

SUPERINTENDENT

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BOARD OF TRUSTEES

*James M. Schwerdt
Constance Pepple
Charles Haase
Bev Stupek
Kristen Schreder*

**AGENDA
SHASTA UNION HIGH SCHOOL DISTRICT
REGULAR MEETING OF GOVERNING BOARD**

February 9, 2010

**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:

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

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 five students (Files 10-01, 10-02, 10-03, 10-04 and 10-05)
- 2) Consider recommendation from administration regarding a readmission for one student (File 09-04)
- 3) Conference with Legal Counsel– Existing Litigation – Two Cases (G.C. 54956.9)
- 4) Conference with Labor Negotiator (G.C. 54957.6). Agency designated representatives: Jim Cloney – Superintendent, Art Schmitt – Chief Business Official and Dana Reginato – Associate Superintendent/H.R. Employee Organizations: Shasta Secondary Education Association (SSEA), Educational Support Professionals Association (ESP), Classified School Employees Association (CSEA) and Management/Supervisory/Confidential
- 5) Public Employee Performance Evaluation (G.C. 54957). Titles: Site Principals

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

Pledge of Allegiance – NJROTC Color Guard

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).

Presentation:

Recognition of Keith Mifflin – Jim Cloney, Superintendent
School Chaplain Program – Rick Caldwell, Sr.

1) Approval of Agenda

- | | | |
|-----|---|-----|
| 1.1 | Review/approval of agenda (<i>Action</i>) | 1.1 |
| 1.2 | Review/approval of Consent Agenda (<i>Action</i>) | 1.2 |

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.

		<u>Reference</u>
2) Administration		
2.1	Approve minutes for the January 12, 2010 regular Board meeting	2.1
3) Instructional Services		
3.1	Approve request to declare property as surplus (computers, peripherals)	3.1
3.2	Approve 2009-10 Consolidated Application (Part 2) for funding categorical aid programs	3.2
3.3	Accept donation of microscope with TV camera and adapter	3.3
4) Budget and Finance		
4.1	Ratify commercial warrants and payroll distributions for January 2010	4.1
4.2	Accept Quarterly Report of Investments	4.2
5) Facilities		
5.1	Accept Use of Facilities Report	5.1
6) Human Resources		
6.1	Approve Human Resources Action Report	6.1

DISCUSSION/ACTION AGENDA

7) Administration		
7.1	The Board will vote regarding a student expulsion (File 10-01) <i>(Action)</i>	7.1
7.2	The Board will vote regarding a student expulsion (File 10-02) <i>(Action)</i>	7.2
7.3	The Board will vote regarding a student expulsion (File 10-03) <i>(Action)</i>	7.3
7.4	The Board will vote regarding a student expulsion (File 10-04) <i>(Action)</i>	7.4
7.5	The Board will vote regarding a student expulsion (File 10-05) <i>(Action)</i>	7.5
7.6	The Board will vote regarding a student readmission (File 09-04) <i>(Action)</i>	7.6

	<u>Reference</u>
7) Administration (cont'd)	
7.7 The Board will hear reports from the Shasta Union High School District Organizations (<i>Information</i>) Shasta Secondary Education Association – Tom Roberts, President Educational Support Professionals Association – Deborah Bayley, President California School Employees Association – David Martin, President	7.7
7.8 The Board will hear reports from the Principals (<i>Information</i>) 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	7.8
7.9 The Board will hear a report from the Superintendent (<i>Information</i>)	7.9
7.10 The Board will hear comments and liaison reports from individual members of the Board (<i>Information</i>)	7.10
7.11 Trustee Schwerdt will report on his recent attendance at CSBA Workshops (<i>Information</i>)	7.11
7.12 PUBLIC HEARING: The Board may hear comments from the public regarding the proposed negotiation between the District and the Educational Support Professionals (ESP) (<i>Information</i>)	7.12
7.13 The Superintendent will provide an update on Career Tech Education (<i>Information</i>)	7.13
7.14 Approve minutes from the January 4, 2010 special Board meeting (<i>Action</i>)	7.14
7.15 The Board will conduct the first reading of draft mandated Board policies and administrative regulations, as provided by the California School Boards Association (<i>Discussion/Action</i>)	7.15
7.16 The Board will review and re-commit to the CSBA Professional Governance Standards and related Board Bylaws adopted 5/8/01 (<i>Action</i>)	7.16
7.17 The Board will initiate the current year Board self-evaluation process (<i>Discussion</i>)	7.17
7.18 The Board will determine a date for the spring Board Study Session (<i>Action</i>)	7.18
7.19 Excuse Trustee Haase's absence at the January 4, 2010 special Board meeting (<i>Action</i>)	7.19
8) Budget and Finance	
8.1 The Chief Business Official will provide an update on the District's budget (<i>Information</i>)	8.1
8.2 Consider new 2009-10 Flexible Spending Agreement between SUHSD and ROP (<i>Discussion/Action</i>)	8.2

Reference**9) Facilities**

- | | | |
|-----|---|-----|
| 9.1 | Approve Turf Field Settlement Agreement (<i>Action</i>) | 9.1 |
| 9.2 | Ratify Change Order Report (<i>Action</i>) | 9.2 |

10) Human Resources

- | | | |
|------|---|------|
| 10.1 | Review draft Resolution to Reduce Certificated Staff (<i>Information</i>) | 10.1 |
| 10.2 | Approve revised job description for Chief Business Official (<i>Action</i>) | 10.2 |

Date and Location of the Next Regular Board Meeting:

March 9, 2010 – Foothill High School Drama Room – 9733 Deschutes Road, Palo Cedro

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: Minutes from January 12, 2010 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

January 12, 2010

Trustee Schwerdt called open session to order at 5:30 p.m. at the Enterprise High School Library. The Board adjourned to closed session to: 1) Consider recommendation from the Expulsion Hearing Panel to expel three students (Files 09-28, 09-29 and 09-30); 2) Consider recommendation from administration regarding readmission for three students (Expulsion Files 09-01, 09-09 and 09-14); 3) Conference with Legal Counsel – Existing Litigation (Case #164933) (G.C. 54956.9), and Pending Litigation (Two Cases) (G.C. 54956.9); 4) Conference with Labor Negotiator (G.C. 54957.6). Agency designated representatives: Jim Cloney – Superintendent, Art Schmitt – Chief Business Official and Dana Reginato – Associate Superintendent/H.R. Employee Organizations: Shasta Secondary Education Association (SSEA), Educational Support Professionals Association (ESP), Classified School Employees Association (CSEA) and Management/Supervisory/Confidential; and, 5) Public Employee Discipline/Dismissal/Release (G.C. 54957).

The Board reconvened into open session at 6:55 p.m., and Trustee Schwerdt reported no action was taken on items discussed in closed session.

Trustee Schwerdt announced the names of the students in the EHS NJROTC Color Guard and led the Pledge of Allegiance.

ROLL CALL: Trustees Jim Schwerdt, Connie Pepple, Charles Haase, Bev Stupek and Kristen Schreder were present. Trustee Schwerdt presided. Also present: Jim Cloney – Superintendent, Art Schmitt – Chief Business Official, Kyle Turner – Associate Superintendent, Instructional Services, Dana Reginato – Associate Superintendent, Human Resources, Eric Peterson – Principal (EHS), Jim Bartow – Principal (FHS), Milan Woollard, Principal (SHS), Elsbeth Prigmore – Principal (PHS and Plus Schools), Guy Malain – Principal (Alternative Ed), Mike Vincelli – Director of Information Technology, and Fred Schafer – Director of Nutrition Services.

RES. 10-004 That the Board approve the agenda, with the exception of Item 10.1 (Turf Settlement Agreement), which was pulled for discussion at a future meeting. (Motion Stupek, second Schreder, carried 5-0).

RES. 10-005 That the Board approve the consent agenda. (Motion Pepple, second Haase, carried 5-0).

RES. 10-006 That the Board approve the minutes for the December 8, 2009 regular Board meeting. (Motion Pepple, second Haase, carried 5-0).

RES. 10-007 That the Board approve students who have been accepted into the College Connection Program for spring 2010. (Motion Pepple, second Haase, carried 5-0).

RES. 10-008 That the Board approve the recommendations for textbook adoption, as follows: [Science Department]: Chemistry: Matter and Change, Myers - author, (Glencoe McGraw-Hill), and Holt Earth Science, California Edition, Allison, DeGaetano, Pasachoff – authors, (Holt-McDougal). (Motion Pepple, second Haase, carried 5-0).

RES. 10-009 That the Board ratify commercial warrants in the amount of \$1,108,572.36 and payroll distributions in the amount of \$2,858,838.59, for the period of 12/01/09-12/31/09. (Motion Pepple, second Haase, carried 5-0).

RES. 10-010 That the Board receive the Quarterly Investment Report. (Motion Pepple, second Haase, carried 5-0).

RES. 10-011 That the Board approve the Budget Calendar for 2010-11. (Motion Pepple, second Haase, carried 5-0).

- RES. 10-012 That the Board receive the annual certification regarding Workers' Compensation. (Motion Pepple, second Haase, carried 5-0).
- RES. 10-013 That the Board receive the Quarterly Projects Report. (Motion Pepple, second Haase, carried 5-0).
- RES. 10-014 That the Board approve the Human Resources Action Report, as follows: *Classified* – (Short-Term Position): Sharon Brown, School Office Assistant I, 12 hours/week (PHS) to the end of the 2009-10 school year, effective December 7, 2009; Joshua Johnson, 1:1 Instructional Paraprofessional, 5 hours (SLC) to the end of the 2009-10 school year, effective December 17, 2009; (Increase in Hours, Short-Term): Dave Meyer, Bus Driver, from 7.25 hours to 8 hours to the end of the 2009-10 school year, effective December 1, 2009; (Replacement): Monica Hernandez, RSP Paraprofessional, 5.17 hours/10 months (EHS), effective December 31, 2009; (Resignation): Kathleen Janowicz, Nutrition Technician, 2.5 hours/10 months (FHS), effective December 31, 2009; Tyson Stenlund, Mechanic/Bus Driver, 8 hours/11 months, effective January 4, 2010; (*Walk-On Coaches for Winter Sports 2009-10*): Mike Bullert – Head Wrestling (EHS); Jeff Coates Asst. Wrestling (EHS), Michael Gray, JV Girls' Basketball (EHS); Aaron Lewis, JV Girls' Basketball (SHS). (Motion Pepple, second Haase, carried 5-0).
- RES. 10-015 That the Board accept the Quarterly Report on Williams Uniform Complaints for the period of October 1 to December 1, 2009. (Motion Pepple, second Haase, carried 5-0).
- RES. 10-016 That the Board suspend the expulsion of a student (File 09-28) and return the student to the school of origin with a behavior contract and rehabilitation plan in place, as recommended by administration. (Motion Stupek, second Pepple. Ayes: Schwerdt, Pepple, Haase, Stupek, Schreder. Opposed: None. Absent: None).
- RES. 10-017 That the Board suspend the expulsion of a student (File 09-29) and return the student to the school of origin with a behavior contract and rehabilitation plan in place, as recommended by administration. (Motion Schreder, second Stupek. Ayes: Schwerdt, Pepple, Haase, Stupek, Schreder. Opposed: None. Absent: None).
- RES. 10-018 That the Board approve the recommendation of the administrative expulsion hearing panel regarding the expulsion of a student (File 09-30). (Motion Pepple, second Schreder. Ayes: Schwerdt, Pepple, Haase, Stupek, Schreder. Opposed: None. Absent: None).
- RES. 10-019 That the Board approve the recommendation of administration regarding the readmission of a student (File 09-01). (Motion Stupek, second Pepple. Ayes: Schwerdt, Pepple, Haase, Stupek, Schreder. Opposed: None. Absent: None).
- RES. 10-020 That the Board approve the recommendation of administration regarding the readmission of a student (File 09-09). (Motion Schreder, second Pepple. Ayes: Schwerdt, Pepple, Haase, Stupek, Schreder. Opposed: None. Absent: None).
- RES. 10-021 That the Board approve the recommendation of administration regarding the readmission of a student (File 09-14). (Motion Pepple, second Haase. Ayes: Schwerdt, Pepple, Haase, Stupek, Schreder. Opposed: None. Absent: None).
- RES. 10-022 That the Board accept the 2009-09 Audit Report. (Motion Haase, second Schreder, carried 5-0).
- RES. 10-023 That the Board adopt the Resolution to Approve Refinance Certificates of Participation. (Motion Pepple, second Stupek, carried 5-0).
- RES. 10-024 That the Board approve the Resolution for Certificated Seniority Tie Breaking Criteria (for those with the same seniority date). (Motion Pepple, second Haase, carried 5-0).
- RES. 10-025 That the Board approve the job description for *Career Education Technician* (new – ESP). (Motion Haase, second Schreder, carried 5-0).
- RES. 10-026 That the Board approve the revised job description for *District Applications Systems Supervisor* (revised – Supervisory). (Motion Pepple, second Schreder, carried 5-0).

RES. 10-027 That the Board approve a revision to the final resolution for Reduction in Classified Services. (Motion Pepple, second Schreder, carried 5-0).

RES. 10-028 That the meeting adjourn. (Motion Stupek, second Haase, carried 5-0).

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

There were no comments.

PUBLIC FORUM:

There were no comments.

PRESENTATIONS:

Recognition of Business Staff: Superintendent Jim Cloney presented certificates of recognition to various members of the Business staff for achieving a "no audit findings status" for the third consecutive year. This is an unprecedented accomplishment for the District and deserves recognition. Mr. Cloney explained that CBO Art Schmitt would have shared in the presentation, however he is on his way back from a meeting in Sacramento and is expected to arrive later.

SUHSD Historical Report: Retired Superintendent Mike Stuart introduced retired teacher Mike Moynahan, who recently completed his project teacher assignment, researching the history of SUHSD and creating a publication of the SUHSD history from 1965 to the present. As District Historian, Mr. Stuart has asked Mr. Moynahan to assist him in going forward with documenting the District's history. Mr. Stuart added that, since the SUHSD began in 1899, the Boards have been consistently courageous when making decisions. The decisions have always been based upon, and will continue to be, what is best for students.

Mike Moynahan explained that project teacher assignments were initiated through negotiations between administration and SSEA several years ago. He acknowledged several SUHSD staff members who assisted him along the way in completing his assignment. His research included conducting over 30 personal interviews and reading all SUHSD Board meeting minutes from 1965 through 2009. He presented the District Office administrators and Board Members with copies of the publication, as well as a hardbound copy for SUHSD. The Shasta County Library also received a hardbound copy. Mr. Moynahan echoed Mr. Stuart's comments that history proves SUHSD has always been successful and proactive in doing what is best for students.

