Durham Unified School District
Regular Meeting of the Board of Trustees
Wednesday, October 18, 2017
6:00 p.m.
(RETURN TO OPEN SESSION AT 7:00 P.M.)
District Boardroom
9420 Putney Drive, Durham, CA 95938

AGENDA

A. CALL TO ORDER

B. MOVE TO CLOSED SESSION

C. CLOSED SESSION
1. Conference with Labor Negotiators Agency designated representatives: Board President Ed McLaughlin, Unrepresented Employee(s): Superintendent (Government Code 54957.6)
2. Conference with Labor Negotiators Agency designated representatives: Superintendent Len Foreman 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. ORDER OF AGENDA

H. INFORMATION ITEMS

1. Quarterly Report on Williams Uniform Complaint
2. Catapult EMS (Emergency Management System) Presentation

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. Students
   2. MOT
   3. Principals
   4. Business Manager
   5. Superintendent

J. ITEMS FROM THE BOARD

K. CONSENT AGENDA

1. Minutes of Regular Meeting September 20, 2017

   2. Accounts Payable for the Month of September 2017

   3. Approve purchase and adoption of Catapult EMS System

   4. Approve Reinstatement of 6 Hour Librarian position

   5. Approve 5 Hour Office Clerk at DES

6. Employment Certificated Stipend Positions

<table>
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<tr>
<th>NAME</th>
<th>POSITION</th>
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<tbody>
<tr>
<td>Jaime Gonzalez</td>
<td>Head Class Advisor Freshman</td>
</tr>
<tr>
<td>Dave Atkinson</td>
<td>Class Advisor Freshman</td>
</tr>
<tr>
<td>Matthew Plummer</td>
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<tr>
<td>Michelle Eaton</td>
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<td>Megan Farley</td>
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<td>Nick Wilson</td>
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<tr>
<td>Suzanne Contreras</td>
<td>Head Class Advisor Junior</td>
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<td>Nancy Riley</td>
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<tr>
<td>Bryan Bear</td>
<td>Class Advisor Junior</td>
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<tr>
<td>Wes Bill</td>
<td>Class Advisor Junior</td>
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<tr>
<td>Anna Johnson</td>
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<tr>
<td>Mark Piscenzi</td>
<td>Class Advisor Senior</td>
</tr>
<tr>
<td>Emily Abshier</td>
<td>Class Advisor Senior</td>
</tr>
<tr>
<td>Toni Del Guidice</td>
<td>Class Advisor Senior</td>
</tr>
<tr>
<td>Mark Piscenzi</td>
<td>WASC Coordinator 50%</td>
</tr>
<tr>
<td>Dave Atkinson</td>
<td>WASC Coordinator 50%</td>
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Page: 2-7 8-18 19-32
Classified Hires:

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<th>Position</th>
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<tbody>
<tr>
<td>Ashley Mast</td>
<td>SPED Para Educator</td>
<td>4 Hrs/day</td>
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<tr>
<td>Gabriela Gutierrez</td>
<td>SPED Para Educator</td>
<td>5.5 Hrs/day</td>
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<tr>
<td>Alicia Walters</td>
<td>Librarian Assistant</td>
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Classified Retirement

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<tr>
<td>Betsy Leverenz</td>
<td>Librarian</td>
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Durham Intermediate School Basketball Coaches 2017-2018

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<th>Site</th>
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<tbody>
<tr>
<td>Carson Neely</td>
<td>DIS 6th Grade Boys Basketball</td>
<td>Paid</td>
</tr>
<tr>
<td>Jason Williams</td>
<td>DIS 8th Grade Boys Basketball</td>
<td>Volunteer</td>
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7. Approve DHS Wrestling Team Travel schedule for the 2017-2018 season.

8. Field Trips

<table>
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<th>Date</th>
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<tr>
<td>DES Kindergarten – Vanella Farms, Pumpkin Exploration</td>
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<tr>
<td>DHS Spanish 4 – Oakland Museum Day of the Dead Exhibit</td>
<td>November 3, 2017</td>
</tr>
<tr>
<td>DES 5th Grade – Aladdin by Chico Regional Theater</td>
<td>November 16, 2017</td>
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9. Fundraiser

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<th>Group</th>
<th>Event</th>
<th>Estimated Net</th>
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<tr>
<td>Music Boosters</td>
<td>Drive Thur Tri Tip Dinner</td>
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<td>DES, DIS, DHS</td>
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L. DISCUSSION/ACTION ITEMS:

1. Discussion/Action: Board Bylaw – Second Reading BB 9150/AR 9150 Student Board Member

2. Discussion/Action: First reading, Dual Credit agreement with Butte College for CLP 101, “Career, Education and Life Choices”

3. Discussion/Action: Addition of Classified Job Description: Mechanic 1

4. Discussion/Action: Resolution #18-06 Reduction in SPED Para Educator hours.

5. Discussion/Action: The Revision of the Transportation/MOT assignments
M. RETURN TO CLOSED SESSION

N. CLOSED SESSION

O. RETURN TO OPEN SESSION

P. REPORT OF ACTION TAKEN IN CLOSED SESSION

Q. NEXT BOARD MEETING DATE: November 15, 2017

R. ADJOURNMENT

Notes:

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

**Handout will be provided at the board meeting.

If you require special accommodations to participate in the meeting, please advise Tina Blenn, District Secretary, 48 hours in advance at 895-4675 x227.
Quarterly Report on Williams Uniform Complaints
[Education Code § 35186(d)]

District: Durham Unified School District
Person completing this form: Lloyd Webb

Quarterly Report Submission Date: (check one)
☐ April 2018
☐ July 2018
☒ October 2017
☐ January 2018

Date for information to be reported publicly at governing board meeting:

Please check the box that applies:
☒ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

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<th># Unresolved</th>
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<tr>
<td>Teacher Misassignments or Vacancies</td>
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<tr>
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<tr>
<td>TOTALS</td>
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Print Name of District Superintendent: Lloyd Webb

Signature of District Superintendent:

Date: 10/18/2017

Send to: Educational Support Services, BCOE
G. Wilson
5 County Center Drive, Oroville, CA 95965
gwilson@bcoe.org or fax 530.532.5828
Minutes
A regular meeting of the Board of Trustees of the Durham Unified School District was held in the Durham Unified School District Board Room, Wednesday, September 20, 2017.

Trustees Present: Alex DuBose, Kathy Horn, Ed McLaughlin and Lance Smith
Trustees Absent: Todd Southam
Staff Members Present: Superintendent Lloyd Webb, Business Manager Ron Sherrod, District Secretary Tina Blenn, Principal Shirley Williams, Principal Jason Bramson, Principal Terry Bennett and School Psychologist/Director of Special Education Terry Quinto and Drew Edwards, MOT Manager

Staff Members Absent:

A. CALL TO ORDER
President Ed McLaughlin called the DUSD Board of Trustees meeting to order at 6 pm.

B. MOVE TO CLOSED SESSION

C. CLOSED SESSION
1. Conference with Labor Negotiators Agency designated representatives: Board President Ed McLaughlin, Unrepresented Employee(s): Superintendent (Government Code 54957.6)
2. Conference with Labor Negotiators Agency designated representatives: Superintendent Len Foreman and Attorney Tom Gauthier 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
President Ed McLaughlin reconvened Open Session at 7:10 pm.

E. PLEDGE OF ALLEGIANCE
Drew Edwards led the Pledge of Allegiance.

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

G. ORDER OF AGENDA
Item # 2 was removed from Discussion/Action and remained on the Consent Agenda.
Item # 6 from the Consent agenda was pulled for discussion and considered on Consent Agenda.
H. Information Items
DES – Trinity Schweitzer, 2016/2017 American Legion 4th Grade Speech Contest winner presented her winning speech to Board
DHS – ABS Team introduced to Board: Vice President, Jorja Murphy; Secretary, Rachel Mars; Activities, Josiah Badie, Gracie Roath and Grant Patterson; Senior Class Officers: President, Garrett Hunt; Secretary, Caroline Grzanich; Treasurer, Faith Simon.

I. ITEMS FROM THE PUBLIC
Karla Rigsbee and Deena Cooper addressed concerns regarding the DIS Library schedule.

J. DISTRICT REPORTS
MOT Report, Drew Edwards
- Grounds – Need to seed Football field prior to soccer and varsity baseball.
- Maintenance – A.C. needs addressed, rollup door replacement
- Custodial – Kudos to Dean Stotler and Steve Bratt for outstanding summer work. Our whole crew is a great team! Could use an additional Custodian II and Custodian Substitute.
- Transportation – on verge of crisis; 45 day inspections, need a 4 hr/day mechanic temp. Reasons for increase in labor: 0 period and Special Needs routes

Principal Shirley Williams, Durham Elementary School:
- Back to School Night, August 24th was well attended
- Tech Update: 6 smart boards have been added. All 3rd/5th grade students have chrome books
- Professional Development: Shery Shanks will lead the Nurturing Heart Program
- Gala, March 23, 2018 at Sierra Nevada Big Room
- Guest Readers welcome and open invitation to the Board Members.
- Enrollment: 494 up 41 students from last year at this time!

Principal Jason Bramson, Durham Intermediate School:
- Friday, September 8th Hawaiian theme dance, 200 attended!!
- Renee Elsen, school counselor, organized new site club, UPS – United Panther Society. A service club which follows Robert’s Rules of Order at meetings and focuses on projects to do around school.
- Math Department attended a common core training working to continually improve the department.
- Enrollment: 236
- Amy HilQuist is our new Athletic Director! Welcome Amy.
- Technology Update: cabling project is in process at DES/DIS.
- Site requests are getting done in a timely manner.

Principal Terry Bennett, Durham High School
- Back to School Night a success; A parent’s note, “The energy and enthusiasm from the teachers tonight was impressive!”
- Acclaimades to the Durham High School Fundraiser committee! The event is Saturday, September 30th, 6-10:30 pm at Almendra Winery.
- ASB – Movie Night, Back to School Dance, Popcorn Fridays. Homecoming October 2-6th, Thank you Stacey Blake for an outstanding job.
- Professional Development: September 28 – WASC/ September 29 – School Culture & Climate
- Rachel’s Challenge – Kindness to Others (anti bullying message)
- Computer Using Educators (CuE) Conference in October. Training our staff to train others as we develop a technology savvy staff.
- Site Council – First meeting September 15th.

Business Manager Report
- Unaudited School Actual Report completed and presented
- Budget: will be updated with current staffing levels
- External Auditors: performing final fieldwork examination
- Site Wiring: DHS estimate is still pending.

