Preschool Teacher

9. SUBSEQUENT WAIVER REQUESTS

Attached is a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

☐ Yes

☒ No

Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding Professional Fitness Explanation Form.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- It was a misdemeanor
- The conviction was for reckless driving or driving under the influence
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended



Warning: Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your document.

Do you understand:

- these instructions and;
- that you will later declare under penalty of perjury that the information you give is true and correct and;
- the Commission may reject your application if it is incomplete and;
- the Commission may deny your application or take disciplinary action against your document if you do not disclose misconduct?

☒ Yes

☐ No

- ☐ Please check here if you have ever held any credential or license authorizing service in the public schools in another state.

State _____ Type of credential _____

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school

because of allegations of misconduct or while allegations of misconduct were pending?

☐ Yes

☒ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place?
You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

☐ Yes

☒ No

c. Are you currently the subject of any inquiry or investigation by a state or federal law enforcement agency or a licensing agency in California or any other state?

☐ Yes

☒ No

d. Have you *ever been* the subject an inquiry or investigation by a state or federal law enforcement agency or a licensing agency in California or any other state regarding alleged misconduct that involved children or took place on school property?

☐ Yes

☒ No

e. Are any criminal charges currently pending against you?

☐ Yes

☒ No

11.3.3.

Page 8 of 9

f. Is any disciplinary action now pending against you in any school district or with any other school employer?

☐ Yes

☒ No

g. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching, revoked and/or otherwise subjected to any other disciplinary action (including an action that was stayed) for cause in California or any other state or place?

☐ Yes

☒ No

h. Have you ever had any professional or vocational (not teaching or educational) license revoked and/or otherwise subjected to any other disciplinary action (including an action that was stayed) for cause in California or any other state or place?

☐ Yes

☒ No

i. Have you ever had any application for a credential, including but not limited to, any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching, denied and/or rejected for cause in California or any other state or place?

☐ Yes

☒ No

12. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES



Public School District: Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months


County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #14 below, the person signing verifies that there were no objections to this waiver request.

13. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.


Signature of Applicant
(Sign full legal name as listed in #2)

11.16.12
Date

14. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____
Title: Assistant Superintendent, Human Resources
Date: _____

AGENDA ITEM: Resolution # 1201-12, Resolution, Ratification, and Affirmation of the Designation of Assistant Superintendent of Business Services as a Senior Management Position of the Classified Service

Prepared by: Bob Feaster, Assistant Superintendent, Human Resources

- ☐ Consent
☐ Information Only
☒ Discussion/Action

Board Date: December 5, 2012

Background Information

This resolution affirms prior actions taken by previous Boards of Chico Unified School District that designated the position of Assistant Superintendent of Business Services as a senior management position of the classified service. The contracts that have been agreed to in the past between the Board of Education and the current and prior Assistant Superintendent of Business Services have designated the position as such and in essence formally separate this senior management position from other classified positions. This resolution simply affirms that status in compliance with Education Codes.

Educational Implications

None

Financial Implications

None

Resolution No. 1201-12
BEFORE THE BOARD OF EDUCATION
of the
CHICO UNIFIED SCHOOL DISTRICT

Resolution, Ratification, and Affirmation of the
Designation of Assistant Superintendent of Business Services as a
Senior Management Position of the Classified Service

WHEREAS, Education Code sections 45100.5, 45108.5 and 45256.5 allow school districts (including merit system school districts) to designate certain classified positions as senior management of the classified service.

WHEREAS, on October 8, 2007, the Board of Education ("Board") of the Chico Unified School District ("District"), by majority vote, resolved to adopt an Employment Contract for the Assistant Superintendent of Business Services that designated the position as senior management of the classified service.

WHEREAS, on October 6, 2010 and June 20, 2012, the Board, by majority vote, resolved to adopt the Employment Contracts for Maureen Fitzgerald.

WHEREAS, part I of the terms and conditions of the Employment Contracts for Maureen Fitzgerald expressly acknowledged and designated the position of Assistant Superintendent of Business Services as senior management of the classified service.

