

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Sit	Bdr	DD	T9MPS	Account num	Liq Amt	Net Amount			
001382/00	U S BANK CORPORATE																					
CM-000049		04/01/2015	REFUND FOR RETURN SHIP 15-563			01-0000-0-0000-2700-5990-000-000-00000	NN													7.75		
CM-000050		04/01/2015	SUPER SHUTTLE REFUND/CANCELED			01-4035-0-1110-1000-5200-000-000-00000	NN													75.16		
CM-000051		04/01/2015	SUPER SHUTTLE REFUND/CANCELED			01-0001-0-1110-1000-5200-000-000-00000	NN													75.16		
PO-015144		03/23/2015	CT MISC SUPPLIES/MTGS			1 01-0000-0-1110-1000-4300-000-000-00000	NN P											1,500.00		102.89		
PO-015316		03/23/2015	COSEGUERA HOTEL FOR CONF			1 01-0000-0-0000-2700-5200-000-000-00000	NN P											184.07		166.25		
PO-015451		03/23/2015	PLC PHOENIX HOTEL FOR CONF			2 01-0001-0-1110-1000-5200-000-000-00000	NN F											3,561.71		3,165.96		
PO-015451		03/23/2015	PLC PHOENIX HOTEL FOR CONF			1 01-4035-0-1110-1000-5200-000-000-00000	NN F											450.00		441.78		
PO-015513		03/23/2015	EMERCADO LANG TEACHER CONF/HOT			1 01-7405-0-1110-1000-5200-000-000-00000	NN F											103.04		105.44		
PO-015520		03/23/2015	BOARD MEMBER HOTEL FOR SSDA CO			1 01-0000-0-0000-7110-5200-000-000-00000	NN F											7.00		7.52		
PO-015539		03/23/2015	BOOKS FOR PRESCHOOL DR SUESS			1 01-0350-0-6000-1000-4300-000-058-00000	NN P											182.70		169.95		
PO-015558		03/23/2015	BASEBALL BAT			1 01-0801-0-1110-1000-4300-000-529-00000	YN F											110.00		89.00		
PO-015562		03/23/2015	APPLE AIRPORT EXPRESS			1 01-9150-0-0000-2420-4300-000-000-00000	YN F											75.00		74.12		
PO-015563		03/23/2015	PROJECTOR BULB REPLACE/RETURN			1 01-0000-0-1110-1000-4300-800-000-00000	YN F											45.88		45.88		
PO-015571		03/23/2015	KLIMPER TABLET BATTERY REPLACE			1 01-0000-0-1110-1000-4300-000-013-00000	YN F											934.98		798.60		
PO-015583		03/23/2015	SOUTHWEST FLIGHTS FOR 3			1 01-4203-0-1110-1000-5200-000-000-00000	NN F											125.00		128.98		
PO-015585		03/23/2015	CC CADRE LUNCHES			1 01-7405-0-1110-1000-4300-000-000-00000	NN F											1,000.00		792.46		
PO-015590		03/23/2015	SPIKE BALL/DICKS SPORTS			1 01-0000-0-1110-1000-4300-800-000-00000	NN F											74.26		74.26		
PO-015594		03/23/2015	WASC VISIT SUPPLIES/EXPENSE			1 01-0000-0-1110-1000-4300-800-000-00000	NN F											375.10		375.10		
PO-015595		03/26/2015	LEADERSHIP PLAN MTG LUNCH			1 01-0000-0-1110-1000-5200-100-000-00000	NN P											25.91		25.91		
PV-000180		03/23/2015	4246044555628555			01-0000-0-0000-8100-4392-000-000-00000	NN F											67.88		67.88		
PV-000180		03/23/2015	ATHLETIC TRAVEL			01-0350-0-6000-1000-4300-000-058-00000	NN F											39.98		39.98		
PV-000180		03/23/2015	LOWES/PRESCHOOL CHG			01-0801-0-1110-1000-4300-000-521-00000	NN F											176.14		176.14		
PV-000180		03/23/2015	ZAMBRANO ART SUPPLIES			01-7010-0-3800-1000-5200-000-000-00000	NN F											9,931.57		9,931.57		
TOTAL PAYMENT AMOUNT																			9,931.57 *			
TOTAL USE TAX AMOUNT																			28.43			
001148/00	UPS																					
PV-000182		03/28/2015	BULB RETURN/DART GROUP			01-0000-0-0000-2700-5990-000-000-00000	NN													20.25		
PV-000182		03/28/2015	JW PEPPER RETURNS			01-0000-0-1110-1000-5630-000-013-00000	NN													8.97		
TOTAL PAYMENT AMOUNT																			29.22 *			
000377/00	WASTE MANAGEMENT																					
PO-000402		04/01/2015	APR HS CAFE			1 01-0000-0-0000-8100-5590-000-000-00000	NN P													0.00		
PO-000402		04/01/2015	APR ELE CAFE			1 01-0000-0-0000-8100-5590-000-000-00000	NN P													0.00		
PO-000402		04/01/2015	APR HS MAINT			1 01-0000-0-0000-8100-5590-000-000-00000	NN P													0.00		
PO-000402		04/01/2015	APR ELE MAINT			1 01-0000-0-0000-8100-5590-000-000-00000	NN P													0.00		
TOTAL PAYMENT AMOUNT																			1,382.56 *			

12.1.23

TOTAL Fund PAYMENT  
TOTAL USE TAX AMOUNT

43,818.26 \*\*  
28.43

43,818.26

12-1-24

Vendor/Addr	Remit name	Reg Reference	Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Sit	Bdr	DD	T9MPS	Account num	Liq Amt	Net Amount	
001510/00	RAY MORGAN COMPANY																			
		PO-000448	01/05/2015	JAN 2015 813277;EQ60613		6	11	-0000-0	4110-1000-5620-000-0000-000000	NN	P							1.00	129.18	
		PO-000448	01/20/2015	FEB 2015 827230;#110444 ADU ED		6	11	-0000-0	4110-1000-5620-000-0000-000000	NN	P							0.00	129.18	
		PO-000448	02/19/2015	MAR 2015 849717;#110444 ADU ED		6	11	-0000-0	4110-1000-5620-000-0000-000000	NN	P							0.00	129.18	
		PO-000448	03/18/2015	APR 2015 873439;#110444 ADU ED		6	11	-0000-0	4110-1000-5620-000-0000-000000	NN	P							0.00	129.18	
		TOTAL PAYMENT AMOUNT																		
																		516.72 *		516.72

TOTAL Fund PAYMENT 516.72 \*\* 516.72

12.1.25

Fund : 12 CHILD DEVELOPMENT

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	Account num	T9MFS	Liq Amt	Net Amount	
001510/00	RAY MORGAN COMPANY																		
		FO-000448	01/05/2015	JAN 2015 813277;EQ60613		7	12-6105-0-1110-1000-5620-000-000-00000	NN	P								1.00	129.17	
		FO-000448	01/20/2015	FEB 2015 827230;#110444 PRESCH		7	12-6105-0-1110-1000-5620-000-000-00000	NN	P								0.00	129.17	
		FO-000448	02/19/2015	MAR 2015 849717;#110444 PRESCH		7	12-6105-0-1110-1000-5620-000-000-00000	NN	P								0.00	129.17	
		FO-000448	03/18/2015	APR 2015 873439;#110444 PRESCH		7	12-6105-0-1110-1000-5620-000-000-00000	NN	P								0.00	129.17	
TOTAL PAYMENT AMOUNT																			
516.68 *																			

