

CHICO UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Board Workshop

Wednesday, June 12, 2013

5:00 p.m. Closed / 6:00 p.m. Open

Chico Unified District Office, Large Conference Room

1163 East 7th St., 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

Dave Scott, Asst. Superintendent

Joanne Parsley, Director

Jim Hanlon, Principal

Jay Marchant, Principal

Debbie Aldred, Principal

Ted Sullivan, Principal

2.2. Public Employee Performance Evaluation

per Government Code §54957

Title: Superintendent

3. RECONVENE TO REGULAR SESSION

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

4. CONSENT CALENDAR

4.1. EDUCATIONAL SERVICES

- 4.1.1. Consider Approval of Additional 2013-14 CIF Representative to League

4.2. BUSINESS SERVICES

- 4.2.1. Consider Approval of Consultant Agreement with Newcomb Anderson McCormick Energy Engineering and Consulting to Assist in Evaluating and Implementing Solar Power Generating Proposals

4.3. HUMAN RESOURCES

- 4.3.1. Consider Approval of Classified Human Resources Actions

5. DISCUSSION/ACTION CALENDAR

5.1. BUSINESS SERVICES

- 5.1.1. **Information:** Measure E – The Development of Principles, Standards and Educational Specifications for the District Facilities Master Plan (Michael Weissenborn)

5.2. HUMAN RESOURCES

- 5.2.1. **Discussion/Action:** Resolution 1220-13, Elimination of Classified Services and Ordering Layoffs in the Classified Service for the 2013-2014 School Year (Bob Feaster)

6. ADJOURNMENT

Elizabeth Griffin, President
Board of Education
Chico Unified School District

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 PARTICIPATON 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 PARTICIPATON 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.

PROPOSED AGENDA ITEM: Approval of Additional 2013-2014 CIF Representative to League

Prepared by: John Shepherd

☒ Consent

Board Date May 15, 2013

☐ Information Only

☐ Discussion/Action

Background Information

The California Interscholastic Federation (CIF) requires the School District/Governing Board to appoint individuals to serve for the 2013-2014 school year as the school's league representatives.

Educational Implications

n/a

Fiscal Implications

n/a

Please add the additional person as a CIF Representative to League for CUSD:

2013-2014 Designation of CIF Representatives to League

4.1.1.
Page 2 of 2

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than July 2, 2013.**

Chico Unified School District/Governing Board at its June 12, 2013 meeting,
(Name of school district/governing board) (Date)

appointed the following individual(s) to serve for the 2013-2014 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL Pleasant Valley High School

NAME OF REPRESENTATIVE Randy Gilzean POSITION Teacher on Special Assignment/Athletics

ADDRESS 1475 East Avenue CITY Chico ZIP 95926

PHONE 530-891-3050 FAX E-MAIL rgilzean@chicousd.org

NAME OF SCHOOL

NAME OF REPRESENTATIVE POSITION

ADDRESS CITY ZIP

PHONE FAX E-MAIL

NAME OF SCHOOL

NAME OF REPRESENTATIVE POSITION

ADDRESS CITY ZIP

PHONE FAX E-MAIL

NAME OF SCHOOL

NAME OF REPRESENTATIVE POSITION

ADDRESS CITY ZIP

PHONE FAX E-MAIL

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Kelly Staley

Signature



Address 1163 East Seventh St.

City Chico

Zip 95928

Phone 530-891-3000, ext. 149

Fax 530-891-3220

**PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.
SEE REVERSE SIDE FOR CIF SECTION OFFICE ADDRESSES.**

AGENDA ITEM: Newcomb Anderson McCormick Energy Engineering and Consulting Consultant Agreement

Prepared by: Michael Weissenborn, Director of Facilities & Construction

☒ Consent

Board Date June 12, 2013

☐ Information Only

☐ Discussion/Action

Background information

On April 17, 2013, the Board of Education authorized staff to contract with Newcomb Anderson McCormick (NAM) Energy Engineering and Consulting. In the agenda for that meeting we failed to ask for approval of the form *Consultant Agreement BS10a*. The completed form is attached and ready for approval.

Educational Implications

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

Fiscal Implications

This scope of the work performed by Newcomb Anderson McCormick will be funded out of Fund 42, Redevelopment Funds, and will not have an impact upon the General Fund.

Recommendation

It is requested that the Board of Education authorize the Superintendent or designee to approve the Consultant Agreement BS10a with NAM Energy Engineering and Consulting.

Mandatory Instructions
(click to view)

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

Business Services Use Only	
CA#	
V#	

CONSULTANT AGREEMENT

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

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

Name: Newcomb Anderson McCormick
Street Address/POB: 201 Mission Street, Suite 2000
City, State, Zip Code: San Francisco, CA 94105
Phone: 415-896-0300

Taxpayer ID/SSN:

This agreement will be in effect from: April 17, 2013 to October 17, 2014

Location(s) of Services: (site) Multiple Sites

3. **Scope of Work** to be performed: (attach separate sheet if necessary)
 To develop and circulate an RFP for a second phase of solar power generating capacity, evaluate proposals in response to the RFP and support the District in negotiating a contract should an agreement be advantageous to the District. Approved by CUSD Board on 4/17/13. Not to exceed \$114,170.
4. **Goal (Strategic Plan, Site Plan, Other)** to be achieved as a result of Consultant services:
 To obtain assistance in evaluating and implementing solar power generating proposals.