NOW THEREFORE, BE IT RESOLVED, RATIFIED AND AFFIRMED that:

1. The following position was created and designated as, and is hereby affirmed as, Senior Management of the Classified Service:

Assistant Superintendent of Business Services
(Contract and Job Description attached)

2. The following regular classified position/classification, if any, was abolished:

Assistant Superintendent of Business Services

3. The actions described above were:

- a. effective on October 8, 2007; and
- b. effective on, and affirmed on, the dates of the Board votes resolving to adopt the Employment Contracts for Maureen Fitzgerald for the 2011/2012 and 2012/2013 school years; and
- c. effective on, and ratified on, the date of adoption of this Resolution.

THIS RESOLUTION was passed and adopted at a regular meeting of the Board of Trustees of the Chico Unified School District on the 5th day of December, 2012, by the following roll call vote:

AYES:
NOES:
ABSENT:

Signed and approved by me after its passage.

President of the Board of Trustees

ATTEST:

Clerk of the Board of Trustees

EMPLOYMENT CONTRACT
between
MAUREEN FITZGERALD
and the
GOVERNING BOARD OF THE
CHICO UNIFIED SCHOOL DISTRICT
of Butte County, California

This Employment Contract ("Contract") is by and between the Governing Board of the Chico Unified School District ("Board" or "District") and Maureen Fitzgerald ("FITZGERALD" or "Assistant Superintendent").

NOW THEREFORE, Board offers, and Fitzgerald accepts, employment as Assistant Superintendent – Business Services ("Assistant Superintendent").

I. TERM

- A. The term of this contract is July 1, 2012, through and including June 30, 2013.
- B. Senior Management in the Classified Service

The position of Assistant Superintendent – Business Services has been designated as Senior Management of the Classified Service. Accordingly, Fitzgerald employment is subject to the provisions of Education Code §§ 45100.5 and 35031.

II. COMPENSATION

Board shall pay Fitzgerald an annual base salary of One Hundred Thirty Thousand Dollars (\$130,000). Salary shall be payable on the last day of each month in installments of one-twelfth (1/12) of annual salary rate for the services rendered during the preceding month.

For this contract Fitzgerald agrees to the same percentage reduction in compensation if agreed to and enacted for the 2012-13 school year for the Chico Unified Teachers Association as applied to the \$130,000 base salary.

III. PROFESSIONAL DUTIES AND RESPONSIBILITIES OF ASSISTANT SUPERINTENDENT

- A. General Duties

FITZGERALD shall be Chief Fiscal Officer of the District.

1. As Chief Fiscal Officer, FITZGERALD, under the general direction of the Superintendent, shall have primary responsibility for the execution of District fiscal and business policy. The responsibility for the formulation of policy is retained by the Board.
2. In addition to the powers and duties set forth in the Education Code, FITZGERALD shall have such other powers and duties that have been delegated to the Assistant Superintendent – Business Services in adopted Board Policy or other actions of the Board referenced in official minutes of Board meetings.
3. FITZGERALD shall perform all duties set forth in this Paragraph (III.), and shall carry out all lawful directives from the Board.
4. FITZGERALD shall fulfill the duties of the attached job description for the Assistant Superintendent – Business Services.

B. Communications

1. Assistant Superintendent, FITZGERALD, and the Board recognize the importance of communications among them.
2. FITZGERALD shall keep the Superintendent and the Board advised of all emerging fiscal and business-related issues which could have a material impact on the District.
3. Whenever practical, and consistent with the public meeting laws, Superintendent, FITZGERALD and the Board shall communicate with each other in advance of scheduled Board meetings.

IV. WORK YEAR

A. Work Year

1. FITZGERALD is required to render twelve (12) months of full and regular service to the District during the annual period covered by this Contract.
 - a. The position of Assistant Superintendent – Business Services is designated as an FLSA exempt position and the compensation package reflects this status.
 - b. The year is normally exclusive of Saturdays, Sundays, and holidays.

2. FITZGERALD shall schedule and report leaves as set forth below.

B. Illness Leave

1. FITZGERALD shall accrue illness leave at the rate of one (1) day per month. This leave shall accumulate without limit.
2. The District will cooperate with FITZGERALD to facilitate the transfer of accumulated sick leave from her current public school employer to the Chico Unified School District.

