

# COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street  
Colusa, CA 95932  
(530) 458-7791 FAX (530) 458-4030

## AGENDA

### Board of Trustees Regular Meeting DISTRICT OFFICE CONFERENCE ROOM

May 9, 2017

**5:15 p.m. Open Session with Closed Session to Follow**

**PUBLIC COPY OF BOARD PACKET IS AVAILABLE FOR INSPECTION**  
**AT THE CUSD DISTRICT OFFICE LOCATED AT 745 TENTH ST., COLUSA**

*All meetings of the Governing Board are open to the general public, with the exception of the Closed Sessions, which are held to consider those items specifically exempt under the Ralph M. Brown Act. Anyone planning to attend a meeting who has a disability and needs special assistance should call the Superintendent's Office, 458-7791, at least 3 days in advance to make special arrangements.*

*Spanish translation is available at Regular Session Board Meetings. To arrange for translation services, please call the Superintendent's Office, 458-7791, at least 3 days in advance. [Se ofrece traducción en Español para la junta regular de la mesa directiva. Para solicitar servicios de traducción al español, por favor llame a la Oficina del Superintendente, al 458-7791, con 3 días de anticipación por lo menos.]*

### **5:15 P.M. OPEN SESSION**

A. Call to Order/Establish Quorum

B. Pledge of Allegiance

C. Hearing of Public for items on the Agenda

*The Board encourages public comment concerning any item of importance and will recognize requests to speak before the item is discussed or voted upon. To assure your right to address any action item, please notify the Superintendent's Office of your desire to speak by noon of the day prior to the Board Meeting. Those requesting to address the Board in advance will be granted up to five minutes to speak. Others will be limited to a total of three minutes.*

D. Hearing of Public for items not on the Agenda

*The Board encourages public comment concerning any item of importance and will recognize requests to speak on items not appearing on the Agenda. Speakers should be aware that the board may not be prepared to comment on the issues they raise, but may request those items to be properly agendaized for inclusion in the discussions at a future meeting. Those requesting to address the Board in advance will be granted up to five minutes to speak. Others will be limited to a total of three minutes.*

E. Action Items:

1. Approval of Retirement Resolution #2016-17.11 – Melinda Lederer
2. Approval of Retirement Resolution #2016-17.12 – Charles Bell

F. Reports:

1. Recognitions & Celebrations

2. Student Report – CHS Students

3. President's Report

a. Board of Trustee Time - this is the time for individual Trustees to report on their Committee's activities and to specify any items they would like to see on the agenda for the next meeting

1. CRAF
2. Friends of Music
3. Friends of Ag
4. SELPA
5. District English Language Advisory Committee

4. Superintendent's Report

a. Improving Achievement (Standing Item)

b. Budget *(Standing Item)*

1. Budget Update
2. Bond/Projects Update

G. Information/Discussion/Possible Action Items

1. Consider Approval of Travel for Future Business Leaders of America (FBLA) - Nationals
2. Consider Approval for Second Reading of Board Policy 5141.52 – Suicide Prevention
3. Consider Approval of 2017-18 Local Control Accountability Plan Draft
4. Review of Graduation Dates, Times, and Locations
5. Consider Approval of Warrants: Batch #39 – 42

H. Motion to Approve Items on the Consent Action Agenda:

1. April 11, 2017 Regular Board Meeting Minutes
2. April 27, 2017 Special Board Meeting Minutes
3. Personnel Assignment Order
4. April Payroll
5. Interquest Agreement
6. California Interscholastic Federation - Designation of Representatives to League
7. General Fund 01 Budget Revision
8. 2017-18 Budget Assumptions
9. Surplus Form – Outdated Textbooks & Other Associated Materials
10. Resolution #2016-17.13 - GASB54
11. 2017-18 Agricultural Career Technical Education Incentive Grant
12. Memorandum of Understanding – Migrant Education Region 2
13. Memorandum of Understanding – Tri County Induction Program
14. Joint Powers Agreement – North Valley School Insurance Group

I. Hearing of the Public for Matters on Closed Session Agenda

J. Adjourn to Closed Session to consider and/or take action upon any of the following items:

1. Personnel Matters Pursuant to Government Code 54957

Administration Representatives: Dwayne Newman, Superintendent; Sheryl Parker, Chief Business Official

- a. Consider Approval of Reduced Contract for Certificated Staff
- b. Discussion of Superintendent Evaluation & Changes to Contract

2. Negotiations Pursuant to Government Code 54957.6

Agency Designated Representatives: Dwayne Newman, Superintendent; Sheryl Parker, Chief Business Official

Employee Organizations: California Teachers Association, California State Employees Association, and Unrepresented Employees

*Instruction to District Negotiators (Executive Session of School Board and its designated representatives for the purpose of discussing its position regarding matters within the scope of representation and instructing its designated representatives)*

K. Reconvene Open Session

1. Announce Possible Action of Reduced Contract for Certificated Staff
2. Consider Approval of Superintendent Evaluation & Changes to Contract

L. Adjournment of the Meeting

# Colusa Unified School District

## Board of Trustees, County of Colusa, State of California

### Resolution #2016-17.11

*Whereas, the Governing Board of Colusa Unified School District is responsible for ensuring the highest quality education for all of its students, and desires to acknowledge and honor the contributions of **Melinda Lederer** for her service to the students of the Colusa Unified School District;*

*Whereas, the Governing Board wishes to thank **Melinda Lederer** for dedicating her career to serving the needs of the district's students;*

*Whereas, by word and deed, your presence has enriched the lives of our students, and served as an example to all;*

*Whereas, as a school employee you have provided valuable services to the schools and students, and contributed to the establishment and promotion of a positive instructional environment;*

*Whereas, in recognition of your efforts, caring, and commitment to the students of the district;*

*Now, Therefore, Be It Resolved, that the Governing Board of the Colusa Unified School District, in passage of this resolution hereby gives its sincerest thanks and appreciation in honor of the service of **Melinda Lederer** to the education of our children.*

*Passed and Adopted this 9<sup>th</sup> day of May, 2017 by the following vote:*

*Ayes:*

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*Charles Yerxa, Board Member*

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*Kelli Griffith-Garcia, Board Member*

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*Michael Phenicie, Board Member*

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*Melissa Yerxa-Ortiz, Board Member*

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*Kathie Whitesell, Board President*

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*Dwayne Newman, Superintendent*

# Colusa Unified School District

## Board of Trustees, County of Colusa, State of California

### Resolution #2016-17.12

*Whereas, the Governing Board of Colusa Unified School District is responsible for ensuring the highest quality education for all of its students, and desires to acknowledge and honor the contributions of **Charles Bell** for his service to the students of the Colusa Unified School District;*

*Whereas, the Governing Board wishes to thank **Charles Bell** for dedicating his career to serving the needs of the district's students;*

*Whereas, by word and deed, your presence has enriched the lives of our students, and served as an example to all;*

*Whereas, as a school employee you have provided valuable services to the schools and students, and contributed to the establishment and promotion of a positive instructional environment;*

*Whereas, in recognition of your efforts, caring and commitment to the students of the district;*

*Now, Therefore, Be It Resolved, that the Governing Board of the Colusa Unified School District, in passage of this resolution hereby gives its sincerest thanks and appreciation in honor of the service of **Charles Bell** to the education of our children.*

*Passed and Adopted this 9<sup>th</sup> day of May, 2017 by the following vote:*

*Ayes:*

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*Charles Yerxa, Board Member*

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*Kelli Griffith-Garcia, Board Member*

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*Michael Phenicie, Board Member*

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*Melissa Yerxa-Ortiz, Board Member*

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*Kathie Whitesell, Board President*

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*Dwayne Newman, Superintendent*

## Multi-Year Projection Summary - May 9, 2017

INCOME	14/15 ACTUALS	15/16 ACTUALS	16/17 BUDGET	17/18 BUDGET	18/19 BUDGET	19/20 BUDGET
8011-8089 TOTAL LCFF	10,874,660	12,397,758	13,115,392	13,289,421	13,792,850	14,344,038
TOTAL FEDERAL REVENUE	514,766	554,244	396,545	311,658	296,545	296,545
TOTAL STATE REVENUE	1,015,848	2,109,700	1,727,524	1,014,325	984,325	984,325
TOTAL LOCAL REVENUES	387,830	388,312	710,796	207,592	187,592	187,592
<b>TOTAL REVENUES</b>	<b>12,793,104</b>	<b>15,450,014</b>	<b>15,950,257</b>	<b>14,822,996</b>	<b>15,261,312</b>	<b>15,812,500</b>
<b>EXPENDITURES</b>						
TOTAL CERTIFICATED	5,939,658	6,468,062	6,285,344	6,292,832	6,332,832	6,372,832
TOTAL CLASSIFIED	1,847,681	2,047,601	2,171,313	2,227,631	2,262,631	2,312,631
TOTAL BENEFITS	<u>2,620,009</u>	<u>2,952,259</u>	<u>3,196,759</u>	<u>3,322,957</u>	<u>3,513,957</u>	<u>3,729,957</u>
SUBTOTAL SALARIES/BENEFITS	10,407,348	11,467,922	11,653,416	11,843,420	12,109,420	12,415,420
TOTAL BOOKS AND SUPPLIES	770,436	1,104,360	1,077,887	661,392	700,000	740,000
TOTAL TRAVEL, REPAIRS, UTILITIES, INS, OTHER	1,102,341	1,223,294	1,599,053	1,341,196	1,192,411	1,192,411
TOTAL CAPITAL OUTLAY	56,177	402,140	917,477	0		160,000
TOTAL SELPA, COMMUNITY SCH, DEBT PYMT	603,624	765,140	996,546	1,074,246	1,020,000	1,040,000
<b>TOTAL EXPENDITURES</b>	<b>12,939,926</b>	<b>14,962,856</b>	<b>16,244,379</b>	<b>14,920,254</b>	<b>15,021,831</b>	<b>15,547,831</b>
<b>TOTAL REVENUES LESS EXPENDITURES</b>	<b>-146,822</b>	<b>487,158</b>	<b>-294,122</b>	<b>-97,258</b>	<b>239,481</b>	<b>264,669</b>
		\$441,014 will carryover to be spent 16-17 ↑	\$441,014 was prior year income ↑			
<b>GENERAL FUND BEGINNING BALANCE</b>	<b>1,347,994</b>	<b>1,201,172</b>	<b>1,688,330</b>	<b>1,394,208</b>	<b>1,296,950</b>	<b>1,536,431</b>
LESS AMOUNT ABOVE REVENUES LESS EXP	-146,822	487,158	-294,122	-97,258	239,481	264,669
Less Reserve for Revolving Cash		-30,350	-30,350	-30,350	-30,350	-30,350
less Reserves for Van/Bus, Tech, Textbooks		-125,000	-170,000	-140,000	-180,000	-220,000
<b>UNDISTRIBUTED GENERAL FUND RESERVE</b>	<b>1,201,172</b>	<b>1,532,980</b>	<b>1,193,858</b>	<b>1,126,600</b>	<b>1,326,081</b>	<b>1,550,750</b>
<b>% UNDISTRIBUTED RESERVE</b>	<b>9.28%</b>	<b>10.25%</b>	<b>7.35%</b>	<b>7.55%</b>	<b>8.83%</b>	<b>9.97%</b>
<b>AMOUNT ABOVE (-BELOW) 5%</b>	<b>554,176</b>	<b>784,837</b>	<b>381,639</b>	<b>380,588</b>	<b>574,989</b>	<b>773,358</b>
Percent of Budget for Personnel (includes SELPA)	84.3%	81.4%	78.0%	86.6%	87.4%	86.5%
<b>TOTAL ADA</b>	<b>1386.33</b>	<b>1404.81</b>	<b>1405.05</b>	<b>1405.05</b>	<b>1405.05</b>	<b>1405.05</b>
multiply x Average Amount per ADA	\$ 7,844	\$ 8,825	\$ 9,334	\$ 9,458	\$ 9,817	\$ 10,209
<b>Total LCFF Funding Budgeted</b>	<b>\$ 10,874,660</b>	<b>\$ 12,397,756</b>	<b>\$ 13,115,392</b>	<b>\$ 13,289,421</b>	<b>\$ 13,792,850</b>	<b>\$ 14,344,038</b>
% Increase over Prior Year	10.77%	14.01%	5.79%	1.33%	3.79%	4.00%
	8.88% STRS 11.7% PERS	10.73% STRS 11.847% PERS	12.58% STRS 13.888% PERS	14.43% STRS 15.8% PERS	16.28% STRS 18.7% PERS	18.13% STRS 21.6% PERS
	Min. Wage \$9	Min. Wage \$10	Min. Wage \$10.50	Min. Wage \$11	Min. Wage \$12	Min. Wage \$13
				Impact of Minimum Wage Increase for Classified is not budgeted as it is unknown-must be negotiated		

## **MOT Board Update May 2017 (Changes from last month in red)**

### **DSA Bond Projects:**

All DSA Bond Projects District wide have now been closed. State paperwork has all been submitted, as built is done and Certification of Compliance letter all received. **Closed**

### **DSA Bond Projects:**

1. **DSA App# 02-114561. Burchfield Fire Alarm.** Job is completed, it has been completely closed with DSA, Certification of Compliance letters sent to us dated Oct 26, 2016 on file. NOC was filed with the County. Retention payment was made. **Closed**
2. **DSA App# 02-114560. Colusa High School Fire Alarm.** It has been completely closed with DSA, Certification of Compliance letters sent to us dated Oct 26, 2016 on file. NOC was filed with the County. Retention payment was made. **Closed**
3. **DSA App# 02-114558. Egling Fire Alarm.** Job is completed, it has been completely closed with DSA, Certification of Compliance letters sent to us dated Oct 26, 2016 on file. NOC was filed with the County. Retention payment was made. **Closed**
4. **DSA App# 02-114760. Colusa High School Gym HVAC and restroom ADA upgrades.** All construction work has been completed. Punch list corrections are all done. Final payment request has been approved. The NOC was approved by the Board 11-08-16 and sent to the County. Retention payment was made. **Closed**
5. **DSA App# 02-114730. Egling Blacktop, Portables and Restroom ADA upgrades.** This job is completed and the two new portables are installed. Final payment from the District to DSA was made and Certification of Compliance letter for Egling was received in December 2016. NOC has been filed with the County, and we released the retention payment January 18, 2017. **Closed**
6. **DSA App# 02-114731. Burchfield Blacktop, Portable and Restroom ADA upgrade.** This job is completed and the new portable installed. Final payment was made on the portable and the project itself. NOC has been filed with the County, and we have released the retention payment January 18, 2017. Final payment from the District to DSA was made for Burchfield. Certification of Compliance letter was received. **Closed**

### **Non-DSA Bond Projects:**

1. **BPS Fencing North side.** 100% complete. Final payment made. **Closed**
2. **BPS fencing behind new portable (P-28).** 100% complete. Final Payment made. **Closed**
3. **EMS Music Room Windows.** 100% complete. Final payment made. **Closed**
4. **EMS Music Room Floor.** 100% complete. Final payment made. **Closed**
5. **EMS Street fencing behind new portable (P-4).** 100% complete. Final payment made. **Closed**
6. **EMS Fencing around new portable (P-11).** 100% complete. Final payment made. **Closed**
7. **EMS Music Room HVAC Replacement.** 100% complete. Final payment made. **Closed**
8. **EMS 200 Wing HVAC Replacement.** 100% complete. Final payment made. **Closed**

9. EMS seal East asphalt. Final payment made. **Closed**
10. EMS / District Auditorium Doors. 100% complete. Final payment made. **Closed**
11. CHS Ag Barn Building construction. 100% complete. Final payment is made. **Closed**
12. CHS Fence around barn leaching pond. 100% complete. Final payment made. **Closed**
13. CHS Ag Barn utilities. 100% complete. Final payment made. **Closed**
14. District Network Cable Replacement (Jeremy). 100% complete. **Closed**
15. Camera installs CHS/EMS/BPS (Jeremy). Cameras scheduled to be installed April 17-21. Master keys still need to be returned. This project should close out in May. **Open** **Scheduled to finish in May. Easter break crew had to be pulled off the job early, but will be back.**
16. District Intercom / Safety / Bell system (Jeremy). Progress and final payments. **Closed**. **Deemed unnecessary at this time, but may be brought back in the event of another bond.**
17. District Safety Window Tinting. 100% complete. Final payment made. **Closed**
18. District Hazmat Abatement. 100% complete for all DSA projects related to the Measure A bond. Payment has been made. **Closed**
19. District Crosswalk Safety Signs & Lights. 100% complete. \$1,000 safety grant was used to help offset the cost. Final payment was made. **Closed**
20. Remove 2ea CHS boilers and replace with energy efficient water heaters. 100% complete. Final payment made. **Closed**
21. We have field restoration and irrigation repairs related to construction CHS **Closed**
22. Abate 2250sf asbestos flooring and replace with new VCT 500 wing CHS. **Closed**
23. Pour walkways EMS Portable #1 and CHS band room. **Closed**
24. Cut out \$7,500 worth of trip hazards in our sidewalks. **Closed**
25. Install safety handrail at EMS ADA ramp north side of multipurpose room. **Closed**
26. Install heaters in Boy's and Girl's locker rooms CHS. **Closed**
27. Install cabinets in P-4, P-11 EMS & P-28 BPS. **Closed**
28. Install sinks in the 3 new portables (Estimate \$13,500) **Open** **Re-scheduled for the first week in June or sooner. Parts ordered didn't get here in time for Easter break.**
29. Install new doors on Ag shop & Classrooms 400 building CHS. **Closed**
30. Roof "repairs" at Burchfield. (Estimate \$3,000) **Closed**
31. Roof "repairs" at Egling. (Estimate \$13,500) **Closed**
32. Roof replacement on Gym, cafeteria and Kitchen CHS. **Open** **Planning now, scheduling for this summer.**
33. Install asphalt pulled from the bond scope at BPS. **Open** **Re-scheduled for June. Rain stopped work during Easter break.**
34. Replace Multi Zone HVAC unit 100 wing EMS with split systems. **Closed**
35. Build bathroom in CHS girl's coach's storage room. **Open** **Planning now, scheduling for this summer.**
36. Asphalt area between P-28 and playground. **Open** **Re-scheduled for June. Rain stopped work during Easter break.**

## Possible Future Bond Projects

We are looking at how to best spend the remaining bond money, some requests and recommendations from staff are: **All on Hold until roofs are repaired and approved by the board.**

1. (Priority 3) Replace bleachers in CHS gym with ADA compliant bleachers. (\$70K?)
2. (Priority 3) Remove old hog barn in CHS Ag area. (My guess \$20,000?)
3. (Priority 4) Replace carpeting EMS 100 building.
4. (Priority 4) Abate asbestos VCT floor tile from classrooms and replace.
5. (Priority 4) Abate and replace VCT BPS cafeteria.
6. (Priority 4) Replace flooring (carpet and VCT) in Annex hallway BPS.
7. (Priority 5) Abate asbestos TSI pipe from CHS. (1,000 feet at a time?)
8. (Priority 5) Paint the interior and exterior of BPS. (\$175K?)
9. (Priority 5) Build bleacher storage area and remove cage in old locker area in the 200 wing EMS.

## Prop 39 Projects (not bond related)

1. The lighting is installed. Because switch wiring in classrooms has many different configurations some lighting controls were not installed. We met this month to insure lighting control credits and change order charges are correct, progress payment was Ok'd. The lighting portion of Prop 39 finished the end of the December 2016. The final punch list was completed by the contractor. **Closed**. We submitted the rebate paperwork to PG&E for inside T-LED change-outs. PG&E rebate checks totaling \$92,720.00 have already been approved for inside lighting. PG&E exterior lighting rebates were submitted. **Closed**
2. Other completed parts of our Prop 39 plan include: install 19 Skylights at CHS, automatic computer shutdown software (all sites), and HVAC controls on 88 package units (all sites). **Closed**
3. Open items set to close this month include: Installing PVC curtains in EMS & CHS walk-ins, and occupancy sensor on a CHS vending machine. **Closed**
4. The last part of Prop 39 is a HVAC replacement project, it has been awarded and units are on order. 29 HVAC units have been identified as eligible and ordered. Eight were delivered March 30, and the remaining units are being built and should arrive by the end of May. **Open Work started, we installed 8ea, 3 ton units 4 at BPS and 2 at CHS and 2 at EMS over Easter Break. We still have 21 more units to install between now and the end of summer.**



## **Ag Grant Projects (not bond related):**

We are in planning to **install two adjoining portable classrooms** with a restroom and prep room (60'X40'). One room being an Ag Science room, the other a standard classroom. I would like to set contracts with a Portable manufacture, a DSA inspector and an Architect to get the project started. The portables will be installed in the lawn area South of the 500 wing at Colusa High school. We have met with AMS and a DSA inspector in preparation to start. If approved and started right away I expect this project to be completed September/October 2017.

