

**BOARD MEETING OF THE BOARD OF TRUSTEES  
Of the BYRON UNION SCHOOL DISTRICT**

**Location:**  
Excelsior Multipurpose Room  
14301 Byron Highway  
Byron, CA 94514



**Thursday, December 8, 2011**

**Closed Session: 6:00 P.M.  
Public Session: 7:00 P.M.**

**AGENDA**

**A1. OPENING CEREMONIES**

1. The meeting will be called to order at **6:00 p.m.**
2. Roll Call: Board Members: Elaine Landro President; Bobbi Nugent, Vice President  
Kenneth Silman, Jill Sprengel, Jeffry Sugimoto  
Others: Ken Jacopetti, Superintendent
3. **CLOSED SESSION:**
  - a. Government Code Section 54957.6  
Conference with Labor Negotiators  
Agency Negotiator: Ken Jacopetti, Gaby Hellier  
Employee Organization: Byron Teachers' Association, CSEA
  - b. Government Code Section 54957  
Public Employee Performance Evaluation: Superintendent

**A2. OPEN SESSION: 7:00 p.m.**

4. Flag Salute
5. Approval of Agenda: ACTION
6. Report Out from Closed Session
7. Election of Board Officers for 2012:
  - a. President ACTION
  - b. Vice President ACTION
8. Set Board Meeting Time and Calendar for 2012/Retreat ACTION
9. Showcase: DB Parade of Lights Recap
10. Open Public Hearing on Annual Developer Fee Report: \_\_\_\_\_

**B. PUBLIC PARTICIPATION**

*To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker's card. Cards are located at the entrance to the meeting room and should be turned in to the Clerk of the Board. The subject of a presentation must pertain to subjects under the jurisdiction of the Board. The President may limit each speaker to three minutes and/or set a limit of twenty (20) minutes for all speakers on any one subject. The projected timeline is a projection only, not a limitation on the length of an agenda item, and may be revised at the meeting. In accordance with the Brown Act, if a member of the public addresses an item not on the agenda, no response, discussion, or action on that item may occur.*

*Persons wishing to address the board when a specific agenda item is addressed will follow these general procedures. The Board President will open and close the public input period on agenda items.*

**C. SUPERINTENDENT REPORTS/RECOMMENDATIONS**

1. **STUDENT LEARNING AND ACHIEVEMENT**
  - a. Approve 2012-13 School Calendar Action Page 1
2. **FINANCE AND FACILITIES**
  - a. Measure C Update Information Page 2
  - b. Approve purchase and installation of decomposed granite around football/soccer field at an amount not to exceed \$70,000 and waterline work related to the baseball fields at a not to exceed amount of \$11,000 Action Page 3
  - c. Approve Positive Certification, First Interim Report for the 2011-2012 School Year Action Page 4
  - d. Annual Developer Fee Report/Close Public Hearing Information Page 5

e. Approve Resolution 22-11, Certificate of Signatures Action Page 6

3. **HUMAN RESOURCES**

- a. Approve Memorandum of Understanding between the California School Employees' Association, Byron Chapter 884 and Byron School District Action Page 7
- b. Sunshine of Byron Teachers' Association and District's Intentions for the purpose of negotiating for the 2012-13 school year Information Page 8
- c. Approval employment of Behaviorist, Lindsey Osborn, at an annual amount of \$73,000 plus benefits (222 days), which would result in a cost not to exceed \$50,000 for the remainder of the 2011-2012 school year Action Page 9

4. **BOARD POLICIES**

- a. Approve Memorandum of Understanding between the California School Employees' Association, Byron Chapter 884 and Byron School District Action Page 10

D. **CONSENT AGENDA**

*The following items are considered routine and can be handled with one action since it is recommended that all items be approved unanimously. Board members may request that any item be discussed or moved to a future calendar.*

- 1. **Business**
  - a. Warrants: 550; 750; 756
- 2. **Minutes:** 11/16/11; 11/17/11
- 3. Contract with non public school agency for special education student: TobinWorld in the amount of \$26,430.50
- 4. Donations: Emerald Point Marina, LLC, in the amount of \$250 for Excelsior school float

E. **BOARD COMMUNICATIONS**

*(Board Communications are provided for the purpose of sharing school-related activities, school visitations, conference attended, meetings scheduled, or correspondence.)*

F. **SUPERINTENDENT'S COMMUNICATIONS**

G. **FUTURE MEETINGS**

The next regularly scheduled meeting of the Governing Board of Trustees is scheduled for: **To Be Determined**

H. **UPCOMING SCHOOL ACTIVITIES:**

- Tuesday, December 6: EMS Sports Banquet, 6:30 p.m.
- Wednesday, December 7: TP Breakfast Book Club; TP SSC : 3:30 p.m.; EMS Gate Meeting: 12:30-1:00  
TP PTA Mtg., 6:30 p.m.; DB Family Science Night, 6:30-8 p.m.
- Thursday, December 8: DB PTA: 3:30 p.m.; Board Meeting, 7:00 p.m.
- Friday, December 9: EMS Semi Formal Dance: 6-8:30 p.m.
- Week of December 12: EMS Finals Week (not Wednesday)
- Tuesday, December 13: TP Winter Program: K/1: 6-6:30; 2/3: 6:45-7:15 p.m.
- Wednesday, December 14: TP Winter Program: 4/5: 6:30-7:00 p.m;
- Thursday, December 15: TP Recycle Day; DB Breakfast Book Club: 7:45 am;  
EMS Performing Arts Winter Concert: 7:00 p.m.
- Tuesday, December 20: DB/TP Spirit Day: Pajama Day; EMS End of Second Quarter
- Wednesday, December 21: Staff Development/No Students
- December 21-January 6: Winter Break: No Students

I. **INFORMATION BEING DEVELOPED FOR FUTURE BOARD AGENDAS:**

J. **ADJOURNMENT:**

The meeting was adjourned at \_\_\_\_\_ p.m.

*Agenda items may be taken out of order with the approval of the Chairperson and consensus of the Governing Board. In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Bev Nicolaisen at 809-7502. Notification at least 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to the Board Meeting.*

# BYRON UNION SCHOOL DISTRICT

Discovery Bay Elem. School  
1700 Willow Lake Rd., Discovery Bay 94505  
(925) 809-7540

Timber Point Elem. School  
40 Newbury Lane, Discovery Bay 94505  
(925) 809-7550

Excelsior Middle School  
14301 Byron Hwy, Byron 94514  
(925) 809-7530

**DRAFT**

## 2012 BOARD MEETING CALENDAR

**DRAFT**

JANUARY							
1	2	3	4	5	6	Legal Holiday	1/2
9	10	11	12	13		School Resumes	1/9
16	17	18	19	20		M.L. King Day	1/16
23	24	25	26	27			
30	31						

JULY							
2	3	4	5	6		July 4th Holiday	7/4
9	10	11	12	13			
16	17	18	19	20		Staff Dev. Days	7/26-7/27
23	24	25	26	27		Teacher Workdays	7/25,7/30
30	31					Students Start	7/31

FEBRUARY							
	1	2	3			Board Retreat	2/4
6	7	8	9	10			
13	14	15	16	17		Lincolns Bday Observed	2/17
20	21	22	23	24		President's Day Holiday	2/20
27	28	29					

AUGUST							
		1	2	3			
6	7	8	9	10			
13	14	15	16	17			
20	21	22	23	24			
27	28	29	30	31			

MARCH							
			1	2			
5	6	7	8	9			
12	13	(14)	(15)	(16)		Parent/Teacher Conf	3/14-3/15
19	20	21	22	23		Spring Break	3/19-3/30
26	27	28	29	30			

SEPTEMBER							
			6	7		Labor Day	9/3
10	11	12	13	14			
17	18	19	20	21		TOY Dinner	9/20
24	25	26	27	28			

APRIL							
2	3	4	5	6		Non-School Days	4/6-4/9
9	10	11	12	13			
16	17	18	19	20			
23	24	25	26	27			
30							

OCTOBER							
1	2	3	4	5		Fall Break	10/1-10/12
8	9	10	11	12			
15	16	17	18	19			
22	23	24	25	26			
29	30	31					

MAY							
	1	2	3	4			
7	8	9	10	11			
14	15	16	17	18			
21	22	23	24	25		Classified Workday	5/25
28	29	30	31			Memorial Day	5/28

NOVEMBER							
		1	2				
5	6	7	8	9		Veterans Day Observed	11/12
12	13	14	15	16			
19	20	21	22	23		Thanksgiving Recess	11/19-11/23
26	27	28	29	30			

JUNE							
				1			
4	5	6	(7)	8		Last Day of School	6/7
11	12	13	14	15		Classified Workday	6/8
18	19	20	21	22			
25	26	27	28	29			

DECEMBER							
			6	7			
10	11	12	13	14		Staff Dev.	12/21
17	18	19	20	21		Winter Recess	12/21-1/4
24	25	26	27	28		Board Holidays	12/24,12/31
31						Legal Holiday	12/25

Fall Break:	10/1-10/12
Winter Break:	12/21-1/4
Spring Break:	3/18-4/1

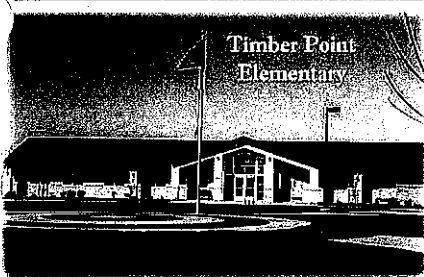
- Legal Holiday
- Board Holiday
- Breaks: No Students/Staff
- Staff Dev. Days: No students
- ( ) Minimum Days

**Byron Union School District**



14301 Byron Highway Byron, CA 94514  
(925) 809-7500 FAX: (925) 634-9421  
Ken Jacopetti, Superintendent

# Site Highlights



# Timber Point 2011-2012

## Board Update

### Parade of Lights This Saturday, Dec 3rd

Parents teachers and student get involved in the annual parade of lights. We had a few parents that took charge to make this year's float happen. Special thanks to Dave Bautista and Jake & Lori Cozart for giving of their time and talents. This is one of our best floats yet. Teachers each decorated their classroom ornaments that will be displayed on the sides of the float.