C. Vacation

1. Vacation, if it is to have value, must be utilized. FITZGERALD shall accrue twenty (20) vacation days with pay each school year.
2. FITZGERALD shall schedule vacation with prior notice to, and approval by, the Superintendent.
3. FITZGERALD may not carry more than five (5) days of accrued and unused vacation from one (1) school year to the next unless a larger carry over is authorized, in advance, and in writing, by the Superintendent.
4. Consistent with Article IV.C.1., up to ten (10) days of accrued but unused vacation shall be compensable upon separation. Compensation shall be at FITZGERALD base daily rate of pay.
5. The District retains the right to direct FITZGERALD's use of accrued vacation.

D. Other Leaves

The District shall provide FITZGERALD with such other leaves as are provided to other management employees of the District.

E. Reporting

FITZGERALD shall report, in the same manner as other employees, her usage of the leaves provided in this Article (IV).

V. GOALS AND OBJECTIVES

A. Annual Establishment

Not later than September 1, 2012, Superintendent and FITZGERALD shall mutually establish goals and objectives for the coming school year. These goals and objectives will be shared with the Board.

B. Evaluation Criteria

These goals and objectives shall be among the criteria by which Superintendent evaluates FITZGERALD (see VI. below).

VI. EVALUATION

A. In Writing

The Superintendent shall evaluate, in writing, the performance of Assistant Superintendent (see Section VI.D.2. below).

B. Minimum Assessment Criteria

The evaluation shall, at a minimum, assess Assistant Superintendent's performance as it relates to: the duties and responsibilities of Assistant Superintendent as set forth in Article III, the goals and objectives established as set forth in Article V, and applicable law and Governing Board Policy.

C. Format and Procedures

The final format, criteria and procedures of Assistant Superintendent's evaluation shall be annually established by the Superintendent and may include Assistant Superintendent's self-evaluation.

D. Timelines

1. Written Evaluation: The Superintendent shall complete the annual written evaluation of Assistant Superintendent not later than June 15, 2013.
2. A copy of the written evaluation shall be delivered to Assistant Superintendent who may respond in writing.
3. On or before June 30, 2013, the Assistant Superintendent and Superintendent shall meet to discuss Assistant Superintendent's written evaluation.

4. Final evaluation and any response by Assistant Superintendent shall be made available to Board

VII. PROFESSIONAL GROWTH OF ASSISTANT SUPERINTENDENT

- A. The District encourages the continuing professional growth of FITZGERALD through her participation in:
 1. The operations, programs and other activities conducted or sponsored by local, state and national school board and administrative associations;
 2. Seminars and courses offered by public or private educational institutions;
 3. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of FITZGERALD to perform her professional responsibilities for the District; and
 4. Local civic organizations.
- B. In its encouragement, the District shall permit a reasonable amount of release time for Assistant Superintendent to attend such matters and shall pay, in accordance with Board policy, necessary travel and subsistence expenses.

VIII. EXPENSES AND OTHER BENEFITS

- A. General Expenses
 1. Except as otherwise provided in this Contract, the District shall reimburse FITZGERALD for all actual and necessary expenses that have been incurred within the scope of employment.
 2. In accordance with prudent business practices, payment shall require counter-signature by the Superintendent or another Assistant Superintendent.
 3. Reimbursement of all expenses including transportation shall be in accordance with Board policy.
 4. The Board will be provided with a report of these expenses at the end of the fiscal year or upon request during the term of this contract.

B. Professional and Civic Organizations and Committees

1. CASBO: If requested, the District shall pay FITZGERALD's membership dues to the California Association of School Business Officials.
2. Others: The District may pay membership dues for FITZGERALD to participate in other professional and civic organizations and committees with prior written approval by the Board. To the extent such participation relates to, and is in furtherance of, the mission of the District, FITZGERALD is encouraged to participate in such activities.

D. Health and Welfare Benefits

During employment as Assistant Superintendent, FITZGERALD shall receive a District contribution for medical, dental and vision insurance in the same manner as other management employees.

E. Retiree Benefits

1. FITZGERALD shall be entitled to receive District-paid insurance benefits after retirement in the same manner as those premiums are paid for other eligible management employees, if.
 - a. She retires and begins to receive annuitant benefits from PERS, and,
 - b. She remains a District employee for at least ten (10) years and was an employee of the District at the time of retirement.
2. Premiums to be paid shall include employee-only medical insurance to the end of the month in which FITZGERALD reaches the age of 65.
3. FITZGERALD may select a plan from among those available to other eligible management employees.