After Board approval, next steps to proceed are:

1. Apply for an OPSC/DSA project tracking number. (Terry or Sheryl)
2. Procure as-builts for summer projects from AOR (architect of record). (Terry)
3. Choose portable configuration and builder. (Ag Department & CUSD Leadership)
4. Enter into contracts with Architect (who will hire electrical and mechanical engineers). (CUSD Leadership)
5. Forward 2016 surveys and CHS as-builts to Architect. (Terry or Jeremy)
6. Determine project cost, scope and construction timeline. (Architect and CUSD Leadership)
7. Request over the counter approval at DSA and submit project forms. (Architect and CUSD Leadership)
8. Site prep, utilities and pad. Enter into contract with DSA inspector. (CUSD Leadership)
9. Install portables.
10. Punch list and DSA close out.
11. **Install inside plumbing** in Ag barn. **Closed**
12. **Pour wash off pad** South West corner of the Ag barn. **Closed**
13. **Add Awning** on South side of Ag barn. **Closed**
14. **Add lighting** to south barn awning. **Closed**

## CUSD Easter Project list

1. **Repair rotted out sewer pipe under CHS kitchen.** Work scheduled to happen over Easter break. Estimated cost 3-5K (MOT budget). **Closed**
2. **Repair 5 cut electrical circuits and conduits under CHS kitchen.** **Work added during pipe repair.** **Closed**
3. **Abate 120sf asbestos flooring CHS kitchen** (work required for sewer pipe repair). (MOT budget)
4. **Repair eve and rebuild front wall** on field house at CHS stadium. (2 FTE 2 days). **Closed**
5. **HVAC replace 8 Bard, 3 ton HVAC Units: 4ea** at Burchfield and 2ea EMS **and 2 at CHS.** (Prop 39 fund) **Closed**
6. **Install asphalt between portables and BPS Annex** pulled from the bond scope at BPS. (Bond) **Open Re-scheduled for June. Rain stopped work during Easter break.**
7. **Asphalt at BPS, area between P-28 and playground.** (Bond) **Open Re-scheduled for June. Rain stopped work during Easter break.**
8. **Roof repairs District Office.** Reset tiles where possible and fix flashing over the stage. (MOT Budget) **Closed**
9. **Repaint directional arrows** in EMS parking lot. **Closed**
10. **Salvage useable parts** from Multi-zone AC-3 (last day of school, April 14). This will disable the unit for one day prior to Easter break but will save thousands on future repairs. **Closed**
11. **Pressure wash eves** on main buildings EMS. (1 FTE 2 days) **Closed**
12. **Replace Multi Zone HVAC unit (AC-3)** 100 wing EMS with split systems for Rooms 118, 119, 120, 121, West hall and the west side of the Library. (Bond) **Closed**
13. **Build platform** for AC-3 split systems to set on. Has to be completed by MOT same day as crane pick removing the unit (2 FTE 1 day) (Bond) **Closed**
14. **Paint Exterior doors** on the 400 wing at CHS. (1 FTE 8hrs) **Closed**
15. **Install sinks** in the 3 new portables. (Bond) **Open Re-scheduled for the first week in June. Parts ordered didn't get here in time for Easter break.**
16. **Roof repairs Burchfield main building & Ford building.** (Bond) **Closed**
17. **Run Conduit and wire lighting** under the Ag barn awning. (1 FTE 4 days) (Ag Grant). **Closed**
18. **Pressure wash** the quad and some exterior walls at CHS. (1 FTE 4 days) **Closed**
19. **Back Flow tests** at all sites, certifications required by the city will be done over break. **Closed**
20. **Roof repairs Egling School main buildings.** (Bond) **Closed**
21. **Spray for bugs,** inside and out at all sites over break. **Closed**
22. **Sand and refinish** room 214 countertops EMS. (1 FTE 3 days) **Closed**
23. **District Network Cable Replacement (IT Department).** 100% complete. (Bond) **Closed**
24. **Camera installs CHS/EMS/BPS (IT Department).** Cameras scheduled to be installed in **May.** **Open Easter break crew had to be pulled off the job early, but will be back.**
25. **Add fill dirt south of new Awning.** **Open Re-scheduled for May. Rain stopped work during Easter break. Recycled road base provided by the City/County at no charge, transfer/trucking provided by Lambirth Trucking (at cost).**
26. **CHS stadium bleacher safety checks.** **Closed**
27. **Run sewer and water lines for BPS P-28.** **Closed**
28. **Paint office and conference room in kinder building BPS.** **Closed**

FBLA National Leadership Conference  
**June 29-July 2, 2017**  
**Anaheim, California**

**Estimated Member Expenses:**

Hotel:	\$964.00 (4 nights @ \$241.00) Student will room with parent acting as supervisor
Conference Registration Fee:	\$115.00
Chaperone/Guest Registration (Colleen Wrysinski-parent)	\$50.00
Student Meals:	\$140.00 (\$35 per day allowance/4 days)
Spending Money	\$ <u>Student's discretion</u>
<hr/>	
<b>Total Expenses</b>	<b>\$1,269.00</b>

## **Requesting Approval for travel to:**

**FBLA National Leadership Conference  
June 29-July 2, 2017  
Anaheim, California**

### **Parent and Member Attending:**

**Colleen Wrysinski, Parent/Supervisor**

Erik Wrysinski, Competitor – Introduction to Information Technology

**FBLA Adviser in charge: Lee Lara – Centennial High School**

### **Transportation:**

**Private Vehicle to Anaheim (at parent's expense)**

### **Hotel**

**Anaheim Hilton  
777 Convention Way  
Anaheim, California 92802**

**(714) 750-4321**

**SUICIDE  
PREVENTION  
POLICY AND PROCEDURES**

**Colusa Unified School District  
Board Approval Date: June, 2017**

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# **Colusa Unified School Board Policy**

## **BP5141.52**

### **Students**

#### **SUICIDE PREVENTION**

The Governing Board recognizes that suicide is a major cause of death among youth and should be taken seriously. In order to attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop preventive strategies and intervention procedures.

The Superintendent or designee may involve school health professionals, school counselors, administrators, other staff, parents/guardians, students, local health agencies and professionals, and community organizations in planning, implementing, and evaluating the district's strategies for suicide prevention and intervention.

*(cf. 1020 - Youth Services)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

#### **Prevention and Instruction**

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with the school and is characterized by caring staff and harmonious interrelationships among students.

*(cf. 5131 - Conduct)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem. Suicide prevention instruction shall be incorporated into the health education curriculum in the secondary grades. Such instruction shall be aligned with state content standards and shall be designed to help students analyze signs of depression and self-destructive behaviors, including potential suicide, and to identify suicide prevention strategies.

*(cf. 6142.8 - Comprehensive Health Education)*

The Superintendent or designee may offer parents/guardians education or information which describes the severity of the youth suicide problem, the district's suicide prevention curriculum, risk factors and warning signs of suicide, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis.

## Staff Development

Suicide prevention training for staff shall be designed to help staff identify and respond to students at risk of suicide. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies and may include information on:

1. Research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, and other factors

*(cf. 5131.6 - Alcohol and Other Drugs)*

2. Warning signs that may indicate suicidal intentions include changes in students' appearance, personality, or behavior. Warning signs of this nature should receive particular attention when displayed by an individual in one or more of the following groups:
  - Youth bereaved by suicide
  - Youth with disabilities, mental illness, or substance abuse
  - Homeless youth
  - LGBTQ youth
  - Youth in the juvenile justice or welfare system
  - Native American youth
  - Youth on the fringes of mainstream social groups
3. Research-based instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
4. School and community resources and services

*(cf. 5141.6 - School Health Services)*

*(cf. 6164.2 - Guidance/Counseling Services)*

5. District procedures for intervening when a student attempts, threatens, or discloses the desire to commit suicide.

A training will be provided annually for all teachers and staff:

Keenan Link: [www.keenan.safeschools.com](http://www.keenan.safeschools.com) – Youth Suicide: Awareness and Prevention

More information on evidence-based programs and practices can be found in [SAMHSA's National Registry of Evidence-Based Programs and Practices](#).

The Trevor Project can be found at: [www.thetrevorproject.org](http://www.thetrevorproject.org)



# Colusa Unified School District

## Administrative Regulation AR 5141.52

### Students

### SUICIDE PREVENTION

#### Instruction

At appropriate secondary grades, the district's suicide prevention instruction shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Identify alternatives to suicide and develop coping and resiliency skills
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking mental health, substance abuse, and/or suicide prevention services

*(cf. 1020 - Youth Services)*

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5141.6 - School Health Services)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6164.2 - Guidance/Counseling Services)*

#### Intervention

When a suicide attempt or threat is reported, the principal or designee shall:

1. Ensure the student's physical safety by one of the following, as appropriate:
  - a. Securing immediate medical treatment if a suicide attempt has occurred
  - b. Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
  - c. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene

*(cf. 5141 - Health Care and Emergencies)*

2. Designate specific individuals to be promptly contacted, including the school counselor, psychologist, nurse, superintendent, and/or the student's parent/guardian, and, as necessary, local law enforcement or mental health agencies
3. Document the incident in writing as soon as feasible

*(cf. 5125 - Student Records)*

4. Follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed
5. Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident at the school
6. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions

In the event that a suicide occurs or is attempted on campus, the principal or designee shall follow the crisis intervention procedures contained in the school safety plan. After consultation with the Superintendent or designee and the student's parents/guardians about facts that may be divulged in accordance with the laws governing confidentiality of student record information, the principal or designee may provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 1112- Media Relations)*

## **PREVENTION**

Colusa Unified School District recognizes that prevention of youth suicide, violence, and substance abuse and the early identification and treatment of mental health disorders are most effective when students, staff, parents, and community members have access to prevention information and resources.

### **SUICIDE PREVENTION TRAINING FOR STAFF SHALL INCLUDE THE FOLLOWING:**

1. Research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stress or loss, family instability, and other factors
2. Warning signs that may indicate suicidal intentions, including changes in students' appearance, personality, or behavior particularly among:
  - Youth bereaved by suicide
  - Youth with disabilities, mental illness, or substance abuse
  - Homeless youth
  - LGBTQ youth
  - Youth in the juvenile justice or welfare system
  - Native American youth
  - Youth on the fringes of mainstream social groups
3. Research-based instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
4. School and community resources and services
5. District procedures for intervening when a student attempts, threatens, or discloses the desire to commit suicide

A training will be provided annually for all teachers and staff:

Keenan Link: [www.keenan.safeschools.com](http://www.keenan.safeschools.com) – Youth Suicide: Awareness and Prevention

More information on evidence-based programs and practices can be found in [SAMHSA's National Registry of Evidence-Based Programs and Practices](#).

*The Trevor Project can be found at:* [www.thetrevorproject.org](http://www.thetrevorproject.org)

## **SUICIDE PREVENTION CURRICULUM FOR STUDENTS SHALL INCLUDE THE FOLLOWING:**

The following process should be followed throughout the year to inform and educate the Colusa Unified Student Body:

1. Suicide Awareness incorporated in the 9<sup>th</sup> grade Intro to Health and Nutrition Wheel;
2. Suicide Awareness incorporated in the 8<sup>th</sup> grade during 9<sup>th</sup> period with Jeff Isakson;
3. Schoolwide Bullying Assembly at CHS during the month of September;
4. Schoolwide Suicide Prevention Assembly at CHS in conjunction with Bullying Assembly;
5. Include Behavioral Health as guest speakers in classroom and assemblies;
6. Continue with Boys and Girls Circle; Friday Night Live

## **INTERVENTION**

The following process should be followed when a staff member becomes aware that a student is experiencing a crisis that may involve risk of harm to self or others:

- When a staff member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly notify the Superintendent, Principal, or designee, who shall then notify the student's parents/guardians as soon as possible. The student may be referred to mental health resources in the school or community.
- Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

## **IMMINENT RISK**

- **There is immediate danger to the student's self or others (for example, possible presence of a weapon or other means the student intends to use to harm self or others).**
- **There is a suicide attempt in progress (for example, the student has taken a drug or medication overdose).**

The staff member who suspects or has knowledge of imminent risk will do the following:

- Provide for continuous supervision of the student at risk until an emergency responder arrives, keeping personal safety in mind. Evaluate the environment for safety and remove access to methods or lethal means.
- Notify the administrator or designee.

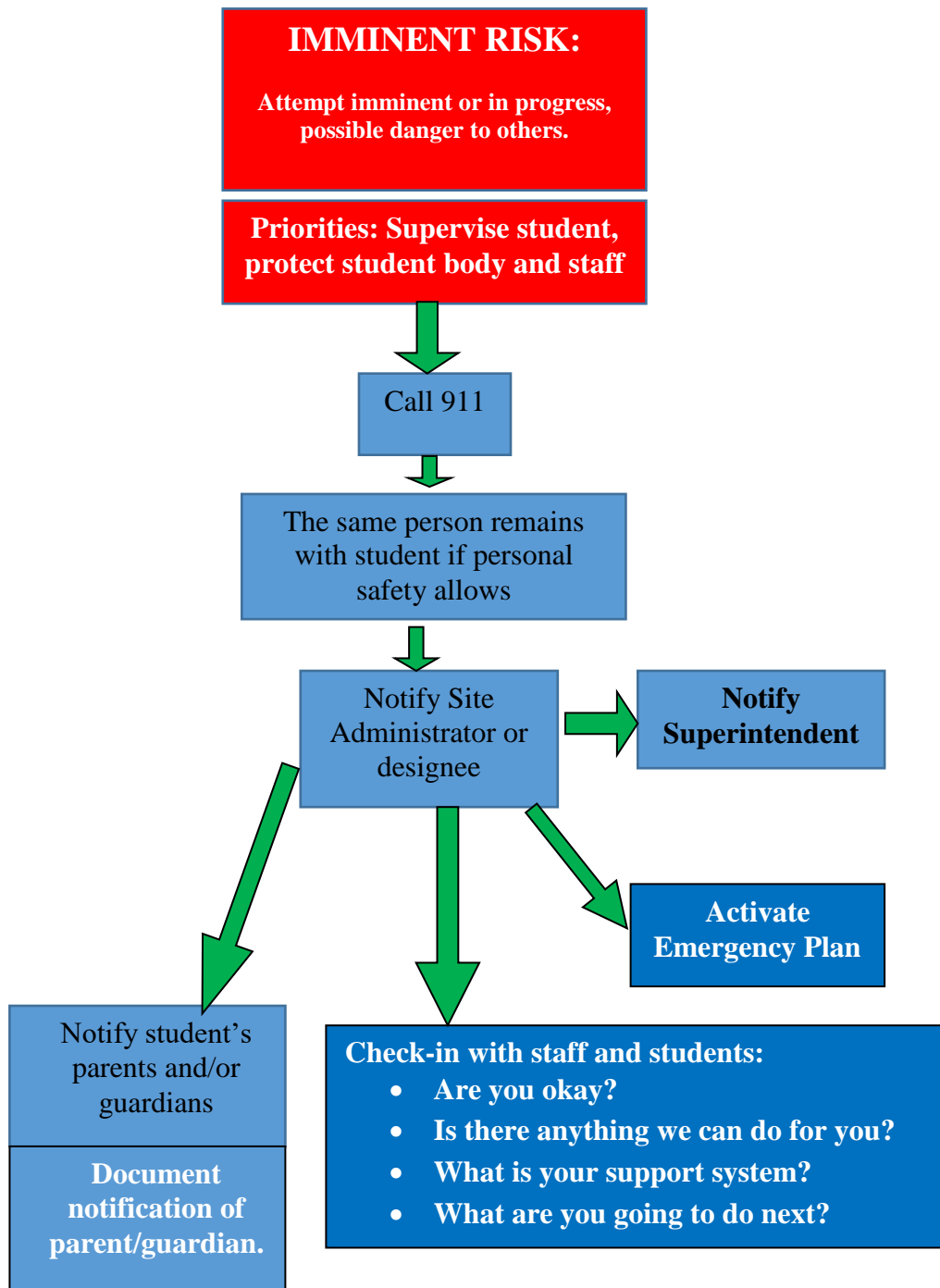
The administrator or other designee will do the following:

- Call 911 or designate a person to call. Be mindful that in the presence of a weapon or danger to others, emergency medical personnel will need the scene secured by law enforcement personnel before they can intervene.
- Notify the Superintendent.

Depending on the situation, the administrator or designee will:

- Even with no danger to others, if a suicide attempt is imminent or in progress, other students need to be removed quickly and calmly from the vicinity. (Execute emergency plan.)
- Notify the student's guardian and/or emergency contact and document the time and content of the conversation.
- Fill out the district's incident report forms.

CHART 1: IMMINENT RISK



A school employee shall act only within the authorization and scope of the employee's credential or license.

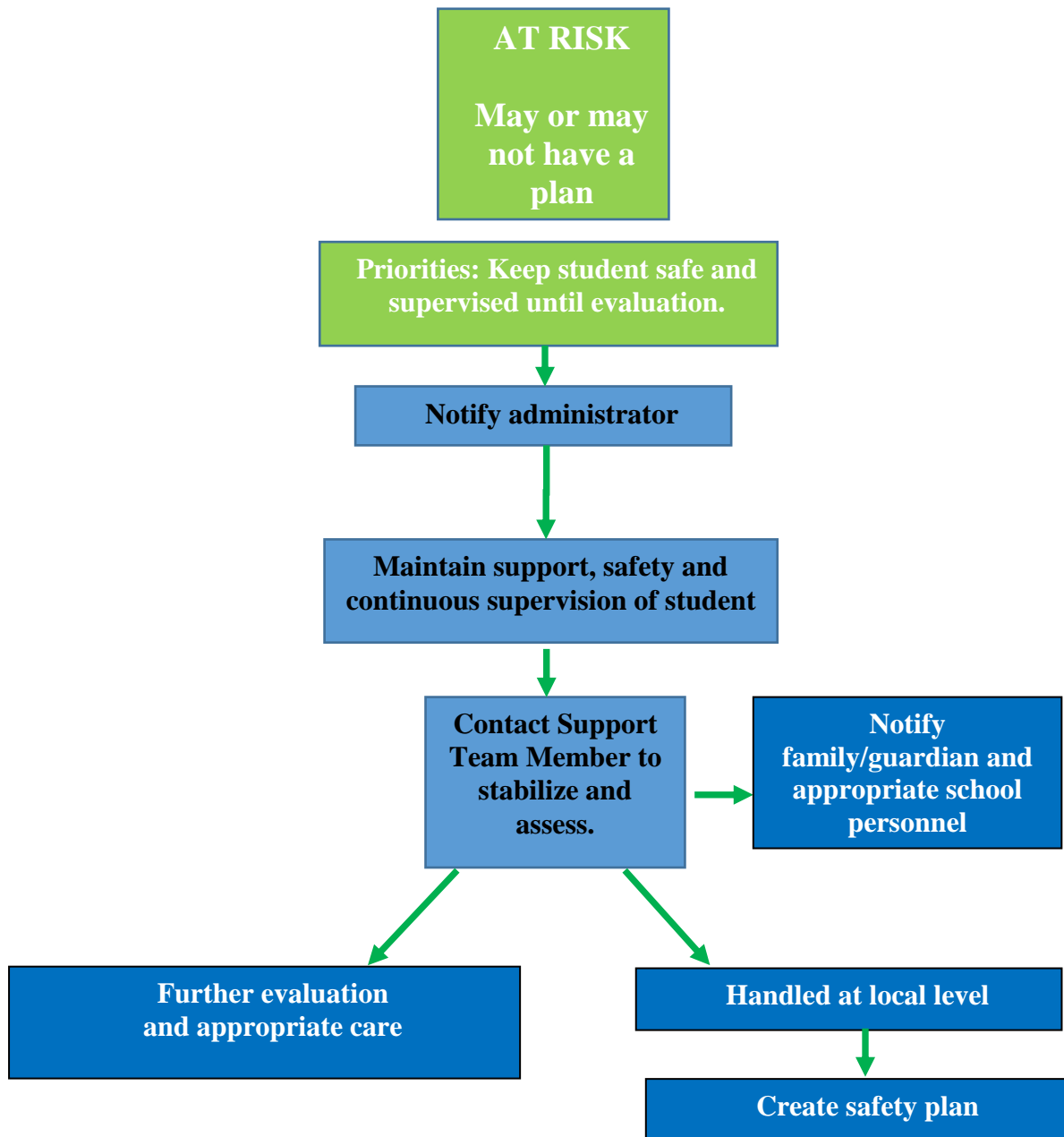
### AT RISK

- The student identifies thoughts of death but has no plan, intent to die, or suicidal behavior.
- The student identifies thoughts of death and may have a plan, intent to die or suicidal behavior.
- The student is experiencing some stressors.

The administrator or designee will do the following:

- Remain with the student and provide support, safety, and continuous supervision.
- Contact support team members (school counselor, behavioral counselor, school psychologist, Colusa County Behavioral Health).
- The administrator must be notified if the student will be leaving school grounds.
- If the assessment is that the student needs additional evaluation, appropriate arrangements will be made.

CHART 2: AT RISK



A school employee shall act only within the authorization and scope of the employee's credential or license.



## **POSTVENTION**

Colusa Unified School District recognizes that the death of a student, whether by suicide or other means, is a crisis that affects the entire school and community. In the event of a student's death, it is critical that the school's response be swift, consistent, and intended to protect the student body and community. In the case of a death by suicide, other concerns such as the prevention of [suicide contagion](#) will be taken into account.

### **CONFIRMING THE NEWS AND CONVENING THE EDUCATION SUPPORT TEAM**

Upon receiving news of a student's death, including an unconfirmed rumor, a staff member must immediately contact the Principal, and/or designee. Contact must be made whether this is during or outside school hours.

- The Principal, or designee will contact:
  - Colusa Unified School District Superintendent
  - Superintendent will identify key staff who will comprise the support team; i.e., teaching and classified staff, parents, students, and/or community members.
  - Compose a potential "blanket statement" to share with students and staff so the same message is disseminated to everyone.
- The Superintendent will convene the educational support team which may include:
  - Administrators
  - Behavioral Counselors
  - School Psychologists

## Student Suicide Risk Documentation Form

STUDENT INFORMATION		
Date student was identified as possible at risk:		
Name:		
Date of Birth:	Gender:	Grade:
Name of Parent/Guardian:		
Parent/Guardian's Phone Number(s):		
IDENTIFICATION OF SUICIDE RISK		
Who identified student as being at risk? Indicate name where appropriate.		
<input type="checkbox"/> Student (him/herself):		
<input type="checkbox"/> Parent:		
<input type="checkbox"/> Teacher:		
<input type="checkbox"/> Other staff:		
<input type="checkbox"/> Student/Friend:		
<input type="checkbox"/> Other:		
Reason for concern:		
RISK ASSESSMENT		
Assessment conducted by:		
Date of assessment:		
Type of assessment conducted:		
Results of assessment:		
NOTIFICATION OF PARENT/GUARDIAN		
Staff who notified parent/guardian:		
Date/time notified:		
Parent Contact Acknowledgement Form signed:		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, provide reason:		
MENTAL HEALTH REFERRAL		
Student referred to:	Date of Referral:	
Safety Plan developed with student and parent: _____ (date)		
Mental Health Resources List and Student/Parent given to:		
<input type="checkbox"/> Student _____ (date) <input type="checkbox"/> Parent/Guardian _____ (date)		
Staff member to conduct follow-up:	Date of follow-up:	

## Guidelines for Notifying Parents

Parents or guardians should be contacted as soon as possible after a student has been identified as being at risk for suicide. The person who contacts the family is typically the principal, school psychologist, or a staff member with a special relationship with the student or family. Staff need to be sensitive toward the family's culture, including attitudes toward suicide, mental health, privacy, and help-seeking.

1. Notify the parents about the situation and ask that they come to the school immediately.
2. When the parents arrive at the school, explain why you think their child is at risk for suicide.
3. Explain the importance of removing from the home (or locking up) firearms and other dangerous items, including over-the-counter and/or prescription medications and alcohol.
4. If the student is at risk and does not need to be hospitalized, discuss available options for individual and/or family therapy. Provide the parents with the contact information of mental health service providers in the community. If possible, call and make an appointment while the parents are with you.
5. Ask the parents to sign the Parent Contract Acknowledgement Form confirming that they were notified of their child's risk and received referrals to treatment.
6. Tell the parents that you will follow-up with them in a few days. If this follow-up conversation reveals that the parent has not contacted a mental health provider:
  - Stress the importance of getting the child help.
  - Discuss why they have not contacted a provider and offer to assist with the process
7. If the student does not need to be hospitalized, release the student to the parents and notify the site administrator.
8. If the parents refuse to seek services for a child under the age of 18 who you believe is in danger of self-harm, you may need to notify child protective services that the child is being neglected.
9. Document *all* contacts with the parents.

## Parent Contact Acknowledgement Form

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_

This is to verify that I have spoken with a member of the school's staff

\_\_\_\_\_ (name) on \_\_\_\_\_ (date)  
concerning my child's suicidal risk. I have been advised to see the services of a mental health  
agency or therapist immediately.

I understand that \_\_\_\_\_ (name of staff member)  
will follow-up with me, my child, and the mental health care provider to whom my child has  
been referred for services within two weeks.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Contact Information:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

School Staff Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **RE-ENTRY PROCEDURE**

## **Before School Begins on the First Day Student Returns**

The Principal, or designee will:

- Release accurate and concise information according to district policy.
  - Convene a schoolwide staff meeting to provide accurate information and to identify any potential high-risk students.
- Notify the other school districts or call the District Office for assistance.

## **Example of Items for Staff Meeting Agenda**

- Assign personnel to identify and address high-risk students.
- Provide accurate information.
- Manage suicide contagion.
- Provide appropriate support to staff or send someone to his/her classroom.
- Make and set a time for debriefing.