TOTAL Fund PAYMENT 516.68 \*\* 516.68

12.1.26

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Sit	EdR	DD	T9MPS	Account num	Liq Amt	Net Amount	
000762/00	CRYSTAL CREAMERY																			
CM-000043	01/29/2015	13699212					13-5310-0-0000-3700-4700-000-0000-0000	NN												29.38
PO-000445	01/12/2015	13658008					13-5310-0-0000-3700-4700-000-0000-0000	NN P												103.52
PO-000445	01/12/2015	13658007					13-5310-0-0000-3700-4700-000-0000-0000	NN P												486.30
PO-000445	01/15/2015	13657947					13-5310-0-0000-3700-4700-000-0000-0000	NN P												115.46
PO-000445	01/15/2015	13657939					13-5310-0-0000-3700-4700-000-0000-0000	NN P												463.55
PO-000445	01/22/2015	13676280					13-5310-0-0000-3700-4700-000-0000-0000	NN P												45.79
PO-000445	01/22/2015	13676276					13-5310-0-0000-3700-4700-000-0000-0000	NN P												161.82
PO-000445	01/26/2015	13698493					13-5310-0-0000-3700-4700-000-0000-0000	NN P												346.95
PO-000445	01/26/2015	13698496					13-5310-0-0000-3700-4700-000-0000-0000	NN P												34.13
PO-000445	01/29/2015	13698495					13-5310-0-0000-3700-4700-000-0000-0000	NN P												173.48
PO-000445	02/02/2015	13718413					13-5310-0-0000-3700-4700-000-0000-0000	NN P												135.63
PO-000445	02/05/2015	13718437					13-5310-0-0000-3700-4700-000-0000-0000	NN P												171.38
PO-000445	02/10/2015	13733975					13-5310-0-0000-3700-4700-000-0000-0000	NN P												124.07
PO-000445	02/10/2015	13735022					13-5310-0-0000-3700-4700-000-0000-0000	NN P												205.55
PO-000445	02/12/2015	13735031					13-5310-0-0000-3700-4700-000-0000-0000	NN P												125.64
PO-000445	02/19/2015	13753776					13-5310-0-0000-3700-4700-000-0000-0000	NN P												22.61
PO-000445	02/19/2015	13753774					13-5310-0-0000-3700-4700-000-0000-0000	NN P												320.15
PO-000445	02/23/2015	13834922					13-5310-0-0000-3700-4700-000-0000-0000	NN P												100.41
PO-000445	02/23/2015	13834897					13-5310-0-0000-3700-4700-000-0000-0000	NN P												294.39
PO-000445	02/26/2015	13834928					13-5310-0-0000-3700-4700-000-0000-0000	NN P												148.77
PO-000445	03/02/2015	13794717					13-5310-0-0000-3700-4700-000-0000-0000	NN P												88.00
PO-000445	03/02/2015	13975463					13-5310-0-0000-3700-4700-000-0000-0000	NN P												332.75
PO-000445	03/02/2015	13795507					13-5310-0-0000-3700-4700-000-0000-0000	NN P												200.75
PO-000445	03/09/2015	13815060					13-5310-0-0000-3700-4700-000-0000-0000	NN P												267.30
PO-000445	03/09/2015	13815040					13-5310-0-0000-3700-4700-000-0000-0000	NN P												120.73
PO-000445	03/12/2015	13815090					13-5310-0-0000-3700-4700-000-0000-0000	NN P												188.38
PO-000445	03/16/2015	13834208					13-5310-0-0000-3700-4700-000-0000-0000	NN P												87.46
PO-000445	03/16/2015	13834687					13-5310-0-0000-3700-4700-000-0000-0000	NN P												243.65
PO-000445	03/19/2015	13834212					13-5310-0-0000-3700-4700-000-0000-0000	NN P												154.55
TOTAL PAYMENT AMOUNT																			5,563.93 *	5,563.93

000764/00 DANIELSON CO

PO-000425	03/09/2015	68474					13-5310-0-0000-3700-4300-000-0000-0000	NN P												177.43
PO-000425	03/09/2015	68453					13-5310-0-0000-3700-4300-000-0000-0000	NN P												104.18
PO-000425	03/16/2015	69178					13-5310-0-0000-3700-4300-000-0000-0000	NN P												104.38
PO-000425	03/16/2015	69177					13-5310-0-0000-3700-4300-000-0000-0000	NN P												115.50
PO-000425	03/23/2015	69767					13-5310-0-0000-3700-4300-000-0000-0000	NN P												92.76
PO-000425	03/23/2015	69827					13-5310-0-0000-3700-4300-000-0000-0000	NN P												127.23
PO-000425	03/09/2015	68474					13-5310-0-0000-3700-4700-000-0000-0000	NN P												1,223.88

12.1.27

PO-000425 03/09/2015 68453  
PO-000425 03/16/2015 69178  
PO-000425 03/16/2015 69177

2 13-5310-0-0000-3700-4700-000-000-00000 NN P  
2 13-5310-0-0000-3700-4700-000-000-00000 NN P  
2 13-5310-0-0000-3700-4700-000-000-00000 NN P

0.00  
0.00  
0.00

1,031.64  
967.00  
1,113.49

12.1.28

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Sit	Bdr	DD	Account num	T9MPS	Liq Amt	Net Amount	
000764 (CONTINUED)																		
PO-000425	03/18/2015	69374		2	13-5310-0-0000-3700-4700-000-0000-0000	NN	P									0.00	30.56	
PO-000425	03/23/2015	69767		2	13-5310-0-0000-3700-4700-000-0000-0000	NN	P									0.00	1,138.02	
PO-000425	03/23/2015	69827		2	13-5310-0-0000-3700-4700-000-0000-0000	NN	P									0.00	830.23	
PO-000425	03/09/2015	68474		3	13-5310-0-0000-3700-5890-000-0000-0000	NN	P									0.00	5.00	
PO-000425	03/16/2015	69177		3	13-5310-0-0000-3700-5890-000-0000-0000	NN	P									0.00	5.00	
PO-000425	03/23/2015	69767		3	13-5310-0-0000-3700-5890-000-0000-0000	NN	P									0.00	5.00	
				TOTAL PAYMENT AMOUNT						7,071.30 *								7,071.30
000276/00	GAGER'S INC.																	
PO-000404	03/17/2015	1068632-IN		1	13-5310-0-0000-3700-4300-000-0000-0000	NN	P									0.00	277.06	
PO-000404	03/17/2015	1068633-IN		1	13-5310-0-0000-3700-4300-000-0000-0000	NN	P									0.00	264.97	
				TOTAL PAYMENT AMOUNT						542.03 *								542.03
000209/00	GOLD STAR FOODS																	
PO-000415	03/16/2015	1302188		2	13-5310-0-0000-3700-4700-000-0000-0000	NN	P									0.00	2,376.09	
PO-000415	03/17/2015	STORAGE FEES JAN-1306724		3	13-5310-0-0000-3700-5890-000-0000-0000	NN	P									0.00	73.60	
				TOTAL PAYMENT AMOUNT						2,449.69 *								2,449.69
000592/00	MISSION UNIFORM & LINEN																	
PO-000405	03/26/2015	250180146		1	13-5310-0-0000-3700-4300-000-0000-0000	NN	P									0.00	36.14	
PO-000405	03/12/2015	250177459		1	13-5310-0-0000-3700-4300-000-0000-0000	NN	P									0.00	37.29	
PO-000405	03/05/2015	250176134		1	13-5310-0-0000-3700-4300-000-0000-0000	NN	P									0.00	36.14	
PO-000405	03/05/2015	250176133		1	13-5310-0-0000-3700-4300-000-0000-0000	NN	P									0.00	25.64	
				TOTAL PAYMENT AMOUNT						135.21 *								135.21
000763/00	PROPACIFIC FRESH																	
CM-000044	03/15/2012	C6113325			13-5310-0-0000-3700-4700-000-0000-0000	NN											5.50	
CM-000045	03/31/2015	C6120091			13-5310-0-0000-3700-4700-000-0000-0000	NN											28.28	
CM-000046	03/31/2015	C-T6097216 DUP EMT			13-5310-0-0000-3700-4700-000-0000-0000	NN											362.49	
PO-000407	03/23/2015	4117348		3	13-5310-0-0000-3700-4300-000-0000-0000	NN	P									0.00	57.50	
PO-000407	03/23/2015	6117456		3	13-5310-0-0000-3700-4300-000-0000-0000	NN	P									0.00	57.50	
PO-000407	03/09/2015	6111683		1	13-5310-0-0000-3700-4700-000-0000-0000	NN	P									0.00	569.42	
PO-000407	03/09/2015	6111075		1	13-5310-0-0000-3700-4700-000-0000-0000	NN	P									0.00	559.89	
PO-000407	03/16/2015	6114213		1	13-5310-0-0000-3700-4700-000-0000-0000	NN	P									0.00	636.99	