**Superintendent Report**
- Reading at the Elementary School is quite a pleasure.
- Thank you Jason Bramson for organizing all sports and activities.
- Terry Bennett is much appreciated for bringing Rachel’s Challenge to Durham!
- Presented Catapult Emergency Contact System an excellent choice for immediate communication for sites, staff and parents
- Development of Teacher Leadership Group

**K. ITEMS FROM THE BOARD**
Trustee Kathy Horn expressed need for clean up at the District property located at 9501 Midway. She also stated the need to address the abandon house on the corner of Putney Drive.
Trustee Kathy Horn also called for exploration of release time of all school sites to help relieve excessive traffic at 3 pm.
Board President Ed McLaughlin requested research into building a fence around Midway properties and include this project as a learning process for Ag students and supervised by MOT manager, Drew Edwards.

**L. CONSENT AGENDA**
After the discussion of item #6 Facilities Agreement with Durham Trojans and Item #10 DIS Crab Feed - Subject to endorsement from Durham Rotary that there is no conflict of interest regarding this fundraiser and the Rotary’s Annual Crab feed fundraiser; the Consent Agenda was approved with a motion by Lance Smith, seconded by Kathy Horn.

Vote as follows:
Ayes: 4
Nays: 0
Abstained: 
Absent: 1

**M. DISCUSSION/ACTION ITEMS:**

1. **Discussion/Approval of Annual Declaration of Need for Fully Qualified Educators.**
The Board approved the Annual Declaration of Need for Fully Qualified Educators with a motion by Kathy Horn and seconded by Alex DuBose.

   Vote as follows:
   Ayes: 4
   Nays: 0
   Abstained: 
   Absent: 1

2. **Discussion/Action: Spring Coaches – (Pulled and Considered on the Consent Agenda)**
3. Discussion/Action Before School DIS Library Schedule. With a motion by Alex DuBose, seconded by Lance Smith, the Board approved the DIS Library schedule with the addition of 1 hour prior to the beginning of school.

Vote as follows:
Ayes: 4
Nays: 0
Abstained: 1
Absent: 1

4. Discussion/Action Revision of the Transportation/MOT assignments for Car/Van Drivers, Resolution #18-05. The Board approved the Revision of Transportation/MOT assignments for Car/Van Drivers with a motion by Alex DuBose, seconded by Lance Smith.

Vote as follows:
Ayes: 3 Alex DuBose, Ed McLaughlin and Lance Smith
Nays: 1 Kathy Horn
Abstained: 1
Absent: 1

5. Discussion/Action Additional Special Education Para Professional 4 hours/day 5 days/week. The Board approved the additional SPED Para Professional by a motion from Kathy Horn and seconded by Lance Smith.

Vote as follows:
Ayes: 4
Nays: 0
Abstained: 1
Absent: 1

6. Discussion of Board Policies BP 5141.52 (a-c) / AR 5141.52 (a-f) Suicide Prevention. The Board accepted this as First Reading for BP 5141.52 a-c / AR 5141.52 a-f. Second reading will be at the October 18, 2017 Board Meeting. No action taken

7. Discussion of Board Bylaw BB 9150 / AR 9150 Student Board Members. After discussion of Student Board Member position, the Board requested striking the vote option in the policy and consider means of student appointment to this position. This item will be continued at the follow Board Meeting, October 18, 2017. No action taken


9. Discussion/Action Resolution #18-01 Sufficiency of Instructional Materials. The Board approved Resolution #18-01 Sufficiency of Instructional Materials with a motion by Alex DuBose and seconded by Kathy Horn.

Vote as follows:
Ayes: 4
Nays: 0
Abstained: 1
Absent: 1
10. Discussion/Action Certification of Provision of Standards-Aligned Instructional Materials. The Certification of Provision of Standards-Aligned Instructional Materials was approved by the Board. Alex DuBose made the motion with a seconded by Kathy Horn.

Vote as follows:
Ayes: 4
Nays: 0
Abstained: 1
Absent: 1

11. Discussion/Action Resolution #18-02 Education Code 44256 (b) Departmentalized Classroom Assignment was approved by the Board by a motion from Lance Smith and seconded by Alex DuBose.

Vote as follows:
Ayes: 4
Nays: 0
Abstained: 1
Absent: 1

12. Discussion/Action Resolution #18-03 Education Code 44258.2 Departmentalized Classroom Assignment was approved by the Board by a motion from Kathy Horn and seconded by Alex DuBose.

Vote as follows:
Ayes: 4
Nays: 0
Abstained: 1
Absent: 1

13. Discussion/Action to proceed in the process of increasing Developer Fee Rates was approved by the Board by a motion from Lance Smith and seconded by Alex DuBose.

Vote as follows:
Ayes: 4
Nays: 0
Abstained: 1
Absent: 1

14. Discussion/Action Adoption of the 2016-2017 Unaudited Financial Statements was approved by the Board by a motion from Alex DuBose and seconded by Kathy Horn.

Vote as follows:
Ayes: 4
Nays: 0
Abstained: 1
Absent: 1

15. Discussion/Action Resolution #18-04 Adoption of Gann Limit was approved by the Board by a motion from Kathy Horn and seconded by Lance Smith.
Vote as follows:
Ayes: 4
Nays: 0
Abstained:
Absent: 1

16. Discussion of Pathway between DUSD and DRPD. The Board discussed the possibility of a vehicle route from the Midway to be shared with Durham Recreation and Park District.
No Action Taken

17. Discussion/Action Adoption of the M.A.P./Study Island program was approved by a motion made by Alex DuBose and seconded by Kathy Horn.

Vote as follows:
Ayes: 4
Nays: 0
Abstained:
Absent: 1

N. RETURN TO CLOSED SESSION
No return to closed session

O. NEXT BOARD MEETING DATE: October 18, 2017

P. ADJOURNMENT
President Ed McLaughlin adjourned the meeting of the DUSD Board of Trustees at 9:36 pm.

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.
# Detailed AP Vendor Check Register

**Fund Number: 01**

<table>
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<th>Payee Name</th>
<th>PEID</th>
<th>Invoice</th>
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**Check Total:** 1,000.00

**District Fund Total:** 1,000.00
Cloud-based Emergency Management System Proposal for:

Durham Unified School District

Prepared for:

Lloyd Webb
Superintendent

9420 Putney Drive, Durham, CA 95938

(530) 895-4675  lwebb@durhamunified.org

www.catapultemergencymanagement.com  (888) 840-9901  sales@catapultems.com
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WHY CATAPULTEMS

Complete Real-Time Emergency Management System

With CatapultEMS, you can enhance the safety of your students and staff with real-time communication and information management. Users can report and manage real-time information about evolving threats, including the location and well-being of students and staff during an emergency situation.

What We Offer

- **District-Wide/Multi-Site Lockdown**
  - Quickly initiate a district-wide incident

- **Alerts District, Police, and Fire**
  - Law enforcement and 9-1-1 integration

- **Real-Time Student Accounting**

- **Multi-District Access Controls**
  - Law Enforcement, County Office of Education

- **Granular District-Wide Messaging**

- **GPS and Room Location Reporting**

- **SIS and Active Directory Integrated**

- **Site Evacuation Maps**

- **Proximity Alerts**

- **Site Safety Team Chat Feature**
  - Real-time communication during any incident

- **New "Code Yellow" Concept**
  - Alerts and informs staff before a lockdown

- **2-Way Communication with Teachers**

- **Fully Responsive**
  - Works on Desktop Computers, Tablets and Cell Phones

- **Incident Reporting and Escalation**

- **Substitute Teacher Management**

- **Code Red Action Checklist**

- **Post Drill and Incident Reports**

- **Anonymous Bully Reporting**
Optional Features:

- Phone call alert capability
- PA and intercom integration
- IP phone integration
- IP camera integration
- Other hardware/software systems integration

CatapultEMS Benefits:

- A framework for your Emergency Management Protocol
- Web based access from any device with an internet connection
- Customizable text and email alerts at all district and site levels
- Simple interface allows staff to start using in minutes
- District-wide emergency checklists and pre-approved scripts
- Drill Mode allows all staff to use the system before an emergency
- Code Yellow distributes threat information to staff without stopping instruction
- Code Red immediately opens lines of communication and reduces response time in emergencies
- Real-time teacher and staff Google Map GPS location and status reporting
- Electronic emergency procedure manuals
- Integrates with active directory and student information systems (SIS)
CATAPULTEMS OVERVIEW

Advanced Emergency Software

Catapult EMS is a complete Emergency Management System for K-12 schools, where student and staff safety is the prime concern in an emergency situation. The system is configurable to your district and site needs, allowing you full control over who and what information is disseminated and displayed.

CatapultEMS is also a certified iKeepSafe partner which helps educators and parents know that CatapultEMS meets the expectations of federal privacy laws through iKeepSafe’s California Student Privacy, FERPA and COPPA Safe Harbor Assessment.

⚠️ Emergency and Incident Reporting Tool

Four modes of incident escalation and resolution processes at your district and sites:

✓ Incident Reporting: Teachers, staff, substitutes and the community can report a possible threat or emergency

✓ Code Yellow: For threat situations that require more information or to alert teachers, staff, and substitutes of a possible situation before initiating a lockdown or evacuation

✓ Code Red: Initiate a site-wide action for all teachers, staff and substitutes such as lockdown, evacuation, and/or shelter-in-place with two-way communication and student accountability

✓ Drill Mode: Communication and evacuation/fire drills can be initiated to better prepare your staff for a real-time threat or emergency
Community Threat Reporting

Active incident and emergency reports can be reported by teachers, staff, substitutes and the general public. Your Site Safety Team (SST), comprised of a small group of hand-picked staff, receive an alert via text and email. Your SST can elect to escalate the report to a Code Yellow to gather more information, a Code Red to initiate an action for all staff and students to take, such as an evacuation or lockdown, or can choose to resolve the incident.

Incident and emergency reports examples include:

- Suspicious Activity
- Bullying
- Active Shooter/Violent Intruder
- Fire/Explosion
- Natural Disaster

Fully Responsive

With the ability to use any device, CatapultEMS detects your device and then changes its appearance to provide an optimal viewing experience. If you are using a smartphone, tablet, laptop, or desktop, you can use it anywhere.

GPS Locations via Google Maps

Staff are able to report their exact location by entering their room number and placing a GPS pin on a Google Map. Staff can quickly search and add students providing real-time information on who has been accounted for allowing focus to be placed on who hasn’t.

Easily Locate Students

Catapult EMS integrates with Active Directory and your Student Information System to allow automatic population of teacher and student lists. When staff logs on, Catapult EMS automatically knows the bell schedule and quickly presents the teacher with the correct roster. Teachers can immediately do a quick roll call, report their students’ safety status and pin their location on a Google map. User status and location can be updated at any time. This quickly generates an accurate list of any student and staff not accounted for, giving users a real-time view of what is happening within the building and where help can be directed.
ANONYMOUS BULLY REPORTING

Bully reports, as required through national regulations, offers an anonymous way for students, teachers, and parents, to report any bully situations through your website.