Jim Cloney thanked Mr. Moynahan for his report and presented him with a lifetime pass to all Northern Section California Interscholastic Federation activities. The pass was provided by NSCIF for Mr. Moynahan's contributions throughout his coaching and teaching career with SUHSD.

Art Schmitt arrived at 7:20 p.m.

REPORTS FROM SHASTA UNION HIGH SCHOOL DISTRICT ORGANIZATIONS:

Shasta Secondary Education Association: SSEA President Tom Roberts explained the SSEA's rationale for not supporting the Memorandum Of Understanding as part of the process to apply for federal funds available through the Race To The Top initiative. SSEA members feel the contingencies for receiving the funds are not in the District's best interest, as the proposed guidelines places ownership of reform on teachers and not on parents. Mr. Roberts believes it is not fair to tie teacher salaries to performance "of students who don't care and come to school unprepared." He summarized that the RTTT initiative would provide a miniscule amount of money, and is requiring districts to commit to following guidelines that have not yet been established.

Educational Support Professionals Association: ESP President Deborah Bayley thanked Jim Cloney and Dana Reginato for their time in revising the Final Resolution for Reduction in Classified Services, scheduled for approval later in the meeting.

California School Employees Association: CSEA President David Martin noted that Mike Moynahan was a coach when he was in high school and encouraged him to be a leader. Mr. Martin reported that CSEA negotiations will begin January 27.

PRINCIPALS' REPORTS:

Enterprise High School: Principal Eric Peterson complimented the EHS counseling staff for their efforts in getting one-hundred percent of the senior students to complete an application for college during the recent "app-attack" activity. An "8th Grade Invasion" is scheduled for Friday, January 15, involving a tour of the campus with the Link Crew and a brief orientation for 8th grade students from Mistletoe & Parsons elementary schools. EHS counselors are scheduled to visit feeder school sites in February.

Shasta High School: Principal Milan Woollard reported that ASB is conducting a coat drive January 11-22. The sophomore class will hold a winter dance on February 6, and Cal-Fire reps will speak to students about career opportunities on February 12.

Pioneer High School and Plus Schools: Principal Elsbeth Prigmore reported that the PHS WASC 3-year review will conclude with a final visit on March 8. She noted that one-hundred percent of the EHS Plus FHS Plus and SHS Plus seniors completed applications for college. All PHS seniors will tour Shasta College on February 25. Registration and orientation for seniors will be conducted at Shasta College in May.

Alternative Education: Principal Guy Malain announced the one-year anniversary of providing computer classes for senior citizens at the Shasta Senior Nutrition Programs facility and that the Intro to Spanish class is funded from the Adult Ed budget. Enrollment at both Freedom Community Day School and North State Independence High School are near capacity.

Foothill High School: Principal Jim Bartow announced FHS has started awarding Academic Letters (similar to Athletic Letters) beginning this week, and brought a sample for review. Twenty-five students will receive an Academic Letter at a rally on Friday for their CAHSEE scores. Other opportunities are available for students to achieve various academic awards. Mr. Bartow also reported that FHS was recognized by US News and World Report as a "Bronze Medal School" for combined STAR, CASHEE and API scores. Only sixty schools in California have achieved this status.

REPORT FROM SUPERINTENDENT:

Superintendent Jim Cloney provided an update on the Race-To-The-Top application process and noted that options are available to the District in determining whether or not to move forward, once more information is known about the RTTT Initiative. He asked Art Schmitt to provide an update on the Governor's Budget Conference that he attended earlier today in Sacramento.

Mr. Schmitt relayed the Governor's plan to "protect education". Education represents approximately 40% of the State budget and education is absorbing approximately 25% of the costs. The Governor's plan is to fully fund a negative COLA, plus take approximately \$1.5 billion more from education. Prior to this latest budget information, SUHSD needed to cut an additional \$2 million (on top of cuts already in place), and now that figure has increased to approximately \$3 million. Money from the District's reserves will be needed to accomplish this. SUHSD was deficit funded last year and this year, and the total cumulative deficit amount is projected to be more than \$21 million by next year (equates to approximately \$7 million in reduced funding per year, or about 14% of the District's total budget). The Governor's plan addresses a \$21 billion shortfall in the State budget, and is partially balanced on his hopes to receive \$7 billion in Federal funds as California's "fair share". If the State does not receive \$7 billion in Federal funds, the Governor's plan is to disseminate health and social services. The only good news is that no mid-year cuts are projected for this year. California's economy is not expected to recover until 2015, at which time it will be comparable to the 2008 economy.

BOARD MEMBER COMMENTS AND LIAISON REPORTS:

Trustee Schreder attended two of the workshops during the January 4th SUHSD staff development day, and asked that the thoughts and ideas behind the workshops be placed on a future Board meeting agenda. She thanked administration, teachers and staff for putting this activity together and is looking forward to attending future staff development days.

Trustee Schwerdt added that the staff development day survey results were very positive.

Trustee Stupek announced the next round of draft Board policies and administrative regulations will be coming before the Board in February.

BOARD MEMBER COMMENTS AND LIAISON REPORTS (cont'd):

Trustee Pepple congratulated Art Schmitt and the Business Staff on the "No Findings" audit status for the third consecutive year.

DISCUSSION:

Strategic Plan Update: Jim Cloney reviewed progress of the Strategic Plan that was adopted in January 2009. The report included progress in the areas of *Climate & Culture*, *Educational Options*, *Student Achievement* and *Curriculum & Programs*. Another progress report will be presented to the Board in July.

Alternative Education Options: Jim Cloney reported that budget cuts in the State and Shasta County have resulted in decreased revenue to support the County-operated Oasis Court and Community School. Oasis is operating at a loss of approximately \$500,000 this year. Shasta County Superintendent of Schools Tom Armelino has discussed the situation at numerous meetings with all Shasta County superintendents. As the majority of the high school students enrolled in Oasis belong to SUHSD, it is in the District's best interest to maintain the program. The County has no obligation to continue the program, but is willing to do so if it is possible to offset the negative operation cost. Therefore, the proposed plan for 2010-11 is to operate three County-operated satellite classes, housing approximately 60 students, on the Pioneer HS campus. These classes will be taught by County employees so that funding will continue to be eligible at the "C" rate (funded at approximately \$10,000 per student in County alternative education programs, versus approximately \$6,250 per student in regular district-operated programs). The satellite classes will generate more revenue than their operating costs, which in turn will offset the loss of continuing the operation at Oasis for the remaining students. The satellite classes would be operated as a "school within a school", therefore the starting/ending times and lunch periods would not coincide with the PHS schedule. Els Prigmore and Guy Malain will have input on which students are selected to enroll in the classes. Transportation issues have not yet been finalized. The Board will be updated on this topic as more decisions are made.

Draft SUHSD Logo: Jim Cloney reviewed that, when the Mission & Vision statements were revised in May 2009, Board consensus was to consider revising the District logo as well, so staff followed up on that suggestion. Media Services Technician Rosemary Bianchin developed sample artwork and graphic designs for the logo drafts presented this evening for Board review. Mr. Cloney explained adopting a new SUHSD logo would be basically cost neutral, as business cards are the only items that require pre-printing and reorders would not be printed until current supplies are depleted. In addition to Board review, Mr. Cloney plans on getting input from all staff regarding a new logo.

Trustee Schreder is in favor of changing the logo, but would like to get staff perspective and possibly involve students in the artwork and/or selection process.

Trustee Haase feels that changing the logo is "less than attractive at this time, when we have so many weighty decisions facing us".

Initial Proposals – Negotiations: At 8:30 p.m., Trustee Schwerdt declared the meeting open to Public Hearing to allow interested parties an opportunity to speak on the Shasta Secondary Education Association's (SSEA) initial proposal for negotiation, presented at the December 8, 2009 Board meeting. There were no comments and the hearing was closed.

Trustee Schwerdt then declared the meeting open to Public Hearing to allow interested parties an opportunity to speak on the California School Employees Association's (CSEA) initial proposal for negotiation, presented at the December 8, 2009 Board meeting. There were no comments and the hearing was closed.

Doris Alexander presented the Educational Support Professionals (ESP) initial proposal, addressing Article 14 and Article 9. A public hearing on this proposal will be provided at the February 9, 2010 Board meeting.

Jim Cloney reviewed that, following the District's presentation of its initial proposal for negotiation in November 2009, the SSEA filed a grievance asserting that the District violated the contract provision allowing for only two articles to be opened in any given year (in addition to compensation and calendar every year). The District's initial proposal included opening three articles for negotiation, based on the premise that the SSEA contract expires June 30, 2010 and the contract should be fully open. In the spirit

Initial Proposals – Negotiations (cont'd):

of settlement and compromise, administration presented a revised initial proposal that includes two articles to be opened: Article 12 and Article 22.

At 8:45 p.m., Trustee Schwerdt declared the meeting open to Public Hearing to allow interested parties an opportunity to speak on the District's revised initial proposal for negotiation with the Shasta Secondary Education Association for 2009-10. There were no comments and the hearing was closed.

Mr. Cloney stated administration has been communicating with all three bargaining groups and hopes to begin negotiating with all 3 labor groups in January.

Career Tech Education (CTE) Plan for 2010-11: Kyle Turner and Mike O'Leary conducted a detailed overview of the District's Career Technical Education plan for 2010-11, including: CTE Goals; CTE Standards & Frameworks; Industry Sectors; (provided by Calif. Dept. of Ed.); 2009-10 dual enrollment courses; dual enrollment research; current course offerings; course offerings for 2010-11; and CTE services.

Jim Cloney provided a synopsis: SUHSD was contributing over \$1.65 annually to the ROP, from which approximately \$600,000 - \$650,000 supported the current CTE classes within SUHSD. (The approximate \$100,000 in transportation cost was already included in the budget). This leaves approximately \$1 million of the original funding. After realizing the targeted \$200,000 savings, the District will use the remaining \$800,000 per year to fund the new CTE courses. Administration is confident this can be done and, after the initial startup costs are taken care of, even more money may be saved.

Mr. Cloney reviewed possible options for continued operation of the dental career program and asked for direction from the Board. As SUHSD owns equipment used by ROP and also owns the land on which the ROP complex is located, he recommended a long-term lease with ROP in exchange for ROP continuing to provide instruction for the dental program. SUHSD is willing to work with other districts who may be interested in sending their students to ROP for the dental program, as well. Mr. Cloney has had positive discussions with ROP Superintendent Charles Hoffman on this subject.

Mr. Cloney also asked for direction from the Board regarding the transition of junior-year students in their first year of the ROP fire fighting program. Some parents have relayed concerns on this subject. He would be interested in pursuing the possibility of current first year fire fighting students completing their second year of the program with ROP. It could be beneficial to SUHSD to transition the costs of starting the fire fighting program over two years.

Trustee discussion centered on doing what is best to meet the need of our students. Trustee Schreder is tired of the negative comments from the public regarding SUHSD's decision to move forward with its expanded CTE offerings. SUHSD has made some tough decisions in the past based on information that was available at the time and has an excellent "track record" for making the right decisions for students and the community. Moving forward with the CTE offerings will open up new opportunities and many students will benefit from this decision, as well. She is excited about the new opportunities and hopes to move away from the negative energy. She thanked administration and all who have been working on this program.

Mr. Cloney noted that administration will move forward on hiring staff for the CTE courses, which could work out well or some existing staff, as well.

Board consensus was to defer the decision to Mr. Cloney and Mr. Hoffman, to work out an agreement regarding the dental program and fire-fighting program.

First Period (P-1) Rate of Attendance Report: Art Schmitt explained that the First Period (P-1) rate of attendance is not used for funding purposes. At the present time, it appears that the Second Period (P-2) rate of attendance, which *is* used for funding purposes, will meet his original projection.

2008-09 Audit Report: Art Schmitt commended the District's business staff for achieving a "No Findings" audit status for the third year in a row.

Refinance Certificates of Participation (COP): Art Schmitt explained the bank that originally financed the District's current two variable interest rate Certificates of Participation is choosing to discontinue business with school districts and is therefore unwilling to renew the letter of credit, which has resulted in the need to refinance the COP's. The refinance will combine the two COP's into one COP with a variable interest rate.

Certificated Seniority Tie Breaking Criteria: Dana Reginato explained the proposed tie breaking criteria is based upon a point system and would only be implemented in the event of layoffs involving two or more employees with the same date of hire. Information was gleaned from several surrounding districts in creating the proposed resolution, and the document was reviewed with SSEA in December.

Job Description – Career Education Technician: Dana Reginato explained that administration plans to hire Career Education Technicians to support the additional CTE courses. The proposed SUSHD job description mirrors the ROP job description for this position, and has been reviewed with ESP. The salary range will require further discussion with ESP, and it is possible that the SUHSD range will be higher than the present ROP range in order to be consistent with similar jobs in the District. Ms. Reginato explained the job posting procedure, as well.

Revised Job Description – District Applications Systems Supervisor: Dana Reginato explained that the job description is being revised at this time, as the employee currently holding the position will be retiring at the end of the school year and the description needed to be updated prior to announcing the vacancy.

Final Resolution for Reduction in Classified Services: Dana Reginato explained that the revision to this previously adopted resolution (adopted at the November 10, 2009 Board meeting) was to clarify the effective date of the reductions as June 3, 2010.

ADJOURNMENT:

Open session adjourned at approximately 10:15 p.m. The Board met in closed session to discuss: Public Employee Discipline/Dismissal/Release (G.C. 54957).

The Board reconvened into open session and the meeting adjourned at approximately 10:20 p.m.

DATE AND LOCATION OF NEXT REGULAR BOARD MEETING:

February 9, 2010, 6:30 p.m. – Shasta Learning Center Board Room, 2200 Eureka Way – Redding

Charles Haase, Clerk
Board of Trustees

Jim Cloney, Executive Secretary
Board of Trustees

*Bd. Min.1-12-10
/mf*

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Request to Declare Property as Surplus

PREPARER: Kyle Turner, Associate Superintendent of Instruction

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:

The IT Department is requesting to surplus various computers and peripheral equipment that are no longer usable in the district.

