A. CALL TO ORDER

B. MOVE TO CLOSED SESSION

C. CLOSED SESSION
   1. Conference with Labor Negotiators Agency designated representatives: Board President Todd Southam, 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)

D. RETURN TO OPEN SESSION:

E. PLEDGE OF ALLEGIANCE:

F. REPORT OF ACTION TAKEN IN CLOSED SESSION:

G. ADJUSTMENTS TO ORDER OF AGENDA:

H. 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 lwebb@durhamunified.org"

I. DISTRICT REPORTS

1. Business Manager, Ron Sherrod
2. Superintendent Report, Lloyd Webb

J. CONSENT AGENDA

1. Minutes of Regular Meeting June 21, 2018
2. Approval of the Dual Enrollment Scholarship Fund at Durham High School
4. Employment

Classified Hire

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
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<tbody>
<tr>
<td>Candace Struve</td>
<td>Sub Custodian 1</td>
<td>6-18-2018</td>
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</table>

Consent Agenda Approval:

Moved_________ Second_________ Vote: Aye____ Nay____ Abstained____

A. ACTION ITEMS:


   Moved_________ Second_________ Vote: Aye____ Nay____ Abstained____

2. **Action**: Approval of proposed settlement between DUSD and Confidential employees for the 2018-19 contract year.

   Moved_________ Second_________ Vote: Aye____ Nay____ Abstained____

3. **Action**: Approval of proposed settlement between DUSD and Administrative Management employees for the 2018-19 contract year.

   Moved_________ Second_________ Vote: Aye____ Nay____ Abstained____

4. **Action**: Approval of LCAP – Local Control and Accountability Plan for 2018-2019,

   Moved_________ Second_________ Vote: Aye____ Nay____ Abstained____


   Moved_________ Second_________ Vote: Aye____ Nay____ Abstained____
6. **Action**: Approval of Assigned and Unassigned Fund Balances in excess of the state’s minimum 4% reserve for economic uncertainties.

Moved ________ Second ________ Vote: Aye____ Nay___ Abstained _____


Moved ________ Second ________ Vote: Aye____ Nay___ Abstained _____

8. **Action**: Consideration/Approval of AGRATECH contract for Agriculture Department Green House engineering/construction.

Moved ________ Second ________ Vote: Aye____ Nay___ Abstained _____

9. **Action**: Consideration/Approval of DIS Compost Project collaborating with DHS Green House.

Moved ________ Second ________ Vote: Aye____ Nay___ Abstained _____


Moved ________ Second ________ Vote: Aye____ Nay___ Abstained _____

11. **Action**: Consideration/Approval of Declaration of Need for Fully Qualified Educators.

Moved ________ Second ________ Vote: Aye____ Nay___ Abstained _____

12. **Action**: Consideration/Approval of Annual Statement of Need – 30-Day Substitute and Designated Subjects Career Technical Education 30-Day Substitute Teaching Permits.

Moved ________ Second ________ Vote: Aye____ Nay___ Abstained _____

13. **Action**: Consideration/Approval of MOU between Butte County Office of Education’s Student Health and Prevention Programs and Durham Unified School District, in order to implement tobacco prevention curriculum, intervention, Cessation, and youth development activities through the CDE Cohort K, TUPE Grant.

Moved ________ Second ________ Vote: Aye____ Nay___ Abstained _____


Moved ________ Second ________ Vote: Aye____ Nay___ Abstained _____

Moved _______  Second _______  Vote: Aye___  Nay___  Abstained ___

D. **ITEMS FROM THE BOARD**

E. **RETURN TO CLOSED SESSION** – If Needed

F. **CLOSED SESSION** - If Needed

G. **RETURN TO OPEN SESSION**

H. **REPORT OF ACTION TAKEN IN CLOSED SESSION**

I. **NEXT BOARD MEETING DATE**: August 15, 2018

J. **ADJOURNMENT**  Adjournment Time: _______

**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 Unified School District
Regular Meeting of the Board of Trustees
Thursday, June 21, 2018
District Boardroom
9420 Putney Drive, Durham, Ca 95938

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, Thursday, June 21, 2018 and begun at 6:00 pm.

Trustees Present: Kathy Horn, Lance Smith & Todd Southam
Trustees Absent: Alex DuBose and Ed McLaughlin
Staff Members Present: Superintendent Lloyd Webb, Business Manager Ron Sherrod and District Secretary Tina Blenn
Staff Members Absent: None

CALL TO ORDER
President Todd Southam called the DUSD Board of Trustees meeting to order at 6:00 pm.

A. MOVE TO CLOSED SESSION

B. 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. 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

C. RETURN TO OPEN SESSION
President Southam reconvened Open Session at 7:17 pm.

D. PLEDGE OF ALLEGIANCE
Trustee Kathy Horn led the Pledge of Allegiance.

E. REPORT OF ACTION TAKEN IN CLOSED SESSION
No action was taken in closed session.

F. ITEMS FROM THE PUBLIC: None

G. DISTRICT REPORTS: Superintendent Webb complimented the great graduation held at Durham High School. He also gave accolades to Durham Elementary School and said it truly is the “Happiest Place on
Earth!” He also highlighted the Master Schedule for Durham High School and Durham Intermediate being complete due to the impressive work of collaboration of staff and administration.

- **Business Manager, Ron Sherrod**
  The auditors will be at Durham Unified School District on July 17, 2018 and will return after the second week of September to finish.
  Will be holding interviews for the MOT Manager position on Friday, June 22.
  The Original Budget has been completed and is presented today for public hearing in conjunction with the LCAP. It will be presented at the next Board meeting on June 28th, 2018 for Board approval.
  Reports that are due:
  Consolidated Application for federal funding due June 30, 2018
  J-90 Report of Certificated Compensation due July 1, 2018
  Educator Effectiveness Grant final report due July 1, 2018
  Annual Attendance submission due July 15, 2018

H. CONSENT AGENDA
The consent agenda was approved with an amendment to item #7: withdrawing Julie Zaring from the Coaching list until the Volleyball job posting is complete.

Moved: Lance Smith Second: Kathy Horn Vote: 3-0 Abstained: _ Absent: 2

I. INFORMATION ITEMS:
3. Public Hearing: Assigned and Unassigned Fund Balances in excess of the state’s minimum 4% reserve for economic uncertainties.
4. Dual Enrollment Scholarship Fund at Durham High School
6. Carl Perkins Grant update

J. DISCUSSION ITEMS: None

K. ACTION ITEMS:
1. **Action:** Consideration/Approval of the Superintendent’s contract extension of one year, June 30, 2021; upon receipt of satisfactory evaluation. President Southam confirmed a satisfactory evaluation for Superintendent Webb.

   Moved Kathy Horn Second Lance Smith Vote: Aye 3 Nay 0 Absent 2

2. **Action:** Consideration/Approval of Use of Funds from Education Protection Account (EPA).

   Moved Lance Smith Second Kathy Horn Vote: Aye 3 Nay 0 Absent 2

3. **Action:** Second Reading for approval of Butte-Glenn Community College District, College and Career Pathways Partnership Agreement, Dual Enrollment.

   Moved Kathy Horn Second Lance Smith Vote: Aye 3 Nay 0 Absent 2

4. **Action:** Consideration/Approval of AVID contract with Durham Unified School District.

   Moved Kathy Horn Second Lance Smith Vote: Aye 3 Nay 0 Absent 2
5. **Action:** Consideration/Approve DIS, DHS Master Schedule.

Moved Lance Smith  Second Kathy Horn  Vote: Aye 3  Nay 0  Absent 2

6. **Action:** Consideration/Approve Agreement for Professional Services between Durham Unified School District and Dannis Woliver Kelley to provide legal services associated with considering and calling a bond election in 2018 and the issuance and sale of general obligation bonds thereafter.

Moved Kathy Horn  Second Lance Smith  Vote: Aye 3  Nay 0  Absent 2

7. **Action:** Consideration/Approval of Resolution # 18-19 calling for an Election Authorizing the Issuance of General Obligation Bonds of the Durham Unified School District at an Election to be held November 6, 2018.

Moved Kathy Horn  Second Lance Smith  Vote: Aye 3  Nay 0  Absent 2

8. **Action:** Consideration/Approval of Home to School Transportation Rates for 2018-2019.

Moved Kathy Horn  Second Lance Smith  Vote: Aye 3  Nay 0  Absent 2

9. **Action:** Approval of Resolution #18-16 Ordering Governing Board Member Elections.

Moved Lance Smith  Second Kathy Horn  Vote: Aye 3  Nay 0  Absent 2

10. **Action:** Approval of Resolution # 18-17 Regarding Costs of Candidates’ Statements.

Moved Kathy Horn  Second Lance Smith  Vote: Aye 3  Nay 0  Absent 2

11. **Action:** Approval of Resolution # 18-18 Establishing procedure in case of tie vote at Governing Board Election.

Moved Kathy Horn  Second Lance Smith  Vote: Aye 3  Nay 0  Absent 2

**L. ITEMS FROM THE BOARD OF TRUSTEES**

Trustee Horn requested a Fund Raiser list and Community Group list. She also requested that the stage area of the high school be cleaned up and that the mascot uniform be found. She complimented the clean up taking place in the Ag area.

Trustee Smith gave kudos to the interview process that is in full swing at Durham Unified School District.

President Southam thanked Mrs. Patterson for attending our meeting.

**M. RETURN TO CLOSED SESSION**

No return to closed session

**N. NEXT BOARD MEETING DATE:** June 28, 2018  **DIFFERENT DAY**

**O. ADJOURNMENT**

President Southam adjourned the meeting of the DUSD Board of Trustees at 8:45p.m.

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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.
Dear Durham families:

We are excited about the opportunity to build on our dual enrollment partnership with Southern Oregon University (SOU). Through this partnership, Durham High is currently offering university credit in English Composition, English Literature, American Government, Principles of Macroeconomics, American History and Life, Precalculus and Physics with our own Durham High teachers providing instruction on our Durham High campus.

The program will help our graduates become more competitive in the college application process by listing university courses on their Durham High transcript. Some courses are eligible for elevated grade points, resulting in higher grade point averages (GPAs) when students earn an A or B grade in the course.

The partnership also gives our students a head start on their post-secondary education as the California community college, California State University (CSU) and University of California (UC) systems have accepted SOU’s courses as transferable credits. Many other public and private post-secondary accept SOU transfer credits as well. This saves the students and their families time and money as they pursue post-secondary education. A student taking full advantage of this opportunity through his or her Durham High career will have 41 units of university transfer credit meeting six standard general education requirements before graduating from Durham High School.

There is a cost to this opportunity of $172 per course, which many families are able to afford. However, many others are not. In order to provide this opportunity to every student, we are establishing a scholarship fund dedicated to dual enrollment tuition for courses offered on the Durham High campus. For the 2018-19 year, our students’ total scholarship needs are estimated at $_____. Please consider a tax-free charitable donation to our scholarship fund to ensure ALL students have this opportunity. Donations should be payable to Durham High Dual Enrollment Scholarship, tax ID 94-6003423.

Students qualifying for free or reduced-priced meals through the National School Lunch Program and having a grade B or better in a similar or pre-requisite course the prior semester will be eligible for scholarship funds.

Whatever your contribution, it is greatly appreciated by the faculty and participating students at Durham High.

Sincerely,

Nick Wilson, English Teacher, Durham High School
Dual-Enrollment Coordinator

Lloyd Webb, Acting Principal, Durham High School
District Superintendent

Christy Patterson, Durham High School Parent
Pursue Victory with Honor.

Respect teammates, coaches, officials and opponents at all times.

Invest in your future, your education comes first!

Demonstrate pride in your effort; accept defeat with dignity.

Excel on and off the field of play.
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Updated 5-16-18
PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS

The major objective of the Durham High School athletic program is to provide wholesome opportunities for students to develop favorable habits and attitudes through their experiences.

The leadership should be of the highest quality, so as to exemplify to the participants the desired type of individual to be developed from the Athletic Program. Measurement of the success of the leadership should not be in terms of the tangible evidence of the victory and defeat record, but in the intangible personality development.

The Athletic Program should always be in conformity with the general objectives of the school, and the athletic administration should be in line with the general policies of the institution. At no time should the program place the total education curriculum secondary in emphasis; the program should function as a part of the whole curriculum and should constantly strive for the development of a well-rounded individual, capable of taking his place in modern society.

INTRODUCTION

The four years in which you represent your high school in interscholastic competition under the auspices of the California Interscholastic Federation (CIF) and Durham High School (DHS) may be four of the most enjoyable years in your life. As you compete, you will have local and state rules and regulations you must follow in order that your interscholastic participation and competition can be a profitable educational experience.

The principal of DHS is responsible to certify the eligibility of all students representing the school in interscholastic athletics.

Information contained in the handbook highlights the important features of the CIF bylaws regarding athletic eligibility and includes DHS athletic guidelines. You may lose your eligibility to represent DHS in interscholastic athletics if you violate these bylaws/guidelines. It is extremely important that you review the material contained in this pamphlet with your parents, so that you thoroughly understand the implications to you as an athlete at Durham High School. If you need assistance with respect to eligibility or any other questions regarding this handbook, contact your coach, athletic director, or principal.
CALIFORNIA INTERSCHOLASTIC FEDERATION

The DUSD Board maintains membership in the California Interscholastic Federation and requires that interscholastic athletic activities be conducted according to CIF rules, regulations and policies, except as the Board may direct otherwise.

VISION STATEMENT

Athletic competition is an integral part of the educational experience. CIF is uniquely positioned to foster student growth in values and ethics. The highest potential of sports is achieved when participants are committed to CIF’s ideal of “Pursuing Victory with Honor” according to six core principles: CIF strives to strengthen the integrity of students and adults across the state by promoting the concepts of sportsmanship, honesty and quality academics. These priorities advance the highest principles of character:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Good Citizenship

MISSION STATEMENT

The CIF governs interscholastic athletics, promoting equity, quality, character and academic development.

- Equity: Equal opportunity without regard to race, gender and ethnicity within all aspects of the athletic program for students, personnel, schools and governance.
- Quality: Training, education and commitment of coaches, officials, administrators and parents to improve the quality of athletic programs.
- Character: Trustworthiness, respect, responsibility, fairness, caring and good citizenship.
- Academic Development: Commitment to encourage academic growth is a high priority.

CIF CODE OF CONDUCT FOR INTERSCHOLASTIC STUDENT-ATHLETES

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. This Code applies to all student-athletes involved in interscholastic sports in California.

TRUSTWORTHINESS

- Integrity - live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what's right even when it's unpopular or personally costly.
- Honesty - live and compete honorably; don't lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.
- Reliability - fulfill commitments; do what I say I will do; be on time to practices and games.
- Loyalty - be loyal to my school and team put the team above personal glory.
RESPECT

- Respect - treat all people with respect all the time and require the same of other student-athletes.
- Class - live and play with class be a good sport be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre and post-game rituals.
- Disrespectful Conduct - don't engage in disrespectful conduct of any sort including profanity, obscene gestures, and offensive remarks of a sexual or racial nature, trash talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- Respect Officials - treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

RESPONSIBILITY

- Importance of Education - be a student first and commit to getting the best education I can. Be honest with myself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
- Role-Modeling - remember, participation in sports is a privilege, not a right and that I am expected to represent my school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct myself as a positive role model.
- Self-Control - exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.
- Healthy Lifestyle - safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.
- Integrity of the Game - protect the integrity of the game; don't gamble. Play the game according to the rules.

FAIRNESS

- Play by the rules - live up to high standards of fair play; be open-minded; don’t blame others always be willing to listen and learn. Treat all people fairly.