Dec 7<sup>th</sup> Joint TP DB staff meeting  
(objective redefining multiple measures)

Dec 7th Breakfast Book Club  
Dec 7th School Site Council Meeting  
3:30

Dec 14th Winter Concert  
k-1 6:00-6:30  
2-3 6:45-7:15

Dec 14<sup>th</sup> Grade Level meetings  
Dec 15th Recycle Day

Dec 13th 4/5 Winter Concert 6:00-6:30

**Spirit Days 2011-12**  
12/20 PJ Day  
1/27 Twin/Triplets or dress like all of your friends  
2/24 Western Day  
3/16 Athletic Day  
4/27 Facial Hair Day (a new one!)  
5/24 Celebrity Day

#### PTA Holiday Store

The holidays are around the corner and the PTA is excited to host the Holiday Store again this year. We will be doing a preview for the students December 8th and 9th. The Holiday store will be open for business December 12-16th at lunch and after school. Items are priced from \$0.25-\$10.00. RM L-42

### GST Language Practice Exam

Teachers have given the Curriculum Associates Practice CST/ELA exam. The test is given as opportunity to review test taking strategies, but more importantly as a tool for grade levels to come together and analyze performance on areas that have already been taught. As we reflect on student performance there may be standards that need to be revisited based on student performance.

### Day Brighteners

Our staff is acknowledging fellow employees with our own sun beam award at the start of each meeting. It will be a sun beam that gets put on our new bulletin board. (Thank you, Harmony Calma for fixing both our staff wall and sun ray board)

### Secret Mentor

I introduced our secret mentor program to the staff in which each teacher will be keeping track of two kids they are wrapping around. These kids are "At Promise" (a nice way of saying at risk). We will be sharing our stories.

**Special Thanks**, to our Distinguished School Committee for writing an excellent document. Four teachers led the process Jonnie Silman, Sue Vinyard, Jean Pridgen and Rebecca Coleman. My friend (mentor) that has won the award 5 times and also read our submissions, he described our document as well written with clear information and impressive graphs.

### PTA Corner

#### Recycle Day

Recycle day is December 15th. Please save all your cans and water bottles for this month's Recycle Day on December 15th. We have raised almost \$1000.00 from your great work!! We look forward to December and continuing the Recycling momentum.

#### Eat Out and Earn Night

December's eat out and earn will be Friday December 16th at the Discovery Bay Straw Hat. They will be giving us 25% back on all purchases. Look for the flyer in your Wednesday Folders!

#### PTA Meeting

There will not be a PTA meeting in December. We will be meeting again in January on Wednesday January 11 at 6:30pm in the Library.

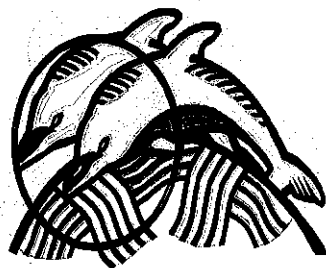
#### Magazine Fundraiser

This fundraiser ended this week and preliminary numbers indicate it generated thousands of dollars to support our PTA.

# Discovery Bay 2011-2012

*Site Highlights*

**December 2<sup>nd</sup>, 2011**



## Upcoming Events

- 12-3 Parade of Lights
- 12-7 Family Science Night 6:30
- 12-8 Bazaar 4-8pm
- 12-8 Movie Night 6-8pm
- 12-10 Barnes & Noble Preschool Book Fair 10am-10pm

**Parade of Lights:** Our float is coming along! It is top secret and unwraps for the grand unveiling tomorrow afternoon! It should be terrific! Our theme is the movie "A Christmas Story." The design includes a child with his tongue stuck to a frozen pole (a mannequin of course), a Leg Lamp that was delivered from "Italy" in the "Fragile" box. It should be a great time for all!

**Million Page Challenge:** The student reading forms have started to roll in and our students are reading up a storm! If they read 1 Million pages by April Mrs. Storey will kiss a goat!

**Bazaar & Movie Night:** Thursday, December 8<sup>th</sup> our PTA has organized a Holiday Bazaar for a fun shopping experience and a Movie Night for our students! We have a great variety of vendors coming. We will have such vendors as: Mary Kay cosmetics, jewelry, food, candles, Scentsy.....

**Distinguished School Process:** Our application is in! Thank you to Stacy Billeci, Erika Parlog, Crystal Carol-Mintz, Dorinda Mas, Julie Clarke, Beth Mermann, Serena El Afia, and Pam White for all of their hard work and amazing work. A special thank you to Jill Sprekel for helping with the proof reading and final modifications!

**DB Holiday Store:** Our PTA will again sponsor their annual Holiday Store the week of December 12<sup>th</sup>. Students will have the opportunity to shop for their families from hundreds of items priced from a quarter to a few dollars. Our PTA will donate a \$1 voucher for each student, so that all students will be able to participate and make a purchase.

**Interventions:** Students are showing success in our intervention groups! Teachers are beginning their second round of targeted instruction groups.

**Family Science Night:** On Wednesday, December 7<sup>th</sup> Sandia Labs will set up various scientific investigation stations throughout the DBE gym from 6:30 - 8pm! We are still looking for volunteers if you are interested in helping out.

**Adopt-A-Family:** In addition to the 10 Thanksgiving dinners donated to our families by The Lions Club and The Calvary Church, our school adopted about 52 families. These families will receive various Christmas gifts they requested. We coordinated with the Cops for Kids programs and were able to adopt another 10 families from our school site. We believe through these concerted efforts we were able to reach out to all of our families who needed it.

Board Notes  
Excelsior Middle School  
Submitted by Charles Miller, Principal  
December 2, 2011

This month we have turned our focus on improving our use of formative assessments to determine how well students are mastering standards and how well we are delivering grade level content to students. After reviewing the formative assessments that are currently in use, we determined a need for more consistent and objective assessment tools in the area of language arts and social studies and in our Foundations Math class. With the support and encouragement of the Superintendent, we purchased assessments from Curriculum Associates in the area of Language Arts and Math Foundations. We have already administered the Math Foundations assessment from Curriculum Associates and are currently analyzing the results. A preliminary analysis indicates that the Math Foundations program needs significant attention and work. Specifically, we need to improve the rigor of the academic program and develop a more accurate benchmark assessment. The preliminary data also suggests that students in the Math Foundations class would benefit from access to a differentiated curriculum in order to help them access the standards at their current proficiency level. In response, we are going to be using our computer lab (in the library) to have students access an online, self-paced math program called i-pass. This should help support our students who are struggling to access the grade-level standards due to gaps in their math skills.

Our English-Language Arts teachers have been administering the Curriculum Associates in their classrooms this week and will be scanning the tests into Data Director. The results will help us determine how well students are progressing towards mastery of the ELA grade level essential standards. Furthermore, we will also have an opportunity to assess the effectiveness of the current benchmark test that is provided to us by the textbook publisher. We will have the results after the winter holiday break.

We are hopeful that the new implementation of the Curriculum Associates assessments will provide us with a more accurate picture of how our students are progressing, areas where we can enhance curriculum alignment, and ways to improve our instructional delivery system at Excelsior.

BYRON UNION SCHOOL DISTRICT  
14301 Byron Highway Byron, CA 94514  
(925) 809-7500

BOARD AGENDA ITEM

C.1.a.

Action   
Information

SECTION:

STUDENT LEARNING AND ACHIEVEMENT

ACTION ITEM:

APPROVE 2012-13 SCHOOL CALENDAR

BACKGROUND:

The attached 2012-13 calendar includes 180 school days, 3 staff development days, and 4 work days. Breaks are the same as those approved by the Liberty School District. Parents want to book vacations for next year and it would be helpful for them in their planning stages.

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PRESENTED FOR BOARD APPROVAL:

MOTION MADE BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

ELAINE LANDRO: \_\_\_\_\_

BOBBI NUGENT: \_\_\_\_\_

KEN SILMAN: \_\_\_\_\_

JILL SPRENKEL: \_\_\_\_\_

JEFFRY SUGIMOTO: \_\_\_\_\_

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**DRAFT**

## 2012-2013 SCHOOL CALENDAR

**DRAFT**

JULY					
2	3	4	5	6	July 4th Holiday 7/4
9	10	11	12	13	
16	17	18	19	20	Staff Dev. Days 7/26-7/27
23	24	25	26	27	Teacher Workdays 7/25,7/30
30	31				Students Start 7/31

JANUARY					
		2	3	4	Legal Holiday 1/1
7	8	9	10	11	School Resumes 1/7
14	15	16	17	18	M.L. King Day 1/21
	22	23	24	25	
28	29	30	31		

AUGUST					
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

FEBRUARY					
				1	
4	5	6	7	8	
	12	13	14	15	Lincolns Bday Observed 2/11
	19	20	21	22	President's Day Holiday 2/18
25	26	27	28		

SEPTEMBER					
3	4	5	6	7	Labor Day 9/3
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

MARCH					
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	Spring Break 3/18-4/1

OCTOBER					
1	2	3	4	5	Fall Break 10/1-10/12
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

APRIL					
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

NOVEMBER					
		1	2		
5	6	7	8	9	Veterans Day Observed 11/12
	13	14	15	16	
19	20	21	23		Thanksgiving Recess 11/19-11/23
26	27	28	29	30	





MAY					
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
	28	29	30	31	Memorial Day 5/27

DECEMBER					
3	4	5	6	7	
10	11	12	13	14	Staff Dev. 12/21
17	18	19	(20)	21	Winter Recess 12/21-1/4
24	25	26	27	28	Board Holidays 12/24,12/31
31					Legal Holiday 12/25

JUNE					
3	4	5	(6)	7	Last Day of School 6/6
10	11	12	13	14	Teacher Workday 6/7
17	18	19	20	21	
24	25	26	27	28	

Total Student Days: 180 days  
 Total Certificated Days: 187 days  
 Staff Dev Days: 7/26, 7/27, 12/21  
 Work Days: 7/25, 7/30, 6/7, 11/21 (Conf. Days in lieu of)

Fall Break:	10/1-10/12
Winter Break:	12/21-1/4
Spring Break:	3/18-4/1

-  Legal Holiday
-  Board Holiday
-  Breaks: No Students/Staff
-  Staff Dev. Days: No students
- ( ) Minimum Days

BYRON UNION SCHOOL DISTRICT  
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BOARD AGENDA ITEM

C.1.b.

Action   
Information

SECTION:

FINANCE AND FACILITIES

ACTION ITEM:

MEASURE C UPDATE

BACKGROUND:

Ron Holcombe will be at the board meeting to give an update on Measure C project.