✔ Anonymous Bully Reporting

Students, students' families, staff, and others can anonymous report incidents of bullying via your school website to CatapultEMS. Your Bully Reporting Team is comprised of a small group of hand-picked staff that will respond to bully reporting.

✔ Bully Prevention

With districts launching initiatives to maintain compliant with state and federal bullying guidelines, CatapultEMS offers an anonymous bully reporting tool on your website to enhance your anti-bullying policy district-wide. The form is sent to principals, counselors, and/or a designated school staff to resolve the bullying incident. Bullying incidents include cyber and electronic bullying in all types of incidences. Once submitted, select school site administrators are notified via text and email so that they can address the report in a timely and responsive manner. Our goal is to prevent bullying within your district and provide a quick and easily accessible way for students, students' families, teachers, staff and the public to report bullying without repercussion or fear of retaliation.

✔ Anti-Bullying Requirements

Each school district is required to adopt a policy that prohibits discrimination, harassment, intimidation, and bullying that applies to all acts related to school activity or school attendance occurring within a school.

Anonymous bully reports creates a specific process for receiving and investigating complaints of bullying.

With a website button, you can accept anonymous bully reports from students, students’ families, staff, and others that are confidential and protects complainants from retaliation. (Education Code Section 234.1(b) & (f))

CatapultEMS also includes a procedure for maintaining written records of all bully reports and their resolution.
CUSTOMER FAQs
Frequently Asked Questions

✅ When is the GPS location being tracked in CatapultEMS?
GPS location is tracked ONLY when reporting an incident or emergency and when reporting or updating a status during a Code Red.

✅ What happens if a telecommunication systems goes down at the site/school?
CatapultEMS can be accessed through cell phone data, WiFi connections or hard line in through a desktop or laptop computer.

✅ What devices can be used with CatapultEMS?
Any device with an Internet connection including a desktop, iPad, tablet, Chromebook, smartphone, etc.

✅ How can a user login to CatapultEMS?
CatapultEMS can be accessed through a web browser at http://catapultems.com. It is not an app, so there is no software to download. We recommend that users save the URL as a shortcut or icon on all devices.

✅ What is the first priority in an emergency?
Staff and student safety is always the top priority. Follow normal procedures to ensure student and staff get to safety before proceeding with CatapultEMS.

✅ Does CatapultEMS change the current procedure for emergency response?
Yes and no. Continue to use your current site emergency procedures to get yourself and all students to safety, secure the classroom or building, and handle injuries or immediate needs. When, and if, it is safe to do so, use CatapultEMS to account for yourself and students, monitor ongoing communication, ask questions through messaging and chat, share pictures with SST, and request status updates.

✅ Can staff still be alerted by the intercom or PA?
Yes. We recommend staff is still alerted through the intercom or PA. Staff will also receive an alert via email and text.
TRAINING AND SUPPORT

Catapult K12 is open 8am to 5pm PST Monday through Friday, excluding major holidays. At these times, we can be reached by phone, email, or our website. On weekends and holidays we accept trouble requests via email at support@catapultems.com or our website. In addition to this, Catapult EMS has proactive software monitoring to alert us of any slow downs or outages of service. We also receive alerts via text and email about any Code Yellow, Code Red incidents so we can act as support as needed in these stressful situations.

1. Option 1: Onsite Site Safety Team and Staff Training

Catapult will have at least one representative at the school site to train the Site Safety Team (SST). SST will be instructed for approximately one-hour on how to administrate the CatapultEMS system during a wide range of incident situations. After the initial SST training, our CatapultEMS trainers will work with Teachers and Staff on how to report an incident and/or emergency. The trainers will then have the SST initiate a Code Red Lockdown Drill where staff will be required to report their status, location, account for students, and then practice sending messages to SST. SST will administrate the drill till resolution. This STAFF training and drill process will last approximately one hour (2-hour total for both trainings).

2. Option 2: WebEx Virtual Site Safety Team and Staff Training

CatapultEMS will have a single Trainer perform the same training steps as above for approximately the same amount of time, but will perform these trainings virtually using WebEx. Your SST and STAFF will need to be in a smart classroom with a projector and a computer with Internet connectivity for us to use WebEx effectively. This training is not as effective as the In-Person Training option, but it is offered as a lower cost alternative.

3. Option 3: Online LMS Site Safety Team and Staff Training

CatapultEMS will provide a one-hour training to the Site Safety Team (SST) and Teachers and Staff through our online training learning management system (LMS). The SST and staff will have 14-days to complete the training and the site administrator will receive a report of staff and SST members that have completed and passed the training. We also offer refresher trainings for Safety Teams and new Teachers and Staff trainings in multi-year contracts.

4. Silent Lockdown Drill Mode Audit

Included with all options, within a week’s time of SST and STAFF Training, a CatapultEMS Trainer will audit and help coach a silent lockdown drill. During this silent drill, the CatapultEMS Trainer will not physically be on-site, but will audit the lockdown via WebEx and/or phone. After the lockdown is completed, the CatapultEMS Trainer will debrief the drill with the SST. The debrief will evaluate SST and STAFF engagement, speed, communication, and overall performance. The goal would be to have the STAFF reduce the amount of time it takes them to report their status and account for students to 10 minutes or less.
CATAPULTEMS EXPERIENCE

Below are a few school districts and law enforcement departments that are using CatapultEMS. Please feel free to contact them to hear about their great experiences.

Police Lieutenant

"CatapultEMS allows us the opportunity to get clear and accurate information from on-site staff."
Chris Sachs, Lieutenant
Marysville Police Department
csachs@marysvillepd.org

District Safety Coordinator

"I recommend CatapultEMS because it's the missing piece needed to keep all stakeholders informed in the event of an emergency."
Jolie Carreon, District Safety Coordinator
Marysville Joint Unified School District
jcarreon@mjusd.com

Districts

Roseville Joint Unified High School District
Brad Basham, Director Personnel Services  •  bbasham@rjuhsd.us

Rescue Joint Unified School District
Larry Garcia, Director Media/Technology  •  lgarcia@my.rescuesud.org

Chico Unified School District
Lori Sullivan, Computer Technician  •  lsullivan@chicousd.org

Law Enforcement

Twin Rivers USD Police Department
David Lugo, Lieutenant  •  david.lugo@twinriversusd.org
Matthew Scott, Sergeant  •  matthew.scott@twinriversusd.org
DEVELOPMENT TIMELINE

Week:

Phase 1
Kick-Off Meeting

Phase 2
Data Collection

Phase 3
SIS Integration
(teacher/staff & student exports)

Phase 4
Client Configuration

Phase 5
Software Training

Phase 6
Silent Lockdown Drill Support

Phase 7
Website Integration (optional)
iKEEPSAFE CERTIFIED

CatapultEMS is a certified iKeepSafe partner which ensures that CatapultEMS has undergone an independent, trusted assessment, and are compliant with FERPA.

✅ iKeepSafe California Student Privacy Assessment

iKeepSafe developed the California Student Privacy Assessment to address the concerns of parents, educators and advocates around student data privacy, and to make it easy for all stakeholders to comply with the new California privacy laws and standards of best practice. Building trust with parents and schools, and confidence in Ed Tech products, facilitates access to classroom technology innovation, so that all students and schools can benefit.

The California Student Privacy Assessment builds on iKeepSafe's FERPA Assessment and COPPA Safe Harbor, which help educators and parents find products that meet the expectations of federal privacy laws. Earning the iKeepSafe California Student Privacy Badge helps CatapultEMS demonstrate their leadership in this area, just as California policymakers have been leading the way in establishing new student data privacy protections. Primary federal and California laws covered by the assessment include:

- The Children's Online Privacy Protection Act ("COPPA")
- Protection of Pupil Rights Amendment ("PPRA")
- California Education Code 49073.6 - Collection of Student Information from Social Media
- California AB 1584, Education Code section 49073.1 - Privacy of Pupil Records: 3rd-Party Digital Storage & Education Software
- Student Online Personal Information Protection Act ("SOPIPA")
- Family Educational Rights and Privacy Act ("FERPA")
- The Health Insurance Portability and Accountability Act of 1996 ("HIPAA")

✅ iKeepSafe FERPA Assessment

The iKeepSafe FERPA Assessment allows schools to easily determine whether or not a website, app, data management platform or other technology product could be used in compliance with FERPA, applicable state laws and local policies. CatapultEMS was assessed for compliance with the iKeepSafe FERPA Assessment guidelines and maintains a product profile (iKeepProfile) detailing the data collection and handling practices, as well as other relevant policies.
# PACKAGE TIERS

<table>
<thead>
<tr>
<th>Features</th>
<th>Tier 1: Safety Team + Bully Response Team</th>
<th>Tier 2: Safety Team + Bully Response Team + Staff</th>
<th>Tier 3: Safety Team + Bully Response Team + Staff + Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Users</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety/Bully Team Members</td>
<td>Up to 8</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Police Integration</td>
<td>Up to 2</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Staff Members</td>
<td></td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Student Accountability</td>
<td></td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td><strong>Emergency Reports</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anonymous Bully Reports</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Incident Reports/Code Yellow/Red</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Drill Mode</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Safety Team Incident Reporting</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Anonymous Public Incident Reporting</td>
<td>(optional)</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Staff/Teachers Incident Reporting</td>
<td></td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td><strong>Communication Options</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email + Text (Voice Optional)</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Proximity Alerts</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>District Messaging</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>SST Chat</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Staff Messaging</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td><strong>Trainings</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LMS Training (up to 100 users)</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>EMS Support</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Additional Onsite Training</td>
<td>(optional)</td>
<td>(optional)</td>
<td>(optional)</td>
</tr>
<tr>
<td><strong>Set-up</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Active Directory/SSO</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>SIS Integration</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td><strong>Features</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bully/Emergency Procedures</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Evacuation Map</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Emergency Checklist</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Public Announcement Scripts</td>
<td>✅</td>
<td>✅</td>
<td>Included with Scrips Bank</td>
</tr>
<tr>
<td><strong>Pricing</strong></td>
<td>$499/yr*</td>
<td>Starts at $799/year*</td>
<td>Starts at $1,188/year*</td>
</tr>
</tbody>
</table>

*Additional set-up costs in year-1
# EMS Custom Tier 3 Packages Quote

**Client:** Durham Unified School District  
**Contact:** Lloyd Webb  
**Address:** 9420 Putney Drive  
**City:** Durham  
**State:** CA  
**Postal Code:** 95938  
**Date:** 8/29/2017  
**Phone:** (530) 895-4675  
**Fax:** n/a  
**Email:** lwebb@durhamunified.org  
**EMS Contact:** Angie Brown (abrown@catapultk12.com)

