

SUPERINTENDENT

Jim Cloney
2200 Eureka Way, Suite B
Redding, CA 96001
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BOARD OF TRUSTEES

Charles Haase
Bev Stupek
Kristen Schreder
James Schwerdt
Constance Pepple

AGENDA
SHASTA UNION HIGH SCHOOL DISTRICT
REGULAR MEETING OF GOVERNING BOARD

January 10, 2012

Shasta Learning Center – Board Room
2200 Eureka Way – Redding

Mission:

Shasta Union High School

District ~ Educating Every Student for Success

Vision:

To inspire and prepare every student to succeed in high school and beyond.

Our Board and staff are committed to excellent education through academics, the arts, athletics and activities. Our students gain the confidence and skills to adapt in their ever-changing world. Together with our families, we develop responsible members of the community.

CALL TO ORDER
SHASTA LEARNING CENTER
BOARD ROOM
5:30 P.M.

Call to Order by Presiding Officer _____, at _____ p.m.

Roll Call:

Charles Haase, President _____
Bev Stupek, President-Elect _____
Kristen Schreder, Clerk _____
James M. Schwerdt _____
Constance Pepple _____

Jim Cloney, Superintendent/Secretary _____

**CLOSED SESSION
SHASTA LEARNING CENTER
BOARD ROOM
5:30 P.M.**

The Board will adjourn to closed session to discuss:

- 1) Consider recommendation from the Expulsion Hearing Panel to expel two students (File Nos. 11-25 and 11-26)
- 2) Consider recommendation from administration regarding readmission for one student (Expulsion File 11-10)
- 3) Public Employee Discipline/Dismissal/Release (G.C. 54957)
- 4) Conference with Labor Negotiator (G.C. 54957.6). Agency designated representatives: Jim Cloney – Superintendent, David Flores – Chief Business Official and Dana Reginato – Associate Superintendent/H.R. Employee Organizations: Shasta Secondary Education Association (SSEA), Educational Support Professionals Association (ESP), California School Employees Association (CSEA) and Management/Supervisory/Confidential

**OPEN SESSION
SHASTA LEARNING CENTER
BOARD ROOM
6:30 P.M.**

Pledge of Allegiance

Call for Requests from the Audience to Speak to Any Item on the Agenda

Public Forum:

Hearing of persons desiring to address the Board on a subject not covered in this agenda. NOTE: 1) Individual speakers will be allowed three (3) minutes to address the Board. The maximum time allowed for each agenda item shall be 20 minutes. The Board President may further limit the speaking time allowed in order to facilitate the progress of the meeting. [BP9323(c)5]. 2) Complaints presented to the Board must not involve specific reference to employees. Citizens should contact the Superintendent for complaint procedures regarding employees. 3) A school district cannot take action on a matter that has not been placed on the official agenda. (GC54954.2).

1) Approval of Agenda

- 1.1 Review/approval of agenda (*Action*)
- 1.2 Review/approval of Consent Agenda (*Action*)

CONSENT AGENDA

The consent agenda, if approved, will be recorded in the minutes as if each item had been acted upon individually. Requests by members of the Board to have any item taken off the consent agenda for discussion will be honored without debate. Requests by the public to have an item taken off the consent agenda will be considered prior to the Board taking action.

Motion: That all consent items be approved as recommended by the Superintendent.
Alternate Motion: That consent items, with the exception of (name items) be approved as recommended by the Superintendent.

Reference

2) Administration

- | | | |
|-----|---|-----|
| 2.1 | Approve students who have been accepted into the College Connection Program for spring 2012 | 2.1 |
| 2.2 | Approve minutes for December 13, 2011 regular Board meeting | 2.2 |

| | <u>Reference</u> |
|----------------------------------|--|
| 3) Budget & Finance | |
| 3.1 | Ratify commercial warrants and payroll distributions for December 2011 3.1 |
| 3.2 | Approve the Budget Calendar for 2012-2013 3.2 |
| 3.3 | Receive annual certification regarding Workers' Compensation 3.3 |
| 3.4 | Receive Rate of Attendance Report for the First Period (P-1) for 2011-2012 3.4 |
| 4) Instructional Services | |
| 4.1 | Approve Field Trip Requests 4.1 |
| 5) Human Resources | |
| 5.1 | Approve Human Resources Action Report 5.1 |
| 5.2 | Accept the Quarterly Report on the Williams Uniform Complaints for October 1 – December 31, 2011 5.2 |

DISCUSSION/ACTION AGENDA

6) Administration

| | |
|------|--|
| 6.1 | The Board will vote regarding a student expulsion (File No. 11-25) <i>(Action)</i> 6.1 |
| 6.2 | The Board will vote regarding a student expulsion (File No. 11-26) <i>(Action)</i> 6.2 |
| 6.3 | The Board will vote regarding a student readmission (File 11-10) <i>(Action)</i> 6.3 |
| 6.4 | The Board will hear reports from the Shasta Union High School District Employee Associations <i>(Information)</i> 6.4 Shasta Secondary Education Association – Tom Roberts, President Educational Support Professionals Association – Deborah Bayley, President California School Employees Association – David Martin, President |
| 6.5 | The Board will hear reports from the Principals <i>(Information)</i> 6.5 Guy Malain – Alternative Education Eric Peterson – Enterprise High School Jim Bartow – Foothill High School Els Prigmore – Pioneer High School and Plus High Schools Milan Woollard – Shasta High School |
| 6.6 | The Board will hear a report from the Superintendent <i>(Information)</i> 6.6 |
| 6.7 | The Board will hear comments and liaison reports from individual members of the Board <i>(Information)</i> 6.7 |
| 6.8 | Presentation of the SUHSD's initial proposal for negotiation with SSEA, ESP and CSEA Chapter 181 <i>(Information)</i> 6.8 |
| 6.9 | Presentation of the Shasta Secondary Association's (SSEA) initial proposal for negotiation <i>(Information)</i> 6.9 |
| 6.10 | Presentation of the Educational Support Professionals Association's initial proposal for negotiation <i>(Information)</i> 6.10 |

| | <u>Reference</u> |
|--|-------------------------|
| 7) Budget & Finance | |
| 7.1 Receive Monthly Financial Report <i>(Information)</i> | 7.1 |
| 8) Instructional Services | |
| 8.1 The Associate Superintendent of Instruction will present a report on Career and Technical Education (CTE) <i>(Information)</i> | 8.1 |
| 9) Human Resources | |
| 9.1 Approve Resolution for Reduction in Classified Service <i>(Action)</i> | 9.1 |
| 9.2 Approve revisions to job description for Accounting and Budgeting Supervisor <i>(Action)</i> | 9.2 |

Date and Location of the Next Regular Board Meeting:

February 14, 2012 – Shasta Learning Center Board Room – 2200 Eureka Way, Redding

Adjournment: *Auxiliary aids and services include a wide range of services and devices that promote effective communication for individuals with disabilities. If you require such assistance, please notify this office as soon as possible. We will make every effort to give primary consideration to expressed preferences, or provide equally effective means of communication to ensure equal access to District programs and events.*

Access to Board Materials (SB 343 Chapter 298/2007): Agenda packets and related documents are available for review at the Shasta Union High School District Office, 2200 Eureka Way, Suite B – Redding.

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: College Connection Program – spring 2012

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: Each semester the Board approves the list of students entering the College Connection Program for the first time.

REFERENCES: Student listing provided by College Connection.

College Connection – Shasta College

11555 Old Oregon Trail
P.O. Box 496006
Redding, CA 96049-6006
Fax – 530-245-7354

December 16, 2011

Mr. Jim Cloney, Superintendent
Shasta Union High School District
2200 Eureka Way
Redding, CA 96001

Dear Mr. Cloney:

As you know the College Connection Program has been directed by the CDE to have the school boards of each district in the consortium approve the students who have been accepted into our program. We have accepted students for Spring. Included is the new list of Shasta Union High School District students in the College Connection program this spring. Please include this information for approval in the agenda of a board meeting. I will need a copy of the approved minutes for our records. Please let me know if I may assist with any additional information. Thank you for your time and for your continued support of our program.

Sincerely,

Jody Solinski
Enterprise High School

Laura Sanchez

Foothill High School

Madalyn Villalba

Shasta High School

Alexander Lawhon
Brandon Stewart

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Minutes from December 13, 2011 regular Board meeting

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: Staff has reviewed the minutes and recommend approval as presented.

REFERENCES:



Unadopted Minutes

December 13, 2011

Trustee Pepple called open session to order at 5:30 p.m. in the Shasta Learning Center Board Room. The Board adjourned to closed session to discuss: 1) Consider recommendation from the Expulsion Hearing Panel to expel six students (File Nos. 11-19, 11-20, 11-21, 11-22, 11-23 and 11-24); 2) Public Employee Discipline/ Dismissal/ Release (G.C. 54957); 3) Conference with Labor Negotiator (G.C. 54957.6). Agency designated representatives: Jim Cloney – Superintendent, Dana Reginato – Associate Superintendent/ Human Resources, and David Flores – Chief Business Official. Employee Organizations: Shasta Secondary Education Association (SSEA), Educational Support Professionals Association (ESP), California School Employees Association (CSEA) and Management/Supervisory/Confidential. The Board reconvened into open session at 6:50 p.m.

Trustee Pepple reported no action was taken on the items discussed in closed session.

Trustee Pepple led the Pledge of Allegiance, and announced the student artwork currently on display in the Board Room was created by Pioneer High School students.

ROLL CALL: Trustees Connie Pepple, Charles Haase, Bev Stupek, Kristen Schreder and Jim Schwerdt were present. Following the annual organization of the Board, Trustee Haase presided. Also present: Jim Cloney – Superintendent, David Flores – Chief Business Official, Dana Reginato – Associate Superintendent/Human Resources, Kyle Turner – Associate Superintendent/Instructional Services, Eric Peterson - Principal (EHS), Jim Bartow – Principal (FHS), Milan Woollard – Principal (SHS), Elsbeth Prigmore – Principal (PHS and Plus Schools) and Guy Malain – Principal (Alternative Ed).