## **Debriefing:**

- Debriefing is critical to handling the next crisis better.
- Emphasis on improvement – What? When? Where? Why?

## **Students Returning After Mental Health Crisis**

For students returning to school after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization), a school employed mental health professional, the principal, or designee will meet with the student's parent or guardian, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

1. A mental health professional or other designee will be identified to coordinate with the student, their parent or guardian, and any outside care providers.
2. The parent or guardian will provide documentation from a mental health care provider that the student has undergone examination and that they are no longer a danger to themselves or others.
3. The designated staff person will periodically check in with student to help the student readjust to the school community and address any ongoing concerns.

# Additional Resources to offer staff, parents and students

1. Messaging and Suicide Contagion – the link between certain kinds of suicide-related media coverage and increase in suicide death.

<http://afsp.org/wp-content/uploads/2016/01/recommendations.pdf>

<http://www.sprc.org/sites/default/files/migrate/library/AfteraSuicideToolkitforSchools.pdf>

2. Bullying and Suicide – the relationship between bullying and suicide is highly complex, as is the relationship between suicide and other negative life events.

<https://www.cdc.gov/violenceprevention/pdf/bullying-suicide-translation-final-a.pdf>

[http://www.sprc.org/sites/default/files/migrate/library/Suicide\\_Bullying\\_Issue\\_Brief.pdf](http://www.sprc.org/sites/default/files/migrate/library/Suicide_Bullying_Issue_Brief.pdf)

<https://nobullying.com/bullying-and-suicide-is-there-any-relation/>

3. Preventing Teen Suicide – (reference: [www.webmd.com/preventing](http://www.webmd.com/preventing) teen suicide)

- What Are Teen Suicide Risk Factors?
- What are Suicide Protective Factors?
- Restrict Access to Suicide methods
- Help for Teens Considering Suicide – Community Resource Paper

4. Sample Announcements to Students, Faculty and Staff after a Death

[http://www.mhrsonline.org/media/spc\\_schools/Sample%20Announcements%20for%20Students%20after%20a%20Suicide.pdf](http://www.mhrsonline.org/media/spc_schools/Sample%20Announcements%20for%20Students%20after%20a%20Suicide.pdf)

Colusa Unified School District  
2017-2018 Graduation Dates & Times

**Colusa Alternative Home School & Colusa Alternative High School**

Wednesday, May 31, 2017 – 6:00 PM @ CHS Stadium

**Egling Middle School**

Thursday, June 1, 2017 – 7:30 PM @ CHS Stadium

**Colusa High School**

Friday, June 2, 2017 – 7:30 PM @ CHS Stadium

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED APRIL 14, 2017			BATCH 39
BILL#	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
977	ALHAMBRA	\$ 166.84	01	DO/MOT	WATER, SEWER BILLS
983	MALLORY ALVES	\$ 87.18	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
1002	BUREAU OF LECTURES	\$ 750.00	01	BPS	ASSEMBLY FEE
976	CA STATE BOARD OF EQUALIZATION	\$ 12.48	01	DO	DIESEL TAX
985	CA STATE BOARD OF EQUALIZATION	\$ 615.00	01	CHS	SALES TAX ON CONCESSION SALES
999	CA DEPT OF JUSTICE	\$ 98.00	01	DO	FINGERPRINT FEES
982	CHICO LASER SAVERS	\$ 134.35	01	BPS	SUPPLIES
RC57	CUSD EMER FD-EDD	\$ 1,213.50	01	DO	SDI PAYMENT
RC57	CUSD EMER FD-CUSD CAFETERIA FUND	\$ 49.50	01	BPS	PIZZA WITH THE PRINCIPAL
RC57	CUSD EMER FD-OLIVIA GROSS	\$ 424.15	01	DO	REPRINT PAYCHECK ADVANCE DUE TO ERROR
RC57	CUSD EMER FD-HYPER X	\$ 26.81	95	EMS	ASB SUPPLIES
980	CRYSTAL DAIRY	\$ 4,473.74	13	CAFET	FOOD
973	DANIELSEN CO	\$ 6,116.72	13	CAFET	FOOD
995	KRISTYNA FRANK	\$ 72.76	01	EMS	REIMBURSE MILEAGE
987	FRANZ FAMILY BAKERIES	\$ 722.22	13	CAFET	FOOD
989	FRONTIER	\$ 3,299.44	01	ALL	PHONE/DATA LINE MONTHLY BILLING
972	GENERAL PRODUCE	\$ 4,084.10	13	CAFET	FOOD
992	HERFF JONES	\$ 335.76	01	CHS	DIPLOMAS
998	INLAND	\$ 627.25	01	ALL	PRINTER MANAGEMENT MONTHLY BILING
975	LARA KELLEHER	\$ 166.90	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
974	LCMS AWARDS	\$ 92.77	01	CHS	AWARDS
988	MITEL LEASING	\$ 1,792.38	01	ALL	PHONE SYSTEM LEASE
978	MJB WELDING	\$ 38.00	01	CHS	AG SHOP SUPPLIES
1001	NEFF	\$ 299.93	01	CHS	MUSIC SUPPLIES
990	NOR CAL TROPHIES	\$ 853.51	01	SPORTS	TRACK MEDALS
262	RISO PRODUCTS	\$ 262.00	01	BPS	MAINTENANCE AGREEMENT ON RISO
984	CRISTINA RODRIGUEZ-DULLY	\$ 95.41	01	BPS	REIMBURSE FOR SUPPLIES PURCHASED
993	ROBERT SCOTT	\$ 37.39	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
981	SORENSEN PEST CONTROL	\$ 258.00	01	ALL	PEST CONTROL SERVICE
991	SPORTSMEN DEN	\$ 82.68	95	CHS	ASB SUPPLIES
996	SUTTER COE	\$ 2,700.00	01	EMS	PROFESSIONAL DEVELOPMENT WORKSHOP ELD
986	SYSCO	\$ 3,044.86	13	CAFET	FOOD
1000	SYTECH SOLUTIONS	\$ 300.00	01	DO	RECORDS MANAGEMENT ANNUAL FEE
971	US BANK EQUIPMENT FINANCE	\$ 2,328.54	01	ALL	COPIER LEASE PAYMENT
RC58	US BANK CALCARD VISA	\$ 8,025.65	ALL	ALL	SEE ATTACHED
997	MELISSA YERXA-ORTIZ	\$ 45.00	01	DO	REIMBURSE FOR SUPPLIES PURCHASED
979	YUBA SAFE AND LOCK	\$ 273.64	01	MOT	LOCK REPAIR/REPLACE
<b>TOTAL ALL FUNDS</b>		<b>\$ 44,006.46</b>			



## US BANK CALCARD VISA

Jeremy Miller

FD Description

6-Apr	AMAZON MKTPLACE PMTS	\$1,053.33	01	TECH SUPPLIES
5-Apr	AMAZON.COM	\$183.50	01	TECH SUPPLIES
5-Apr	CDW GOVT #HKR5906	\$1,979.07	01	TECH SUPPLIES

Rosemary Hicks

5-Apr	SSI*CLASSROOM DIRECT	\$106.86	01	BPS SUPPLIES
5-Apr	DECKER EQUIPMENT	\$1,349.51	01	BPS WHITEBOARDS
5-Apr	WALMART.COM 8009666546	\$97.17	01	BPS SUPPLIES
3-Apr	WALMART.COM	\$100.38	01	BPS SUPPLIES
3-Apr	DRAPHIX/TEACHER DIRECT	\$94.52	01	BPS SUPPLIES
28-Mar	REALLY GOOD *	\$101.92	01	BPS SUPPLIES

Ron Rogers

31-Mar	HUST BROS. COLUSA	\$83.88	01	MOT VEHICLE MAINT. SUPPLIES
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Jody Johnston

6-Apr	SWEET BEANS BAKERY	\$54.00	01	EMS SUPPLIES
4-Apr	AMAZON MKTPLACE PMTS	\$6.48	01	EMS SUPPLIES
31-Mar	AMAZON MKTPLACE PMTS	\$49.04	01	EMS SUPPLIES
30-Mar	AMAZON.COM AMZN.COM/BILL	\$106.15	01	EMS SUPPLIES
29-Mar	AMAZON MKTPLACE PMTS	\$49.41	01	EMS SUPPLIES

Zeba Hone

3-Apr	AMERICAS BEST VALUE INN	(\$52.65)	01	CREDIT ON ROOM
30-Mar	AMERICAS BEST VALUE INN	\$575.64	01	CABE CONFERENCE HOTEL ROOM
30-Mar	AMERICAS BEST VALUE INN	\$603.72	01	CABE CONFERENCE HOTEL ROOM

Darren Brown

6-Apr	AMAZON MKTPLACE PMTS	\$121.48	01	CHS SUPPLIES
6-Apr	JOANN STORES*JOANN.COM	\$59.43	01	CHS SUPPLIES
6-Apr	CSU SACRAMENTO CCEWEB	\$280.00	01	CHS STUDENT REGISTRATION CLASS
5-Apr	VISTAPR*VISTAPRINT.COM	\$72.37	95	CHS ASB SUPPLIES
5-Apr	AMZ*QUICK CANDLES	\$36.97	95	CHS ASB SUPPLIES
5-Apr	QUILL CORPORATION	\$318.87	01	CHS SUPPLIES
4-Apr	LMP*DAVERAMSEY LAMPOGR	\$479.87	01	CHS TEXTBOOKS
3-Apr	AMAZON.COM	\$64.32	01	CHS SUPPLIES
30-Mar	J W PEPPER AND SON INC	\$37.54	01	CHS SUPPLIES
29-Mar	J W PEPPER AND SON INC	\$12.87	01	CHS SUPPLIES

8025.65

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED APRIL 21, 2017			BATCH 40
BILL#	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
1024	AG SEEDS UNLIMITED	\$ 340.00	01	MOT	GROUNDS SUPPLIES
1017	JENNIFER ALANIZ	\$ 259.30	95	EMS	REIMBURSE FOR SUPPLIES PURCHASED
1012	AMERICAN FIDELITY	\$ 347.65	01	DO	DISABILITY INSURANCE PREMIUMS
1013	SUE BARRETT	\$ 152.20	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
1025	BEELER TRACTOR	\$ 2,314.39	01	MOT	REPAIRS ON MOWER/GATOR
1010	CASCADE ATHLETIC SUPPLY	\$ 78.01	01	SPORTS	SUPPLIES
1021	CENGAGE LEARNING	\$ 4,742.60	01	CHS	TEXTBOOKS
1027	COLUSA COUNTY FARM SUPPLY	\$ 63.00	01	DO	GROUNDS SUPPLIES
1005	CUSD CAFETERIA FUND	\$ 140.90	01	EMS	SNACKS FOR ASES
1023	LEASA HILL	\$ 173.34	13	CAFET	REIMBURSE MILEAGE
1016	DEANNA JARRETT	\$ 68.95	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
1018	CARLY KOLPIN	\$ 104.28	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
1007	ERIKA LEMENAGER	\$ 446.32	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
1008	MIDDLE MOUNTAIN HIKES	\$ 350.00	01	EMS	FIELD TRIP
1019	NORTH WOODWINDS	\$ 243.35	01	CHS	MUSICAL INSTRUMENT REPAIR
1011	KIM OLSON	\$ 267.79	01	CHS	REIMBURSE TRAVEL EXPENSES TO MATH CONF.
1022	RAIN OF GOLD	\$ 3,000.00	01	CHS	ESA CONSULTANT
1020	RECOLOGY	\$ 524.04	01	MOT	GARBAGE PICKUP OF EXTRA BIN
1015	SHANNON SCOFIELD	\$ 28.63	95	CHS	REIMBURSE FOR SUPPLIES PURCHASED
1026	SELOVER'S PAINT AND BODY	\$ 460.11	01	MOT	VAN REPAIR
1009	CHUCK SHELEY	\$ 150.00	01	SPORTS	OFFICIAL FOR TRACK
1003	SPURR	\$ 6,022.73	01	ALL	NATURAL GAS BILLING
1014	LORI TANNER	\$ 120.10	95	CHS	REIMBURSE TRAVEL EXPENSES TO FBLA CONF.
1006	THREE B'S TOILET RENTALS	\$ 214.50	01	ALL	PORTABLE TOILET RENTALS
1004	TOM TRIPP	\$ 90.00	01	SPORTS	SOCCER OFFICIAL
RC60	US BANK CALCARD VISA	\$ 20,311.89	ALL	ALL	SEE ATTACHED
RC59	US BANK CALCARD VISA	\$ 14,733.38	ALL	ALL	SEE ATTACHED
<b>TOTAL ALL FUNDS</b>		<b>\$ 55,747.46</b>			

**US BANK CALCARD VISA**

Nick Schantz		RC60	FD	DESCRIPTION
7-Apr	AMAZON MKTPLACE PMTS	\$152.91	01	MOT MAINTANCE SUPPLIES
Darren Brown				
13-Apr	ANIMOTO INC	\$96.00	95	CHS ASB SUPPLIES
Clair Toth				
13-Apr	AMAZON MKTPLACE PMTS	\$19.93	01	BPS SUPPLIES
12-Apr	AMAZON MKTPLACE PMTS	\$47.80	01	BPS SUPPLIES
12-Apr	AMAZON MKTPLACE PMTS	\$14.94	01	BPS SUPPLIES
11-Apr	AMAZON MKTPLACE PMTS	\$25.57	01	BPS SUPPLIES
Jeremy Miller				
14-Apr	CDW GOVT #HMOV4441	\$1,191.90	01	TECH SUPPLIES
13-Apr	CDW GOVT #HMQ5979	\$4,122.41	01	TECH SUPPLIES
Sheryl Parker				
22-Apr	APPEAL DEMOCRAT	\$67.95	01	DO NEWSPAPER SUBSCRIPTION
22-Apr	AMAZON	\$9.95	01	DO SUPPLIES
22-Apr	VERIZONWIRELESS	\$601.81	01	ALL CELL PHONE BILLING
22-Apr	ADVANCED DOCUMENTS	\$2,035.85	01	ALL COPIER MAITENANCE
14-Apr	HERFF JONES SCHOL 8900	\$11,581.89	95	CHS YEARBOOK
13-Apr	RED CROSS STORE	\$212.77	01	NURSING SUPPLIES
Jody Johnston				
13-Apr	OTC BRANDS, INC.	\$123.90	95	EMS ASB SUPLIES
Zeba Hone				
13-Apr	USPS PO 0517280932	\$6.31	01	DO POSTAGE
		\$20,311.89		

## US BANK CALCARD VISA

Jeremy Miller		RC59	FD	DESCRIPTION
12-Apr	AMAZON.COM	\$294.98	01	TECH SUPPLIES
10-Apr	APL*APPLE ONLINE STORE	\$3,329.66	01	TECH SUPPLIES
10-Apr	APL*APPLE ONLINE STORE	\$14.00	01	TECH SUPPLIES
7-Apr	AMAZON.COM AMZN.COM/BILL	\$132.97	01	TECH SUPPLIES
Rosemary Hicks				
10-Apr	ROUND TABLE PIZZA - 0674	\$53.06	01	BPS SUPPLIES
Clair Toth				
11-Apr	BEL AIR #521	\$22.15	01	BPS SUPPLIES
Sheryl Parker				
12-Apr	MESSICK ACE HDWE	\$1,605.70	01	MOT MAINTENANCE SUPPLIES
12-Apr	HILLYARD INC SACRAMENTO	\$6,783.18	01	MOT CUSTODIAL SUPPLIES
10-Apr	WILLIAM V MACGILL & CO	\$284.11	01	ALL NURSING SUPPLIES
Jody Johnston				
12-Apr	AMAZON MKTPLACE PMTS	\$137.64	01	EMS SUPPLIES
12-Apr	RPSI ENTERPRISES INC	\$250.00	01	EMS MAINT AGREEMENT ON RISO
12-Apr	MARKETING360	\$65.80	01	EMS SUPPLIES
11-Apr	KOLE IMPORTS	\$141.79	01	EMS SUPPLIES
10-Apr	POSITIVE PROMOTIONS INC	\$232.10	01	EMS SUPPLIES
Zeba Hone				
12-Apr	SAV-MOR FOODS#31	\$9.66	01	DO SUPPLIES
10-Apr	VISTAPR*VISTAPRINT.COM	\$26.24	01	DO SUPPLIES
Darren Brown				
12-Apr	MY PERSONALIZED RIBBONS	\$136.45	95	CHS ASB SUPPLIES
12-Apr	TCT*ANDERSON'S	\$51.98	95	CHS ASB SUPPLIES
11-Apr	AMZ*QUICK CANDLES	\$48.95	95	CHS ASB SUPPLIES
11-Apr	SAVE ON CRAFTS	\$352.70	95	CHS ASB SUPPLIES
10-Apr	OTC BRANDS, INC.	\$151.02	01	CHS SUPPLIES
10-Apr	OTC BRANDS, INC.	\$24.78	01	CHS SUPPLIES
10-Apr	MICHAELS.COM	\$40.41	95	CHS ASB SUPPLIES
7-Apr	MICHAELS.COM	\$51.74	95	CHS ASB SUPPLIES
10-Apr	QUILL CORPORATION	\$75.04	01	CHS SUPPLIES
10-Apr	WALMART.COM 8009666546	\$47.63	01	CHS SUPPLIES
7-Apr	APPERSON INC.	\$49.94	01	CHS SUPPLIES
7-Apr	WALMART.COM 8009666546	\$107.20	95	CHS ASB SUPPLIES
3-Apr	UNIVERSAL LETTERING CO	\$212.50	95	CHS FFA SUPPLIES

14733.38

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED APRIL 28, 2017			BATCH 41
BILL#	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
1033	ADVENTIST HEALTH	\$ 135.00	01	MOT	PHYSICAL FOR BUS DRIVER
1040	AMS.NET	\$ 71,807.78	21	BOND	FINAL PAYMENT ON LOW VOLTAGE WIRING
1031	CABE	\$ 225.00	01	CHS	CONFERENCE REGISTRATION
1036	CVT	\$ 113,299.83	01	ALL	MAY HEALTH INSURANCE PREMIUMS
1028	CCOE	\$ 1,145.00	01	DO	SOFTWARE FOR COMPUTER
1028	CCOE	\$ 16,167.00	01	DO	WORKER'S COMP PREMIUMS
1035	CUSD CAFETERIA FUND	\$ 324.26	01	CHS/BPS	LUNCHES/SNACKS FOR MEETINGS
1029	MCCUMBER'S GLASS	\$ 489.00	01	MOT	GLASS REPLACEMENT
1039	NSCIF	\$ 697.41	01	SPORTS	MILEAGE FOR OFFICIALS
1038	PG&E	\$ 15,041.17	01	ALL	ELECTRIC BILLING
1037	STANDARD INSURANCE	\$ 1,702.95	01	ALL	INCOME PROTECTION PREMIUMS
1034	DARREN TOWNZEN	\$ 215.99	01	CHS	REIMBURSE TRAVEL EXPNSSES TO MATH CONF
1032	VALLEY TRUCK AND TRACTOR	\$ 18,750.34	01	MOT	NEW MOWER
1030	WIKI RESTORATION	\$ 750.00	01	MOT	REMOVE FLOOR TILES/TEST FOR ASBESTOS
<b>TOTAL ALL FUNDS</b>		<b>\$ 240,750.73</b>			

COLUSA UNIFIED SCHOOL DISTRICT		WARRANTS TO BE RELEASED MAY 5, 2017			BATCH 42
BILL#	PAYEE	AMOUNT	FUND	LOC	DESCRIPTION
1041	AMS.NET	\$ 4,189.64	21	BOND	PHYSICAL FOR BUS DRIVER
1045	BAXTER AUTO PARTS	\$ 63.61	01	MOT	VEHICLE REPAIR PARTS
1044	COLUSA MOTOR SALES	\$ 132.62	01	MOT	VEHICLE REPAIR PARTS
RC61	CUSD EMER FD-USBANKCALCARD VISA	\$ 4,436.04	ALL	ALL	SEE ATTACHED
1042	INFINITE CAMPUS	\$ 4,200.00	01	DO	SOFTWARE CONVERSION
1043	JEFF SAVAGE PLUMBING	\$ 8,682.52	01	MOT	PLUMBING REPAIRS
1049	JODY JOHNSTON	\$ 218.73	01	EMS	REIMBURSE FOR SUPPLIES PURCHASED
1048	MERIDIAN DIESEL	\$ 366.34	01	MOT	BUS REPAIR
1046	READING OIL	\$ 950.99	01	MOT	FUEL FOR DISTRICT VEHICLES
1047	WV ALTON	\$ 52,799.00	21	BOND	EMS MULTIZONE HVAC REPLACEMENT
TOTAL ALL FUNDS		\$ 76,039.49			

## CUSD EMER FD-US BANK CALCARD VISA-CK5471

Leasa Hill

FD DESCRIPTION

17-Apr	AMAZON	\$106.18	13	CAFETERIA SUPPLIES
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Jeremy Miller

24-Apr	AMAZON MKTPLACE PMTS	\$246.29	01	TECH SUPPLIES
21-Apr	AMAZON.COM AMZN.COM/BILL	\$204.40	01	TECH SUPPLIES
19-Apr	AMAZON MKTPLACE PMTS	\$53.55	01	TECH SUPPLIES

Rosemary Hicks

17-Apr	DONUT WHEEL	\$37.75	01	BPS SUPPLIES
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Clair Toth

18-Apr	AMAZON MKTPLACE PMTS	\$178.97	01	BPS SUPPLIES
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Darren Brown

21-Apr	NATIONAL FFA ORGANIZATION	\$997.90	95	FFA SUPPLIES
18-Apr	WALMART.COM 8009666546	\$175.60	01	CHS SUPPLIES
17-Apr	QUILL CORPORATION	\$514.00	01	CHS SUPPLIES
17-Apr	COCA-COLA REFRESHMENTS	\$128.42	01	CHS SUPPLIES
12-Apr	LITCHARTS LLC	\$59.40	01	CHS SUPPLIES
10-Apr	CDW GOVT #HLS2906	\$182.13	01	CHS SUPPLIES

Ron Rogers

18-Apr	AGRISOURCE PARTS	\$20.23	01	MOT MAINTENANCE SUPPLIES
14-Apr	HONDA YAMAHA SPORTS CENTE	\$90.08	01	MOT MAINTENANCE SUPPLIES
7-Apr	AMAZON MKTPLACE PMTS	\$21.44	01	MOT MAINTENANCE SUPPLIES

Bo Salazar

12-Apr	LOWES #01933*	\$336.75	01	MOT MAINTENANCE SUPPLIES
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Sheryl Parker

14-Apr	ALL METALS SUPPLY	\$696.50	01	CHS AG SHOP SUPPLIES
19-Apr	REALLY GOOD *	\$92.89	01	BPS SUPPLIES
19-Apr	REALLY GOOD *	\$92.89	01	BPS SUPPLIES

Nick Schantz

20-Apr	LOWES #01933*	\$109.87	01	MOT MAINTENANCE SUPPLIES
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Jody Johnston

17-Apr	ROCCOS BAR GRILL	\$84.00	01	EMS LUNCH FOR INTERVIEW PANEL
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Zeba Hone

21-Apr	USPS PO 0517280932	\$6.80	01	DO POSTAGE
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\$4,436.04

# **COLUSA UNIFIED SCHOOL DISTRICT**

745 Tenth Street  
Colusa, CA 95932

## **UNOFFICIAL MINUTES** **Board of Trustees Board Meeting**

April 11, 2017

CALL TO ORDER	The meeting was called to order at 4:00 p.m. in the District Office Board Room by Kathie Whitesell, who established a quorum was present. Attending were Charles Yerxa, Michael Phenicie, Melissa Ortiz and Kelli Griffith-Garcia. Also in attendance was Superintendent Dwayne Newman, various staff members, and members of the community.
PLEDGE OF ALLEGIANCE	Erika Lemenager led the pledge of allegiance.
HEARING OF THE PUBLIC FOR ITEMS ON THE AGENDA	No information was presented.
HEARING OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA	No information was presented.
RECOGNITIONS & CELEBRATIONS	Kathie Whitesell presented certificates of tenure to the following teachers: Rebecca Ramirez, Becka Robertson, Jill Conroy, Mallory Alves, Robert Scott, and Kari Vlahos. A brief reception occurred to celebrate the newly tenured teachers.
STUDENT REPORT	Caitlin Vaca reported on various CHS activities and events.
ACTION ITEM #1617165	<p>Motion was made by Kelli Griffith-Garcia, seconded by Melissa Ortiz to approve the club recognition for Colusa County Youth Shooting Sports.</p> <p>Ortiz– Aye Whitesell – Aye Griffith-Garcia – Aye Phenicie – Aye Yerxa – Aye</p> <p>Vote: (Unanimous)</p>
DISCUSSION ITEM ONLY	Melissa Ortiz shared information about a recent meeting she had with the Galt Unified School District (GUSD) Superintendent in an effort to gain an understanding of the various innovative strategies being used in their district. A Personal Learning Plan (PLP) for every student is utilized in GUSD. The PLP's include Strength Finder Assessment results which allow for a deeper understanding of the student, math assessment results throughout the year, and the student's aspirations. Mrs. Ortiz also learned that at GUSD, the junior high and high school students lead their own parent-teacher conferences. Mrs. Ortiz presented information on the Gallup Student Poll which provides predictive metrics on understanding how engaged our students are. The process takes a short 15 minutes to complete. In one particular GUSD school that is considered their highest poverty school, student's that participated in the Gallup Student Poll indicated they were 100% confident they would graduate high school and they



Board of Trustees Meeting  
April 11, 2017

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were also confident in their ability to find a great job. In addition, GUSD transformed their libraries into Bright Future Learning Centers (BFLC). The BFLC are open to students, parents, and various clubs. The Gallup Student Poll is free to our district and available to 5<sup>th</sup> – 12<sup>th</sup> grade students in the fall.