## One-Time Setup and Training Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-Time Setup Fee (Setup includes: Single Sign-on, Evacuation Map, Emergency Procedure Manual, Emergency Checklist, Incident Type, Report Status, Scripts, Site Configuration, Student Information System Integration, when applicable)</td>
<td>1</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Option 1: Onsite Site Safety Team and Staff Training (optional)</td>
<td>1</td>
<td>$499.00</td>
<td>$499.00</td>
</tr>
<tr>
<td>Option 2: WebEx Virtual Site Safety Team and Staff Training</td>
<td>0</td>
<td>$299.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Option 3: Online LMS Site Safety Team and Staff Training (up to 100 users)</td>
<td>1</td>
<td>$99.00</td>
<td>$99.00</td>
</tr>
</tbody>
</table>

**Sub-Total**                                                                 $1,598.00

## Yearly Service Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Yearly Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 3: Safety Team + Staff + Students - ADA Yearly Software Service (Includes: software service, support, and data storage)</td>
<td>960</td>
<td>$1.85</td>
<td>$1,776.00</td>
</tr>
<tr>
<td>CMS Product Discount</td>
<td>960</td>
<td>-$0.19</td>
<td>-$177.60</td>
</tr>
</tbody>
</table>

**Sub-Total**                                                                 $1,598.40

## Multi-Year Re-Training Fees (Optional)

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Yearly Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Year Optional Online Training (Includes: Site Safety Team, Staff/Teacher and Police Refresher Training at Year 2 and/or Year 3 for up to 100 users)</td>
<td>1/year per site</td>
<td>$99.00</td>
</tr>
</tbody>
</table>

## Summary of Fees

### Year 1 Total  (Prorated Starting Dec 2017 - Jun 2018)

- One-Time Setup Fees: $1,598.00  
- Service Fees: (prorated for 7-months) $932.40  
- Total Out of Pocket: $2,530.40  

### Year 2 Total  (Contract from Jul 2018 - Jun 2019)

- Re-Training Fees (optional): $99.00  
- Est. Annual Service Fees: $1,598.40  
- Total Out of Pocket: $1,697.40

---

Terms: By signing below, Client approves this quote and certifies that they understand and accept what work is to be performed for the price defined. Client will pay Catapult half of the setup and training fees upon signing this document and the second half once the training has been completed or two months after the dated quote, whichever comes first.

This quote is good for 30-days. Once signed, please email, electronically sign or fax this quote to CatapultEMS. Year 2 totals are estimated; exact costs are based on ADA/staff/teacher count for the new school year. By signing this quote, you are locking into a contract from DEC 2017 — JUN 2019 for the cost per student enrollment and summary of fees above.

---

Printed Name 
Phone: (888) 840-9901
Fax: (530) 230-9909

Signature  
Date

Sales@CatapultEMS.com
DURHAM HIGH SCHOOL
P.O. Box 600
Durham, California 95938-0600
(530) 895-4680 Fax (530) 895-4688

8/17/17

To: Durham School Board,

Hello. I am Anthony Cardoza, Head Wrestling Coach at Durham High School. We are respectfully requesting to travel out of town and stay over night at the following tournaments.

<table>
<thead>
<tr>
<th>Depart</th>
<th>Return</th>
<th>Destination</th>
<th>Tournament</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/21/17</td>
<td>12/23/17</td>
<td>Liberty, CA</td>
<td>Liberty Tournament</td>
</tr>
<tr>
<td>1/4/18</td>
<td>1/6/18</td>
<td>Napa, CA</td>
<td>Napa Girls Tourney</td>
</tr>
<tr>
<td>1/11/18</td>
<td>1/14/18</td>
<td>Huntington Beach</td>
<td>5 Counties Invit.</td>
</tr>
<tr>
<td>1/19/18</td>
<td>1/20/18</td>
<td>Windsor, CA</td>
<td>King of the Mat</td>
</tr>
<tr>
<td>2/16/18</td>
<td>2/17/18</td>
<td>Chester, CA</td>
<td>Division Tournament</td>
</tr>
<tr>
<td>2/23/18</td>
<td>2/24/18</td>
<td>Redding, CA</td>
<td>Master’s Tournament</td>
</tr>
<tr>
<td>2/22/18</td>
<td>2/24/18</td>
<td>Visalia, CA</td>
<td>Girl’s State</td>
</tr>
<tr>
<td>3/1/18</td>
<td>3/4/18</td>
<td>Bakersfield, CA</td>
<td>State Championships</td>
</tr>
<tr>
<td>3/8/18</td>
<td>3/10/18</td>
<td>Fresno, CA</td>
<td>Frosh/Soph State</td>
</tr>
</tbody>
</table>

The board may be aware, but in the last 8 years our program has won 7 Div. III Section titles and placed many times in the top 10 in the North Section Masters Tournament which includes all schools in the North Section. We have qualified numerous wrestlers to compete at the California State Championships, which is single division for all schools. In order to get our wrestlers the highest caliber of competition we are requesting to go to these tournaments out of the area. We will be booking hotels in each town listed above. Our team has raised all our own funds for the hotels and travel expenses. If you have any questions, please feel free to contact me at 519-2313. The tournaments have already been paid for as they require early payment due to the demand and securing team participation. Thank you.

Respectfully,

Anthony Cardoza
Durham Wrestling Head Coach
Date Submitted: October 2, 2017
School Site: Durham Elementary
Program: Kindergarten
Seat Count: 
Requesting Party: Julie Matthews
Phone: Ext. 249
Cell: 415-246-492
Purpose of Trip: Pumpkin Exploration
Date of Trip: October 13, 2017
Day of Week: Friday
Contact Name: Julie Matthews
Cell: 415-246-492

TYPE OF TRANSPORTATION REQUESTED
Walking
School Bus
Charter
District Van
Parent Driver
Have DMV records been checked for parent driver
yes_____ no_____
Destination: Vanella Farms
Address: Behind Dollar General
City: Durham
State: CA
Scheduled Departure Time: 9:00 AM
Scheduled Return Time: 10:30/11 AM
Payment Method:
ASB Funds
PTS
Budget Transfer
Free event

APPROVALS:
Principal: 8W
Date: 10/2/17
Superintendent: 
Date: 10-3-17

Revised Form: 2/25/11
DURHAM UNIFIED SCHOOL DISTRICT

FIELD TRIP REQUEST

Date Submitted: 10-7-2017
School Site: D.H.S. Program: Sp. IV Seat Count: 25
Requesting Party: Suzanne Contreras Phone: Cell: 530.566.4763
Purpose of Trip: Day of the Dead exhibit
Date of Trip: Nov. 3 Day of Week: Fri. Jay
Contact Name: Suzanne Contreras Cell: 530.566.4763

TYPE OF TRANSPORTATION REQUESTED

School Bus Charter District Van X Parent Driver

Have DMV records been checked for parent driver yes X no

Destination: Oakland Museum of California
Address: 1000 Oak Street City: Oakland State: CA
Scheduled Departure Time: 7:00 a.m. Scheduled Return Time: 4:30 p.m.
Mileage 320 miles Board approval needed X yes □ no
Payment Method: X ASB Funds □ PTS □ Budget Transfer

APPROVALS:
Principal: 10/1/17 Superintendent: 10/1/17
Date: 10/1/17 Date: 10/1/17

Updated 4/2013
Date Submitted: 9-19-17

School Site: DES  Program:  Seat Count: 27

Requesting Party: Mr. Coffee  Phone: 4685 ext 239  Cell: 566-5890

Purpose of Trip: exposure to regional theater arts

Date of Trip: Nov. 16, 2017  Day of Week: Thursday

Contact Name: David Coffee  Cell:

(We'll see the production Aladdin by Chico Regional Theatre)

TYPE OF TRANSPORTATION REQUESTED

___ School Bus  ___ Charter  ___ District Van  X Parent Driver

Have DMV records been checked for parent driver  yes X  no

Destination: P.V. High School - Chico

Address: 1475 East Ave  City: Chico  State: CA

Scheduled Departure Time: 8:30  Scheduled Return Time: 12:00

Payment Method:  ___ ASB Funds  ___ PTS  ___ Budget Transfer

* Parent Donation.

APPROVALS:

Principal:  8W  Date: 9/19/17

Superintendent:  8W  Date: 9/19/17

Revised Form: 2/25/11
Durham Unified School District

Fund Raising Request Form

All fund raising projects/activities are to be approved by the school principal or the Board of Education at least one month prior to initiating the project/activity. The principal/designee shall maintain a written financial record of each approved fund raising project/activity. Funds generated from the projects/activities shall be deposited in the Associated Student Body account, PTS account, Boosters account, or in the appropriate District account.

School: DHS, DPS, DES

Club or Organization: Music Boosters

Advisor/President: James/Plummer/Daven Arvenen

Purpose of the fund raising project/activity:

Scholarships, equipment, transportation

Financial Goal of the project:

\[ \begin{align*}
\text{Minor: Estimated Gross} & \quad 7,000 \\
\text{Major: Estimated Gross} & \quad 35,000 \\
\text{Estimated Net} & \quad 35,000
\end{align*} \]

Nature of project/activity (i.e., car wash):

Drive-Through Tri-Tip Dinner

Beginning/ending date(s) and times if appropriate of proposed fund raising project(s/activity(ies)):

Beginning: Mid October   Ending: 10-25-17

Location: DES

Number of students to be involved: 150

Date: Organization Officer’s Signature

Date: 5/15/17   Advisor’s Signature (if applicable)

Date: 5/15/17   Principal’s Signature

Date: 5/20/17   Student Body President’s Signature

Date: 5/20/17   Superintendent’s Signature (if required)

White: Club   Yellow: File   Pink: ASB Files
Durham USD
Board Bylaw
Student School Board Advisor

BB 9150
Board Bylaws

The Governing Board believes that engaging the student body and seeking its input and feedback regarding the district's educational programs and activities are vital to achieving the district's mission of educating district students. To enhance communication between the Board and the student body and to encourage student involvement in district affairs, the Board shall include one student Board member from the high school in accordance with procedures approved by the Board.

The term of a student Board member shall be one semester, commencing July 1 of each year. A student Board member shall have the right to attend all Board meetings except closed (executive) sessions. (Education Code 35012)

(cf. 9321 - Closed Session Purposes and Agendas)

Selection and Term

High school students are eligible for the position of Student Board Member. The high school will select one student for a one-semester term. Each student will be seated at the board table for one semester based on the adopted instructional calendar and serve as an alternate for the entire year. The term of office shall be July 1 - June 30.

Nominations for Student Board Member will be submitted to the DHS Principal by staff members by the end of March of the prior school year. The submissions will be reviewed by the Principal, who has final authority as to those who will be placed on the ballot during regular Associated Student Body elections. Criteria considered may include, but is not limited to, overall grade point average earned in grades 9-11, discipline and attendance records, successful engagement in extra-curricular activities, and demonstration of leadership qualities in or out of a classroom setting.

