DURHAM UNIFIED SCHOOL DISTRICT
9420 Putney Drive, Durham, CA 95938

Regular Session Governing Board Meeting Agenda
Wednesday, May 20, 2020
5:00 PM Closed Session  7:00 PM Open Session
Join Zoom Meeting
https://durhamunified.zoom.us/j/81389462092?pwd=S1N3R3NaSDNTTWNpb0tnCUwU1ZoQT09
Meeting ID: 813 8946 2092  Password: 2QWMXW
+1 669 900 6833 US
Due to COVID-19 Precautions

A. CALL TO ORDER

B. MOVE TO CLOSED SESSION

C. CLOSED SESSION
1. Conference with Labor Negotiators Agency designated representatives: Board President
   Alex DuBose, Unrepresented Employee(s): Superintendent
   (Government Code 54957.6)
2. Conference with Labor Negotiators Agency designated representatives: Superintendent
   Joanne Parsley; Employee Organizations: Administrative, CTA, CSEA, and Classified
   Confidential (Government Code 54957.6)
3. Public Employee Discipline / Dismissal / Release / Complaint
   (Government Code 54957)
4. Public Employee Performance Evaluation: Superintendent
   (Government Code 54957)
5. Public employee appointment/employment: Superintendent
   (Government Code 54957)
6. Student Expulsion: (1-Student #2017-1) Pursuant to Education Code section 35146. The Education
   code requires closed session in these cases to prevent disclosure of confidential
   student record information.

D. RETURN TO OPEN SESSION

E. PLEDGE OF ALLEGIANCE

F. REPORT OF ACTION TAKEN IN CLOSED SESSION

G. ORDER OF AGENDA

H. INFORMATION ITEMS

I. ITEMS FROM THE PUBLIC:
The law allows the public to address the governing board on any school district matter, whether or not
it is on the agenda, but the law prohibits action or discussion by the Board on non-agenda items.
A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed
to comment as briefly as the subject permits. Individual speakers shall be allowed three minutes to address
the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on
each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for
public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. (BB 9323)

"Questions or concerns expressed may be referred to the Superintendent, Lloyd Webb, for a response or resolution. Those persons wishing to contact the Superintendent may do so by phone at (530) 895-4675 or by email at iparslev@durhamunified.org."

J. DISTRICT REPORTS

1. Principal Reports
2. Director of Special Education Report
3. Assistant Superintendent to Business and Operations
4. Superintendent
5. Board of Trustees

K. CONSENT AGENDA

1. Minutes of Regular Meeting April 15, 2020
2. Accounts Payable for the Month of April 2020
3. Approve donation of services rendered by Agri Electric of $11,921.00.
4. Approve Surplus List.
5. Employment
   Certificated Hire
   Employee | Position | Effective Date
   Kacy Atkins | Resource Specialist DES | August 17, 2020

   Classified Release
   Position | Effective Date
   Temporary Special Education Para | May 29, 2020

   Classified Resignation
   Employee | Position | Effective Date
   Adam McClaskey | Utility Person | June 30, 2020

   Classified Hire
   Employee | Position | Effective Date
   Adam McClaskey | Utility Person/Bus Driver | July 1, 2020

   Administrative Resignation
   Employee | Position | Effective Date
   RJ Anderson | Assistant Superintendent to Business and Operations | June 30, 2020

2020 Fall Coaches

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L. IN INFORMATION ITEMS:
2. Superintendent Parsley’s LCAP update.

M. DISCUSSION/ACTION ITEMS:

1. Discussion/Approval of Eagle Scout Ryan Doyle’s flag pole project.

2. Discussion/Approval of Durham Unified Board Policy December 2019 updates. (available for review in the District Office)

3. Discussion/Approval of Durham Unified Board Policy March 2020 updates. (available for review in the District Office)

4. Discussion/Approval of Resolution #20-07 Resolution to reduce Classified hours due to lack of work and/or lack of funds.

5. Discussion/Approval of the use of ASB account funds of the Class of 2020 to be used through August 14, 2020.

6. Discussion/Approval of Replacement of Mechanical Screens and Re-Roofing.

7. Discussion/Approval of Phase 1 Master Plan Bond Project – This is a pre-approval requested for DHS heating, ventilation & air conditioning (HAVC) & roof replacement on bldgs.100, 200, 400, 500, & CTE and DIS HVAC & roof replacement on rooms 4-8 and GYM/DIGS project.

8. Discussion/Approval of the Adoption of California Uniform Public Construction Cost Accounting Procurers and Informal Bidding Ordinance.

9. Discussion/Approval of the Notice of Exemption of the California Environmental Quality Act in regards to Durham High School and Intermediate School HAVC & Roof Replacement Project.

10. Discussion/Approval to Adopt the Declaration of Need for fully qualified educators for the 2020-2021 school year.

11. Discussion/Approval to Adopt the Annual Statement of Need for 30-day and Designated Subjects Career Technical Education 30-day substitute teaching permits for the 2020-2021 school year.

N. ITEMS FROM THE BOARD

O. RETURN TO CLOSED SESSION

P. CLOSED SESSION

Q. RETURN TO OPEN SESSION

R. REPORT OF ACTION TAKEN IN CLOSED SESSION
S. NEXT BOARD MEETING DATE: June 17, 2020

T. ADJOURNMENT

NOTES:
*Agenda item documents are available for public inspection during regular business hours at the District Office.
**Handout will be provided at the board meeting. If you require special accommodations to participate in the meeting, please advise Tina Blenn, District Secretary, 48 hours in advance at 895-4675 x227.
Durham Elementary School

May 20

Kindergarten registration for the 2020-21 school year includes 70 registered and 5 awaiting final paperwork. The calls continue to come.

**Events/Happenings:** Our weekly communication with parents continues to go well. Teachers meet via google classroom or zoom on a weekly basis with individuals or small groups, as well as the whole class, providing students a short social time to see their friends. We have continued to offer weekly times for work pick up.

**Shout Outs:** I continue to see classified and certificated staff working hard each week to plan lessons, work with families, and ensure our students have lunches and packets delivered, as well as making sure all students get their end of the year memorabilia is sent home.

**Collaboration/Staff Meeting:** We continue to have zoom meetings whenever needed to stay connected. Additionally, we are doing a three part professional development series every Thursday in the cafeteria (keeping our social distancing). We are focusing on an instructional framework using direct instruction and the philosophies of the mini-lesson to focus our standards based lessons. There are 23 staff members in attendance.
May 20, 2020

**Staff:** The DIS staff is continuing to plug along with delivering distance learning curriculum. The DIS Covid 19 grading policy has been communicated to families.