REFERENCES:



Request to Declare Property as Surplus

Location of Property:

Site: DO
Department: IT
Room No. 400

Date: 12/29/2009

Requestor: Elijah Van Slyke

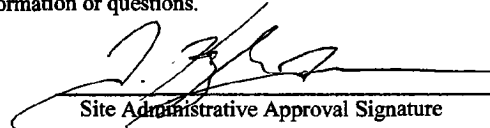
It is requested that the following equipment be declared surplus:

Asset #	Qty.	Item Description	Model	Serial #	Year Purchased	Present Value	Condition*
		See attached Sheet					

*Condition Key:
Excellent – in working order
Good – needs minor repairs
Fair – needs repairs; repairs are estimated not to exceed 30% of replacement cost.
Poor – no longer serviceable; repairs would exceed 50% of replacement cost.
Unusable – to be discarded as junk

Reason(s) for declaring surplus: Old parts with no foreseeable uses in the district.

*Note: Incomplete or improperly completed forms will be returned to initiating department for completion prior to processing.
 Originator is responsible for placing work order with Maintenance and storing on site until sold/reissued or discarded.
 Please contact 16514 or 16540 for further information or questions.*


 Site Administrative Approval Signature

Disposition

Make available for reassignment Assign to: _____

Surplus

Junk

_____ Chief Business Official

_____ Date

Distribution: Original - Business Office
Copies: M&O, Originating Site

Make	Model	SN #	Tag	Tag#2	VEA TAG
Dell	GX150	C7NOR01	1278	13828	
Dell	GX150	CQKOR01	000124		
Dell	GX150	BMKOR01	000097		
Dell	GX150	HTKOR01	000106		
Dell	GX150	HNKOR01	000115		
Dell	GX150	5SKOR01	000107		
Dell	GX150	3PKOR01	000122		
Dell	GX150	16NOR01	001270	13862	
Dell	GX150	GQKOR01	000105		
Dell	GX150	DSKOR01	000094		
Dell	GX150	1TKOR01	000112		
Dell	GX150	6KKOR01	000110		
Dell	GX150	638OR01	000103		
Dell	GX150	1MKOR01	000096		
Dell	GX150	GJKOR01	000119		
Dell	GX150	8LKOR01	000102		
Dell	GX150	98NOR01	149		
Dell	GX150	H5NOR01	000109		
Dell	GX150	JXKOR01	99		
Dell	GX150	2SKOR01	52		
Dell	GX150	DTKOR01	117		
Dell	GX150	2GNOR01	1247	13821	
Dell	GX150	1RKOR01	113		
Dell	GX150	4DNOR01	1407		
Dell	GX150	9TKOR01	659	13810	
Dell	GX150	1LKOR01	615	13808	
Dell	GX150	DNKOR01			
Dell	GX150	5JKOR01	114		
Dell	GX150	HPKOR01	123		
Dell	GX150	758OR01	1256		
Dell	GX150	GMKOR01	000120		
Dell	GX110	7B50N01	002733	13513	
Dell	GX110	3B50N01	002710	13544	
Dell	GX110	5D50N01	002726	13543	
Dell	GX110	D650N01	002713	13536	
Dell	GX110	7850N01		13531	
Dell	GX110	F850N01	002722	13529	
Dell	GX110	DD50N01	002709	13504	
Dell	GX110	21QFN01	002738	13703	
Dell	GX110	J650N01	002720	13533	
Dell	GX110	G059F01	001951	12514	
Dell	GX110	G950N01	002729	13505	
Dell	GX110	9750N01	002741	13523	
Dell	GX110	8F50N01	002715	13542	
Dell	GX110	D950N01	002712	13541	
Dell	GX110	J059F01	1948	12517	

Dell	GX110	1C50N01	2718	13519	
Dell	GX110	FB50N01	2739	13526	
Dell	GX110	C750N01	2725	13538	
Dell	GX110	JD50N01	2740	13532	
Dell	GX110	12QFN01	1396	13717	
Dell	GX110	DF50N01	2716	13546	
Dell	GX110	C9K8N01	632	13744	
Dell	GX110	27K8N01	1266	13747	
Dell	GX110	1159F01	1949	12516	
Dell	GX110	4VDFN01	1299	13690	
Dell	GX110	BF50N01	2735	13547	
Dell	GX110	4F50N01	2724	13537	
Dell	GX110	C650N01	2705	13507	
Dell	GX110	9D50N01	2719	13521	
Dell	GX110	GC50N01	2734	13512	
Dell	GX110	F650N01	2731	13530	
Dell	GX110	9QD1601	507	11286	
Dell	GX110	5850N01	2707	13524	
Dell	GX110	3D50N01	2723	13534	
Dell	GX150	5WKOR01	144	13811	
Dell	GX150	7CNOR01	749	13863	
Dell	GX110	H950N01	2306	13508	
Dell	GX110	H7S9N01	1112	11422	
Dell	GX110	4879N01		13641	
Dell	GX110	C7K8N01	635		
Dell	GX110	JOQFN01	1264	13724	
Dell	GX110	C6K8N01	369	13706	
Dell	GX110	F1QFN01	86	13707	
Dell	GX110	H1QFN01	366	13705	
Dell	GX110	F879N01	1404	13673	
dod	820rm mixer	236586	2375		
go video	dc2140	4052140005917	104865		
go video	dc2140	4052140008949	104862		
Dell	GX110	H5K8N01	633	13746	
Dell	GX110	48K8N01	650	13692	
Dell	GX110	7159F01	1947	12518	
Dell	GX110	9850N01	2659	13509	
Dell	GX110	2159F01	1950	12515	
Dell	GX110	4750N01	2711	13540	
Dell	latitude c600	GGH0D01	11332		35.11332
Dell	latitude d505	1Z6KH71	104651		
Dell	latitude d505	5SSFX41	104422		03-vea-1-c 104422
nec	vt650	2100085sa	101020		
HP	Laserjet 6P	USDH117424	1156	10715	
Dell	D600	56Y8831	104316		
HP		2200 CNGRD25781	104088	13874	3042

3.1(c)

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: 2009-10 Consolidated Application for Funding Categorical Aid Programs, Part 2

PREPARER: Kyle Turner, Associate Superintendent of Instruction

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:

The Consolidated Application for Funding Categorical Aid Programs, Part 2 is the budget detail required by the State showing how the District will be allocating Federal and State categorical funds to various programs (Title I, Title II, EIA, Safe & Drug Free Schools, etc.) These federal and state funds are restricted dollars that must be budgeted for specific program needs. The Consolidated Application must be approved by the Board annually.

REFERENCES:

2009-10 Consolidated Application for Funding Categorical Aid Programs (Part II)

California Department of Education

Consolidated Application

<p>Purpose: To declare the agency's intent to apply for 2009-10 funding of Consolidated Categorical Aid Programs.</p> <p>CDE Contact: Ernie Thornberg - (916) 319-0294 - EThornbe@cde.ca.gov</p> <p>Legal status of agency: <input checked="" type="checkbox"/> School District <input type="checkbox"/> County Office of Education <input type="checkbox"/> Direct-Funded Charter</p> <p>Date of approval by local governing board: 02/09/2010</p> <p>Advisory Committees: The undersigned certify that they have been given the opportunity to advise on the pages in this application related to compensatory education programs or programs for English learners.</p>	<p>Agency: Shasta Union High</p> <p>CD code: 4 5 7 0 1 3 6</p> <p>Dates of project duration: July 1, 2009 -- June 30, 2010</p> <p>Do not return the paper copy of this form to the California Department of Education.</p> <p>The ConApp must be submitted electronically using the ConApp Data System (CADS).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><u>OR</u>, for each committee, check the appropriate box to the right</p> </div> <p>Signature-District Advisory Committee (DAC) _____ / _____ / _____ <small>Signature</small> <small>Date</small></p> <p style="text-align: center;"><input checked="" type="checkbox"/> Committee is N/A Committee refused to sign</p> <p>Signature-District English Learner Advisory Committee (DELAC) _____ / _____ / _____ <small>Signature</small> <small>Date</small></p> <p style="text-align: center;"><input checked="" type="checkbox"/> Committee is N/A Committee refused to sign</p> <p>Certification: I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and, I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this page are on file.</p> <div style="text-align: right; margin-top: 20px;"> <small>Signature of authorized representative</small> </div> <p style="text-align: right;">Printed name of authorized representative: Kyle Turner Title: Associate Supt, Instructional Services Date: 02/01/2010</p> <p style="text-align: center;"><input type="checkbox"/> Electronic certification HAS been completed. <input checked="" type="checkbox"/> Electronic certification has NOT been completed.</p>
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SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Donation of Microscope

PREPARER: Kyle Turner, Associate Superintendent of Instruction

RECOMMENDATION:

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

BACKGROUND:

Dr. Fred Crowe, a retired scientist, has donated a microscope with TV camera to the District Science department. A letter thanking him for his donation will be sent once the Board accepts the donation.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Commercial Warrants and Payroll Distributions

PREPARER: Art Schmitt, 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 1-01-10 through 1-31-10

Subfund Totals - Accounts Payable		Payroll Warrants
01	General Fund	750,363.00
02	Farm Fund	500.00
07	Shasta Secondary Home School	46,958.41
08	University Preparatory	10,835.29
09	Redding School of the Arts	0.00
11	Adult Education Fund	1,257.65
12	Child Development Fund	0.00
13	Cafeteria/Food Service Fund	44,303.66
14	Deferred Maintenance Fund	8,820.94
16	Foundation Private Purpos	250.00
21	Capital Building Bond Fund	0.00
25	Capital Facilities Fund	63,866.64
35	County School Facilities	4,477.50
56	Debt Service Fund	0.00
76	Warrant Passthrough	1,223,074.64
95	Student Body Fund	0.00
	Total	\$2,154,707.73
	Total Accounts Payable	2,154,707.73
	Total Payroll	2,637,064.58
	GRAND TOTAL	\$4,791,772.31
	Total	\$2,637,064.58

Approved for Payment - SHASTA UNION HIGH SCHOOL DISTRICT

Date _____ Signed: _____

Date _____ Signed: _____

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Quarterly Investment Report

PREPARER: Art Schmitt, Chief Business Official

RECOMMENDATION:

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

BACKGROUND: Although school districts are no longer required to prepare a quarterly investment report and present it to the governing board, current district policy calls for the report as it is a good business practice. The attached report comes the Shasta County Pooled Investments.

REFERENCES: Government Code Section 53646

12/31/09

SHASTA COUNTY POOLED INVESTMENT

12/31/09

PURCHASE DATE	SECURITY TYPE	PAR AMOUNT	COST AMOUNT	% OF TOTAL	PRINCIPAL	ACCRUED INTEREST	MATURITY	CUSIP	INT/DISC RATE	YIELD	BROKER	DAYS TO MAT	DAYS-COST
	Local Agency Investment Fund Repurchase Agreement	40,000,000.00	40,000,000.00	10.42%					0.59	0.59	Palme Webber	4	160,000,000.00
	Total Repo Agreement(10% max 20% limit)	34,000,000.00	34,000,000.00	8.86%								4	136,000,000.00
	LIR Treasury Fund (Mutual Fund)5.00%max	0.00	0.00	0.00%							Palme Webber	4	0.00
06/18/08	North Valley Bank Inactive Public Deposit	1,000,000.00	1,000,000.00				06/18/10		3.59	3.65	North Valley Bank	169	169,000,000.00
08/11/09	North Valley Bank Inactive Public Deposit	1,000,000.00	1,000,000.00				08/11/10		1.89	1.70	North Valley Bank	223	223,000,000.00
10/19/09	Umpqua Bank Inactive public Deposit	1,000,000.00	1,000,000.00				10/16/10		1.35	1.35	Umpqua Bank	289	289,000,000.00
	Total Inactive Public Deposits (7.5% limit)	3,000,000.00	3,000,000.00	0.78%									
10/13/09	Treasury Bill	5,000,000.00	4,995,800.35				05/06/10	912795UJ41	0.15	0.15	Palme Webber	126	629,470,844.10
10/21/09	Treasury Bill	5,000,000.00	4,992,027.08				07/15/10	912795UJY5	0.22	0.22	Palme Webber	196	978,437,307.68
10/29/09	Treasury Bill	5,000,000.00	4,991,413.89				07/29/10	912795UJ74	0.22	0.22	Citi Group	210	1,048,196,916.90
11/13/09	Treasury Bill	5,000,000.00	4,992,648.83				10/21/10	912795UJH2	0.35	0.35	Palme Webber	294	1,464,837,874.02
12/08/09	Treasury Bill	5,000,000.00	5,044,362.62		5,041,015.63	28,346.99	11/30/10	912928JUS0	1.25	0.34	Citi Group	334	1,884,817,115.08
12/31/09	Treasury Bill	5,000,000.00	4,996,260.42				11/18/10	912795UJH8	0.25	0.25	Palme Webber	322	1,605,219,855.24
11/17/09	Treasury Bill	5,000,000.00	4,982,013.89				12/16/10	912795UJK5	0.37	0.38	Palme Webber	350	1,743,704,861.60
	Total Treasury Bill (50% limit)	40,000,000.00	39,995,184.65	10.42%			10/31/11	912828LT5	1.00	0.79	Palme Webber	669	3,360,159,921.33
	Total Negotiable Cert of Deposit (20% limit)	0.00	0.00	0.00%									
	Total Comm Paper (20% limit)	0.00	0.00	0.00%									
	Total Bankers Acceptances (35% limit)	0.00	0.00	0.00%									
11/24/08	Federal Farm Credit Bond	3,000,000.00	3,000,000.00				05/07/10	31331XWLL2	4.38	2.10	Palme Webber	127	381,000,000.00
12/11/08	Federal Farm Credit Op	3,000,000.00	3,000,000.00				06/11/10	31331GGSL2	2.00	2.00	Palme Webber	162	486,000,000.00
01/23/09	Federal Farm Credit Bond	3,000,000.00	3,089,845.00		3,111,720.00	56,875.00	09/13/10	31331XE40	5.25	1.32	Citi Group	258	791,000,320.00
04/17/09	Federal Farm Credit Bond	5,000,000.00	5,093,879.17		5,025,650.00	68,229.17	12/06/10	31331YGP9	3.75	1.40	Palme Webber	340	1,731,916,917.80
08/24/09	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00				02/24/11	31331GLL64	1.00	1.00	Palme Webber	420	2,100,000,000.00
03/30/09	Federal Farm Credit Bond(Callable)	3,000,000.00	3,000,000.00				03/23/11	31331GDF9	1.85	1.85	Union Bank	447	1,341,000,000.00
04/01/09	Federal Farm Credit Bond (Callable)	3,000,000.00	3,000,000.00				04/01/11	31331GRZ4	1.69	1.69	Union Bank	456	1,368,000,000.00