F. 403(b)

Access to an IRC 403(b) plan shall be available to FITZGERALD. Funding is at the sole expense of FITZGERALD.

G. Life Insurance

District will pay the premium for a term life insurance policy for the benefit of FITZGERALD in the same manner as other certificated management employees.

IX. MEDICAL EXAMINATION

- A. In light of the unique nature of the professional duties of Assistant Superintendent – Business Services, the District may require a complete medical examination of FITZGERALD prior to February 15 of each school year.
 - 1. The examination shall be conducted by a licensed physician selected by FITZGERALD.
 - 2. The written report to the District shall be limited to the physician's determination of the continued fitness of FITZGERALD to perform her duties.
 - 3. The report shall be confidential.
- B. This medical examination, if one is required, shall be paid for by the District.

X. NON-RENEWAL OF EMPLOYMENT CONTRACT

Should the Board determine that it does not wish to re-employ the Assistant Superintendent under any successor contract, the Board shall give written notice of this decision to Fitzgerald pursuant to Education Code Section 35031 on or before March 15, 2013.

XI. TERMINATION OF EMPLOYMENT CONTRACT

This employment Contract may be terminated prior to its normal expiration by its own terms on June 30, 2013, for one or more of the following:

- A. Mutual agreement of the parties.
- B. Retirement of Assistant Superintendent.
- C. Physical or mental inability of the Assistant Superintendent to perform his or her duties.
- D. Termination for Cause.
 - 1. In the event of termination for cause, which shall be defined as conduct which is seriously prejudicial to the District, this Contract may be terminated. This shall include, by way of illustration and not limitation, failure of good behavior either during or outside of duty hours which is of such a nature that it causes discredit to the District, unprofessional conduct, incompetency, neglect of duty, or a breach of this Contract.

Determination of whether cause exists shall be in the sole discretion of the Board.

2. Should the Board elect to terminate this Contract prior to its expiration pursuant to this section, the Board shall notify Assistant Superintendent in writing. Upon request, Board shall serve upon Assistant Superintendent a reasonably detailed statement of the facts upon which the Board has determined that cause exists. Assistant Superintendent will be afforded an opportunity for a meeting which shall include the right to be represented by counsel and the right to call witnesses. If Assistant Superintendent chooses to be accompanied by legal counsel at such meeting, Assistant Superintendent shall bear any costs therein involved. Such meeting shall be conducted in closed session. Assistant Superintendent hereby waives the provisions of Government Code section 54597(b)(2). Assistant Superintendent shall be provided a written decision describing the results of the meeting.

E. Governing Board Option.

1. Notwithstanding any other provision of this Contract, Board shall have the sole right to terminate this Contract during its term as set forth below.
 - a. If Board terminates this Contract before its normal expiration, except pursuant to paragraphs A. to E. above, it shall pay to Assistant Superintendent her base salary and medical/dental/vision benefits for the lesser of either twelve (12) months or for that number of months remaining on this Contract.
 - b. The twelve (12) month payment period shall commence on the date of notification.
2. The compensation set forth in Paragraph E.1. above shall be the only compensation of any kind which shall be due Assistant Superintendent if this Contract is terminated by the Board pursuant to this Paragraph E.
3. The parties agree that any payment hereunder shall be the sole and only payment for termination in this subsection E, and shall be a full and complete settlement of any and all contract claims. Assistant Superintendent understands that Government Code section 53260(a) provides that if an agreement of this type is terminated without cause early, the maximum payment pursuant to statute is no more than 18 months. However, this is absent to an agreement to the contrary. The parties agree that this statutory maximum shall not apply because the parties have by this section agreed to the contrary; specifically, they have agreed upon a maximum payment of 12 months or the remaining length of the contract, whichever is less, as provided herein.

XIII. GENERAL PROVISIONS

A. Full and Complete Document

This Contract is the full and complete Contract between the parties. It can be changed or modified only in writing, which must be signed by the parties or their successors in interest to this Contract.

B. Applicable Laws

Except as modified by an express term of this Contract, this Contract is subject to all applicable laws of the State of California, to the rules and regulations of the State Board of Education, and to the lawful rules and regulations of the Governing Board of the Chico Unified School District. These laws, rules, regulations, and policies, as referenced above, are a part of the terms and conditions of this Contract as though fully set forth herein.