- Students 3rd Quarter Grades will serve as the baseline for grading.
- Students can improve upon their 3rd Quarter Grades and the highest grade will be reported on their 4th Quarter report card.
- Students who earned an F on their 3rd Quarter report card and did not raise that grade, will receive a No Pass on their 4th Quarter report card.
- Teachers will continue to keep grades in PowerSchool in order for families to have the opportunity to check their grades if they would like.
- Students will need to continue to work in order to improve their grades and to be prepared for next year. Teachers are expecting our students to complete their work and do their best they can in order to achieve academic growth.
- If students are in need of assistance with their distance learning classes, please continue to contact your teacher.

Teachers understand that it is important to keep our students engaged and persevering. They are delivering curriculum via google classroom and creating packets for our students with no internet/computer access. A big shout out to the staff for continuing to be diligent and making the best of this situation.

**Students:** Most students are working hard and still checking into their classes. An end of the year schedule was sent out. At their scheduled time, students will return their textbooks, return chromebooks if they checked one out, clean out their blue locker, clean out their PE locker, and pick up their yearbook if they purchased one.

**Parents:** Our parents continue to be understanding of the online format and communicate any questions or concerns with the teachers and/or office.

**8th Grade Promotion:** The plan for an 8th grade promotion celebration is as follows:

- To follow the guidelines announced by Dr. Miller.
- 8th graders will pick up promotion robes at their scheduled time on the 21st and 22nd.
- Drive up format: Families will sign up for an allotted time to get in a “car line”. We will provide morning and afternoon slots to accommodate for family schedules.
- We will set up a riser with one chair with a backdrop and planted flowers (a smaller scale of a traditional promotion ceremony), the podium, music guy.
- When the car approaches, the graduate gets out of the vehicle, with pomp and circumstance playing they approach the stage and sit. The staff gives awards and their
certificate is presented. I announce congratulations to the class of 2020 and they get back into their vehicle.

- Working on a professional photographer so that we can have a photo opt to send to families.

**From the Office:**

- DIS secretary interviews are Monday, May 18th.
- Someone is at the DIS office every day with open to the public hours on Thursdays.
- Elaine is working diligently on making 8th grade promotion as great as it can be. She is amazing!

**Enrollment:** Total = 250  
6th Grade = 88  
7th Grade = 85  
8th Grade = 77
Staff Updates:
Durham High School staff continues to work on course work, grading and the master schedule for next year. Grading will be a combination of pass/fail and grades based on student/parent decision. We have sent paperwork out and blackboard connect regularly. The master schedule will be completed as soon as our decisions on staffing and the budget are more stable. Our hiring has stalled as we wait for a final verdict on the budget.

Athletics/Extra-Curricular Events:
We continue to gather uniforms and inventory equipment and supplies from last year. We are working on finalizing the student, coach and parent handbook for athletics as well as the compliance forms. We have had some CIF “virtual” meetings and athletics is as questionable as school. WE will work to keep you up to date on progress there.

Events:
FFA is completing their year virtually with state convention and Kayla and her students are putting together virtual communications as well for year-end recognitions. The Silver Dollar animals will be loaded and moved out on May 23. As of this printing we have no information on the Gridley Fair. Our greenhouses are both done thanks to the efforts and energies of Pat Orr and Lyman Hagen. Students wanted to recognize the contribution from Ed McLaughlin for the benches in the greenhouse and also the work on the electrical from Matt Thorpe. We had plants to sell this spring but could not get them to market. Great year overall for our agriculture program although the COVID 19 virus kept us from fund raising as much as we would have liked.

Graduation and Celebrations
Our graduation committee is still looking to plan some sort of graduation. We want the traditional ceremony and at this point are willing to wait for it. We meet weekly so we may meet again prior to the board meeting.

Durham High Enrollment data
85 – Freshmen
72 – Sophomores
83– Juniors
69 – Seniors
**309 total**
IEP meetings are being held via Zoom online platform with parent permission and have been running well. The remainder of the school year’s meetings will be held via Zoom, phone or other means as requested by parent.

At this time student assessment has been postponed until schools have reopened as there is not a way to complete assessments with fidelity and legal defensibility on a virtual platform. We are able to offer some rating scales to IEP team members as part of the assessment process. Next school year will be extremely busy as we must address all assessments that we are not able to complete now and the new ones that will be required in the 2020-2021 school year.

Carmina Vital, School Psychologist is collaborating with psychologists all over the country and even Canada to brainstorm the best ways possible to serve students, families and communities in the stressful time. She is also attending professional development and seeking out information to ensure that we continue to provide students with legally defensible services while following best practices.

Education Specialist are supporting students via online lessons, phone calls and online resources. Some students do not have access to WIFI or are better served by being offered paper pencil tasks to complete.

Special Education Paraprofessionals are assigned online trainings, support the creation and distribution of paper packets to students and provide 1:1 virtual student support.

All CDE Special Education accountability process have been postponed at this time.

Please contact me if you have any specific questions about Special Education Services.

Attached is a summary of supports and activities that DUSD has been involved in to support students, families and the community. Please take a look at all the great work that is being done.

Thank you for your time.
Hello DUSD Board Members,

In order to support the mental health and academic achievement of our students, a team of DUSD employees has been diligently working on providing resources and psychoeducation to DUSD families and staff members. The team includes Amy Jensen, school counselor; Carmina Vital, school psychologist; and the DHS MTSS team that is made up of several DHS teachers and DUSD administration. The following is a list of services that we are continuing to provide:

- Care Solace. Care Solace is a database with a wealth of counseling resources that families have immediate access to. DUSD, along with BCOE and other Butte Schools, are contracting with Care Solace. BCOE has purchased a 3-month trial and will be offering services at no cost for all Butte County LEAs. The purpose of Care Solace is to provide concierge services to DUSD families and staff members. The concierge services ensure that families are connected with counselors based on their mental health needs. The link provided here gives detailed data on the utilization of Care Solace. The data is broken down in multiple formats. The DUSD community has sought support in the following areas: anxiety, depression, suicidal ideation, trauma and stress, and many other areas. Please click on the link for more detailed information.
  https://caresolace.com/site/durhamfamilies/reports/utilization?auth=eyJpZCI6MjAxLCJzYWx0IiZiYWU1YzAxYTAtdMjA1Zi00MjU2LTImOTQtMmVmNWRmZTU5ZGVkIn0.1jUf6e:B_ud9ILbuRBFhiohTY1xgYRNTQ0

- Newsletters. We have been working on providing DUSD families with psychoeducation in the areas of suicide prevention and resilience. The purpose of the newsletters is to provide families with information on current mental health information and trips on ways to support their families. The newsletters also provide resource links and contact information for referrals and questions. Next week, we will send out a newsletter on anxiety and will end the school year with a newsletter of self-care.