4.2(b)

05/18/09	Federal Farm Credit Bond(Callable)	5,000,000.00	4,999,000.00	05/18/11	31331GVH6	1.38	1.40	Paine Webber	503	2,514,457,000.00
12/09/09	Federal Farm Credit Bond(Callable)	5,000,000.00	4,995,000.00	06/09/11	31331GSN5	0.60	0.67	Paine Webber	525	2,622,375,000.00
07/13/09	Federal Farm Credit Bond	5,000,000.00	5,007,900.00	07/13/11	31331GA25	1.20	1.12	Paine Webber	559	2,799,416,100.00
08/25/09	Federal Farm Credit Bond (Callable)	5,000,000.00	5,005,938.89	08/18/11	31331GR22	1.48	1.24	Paine Webber	595	2,979,128,839.55
10/07/09	Federal Farm Credit Disc. Note (Callable)	5,000,000.00	4,998,583.33	09/23/11	31331GS59	1.20	1.24	Paine Webber	631	3,154,106,081.23
10/13/09	Federal Farm Credit(Callable)	5,000,000.00	5,000,000.00	10/13/11	31331GV61	1.20	1.20	Union Bank	661	3,255,000,000.00
11/04/09	Federal Farm Credit Bond(Callable)	5,000,000.00	5,000,000.00	11/04/11	31331G2U2	1.24	1.24	Paine Webber	673	3,365,000,000.00
12/07/09	Federal Farm Credit Bond(Callable)	5,000,000.00	5,000,000.00	12/07/11	31331GAN8	1.00	1.00	Union Bank	706	3,590,000,000.00
12/15/09	Federal Farm Credit Bond(Callable)	5,000,000.00	5,000,000.00	12/15/11	31331G5PO	1.04	1.04	Union Bank	714	3,570,000,000.00
*****	Total Federal Farm Credits (20% limit)	70,191,146.39	70,191,146.39							
01/05/09	Federal Home Loan Bank Disc Note	3,000,000.00	2,974,145.83	01/05/10	313386RK4	0.85	0.85	Union Bank	5	14,870,729.15
01/05/09	Federal Home Loan Bank Disc Note	3,000,000.00	2,974,145.83	01/05/10	313386RL2	0.85	0.85	Paine Webber	6	17,844,874.98
01/07/09	Federal Home Loan Bank Disc Note	3,000,000.00	2,975,666.67	01/07/10	313386FM0	0.80	0.80	Union Bank	7	20,829,666.69
04/09/09	Federal Home Loan Bank Disc Note	3,000,000.00	2,985,350.00	01/07/10	313386RM0	0.60	0.60	Paine Webber	7	20,904,450.00
03/12/09	Federal Home Loan Bank Bond	3,000,000.00	2,993,490.00	06/28/10	3133X7AS2	1.05	1.22	Paine Webber	148	443,036,520.00
03/30/09	Federal Home Loan Bank Bond	3,000,000.00	3,000,000.00	06/30/10	313XTE06	1.00	1.00	CHI Group	181	543,000,000.00
07/14/09	Federal Home Loan Bank Disc Note	5,000,000.00	4,974,216.67	07/13/10	313385ZG4	0.51	0.51	Paine Webber	194	964,998,033.98
04/20/09	Federal Home Loan Bank Bond(Callable)	3,000,000.00	3,000,000.00	10/20/10	3133X7HT6	1.25	1.25	Paine Webber	283	879,000,000.00
04/21/09	Federal Home Loan Bank Bond	3,000,000.00	3,000,000.00	10/21/10	3133X7JY1	1.15	1.15	CHI Group	284	882,000,000.00
11/20/08	Federal Home Loan Bank Bond	3,000,000.00	3,000,000.00	10/22/10	313XWES6	4.38	2.94	Paine Webber	295	885,000,000.00
04/28/09	Federal Home Loan Bank Bond	3,000,000.00	3,000,000.00	01/28/11	3133X7K72	1.25	1.25	Union Bank	353	1,965,000,000.00
04/07/09	Federal Home Loan Bank (Callable)	3,000,000.00	3,000,000.00	04/07/11	3133XTEU6	1.60	1.60	Paine Webber	462	1,366,000,000.00
12/30/09	Federal Home Loan Bank (Callable)	5,000,000.00	4,992,500.00	06/30/11	3133XWAZ2	0.80	0.90	CHI Group	546	2,726,905,000.00
08/25/09	Fed Hm Lng Bnk Bnd Clbse-STEP-UP	5,000,000.00	5,000,000.00	08/25/11	3133XUK77	1.13	1.13	CHI Group	602	3,010,000,000.00
11/23/09	Fed Hm Lng Bnk Bnd Clbse-STEP-UP	5,000,000.00	5,000,000.00	11/23/11	3133XVMQ1	1.25	1.15	Union Bank	692	3,450,000,000.00
12/02/09	Federal Home Loan Bank (Callable)	5,000,000.00	5,000,000.00	12/02/11	3133XVRZ6	1.15	1.15	Paine Webber	701	3,505,000,000.00
12/21/09	Federal Home Loan Bank (Callable)	5,000,000.00	5,000,000.00	12/21/11	3133XVYX3	1.05	1.05	CHI Group	720	3,600,000,000.00
12/21/09	Federal Home Loan Bank (Callable)	5,000,000.00	4,998,500.00	12/21/11	3133XVYX3	1.05	1.06	CHI Group	720	3,598,520,000.00
12/30/09	Federal Home Loan Bank Bond(Callable)	5,000,000.00	5,000,000.00	12/30/11	3133XWAC0	1.25	1.25	Paine Webber	729	3,645,000,000.00
*****	Total Federal Home Loans (20% limit)	75,000,000.00	74,869,015.00							
01/22/09	Federal National Mtge Disc Note	3,000,000.00	2,978,312.50	01/04/10	313589RL4	0.75	0.75	CHI Group	4	11,913,250.00
03/02/09	Federal National Mtge Cp	2,650,000.00	2,690,360.17	03/08/10	31359MXV0	4.40	4.40	Paine Webber	67	179,584,131.39
01/28/09	Federal National Mtge Note-Callable	3,000,000.00	3,000,000.00	01/28/11	3135F94J9	1.50	1.50	Paine Webber	393	1,179,000,000.00
02/27/09	Federal National Mtge Note-Callable	3,000,000.00	3,000,000.00	02/25/11	3135FH0Z6	1.88	1.88	CHI Group	421	1,263,000,000.00
03/09/09	Federal National Mtge Note-Callable	3,000,000.00	3,000,000.00	03/02/11	31359AVL3	2.00	2.00	Union Bank	426	1,278,000,000.00
03/30/09	Federal National Mtge Note	3,000,000.00	3,000,000.00	03/23/11	31398AVQ2	1.75	1.50	Paine Webber	447	1,341,000,000.00
04/01/09	Federal National Mtge Cp-Callable	3,000,000.00	3,000,000.00	04/01/11	31398AWA6	2.05	1.88	Paine Webber	456	1,368,000,000.00
04/15/09	Federal National Mtge Note-Callable	3,000,000.00	3,000,000.00	04/15/11	31398AWL2	1.75	1.75	CHI Group	470	1,490,000,000.00
04/29/09	Federal National Mtge Note-Callable	5,000,000.00	5,000,000.00	04/29/11	31398AWY4	1.70	1.70	Paine Webber	484	2,420,000,000.00
05/12/09	Federal National Mtge Note-Callable	5,000,000.00	5,000,000.00	05/12/11	3136FH0F5	1.45	1.45	Union Bank	497	2,485,000,000.00
11/13/09	Federal National Mtge Note-Callable	5,000,000.00	5,021,662.50	09/28/11	31398AZH8	1.25	1.10	Paine Webber	636	3,193,777,350.00
11/10/09	Federal National Mtge Note-Callable	5,000,000.00	5,000,000.00	11/10/11	3136FJMC2	1.38	1.38	Paine Webber	679	3,395,000,000.00
11/30/09	Federal National Mtge Note	5,000,000.00	5,021,522.22	11/23/11	31398AZNS	1.00	0.79	Paine Webber	692	3,474,893,376.24
11/25/09	Federal National Mtge Note-Callable	5,000,000.00	4,993,750.00	11/25/11	3136FJRH6	1.00	1.06	CHI Group	694	3,465,662,500.00

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Use of Facility Report

PREPARER: Art Schmitt, Chief Business Official

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: Attached is the semi-annual report of facility use and the fees charged requested by the board in May, 2007. This report covers the period from July 1, 2009 to December 31, 2009. The board requested to see the impact of the change in the facility use policy and administrative regulations.

REFERENCES: Education Code Section 42632 and 42633

Enterprise High School
2009/2010
Use of Facility Accounting

<u>Group</u>	<u>Where</u>	<u>When</u>	<u>Charge</u>
Institute of Reading Development	Room 22	7/1, 7/2, 7/7-7/9, 7/14-16	\$ 818.75
Mountain View Middle School	Manatowa Gym	9/12	\$ 315.00
Enterprise Jr. Hornets	Manatowa/North Gyms	10/24, 10/25	\$ 420.00
March of Dimes	Track & Field	10/3	\$ 457.00
Shasta Magic Athletics	Manatowa/North Gyms	7/28, 7/30	\$ 234.00
Josten's	Cafeteria	9/15, 11/17	N/C
Enterprise Jr. Hornets	Football Stadium	9/12, 9/26, 10/10, 10/24	\$ 380.00
CPS Human Resource Services	Cafeteria	10/31	\$ 255.50
Alumni Athletics USA	Football Stadium	10/17	\$ 996.00
Enterprise Jr. Hornets	Football Stadium	10/31	\$ 95.00
Shasta County Public Health	North Gym	11/7	N/C
Shasta County Public Health	Cafeteria	12/5	\$ 28.00
			<u>\$ 3,999.25</u>

Foothill High School
2009/2010
Use of Facility Accounting

<u>Group</u>	<u>Where</u>	<u>When</u>	<u>Charge</u>
Shasta Othopaedics & Sports Medicine	Varsity Baseball Field	7/16	\$ 458.50
Boetjers Pinnacle Performance	Lower Practice Field	8/7	\$ 382.32
Foothill Jr Cougars	Football Field	8/7	\$ 125.00
Redding Christian High School	Football Field	8/22	\$ 2,495.00
Shasta Highlanders Rugby	Soccer Field	10/17	\$ 25.00
Nor Cal Fed Youth Football Cheer	Lower Practice Field	1/31	\$ 25.00
	Lg and Sm Gym	11/15	\$ 447.50
			<u>\$ 3,958.32</u>

5.1(b)

Shasta High School
2009/2010
Use of Facility Accounting

<u>Group</u>	<u>Where</u>	<u>When</u>	<u>Charge</u>
Club Volleyball	H/C Gym/Wolves Den	12/13/10	\$ -
Jefferson Pipe Band	Cafeteria	Thursday's 8/01-12/31	\$ -
Jostens	Cafeteria	11/12	\$ -
Lyons All-Star Football	Thompson Field	7/25	\$ 432.50
Northeast Ca. Arts Project	Art and Music Rooms	7/6	\$ -
Redding Police K-9 Unit	Cafeteria	8/5	\$ -
Shasta College Wrestling	Wrestling Room	8/10	\$ 130.00
Shasta County Public Health	H/C Gym	11/14	\$ 280.00
Shasta Jr. Wolves	Thompson Field/Soccer	7/27	\$ -
Shasta Jr. Wolves	Thompson Field/Soccer	8/3-6, 8/10-13, 8/18-20, 8/25-27	\$ -
Shasta Jr. Wolves	Thompson Field	8/15, 8/29, 9/5, 9/19, 10/3, 10/17	\$ 735.00
Shasta Jr. Wolves	Thompson Field/Soccer	9/1-3, 9/8-10, 9/15-17, 9/22-24, 9/29-30	\$ 1,120.00
Shasta Jr. Wolves	Thompson Field/Soccer	10/1, 10/6-8, 10/13-15, 10/20-22	\$ 1,600.00
Shasta Jr. Wolves	Thompson Field/Soccer	10/27	\$ 480.00
Shasta Jr. Wolves	Thompson Field/Soccer	11/3-5, 8/10-12	\$ 960.00
Shasta Jr. Wolves	Cafeteria	11/8	\$ 175.00
U.S. Navy	Room 218	9/25	\$ -
			<u>\$ 5,912.50</u>

Shasta Learning Center - David Marr Theater
2009/2010
Use of Facility Accounting

<u>Group</u>	<u>Where</u>	<u>When</u>	<u>Charge</u>
No paid usage from July 1 through Dec 31, 2009			\$ -
			<u>\$ -</u>

District Total \$ 13,870.07

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Human Resources Action Report

PREPARER: Dana Reginato, Associate Superintendent, HR

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND:

Classified:

Dorthea Wilson has been offered the Workability Program Assistant. This position is a replacement following a resignation. The 6hr/10month assignment is based on grant funding.

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

NAME	POSITION	EFFECTIVE
<u><i>Classified</i></u> Replacement Dorothea Wilson	Workability Program Assistant, 6 hr/10 month, DO	January 19, 2010

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: Trustee Report – CSBA Workshops

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: SUHSD Board Members participate in various workshops provided by California School Boards Association. As a new Board President, Jim Schwerdt recently attended training on The Brown Act, as well as the Board Presidents' Workshop.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Public Hearing – Proposed negotiations
between the District and ESP

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: The Educational Support Professionals (ESP)
“sunshined” its initial negotiation proposal for 2009-10 at the January 12, 2010
Board meeting. The proposal has been posted on the District’s web site for
public review and the public is invited to come forward with comments during this
public hearing.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Update on Career Tech Education Program

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: As requested by the Board in follow up to the presentation at last month's Board meeting regarding the CTE course offerings in the District for 2010-11, this will be a regular agenda item through the end of the school year. The Superintendent, and staff as needed, will update the Board on progress made in the CTE program in preparation for fall 2010.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Minutes from January 4, 2010 special 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

January 4, 2010

A special meeting of the Governing Board of the Shasta Union High School District was called to order by Trustee Schwerdt at 5:20 p.m. in the Shasta Learning Center Board Room.

Trustee Schwerdt led the Pledge of Allegiance.

ROLL CALL: Trustees Jim Schwerdt, Constance Peple, Bev Stupek and Kristen Schreder were present. Trustee Schwerdt presided. Also present: Jim Cloney – Superintendent, Art Schmitt – Chief Business Official, Kyle Turner – Associate Superintendent, Instructional Services and Dana Reginato – Associate Superintendent, Human Resources.