RES. 11-235 That the following officers of the Board be elected for 2012 (E.C. 35022):
President – Charles Haase (Nomination Stupek, second Schreder, carried 5-0).
President-Elect – Bev Stupek (Nomination Pepple, second Schwerdt, carried 5-0).
Clerk of the Board – Kristen Schreder (Nomination Pepple, second Schwerdt, carried 5-0).

RES. 11-236 That the Superintendent be appointed as Executive Secretary of the Board for 2010 (E.C. 35025). (Motion Stupek, second Schreder, carried 5-0).

RES. 11-237 That the Board will conduct its regular meetings for 2012 on the second Tuesday of each month, and that closed session meetings will begin at 5:30 p.m., and open session meetings will begin at 6:30 p.m. (Motion Stupek, second Pepple, carried 5-0).

RES. 11-238 That the following Trustees be appointed to serve for 2012: Jim Schwerdt as California School Boards Association (CSBA) representative; Bev Stupek as Policy Committee representative; Charles Haase as the Shasta Secondary Home School (SSHS) representative; Bev Stupek as the University Preparatory School (U-Prep) representative; and Charles Haase as the ex-officio member of the Foundation for Students of SUHSD. (Motion Pepple, second Schreder, carried 5-0).

RES. 11-239 That the following individuals be authorized to sign for approval of warrants and fund transfers (E.C. 42631, 42632, 42633): Board President Charles Haase, Clerk of the Board Kristen Schreder, Superintendent Jim Cloney, Chief Business Official David Flores, Accounting & Budgeting Supervisor Lisa Barbarick and Administrative Assistant/Business Services Janet Peterson. (Motion Pepple, second Schreder, carried 5-0).

RES. 11-240 That the Board approve the agenda, with the exception of Item 5.1 (Human Resources Action Report), moved from the Consent Agenda to the Discussion/Action Agenda, due to revisions. (Motion Schreder, second Stupek, carried 5-0).

- RES. 11-241 That the Board approve the consent agenda, with the exception of Item 5.1 (Human Resources Action Report), moved to the Discussion/Action Agenda due to revisions. (Motion Pepple, second Schwerdt, carried 5-0).
- RES. 11-242 That the Board ratify commercial warrants in the amount of \$1,122,000.12 and payroll distributions in the amount of \$2,651,546.60 for the period of 11/1/11-11/30/11. (Motion Pepple, second Schwerdt, carried 5-0).
- RES. 11-243 That the Board approve the Single Plan for Student Achievement for Enterprise, Foothill, Shasta, Pioneer and & North State Independence High Schools. (Motion Pepple, second Schwerdt, carried 5-0).
- RES. 11-244 That the Board approve a Request to Declare Property as Surplus (computers/peripherals – IT Dept). (Motion Pepple, second Schwerdt, carried 5-0).
- RES. 11-245 That the Board accept a grant from Redding Rancheria Community Fund for the Fire Technology Program. (Motion Pepple, second Schwerdt, carried 5-0).
- RES. 11-246 That the Board accept a cash donation from Point West Rotary Club (Sacramento) for the Fire Technology Program. (Motion Pepple, second Schwerdt, carried 5-0).
- RES. 11-247 That the Board approve the Human Resources Action Report, as follows: *Certificated* – (Retirements): Anne Silveira, 5/5 Family & Consumer Science Teacher (SHS), effective June 1, 2012; (Reduction/Elimination of FTE – temporary contract): Matt Clarke, Teacher, 4/5 temp & 1/5 per at PHS to 2/5 temp & 1/5 perm at SHS, effective January 9, 2012; (End Temporary Contract): Amy Andrews, 3/5 Social Science Teacher (SHS), effective December 23, 2011. *Classified* – (Increase Hours): Lorraine Zamora, 1:1 Instructional Paraprofessional, from 6 hours/10 months to 6.5 hours/10 months (EHS), effective November 1, 2011; Brooke Wagner, Vocational Education Assistant, from 4 hours/10 months, to 6 hours/10 months, effective November 28, 2011; Sandra Anderson, Bus Driver, from 6.25 hours to 7.25 hours/10 months, effective December 1, 2011; (Promotion): Kristene Bullen, School Support Secretary, 8 hours/238 days (EHS), effective November 16, 2011; (Resignation): Lorraine Arnold, RSP Paraprofessional, 5.17 hours/10 months (FHS), effective November 16, 2011; Danielle MacDowell, RSP Paraprofessional, 5.17 hours/10 months (SHS), effective December 2, 2011; Sandra Anderson, Nutrition Technician, 1 hour/10 months (PHS), effective November 30, 2011; (Replacement): Debra Rogers, School Office Assistant II, 6 hours/194 days (SHS), effective November 29, 2011; Brenda Clark, Nutrition Technician, 2.5 hours/194 days (SHS), effective December 5, 2011; Vicki Ward, Nutrition Technician, (contract funded), 2 hours/194 days (SHS), effective November 28, 2011; (New Position): Mara Covington, Food Service Utility Worker, (contract funded), 1 hour/194 days, (SLC), effective November 28, 2011; (New Walk-on Coaches for 2011-12): David Pulice, Girls' JV Basketball (SHS); Shane Harvey, Asst. Wrestling (SHS); Rick Wallace, Girls' Freshman Basketball (SHS); Scott Alexander, JV Boys' Basketball (FHS); John Carter, Freshman Boys' Basketball (FHS); Rachel Johnson, JV Girls' Basketball (FHS). (Motion Stupek, second Schreder, carried 5-0).
- RES. 11-248 That the Board modify the recommendation of the administrative expulsion hearing panel regarding the expulsion of a student (File 11-19). (Motion Stupek, second Pepple. Ayes: Stupek, Schreder, Schwerdt, Pepple. Opposed: None. Recused: Haase. Absent: None).
- RES. 11-249 That the Board approve the recommendation of the administrative expulsion hearing panel regarding the expulsion of a student (File 11-20). (Motion Pepple, second Schreder. Ayes: Haase, Stupek, Schreder, Schwerdt, Pepple. Opposed: None. Absent: None).
- RES. 11-250 That the Board approve the recommendation of the administrative expulsion hearing panel regarding the expulsion of a student (File 11-21). (Motion Stupek, second Schwerdt. Ayes: Haase, Stupek, Schreder, Schwerdt, Pepple. Opposed: None. Absent: None).
- RES. 11-251 That the Board approve the recommendation of the administrative expulsion hearing panel regarding the expulsion of a student (File 11-22). (Motion Schreder, second Pepple. Ayes: Haase, Stupek, Schreder, Schwerdt, Pepple. Opposed: None. Absent: None).

- RES. 11-252 That the Board approve the recommendation of the administrative expulsion hearing panel regarding the expulsion of a student (File 11-23). (Motion Schwerdt, second Schreder. Ayes: Haase, Stupek, Schreder, Schwerdt, Pepple. Opposed: None. Absent: None).
- RES. 11-253 That the Board approve the recommendation of the administrative expulsion hearing panel regarding the expulsion of a student (File 11-24). (Motion Schreder, second Pepple. Ayes: Haase, Stupek, Schreder, Schwerdt, Pepple. Opposed: None. Absent: None).
- RES. 11-254 That the Board approve the minutes for the October 11, 2011 regular Board meeting. (Motion Stupek, second Schreder, carried 3-0. Abstain: Pepple, Schreder).
- RES. 11-255 That the Board approve the minutes for the November 8, 2011 regular Board meeting. (Motion Schwerdt, second Stupek, carried 4-0. Abstain: Pepple).
- RES. 11-256 That the Board approve the Strategic Plan for 2012-2015, as presented. (Motion Schwerdt, second Schreder, carried 5-0).
- RES. 11-257 That the Board waive the second reading and adopt the draft mandated and draft optional Board Policies and Administrative Regulations provided by CSBA, as reviewed. (Motion Pepple, second Schreder, carried 5-0).
- RES. 11-258 That the Board excuse Trustee Pepple's absence at the November 8, 2011 regular Board meeting for reasons deemed acceptable to the Board (BB9250/EC35120c). (Motion Stupek, second Schreder, carried 4-0. Abstain: Pepple).
- RES. 11-259 That the Board approve the 2011-2012 First Interim Budget Report, as presented. (Motion Stupek, second Pepple, carried 5-0).
- RES. 11-260 That the Board approve the 2011-2012 Budget Revision, as presented. (Motion Stupek, second Schreder, carried 5-0).
- RES. 11-261 That the Board accept the 2010-2011 Audit Report. (Motion Pepple, second Schreder, carried 5-0).
- RES. 11-262 That the Board approved the GED Fee Increase, as presented. (Motion Stupek, second Schreder, carried 5-0).
- RES. 11-263 That the meeting adjourn. (Motion Pepple, second Stupek, carried 5-0).

CALL FOR REQUESTS FROM THE AUDIENCE TO SPEAK ON AGENDA ITEMS:

There were no comments.

PUBLIC COMMENTS:

Foothill High School Ag students Josie Simmons and Torry Zimmerman provided the Board with an update on current and upcoming activities for the FHS Ag Department. They invited Board Members to attend the Foothill FFA Community Dinner & Auction event on February 3.

REPORTS FROM SHASTA UNION HIGH SCHOOL DISTRICT ORGANIZATIONS:

Shasta Secondary Education Association: SSEA President Tom Roberts relayed his disappointment that none of the Board Members accepted the invitation extended by SSEA and ESP at the November 8, 2011 Board Meeting to spend a day on campus as "Teacher for a Day". He believes the experience would have been of great value in providing a "first-hand account of what teachers and ESP deal with on a daily basis." Mr. Roberts wished the Board "happy holidays" and invited them to this year's CTA Board Dinner, scheduled for January 20th at the Gaia Hotel in Anderson. Entertainment at this year's event will be provided by the Ballet Forklorico from Corning High School.

Educational Support Professionals Association: ESP President Deborah Bayley had no report.

Classified School Employees Association: CSEA President David Martin was not present.

PRINCIPALS' REPORTS:

Alternative Education: Principal Guy Malain reported on GED testing. The NSIHS Student Government Class has been active in selling coffee at the weekly Saturday morning Farmers' Market and also participated in this year's annual "Stuff the Truck" event sponsored through Taylor Motors. This year's Cal-Safe Christmas party was conducted on December 7th.