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PRESENTED FOR BOARD APPROVAL:

ELAINE LANDRO: \_\_\_\_\_

BOBBI NUGENT: \_\_\_\_\_

MOTION MADE BY: \_\_\_\_\_

KEN SILMAN: \_\_\_\_\_

JILL SPRENKEL: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

JEFFRY SUGIMOTO: \_\_\_\_\_

BYRON UNION SCHOOL DISTRICT  
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BOARD AGENDA ITEM

C.1.b.

Action   
Information

SECTION:

FINANCE AND FACILITIES

ACTION ITEM:

**APPROVE PURCHASE AND INSTALLATION OF DECOMPOSED GRANITE AROUND  
FOOTBALL/SOCCER FIELD AT AN AMOUNT NOT TO EXCEED \$70,000 AND WATERLINE WORK  
RELATED TO THE BASEBALL FIELDS AT A NOT TO EXCEED AMOUNT OF \$11,000**

BACKGROUND:

As construction work progresses in the area of irrigation and grounds development, approval of these items is necessary to proceed in a timely manner. Mr. Jacopetti will go into more detail at board meeting.

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PRESENTED FOR BOARD APPROVAL:

MOTION MADE BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

ELAINE LANDRO: \_\_\_\_\_

BOBBI NUGENT: \_\_\_\_\_

KEN SILMAN: \_\_\_\_\_

JILL SPRENKEL: \_\_\_\_\_

JEFFRY SUGIMOTO: \_\_\_\_\_

BYRON UNION SCHOOL DISTRICT  
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BOARD AGENDA ITEM

C.1.c.

Action   
Information

SECTION:

FINANCE AND FACILITIES

ACTION ITEM:

APPROVE POSITIVE CERTIFICATION – FIRST INTERIM REPORT FOR THE 2011-12 SCHOOL YEAR

BACKGROUND:

The First Interim Period, along with the narrative, is attached for approval.

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PRESENTED FOR BOARD APPROVAL:

MOTION MADE BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

ELAINE LANDRO: \_\_\_\_\_

BOBBI NUGENT: \_\_\_\_\_

KEN SILMAN: \_\_\_\_\_

JILL SPRENKEL: \_\_\_\_\_

JEFFRY SUGIMOTO: \_\_\_\_\_

BYRON UNION SCHOOL DISTRICT  
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BOARD AGENDA ITEM

C.1.d.

Action   
Information

SECTION:

FINANCE AND FACILITIES

ACTION ITEM:

**APPROVE ANNUAL DEVELOPER FEE REPORT**

BACKGROUND:

The following is the annual developer fee report that needs to be presented annually at a public hearing. No action is required.

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PRESENTED FOR BOARD APPROVAL:

ELAINE LANDRO: \_\_\_\_\_

BOBBI NUGENT: \_\_\_\_\_

MOTION MADE BY: \_\_\_\_\_

KEN SILMAN: \_\_\_\_\_

JILL SPRENKEL: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

JEFFRY SUGIMOTO: \_\_\_\_\_

## 2010/11 Developer Fee Revenue & Expenses

<b>Balance Forward from 2009/10</b>			<b>\$ 2,613,812</b>
Revenues			
Developer Fees	\$	14,481	
Interest	\$	10,769	
<b>Total Revenue</b>			<b>\$ 25,250</b>
Expenditures			
Lease Payment	\$	35,118	
Fees	\$	4	
Consulting	\$	2,500	
<b>Total Expenses</b>			<b>\$ 37,622</b>
<b>Balance</b>			<b>\$ 2,601,440</b>

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BOARD AGENDA ITEM

C.1.e.

Action   
Information

SECTION:

FINANCE AND FACILITIES

ACTION ITEM:

APPROVE RESOLUTION 22-11, CERTIFICATE OF SIGNATURES

BACKGROUND:

School Districts are required to hold an annual organization meeting in December to adopt a new Certification of Signatures Resolution. The effective period of the resolution should be the date of the organizational meeting. Once the president and vice president are elected, the signatures of the board members will be put in the proper places.

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PRESENTED FOR BOARD APPROVAL:

MOTION MADE BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

ELAINE LANDRO: \_\_\_\_\_

BOBBI NUGENT: \_\_\_\_\_

KEN SILMAN: \_\_\_\_\_

JILL SPRENKEL: \_\_\_\_\_

JEFFRY SUGIMOTO: \_\_\_\_\_

**CERTIFICATE OF SIGNATURES**

Ken Jacopetti Clerk/Secretary to the Board of Trustees/Education of

the Byron School District of Contra Costa County, California certify that the signatures shown below are the verified signatures of the members of the governing board of the above-named school district (Column No.1). Verified signatures of person or persons authorized to sign orders drawn on the funds of the school district and Notices of Employment appear on Column No. 2. These certifications are made in accordance with the provisions of Education Code Sections below.\* If those authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures will be considered valid for the period of: 12/8/11 to 12/31/12

Date of Board action: 12/8/11

Signature \_\_\_\_\_  
*Clerk (Secretary of the Board)*

**Signatures of Personnel and/or Members of the Governing Board authorized to Sign Warrants, Orders for Salary Payment, Notice of Employment, and Contracts.**

**Signatures of Members of Governing Board**

Signature: \_\_\_\_\_  
Typed: \_\_\_\_\_  
PRESIDENT of the Board of Trustees/Education

Signature: \_\_\_\_\_  
Typed: Ken Jacopetti  
Title: Superintendent

Signature: \_\_\_\_\_  
Typed: \_\_\_\_\_  
CLERK of the Board of Trustees/Education

Signature: \_\_\_\_\_  
Typed: Gaby Hellier  
Title: Chief Business Official

Signature: \_\_\_\_\_  
Typed: \_\_\_\_\_  
MEMBER of the Board of Trustees/Education

~~Signature: \_\_\_\_\_  
Typed: \_\_\_\_\_  
Title: \_\_\_\_\_~~

Signature: \_\_\_\_\_  
Typed: \_\_\_\_\_  
MEMBER of the Board of Trustees/Education

~~Signature: \_\_\_\_\_  
Typed: \_\_\_\_\_  
Title: \_\_\_\_\_~~

Signature: \_\_\_\_\_  
Typed: \_\_\_\_\_  
MEMBER of the Board of Trustees/Education

~~Signature: \_\_\_\_\_  
Typed: \_\_\_\_\_  
Title: \_\_\_\_\_~~

Signature: \_\_\_\_\_  
Typed: \_\_\_\_\_  
MEMBER of the Board of Trustees/Education

~~Signature: \_\_\_\_\_  
Typed: \_\_\_\_\_  
Title: \_\_\_\_\_~~

Signature: \_\_\_\_\_  
Typed: \_\_\_\_\_  
MEMBER of the Board of Trustees/Education

~~Signature: \_\_\_\_\_  
Typed: \_\_\_\_\_  
Title: \_\_\_\_\_~~

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Number of Signatures District Requires:

**NOTE: Please TYPE name under signature.**

- \*\*Order of Salary Payment
- On "A" Warrants - Payroll \_\_\_\_\_
- On "B" Warrants - Accts Payable \_\_\_\_\_
- On Notice of Employment \_\_\_\_\_
- On Contracts \_\_\_\_\_

## MEMORANDUM OF UNDERSTANDING

The Byron Union Elementary School District (District) and the California School Employees Association, Byron Chapter 884, (CSEA) enter the following Memorandum of Understanding:

Whereas, the District and CSEA have concluded negotiations regarding placement of certain positions within the CSEA bargaining unit; and

Whereas, the parties have concluded negotiations regarding several new CSEA Positions, including the, EL Instructional Aide, Payroll/Bookkeeper, Health Clerk and Technology Assistant.

### NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. Employees currently serving in "Reading Aide" positions shall be moved into Instruction Assistant positions at Range 8. A copy of the 2011-2012 Classified Salary Schedule is attached as Exhibit A and a copy of the Instruction Assistant position is attached as Exhibit B.
2. There shall be a new position entitled EL Instructional Aide at Range 8. A copy of the EL Instructional Aide is attached as Exhibit C.
3. The current Payroll/Bookkeeper shall be moved into the CSEA bargaining unit at Range 10. A copy of the Payroll/Bookkeeper job description is attached as Exhibit D.
4. There shall be a new position, Health Clerk, in the CSEA bargaining unit at Range 6. A copy of the Health Clerk job description is attached as Exhibit E.
5. There shall be a new position, Technology Assistant, in the CSEA bargaining unit at Range 7. A copy of the Technology Assistant job description is attached as Exhibit F.

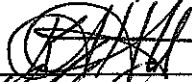
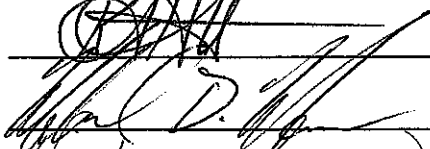
6. All employees currently serving in the above-referenced positions shall be "grandfathered" into those positions with no loss of pay.
7. The effective date of this Memorandum of Understanding shall be January 1, 2012, assuming the parties ratify this MOU by the December 8, 2011, Board meeting.