12.1.29

PO-000407 03/16/2015 6114327  
PO-000407 03/24/2015 6118484  
PO-000407 03/23/2015 3117348

1 13-5310-0-0000-3700-4700-000-000000 NN P  
1 13-5310-0-0000-3700-4700-000-000000 NN P  
1 13-5310-0-0000-3700-4700-000-000000 NN P

0.00  
0.00  
0.00

907.72  
14.25  
447.16

12.1.30

12 HAMILTON UNIFIED SCHOOL DIST. J11538  
BATCH 51:APRIL 13 2015

ACCOUNTS PAYABLE PRELIST APY500 H.02.12 04/02/15 08:28 PAGE 9  
BATCH: 0051 BATCH 51:APRIL 13 2015  
Fund : 13 CAFETERIA << Open >>

Vendor/Addr	Remit name	Reg Reference	Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Sit	Bdr	DD	Account num	T9MFS	Liq Amt	Net Amount
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000763 (CONTINUED)

PO-000407 03/23/2015 3117456

1 13-5310-0-0000-3700-4700-000-0000-000000 NN P 0.00 562.82  
3,416.98 \*

TOTAL PAYMENT AMOUNT 3,416.98 \*

002012/00 UNITED GROCERS

PO-000438 03/15/2015 60565054  
PO-000438 03/15/2015 60565054

1 13-5310-0-0000-3700-4300-000-000-000000 NN P 0.00 91.20  
2 13-5310-0-0000-3700-4700-000-000-000000 NN P 0.00 307.40  
398.60 \*

TOTAL PAYMENT AMOUNT 398.60 \*

TOTAL Fund PAYMENT 19,577.74 \*\*

19,577.74

12.1.31

Vendor/Addr Remit name Tax ID num Deposit type ABA num Account num  
 Req Reference Date Description Fd Res Y Goal Func Obj Sit Bdr DD T9MPS Liq Amt Net Amount

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	T9MPS	Liq Amt	Net Amount		
000121/00	GLENN COUNTY PUBLIC WORKS	946000691																
PO-015609	02/17/2015 0120HCTFRCSTDY					1	14	0000	0	0000	8100	5630	000	000	0000	NY F	4,350.00	4,350.00
TOTAL PAYMENT AMOUNT																4,350.00 *	4,350.00	
TOTAL Fund																PAYMENT	4,350.00 **	4,350.00
TOTAL BATCH PAYMENT																68,779.40 ***	68,779.40	
TOTAL USE TAX AMOUNT																28.43	68,779.40	
TOTAL DISTRICT PAYMENT																68,779.40 ****	68,779.40	
TOTAL USE TAX AMOUNT																28.43	68,779.40	
TOTAL FOR ALL DISTRICTS:																68,779.40 ****	68,779.40	
TOTAL USE TAX AMOUNT																28.43	68,779.40	

Number of warrants to be printed: 29, not counting voids due to stub overflows.

\*\*\*\*\* END OF REPORT \*\*\*\*\* E

Prepared by	Date
<i>Chris Torres</i>	4/2/15
Authorized by	Date

12.1.32

HAMILTON UNIFIED SCHOOL DISTRICT

BOARD MEETING

Minutes

Hamilton High School Library

Monday, March 16, 2015

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5:30 p.m. Public session for purposes of opening the meeting only.  
5:30 p.m. Closed session to discuss closed session items listed below.  
6:45 p.m. Reconvene to open session no earlier than 6:45 p.m.

---

1.0 **OPENING BUSINESS:**

1.1 Call to order and roll call

\_\_\_\_\_ Tomas Loera, President      \_\_\_\_\_ Rosalinda Sanchez      \_\_\_\_\_ Gabriel Leal  
\_\_\_\_\_ Judy Twede, Clerk              \_\_\_\_\_ Hubert "Wendall" Lower

2.0 **IDENTIFY CLOSED SESSION ITEMS: No action.** Direction given to Supt. To move forward on some personnel matters.

3.0 **PUBLIC COMMENT ON CLOSED SESSION ITEMS.** Public comment will be heard on any closed session items. The board may limit comments to no more than three minutes per speaker and 15 minutes per item.

Lynn Larson – Master calendar agreed to beginning and ending dates and Easter week, but nothing else was approved at DAC. Mr. Tracy explained that is what will be approved tonight and the rest is to be negotiated.

4.0 **ADJOURN TO CLOSED SESSION:** To consider qualified matters.

- 4.1 Government Code Section 54957.6, Labor Negotiations. To confer with the District's Labor Negotiator, Superintendent Charles Tracy, regarding HTA and CSEA negotiations.
- 4.2 Government Code Section 54957, Personnel Issue. To consider the employment, evaluation, reassignment, resignation, dismissal, or discipline of a classified and certificated employees.
- 4.3 Government Code Section 54956.9, Subdivision (a), Conference with Legal Counsel – existing litigation. Name of case: Crews v. Hamilton Unified School District, Glenn County Superior Court, Case No. 15CV01394.

5.0 **RECONVENE TO PUBLIC SESSION/FLAG SALUTE:** Report action taken in closed session (no earlier than 6:45 p.m.).

6.0 **ADOPT THE AGENDA: (M)**

7.0 **PUBLIC COMMENT:** Public comment on any item of interest to the public that is within the Board's jurisdiction will be heard (agenda and non-agenda items.) The Board may limit comments to no more than three minutes per speaker and 15 minutes per topic. Public comment will also be allowed on each specific action item prior to board action thereon.

8.0 **COMMUNICATIONS/REPORTS:**

8.1 Board Members Comments/Reports.  
Rosalinda attended PLC conference. She understands now how it is a common goal for teachers, parents, community.  
Rosalind attended boys' basketball game.  
Wendell watched basketball game and encouraged watching great coach. Great group of kids.

8.2 ASB President and Elementary Student Council President.  
1. Hamilton High School, Ivan Urena-Valdes  
2. Hamilton Elementary School, Ofelia Flores – Sees candy fundraiser. Pennies for patients, collected 17k pennies.  
Read Across America Day. Zoo field trip. 8<sup>th</sup> Grade promotion trip is planned to Six Flags. Track meet tomorrow.

12.2.1

8.3 District Reports. (Handouts)

1. Food Service - Director LeAnn Radtke
2. Maintenance and Transportation - Director Marc Eddy
3. Technology - Manager Frank James

8.4 Principal and Dean of Students Reports.

1. Cris Oseguera, Hamilton High School Principal – Aug. 11 school starts. Expect approx. over 300. Kids rewarded for attendance. 10<sup>th</sup> grade exit exam begins tomorrow. Wednesday math, Tuesday English exams. Boys basketball played in SF, lost game but very proud of them. Accreditation begins next week beginning Sunday. April 9 Open house, and April 15 Sprint Concert 7 p.m.