CALL FOR REQUESTS FROM THE AUDIENCE TO SPEAK TO ANY ITEM ON THE AGENDA:

There were no comments.

PUBLIC COMMENTS:

There were no comments.

COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD:

There were no comments.

RES. 10-001: That the agenda be approved, as presented. (Motion Peple, second Stupek, carried 4-0).

RES. 10-002 That the Board approve submitting a Memorandum of Understanding to the California Department of Education to participate in California's application for federal funding under the Race to the Top initiative. (Motion Peple, second Schreder, carried 4-0).

DISCUSSION:

Race to the Top Federal Funding Opportunity: Jim Cloney reported that the California Department of Education has invited schools districts throughout the State to participate in California's application for federal funding under the Race to the Top initiative. (All 50 states have been invited to participate for this federal funding).

Mr. Cloney noted that he previously submitted a non-binding letter of intent to apply in order to be eligible to participate, however for SUHSD to be considered a participating member of California's RTTT grant application, a Memorandum of Understanding (MOU) must be approved by the Board and submitted to the State by January 8, 2010. The State must have all MOU's to the Federal Government by January 19, and notification of successful applications is anticipated by late April.

Mr. Cloney reviewed the four key elements of the RTTT initiative, as well as procedures and the timeline for completing a plan. California's plan expectations have not yet been communicated to school districts, as yet. Most of the communications to date have been verbal. It is his understanding that, if the funding is not adequate to implement a plan, districts can opt out before receiving funds or submitting a plan.

Art Schmitt reported that estimates of the grant amount could be as high as \$800,000 one-time funds, received over four years.

Board Members were concerned about reporting measures, due to the lack of communication thus far from the State, however determined there was no harm in moving forward with an MOU at this time.

RES. 10-003 That the meeting adjourn. (Motion Peple, second Schreder, carried 4-0).

ADJOURNMENT:

Open session adjourned at 5:45 p.m. The Board adjourned to closed session to discuss: 1) Conference with Labor Negotiator (G.C. 54957.6). Agency designated representatives: Jim Cloney – Superintendent, Art Schmitt – Chief Business Official, Kyle Turner – Associate Superintendent/Curriculum & Instruction and Dana Reginato – Associate Superintendent/H.R. Employee Organizations: Shasta Secondary Education Association (SSEA), Educational Support Professionals Association (ESP), Classified School Employees Association (CSEA), and Management/Supervisory/Confidential.

The Board reconvened into open session and reported no action was taken in closed session. The meeting adjourned at approximately 6:00p.m.

Charles Haase, Clerk
Board of Trustees

Jim Cloney, Executive Secretary
Board of Trustees

Bd. Min. 1-4-10
/mf

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT:

First Reading - Draft Optional and Mandated Board Policies and Administrative Regulations

PREPARER:

Jim Cloney, Superintendent

RECOMMENDATION:

Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND:

The District subscribes to the California School Boards Association (CSBA) Policy Manual Maintenance Program. Through this Program, CSBA provides sample policies and administrative regulations for adoption. The draft documents coming before the Board this month are both optional and mandated for adoption.

REFERENCES:

NOTE: The draft policies and administrative regulations were provided to the Board under separate cover. The documents will be available at the February 9 Board meeting, and are also available for review prior to the meeting, upon request, at the SUHSD District Office – 2200 Eureka Way (241-3261).

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: CSBA Professional Governance
Standards & Related Board Bylaws

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: Each year the Board re-commits to the CSBA
Professional Governance Standards and related Board Bylaws.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT BOARD EMBRACES GOVERNANCE STANDARDS

On May 8, 2001, the Shasta Union High School District Board of Trustees voted to adopt new Professional Governance Standards developed by the California School Boards Association (CSBA). We welcomed the opportunity both to enhance our effectiveness as a board and to help the community gain a clear idea of the jobs that school boards perform.

The Professional Governance Standards provide a set of commonly agreed upon principles and practices for effective school board governance that describe how effective boards work together and the jobs they carry out.

For example, each member of the Shasta Union High School District Board is elected as an individual to serve on the Board. To be successful, we realize that we need to work together as a team with the Superintendent in order to effectively govern the District. During the past years, we have worked hard to build a unity of purpose and focus on learning and achievement for *all* students in the District. We are committed to fulfilling the Board's jobs, which are described in detail in the standards, and include working with staff and the community to set a direction for the District, providing a structure to support the vision through policies, ensuring accountability and providing community leadership.

Never has it been so imperative that public schools serve all children. We want to ensure that we are doing the best job we can as a governing board, and therefore, as a Board, re-commit to the Professional Governance Standards and related Board Bylaws each year.

It is also crucial that staff and parents understand the jobs that boards must carry out and the principles of effective governance. That is why we are proud to share these standards with you and welcome the opportunity to spread the word about the important work of school boards.

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Board Self-Evaluation Process

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: Each year the Board conducts its self-evaluation process. In the fall of 2009, the Board decided to initiate the 2009-10 self-evaluation in February and finalize the process at its spring study session.

REFERENCES:

Board Self-Evaluation Timeline 2009-10

- 1) August 2009 - School Board meeting discussion to establish the timeline for completing the Board self evaluation process. Current President-Elect to facilitate process.
- 2) February 2010 - Current President to facilitate the self evaluation process, obtain copy of previous evaluation tool used by Board the previous year or obtains other tool. Board President to complete revisions for March presentation to fellow Trustees.
- 3) March 2010 - Board President to present at March board meeting the draft evaluation tool for Board members to review and discuss revisions. Board consensus to finalize at spring Study Session.
- 4) April 2010 - Board members complete document and email to Supt's. Exec. Asst. to compile results. Exec. Asst. forwards results to all Board members prior to spring Study Session.
- 5) Spring 2010 - Board completes process and holds self evaluation discussion at Study Session (date TBD spring/10).

Approved 8/11/09
RES. 09-198

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Board Study Session – spring 2010

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: Each year at this time, the Board determines a date for the annual spring study session.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Trustees Absence at the January 4, 2010
Board Meeting

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: Board Bylaws and Ed Code allow the Board to
approve Trustee absences at Board meetings for reasons that are deemed
acceptable.

REFERENCES: Board Bylaw 9250/Ed. Code 35120c

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Budget Update

PREPARER: Art Schmitt, Chief Business Official

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: The continuing lack of a meaningful economic recovery in California requires an update to the District's financial outlook. The under-performing State economy has and will negatively impact funding for K-12 education. The State is expected to deficit fund K-12 education through 2011-12.

With existing funding cuts, the State requires schools to educate students 9 months out of the year but is only providing funding for 7 months. Although the state currently owes K-12 education over \$11 billion and that number is expected to grow, when and how those funds will be received is unknown. The District's budget as projected for the current and next three years shows the need for nearly \$3,000,000 in additional expenditure reductions. This figure is based upon several assumptions and projections which are highly likely to change.

The attached charts and graphs help explain the District's projected financial health. It is helpful to understand how the "Great Recession" has financially impacted the District using 2006-07 as a starting point.

The single largest source of District revenue (63%) comes from the Revenue Limit. This is a rather complex formula that is based upon Average Daily Attendance (ADA). ADA is the average number of students attending daily for the first 8 months of school. This funding source per student has been cut over 18%. Beginning in 2010-11 the Governor proposes an additional ongoing cut of \$231/ADA. Compounding these cuts the Cost of Living Adjustments (COLA) are not expected to be funded until 2012-13 and then at a modest 2.4%.

Another large source of revenue is what is referred to as "categorical" funds. These are typically restricted funds. However, beginning in 2008-09 all but one

source, Economic Impact Aide (EIA), has been cut but the restrictions attached to these funds have been eliminated. This elimination of restrictions is commonly referred to as "flexibility". School districts have the flexibility to determine how these once restricted funds are spent. These funding sources have been cut about 20%.

The District is and has also been faced with declining enrollment and ADA. As noted above ADA drives the single largest source of District revenues. Since 2006-07 the funded ADA is budgeted to drop in the current year by 283 or 5.6% and by 649 or 12.9% in 2012-13.

These three items and how they are funded are at the core of the District's financial concerns.

Average Daily Attendance (ADA)

The first attachment displays the District's actual funded ADA along with projections through the 2012-13 school year. The District's ADA is projected to continue to decline beyond the 2012-13 school year.

Revenue Limit Funding

The second graph shows the difference between what the District should receive versus what the District has/will receive. For the current 2009-10 year the District should receive \$7,349 per ADA but will only receive \$5,747 per ADA or \$1,602 less. That translates into a \$7,621,000 loss of revenue limit money. This drop in funding is caused by the State deficit funding the Revenue Limit by over 18% plus reducing funding another \$231 per ADA.

Categorical Funding

The next graph shows the loss in Categorical funding along with projections through 2012-13. The District was cut \$2,920,791 this year and that amount is projected to grow to \$3,033,156 by 2012-13. The reason is these programs were cut by about 20% and there are no Cost of Living Adjustments (COLA) included in the projections until 2012-13.

Surplus/Deficit Spending

Surplus Spending is when current year revenues exceed current year expenditures. Conversely Deficit Spending is when current year expenditures exceed current year revenues. The District has been and is projected to continue to deficit spend through 2012-13. Deficit spending is funded by reserve balances. The cumulative (2009-10 – 2012-13) estimate of Deficit Spending is projected at \$10,820,465.

General Fund Ending Balance

As expected from deficit funding from the State, declining enrollment/ADA and deficit spending, the District's General Fund ending balance will drop from \$14,185,574 at June 30, 2009 to a projected amount of \$3,365,109 by June 30,

2-9-10

8.1(a)