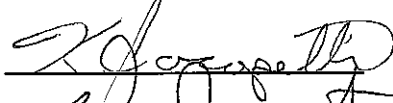
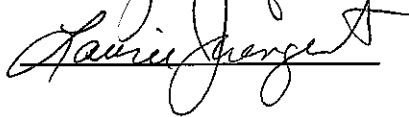
CALIFORNIA SCHOOL EMPLOYEES

BYRON UNION ELEMENTARY

ASSOCIATION, BYRON CHAPTER 884

SCHOOL DISTRICT

  
\_\_\_\_\_  
  
\_\_\_\_\_  
Vickrey Coker  
\_\_\_\_\_  
Sharon N. Ga  
\_\_\_\_\_

  
\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: 11/28/11

Dated: 11/28/11

Byron Union School District  
Classified Salary Schedule  
2011-12

<b>RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
<b>1</b> Maintenance	36,522 3,043 17.56	38,349 3,196 18.44	40,266 3,356 19.36	42,281 3,523 20.33	44,395 3,700 21.34	46,614 3,885 22.41	48,945 4,079 23.53
<b>2</b> School Secretary Gardener	34,786 2,898 16.73	36,522 3,043 17.56	38,349 3,196 18.44	40,266 3,356 19.36	42,281 3,523 20.33	44,395 3,700 21.34	46,614 3,884 22.41
<b>3</b> Accts. Payable	33,128 2,761 15.93	34,786 2,898 16.73	36,522 3,043 17.56	38,349 3,196 18.44	40,266 3,356 19.36	42,281 3,523 20.33	44,395 3,700 21.34
<b>4</b>	31,550 2,629 15.17	33,128 2,761 15.93	34,786 2,898 16.73	36,522 3,043 17.56	38,349 3,196 18.44	40,266 3,356 19.36	42,281 3,524 20.33
<b>5</b>	30,047 2,504 14.44	31,550 2,629 15.17	33,128 2,761 15.93	34,786 2,898 16.73	36,522 3,043 17.56	38,349 3,196 18.44	40,266 3,356 19.36
<b>6</b> Health Clerk Custodian Food Serv. Coord. Groundsperson	28,617 2,385 13.76	30,047 2,504 14.44	31,550 2,629 15.17	33,128 2,761 15.93	34,786 2,898 16.73	36,522 3,043 17.56	38,349 3,196 18.44
<b>7</b> Sp Ed Instruct. Asst. Technology Asst. Food Serv. Asst. Child Nutrition	27,254 2,272 13.10	28,617 2,385 13.76	30,047 2,504 14.44	31,550 2,629 15.17	33,128 2,761 15.93	34,786 2,898 16.73	36,522 3,043 17.56
<b>8</b> Instruc. Asst. EL Instruc. Aide Library Tech Secretarial Relief	25,956 2,163 12.48	27,254 2,272 13.10	28,617 2,385 13.76	30,047 2,504 14.44	31,550 2,629 15.17	33,128 2,761 15.93	34,786 2,898 16.73
<b>9</b> Network & Student Data Technician			38,616 3,218 18.57	40,574 3,381 19.51	42,584 3,549 20.47	44,710 3,726 21.50	46,884 3,907 22.54
<b>10</b> Payroll/ Bookkeeper	41,246 3,437 19.83	43,306 3,610 20.82	45,469 3,789 21.86	47,278 3,940 22.73	49,192 4,100 23.65	51,147 4,262 24.59	52,686 4,391 25.33
<b>11</b> Maintenance Craftsperson	44,511 3,710 21.39	46,530 3,877 22.38	48,295 4,025 23.22	49,756 4,147 23.92	51,215 4,268 24.62	53,775 4,481 25.85	56,464 4,706 27.14
<b>12</b> M & O Lead	49,511 4,126 23.80	51,530 4,294 24.77	53,295 4,441 25.62	54,756 4,563 26.33	56,215 4,685 27.03	58,775 4,898 28.26	61,464 5,122 29.55

<b>Longevity:</b>	<u>10 years</u>	<u>15 years</u>	<u>20 years</u>	<u>25 years</u>
	<b>300</b>	<b>600</b>	<b>1,200</b>	<b>1,800</b>

# BYRON UNION SCHOOL DISTRICT

## JOB DESCRIPTION

### INSTRUCTION ASSISTANT

#### NATURE OF POSITION

Under the direction of the Principal as well as the certificated staff members, the instruction assistant will perform duties and responsibilities as allowed by the Education Code. The assistant will perform duties consistent with allowance services from the funding sources. The proportion of time spent will be appropriate to the amount of funding sources used.

#### EXAMPLE OF DUTIES

Working with staff and students to provide behavioral and instructional support.

#### SPECIFIC RESPONSIBILITIES

##### • STUDENT MANAGEMENT

1. Assist the certificated staff in managing and directing student behavior and within all aspects of the school program.
2. Assist in determining and carrying out appropriate techniques for properly dealing with individual and group behavior.
3. Assist in activities that will promote acceptable social behavior.

##### • STUDENT PROGRESS AND INSTRUCTION:

Assist the certificated teacher to:

1. Provide ongoing instructional support for all students
2. Become proficient in the utilization of various student intervention programs.
3. Maintain positive relationships with students, other staff, parents, and community

#### DESIRABLE QUALIFICATIONS

##### Knowledge of:

Techniques used in controlling and motivating children; correct English usage; general purpose and goals of public education

##### **ABILITY TO:**

- Assume responsibility for supervising students;
- Demonstrate patience, warmth, and a liking for children;
- Learn and utilize standard teaching aids and office machines;
- Learn and utilize basic methods and procedures to be followed in an instructional setting;
- Perform routine clerical work;
- Understand and carry out oral and written directions;
- Maintain cooperative and effective working relationships with children and adults.

#### EDUCATION AND EXPERIENCE

Equivalent to graduation from the 12<sup>th</sup> grade; preference will be given to those with relevant professional or educational experiences. Previous experience in a classroom setting desired.

#### LICENSES, CERTIFICATIONS, EQUIPMENT, TESTING

- Must be able to pass standard proficiency test of basic knowledge.
- Criminal justice fingerprint clearance

#### PHYSICAL EFFORT/WORK ENVIRONMENT

Must have the ability to sit, stand, walk, lift objects weighing approximately 10-20 lbs., push, pull, drag, and grasp objects.

**SALARY:** Classified Salary Schedule Range 8

Approved by CSEA and Board of Trustees: December 8, 2011

# BYRON UNION SCHOOL DISTRICT

## JOB DESCRIPTION

### EL INSTRUCTIONAL AIDE

#### NATURE OF POSITION

Under the direction of the Principal as well as the certificated staff members, the EL instructional aide will perform duties and responsibilities as allowed by the Education Code. The aide will perform duties consistent with allowance services from the funding sources. The proportion of time spent will be appropriate to the amount of funding sources used.

#### EXAMPLE OF DUTIES

Working with staff, students and parents to provide LEP students with instructional support.

#### SPECIFIC RESPONSIBILITIES

- Works with LEP students individually or in small group instruction
- Assists teachers with material development and class supervision of LEP students
- Evaluates student progress
- May act as an interpreter
- Serves as liaison between bilingual students' home and school
- Perform other duties as assigned

#### DESIRABLE QUALIFICATIONS

##### Knowledge of:

Techniques used in controlling and motivating children; correct English usage; general purpose and goals of public education

##### ABILITY TO:

- Read, speak, and write Spanish fluently
- Follow oral and written instructions
- Learn and utilize standard teaching aids
- Learn and utilize basic methods and procedures to be followed in an instructional setting
- Understand and carry out oral and written directions;
- Maintain cooperative and effective working relationships with children and adults

#### EDUCATION AND EXPERIENCE

Equivalent to graduation from the 12<sup>th</sup> grade; Preference will be given to those with relevant professional or educational experiences. Previous experience in a classroom setting desired.

#### LICENSES, CERTIFICATIONS, EQUIPMENT, TESTING

- Must be able to pass standard proficiency test of basic knowledge.
- Criminal justice fingerprint clearance

#### PHYSICAL EFFORT/WORK ENVIRONMENT

Must have the ability to sit, stand, walk, lift objects weighing approximately 10-20 lbs., push, pull, drag, and grasp objects.

**SALARY:** Classified Salary Schedule Range 8

Approved by CSEA and Board of Trustees: December 8, 2011

# BYRON UNION SCHOOL DISTRICT JOB DESCRIPTION

## HEALTH CLERK

### NATURE OF POSITION

Under general supervision of the Site Principal, the health clerk will administer medications, perform routine first aid, provide clerical assistance at assigned sites; maintain health records and files as a priority of the position; perform related work required.

### EXAMPLES OF DUTIES

Working with the school secretary, the health clerk will maintain all student health information and provide medical assistance as needed

### SPECIFIC RESPONSIBILITIES

- Perform routine clerical work
- Make simple arithmetical calculations
- Understand and carry out oral and written instructions
- Maintain cooperative relations with students, teachers, and co-workers
- Apply office rules, methods, and policies
- Ability to establish and maintain rapport with children and adults
- Perform simple and repetitive tasks
- Ability to function within legal and ethical constraints of position; trustworthy and confidential

### DESIRABLE QUALIFICATIONS

Knowledge of:

- Health and safety regulations
- Record-keeping techniques
- Modern Office methods, procedures and equipment
- Training and knowledge of administration of medications

### ABILITY TO:

- Compose correspondence, completes incident reports, and maintains an efficient filing system of records
- Understand all statutory regulations/policies and informs staff of these regulations/policies
- Provide medical assistance consistent with training and policy
- Distribute information to parents, teachers, and community as directed
- Complete student information on hearing screening lists and vision screening forms
- Develop and maintain health resource directories

### EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school

### EQUIPMENT & LICENSE:

- Current certificate for basic First Aid and CPR. Possession of a valid CA driver's license
- Must provide own transportation if required to work at more than one school site
- Willingness to work independently and as a member of a team
- Possesses ability to read, understand and carry out oral and written directions
- Criminal justice fingerprint clearance

### PHYSICAL EFFORT/WORK ENVIRONMENT

Must have the ability to sit, stand, walk, lift objects weighing up to 50 lbs., push, pull, drag, and grasp objects.

**SALARY:** Classified Salary Schedule Range 6

Approved by CSEA and Board of Trustees: December 8, 2011

**BYRON UNION SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>TECHNOLOGY ASSISTANT</b>
-----------------------------

**NATURE OF POSITION**

Under the supervision of the Superintendent or Chief Business Official, the Technology Assistant will work in conjunction with the Network and Student Data Technician to troubleshoot and maintain certain hardware or software of the District including CalPads, Aeries, Data Director, Pinnacle, AimsWeb and any other student or teacher educational or informational program.

**EXAMPLE OF DUTIES**

Working with the Network and Student Data Technician and site technology staff, principals and others, the technology assistant will maintain all student information and educational systems/programs of the District.

**SPECIFIC RESPONSIBILITIES**

- Assist in maintaining student information systems
- Assist with all CALPADS requirements
- Update and maintain Pinnacle, Edline and other software
- Order PE pre-ID supplies
- Provide help desk support
- Other duties as assigned

**DESIRABLE QUALIFICATIONS**

Knowledge of:

Student information systems, basic computer functionality.

**ABILITY TO:**

Train staff as necessary; understand and carry out oral and written instructions; work with minimum supervision; establish and maintain cooperative relationships with those contacted during the course of work.

**EDUCATION AND EXPERIENCE**

Equivalent to graduation from the 12<sup>th</sup> grade; Preference will be given to those with relevant professional experiences, and/or college courses in computer science and/or related fields. An AA degree or a vocational degree is highly desirable.