Enterprise High School: Principal Eric Peterson commended all those who provided input for this year's Single Plan for Student Achievement. He reported on the Secondary Literacy Conference, attended by 3 EHS teachers last week, and this year's Winter Concert and Victorian Dinner activities. The EHS Starship performance group has been invited to submit a 90 second tryout video clip for "America's Got Talent".

Foothill High School: Principal Jim Bartow reported the FHS boys' varsity basketball team is currently undefeated at 6-0, and the team will travel to Sacramento for a tournament this coming weekend. He also reported on 8th grade participation in this year's Explore Test. In October 2011, the FHS Choir submitted a short video clip in the Glee Program \$Million Dollar Contest and will find out on December 15th if they qualified for any money. Pole Vaulting is new at FHS this year and a fundraising event is scheduled for January 15th to raise money for that sport.

Plus Schools and Pioneer High School: Principal Elsbeth Prigmore reported on the Pioneer HS Christmas Dinner and Gingerbread House competition. This season marks the 5th year that the houses will be donated for use as centerpieces for the Rescue Mission Christmas Dinner. Ms. Prigmore followed up on Judge Cara Beatty's "Addictive Offenders Program" that was previously highlighted at the November 8th Board meeting, and provided Board Members with a copy of a written assignment from an (anonymous) student who participated in the program.

Shasta High School: Principal Milan Woollard reported that SHS Art Teacher Lydia Bee has organized a lunch time event to knit clothing items for babies and adults. The items are to be donated to families in the community. He also reported on current ASB and Link Crew activities. The annual Madrigal Dinner performances are currently underway, and Mr. Woollard commended the parents and community members who volunteer their time to this annual event.

REPORT FROM SUPERINTENDENT:

Jim Cloney thanked the many staff members who once again made this year's Harlan Carter Tournament a Great success, and noted that Kerri Forrister is new to the District Office and did a great job in coordinating the event for the first time. The fall semester Parent Academy has concluded and parent recruitment is underway for the spring semester Academy. Administration hopes to continue these Academies on an annual basis. Mr. Cloney reported on his attendance at this year's California School Boards Association Conference (CSBA), noting that the EAP results and learning how to infuse intervention curriculum in the senior year were of significant interest to him at this year's conference.

BOARD MEMBER COMMENTS AND LIAISON REPORTS:

Trustee Schwerdt relayed appreciation to Trustee Pepple for serving as Board President in 2011.

Trustee Schreder reported on a combined fundraising event by the SHS & FHS Alpine Ski Teams, and commended SHS Teacher Tanya Randolph for doing an outstanding job as coach.

Trustee Stupek thanked Trustee Pepple for her work as Board President in 2011. As the SUHSD Board Liaison, she reported on her attendance at a recent University Preparatory School Board meeting.

Trustee Haase thanked Trustee Pepple for serving as Board President in 2011.

DISCUSSION:

Report on CSBA Delegate Assembly & Annual Education Conference: Trustee Schwerdt reported on the recent CSBA election of officers. He announced that retired SUHSD CBO Art Schmitt is currently employed by CSBA and he enjoyed talking with him at the conference. Trustee Schwerdt has volunteered to participate in a task force to study pensions, and also learned about a new process in which school board members are to be elected. CSBA anticipates a positive turnaround to the State Budget by 2013-2014.

Report on CSBA Board Presidents' Workshop & Annual Education Conference: Trustee Haase reported on his attendance at refresher courses for Board Presidents and Governance Teams, in conjunction with this year's Annual Education Conference. He also attended conference sessions addressing employee benefits, the funding crisis, the media & social networking, bullying and California's drop-out crisis.

Strategic Plan for 2012-2015: Jim Cloney reviewed the final draft of the Strategic Plan for 2012-2015, noting the document included rough budget figures, measures and ten percent growth targets. The document initiates the pathway to implement the plan in the fall of 2012. Once Board approved, the document will be posted on the District's website.

Trustee Schreder requested a calendar be prepared for the Trustees, reflecting the schedule of regular Board updates.

Proposed Negotiations: At 7:48 p.m., Trustee Haase declared the meeting open to Public Hearing to allow interested parties an opportunity to speak on the initial proposal for negotiation between the District and the California School Employees Association (CSEA) Chapter #181, presented at the November 8, 2011 Board meeting. There were no comments and the hearing was closed.

Draft Board Policies & Administrative Regulations: Jim Cloney noted the draft documents were tabled at the November 8, 2011 Board meeting to allow for additional follow up.

As the Policy Committee Representative, Trustee Stupek noted most of the recommended changes were to update our policies to reflect current law. She appreciates the additional research on the part of the administration to ensure the updates are accurate while also remaining consistent with District practices.

2011-2012 First Interim Budget Report: David Flores conducted a PowerPoint presentation of the First Interim Budget Report addressing revenues and expenditures, as well as the beginning and ending balances. The written report included a narrative description of all funds, a General Fund cash flow forecast, the multi-year projection, a Certification of Interim Report and a Standards & Criteria Review. The multi-year projection indicates the District is able to issue a positive certification that it will be able to meet its financial obligations for the current and next two fiscal years.

Mr. Flores reported on mid-year budget reductions brought on by the Governor's decision to implement trigger language in the adopted State budget. The District will lose approximately one-half of the District's transportation apportionment, (roughly \$300,000), plus a reduction of approximately \$13.30 per ADA. In January 2012, the Governor will present the 2012-2013 budget information which will likely include additional trigger language.

Jim Cloney and David Flores believe the 2012-2013 State budget will not be good news for education, due to election leverage tactics as well as voters not passing the sales tax and income tax increases in November 2011.

2011-2012 Budget Revision: David Flores noted the Budget Revision information is reflected within the First Interim Report. He may combine the next Budget Revision report with the Second Interim Report.

2010-2011 Audit Report: David Flores reported the SUHSD and University Preparatory Charter School audit had no findings. The District has enjoyed a "no findings" audit status for the last five years. The Shasta Secondary Home School audit had one finding, which is being corrected.

GED Fee Increase: David Flores explained the fees for administering the GED Test have increased. Alternative Education Principal Guy Malain requested the District increase fees by \$10.00 for the 5 battery exam, and increase the retake fee by \$5.00. Mr. Flores concurs with this request in order to cover the District's costs.

Facilities Project List: David Flores reviewed the history of the projects list, dating back to a facilities walk-through in August 2011. The report includes approximate costs for each project and the Pioneer HS modernization project is included, as well. The next step in the process is to determine how to fund the approximate \$8.7 million needed to complete the projects. At the present time, approximately \$673,000 is

available in the Capital Projects Fund. Mr. Flores does not recommend Certificates of Participation (COP's) without a steady revenue stream. Therefore, the District may need to consider looking at passing a bond to address these projects.

Trustee Schreder proposed working with staff for suggestions on this topic. As she and Trustee Schwerdt were involved in the facility walk-through, she recommended the two of them review the projects and suggested methods and come up with a procedure and framework for Board consideration and approval. This suggestion met with approval from the remaining Board Members.

Jim Cloney commended David Flores, the Board and the maintenance staff for their work on this matter. The project list is a living document and a funding stream needs to be secured to complete the items on the list.

ADJOURNMENT:

The Board adjourned to closed session at 8:35 p.m. to continue discussion on; 1) Public Employee Discipline/Dismissal/Release (G.C. 54957); and, 2) Conference with Labor Negotiator (G.C. 54957.6). The Board reconvened into open session at 9:24 p.m. and announced no action was taken on items discussed in closed session. The meeting adjourned at 9:25 p.m.

DATE AND LOCATION OF NEXT REGULAR BOARD MEETING:

January 10, 2012, 6:30 p.m. – Shasta Learning Center Board Room, 2200 Eureka Way – Redding

Bev Stupek, Clerk
Board of Trustees

Jim Cloney, Executive Secretary
Board of Trustees

Bd. Min. 12-13-11
/mf

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Commercial Warrants and Payroll Distributions

PREPARER: David Flores, Chief Business Official

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: Provided under separate cover are the monthly warrant registers for both commercial warrants and payroll distributions.

REFERENCES: Education Code Section 42632 and 42633

SHASTA UNION HIGH SCHOOL DISTRICT
Governing Board Commercial Warrant Approval
for the period 12-01-2011 through 12-31-2011

| Subfund Totals - Accounts Payable | | |
|-----------------------------------|--|--|
|-----------------------------------|--|--|

| | | |
|----|---------------------------------|--------------|
| 01 | General Fund | 1,108,442.68 |
| 02 | Farm Fund | 0.00 |
| 07 | Shasta Secondary Home School | 13,840.27 |
| 08 | University Preparatory | 18,004.26 |
| 11 | Adult Education Fund | 681.36 |
| 12 | Child Development Fund | 0.00 |
| 13 | Cafeteria/Food Service Fund | 64,042.04 |
| 14 | Deferred Maintenance Fund | 35,297.00 |
| 15 | Pupil Transportation Eqmt Fund | 97,260.40 |
| 16 | Foundation Private Purpose Fund | 0.00 |
| 21 | Capital Building Bond Fund | 0.00 |
| 25 | Capital Facilities Fund | 23,191.27 |
| 35 | County School Facilities | 2,000.00 |
| 56 | Debt Service Fund | 0.00 |
| 76 | Warrant Passthrough | 1,157,655.35 |
| 95 | Student Body Fund | 1,728.99 |

| | |
|--------------|-----------------------|
| Total | \$2,522,143.62 |
|--------------|-----------------------|

| | |
|-------------------------------|---------------------|
| Total Accounts Payable | 2,522,143.62 |
| Total Payroll | <u>2,822,427.42</u> |

| | |
|--------------------|-----------------------|
| GRAND TOTAL | \$5,344,571.04 |
|--------------------|-----------------------|

| Payroll Warrants | |
|------------------|--|
|------------------|--|

| | |
|----------------|--------------|
| Salary | 2,680,997.64 |
| Supplemental | 141,429.78 |
| Manual Payroll | 0.00 |
| Voids | <u>0.00</u> |

| | |
|--------------|-----------------------|
| Total | \$2,822,427.42 |
|--------------|-----------------------|

Approved for Payment - SHASTA UNION HIGH SCHOOL DISTRICT

3.1(a)

Date _____

Signed: _____

Date _____

Signed: _____

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: 2012-2013 Budget Calendar

PREPARER: David Flores, Chief Business Official

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: Developing the District's budget requires a written plan or calendar to ensure various development activities and timelines are met in order for the Board to adopt a budget and submit it to the State via the county schools office by July 1, 2012. We use this calendar as a guide to monitor our progress in completing the 2012-13 Adopted Budget. The attached calendar includes those activities.