Election

The candidates will be voted on by the student body during regular Associated Student Body elections using a confidential ballot process designated by the DHS Principal.

Rights and Duties of Student Board Member

The student Board member shall have the right to attend all Board meetings except closed sessions, shall be seated with regular Board members, and shall be recognized at meetings as a full member. He/she may participate in questioning witnesses and discussing issues and shall
receive all materials presented to Board members except those related to closed sessions.

(cf. 9322 - Agenda/Meeting Materials)

The duties of the student Board member include the following:

* To provide continuing input for Board deliberations;

* To share thoughts and opinions during discussion items;

* To strengthen communication between the Board and district students; and

* To represent all students and facilitate the discussion of all sides of issues.

These duties do not preclude the student Board member from stating his/her individual opinion. A student Board member shall not receive compensation for attendance at Board meetings.

(cf. 9324 - Minutes and Recordings)

Inability to Attend Meetings

If the student Board member is unable to attend a meeting of the Board, one of the alternate student Board members may sit in his/her place. If the position of student Board member becomes vacant, the alternates shall complete the term.

Legal Reference:
EDUCATION CODE
33000.5 Appointment of student members to State Board of Education
35012 Board members; number, election and terms; pupil members
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California Association of Student Councils: http://www.casc.net
National School Boards Association: http://www.nsba.org

Bylaw DURHAM UNIFIED SCHOOL DISTRICT
adopted:          Durham, California
revised:
In the spring of each year, the administration will seek recommendations from Durham High School staff, and shall elect two members and one alternate of its student body to serve as Student Board Members for the following year, term of office shall be July 1 to June 30. The candidates will be voted on by the student body during regular Associated Student Body elections using a confidential ballot process designated by the DHS Principal.

Each student shall be seated at the Board table for one semester based on the adopted instructional calendar (school session days) as follows:

First semester: August to December
Second semester: January to June

One student will serve as the alternate for the entire year.

Following are suggested criteria for selection of the student:

1. The student will be a junior or senior the year he/she serves as Student Board Member

2. The student has exhibited qualities of leadership on the school campus and/or in the community

3. The student has a grade point average of 3.0 or higher

4. The student is able and willing to attend regular and special Board meetings as scheduled (typically one time per month) in the evening, report each meeting on student activities and provide a student perspective to issues addressed by the Board.
DURHAM UNIFIED SCHOOL DISTRICT
Board Meeting Date: October 18, 2017

SUBJECT: Butte-Glenn Community College District, College and Career Access Pathways Partnership Agreement, Dual Enrollment

PREPARER: Terry Bennett

RECOMMENDATION: □ Approve       □ Do Not Approve
                 □ Accept
                 □ Discussion/Action Item, First Read

BACKGROUND:
Assembly Bill 288 (AB 288) was enacted January 1, 2016, and added to the California Education Code Section 76004.

AB 288 enables the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) Partnership Agreement with the governing board of a California public school district consistent with Education Code Section 76004. CCAP partnerships are for the purpose of offering and expanding dual enrollment opportunities for all high school students, and particularly “students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness” at no cost to the student. These dual enrollment courses allows high schools to remain closed to the public, and permits high school faculty who meet the college’s minimum qualifications to teach these courses.

As mandated by law, the governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement first as an informational item; and at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

Our freshmen take a year-long course broken into two semesters: Health, Career Explorations. We started our Career Explorations course as an introductory course for our Career Pathways using the Career Choices text and workbook. The dual enrollment agreement will allow us to offer three non-transferable credits to all of our freshmen at no cost.

References:
Butte-Glenn Community College District, College and Career Access Pathways Partnership Agreements and Appendices that identifies college and school district specific arrangements.
Butte College, Course Outline, CLP 101 – Career, Education and Life Choices
Butte College, Dual Enrollment Procedure & Timelines

What Works Clearinghouse – Transition to College, Dual Enrollment Programs, February 2017:
This College and Career Access Pathways Partnership Agreement ("CCAP Agreement") is entered into by and between the Butte-Glenn Community College District ("College"), a California public community college district, and Durham Unified School District, a California public school district, ("School District") pursuant to the enacted Assembly Bill 288 College and Career Access Pathways Act ("AB 288") and California Education Code section 76004.

WHEREAS, AB 288 and Education Code section 76004 offers dual enrollment options for high school students to enroll in courses offered by the College; and

WHEREAS, AB 288 and Education Code section 76004 enable the governing board of a community college district to enter into a College and Career Pathways ("CCAP") partnership with the governing board of a public school district that is governed by an AB288 CCAP Partnership Agreement approved by the governing boards of both districts; and

WHEREAS, School District is a public school district serving grades 9-12 located in Butte or Glenn County and within the regional service area of the College, unless otherwise specified and agreed to as specified in Education Code section 76004, subdivision (e); and

WHEREAS, College and School District desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288 and Education Code section 76004, for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness (Ed. Code, § 76004, subd. (a)).

NOW THEREFORE, the College and School District agree as follows:

1. TERM OF CCAP AGREEMENT

1.1. The term of this CCAP Agreement will begin on January 8, 2018, and end on June 30, 2018, unless terminated earlier in accordance with this CCAP Agreement.

2. CCAP AGREEMENT APPENDIX

The CCAP Agreement Appendix shall specify additional detail regarding, but not limited to:

2.1. The total number of high school students to be served;

2.2. The total number of full-time equivalent students projected to be claimed by the College for those students;

2.3. The scope, nature, time, location and listing of community college courses to be offered;

2.4. The criteria to assess the ability of pupils to benefit from those courses; (Ed. Code, § 76004, subd. (c)(1) and

2.5. The minimum student enrollment for courses offered as part of this CCAP Agreement at the School District’s facility.
3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION AND REGISTRATION

3.1. Student Eligibility. Students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness (Ed. Code, § 76004, subd. (a))

3.2. Student Selection and Enrollment. Eligible students may enroll in college courses subject to College's established prerequisites, assessment procedures, or enrollment limitations. Enrollment shall be open to eligible students as part of this CCAP Agreement who:

3.2.1. are high school students enrolled in the School District;

3.2.2. have been admitted to the College;

3.2.3. meet all College prerequisite requirements as established by the College and stated in the college catalog before enrolling in a particular course offered as part of this CCAP Agreement;

3.2.4. have a written parental consent to enroll in College courses included on the CCAP Dual Enrollment Approval Form. (Ed. Code, § 76004, subd. (c)(1))

Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through this CCAP Agreement will be determined by College and shall be in compliance with applicable law and College standards and policies. Student selection criteria may be further specified in the CCAP Agreement Appendix.

3.3. College Admission and Registration. Procedures for students participating in this CCAP Agreement shall be governed by the College and shall be in accordance with College's admissions and registration guidelines set forth in applicable law and College policy.

3.4. Students participating in this CCAP Agreement may enroll in up to a maximum of 11 units per term if the all of the following circumstances are satisfied (Ed. Code, § 76004, subd. (p)):

3.4.1. The units constitute no more than four community college courses per term.

3.4.2. The units are part of an academic program that is part of this CCAP Agreement.

3.4.3. The units are part of an academic program that is designed to award students with both a high school diploma and an associate degree or certificate or a credential.

3.5. Students enrolled in course offered as part of this CCAP Agreement will be directed to the official catalog of the College for information regarding applicable policies and procedures.

3.6. Students who do not satisfy the minimum prerequisites for postsecondary courses may enroll in college basic skills courses through this CCAP Agreement.

3.7. The College has the right to deny student enrollment based on space availability and college admission requirements, and to ensure that no regularly enrolled student of the College is displaced.

3.8. The College has the right to discontinue a student's enrollment based on a determination that the student does not have sufficient skills or abilities to continue in the course selected. In such case, the College will notify the School District and the student.
3.9. The College reserves the right to advise students at any time regarding the College's courses, degree/certificate programs, financial aid, disciplinary actions, course progress, and other collegiate related information and advising.

3.10. A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with College guidelines, policies, pertinent statutes and regulations. Students who withdraw from course offered as part of this CCAP Agreement will not receive College credit.

4. COLLEGE APPLICATION PROCEDURE

4.1. The School District and College understand and agree that successful College admission and registration requires that each participating student shall complete the College enrollment application process.

4.2. The College will be responsible for processing student applications.

4.3. The College will provide the necessary admission and registration forms and procedures, and College and School District will jointly ensure that each applicant accepted has met all the enrollment requirements.

4.4. The School District agrees to assist College in the admission and registration of School District students as may be necessary and requested by College.

4.5. Registration for courses offered through this CCAP Agreement will be coordinated by College's Dual Enrollment office.

5. CCAP AGREEMENT COURSES

5.1. The College may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered as part of this CCAP Agreement. (Education Code §76004(o)(1))

5.2. The scope, nature, time, location and listing of courses offered by the College as part of this CCAP Agreement are identified in the CCAP Agreement Appendix. [Ed. Code, § 76004, subd. (c)(10)]

5.3. The College is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the School District or at the College.

5.4. Courses offered as part of this CCAP Agreement either at the College or School District shall be jointly reviewed and approved.

5.5. This CCAP Agreement covers only postsecondary courses and basic skills courses offered by the College, in which eligible high school students will be permitted to enroll pursuant to this CCAP Agreement. Courses offered as part of this CCAP Agreement shall:

5.5.1. Be applicable to earning a degree or certificate or completion of the basic skills course sequence.

5.5.2. Meet the standards and criteria for courses prescribed by California Code of Regulations, title 5, section 55002.

5.5.3. Be taught by instructors that meet the State minimum qualifications established by the Board of Governors regulations. (Cal. Code Regs., tit. 5, § 53400 et seq.)
5.5.4. Be under the immediate supervision of an employee of the College. (Cal. Code Regs., tit. 5, § 58056)

5.5.5. Be eligible under all of the provisions of California Code of Regulations, title 5, sections 58050 et seq.

5.5.6. Not provide physical education course opportunities to high school pupils participating in this CCAP Agreement or any other course opportunities that do not assist in the attainment of at least one of the goals outlined in the Purpose of this CCAP Agreement. (Ed. Code, § 76004, subd. (d))

5.5.7. Be of the same quality and rigor as those offered on College campus and shall be in compliance with College academic standards.

5.5.8. Be listed in the College catalog with the same department designations, course descriptions, numbers, titles, and credits.

5.5.9. Adhere to the official course outline of record and the student learning outcomes established by the associated College academic department.

5.5.10. Comply with all applicable regulations, policies procedures, prerequisites and standards applicable to College as well as any corresponding policies, practices and requirements of the School District. In the event of a conflict between College course related regulations, policies, procedures, prerequisites and standards and School District policies, practices and requirements, the College regulations, policies procedures, prerequisites, and standards shall prevail.