**EQUIPMENT & LICENSE**

- Must possess a valid California driver's license
- Criminal justice fingerprint clearance

**PHYSICAL EFFORT/WORK ENVIRONMENT**

Moderate physical effort with infrequent standing or walking; use of medium weight tools with some heavy lifting of machines (up to 50 pounds with or without assistance) and equipment; primarily indoor work environment.

**SALARY:** Classified Salary Schedule Range 7

Approved by CSEA and Board of Trustees:

**BYRON UNION SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>PAYROLL/BOOKKEEPER</b>
---------------------------

**NATURE OF POSITION**

Under general supervision of Chief Business Official and the Superintendent, performs a variety of confidential payroll operations and other business and fiscal duties.

**EXAMPLES OF DUTIES**

Monthly and supplemental payroll processing activities, accounts receivable, receiving, deposits, facility use, Associated Student Body (ASB) bookkeeping and working with staff, students and the public.

**SPECIFIC RESPONSIBILITIES**

- Collections and verification of payroll source documents
- Initial payroll data entry
- Review and correction of preliminary payroll tests
- Coordination with personnel to ensure timely wage/salary payments and accurate fringe benefit deductions/remittance;
- Distribution (and explanation, if necessary) of warrants on payday; and
- Maintenance, filing, and retrieval of payroll archival records
- Assist with preparation of monthly, quarterly, and annual State/Federal/local reports, posting to registers and ledgers
- Balancing and reconciling accounts including checking accounts
- Verifying internal consistency, completeness, and mathematical accuracy of accounting documents
- Assigning prescribed accounting distribution codes in accordance with a chart of accounts
- Examining and verifying the clerical accuracy of various types of reports, lists, calculations, postings
- Preparing recurring journal entries and, under direction, making correcting entries and/or adjustments to accounts
- Reviewing lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting materials for approval and subsequent entry,
- Assist in data entry into county computer system as needed
- Prepare accounts receivable (AR) invoices, AR collections and any other AR related duties
- Prepare and submit all deposits, including submission to the county and depositing at the bank(s)
- Maintain all files of the ASB, including deposits, purchase requests, checking accounts
- Facilitate and maintain facility use calendar and related functions
- Check in and distribute items/product received.
- Other related duties as assigned.

**DESIRABLE QUALIFICATIONS**

Knowledge of:

- Basic financial entry, analysis, and research procedures
- Data processing operations and accounting records
- Payroll and fiscal procedures, particularly of school districts including knowledge of payroll accounting requirements, appropriate laws, codes, and regulations
- Operations of all modern office equipment, including 10-key calculator, typewriter, copy and fax machines, and computer hardware and software including WORD and EXCEL

**ABILITY TO:**

- Analyze and make recommendations regarding accounting and related functions
- Prepare analytical reports
- Work independently under general supervision
- Interact appropriately with staff, students and public
- Work independently under general supervision accurately and with attention to detail; understand and carry out oral and written instructions
- Establish and maintain cooperative relationships

**EDUCATION AND EXPERIENCE:**

- Equivalent to graduation from the 12<sup>th</sup> grade; Preference may be given to those with relevant professional experiences, applicable college or vocational coursework and/or an AA/AS degree.

**LICENSES, CERTIFICATIONS, EQUIPMENT, TESTING**

- Must be able to pass standard proficiency test of basic accounting knowledge.
- Must possess a valid California driver's license
- Criminal justice fingerprint clearance

**PHYSICAL EFFORT/WORK ENVIRONMENT**

- Ability to sit for prolonged periods, reaching/handling/fine motor skills using hands, talking/hearing conversations, near visual acuity. Moderate physical effort with some heavy lifting of boxes (up to 50 pounds with or without assistance). Primarily indoor work environment.

**SALARY:** Classified Salary Schedule Range 10

Approved by CSEA and Board of Trustees: December 8, 2011

BYRON UNION SCHOOL DISTRICT  
14301 Byron Highway Byron, CA 94514  
(925) 809-7500

BOARD AGENDA ITEM

C.3.b.

Action   
Information

SECTION:

HUMAN RESOURCES

ACTION ITEM:

SUNSHINE OF BYRON TEACHERS' ASSOCIATION AND DISTRICT'S INTENTIONS FOR THE PURPOSE  
OF NEGOTIATING FOR THE 2012-13 SCHOOL YEAR

BACKGROUND:

Attached are the articles requested to be opened by each group during negotiations for the 2012-13  
school year. This is for information purposes only.

---

---

PRESENTED FOR BOARD APPROVAL:

ELAINE LANDRO: \_\_\_\_\_

BOBBI NUGENT: \_\_\_\_\_

MOTION MADE BY: \_\_\_\_\_

KEN SILMAN: \_\_\_\_\_

JILL SPRENKEL: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

JEFFRY SUGIMOTO: \_\_\_\_\_



December 8, 2011

The intention of the Byron Union School District is to open the articles listed below for the purpose of negotiating a successor collective bargaining agreement for the 2012-13 school year:

- Article 1: Agreement
- Article 5: District Rights
- Article 7: Compensation
- Article 8: Health and Welfare Benefits
- Article 10: Evaluation Procedures
- Article 12: Teaching Hours
- Article 13: Work Year
- Article 19: Part-time employment with Full Retirement Credit
- Article 22: Peer Assistance and Review
- Article 23: Job Shares

Byron School District Bargaining Team

December 8, 2011

Mr. Ken Jacopetti, Superintendent  
Byron Union School District

Dear Mr. Jacopetti:

This letter is notification of the intention of the Byron Teachers Association (BTA) to open the articles listed below for the purpose of negotiating a successor collective bargaining agreement for the 2012-13 school year.

The BTA will open the following articles:

Article 1	-	Agreement
Article 3	-	Employee Rights/Discipline
Article 7	-	Compensation
Article 8	-	Health and Welfare Benefits
Article 14	-	Safety Conditions
Article 15	-	Class Size
Article 16	-	Leaves
NEW Article 15	-	Credential Support
New Appendix	-	Stipends

BTA understands that the parties will make the articles they are opening public on December 8, 2011.

Sincerely,



Ellen Bower  
President  
Byron Teachers Association

Cc: Joan Tyryfter, Chair, BTA Bargaining Team  
Bruce Colwell, Regional UniServ Staff/CTA/NEA

BYRON UNION SCHOOL DISTRICT  
14301 Byron Highway Byron, CA 94514  
(925) 809-7500

BOARD AGENDA ITEM

C.3.c.

Action   
Information

SECTION:

HUMAN RESOURCES

ACTION ITEM:

APPROVAL EMPLOYMENT OF BEHAVIORIST, LINDSEY OSBORN, AT AN ANNUAL AMOUNT OF \$73,000 (222 days) PLUS BENEFITS, WHICH WOULD RESULT IN A COST NOT TO EXCEED OF \$50,000 FOR THE REMAINDER OF THE 2011-2012 SCHOOL YEAR

BACKGROUND:

Ms. Osborn has been working through a private agency to give specialized service as a behaviorist in the district. The cost to hire her directly will be less than going through this private agency. She has been invaluable in serving the students in the district.

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PRESENTED FOR BOARD APPROVAL:

ELAINE LANDRO: \_\_\_\_\_

BOBBI NUGENT: \_\_\_\_\_

MOTION MADE BY: \_\_\_\_\_

KEN SILMAN: \_\_\_\_\_

JILL SPRENKEL: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

JEFFRY SUGIMOTO: \_\_\_\_\_

BYRON UNION SCHOOL DISTRICT  
14301 Byron Highway Byron, CA 94514  
(925) 809-7500

BOARD AGENDA ITEM

C.4.a.

Action   
Information

SECTION:

BOARD POLICIES

ACTION ITEM:

APPROVE CSBA RECOMMENDED BOARD POLICIES AND ADMINISTRATIVE REGULATIONS, OF  
MARCH, 2011

BACKGROUND:

This will be the third reading of these policies. Any questions about the board policies and/or  
administration regulations should be directed to the Superintendent's office.

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PRESENTED FOR BOARD APPROVAL:

ELAINE LANDRO: \_\_\_\_\_

BOBBI NUGENT: \_\_\_\_\_

MOTION MADE BY: \_\_\_\_\_

KEN SILMAN: \_\_\_\_\_

JILL SPRENKEL: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

JEFFRY SUGIMOTO: \_\_\_\_\_

# POLICY GUIDESHEET

March 2011

Page 1 of 4

Note: Descriptions below identify major revisions made in CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts should review the sample materials and modify their own policies accordingly.

## **BP/AR 0520.1 High Priority Schools Grant Program**

(BP/AR deleted)

Policy and administrative regulation deleted because the state is no longer funding improvement efforts for new cohorts of schools through the High Priority Schools Grant Program. In addition, **NEW LAW** (SB 70, 2011) deletes this program from the list of categorical programs subject to Tier 3 flexibility.

## **BP 1100 - Communication with the Public**

(BP revised)

Updated policy expands possible methods of communication. Section on "Prohibition Against Mass Mailings at Public Expense" expanded to include additional definition of mass mailing related to ballot measures, candidates, legislative activities, and other campaign activities. Schedule for evaluating the implementation and effectiveness of the district's communications plan made more flexible since the schedule may change depending on communications goals and district needs.

## **BP 1160 - Political Processes**

(BP revised)

Policy revised to reflect **NEW COURT DECISION** which details the appropriate use of district resources for election purposes. Consistent with the court's decision, the policy clarifies that it is a permissible informational activity for the Board to adopt a resolution in support of or in opposition to a ballot measure as long as the resolution and other materials do not urge voters to act in a certain way and as long as the distribution of the materials is consistent with regular district practice. Policy also outlines impermissible campaign activities by the district, such as the purchase of bumper stickers or the use of district email to disseminate campaign literature. In addition, policy contains updated language re: district lobbying and advocacy activities.

Districts are encouraged to read CSBA's fact sheets *Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates* and *Legal Guidelines for Lobbying Activity* prior to adopting this policy.

## **BP 2140 - Evaluation of the Superintendent**

(BP revised)

Updated policy broadens evaluation criteria and adds concept of providing opportunities throughout the year for review of the Superintendent's progress toward meeting goals. Policy also clarifies the Board's process for developing the evaluation document to be presented to the Superintendent.