2. Darcy Pollak, Hamilton Elementary School Principal – continuing with PLC, meeting weekly. Leadership meeting to work on next year's plan. Students' needs being focus. Working on Single Plan, focused on student learning, i.e. schedules, staff development. RTI always work in progress to make sure always working. New copy machines great to help make newsletter. Kudos to Jazmine to figure it out. Saved many man hours, paper, stapling etc. More efficiency. Staff went to PLC and came back excited with ideas. Met with Chico State today to preplan with teachers for co-teaching next year. Saturday school had 55 students. Kids love it. SNAP program comes to cook with them, do healthy life style choices with them. Weaves in math etc. Library night is on Wed's. Golf tournament. Successful, 22 golfers, approx.. \$2300 raised. 8<sup>th</sup> grade had parent meeting to arrange for dance and food. Ms. Larson is working with Spark staff to coach and mentor the adults. Ms. Firth organized Pennies for Patients and See's Candy sell.

3. Maria Reyes, District Dean of Students – provided handout report.

8.5 Superintendent's Report, Superintendent Charles Tracy.

1. General Comments – LCAPP review meeting for questions. Answers will be provided on Website. 4/8/15 here in library at 6:00 to 7:30.

Lion's club fundraiser was on Saturday. Meeting Thursday night.

9.0 **COMMUNICATIONS:**

PLC presentation by staff. Work collaboratively and focus on student achievement. Slide presentation. Introduction by Leslie Anderson. Maggie Sawyer spoke regarding goals and assessment. Trudy Bryan attended second time and appreciated the opportunity. Already believed in the process. Talked about Tiered Vocabulary. Kyle Taylor talked about Middle School. Suzanne Titchenal thinks it's an awesome program. RTI is most important component. Patty Hernandez from High School works with teachers in math. Kim Brown talked about will and skill of students. Matching teachers with students level of skill. Teachers need to talk about entire district planning for next year. Sylvia Robles for adult ed want to do better. Teachers can't do it all independently. Becoming part of PLC and getting feel for where to fit in.

10.0 **DISCUSSION ITEMS:**

10.1 Second Interim Report by CBO Diane Lyon. (10.1.1-10.1.61) Reported district's Positive Certification for the Second Interim Report. All funds and schedules were presented. All details were emailed prior to meeting.

10.2 Glenn County Educator's Hall of Fame Award, 2015. Need nominee. Please email any names.

10.3 K-3 Class Size Reduction by Superintendent. (10.3.1) Wanted to demonstrate we are holding down the class sizes. Average class sizes are usually over 30. Teacher Jones has a ¾ combo class.

10.4 WASC Accreditation by Cris Oseguera. (handout) Beginning on Sunday. Thumb drive handed out to Board members. Visit schedule reviewed. Hopefully we get a full 6 years accreditation.

12.2.2

10.5 Carl D. Perkins Career and Technical Education Equipment Grant by Cris Oseguera (10.5.1-10.5.7) Ag teachers came up with some ideas for the grant. Specifically a fork lift and animal trailer. To be delivered by June 30. Tomas asked if there was going to be certification program with the fork lift.

10.6 CAASPP Testing Information by Cris Oseguera. April 13 starts at Elm. CAHSEE next two days at HS. CAASPP will start later in April.

10.7 Mello Roos Act (10.7.1-10.7.11) Mr. Tracy discussed purpose of growth plan in the event there is state funding etc. The district has not done a growth plan since unification. A lot of this information was covered at last month's meeting. Have identified some parcels in H.C. that could be developed. A protection for the district that a portion of the new homeowner has to pay to district for new buildings. If all houses are built could bring money to district. We need to know more about the process, talk to property owners. Bringing question to Board, do you want to pursue this study? Action item. Property owners get votes per acre. There are other impacts such as water, sewer etc. County needs to require that info when permit is pulled. Improvements on the lots are included. School is impacted after they build the house. Each home would have a levy on their home for 20 years. Down side of not doing anything, we are on hook for building space for additional kids. We can put it on shelf until we have growth, go for bond, or wait for state funding. Approx .50 cents per sq. foot. Could cost between \$20 to \$60k.

Barbara Bass commented: Have you thought about bringing in Reclamation Dist. Chair to answer some of these questions. Can explain more details of what is needed, i.e. levy is only 75 year levy not 100 year.

Community member: Has property owner been contacted? CT, No. Tomas explained it is only a concept. There are plans for park too.

Wendall clarified HC has flooded. Tom said it was backup water because of a blockage.

Wendall explained the district is not going to put their neck out to build unless growth happens. Need to have plans ready. Have to go through process. Will spend dollars, but not millions. Need to protect district and kids.

Ms. Loera shared we need to show planning and effort in the event grants/funding come available. Need to demonstrate we are showing accountability.

Any more questions, please contact Mr. Tracy.

10.8 Facilities Update and Bid Process by Superintendent/CBO (10.8.1-10.8.2) Bid invitations for paving and drainage projects are going in the newspaper and on website. Projects will effect summer school, since it is moving to the high school. Using multiple funding sources, Prop 30, ERP and Def. Maintenance.

Ties back to Mello Roos – can't use these dollars to maintain what we already have, only new building.

#### 11.0 **ACTION ITEMS:**

11.1 School Calendar GL/HL

11.2 Second Interim Report HL/GL

11.3 Appointment to DAC Maria Guadalupe Mata RS/HL

11.4 Mello Roos Act GL/HL

12.0 **CONSENT AGENDA:** (M) Items in the consent agenda are considered routine and are acted upon by the Board in one motion. There is no discussion of these items prior to the Board vote and unless a member of the Board, staff, or public request specific items be discussed and/or removed from the consent agenda. Each item on the consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

12.1 Warrants and Expenditures (12.1.1-12.1.18)

12.2 Minutes of the Regular Board Meeting of February 17, 2015 (12.2.1-5)

12.3 CARS Winter Collection (12.3.1 – 12.3.16)

12.4 HES SSC Meeting Minutes from December and January (12.4.1-12.4.5)

12.5 HES SSC Meeting Agenda for February 17, 2015 (12.5.1-12.5.2)

12.6 CSU Student Placement Agreement (12.6.1-12.6.2)

12.7 Preschool Licensing (12.7.1-12.7.2)

12.8 Personnel: Michael Parker and Tony Longueria, Volunteer Baseball Coaches

12.2.3

Kelly Hallman, Long-term Substitute Teacher at Elementary  
Retirements of Deborah Sioux-Thorup, Elizabeth Perry and Janice Boeger Peterson  
(12.8.1 – 12.8.3)

SL/HL

13.0 **ADJOURNMENT: 9:14 p.m.**

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Judy Twede, Clerk

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Charles Tracy, Superintendent

12.2.4

# HAMILTON UNIFIED SCHOOL DISTRICT

## Job Description

### JOB TITLE: DISTRICT EXECUTIVE ASSISTANT

SALARY RANGE:	Range 3 - Confidential Salary Schedule	DIVISION:	Classified Confidential
DEPARTMENT:	District Admin	LOCATION:	District Office
REPORTS TO:	Superintendent	WORK YEAR:	12 month
APPROVED BY:	Governing Board	DATE:	April 13, 2015

**SUMMARY:** Under the direction of the Superintendent, the District Executive Assistant exercises independent judgment in assisting the Superintendent and District Administration in administrative details requiring considerable knowledge, use and interpretation of District policies and procedures, performs highly responsible, confidential, and complex secretarial and administrative support services to the Superintendent, District Administration, and the Governing Board.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** This position may not include all the listed duties, nor do all of the listed examples include all tasks which may be found in this position. Other duties may be assigned.