5.6. Site visits and instruction audits by one or more representatives of the College shall be permitted by the School District to ensure that courses offered as part of this CCAP Agreement in the School District are the same as the courses offered on the College campus and in compliance with College academic standards.

6. PARTICIPATING STUDENT FEES

6.1. Students enrolled in a course offered through this CCAP Agreement shall not be assessed or charged a fee prohibited by Education Code section 49011, including a fee charged to a pupil, or a pupil's parent or guardian, as a condition for course registration or for textbooks, supplies, materials, and equipment needed to participate in the course. (Ed. Code, §§ 49010 et seq.; Ed. Code, §76004, subd. (f))

6.2. High school pupils enrolled in courses offered through the this CCAP Agreement and that are properly classified as having "special part- time student" status as described by Education Code section 76004, subdivision (p), shall be exempt from the following community college fee requirements (Ed. Code, § 76004, subd. (q)):

6.2.1. Student Representation Fee. [Ed. Code, § 76060.5]
6.2.2. Nonresident Tuition Fee. [Ed. Code, § 76140]
6.2.3. Transcript Fees. [Ed. Code, § 76223]
6.2.4. Course Enrollment Fees.[ Ed. Code, § 76300]
6.2.5. Apprenticeship Course Fees.[ Ed. Code, § 76350]
6.2.6. Child Development Center Fees.[ Ed. Code, § 79121]
6.2.7. Student Health
6.2.8. Transportation

6.2.9. Technology

7. INSTRUCTORS

7.1. In certain instances, the School District shall provide and pay instructor(s) to facilitate teaching of courses offered as a part of this CCAP Agreement at the School District's facilities. The College shall have the right to approve and reject instructor(s) provided by the School District. The School District shall be responsible to ensure all instructors provided by the School District have adequate credentials to meet State standards. School District personnel selected to be instructors remain employees of the School District, subject to the authority of the School District, but will also be subject to the authority of the College specifically with regard to their duties as instructors for courses offered as a part of this CCAP Agreement.

7.2. All instructors teaching College courses offered as a part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in California Code of Regulations, title 5, sections 53410 and 58060 as amended and be hired by the College. The College shall be responsible to ensure all instructors provided by the School District and directly teaching in the classroom meet the minimum qualifications for instruction in the discipline of the course in a California community college.

7.3. Each instructor provided by the School District to teach courses offered as a part of this CCAP Agreement shall execute a written agreement with the College in the form of a CCAP Agreement Instructor Agreement as specified in Exhibit A to this CCAP Agreement. Instructors provided by the School District shall not be considered adjunct faculty for the College, and shall not be entitled to any of the benefits to which adjunct faculty are entitled.

7.4. The School District will be the employer of record for all instructors provided by the School District for purposes of assignment monitoring and reporting to the county office of education. (Ed. Code, § 76004, subd. (m)(1))

7.5. The School District will be responsible for reporting pursuant to applicable federal teacher quality mandates for all instructors provided by the School District. (Ed. Code, § 76004, subd. (m)(2))

7.6. Instructors provided by the School District shall be responsible for supervision and control reasonably necessary for the protection of the health and safety of students and many not have any other assigned duty during the instructional activity.

7.7. Instructors provided by the School District shall be responsible for the evaluation of students and providing grades and other documentation to the College in accordance with regular College processes and deadlines.

7.8. Instructors provided by the School District teaching College curriculum will adhere to and abide by College policies and procedures.

7.9. Instructors who teach College courses shall comply with the fingerprinting requirements set forth in Education Code section 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code section 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a School District site.

7.10. Prior to teaching, instructors provided by the School District shall receive discipline-specific training and orientation from the College regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures, record
keeping, and other instructional responsibilities. Said training shall be approved by and provided by the College.

7.11. Instructors provided by the School District will participate in professional development activities sponsored by the College as required by the terms and conditions of the CCAP Agreement Instructor Agreement and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to address course content, course delivery, assessment, evaluation, and/or research and development in the field.

7.12. Instructor's performance shall be evaluated by the College using the adopted evaluation process and standards for faculty of the College, subject to the approval of the College.

8. ASSESSMENT OF LEARNING AND CONDUCT

8.1. Students enrolled in College courses offered as part of this CCAP Agreement at the School District shall be held to the same standards of achievement as students in courses taught on the College campus.

8.2. Students enrolled in College courses offered as part of this CCAP Agreement at the School District shall be held to the same grading standards as those expected of students in courses taught on the College campus.

8.3. Students enrolled in College courses offered as part of this CCAP Agreement at the School District shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the College campus.

8.4. Students enrolled in courses offered as part of this CCAP Agreement at the School District shall be held to the same behavioral standards as those expected of students in courses taught on the College campus, are subject to the academic and disciplinary rules of College's Student Code of Conduct, and shall adhere to all College policies and procedures. Any violations of the Student Code of Conduct are subject to disciplinary proceedings and sanctions, including dismissal from the course(s) and/or College.

9. LIAISON COORDINATION OF RESPONSIBILITIES

9.1. The College appoints Teresa Doyle, Dean of Student Learning, to serve as the point of contact to facilitate coordination and cooperation between College and School District on matters related to this CCAP Agreement in conformity with College policies and standards. (Ed. Code, 76004, subd. (c)(2))

9.2. The School District appoints Terry Bennett, Principal, to serve as the point of contact to facilitate coordination and cooperation between College and School District on matters related to this CCAP Agreement in conformity with School District standards. (Ed. Code, 76004, subd. (c)(2))

9.3. The School District and College shall provide personnel to perform services associated with outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students in the course(s), course selection and registration, facilities and instruction coordination, updating the course offerings, preparing reports to the Chancellor's Office, and other related services as deemed necessary.

9.4. The College and the School District shall jointly insure that ancillary and support services including, but not limited to, counseling and guidance, placement assistance, and assessment tutoring, are provided to students taking courses under this CCAP Agreement.
10. STATE APPORTIONMENT

10.1. College shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionment when the course(s) complies with current requirements for dual enrollment under applicable California law.

10.2. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. (Ed. Code, § 76004, subd. (o)(2))

10.3. The College shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. (Ed. Code, § 76004, subd. (r))

10.4. The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to a this CCAP Agreement is authorized attendance for which the College shall be credited or reimbursed pursuant to Education Codes sections 48802 or 76002, provided that School College has received reimbursement for the same instructional activity. (Ed. Code, § 76004, subd. (s))

10.5. The School District agrees and acknowledges that College will claim apportionment for the School District students enrolled in community college course(s) under this CCAP Agreement.

11. CCAP AGREEMENT CERTIFICATIONS

This CCAP Agreement certifies:

11.1. That any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code section 87010, or any controlled substance offense as defined in Education Code section 87011. (Ed. Code, 76004, subd. (h))

11.2. That any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. (Ed. Code, § 76004, subd. (i))

11.3. That a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. (Ed. Code, § 76004, subd. (j))

11.4. That a community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus. (Ed. Code, § 76004, subd. (k)(1))

11.5. That a community college course that is oversubscribed or has a waiting list shall not be offered in this CCAP Agreement. (Ed. Code, § 76004, subd. (k)(2))

11.6. That participation in this CCAP Agreement is consistent with the core mission of the community colleges pursuant to ECS 66010.4, and that pupils participating in this CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college. (Ed. Code, § 76004, subd. (k)(3))

11.7. That any remedial course taught by community college faculty (which includes a qualified high school teacher teaching a college course as an “employee” of the community college district pursuant to California Code of Regulations, title 5, section 58058, subdivision (b)) at a partnering high school campus shall be offered only to high school students who do not meet their grade
level standard in math, English, or both based on an interim assessment in grade 10 or 11, as determined by the partnering school district, and that the delivery of these remedial courses shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon high school graduation. (Ed. Code, § 76004, subd. (n))

11.8. That both the school district and the community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching an CCAP Agreement course offered for high school credit. (Ed. Code, § 76004, subd. (l))

11.9. The College certifies that it will not receive full compensation for the direct education costs of the course(s) offered under this CCAP Agreement from any public or private agency, individual or group. (Ed. Code, § 84752; Cal. Code Regs., tit. 5, § 58051.5)

11.10. The School District certifies that the instructional activity conducted under this CCAP Agreement will not be fully funded by other sources. (Ed. Code, § 84752; California Code Regulations, tit. 5, § 58051.5)

12. RECORDS

12.1. School District shall maintain permanent records of student attendance, grades and achievement for School District students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for College students shall be maintained by College.

12.2. Records will be open for review at all times by College officials and submitted on a schedule developed by the College. (Cal. Code Regs., tit. 5, §§ 55021, 55040, 58030)

12.3. Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

13. REIMBURSEMENT

13.1. The financial arrangements implied in this CCAP Agreement will be further detailed in the CCAP Agreement Appendix.

14. FACILITIES

14.1. The School District will provide adequate classroom space and furnishings at its facilities, or other mutually agreed upon location, to conduct the instruction of course that take place at the School District's facilities, and do so without charge to College or students. School District agrees to clean, maintain, and safeguard School District's premises. School District warrants that its facilities are safe and complaint with all applicable building, fire, and safety codes.

14.2. The School District shall provide, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all School District students necessary to facilitate teaching of courses that take place at the School District's facilities. The parties understand that such equipment and materials are School District's sole property. The instructor shall determine the type, make and model of all equipment, books and materials to be used during each course offered as part of this CCCAP Agreement.

14.3. Courses offered at the School District's facility remain the domain of the College. Discipline of students and student attendance will be handled through the policies and procedures set and
maintained by the College. This does not prevent the School District from also disciplining the Student for violations of the School District's rules and code of conduct.

14.4. The College is responsible for the educational program(s) and/or courses(s) offered under this CCAP Agreement that occur at the School District's facilities.

14.5. All courses held at the School District's facility fall under the jurisdiction of College while class is in session.

15. REPORTING TO THE STATE CHANCELLOR'S OFFICE

15.1. The College, in conjunction with the School District, shall report annually to the State Chancellor's Office all of the following information. (Ed. Code, § 76004, subd. (t))

15.1.1. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.

15.1.2. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.

15.1.3. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.

15.1.4. The total number of Full-Time Equivalent Student (FTES) generated by CCAP partnership participants.

15.2. The School District and College shall work cooperatively for timely submission of said annual reports in accordance with any and all deadlines prescribed by the State Chancellor's Office.

16. CCAP AGREEMENT APPROVAL REQUIREMENTS

16.1. The College and School District shall ensure that the governing board of each district, at an open public meeting of that board, present this CCAP Agreement as an information item. The College and School District shall ensure that the governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove this CCAP Agreement. (Ed. Code, § 76004, subd. (b))

16.2. Upon approval of this CCAP Agreement by the governing boards of both the College and School District, the College will provide a copy of this CCAP Agreement to the Chancellor's Office of the California Community Colleges prior to the start of the CCAP partnership. (Ed. Code, § 76004, subd. (c)(3))

17. STUDENT RIGHTS AND PRIVACY

17.1. The Parties agree that the College and School District shall maintain all pupil confidentiality and rights to educational records in accordance with all applicable state and federal laws, including the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, et. seq.) and Education Code sections 49073, et. seq.