REFERENCES:

Shasta Union High School District Budget Calendar 2012-2013

| Date | Description | Responsible |
|--------|---|-------------------------------|
| Jan 10 | Submit budget Calendar to Board | CBO |
| Jan 11 | Distribute Budget Calendar | CBO |
| Jan 17 | Attend State Budget Conference | CBO |
| Feb 14 | Cabinet Budget Meeting Financial Outlook Set Enrollment/ADA Forecast Set Budget Structure | Superintendent |
| 14 | Administrators Explore/Draft Program Reductions and Decide if Lay-Off Necessary | Superintendent/HR |
| 14 | Approve Budget Guidelines & Allocations | Superintendent |
| Mar 1 | Distribute Budget Worksheets Budget Guidelines Budget Allocations Budget Worksheets Begin Site & Program Budget Planning Principals Define Needs & Priorities With Staff | CBO Principals |
| 7-8 | Conduct Budget Conferences with Principals and Project Managers | CBO |
| 13 | Report to Board & Receive Budget Input | CBO |
| 13 | Principals' Staffing Projections Due | Principals |
| 13 | Staffing Plans/Assignments Due | Superintendent |
| 13 | Report to Board | Superintendent |
| 13 | Board Decision on Lay-Off, "Yes" or "No" | Board |
| 13 | Update Three-Year Outlook | CBO |
| 13 | Official Action on Program Additions/Reductions | Board |
| 19 | Principals' Budget Review & Recommendations | Superintendent |
| 30 | Review & Revise Summary Budget | CBO |
| 30 | Status Report to Superintendent | CBO |
| Apr 20 | Revise Preliminary Budget as Necessary | CBO |
| 27 | Status Report to Superintendent | CBO |
| May 1 | Prepare State Budget Forms | CBO |
| 1 | Print Proposed Budget | CBO |
| 8 | Submit Proposed Budget to Board | Superintendent |
| 14 | Publish Notice of Proposed Budget | CBO |
| 28 | Status Report to Superintendent | CBO |

Page 2
Shasta Union High School District
2012-2013 Budget Calendar (continued)

| Date | Description | Responsible |
|-------------|--|--------------------|
| Jun 4 | Public Inspection of Proposed Budget | CBO |
| 12 | Adopt Proposed Budget | Board |
| 13 | File Adopted Budget with SCOE | CBO |
| Jul TBA | Attend State Budget Conference | CBO |
| 30 | Revise Budget as Appropriate | CBO |
| 30 | Status Report to Superintendent | CBO |
| 30 | SCOE Reviews District Budget | SCOE |
| Aug 14 | Board Budget Update | CBO |
| Sep 11 | Revise Budget Based on State Budget & Enrollment | CBO |

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Annual Certification regarding Worker's Compensation

PREPARER: David Flores, Chief Business Official

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: The District is a member of the Shasta-Trinity Schools Insurance Group Joint Powers Agency (JPA) for purposes of workers' compensation insurance.

The Shasta-Trinity Schools Insurance Group JPA has total assets sufficient to pay the Workers' Compensation self-insured claims, and therefore has no unfunded liabilities.

Education Code 42141 requires the Board be advised if there is an estimated unfunded liability for Workers' Compensation.

REFERENCES:



**SHASTA-TRINITY SCHOOLS
INSURANCE GROUP**

Serving Schools Since 1980

MEMORANDUM

DATE: December 23, 2011
TO: **WORKERS' COMPENSATION PROGRAM MEMBERS**
FROM: Michael Strech, Executive Director
SUBJECT: **ANNUAL CERTIFICATION (EC 42141) REGARDING WORKERS' COMPENSATION**

Pursuant to EC 42141, each member district shall advise its Governing Board if there is an estimated unfunded liability for Workers' Compensation.

STATEMENT

The Shasta-Trinity Schools Insurance Group JPA does have total assets sufficient to pay the Workers' Compensation self-insured claims and therefore has no unfunded liabilities.

Please advise your Governing Board of compliance with the Education Code by reporting the above statement.

If you have any questions, please do not hesitate to contact me at 530-221-6444.

Thank you,

A handwritten signature in black ink that reads "Michael Strech".

Michael Strech
Executive Director

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Rate of Attendance for the First Period Attendance (P-1) for 2011-2012

PREPARER: David Flores, Chief Business Official

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: The P-1 rate of attendance has increased .05% compared to last year's P-1 rates. Below is a recap of the rate of attendance for P-1.

| Site | Rate of Attendance | | | |
|-----------------------|--------------------|---------------|---------------|---------------|
| | P-1 | | | |
| | 09/10 P-1 | 09/10 P-2 | 10/11 P-1 | 11/12 P-1 |
| EHS | 95.56% | 94.50% | 94.66% | 94.85% |
| EHS PLUS | 97.26% | 97.43% | 97.18% | 96.36% |
| FHS | 95.73% | 95.50% | 95.81% | 96.64% |
| FHS PLUS | 95.20% | 96.61% | 93.90% | 95.24% |
| SHS | 94.93% | 94.94% | 95.18% | 95.83% |
| SHS PLUS | 97.10% | 97.49% | 97.72% | 97.57% |
| PHS | 88.98% | 88.54% | 89.14% | 89.03% |
| NSIHS | 89.43% | 90.60% | 90.07% | 83.67% |
| District Total | 94.65% | 94.38% | 94.75% | 94.80% |

The rate of attendance is an important measuring tool. For example, if a school with an enrollment of 1,00 students averages 95 students actually attending on any given day, their rate of attendance is 95% (95/100). Put another way, the school site would generate 95 Average Daily Attendance (ADA). As the rate of attendance fluctuates, so does the revenue the district receives.

REFERENCES: School site Attendance reports

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Field Trip Requests

PREPARER: Kyle Turner, Associate Superintendent of Instruction

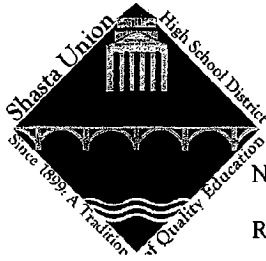
RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND:

Field Trips

| Date of trip | School/ Group | Mode of travel | School Days Missed | Destination | Number of Students/ Chaperones |
|-----------------------------|------------------------------|-------------------|--------------------------|-------------------------|--------------------------------------|
| March 28 – April 5, 2012 | EHS Foreign Language Club | Car/Air | 3 | France | 4/4 |
| March 28 – April 5, 2013 | FHS Travel Club | Car/Air | 2 | Spain/France | 15/4 |
| June 16-19, 2013 | EHS Art Club | Car/Air | 0 | Greece, Italy, Spain | 8/1 |

REFERENCES:



Field Trip Request

SHASTA UNION HIGH SCHOOL DISTRICT

Name of Club or Group: Foreign Language Club School: EHS
 Requested by: Ramona Burks Date: 9/10/2011

Field Trip

Departure Date/Time: March 28, 2012 Names of Participating Ramona Burks, EHS Leader
 Return Date/Time: April 5, 2012 Staff Members: Tamra Bennett, SHS Leader
 Destination: France (SHS already approved)
 Purpose: European travel opportunity to explore & experience the French culture, language, art, music, food & history and to promote global awareness for our students.
 No. of students: 4 No. of chaperones: 4 No. Substitutes Required: 1
 Dates Subs Required: March 28, 29, 30
 No. of wheelchairs to accommodate on field trip: 0
 Outside of California, Arizona, Oregon or Nevada? No Yes * Out of Country? No Yes *

*Note: Out-of-state trips except to OR, AZ or NV must have Board approval. All out-of-country trips must have Board approval.

Board Approval Date: _____

Itinerary: (Mandatory for approval) Please complete the reverse side of this form, showing specific dates, times, and locations of activities, including name, address and telephone number of lodging facilities and supervision arrangements; or you may attach a detailed itinerary.

Costs

| Budget Code or ASB Account | Amount: |
|--|---------------|
| 300.00 (or personal necessity) Substitutes | _____ |
| Transportation | _____ |
| Meals | _____ |
| Lodging | _____ |
| Other Expenses | _____ |
| Total Costs | \$0.00 |

Transportation

A separate Transportation Request form must be submitted to the Transportation Department. (12 days advance notice for local trips; 1 month advance notice for out-of-town trips)

Date request submitted: _____
 Mode of transportation: _____

Name of teacher requesting trip: Ramona Burks

Teacher signature: Ramona L. Burks

By signing this form, I acknowledge that I have read all District Board Policies/Administrative Regulations related to school sponsored trips and I agree to abide by such policies.

Approval: _____
 Principal

11-30-11
 Date

Verification: _____
 Associate Superintendent, Instructional Services

12/6/11
 Date

Approval: _____
 Superintendent

12/6/11
 Date

DEC - 1 2011

4.1(a)

Original: District
 Copies: Teacher, Principal

Itinerary

Departure

Date: 3/28/2012 Time: 12:00a.m.
Departing from: Redding, CA
Stops: _____

Destination: San Francisco, CA ~ SFO Airport
Estimated arrival time: 4:30a.m.

Schedule of Activities

attached

Chaperones

| Staff | Parents |
|---------------|---------------|
| Ramona Burks | Andra D'Amico |
| Tamra Bennett | Pat Hurley |
| _____ | _____ |
| _____ | _____ |

Return

Date: 4/5/2012 Time: approx. 2:00p.m.
Departing from: San Francisco, CA ~ SFO Airport
Stops: _____

Return location: Redding, CA
Estimated arrival time: 6:30p.m.