1. Responsible for the efficient operation of the Superintendent and District Administration Offices.
2. Attends, takes, and transcribes minutes of meetings, including but not limited to Board meetings, cabinet meetings, negotiations, legal matters, and other administrative meetings.
3. Compose various letters of acknowledgment, appreciation, waivers, employment matters, or memoranda in the Superintendent's name, as instructed, in addition to typing and proof reading correspondence already composed by the Superintendent or District Administration.
4. Gathers information, provides secretarial and organizational support, and reports to the Superintendent regarding personnel matters including administrative proceedings, litigation, lay-off proceedings, collective bargaining and annual agreements, and annual certificated assignment notices. Maintains organized records of each.
5. Gathers information, provides secretarial and organizational support, and reports to the Superintendent regarding all phases of student expulsions including preparing expulsion packets, letters, pre-expulsion and expulsion hearing dates, expulsion hearings, and logging and maintaining expulsion results.
6. Provides technical support to the Superintendent, District Administration, and the Governing Board.
7. Arranges and schedules appointments, meetings, and travel arrangements for the Superintendent, District Administration, and the Governing Board as needed.
8. Coordinates timely receipt of Board agenda items; plans, coordinates, and attends regular meetings; prepares and distributes notices, agendas, Board packets, and supplementary materials; schedules facilities and prepares minutes, meeting highlights and follow-up actions; and maintains official minute books.
9. Gathers information, provides secretarial and organizational support to the Superintendent regarding Board elections and/or appointments.
10. Maintains the School Board's Policy Manual and update as required, disseminate updates as appropriate. Maintain system for indexing and numbering of administrative guidelines.
11. Maintains the Department of Transportation files for District Driver's in coordination with the Director of Transportation.
12. Prioritizes and identifies critical tasks.
13. Obtain commitment and cooperation from others in order to assure maximum positive impact on educational programs and services.

12.3.1

Proposed Board Approved: April 13, 2015  
Revision: 3/24/2015 9:00 AM kjh  
District Executive Assistant

14. Establish and maintains the District filing systems.
15. Process and maintain Inter district transfer requests.
16. Maintain and updates daily the District website.
17. Supports a variety of general secretarial duties including sorting and routing mail; receive and refer telephone calls; operate computer, copier, scanner, dictation equipment, and other equipment as required.
18. Remain current concerning issues, situations, and conditions of special interest to the Superintendent and Board members.
19. Receive calls and visitors and assists parents and community members with complaints and requests for services or information, referring them to the proper person for resolution.
20. Provides background information to the Superintendent for responses to inquiries from administrators, staff members, teachers, parents, or students.
21. Provides support on special projects.
22. Serves as a member of various committees and task forces as assigned, or attends meetings as requested by the Superintendent or District Administration.
23. Serves as the district liaison for public records requests with direct supervision of the Superintendent.
24. Research records and obtain information from other offices and agencies as necessary to perform assigned duties.
25. Conduct research of problems and situations, consulting with involved staff members, investigating policies and procedures and gathering background materials; prepare reports involving research as directed for use by District Administration.
26. Works effectively with staff at all sites, District Administration, the public, and the Governing Board.
27. District CALPADS Coordinator.
28. Assist the Information Systems Manager with the administration of AERIES.
29. Verify for the Superintendent that data in AERIES is correct and lead district in data collection and reporting efforts.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

1. Organization, functions of the Governing Board, programs, operations, procedures, specific rules, and precedents of assigned office.
2. State Education Code and District policies and procedures.
3. The policies, responsibilities, functions, practices, and resources of public schools.
4. Agenda preparation and distribution techniques.
5. Modern office practices, procedures, and equipment.
6. Principles and practice of training and providing work direction to others.
7. Letter and report preparation techniques, including newsletters, bulletins and flyers.
8. Data management, storage, and retrieval systems.
9. Receptionist and telephone techniques and etiquette.
10. Interpersonal skills including tact, patience, and courtesy.
11. Correct English usage, grammar, syntax, spelling, punctuation, and vocabulary.
12. Operation of office machines.
13. Proficient in use of personal computer.
14. Proficient in use of Microsoft Office Suite or similar.
15. AERIES Student Information Software, preferable.
16. Basic First Aid.
17. Basic accounting software.
18. Basic accounting rules and regulations.
19. Website updating.

12.3.2

Ability to:

1. Understand and follow oral and written instructions.
2. Perform difficult, complex and confidential responsible clerical and secretarial work independently and effectively.
3. Understand, interpret, and explain a variety of policies, procedures, and technical written material and information.
4. Analyze difficult and sensitive situations and adopt an appropriate course of action.
5. Analyze data and draw sound conclusions.
6. Compose correspondence and other narrative material.
7. Assemble and compile data/information and prepare reports.
8. Maintain complex files and records.
9. Use tact, discretion, and courtesy at all times.
10. Demonstrate excellent interpersonal skills and professionalism with the public, District employees and students at all times.
11. Be flexible and adapt to changing situations.
12. Listen effectively.
13. Gives direction concerning operational procedures of the District.
14. Anticipate and prepare materials needed for meetings, procedures, and events.
15. Maintain confidentiality of privileged and sensitive information related to negotiations and District actions.
16. Use excellent verbal communication and writing skills.
17. Establish and maintain effective working relationships with District staff, faculty, students, and others encountered in the course of work.
18. Meet schedules and time lines.
19. Be responsible, dependable and punctual.
20. Present a well-groomed and appropriate professional appearance.
21. Type 55 wpm based on typing certificate.
22. Establish and maintain accurate records and files.
23. Make arithmetic calculations with accuracy.

**EDUCATION AND/OR EXPERIENCE:** A.A. or A.S. is required with five years of related secretarial experience with increasing responsibility and/or training; or equivalent combination of education and/or broad and varied experience. Experience in an administrative office, public administrative agency, legal office, or school setting is highly desirable.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as Board Policies, Administrative Regulations, and statutes. Ability to write routine reports and correspondence. Ability to speak effectively before the public or employees of organization. Ability to learn and interpret specific rules, laws, and policies and apply them to a variety of situations.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Maintain cooperative working conditions with students, teachers, administrators, and co-workers.

**CERTIFICATES AND LICENSES:**

- Valid California Driver's License (required by the first day of service).
- Typing Certificate: 55 WPM minimum.

**PHYSICAL DEMANDS:** The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job, including dexterity of hands and fingers to operate a computer keyboard and other office equipment; seeing to read a computer monitor and a variety of materials, and hearing and speaking to exchange information in person and on the telephone. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

12.3.3

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, stoop or kneel, and may sit for extended periods of time. The employee must occasionally lift and/or move 25 pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing these job functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and it may occasionally be heavy. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.

12.3.4

HAMILTON UNIFIED SCHOOL DISTRICT  
 CLASSIFIED MANAGEMENT/CONFIDENTIAL  
 SALARY SCHEDULE FOR 2014-2015  
 CAP \$11,150

Step	1	2	3	4	5	6	7-9	10-14	15-19	20-24	25-29	30
Range 1	50,776	52,808	54,920	57,116	59,401	61,777	64,248	66,818	69,491	72,271	75,162	78,168
Range 2	43,044	44,765	46,556	48,418	50,355	52,369	54,464	56,643	58,908	61,265	63,715	66,264
Range 3	39,894	41,490	43,150	44,876	46,671	48,537	50,479	52,498	54,598	56,782	59,053	61,415
Range 4	35,590	37,013	38,494	40,034	41,635	43,300	45,032	46,834	48,707	50,655	52,682	54,789

- Range 1 District Director of Technology
- Range 2 Director of Maintenance & Transportation
- Range 3 Director of Nutrition & Student Welfare  
Confidential HR and Payroll Specialist
- Range 4 District Executive Assistant  
Administrative Assistant

Director of Nutrition & Student Welfare is an 11 month employee (contract prorated for 11 months)

Effective July 1, 2014; Updated April 13, 2015

COLA of 3.75% effective 7/1/14

CAP increased from \$11,100 to \$11,150 effective 10/1/14

12.4.1

## Hamilton Elementary School - ELAC Meeting

ELAC MEETING AGENDA (April 10, 2015) 12:30 to 1:30 Room 204

English Learner Advisory Committee

Introductions

Discussion

1. Review requirements for the ELAC
2. Review draft version of Single Plan for Student Achievement (SPSA)

Action

1. Set By-laws for the ELAC committee.
2. Approve minutes Feb. 2015 ELAC meeting

Adjourn

AGENDA Junta de ELAC (6 de febrero de 2015) 10:30 to 12:30 Room 204

Comité Consultivo para los Estudiantes de Inglés

El almuerzo y la introducción

Discusión

1. Repaso de los requisitos legales para el "ELAC"
2. Repaso borrador del Plan Único para el Estudiante Académico (SPSA)

Acción

1. Determinar la reglas (By-laws) de CELDT
2. Aprobar el acta Feb 2015 de ELAC

Levantamiento de la junta

# Hamilton Elementary School



277 Capay Avenue • P.O. Box 277  
Hamilton City, CA 95951-0277  
School Office (530) 826-3474 • Fax (530) 826-0419  
District Office (530) 826-3261