## **BP/AR 3513.3 - Tobacco-Free Schools**

(BP/AR revised)

**MANDATED** policy revised to reflect California Department of Education (CDE) requirements, as a condition for receipt of Tobacco-Use Prevention Education (TUPE) funding, related to certification of compliance with tobacco-free schools requirements. Policy adds definition of prohibited products, including nicotine delivery devices such as electronic cigarettes, and reflects **NEW LAW** (SB 882, 2010) which prohibits sales of electronic cigarettes to minors. For districts not receiving TUPE funds, policy reflects law re: definition of "enclosed space" and conditions that must be met to provide employee breakrooms for smoking. Regulation revised to add (1) new optional language re: methods of disseminating information about the tobacco-free schools policy and enforcement procedures, and (2) clarification that an employee is not required to physically eject a nonemployee who is smoking or request a nonemployee to refrain from smoking when doing so would involve a risk of physical harm to the employee.

## POLICY GUIDESHEET

March 2011

Page 2 of 4

### **AR 3516.3 - Earthquake Emergency Procedure System**

(AR revised)

Regulation updated to reflect **NEW LAW** (AB 2791, 2010) which renamed the California Office of Emergency Services as the California Emergency Management Agency. Regulation also adds language addressing the consideration of a post-earthquake tsunami when developing plans for districts in coastal areas, identification of at least one individual within each building to determine whether an evacuation might be necessary and, if so, the best evacuation location and route, and post-earthquake communications.

### **BP/AR 3550 - Food Service/Child Nutrition Program**

(BP/AR revised)

Policy and regulation updated to reflect **NEW FEDERAL LAW** (P.L. 111-296) which reauthorized and revised requirements for the National School Lunch and Breakfast Programs. Policy also adds optional language re: goal to maximize student participation in meal programs, establishment of school gardens and farm-to-school programs, and offering of multiple choices within a meal service. Regulation reorganized to clarify requirements applicable to various programs. Regulation also provides legal cites for nutrition standards and deletes detailed standards which are subject to change per P.L. 111-296. Regulation adds section reflecting **NEW LAW** (SB 1431, 2010) and P.L. 111-296 which require districts to make free drinking water available during meals, adds section on Special Milk Program for schools that don't participate in the federal meal programs, and adds language on recordkeeping based on U.S. Department of Agriculture (USDA) guidance.

For further information, see article in the accompanying *Policy News*.

### **BP/AR 3551 - Food Service Operations/Cafeteria Fund**

(BP/AR revised)

Policy updated to reflect requirements of **NEW FEDERAL LAW** (P.L. 111-296) re: pricing of full-price meals, upcoming USDA guidance on indirect costs, and upcoming regulations on qualifications and training of food service personnel. Updated regulation revises section on "Payments for Meals" to add optional language re: parental notification of meal payment policy, actions that may be taken in the event of repeated nonpayment by students, and replacement of lost or stolen tickets. Regulation also adds sections on "Reimbursement Claims" and "U.S. Department of Agriculture Foods," and adds requirements pertaining to contracts for food service management services.

### **BP/AR 3553 - Free and Reduced Price Meals**

(BP/AR revised)

**MANDATED** policy adds new language re: providing free milk through the federal Special Milk Program and releasing information from the free and reduced-price meal application when eligible students transfer to another district or private school. Regulation reflects **NEW FEDERAL LAW** (P.L. 111-296) which provides that the meal application must request only the last four digits of the applicant's social security number and which allows direct certification of foster youth. Regulation also adds new sections on "Verification of Eligibility" and "Prices."

### **BP/AR 4158/4258/4358 - Employee Security**

(BP/AR revised)

Updated policy reflects **NEW COURT DECISION** which ruled that the issuance of a temporary restraining order and injunction against a person who had verbally threatened a city official was not a violation of that person's right to free speech and right of access to a public place. Updated regulation clarifies procedures to maintain confidentiality of student records when notifying a teacher or counselor of the need to review a student's file in the school office as required when the student has committed an offense.

## POLICY GUIDESHEET

March 2011

Page 3 of 4

### **BP/AR 5022 - Student and Family Privacy Rights**

(BP/AR revised)

**MANDATED** policy and regulation revised and reorganized to address certain privacy issues related to students and/or their parents/guardians, including the administration of surveys and physical exams/screenings, parent/guardian rights to inspect instructional materials, and the collection of personal information for marketing purposes. Options formerly in BP re: collection of personal information for marketing purposes moved into AR and consolidated with materials formerly in section titled "Exceptions to Collection of Personal Information." Regulation also revised to more directly reflect law re: health examinations.

### **BP/AR 5116.1 - Intradistrict Open Enrollment**

(BP/AR revised)

**MANDATED** policy revised to reflect **NEW LAW (SBX5 4)** which allows a student attending a school identified by the CDE as an "open enrollment school" to transfer to another school that has a higher Academic Performance Index. Policy contains language giving priority for admission to students attending an identified school who wish to transfer to another school within the district. Policy and regulation also revised to create an application window in order to allow the district to grant priorities consistent with the requirements in the Open Enrollment Act.

For further information about both intradistrict and interdistrict attendance options, see CSBA's fact sheet *Transfer Law Comparison*.

### **BP 5131.62 - Tobacco**

(BP revised)

Policy revised to provide examples of prohibited tobacco products in accordance with law and to add prohibition of nicotine delivery devices such as electronic cigarettes, consistent with **NEW LAW (SB 882, 2010)** which makes it unlawful for a person to sell or furnish an electronic cigarette to a minor. Policy also authorizes the use of intervention services as an alternative to suspension for tobacco possession and reflects requirement of TUPE program that the district not accept materials, advertisements, or funds from the tobacco industry.

### **BP/AR 5144 - Discipline**

(BP/AR revised)

Revised policy expands goal statement to focus on correcting student behavior while avoiding an adverse effect on student learning or health. Policy also broadens related staff development topics to include assisting staff to establish cooperative relationships with parents/guardians. Regulation expands disciplinary strategies to include option to restrict or disqualify student from participation in extracurricular activities, and provides that teachers will first try disciplinary measures other than recess restriction when recess restriction would result in withholding of physical activity.

### **E 5145.6 - Parental Notifications**

(E revised)

Exhibit adds listings for parental notifications related to (1) student transfers under the Open Enrollment Act (AR 5118); (2) administration of survey about health risks and behaviors of students in grades 7-12 (AR 5022); (3) substantive change in district's privacy policy (AR 5022); (4) selection of household for verification of eligibility for free or reduced-price meals (AR 3553); and (5) procedural safeguards for students eligible for Section 504 services (AR 6164.6). Exhibit also revises listing re: required distribution of type 2 diabetes information which is now addressed in AR 5141.3. Corrections in legal cites and references to CSBA sample policies/regulations were made throughout Exhibit.

## **POLICY GUIDESHEET**

**March 2011**

**Page 4 of 4**

### **BP 6163.1 - Library Media Centers**

(BP revised)

Updated policy reflects **NEW STATE STANDARDS** adopted by the State Board of Education, including program standards which describe staffing, resources, and infrastructure recommended for effective school library programs as well as academic standards for library instruction. Policy also adds new section on "Staffing" and new language on criteria for acceptance of donated library materials.

### **BP/AR 6163.2 - Animals at School**

(BP/AR revised)

Policy and **MANDATED** regulation reorganized and revised to reflect **NEW FEDERAL REGULATIONS** (75 Fed. Reg. 178) which require the district to modify its policy, practices, and procedures to permit an individual with a disability to use a service animal at school, when the work or task performed by the service animal is directly related to the individual's disability. Material moved from BP to AR re: (1) obtaining permission to bring an animal to school and (2) notifying parents/guardians before bringing animal to school for instructional purposes in order to verify student allergies, asthma, or other health condition. Regulation adds new section on "Use of Service Animals by Individuals with Disabilities" which includes the definition of "service animal," the reasons that a student may be asked to remove his/her service animal from school, and the conditions under which use of miniature horses as service animals may be allowed at school.

### **BB 9123 - Clerk**

(BB revised)

Bylaw revised to clarify which boards are required by law to appoint a clerk from among their members at the annual organizational meeting, and to clarify duties of the clerk.

### **BB 9140 - Board Representatives**

(BB revised)

Revised bylaw recognizes that participation of Board members on district or community committees supports the Board's community leadership role. Bylaw also adds responsibility of Board representative to report back to the Board regarding committee activities and/or actions, and clarifies which boards must designate a voting representative to elect members of the county committee on school district organization.

### **BB 9323.2 - Actions by the Board**

(BB revised)

Bylaw updated and reorganized to clarify the circumstances under which the Brown Act permits the Board to discuss or take action on items that are not on the posted agenda. Bylaw also revised to delineate the Board's options upon a receipt of a demand to "cure and correct" an alleged Brown Act violation.

**CONSENT AGENDA ITEMS**

**December 8, 2011  
BOARD MEETING**





BYRON UNION SCHOOL DISTRICT  
FINAL A/P WARRANT REGISTER FOR BATCH(ES) 550

PAYEE / INVOICE	DESCRIPTION	ACCOUNT	P.O.	LN	P	BNO	T	AMOUNT	TOTAL	CHECK#
298535 DANIELA GARCIA 8127 MARINERS DR., #306 STOCKTON CA 95219	10/11 MILEAGE REIMBURSE	01-0000-0000-3120-5200-000-0-000	55010	011	4	550		261.01	261.01	975014
329465 INTERPRETING & CONSULTING SERVICES, INC. 836 B SOUTHAMPTON RD 353 BENICIA CA 94510	11104 INTERPRETER SVCS	01-6500-5770-1110-5800-000-0-000	55010	018	4	550		185.00	185.00	975015
334311 ED SUPPORT SERVICES, LLC 463 37TH STREET OAKLAND CA 94609	10/11 SVCS	01-6500-5770-1190-5800-000-0-000	02079	009	2	550		4400.00	4400.00	975016
334320 EDLINE LLC PO BOX 06290 CHICAGO IL 60606	646566 WEBEX TRNG	01-0000-0000-7700-5800-000-0-000	02183	999	3	550		500.00	500.00	975017
342865 KIDZ FIRST TRANSIT, LLC. 2063 MAIN ST., #416 OAKLEY CA 94561	11/3/11 10/31-11/11 STUDENT TRA	01-7240-5001-3600-5800-000-0-000	02067	025	2	550	A	1620.00	1620.00	975018
365610 DORINDA MAS 5557 ARCADIA CIRCLE DISCOVERY BAY CA 94505	10/11 MILEAGE REIMBURSE ACSA 10/14-15	01-0000-0000-3120-5200-000-0-000	55010	015	4	550		98.91	187.07	975019
365985 SARA MADRIGAL 4433 ROCK ISLAND DRIVE ANTIOCH CA 94509	9/11 MILEAGE REIMBURSE 10/11 MILEAGE REIMBURSE	01-0000-0000-3120-5200-000-0-000	55010	009	4	550		28.92	40.36	975020
378939 BETH MERMANN 4138 JOAN AVENUE CONCORD CA 94521	READING INTERVENTION MA READING MAT'L	01-3010-1110-1000-4300-102-0-000	55010	015	4	550		103.88	157.78	975021