#### PRESIDENT'S REPORT

CRAF – Charles Yerxa reported that they are looking forward to the upcoming Golf Tournament.

FOM – Mike Phenicie reported that Alec Schantz recently had his Senior Project in the community theater and did very well.

FOA – No information was presented.

SELPA – Kathie Whitesell reported that the next SELPA meeting will take place on April 25, 2017.

DELAC – Mrs. Ortiz stated that the DELAC committee did not meet this month due to a conference that several members attended. DELAC President, Mr. Hector Morales, hoped to be at the board meeting to discuss the conference but was unable to attend.

#### SUPERINTENDENT'S REPORT IMPROVING ACHIEVEMENT

##### **2017-2018 LCAP Improvement Discussion**

- Update on Local Control Accountability Plan Progress – Mr. Newman informed the board and members of the audience that the Local Control Accountability Plan has changed from a rolling three-year plan to a static three-year plan. The district is doing well and an entire overhaul is not necessary. Continued focus on sharpening the current techniques being used to close the achievement gap will remain in place. Mr. Newman provided a 3-year plan to the board for review & input. A review of the three LCAP Goals were occurred. Discussion regarding dual enrollment with community colleges ensued. The board will review the LCAP in May and then again at two meetings in June for final approval.

#### SUPERINTENDENT'S REPORT BUDGET

##### **Budget Update**

- Review Mid Year Projection (MYP) – A review of the MYP occurred.

#### **INFORMATION / DISCUSSION / POSSIBLE ACTION ITEMS** NO FORMAL ACTION

Agenda item F.1. – Consider approval of land and building transfer with Colusa County Office of Education/Colusa Unified School District. County Superintendent of Schools, Mr. Michael West, presented information on land and building ownership issues. He explained that the District currently owns all the land where the Colusa Children's Center and the Colusa Head Start are currently located. (The block north of Lafayette Street between 5<sup>th</sup> Street and 6<sup>th</sup> Street.) In discussion of the uses of the buildings, Mr. West further explained that half of the "Old Kindergarten" building (which is owned by CUSD) at 6<sup>th</sup> and Lafayette is currently used by CCOE for a State Preschool site. The other half is used for the CUSD BPS ASES program. The building currently housing kindergarten classes (the "New Kindergarten Building") at BPS was built by the CCOE on CUSD property.

An extensive discussion and clarification of land and building ownership followed. It is the wish of the CUSD board to retain ownership of all the land

Board of Trustees Meeting  
April 11, 2017

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and buildings in the block north of Lafayette Street between 5<sup>th</sup> Street and 6<sup>th</sup> Street. The board directed Mr. Newman to work with Mr. West to create a long term (50+ year) lease for the land, with the intent that:

1. CUSD retains ownership of all the land and title to currently owned buildings in the block north of Lafayette Street between 5<sup>th</sup> Street and 6<sup>th</sup> Street,
2. CCOE retains title of all the buildings it currently owns in the block north of Lafayette Street between 5<sup>th</sup> Street and 6<sup>th</sup> Street
3. CCOE can reasonably expect to occupy all the existing buildings and add buildings as they expand their programs on that property,
4. Title of the New Kindergarten Building will be transferred to CUSD,
5. CUSD Programs will, if possible, be run from the main BPS campus to avoid the necessity of students crossing 5<sup>th</sup> Street during ASES Program time.

The item will be brought back to a future meeting for further discussion and/or possible action.

BREAK

A brief break occurred.

DISCUSSION ITEM ONLY

Discussion regarding the remainder of the bond funds took place. It was the wish of the board that no change occur to the current plan for bond expenditures; that roof replacement remain the top priority.

NO FORMAL ACTION

Agenda item F.4. – Consider Approval of Agreement with Audio Enhancement. Due to the lack of a motion, no formal action occurred for this item.

INFORMATION ITEM ONLY

Information on the 2015-16 Disclosure Report was provided to the board.

ACTION ITEM #1617166

Motion was made by Michael Phenicie, seconded by Kelli Griffith-Garcia to approve Resolution #2016-17.10 – Safe Haven.

Ortiz– Aye  
Whitesell – Aye  
Griffith-Garcia – Aye  
Phenicie – Aye  
Yerxa – Aye

Vote: (Unanimous)

ACTION ITEM #1617167

Motion was made by Charles Yerxa, seconded by Michael Phenicie to approve the first reading of BP 5141.52 – Suicide Prevention.

Ortiz– Aye  
Whitesell – Aye  
Griffith-Garcia – Aye  
Phenicie – Aye

Board of Trustees Meeting  
April 11, 2017

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Yerxa – Aye

Vote: (Unanimous)

ACTION ITEM #1617168

Motion was made by Michael Phenicie, seconded by Melissa Ortiz to approve and adopt the second reading for AR 3300 – Expenditures & Purchases.

Ortiz– Aye  
Whitesell – Aye  
Griffith-Garcia – Aye  
Phenicie – Aye  
Yerxa – Aye

Vote: (Unanimous)

ACTION ITEM #1617169

Motion was made by Melissa Ortiz, seconded by Michael Phenicie to approve the letter in support of SB 577 – Teacher Credentialing Programs Offered through Community College.

Ortiz– Aye  
Whitesell – Aye  
Griffith-Garcia – Aye  
Phenicie – Aye  
Yerxa – Aye

Vote: (Unanimous)

ACTION ITEM #1617170

Motion was made by Kelli Griffith-Garcia, seconded to Michael Phenicie to approve the out of state travel to University of Oregon for Volleyball Camp.

Ortiz– Aye  
Whitesell – Aye  
Griffith-Garcia – Aye  
Phenicie – Aye  
Yerxa – Aye

Vote: (Unanimous)

DISCUSSION ITEM ONLY

Discussion regarding the possibility of CUSD taking over the lease on the Softball Fields occurred. Jesse Cain, Colusa City Manager met with Mr. Newman and discussed lease transfer. They agreed that CUSD would take over the lease as soon as possible. Further, Mr. Cain will suggest to the City Council that water and sewer charges for those fields be waived in recognition that the fields present a community recreation opportunity. Mr. Newman will next meet with Jonathan Howard, CEO of Colusa County Fairgrounds in hope of getting an agreement in which the Fairgrounds will agree to assume responsibility for electrical service. Finally, Mr. Newman will meet with Charles Price, President of Colusa Area Little League to get a commitment from CALL to share in part of the lease cost and field upkeep.

Board of Trustees Meeting  
April 11, 2017

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The board directed Mr. Newman to negotiate on behalf of CUSD for a lease on the softball fields.

ACTION ITEM #1617171

Motion was made by Michael Phenicie, seconded by Kelli Griffith-Garcia to approve the Warrants: Batch #35-38.

Ortiz– Aye  
Whitesell – Abstain  
Griffith-Garcia – Aye  
Phenicie – Aye  
Yerxa – Aye

Vote: (4 Ayes, 1 Abstain)

ACTION ITEM #1617172

Motion was made by Kelli Griffith-Garcia, seconded by Michael Phenicie to approve the following consent agenda items:

1. February 23, 2017 Special Board Meeting Minutes
2. March 11, 2017 Special Board Meeting Minutes
3. March 14, 2017 Regular Board Meeting Minutes
4. Personnel Assignment Order 2016-2017 #8
5. March Payroll
6. 2016-17 Annual Credentialing Report
7. Fund 01 Budget Revision
8. Williams Uniform Complaint Procedure
9. Surplus Equipment
10. Memorandum of Understanding – Northern California STREAM Pathways Consortium Partners
11. Memorandum of Understanding – 2016-17 School Climate Health & Learning
12. W.V. Alton, Inc. – Egling Middle School HVAC Project (\$52,799)
13. Savage Plumbing – Waste Lines at Burchfield Primary & Egling Middle School (\$13,500)
14. Crane Exteriors, Inc. DBA Chico Roofing Co. – Burchfield Primary (\$3,575)
15. D&S Asphalt Sealing Co. – Burchfield Primary (\$14,182)

Ortiz– Aye  
Whitesell – Aye  
Griffith-Garcia – Aye  
Phenicie – Aye  
Yerxa – Aye

Vote: (Unanimous)

None.

Board of Trustees Meeting  
April 11, 2017

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The board adjourned to Closes Session at 6:58 PM to consider and/or take action upon any of the following items:

1. Personnel Matters Pursuant to Government Code 54957  
Administration Representatives: Dwayne Newman, Superintendent;  
Sheryl Parker, Chief Business Official
  - a. Consider Approval of 2017-18 Certificated Job Share Requests
  - b. Discussion of Superintendent Evaluation

2. Negotiations Pursuant to Government Code 54957.6  
Agency Designated Representatives: Dwayne Newman,  
Superintendent; Sheryl Parker, Chief Business Official

Employee Organizations: California Teachers Association,  
California State Employees Association, and Unrepresented  
Employees (All)

*Instruction to District Negotiators (Executive Session of School  
Board and its designated representatives for the purpose of  
discussing its position regarding matters within the scope of  
representation and instructing its designated representatives)*

The reconvened from Closed Session at 8:25 PM. Board President, Kathie Whitesell reported out that Discussion of the Superintendent Evaluation occurred.

ACTION ITEM #1617173

Motion was made by Michael Phenicie, seconded by Melissa Ortiz to approve the 2017-18 Certificated Job Share Requests.

Ortiz– Aye  
Whitesell – Aye  
Griffith-Garcia – Aye  
Phenicie – Aye  
Yerxa – Aye

Vote: (Unanimous)

ADJOURNMENT

The meeting adjourned at 7:52 PM

Respectfully submitted by Zeba Hone,  
Executive Administrative Assistant

Board of Trustees Meeting  
April 11, 2017

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**APPROVED BY:**

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**COLUSA UNIFIED SCHOOL DISTRICT**

745 Tenth Street  
Colusa, CA 95932

**UNOFFICIAL MINUTES**

Board of Trustees Special Board Meeting

April 27, 2017

**CALL TO ORDER**

The meeting was called to order at 4:00 p.m. in the District Office Board Room by Kathie Whitesell, who established a quorum was present. Attending were Charles Yerxa, Michael Phenicie, Melissa Ortiz, and Kelli Griffith-Garcia. Also in attendance was Dwayne Newman, Jody Johnston, Erika Lemenager, Clair Toth, and Rebecca Changus.

**HEARING OF THE PUBLIC FOR  
ITEMS ON THE AGENDA**

No information was presented.

**INFORMATION/DISCUSSION/  
POSSIBLE ACTION ITEMS**

Discussion regarding improvement activities for the Local Control Accountability Plan (LCAP) occurred.

**ADJOURNMENT**

The meeting adjourned at 6:00 PM

Respectfully submitted by Zeba Hone,  
Executive Administrative Assistant

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APPROVED BY:

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Colusa Unified School District  
Personnel Assignment Order  
May 9, 2017

**EMPLOYMENT, RESIGNATIONS, AND OTHER**

**CERTIFICATED**

**Employment / Appointments:**

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Salary</u>	<u>Date</u>
Nikole Burg	CHS Business Teacher	Unknown	\$48,331	8/14/2017
Lacey Brown	EMS 6 <sup>th</sup> Grade Teacher	Intern	\$48,331	8/14/2017
Pam Kalisuch	EMS 5 <sup>th</sup> Grade Teacher	Pre-Intern	\$48,331	8/14/2017
Jean Summerville	CHS Art Teacher	Intern	\$48,331	8/14/2017

**Retirement:**

**Resignation:**

Mark Abbay	EMS Athletic Director	\$1701.00	6/30/2017
Jill Conroy	BPS 3 <sup>rd</sup> Grade Teacher	\$50,806	6/02/2017
Badaluco, Sonny	CHS V Football Coach	\$3269.00	5/2/2017

**Leaves:**

**Terminated:**

**Non-Reelection:**

**Transfers: (Requests approved by Superintendent)**

**CLASSIFIED**

**Employment / Appointments:**

<u>Name</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
Tim Whitaker	MOT Sub	\$14.56/hour	3/20/2017
Andrea Manor	EMS Paraeducator	\$14.56/hour	4/25/2017

**Leaves:**

**Resignation:**

**Retirement:**

**Increase of Hours:**

**Job transfer:**

**Termination:**



# COLUSA UNIFIED SCHOOL DISTRICT

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TRUSTEES:  
MRS. KATHIE WHITESELL  
MRS. KELLI GRIFFITH-GARCIA  
MRS. MELISSA YERXA-ORTIZ  
MR. CHARLES YERXA  
MR. MICHAEL PHENICIE

745 TENTH STREET, COLUSA, CA 95932  
PHONE: (530) 458-7791 • FAX: (530) 458-4030

DWAYNE NEWMAN  
DISTRICT SUPERINTENDENT



Payroll totals for the month of:      APRIL 2017

Issued 4/10/2017: (SUP)	\$ 15,421.34	Total getting paid: 38
Issued 4/28/2017: (EOM)	<u>\$ 753,157.93</u>	Total getting paid: 191
Monthly total	<u>\$ 768,579.27</u>	

# ***INTERQUEST DETECTION CANINES®***

***of North Valley Counties***  
**Interquest Detection Canines®**  
**Of North Valley Counties**  
**(INTERQUEST)**

3690 Keefer Road  
Chico, CA 95973  
Office (530) 899-3197  
Fax (530) 899-3197

**Colusa Unified School District**  
**(the District)**

This shall serve as an agreement by and between Interquest Detection Canines® of North Valley Counties and the DISTRICT for substance awareness and detection services for the period of August 2017 through June 2018.

It is understood that the DISTRICT has established and communicated a policy clearly defining contraband as all drugs of abuse (in the broadest terms), alcoholic beverages, firearms and ammunition, prescription and over-the-counter medication, and that this policy has been disseminated to all campus locations. Violations are considered inimical to the welfare of students and contrary to the DISTRICT'S desire to foster an atmosphere conducive to safety and education.

INTERQUEST shall provide contraband inspection services utilizing non-aggressive contraband detection canines. Such inspections may be conducted on an unannounced basis under the auspices and direction of the DISTRICT administration with INTERQUEST acting as an agent of the DISTRICT while conducting such inspections. Communal areas, lockers, gym areas, parking lots (automobiles), grounds, and other select areas as directed by DISTRICT officials, shall be subject to inspection. Contraband detected on DISTRICT property is the responsibility of the DISTRICT. Suspected drugs of abuse may be field-tested to provide preliminary or presumptive identification of the drug.

INTERQUEST agrees to provide 12 \*\* visits for the contract period. The DISTRICT may increase the total number of visits by notifying INTERQUEST in writing. Each visit will be \$ 350/visit. Multiple canine teams will be charged on a per team basis. DA required court testimony on behalf of the DISTRICT will be charged at the same rate. INTERQUEST will invoice for service on a monthly basis at the conclusion of the service month. The DISTRICT agrees to pay for services within thirty (30) days of receipt of such invoice.

INTERQUEST will schedule DISTRICT visits in conjunction with days designated by the DISTRICT as appropriate for visits. The District will provide a school calendar with inappropriate dates for service noted. This calendar will serve as an addendum to the Agreement. All other dates will be considered acceptable for visits. DISTRICT will be responsible for payment for any visit made on any day other than those days noted as unacceptable on the attached school calendar.

INTERQUEST is licensed and registered by the U.S. Department of Justice, Drug Enforcement Administration, and regulatory commissions as required.

INTERQUEST DETECTION CANINES®  
OF NORTH VALLEY COUNTIES

Terry Bogue  
President, General Partner

FOR THE DISTRICT:

*Rayne K. Newman*

DATE:

4/18/17

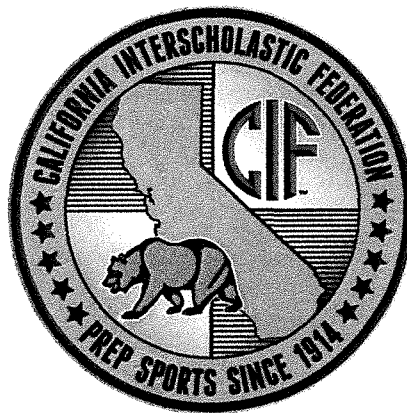
Please return one (1) copy of this Agreement and your District calendar in the enclosed envelope. Retain the other copy for school files.

\*\*The 12 visits will be provided during the school year. 6 visits to Egling Middle School, and 6 visits to Colusa High School.

*"the recognized leader in detection canines nationwide"*

e-mail: [interquestnvc@aol.com](mailto:interquestnvc@aol.com)

website: [www.interquestk9.com](http://www.interquestk9.com)



TO: SUPERINTENDENT OF PUBLIC SCHOOLS  
PRINCIPAL OF PRIVATE SCHOOLS

FROM: ROGER L. BLAKE

RE: FORM TO RECORD DISTRICT AND/OR SCHOOL REPRESENTATIVES TO LEAGUES

DATE: APRIL 21, 2017

Enclosed is a form upon which to record your district and/or school representatives to leagues for **next year, 2017-2018**. It is a form sent every year to you in order to obtain the names of league representatives to every league in the state and to make sure that the league representatives are designated by school district or school governing boards. **It is a legal requirement that league representatives be so designated.**

The education code gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designate their representatives to CIF leagues. This is a necessity! (Ed. Code 33353 (a) (1))

We are asking that, after action by the governing board, you **send the names of league representatives to your CIF Section office**. Obviously, the presumption behind this code section is that the representatives of boards are the only people who will be voting on issues, at the league and section level, that impact athletics.

If a governing board does not take appropriate action to designate representatives or this information is not given to Section offices within the required time frame, CIF is required to suspend voting privileges (CIF Constitution, Article 2, Section 25, p.17) for the affected schools.

At the State Federated Council level we will be asking that Sections verify that their representatives are designated in compliance with this Ed. Code section.

I hope this gives you a bit of background. Thank you for all you do to help support high school athletics. It is a valuable program in all high schools and we appreciate the support you give to the program and to CIF.

**Please return the enclosed form no later than June 30, 2017 directly to your CIF Section Office. Addresses of each section are listed on the back of the form.** Please contact us if we can give you further information.

### 2017-2018 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE)** no later than June 30, 2017.

Colusa Unified School District/Governing Board at its May 9, 2017 meeting,  
(Name of school district/governing board) (Date)

appointed the following individual(s) to serve for the 2017-2018 school year as the school's league representative:

#### **PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES**

NAME OF SCHOOL <u>Colusa High School</u>		
NAME OF REPRESENTATIVE <u>Eric Lay</u>	POSITION <u>Athletic Director</u>	
ADDRESS <u>901 Colusa Ave.</u>	CITY <u>Colusa</u>	ZIP <u>95932</u>
PHONE <u>530-458-2156</u>	FAX <u>530-458-5783</u>	E-MAIL <u>elay@colusa.k12.ca.us</u>
*****		
NAME OF SCHOOL <u>Colusa High School</u>		
NAME OF REPRESENTATIVE <u>Rebecca Changus</u>	POSITION <u>Principal</u>	
ADDRESS <u>901 Colusa Ave.</u>	CITY <u>Colusa</u>	ZIP <u>95932</u>
PHONE <u>530-458-2156</u>	FAX <u>530-458-5783</u>	E-MAIL <u>rchangus@colusa.k12.ca.us</u>
*****		
NAME OF SCHOOL _____		
NAME OF REPRESENTATIVE _____	POSITION _____	
ADDRESS _____	CITY _____	ZIP _____
PHONE _____	FAX _____	E-MAIL _____
*****		
NAME OF SCHOOL _____		
NAME OF REPRESENTATIVE _____	POSITION _____	
ADDRESS _____	CITY _____	ZIP _____
PHONE _____	FAX _____	E-MAIL _____

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

Superintendent's or Principal's Name Dwayne Newman Signature \_\_\_\_\_  
Address 745 Tenth St. City Colusa Zip 95932  
Phone 530-458-7791 Fax 530-458-4030

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

**COLUSA UNIFIED SCHOOL DISTRICT**  
**2016-17 GENERAL FUND 01 BUDGET REVISION**  
**May 9, 2017**

2016-17 BEGINNING BALANCE	1,688,330
ESTIMATED INCOME	<u>15,924,508</u>
TOTAL INCOME/BEGINNING BALANCE	17,612,838

*Resource Code and Program*

0130 Mexican Cultural Center Grant	4,000
0000 Increase LCFF for P2 ADA increase	21,749

REVISED TOTAL INCOME	15,950,257
REVISED TOTAL INCOME + BEGINNING BALANCE	17,638,587

**EXPENDITURES**

Current Expenditure Budget	16,194,253	
Reserve for Revolving Cash	30,350	
Reserves for Van/Bus/Tech/Textbooks	200,000	
Undistributed Reserve	<u>1,258,235</u>	<u>1,488,585</u>
		17,682,838

0130 Mexican Cultural Center Grant	4,000
6500 Increase SELPA Budget Contribution	46,126

Revised Expenditure Budget	16,244,379	
Reserve for Revolving Cash	30,350	
Reserves for Van/Bus/Tech/Textbooks	170,000	
Undistributed Reserve	<u>1,193,858</u>	<u>1,394,208</u>
		17,638,587

PASSED AND ADOPTED this 9th Day of May, 2017 at a meeting of the Board of Trustees of Colusa Unified School District.