- Butte County Behavioral Health (BCBH). DUSD staff is provided with updated information regarding BCBH services available to students and families. The staff has been provided with tools to assist them in determining when a student may benefit from a BCBH referral. The DUSD staff is also reminded of you they can contact to begin the BCBH referral process.

- Warm Line. A warmline is a number students in need of support can call and learn about available mental health resources. Amy Jensen developed a warm line for all DUSD. The number is a direct line to her.

- DIS resource website. Amy Jensen developed a resource website where parents/guardians can read up to date information about school announcements, covid-19, google classroom needs, and mental health resources. The website is posted on the DHS and DIS school website:
  https://sites.google.com/view/dis-resources/home

- Google classroom. All DIS students have been added to a counseling and resource google classroom. In this classroom, students have access to mindful practices, gratitude, wellness practices, among other things. Amy invited students to a zoom meet and about 20 students joined.
- Calls. All 8th grade students received a check-in. Carmina and Alex reached out to the spanish speaking families.

- Continuous check-ins: Both Carmina and Amy have been in contact with students who request support. Check-ins include virtual group meetings, virtual 1:1 meetings and texting via a google phone number. These check-ins have been successful. Texting has been beneficial to the students who feel anxious about meeting with someone via video or phone calls.
DURHAM UNIFIED SCHOOL DISTRICT
9420 Putney Drive, Durham, CA 95938
Regular Session Governing Board Meeting Agenda
Wednesday, April 15, 2020
5:30 PM Closed Session
7:00 PM Open Session Via Teleconference: +1 669 900 6833
Meeting ID: 374 764 724 Password: 558480
Join Zoom Meeting:
https://durhamunified.zoom.us/j/374764724?pwd=L2NqRHBhCYUZ1OGtXa0Z2K2dCenNXZz09
Meeting ID: 374 764 724 Password: 5Qkl78
Due to COVID-19 Precautions
Minutes

The Regular meeting of the Board of Trustees of the Durham Unified School District was held in the Durham Unified School District Board Room, Wednesday, April 15, 2020 and began at 5:30 pm.


Staff Members Present: Interim Superintendent Joanne Parsley, Assistant Superintendent to Business and Operations RJ Anderson, and District Secretary Tina Blenn. Principal Robbin Pedrett via zoom.

A. CALL TO ORDER
President Alex DuBose called the DUSD Board of Trustees meeting to order at 5:30 pm.

B. MOVE TO CLOSED SESSION

C. CLOSED SESSION
1. Conference with Labor Negotiators Agency designated representatives: Board President, Unrepresented Employee(s): Superintendent (Government Code 54957.6)
2. Conference with Labor Negotiators Agency designated representatives: Superintendent Lloyd Webb Employee Organizations: Administrative, CTA, CSEA, and Classified Confidential (Government Code 54957.6)
4. Public Employee Performance Evaluation: Superintendent (Government Code 54957)
5. Public employee appointment/employment, Interim Superintendent. (Government Code section 54957)

D. RETURN TO OPEN SESSION
Board President Alex DuBose reconvened Open Session at 7:07 p.m.

E. PLEDGE OF ALLEGIANCE
Trustee Kathy Horn led the Pledge of Allegiance.
F. REPORT OF ACTION TAKEN IN CLOSED SESSION:
President Alex DuBose reported action taken in closed session. Pursuant to California Government Code section 54957.1 (a)(5), the Board reports out that the following action was taken with respect to Closed Session Agenda Items C.3:
By a vote of 5 to 0, with all trustees voting in favor, the Board took the action of suspending a certificated employee without pay.

G. ADJUSTMENTS TO ORDER OF AGENDA: There were no adjustments to the agenda.

H. ITEMS FROM THE PUBLIC: There were no items from the public.

I. DISTRICT REPORTS:
Assistant Superintendent to Business and Operations, RJ Anderson:
The Bond project is moving forward. Alan Chambers, the Bond architect, is continuing to work at closing old school projects registered with DSA. Hiring a project manager will be discussed later in this agenda. Still working on the Budget as new projections may arise with a possible May revision. In regards to the Midway House, Alliance will be doing the abatement process.

Interim Superintendent, Joanne Parsley:
The teachers and administrators at Durham are doing a masterful job! We have 85% of our students online and working on getting service for the remaining 10%. 5% of our students have spotty internet service – in out lying areas. We have also found that certain students prefer packets over online education. Progress reports will be going out at the end of April. Eighth grade promotion and high school graduation, as well as fair projects are all being discussed.

Board of Trustees:
Kathy Horn: Graduation needs to be discussed. We are looking at options and waiting for more information. There is a Go Fund Me account for scholarships recognizing all graduating seniors.

Ed McLaughlin: How is the scholarship process going? High School Principal Pedrett told Trustee McLaughlin that Colleen Coutts, Career Advisor, was directing that and many students are applying as in the past. We need to set a date to recognize our retiring employees: Jean Campbell, Elaine Voris, Robert Nowak, and Ginni Vernau.

Alex DuBose: How many applications have been turned in for Football Coach? Principal Pedrett responded and added we have had an excellent pool of applicants for the PE position as well. President DuBose also mentioned that Graduation is 6 weeks away and a lot can change in 6 weeks.

Matthew Thorpe: Regarding Graduation, we are working on solutions. As for the new obstacle course in Midway Park, Ed and I still have not been able to meet with Durham Recreation and Parks District due to Shelter in Place.

Lance Smith: Our staff at Durham is remarkable. What they did in such a short amount of time is just incredible and my hat is off to them all.

The Board also would like to thank Lyman Hagen for all his help with the Agriculture Department as well as the greenhouse project.