2013. This is the projected balance if no further expenditure reductions are made.

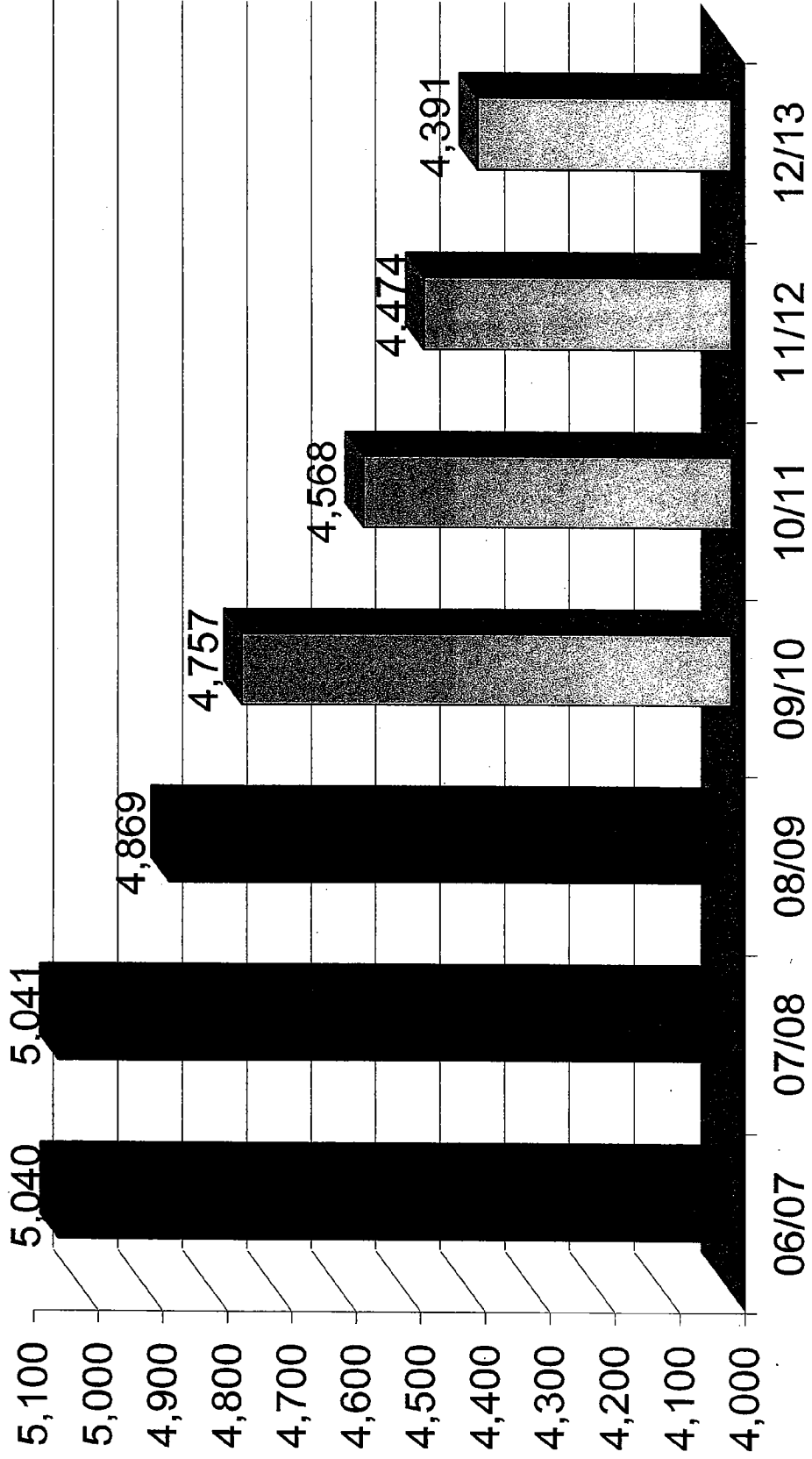
Cash Flow Management

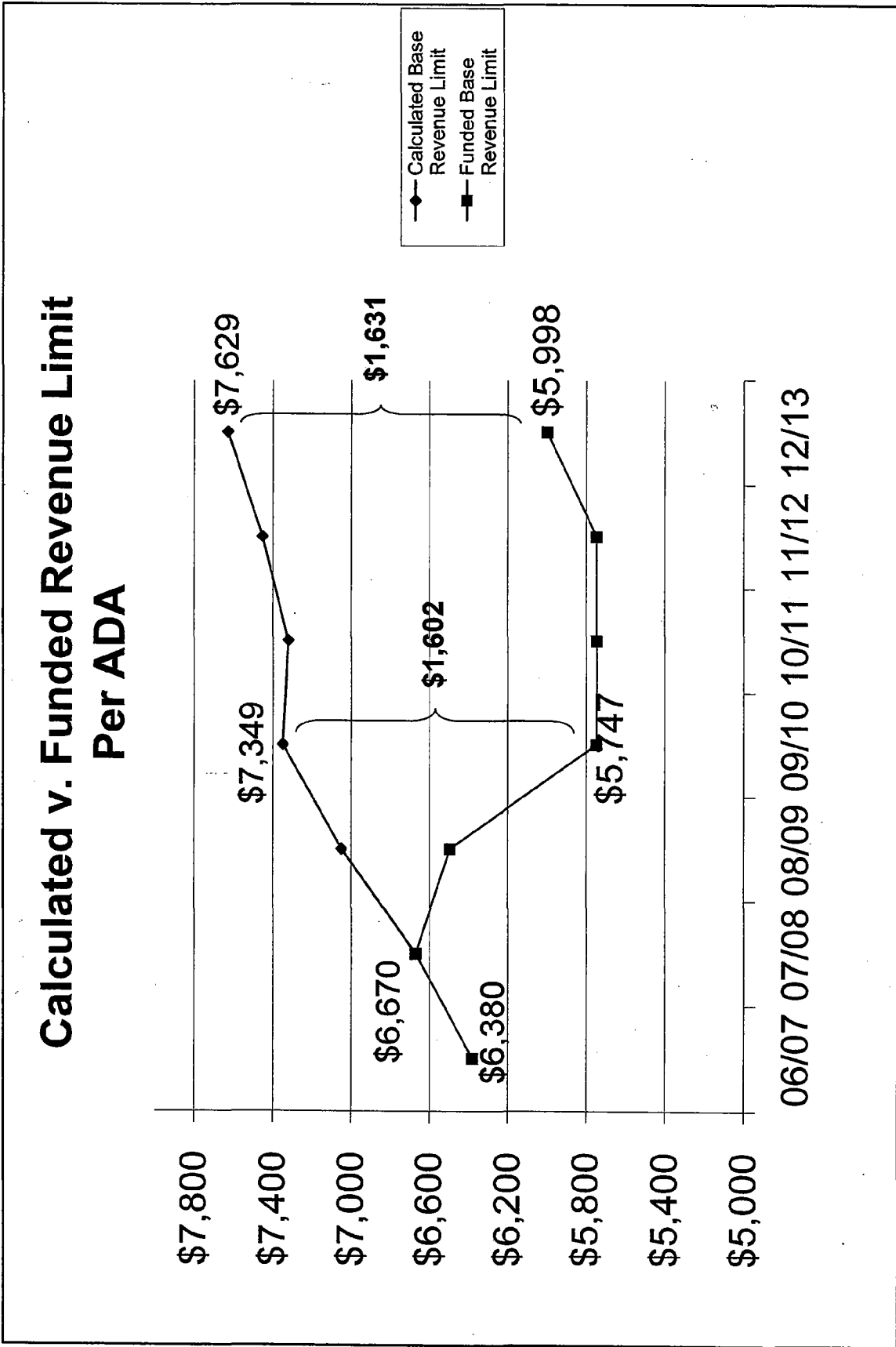
Cash shows no mercy. Once a school district runs out of cash the State steps in to run the district. Even if the District has a positive ending General Fund balance if they run out of cash and have no internal means to permanently resolve the issue, the State takes over the operation of the district. The attached cash balance chart projects, based upon the items discussed above, the District will be out of cash by June 30, 2013. Again, that is based upon no further expenditure reductions.

The next revenue projection update will take place after the Governor issues his May Revise on about May 15. Until then only changes to the District's expenditure plan will be updated. Given the current state economy and Sacramento politics it is expected K-12 education will be cut further than what the Governor included in his January budget proposal.

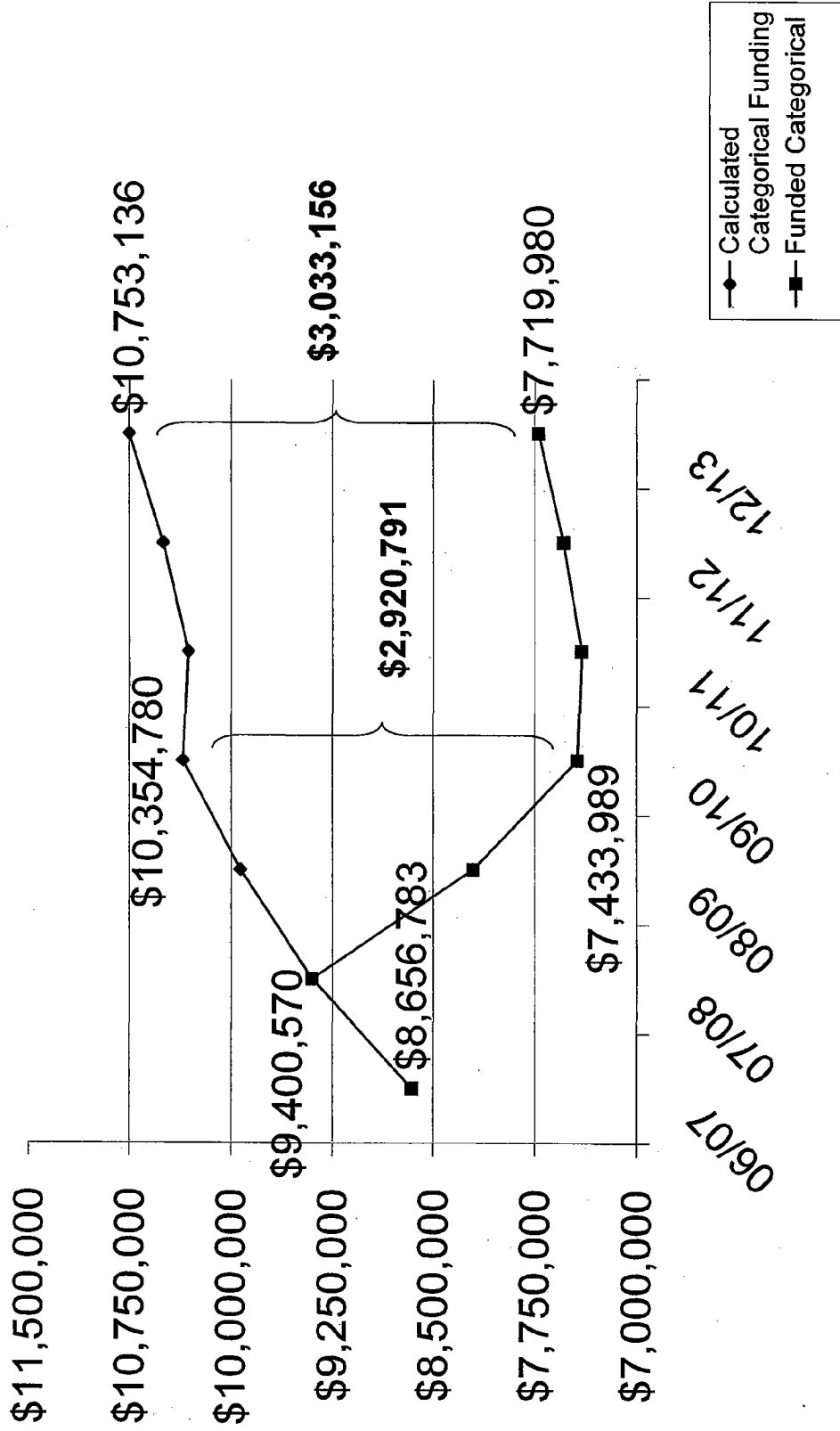
REFERENCES:

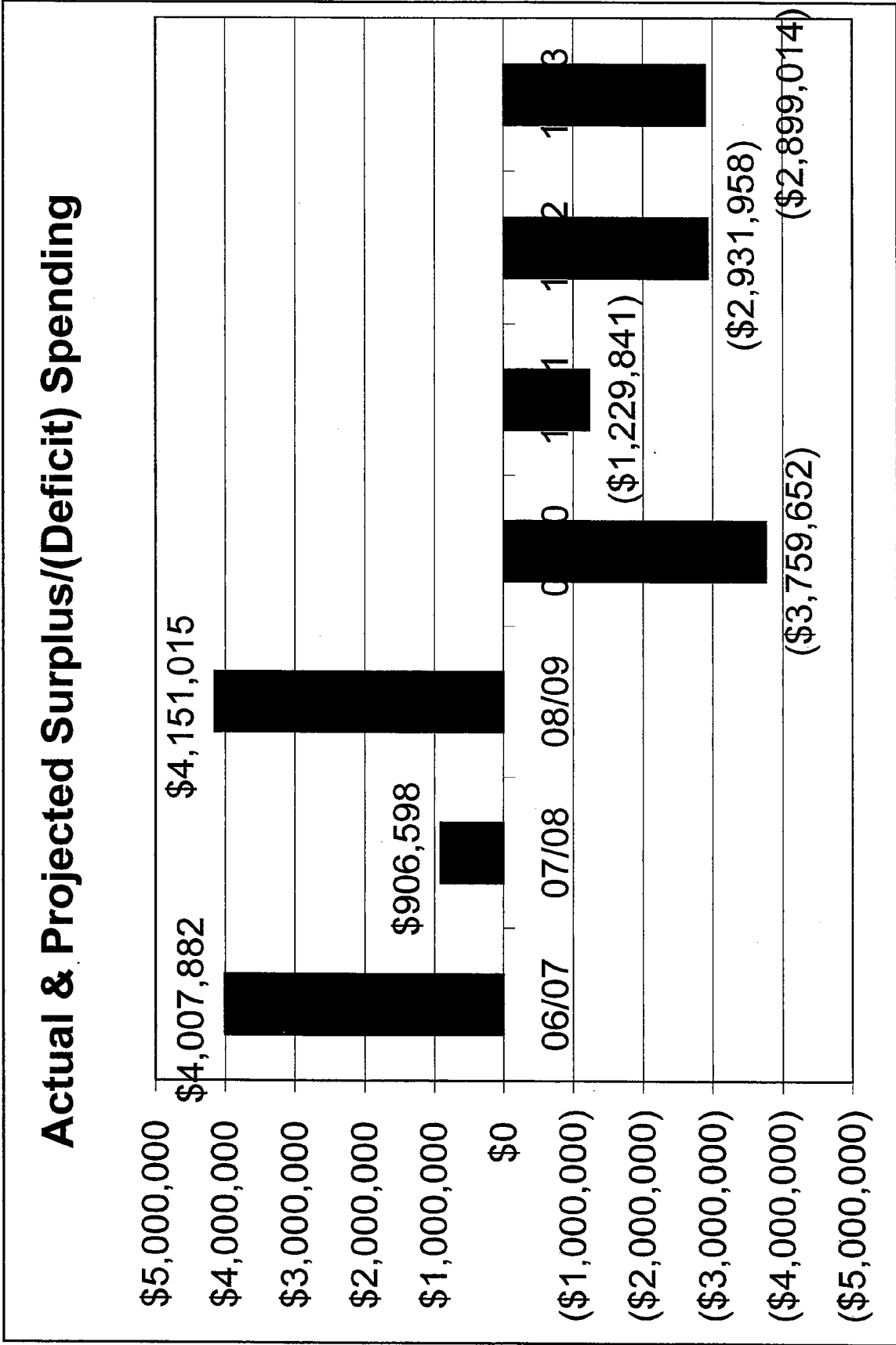
Actual & Projected Funded ADA



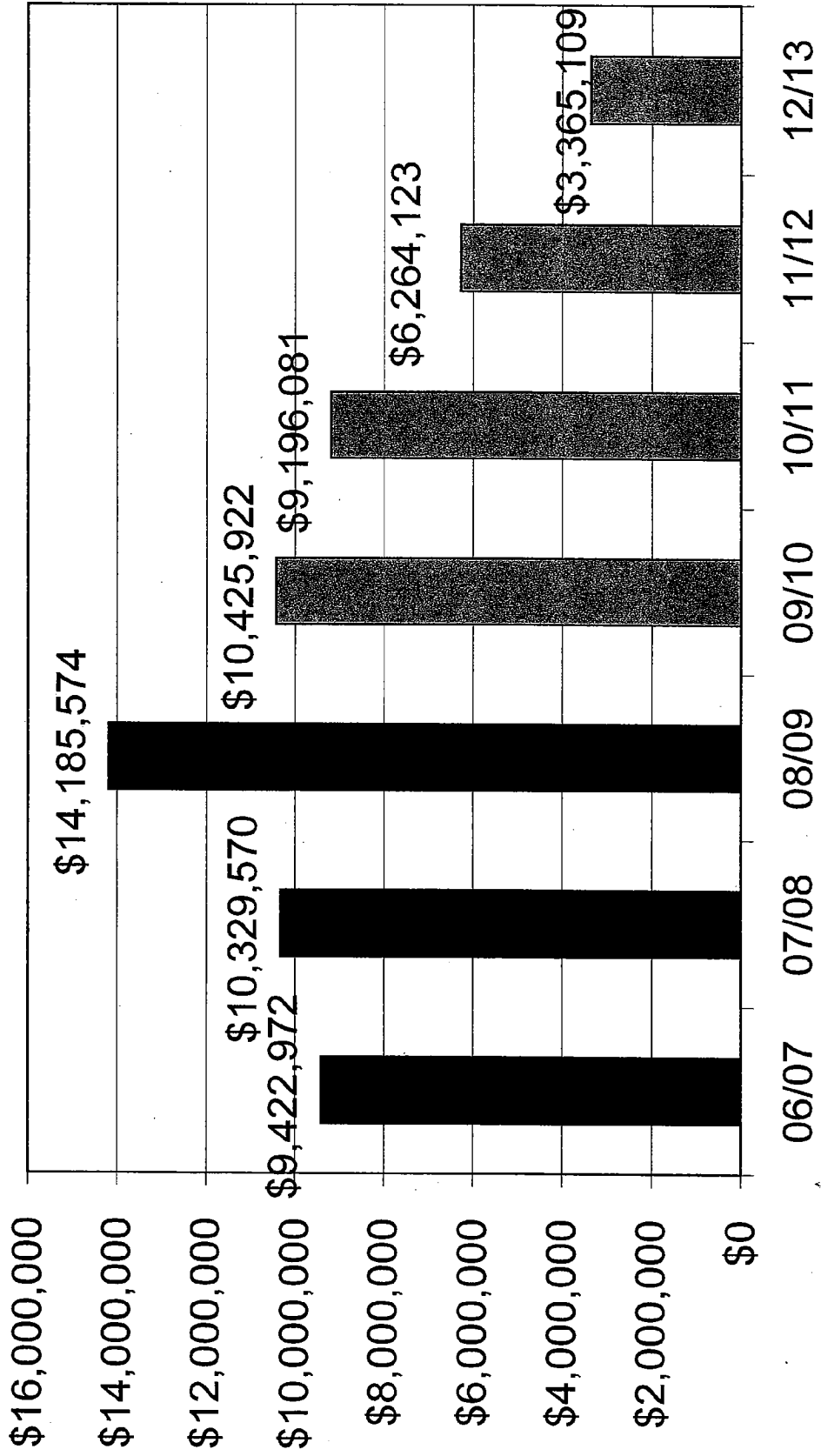


Actual & Projected Categorical Funding





General Fund Ending Balance



SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: New 2009-10 Flexible Spending Agreement
between SUHSD and ROP

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: The Shasta-Trinity ROP Board has approved modifications to the 2009-10 agreement between the ROP and the District and has asked for the new agreement to be signed by the Superintendent. Prior to signing the new agreement, the CBO and Superintendent would like to discuss the impact of the modifications with the Board. The key change involves shifting from reimbursement for "the actual program costs" for classes and services provided on the District's sites, to a flat dollar amount. The flat dollar amount is based on an average cost per section that may not equate to actual program costs.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Turf Field Settlement

PREPARER: Art Schmitt, Chief Business Official

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND: In 2005, the District entered into a public works contract with Trent Construction for the construction of synthetic turf fields on the EHS, FHS, SHS and SLC campuses. In the spring of 2006 the District sent written demands to a number of parties demanding they perform warranty repairs of the synthetic turf fields and the drainage systems. In May of 2007 the District filed suit against Trent, Fidelity who issued a performance bond to the District, the Sprinturf Parties who furnished the turf and installed the fields and Airfield, designers and supplies of the drainage system, over the conditions of the fields constructed during the project. There were several cross-complaints filed by the Parties.