AYES:

NOES:

ABSENT:

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Dwayne Newman, Superintendent

## Multi-Year Projection Summary - May 9, 2017

INCOME	14/15 ACTUALS	15/16 ACTUALS	16/17 BUDGET	17/18 BUDGET	18/19 BUDGET	19/20 BUDGET
8011-8089 TOTAL LCFF	10,874,660	12,397,758	13,115,392	13,289,421	13,792,850	14,344,038
TOTAL FEDERAL REVENUE	514,766	554,244	396,545	311,658	296,545	296,545
TOTAL STATE REVENUE	1,015,848	2,109,700	1,727,524	1,014,325	984,325	984,325
TOTAL LOCAL REVENUES	387,830	388,312	710,796	207,592	187,592	187,592
<b>TOTAL REVENUES</b>	<b>12,793,104</b>	<b>15,450,014</b>	<b>15,950,257</b>	<b>14,822,996</b>	<b>15,261,312</b>	<b>15,812,500</b>
<b>EXPENDITURES</b>						
TOTAL CERTIFICATED	5,939,658	6,468,062	6,285,344	6,292,832	6,332,832	6,372,832
TOTAL CLASSIFIED	1,847,681	2,047,601	2,171,313	2,227,631	2,262,631	2,312,631
TOTAL BENEFITS	<u>2,620,009</u>	<u>2,952,259</u>	<u>3,196,759</u>	<u>3,322,957</u>	<u>3,513,957</u>	<u>3,729,957</u>
SUBTOTAL SALARIES/BENEFITS	10,407,348	11,467,922	11,653,416	11,843,420	12,109,420	12,415,420
TOTAL BOOKS AND SUPPLIES	770,436	1,104,360	1,077,887	661,392	700,000	740,000
TOTAL TRAVEL, REPAIRS, UTILITIES, INS, OTHER	1,102,341	1,223,294	1,599,053	1,341,196	1,192,411	1,192,411
TOTAL CAPITAL OUTLAY	56,177	402,140	917,477	0		160,000
TOTAL SELPA, COMMUNITY SCH, DEBT PYMT	603,624	765,140	996,546	1,074,246	1,020,000	1,040,000
<b>TOTAL EXPENDITURES</b>	<b>12,939,926</b>	<b>14,962,856</b>	<b>16,244,379</b>	<b>14,920,254</b>	<b>15,021,831</b>	<b>15,547,831</b>
<b>TOTAL REVENUES LESS EXPENDITURES</b>	<b>-146,822</b>	<b>487,158</b>	<b>-294,122</b>	<b>-97,258</b>	<b>239,481</b>	<b>264,669</b>
		\$441,014 will carryover to be spent 16-17	\$441,014 was prior year income			
<b>GENERAL FUND BEGINNING BALANCE</b>	<b>1,347,994</b>	<b>1,201,172</b>	<b>1,688,330</b>	<b>1,394,208</b>	<b>1,296,950</b>	<b>1,536,431</b>
LESS AMOUNT ABOVE REVENUES LESS EXP	-146,822	487,158	-294,122	-97,258	239,481	264,669
Less Reserve for Revolving Cash		-30,350	-30,350	-30,350	-30,350	-30,350
less Reserves for Van/Bus, Tech, Textbooks		-125,000	-170,000	-140,000	-180,000	-220,000
<b>UNDISTRIBUTED GENERAL FUND RESERVE</b>	<b>1,201,172</b>	<b>1,532,980</b>	<b>1,193,858</b>	<b>1,126,600</b>	<b>1,326,081</b>	<b>1,550,750</b>
<b>% UNDISTRIBUTED RESERVE</b>	<b>9.28%</b>	<b>10.25%</b>	<b>7.35%</b>	<b>7.55%</b>	<b>8.83%</b>	<b>9.97%</b>
<b>AMOUNT ABOVE (-BELOW) 5%</b>	<b>554,176</b>	<b>784,837</b>	<b>381,639</b>	<b>380,588</b>	<b>574,989</b>	<b>773,358</b>
Percent of Budget for Personnel (includes SELPA)	84.3%	81.4%	78.0%	86.6%	87.4%	86.5%
<b>TOTAL ADA</b>	<b>1386.33</b>	<b>1404.81</b>	<b>1405.05</b>	<b>1405.05</b>	<b>1405.05</b>	<b>1405.05</b>
multiply x Average Amount per ADA	\$ 7,844	\$ 8,825	\$ 9,334	\$ 9,458	\$ 9,817	\$ 10,209
<b>Total LCFF Funding Budgeted</b>	<b>\$ 10,874,660</b>	<b>\$ 12,397,756</b>	<b>\$ 13,115,392</b>	<b>\$ 13,289,421</b>	<b>\$ 13,792,850</b>	<b>\$ 14,344,038</b>
<b>% Increase over Prior Year</b>	<b>10.77%</b>	<b>14.01%</b>	<b>5.79%</b>	<b>1.33%</b>	<b>3.79%</b>	<b>4.00%</b>
	8.88% STRS 11.7% PERS	10.73% STRS 11.847% PERS	12.58% STRS 13.888% PERS	14.43% STRS 15.8% PERS	16.28% STRS 18.7% PERS	18.13% STRS 21.6% PERS
	Min. Wage \$9	Min. Wage \$10	Min. Wage \$10.50	Min. Wage \$11	Min. Wage \$12	Min. Wage \$13
					Impact of Minimum Wage Increase for Classified is not budgeted as it is unknown-must be negotiated	

## **2017-18 Budget Assumptions**

### **May 9, 2017**

**As of April 27, 2017 the 2017-18 Budget will be presented in June 2017 with the following assumptions (May Revise Information from State will be released later this month. Income Assumptions will most likely change at that point):**

- \* ADA stable - no increase predicted from 16-17 P2 Report - 1405.05 Total
- \* LCFF Funding aggregate amount \$9,458/ADA, a 1.33% increase over 16-17
- \* One Time Funding of \$30,000 included for Textbook Adoption
- \* SELPA Deficit budgeted at 98% of 17-18 County SELPA Budget adopted 4/26/17
- \* Decrease of \$130,000 in ROP Funds included (Will be totally eliminated by 18-19)
- \* Decrease of \$80,000 in Federal Funding for Title I, II-A
- \* Certificated Staffing:  
Add 1 teaching position for overall growth, 3 retirements at EMS
- \* Site budgets funded at 15-16 level except \$15,000 Additional CHS
- \* Minimum Wage/PERS/STRS Increases added
- \* Special Reserve for Van/Bus, Technology, Textbooks as per attached Plan
- \* Add \$7500 for Tenant Field Lease from Fairgrounds for Softball

## Multi-Year Projection Summary - May 9, 2017

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<b>TOTAL REVENUES</b>	<b>12,793,104</b>	<b>15,450,014</b>	<b>15,950,257</b>	<b>14,822,996</b>	<b>15,261,312</b>	<b>15,812,500</b>
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		\$441,014 will carryover to be spent 16-17 ↑	\$441,014 was prior year income ↑			
<b>GENERAL FUND BEGINNING BALANCE</b>	<b>1,347,994</b>	<b>1,201,172</b>	<b>1,688,330</b>	<b>1,394,208</b>	<b>1,296,950</b>	<b>1,536,431</b>
LESS AMOUNT ABOVE REVENUES LESS EXP	-146,822	487,158	-294,122	-97,258	239,481	264,669
Less Reserve for Revolving Cash		-30,350	-30,350	-30,350	-30,350	-30,350
less Reserves for Van/Bus, Tech, Textbooks		-125,000	-170,000	-140,000	-180,000	-220,000
<b>UNDISTRIBUTED GENERAL FUND RESERVE</b>	<b>1,201,172</b>	<b>1,532,980</b>	<b>1,193,858</b>	<b>1,126,600</b>	<b>1,326,081</b>	<b>1,550,750</b>
<b>% UNDISTRIBUTED RESERVE</b>	<b>9.28%</b>	<b>10.25%</b>	<b>7.35%</b>	<b>7.55%</b>	<b>8.83%</b>	<b>9.97%</b>
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Percent of Budget for Personnel (includes SELPA)	84.3%	81.4%	78.0%	86.6%	87.4%	86.5%
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multiply x Average Amount per ADA	\$ 7,844	\$ 8,825	\$ 9,334	\$ 9,458	\$ 9,817	\$ 10,209
<b>Total LCFF Funding Budgeted</b>	<b>\$ 10,874,660</b>	<b>\$ 12,397,756</b>	<b>\$ 13,115,392</b>	<b>\$ 13,289,421</b>	<b>\$ 13,792,850</b>	<b>\$ 14,344,038</b>
% Increase over Prior Year	10.77%	14.01%	5.79%	1.33%	3.79%	4.00%
	8.88% STRS 11.7% PERS	10.73% STRS 11.847% PERS	12.58% STRS 13.888% PERS	14.43% STRS 15.8% PERS	16.28% STRS 18.7% PERS	18.13% STRS 21.6% PERS
	Min. Wage \$9	Min. Wage \$10	Min. Wage \$10.50	Min. Wage \$11	Min. Wage \$12	Min. Wage \$13
					Impact of Minimum Wage Increase for Classified is not budgeted as it is unknown-must be negotiated	



Fiscal Year	Yearly Allocation	Purchase Amount			Remaining Funds	Planned Expenditure		
2016-17	\$ 125,000	Vehicle	Tech	Curriculum		Vehicle	Tech	Curriculum
2017-18	\$ 75,000	\$ -	\$ -	\$ 60,000	\$ 140,000		chromebooks & teacher laptops	ELA Curriculum
2018-19	\$ 80,000	\$ -	\$ 40,000	\$ -	\$ 180,000	***Assuming electric bus grant	chromebooks & teacher laptops	
2019-20	\$ 80,000	\$ -	\$ 40,000	\$ -	\$ 220,000		chromebooks & teacher laptops	
2020-21	\$ 85,000	\$ -	\$ 60,000	\$ 125,000	\$ 120,000		3 labs & Chromebooks	NGSS Curriculum
2021-22	\$ 85,000	\$ -	\$ 40,000	\$ -	\$ 165,000		200 Chromebooks	
2022-23	\$ 90,000	\$ 70,000	\$ 40,000	\$ -	\$ 145,000	2 Vans	200 Chromebooks	
2023-24	\$ 90,000	\$ -	\$ 40,000	\$ -	\$ 195,000		200 Chromebooks	
2024-25	\$ 95,000	\$ -	\$ -	\$ 130,000	\$ 160,000			Math Curriculum
2025-26	\$ 95,000	\$ -	\$ -	\$ 200,000	\$ 55,000			ELA Curriculum
2026-27	\$ 100,000	\$ 70,000	\$ -	\$ -	\$ 85,000	2 Vans		
2027-28	\$ 100,000	\$ -	\$ 25,000	\$ -	\$ 160,000		Teacher Laptops	
2028-29	\$ 105,000	\$ -	\$ 25,000	\$ 125,000	\$ 115,000		Teacher Laptops	Science Curriculum
2029-30	\$ 105,000	\$ -	\$ 60,000	\$ -	\$ 160,000		chromebooks & teacher laptops	
2030-31	\$ 110,000	\$ 70,000	\$ -	\$ -	\$ 200,000	2 Vans		
2031-32	\$ 110,000	\$ -	\$ 60,000	\$ -	\$ 250,000		chromebooks & teacher laptops	
2032-33	\$ 120,000	\$ -	\$ -	\$ 130,000	\$ 240,000			Math Curriculum
2033-34	\$ 120,000	\$ 180,000	\$ -	\$ 200,000	\$ (20,000)	Bus 4		ELA Curriculum
2034-35	\$ 120,000	\$ 70,000	\$ -	\$ -	\$ 30,000	2 Vans		

# Colusa Unified School District

## Surplus Equipment/Obsolete Equipment and/or Furniture Form

Date 5/2/2017

Site Burchfield

**Form Completion Instruction (In description block provide the following.)**

- **Textbooks:** Title, publisher, copyright date, quantity and reason for withdrawal.
- **Equipment:** Name, estimated value, quantity and reason for surplus.

Description	Recommended Disposition
California Treasure First grade anthologies: units 1.1 (140 books), 1.2 (140 books), 1.3(140 books), 1.4 (140 books), 1.5 (140 books), 1.6 (140 books)  Approximately 840 first grade anthologies Macmillian/McGraw Hill copyright 2010	
California Treasures second grade anthologies: 2.1 ((140 books) 2.2 (140 books)  Approximately 280 second grade books Macmillian/McGraw Hill copyright 2010	
California Treasures third grade anthologies: 3.1 ((140 books) 3.2 (130 books)  Approximately 270 third grade books Macmillian/McGraw Hill copyright 2010	
K-3 Outdated Textbooks & Associated Materials	

    For additional items, check here and attach list.

\*\*\*\*\*

**Site Administrator Approval** \_\_\_\_\_  
Signature
Date

.....

**Superintendent/Board Approval** \_\_\_\_\_  
Signature
Date

**Disposition:**

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# Colusa Unified School District

## Surplus Equipment/Obsolete Equipment and/or Furniture Form

**Date** May 2, 2017 **Site** Egling Middle School

**Form Completion Instruction (In description block provide the following.)**

- **Textbooks:** Title, publisher, copyright date, quantity and reason for withdrawal.
- **Equipment:** Name, estimated value, quantity and reason for surplus.

Description	Recommended Disposition
III. Reading & Language: California Treasures "MacMillan/McGraw-Hill" (2010)	
7th "Center for Mathematics and Teaching, Inc."CA-Adopted Algebra Readiness Program	
California Algebra I "Glencoe/McGraw Hill" (2008) Concepts, Skills, and Problem	
V. Language Arts: Holt Literature and Language Arts California "Holt McDougal" (2010)	
4-8 Outdated textbooks & Associated Materials	

       **For additional items, check here and attach list.**

\*\*\*\*\*

**Site Administrator Approval** \_\_\_\_\_  
**Signature** **Date**

.....

**Superintendent/Board Approval** \_\_\_\_\_  
**Signature** **Date**

**Disposition:**

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COLSUA UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 2016-17.13

**RESOLUTION FOR THE CLASSIFICATION OF  
FUND BALANCES IN GOVERNMENTAL FUNDS**

WHEREAS, the governing board of Colusa Unified School District will adhere to the reporting requirements as set forth by Governmental Accounting Standards Board (GASB) Statement 54 Fund Reporting and Governmental Fund Type Definitions; and

WHEREAS, the District will categorize according to the following components: Nonspendable (including but not limited to, inventory, prepaid), Restricted (external restrictions), Committed (imposed by resolution), Assigned (general intent for specific use) and Unassigned (residual); and

WHEREAS, the governing board further delegates authorization to the Superintendent and/or their designate to identify intended uses of assigned funds; and

WHEREAS, the governing board further establishes the order in which fund balances will be spent when multiple fund balance types are available for a specific purpose, committed, assigned, and lastly unassigned; and

WHEREAS, the District is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted one-time expenditures. The District's Minimum Fund Balance Policy requires a Reserve for Economic Uncertainties consisting of UNASSIGNED amounts equal to no less than prescribed for fiscal solvency review purposes pursuant to Education Code Section 33127. In the event that the balance drops below the established minimum level, the district's governing board will develop a plan to replenish the fund balance to the established minimum level within two years.

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Colusa Unified School District, in accordance with the provisions of GASB 54 adopts the following authorization for fiscal year 2016-17 to comply with the categorization of fund balance as prescribed by GASB Statement 54 as approved by the Superintendent or their designee:

PASSED AND ADOPTED by the Governing Board on May 9, 2017, by the following vote:

AYES:

NOES:

ABSENT:

I, \_\_\_\_\_, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Clerk of the Governing Board

California Department of Education  
**AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT  
 2017-18 APPLICATION FOR FUNDING**

(Due Date: To be received in Regional Supervisor's Office by June 30, 2017)

**DATES OF PROJECT DURATION - JULY 1, 2017, TO JUNE 30, 2018**

**Colusa High School**

(School Site)

**Colusa Unified School District**

(District)

**Certification:** I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.

\_\_\_\_\_  
Signature of Authorized Agent

**Dwayne Newman**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Agriculture Teacher  
Responsible for the Program

\_\_\_\_\_  
Signature of Principal

Contact Phone Number: **530-458-2156**

Date of Approval of Local Agency Board: \_\_\_\_\_

Funds Requested - Part I

**\$4,500.00**

Part II

**\$1,472.00**

Part III

**\$12,000.00**

Part IV

**\$0.00**

Total

**\$17,972.00**

Number of Different Agriculture Teachers at Site: \_\_\_\_\_

**2**

**PART I - QUALITY CRITERIA 1-9 (REQUIRED) ALLOCATION**

Quality Criteria	Will Meet Criteria	Variance Requested
1. Curriculum and Instruction	X	
2. Leadership and Citizenship Development	X	
3. Practical Application of Occupational Skills	X	
4. Qualified and Competent Personnel	X	
5. Facilities, Equipment, and Materials	X	
6. Community, Business, and Industry Involvement	X	
7. Career Guidance	X	
8. Program Promotion	X	
9. Program Accountability and Planning	X	

**Formal Variance Request must be included if requesting a variance.** A variance is a proposed plan for bringing the program into compliance with required quality criteria. Variances should result in compliance prior to the following year's application. All variances must be approved with the application. Non-compliance with the terms of the approved variance will result in a loss of funds.

## PART I - CONTINUED

Departmental Allocation: Meeting the criteria in PART I makes the program eligible for the following amounts based on the number of teachers in the program.

Total Number of Teachers	Amount Eligible	Amount Requested
One Teacher or Less	\$4,000	
Two Teachers	\$4,500	\$4,500.00
Three Teachers or More	\$5,000	

## PART II - PROGRAM ENROLLMENT ALLOCATION

Total Number of Students	2016–17 R2 Number	Amount Requested
List Number from R2 Report (\$8/Member)	184	\$1,472.00

## PART III - QUALITY CRITERIA 10–11 (OPTIONAL) ALLOCATION

Schools which qualify for a Departmental Allocation may apply for additional amounts for each specific Quality Criteria (10 and 11) met.

- \* Amounts requested in Quality Criterion 10 will be the indicated amount for that criterion, multiplied by the full-time equivalent (FTE). To count a preparation period, the teacher must be teaching Career Technical Education courses in Agriculture for 50 percent or more of their teaching periods.
- \* Amounts requested in Quality Criterion 11A will be the indicated amount for each teacher who was compensated a minimum of \$2,000 for year-round employment.
- \* Amounts requested in Quality Criterion 11B will be the indicated amount for each teacher who is provided a project supervision period. Project periods will be counted if the teacher has a preparation period as part of the regular teaching day.

Number of FTE Agriculture Teachers at Site: 2

List the Names of the Agriculture Teachers:

1. Tim Crabtree	4.
2. Heather Thomas	5.
3.	6.

	Number Meeting Criteria	Amount Requested
Criterion 10 - Student/Teacher Ratio	2	\$4,000.00
Criterion 11A - Year-Round Employment	2	\$4,000.00
Criterion 11B - Project Supervision Period	2	\$4,000.00

TOTAL FUNDS REQUESTED PART IV

\$12,000.00

## PART IV - QUALITY CRITERION 12 (OPTIONAL) ALLOCATION

Quality Criterion 12 Form is attached and all criteria has been met. If the answer is yes, list \$7,500 (funds requesting) in space to the right.

PART V - FINANCIAL SCHEDULE

Part A

Line	Acct. No.	Classification	A Description of Item for Which Funds Will be Expended	B Incentive Grant Funds	C Matching Funds
1	4000	Books & Supplies		11,672.00	5,000.00
2			Subtotal for 4000	<b>\$11,672.00</b>	<b>\$5,000.00</b>
3	5000	Services and Other Operating Expenses such as: Services of Consultants, Staff Travel, and Conference; Rentals, Leases, and Repairs; Bus Transportation	1. National Convention	1,800.00	1,800.00
4			2. State FFA Convention	1,200.00	2,750.00
5			3. CATA Meetings	800.00	
6			4. Summer Conference		3,000.00
			5. FFA Leadership Conf	2,500.00	300.00
7			6.		
8			Subtotal for 5000	<b>\$6,300.00</b>	<b>\$7,850.00</b>
9	6000	Capital Outlay: Includes Sites and Improvements of Sites; Buildings and Improvement of Buildings; Equipment	1. Shop Equipment		6,000.00
10			2.		
11			3.		
			4.		
12			5.		
13			Subtotal for 6000	<b>\$0.00</b>	<b>\$6,000.00</b>
14			Total for 4000–6000 Lines 2, 8, 13	<b>\$17,972.00</b>	<b>\$18,850.00</b>

TOTAL 2017–18 Incentive Grant Allocation:

**\$17,972.00**

Part B - Complete this portion if a waiver of the matching requirement is requested:

Line	Acct No.	Classification	A Description of Item for Which Funds Were Expended	B Incentive Grant Funds	C Amount of Salary and Benefits
15	1000	Salaries	Teachers' Summer Service Salaries		
16	1000	Salaries	Teachers' Salaries for Project Supervision Period		
17	3000	Benefits	Benefits for the Above Items (1000)		
18			TOTAL		<b>\$0.00</b>

TOTAL Amount of Waiver Requested:

## **2017–18 MIGRANT EDUCATION REGION 2 MOU**

**Districts that have an enrollment of fewer than 200 migrant students or an allocation of less than \$25,000 have the option of completing this Memorandum of Understanding.**

**District Name:** Colusa Unified School District

**District Contact:** Dwayne Newman, Superintendent

### **CONTENTS**

- ☐ Section I: MOU/Signature Page
- ☐ Section II: District Demographic Profile (number of migrant/non-migrant students)
- ☐ Section III: District Migrant Parent Advisory Council Membership Roster
- ☐ Section IV: Memorandum of Understanding Service Planning/Evaluation
- ☐ Section V: Assurances (link)



SECTION I

MIGRANT EDUCATION – REGION 2  
1870 Bird Street, Oroville, CA 95965  
(530) 532-5750, (530) 532-5634

DISTRICT MEMORANDUM OF UNDERSTANDING  
Between  
Migrant Education Region 2  
and  
Colusa Unified School District

This agreement is between **Migrant Education Region 2**, hereinafter referred to as the region and **Colusa Unified School District** herein after referred to as the district.

The period covered by this agreement shall be from July 1, 2017 to June 29, 2018. There are currently **81 migrant students** in the district as indicated in the attached District/Demographic Profile.

Based on the needs of its Migrant students, the district agrees to provide supplemental service(s) as identified in SECTION IV.

The following staff for the Region will deliver the following services:

FSP and IS will follow-up district's communications by calling parents to recruit them to the CABE 2018 conference.

Regional Staff will assist efforts to recruit Migrant Students to attend summer school as possible and when available.

The following staff for the District will deliver the following services:

Lupe Espindola, Colusa Unified School District's Bilingual Parent Liaison will lead the parent outreach efforts and CABE conference attendance.