#### District Governing Board

Tomas Loera, President,  
Judy Twede, Clerk  
Wendell Lower  
Gabriel Leal  
Rosalinda Sanchez

#### District Superintendent

Charles Tracy

#### Principal

Darcy Pollak

## Hamilton Elementary School

### School Site Council Meeting

Hamilton Elementary School – Conference Room  
PO Box 277 Capay Avenue – Hamilton City, CA 95951

*Minutes Tuesday, February 17, 2015*

#### ORDER OF BUSINESS

- Item 1**      **Call to Order** - The meeting was called to order at 5:15 by Leslie Anderson.
- Item 2**      **Establish Quorum (3 HES Staff, 3 Parents/Community Members) -**  
No Quorum  
*Staff Present: Darcy Pollak, Maria Reyes, Leslie Anderson, Maggie Sawyer,*  
*and Maria Alvarez*  
*Parents Present: Rosa Vargas, Rosa Rivera*
- Item 3**      **Verification of Posting of the Agenda- 72 Hours in advanced**  
*Anticipated posting by February 13, 2015.*  
*Agenda was emailed on Thursday and posted on Friday*
- Item 4**      **Public Comment**  
*No Public Comment*
- Item 5**      **Approval of Minutes –**  
**January 20, 2015 (Attachment #1) No Quorum to approve.**

12.5.2

## ADMINISTRATION

### **Item 6            Updates**

*Board meeting tonight. There will be a play on Friday, and Friday is the last day for Heather (yard duty) and Erida Gorden (4th grade teacher). The yard duty position will be open until filled.*  
PLC meetings are moving forward and all teachers are participating.

## ENGLISH LEARNER (ELAC)

### **Item 7            Updates**

Rosa Vargas reported that ELAC meeting was held and all members are happy to be serving. She will bring the ELAC agenda to the next SSC meeting. More parents are needed and will try to involve more.

### **ELAC formation and By-laws**

The ELAC reviewed the bylaws and made some modifications. The next ELAC meeting will be April 10th during the Parent Luncheon. Final CELDT scores will be presented at that time.

## BUSINESS REPORT DISCUSSION

### **Item 8            Title 1 budget. Expenditures to date. Attachment #2**

Leslie Anderson reported that the actual to date is what has been spent as of December (12/9/2014). SES money (Supplemental tutoring) is on track to all be spent. Nine or ten students are participating this year. Diane will be here next month to discuss budget questions we may have.

## OLD BUSINESS

None

## DISCUSSION ITEMS

### **Item 11           Review/Plan for revisions of the Single Plan for Student Achievement. First read. Attachment #3**

We reviewed and made a few changes to the Single Plan for Student Achievement. More changes need to be made.

## NEW BUSINESS ACTION ITEMS

None

## ADJOURNMENT

The meeting was adjourned at 6:25 p.m. by Leslie Anderson.

# Hamilton Elementary School



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Gabriel Leal  
Rosalinda Sanchez

**District Superintendent**  
Charles Tracy

**Principal**  
Darcy Pollak

## Hamilton Elementary School

### School Site Council Meeting

Monday, March 16, 2015

5:00 pm

Hamilton Elementary School – Conference Room  
PO Box 277 Capay Avenue – Hamilton City, CA 95951

### *Agenda*

#### ORDER OF BUSINESS

Item 1      **Call to Order**

Item 2      **Establish Quorum (3 HES Staff, 3 Parents/Community Members)**

*Staff Present:*

*Parents Present:*

Item 3      **Verification of Posting of the Agenda- 72 Hours in advanced**

*Anticipated posting by March 13, 2015.*

Item 4      **Public Comment**

*This is the time for members of the audience to present items not on the Agenda. Comments should be limited to a maximum of three minutes duration. The SSC is prohibited by State Law from taking action on any item presented if it is not listed on the Agenda.*

Item 5      **Approval of Minutes –**

**February 17, 2015 (Attachment #1)**

17.5.4

**ADMINISTRATION**

Item 6            Updates

**ENGLISH LEARNER (ELAC)**

Item 7            Updates

**BUSINESS REPORT DISCUSSION**

None

**OLD BUSINESS**

None

**DISCUSSION ITEMS**

Item 11           Review/Plan for revisions of the Single Plan for Student Achievement. First read. Attachment #2

**NEW BUSINESS ACTION ITEMS**

None

**ADJOURNMENT**

# Hamilton Elementary School



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Wendell Lower  
Gabriel Leal  
Rosalinda Sanchez

**District Superintendent**  
Charles Tracy

**Principal**  
Darcy Pollak

## Hamilton Elementary School School Site Council Meeting

Monday, March 16, 2015

5:00 pm

Hamilton Elementary School – Conference Room  
PO Box 277 Capay Avenue – Hamilton City, CA 95951

### *Minutes*

#### ORDER OF BUSINESS

- Item 1**      **Call to Order** - Leslie Anderson called the meeting to order at 5:05.
- Item 2**      **Establish Quorum (3 HES Staff, 3 Parents/Community Members)**  
No quorum  
*Staff Present: Darcy Pollak, Leslie Anderson, Esther Cruz, and Maggie Sawyer*  
  
*Parents Present: No parents present*
- Item 3**      **Verification of Posting of the Agenda- 72 Hours in advanced**  
*Agenda posted on March 13, 2015.*
- Item 4**      **Public Comment**  
*No public present - no comments*
- Item 5**      **Approval of Minutes –**  
**February 17, 2015 (Attachment #1)**  
No approval of minutes, tabled for next meeting.

## **ADMINISTRATION**

### **Item 6            Updates**

No special report.

- Leadership team will work on schedule for next year on Tuesday, March 17th. Will look at the needs of our students.
- Testing schedule is set for CAASPP.
- Leslie will release the Measured Progress assessment for Benchmark #3.
- Should corrective reading scores be in EADMS?

## **ENGLISH LEARNER (ELAC)**

### **Item 7            Updates**

- Ester is still working on translating the bylaws. She hopes to have them done for the next ELAC meeting.

## **BUSINESS REPORT DISCUSSION**

- Discussed changes in LCAP funding. More information to come later. We are hoping to have Diane at the next SSC meeting.

## **OLD BUSINESS**

None

## **DISCUSSION ITEMS**

### **Item 11            Review/Plan for revisions of the Single Plan for Student Achievement. First read. Attachment #2**

- Reviewed and made revisions of the SPSA.

## **NEW BUSINESS ACTION ITEMS**

None

## **ADJOURNMENT**

Leslie Anderson adjourned the meeting at 6:11 p.m.