CARING

- Concern for others - demonstrate concern for others never intentionally injure any player or engage in reckless behavior that might cause injury to myself or others.
- Teammates - help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

CITIZENSHIP

- Play by the Rules - maintain a thorough knowledge of and abide by all applicable game and competition rules.
- Spirit of Rules - honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.
16 PRINCIPLES OF “PURSUITING VICTORY WITH HONOR”

The CIF Operating Principals are 16 principles of “Pursuing Victory with Honor” as follows:

1. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.

2. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.

3. School Boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.

4. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.

5. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.

6. School Boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.

7. School Boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressured to win.

8. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.

9. Everyone involved in competition including parents, spectators, associated study body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations.

10. School Boards, superintendents, and school administrators of CIF-member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of:

11. The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character.

12. The physical capabilities, coaching principles and the rules and strategies of the sport, limitations of the age group coached as well as first aid.

13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.

14. To safeguard the health of athletes and the integrity of the sport, school sports program must actively prohibit the use of alcohol, tobacco, drugs and performance-enhancing substances, as well as a demand compliance with all laws and regulations, including those related to gambling and the use of drugs.

15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school’s name or reputation. There should be no undue influence of commercial interests. In addition, sports programs must be prudent, avoiding undue dependency on particular companies or sponsors.

16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

“Pursuing Victory with Honor” and the “Six Pillars of Character” are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics. For more information on promoting character education and good sportsmanship, visit www.charactercounts.com.
SPORTSMANSHIP:
DUSD and CIFNS have adopted the 16 Principles of “Pursuing Victory with Honor”. The District desires the best experience for all our student athletes. Coaches, players and fans are expected to and held accountable for representing their school with dignity and class. Anyone (athlete, student or adult) not conducting themselves in a positive manner may be ejected from an event and/or suspended from future events. A Durham parent or adult ejected from a game will need to complete NFHS sportsmanship course prior to attending the next contest.

Anyone (athlete, student or adult) not conducting themselves in a positive manner may be ejected from an event and/or suspended from future events. Coaches, parents and athletes are encouraged to view two sportsmanship videos:

Sportsmanship (a free on-line video course) https://nfhslearn.com/courses/37000/sportsmanship
Positive Sport Parenting (a free on-line video course) https://nfhslearn.com/courses/18000/positivesport-parenting

Coaches please refer to the Student Athletic Handbook for the full listing of their Code of Conduct.

Player Ejection Policy:
1. Ejection of a player from a contest for unsportsmanlike or dangerous conduct.
   a. Penalty: The player shall be ineligible for the next contest (non-league, league, invitational tournament, post-season {league, section or state} playoff, etc.), and must complete the NFHS sportsmanship course prior to returning to any competition and provide proof that the course was completed.

2. Illegal participation in the next contest by a player ejected in a previous contest.
   a. Penalty: The contest shall be forfeited and the ineligible player shall be ineligible for the next contest. The coach must meet with the athletic director/principal.

3. Second ejection of a player for unsportsmanlike or dangerous conduct from a contest during one season.
   a. Penalty: The player shall be ineligible for the next two contests (non-league, league, invitational tournament, post-season {league, section or state} playoff, etc.), and must retake NFHS sportsmanship course with parent/guardian and/or head coach.

4. Third ejection of a player for unsportsmanlike or dangerous conduct from a contest during one season.
   a. Penalty: The player shall be ineligible for the remainder of the season.

5. When one or more players leave the bench to begin or participate in an altercation.
   a. Penalty: The player(s) shall be ejected from the contest-in-question and become ineligible for the next two contest (non-league, league, invitational tournament, post-season {league, section or state} playoff, etc.), and must complete the NFHS sportsmanship course prior to returning to any competition and provide proof that the course was completed.

Coaches’ Ejection: A coach who is ejected from a contest by an official must leave the venue and grounds immediately and will not be allowed to coach or attend the next contest. Coaches who are ejected are also required to complete the NFHS sportsmanship course and are not eligible to coach in the next game, or any game until the course is completed and the coach can provide proof that the course was completed. The coach may also be subject to further disciplinary procedures.
Parent/Spectator Ejection: A parent/spectator who is ejected from a contest by an official must leave the venue and grounds immediately and will not be allowed to attend the next contest (home or away), unless they complete the NFHS sportsmanship course and can provide proof that the course was completed.

Inappropriate Behavior: Certain behaviors are considered inappropriate and unacceptable. The school and athletic department reserve the right to refuse admission or remove persons, including adults, who exhibit such behaviors including, but not limited to:
- Repeated berating, humiliating or taunting of our coaches, players or spectators.
- Repeated berating, humiliating or taunting of our opponents coaches, players or spectators.
- Repeated berating and harassment of game officials.
- Racist, sexist or profane remarks directed at any team, coach, player, official or spectator.

*The athletic director or principal will monitor and ensure the NFHS sportsmanship course(s) has been completed by those who have been ejected.

Officials: Officials should be treated with respect during and after contests, even if there is disagreement with their calls. Any physical confrontation of an official by an athlete may be considered an assault. The athlete may lose athletic eligibility for their entire high school career under CIF Bylaw 211.

DUSD CODE OF CONDUCT

PARENTS AND STUDENTS:
The reason for developing the district’s Code of Conduct is not to punish those who break the rules. The Code of Conduct sets behavioral standards to assist youth in making good decisions. It also sets the clear and consistent boundaries for your son/daughters participation in extra-curricular athletics.

REVIEW the following rules with your son or daughter. Your emphasis on the value of following these rules cannot be overstated.

CHECKLIST FOR STUDENTS’ ELIGIBILITY:

☐ Making adequate academic progress toward graduation.

☐ Will not have turned 19 years old prior to June 15 before the start of their senior year.

☐ Physical exam on record prior to the start of the season.

☐ Will be enrolled in a minimum of four periods of school to be eligible.

☐ Have not transferred from another school within the past year without an approved CIF transfer.

☐ Will not use, possess, sell or distribute tobacco products

☐ Will not use, possess, sell, distribute or be under the influence of alcoholic beverages, illegal drugs or performance enhancing substances (e.g. steroids), whether legal or illegal, look-alike drugs, or drug paraphernalia on school grounds, off school grounds, whether during sport season or out of sport season.
☐ Will not host or remain present at events, activities or locations where illegal distribution of alcohol, drugs or other performance-enhancing substances are present or used.

☐ Will not use, possess, or distribute firearms, weapons or explosive devices on school grounds or at school events.

☐ Will not engage in threatening, hazing activities, bullying, vandalism, harassment, or other personal misconduct, including, but not limited to, witnessing intimidation or harassment and conduct that involves police or court action.

☐ Students will not engage in cyber-bullying, participate in sending or creating inappropriate cyber images or be seen in an inappropriate cyber image.

☐ Every participant and his/her parent/guardian will be apprised of the extra-curricular Code of Conduct in the required team meeting presentations conducted at the beginning of each sports season. Every athlete is required to attend the meeting with at least one parent/guardian.

☐ Athletes that missed the team/sports season meeting will be required to meet with the coach or athletic director to review the code of conduct, before participating in athletic activities.

☐ Any student failing to return or pay for lost or damaged athletic equipment (uniforms, etc.) will be suspended from future participation until restitution is made.

☐ Senior athletes failing to return or pay for lost or damaged athletic equipment (uniforms, etc.) may have their diploma held until equipment is returned or restitution is made.

☐ I agree to fully cooperate in any investigation honestly and truthfully.

PARENT RESPONSIBILITY:
Parents and guardians are essential partners in maintaining a safe, educational and enjoyable experience for students. When present at the District’s events, including athletic games, practices, and extra-curricular activities, they are expected to model the kind of citizenship and sportsmanship that is expected and required of students. The following are among the District’s expectations for the parents of student athletes and extra-curricular participants.

Parents/guardians:
- have knowledge, understanding and agreement about the Rules and Conduct/Standards included in this document.
- know the consequences for violations of those Rules and Conduct/Standards, and will assist in their enforcement.
- are supportive and encourage their children to demonstrate appropriate behavior while representing the District as student athletes and extra-curricular participants.
- hold their children accountable for their actions and guide them in making proper decisions regarding drugs, alcohol and tobacco.
• hold their children accountable for their actions and behaviors towards others ensuring that their son/daughter does not bully or harass others and that their son/daughter is not a bystander to this behavior.

• are knowledgeable about individual team rules and expectations and address concerns regarding their children’s program to the coach.

• are knowledgeable spectators, knowing the rules of the game and serving as role models for sportsmanship. They cheer our successes, and show understanding in the wake of defeat. They encourage the efforts of their children’s teams, and they respect the efforts of the opposing teams.

• adhere to state laws that prohibit smoking on school grounds or in school buildings.

• bring their concerns to the attention of the appropriate coach(s), including concerns about the mental and physical treatment of their children, ways to help their children improve, and their children’s behavior. They schedule meetings with coaches in order that their concerns may be discussed at appropriate times and places.

• demonstrate a respect for the privacy of all student athletes, and an understanding of the coaches’ responsibilities to all student athletes, by refraining from speaking with coaches about such issues as playing time, athletic ability, and team strategy, insofar as those subjects relate to student athletes other than their own child.

STUDENTS:
Your participation in high school athletics is dependent on your eligibility. PROTECT that eligibility by reviewing with your parent(s)/guardian(s) this summary of the DUSD Athletic Code of Conduct. Extra-curricular programs contribute to the educational, emotional and social development of students. Since students are not required to participate in extra-curricular programs, the choice to participate in these programs is a privilege and students are required to follow the Code of Conduct to remain eligible to participate. Extra-curricular activities include student body offices, athletics, cheerleading and any other activities that are outside the regular school day and not a requirement of a course of instruction. Students who choose to participate in Co- curricular activities are expected to conduct themselves in a manner that reflects the values of the school and community they represent. In addition to the behavioral standards and disciplinary consequences applicable to all students in the District, each student desiring to participate must comply with the District’s extra-curricular Code of Conduct. This expectation applies when students are on the way to or from school, while on school grounds, or at any school related activity.

PURPOSE OF INTERSCHOLASTIC ATHLETICS is to give students the opportunity to:
• develop organizational skills to balance athletics/extra-curricular activities and academics.
• learn new skills and improve existing ones.
• experience commitment and dedication to school, extra-curricular activities, sport, team & coach.
• develop physical vigor and desirable habits in health and safety.
• learn what it takes to be a good teammate.
• develop new friendships.
• observe and exemplify good sportsmanship.
• demonstrate truthfulness.
• be dependable in fulfilling obligations and commitments.
• accept responsibility for consequences of actions and not make excuses or blame others.
• strive to excel.
• persevere, give 100% effort and not give up in the face of setbacks.
• control anger and frustration and refrain from displays of temper and bad language.
• accept losing and winning graciously; to congratulate opponents, not sulk, or display other negative behaviors.
• realize that athletic competition and extra-curricular participation carries with it certain responsibilities.
• learn that a violation of this Code has a consequence - and this same sequence occurs throughout all endeavors in life.

I understand that once I sign the eligibility statement all eligibility rules will apply. These expectations will apply from the first day of the school year or the start of the extra-curricular activity (including pre-season meetings, practices, camps, and school-sponsored activities) whichever comes first. This includes the activities scheduled prior to the start of the school year, through the end of the sport season and/or the end of the school year, whichever is longer in duration.

COMMUNICATION:

Communication you should expect from your child’s coach:
1. Philosophy as a coach.
2. Expectations the coach has for your child.
3. Location and times of all practices and games.
4. Team requirements: practices, equipment, off-season training, etc.
5. Procedures to follow should your child be injured during participation.
6. Participant code of conduct and consequences for not following these guidelines.

Communication coaches expect from parents:
1. Concerns expressed directly to the coach first.
2. Specific concerns with regard to child’s safety and/or expectations.
3. Notification of any illness, injury, or missed practices.

As your student becomes involved in athletic programs, he/she will experience some of the most rewarding moments of his/her life. It is also important to understand that there will be times when things do not go the way your child or you would like. These situations also create opportunities for lifelong learning. At these times, discussion with the coach may be the quickest and most effective way to clear up issues. The quickest way to clear these items up is to follow a 24 hour cooling off process followed by an appointment with the coach.

Appropriate concerns to discuss with coaches:
1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child’s behavior.
4. Questions with team rules.

At times it may be difficult to accept the fact that your child is not playing as much as you or he/she would like. Coaches are professionals who make judgment decisions based on what they believe are best for the team and all involved. As you have seen from the list above, certain things can and should be discussed with the coach. We ask that other things, such as those that follow, be left to the discretion of the coach.

Coaches’ Decisions:
1. Playing time.
2. Team strategy.
3. Matters concerning other student-athletes.

**RESPONDING TO PARENTAL CONCERNS ABOUT THEIR STUDENT'S ATHLETIC EXPERIENCE**

If parents have a concern, they are asked to express it at the appropriate time and place. Below is the DUSD Athletic Chain of Command. We ask that parents refrain from confronting coaches immediately after games or at practices. It is expected that concerns will be addressed first with the coaches involved before proceeding through the Athletic Chain of Command. Anonymous letters or phone calls will NOT be treated with any credibility.

No athlete should have consequences in practice, amount of playing time or other treatment due to an expression of a concern about his/her athletic experience by either the athlete or a parent.

When a concern exists; Parents and athletes are asked to follow steps in the order shown until they feel the issue is resolved. As the first step the athlete should speak directly to the coach, as most issues can be resolved at this level. Sometimes the coach is unaware of the athlete’s concerns or feelings. If the problem remains unresolved, the parent should schedule an appointment to speak with the coach. Coaches will respond as quickly as possible. If either parent or coach is not satisfied, communicate with the AD/Principal and follow the Chain of Command.

**DUSD ATHLETIC CHAIN OF COMMAND**

Parents / Athletes

Coach and/or Head Coach

Athletic Director

Principal/Athletic Administrator

Superintendent
CONFLICT RESOLUTION:
When conflicts or issues arise it is important that they be addressed immediately, and as directly as possible, so that they can be promptly resolved. It is important for student-athletes and parents to recognize that coaching strategy and playing time are not appropriate subjects for complaint. In addition, parents should follow any instructions from the coach about the best way/time to approach the coach with questions or concerns.

1. **Step 1**: Student-athlete contacts coach. The athlete should present the conflict/issue to the coach as soon as possible. It is always best for students to become their own advocates. It is expected that the majority of concerns will be resolved at the first meeting.

2. **Step 2**: Parent contacts coach. If needed, a parent may contact the coach directly—but not just before, during or just after a practice or game. A parent should contact the coach to set up an appropriate time to discuss the issue in person. This meeting shouldn’t be handled via text message.

3. **Step 3**: Contact the Athletic Director. If a satisfactory solution is not reached through direct contact with the coach, the students and/or parent should contact the Athletic Director. The coach should be informed that this contact is going to be made. If needed, a meeting may be scheduled involving all concerned parties in an attempt to reach a satisfactory resolution, or the Athletic Director may direct the coach to contact the parent to resolve the issue.

4. **Step 4**: Contact the Principal or the Athletic Administrator. If there is still not a satisfactory resolution, the student or parent may contact the high school Principal. The Athletic Director should be informed that this contact is going to be made. While there can be no guarantee that all parties will agree with the suggested resolution, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and a clearer understanding in the future.

5. **Step 5**: Contact the Superintendent. You can appeal the decision of the high school Principal to the Superintendent. The Principal should be informed that this contact is going to be made. Prior to hearing your appeal, the Superintendent will ask if you followed all of prior steps and what of those resolutions you’re appealing.