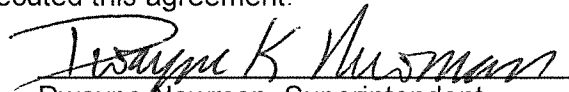
Stephanie Archibald will act as Summer School Principal. Additional credentialed teachers are TBD. One teacher for each grade level TK – 6, another for 7&8. District will also hire support staff – Bilingual Office Staff, Paraprofessionals, Custodians, etc.

The Region certifies that the Migrant Education District Parent Advisory Council has participated in the development of the Migrant Education program as described. A minimum of six (6) meetings a year will be convened to comply with statutory requirements and provide identified parent training needs.

The District identifies and addresses the needs of migrant children in coordination with other categorical programs. The District will list the services to Migrant students in the LEA plan and in the Single Plan for Student Achievement.

In witness whereof, the following parties have executed this agreement:

\_\_\_\_\_  
Kim Guzzetti, Region 2 Director

  
Dwayne Newman, Superintendent

\_\_\_\_\_  
Date

  
Date

Section II

**DISTRICT DEMOGRAPHIC PROFILE**

<b>District: Colusa Unified School District</b>															
<b>Number of Migrant Students Enrolled at Each Grade Level in the District.</b>															
	Pre K - K	1-2	3-4	5-6	7-9	10-12									Total
PFS	0	0	2	1	1	1									5
Migrant	15	15	11	11	13	11									76
All*	15	15	13	12	14	12									81

\*All includes PFS and Migrant students.

*Note: If a grade level does not have at least 10 migrant students (to comply with CDE data suppression requirements), combine this with another grade (or grades) to equal no fewer than 10 students.*

SECTION III

DISTRICT MIGRANT PARENT ADVISORY COUNCIL

District Parent Advisory Council Membership:	
PAC Member Name	Eligible Migrant Parent? Yes/No
Parents are invited to attend the Williams or Pierce PAC	
Williams PAC Officers:	
Janet Martinez, President	Yes
Silvia Velasquez, Vice President	Yes
Estela Cano, Secretary	No
Saul Paiz, Sargent of Arms	Yes

## MIGRANT EDUCATION PROGRAM REGION 2 2017-18

### Memorandum of Understanding Academic Service Planning/Evaluation Complete one for each Activity/Program

DISTRICT NAME: Colusa Unified

PROPOSED PROJECT COST: \$8,020

PROPOSED AREA OF SERVICE: Summer School Migrant Support

<b>School Readiness</b>	<input checked="" type="checkbox"/>	<b>English Language Arts</b>	<input checked="" type="checkbox"/>	<b>Mathematics</b>	<input checked="" type="checkbox"/>	<b>High School Graduation</b>	<input type="checkbox"/>	<b>Parent Advisory Council</b>	<input type="checkbox"/>
<b>OSY</b>	<input type="checkbox"/>	<b>Health</b>	<input type="checkbox"/>	<b>Parent Involvement</b>	<input type="checkbox"/>	<b>I&amp;R</b>	<input type="checkbox"/>		<input type="checkbox"/>

#### Description of Proposed Service

<b>Name of Service:</b>	<b>Summer School Migrant Support</b>
<b>The Need</b> (Include data & how service is supplemental to core program):	<p><b>Data:</b> The percentage of migrant students in 2015-16 school year who met the standard or exceeded on the CAASPP in ELA is 28%. The percentage of migrant students in 2015-16 school year who met the standard or exceeded on the CAASPP in math is 21%. 21% of migrant students in Colusa scored Early Advanced or Advanced on the 2015-16 CELDT.</p> <p><b>Summer Migrant Teacher:</b> Colusa district will supplement their summer program by hiring a credentialed teacher to assist in the acceleration of language acquisition for migrant students, to provide smaller class sizes, and to provide individual instruction in some cases.</p>
<b>How</b> (describe the academic focus, the service and the strategies):	<p><b>Summer Migrant Teachers:</b> credentialed teachers will provide a service that will include direct instruction, hands-on-learning, and problem solving within the overall framework of the district summer program. This program teacher will target migrant students who have the greatest needs in learning English and will provide interesting opportunities for language learning.</p> <p>TK-8 services provided at Burchfield Primary School.</p>
<b>School Year or Summer School Service:</b>	(Check one) <input type="checkbox"/> Regular School Year <input checked="" type="checkbox"/> Summer School
<b>If School Year Service, when:</b>	(Check one) <input type="checkbox"/> Before School <input type="checkbox"/> After School <input type="checkbox"/> Saturday

## PART 1: PARTICIPANTS TO BE SERVED: Summer Migrant Teacher

Grade	# Enrolled	Projected # Participants			Actual # Participants		
		# PFS	# Non-PFS	TOTAL	PFS	Non-PFS	TOTAL
PreK	3	0	0	0			
K	12	5	6	6			
1	8	5	4	4			
2	7	3	2	2			
3	9	3	2	2			

## Section IV

4	4	2	0	2			
5	6	2	2	3			
6	6	1	3	3			
7	4	2	0	1			
8	5	1	2	2			
9	5	0	0	0			
10	2	0	0	0			
11	6	0	0	0			
12	4	0	0	0			
	81	24	21	25			

**PART 2: LOCATION, DATES, TIME OF DELIVERY: Summer Migrant Teacher**

Minutes per Day	Days per Week	# of Weeks	Total Instructional Hours	Actual Total Instructional Hrs.
300 @ BPS	4	4	80	
Start Date	July 10, 2017	End Date		August 4, 2017
Location of Service	Burchfield Primary School TK-8			

**PART 3: RESEARCH BASED CURRICULUM: Summer Migrant Teacher**

Grade Level Cluster	Curriculum	Research Based?
TK-12	Curriculum will be based on district-adopted, state-approved texts, and district and teacher-created materials. Depending on need, the district may use credit recovery curriculum in grades 7&8 as well.	<b>Yes</b>

**PART 4: METHOD OF INSTRUCTION: Summer Migrant Teacher**

<i>Instructional Strategies to be Used</i>
Explicit Direct Instruction, small and group instruction, oral responses in complete sentences, individual and team projects and assessments, and hands-on activities with inquiry-based learning as much as possible.

**PART 5: EXPECTED OUTCOMES (learning that will occur due to implementation of this program):**

Local Quantitative Measures	Targeted Outcome		% Projected Participants to Reach Targeted Outcome		Actual % that reached targeted outcome		Target Met, Not Met, Partially Met?		Why Not/Comments:
	PF S	Other MEP	PF S	Other MEP	PF S	Other MEP	PF S	Other MEP	
<b>Summer Migrant Teacher:</b> Teacher-created/District-adopted assessments	5	30	4	25					
Local Qualitative Measures	Description of Projected Measures						Comments on Results		
<b>Interview and Focus Groups:</b>	NA								
<b>Surveys:</b>	NA								
<b>Observations:</b>	<b>Summer Migrant Teacher</b> will write a brief narrative based upon migrant student								

	achievement observations. There will be feedback as to what worked and what didn't work in order to improve the migrant-funded components of the program.	
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**PART 6: PERSONNEL:****Staffing**

Title	Certificated		Classified		Percent Funded by DSA	Percent Funded by Other	Name of Other Program Funding Source
	#	FTE	#	FTE			
Teacher	1 / .63				100%		
Bilingual Office Staff			1	0.63	62%	38%	District

**Professional Development**

Need	Title	Description	Dates	Expected Outcomes
District will provide one day training	Summer Training	2 hours	7/17	Application of target teaching strategies, increased student achievement. Teachers will have a deeper understanding of migrant needs.

**PART 7: PARENT COMMUNICATION:**

**Describe plans to communicate with parents to support this intervention: orientation, graduation, home visits, daily phone calls for attendance, etc.**

**Summer Migrant Teacher:** Summer planning staff from the district and Regional Migrant Staff will contact parents through phone calls, home visits, and fliers as to why the student is being asked to attend the summer program. Migrant staff will also explain the benefits of this program to migrant parents.

**Describe Other Support Services Plans (transportation, etc)**

The district will evaluate, and if needed, provide transport for Summer School students – depending on location and number of students and feasibility of creating a daily bus route.

**Migrant Education  
2017–18 PROPOSED SERVICE  
BUDGET DETAIL**

Please follow regional protocol regarding object codes, making sure that they reflect the district's general ledger.

(Check one) ☐ Regular School Year    ☒ Summer School

**Summer Migrant Teacher**

Please identify all costs related to the proposed service. For each line item, use the Standardized Account Code Structure (SACS) object codes. (Insert additional rows as needed.)

Object Code	Description	Amount Service	Amount Admin	Total Projected Amount	Actual Amount
1100	Teachers				



## Section IV

	1 Itinerant Teacher up to \$47/hr. X up to 5.5 hours per day x up to 18 days x =\$4,653	\$4,653		\$4,653	
1200	Pupil Support Services				
1300	Supervisor/Administrators				
1900	Other Certificated Salaries				
2100	Instructional Aides				
2200	Support Services Salaries				
2300	Supervisor/Administrators				
2400	Clerical, Technical, Office Staff				
	1 Bilingual Office Staff up to \$25/hr. X up to 5.5 hours per day x up to 18 days x =\$2,475 \$1,522 ME Funded \$953 District Funded		\$1522	\$1522	
2900	Other Classified Salaries				
3000-3900	Employee Benefits				
	1 Teachers' salaries: \$4,653 x10.73% =\$471.5  1 Bilingual Office Staff salaries: \$2,475 x10.73% =\$266 \$165 ME Funded \$101 District Funded	\$472	\$165	\$637	
4100	Textbooks Curricula Materials				
4200	Books & Reference Materials				
4300	Materials & Supplies				
	Consumables, teacher supplies for migrant-funded teacher: 35 students X \$4.40/student = \$154	154		154	
4400	Non Capitalized Equipment				

4700	Food				
5100	Subagreements for Services				
5200	Travel & Conferences				
5300	Dues & Memberships				
5400	Insurance				
5500	Operations & Housekeeping				
5600	Rentals, Leases, Repairs & Noncap Improvements				
5700	Transfers of Direct Costs				
5800	Prof/Cons/Serv & Operating Expenses				
5900	Communications				
TOTAL PROPOSED EXPENSES				\$6966	
7000	INDIRECT COST				
TOTAL COST OF PROPOSED SERVICE				\$6966	

**MIGRANT EDUCATION PROGRAM REGION 2  
2017-18**

**Memorandum of Understanding Academic Service Planning/Evaluation**  
Complete one for each Activity/Program

DISTRICT NAME: Colusa Unified

PROPOSED PROJECT COST: \$2,517

PROPOSED AREA OF SERVICE: Migrant Parents to Attend CABE 2018

School Readiness	<input type="checkbox"/>	English Language Arts	<input type="checkbox"/>	Mathematics	<input type="checkbox"/>	High School Graduation	<input type="checkbox"/>	Parent Advisory	<input type="checkbox"/>
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OSY	<input type="checkbox"/>	Health	<input type="checkbox"/>	Parent Involvement	X	I&R	<input type="checkbox"/>	Council	<input type="checkbox"/>
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Description of Proposed Service	
<b>Name of Service:</b>	<b>Migrant Parents to Attend CABE 2018</b>
<b>The Need</b> (Include data & how service is supplemental to core program):	<p><b>Data:</b> The percentage of migrant students in 2015-16 school year who met the standard or exceeded on the CAASPP in ELA is 28%. The percentage of migrant students in 2015-16 school year who met the standard or exceeded on the CAASPP in math is 21%. 21% of migrant students in Colusa scored Early Advanced or Advanced on the 2015-16 CELDT.</p> <p><b>Migrant Parents to Attend CABE 2018:</b> Colusa district is committed to encouraging all district parents to actively participate in their children's educations. Colusa recognizes the need to send migrant parents to the CABE conference to increase parent's knowledge and school participation. Often, parents face challenges like not having adequate transportation or lack the English skills to take a more active role in their child's education. By attending the CABE conference, parents will be able to assist their children better by possessing the skills needed to advocate for their children and will acquire the skills to help their children better at home. The District's Bilingual Parent Liaison will do all the advertising, organization, and logistical planning for this event. She will also oversee post – conference outreach; newspaper articles, presentations, communication to ELAC/DELAC and other stakeholders.</p>
<b>How</b> (describe the academic focus, the service and the strategies):	<p><b>Migrant Parents to Attend CABE 2018</b>The strategy will be to invite five migrant parents to attend the CABE conference in 2018. The district will provide a bilingual staff member to travel with the parents. Prior to attending the conference, the district will provide a quick overview of the CABE conference to the five migrant parents that will be participating. Through this MOU, migrant parents will be transported to the conference, provided with meals, and the registration fee costs will be covered. Parents attending the conference will be asked to share their experiences and learning at a PAC meeting, ELAC/DLAC meetings, at a Board of Education meeting, and possibly at community meetings (Plaza Comunitaria Valentina).</p>
<b>School Year or Summer School Service:</b>	(Check one)    X Regular School Year <input type="checkbox"/> Summer School
<b>If School Year Service, when:</b>	(Check one) <input type="checkbox"/> Before School <input type="checkbox"/> After School <input type="checkbox"/> Saturday

## PART 1: PARTICIPANTS TO BE SERVED: Migrant Parents to Attend CABE 2018

Grade	# Enrolled	Projected # Participants			Actual # Participants		
		# PFS	# Non-PFS	TOTAL	PFS	Non-PFS	TOTAL
NA							

## PART 2: LOCATION, DATES, TIME OF DELIVERY: Migrant Parents to Attend CABE 2018

## Section IV

Minutes per Day	Days per Week	# of Weeks	Total Instructional Hours	Actual Total Instructional Hrs.
NA				
Start Date			End Date	
Location of Service				

**PART 3: RESEARCH BASED CURRICULUM: Migrant Parents to Attend CABE**

Grade Level Cluster	Curriculum	Research Based?
NA	NA	

**PART 4: METHOD OF INSTRUCTION: Migrant Parents to Attend CABE**

<i>Instructional Strategies to be Used</i>
NA

**PART 5: EXPECTED OUTCOMES (learning that will occur due to implementation of this program):**

Local Quantitative Measures	Targeted Outcome		% Projected Participants to Reach Targeted Outcome		Actual % that reached targeted outcome		Target Met, Not Met, Partially Met?		Why Not/Comments:
	PF S	Other MEP	PF S	Other MEP	PF S	Other MEP	PF S	Other MEP	
Local Qualitative Measures	Description of Projected Measures						Comments on Results		
Interview and Focus Groups:	NA								
Surveys:	<b>Migrant Parents to Attend CABE 2018:</b> Parents will be given a survey to provide feedback to measure the value of attending CABE								
Observations:	<b>Migrant Parents to Attend CABE 2018:</b> Parents attending the conference will be asked to share their experiences and learning at a PAC meeting, ELAC/DLAC meetings, at a Board of Education meeting, and possibly at community meetings (Plaza Comunitaria Valentina).								

**PART 6: PERSONNEL: Migrant Parents to Attend CABE**

Staffing						
Title	Certificated		Classified		Percent Funded by DSA	Name of Other Program Funding Source
	#	FTE	#	FTE		
NA						

**Professional Development**

Need	Title	Description	Dates	Expected Outcomes

**PART 7: PARENT COMMUNICATION:**

**Describe plans to communicate with parents to support this intervention: orientation, graduation, home visits, daily phone calls for attendance, etc.**

The district will send out flyers and will make announcements at the DELAC/ELAC and PAC meetings. Regional Migrant staff will assist with calling and/or making home visits to follow-up on the districts communications. Brochures will be used to encourage participation. Migrant staff will also explain the benefits of attending the CABE Conference to migrant parents.

**Describe Other Support Services Plans (transportation, etc)**

The district will provide transportation for the parents attending CABE.

**Migrant Education  
2017–18 PROPOSED SERVICE  
BUDGET DETAIL**

Please follow regional protocol regarding object codes, making sure that they reflect the district's general ledger.

(Check one) ☒ Regular School Year    ☐ Summer School

**Migrant Parents to Attend CABE 2018**

Please identify all costs related to the proposed service. For each line item, use the Standardized Account Code Structure (SACS) object codes. *(Insert additional rows as needed.)*

Object Code	Description	Amount Service	Amount Admin	Total Projected Amount	Actual Amount
1100	Teachers				
1200	Pupil Support Services				
1300	Supervisor/Administrators				
1900	Other Certificated Salaries				
2100	Instructional Aides				



## Section IV

2200	Support Services Salaries				
2300	Supervisor/Administrators				
2400	Clerical, Technical, Office Staff				
2900	Other Classified Salaries				
3000-3900	Employee Benefits				
4100	Textbooks Curricula Materials				
4200	Books & Reference Materials				
4300	Materials & Supplies				
4400	Non Capitalized Equipment				
4700	Food				
5100	Subagreements for Services				
5200	Travel & Conferences				
	<p>Registration fees to CABA 2018 for 4 parents X \$425/parent = <b>\$1,700</b></p> <p>Registration fees to CABA 2018 for 1 Bilingual Parent Liaison X \$425/person = <b>\$425</b></p> <p>Travel 1 District Vehicle to Sacramento CABA 2018 140 mi round trip x .57 per mi x 4 days = <b>\$320</b></p> <p>Parking fees to park van \$24 x 3 days = <b>\$72</b></p>	2,517		2,517	
5300	Dues & Memberships				
5400	Insurance				

## Section IV

5500	Operations & Housekeeping				
5600	Rentals, Leases, Repairs & Noncap Improvements				
5700	Transfers of Direct Costs				
5800	Prof/Cons/Serv & Operating Expenses				
5900	Communications				
TOTAL PROPOSED EXPENSES				\$2,517	
7000	INDIRECT COST				
TOTAL COST OF PROPOSED SERVICE				\$2,517	

**When project ends, complete the blue-shaded areas to evaluate the objective:**

1. The **outputs** – did we implement the program as planned?
2. The **outcomes** - what did students gain from the program's outputs?

**Complete and submit the final document 2 weeks after project end-date.**

### Certification of Local Educational Agency

*I certify that (1) the costs reported are in accordance with federal and state laws and regulations and (2) the costs are assigned to the Migrant Education Program Fiscal Handbook 2015.*

## ASSURANCES

<http://www.cde.ca.gov/fq/fo/fm/generalassurances2016.asp>

The assurances must be signed by both Region and District Administrators.



# General Assurances 2017-18

General assurances and certifications required for grants supported by state or federal funds in 2017-18

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1. Programs and services are and will be in compliance with Title VI and Title VII of the Civil Rights Act of 1964; the California Fair Employment Practices Act, Government Code §11135; and Chapter 1, Subchapter 4 (commencing with §30) of Division I of Title 5, California Code of Regulations (5 CCR)
2. Programs and services are and will be in compliance with Title IX (nondiscrimination on the basis of sex) of the Education Amendments of 1972. Each program or activity conducted by the local educational agency (LEA) will be conducted in compliance with the provisions of Chapter 2, (commencing with §200), Prohibition of Discrimination on the Basis of Sex, of Part 1 of Division 1 of Title I of the California Education Code (EC), as well as all other applicable provisions of state law prohibiting discrimination on the basis of sex.
3. Programs and services are and will be in compliance with the affirmative action provisions of the Education Amendments of 1972.
4. Programs and services are and will be in compliance with the Age Discrimination Act of 1975.
5. Programs and services for individuals with disabilities are in compliance with the disability laws. (Public Law (PL) 105-17; 34 Code of Federal Regulations (34 CFR) 300, 303; and Section 504 of the Rehabilitation Act of 1973)
6. When federal funds are made available, they will be used to supplement the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in the state plan, and in no case supplant such state or local funds. (20 United States Code (USC) §6321(b)(1); PL 107-110 §1120A(b)(1))
7. All state and federal statutes, regulations, program plans, and applications appropriate to each program under which federal or state funds are made available through this application will be met by the applicant agency in its administration of each program.
8. Schoolsite councils have developed and approved a Single Plan for Student Achievement (SPSA) for schools participating in programs funded through the consolidated application process, and any other school program they choose to include, and that school plans were developed with the review, certification, and advice of any applicable school advisory committees. (EC §64001)
9. The LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement for state and federal funds paid to that agency under each program. (5 CCR, §4202)
10. The LEA will make reports to the state agency or board and to the Secretary of Education as may reasonably be necessary to enable the state agency or board and the Secretary to perform their duties and will maintain such records and provide access to those records as the state agency or board or the Secretary deems necessary. Such records will include, but will not be limited to, records which fully disclose the amount and disposition by the recipient of those funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective audit. The recipient shall maintain such records for three years after the completion of the activities for which the funds are used. (34 CFR 76.722, 76.730, 76.731, 76.734, 76.760; 2 CFR 200.333)
11. The local governing board has adopted written procedures to ensure prompt response to complaints within 60 days, and has disseminated these procedures to students, employees, parents or guardians, district/school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR, §4600 et seq.)
12. The LEA declares that it neither uses nor will use federal funds for lobbying activities and hereby complies with the certification requirements of 34 CFR Part 82.
13. The LEA has complied with the certification requirements under 34 CFR Part 84 regarding debarment, suspension and other requirements for a drug-free workplace. (34 CFR Part 84)
14. The LEA provides reasonable opportunity for public comment on the application and considers such comment. (20 USC §7846(a)(7); 20 USC, §1118(b)(4); PL 107-110, §1118(b)(4))



15. The LEA will provide the certification on constitutionally protected prayer that is required by PL 107-110, §9524 and 20 USC §7904.
16. The LEA administers all funds and property related to programs funded through the Consolidated Application. (20 USC §6320(d)(1); PL 107-110, §1120(d)(1))
17. The LEA will adopt and use proper methods of administering each program including enforcement of any obligations imposed by law on agencies responsible for carrying out programs and correction of deficiencies in program operations identified through audits, monitoring or evaluation. (20 USC §7846 (a)(3)(B))
18. The LEA will participate in the Smarter Balanced Assessment Consortium program. (20 USC §6316(a)(1)(A-D); PL 107-110, §1116(a)(1)(A-D); EC §60640, et seq.)
19. The LEA assures that classroom teachers who are being assisted by instructional assistants retain their responsibility for the instruction and supervision of the students in their charge. (EC §45344(a))
20. The LEA governing board has adopted a policy on parent involvement that is consistent with the purposes and goals of EC Section 11502. These include all of the following: (a) to engage parents positively in their children's education by helping parents to develop skills to use at home that support their children's academic efforts at school and their children's development as responsible future members of our society; (b) to inform parents that they can directly affect the success of their children's learning, by providing parents with techniques and strategies that they may utilize to improve their children's academic success and to assist their children in learning at home; (c) to build consistent and effective communication between the home and the school so that parents may know when and how to assist their children in support of classroom learning activities; (d) to train teachers and administrators to communicate effectively with parents; and (e) to integrate parent involvement programs, including compliance with this chapter, into the school's master plan for academic accountability. (EC §§11502, 11504)
21. Results of an annual evaluation demonstrate that the LEA and each participating school are implementing Consolidated Programs that are not of low effectiveness, under criteria established by the local governing board. (5 CCR §3942)
22. The program using consolidated programs funds does not isolate or segregate students on the basis of race, ethnicity, religion, sex, sexual orientation or socioeconomic status. (USC, Fourteenth Amendment; Calif. Constitution, art. 1, §7; Gov.C §§11135-11138; 42 USC §2000d; 5 CCR, §3934)
23. Personnel, contracts, materials, supplies, and equipment purchased with Consolidated Program funds supplement the basic education program. (EC §§62002)
24. At least 85 percent of the funds for School Improvement Programs, Title I, Title VI and Economic Impact Aid (State Compensatory Education and programs for English learners) are spent for direct services to students. One hundred percent of Miller-Unruh apportionments are spent for the salary of specialist reading teachers. (EC §63001; 5 CCR, §3944(a)(b))
25. State and federal categorical funds will be allocated to continuation schools in the same manner as to comprehensive schools, to the maximum extent permitted by state and federal laws and regulations. (EC §48438)
26. Programs and services are and will be in compliance with Section 8355 of the California Government Code and the Drug-Free Workplace Act of 1988, and implemented at CFR Part 84, Subpart F, for grantees, as defined at 34 CFR Part 84, Sections 84.105 and 84.110.
27. Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009.