**INTERDISTRICT ATTENDANCE AGREEMENT**

**HAMILTON UNIFIED SCHOOL DISTRICT**

P.O. Box 488 \* 620 Canal Street  
Hamilton City, CA 95951  
(530) 826-3261, ext. 204 \* Fax (530) 826-0440



Parent Name or Legal Guardian: \_\_\_\_\_ Telephone: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip Code: \_\_\_\_\_

ID No. (Office Use Only)	Student's Name	Grade	Current school of attendance	School student wishes to attend:

As the parent or legal guardian of the above student(s), I am requesting a transfer as follows:

**FROM:** Hamilton Unified School District **TO:** \_\_\_\_\_ School District

School Years\*:

- 2014-15     2015-16     2016-17     2017-18     2018-19     2019-20     2020-21  
 2021-22     2022-23     2023-24     2024-25     2025-26     2026-27     2027-28

**REASON FOR REQUEST:** \_\_\_\_\_

Has the student been expelled or is the student in the process of being expelled from school?  No  Yes,  
From (name of school): \_\_\_\_\_ Date: \_\_\_\_\_

Does your student receive Special Education services?  No  Yes

Does your student have an active 504 plan?  No  Yes

IN MAKING THIS APPLICATION I understand the following:

- The student(s) must meet acceptable standards of attendance and conduct as established by the school principal.
- A variance will be granted only when appropriate space is available and may be revoked at any time as a result of discipline or attendance problems or classroom overcrowding.
- District of attendance will collect ADA for students with no tuition to be assessed to the district of residence.

**Signature** (parent or legal guardian); \_\_\_\_\_ **Date:** \_\_\_\_\_

**ACTION ON INTERDISTRICT ATTENDANCE REQUEST**

<u>Hamilton Unified School District:</u>		_____ School District:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Superintendent's Signature	_____ Date	_____ Superintendent's Signature	_____ Date
Principal's Decision/Initial _____ <input type="checkbox"/> Yes <input type="checkbox"/> No			

\*Assembly Bill 2444 precludes a school district from requiring a student attending school pursuant to an interdistrict transfer from having to reapply annually. Once the interdistrict attendance agreement is initially signed by the district of attendance and the district of residence, it is valid for a period of five years.

12.6.1

**AGREEMENT**  
July 1, 2015 – June 30, 2018

This Agreement is entered into between the Glenn County Office of Education and Hamilton Unified School District to support the Glenn County Office of Education's Glenn Student Tobacco Education Program (Glenn STEP).

**Background:** The Glenn County Office of Education has entered into an agreement with the California Department of Education to administer Tobacco Use Prevention Education services to Glenn County Schools. These schools include: Hamilton High School, Ella Barkley Continuation and Hamilton Elementary School. The following represents services that will be provided through this agreement:

**Scope of Work:**

The Glenn County Office of Education's Glenn STEP will:

1. Teach an intervention curriculum (TEG) to students caught using tobacco or electronic nicotine delivery devices.
2. Teach all the 7<sup>th</sup> and 8<sup>th</sup> grade students tobacco-use prevention education curriculum, Project Alert.
3. Provide Tobacco information and cessation materials to High School Counselors, to make available to priority populations and all students as needed.
4. Help administer and collect student surveys as needed.
5. Provide Tobacco Use Prevention Education materials and translated materials to schools for the purpose of informing students, parents and school staff on tobacco-free campus policies and enforcement.
6. Purchase any and all CHKS materials needed to administer the survey.
7. Administer the CHKS Survey to 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grades every other year and if selected administer the California Student Tobacco Survey (CSTS).
8. Provide youth development materials and technical assistance to Friday Night Live/Club Live/Friday Night Live Mentoring chapter advisors at designated sites.
9. Pay annual stipend to Friday Night Live/Club Live/Friday Night Live Mentoring chapter advisors and complete annual program evaluations including the youth development and retrospective surveys to all chapter members.

The School District will:

1. Assign a school counselor/staff person at each school to work closely with the Glenn STEP Educator.
2. The counselor/staff person will:
  - a. Ensure referrals are made to the Glenn STEP Educator when students are caught using tobacco.

12.7.1

- b. Continuously provide tobacco-free school policy information and materials to students, parents, and school staff and priority populations.
  - c. Help Glenn STEP Coordinator facilitate the CHKS every other year.
  - d. Report CHKS findings to school administration, parents and community partners.
3. If selected, participate in the California Student Tobacco Survey (CSTS)

The School will:

- 1. Provide classroom time for the Glenn STEP Educator to teach the Project Alert Curriculum with fidelity to all 7<sup>th</sup> and 8<sup>th</sup> grade students.
- 2. Support Friday Night Live/Club Live/Friday Night Live Mentoring activities by providing a meeting place, announcing chapter activities and chapter meetings through bulletins and morning announcements, and support youth recruitment efforts of priority populations.
- 3. Provide Glenn County Friday Night Live with an on campus advisor that will work in partnership with Glenn County Friday Night Live staff to ensure successful, effective youth development strategies.

Glenn Student Tobacco Education Program (Glenn STEP)  
 Glenn County Office of Education  
 Attn: April Hine  
 311 W. Villa  
 Willows, CA 95988

**The Parties**, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

\_\_\_\_\_  
 Signed: Tracey Quarne  
 Superintendent of Schools  
 Glenn County Office of Education

\_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Signed: Charles Tracy  
 Superintendent  
 Hamilton Unified School District

  
 \_\_\_\_\_  
 Date

12.7.2

**Tobacco-Use  
Prevention Education  
Cohort K Tier 2  
Competitive Grant**

**PURPOSE**

To reduce student tobacco use through a comprehensive tobacco use prevention education program that provides direct services from the Glenn County Office of Education to all 6th-12th grade students in Glenn County.

**CRITICAL APPLICATION DATES**

- Grant Released on 2-27-2015
- Webinar for prospective applicants 3-5-2015
- Intent to submit an application due 3-13-2015
- Application due 4-10-2015
- Scoring Conference 4-28-2015
- Notice of Intent to Award 5-18-2015
- Grant period begins 7-1-2015

**SCHOOL SITE PARTICIPANTS**

- Grant awards are calculated on the basis of \$54.00 per a.d.a.

**PROJECT PLAN**

1. Research-Validated Curriculum-**PROJECT-ALERT**
2. Youth Development –**FNL/CLUB LIVE/FNL MENTORING**
3. Intervention Strategies focusing on at-risk, priority populations and pregnant/parenting teens and alternative education sites-**TEG**
4. Cessation Strategies-**TAP**
5. Tobacco-Free Policy Enforcement
6. Administer the California Healthy Kids Survey-Biennial Administration, grades 7, 9, 11

12.7.3

### Grant Award Notification

<b>GRANTEE NAME AND ADDRESS</b> Charles Tracy, Superintendent Hamilton Unified School District P.O. Box 488 Hamilton City, CA 95951	<b>CDE GRANT NUMBER</b>			
	<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>
	14	23068	7656	00
<b>Attention</b> Charles Tracy	<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>			<b>COUNTY</b>
<b>Program Office</b>	<b>Resource Code</b>	<b>Revenue Object Code</b>	11	
<b>Telephone</b> 530-826-3261	7010	8590	<b>INDEX</b>	
<b>Name of Grant Program</b> 2014-15 Agricultural Career Technical Education Incentive Grant				0615

GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date
	\$22,730	\$2,065	\$24,795	2	07/01/14	06/30/15
CFDA Number	Federal Grant Number	Federal Grant Name		Federal Agency		

This is to inform you that the award for the 2014-15 Agricultural Career Technical Education Incentive Grant has been amended.

This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.

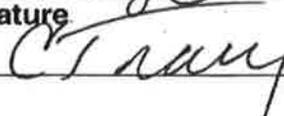
Please return the original, signed Grant Award Notification (AO-400) to:

Hugh Mooney, Education Programs Consultant  
 Career and College Transition Division  
 California Department of Education  
 1430 N Street, Suite 4202  
 Sacramento, CA 95814-5901

<b>California Department of Education Contact</b> Hugh Mooney	<b>Job Title</b> Education Programs Consultant
<b>E-mail Address</b> hmooney@cde.ca.gov	<b>Telephone</b> 916-319-0488
<b>Signature of the State Superintendent of Public Instruction or Designee</b> 	<b>Date</b> March 16, 2015

**CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS**

*On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.*

<b>Printed Name of Authorized Agent</b> CHARLES TRACY	<b>Title</b> SUPERINTENDENT
<b>E-mail Address</b> CTTRACY@HUSD.SCHOOLS.ORG	<b>Telephone</b> 530-826-3261 Ext. 6
<b>Signature</b> 	<b>Date</b> 3/19/15

12.8.1

**Grant Award Notification (Continued)**

Your district was allocated funds as part of the 2014-15 Agricultural Career Technical Education Incentive Grant Program. The first allocation of 75 percent was made in January 2015. The final 25 percent payment and specialized grant allocations will be released to counties upon receipt of this signed form certifying compliance and acceptance of the conditions and assurances previously agreed upon as part of the original application.