6. **Step 6**: Contact the School Board. If you have exhausted all prior steps for a satisfactory resolution you can contact a member of the School Board. The Superintendent should be informed that this contact is going to be made. If you contact a member of the School Board prior to following each step, they will hear your concern and redirect them back to the high school Principal before acting on your appeal.

**Retribution** is prohibited in the California Education Code. Students and parent must be confident that the voicing of an opinion or concern, using the proper forum and method, is not only free from penalty or retribution, but is strongly encouraged. The Athletic Director and coaches are obligated to ensuring that after a student or parent raises an issue or concern, there shall be no “retribution” in any form.

GUIDELINES FOR ALL MEETINGS:
1. The conversation must be in a professional manner with regard to both language and conduct.
2. Everyone will get a chance to talk, but everyone must listen.
3. Emotional control by all parties is imperative.
4. Meetings must not occur on game days, practice times, or on Sundays, and are held only by appointment.
ATHLETIC BYLAWS/GUIDELINES:
Any student enrolled at Durham High School (DHS) who satisfies the requirement of the California Interscholastic Federation (CIF) and those of the District, is eligible to try out for an athletic team.

North Section/CIF Eligibility Requirements:

1. **Age Limit**—Article 2, Section 201: Ineligible if 19 on or before June 15.

2. **Semesters of Eligibility**—Article 2, Section 202: Student is eligible for the first eight semesters of his/her high school attendance.

3. **Transfer Rule**—The CIF requires that students who participate on a school team must be living with parents or legal guardians who reside within the school’s attendance boundaries. All exceptions to this rule require special permission, and forms and letters of approval are to be on file before a student can be declared eligible. Questions about these exceptions should be addressed to the athletic director at DHS.

4. **Amateur Standing Rule**—Article 4: A student who violates CIF amateur or award rules shall be barred from CIF competition in that sport.

5. **Outside Competition**—Article 6, Section 600: A student on a school team becomes ineligible if he/she competes in a contest on an outside team in the same sport (indoor soccer is not concerned the same sport) during the high school season of sport.

6. **All Star Competition**—Article 9: Any pupil taking part in a prohibited All Star contest shall be barred from ALL CIF athletic contests.

**Note:** Because the penalty for allowing an ineligible athlete to participate is severe (the team must forfeit all the contests in which the athlete participates), any deviations from the above rules should be brought to the coach’s attention at the beginning of the season, to make sure all appropriate forms and approvals are on file. An athlete who is dishonest about these rules places an entire team in jeopardy. Any athlete known to be violating any of these rules should be immediately reported to the coach to avoid penalizing the entire team.

ACADEMIC ELIGIBILITY:
It is Durham Unified School District’s policy that students who participate in the Interscholastic Athletic Program will make satisfactory progress toward graduation. To be eligible to participate in interscholastic athletics the following rules will apply.

1. The student will have earned a GPA of no less than a 2.0, an in all classes attempted the previous grading period (semester) and received no F grades. Eligibility will be checked at the end of each semester. If their GPA is in the 1.50-1.99 range, the student-athlete may use a 1 Time/1 Semester only (during 4 years of high school) academic probation period. An academic probation conference is required with the student-athlete, parent-guardian and Principal prior to having the probation granted. The probation period is for only one grading period (one semester). **Students will remain ineligible until the conference has been held and the academic probation contract has been signed by all parties.** Students are not eligible for academic probation if they have below a 1.50 GPA and/or multiple “F”s.
2. Incomplete grades (I) will be computed as "F" grades for eligibility purposes. Previous semester’s failed class(s) must be made up prior to the starting the next sport season.

3. Coaches may require athletes to provide a weekly, biweekly or monthly grade report from their PowerSchool.

4. **Incoming 9th graders** must meet grade requirements based on the fourth quarter of their 8th grade year.

5. CIF requires that student-athletes must pass a minimum of 20 credits (4 classes) the previous semester and maintain minimum credits throughout their high school careers as shown below. The following credits must be met before the first day of the semester.

6. The athletic director or principal will notify coaches and athletes of any ineligible players. Once notified of ineligibility, players may not participate in any athletic activity. Eligibility will resume only if the academic probation requirements have been met or students meet the academic requirements the following semester. (See academic probation on page 14).

**PRE-PARTICIPATION PHYSICAL EVALUATION:**
1. All student-athletes must pass a yearly physical and have the physical form on file in the high school office. School sports physicals will be given at the high school during the evening in late May or early June. The cost of the physical will be $10 and the proceeds will be donated back to the high school athletic program for safety and medical equipment/supplies. Parents may choose to go to their own primary care physician at their expense to have the sports physical completed. The CIF form must be used, and is available to be downloaded off the school website.

**SCHOOL ATTENDANCE:**
1. The student is to attend all classes regularly and punctually.

2. **The student must attend all classes on a given day in order to attend, watch or participate in a team practice or participate in an interscholastic contest,** unless he/she has verification of a medical appointment, DMV appointment, court date, funeral or other unforeseen special circumstance as determined by the athletic director or principal. This includes that if you attend morning practice you must be at school for the rest of the day.

3. Students who miss school, without a verification of their absence, as stated in number 2 above, may not suit up, be a part of any team activity on game day and be on the sideline or benches during the contest.

4. A note must be turned into the coach on the day of the absence in the event that the school office is closed. If this policy is violated, and the student athlete does participate when they should not have, the coach will suspend the student athlete from the next athletic contest.

5. Unexcused absences: If a student has an unexcused absence they may not attend, watch or participate in a team practice or participate in an interscholastic contest. If they do participate, once the team coach has been notified that a student athlete had an unexcused absence from any class, the coach will suspend the student athlete from the first contest following the notification. Approval authority for exception to this policy lies with the athletic director or principal.
6. Truancies: A student is truant, 30 minutes or later, to any class, if they do not have an authorized excuse. Students who are truant, will face the same consequences as an unexcused absence, listed in number four above.

7. Students will dress down and participate in their P.E. classes on game days. If a student does not participate in P.E., they are not eligible to practice or play on that same day.

**PRACTICE ATTENDANCE:**
1. Students who participate in athletics make a commitment to a team and are expected to maintain good attendance.

2. Students are expected to attend all practices and contests unless they are absent from school due to illness or they are excused by their coach. Students are expected to communicate directly with the coach when they cannot attend a practice.

3. Unexcused absences from practice or failure to maintain good attendance may be cause for removal from a team.

4. Coaches may adopt individual rules for practice and contest attendance.

**CARE OF ATHLETIC EQUIPMENT:**
Equipment is to be handled properly for financial reasons, and also to teach students responsibility.

1. All equipment will be inventoried, numbered, and checked out by coaches.

2. Students are expected to turn in the same piece(s) of equipment checked out to them. It is the student’s responsibility to check the equipment numbers checked out, to make sure they match the numbers recorded.

3. Equipment should be returned in the same condition as it was received. Equipment and uniforms should be cleaned and washed before being returned. Students are expected to notify and work with coach(s) if there has been torn or ripped clothing need to be repaired or replaced.

4. Broken equipment must be returned before a replacement can be issued.

5. Students are responsible for the security of their equipment and uniforms. Students will be financially responsible for replacing any lost or stolen equipment or uniforms. In some cases, particularly with game uniforms, the replacement fee may be higher than the original purchase price because special processing and printing may be required to duplicate the uniform.

6. No awards (letters, trophies, etc.) will be issued until all equipment is returned and/or paid for.

7. **Students must return or pay for all equipment before they can practice or participate in another sport.** In unusual circumstances when a significant amount of money is owed, arrangements for repayment may be made with the coach and the athletic director.
ATHLETIC AWARDS:
All athletes are to abide by the school rules concerning the earning and wearing of the school “Block D” athletic award.

1. At Durham High School the student earns the Athletic award on a participation system. The “Block D” will be awarded after the athlete has lettered in his/her first sport.

2. The earning of the “Block D” applies to athletes and cheerleaders only.

3. Athletes must complete the entire season with the team, including all playoffs, section championship contests and state playoffs contests in order to receive any school award for that sport. Special circumstances will be considered, reviewed and approved by the athletic director or principal.

4. Individual sport symbols will be awarded every year an athlete participates on a team.

5. The Mr. or Ms. Trojan Award will be presented to all seniors who have played three sports for four years.

GENERAL BEHAVIOR:
An athlete’s behavior should not embarrass himself, the team, the school, the district, or the community. Athletes accept responsibility for their actions both on and off the field. Unsportsmanlike conduct, and disrespect to any person or institution will not be tolerated and may be cause for removal from a team.

1. Throwing of equipment, profanity, or any similar displays of unsportsmanlike behavior will not be tolerated.

2. Defiant behavior and back-talk toward any coach, school official, or game official, will not be tolerated. Any disagreements should be handled in private mature discussions.

3. Any student who steals, damages, or possess without permission a teammate’s property, DHS school property, or property from any other school will be ineligible to participate in any interscholastic contests for a period of at least two weeks. The student may continue to practice with a team, but may not wear a school uniform or otherwise represent a team in any interscholastic contest.

TRANSPORTATION/ROAD TRIPS:
The District provides transportation for most away contests. Students are normally expected to go and return on the district-provided transportation. The following guidelines will be followed:

1. Buses will leave on time. Students who miss a bus may not participate in the contest except as provided below:
   • If for some acceptable reason (such as a doctor’s appointment) a student cannot leave on the regularly scheduled bus, the student must contact his/her coach or the athletic director before the date of the contest to see if other transportation arrangements can be made.
2. At the coach’s discretion, students may be signed off the bus by their parents only.

3. Any athlete that is signed out and going to be transported by anyone other than their parent, will be required to gain special authorization. A form will need to be completed, in advance and signed off by both parents and the school principal.

4. All athletes will dress in an appropriate manner for bus trips. Coaches will establish requirements for proper attire.

5. Students are expected to conduct themselves in a mature, responsible manner. Profanity and inappropriate behavior will not be tolerated.

6. All athletes will remain under the supervision of their coach while attending an away contest.

7. At no time will any student be allowed to drive or ride with another student to or from a contest.

**CODE of CONDUCT VIOLATIONS:**

Students will comply with all state and local laws as well as all school district policies and regulations. Students are required to comply with all Education Codes 24 hours a day, seven days a week in order to remain eligible for participation. Any student who chooses to participate in extra-curricular athletics and who violates the Code of Conduct in any way may experience disciplinary consequences. Disciplinary consequences for violations of the Code of Conduct for Education Code offenses are as follows:

For violation of Education Code 48900 (a-t):

(a) (1) Physical injury on another person
    (2) Willfully used force or violence upon another person

(b) Possessed, used, sold or furnished alcohol or controlled substance

(c) Offered, arranged or negotiated the sale of a controlled substance

(d) Dangerous object

(e) Robbery or extortion

(f) Damage to school property or private property

(g) Theft of school property or private property

(h) Tobacco

(i) Profanity or vulgarity

(j) Drug paraphernalia

(k) Disrupted school activities or defiance of school authority

(l) Possession of stolen school property or private property

(m) Possessed an imitation firearm

(n) Sexual assault

(o) Witness intimidation or harassment

(p) Negotiated the sale of the drug Soma

(q) Hazing

(s) Aiding and/or abets, the infliction of physical injury to another person

(t) As used in this section, “school property” includes, but is not limited to, electronic files and databases

* More specific explanations of these codes can be found on the following website: http://leginfo.legislature.ca.gov/
CONSEQUENCES FOR SUSPENDABLE OFFENSES

A student is ineligible to practice or participate in any way on an athletic team while suspended from school.

A student athlete suspended from school for an offence resulting in less than a three-day suspension will be removed from athletic participation for no less than 20% of competitive scheduled contests. The student is required to attend all meetings, sessions and practices and must participate in every group/team activity, but may not compete, miss any part of the school day or travel with the team.

A student athlete suspended from school for an offence resulting in a suspension of three days or more will be removed from athletic participation for no less than 6 weeks of competitive scheduled contests. The student is required to attend all meetings, sessions and practices and must participate in every group/team activity, but may not compete, miss any part of the school day or travel with the team.

For Review

BULLYING, HARASSMENT AND HAZING POLICY:

Durham Unified School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Students will not engage in cyber-bullying, participate in sending or creating inappropriate cyber images or be seen in an inappropriate cyber image/social media.

Durham Unified School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving (i.e., fight club); verbal assaults, such as teasing or name-calling; and social isolation or manipulation. This includes cyber-bullying, threatening or harassing another student through any social networking site or electronic media device (i.e., texting, sexting, cyber imaging).

HAZING:

Events have made it necessary to clarify and articulate the policies regarding HAZING. As defined by the California Education Code, HAZING includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person attending any school, but the term “hazing” does not include customary athletic events or other similar contests or competitions.

Durham Unified School District expects students and/or staff to immediately report incidents of bullying to the principal or designee.

BAN ON USE OF ANDROGENIC/ANABOLIC STEROIDS:

Student athletes, participants in extra-curricular activities and their parents, legal guardians/caregivers agree that the student shall not use androgenic/anabolic steroids without
the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. Student athletes and their parents, legal guardians/caregivers also recognize that under CIF bylaw 200.D, there could be penalties for false or fraudulent information. Student athletes and their parents, legal guardians/caregivers also understand that District policy regarding the use of illegal drugs will be enforced for any violations of these rules.

STUDENTS IN “GOOD STANDING”:

HONOR CODE:
Student athletes understand that they represent Durham Unified School District and Durham High School. Student behavior, whether directly connected to a sport or not, can affect the student’s privilege of representing Durham Unified School District & Durham High School. Proven conduct unbecoming someone representing the district may result in suspension from the sport/activity and loss of eligibility.

DRUG TESTING:
Students involved in athletics may be subject to random drug testing as per the District Drug Testing Policy.

LEAVING A TEAM:
Students are encouraged to try a variety of sports. Students may leave a team within two weeks of the posted CIF scheduled start time for each sport without penalty. The student athlete shall notify the coach in writing that they no longer wish to participate. After this “try-out” period, the athlete leaving a team without the coach’s approval will be ineligible to participate in any sport during that sport season. Any appeal to this must be made in writing to the athletic director within five (5) school days after the athlete’s last day of participation.

Start Time Chart for seasons of sports Goes Here

ATHLETIC CLEARANCE:
1. Every student wishing to participate in a sport at Durham High School must have on file with his/her coach an Athletic Packet. The student and his/her parents or guardians must complete all the questions and have the required signatures before turning the form into the coach. This packet includes the following clearances:
   a. Health Examination Form (Physical Form)
   b. Assumption of Risk-Consent to treat
   c. Emergency information
   d. Insurance verifications
   e. Concussion Form
   f. Code of Conduct
   g. Cardiac Arrest
   h. Athlete and Parent/Guardian attendance at each preseason meeting

2. The athlete must have a yearly physical from a qualified physician who will complete the health examination portion of the Athletic Packets.

3. Athletic Packets are available on line on the Durham High web site or in the main office at Durham High School.
4. The completed forms must be given to the coach and the head coach to meet with athletic
director/principal when all forms are collected to determine eligibility.

**Parent/Guardian and Athlete Acknowledgement Signature Page**

I have read and understand this Student Code of Conduct for Athletic Participation and recognize
that a violation of Durham Unified School District rules will result in the consequences as stated.