J. CONSENT AGENDA was approved as presented.

Moved: Kathy Horn  Second: Matthew Thorpe  Vote: 5-0

INFORMATION ITEMS:
a. There were no actions filed for the Quarterly Report on Williams Uniform Complaint (Education Code §35186(d))
ACTION ITEMS:

1. **Action**: Durham Unified School District Resolution #20-04 Intra- Budget Transfer Resolution at the Close of the Year was approved.
   
   Moved: Ed McLaughlin   Second: Kathy Horn   Vote: 5-0

2. **Action**: Durham Unified School District Resolution to establish fund balance policies as required by GASB 54 resolution #20-05 was approved.
   
   Moved: Ed McLaughlin   Second: Matthew Thorpe   Vote: 5-0

3. **Action**: Durham Unified School District Resolution of Temporary Borrowing Between Funds #20-06 was approved.
   
   Moved: Matthew Thorpe   Second: Kathy Horn   Vote: 5-0

4. **Action**: There was approval of a Durham Unified School District Phase 1 Bond Project Manager. A-Line was chosen as the Project Manager for Measure X Bond projects at Durham Unified School District with the amendment to inform the public of possible delays and a 30-day escape clause. A-Line will oversee procurements and the day to day operations of the projects. The cost of this service is $100,000.
   
   Moved: Kathy Horn   Second: Ed McLaughlin   Vote: 5-0

5. **Action**: Durham High School Science Department pathway was approved.
   (Brought back from the March 18, 2020 Agenda as an action item for approval consideration.)
   Thank you Rebecca Bill and David Atkinson for all your work.
   
   Moved: Matthew Thorpe   Second: Kathy Horn   Vote: 5-0

M. ITEMS FROM THE BOARD OF TRUSTEES:
   Trustee Lance Smith: The teachers are doing an amazing job!
   President Dubose: Grades are important for high school as well as middle school students. We should have a discussion regarding grades.
   Trustee Ed McLaughlin: Agreed.

N. NEXT BOARD MEETING DATE: May 20, 2020

O. ADJOURNMENT:
   President Alex DuBose adjourned the meeting of the DUSD Board of Trustees at 7:50 p.m.

*Agenda item documents are available for public inspection during regular business hours at the District Office.

**Handout will be provided at the board meeting.

If you require special accommodations to participate in the meeting, please advise Tina Bienn, District Secretary, 48 hours in advance at 895-4675 x227.
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Board Report

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- Total Amount: $0.00
- Purpose: Pay to the Order of

Reported by:

Approving Authority:

Date: 04/02/2020

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Tractor Supply Company
Torazers Paint & Hardware
Office Depot
Industrial Power Products
Chico Farm & Orchard
CDW-G
Big Time Service
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US Bank of California
Fresno Unified School District
Fresno-CBVH Fresno Co. Sup. C Beeman
AUS West Lockbox
Aramark Stewart P.C.

Check Report

Checks Dated 04/01/2020 through 04/30/2020

RegPay#12
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</tr>
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**Notes:**
- The preceding checks have been issued in accordance with the District's policy and authorization of the Board of Trustees. It is recommended that the processing of checks be approved.
- Checks are paid in the order of the Board of Trustees' recommendation.
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Checks dated 04/19/2020 through 04/30/2020
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The following checks have been issued in accordance with the District's policy and authorization of the Board of Trustees. It is recommended that the

<table>
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<th>Check</th>
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**Fund Recap**

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<tr>
<th>Check</th>
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<th>Check Number</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>
May 8, 2020

Mr. Robert Anderson
Durham Unified School District
9420 Putney Drive
Durham, CA 95928

Re: Donation

Dear Robert:

I am pleased to provide a list of donations we have made to the district this past year. The values are listed below in the scope of services. Material, labor and sales tax are included. If you have any questions, please don’t hesitate to give me a call.

Scope of Services:
1. Repair exterior canopy lighting at the Ag building and the main gym building. $2,960.00
2. Repair lighting and switch controls inside the industrial arts building. $740.00
3. Provide power and connection of the new powder coat application booth and the new powder coat oven. $7,680.00
4. Repair and replace exterior wall back lighting at the district office and on the old gym building. $541.00

Respectfully,

Andrea Brinson
Andrea Brinson
Secretary/Treasurer
Items to declare worthless:

- File Cabinets
- Industrial Sandpaper Belts
- Rope
- Cable on large spindle
- Freon Recycler
- White Tables Stand
- Office Chairs
- Office Desks
- Exterior Doors
- Televisions
- Old School Desks
- Multi-Color Chairs
- Old Volleyball Official Stand
- Football Light Controllers
- Chair Rack
- Ditto School Machine
- JR. Basketball hoop/stand
- Miller Welder
- Tombstone Welder
- Dyno Machine
- Hurdles
- Nets
- Pitchback Apparatus
- Archery Supplies
- Boxing Ring
- Industrial Vacuum
- Battery Charger
- Tires
- Fire Hydrant
- Toro Motor
- Spool of 2" Cable
- Paint Mixer
- Accessibility Ramp from Midway House
- Books

Surplus Items for Bid:

- Misc. Tables
- Stall Dividers
- Shears
SUBJECT: December 2019 DUSD Board Policy Updates

PREPARER: Tina Blenn

RECOMMENDATION
☑ Approve
☐ Do Not Approve
☐ Accept
☐ Discuss
☐ Information Only

BACKGROUND:

BP 2121       Superintendent’s Contract
BP 3600       Consultants
AR 3030       Nondiscrimination in Employment
BP 4033       Lactation Accommodation
BP 4151       Employee Compensation
4251
4351
BP 4218       Dismissal/Suspension/Disciplinary Action
BP/AR 5117    Interdistrict Attendance
AR 5125       Student Records
BP/AR 5131    Bullying
BP/AR 5141.21 Administering Medication and Monitoring Health
              Conditions
BP/AR 6143    Courses of Study
BP 6154       Homework/Makeup Work
AR 6174       Education for English Learners
AR 6175       Migrant Education Program
BB 9150       Student Board Members
SUBJECT: March 2020 DUSD Board Policy Updates

PREPARER: Tina Blenn

<table>
<thead>
<tr>
<th>RECOMMENDATION</th>
<th>✓ Approve</th>
<th>□ Do Not Approve</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Accept</td>
<td>□ Discuss</td>
</tr>
<tr>
<td></td>
<td>□ Information Only</td>
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BACKGROUND:

<table>
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<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>BP/AR 0420.4</td>
<td>Charter School Authorization</td>
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<td>BP/E 0420.41</td>
<td>Charter School Oversight</td>
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<td>BP 0420.42</td>
<td>Charter School Renewal</td>
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<td>BP 0420.43</td>
<td>Charter School Revocation</td>
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<tr>
<td>BP 3471</td>
<td>Parcel Taxes</td>
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<tr>
<td>BP/AR 3551</td>
<td>Food Service Operations/Cafeteria Fund</td>
</tr>
<tr>
<td>BP 4112.2</td>
<td>Certification</td>
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<td>E 4112.9</td>
<td>Employee Notifications</td>
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<td>4312.9</td>
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<td>BP/AR 5141.52</td>
<td>Suicide Prevention</td>
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<td>BP/AR 5144.1</td>
<td>Suspension and Expulsion/Due Process</td>
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<tr>
<td>BP/AR 6172.1</td>
<td>Concurrent Enrollment in College Classes</td>
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DURHAM UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

RESOLUTION NO. 20-07

WHEREAS, due to a lack of work and/or lack of funds, this Board of Trustees, pursuant to the recommendation of the Superintendent, finds it to be in the best interest of the District to eliminate or reduce the work year of classified positions as set forth below:

- Reduce one (1) 5.5 hour Car/Van Driver position to 0 hours.
- Reduce one (1) 3.00 hour Car/Van Driver position to 0 hours.
- Reduce one (1) 1.33 hour Transportation Attendant position to 0 hours.
- Reduce one (1) 3.00 hour Child Para position to 0 hours.
- Reduce six (6) 4.00 hour Instructional/Special Education Para positions to 0 hours.
- Reduce one (1) 5.00 hour Special Education Para position to 0 hours.
- Reduce two (2) 5.75 hour Special Education Para positions to 0 hours.
- Reduce two (2) 6.00 hour Special Education Para positions to 0 hours.
- Reduce one (1) 1.00 hour Yard Duty position to 0 hours.
- Reduce one (1) 1.75 hour Yard Duty position to 0 hours.
- Reduce two (2) 2.25 hour Yard Duty positions to 0 hours.
- Reduce one (1) 1.30 hour Crossing Guard position to 0 hours.

NOW THEREFORE, BE IT RESOLVED that no later than sixty (60) days after notice is given to any and all affected employees, the classified positions of the District be eliminated or reduced to the extent set forth above.

BE IT FURTHER RESOLVED that the District Superintendent be hereby authorized to give notice(s) of layoff to classified employee(s) of the District pursuant to the District’s rules and regulations, applicable provisions of Education Code, and the collective bargaining agreement between the District and the California School Employees Association Chapter #478 as soon as legally possible.
The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board on, May 20, 2020, by the following vote:

AYES:

NOES:

ABSENT:

DATE: __________________________

GOVERNING BOARD OF THE DURHAM UNIFIED SCHOOL DISTRICT

By ____________________________

Secretary of the Governing Board
DURHAM UNIFIED SCHOOL DISTRICT

Board Meeting Date: May 20, 2020

<table>
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<tr>
<th>SUBJECT: Approval of the use of ASB account funds of the Class of 2020</th>
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<tbody>
<tr>
<td>PREPARER: RJ Anderson</td>
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<tr>
<th>RECOMMENDATION</th>
<th>☑ Approve</th>
<th>☐ Do Not Approve</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Accept</td>
<td>☑ Discuss</td>
<td></td>
</tr>
<tr>
<td>☐ Information Only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Due to the COVID-19 school closure, many of the events that were planned for the graduating senior class were not able to utilize their ASB funds for the normal end of year events.

The District is recommending that the board adopt the following policy for a period of one year.

ASB funds may be utilized for the graduating class of 2020 through August 14, 2020, or one month after the stay at home orders are lifted, whichever is later. These funds shall be utilized to celebrate the graduating class.
DURHAM UNIFIED SCHOOL DISTRICT

Board Meeting Date: April 20, 2020

<table>
<thead>
<tr>
<th>SUBJECT:</th>
<th>Replacement of Mechanical Screens in re-roofing</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREPARER:</td>
<td>RJ Anderson</td>
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</tbody>
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<td>☐ Discuss</td>
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<tr>
<td></td>
<td>☐ Information Only</td>
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</table>

With the replacement of the roofs, aesthetic decisions must be made to move forward. Currently, the District has mechanical screens surrounding the HVAC and vents for aesthetics. These screens can subject the roof to potential leaks and can cause potential issues with longevity of the roof. There is also additional cost to replacing these items.

The removal of the mechanical screens would significantly alter the current aesthetics of the buildings by making the HVAC and other vents visible from ground level.

The recommendation of the District is to replace the mechanical screens to maintain the historical aesthetics of our District buildings.
AGENDA ITEM: Phase I Master Plan Project – Pre-Approval Request
Durham High School Heating Ventilation & Air Conditioning (HVAC) & Roof Replacement Bldgs. 100, 200, 400, 500 & CTE and Durham Intermediate School HVAC & Roof Replacement Main Classroom Building (4-8) & Gym/Diggs Project

Prepared by: Robert Anderson, Assistant Superintendent of Business and Operations

Consent

Information Only

Discussion/Action

Board Date May 20, 2020

Background Information
The purpose of this item is to update the Board of Trustees on the Facilities Master Plan Phase I, HVAC and roof replacement project at the High School and Intermediate School. The project, Architect and Construction Manager for the project were previously approved by the Board of Trustees as indicated below:

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>ARCHITECT</th>
<th>CONSTRUCTION MANAGEMENT</th>
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<tr>
<td>Durham High School HVAC &amp; Roof Replacement Bldgs. 100, 200, 400, 500 &amp; CTE and Durham Intermediate School HVAC &amp; Roof Replacement Main Classroom Building (4-8) &amp; Gym/Diggs Project</td>
<td>Eagle Architects Board approved: September 18, 2019</td>
<td>A-Line Board approved: April 15, 2020</td>
</tr>
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</table>

The project consists of the following:
- Abatement of any hazardous materials that would be disturbed by the intended work
- Demolition of existing roofs on seven buildings
- Roofing replacement
- In-kind replacement of rooftop HVAC units on seven buildings
- New Energy Management System (EMS) controls for all new HVAC

The Business Department will receive sealed bids for this project on June 3, 2020. In order to complete the work this summer, the work must start immediately, therefore, we request that the Board of Education grant pre-approval of the project within the budget outlined below. The budget aligns with the construction cost estimates outlined in the approved Facilities Master Plan and Facilities Planning Assessment.