IN WITNESS, we affix our signatures to this Contract as the full and complete understanding of the relationships between the parties.

for the CHICO UNIFIED SCHOOL DISTRICT

Date: 6/20/12

Date: 6/20/12

By: Andrew Lora
President, Governing Board

By: Elly Galey
Superintendent

I accept this offer of employment and agree to comply with all of its terms and to fulfill all of the duties of employment as Assistant Superintendent – Educational Services of the Chico Unified School District.

Date: 6-26-12

By: Maureen Fitzgerald
Maureen Fitzgerald

**CHICO UNIFIED SCHOOL DISTRICT
ASSISTANT SUPERINTENDENT-Business Services**

DEFINITION

Directly responsible to the District Superintendent. Under general direction: leads, plans, organizes, directs, controls, and coordinates the Business Services Division. The Business Services Division includes: budgeting, accounting, purchasing, payroll, food services, transportation, maintenance and operations, facilities planning, construction, and risk management.

EXAMPLES OF DUTIES

- Administers and interprets statutes, regulations, and policies concerned with the responsibilities of business administration.
- Assumes consistent and efficient management of all district financial functions within applicable law.
- Develops/implements controls between purchasing and accounts payable departments, and the personnel and payroll departments.
- Ensures the handling of receipts and disbursement of funds are separate from the accounting function.
- Directs and coordinates the preparation of the annual budget of the district at the discretion of the superintendent in cooperation with other managers and personnel.
- Recommends changes in organization and procedures of the division; interprets policies to the personnel of the division.
- Prepares periodic reports for the superintendent, staff, and governing board.
- Represents the district in meetings with administrators, professional staff, business leaders, governmental representatives, and the public concerning financial management.
- Assists the superintendent in long-range financial planning and business policy development on district matters related to projected needs.
- Reviews, proposes, monitors, and informs staff and community of legislation affecting fiscal management and projected financial needs.
- Responsible for cost effectiveness of the district business division.
- Responsible for inservice of appropriate district staff, and staff development of division staff.
- Supervises and evaluates management staff in the division, including Director of Finance, Director of Maintenance and Operations, Director of Facilities, Director of Transportation, and Director of Food Services.
- Responsible for the comprehensive management information system for the district.
- Works with district personnel in projecting student enrollment, staffing needs, building and facilities needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement.
- Participates, when needed, in the negotiations process with employee groups.
- Serves as a member of the superintendent's Cabinet providing key recommendations and policy analysis that promote the interests of the district.

Knowledge of:

- Theory and practice of modern school business management;
- Governmental budgeting, accounting, purchasing, stores, insurance, contracts;
- Audit and fiscal control procedures;
- Staff development and effective management techniques;
- Technology and the implementation of technological advances for the schools/district;
- Laws and regulations affecting the operations of the Division and site management as necessary.

Chico Unified School District
Assistant Superintendent-Business Services

Ability to:

- Plan, direct, establish priorities, and coordinate a variety of complex technical fiscal operations involving the operation of multiple specialized units;
- Analyze and identify present and potential organizational problems, develop and evaluate alternate solutions which result in effective plans of action;
- Prepare and/or present clear and concise reports regarding complex technical information;
- Use positive interpersonal skills to provide effective leadership to staff and to work collaboratively with those contacted in the course of work;
- Apply knowledge and understanding of business management to analyze and identify present and potential technology problems, develop and evaluate alternate solutions, and propose plans of action;
- Interpret and apply laws, rules, regulations, and policies related to financial matters;
- Supervise and evaluate the activities of others engaged in various district business activities;
- Analyze financial statements and fiscal reports and prepare a complex budget based on valid assumptions within stated guidelines;
- Disseminate necessary information to sites for effective decision making.
- Establish and maintain cooperative working relationships.

Physical demands:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work will involve sitting most of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business-related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Five years of responsible accounting, budget development and financial record management and reporting experience, including two years in an educational organization management or supervisory capacity.

Education:

Completion of a Bachelor of Arts or higher degree from an accredited institution, including emphasis in accounting, budget planning, business management or closely related fields.

License Requirement:

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment:

Insurability by the district's liability insurance carrier.

PC – Proposed 8/27/01

PC – Approved 8/27/01