**PLEASE SIGN AND RETURN TO SCHOOL**

<table>
<thead>
<tr>
<th>Print Name of Parent/Guardian</th>
<th>Signature of Parent/Guardian</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Print Name of Student</th>
<th>Signature of Student</th>
<th>Date</th>
</tr>
</thead>
</table>

**Have you ever attended another high school? Yes__ No__ If yes, what high school or high schools did you attend, what year(s), name of coach(s) and sport(s):**

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## PUBLIC DISCLOSURE FORM

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and GC 3547.5 and 3540.2

Durham Unified School District

Employee class: Certificated (DUTA)  
Certificated ☑ Classified ☐

The proposed salary schedule covers the period beginning 7/1/18 and ending 6/30/19.
It will be acted upon by the District Governing Board at the meeting on 6/28/2018.

### A. Proposed Change in Compensation

<table>
<thead>
<tr>
<th>Compensation</th>
<th>Cost prior to Proposed Agreement</th>
<th>Fiscal Impact of Proposed Salary</th>
</tr>
</thead>
</table>
| 1. Salary Schedule  
(This is to include Step and Column) | $3,810,463 | 2018/19 Increase/Decrease to cost | 2019/20 Increase/Decrease to cost | 2020/21 Increase/Decrease to cost |
| 2. Other Compensation  
Changes to Stipends, Bonuses,  
Longevity, O/T, Differential, etc. | $0 | $266,175 | | |
| 3. Statutory Benefits  
STRS, PERS, FICA, WC, UI,  
Medicare, etc. | $782,708 | $127,802 | | |
| 5. Total Compensation  
(Add Items 1 thru 4) | $5,119,872 | $503,907 | $0 | $0 |
| Percentage Change | 9.84% | 0.00% | 0.00% | |

### B. Average Cost of Compensation per Employee

| 6. Total Number of Represented Employees (Use FTE's if appropriate) | 55.5 | 56.0 | 56.0 | 56.0 |
| 7. Total compensation Cost for Average Employee | $92,250 | $8,998 | $0 | $0 |

### C. Change to Fund Balance

| 8. Fund Balance Prior to Agreement | $836,123 |
| 9. Fund Balance Following Agreement | $775,539 |
| 10. Change to Fund Balance | ($60,584) |
| 11. Economic Reserve Requirement | $431,258 |
Disclosure of Salary Schedule

Page 2

12. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what was the percentage increase given, what is the effective date of the increase, and what is the annualized percentage increase for "Year 1"?

Salary schedule and benefit contribution was increased by 3% for 2018/19, effective July 1, 2018.

Additionally, there was changes to the extracurricular pay structure for which a cost cannot yet be determined until positions are filled. This includes coaching stipends and other instructional assignments such as Shady Creek and Skills USA.

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13. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain)

No.

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14. Proposed changes in non-compensation items (e.g., class size adjustments, staff development days, teacher prep time, etc.)

No.

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15. What contingency language is included in the proposed agreement (i.e., re-openers, etc.)?

None.

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Source of Funding for Proposed Agreement

<table>
<thead>
<tr>
<th>Current Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>yes</strong> Funding was included in adopted budget</td>
</tr>
<tr>
<td><strong>no</strong> Funding will come from designated reserves</td>
</tr>
<tr>
<td><strong>yes</strong> Funding will come from: LCFF and/or reserves</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>yes</strong> Funding was included in adopted budget</td>
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<tr>
<td><strong>no</strong> Funding will come from designated reserves</td>
</tr>
<tr>
<td><strong>yes</strong> Funding will come from: LCFF and/or reserves</td>
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</table>

<table>
<thead>
<tr>
<th>Third Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>yes</strong> Funding was included in adopted budget</td>
</tr>
<tr>
<td><strong>no</strong> Funding will come from designated reserves</td>
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</tbody>
</table>
CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COST OF THE SALARY SCHEDULE

The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Durham Unified School District (District), hereby certify that the District can meet the costs incurred under the salary schedule for the Certificated (DUTA) employee class, during the period of 7/1/18 to 6/30/19.

The budget revisions necessary to meet the costs of the salary schedule in each year of its term are as follows:

The 3% salary schedule increase is included in the Original Budget. The 3% increase to the health benefit contribution will be reflected in the First Interim Budget. The extracurricular pay changes will occur as filed.

N/A  (No budget revisions necessary)

District Superintendent  6/28/2018  (Signature)  Date

Chief Business Officer  6/28/2018  (Signature)  Date
Durham Unified School District
CERTIFICATED SALARY SCHEDULE
2018-19

<table>
<thead>
<tr>
<th>Step</th>
<th>Column 1 BA</th>
<th>Column 2 BA + 30</th>
<th>Column 3 BA + 45</th>
<th>Column 4 BA + 60</th>
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<td>63,268</td>
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<tr>
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<td>61,396</td>
<td>63,145</td>
<td>64,944</td>
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<td>64,819</td>
<td>66,665</td>
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<td>66,537</td>
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<td>82,174</td>
</tr>
<tr>
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<td>66,537</td>
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<td>85,680</td>
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<td>86,579</td>
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<tr>
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<td>66,537</td>
<td>86,579</td>
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<tr>
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<td>58,265</td>
<td>63,145</td>
<td>68,432</td>
<td>89,048</td>
</tr>
</tbody>
</table>

Extra Duty Hourly Rate: Step 1, Column 1 $34.05

Effective: July 1, 2018
Adopted: June 28, 2018
### DURHAM UNIFIED SCHOOL DISTRICT
Original Budget 2018-2019

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unrestricted</td>
<td>Restricted</td>
<td>Total</td>
</tr>
<tr>
<td>LCFF State Aid &amp; Property Taxes</td>
<td>8,918,917</td>
<td>-</td>
<td>8,918,917</td>
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<tr>
<td>Federal Revenue:</td>
<td>8100-8299</td>
<td>100</td>
<td>261,543</td>
</tr>
<tr>
<td>Other State Revenue:</td>
<td>8300-8599</td>
<td>519,552</td>
<td>877,025</td>
</tr>
<tr>
<td>Other Local Revenue:</td>
<td>8600-8799</td>
<td>127,670</td>
<td>145,946</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>9,566,239</td>
<td>1,284,514</td>
<td>10,850,753</td>
</tr>
</tbody>
</table>

### EXPENDITURES

| Classified Salaries: | 2000-2999 | 1,173,785 | 333,195 | 1,506,980 | 1,188,941 | 314,184 | 1,503,125 | 1,204,323 | 316,662 | 1,521,985 |
| Books & Supplies: | 4000-4999 | 265,469 | 250,025 | 515,494 | 238,869 | 210,301 | 449,170 | 214,869 | 210,301 | 425,170 |
| Services & Operating: | 5000-5999 | 486,388 | 147,040 | 633,428 | 401,088 | 112,325 | 513,413 | 392,588 | 112,325 | 504,913 |
| Capital Outlay: | 6000-6999 | 6,855 | 43,245 | 50,100 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Other Outgo: | 7300-7399 | 118,247 | 315,000 | 433,247 | 118,247 | 321,300 | 439,547 | 118,247 | 327,726 | 445,973 |
| Indirect Costs: | 8900-8999 | (39,870) | 33,248 | (6,622) | (39,870) | 33,248 | (6,622) | (39,870) | 33,248 | (6,622) |
| TOTAL EXPENDITURES | 8,243,883 | 2,608,562 | 10,852,445 | 8,269,622 | 2,541,809 | 10,811,430 | 8,368,405 | 2,598,877 | 10,967,283 |

| Interfund Transfers In | 8900-8929 | - | - | - | - | - | - | - | - | - |
| Interfund Transfers Out | 7600-7629 | 58,892 | - | 58,892 | 58,892 | - | 58,892 | - | 58,892 | - |
| Other Financing Sources | 8930-8979 | - | - | - | - | - | - | - | - | - |
| Other Financing Uses | 7630-7699 | - | - | - | - | - | - | - | - | - |
| Contributions From Unrestricted | 8980-8999 | (1,241,311) | 1,241,311 | - | (1,253,724) | 1,253,724 | - | (1,281,261) | 1,281,261 | - |
| TOTAL OTHER FINANCING | (1,300,203) | 1,241,311 | (58,892) | (1,312,616) | 1,253,724 | (58,892) | (1,340,153) | 1,281,261 | (58,892) | - |

| Net Increase (Decrease) in Fund Balance | 22,153 | (82,737) | (60,584) | (117,885) | (54,939) | (172,824) | (64,714) | (59,208) | (123,922) |
| Beginning Fund Balance | 634,426 | 201,697 | 836,123 | 656,579 | 118,960 | 775,539 | 538,694 | 64,021 | 602,715 |
| Audit Adjustment (Lottery & Psych) | - | - | - | - | - | - | - | - | - |
| Equals Net Ending Fund Balance | 656,579 | 118,960 | 775,539 | 538,694 | 64,021 | 602,715 | 473,980 | 4,812 | 478,793 |
| Reserve for Economic Uncertainties (4%) | 436,453 | - | 436,453 | 434,813 | - | 434,813 | 441,039 | - | 441,039 |
| Plus Special Reserve Fund | 246,707 | - | 246,707 | 246,707 | - | 246,707 | 246,707 | - | 246,707 |
| Equals total Available Reserves | 466,833 | 118,960 | 585,793 | 350,588 | 64,021 | 414,609 | 279,648 | 4,812 | 284,461 |
REVENUE
LCFF:
Federal Revenue:
Per SSC Dartboard and ADA of 975.32, 969.36, & 959.44.
Based on current entitlements. Special Education and Title I to increase by 2%.

State Revenue:
One-time revenue of $344 per ADA ($332,304) in 2018/19.
CTEIG Grants: $75,000 in 2018/19.

Other Local Revenue:
Based on current agreements.

EXPENDITURES
Certificated:
Based on 56.0 FTE and 6 Admin FTE in 2018/19 compared to 55.5 in 2017/18.

Step & Column of 1.5%.

2018/19:
Based on currently staffing levels.
3% added to salary schedule plus step & column.

2019/20:
Based on current staffing levels. No retirements anticipated. Cost of step & column only.

2020/21:
Based on current staffing levels. No retirements anticipated. Cost of step & column only.

Classified:
Based on 38.15 FTE in 2018/19 compared to 36.60 FTE in 2017/18.
Step & Column of 1.5%.
Plus 1.0 FTE Business Manager and 2.0 FTE Confidential.

2018/19:
Based on currently staffing levels.
3% added to salary schedule plus step & column.

2019/20:
Based on current staffing levels. No retirements anticipated. Cost of step & column only.
College Readiness Grant expires ($21,788 reduction of 0.50 FTE)

2020/21:
Based on current staffing levels. No retirements anticipated. Cost of step & column only.


### Benefits:

<table>
<thead>
<tr>
<th></th>
<th>Classified Rates</th>
<th>Certificated Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERS</td>
<td>18.062%</td>
<td>16.280%</td>
</tr>
<tr>
<td>SS</td>
<td>6.200%</td>
<td>-</td>
</tr>
<tr>
<td>Medicare</td>
<td>1.450%</td>
<td>Medicare</td>
</tr>
<tr>
<td>UI</td>
<td>0.200%</td>
<td>UI</td>
</tr>
<tr>
<td>WC</td>
<td>2.095%</td>
<td>WC</td>
</tr>
<tr>
<td>Retiree</td>
<td>0.259%</td>
<td>Retiree</td>
</tr>
<tr>
<td></td>
<td>28.266%</td>
<td>Disability</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.220%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>22.945%</td>
</tr>
</tbody>
</table>

PERS and STRS rates increased in 2019/20 and 2020/21 per SSC Dartboard.
Health benefits are equal to the cap of $941/mo.

### Books and Supplies:

One-time expenditures in 2018/19:
- CTEIG: $33,482
- MTSS: $2,500
- College Readiness: $2,742

### Services and Operating Exps:

One-time expenditures in 2018/19:
- CTEIG: $10,000
- MTSS: $8,000
- College Readiness: $3,015
- Reduction in IT support: $25,000

### Capital Outlay:

One-time expenditures in 2018/19:
- CTEIG: $30,000
PUBLIC DISCLOSURE FORM
In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and GC 3547.5 and 3540.2
Durham Unified School District

Employee class: Classified Confidential
Certificated □ Classified ☑

The proposed salary schedule covers the period beginning 7/1/18 and ending 6/30/19.
It will be acted upon by the District Governing Board at the meeting on 6/28/2018.

A. Proposed Change in Compensation

<table>
<thead>
<tr>
<th>Compensation</th>
<th>Cost prior to Proposed Agreement</th>
<th>Fiscal Impact of Proposed Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2018/19 Increase/Decrease to cost</td>
<td>2019/20 Increase/Decrease to cost</td>
</tr>
<tr>
<td>1. Salary Schedule (This is to include Step and Column)</td>
<td>$112,611</td>
<td>$3,370</td>
</tr>
<tr>
<td>2. Other Compensation Changes to Stipends, Bonuses, Longevity, O/T, Differential, etc.</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Description of &quot;Other Compensation&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Statutory Benefits STRS, PERS, FICA, WC, UI, Medicare, etc.</td>
<td>$27,764</td>
<td>$3,756</td>
</tr>
<tr>
<td>4. Health and Welfare Plans</td>
<td>$22,584</td>
<td>$678</td>
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<tr>
<td>5. Total Compensation (Add Items 1 thru 4)</td>
<td>$162,959</td>
<td>$7,804</td>
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<tr>
<td>Percentage Change</td>
<td></td>
<td>4.79%</td>
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</table>

B. Average Cost of Compensation per Employee

<table>
<thead>
<tr>
<th></th>
<th>2018/19</th>
<th>2019/20</th>
<th>2020/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Total Number of Represented Employees (Use FTE's if appropriate)</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>7. Total compensation Cost for Average Employee</td>
<td>$81,480</td>
<td>$3,902</td>
<td>$448</td>
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</table>

C. Change to Fund Balance

<table>
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<th>2019/20</th>
<th>2020/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Fund Balance Prior to Agreement</td>
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<td>$836,123</td>
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<tr>
<td>9. Fund Balance Following Agreement</td>
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<td>$775,539</td>
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<tr>
<td>10. Change to Fund Balance</td>
<td>($60,584)</td>
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<tr>
<td>11. Economic Reserve Requirement</td>
<td></td>
<td></td>
<td>$431,258</td>
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</tbody>
</table>
Disclosure of Salary Schedule

Page 2

12. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what was the percentage increase given, what is the effective date of the increase, and what is the annualized percentage increase for "Year 1"?

Salary schedule and benefit contribution was increased by 3% for 2018/19, effective July 1, 2018.

13. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain)

No.

14. Proposed changes in non-compensation items (e.g., class size adjustments, staff development days, teacher prep time, etc.)

No.

15. What contingency language is included in the proposed agreement (i.e., re-openers, etc.)?

None.

Source of Funding for Proposed Agreement

Current Year:

<table>
<thead>
<tr>
<th>Yes</th>
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Second Year:

<table>
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Third Year:

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<td>Funding will come from: LCFF and/or reserves</td>
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The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Durham Unified School District (District), hereby certify that the District can meet the costs incurred under the salary schedule for the employee class, during the period of 7/1/18 to 6/30/19.

The budget revisions necessary to meet the costs of the salary schedule in each year of its term are as follows:
The 3% salary schedule increase is included in the Original Budget. The 3% increase to the health benefit contribution will be reflected in the First Interim Budget.