18. INDEMNIFICATION

18.1. School District shall defend, indemnify and hold College, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this CCAP Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for
injury or damages are caused by or result from the negligent or intentional acts or omissions of School District, its officers, employees or agents.

18.2. College shall defend, indemnify and hold School District, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this CCAP Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of College, its officers, employees or agents.

19. INSURANCE

19.1. The School District shall secure and maintain in force during the entire term of this CCAP Agreement the following insurance coverage or an approved program of self-insurance with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority authorized to provide public liability and property damage insurance in the State of California.

19.1.1. General Liability insurance with a limit of not less than $1,000,000 per occurrence, for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to, the liability assumed under the indemnification provisions of this agreement.

The General Liability insurance coverage, shall be endorsed to name the Butte-Glenn Community College District, its officers, employees, and agents as additional insureds for the purpose of this CCAP Agreement.

19.1.2. Workers' Compensation Insurance with limits statutorily required by the State of California, and Employer's Liability insurance with limits of not less $1,000,000 per accident for bodily injury or disease.

19.2. School District shall furnish the College with original certificates of insurance and endorsements evidencing the coverages, conditions, and limits required by this agreement.

19.3. For the purpose of Workers' Compensation, School District shall be the "primary employer" for all its personnel who perform services as instructors and support staff. School District shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective School District personnel made in connection with performing services and receiving instruction under this CCAP Agreement. School District agrees to hold harmless, indemnify, and defend College, its officers, employees and agents from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by School District personnel connected with providing services under this CCAP Agreement. School District is not responsible for non-School District personnel who may serve as instructors.

20. NON-DISCRIMINATION

20.1. Neither the School District nor the College shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

21. TERMINATION

21.1. This CCAP Agreement may be terminated, without cause, by either party upon thirty (30) days written notice of termination to the other party. Notice of termination shall be sent or otherwise delivered to the person signing this CCAP Agreement. If notice of termination is issued after the start of an academic term, then the CCAP Agreement will continue in effect until the conclusion of that academic term.
22. FUNDS UNAVAILABLE

22.1. This CCAP Agreement may be terminated immediately by either party if funds become unavailable for the support of the CCAP Agreement. In the event termination is pursuant to this paragraph, a notice specifying reason for termination shall be sent as soon as possible after the termination.

23. NOTICES

23.1. Notices under this Contract shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
3536 Butte Campus Drive
Oroville, CA 95965
ATTN: Vice President for Administration

SCHOOL DISTRICT
DURHAM UNIFIED SCHOOL DISTRICT
9420 Putney Drive
Durham, CA 95938
ATTN: Superintendent

24. ENTIRETY OF AGREEMENT

24.1. This CCAP Agreement contains the entire agreement and understanding between the parties and supersedes all prior written or oral representations and agreements with respect to the subject matter herein.

25. AMENDMENTS

25.1. This CCAP Agreement may be modified only by written amendments duly executed by the College and the School District.

26. APPLICABLE LAW AND VENUE

26.1. This CCAP Agreement shall be construed in accordance with and governed by the laws of the State of California. In the event of litigation, jurisdiction and venue will be County of Butte, California.

27. COMMUNITY COLLEGE DISTRICT BOUNDARIES

27.1. For locations outside the geographical boundaries of Butte-Glenn Community College District, College will comply with the requirements of California Code of Regulations, title 5, sections 55300 et seq., or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

28. SEVERABILITY

28.1. If any term, provision, covenant, or condition of this CCAP Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the CCAP Agreement shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.
29. TERMS AND CONDITIONS

29.1. The parties to this CCAP Agreement acknowledge that they have read and understood this CCAP Agreement completely, and will fully comply with all terms and conditions of this CCAP Agreement set forth herein.

30. COUNTERPARTS

30.1. This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

IN WITNESS WHEREOF, the parties to this CCAP Agreement have executed this CCAP Agreement by their duly authorized representatives on the dates of their signatures.

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

By: ____________________________
(Signature of person authorized to execute Agreement on behalf of College.)

Name: __________________________
Title: __________________________
Date: __________________________

DURHAM UNIFIED SCHOOL DISTRICT

By: ____________________________
(Signature of person authorized to execute Agreement on behalf of School District.)

Name: __________________________
Title: __________________________
Date: __________________________

List of Attachments
CCAP Agreement Appendix

TO BE COMPLETED BY DISTRICT ONLY

The person preparing this contract must complete this section and obtain appropriate initials before contract will be approved.

Initiating Department: Career Services Preparer's Name & ID: Brian Donnelly 3219512 Phone: 2866
Vendor Name: N/A Vendor ID: N/A
PO Description (Max. 25 characters): N/A
Budget Code: N/A PO Amount: N/A
Contract Monitor Name (Person Who Approves Invoices): N/A
Dept. Dean/Director Initials: Dept. Vice President Initials:
Business Contracts Approval: Purchase Order Number:
BUTTE COLLEGE
COURSE OUTLINE

I. CATALOG DESCRIPTION
CLP 101 - Career, Education and Life Choices 3 Unit(s)
Prerequisite(s): NONE
Recommended Prep: Reading Level II; English Level II
Transfer Status: NT
51 hours Lecture

This is an introductory personal development course where students learn the skills for goal setting, budget projection, career and educational research, decision-making, and personal management. The course culminates in a 10-year action plan to fulfill educational and career goals.

II. OBJECTIVES
Upon successful completion of this course, the student will be able to:
A. Identify interests, lifestyle preferences and aptitudes that influence career, education and life choices.
B. Conduct preliminary career research using online and in-person resources such as the Occupational Outlook Handbook and informational interviews.
C. Use a basic problem-solving techniques to overcome obstacles and refine personal goals.
D. Create plans and use self-directed strategies for career changes and lifelong learning.
E. Develop and maintain a 10-year action plan that includes appropriate experiences, skills, training and education required to attain stated career goal.

III. COURSE CONTENT
A. Unit Titles/Suggested Time Schedule

<table>
<thead>
<tr>
<th>Topics</th>
<th>Lecture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Envisioning your future</td>
<td>2.00</td>
</tr>
<tr>
<td>2. Setting goals and creating plans</td>
<td>4.00</td>
</tr>
<tr>
<td>3. Career research</td>
<td>6.00</td>
</tr>
<tr>
<td>4. Budgeting for your envisioned lifestyle</td>
<td>5.00</td>
</tr>
<tr>
<td>5. Rubrics for making informed education, career, and life choices</td>
<td>4.00</td>
</tr>
<tr>
<td>6. Transitioning through post-secondary education into the workforce</td>
<td>4.00</td>
</tr>
<tr>
<td>7. Long-range plans for educational and training opportunities</td>
<td>8.00</td>
</tr>
<tr>
<td>8. Strategies for making career and life changes</td>
<td>3.00</td>
</tr>
<tr>
<td>9. Self-mastery skills and resiliency strategies</td>
<td>4.00</td>
</tr>
<tr>
<td>10. Connecting your education and career decisions with the planning process</td>
<td>4.00</td>
</tr>
<tr>
<td>11. Designing and maintaining your 10-year plan</td>
<td>7.00</td>
</tr>
<tr>
<td>Total Hours</td>
<td>51.00</td>
</tr>
</tbody>
</table>

IV. METHODS OF INSTRUCTION
A. Lecture
B. Group Discussions
C. Guest Speakers
D. Class Activities
E. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
F. Multimedia Presentations

V. METHODS OF EVALUATION
A. Portfolios
B. Projects
C. Homework
D. Class participation
E. Written Assignments
F. Final Project

VI. EXAMPLES OF ASSIGNMENTS
A. Reading Assignments
   1. Read the section in your text on the six E's of excellence, and prepare to share in class a person you know that embodies these traits.
   2. Read the chapter in your text on the traits of those who succeed, and prepare to present in class the characteristics of people you would like to hire if you were the manager of a company.
B. Writing Assignments
   1. Complete a one-page personal profile articulating your passions, work values, strengths, skills, aptitudes, and desired roles.
   2. Write a budget for the envisioned lifestyle using the template provided by your instructor.
C. Out-of-Class Assignments
   1. Complete an online inventory that details the skills you have and the skills you need to learn for your chosen career path. Submit a one-page summary of your findings.
   2. Using your skills inventory chart, develop an education plan for your career path. Prepare to share your plan during a small-group discussion in class.

VII. RECOMMENDED MATERIALS OF INSTRUCTION
Textbooks:

Materials Other Than Textbooks:
A. Online inventories that measure interests, personality, values, skills, learning styles, and lifestyle. Instructor may decide to assign additional self-measurement tools outside of the course text/materials, as needed.

Created/Revised by: Brian Donnelly
Date: 10/31/2016
APPENDIX

COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT

WHEREAS, the College and Career Access Pathways Partnership Agreement ("CCAP Agreement") is between Butte-Glenn Community College District ("College") and Durham Unified School District ("School District"); and

WHEREAS, the College and the School District agree to record College and School District specific components of the CCAP Agreement using the Appendix College and Career Access Pathways Partnership Agreement ("CCAP Agreement Appendix") to specify additional detail regarding, but not limited to: the total number of high school students to be served; the total number of full-time equivalent students projected to be claimed by the College for those students; the scope, nature, time, location and listing of community college courses to be offered; the criteria to assess the ability of pupils to benefit from those courses; and the minimum student enrollment for courses offered as part of this CCAP Agreement at the School District's facility; (Ed. Code, § 76004, subd. (c)(1))

NOW THEREFORE, the College and School District agree as follows:

1. STUDENT SELECTION.

   1.1. College and School District shall adhere to the terms outlined in Section 3, Student Eligibility, Selection and Enrollment, Admission and Registration of this CCAP Agreement to select eligible students.