PREPARED: 11/15/11 @ 19:39:09 FINAL A/P WARRANT REGISTER FOR BATCH(ES) 550

PAYEE / INVOICE	DESCRIPTION	ACCOUNT	P.O.	LN	P	BNO	T	AMOUNT	TOTAL	CHECK#
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435000	ALHAMBRA & SIERRA SPRINGS									
	P.O. BOX 660579									
	DALLAS TX 75266-0579									
	4866035	10/11 SVC	01-0000-0000-8200-4350-102-0-000	02045	020	2	550	106.15		975022
	4929846	10/11 SVC	01-0000-0000-8200-4350-104-0-000	02045	021	2	550	206.25		975022
	4950044	10/11 SVC	01-0000-0000-8200-4350-000-0-000	02046	020	2	550	58.58		975022
	4951972	10/11 SVC	01-0000-0000-8200-4350-101-0-000	02046	021	2	550	115.89		975022
								486.87		

496151	WHITNEY SKINNER									
	831 NEW HOLLAND DRIVE									
	BRENTWOOD CA 94513									
	LAB/CLASSROOM SUPPLIES		01-0000-1110-1000-4300-101-0-015	55010	014	4	550	91.82		975023

506995	STRAW HAT PIZZA									
	14870 HWY. 4, STE. 4									
	DISCOVERY BAY CA 94505									
	1013	11/11 FOOD SVCS	13-5310-0000-3700-4700-000-0-000	02090	020	2	550	214.50		975024

BYRON UNION SCHOOL DISTRICT  
FINAL A/P WARRANT REGISTER FOR BATCH(ES) 550  
EXPENDITURE

FACF23 - 03  
PREPARED: 11/15/11 @ 19:39:09  
FUND

GENERAL FUND/COUNTY SCH SERV	77,908.08
CAFETERIA FUND	956.72
COUNTY SCH FACILITIES FUND	582.00
TOTAL EXPENDITURES	79,446.80

APPROVED BY BOARD:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
PRESIDENT DATE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
SECRETARY DATE

PREPARED: 11/21/11 @ 20:47:29 FINAL A/P WARRANT REGISTER FOR BATCH(ES) 750

PAYEE / INVOICE	DESCRIPTION	ACCOUNT	P.O.	LN	P	ENO	T	AMOUNT	TOTAL	CHECK#
100790	ACME CONSTRUCTION COMPANY, INC PO BOX 4710 MODESTO CA 95352									
16	EMS CLASSROOM/GYM	21-0091-0000-8500-6200-101-0-801	01910	030	2	750		477461.78		975424
17	EMS CLASSROOM/GYM	35-7710-0000-8500-6200-101-0-801	01910	029	2	750		283420.80		975424
			01910	028	2	750		485918.20	1246800.78	975424
155685	FOSTER FARMS DAIRY DEPT 33369 P.O. BOX 44000 SAN FRANCISCO CA 94144-3369									
	11/11 FOOD SVCS	13-5310-0000-3700-4700-000-0-000	02021	028	2	750		1103.99	1103.99	975425
161202	CALIFORNIA ODYSSEY OF THE MIND, INC P.O. BOX 33 MORAGA CA 94556									
	2127 11/12 STATE MEMBERSHIP	01-9014-0000-2700-5300-104-0-000	75016	021	4	750		65.00	65.00	975426
164561	BRIAN BURNIGHT 132 COTTAGE GROVE DR. DISCOVERY BAY CA 94505									
	ACSA CONF REIMBURSE	01-4035-0000-2700-5200-000-0-000	75016	011	4	750		381.25	381.25	975427
179076	KOURTNEY CUNNINGHAM 136 GALLEY CT. DISCOVERY BAY CA 94505									
	10/24-25 AERIES CONF RE	01-0000-0000-2700-5200-000-0-160	75016	005	4	750		29.68	29.68	975428
189675	DEBORAH CHAPMAN 5610 BEAVER LANE DISCOVERY BAY CA 94505									
	PARENT MILEAGE THRU OCT	01-6500-5001-3600-5800-000-0-000	75016	007	4	750		189.20	189.20	975429
198400	CERCO ANALYTICAL 1100 WILLOW PASS CT. SUITE A CONCORD CA 94520-1006									
	11/11/16 11/11 WATER TESTING	01-0000-0000-8200-5800-000-0-000	02032	028	2	750		84.00	84.00	975430
202925	CONTRA COSTA SELPA 2520 STANWELL DRIVE SUITE 270 CONCORD CA 94520									
	ADD/ADHD WS J. CORKER	01-6500-5770-1120-5200-104-0-000	02147	999	3	750		25.00	25.00	975431
	ADD/ADHD WS CARROLL-MIN	01-6535-5061-3120-5200-000-0-000	02157	999	3	750		25.00	50.00	975431



PREPARED: 11/21/11 @ 20:47:29

FINAL A/P WARRANT REGISTER FOR BATCH(ES) 750

PAYEE / INVOICE	DESCRIPTION	ACCOUNT	P.O.	LN	P	BNO	T	AMOUNT	TOTAL	CHECK#
288348	GCR, LLP 625 BROADWAY, SUITE 1400 SAN DIEGO CA 92101	01-0174-0000-7490-5880-000-0-000	75017	006	4	750	A	2583.00	975440	
	5119 AT TABLE-CLASS	01-0000-0000-7400-5880-000-0-000	75016	024	4	750	A	1531.86	975440	
	5119 AT TABLE CERT	01-0000-0000-7300-5880-000-0-000	75016	022	4	750	A	1029.00	975440	
	5119 10/11 SVCS	01-0174-0000-7490-5880-000-0-000	75017	007	4	750	A	229.86	975440	
	5119 NEGO EXPS-CLASS	01-0000-0000-7400-5880-000-0-000	75016	023	4	750	A	84.00	975440	
	5119 NEGO EXPS CERT	01-0000-0000-7400-5880-000-0-000	75017	005	4	750	A	42.00	5499.72	975440
296595	GOLD STAR FOODS P.O. BOX 4328 ONTARIO CA 91761-	13-5310-0000-3700-4700-000-0-000	02024	028	2	750		6425.75	6425.75	975441
303392	RIFTON EQUIPMENT P.O. BOX 260 RIFTON NY 12471-0260	01-6500-5730-1110-4300-000-0-000	02188	999	3	750		186.73	186.73	975442
304100	1911J-1 TODDLER CHAIR HENSON PLUMBING, INC. 420 BEATRICE CT., STE. A BRENTWOOD CA 94513	01-8150-0000-8110-5600-000-0-000	75016	020	4	750		120.00	120.00	975443
305875	37327 EMS RM. 12 HAYES DISTRIBUTING 4945 INDUSTRIAL WAY BENICIA CA 94510-1039	13-5310-0000-3700-4700-000-0-000	02023	028	2	750		959.76	959.76	975444
318200	HD-66261 11/11 FOOD SVCS HM RECEIVABLES CO., LLC 14046 COLLECTIONS CENTER DRIVE CHICAGO IL 60693	01-6300-1110-1000-4100-101-0-000	02197	999	3	750		152.77	152.77	975445
333189	6225232 SCIENCE TCHR TEXT WILBUR IVAN WIKER DBA: J&T BACKFLOW TESTING 1762 FAIRHAVEN CT. OAKLEY CA 94561	01-8150-0000-8110-5800-000-0-000	75016	010	4	750	A	40.00	40.00	975446
342865	123 DB BACKFLOW TESTING KIDZ FIRST TRANSIT, LLC. 2063 MAIN ST., #416 OAKLEY CA 94561	01-7240-5001-3600-5800-000-0-000	02067	028	2	750	A	1260.00	1260.00	975447





BYRON UNION SCHOOL DISTRICT  
 FINAL A/P WARRANT REGISTER FOR BATCH(ES) 750

PAYEE / INVOICE DESCRIPTION	ACCOUNT	P.O.	LN	P	ENO	T	AMOUNT	TOTAL CHECK#
521733 JEANNE TURNER 5523 DRAKES CT. DISCOVERY BAY CA 94505	01-8150-0000-8110-4350-000-0-000	75016	013	4	750		10.81	975464
SUPPLY REIMB								
536977 DISCOVERY LOCK & MORE, INC. 4865 SOUTH POINT DISCOVERY BAY CA 94505	01-0000-0000-8110-5800-000-0-000	02176	999	3	750		1175.38	975465
560095 CONTRA COSTA ARC DBA: LYNN CENTER 1340 ARNOLD DRIVE, #127 MARTINEZ CA 94553	01-6500-5750-1180-5800-000-0-000	02061	018	2	750		7384.00	975466
561950 TOSHIBA FINANCIAL SERVICES P.O. BOX 790448 ST LOUIS MO 63179-0448	01-0000-1110-1000-5600-104-0-000	01501	028	2	750		706.98	975467
	01-0000-1110-1000-5600-104-0-000	01501	029	2	750		706.97	975467
561951 ZOOM IMAGING SOLUTIONS, INC. 200 S. HARDING BLVD. ROSEVILLE CA 95678	01-0000-0000-7150-4350-000-0-000	02041	025	2	750		8.09	975468
1005848 COPIER SUPPLIES	01-0000-1110-1000-5600-102-0-000	02058	028	2	750		563.54	975468
1008352 11/2-12/1 BASE COVERAGE	01-0000-1110-1000-5600-104-0-000	02058	028	2	750		432.34	975468
1008352 11/2-12/1 BASE/OVERAGE							1003.97	975468

FACE23 - 03 BYRON UNION SCHOOL DISTRICT  
PREPARED: 11/21/11 @ 20:47:29 FINAL A/P WARRANT REGISTER FOR BATCH(ES) 750

FUND	EXPENDITURE
GENERAL FUND/COUNTY SCH SERV	51,039.06
CAFETERIA FUND	12,174.79
BUILDING FUND	477,461.78
COUNTY SCH FACILITIES FUND	769,339.00
TOTAL EXPENDITURES	1,310,014.63