N/A ___ (No budget revisions necessary)

______________________________       6/28/2018
District Superintendent
(Signature)       Date

______________________________       6/28/2018
Chief Business Officer
(Signature)       Date
<table>
<thead>
<tr>
<th>Step/Year</th>
<th>Business Clerk Monthly</th>
<th>District Secretary Monthly</th>
<th>Business Clerk Hourly</th>
<th>District Secretary Hourly</th>
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<td>4,056.32</td>
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<td>7</td>
<td>3,425.81</td>
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<td>24.00</td>
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<tr>
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<td>3,603.40</td>
<td>4,259.83</td>
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<td>24.58</td>
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<td>4,818.49</td>
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**Notes:** For the 2018-2019 School Year

**Effective:** July 1, 2018

**Adopted:** 6/28/2018
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<tr>
<th>REVENUES</th>
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<tbody>
<tr>
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<td>Restricted</td>
<td>Total</td>
<td>Unrestricted</td>
<td>Restricted</td>
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<tr>
<td>LCFF State Aid &amp; Property Taxes</td>
<td>8011-8099</td>
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<td>8,918,917</td>
<td>9,156,417</td>
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<td>Federal Revenue:</td>
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<td>261,543</td>
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<td>266,285</td>
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<td>1,396,577</td>
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<td>819,798</td>
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<td>145,946</td>
<td>273,616</td>
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<td>Classified Salaries:</td>
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<td>1,173,785</td>
<td>333,195</td>
<td>1,506,980</td>
<td>1,188,941</td>
<td>314,184</td>
<td>1,503,125</td>
<td>1,204,323</td>
<td>318,662</td>
<td>1,522,985</td>
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<td>Books &amp; Supplies:</td>
<td>4000-4999</td>
<td>265,469</td>
<td>250,025</td>
<td>515,494</td>
<td>238,869</td>
<td>210,301</td>
<td>449,170</td>
<td>214,869</td>
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<td>425,170</td>
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<td>Services &amp; Operating:</td>
<td>5000-5999</td>
<td>486,388</td>
<td>147,040</td>
<td>633,428</td>
<td>401,088</td>
<td>112,325</td>
<td>513,413</td>
<td>392,588</td>
<td>112,325</td>
<td>504,913</td>
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<td>Capital Outlay:</td>
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<td>6,855</td>
<td>43,245</td>
<td>50,100</td>
<td>5,000</td>
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<td>5,000</td>
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<td>Other Outgo:</td>
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<tr>
<td>Indirect Costs:</td>
<td>7300-7399</td>
<td>(39,870)</td>
<td>33,248</td>
<td>(6,622)</td>
<td>(39,870)</td>
<td>33,248</td>
<td>(6,622)</td>
<td>(39,870)</td>
<td>33,248</td>
<td>(6,622)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>8,243,883</td>
<td>2,608,562</td>
<td>10,852,445</td>
<td>8,268,622</td>
<td>2,541,809</td>
<td>10,811,430</td>
<td>8,368,405</td>
<td>2,598,677</td>
<td>10,967,083</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL OTHER FINANCING |          |          |          |          |          |          |          |          |          |
| Interfund Transfers In | 8900-8929 | - | - | - | - | - | - | - | - |
| Interfund Transfers Out | 7600-7629 | 58,892 | - | 58,892 | - | 58,892 | - | 58,892 | - |
| Other Financing Sources | 8930-8979 | - | - | - | - | - | - | - | - |
| Other Financing Uses | 7630-7699 | - | - | - | - | - | - | - | - |
| Contributions From Unrestricted | 8980-8999 | (1,241,311) | 1,241,311 | (1,253,724) | 1,253,724 | (1,281,261) | 1,281,261 | - | - |
| TOTAL OTHER FINANCING | (1,300,203) | 1,241,311 | (58,892) | (1,312,616) | 1,253,724 | (58,892) | (1,340,153) | 1,281,261 | (58,892) |

| Net Increase (Decrease) in Fund Balance |          |          |          |          |          |          |          |          |          |          |
| Beginning Fund Balance |          |          |          |          |          |          |          |          |          |
| Audit Adjustment (Lottery & Psych) |          |          |          |          |          |          |          |          |
| Equals Net Ending Fund Balance |          |          |          |          |          |          |          |          |
| Reserve for Economic Uncertainties (4%) |          |          |          |          |          |          |          |
| Equals Available General Fund Reserves |          |          |          |          |          |          |          |
| Plus Special Reserve Fund |          |          |          |          |          |          |          |
| Equals Total Available Reserves |          |          |          |          |          |          |          |
REVENUE
LCFF:
Federal Revenue:
Per SSC Dartboard and ADA of 975.32, 969.36, & 959.44. Based on current entitlements. Special Education and Title I to increase by 2%.

State Revenue:
One-time revenue of $344 per ADA ($332,304) in 2018/19.
CTEIG Grants: $75,000 in 2018/19.

Other Local Revenue:
Based on current agreements.

EXPENDITURES
Certificated:
Based on 56.0 FTE and 6 Admin FTE in 2018/19 compared to 55.5 in 2017/18.

2018/19:
Step & Column of 1.5%.
Based on currently staffing levels.
3% added to salary schedule plus step & column.

2019/20:
Based on current staffing levels. No retirements anticipated. Cost of step & column only.

2020/21:
Based on current staffing levels. No retirements anticipated. Cost of step & column only.

Classified:
Based on 38.15 FTE in 2018/19 compared to 36.60 FTE in 2017/18.

Step & Column of 1.5%.

Plus 1.0 FTE Business Manager and 2.0 FTE Confidential.

2018/19:
Based on currently staffing levels.
3% added to salary schedule plus step & column.

2019/20:
Based on current staffing levels. No retirements anticipated. Cost of step & column only. College Readiness Grant expires ($21,788 reduction of 0.50 FTE)

2020/21:
Based on current staffing levels. No retirements anticipated. Cost of step & column only.
### Benefits:

<table>
<thead>
<tr>
<th>Classified Rates</th>
<th>Certificated Rates</th>
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</thead>
<tbody>
<tr>
<td>PERS</td>
<td>18.062%</td>
</tr>
<tr>
<td>SS</td>
<td>6.200%</td>
</tr>
<tr>
<td>Medicare</td>
<td>1.450%</td>
</tr>
<tr>
<td>UI</td>
<td>0.200%</td>
</tr>
<tr>
<td>WC</td>
<td>2.095%</td>
</tr>
<tr>
<td>Retiree</td>
<td>0.259%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>28.266%</strong></td>
</tr>
<tr>
<td>STRS</td>
<td>16.280%</td>
</tr>
<tr>
<td>SS</td>
<td>-</td>
</tr>
<tr>
<td>Medicare</td>
<td>1.450%</td>
</tr>
<tr>
<td>UI</td>
<td>0.200%</td>
</tr>
<tr>
<td>WC</td>
<td>2.095%</td>
</tr>
<tr>
<td>Retiree</td>
<td>2.700%</td>
</tr>
<tr>
<td>Disability</td>
<td>0.220%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>22.945%</strong></td>
</tr>
</tbody>
</table>

PERS and STRS rates increased in 2019/20 and 2020/21 per SSC Dartboard. Health benefits are equal to the cap of $941/mo.

### Books and Supplies:

- **One-time expenditures in 2018/19:**
  - CTEIG: $33,482
  - MTSS: $2,500
  - College Readiness: $2,742

### Services and Operating Exps:

- **One-time expenditures in 2018/19:**
  - CTEIG: $10,000
  - MTSS: $8,000
  - College Readiness: $3,015
  - Reduction in IT support: $25,000

### Capital Outlay:

- **One-time expenditures in 2018/19:**
  - CTEIG: $30,000
**PUBLIC DISCLOSURE FORM**

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and GC 3547.5 and 3540.2

**Durham Unified School District**

Employee class: Administration
Certificated ☐ Classified ☑

The proposed salary schedule covers the period beginning 7/1/18 and ending 6/30/19.

It will be acted upon by the District Governing Board at the meeting on 6/28/2018.

### A. Proposed Change in Compensation

<table>
<thead>
<tr>
<th>Compensation</th>
<th>Cost prior to Proposed Agreement</th>
<th>Fiscal Impact of Proposed Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2018/19 Increase/Decrease to cost</td>
</tr>
<tr>
<td>1. Salary Schedule (This is to include Step and Column)</td>
<td>$635,608</td>
<td>$86,280</td>
</tr>
<tr>
<td>2. Other Compensation Changes to Stipends, Bonuses, Longevity, O/T, Differential, etc.</td>
<td>$0</td>
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</tr>
<tr>
<td>Description of &quot;Other Compensation&quot;</td>
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<td></td>
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<tr>
<td>3. Statutory Benefits STRS, PERS, FICA, WC, UI, Medicare, etc.</td>
<td>$138,290</td>
<td>$28,247</td>
</tr>
<tr>
<td>4. Health and Welfare Plans</td>
<td>$69,138</td>
<td>$12,277</td>
</tr>
<tr>
<td>5. Total Compensation (Add Items 1 thru 4)</td>
<td>$843,036</td>
<td>$126,804</td>
</tr>
<tr>
<td>Percentage Change</td>
<td>15.04%</td>
<td>0.00%</td>
</tr>
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</table>

### B. Average Cost of Compensation per Employee

| Total Number of Represented Employees (Use FTE's if appropriate) | 6.5 |

### C. Change to Fund Balance

| Fund Balance Prior to Agreement | $836,123 |
| Fund Balance Following Agreement | $775,539 |
| Change to Fund Balance | ($60,584) |
| Economic Reserve Requirement | $431,258 |
Disclosure of Salary Schedule

Page 2

12. What was the negotiated percentage increase approved? For example, if the increase in “Year 1” was for less than a full year, what was the percentage increase given, what is the effective date of the increase, and what is the annualized percentage increase for “Year 1”? Salary schedule and benefit contribution was increased by 3% for 2018/19, effective July 1, 2018.

13. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain)
No.

14. Proposed changes in non-compensation items (e.g., class size adjustments, staff development days, teacher prep time, etc.)
No.

15. What contingency language is included in the proposed agreement (i.e., re-openers, etc.)?
None.

Source of Funding for Proposed Agreement

Current Year:
- yes Funding was included in adopted budget
- no Funding will come from designated reserves
- yes Funding will come from: LCFF and/or reserves

Second Year:
- yes Funding was included in adopted budget
- no Funding will come from designated reserves
- yes Funding will come from: LCFF and/or reserves

Third Year:
- yes Funding was included in adopted budget
- no Funding will come from designated reserves
- yes Funding will come from: LCFF and/or reserves
CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT’S ABILITY TO MEET THE COST OF THE SALARY SCHEDULE

The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Durham Unified School District (District), hereby certify that the District can meet the costs incurred under the salary schedule for the Administration employee class, during the period of 7/1/18 to 6/30/19.

The budget revisions necessary to meet the costs of the salary schedule in each year of its term are as follows:

The 3% salary schedule increase is included in the Original Budget. The 3% increase to the health benefit contribution will be reflected in the First Interim Budget.

N/A ___ (No budget revisions necessary)

_________________________________________  6/28/2018  
District Superintendent  
(Signature)  
Date

_________________________________________  6/28/2018  
Chief Business Officer  
(Signature)  
Date
## Durham Unified School District
### Administrative Salary Schedule
#### 2018-19

<table>
<thead>
<tr>
<th>Year/Step</th>
<th>Elementary Principal 210</th>
<th>Intermediate Principal/Manager, MOT 210</th>
<th>High School Principal 215</th>
<th>Psychologist 195</th>
<th>Director Special Education 217</th>
<th>Assistant Superintendent of Business and Operations 260</th>
<th>Superintendent 221</th>
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<td>85,225</td>
<td>94,843</td>
<td>110,574</td>
<td>207,634</td>
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<td>114,444</td>
<td>224,750</td>
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<td>114,444</td>
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<td>30</td>
<td>111,980</td>
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<td>111,980</td>
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<td>114,583</td>
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<td>114,583</td>
<td>91,296</td>
<td>101,599</td>
<td>118,450</td>
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* Not official
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<tr>
<th></th>
<th>975.32 ADA</th>
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<tr>
<td></td>
<td>Unrestricted</td>
<td>Restricted</td>
<td>Total</td>
<td>Unrestricted</td>
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<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCFF State Aid &amp; Property Taxes</td>
<td>8011-8099</td>
<td>8,918,917</td>
<td>-</td>
<td>8,918,917</td>
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<tr>
<td>Federal Revenue:</td>
<td>8100-8299</td>
<td>100</td>
<td>261,543</td>
<td>261,643</td>
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<td>Other State Revenue:</td>
<td>8300-8599</td>
<td>519,552</td>
<td>877,025</td>
<td>1,396,577</td>
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<td>Other Local Revenue:</td>
<td>8600-8799</td>
<td>127,670</td>
<td>145,946</td>
<td>273,616</td>
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<td><strong>TOTAL REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>9,566,239</td>
<td>1,284,514</td>
<td>10,850,753</td>
<td>9,464,353</td>
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<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Classified Salaries:</td>
<td>2000-2999</td>
<td>1,173,785</td>
<td>333,195</td>
<td>1,506,980</td>
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<td>Books &amp; Supplies:</td>
<td>4000-4999</td>
<td>265,469</td>
<td>250,025</td>
<td>515,494</td>
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<td>Services &amp; Operating:</td>
<td>5000-5999</td>
<td>486,388</td>
<td>147,040</td>
<td>633,428</td>
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<td>Capital Outlay:</td>
<td>6000-6999</td>
<td>6,855</td>
<td>43,245</td>
<td>50,100</td>
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<td>Other Outgo:</td>
<td>7300-7399</td>
<td>118,247</td>
<td>315,000</td>
<td>433,247</td>
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<tr>
<td>Indirect Costs:</td>
<td></td>
<td>(39,870)</td>
<td>33,248</td>
<td>(6,622)</td>
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<td><strong>TOTAL EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>8,243,883</td>
<td>2,608,562</td>
<td>10,852,445</td>
<td>8,269,822</td>
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<tr>
<td>Interfund Transfers In</td>
<td>8900-8929</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interfund Transfers Out</td>
<td>7600-7629</td>
<td>58,892</td>
<td>-</td>
<td>58,892</td>
</tr>
<tr>
<td>Other Financing Sources</td>
<td>8930-8979</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Other Financing Uses</td>
<td>7630-7699</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Contributions From Unrestricted</td>
<td>8980-8999</td>
<td>(1,241,311)</td>
<td>(1,241,311)</td>
<td>-</td>
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<tr>
<td><strong>TOTAL OTHER FINANCING</strong></td>
<td></td>
<td>(1,300,203)</td>
<td>1,241,311</td>
<td>(58,892)</td>
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<tr>
<td>Net Increase (Decrease) in Fund Balance</td>
<td>22,153</td>
<td>(82,737)</td>
<td>(60,584)</td>
<td>(117,885)</td>
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<tr>
<td>Beginning Fund Balance</td>
<td>634,426</td>
<td>201,697</td>
<td>836,123</td>
<td>656,579</td>
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<tr>
<td>Audit Adjustment (Lottery &amp; Psych)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Equals Net Ending Fund Balance</td>
<td>656,579</td>
<td>118,960</td>
<td>775,539</td>
<td>538,694</td>
</tr>
<tr>
<td>Reserve for Economic Uncertainties (4%)</td>
<td>436,453</td>
<td>-</td>
<td>436,453</td>
<td>434,813</td>
</tr>
<tr>
<td>Plus Special Reserve Fund</td>
<td>246,707</td>
<td>-</td>
<td>246,707</td>
<td>246,707</td>
</tr>
<tr>
<td>Equals total Available Reserves</td>
<td>466,833</td>
<td>118,960</td>
<td>585,793</td>
<td>350,588</td>
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</table>
REVENUE

LCFF:
Per SSC Dartboard and ADA of **975.32, 969.36, & 959.44**.
Based on current entitlements. Special Education and Title I to increase by 2%.

Federal Revenue:

State Revenue:
One-time revenue of $344 per ADA ($332,304) in 2018/19.
CTEIG Grants: $75,000 in 2018/19.