Tour Details

Mar 28 - Apr 5, 2012

Group Leader

Ms. Ramona Burks

Group ID

93304

Depart From

San Francisco

tour cost

| | |
|---------------------------------------|---------------|
| Group Fees | |
| Registration Fee | \$95 |
| Program Fee | \$2839 |
| Early Registration Discount | \$-100 |
| Saver Date Incentive | \$-100 |
| Estimated Departure Fees ¹ | \$527 |
| Total Group Fees | \$3261 |

¹ Subject to change.

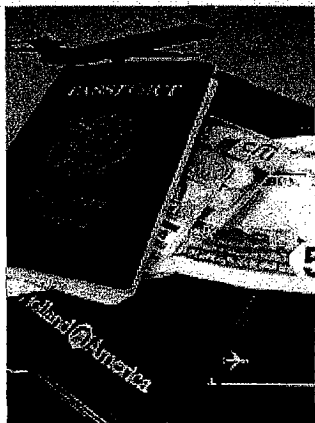
² Valid through 12/01/11 with \$195 deposit.

Additional Fees (as applicable)

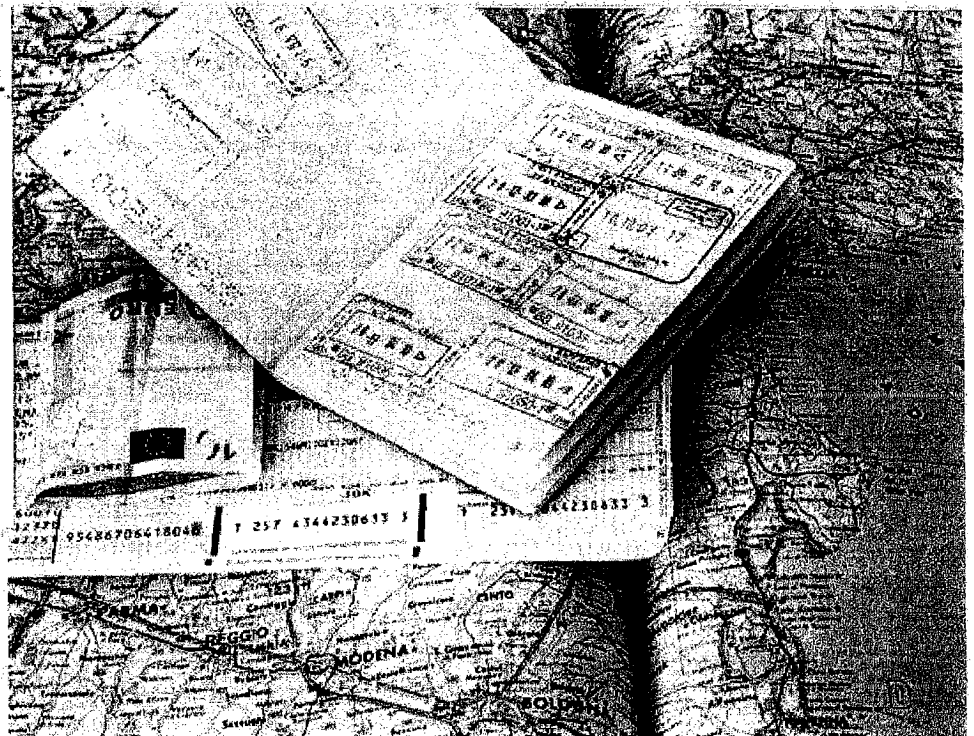
| | |
|---|-------|
| Adult Surcharge | \$95 |
| Single Room Supplement | \$560 |
| Double Room Supplement | \$280 |
| Ultimate Protection Plan | \$225 |
| Comprehensive Protection Plan | \$180 |
| 58 Tour Eiffel Dinner with Illumination Drive | \$105 |

highlights

- ✓ Notre Dame
- ✓ Louvre
- ✓ French Cooking Lesson
- ✓ Versailles
- ✓ Eiffel Tower
- ✓ Avignon
- ✓ Pont du Gard



* Map may not reflect your final trip itinerary.



Paris, Provence and the Côte d'Azur

- ✓ **MAR 28, 2012: OVERNIGHT FLIGHT** Departure from the United States.
- ✓ **MAR 29, 2012: NICE** Bienvenue! Nice greets you today. Relax and become acquainted with France's beautiful coastline. (D)
- ✓ **MAR 30, 2012: NICE** Enjoy an orientation tour of Nice with your tour manager this morning. See the city's many sights before continuing to the hilltop village of St. Paul de Vence, home of the painter Marc Chagall. Then return to Nice and join local experts who will teach you how to play the traditional French game pétanque before you try your hand in a mini-tournament. (B,D)
- ✓ **MAR 31, 2012: NICE** This morning visit the perched village of Eze with its ruined castle and steep streets. Continue along the corniche to Monaco, glamorous residence of the rich and famous and home of the Grimaldi Royal family. Spend your last afternoon on the Riviera, relaxing and enjoying the sun. (B,D)
- ✓ **APR 1, 2012: PROVENCE** Today visit Aigues-Mortes, known for its authentic medieval ramparts before continuing on to Provence. (B)
- ✓ **APR 2, 2012: PARIS** This morning journey to Nimes, a city full of Roman history and known for textiles. Denim, the fabric of blue jeans, derives its name from this city. See the Roman Arena and La Maison Carrée. Continue to view the Pont du Gard and nearby the imposing Papal Palace in Avignon. From Avignon, journey to Paris on the fastest train in Europe, the TGV. (B,D)
- ✓ **APR 3, 2012: PARIS** This morning a guided sightseeing tour shows you Paris' most famous sites such as the Arc de Triomphe, the Place de la Concorde and the bustling Champs-Élysées. Stop for a photograph in front of Paris' most famous site of all, the Eiffel Tower, and learn the history of this once not-so-popular attraction before continuing to Notre Dame. In the afternoon, switch to exploring French cuisine with a cooking lesson. Hands-on instruction teaches you to make classic native dishes before you sample the delicious results. (B,D)
- ✓ **APR 4, 2012: PARIS** This morning enjoy a trip to Louis XIV's Palace of Versailles. Tour the Hall of Mirrors before exploring the beautifully maintained gardens. In the afternoon discover the Louvre, the largest and most famous museum in the world. View artistic masterpieces such as the Mona Lisa, the Winged Victory and the Venus de Milo, and perhaps discover a less-famous piece that becomes your favorite. Then ascend up to the third floor of the Eiffel Tower for views over this

4-1(c)



ACIS is the premier educational travel company sponsoring student trips worldwide. Since 1978 we've been changing lives through travel by helping students discover the best of the world and the best of themselves.

educational excellence

Since 1978, ACIS has offered trips delivering unparalleled learning experiences.

- ✓ Our tour managers are highly-trained, multilingual guides and educators, experts on the countries they work in.
- ✓ Because different students absorb information in different ways, our trips include both structured activities designed to engage multiple learning styles and unplanned time for spontaneous, experiential learning.

top of the line services

We offer a first-rate experience from beginning to end. With ACIS expect:

- ✓ Three- and four-star hotels in convenient locations.
- ✓ Meals mixing both native and familiar cuisines.
- ✓ Professional sightseeing tours.
- ✓ Air-conditioned touring buses.
- ✓ Four-berth couchettes for overnight trains.
- ✓ Exclusive Eurostar service for all London-to-Paris travel.

safety and security

With ACIS, you never travel alone.

- ✓ A 24-hour Emergency Hotline for instant response in case of emergencies.
- ✓ An extensive overseas office network.
- ✓ Constant monitoring of global developments and travel conditions.

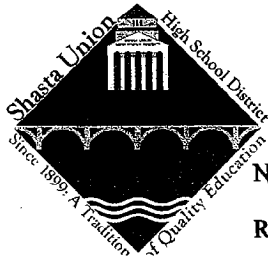
Additional Information

Refer to ACIS' Terms & Conditions for additional fees and information. Optional excursions are priced on full group participation. ACIS provides Basic Protection coverage, but we recommend that participants purchase the Comprehensive or Ultimate Protection Plan designed specifically for your travel needs.

4.1(d)

Paris, Provence and the Côte d'Azur (continued)

magnificent city. You may opt to enhance tonight's Eiffel Tower visit by staying on the iconic tower's first floor to experience fine Paris!



Field Trip Request

SHASTA UNION HIGH SCHOOL DISTRICT

Name of Club or Group: FHS Travel Club School: FHS

Requested by: Kris Dickey Date: 12/6/2011

Field Trip

Departure Date/Time: Thursday, March 28, 2013 Names of Participating Kris Dickey

Return Date/Time: Friday, April 5, 2013 Staff Members: Layne McLean

Destination: Barcelona, Spain

Purpose: language and culture tour of the Northern Spain and Southern France Areas

No. Substitutes Required: 2

No. of students: 15 No. of chaperones: 3-4 Dates Subs Required: March 28 & 29

No. of wheelchairs to accommodate on field trip: _____

Outside of California, Arizona, Oregon or Nevada? No Yes Out of Country? No Yes

*Note: Out-of-state trips except to OR, AZ or NV must have Board approval. All out-of-country trips must have Board approval. Board Approval Date: _____

Itinerary: (Mandatory for approval) Please complete the reverse side of this form, showing specific dates, times, and locations of activities, including name, address and telephone number of lodging facilities and supervision arrangements; or you may attach a detailed itinerary.

Costs

| Budget Code or ASB Account | | Amount: |
|---------------------------------------|--------------------|------------------------|
| <u>2 subs x 2 days (approx. cost)</u> | Substitutes | <u>\$400.00</u> |
| <u>All other costs to be paid</u> | Transportation | _____ |
| <u>by individual participants</u> | Meals | _____ |
| <u>and their families</u> | Lodging | _____ |
| _____ | Other Expenses | _____ |
| | Total Costs | <u>\$400.00</u> |

Transportation

A separate Transportation Request form must be submitted to the Transportation Department.

(12 days advance notice for local trips; 1 month advance notice for out-of-town trips)

Date request submitted: _____

Mode of transportation: approved parent drivers between Redding & Sac

Name of teacher requesting trip/ Kris Dickey

Teacher signature:

By signing this form, I acknowledge that I have read all District Board Policies/Administrative Regulations related to school sponsored trips and I agree to abide by such policies.