APPROVED BY BOARD:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
PRESIDENT DATE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
SECRETARY DATE

PREPARED: 11/30/11 @ 17:49:21 FINAL A/P WARRANT REGISTER FOR BATCH(ES) 756

PAYEE / INVOICE	DESCRIPTION	ACCOUNT	P.O.	LN	P	BNO	T	AMOUNT	TOTAL	CHECK#
100774	ASSOC. OF CALIF. SCHOOL ADMIN. ATTN: MEMBERSHIP PROCESS 1575 BAYSHORE HIGHWAY BURLINGAME CA 94010	01-0000-0000-2700-5300-101-0-000	02189	999	3	756		500.76	500.76	976234
202925	CONTRA COSTA SELPA 2520 STANWELL DRIVE SUITE 270 CONCORD CA 94520	01-6535-5001-3120-5200-000-0-000	75618	005	4	756		25.00	25.00	976235
213800	CURRICULUM ASSOCIATES LLC P.O. BOX 4119 WOBURN MA 01888-4119	01-6300-1110-1000-4300-101-0-000	02202	999	3	756		3125.72	3125.72	976236
227620	DEMCO, INC. P.O. BOX 8048 MADISON WI 53708-8048	01-9010-1110-2420-4350-101-0-604	02198	999	3	756		82.41	82.41	976237
266025	FAGEN, FRIEDMAN & FULFROST SUITE 1700 6300 WILSHIRE BLVD. LOS ANGELES CA 90048	01-0000-0000-7400-5880-000-0-000	02049	027	2	756	A	19.00		976238
		01-6500-5001-2100-5880-000-0-000	02049	025	2	756	A	1053.00		976238
		01-0000-0000-7400-5880-000-0-000	02049	026	2	756	A	40.50	1112.50	976238
296595	GOLD STAR FOODS P.O. BOX 4328 ONTARIO CA 91761-	13-5310-0000-3700-5800-000-0-000	75618	007	4	756		22.50	22.50	976239
304650	CDW GOVERNMENT 75 REMITTANCE DRIVE SUITE 1515 CHICAGO IL 60675-1515	13-5310-0000-3700-4400-000-0-000	02113	999	3	756		3355.24	3355.24	976240
354514	ZMR6457 CAFETERIA COMPUTERS									
	LIBERTY UNION HIGH SCHOOL DIST 20 OAK STREET BRENTWOOD CA 94513	01-0000-0000-8200-5800-000-0-000	02026	015	2	756		74.68	74.68	976241

PREPARED: 11/30/11 @ 17:49:21 FINAL A/P WARRANT REGISTER FOR BATCH(ES) 756

PAYEE / INVOICE	DESCRIPTION	ACCOUNT	P.O.	LN	P	BNO	T	AMOUNT	TOTAL	CHECK#
418190	PACIFIC PROGRAM MANAGEMENT FOR EDU FACILITIES, INC. 6955 SNEDIGAR RD. CA 95361									
	1347 10/11 REIMB EXP	21-0090-0000-8100-4350-101-0-801	75629	007	4	756		84.53		976242
	1348 12/11 JOB TRAILER RENT	21-0090-0000-8500-4370-101-0-801	75629	006	4	756		350.00		976242
	1349 12/11 CONST MGMT	21-0090-0000-8500-5800-000-0-000	75629	005	4	756		18338.18	18772.71	976242
470050	DEPT 31-0000281834 STAPLES CREDIT PLAN P.O. BOX 689020 DES MOINES IA 50368-9020									
	SUPPLY ORDER	13-5310-0000-3700-4350-000-0-000	02182	999	3	756		194.70		976243
	SUPPLY ORDER	01-6500-5001-2100-4350-000-0-000	02169	999	3	756		113.45		976243
	SUPPLY ORDER	13-5310-0000-3700-4350-000-0-000	75618	006	4	756		95.76	403.91	976243
496400	SOUTHWEST SCHOOL & OFFICE SPLY 805 N. BARRINGTON AVENUE ONTARIO CA 91764									
	TEACHER/CLASSROOM SUPPL	01-0000-1110-1000-4300-102-0-015	02054	029	2	756		163.67		976244
	TEACHER/CLASSROOM SUPPL	01-0000-1110-1000-4300-104-0-015	02063	029	2	756		114.50	278.17	976244
559325	CATHY WOODS 40 TILLER COURT DISCOVERY BAY CA 94505									
	10/25-11/9 PARENT TRANS	01-6500-5001-3600-5800-000-0-000	02075	015	2	756		293.28	293.28	976245

BYRON UNION SCHOOL DISTRICT  
FINAL A/P WARRANT REGISTER FOR BATCH(ES) 756

FACF23 - 03  
PREPARED: 11/30/11 @ 17:49:21

FUND	EXPENDITURE
GENERAL FUND/COUNTY SCH SERV	5,605.97
CAFETERIA FUND	3,668.20
BUILDING FUND	18,772.71
TOTAL EXPENDITURES	28,046.88

APPROVED BY BOARD:

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
DATE

**BOARD MEETING OF THE BOARD OF TRUSTEES  
Of the BYRON UNION SCHOOL DISTRICT**

**Location:**

**Excelsior Multipurpose Room  
14301 Byron Highway  
Byron, CA 94514**

**Byron Union School District**



**Wednesday, November 16, 2011**

**MINUTES**

**A. OPENING CEREMONIES**

1. The meeting was called to order at **6:00 p.m.**
2. Roll Call: Board Members: Elaine Landro President; Bobbi Nugent, Vice President  
Kenneth Silman, Jill Sprenkel, Jeffry Sugimoto  
Others: Ken Jacopetti, Superintendent

**B. CLOSED SESSION:**

- a. Government Code Section 54957  
Public Employee Performance Evaluation: Superintendent

**C. FUTURE MEETINGS**

The next regularly scheduled meeting of the Governing Board of Trustees is scheduled for: **November 17 and December 8, 2011**

**D. ADJOURNMENT:**

The meeting was adjourned at 9:05 p.m.

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*Vice President*

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*Superintendent*

*Date Approved:* \_\_\_\_\_

**BOARD MEETING OF THE BOARD OF TRUSTEES  
Of the BYRON UNION SCHOOL DISTRICT**

**Location:**

**Excelsior Multipurpose Room  
14301 Byron Highway  
Byron, CA 94514**

**Byron Union School District**



**Thursday, November 17, 2011**

**MINUTES**

**A1. OPENING CEREMONIES**

1. The meeting was called to order at **6:00 p.m.**
2. Roll Call: Board Members: Elaine Landro President; Bobbi Nugent, Vice President  
Kenneth Silman, Jeffry Sugimoto  
Others: Ken Jacopetti, Superintendent  
Absent: Jill Sprenkel
3. **CLOSED SESSION:**
  - a. Government Code Section 54957.6  
Conference with Labor Negotiators  
Agency Negotiator: Ken Jacopetti, Gaby Hellier  
Employee Organization: Byron Teachers' Association, CSEA
  - b. Government Code Section 54957  
Public Employee Performance Evaluation: Superintendent

**A2. OPEN SESSION: 7:00 p.m.**

4. Flag Salute
5. Approval of Agenda: A motion was made by Ken Silman and seconded by Bobbi Nugent to approve the agenda.
6. Report Out from Closed Session: None
7. Showcase: PTA Reflection Winners: Timber Point School: Lilyana Castro, Justin Lee, Emma Williams, Kintaro Hanna, Joel Garnett, Savannah Ordaz, Severine Alette Crouse, Joey Paolini, Haley Hart, Ainsley Weller, Cailin Leimbrock, Dalton Rives, Adrianna Martins, Isabella Asturias, Ashlyn Filippone, Claire Kane. Discovery Bay School: Makena Bohannon, Morgan Davidson

**B. PUBLIC PARTICIPATION**

1. Michele Carr is concerned with extra workload, large class sizes, and changes that teachers are being required to make.
2. Lizz Davis is also concerned with extra workload and yet no tasks are being removed from teachers.

**C. SUPERINTENDENT REPORTS/RECOMMENDATIONS**

**1. STUDENT LEARNING AND ACHIEVEMENT**

- a. **Overview of Distinguished Schools Application Process by Elementary Principals**  
Elementary principals gave a short snapshot of the rubrics needed to be followed for the application that is submitted for the Distinguished School Awards. Applications are due November 30, 2011.

**2. BOARD POLICIES**

- a. **Second Reading of CSBA Recommended Board Policies and Administrative Regulations, March, 2011**  
For information only. Elaine Landro pointed out the policy regarding the establishment of school gardens to grow fruits and/or vegetables.

**D. CONSENT AGENDA: A motion was made by Ken Silman and seconded by Jeffry Sugimoto to approve the consent agenda**

1. **Personnel**
  - a. Approve employment of Chris Freckman, Special Education instructional Aide, 3.5 hours per day
2. **Business**
  - a. Warrants: 050, 350

**3. Minutes:** 10/20/11; 11/3/11

Roll Call: Ayes: Ken Silman, Jeffrey Sugimoto, Bobbi Nugent, Elaine Landro

Absent: Jill Sprenkel

**E. BOARD COMMUNICATIONS**

**Bobbi Nugent:** Wants to make sure the Superintendent is addressing concerns of staff and that their concerns don't fall on deaf ears; thankful for staff that has worked with her children. Also, thanked Ken Silman for his work on the board for many years.

**Ken Silman:** Liked seeing Reflection winners, congratulations to elementary schools for making list of those eligible for Distinguished Schools award; thanked board, especially Jill Sprenkel and Elaine Landro for their hard work and are the kind hearts for the community.

**Elaine Landro:** At the upcoming Parade of Lights, there will be the first BUSD float and the goal is to get as many people affiliated with school district to join in.

**F. SUPERINTENDENT'S COMMUNICATIONS:** Attended meeting with Ken Silman held by Assemblywoman Joan Buchanan with East County school district to discuss issues facing school boards during economic times; focus on kids, appreciates board's decisions to bring back programs for students.

**G. FUTURE MEETINGS**

The next regularly scheduled meeting of the Governing Board of Trustees is scheduled for: **December 8, 2011**

**H. UPCOMING SCHOOL ACTIVITIES:**

**I. INFORMATION BEING DEVELOPED FOR FUTURE BOARD AGENDAS:**

**J. ADJOURNMENT:**

The meeting was adjourned at 8:08 p.m.

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*Vice President*

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*Superintendent*

*Date Approved:* \_\_\_\_\_