It is recommended that the Board of Trustees authorize the Superintendent or designee to enter into an agreement with the lowest responsible bidder, for the project.

The results of the bid will be brought back to the Board of Trustees at the next scheduled meeting for ratification of the bid award.

PROJECTED EXPENSES

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*PLANNED SOURCES OF FUNDING

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<tr>
<td>Total</td>
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*State School Facility Program (SFP) Modernization funding application will be submitted for this project. However, the State is beyond bond authority and the reimbursement timeline is unknown and not guaranteed.
AGENDA ITEM: Adoption of CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCURES AND INFORMAL BIDDING ORDINANCE

Prepared by: Robert Anderson, Assistant Superintendent of Business & Operations

Board Date May 20, 2020

Overview

Public Contract Code § 20111

As you know, Public Contract Code section 20111 requires school districts to seek public bids for a construction project involving an expenditure greater than $15,000. The procedures set forth in Public Contract Code sections 20110, et seq., including the obligation to advertise for bids (§ 20112) (unless otherwise noted, statutory references in this memorandum are to the Public Contract Code) and the prohibition against splitting a project into smaller contracts in order to avoid the bidding requirement (commonly known as "bid splitting," § 20116), make up the standard process for school district bidding.

Uniform Cost Accounting

The Act was enacted in 1983 and is set forth at sections 22000, et seq. It provides an alternative method for public agencies to obtain bids for and perform public works construction projects. The Act created the California Uniform Construction Cost Accounting Commission (CUCCAC) and requires public agencies interested in using the procedures available under the Act to adopt the uniform construction cost accounting procedures promulgated and administered by CUCCAC. Agencies that elect to do so may perform a greater range of projects themselves by force account or without bidding (projects valued at $60,000 or less) and may receive bids and award projects valued at $200,000 or less by certain informal bidding procedures (discussed below) that can speed up the process of awarding contracts for those projects.

Once a public agency has opted into the Act, the entire entity is subject to the Act, and no departments are exempt. Contracting by the District will be governed by the uniform cost accounting statutes in sections 22000, et seq., until such time as the District chooses to “opt out” of the Act, which is accomplished by a resolution filed with the State Controller’s Office. (§ 22030.)

Projects to Which the Act Applies

Section 22032 states that a public agency may perform (1) “public projects” up to $60,000 by force account, negotiated contract, or purchase order; (2) “public projects” greater than $60,000 and up to $200,000 by the informal bidding procedures set out in the Act (discussed below); and (3) “public projects” valued at more than $200,000 by the formal bidding procedures set out in the Act. Section 22002 defines “public project” as any of the following:
Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.

Painting or repainting of any publicly owned, leased, or operated facility.

In the case of a publicly owned utility system, "public project" shall include only the construction, erection, improvement, or repair of dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.

In addition, section 22003 provides that public agencies opting into the Act may utilize the Act's bidding procedures when contracting for "maintenance work" (as defined in § 22002 (d)) "or when contracting for any other work which does not fall within the definition of 'public project.'"

Steps for Adopting Uniform Cost Accounting Procedures (§ 22030)

(1) The District's Governing Board ("Board") adopts uniform construction cost accounting procedures by resolution and notifies the State Controller. (§ 22030.) A sample resolution adopting the procedures is included in the Cost Accounting Policies and Procedures Manual ("Manual"), which can be downloaded at https://www.sco.ca.gov/Files-ARD-Local/CUCCAC_Manual.pdf. The accounting procedures apply whenever the District rejects all bids and performs a project using its own employees through force account.

(2) The Board enacts an informal bidding ordinance or resolution containing the elements set out in section 22034.

(3) After adopting the resolution, the District may compile and maintain a list of contractors (§ 22034 (a)(1); see page 10 of the Manual). The Manual recommends that the District include the names of all contractors who submitted one or more valid bids to the District during the preceding calendar year and solicits registered contractors through a mailed notice to trade journals. The District is not required to create such a list, however. Alternatively, or in addition to a list, the District may send a notice to bidders for a particular project to trade journals, as specified under the Act. (Id.)

(4) The Board may delegate authority to award informal contracts to the District's purchasing agent or another appropriate person. (§ 22034 (c).)

(5) The District's accounting procedures are subject to review by the CUCCAC if an "interested party" presents evidence that work that was performed by the District's own employees should have been contracted out using either the informal or formal bidding procedures in the Act. (§ 22042.) That review must conclude within 45 days after the CUCCAC receives the request for review of a project that is to be performed by the District after rejection of all bids on the grounds that it can be done more economically by the District, and 90 days after the CUCCAC receives the request for a commission review of work for which evidence was provided that the work has exceeded the force account limit ($60,000) or has been improperly classified as maintenance. (§ 22043 (c).) Where the District intends to perform a project itself after rejection of all bids, claiming work can be done more economically, the District may not proceed with a project until the 45-day review is complete. (§ 22043 (d).) The CUCCAC must prepare written findings to be provided to
the District within 30 days of formal review and may require additional action of the District. (§ 22044.) According to CUCCAC’s FAQs, formal complaints under these sections are rare (see FAQ #18), meaning that the 45-day review period will most often not be required.

Steps for Maintaining Compliance with the Act if the District Chooses to Use a Contractors List

(1) The District must maintain a list of qualified contractors (criteria for inclusion has been adopted by CUCCAC). (§ 22034 (a)(1).)

(2) The District must give notice every November to all designated trade journals inviting all licensed contractors to submit their names for inclusion on the District’s list of qualified contractors. This requirement does not appear in the Act, but instead has been adopted by CUCCAC (see Manual, page 6).

(3) The District may create a new list starting January 1, of each year. The District may include the names of any contractors it desires, but should include, at a minimum, all contractors who have provided their information to the District during the prior calendar year (see Manual, page 6).

Steps to Take for Projects $60,000 or Less (§ 22032 (a))

The District may perform a public works construction project valued at up to $60,000 in one of three ways: (1) using its own employees (force account); (2) by negotiated contract with a contractor of its choice; or (3) by purchase order. (§ 22032 (a).) This is in contrast to the ordinary limits on use of force account labor and formal bidding (all projects costing $10,000 or more). (§20813.)

Steps to Take During Each Informal Bid ($200,000 or Less) (§ 22032 (b))

(1) As noted above, the Board may delegate authority to award informal contracts to an appropriate staff member (§ 22034 (c)).