Approval:
Principal

12/7/11
Date

Verification:
Associate Superintendent, Instructional Services

12/8/11
Date

Approval:
Superintendent

12/4/11
Date

DEC - 8 2011

Original: District
Copies: Teacher, Principal
4.1(e)

Itinerary

Departure

Date: 3/28/2013 Time: morning departure, time TBD
Departing from: Sacramento, CA
Stops: Specific flights to be determined.

Destination: Barcelona, Spain
Estimated arrival time: 7:00 AM Barcelona time March 29

Schedule of Activities

The complete proposed itinerary is attached. Our schedule provides activities morning, afternoon, and evening for each day. We will be dividing the trip into 3 days in Barcelona, 2 days in Provence, and 2 days in Nice, France. Our tour is completely customized to allow us to take advantage of our time. We will be touring many attractions such as famous architecture, museums, and cultural classes. The words "free time" appears on the companies schedule but will be filled with extra museum visits as well as a few trips outside of the town we are in that day. The tour managers are well acquainted with the cities we are traveling to and will never run out of interesting things to do and see. Tour and financial arrangements by ACIS (American Council for International Studies).

Chaperones

| Staff | Parents |
|------------------------------------|---|
| Kristine Dickey, FHS, Group Leader | Although there will be additional adults who travel as part of the group, they will not have specific supervisory responsibilities. |
| Layne Mc Lean, Asst. GL | |
| Debra King (retired) FHS, Asst. GL | |
| | |

Return

Date: 4/5/2013 Time: evening return, times TBD
Departing from: Nice, France
Stops: flights TBD

Return location: Sacramento CA
Estimated arrival time: 8:00 PM

Tour Details

Mar 28 - Apr 5, 2013

Group Leader
Ms Kristine I Dickey

Group ID
76818

Depart From
Sacramento

tour cost

Group Fees

| | |
|---------------------------------------|--------|
| Registration Fee | \$95 |
| Program Fee | \$3459 |
| Early Registration Discount | \$-100 |
| Estimated Departure Fees ¹ | \$486 |
| Weekend Surcharge | \$40 |
| Trip Fee Credit | \$-200 |

Total Group Fees \$3780

¹ Subject to change.

² Valid through 12/31/11 with \$195 deposit.

Additional Fees (as applicable)

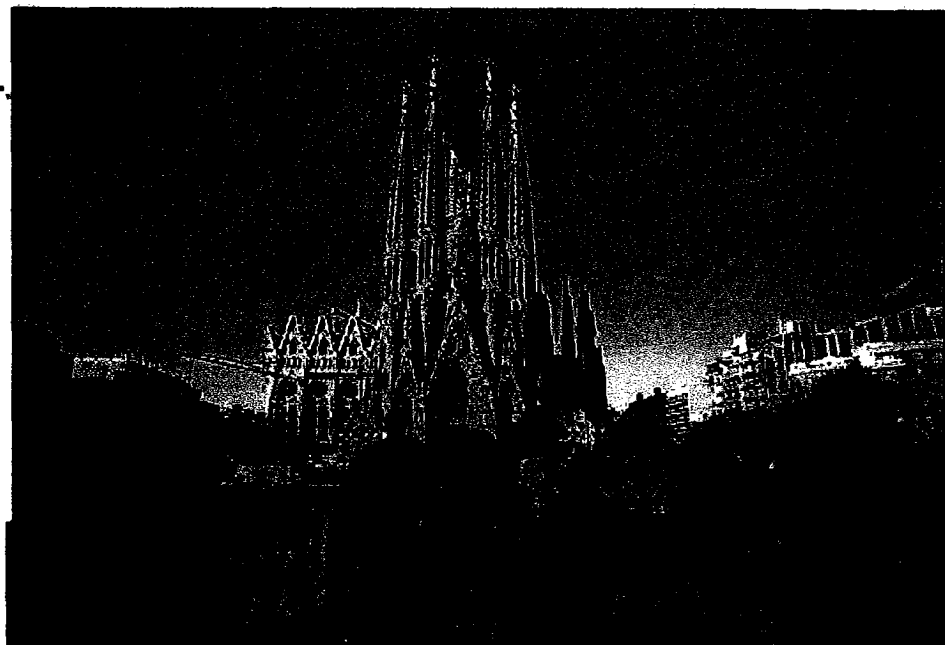
| | |
|-------------------------------|-------|
| Adult Surcharge | \$125 |
| Single Room Supplement | \$560 |
| Double Room Supplement | \$315 |
| Ultimate Protection Plan | \$270 |
| Comprehensive Protection Plan | \$225 |

highlights

- ✓ Gothic Quarter
- ✓ Parc Güell
- ✓ Flamenco Lesson in Barcelona's Pueblo Español
- ✓ Sagrada Família
- ✓ Casa Batlló
- ✓ Carcassonne



¹ Map may not reflect your final trip itinerary.



Cataluña to the Côte d'Azur

MAR 28, 2013: OVERNIGHT FLIGHT Depart from the USA.

MAR 29, 2013: BARCELONA Arrive in the coastal city of Barcelona, the capital of Catalonia. Take the afternoon to get acquainted with your new surroundings. (D)

MAR 30, 2013: BARCELONA Discover Barcelona's highlights on your guided tour including the Olympic Stadium, the Gothic Quarter with its Gothic Cathedral of Santa Eulàlia and Parc Güell. Then visit the Pueblo Español, an open-air architectural museum and native crafts center, for a flamenco lesson at the famous Tablao de Carmen. The rest of your afternoon is free to further delve into the culture of the city, perhaps with a visit to the Picasso Museum or by exploring the waterfront. (B,D)

MAR 31, 2013: BARCELONA This morning uncover the unique architectural legacy of Antoni Gaudí. First enjoy an inside visit of his still-unfinished masterpiece, the Sagrada Família, and ascend its magnificent spires for views over the city. Then tour Casa Batlló, known locally as the Casa dels Ossos or House of Bones. Gaudí's skeletal but colorful façade is a whimsical example of his trencadís mosaic work. The afternoon is free to explore more of the city's sights on your own, perhaps beginning at the Casa Milà, another nearby Gaudí building. (B,D)

APR 1, 2013: PROVENCE Cross the Pyrénées to France. Your first stop is the medieval city of Carcassonne, whose perfectly preserved medieval ramparts were saved from destruction by the French government in 1849. View the Château Comtal and learn the story of how the city got its name. Then continue through the countryside to Provence. (B,D)

APR 2, 2013: PROVENCE Discover the best of Provence today, beginning with Nîmes and its magnificent Roman Arena. Continue to the Pont du Gard, a Roman aqueduct preserved in almost perfect condition before exploring picturesque Avignon, site of the famous Pont St. Bénézet and Papal Palace. (B,D)

APR 3, 2013: COTE D'AZUR Journey through the Provençal countryside to Aix-en-Provence where you'll have a chance to Be Cézanne in the town in which he was born and lived. At a local atelier, learn about the great artist's techniques, then put your new skills to the test and re-create one of his masterpieces. Arrive in the chic Côte d'Azur for the night.

APR 4, 2013: COTE D'AZUR A morning walking tour highlights Nice's spectacular beauty, including the Promenade des Anglais. In the afternoon, explore the perched village of Eze, where you learn about the local art of perfume making. Continue to the tiny principality of Monaco.

4.1(g)

acis ACIS is the premier educational travel company sponsoring student trips worldwide. Since 1978 we've been changing lives through travel by helping students discover the best of the world and the best of themselves.

educational excellence

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- ✓ Air-conditioned touring buses.
- ✓ Four-berth couchettes for overnight trains.
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Refer to ACIS' Terms & Conditions for additional fees and information. Optional excursions are priced on full group participation. ACIS provides Basic Protection coverage, but we recommend that participants purchase the Comprehensive or Ultimate Protection Plan designed specifically for your travel needs.

Cataluña to the Côte d'Azur (continued)

famous for the Grand Prix, Cousteau's Oceanographic Institute, and its royal family. Enjoy a final evening on the Côte d'Azur to shop for souvenirs or converse with the locals at a sidewalk café.

APR 5, 2013: DEPARTURE Depart for the USA. (B)

This is a preliminary itinerary for your group.

Learning Objectives

- ✓ Students will explore the interrelationship between French and Spanish history and culture as they discover the Catalonian region of Spain.
- ✓ Students will learn about Modernism/Art Nouveau through the architecture of Antoni Gaudí.
- ✓ Students will explore the far reaching rise and fall of the Roman Empire in France as represented by the Gallo-Roman Pont du Gard and the Arena of Nimes.



Notes from ACIS

*An additional fuel surcharge may be added if additional fees are assessed by airlines. Adult travelers age 24 and older should add in the Adult Surcharge and Double or Single Room Supplement to calculate their Total Group Fee.

Automatic Payments plan available. Automatic Payments makes planning your trip budget easy because your payments are spread out evenly, giving you more time to pay. You choose a payment frequency (every 2 weeks, every 4 weeks, monthly, or quarterly) and your payments are automatically deducted from your checking or savings account.

Automatic Payments are available for all registered participants in My Account: www.acis.com/accounts.

Passports

Passports are required for all ACIS trips traveling abroad. You are responsible for obtaining your own passport so please don't delay! Visit your post office or a local office of the federal government for an application form. Note that some countries require that passports be valid for six months after you return to the United States. Please be sure that yours is up to date.

We recommend visiting the internet site: www.travel.state.gov/passport/. This is a very informative site, with answers to many passport and visa questions. It also allows you to print an application form to obtain a passport.



Shasta Union High School District

Student I.D.#: _____

Field Trip Permission

EHS

FHS

PHS

NSIHS

SHS

Other: _____

Parental Permission

I hereby give my permission for _____ (print student name) to attend a school field trip as follows:

Description of Activity: Spring Break trip to Spain & France

Date(s): March 28-29th, 2013 Location: Spain&France

All periods – 2 school days

Period(s): (March 28-29) Supervising Staff Member: Dickey & McLean

In case of accident or injury I give permission for the supervising staff member to authorize medical treatment by a licensed physician. I understand that I am responsible for any expense incurred as a result of obtaining the necessary medical care. Transportation is arranged in most cases. Students shall ride both to and from the event in District-approved transportation.