Prior to the beginning of a November 2009 trial, the Parties agreed to a tentative settlement agreement. That agreement was prepared by the District's legal counsel and modified by the other Parties after review and approval by the district administration and legal counsel. The other Parties have now agreed to the settlement. Provided under separate cover is that agreement. On advice from legal council and the administration it is recommended the Board sign the agreement.

In summary the agreement provides for the following:

- Foothill and Shasta fields will be repaired during the summer of 2010
- Enterprise and Shasta Learning Center fields will be repaired during the summer of 2011
- Sprinturf will provide a payment and performance bond for each year of repair

- When the 2010 work commences the District shall pay Sprinturf \$245,896.46. This represents the retention amount the District has withheld from Trent. The District shall also pay Sprinturf \$106,378.32 representing settlement monies the District received from the architect, Bellinger Foster Steinmetz Landscape Architects. The District shall also pay Sprinturf \$250,000 representing settlement monies from Airfield. The District shall pay Sprinturf \$40,000 representing settlement monies from Bruce DeMallie.
- When all 4 fields are repaired the District shall pay Sprinturf \$130,000 if the repairs are made with glued seams or \$160,000 if the repairs are made with sewn seams
- Sprinturf shall warrant all repairs for 8 years
- Sprinturf agrees to keep in full force the warranty as supplied with the original project

* This item was removed from last months agenda due to not having the Bond. Therefore, staff is bringing this item back before the Board because all documents have been received.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Change Order Report for Construction Projects

PREPARER: Art Schmitt, Chief Business Official

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND:

The change orders have been reviewed and approved by the District's architect, construction manager and the superintendent.

The change orders for the Softball bleachers at Foothill High School are for a sidewalk and railings to comply with ADA requirements.

There are two change orders for the pool renovations at Shasta and Enterprise. These are for the competition timing system including touch pads connected to the scoreboards and to repair an existing pipe that was discovered broken at Enterprise.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

CHANGE ORDER REPORT

February 2010

That Change Order No 1 (2nd revision) for the **Foothill High School Softball Field Bleachers** be ratified for a net **increase** to the contract with Dunton Construction Co., Inc. in the amount of \$ 2,000.00. Change of + 6 % (Developer Fees) No increase to project budget.

That Change Order No 1 A for the **Foothill High School Softball Field Bleachers** be ratified for a net **increase** to the contract with Dunton Construction Co., Inc. in the amount of \$ 2,000.00. Change of + 6 % (Developer Fees) No increase to project budget.

That Change Order No 2 for the **Foothill High School Softball Field Bleachers** be ratified for a net **increase** to the contract with Dunton Construction Co., Inc. in the amount of \$ 2,000.00. Change of + 6 % (Developer Fees) No increase to project budget.

That Change Order No 3 for the **Foothill High School Softball Field Bleachers** be ratified for a net **increase** to the contract with Dunton Construction Co., Inc. in the amount of \$ 1,381.70. Change of + 3.5 % (Developer Fees) No increase to project budget.

That Change Order No 4 for the **Swimming Pool Renovations at Shasta and Enterprise High Schools Project** be ratified for a net **increase** to the contract with Isbell Construction Inc. in the amount of \$ 17,858.76 Change of +1.3% (Developer Fees) No increase to project budget.

That Change Order No 5 for the **Swimming Pool Renovations at Shasta and Enterprise High Schools Project** be ratified for a net **increase** to the contract with Isbell Construction Inc. in the amount of \$ 88,309.42 Change of +6.4% (Developer Fees) No increase to project budget.

CHANGE ORDER

OWNER: Shasta Union High School District

ARCHITECT: Nichols, Melburg & Rossetto

CONTRACTOR: Dunton Construction Company, Inc.

AIA DOCUMENT G701
(REPLICATED DOCUMENT)

FIELD
OTHER

FILE # N/A
APPL. #N/A

PROJECT: Foothill High School
Softball Field Bleachers

CHANGE ORDER NUMBER: One (2nd Revision)

DATE: December 16, 2009

ARCHITECT'S PROJECT NO: #08-2442

TO CONTRACTOR: Dunton Construction Co., Inc.

CONTRACT FOR: Softball Field Renovation

CONTRACT DATE: July 15, 2009

The Contract is changed as follows:

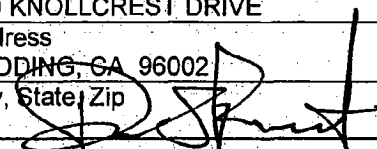
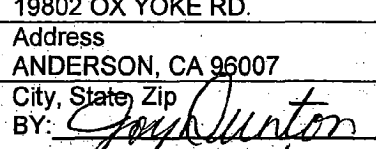
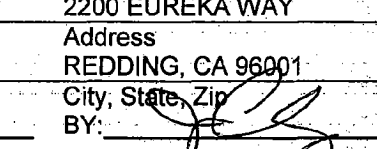
1.01	Additional 20' long x 5'-6" wide concrete walk. Reference: COP#1 Requested By: Owner Reason: ADA compliance. Additional Days: -0-	ADD	\$2,000.00
TOTAL AMOUNT OF CHANGE ORDER		ADD	\$2,000.00

NOT VALID UNTIL SIGNED BY THE OWNER, ARCHITECT AND CONTRACTOR.

The original Contract Sum	\$33,240.00
Net Change by previously authorized Change Orders	\$-0-
The Contract Sum prior to this Change Order	\$33,240.00
The Contract Sum will be increased by this Change Order in the amount of	\$2,000.00
The new Contract Sum including this Change Order will be	\$35,240.00
The Contract Time will be extended	\$-0-

Note: This Change Order constitutes a full accord and satisfaction as to claims for all additional costs and extensions of the contract time relating to the portion of the work described above. The execution of this Change Order is a waiver of any rights or claims by the Contractor to any additional compensation for this work or extensions of the contract time for this work.

This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NICHOLS, MELBURG & ROSSETTO	DUNTON CONSTRUCTION CO., INC.	SHASTA UNION HIGH SCHOOL DISTRICT
ARCHITECT	CONTRACTOR	OWNER
300 KNOLLCREST DRIVE	19802 OX YOKE RD.	2200 EUREKA WAY
Address	Address	Address
REDDING, CA 96002	ANDERSON, CA 96007	REDDING, CA 96001
City, State, Zip	City, State, Zip	City, State, Zip
BY: 	BY: 	BY: 
DATE: 12.16.09	DATE: 12/23/09	DATE: 1/7/10

CHANGE ORDER

OWNER: Shasta Union High School District

ARCHITECT: Nichols, Melburg & Rossetto

CONTRACTOR: Dunton Construction Company, Inc.

**AIA DOCUMENT G701
(REPLICATED DOCUMENT)**

**FIELD
OTHER**

**FILE # N/A
APPL. #N/A**

**PROJECT: Foothill High School
Softball Field Bleachers**

CHANGE ORDER NUMBER: 1A

DATE: December 16, 2009

ARCHITECT'S PROJECT NO: #08-2442

TO CONTRACTOR: Dunton Construction Co., Inc.

CONTRACT FOR: Softball Field Renovation

CONTRACT DATE: July 15, 2009

The Contract is changed as follows:

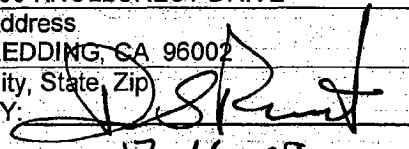
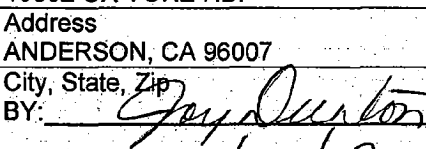
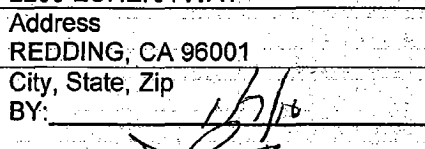
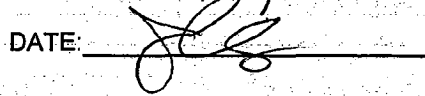
1.01A	Additional 20' long x 5'-6" wide concrete walk. Reference: COP#1 Requested By: Owner Reason: ADA compliance. Additional Days: -0-	ADD	\$2,000.00
TOTAL AMOUNT OF CHANGE ORDER		ADD	\$2,000.00

NOT VALID UNTIL SIGNED BY THE OWNER, ARCHITECT AND CONTRACTOR.

The original Contract Sum	\$33,240.00
Net Change by previously authorized Change Orders	\$2,000.00
The Contract Sum prior to this Change Order	\$35,240.00
The Contract Sum will be increased by this Change Order in the amount of	\$2,000.00
The new Contract Sum including this Change Order will be	\$37,240.00
The Contract Time will be extended	\$-0-

Note: This Change Order constitutes a full accord and satisfaction as to claims for all additional costs and extensions of the contract time relating to the portion of the work described above. The execution of this Change Order is a waiver of any rights or claims by the Contractor to any additional compensation for this work or extensions of the contract time for this work.

This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NICHOLS, MELBURG & ROSSETTO	DUNTON CONSTRUCTION CO., INC.	SHASTA UNION HIGH SCHOOL DISTRICT
ARCHITECT	CONTRACTOR	OWNER
300 KNOLLCREST DRIVE	19802 OX YOKE RD.	2200 EUREKA WAY
Address	Address	Address
REDDING, CA 96002	ANDERSON, CA 96007	REDDING, CA 96001
City, State, Zip	City, State, Zip	City, State, Zip
BY: 	BY: 	BY: 
DATE: 12-16-09	DATE: 12/23/09	DATE: 

CHANGE ORDER

OWNER: Shasta Union High School District

ARCHITECT: Nichols, Melburg & Rossetto

CONTRACTOR: Dunton Construction Company, Inc.

AIA DOCUMENT G701
(REPLICATED DOCUMENT)

FIELD
OTHER

FILE # N/A
APPL. #N/A

PROJECT: Foothill High School
Softball Field Bleachers

CHANGE ORDER NUMBER: Two

DATE: November 9, 2009

ARCHITECT'S PROJECT NO: #08-2442

TO CONTRACTOR: Dunton Construction Co., Inc.

CONTRACT FOR: Softball Field Renovation

CONTRACT DATE: July 15, 2009

The Contract is changed as follows:

2.01	Steel railings at concrete walk that was added by Change Order No. One, as shown on attached drawings 1.01A and 1.01B. Reference: COP#1 Requested By: Owner Reason: ADA compliance. Additional Days: -0-	ADD	\$2,000.00
TOTAL AMOUNT OF CHANGE ORDER		ADD	\$2,000.00

NOT VALID UNTIL SIGNED BY THE OWNER, ARCHITECT AND CONTRACTOR.

The original Contract Sum	\$33,240.00
Net Change by previously authorized Change Orders	\$4,000.00
The Contract Sum prior to this Change Order	\$37,240.00
The Contract Sum will be increased by this Change Order in the amount of	\$2,000.00
The new Contract Sum including this Change Order will be	\$39,240.00
The Contract Time will be extended	\$-0-

Note: This Change Order constitutes a full accord and satisfaction as to claims for all additional costs and extensions of the contract time relating to the portion of the work described above. The execution of this Change Order is a waiver of any rights or claims by the Contractor to any additional compensation for this work or extensions of the contract time for this work.

This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NICHOLS, MELBURG & ROSSETTO

DUNTON CONSTRUCTION CO., INC.

SHASTA UNION HIGH SCHOOL DISTRICT

ARCHITECT

CONTRACTOR

OWNER

300 KNOLLCREST DRIVE

19802 OX YOKE RD.

2200 EUREKA WAY

Address

Address

Address

REDDING, CA 96002

ANDERSON, CA 96007

REDDING, CA 96001

City, State, Zip

City, State, Zip

City, State, Zip

BY: 

BY: 

BY: 

DATE: 11.10.09

DATE: 11/19/09

DATE: 12/1/09

CHANGE ORDER

OWNER: Shasta Union High School District

ARCHITECT: Nichols, Melburg & Rossetto

CONTRACTOR: Dunton Construction Company, Inc.

**AIA DOCUMENT G701
(REPLICATED DOCUMENT)**

**FIELD
OTHER**

**FILE # N/A
APPL. #N/A**

**PROJECT: Foothill High School
Softball Field Bleachers**

CHANGE ORDER NUMBER: Three

DATE: November 9, 2009

ARCHITECT'S PROJECT NO: #08-2442

TO CONTRACTOR: Dunton Construction Co., Inc.

CONTRACT FOR: Softball Field Renovation

CONTRACT DATE: July 15, 2009

The Contract is changed as follows:

3.01	Hand rails at bleacher steps, as shown on attached drawings 1.01A and 1.01B. Reference: COP#1 Requested By: Owner Reason: ADA compliance. Additional Days: -0-	ADD	\$1,381.70
TOTAL AMOUNT OF CHANGE ORDER		ADD	\$1,381.70

NOT VALID UNTIL SIGNED BY THE OWNER, ARCHITECT AND CONTRACTOR.