(2) The District must mail, fax, or email a notice inviting informal bids to the contractors on its list that do the particular kind of work and/or to all trade journals designated by the CUCCAC for the area. (§ 22034 (a).) The mailing of notices must be complete at least 10 days before bids are due. The notice inviting informal bidding must describe the project in general terms, and state how to obtain more detailed information and the time and place to submit a bid. (§ 22034 (b).) A list of the relevant trade journals is attached.

(3) If all bids received are over $200,000 and the District’s cost estimate was reasonable, the Board still may, by 4/5ths resolution, award a contract in the amount of $212,500 or less to the lowest responsible bidder. (§ 22034 (d).)

(4) If the District elects to award a contract, it must go to the lowest responsible bidder, which is determined in the same way as with other public works bids. (§ 22038 (b).)

(5) The District may reject all bids presented if it determines that the project may be more economically performed by its own employees. Prior to doing so, at least two
business days prior to a hearing at which the District intends to reject the bids, the District must mail written notice to the apparent low bidder, informing the bidder of the District’s intention to reject all bids and have the project performed by its own forces. (§ 22038 (a).)

(6) If the District does reject all bids, it may abandon the project, re-advertise the project for bids, or, by 4/5 vote of its Board, declare that the project may be performed more economically by its own employees. If this last option is selected, the District may proceed by force account. (§ 22038 (a).)

(7) If no bids are received through the informal procedure, the project may be performed by the employees of the District by force account or by negotiated contract with a contractor of the District’s choice. (§ 22038 (c).)

Steps to Take During Each Formal Bid (over $200,000) (§ 22032 (c))

(1) The District or its designated representative must adopt plans, specifications, and working details for all projects subject to the formal bidding requirements. (§ 22039.)

(2) A notice inviting formal bids must be published in a newspaper of general circulation in the area at least 14 days before the opening of bids. A notice inviting formal bids must also be sent electronically, if available, by either facsimile or electronic mail and mailed to all construction trade journals at least 15 days before the opening of bids. (§ 22037)

(3) If the District elects to award a contract, it must go to the lowest responsible bidder, which is determined in the usual way. (§ 22038 (b).)

(4) The District may reject all bids presented if it determines that the project may be more economically performed by its own employees. Before doing so, at least two business days prior to a hearing at which the District intends to reject the bids, the District must mail written notice to the apparent low bidder, informing the bidder of the District’s intention to reject all bids and have the project performed by its own forces. (§ 22038 (a).)

(5) If the District does reject all bids, it may abandon the project, re-advertise the project for bids, or, by 4/5 vote of the Board, declare that the project may be performed more economically by its own employees. If this last option is elected, the District may proceed by force account. (§ 22038 (a).)

(6) If no bids are received through the formal procedure, the project may be performed by the employees of the District by force account, or by negotiated contract, with a contractor of the District’s choice. (§ 22038 (c).)

Conclusion

In sum, agencies that have adopted the Act may perform projects valued at $60,000 or less by force account or without bidding, and may receive bids and award projects valued at $200,000 or less by certain informal bidding procedures that can speed up the process of awarding contracts for those projects. As of April, 2020, local agencies already using this program included 259 cities, including the City of Gridley; 63 community college districts,
including the Butte-Glen Community College District; 43 counties, including the County of Butte; 618 school districts; including Oroville City Elementary School District and Palermo Union School District, and 668 special districts. See the State Controller’s website at https://sco.ca.gov/Files-ARD-Local/Participating_Agencies_Query.pdf for a complete list of the participating agencies.
BOARD OF TRUSTEES OF THE
DURHAM UNIFIED SCHOOL DISTRICT
BUTTE COUNTY, CALIFORNIA

RESOLUTION NO. 20-08
RESOLUTION ADOPTING CALIFORNIA UNIFORM PUBLIC CONSTRUCTION
COST ACCOUNTING PROCURES AND INFORMAL BIDDING ORDINANCE

WHEREAS, in order for the Durham Unified School District ("District") to be permitted to utilize the alternative bidding procedures set forth in Public Contract Code ("PCC") section 22032, et seq., the Board of Trustees ("Board") must first elect to adopt uniform public construction cost accounting procedures pursuant to PCC section 22000 et seq., the California Uniform Public Construction Cost Accounting Act ("Act"); and

WHEREAS, PCC section 22034 requires the District to enact an Informal Bidding Ordinance, as detailed herein, if it elects to utilize an alternative bid procedure for public works projects as described in PCC section 22030 et seq.; and

WHEREAS, it appears to be in the best interest of the District to enact the Informal Bidding Ordinance pursuant to the alternative procedure for public works bids.

NOW, THEREFORE, the Board of the District finds, determines, and orders as follows:

1. The foregoing recitals are adopted as true and correct.

2. The Board elects under Public Contract Code section 22030 to become subject to the uniform construction cost accounting procedures set forth in the Act and to the California Uniform Public Construction Cost Accounting Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended.

3. The Board directs the Superintendent, or designee, to mail a certified copy of this Resolution to the Office of State Controller, Division of Accounting and Reporting, Local Government Policies Section, P.O. Box 942850, Sacramento, CA 94250.

4. The Board hereby enacts an Informal Bidding Ordinance ("Ordinance") as follows:
INFORMAL BIDDING ORDINANCE

1. The Durham Unified School District ("District") shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be as determined by the California Uniform Construction Cost Accounting Commission.

2. Where a public project to be performed is subject to the provisions of this Ordinance, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with this Ordinance, and to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Public Contract Code section 22036. Additional contractors and/or construction trade journals may be notified at the discretion of the Superintendent or authorized designee. If the product or service out for bid is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

3. All mailing of notices to contractors and/or construction trade journals pursuant to subdivision (2) above shall be completed not less than ten (10) calendar days before bids are due.

4. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for the submission of bids.

5. The Board, to the extent it does not make the award itself, hereby delegates authority to award informal contracts subject to the Ordinance to the Superintendent or authorized designee.

6. If all bids received are in excess of $200,000, or other limit as then specified in law, the Board may, by adoption of a resolution by a four-fifths vote, award the contract, at $212,500 or less, or other amount as then specified in law, to the lowest responsible bidder, if it determines that the initial cost estimate was reasonable.