Parent Signature: _____

Phone(s): (Home) _____ (Emergency) _____

Insurance Company: _____

Policy/Group No.: _____ Family Doctor: _____

*My child takes medication for: _____

*My child has the following health condition: _____

Teacher Permission

Teacher signature acknowledges that the student has made satisfactory arrangements for class assignments and make-up work. No signature indicates disapproval.

Period 0: _____ Period 4: _____

Period 1: _____ Period 5: _____

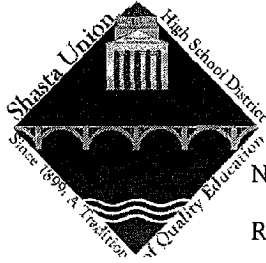
Period 2: _____ Period 6: _____

Period 3: _____

Administrator: _____

Attendance Office: _____

Teachers: Please note that although this is an excused absence, the student should be marked absent.



Field Trip Request

SHASTA UNION HIGH SCHOOL DISTRICT

Name of Club or Group: EHS Art Club School: EHS

Requested by: Tami Watson Date: 12/12/2011

Field Trip

Departure Date/Time: 6/19/2013 Names of Participating Tamara Watson

Return Date/Time: 6/30/2013 Staff Members: _____

Destination: Greece, Italy & Spain

tour European cities of historical and artistic significance with EF

Purpose: Tours

No. Substitutes Required: 0

No. of students: 8 No. of chaperones: 1 Dates Subs Required: _____

No. of wheelchairs to accommodate on field trip: _____

Outside of California, Arizona, Oregon or Nevada? No Yes *

Out of Country? No Yes *

*Note: Out-of-state trips except to OR, AZ or NV must have Board approval. All out-of-country trips must have Board approval.

Board Approval Date: _____

Itinerary: (Mandatory for approval) Please complete the reverse side of this form, showing specific dates, times, and locations of activities, including name, address and telephone number of lodging facilities and supervision arrangements; or you may attach a detailed itinerary.

Costs

| Budget Code or ASB Account | Amount: |
|----------------------------|---------------|
| Substitutes | _____ |
| Transportation | _____ |
| Meals | _____ |
| Lodging | _____ |
| Other Expenses | _____ |
| Total Costs | \$0.00 |

Transportation

A separate Transportation Request form must be submitted to the Transportation Department.

(12 days advance notice for local trips; 1 month advance notice for out-of-town trips)

Date request submitted: _____

Mode of transportation: _____

Name of teacher requesting trip: Tamara Watson

Teacher signature:

By signing this form, I acknowledge that I have read all District Board Policies/Administrative Regulations related to school sponsored trips and I agree to abide by such policies.

Approval: Principal

12-14-11
Date

Verification: Associate Superintendent, Instructional Services

12-15-11
Date

Approval: Superintendent

12/15/11
Date

4.1(j)

Original: District
Copies: Teacher, Principal
D300 Rev. 10/07

DEC 15 2011

Itinerary

Departure

Date: _____ Time: _____

Departing from: _____

Stops: _____

PLEASE SEE ATTACHED ITINERARY

Destination: _____

Estimated arrival time: _____

Schedule of Activities

Chaperones

Staff

Parents

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Return

Date: _____ Time: _____

Departing from: _____

Stops: _____

Return location: _____

Estimated arrival time: _____



Educational Tours
International travel for teachers and students

See our: [Domestic Tours](#) [College/Study Tours](#) [Log in](#)

Greece, Italy and Spain



Tour Information

Tour visits: Greece, Italy, Spain
Tour length: 12 - 14 days

Like 87 Send

[Read tour reviews](#)

[Price this tour](#)

Day 1 - Fly overnight to Athens

Day 2 - Athens

Arrive in Athens

Take a walking tour of Athens

Day 3 - Athens

Take a guided tour of Athens

Visit the Acropolis

Optional: Greek Evening

Day 4 - Athens

Optional: Saronic Islands cruise

Day 5 - Patras • Night ferry

Travel to Patras

Board an overnight ferry to Ancona

Day 6 - Ancona • Florence

Arrive in Ancona

Travel to Florence

Day 7 - Florence

Take a guided tour of Florence:

- Piazza della Signoria
- Ponte Vecchio
- Chiesa di Santa Croce
- Gates of Paradise

Visit the Duomo

See a leather-making demonstration

Optional: Pisa

Day 8 - Florence • Night ferry

Enjoy free time in Florence

Travel to Livorno

Board a night ferry to Barcelona

Day 9 - Barcelona

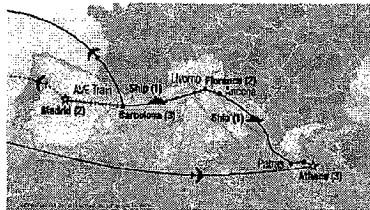
Arrive in Barcelona

Day 10 - Barcelona

Take a guided tour of Barcelona:

- Sagrada Família

[Download Itinerary\(PDF\)](#) [Print](#)



[View larger map](#)

Program fee includes:

Airfare: Round-trip flights

Transportation: Comfortable motorcoach • Night ferries • AVE high-speed train with extension

Accommodations: 8 overnight stays in hotels with private bathrooms (10 with extension) • 2 nights cabin accommodations

Meals: European breakfast and dinner daily

Tour director: Full-time EF Tour Director

Sightseeing: 3 sightseeing tours led by licensed local guides (4 with extension) • 2 walking tours (3 with extension)

Optional: Greek Evening • Saronic Islands cruise • Pisa • Barcelona Flamenco Evening • Figueras • Toledo (with extension)

Visit Parque Guell

Take a walking tour of Barcelona

Optional: Barcelona Flamenco Evening

Day 11 - Barcelona

Optional: Figueras

- 2-DAY TOUR EXTENSION

Days 12-14 - Madrid

Travel on an AVE train to Madrid

Take a walking tour of Madrid

Visit the Prado

Take a guided tour of Madrid

Visit the Royal Palace

Optional: Toledo

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Human Resources Action Report

PREPARER: Dana Reginato, Associate Superintendent, HR

RECOMMENDATION:

| | |
|---|---|
| <input checked="" type="checkbox"/> Approve | <input type="checkbox"/> Do Not Approve |
| <input type="checkbox"/> Accept | <input type="checkbox"/> Discuss |
| <input type="checkbox"/> Information Only | |

BACKGROUND:

Certificated

Retirements

Bill Lombard, Math teacher at Foothill High School has submitted his letter of retirement effective December 23, 2011.

6th Period Assignments

Tom Edwards and Susan McGrath will both take a 6th period assignment in Math at FHS effective January 9, 2012. Jim Bigelow, Math teacher at SHS will take a 6th period assignment in Math at FHS effective January 9, 2012.

Classified

Resignation

Lisa Barbarick has resigned her position as Accounting & Budgeting Supervisor effective January 16, 2012. This is an 8hr/12 month position.

Retirement

Charlotte Hilbert, a SDC Instructional Paraprofessional at EHS will retire from her 6hr/10 month position effective June 1, 2012.

New Walk-on Coaches for 2011-12

Julie Hansen will serve as the new Cheer Advisor at FHS.

**Shasta Union High School District
HUMAN RESOURCES ACTION REPORT**

| NAME | POSITION | EFFECTIVE |
|---|--|-------------------|
| <u>Certificated</u> | | |
| <u>Retirements</u> | | |
| Bill Lombard | 5/5 Math Teacher, FHS | December 23, 2011 |
| <u>6th Period Assignments</u> | | |
| Tom Edwards | 5/5 Math Teacher, FHS | January 9, 2012 |
| Susan McGrath | 5/5 Math Teacher, FHS | January 9, 2012 |
| Jim Bigelow | 5/5 Math Teacher, SHS (6 th per is at FHS) | January 9, 2012 |
| <u>Classified</u> | | |
| <u>Resignation</u> | | |
| Lisa Barbarick | Accounting & Budgeting Supervisor, 8 hr/12 month, DO | January 16, 2012 |
| <u>Retirement</u> | | |
| Charlotte Hilbert | SDC Instructional Paraprofessional, 6 hr/10 month, EHS | June 1, 2012 |
| <u>New Walk-on Coaches for 2011-12</u> | | |
| Julie Hansen | Cheer Advisor, FHS | |

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Accept the Quarterly Report on the Williams Uniform Complaints for October 1 – December 31, 2011

PREPARER: Dana Reginato, Associate Superintendent, HR

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND:

No Williams Uniform Complaints have been filed during this quarter.

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Shasta Union High School District

School Year: 2011-12

Person completing this form: Lorrie Evers

Title: Administrative Assistant, HR

Quarterly Report Submission Date:

| | |
|---|-------------------|
| <input type="checkbox"/> July 1 – September 30 | *(due October 15) |
| <input checked="" type="checkbox"/> October 1 – December 31 | *(due January 15) |
| <input type="checkbox"/> January 1 – March 31 | *(due April 15) |
| <input type="checkbox"/> April 1 – June 30 | *(due July 15) |

Date information will be reported publicly at governing board meeting: January 10, 2011

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

| General Subject Area | Total # of Complaints | # Resolved | # Unresolved |
|--|-----------------------|------------|--------------|
| Textbooks and Instructional Materials | | | |
| Teacher Vacancy or Misassignment | | | |
| Facilities Conditions | | | |
| TOTALS | | | |

Signature of District Superintendent

Jim Cloney

Printed Name of District Superintendent

Date

*Submit by quarterly due date to: Laurie Zambrano, Executive Assistant
Shasta County Office of Education

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Student Expulsions

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: Per Ed. Code, the Board is required to vote in open session regarding the expulsion of a student.

REFERENCES: E.C. 48918(j)

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Student Readmission

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: Per Government Code, the Board is required to vote in open session regarding the readmission of a student.