Other Local Revenue:
Based on current agreements.

EXPENDITURES

Certificated:
Based on 56.0 FTE and 6 Admin FTE in 2018/19 compared to 55.5 in 2017/18.

Step & Column of 1.5%.

**2018/19:**
Based on currently staffing levels.
3% added to salary schedule plus step & column.

**2019/20:**
Based on current staffing levels. No retirements anticipated. Cost of step & column only.

**2020/21:**
Based on current staffing levels. No retirements anticipated. Cost of step & column only.

Classified:
Based on 38.15 FTE in 2018/19 compared to 36.60 FTE in 2017/18.
Step & Column of 1.5%.
Plus 1.0 FTE Business Manager and 2.0 FTE Confidential.

**2018/19:**
Based on currently staffing levels.
3% added to salary schedule plus step & column.

**2019/20:**
Based on current staffing levels. No retirements anticipated. Cost of step & column only.
College Readiness Grant expires ($21,788 reduction of 0.50 FTE)

**2020/21:**
Based on current staffing levels. No retirements anticipated. Cost of step & column only.
**Benefits:**

<table>
<thead>
<tr>
<th></th>
<th>Classified Rates</th>
<th>Certificated Rates</th>
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</thead>
<tbody>
<tr>
<td>PERS</td>
<td>18.062%</td>
<td>STRS</td>
</tr>
<tr>
<td>SS</td>
<td>6.200%</td>
<td>16.280%</td>
</tr>
<tr>
<td>Medicare</td>
<td>1.450%</td>
<td>SS</td>
</tr>
<tr>
<td>UI</td>
<td>0.200%</td>
<td>Medicare</td>
</tr>
<tr>
<td>WC</td>
<td>2.095%</td>
<td>UI</td>
</tr>
<tr>
<td>Retiree</td>
<td>0.259%</td>
<td>WC</td>
</tr>
<tr>
<td></td>
<td>28.266%</td>
<td>Retiree</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Disability</td>
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<td></td>
<td></td>
<td>22.945%</td>
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</tbody>
</table>

PERS and STRS rates increased in 2019/20 and 2020/21 per SSC Dartboard. Health benefits are equal to the cap of $941/mo.

**Books and Supplies:**

- One-time expenditures in 2018/19:
  - CTEIG: $33,482
  - MTSS: $2,500
  - College Readiness: $2,742

**Services and Operating Exps:**

- One-time expenditures in 2018/19:
  - CTEIG: $10,000
  - MTSS: $8,000
  - College Readiness: $3,015
  - Reduction in IT support: $25,000

**Capital Outlay:**

- One-time expenditures in 2018/19:
  - CTEIG: $30,000
DURHAM UNIFIED SCHOOL DISTRICT  
Butte County, State of California  

2017-18  

RESOLUTION NO. 18-19  

RESOLUTION CALLING FOR AN ELECTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE DURHAM UNIFIED SCHOOL DISTRICT AT AN ELECTION TO BE HELD NOVEMBER 6, 2018  

WHEREAS, the Board of Trustees (the "Board") of the Durham Unified School District (the "District"), within the County of Butte, California (the "County"), is authorized to order elections within the District for the purpose of considering, inter alia, bond measures to meet the ongoing capital improvement needs of the District, pursuant to the Constitution of the State of California (the "State") and the Education Code of the State (the "Education Code"); and  

WHEREAS, Section 18 of Article XVI and Section 1 of Article XIII A of the Constitution of the State and Section 15266 et seq. of the Education Code (collectively, "Prop 39") provide for a methodology by which the District may call for an election and, upon approval by 55% or more of the qualified voters voting on the bond measure, issue its general obligation bonds and cause the County to levy an ad valorem property tax to pay debt service on said bonds; and  

WHEREAS, this Board has determined it to be in the best interests of the District to call such an election under Prop 39, as further described herein; and  

WHEREAS, November 6, 2018 (the "Election Date") meets the consolidation requirements of the Education Code and any County or local measure or election may be consolidated with the Statewide general election then pending; and  

WHEREAS, the Board wishes to specify the manner in which the District shall call a bond election on the Election Date and to demonstrate compliance with related requirements of the Constitution, the Education Code and the Elections Code of the State;  

NOW, THEREFORE, be it hereby resolved, determined and ordered by the Board of Trustees of the Durham Unified School District as follows:  

Section 1. Recitals. All of the foregoing recitals are true.  

Section 2. Determination to Proceed under Prop 39. The provisions of Prop 39 shall control the administration of the election to consider the bond proposition of the District (the "Bond Proposition"), such that a favorable vote of no less than 55% of the qualified voters voting at the election shall constitute approval thereof, and the Board of Trustees of the District (the "Board") hereby declares its intention to meet the pertinent requirements of Prop 39.  

Section 3. Bond Proposition. This Board does hereby order and request that the Butte County Clerk-Recorder, Registrar of Voters (herein called the "Registrar") call an election (in the performance of her duties and in the exercise of her power, alone, or with the assistance of such other officers of the County as she may request) to consider the proposition attached hereto as Exhibit A on November 6, 2018 (the "Bond Measure"),
which constitutes the election order prescribed under California Education Code Section 15122 and Elections Code 13247.

The Registrar is hereby requested to reprint Exhibit A in its entirety in the voter information pamphlet to be distributed to voters pursuant to Section 13307 of the Elections Code. As required under Elections Code Section 13247, the abbreviated form of the Bond Measure to appear on the ballot shall be the measure selected by the Superintendent of the District and filed herewith as Exhibit B. Pursuant to Section 18, Article XVI and Section 1, Article XIII A of the Constitution of the State, the foregoing Bond Measure shall become effective upon the favorable vote of no less than 55% of those qualified voters voting on the proposition.

Section 4. Consolidation of Bond Election; Services of County. Pursuant to Section 1258 of the Education Code, the Superintendent of the District is hereby authorized to contract with the Registrar, who is hereby requested and authorized to perform such duties as may be required by law, necessary or useful, or customary and appropriate in the conduct of said Bond Election, including the consolidation of the Bond Election with the general election within the territory of the District being conducted on the Election Date.

The precincts, polling places for said precincts in the County, and persons appointed and designated to serve as election officers for said Bond Election will be those determined, designated, and appointed pursuant to state law by the Registrar. The County is hereby requested to tally and canvass the returns of the election, in accordance with Section 10411 of the Elections Code. The District agrees to reimburse the County for all services related to the Bond Election, such services to include the publication of the Formal Notice and a Tax Rate Statement (described in Section 9401 of the Elections Code) pursuant to the terms of 5363 of the Education Code and Section 12112 of the Elections Code.

Section 5. Approval of Project List; Accountability Safeguards. The District has developed a list of certain capital projects which are a priority in order to meet the obligations of the District to provide education to the children of its residents, as more particularly identified on Exhibit A hereto, which is incorporated herein by this reference. Exhibit A is hereby certified by this Board as the Project List (the “Project List”) for funding, either in whole or in part, with the proceeds of the Bonds. This certification of the Project List shall not be interpreted by and does not constitute an official approval of any listed project for the California Environmental Quality Act (“CEQA”) or other purposes, but only as a statement of present intention of this Board. Furthermore, the listing of a capital improvement on the Project List does not imply any particular prioritization among such improvements, which remains the province of the Board by subsequent action. Notwithstanding the foregoing, only those acquisitions and other capital improvements included on the Project List may be funded, in whole or in part, with the proceeds of the Bonds. Additional moneys may be obtained for listed projects, in supplementation of the Bond proceeds, from any lawful source of moneys.

The Board hereby confirms that it has, in the development of the Project List appended hereto, evaluated and taken into consideration safety, class size reduction and information technology needs.

Section 6. Citizens’ Oversight Committee. Pursuant to Section 15278 et seq. of the Education Code, within 60 days following the certification by this Board of the official results of the Bond Election by the County, this Board is required to appoint a Citizens Oversight Committee (the “Committee”) to insure the District’s compliance with the foregoing restrictions and to perform the duties established under the Education Code for such committees. To assist the Committee in its statutory obligations, the District shall
cause to be conducted an annual independent performance audit and an annual independent financial audit on the expenditure of Bond proceeds; the audits shall be performed under contract with appropriate persons or firms as shall be subsequently brought for approval before this Board. The financial audit may be consolidated with the annual audit of the District's financial statement and may be performed by the same accounting firm, without further approval by this Board.

The results of the annual audits performed hereunder shall be reported to the Board and to the Committee at least annually, and more often, if the Board shall so direct.

Section 7. **No Administrators' or Teachers' Salaries to Be Paid from Bond Proceeds.** In accordance with Prop 39, the Board hereby confirms that no administrators' or teachers' salaries shall be paid or reimbursed, in whole or in part, from Bond proceeds, nor shall such proceeds be used to pay any other operating expenses of the District. Notwithstanding the foregoing, costs of administering the Bond Election and costs of issuance of the Bonds shall be lawful charges against Bond proceeds.

Section 8. **Other Terms of the Bonds.** The maturity of any bonds issued pursuant to the Bond Measure and under Chapter 1.5, Part 10, Division 1, Title 1 of the Education Code (commencing with Section 15264), as amended, and Article XIIIa of the California Constitution ("Article XIIIa") shall not exceed twenty-five (25) years as to maturity and shall bear interest at a rate not to exceed the maximum legal interest rate per annum. The maturity of any bonds issued pursuant to the Bond Measure and under Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code, as amended, applicable provisions of the Education Code and Article XIIIa shall not exceed the applicable legal limits as to maturity, or, in the case of bonds the interest on which is compounded, the maturity shall not exceed twenty-five (25) years, and shall bear or accrue interest at a rate not to exceed the maximum legal interest rate.

Section 9. **Approval of Election Consolidation; Delivery of Order of Election.** The Clerk of the Board is hereby directed to deliver, no later than July 13, 2018, one certified copy of this Resolution to the Registrar, together with the Tax Rate Statement attached hereto as Exhibit C and executed by the Superintendent of the District.

Section 10. **Ballot Arguments.** The members of the Board, or any one member or group thereof, are hereby authorized, but not directed, to file a formal Argument in Favor of the Bond Measure given above, with the Registrar within the time limits established for such arguments by the Registrar.

Section 11. **Retention of Consultants.** The District hereby confirms the hiring of consultants to provide for special services in connection with the proposed issue(s) of Bonds which may be authorized at the Election, to wit, (i) the law firm of Dannis Woliver Kelley as Bond Counsel to the District ("Bond Counsel") and (ii) the financial advisory firm of Isom Advisors Inc., a division of Urban Futures Inc., as Financial Advisor to the District (the "Financial Advisor"), upon conditions as may be set forth in the respective fee agreements heretofore negotiated and executed on behalf of the District by the Superintendent.

Section 12. **Reimbursement of Qualified Project Expenditures.** The Board presently intends and reasonably expects to have tax-exempt obligations (the "Obligations") issued on its behalf within 18 months of the date of the expenditure of moneys on the Projects outlined in the foregoing Project List or the date upon which a Project is placed in service or abandoned, whichever is later (but in no event more than 3 years after the date the original expenditure of such moneys is paid), and to allocate an amount not to exceed 10% of the proceeds thereof to the reimbursable expenditures in connection with the Project, as may
be qualified under the provisions of Section 1.150-2 of the Treasury Regulations of the Internal Revenue Service (the “Reimbursable Expenditures”). All of the Reimbursable Expenditures covered by this Resolution were paid not earlier than 60 days prior to the date of this Resolution. The Board intends to allocate within 30 days after the date of issue of the Obligations the proceeds there from to reimburse the District for the Reimbursable Expenditures. With respect to the proceeds of the Obligations allocated to reimburse the District for prior expenditures, the Board hereby covenants not to employ an abusive device under Treasury Regulation Section 1.148-10, including using within one year of the reimbursement allocation, the funds corresponding to the proceeds of the Obligations in a manner that results in the creation of replacement proceeds, as defined in Treasury Regulation Section 1.148-1, of the Obligations or another issuer of tax-exempt obligations.

The above provision is made solely for the purpose of establishing compliance with the requirements of said Section 1.150-2 of the Treasury Regulations. This provision does not bind the District or the Board to make any expenditure, incur any indebtedness, or proceed with the financing, acquisition or construction of the Project.

Section 13. Ratification. All actions heretofore taken by the officers, or their respective designees, employees and agents of the Board and the District in connection with the financing of the facilities on the Project List are hereby ratified and confirmed. The officers and their designees, the employees and agents of the Board and the District are hereby authorized to take any and all actions in connection with the financing of said facilities and as may be necessary and consistent with the purposes of this Resolution.

Section 14. Authorization of Further Acts. The members of this Board and the Superintendent (each, a “District Representative”) are hereby authorized and directed, individually and collectively, to do any and all things that they deem necessary or advisable in order to effectuate the purposes of this Resolution, including selection of a final Ballot Measure. This Resolution and all of its Exhibits that are filed with the County Registrar by a District Representative shall constitute the final, binding ballot measure of the District and such submitted measure shall be deemed ratified and approved by the Board.
Section 15. Effective Date. This Resolution shall take effect immediately upon its adoption by the Board.

PASSED AND ADOPTED this ___ day of ___, 2018, by the Board of Trustees of Durham Unified School District, at Durham, California, by the following vote:

AYES: Members:

NOES: Members:

ABSENT: Members:

ABSTAIN: Members:

By: ________________________________

President, Board of Trustees
EXHIBIT "A"

FULL TEXT BALLOT PROPOSITION OF THE
DURHAM UNIFIED SCHOOL DISTRICT BOND ELECTION
FOR NOVEMBER 6, 2018

By approval of this measure by at least fifty-five percent (55%) of the registered voters voting thereon, the Durham Unified School District shall be authorized to issue and sell bonds of up to $19.7 million in aggregate principal amount to provide financing for the specific school facilities projects listed below in the Bond Project List, subject to all of the accountability safeguards specified herein.

ACCOUNTABILITY MEASURES

The provisions in this section are included in this proposition in order that the voters and taxpayers of the District may be assured that their money will be spent to address specific facilities needs of the District, all in compliance with the requirements of Article XIII A, section 1(b)(3) of the State Constitution, and the Strict Accountability in Local School Construction Bonds Act of 2000 (codified at Section 15264 et seq. of the California Education Code).

Evaluation of Needs. The Board has evaluated the facilities needs of the District and has identified projects to finance from a local bond measure at this time. The Board hereby certifies that it has evaluated safety, class size and information technology needs in developing the Bond Project List.

Independent Citizens’ Oversight Committee. The Board shall establish an independent Citizens’ Oversight Committee in accordance with Education Code sections 15278-15282 and applicable Board policy, to ensure bond proceeds are expended only for the school facilities projects listed in the Bond Project List. An existing Citizens’ Oversight Committee may be empowered by the Board to oversee the expenditure of bond proceeds from this measure. The committee shall be so empowered, or a new committee established, within sixty (60) days of the date when the Board enters the results of the election in its official minutes.

Annual Performance Audit. The Board shall conduct or cause to be conducted an annual, independent performance audit to ensure that the bond proceeds have been expended only on the school facilities projects described in the Bond Project List.

Annual Financial Audit. The Board shall conduct or cause to be conducted an annual, independent financial audit of the bond proceeds until all of those proceeds have been spent for the school facilities projects described in the Bond Project List.