**Questions: Education Data Office | [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov) | 916-319-0297**

**Last Reviewed: Thursday, February 9, 2017**

# Drug Free Workplace

Certification regarding state and federal drug-free workplace requirements.

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**Note:** Any entity, whether an agency or an individual, must complete, sign, and return this certification with its grant application to the California Department of Education.

## Grantees Other Than Individuals

As required by Section 8355 of the *California Government Code* and the Drug-Free Workplace Act of 1988, and implemented at 34 *Code of Federal Regulations (CFR)* Part 84, Subpart F, for grantees, as defined at 34 *CFR* Part 84, Sections 84.105 and 84.110

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition
  - b. Establishing an on-going drug-free awareness program to inform employees about:
    1. The dangers of drug abuse in the workplace
    2. The grantee's policy of maintaining a drug-free workplace
    3. Any available drug counseling, rehabilitation, and employee assistance programs
    4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
  - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a)
  - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    1. Abide by the terms of the statement
    2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction
  - e. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee. Notice shall include the identification number(s) of each affected grant.
  - f. Taking one of the following actions, as to any employee who is convicted, within 30 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction:
    1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), as amended; or
    2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency
  - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Grantee must ensure all such site(s) are identified.

Place of Performance (street address, city, county, state, zip code)

745 10<sup>th</sup> Street  
Colusa, CA 95932

Check ☐ if there are workplaces on file that are not identified here.

## Grantees Who Are Individuals

As required by Section 8355 of the *California Government Code* and the Drug-Free Workplace Act of 1988, and implemented at 34 *CFR* Part 84, Subpart F, for grantees, as defined at 34 *CFR* Part 84, Sections 84.105 and 84.110

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction to every grant officer or designee, in writing, within 10 calendar days of the conviction. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant: Colusa Unified School District

Name of Program: Summer School/Migrant Support and (see below)

Printed Name and Title of Authorized Representative: Dwayne Newman

Signature: Dwayne K Newman Date: 4/20/17

Migrant Parents to Attend CABE 2018

## 2017/2018 MEMORANDUM OF UNDERSTANDING

### Tri-County Induction Program

#### Sutter County Superintendent of Schools Office and Colusa Unified School District

---

##### General

This Memorandum of Understanding (MOU) is entered into between the Sutter County Superintendent of Schools Office (SCSOS), Local Educational Agency (LEA) for the Tri-County Induction Program, and a participating district or COE referred to as District in this MOU, to implement the Tri-County Induction Program.

The effective date of this MOU is July 1, 2017 – June 30, 2018. The terms of this agreement shall remain in force unless mutually amended.

##### Purpose

The purpose of this MOU is to establish a formal level of commitment between SCSOS and the District.

##### Responsibilities – General

A. SCSOS agrees to provide support for the Program Administrator and a secretary to administer the accredited induction program per the Commission on Teacher Credentialing (CTC) and California Department of Education (CDE) guidelines. This includes:

1. Providing workspace for the director and secretary – including computer and fax access, telephone and office supplies, and meeting space for program activities.
2. Developing, establishing and processing payment for contracts with outside vendors for professional services as needed and/or required.
3. Developing, establishing and processing payment for contracts with Mentors and other personnel for professional services as needed and/or required.
4. Establishing and maintaining accurate records and reports.
5. Supplying to the California Commission on Teacher Credentialing (CTC) and the California State Department of Education (CDE) reports and other information as requested on all matters related to program requirements and activities.

B. The participating district agrees to the following:

1. Appoint a liaison who will regularly attend Advisory Committee meetings (in-person or virtually), oversee all activities within the district and assume the responsibilities established by the Tri-County Induction Program (including notifying TCIP when a candidate leaves before the end of the school year, providing follow-up on Mentors and Candidates not meeting requirements, etc).

Ms. Clair Toth  
Name of liaison  
CToth@colusa.k12.ca.us  
Liaison's Email address

2. The district will distribute information about TCIP to **all new hires** at the point of hire so that induction can begin in the teacher's first year of teaching (Precondition 1, Standard 1).
3. The district will notify the Induction program regarding the mentor match within the first 30 days of the candidate's enrollment in the program, matching the mentor and candidate according to credentials held, grade level and/or subject area, as appropriate to the participant's employment (Precondition 2, Standard 4).
4. The district will help TCIP assure that each candidate receives an average of not less than one hour per week of individualized "just in time" support/mentoring coordinated and/or provided by the mentor (Precondition 3).
5. The district will assist TCIP in ensuring that goals for each participating teacher will be developed within the context of the Individual Learning Plan (ILP) within the first 60 days of the teacher's enrollment in the program (Precondition 4, Standard 3).
6. The district guarantees that the Individual Learning Plan will be designed and implemented solely for the professional growth and development of the participating teacher and not for evaluation for employment purposes (Precondition 5).
7. The district and/or site will assist TCIP in identifying participants for the Early Completion option for "experienced and exceptional" candidates who meet the program's established criteria (Precondition 6).
8. Provide an annual update about TCIP to the district's governing board with evidence provided to TCIP by **June 30, 2018**.
9. Participate in program evaluation.

#### **Responsibilities – Fiscal**

A. SCSOS, in its capacity as LEA, agrees to the overall fiscal responsibility for the funding of the administration of the program.

B. The district agrees to the following – select one:

#### **Program Participation Options**

The district will select one of the following options. All Options require full participation in the Tri-County Induction Program (TCIP) by all participants.



#### **Option 1:**

~~District pays SCSOS \$2,650 per candidate to select, hire, match and provide continuous training to its Mentors using the criteria as outlined below. Billing will occur half in November and half in May with payments due in December and June. If the district is going to charge the candidate, it is their responsibility to notify the candidate upon hiring and collect all fees due. If the candidate leaves the program during the year, the district will be responsible for reimbursing the cost to the Mentor on a prorated basis. It is the responsibility of the district to notify TCIP when a Candidate or Mentor leaves the Program.~~

**X Option 2\*:**

**\*The district agrees to provide written verification of the above selection, hiring, and matching process to TCIP upon request .**

\*The district selects, hires, matches and compensates Mentors who have (Standards 2,3,4):

- Knowledge of the context and the content area of the candidate's teaching assignment
- A demonstrated commitment to professional learning and collaboration
- Possess a Clear Teaching Credential with a minimum of three years of effective teaching experience
- The ability, willingness, and flexibility to meet candidate needs for support
- The ability to provide "just in time" support for candidates, in accordance with the ILP, along with longer-term guidance to promote enduring professional skills
- A demonstrated ability to facilitate candidate growth and development through modeling, guided reflection on practice, and feedback on classroom instruction
- The ability to connect candidates with available resources to support their professional growth and accomplishment of the ILP
- The ability to periodically review the ILP with candidates and make adjustments as needed
- Regular attendance at required trainings, on-time, prepared and actively involved
- Timely responses to survey requests
- The ability to use mentoring instruments appropriately
- Demonstrated best practices in adult learning
- The ability to reflect on mentoring practice, and engage with mentoring peers in professional learning networks

1. The district supports the release of Mentors (Standard 6):

- Who do not meet Program requirements
- Whose candidate initiates a request to change Mentors
- Who TCIP requests a release based on failure to meet the above criteria

2. The district assumes all financial (litigation) responsibilities stemming from any legal action brought against Tri-County Induction Program from an employee of said District.

Program Participation:

Participating District/COE) shall defend and indemnify the Sutter County Superintendent of Schools Office (SCSOS), its officers, agents and employees, for any claim or cause of action against SCSOS, its officers, agents or employees, arising from SCSOS's performance of services or duties in connection with the Tri-County Induction Program pursuant to the MOU on behalf of (the Participating District/COE). This duty to defend and indemnify includes, but is not limited to, payment of necessary attorneys' fees and other costs incurred in litigation. In the event that a particular claim or cause of action arises from services performed on behalf of (Participating District/COE) or from more than one Participating District/COE, (Participating District/COE) agrees to share costs on an equitable basis.

Signature of District Authorized Official

Name: Dwight K Newman Title: Superintendent  
District: Colusa USD Email: dnewman@colusa.k12.ca.us

\*\*\*\*\*

Received at SCSOS \_\_\_\_\_ Date \_\_\_\_\_ Superintendent, Sutter County Superintendent of Schools



# **Teacher Induction Program Preconditions and Program Standards**

## **Commission on Teacher Credentialing**

**Standards Adopted  
*October 2016***

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Commission on Teacher Credentialing  
1900 Capitol Avenue  
Sacramento, California 95811  
(888) 921-2682 (toll free)

## **Teacher Induction**

The Teacher Induction standards govern the program for Preliminary Multiple Subject, Single Subject and Education Specialist teachers complete to earn a Clear Teaching Credential.

### **Preconditions for Teacher Induction Programs**

1. Each Induction program must be designed to provide a two-year, individualized, job-embedded system of mentoring, support and professional learning that begins in the teacher's first year of teaching.
2. The Induction program must identify and assign a mentor to each participating teacher within the first 30 days of the participant's enrollment in the program, matching the mentor and participating teacher according to credentials held, grade level and/or subject area, as appropriate to the participant's employment.
3. Each Induction program must assure that each participating teacher receives an average of not less than one hour per week of individualized support/mentoring coordinated and/or provided by the mentor.
4. Goals for each participating teacher must be developed within the context of the Individual Learning Plan (ILP) within the first 60 days of the teacher's enrollment in the program.
5. The Individual Learning Plan must be designed and implemented solely for the professional growth and development of the participating teacher and not for evaluation for employment purposes.
6. An Induction program sponsor must make available and must advise participants of an Early Completion option for "experienced and exceptional" candidates who meet the program's established criteria.



## **Induction Program Design for Mentoring Clear Teaching Credential Candidates**

### **Standard 1: Program Purpose**

Each Induction program must support candidate development and growth in the profession by building on the knowledge and skills gained during the Preliminary Preparation program to design and implement a robust mentoring system as described in the following standards that helps each candidate work to meet the *California Standards for the Teaching Profession*.

### **Standard 2: Components of the Mentoring Design**

The Induction program's mentoring design must be based on a sound rationale informed by theory and research, and must provide multiple opportunities for candidates to demonstrate growth in the California Standards for the Teaching Profession. The mentoring approach implemented by the program must include the development of an Individualized Learning Plan (ILP) for candidates based on needs determined by the teacher and program provider, in consultation with the site administrator and guided by the Preliminary Program Transition Plan. The ILP must address identified candidate competencies that support the recommendation for the credential. Mentoring support for candidates must include both "just in time" and longer term analysis of teaching practice to help candidates develop enduring professional skills. The program's design features both individually and as a whole must serve to strengthen the candidate's professional practice and contribute to the candidate's future retention in the profession.

### **Standard 3: Designing and Implementing Individual Learning Plans within the Mentoring System**

The Individualized Learning Plan (ILP) must address the *California Standards for the Teaching Profession* and provide the road map for candidates' Induction work during their time in the program along with guidance for the mentor in providing support. The ILP must be collaboratively developed at the beginning of Induction by the candidate and the mentor, with input from the employer regarding the candidate's job assignment, and guidance from the program staff. The ILP must include candidate professional growth goals, a description of how the candidate will work to meet those goals, defined and measurable outcomes for the candidate, and planned opportunities to reflect on progress and modify the ILP as needed. The candidate's specific teaching assignment should provide the appropriate context for the development of the overall ILP; however, the candidate and the mentor may add additional goals based on the candidate's professional interests such as, for example, advanced certifications, additional content area literacy, early childhood education, case management, evidence-based practices supportive of specific disabilities within the candidate's caseload, consultation, collaboration, co-teaching, and collaborating with para-educators and service providers. Within the ILP, professional learning and support opportunities must be identified for each candidate to practice and refine effective teaching practices for all students through focused cycles of inquiry.

The program must assist the candidate and the mentor with assuring the availability of resources necessary to accomplish the ILP. The program must ensure dedicated time for regular mentor and candidate interactions, observations of colleagues and peers by the candidate, and other activities contained in the ILP. In addition, the mentoring process must support each candidate's consistent practice of reflection on the effectiveness of instruction, analysis of student and other outcomes data, and the use of these data to further inform the repeated cycle of planning and instruction. Within the ongoing mentoring interactions, the mentor must encourage and assist candidates to connect with and become part of the larger professional learning community within the profession.

#### **Standard 4: Qualifications, Selection and Training of Mentors**

The Induction program assigns qualified mentors and provides guidance and clear expectations for the mentoring experience based on the program's design. Qualifications for mentors must include but are not limited to:

- Knowledge of the context and the content area of the candidate's teaching assignment
- Demonstrated commitment to professional learning and collaboration
- Possession of a Clear Teaching Credential
- Ability, willingness, and flexibility to meet candidate needs for support
- Minimum of three years of effective teaching experience

Guidance and clear expectations for the mentoring experience provided by the program must include but are not limited to:

- Providing "just in time" support for candidates, in accordance with the ILP, along with longer-term guidance to promote enduring professional skills
- Facilitation of candidate growth and development through modeling, guided reflection on practice, and feedback on classroom instruction
- Connecting candidates with available resources to support their professional growth and accomplishment of the ILP
- Periodically reviewing the ILP with candidates and making adjustments as needed

The program must provide ongoing training and support for mentors that includes, but is not limited to:

- Coaching and mentoring
- Goal setting
- Use of appropriate mentoring instruments
- Best practices in adult learning
- Support for individual mentoring challenges, reflection on mentoring practice, and opportunities to engage with mentoring peers in professional learning networks
- Program processes designed to support candidate growth and effectiveness

**Standard 5: Determining Candidate Competence for the Clear Credential Recommendation**

The Induction program must assess candidate progress towards mastery of the *California Standards for the Teaching Profession* to support the recommendation for the clear credential. The documentation of candidate progress must reflect the learning and professional growth goals indicated within the Individualized Learning Plan and evidence of the candidate's successful completion of the activities outlined in the ILP.

Prior to recommending a candidate for a Clear Credential, the Induction program sponsor must verify that the candidate has satisfactorily completed all program activities and requirements, and that the program has documented the basis on which the recommendation for the clear credential is made. The program sponsor's verification must be based on a review of observed and documented evidence, collaboratively assembled by the candidate, the mentor and/or other colleagues, according to the program's design. The Induction program's recommendation verification process must include a defensible process of reviewing documentation, a written appeal process for candidates, and a procedure for candidates to repeat portions of the program, as needed.

**Standard 6: Program Responsibilities for Assuring Quality of Program Services**

The program must regularly assess the quality of services provided by mentors to candidates, using criteria that include candidate feedback, the quality and perceived effectiveness of support provided to candidates in implementing their Individualized Learning Plan, and the opportunity to complete the full range of program requirements. Induction program leaders must provide formative feedback to mentors on their work, including establishment of collaborative relationships. Clear procedures must be in place for the reassignment of mentors, if the pairing of candidate and mentor is not effective.

The program must provide a coherent overall system of support through the collaboration, communication and coordination between candidates, mentors, school and district administrators, and all members of the Induction system.

JOINT POWERS AGREEMENT  
NORTH VALLEY SCHOOLS INSURANCE GROUP  
(NVSIG)

Effective June 1, 1979  
Amended and Restated: March 16, 2017

# THE ORIGINAL BOARD OF DIRECTORS MEMBERSHIP BY COUNTY

[June 1, 1979]

<u>COLUSA</u>	(1)	Mr. Joe Keeler – Colusa COE	Secretary
<u>TEHAMA</u>	(3)	Mr. Tim Uptegrove – Tehama COE Mr. Wes Combes – Red Bluff High Dr. Joe Harrop – Gerber	Vice President Treasurer
<u>YOLO</u>	(2)	Ms. Anita Wisterman – Yolo COE Mr. Jim Sweeney – Washington Unified	
<u>YUBA</u>	(3)	Ms. Karen McConnell – Yuba COE Ms. Sandy Davini – Marysville Joint Unified Mr. Mike Edwards – Wheatland High	
<u>SUTTER</u>	(3)	Mr. Wayne Gadberry – Sutter Union High Mr. Gene Larrigan – Yuba City Unified Mr. Sam Hill – Live Oak Unified	President
<u>BUTTE</u>	(4)	Mr. Al Harris – Butte COE Ms. Susan Jeffers – Oroville City Elementary Mr. Ron Schmidt – Paradise Unified Mr. Jim Sands – Chico Unified	
<u>SHASTA</u>	(1)	Mr. Jim Weaver – Pacheco Union Elementary	

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**JOINT POWERS AGREEMENT**  
**TO ESTABLISH, OPERATE AND MAINTAIN A**  
**COVERAGE PROGRAM FOR WORKERS' COMPENSATION**

THIS JOINT POWERS AGREEMENT (the "Agreement") is entered into pursuant to the provisions of Title I, Division 7, Chapter 5, Article 1 (Section 6500, et seq.) of the California Government Code ("Government Code"), relating to the joint exercise of powers, between the Public Educational Agencies signatory hereto, for the purpose of operating an agency to be known and designated as the "North Valley Schools Insurance Group."

WITNESSETH:

WHEREAS, the parties herein subscribed determined that it was in the best public interest to join together to establish a joint powers agency for the purpose of establishing a Workers' Compensation coverage program for Public Educational Agencies; and

WHEREAS, it was further determined by such parties that a Workers' Compensation coverage program would be of value on an individual and mutual basis, and would adequately serve the needs of all such parties; and

WHEREAS, Title 1, Division 7, Chapter 5, Article 1 of the Government Code authorizes the joint exercise by two public agencies of any power common to them; and

WHEREAS, on June 1, 1979, such parties entered into a joint powers agreement (the "1979 JP Agreement") for the purpose of creating a joint powers agency for the establishment, operation, and maintenance of a Workers' Compensation coverage program for Public Educational Agencies; and

WHEREAS, the signatories now desire to amend and restate the 1979 JP Agreement to incorporate those amendments to the Government Code that are applicable to the Authority and the Workers' Compensation coverage program.

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL ADVANTAGES TO BE DERIVED THEREFROM, AND IN CONSIDERATION OF THE EXECUTION OF THIS AGREEMENT BY OTHER PUBLIC EDUCATIONAL AGENCIES, each of the parties hereto does agree as follows:

1. CREATION OF THE JOINT POWERS ENTITY

A joint powers entity, separate and apart from the Public Educational Agencies that are signatories hereto, shall be and is hereby and shall hereafter be designated as the North Valley Schools Insurance Group (hereinafter referred to as the "Authority" or "NVSIG").

2. FUNCTIONS OF THE AUTHORITY

A. The Authority is established for the purposes of administering this Agreement, pursuant to the joint powers provisions of the Government Code, and providing the services and



other items necessary and appropriate for the establishment, operation and maintenance of a coverage program for Workers' Compensation claims against the Public Educational Agencies who are Members thereof, and to provide a forum for discussion, study and development of recommendations of mutual interest regarding coverage including, but not limited to, Workers' Compensation.

B. The functions of the Authority are:

- (1) To provide a coverage program for Workers' Compensation claims against the Members of the Authority and, as such, to perform, or contract for the performance of, the financial administration, policy formulation, claim service, legal representation, safety engineering, and other development as necessary for the payment and handling of all Workers' Compensation claims against Members as required by State law. Said payments and handling of Workers' Compensation claims shall be for Member claims that are filed under the laws of the State of California and that arise from facts occurring during the period of a Member's membership in the Authority. NVSIG shall not pay or handle any Workers' Compensation claims which arise out of facts occurring before a Member's membership in the Authority or after termination of its membership in this Authority.
- (2) To provide industrially-injured employees of the Members all of the benefits required under the Workers' Compensation laws.
- (3) To pursue any Member's right of subrogation to the rights of an injured employee against a third party when, in the discretion of the Board of Directors, the same is appropriate. Any and all proceeds resulting therefrom, shall inure to the benefit and shall be deposited in the treasury of the Authority.

C. Pursuant to Section 6505 of the Government Code, the Authority is strictly accountable for all funds received and dispersed by it and, to that end, shall establish and maintain such funds and accounts as may be required by generally accepted accounting principles, or by any provision of law or any resolution of the Authority. In addition, the Board of Directors shall make, or contract with a certified public accountant to conduct an annual audit of the accounts, records, and financial affairs of the Authority.

3. POWERS OF THE AUTHORITY

NVSIG shall have the power and authority to exercise any power common to the Public Educational Agencies which are parties to this Agreement, provided that the same are in furtherance of the functions and objectives of this Agreement as herein set forth. Pursuant to and to the extent required by Section 6509 of the Government Code, the Authority shall be restricted in the exercise of its powers in the same manner as Sutter County Superintendent of Schools is restricted in its exercise of similar powers. If Sutter County Superintendent of Schools shall cease to be a Member, then the Authority shall be restricted in the exercise of its powers in the same manner as Yuba City Unified School District.

#### 4. TERM OF THE AGREEMENT

The 1979 JP Agreement was effective as of June 1, 1979, and the then self-funded plan for Workers' Compensation claims was operative as of 12:01 a.m. on July 1, 1979. This Agreement which amends and restates the 1979 JP Agreement is effective upon final approval of all Members, and shall continue in effect until lawfully amended or terminated as provided herein and in the Bylaws. In the event of a reorganization of one or more of the Public Educational Agencies participating in this Agreement, the successors in interest to the Obligations of any such reorganized Public Educational Agency may be substituted as a party or as parties to this Agreement.

#### 5. BYLAWS

- A. NVSIG shall be governed pursuant to those certain Bylaws, a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference, and by any such amendments to the Bylaws as may from time to time be adopted. Wherever in this Agreement "Bylaws" are referred to, said Bylaws shall be those set forth in Exhibit "A," as may be amended. Each party to this Agreement agrees to comply with and be bound by the provisions of said Bylaws and further agrees that the Authority shall be operated pursuant to this Agreement and said Bylaws.
- B. Procedures for amending the Bylaws shall be as provided in the Bylaws so long as not inconsistent with this Agreement. All amendments must be approved by the two-thirds (2/3) vote of the members of the Board of Directors before the amendment shall become effective. Such amendments shall be binding upon all Members of the Authority. The effective date of any amendments will be on July 1<sup>st</sup> following adoption, unless otherwise stated.
- C. The officers of the Authority shall be elected from within the Board of Directors by the affirmative vote of a majority of the Directors present at the Board of Directors meeting. The principal officers shall be President, Vice President, Secretary, and Treasurer and each shall serve two-year terms, except that the Treasurer's term shall be subject to applicable limitations, if any, in Government Code Section 6505, et. seq. The Treasurer is the designated depository and auditor for the Authority pursuant to Government Code Sections 6505.5 and 6505.6, and shall be bonded as required by Government Code Section 6505.1.