REFERENCES: G.C. 35146

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Reports from SUHSD Employee Associations

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: The SSEA President, ESP President and CSEA President will update the Board on recent events.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Reports from Principals

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: The Site Principals will update the Board on recent or upcoming activities at their respective school site.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Report from Superintendent

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION:

| | |
|--|---|
| <input type="checkbox"/> Approve | <input type="checkbox"/> Do Not Approve |
| <input type="checkbox"/> Accept | <input type="checkbox"/> Discuss |
| <input checked="" type="checkbox"/> Information Only | |

BACKGROUND: The Superintendent will update the Board on recent District events.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Trustee/Liaison Reports

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: Trustees will report on recent meetings with the various school or organization for which they have been appointed as Liaison, and may report or comment on other activities related to the District.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Initial Proposals for Negotiation

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: In order to initiate labor negotiations for the 2011-12 school year, the District's administration will present initial proposals for Shasta Secondary Education Association (SSEA), the Educational Support Professionals (ESP) and the California School Employees Association (CSEA). The SSEA and ESP will also present their initial proposals. Once initial proposals are presented, public hearings on the proposals will be agendized for the regular February meeting of the Board of Trustees and formal negotiations can then begin.

The CSEA initial proposal was presented at the November 8, 2011 Board meeting, and the public hearing was conducted at the December regular Board meeting.

Following the Board meeting, all proposals will be posted on the District's web site for public review.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Monthly Financial Report

PREPARER: David Flores, Chief Business Official

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND:

The monthly financial report is updated with the First Inteirm Budget and actual expenditures through December 31, 2011.

Expenses are trending accordingly with being half way through the year. Revenues continue to lag as our payers run in the rears and the state continues with deferrals.

REFERENCES

SHASTA UNION HIGH SCHOOL DISTRICT
2011-2012
General Fund Expenditures as of December 31, 2011

RL ADA 4,579.73

| | | 2011-2012 First Interim Budget (A) | 2011-2012 Actuals 12/31/2011 (B) | 2011-2012 Remaining Balance (C) = (A) - (B) | 50.00% of FY Complete (D) = (B) / (A) |
|--|-------------|---|---|--|--|
| REVENUES | | | | | % Spent or Received |
| Revenue Limit Sources | 8010 - 8099 | 27,951,234 | 3,550,477 | 24,400,757 | 13% |
| Federal Revenues | 8100 - 8299 | 4,179,245 | 1,303,867 | 2,875,378 | 31% |
| Other State Revenues | 8300 - 8599 | 6,617,712 | 1,963,537 | 4,654,175 | 30% |
| Other Local Revenues | 8600 - 8799 | 5,950,194 | 1,232,350 | 4,717,844 | 21% |
| Interfund Transfers In/Other Sources | 8910 - 8979 | 715,410 | 34,086 | 681,024 | 5% |
| TOTAL REVENUES | | 45,413,495 | 8,084,317 | 37,329,178 | 18% |
| EXPENDITURES | | | | | |
| Certificated Salaries | 1000 - 1999 | 18,517,856 | 8,322,264 | 10,195,592 | 45% |
| Classified Salaries | 2000 - 2999 | 7,099,271 | 3,449,622 | 3,649,649 | 49% |
| Employee Benefits | 3000 - 3999 | 9,342,199 | 4,421,257 | 4,920,942 | 47% |
| Books and Supplies | 4000 - 4999 | 3,198,177 | 1,135,105 | 2,063,072 | 35% |
| Services, Other Operating Expenses | 5000 - 5999 | 7,458,436 | 3,389,127 | 4,069,309 | 45% |
| Capital Outlay | 6000 - 6599 | 88,691 | 740 | 87,951 | 1% |
| Other Outgo | 7100 - 7299 | 374,011 | 249,011 | 125,000 | 67% |
| Direct Support / Indirect Costs | 7300 - 7399 | (88,349) | 0 | (88,349) | 0% |
| Debt Service | 7438 - 7439 | 45,050 | 22,525 | 22,525 | 50% |
| Interfund Transfers Out/Other Uses | 7610 - 7699 | 1,610,352 | 902,102 | 708,250 | 56% |
| TOTAL EXPENDITURES | | 47,645,694 | 21,891,753 | 25,753,942 | 46% |
| NET INCREASE/DECREASE IN FUND BALANCE | | (2,232,199) | (13,807,435) | | |
| BEGINNING BALANCE | | 15,185,621 | 15,185,622 | | |
| ENDING BALANCE | | 12,953,422 | 1,378,187 | | |

Components of Ending Fund Balance

| | | | | |
|----------------------------------|-------------------|--|--|--|
| Reserved Rev Cash/Prepays/Stores | 17,400 | | | |
| Economic Uncertainty (3.5%) | 1,667,599 | | | |
| Board Designated | 10,477,851 | | | |
| Restricted | 735,099 | | | |
| Unrealized Investment Gains | 55,473 | | | |
| Total | 12,953,422 | | | |

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Associate Superintendent of Instruction will present an update on CTE programs

PREPARER: Kyle Turner, Associate Superintendent of Instruction

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND:

The Associate Superintendent of Instruction will provide an update on the district-wide Career and Technical Education (CTE) programs.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Approve Resolution for Reduction in Classified Services

PREPARER: Dana Reginato, Associate Superintendent, HR

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND:

Throughout the year as positions become vacant, and/or the District needs to reduce classified staff due to a reduction in students, the District must explore options.

Currently the District is overstaffed in the Severely Handicapped program. Given this, we need to reduce the current number of Severely Handicapped Instructional Paraprofessionals. It is recommended that the board approves a reduction of one employee.

SHASTA UNION HIGH SCHOOL DISTRICT

Resolution for Reduction in Classified Service

January 10, 2012

WHEREAS, due to lack of work and/or lack of funds, this Governing Board hereby finds that it is in the District's best interest that certain classified services now being provided be reduced or eliminated as follows:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Shasta Union High School District finds it necessary to reduce or eliminate the following position:

| <u># of employees</u> | <u>Classification –SSEA/ESP</u> | <u>Current Hrs./Months Per Year</u> | <u>Proposed</u> |
|-----------------------|--|-------------------------------------|-----------------|
| 1 | Severely Handicap Instructional Paraprofessional | 6 hour/10 month | Eliminate |
| | | | |
| | | | |

NOW, THEREFORE BE IT RESOLVED, that as of the close of the business day on February 24, 2012 the above-referenced classified positions shall be eliminated or reduced as indicated above.

The district will work with union leadership as outlined in the Employee Contractual Agreements regarding the layoff listed on this resolution. The affected employees will be notified of the approved changes to his/her positions. These proposed changes would not go into effect until the close of business February 24, 2012.

BE IT FURTHER RESOLVED, that the Superintendent or Superintendent's designee is authorized and directed to give notice to the affected classified employees pursuant to District rules and regulations and applicable provisions of Education Code not later than forty-five (45) days prior to the effective day of layoff as set forth above.

PASSED AND ADOPTED by the Governing Board on January 10, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President of the Board

9.1(a)

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Approve revisions to the Accounting and Budgeting Supervisory job description

PREPARER: Dana Reginato, Associate Superintendent, HR

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND:

As job classification requirements change, the District works to keep job descriptions updated to meet these changes. Requirements for the Accounting and Budgeting Supervisor have changed. The attached job description outlines all current requirements.

SHASTA UNION HIGH SCHOOL DISTRICT

DRAFT

ACCOUNTING AND BUDGETING SUPERVISOR

DEFINITION

Under the supervision and general direction of the Chief Business Official, oversees and performs complex professional accounting and budgeting functions with considerable latitude, maintains financial and statistical records, prepares regular and special reports and applies a wide knowledge of current operation, procedures and rules to assigned tasks, supervises and trains staff as assigned. This position also coordinates the financial system maintenance,

This position supports student learning and outcomes and District effectiveness by ensuring fiscal accountability and providing data needed to make informed decisions to maintain fiscal solvency for the District.

WORK YEAR: 12-month position (260 contract days)

RESPONSIBILITIES

Assists in all phases of budget development and revision, including position budgeting, cash flow projections, multi-year projections, and the Standard Account Code Structure (SACS) reports;

Calculates the Revenue Limit, Special Education and other entitlements;

Perform internal auditing of commercial, payroll, ASB funds and other internal records;

Perform and supervise financial transactions related to all aspects of the general ledger;

Analyze and resolve discrepancies in financial data and reports as needed;

Compile and compare state, federal and local reports for the expenditure of funds from various sources;

Responsible for all phases of year-end closing, including SACS reporting;

Assists in all phases of performing complex accounting;

Compile federal, state and local reports on the expenditure of funds from various sources;

Supervise **and evaluate the work performance of** assigned staff;

Assists in planning and delivering training for staff;

Uses a variety of computer applications including spreadsheets, presentation software, word processing, data bases, email, various accounting applications, and the Internet;

Perform other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

KNOWLEDGE AND EXPERIENCE:

Required

BA/S Degree with an emphasis in accounting;

~~Certified Public Accountant~~

At least three years experience in governmental accounting or private sector or auditing in a large, computerized cost accounting environment.

Preferred

Certified Public Accountant;

Audit Experience;

Experience with school system accounting and financial record keeping;

Supervision experience.

SKILLS:

Working knowledge of:

Governmental budgeting, accounting and auditing principles and procedures;

Fund and program cost accounting;

Statements on auditing standards;

Computer accounting and management information systems;

Microcomputers (PC);

Statistical and analytical research methods;

California Education Code and State Budget and Accounting Manual.

Ability to:

Communicate effectively both orally and in writing;

Establish and maintain cooperative and effective working relationships with others;

Work independently with little direction;

Plan and organize work to meet schedules and timelines;

Organize and monitor the work of others;

Maintain accurate financial and statistical records;

Interpret, apply and explain financial rules, regulations, policies and procedures;

Ability to write clear and concise reports, business correspondence and procedure manuals;

Supervise staff in a positive environment that encourages participation and promotes employee growth and development.

CERTIFICATES, LICENSES, REGISTRATIONS

Required

Valid California Driver's License

~~Current California Certified Public Accountant (CPA) certificate~~

Preferred

Current California Certified Public Accountant (CPA) certificate

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 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.

May occasionally lift and stack heavy objects not to exceed 25 lbs.

This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and work with various materials and objects that are important aspects of this job.

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

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching to file materials.

*Revisions pending Board Approval January 10, 2012
Board Approved July 12, 2005*