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

- 1) Fund 42
- 2)
- 3)

6. Account(s) to be Charged:

	Pct (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Expense	Sch/Dept
1)	100.00	42	0000	0	0000	8200	5800	14	510
2)							5800	14	
3)							5800	14	

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

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

\$ 114,170.00 Per Unit, times 1.00 # Units = \$ 114,170.00 Total for Services
 (Unit: ☐ Per Hour ☐ Per Day ☐ Per Activity)

9. Additional Expenses:

\$
\$
\$

Total for
0.00 Addit'l Expenses

\$ 114,170.00 Grand Total

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

(to be completed by Business Services)

CONSULTANT TERMS AND CONDITIONS

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

Consultant Name: **Newcomb Anderson McCormick**

Business Services Use Only

CA# _____

V# _____

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

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

(Signature of Consultant)

John Newcomb

(Print Name)

(Date)

5-24-2013

12. RECOMMENDED:

(Signature of Originating Administrator)

Michael Weissenborn

(Print Name)

(Date)

5-30-2013

13. APPROVED:

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

(Print Name)

(Date)

APPROVED:

☒ Consultant

☐ Contract Employee

(Signature of District Admin.-Business Services)

(Print Name)

(Date)

Robert Feaster

6-4-13

14. Authorization for Payment:

CHECK REQUIRED (Invoice to accompany payment request):

☐ Partial Payment thru: _____
(Date)

☐ Full or Final Payment

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

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

☐ Mail to Consultant

\$

(Amount)

(Originating Administrator Signature - Use Blue Ink)

(Date)

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

DATE: JUNE 12, 2013
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
Kruger, Jaclyn	Director-Fiscal Services/Business Office/8.0	7/8/2013	Vacated Position/ 344/General/0000	21236.75

AGENDA ITEM: Measure E Board Workshop – The Development of Principles, Standards and Educational Specifications for the District Facilities Master Plan

Prepared by: Michael Weissenborn, Director, Facilities & Construction

☐ Consent

Board Date June 12, 2013

☒ Information Only

☐ Discussion/Action

Background information

The District Facilities Master Planning process provides the opportunity to take inventory of our existing facilities and take a look forward toward the future to establish desired facilities standards. This workshop will focus on the future of our facilities.

Tonight, Members of the School Board will be given an opportunity to share their thoughts regarding the vision for the District's facilities. What will make the District's facilities safe, healthy and ensure that they provide an engaging, inspiring environment, to both the students and the teachers of Chico Unified School District? How can the District's facilities play a role in pushing the District beyond the 21st century and into the next? Learning what is important to the School Board is essential to eventually making facility recommendations which support this collaborative vision. This is the first in a series of upcoming opportunities for the School Board to express their thoughts regarding a variety of facility related topics, to the Master Planning Team.

We look forward to a valuable dialogue covering a wide variety of topics important to the planning process.

AGENDA ITEM: Resolution #1220-13

Prepared by: Bob Feaster, Assistant Superintendent, Human Resources

☐ Consent

Board Date June 12, 2013

☐ Information Only

☒ Discussion/Action

Background Information:

The District 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.

RESOLUTION 1220-13
RESOLUTION OF THE GOVERNING BOARD
OF THE CHICO UNIFIED SCHOOL DISTRICT
ELIMINATION OF CLASSIFIED SERVICES AND
ORDERING LAYOFFS IN THE CLASSIFIED SERVICE
FOR THE 2013-2014 SCHOOL YEAR

WHEREAS, due to lack of work and/or lack of funds, this Board hereby finds that it is the best interest of the Chico Unified School District that, as of the 12th day of June 2013, certain services now being provided by said School District be reduced or discontinued by the following extent:

Elimination of the following position(s):

Classification	Full-Time Equivalent	Site/Program
Parent Classroom Aide	0.1250	Citrus/Categorical
Parent Classroom Aide	0.2500	Citrus/Categorical
Parent Classroom Aide	0.1250	Citrus/Categorical

NOW, THEREFORE, BE IT RESOLVED that three classified position(s) of the CHICO UNIFIED SCHOOL DISTRICT be reduced or discontinued to the extent hereinabove set forth.

BE IT FURTHER RESOLVED that the Superintendent of this School District be and hereby is authorized and directed to give notice of termination of employment to affected classified employee(s) of this School District pursuant to Merit System rules and regulations and applicable provisions of the Education Code of the State of California not less than 45 days prior to the effective date of 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.

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.

The foregoing RESOLUTION was passed and adopted at a meeting of the Board of Trustees of the CHICO UNIFIED SCHOOL DISTRICT on the 12th day of June 2013, by the following vote to wit:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

DATED this 12th day of June, 2013.

Clerk of the Governing Board
of the Chico Unified School District