Annual Report to Board. Upon approval of this measure and the sale of any bonds approved, the Board shall take actions necessary to establish an account in which proceeds of the sale of bonds will be deposited. As long as any proceeds of the bonds remain unexpended, the Superintendent shall cause a report to be filed with the Board no later than January 1 of each year, commencing on the first January 1 after bonds have been issued and proceeds spent, stating (1) the amount of bond proceeds received and expended in the past fiscal year, and (2) the status of any project funded or to be funded from bond proceeds. The report may be incorporated into the annual budget, annual financial report, or other appropriate routine report to the Board.
BOND PROJECT LIST

This Bond Project List, which is an integral part of this proposition, describes the specific projects the District proposes to finance with proceeds of the bonds.

Proceeds from the sale of bonds authorized by this measure shall be used only for the construction, reconstruction, rehabilitation, or replacement of school facilities on the Bond Project List, including the furnishing and equipping of said school facilities, or the acquisition or lease of real property for said school facilities, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

In order to meet all identified facility needs, the District intends to complete projects using a combination of funding sources. These sources may include joint-use funds, development impact fees, state funds (if available) and other available funds. The District will pursue state matching funds if and when they become available, and if received, they will be used for and mainly applied to projects on the Bond Project List or other high priority capital outlay expenditures as permitted in Education Code section 17070.63(c). No project is dependent on the receipt of state funding for completion.

Specific projects to be funded by the bond measure include, without limitation, the following:

School Renovation, Repair and Upgrade Projects

- Repair/replace existing plumbing systems to meet current codes, including drainage.
- Repair and upgrade roofs, ceilings, walls, and floors.
- Renovate, repair, expand and/or upgrade the interior and/or exterior of existing classrooms and school facilities, including infrastructure and landscaping improvements.
- Replace existing wiring systems to meet current electrical and accessibility codes and increased capacity.
- Update agriculture and vocational teaching facilities
- Install additional and/or replace outdated heating, ventilation, air conditioning systems, and lighting systems with building code compliant systems.
- Provide enhanced computer labs.
- Upgrade, expand, repair and/or equip science labs, multi-purpose rooms, food service facilities, auditoriums, libraries, and other school facilities.
- Replace existing window systems with energy efficient systems. Repair outdated temporary portable classrooms or replace with permanent classrooms.

School Site Health, Safety and Security Projects

- Upgrade or replace buildings that do not meet current minimum building code standards.
- Remove all dry rot and repair damage caused by dry rot.
- Replace/upgrade existing signage, bells, clocks and fire protection systems.
- Install, repair, upgrade, or replace safety and security systems for students and staff, including new fencing around the schools.
- Install energy efficient systems including "green" building projects and sustainable building practices to promote energy-efficiency.
- Upgrade and repair play areas and play fields.
- Upgrade, repair, or expand school site parking, driveways, walkways, ground, and utilities.
- Abate and remove hazardous materials identified prior or during construction.
- Repair, replace and/or upgrade paved surfaces, turf, and other grounds to eliminate safety hazards and improve outside instructional areas.
District-Wide Wiring and Technology for Instructional Support and Effective Learning Environment Projects

- Upgrade and expand campus wide-intercom and wireless systems, and telecommunications, internet, and network connections.
- Upgrade media, audio/visual equipment, and other technology for effective learning environments, including smart boards and "distance learning".
- Upgrade and replace classroom equipment and instructional aides.

The listed projects will be completed as needed. Each project is assumed to include its share of furniture, equipment, architectural, engineering, and similar planning costs, program/project management, staff training expenses and a customary contingency for unforeseen design and construction costs. In addition to the listed projects stated above, the list also includes the acquisition of a variety of instructional, maintenance and operational equipment, including the reduction or retirement of outstanding lease obligations and interim funding incurred to advance fund projects from the list; installation of signage and fencing; payment of the costs of preparation of all facility planning, facility studies, assessment reviews, facility master plan preparation and updates, environmental studies (including environmental investigation, remediation and monitoring), design and construction documentation, and temporary housing of dislocated District activities caused by construction projects. In addition to the projects listed above, the repair and renovation of each of the existing school facilities may include, but not be limited to, some or all of the following: renovation of student and staff restrooms; repair and replacement of heating and ventilation systems; upgrade of facilities for energy efficiencies; repair and replacement of worn-out and leaky roofs, windows, walls, doors and drinking fountains; installation wiring and electrical systems to safely accommodate computers, technology and other electrical devices and needs; upgrades or construction of support facilities, including administrative, physical education/athletic facilities and performing arts buildings and maintenance yards; repair and replacement of fire alarms, emergency communications and security systems; resurfacing or replacing of hard courts, turf and irrigation systems and campus landscaping and play fields; expand parking; install interior and exterior painting and floor covering; demolition; and construction of various forms of storage and support spaces, upgrade classrooms, bleachers, kitchens, repair, upgrade and install interior and exterior lighting systems; replace outdated security fences and security systems. The upgrading of technology infrastructure includes, but is not limited to, computers, LCD projectors, portable interface devices, servers, switches, routers, modules, sound projection systems, laser printers, digital white boards, document projectors, upgrade voice-over-IP, call manager and network security/firewall, wireless technology systems and other miscellaneous equipment and software. The allocation of bond proceeds will be affected by the District's receipt of State matching funds and the final costs of each project. In the absence of State matching funds, which the District will aggressively pursue to reduce the District's share of the costs of the projects, the District will not be able to complete some of the projects listed above. The budget for each project is an estimate and may be affected by factors beyond the District's control. Some projects throughout the District, such as gyms, fields and performing arts facilities, may be undertaken as joint use projects in cooperation with other local public or non-profit agencies. The final cost of each project will be determined as plans and construction documents are finalized, construction bids are received, construction contracts are awarded and projects are completed. Based on the final costs of each project, certain of the projects described above may be delayed or may not be completed. Demolition of existing facilities and reconstruction of facilities scheduled for repair and upgrade may occur, if the Board determines that such an approach would be more cost-effective in creating more enhanced and operationally efficient campuses. Necessary site
preparation/restoration may occur in connection with new construction, renovation or remodeling, or installation or removal of relocatable classrooms, including ingress and egress, removing, replacing, or installing irrigation, utility lines, trees and landscaping, relocating fire access roads, and acquiring any necessary easements, licenses, or rights of way to the property. Proceeds of the bonds may be used to pay or reimburse the District for the cost of District staff when performing work on or necessary and incidental to bond projects. Bond proceeds shall only be expended for the specific purposes identified herein. The District shall create an account into which proceeds of the bonds shall be deposited and comply with the reporting requirements of Government Code § 53410.
EXHIBIT B

BOND MEASURE
(Abbreviated Form)

[Option 1 – Includes AB 195 required terms]

"To improve the quality of education; repair/replace deteriorating electrical, plumbing and sewer systems; upgrade agriculture and vocational teaching facilities; repair leaky roofs; and renovate classrooms, restrooms and school facilities; shall Durham Unified School District issue $19,700,000 of bonds at legal rates, generating on average $1,100,000 annually as long as bonds are outstanding from levies of approximately 6 cents per $100 assessed value, with annual audits, independent citizens’ oversight, NO money for salaries and all money staying local?"  

Bonds—YES _____        Bonds – NO _____

[Option 2 – If AB 195 repealed or stayed before filing deadline]

"To improve the quality of education with funding that cannot be taken by the State; repair/replace deteriorating electrical, plumbing and sewer systems; upgrade agriculture and vocational teaching facilities; repair or replace leaky roofs; make health, safety and handicapped accessibility improvements; and modernize/renovate outdated classrooms, restrooms and school facilities; shall Durham Unified School District issue $19,700,000 of bonds at legal interest rates, with independent citizens’ oversight, annual audits and NO money used for teacher or administrator salaries?"

Bonds—YES _____        Bonds – NO _____
EXHIBIT C

TAX RATE STATEMENT

An election will be held within the boundaries of Durham Unified School District (the "District") on November 6, 2018 to authorize the sale of up to $19.7 million in bonds to finance facilities as described in the proposition. If the bonds are approved, the District expects to sell the bonds in multiple series. Principal and interest on the bonds will be payable from the proceeds of tax levies made upon the taxable property located within the District. The following information is provided in compliance with Sections 9400-9404 of the California Elections Code.

1. The best estimate of the annual average tax rate which would be required to be levied to fund this bond issue over the entire duration of the bond debt service, based on estimated assessed valuations available at the time of filing of this statement, is 6 cents per $100 ($60 per $100,000) of assessed valuation. The final fiscal year in which the tax is anticipated to be collected is 2052-53.

2. The best estimate of the highest tax rate which would be required to be levied to fund this bond issue, based on estimated assessed valuations available at the time of filing of this statement, is 6 cents per $100 ($60 per $100,000) of assessed valuation, which rate would be levied while the bonds are outstanding.

4. The best estimate of total debt service, including principal and interest, which would be required to be repaid if all the bonds are issued and sold is $41,300,000.

Voters should note that the estimated tax rate is based on the ASSESSED VALUE of taxable property on the County of Butte official tax rolls, not on the property's market value. Property owners should consult their own property tax bills to determine their property's assessed value and any applicable tax exemptions.

Attention of all voters is directed to the fact that the foregoing information is based upon the District's projections and estimates only, which are not binding upon the District. The actual tax rates, debt service and the years in which they will apply may vary from those presently estimated, due to variations from these estimates in the timing of bond sales, the amount of bonds sold and market interest rates at the time of each sale, and actual assessed valuations over the term of repayment of the bonds. The dates of sale and the amount of bonds sold at any given time will be determined by the District based on need for construction funds and other factors. The actual interest rates at which the bonds will be sold will depend on the bond market at the time of each sale. Actual future assessed valuation will depend upon the amount and value of taxable property within the District as determined by the County Assessor in the annual assessment and the equalization process.

Signed:  
Lloyd Webb, Superintendent

Dated:  
_______, 2018
Purchaser: Durham High School
Attn: Lloyd Webb lwebb@durhamunified.org (408)607-6322
Jobsite: 9420 Putney Drive, Durham CA. 95938
Date: 05/16/2018

Plan: Solar Light 30 x 48 x 10’ eave single wide

Standard Engineering Package:

Structural calculations with section and detail drawings for the structure. Includes three sets of structure drawings 25” x 36” prints (Architectural size D) and two sets of calculations 8 1/2” x 11”.

The greenhouse design criteria is IBC “Use Group U”, “Risk category 1”, Agricultural building* (12/100C)

*The IBC definition of an agricultural building is:
“a structure designed and constructed to house farm implements, hay, grain, poultry, livestock, or other horticultural products. This structure shall not be a place of human habitation or a place of employment where agricultural products are processed, treated, or packaged, nor shall it be a place used by the public.”

The greenhouse structure will not meet the design criteria as a classroom or for educational occupancy. The greenhouse structure will not meet DSA structural requirements.
The greenhouse engineered drawings and calculations may not be reviewed by a 3rd party peer review system. If any other structural requirements are specified, Agra Tech reserves the right to charge for revisions or reject the order.

Not Included:
Architectural drawings including site plan, floor plan & elevations, ingress and egress, etc.
Equipment & Electrical drawings, Slab design, Any other drawings

Terms & Conditions

This Agreement is subject to all terms and provisions herein set forth. Price and specifications are subject to change prior to Purchaser Authorization and Approval and Acceptance by Agra Tech, Inc.

For the sum of: $2,716.25 REFER to bid #16345 version 1

PURCHASER AUTHORIZATION
Durham High School

APPROVAL AND ACCEPTANCE
Agra Tech, Inc.

BY: ____________________________
TITLE: ____________________________
DATE: ____________________________
BY: ____________________________
TITLE: ____________________________
DATE: ____________________________
# Project Engineering

**Distributed By:** 200  
Agra Tech, Inc  
2131 Piedmont Way  
Pittsburg, CA 94565  
Salesman: Agra Tech  
Email: agratech@agratech.com  
Phone: (925) 432-3399  
Cell:  

**Sold To:**  
Durham High School  
P.O Box 300  
Durham, CA 95938  
Contact: Lloyd Webb  
Email: lwebb@durhamunified.org  
Phone: 408-607-6322  
Cell:  

**Ship To:**  
Durham High School  
9420 Putney Dr  
Durham, CA 95938  
Contact: Lloyd Webb  
Email: lwebb@durhamunified.org  
Phone: 408-607-6322  
Cell:  

**ATI Salesman:** Alma Uribe  
Email: Alma.Uribe@agratech.com  
Phone: (925) 526-8630  
Cell:  

**Ship Notes:** Included in estimate  
**Terms:** Cash With Order

<table>
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<tr>
<th>Qty</th>
<th>Extended List Price</th>
<th>Disc Mult</th>
<th>Net Price</th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

(1 Item)  
**Project Engineering Standard Package Calcs & Drawings for Solar Light 30x48x10**

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<tr>
<th>Item Weight: 0</th>
<th>Item Total: $2,500.00</th>
<th>1.0000</th>
<th>$2,500.00</th>
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**Total Weight ATI Materials:**  
**Total Weight Non ATI:** 0  
The freight estimate is valid for 7 Days  
Please indicate your authorization of this proposal by signing below and then returning it to Agra Tech, Inc. Agra Tech reserves the right to correct any inadvertent specification or pricing errors made in this proposal.

I, the purchaser, am authorized to sign this agreement. I approve and accept this bid.  
I have also read and agree with Agra Tech's Terms and conditions contract.

**Approval and Acceptance**  
**Durham High School**  
By:  
Title:  
Date:  

**Approval and Acceptance**  
**Agra Tech, Inc.**  
By:  
Title:  
Date:
## SUBJECT: DIS Compost Project

## PREPARER: Deena Cooper, Durham Intermediate Teacher

<table>
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<tr>
<th>RECOMMENDATION</th>
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<tr>
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<td>☐ Do Not Approve</td>
<td></td>
</tr>
<tr>
<td>☐ Accept</td>
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<td></td>
</tr>
<tr>
<td>☐ Information Only</td>
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</tr>
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## BACKGROUND:

The project would be a cooperative effort between 6th graders, studying Earth Science, and the High School Agriculture Program. We would like it to be built in conjunction with the current greenhouse project.

## FINANCIAL IMPACT:

Cement has been offered to be paid for by a “Follow the Water” grant taken by Ms. Cooper. She will need to secure funds for cement blocks from another source.
2018-2019 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 29, 2018.

Durham Unified School District ___ School District/Governing Board at its June 28, 2018 ___ meeting, (Name of school district/governing board) (Date) appointed the following individual(s) to serve for the 2018-2019 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

<table>
<thead>
<tr>
<th>NAME OF SCHOOL</th>
<th>Durham High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF REPRESENTATIVE</td>
<td>Robbin Pedrett</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>9455 Putney Drive</td>
</tr>
<tr>
<td>CITY</td>
<td>Durham</td>
</tr>
<tr>
<td>ZIP</td>
<td>95938</td>
</tr>
<tr>
<td>PHONE</td>
<td>530 895 4685</td>
</tr>
<tr>
<td>FAX</td>
<td>530 895 4688</td>
</tr>
<tr>
<td>E-MAIL</td>
<td><a href="mailto:rpedrett@durhamunified.org">rpedrett@durhamunified.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF SCHOOL</th>
<th>Durham High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF REPRESENTATIVE</td>
<td>Amy Hilquist</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>9455 Putney Drive</td>
</tr>
<tr>
<td>CITY</td>
<td>Durham</td>
</tr>
<tr>
<td>ZIP</td>
<td>95938</td>
</tr>
<tr>
<td>PHONE</td>
<td>530 895 4685</td>
</tr>
<tr>
<td>FAX</td>
<td>530 895 4688</td>
</tr>
<tr>
<td>E-MAIL</td>
<td><a href="mailto:coachh45@gmail.com">coachh45@gmail.com</a></td>
</tr>
</tbody>
</table>

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: Lloyd Webb

Address: PO Box 300

City: Durham

Zip: 95938

Phone: 530 895 4675 x227

Fax: 530 895 4692

PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.
SEE REVERSE SIDE FOR CIF SECTION OFFICE ADDRESSES.
DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: **2018-2019**
Revised Declaration of Need for year: **2018-2019**

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 **6/28/2018** 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, **2016**.