   1.2. The College and the School District shall determine whether a student will benefit from enrollment in a course offered as part of this CCAP Agreement based on the following criteria (Education Code § 76004(c)(1)):

       1.2.1. Availability of college preparation courses within School District.

       1.2.2. The student's stated reasons for seeking enrollment in the course.

       1.2.3. The objectives of the course in which the Student wishes to enroll.

       1.2.4. How the course will either support the student in college preparation or allow the student to work towards completion of a college degree, program, or certification.
2. **CCAP AGREEMENT DUAL ENROLLMENT PROGRAM.** The College has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

<table>
<thead>
<tr>
<th>PROGRAM YEAR:</th>
<th>Spring 2018</th>
<th>COLLEGE:</th>
<th>Butte-Glenn Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUCATIONAL PROGRAM:</td>
<td>Dual Enrollment</td>
<td>HIGH SCOOL:</td>
<td>Durham High School</td>
</tr>
<tr>
<td>TOTAL NUMBER OF STUDENTS TO BE SERVED:</td>
<td>79</td>
<td>TOTAL PROJECTED FTES:</td>
<td>8.2</td>
</tr>
<tr>
<td>MINIMUM STUDENT ENROLLMENT TO RUN COURSE(S):</td>
<td>10</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>COURSE NUMBER</th>
<th>TERM</th>
<th>DAYS</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
<th>EMPLOYER OF RECORD</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career, Education and Life Choices</td>
<td>CLP 101</td>
<td>Spring 18</td>
<td>MWF</td>
<td>8:40-9:30</td>
<td>J. Atkins</td>
<td>□ CC ☒ HS</td>
<td>□ CC ☒ HS</td>
</tr>
<tr>
<td>Career, Education and Life Choices</td>
<td>CLP 101</td>
<td>Spring 18</td>
<td>MWF</td>
<td>9:50-10:40</td>
<td>J. Atkins</td>
<td>□ CC ☒ HS</td>
<td>□ CC ☒ HS</td>
</tr>
<tr>
<td>Career, Education and Life Choices</td>
<td>CLP 101</td>
<td>Spring 18</td>
<td>MWF</td>
<td>10:45-11:35</td>
<td>J. Atkins</td>
<td>□ CC ☒ HS</td>
<td>□ CC ☒ HS</td>
</tr>
</tbody>
</table>
1. **REIMBURSEMENT.**

   a. Use of School District Instructor. For those courses in which a School District instructor is responsible for the instructional services for a course offered as part of this CCAP Agreement, the College will reimburse School District as follows:

   b. **IF APPLICABLE.** Books/Course Materials. For those books and instructional materials the College is responsible to purchase, the College will reimburse School District the total cost of books and instructional materials for School District students who enroll in a College course offered as part of this CCAP Agreement as specified in Section 3, Books and Instructional Materials, of this CCAP Agreement Appendix.

   c. Invoicing Procedures. Within 30 days after the end of each academic term, the School District shall provide an invoice to the College for reimbursement implied in this CCAP Agreement. The invoice must specify the course name, course number, term, instructor and the number of students served.

2. **FACILITIES USE.**

   a. College and School District shall adhere to the terms outlined in Section 14, Facilities, of this CCAP Agreement.

   b. School District as part of Section 14.1 of this CCAP Agreement, shall extend access and use of the following School District facilities:

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>CLASSROOM</th>
<th>DAYS</th>
<th>HOURS</th>
</tr>
</thead>
</table>

Butte College
Dual Enrollment Procedure & Timeline

High School Expresses Interest
- HS Teacher(s) and Principal completes Course Request form and submits to DE Coordinator or Department Chair

Pre-Course Approval Meeting
- DE Coordinator, Dept. Chair and/or designated faculty member meets with HS Principal, Teacher(s), and Counselor:
  - Determine intent of proposed DE course(s) per AB 288: career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve college and career readiness
  - Course outline review: SLOs, recommended materials/texts, recommended prep and/or prerequisites (appropriate grad levels), and instructional hours
  - Discuss min quals and request Teacher’s resume and unofficial transcripts
  - HS Teacher’s responsibilities, accountability (evals), and compensation
  - Compare academic calendars to determine possible start and end dates of section(s)
  - Address CCAP Agreement and its approval process, including apportionment sharing and HS’s minimum day rule (usually 240 minutes)
  - Training/orientation for Teacher(s)
  - Applying for admissions and registering for course(s)
  - Address importance of creating an alert system with Teacher(s) and Counselor(s) to avoid “W” and non-passing grades on students’ college transcript
  - Attempt to identify a possible HS DE Liaison, ideally a HS Counselor

Course Request Determination
- Course Request is forwarded to Division Dean to approve or deny. If approved:
  - DE Coordinator, Department Chair, or designated faculty member is assigned as Discipline Liaison who is responsible for scheduling and facilitating curriculum alignment meeting(s) (as needed), and course evaluations

*Dean is unable to approve courses that are typically wait-listed on the main campus, and may need to consult with VPI for a final determination

*Notify DE Coordinator as soon as possible if HS is unable to provide course materials, texts, special facilities or equipment

Minimum Qualifications
- Division Dean sends HS Teacher’s resume, unofficial transcripts, and course discipline in which Teacher is attempting to meet min quals through

*If HS Teacher does not meet min quals, attempt to identify college Instructor
CCAP Agreement
- DE Coordinator, Division Dean, or VPI completes CCAP Agreement and submits College District Meeting of the Board of Trustees memo for a first reading
- CCAP Agreement will be scheduled to come back to the College District Board the following meeting for approval
- HS District Superintendent or Principal must take CCAP Agreement to 2 HS district board meetings (reading and approval), sign, and return to DE Coordinator, Division Dean or VPI. *DE Coordinator or Division Dean may be asked to attend these meetings
- CCAP Agreement is routed through the college signature process and then filed with the CCCCO

Course Materials Requisition
- DE Coordinator works with PROD to acquire funding for texts/materials as needed

Establish Course Sections
- DE Coordinator works with HS and college scheduling office to create and schedule course sections(s)

HS Teacher Preparation
- HS Teacher(s) signs DE Instructional Agreement/Contract, and then is routed through the college signature process
- DE Coordinator, Department Chair, and/or designated faculty member:
  - Provides orientation/training to HS Teacher(s)
  - Curriculum alignment meetings are either confirmed or scheduled
  - Evaluation timeline is either confirmed or scheduled
*Pre-Evaluation conference can occur during this time, but no less than 2 weeks before actual classroom observation

Student & Parent Orientation
- DE Coordinator facilitates DE Orientation for prospective students and their parents at HS; covering topics such as FERPA; DR, W, and P/NP deadlines; DE Registration form

Student Admission and Registration
- DE Coordinator and/or HS Teacher have students complete paper application for admissions, Add Card, and DE Registration form (if not already submitted)
- DE Coordinator submits applications and Add Cards to Admissions & Records Department

*DE Registration forms need to be signed by student, parent and principal prior to registration

*Application and registration process may vary across high schools due to grade level, school schedule, and access to computer labs and support staff
Track Student Progress
  • DE Coordinator works with HS DE Liaison (likely HS Counselor) and Teacher(s) to identify failing students and alert them to elect P/NP grade, DR or W
  *DE Coordinator and/or Department Secretary ensures census reporting takes place

Course Evaluation Process
  • DE Coordinator, Department Chair, or designated faculty member follows the DE Course Evaluation process (similar to process and timeline used for associate faculty)
  • DE Coordinator provides evaluation results to HS Principal after post-evaluation conference

End of Term Actions
  • DE Coordinator communicates with Department Secretary and HS Teacher(s) to ensure course grades and SLO reporting is submitted in timely manner.
  • Department Chair and Division Dean determine if course should be offered again
  • HS District pays stipend to HS Teacher(s)
  • DE Coordinator anticipates CCAP renewals for following year
MECHANIC'S ASSISTANT

GENERAL DESCRIPTION:

Under the supervision of Maintenance, Operations and Transportation Manager or designee, to perform a full range of skilled mechanical maintenance, inspection and repairs to passenger vehicles, trucks and a variety of other gasoline and diesel powered equipment. To perform substitute Passenger Car/Van Driver duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspect, diagnose, overhaul and repair gas and diesel powered vehicles and power equipment including grounds equipment.
- Rebuilds, replaces or overhauls engines, transmissions, starters, generators, steering, carburetors and electrical systems and other mechanical assemblies.
- Performs engine tune-ups and schedules preventive maintenance inspections to vehicles and all power equipment and grounds equipment.
- Performs road tests after work has been completed to ensure all malfunctions have been completed.
- Routinely cleans vehicles inside and out.
- Maintain a clean and orderly work area; maintain shop facilities and equipment.
- Maintain a variety of records, vehicle identification, date, mileage, maintenance and repair performed.
- Substitutes as a Passenger Car/Van Driver as needed. (See attached job description).
- Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS:

KNOWLEDGE OF:

- Diesel and conventional engine mechanics.
- Methods, materials, tools and equipment used in the maintenance and repair of a variety of gas and diesel powered vehicles and equipment.
- Safe driving practices.
- Proper care and use of tools.
- Sound maintenance procedures.

ABILITY TO:

- Follow written and oral instructions while working independently.
- Identify problems and make repairs.
- Read and follow complex repair manuals.
- Identify common automotive parts, materials, tools and supplies.
- Operate and use a variety of hand and power tools and equipment.
- Operate modern office equipment, including computer software programs.
- Prepare and complete accurate records.
- Ability to sit, stand, walk, kneel, crouch, squat, stoop, twist, and lift up to 50 lbs.: with reasonable accommodation. Exposure to cold, heat, noise, outdoors, chemicals, mechanical and electric hazards.
EXPERIENCE:

- Two years' experience as a mechanic, including working with gas and diesel engines.
- Two years of experience in the operation of a motor vehicle and continuous good driving record.

EDUCATION:

- High School Diploma or California High School Proficiency Exam certificate.

LICENSE AND CERTIFICATES:

- Must possess a current appropriate, valid California's Class C driver's license.
- Possession of a current certification in First Aid and CPR within the first 30 days of employment.
DURHAM UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

RESOLUTION NO. 18-06

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

- Reduce one (1) 6.00 hour Special Education Para-Educator position to 5.00 hours

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

BE IT FURTHER RESOLVED that the District Superintendent be hereby authorized to give notice(s) of layoff to classified employee(s) of the District pursuant to the District's rules and regulations, applicable provisions of Education Code, and the collective bargaining agreement between the District and the California School Employees Association Chapter #478 as soon as legally possible.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board on, October 18, 2017, by the following vote:

AYES:

NOES:

ABSENT:

DATE: __________________________

GOVERNING BOARD OF THE
DURHAM UNIFIED
SCHOOL DISTRICT

By __________________________
Secretary of the Governing Board
DURHAM UNIFIED SCHOOL DISTRICT
Board Meeting Date: October 18, 2017

SUBJECT: Approve the Revision of the Transportation/MOT assignments.

PREPARER: Ron Sherrod

RECOMMENDATION: ☒ Approve  ☐ Do Not Approve
☐ Accept  ☐ Discuss
☐ Information Only

BACKGROUND:

At the beginning of every school year it is necessary to make certain hourly adjustments for classified Transportation and MOT staff as the routes and needs of students evolve. We are proposing the following changes in positions:

Car/Van Driver: Increase 0.25 hours from 5.50 hours to 5.75 hours daily.
Bus Driver: Increase 0.25 hours from 3.50 hours to 3.75 hours daily.
Custodian: Decrease 0.25 hours from 4.50 hours to 4.25 hours daily.

Total Net Change = Increase 0.25 hours daily