The original Contract Sum	\$33,240.00
Net Change by previously authorized Change Orders	\$6,000.00
The Contract Sum prior to this Change Order	\$39,240.00
The Contract Sum will be increased by this Change Order in the amount of	\$1,381.70
The new Contract Sum including this Change Order will be	\$40,621.70
The Contract Time will be extended	\$-0-

Note: This Change Order constitutes a full accord and satisfaction as to claims for all additional costs and extensions of the contract time relating to the portion of the work described above. The execution of this Change Order is a waiver of any rights or claims by the Contractor to any additional compensation for this work or extensions of the contract time for this work.

This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NICHOLS, MELBURG & ROSSETTO

DUNTON CONSTRUCTION CO., INC.

SHASTA UNION HIGH SCHOOL DISTRICT

ARCHITECT

CONTRACTOR

OWNER

300 KNOLLCREST DRIVE

19802 OX YOKE RD.

2200 EUREKA WAY

Address

Address

Address

REDDING CA 96002

ANDERSON, CA 96007

REDDING, CA 96001

City, State, Zip

City, State, Zip

City, State, Zip

BY: 

BY: 

BY: 

DATE: 11.10.09

DATE: 11/19/09

DATE: 12/2/09



CHANGE ORDER NO. 4

**DSA File No.: 45-H4
Application No.: 02-110230**

Date: 11-9-09

Isbell Construction Inc.
11090 Trails End Road
Truckee, CA 96161

Attention: Mark Donahue

Subject: **Swimming Pool Renovations @ Shasta and Enterprise High Schools
Shasta Union High School District
Architect's Project No. 1052**

Subject to the approval of the Division of the State Architect, you are hereby authorized to make the following changes in the subject work.

Workmanship and materials shall be in accord with standards established by the original specifications.

ITEM NO. 1: Title: Existing broken pipe under the existing mechanical building

Requested by: Owner/Contractor/Architect
Reason: unforeseen leak in existing piping

Attachments: No
Supplemental Attachments: no
Change in Contract Amount ADD \$ \$17,858.76
Change in Contract Performance of 14 calendar days

Summary Change order #4

Original Contract Amount	\$	1,381,306.00
Amount Changed by Previous Change Order(s).....	\$	61,623.44
Contract Amount Prior to this Change Order	\$	1,442,929.44
Amount Changed by this Change Order	ADD \$	17,858.76
Revised Contract Amount.....	\$	1,460,788.20

% Change by this Change Order	1.3%
Total % Change of Original Contract Amount	5.7%

Original Completion Date	August 29, 2009
Revised Completion Date Revised by Previous Changes Order(s) or Rain delay Days	21
Calendar Days added by this Change Order	ADD 14
Revised Completion Date through this Change Order	October 3, 2009

1 of 2

13405 Folsom Blvd.
Building 300
Folsom, CA 95630
Ph 358-7555 fax 358-7556
Lary@tworiversaia.com

Architecture Environment Planning Aquatic Design Interiors

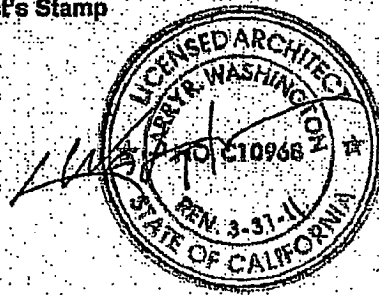
The acceptance and approval of this change order constitutes full and final settlement for all work and costs (including extended overhead, inefficiency and impact or delays) related to the items addressed herein with no exceptions.

APPROVED: [Signature] 1/8/10
SWHSD Date

ACCEPTED: [Signature] 1-4-2010
Isbell Construction Inc. Date

APPROVED:

Architect's Stamp



Two Rivers Architects November 9, 2009
Date

APPROVED: _____
Division of the State Architect



CHANGE ORDER NO. 5

**DSA File No.: 45-H4
Application No.: 02-110230**

Date: 12-28-09

Isbell Construction Inc.
11090 Trails End Road
Truckee, CA 96161

Attention: Mark Donahue

Subject: **Swimming Pool Renovations @ Shasta and Enterprise High Schools
Shasta Union High School District
Architect's Project No. 1052**

Subject to the approval of the Division of the State Architect, you are hereby authorized to make the following changes in the subject work.

Workmanship and materials shall be in accord with standards established by the original specifications.

ITEM NO. 1: Title: Provide and install Colorado Timing Systems at both sites including; scoreboards, touch pads, and timing system
Requested by: Owner
Reason: For competitive swimming

Attachments: Yes
Supplemental Attachments: no

Change in Contract Amount	ADD	\$	\$80,007.70
Change in Contract Performance of 7 calendar days			

ITEM NO. 2: Title: Gutter down spouts connection to the underground slot drains
Requested by: Owner
Reason: Eliminate slipping on the deck

Attachments: no-updated on the AS-BUILTS
Supplemental Attachments: no

Change in Contract Amount	ADD	\$	\$2,225.30
Change in Contract Performance of 4 calendar days			

ITEM NO. 3: Title: Provide new ADA accessible parking layout @ Enterprise
Requested by: I.O.R.
Reason: Closer to the swimming pool and lockers with no encumbrances

Attachments: Yes
Supplemental Attachments: no

Change in Contract Amount	ADD	\$	\$2,050.80
Change in Contract Performance of 7 calendar days			

1 of 3

13405 Folsom Blvd.
Building 300
Folsom, CA 95630
Ph 358-7656 fax 358-7556
Larry@tworiversala.com

Architecture Environment Planning Aquatic Design Interiors



ITEM NO. 4: Title: Labor to assemble the swimming pool covers and reels
 Requested by: Owner
 Reason: Energy savings

Attachments: No
 Supplemental Attachments: no
 Change in Contract Amount ADD \$ \$2,516.31
 Change in Contract Performance of 1 calendar days

ITEM NO. 5: Title: Install two new doors to replace rusted old doors
 Requested by: Owner
 Reason: Required for security and safety

Attachments: Yes
 Supplemental Attachments: no
 Change in Contract Amount ADD \$ \$1,509.31
 Change in Contract Performance of 2 calendar days

Summary Change order #5

Original Contract Amount	\$	1,381,306.00
Amount Changed by Previous Change Order(s).....	\$	79,482.20
Contract Amount Prior to this Change Order	\$	1,460,788.20
Amount Changed by this Change Order	ADD \$	88,309.42
Revised Contract Amount.....	\$	1,549,097.62

% Change by this Change Order 6.4%
 Total % Change of Original Contract Amount 12.1%

Original Completion Date August 29, 2009
 Revised Completion Date Revised by Previous Changes Order(s) or Rain delay Days 21
 Calendar Days added by this Change Order ADD 21
 Revised Completion Date through this Change Order October 24, 2009

The acceptance and approval of this change order constitutes full and final settlement for all work and costs (including extended overhead, inefficiency and impact or delays) related to the items addressed herein with no exceptions.

APPROVED: [Signature] 1/7/10
 SUHSD Date

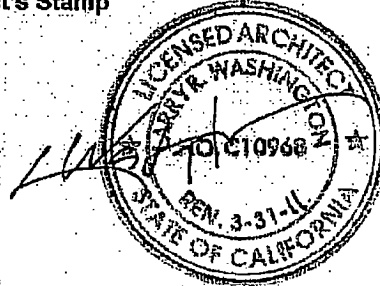
ACCEPTED: [Signature] 01-JAN-2010
 Isbell Construction Inc. Date

MARK DONKALIE

13405 Folsom Blvd.
 Building 300
 Folsom, CA 95630
 Ph 358-7555 fax 358-7556
 Larry@tworiversala.com

APPROVED:

Architect's Stamp



Two Rivers Architects

December 29, 2009

Date

APPROVED:

Division of the State Architect

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Approve Draft Resolution to reduce Certificated Staff

PREPARER: Dana Reginato, Associate Superintendent, HR

RECOMMENDATION: Approve Do Not Approve
 Accept Discuss
 Information Only

BACKGROUND:

During the challenging financial times as well as continual declining enrollment it is critical that we continue looking at potential staffing reductions. Due to a legal time frame outlined by Education Code we must identify certificated staffing reductions by March 15th. It is necessary for the board to take action at its March meeting on a resolution which outlines specific certificated reductions. For the boards consideration we will provide a "draft" resolution for certificated reductions. A final resolution will be brought before the board at the upcoming March board meeting.

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Revise job descriptions for Chief Business Official

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:

As you are aware we are beginning the process in the search for a new Chief Business Official. The search will begin following your review and acceptance of the revised job description. The revisions meet the current requirements of the Chief Business Official.

SHASTA UNION HIGH SCHOOL DISTRICT
Chief Business Official

Definition

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

Essential Functions

1. Assure that the District's financial records are accurate and in compliance with county, state, and federal legal requirements and auditor guidelines.
2. Provide direction, supervision, systems development and monitoring of:
 - The District's budget, accounting, payroll, warehousing, purchasing, inventory control, energy conservation and printing functions
 - The District's student transportation system
 - The District's maintenance, custodial and grounds functions
 - The data processing equipment and software systems affecting Business Services
 - The District's food service program
3. Coordinate, process, and control transfers of budgeted funds when requested by program Directors or Associate Superintendents.
4. In coordination with the Facilities Administrator, review and approve for payment bills submitted by building contractors, testing laboratories, consulting engineers, and surveying firms.
5. Serve as a member of Superintendent's Cabinet, Principal's Cabinet, District Management Team, District Negotiation Team.
6. Attend Board meetings and prepare such reports for the Board as the Superintendent may request.
7. Coordinate the annual budget priority process as requested by the Superintendent and/or the Board.
8. Implement capital improvement projects; establish schedules and prepare reports as appropriate.
9. Cause appropriate monitoring, investigating reporting about workmanship or materials in new construction projects not under the supervision of the Facilities Administrator.
10. Prepare analyses of program costs and methods of financing, including long-range financial projections.
11. Work with site administrators in the development of individual budgets, control of expenditures, and interrelated internal accounting controls with schools, school clubs, or other organizations involved in financial activities with the school district; take the lead in developing improvements in the financial management of the school system, including budget methods, format, and presentation.
12. Prepare and administer the budget for maintenance, grounds, security and custodial supplies and equipment.
13. Develop budget guidelines, coordinate preparation of the budget, and assist key administrators in review of the budget.
14. Arrange for audits of all accounts and records annually by an independent, certified public accountant selected by the Board.
15. Make a full and complete itemized report of the finances of the District to the Board, as required by law, throughout the year.

16. Supervise clerical aspects of all insurance matters, such as maintenance of policy registers, premiums, claims, and other aspects as necessary.
17. Arrange for and supervises preparation, publication, and distribution of budgets as approved by the Superintendent and the Board.
18. Prepare financial reports and cost studies (keeping time frame for deadlines on special reports) related to the school district budget or other financial affairs of the District. Prepare confidential reports for negotiations.
19. Assist in the execution of the enacted budget, including the recommendation of administrative controls where required or necessary.
20. Develop policies and administrative regulations in the area of responsibility.
21. Serve as the manager of the District's risk management (insurance), safety, and security systems programs.
22. Responsible for compliance with federal, state, and District regulations in areas of responsibilities.
23. Interpret District policies and administrative regulation regarding administrative matters, including mitigation measures.
24. Provide leadership and district supervision of the Director of Transportation, Director of Food Services and the Maintenance Supervisor.
25. Assume responsibility for budget development; long-range financial planning; and the presentation of, justification for, and preparation of additional analysis required to understand the budget proposal for action by the Board.
26. Prepare analyses of budget request and program proposals.
27. Assume responsibility for the comprehensive overall planning and scheduling of the custodial, maintenance and repair, grounds keeping, and security requirements of the District.
28. Receive and maintain insurance policies secured by contractors, and verifies appropriate coverage for public liability, property damage, fire, and worker's compensation.
29. Coordinate student data management system to provide average daily attendance and all state and federal reporting requirements.
30. Maintain liaison with governmental agencies having jurisdiction over or providing services to school buildings.
31. Perform other related duties as assigned by the Superintendent.

Qualifications

1. Knowledge of:

Data processing hardware and software systems; budget development and control methods; methods of calculation of District revenue from local, state, and federal sources of income; audit systems and procedures; certificated and classified payroll systems; accounting systems and procedures; bid purchase systems and procedures; duplicating equipment and processes; transportation staffing, scheduling and routing systems and procedures; transportation equipment and repair; maintenance and repair of District facilities and equipment; health, life, liability and disability insurance programs; food service programs; facilities planning and construction; student enrollment protection methods; personnel systems and procedures for staffing; familiarity with current computer software, technology, and technology infrastructure needs as they relate to operations.

2. Ability to:

Write clear and concise letters and reports; make presentations in a clear manner; communicate effectively with subordinates, peers, members of the Cabinet, Superintendent, Board of Trustees, and the community; represent the District to the community in a professional manner; analyze complex situations and develop straightforward solutions that

are easily understood; direct and evaluate assigned personnel in a fair professional and effective manner; establish and implement realistic goals and provide leadership and guidance to assigned personnel for the accomplishment of District goals. Interpret and apply policies, rules, and regulation of the District to state and federal governmental agencies.

3. Training, Education and Experience

Five years of responsible accounting, budget development and financial record management and reporting experience, including minimum of three years in an educational organization management or supervisory capacity. Demonstrate experience in the areas of budget development and control, payroll systems, accounting systems, purchasing procedures, warehouse inventory and control; good exposure to data processing systems, transportation systems, transportation systems, and food service programs; good grasp of facilities planning and construction programs; good understanding of certificated and classified practices.

Possession of exemplary personal qualities and human relation skills essential to a highly visible leadership position; possession of a high degree of judgment, strategy, and diplomacy in dealing with a variety of people; have an entrepreneurial attitude; possess a high level of ethics, integrity and honor.

B.S. in Business Administration or related field; Masters Degree; CPA certification; CBO certification preferred.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will exert 10 to 25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

This type of work will involve sitting most of the time, but will involve walking or standing for extended periods.

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

Sufficient vision to read volumes of printed materials; sufficient hearing to conduct in person and telephone conversations; sufficient physical mobility to move about the District and drive a car; ability to speak in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone, and in addressing groups; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

Other

Incumbents of positions in this class may be required to attend periodic evening meetings and/or travel within and out of the District boundaries to attend meetings.

PENDING BOARD APPROVAL 2/9/10