7. The Ordinance is effective on the date approved by Resolution of the Board. As of the effective date of the Ordinance, public works projects of $60,000 or less, or other limit as specified in law, may be performed by the employees of the District by force account, by negotiated contract, or by purchase order; public works projects of $200,000 or less, or other limit as specified in law, may be informally bid, except under the circumstance described in paragraph (6) above, and all public works projects subject to formal bidding shall be subject to the notice procedures contained in Public Contract Code section 22037.

8. The Ordinance may be used in conjunction with, or in place of, to the extent provided by law, other Public Contract Code requirements at the discretion of the District.

9. The Ordinance shall be amended from time to time by any subsequent amendments or changes to the Act.
This Resolution was adopted at a duly called meeting of the Board of Trustees of the Durham Unified School District held on May 20, 2020.

AYES: 
NOES: 
ABSENT: 

__________________________
Alex Dubose, President, Board of Trustees
Durham Unified School District

I, Ed McLaughlin, Clerk to the Board of Trustees of the Durham Unified School District, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees at its meeting held on May 20, 2020.

__________________________
Clerk, Board of Trustees
Durham Unified School District
AGENDA ITEM: Notice of Exemption of the California Environmental Quality Act
Durham H.S./Intermediate School HVAC & Roof Replacement Project

Prepared by: Robert Anderson, Assistant Superintendent of Business & Operations

Board Date May 20, 2020

The Notice of Exemption (NOE) serves as public notice that a project is exempt from CEQA. The filing of an NOE and the posting on the list of notices start a 35-day statute of limitations period on legal challenges to the agency's decision that the project is exempt from CEQA.

The project is exempt from further review under the California Environmental Quality Act (CEQA) pursuant to §15301, Class 1(d) of the State CEQA Guidelines. The activity is covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

It is requested that the Board of Education authorize the Assistant Superintendent of Business & Operations to approve and execute the Notice of Exemption for the Durham H.S./Intermediate School HVAC & Reroof Project.

The filing fees of $50.00 will be funded with Measure X.
DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2020-2021
Revised Declaration of Need for year: ____________

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Durham Unified School District
District CDS Code: 61432

Name of County: Butte County
County CDS Code: 04

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 06/20/2020 certifying that there is an insufficient number of certificated persons who meet the district’s specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

**Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2021.

Submitted by (Superintendent, Board Secretary, or Designee):

John Bohannon
Name
530-895-4692 Fax Number
PO Box 300, Durham, CA 95938 Mailing Address
jbohannon@durhamunified.org Email Address

Superintendent
Signature
530-895-4675 x227 Telephone Number
5/20/2020 Date

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County ____________ County CDS Code ____________

Name of State Agency ____________

Name of NPS/NPA ____________ County of Location ____________
The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___ / ___ / ___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _________.

- Enclose a copy of the public announcement

Submitted by Superintendent, Director, or Designee:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
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</tbody>
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<table>
<thead>
<tr>
<th>Fax Number</th>
<th>Telephone Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

<table>
<thead>
<tr>
<th>Type of Emergency Permit</th>
<th>Estimated Number Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAD/English Learner Authorization (applicant already holds teaching credential)</td>
<td>1</td>
</tr>
<tr>
<td>Bilingual Authorization (applicant already holds teaching credential)</td>
<td>1</td>
</tr>
</tbody>
</table>

List target language(s) for bilingual authorization:

<table>
<thead>
<tr>
<th>Spanish</th>
</tr>
</thead>
</table>

| Resource Specialist | 0 |
| Teacher Librarian Services | 0 |

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:
<table>
<thead>
<tr>
<th>TYPE OF LIMITED ASSIGNMENT PERMIT</th>
<th>ESTIMATED NUMBER NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Subject</td>
<td>1</td>
</tr>
<tr>
<td>Single Subject</td>
<td>1</td>
</tr>
<tr>
<td>Special Education</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>7</td>
</tr>
</tbody>
</table>

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program?  
Yes ☑  No ☐

If no, explain. 

Does your agency participate in a Commission-approved college or university internship program?  
Yes ☑  No ☐

If yes, how many interns do you expect to have this year? 0

If yes, list each college or university with which you participate in an internship program.

Chico State University, Chico

If no, explain why you do not participate in an internship program.
ANNUAL STATEMENT OF NEED
30-DAY SUBSTITUTE and
DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION 30-DAY SUBSTITUTE TEACHING PERMITS

INSTRUCTIONS TO THE EMPLOYER

This statement of need must be filed at the school district office each school year when employing holders of Emergency 30-Day Substitute Permits. The employing agency will complete a single statement of need form (below) and retain the form at the school district office.

The form must be completed annually, indicating that either no credentialed person is available or that those available are not deemed qualified for substitute teaching and details of the circumstances that necessitate the use of emergency permit holders rather than fully credentialed teachers.

This statement of need form does not require listing specific employees or their positions. The form must be signed by the superintendent of the employing school district. It does not need to be co-signed by the county superintendent of schools.

A copy of the form does not need to be submitted to the county or the Commission with each Emergency 30-Day Substitute Teaching Permit application; however, the county superintendent of schools, whose responsibilities include areas such as district payroll or district substitute placement, may request a copy of the district’s statement of need form to accurately fulfill these duties.

County superintendent of schools offices employing holders of the Emergency 30-Day Substitute Teaching Permit are also required to annually file, at their office, this completed statement of need form. The county superintendent of schools will sign the form.

The Commission does not require that the school board approve the statement of need. The individual school district may establish its own policy regarding this matter.

References: California Education Code, Sections 44225 and 44300 and California Code of Regulations, Title 5, Sections 80023, 80025 and 80026
This form must be signed by either:

☐ The district superintendent of schools and filed at the school district office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a public school operated by a school district.

OR

☐ The county superintendent of schools and filed at the county superintendent of schools' office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a county-operated school.

Certification and Authorized Signature

The district superintendent of schools or the county superintendent of schools has reviewed the information contained in this statement of need and certifies one the following:

☑ Either a credentialed person is not available or one or more credentialed persons are available, but are not deemed qualified by the district or county, as applicable, to serve as a day-to-day substitute teacher.

OR

☐ The situation or circumstances that necessitate the use of an emergency permit holder are as follows:

(Attach additional sheets, if necessary.)

I hereby certify that all of the information contained in this statement of need is true and correct.

Signature of the District Superintendent District Date

Signature of the County Superintendent of Schools County Date

It is not necessary to submit this form to the Commission on Teacher Credentialing.