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

<table>
<thead>
<tr>
<th>Lloyd Webb</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>530-895-4692</td>
</tr>
<tr>
<td>Fax Number</td>
<td>530-895-4675 x227</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>6-28-2018</td>
</tr>
<tr>
<td>Date</td>
<td>6-28-2018</td>
</tr>
</tbody>
</table>

Mailing Address

lwebb@durhamunified.org

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, 2019.

*Enclose a copy of the public announcement*

Submitted by Superintendent, Director, or Designee:

Lloyd Webb

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Superintendent</th>
</tr>
</thead>
<tbody>
<tr>
<td>530 895 4692</td>
<td>530-895-4675 x227</td>
<td>6-28-2018</td>
</tr>
</tbody>
</table>

PO Box 300, Durham, CA 95938

<table>
<thead>
<tr>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:lwebb@durhamunified.org">lwebb@durhamunified.org</a></td>
</tr>
</tbody>
</table>

*Email Address*  

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 subject(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</td>
<td>3</td>
</tr>
<tr>
<td>Bilingual Authorization</td>
<td>1</td>
</tr>
<tr>
<td>List target language(s) for bilingual authorization: Spanish</td>
<td></td>
</tr>
<tr>
<td>Resource Specialist</td>
<td>1</td>
</tr>
<tr>
<td>Teacher Librarian Services</td>
<td>1</td>
</tr>
</tbody>
</table>

**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>3</td>
</tr>
<tr>
<td>Single Subject</td>
<td>3</td>
</tr>
<tr>
<td>Special Education</td>
<td>1</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?  
Two (2)

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.

N/A
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]

Signature of the District Superintendent

Durham Unified

District

6-28-2018

Date

Signature of the County Superintendent of Schools

County

Date

It is not necessary to submit this form to the Commission on Teacher Credentialing.
CDE TUPE Grant Cohort K
Memorandum of Understanding
Between
Butte County Office of Education’s Student Health and Prevention Programs
And Durham Unified School District
July 1, 2018 to June 30, 2020

This Memorandum of Understanding (MOU) is for the purpose of continuing the partnership between Butte County Office of Education’s (BCOE) Student Health and Prevention Programs (SHPP) and Durham Unified School District (DUSD), in order to implement tobacco prevention curriculum, intervention, cessation, and youth development activities through the CDE Cohort K, TUPE grant. Over the two year grant period BCOE will provide at least $6,000 to DUSD in direct funding and each party will provide services as detailed below. The two parties agree that by working together, they can accomplish the goal of implementing proven effective tobacco prevention, intervention and cessation strategies.

1. In order to fulfill its obligation under this agreement, BCOE SHPP will:
   a. Provide coaching, staff support and evaluation tools/reporting forms.
   b. Provide staff and curriculum to teach at least three lessons from the CDE approved prevention curriculum, Stanford Medicine’s Tobacco Toolkit in all 6th grade classrooms and 1 lesson to all 7th and 8th grade students.
   c. Provide curriculum, training and support for the Life Skills program and for intervention or cessation.
      Provide training for cessation and intervention if needed.
   d. Provide an agreement for intervention and pregnant minor services and monitor the implementation of the services, if needed.
   e. Provide at least $3,000 each year to PUSD to reimburse costs for prevention curriculum implementation and materials, intervention/cessation services and implementation of the CA Healthy Kids Survey (Fall 19), as stated in program implementation plan. $1,500 will be transferred by December 31 of each year, the remaining $1,500 will be transferred when the year-end activity report is received from DUSD.

2. In order to fulfill its obligations under this agreement, PUSD will:
   f. Collaborate and coordinate with BCOE SHPP program manager and Prevention Specialist and appoint a representative who will attend at least 1 countywide TUPE meeting during the year.
   g. Provide Brief Intervention (BI), or similar intervention, in lieu of suspension, and cessation for students caught using tobacco, as needed.
   h. DUSD 7th and 8th grade students may participate in Botvin’s LifeSkills curriculum, delivered by DUSD staff using materials provided by SHPP.
   i. Provide at least one youth development activity (poster contest, red ribbon week activity, etc.) related to tobacco prevention each year.
   j. Provide tobacco prevention resources to pregnant/parent minors, if needed.
   k. Support BCOE staff by providing an end of the year project report that includes pictures of activities, project samples, and evidence curriculum implementation with fidelity.
   l. Participate in CDE evaluation measures including the Healthy Kids Survey.

Durham Unified School District
Lloyd Webb, Superintendent

Butte County Office of Education
Michelle Zevely, Asst. Superintendent SPS

Date: ______________________  Date: ______________________

BCOE Student Health and Prevention Manager
Meagan Meloy

Date: ______________________
Durham SD
Board Policy
Grades/Evaluation Of Student Achievement

BP 5121
Students

The Governing Board believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

The Superintendent or designee shall establish a uniform grading system based on standards that apply to all students in that course and grade level. Principals and teachers shall ensure that student grades conform to this system. Teachers shall inform students and parents/guardians how student achievement will be evaluated in the classroom.

A teacher shall base a student's grades on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and district standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests, and portfolios.

(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)

The teacher of each course shall determine the student's grade. The grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, or administrative regulation. (Education Code 49066)

(cf. 5125.3 - Challenging Student Records)

Students in grades K-3 shall receive progress reports rather than letter grades.

When reporting student performance to parents/guardians, teachers may add narrative descriptions, observational notes, and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

A report card for a student with a disability may contain information about his/her disability, including whether that student received special education or related services, provided that the report card informs parents/guardians about their child's progress or level of achievement in specific classes, course content, or curriculum. However, transcripts that may be used to inform
postsecondary institutions or prospective employers of the student's academic achievements shall not contain information disclosing the student's disability.

(cf. 5125 - Student Records)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

Effect of Absences on Grades

If a student misses class without an excuse and does not subsequently turn in homework, take a test, or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance.

The Board believes that eight unexcused absences per semester grading period constitute excessive unexcused absences. Students with excessive unexcused absences may receive a failing grade and not receive credit for the class(es).

(cf. 6154 - Homework/Makeup Work)

Grade Point Average

The Superintendent or designee shall determine the methodology to be used in calculating students' grade point averages (GPA), including the courses to be included within the GPA and whether extra grade weighting shall be applied to Advanced Placement, honors, and/or concurrent postsecondary courses.

(cf. 6141.5 - Advanced Placement)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6172.1 - Concurrent Enrollment in College Classes)

Legal Reference:
EDUCATION CODE
41505-41508 Pupil Retention Block Grant
48070 Promotion and retention
48205 Excused absences
48800-48802 Enrollment of gifted students in community college
48904-48904.3 Withholding grades, diplomas, or transcripts
49066 Grades; finalization; physical education class
49067 Mandated regulations regarding student's achievement
49069.5 Students in foster care, grades and credits
51242 Exemption from physical education based on participation in interscholastic athletics
76000-76002 Enrollment in community college
CODE OF REGULATIONS, TITLE 5
10060 Criteria for reporting physical education achievement, high schools
30008 Definition of high school grade point average for student aid eligibility
UNITED STATES CODE, TITLE 20
1232g  Family Education Rights and Privacy Act (FERPA)
6101-6251  School-to-Work Opportunities Act of 1994
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67  Family Educational Rights and Privacy Act

COURT DECISIONS
Las Virgenes Educators Association v. Las Virgenes Unified School District, (2001) 86
Cal.App.4th 1
Cal.App.3d 593

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Aiming High: High Schools for the 21st Century, 2002
Taking Center Stage: A Commitment to Standards-Based Education for California's Middle
Grades Students, 2001
Elementary Makes the Grade!, 2000
U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS CORRESPONDENCE
Report Cards and Transcripts for Students with Disabilities, October 17, 2008
WEB SITES
California Department of Education:  http://www.cde.ca.gov
California Student Aid Commission: http://www.csac.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

Policy DURHAM UNIFIED SCHOOL DISTRICT
adopted:  May 10, 2011  Durham, California
Durham SD
Administrative Regulation
Grades/Evaluation Of Student Achievement

AR 5121
Students

Written report cards displaying students' grades in each subject or course shall be distributed to parents/guardians at the end of each grading period. Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance.

(cf. 6020 - Parent Involvement)

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

(cf. 5123 - Promotion/Acceleration/Retention)

For each student in grades 9-12, the Superintendent or designee shall maintain a transcript recording the courses taken, the term that each course was taken, credits earned, final grades, and date of graduation.

(cf. 5125 - Student Records)
(cf. 6146.1 - High School Graduation Requirements)

Grades for Achievement

For grades K-5, students' level of progress shall be reported as follows:

O  Outstanding
S  Satisfactory
N  Needs Improvement

For grades 6-12, grades for achievement shall be reported for each grading period as follows:

A  (90-100%)  Outstanding Achievement  4.0 grade points
B  (80-89%)   Above Average Achievement 3.0 grade points
C  (70-79%)   Average Achievement 2.0 grade points
D  (60-69%)   Below Average Achievement 1.0 grade points
F  (0-59%)    Little or No Achievement  0 grade points
I  Incomplete  0 grade points
An Incomplete shall be given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F.

Because of the more rigorous nature of Advanced Placement, International Baccalaureate, honors, and concurrent postsecondary courses, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows:

A (90-100%) Outstanding Achievement 5.0 grade points
B (80-89%) Above Average Achievement 4.0 grade points
C (70-79%) Average Achievement 3.0 grade points

(cf. 6141.5 - Advanced Placement)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6172.1 - Concurrent Enrollment in College Classes)

Grades for Physical Education

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

(cf. 6142.7 - Physical Education and Activity)

Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests. (5 CCR 10060)

High school students using interscholastic athletic participation to fulfill physical education requirements, as authorized by Education Code 51242, may be graded on this participation provided that a teacher credentialed to teach physical education supervises this participation and assigns the grade.

(cf. 6145.2 - Athletic Competition)

Grades for College Courses

When the district has approved a student to receive district credit for coursework completed at a community college or four-year college, he/she shall receive the same letter grade as is granted by the college.

Grades for Citizenship, Study Skills, and Effort

Grades for citizenship, study skills, and effort shall be reported as follows:

O Outstanding
S Satisfactory
N Needs Improvement

Pass/Fail Grading

The Superintendent or designee may identify courses or programs for which students may, with parent/guardian permission, elect to earn a Pass or Fail grade instead of a letter grade.

Students who receive a Pass grade shall acquire the appropriate semester units of credit for the course. The grade shall not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a Fail grade shall not receive credit for taking the course.

Peer Grading

At their discretion, teachers may use peer grading of student tests, papers, and assignments as appropriate to reinforce lessons.

Repeating Classes

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the course. The highest grade received shall be used in determining the student's overall grade point average (GPA).

Withdrawal from Classes

A student who drops a course during the first six weeks of the grading period may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the grading period shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

Effect of Absences on Grades

Teachers who may choose to withhold class credit because of excessive unexcused absences shall so inform students and parents/guardians of such a possibility at the beginning of the school year or semester. When a student reaches the number of unexcused absences defined as excessive in Board policy, the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences.

Students with excessive unexcused absences (eight absences per semester grading period) may be given a failing grade and not receive credit for the course(s). Teachers may, in their best professional judgment, assign a failing grade to a student with excessive unexcused absences. The student or the student's parent/guardian shall be provided with an opportunity to explain the absences. The district shall notify the student's parent/guardian of this unexcused absence policy through an annual notice or through the teacher.
If a student receives a failing grade because of unexcused absences, school records shall specify that the grade was given because of excessive unexcused absences. (Education Code 49067)

(cf. 5113 - Absences and Excuses)

The student and parent/guardian shall have a reasonable opportunity to explain the absences. (Education Code 49067)

If a student receives a failing grade because of excessive unexcused absences, the student's record shall specify that the grade was assigned because of excessive unexcused absences. (Education Code 49067)

Grades for a student in foster care shall not be lowered if the student is absent for any reason specified in Education Code 49069.5.

(cf. 6173.1 - Education for Foster Youth)

Grade Point Average

The Superintendent or designee shall calculate each student's GPA using the grade point assigned to each letter grade in accordance with the scale described in the section "Grades for Achievement" above. The grade points for all applicable coursework shall be totaled and divided by the number of courses completed. Pass/Fail grades shall not be included in the determination of a student's GPA.

(cf. 5126 - Awards for Achievement)
(cf. 6145 - Extracurricular and Cocurricular Activities)

When plus and minus designations are added to letter grades, a plus shall be computed by adding 0.3 to the value assigned the letter grade and a minus shall be computed by subtracting 0.3 from the value assigned to the letter grade.

Each academic year, the Superintendent or designee shall provide to the Student Aid Commission the GPA of all district students in grade 12, except for students who have opted out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9)

Regulation    DURHAM UNIFIED SCHOOL DISTRICT
approved: January 20, 2016 Durham, California
DURHAM UNIFIED SCHOOL DISTRICT

Board Meeting Date: June 28, 2018

SUBJECT: Increase Cafeteria Prices for 2018-2019

PREPARER: Ron Sherrod

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

In order to meet the Federal and State requirements for nutrition reimbursements we are proposing an increase in the cafeteria meal prices. This will allow the District Cafeteria Program to maintain its position at the federally required Paid Lunch Equity minimum average of $2.90.

The increases are as follows:

Durham Elementary School – no change at $2.75

Durham Intermediate School – increase from $3.00 to $3.10

Durham High School – increase from $3.00 to $3.10
### SY 2018-19 Price Adjustment Calculator

**Go to instructions**

<table>
<thead>
<tr>
<th>SY 2018-19 Weighted Average Price Requirement</th>
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<tbody>
<tr>
<td>Requirement price to the nearest cent</td>
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<tr>
<td><strong>Optional price requirement</strong></td>
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<tr>
<td>ROUNDED DOWN to nearest 5 cent</td>
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<td>$ 2.92</td>
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<tr>
<td>$ 2.90</td>
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</table>

*Note: Above prices are based on adjusting SY 2017-18 price requirement by the 2% rate increase plus the Consumer Price Index (2.11%).*

### SY 2017-18 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for October 2017.

<table>
<thead>
<tr>
<th>Monthly # of Paid Lunches</th>
<th>Paid Lunch Price</th>
<th>Monthly Revenue</th>
<th>SY 2017-18 Weighted Average Price</th>
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<tbody>
<tr>
<td>1</td>
<td>1,602 $ 2.75</td>
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<td>$ 3,057.00</td>
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<td>297 $ 3.00</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>$ 8,353.50</strong></td>
<td><strong>$ 2.86</strong></td>
</tr>
</tbody>
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*Note: SY 2017-18 Weighted Average Price is equal to or above the target price of $2.75 and is compliant for SY 2017-18. $2.92 is the difference between the Free and Paid reimbursement rates for SY 2017-18.*

#### Total Price Increase for SY 2018-19

$ 0.04

#### Required price increase for SY 2018-19 (with 10 cent step)

$ 2.90

#### Remaining increase carried forward to SY 2019-20

$ -

### Step 3 (Optional)

#### Pricing Estimation Calculator

Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.

<table>
<thead>
<tr>
<th>Monthly # of Paid Lunches</th>
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<td><strong>$ 8,485.10</strong></td>
<td><strong>$ 2.91</strong></td>
</tr>
</tbody>
</table>

*Note: This tool is designed to allow users to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.*

April 2018