#### 6. MEMBERSHIP IN THE AUTHORITY

- A. Each party to this Agreement must be eligible for membership in NVSIG as defined in the Bylaws and became a Member of the Authority on the effective date of 1979 JP Agreement, except as provided herein below, or by two-thirds (2/3) vote of the Board of Directors within the first year of creation of this Authority. Each party which becomes a Member of the Authority shall be entitled to the rights and privileges of, and shall be subject to the Obligations of, membership as provided in this Agreement and in the Bylaws.
- B. Upon written approval of two-thirds (2/3) vote of the Board of Directors, any School District, Community College District, Regional Occupational Center or program, County

Superintendent of Schools or County Board of Education, charter school, or other public educational agency that is not a party hereto but that desires to join the Authority created hereby may become a Member hereof by executing a copy of this Agreement whereby said School District, Community College District, Regional Occupational Center or program, County Superintendent of Schools or County Board of Education, charter school, or any public educational agency agrees to comply with the terms of this Agreement and of the Bylaws effective as of the date of such execution, at a rate to be set by the Board of Directors.

7. WITHDRAWAL OR REMOVAL FROM MEMBERSHIP

- A. Any party to this Agreement which has completed three (3) complete consecutive years as a Member of the Authority may voluntarily rescind this Agreement and terminate its membership in the Authority. Such termination of membership and rescission of this Agreement shall become effective subject to the conditions and in the manner and means set forth in the Bylaws.
- B. Any party to this Agreement may at any time be removed from membership in the Authority by a vote of two-thirds (2/3) of the members of the Board of Directors as provided by the Bylaws. Such removal from membership shall operate to terminate the Agreement as to such party.

8. TERMINATION OF AGREEMENT

Should parties to this Agreement terminate their membership or be removed from membership in the Authority such that the total annual premium for all parties during the next fiscal year is deemed insufficient by three-fourths (3/4) of the then-Members, this Agreement shall terminate effective the next July 1<sup>st</sup>, at 12:01 a.m.; provided, however, that the Authority and this Agreement shall continue to exist for the purpose of disposing of all claims, distribution of assets, and all other functions necessary to wind up the affairs of the Authority.

9. DISPOSITION OF PROPERTY AND FUNDS

Since the Authority is created on the shared risk principle, all Members shall share in the overall Obligations of the Authority. Entering or withdrawing Members shall be held accountable for their pro-rata share of the Authority's Obligations.

- A. In the event of the dissolution of the Authority, the complete rescission, or other final termination of this Agreement by all Public Educational Agencies then a party hereto, any property interest remaining in the Authority, following a discharge of all Obligations, shall be disposed of as provided by the Bylaws.
- B. In the event a Member withdraws from this Agreement, any property interest of that Member remaining in the Authority, following discharge of all Obligations attributable to the Authority and its officers and employees, shall be disposed of as provided by the Bylaws.

10. AMENDMENTS

This Agreement may be amended by written agreement signed by all parties to this Agreement; provided; however, that if by a two-thirds (2/3) vote, the Board of Directors agrees in writing to an amendment, the other parties must also agree to said amendment or they shall be involuntarily terminated as parties to this Agreement as provided by the Bylaws.

11. SEVERABILITY

Should any portion, term, condition or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions shall not be affected thereby.

12. LIABILITY

- A. Pursuant to the provisions of Section 895, et seq., of the Government Code, the Members are jointly and severally liability for any liability which is otherwise imposed by law upon any one of the Members or upon the Authority for injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement. If a Member or the Authority is held liable upon any judgment for damages caused by such act or omission that is in excess of its pro-rata share, the Authority is entitled to contributions from each of the other Members that are parties to the Agreement. A Member's pro-rata share shall be determined in the same manner as for the disposition of property and funds as provided in this Agreement and the Bylaws.
- B. The Authority may insure itself, to the extent deemed necessary by the Board of Directors, against loss, liability, and claims arising out of or connected with this Agreement.

13. ENFORCEMENT

The Authority is hereby given authority to enforce this Agreement. In the event suit is brought pursuant to this Agreement by the Authority and a judgment is recovered against a Member, that Member shall pay all costs incurred by the Authority, including reasonable attorneys' fees as fixed by the court.

14. DEFINITIONS

- A. "Authority" or "NVSIG" shall mean the North Valley Schools Insurance Group created by this Agreement.
- B. "Board of Directors" shall mean the governing board of the Authority established by the Bylaws to direct and control the Authority.
- C. "Claims Adjuster" shall mean a claim adjuster as may be engaged by the Board of Directors for the purpose of determining losses and payments with the respect to the claim fund.

- D. “Contribution” shall mean money, including, but not limited to, deposit premiums and special assessments, paid by a Member to the Authority in return for the handling of its Workers’ Compensation claims.
- E. “Employee” shall have the same meaning as provided by Division 3, Part 1, Article 2 (Sections 3350, et seq.) of the California Labor Code, as may be amended.
- F. “Loss Reports” shall mean a report showing a Member’s Workers’ Compensation claim in detail, including current status.
- G. “Member” shall mean an individual School District, Community College District, Regional Occupational Center or program, the County Board of Education, the County Superintendent of Schools, or charter school which belongs to the NVSIG.
- H. “Obligations” shall include, but not be limited to, all payments required pursuant to the Workers’ Compensation laws, together with all Reserves which have been established for the purpose of paying Workers’ Compensation claims, together with any other legal obligations incurred by the Authority pursuant to this Agreement.
- I. “Public Educational Agency” shall mean a School District, Community College District, Regional Occupational Center or program, County Board of Education, County Superintendent of Schools, or charter school.
- J. “Reserves” shall mean that part of the Member’s contribution held by the Authority to make future Workers’ Compensation payments with respect to claims that have been incurred but are unpaid.
- K. “Unallocated Reserves” shall mean that part of the Member’s contribution held by the Authority as surplus for “Reserves” and “administrative expenses.”
- L. “Self-Funded” (permissively Uninsured) shall mean setting aside funds to pay for losses not covered by insurance.
- M. “Pro-rata Share” calculated by taking an individual Member’s total contribution from inception of the JPA to the current date divided by the total contributions accrued by the Authority.

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**COUNTERPARTS.** This Agreement may be executed in counterparts. A copy or original of this document with all signature pages appended together will be deemed a fully, executed original agreement. A facsimile or scanned version of any Party's signature shall be deemed an original signature. Each counterpart shall be deemed an original and the same document for all purposes.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their authorized officers thereunto duly authorized as set forth herein below.

Name of Entity: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

# **EXHIBIT A**

## **BYLAWS OF NORTH VALLEY SCHOOLS INSURANCE GROUP (NVSIG)**

### **PREAMBLE**

The North Valley Schools Insurance Group (“Authority” or “NVSIG”) is established for the purpose of providing the services and other items necessary and appropriate for the establishment, operation, and maintenance of a joint program for workers’ compensation protection for the public agencies who are Members hereof, and to provide a forum for discussion, study, development, and implementation of recommendations of mutual interest regarding programs of workers’ compensation coverage.

### **ARTICLE I POWERS**

The powers of the Authority are, as specified in the Joint Powers Agreement, as amended (“Joint Powers Agreement”), to establish and maintain a coverage program for workers’ compensation and as specified in Government Code Section 6508.

### **ARTICLE II BOARD OF DIRECTORS**

- A. A Board of Directors is hereby established to direct and control the Authority.
- B. Each County which has Members shall be assigned positions on the Board of Directors. The number of Board positions for each County shall be based upon the total amount of the prior year’s actual payroll of the Members within each such County as follows:

\$0	to	\$ 40,000,000	=	1 Representative
\$40,000,001	to	\$ 60,000,000	=	2 Representatives
\$60,000,001	to	\$125,000,000	=	3 Representatives
\$125,000,001 or more			=	4 Representatives

Each Board of Director’s position shall be allowed one alternate. The designated director and designated alternate must be employees of a Member located within the County that they represent, and shall be employed by the Member in either a managerial position or a position which the Member has designated as exempt and confidential in relation to the Member’s collective bargaining arrangements. The designated director and designated alternate shall serve at the pleasure of the County that appointed them. Only the designated director or designated alternate may represent their respective County, and each shall be invited to attend all meetings of the Board of Directors.

Annually each May, the Administrator (as described in Article IV herein) shall notify the appropriate entity(ies) in each County of the number of designated directors and designated alternates for said County, as well as provide each County with a list of the current designated

directors and designated alternates. For Counties where the County Office/Dept. of Education ("COE/DOE") is a Member, the Administrator will contact the COE/DOE and request a written response confirming the names of the designated directors and designated alternates who shall represent said County. For Counties where the COE/DOE is not a Member, the Administrator will contact the Member districts within the County as a group and request a collective written response confirming the names of the designated directors and designated alternates who shall represent said County.

Each Board member shall have one vote, which may be cast only by the designated representative who is in physical attendance at a Board meeting, or the designated alternate who is in physical attendance if the designated representative is absent. No proxy or absentee votes shall be permitted. The Counties shall provide the Authority with annual written notice of their respective designated directors and designated alternates, and at any time a change is made. Vacancies shall be filled as provided in this subparagraph B of Article II.

- C. The Board of Directors may conduct regular, adjourned regular, special, emergency, and adjourned special meetings, provided, however, that it will hold at least one meeting each fiscal year. The date, time, and place for each such meeting shall be fixed by the Board of Directors. All meetings of the Board of Directors shall be called, held, and conducted in accordance with the terms and provisions of the Ralph M. Brown Act (Sections 54950, et seq.) of the California Government Code, as said Act may be modified by subsequent legislation, and as the same may be augmented by rules of the Board of Directors not inconsistent therewith. Except as otherwise provided or permitted by law, all meetings of the Board of Directors shall be open and public. The Board of Directors shall cause minutes of its meetings to be kept, and shall promptly transmit to the Members of the Authority true and correct copies of the minutes of such meetings.
- D. The Board of Directors shall designate a specific location at which it will receive notices, correspondence, and other communications, and shall designate one of its Members as an Officer for the purpose of receiving service on behalf of the Board of Directors. Sections 6503.5 and 53051 of the Government Code require the filing of a statement with the Secretary of State and with the County Clerks.
- F. The Board of Directors may appoint and dissolve working committees from its active Membership or by contract for services of others in keeping with the Joint Powers Agreement and these Bylaws.
- G. The Board of Directors shall determine the amount of the annual contributions as specified in Article V of these Bylaws. The Board of Directors shall also determine the amount of additional assessments during the year, if necessary or appropriate to allow for increased costs and expenses that may occur. The Board of Directors shall ensure that a complete and accurate system of accounting of the funds and properties shall be maintained at all times consistent with generally accepted auditing standards and accounting procedures and principles. The Board of Directors shall determine the manner in which workers' compensation claims shall be processed. Such processing shall conform to all provisions of law now in effect or later enacted.
- H. The Board of Directors shall be responsible for the ongoing operation of the Authority and is hereby empowered to implement and enforce rules, regulations, and procedures as the Board of Directors may adopt. The Board of Directors shall determine the method for providing workers' compensation coverage to its Members and the method of processing workers' compensation claims.



- I. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business. All actions of the Board shall require the affirmative votes of a majority of the Board members present at a meeting that is duly held and at which a quorum is present.
- J. No one serving on the Board of Directors shall receive any salary or compensation from the Authority. Reasonable expenses incurred while serving at the direction of the Board of Directors shall be reimbursed in accordance with the Authority's policies.

### **ARTICLE III** **OFFICERS**

- A. The Officers of the Authority shall be elected from within the Board of Directors by the affirmative vote of a majority of the directors present at the Board of Directors meeting. Any vacancies arising midterm will be filled by appointment by the President. The principal Officers shall be President, Vice President, Secretary, and Treasurer and each shall serve two-year terms, except that the Treasurer's term shall be subject to applicable limitations, if any, in California Government Code Section 6505, et. seq. Elections shall be held at the last regularly scheduled Board of Directors meeting every even numbered year. Any person elected or appointed as an Officer may be removed from that position at any time by a 2/3 vote of the full Board.
- B. The President shall be the Chief Executive Officer and shall have general supervision and direction of the business of the Authority, shall see that all orders and resolution of the Board of Directors are carried into effect, and shall be a Member of all committees appointed by the Board of Directors. The President shall have such other powers and perform such other duties as may be prescribed from time to time by the Board of Directors. In the absence or disability of the President, the Vice President shall be vested with all the powers and authorized to perform all the duties of the President.
- C. The Vice President shall have such powers and perform such duties as may be prescribed from time to time by the Board of Directors or the President. In the absence or disability of the President, the Vice President shall be vested with all the powers and authorized to perform all the duties of the President. The Vice President will transition to President when that position is vacated.
- D. The Secretary shall record, or cause to be recorded, all votes and minutes, and shall give, or cause to be given, notice of all meetings of the Board of Directors when notice is required by law or these Bylaws, and shall have such other powers and perform such other duties as may be prescribed from time to time by the Board of Directors or the President.
- E. The Treasurer shall be Chief Financial Officer of the Authority and shall assume the duties described in Sections 6505.5 and 6505.6 of the California Government Code, as follows:
  - 1. Receive and receipt for all money of the Authority and place it in the treasury so designated by the Board of Directors to the credit of the Authority.
  - 2. Be responsible for the safekeeping and disbursement of all money and financial records of the Authority held by him/her.

3. Pay, when due, out of money of the Authority so held by him/her, all sums payable by the Authority.
  4. Verify and report in writing on the first day of July, October, January and April of each year to the Authority and the Members the amount of money he or she holds for the Authority, the amount of receipts since his or her last report, and the amount paid out since his or her last report.
  5. Exercise such other powers and perform such other duties as may be prescribed from time to time by law or by the Board of Directors or the President.
- F. All persons or Officers who have charge of, handle, or have access to any property of the Authority shall file an official bond in an amount to be determined by the Board of Directors.
- G. The Officers of the Board of Directors shall constitute the Officers' Committee. The Officers' Committee shall be considered a working committee of the Board of Directors, and shall make recommendations to the Board regarding the operations of the NVSIG. The Officers' Committee shall have those powers and functions delegated to it by the Board of Directors.

#### **ARTICLE IV**

#### **ADMINISTRATION**

- A. The Board of Directors shall provide for the administration of the Authority and, except as otherwise provided by law, may delegate such administrative duties that the Board of Directors deems necessary and appropriate to an Administrator.
- B. The Administrator shall be either an independent contractor or employee of the Authority and shall be responsible for the management of the Authority's business, subject to the approval by the Board of Directors or the Officers' Committee.
- C. The duties of the Administrator shall include, but not be limited to:
1. Coordinating and carrying out the Authority's purposes and objectives according to its established policies and procedures, and policy directives from the Board of Directors or the Officers' Committee;
  2. Attending, as a non-voting Member, the meetings of the Board of Directors, and other committees;
  3. Making recommendations on new Member applications;
  4. Representing the Board of Directors and the Authority in dealings with the public and other organizations;
  5. Reporting the Authority's activities to the Members at such times and in such manner as prescribed by the Board of Directors;
  6. Performing such specific duties as are set forth under contract; and

7. Performing other duties as directed by the Board of Directors.

## **ARTICLE V**

### **FINANCE**

- A. The Board of Directors shall annually adopt a budget and make adjustments as appropriate.
- B. The Authority shall operate on a fiscal year from July 1<sup>st</sup> to June 30<sup>th</sup>.
- C. Each Member shall pay to the Authority each fiscal year the annual contribution calculated by the Board of Directors pursuant to subparagraph D of this Article V. Payments shall be made in advance, based on an estimated annual contribution calculated by the Board of Directors. Payments will be collected monthly, at rates to be determined by the Board of Directors. Each Member of the Authority hereby agrees to authorize the County Superintendent of Schools to transfer from its general fund, any required contributions as specified in the Joint Powers Agreement or these Bylaws.

Penalties for late payment of the annual contributions are as follows:

1. After due date – 5%
  2. 30 days late – penalty equal to 10% of the annual contribution due
  3. 60 days late – penalty equal to 15% of the annual contribution due
  - 90 days late – penalty equal to 20% of the annual contribution due
  - 120 days late – forfeiture of Membership
- D. The annual contribution for each Member shall be determined by the Board of Directors utilizing “experience modification factors” calculated annually for each Member. The “experience modification factors” are further described in the Authority’s Resolution No. 14-01.
- E. The annual contribution for each Member will be adjusted to reflect the difference between estimated and actual payroll as reported in the annual financial report to the Department of Education. The adjustment will be determined in the subsequent year and be billed in the second installment of that year.
- F. Should the total workers’ compensation benefit obligations against all of the Members of the Authority exceed in any year the total annual contributions paid by all of the Members of the Authority for that year, the Members may be assessed by the Board of Directors an additional amount based upon the percentage of each Member’s annual contributions compared to the annual contributions paid by all Members for that year.

## **ARTICLE VI**

### **ACCOUNTS AND RECORDS**

- A. The Treasurer is designated the depository and auditor for the Authority in compliance with California Government Code Sections 6505.5 and 6505.6, and shall be bonded as required by Government Code Section 6505.1.
- B. The Authority is strictly accountable for all funds received and dispersed by it and, to that end, shall establish and maintain such funds and accounts as may be required by generally accepted

accounting principles, or by any provision of law or any resolution of the Authority. Books and records of the Authority in the hands of the Treasurer shall be open to inspection at all reasonable times by representatives of the Members. The Authority as soon as practical after the close of each fiscal year shall give, or cause to be given, a complete written report of all financial activities for such fiscal year to each Member of the Authority.

- C. The Board of Directors shall make, or contract with, a certified public accountant to make an annual audit of the accounts, records, and financial affairs of the Authority. In each case, the minimum requirements of the audit shall be those prescribed by the State Controller for special districts under Section 26909 of the California Government Code, and shall conform to generally accepted auditing standards and accounting principles. The audit shall be filed as a public record with each of the Members of the Authority, the auditor of the County where the Authority's principal office is located, and the State Controller within twelve months of the end of the fiscal year or years under examination. Any costs of the audit, including contracts with, or employment of, certified public accountants in making the audit(s) provided for herein, shall be borne by the Authority and shall be a charge against any unencumbered funds of the Authority for that purpose.

## **ARTICLE VII**

### **RISK MANAGEMENT**

The Board of Directors of the Authority may develop guidelines for risk management practices. Each of the Members hereby agrees to the implementation within its agency of said risk management guidelines as developed by the Board of Directors.

## **ARTICLE VIII**

### **WITHDRAWAL FROM OR TERMINATION OF MEMBERSHIP**

- A. Any Member, after having completed three (3) consecutive fiscal years as a Member, may withdraw from the Authority and as a party to the Joint Powers Agreement at the end of said third fiscal year, or at the end of any ensuing fiscal year following completion of said third fiscal year, by delivering, prior to January 1 of the fiscal year in which the withdrawal is to occur, to the Board of Directors a resolution from the Member's governing board stating its intent to withdraw. A Member so indicating its intent to withdraw cannot rescind the notice of withdrawal without seeking and obtaining approval of the Board of Directors, which approval may be granted or denied in the sole and absolute discretion by the Board of Directors.
- B. Any Member which terminates its Membership shall be considered for readmission, but will be treated as a new Member and will be required to "buy-in" to the Authority's workers' compensation program in the same manner as new Members, unless such "buy-in" is waived by the Board of Directors.
- C. A Member which withdraws from the Authority shall have no residual rights in any funds or other assets of the Authority, whether or not resulting from the Member's participation in the Authority.
- D. A Member which withdraws from the Authority shall continue to be responsible for the amount of any costs, liabilities, assessments or contingencies due to losses against the Member or the Authority for the program year(s) in which it was a Member.

## **ARTICLE IX**

### **INVOLUNTARY TERMINATION**

- A. A Member may be involuntarily terminated from the Authority at any time upon recommendation of the Board of Directors and a two-thirds (2/3) vote of the authorized members of the Board of Directors. Involuntary termination from the Authority shall have the effect of eliminating the Member as a signatory of the Agreement and as a Member, effective at the end of the fiscal year in which the action is taken or at such other date as the Board of Directors may specify in its sole and absolute discretion. Should a Member be involuntarily terminated from the Authority, the provisions of Article VIII of these Bylaws will apply as though the Member were voluntarily withdrawing as a Member of the Authority. The Member shall continue to be responsible for the amount of any costs, liabilities, assessments or contingencies resulting from the Member's participation in the Authority as set forth in Article VIII of these Bylaws.
- B. Grounds for involuntary termination include, but are not limited to, the following:
1. Failure or refusal of a Member to abide by the Bylaws, any amendment to the Bylaws, or NVSIG's policies.
  2. Failure or refusal to pay contributions or assessments to the Authority.
  3. Persistent failure or refusal to follow risk management practices.
  4. Failure to comply with safety programs adopted by the Authority.
  5. The making of any untrue statement of a material fact by a Member to the Authority, or the failure of a Member to disclose a material fact to the Authority, resulting in fraud, misrepresentation or concealment for the purposes of obtaining or continuing loss protection from the Authority.
- C. A Member which is involuntarily terminated from the Authority shall have no residual rights in any funds or other assets of the Authority, whether or not resulting from the Member's participation in the Authority.

## **ARTICLE X**

### **DISSOLUTION AND DISPOSITION OF PROPERTY AND FUNDS**

In the event of the dissolution of the Authority, the complete rescission, or other final termination of the Joint Powers Agreement by all Members, any surplus money on hand shall be returned to the Members in proportion to the contributions they made in accordance with Government Code Section 6512. Any such distribution will be made to Members at the time of dissolution. Any property acquired by the Authority shall be disposed of in a manner determined by the Board of Directors.

## **ARTICLE XI**

### **INVESTMENT OF FUNDS**

- A. The Board of Directors shall have the power to invest or cause to be invested any money in the treasury pursuant to Section 6509.5 of the California Government Code that is not necessary for the immediate operation of the Authority in such securities as allowed by Section 53601 of the California Government Code.

- B. The level of cash to be retained for the actual operation of the Authority shall be determined by the Board of Directors.
- C. The Treasurer shall report to the Board as required by Government Code Section 53646.
- D. The Board shall adopt and review annually an investment policy.

#### **ARTICLE XII** **AMENDMENT**

- A. An amendment to these Bylaws may be proposed by any Member of this Authority. The proposed amendment shall be referred to the Board of Directors for its consideration. A copy of the proposed amendment, with the Member's recommendations, shall be forwarded to the Board of Directors for its consideration within a reasonable time. The Board of Directors shall then notify each Member of the proposed amendment and of Board of Directors' recommendation thereon.
- B. All amendments to these Bylaws must be approved by a two-thirds (2/3) vote of the members of the Board of Directors before the amendment shall become effective. Such amendments shall be binding upon all Members of the Authority. The effective date of any amendment will be on the last day of the month following the month of adoption, unless otherwise stated in the amendment.

#### **ARTICLE XIII** **SEVERABILITY**

Should any portion, term, condition, or provision of these Bylaws be decided by a court of competent jurisdiction to be illegal, or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions shall not be affected thereby.

#### **ARTICLE XIV** **EFFECTIVE DATE**

These Bylaws became effective on March 30, 2011. Subsequently, they were amended on the following dates:

Revised 5/24/2016  
Revised 3/16/2017