During the year either a Regional Supervisor for Agricultural Education or the local Agricultural Advisory Committee participated in a review that may have resulted in an adjustment of the final 25 percent payment. Pursuant to the review, funds should be distributed per the adjustments on the following schedule.

Funds will be distributed per the following schedule and expended in accordance with the district's approved 2014-15 application and original guidelines. The final 25 percent payment is expected to be released in April 2015.

	<u>1st Payment</u>	<u>2nd Payment</u>	<b>Total</b>
Hamilton City HS	\$17,048	\$7,747	\$24,795
District Totals	\$17,048	\$7,747	\$24,795

Conditions and assurances previously agreed upon as part of the original application and included as part of this grant award packet are still applied as part of the conditions of this award.

**This Grant Award Notification (AO-400) Amendment must be signed and returned to the California Department of Education within ten days of receipt.** The AO-400 must contain the original signature of an authorized agent for the school district. Grant funds cannot be released until this AO-400 is returned.

12.8.2

Dear Board Members,

I would like to use my MAA money to take my 17 ELD students on a field trip to tour the State Capitol On Monday, April 27<sup>th</sup>. As you know, this would be a wonderful opportunity for my ELD students to learn about our government system, state's history and culture.

The agenda would look something like this:

7:00 a.m.—leave campus

9:00 a.m.—10:00 a.m.—tour capitol state building (free)

11:00—11:45 IMAX theater viewing of the Galapagos (7.50 per student/9.00 per adult)

Noon—2:00—Old Sacramento for lunch and shopping

2:00 head home

3:45—arrive back to campus

We would use 3 school vans for this trip and I would need 2 additional chaperones.

Thank You,

Lupe Funderburk

12.9.1

**AGREEMENT WITH THE CSU, CHICO RESEARCH FOUNDATION**

Agreement is hereby made between The CSU, Chico Research Foundation, ("FOUNDATION") on behalf of the Northern California Writing Project ("NCWP") at California State University, Chico, and Hamilton Unified School District ("CLIENT") on behalf of Hamilton High School according to the following terms, conditions, and provisions:

**IDENTITY OF  
CLIENT**

Name: Hamilton Unified School District

Address: 620 Canal Street  
P.O. Box 488  
Hamilton City, CA 95951

**Contact persons:**

Leslie Anderson, Teacher on Special Assignment  
[landerson@hudschools.org](mailto:landerson@hudschools.org)  
Hamilton Unified School District  
Phone: 530-826-3261  
Cell: 530-210-3405  
Fax: 530-826-0440

Diane Lyon, Chief Business Official  
[dlyon@hudschools.org](mailto:dlyon@hudschools.org)  
Hamilton Unified School District  
Phone: 530-826-3261 x 6011  
Fax: 530-826-0440

**FOUNDATION**

The CSU, Chico Research Foundation  
Bldg. 25, CSU, Chico  
Chico, CA 95929-0870

**Contact person for contractual matters:**

John Miner, Contracts Officer  
Office of Sponsored Programs  
Phone: (530) 898-6621

**Contact person for project matters:**

Peter Kittle, Director  
Northern California Writing Project  
Phone: (530) 898-5305

12.10.1

**SCOPE OF WORK**

CLIENT desires that FOUNDATION perform, and FOUNDATION agrees to perform, the following work:

**Scope of Work: Northern California Writing Project  
Secondary In-service Partnership with Hamilton Unified  
School District on behalf of Hamilton High School**

**Content Area Literacy and the Common Core**

This 15-hour in-service program is designed to focus on increasing student achievement in literacy across disciplinary boundaries. The program will consist of a series of carefully structured staff development workshops focused on strategic planning for Common Core Literacy standards.

**Topics to be covered:**

- Methods for improving student engagement with literacy in all subject areas.
- Effective use of technology to support student achievement
- Using literacy instruction to support student success (e.g. using writing to learn) without sacrificing the teaching of mandated content standards.
- Understanding and implementing the new Common Core standards for literacy through strategic lesson design.
- Implementing teacher inquiry as a means of developing, supporting, and sustaining educational leadership at the school site and district levels.

**DATES OF WORK**

Work shall be performed according to the following calendar:

**Calendar of Work:**

*Foundational Workshop: September 29, 2014*

- *Interactive workshop to provide introduction to materials and practices*

12.10.2

*School-Year Inservice Sessions:*

- Inservice Workshops and Professional Learning Community working groups facilitated by NCWP staff.
- Dates: during 2014-2015 School Year:
  - Friday, October 31, 2014
  - Friday, December 12, 2014
  - Monday, January 26, 2015
  - Friday, February 27, 2015
  - Friday, March 27, 2015
  - Monday, April 20, 2015
  - Monday, May 18, 2015
- Inservice to be completed no later than June 15, 2015, with follow-up ending June 30, 2016.

**TERMS OF PAYMENT**

As compensation for FOUNDATION's service, CLIENT shall pay FOUNDATION a fixed fee of \$ 6,500.00 payable upon completion of the workshops. This fee includes stipends for up to 10 participating teachers.

**INDEPENDENCE**

FOUNDATION understands FOUNDATION is not the CLIENT's employee and is not entitled to any benefits provided by CLIENT to its employees. FOUNDATION will perform all services in an independent capacity, subject to the CLIENT's direction and control only as to the result and not the manner or means of accomplishing that result. Except as specified above, FOUNDATION shall, at FOUNDATION's sole expense, provide all instrumentalities or supplies, any required licenses or permits, additional helpers or subcontractors, and any other expense incurred by FOUNDATION except as otherwise specified herein.

**INSURANCE**

FOUNDATION assumes all risks as an independent contractor, and agrees to obtain all insurance necessary for FOUNDATION's protection in connection with work under this agreement.

**INDEMNITY**

FOUNDATION shall defend, indemnify and hold harmless CLIENT, its officers, employees and agents from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of FOUNDATION, its officers, agents or employees.

12.10.3

CLIENT shall defend, indemnify and hold harmless FOUNDATION, California State University, Chico, Trustees of the CSU, the State of California, its officers, employees and agents from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the CLIENT, its officers, agents or employees.

**OWNERSHIP**

CLIENT will assume ownership of deliverables upon delivery by FOUNDATION. FOUNDATION may use deliverables and any working papers for its own purposes.

**TERMINATION  
WITHOUT  
CAUSE**

Either party may terminate this agreement without cause after giving 15 days written notice to the other. The parties shall deal with each other in good faith during the 15-day period after notice is given. CLIENT agrees to pay FOUNDATION for all expenses to date of termination and any uncancellable obligations.

**TERMINATION  
WITH CAUSE**

With reasonable cause, either party may terminate this agreement effective immediately upon giving written notice of termination for cause. Reasonable cause shall include material violation of this agreement and any act exposing the other party to liability to others for personal injury or property damage. The failure of either party to exercise any of its rights under this agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

**CHOICE OF LAW**

Any dispute related to this agreement shall be decided in accordance with the laws of the State of California.

**TERMS OF  
AGREEMENT**

This is the entire agreement of the parties and cannot be modified orally. If any part of this agreement shall be held unenforceable, the rest of this agreement will nevertheless remain in force. This agreement may be supplemented or amended only in writing by agreement of authorized representatives of the parties.

This agreement becomes effective upon signature of both parties.

12.10.4

FOUNDATION: E.K. Park, Director  
Printed Name of FOUNDATION's Signatory

BY: E. K. Park  
Signature

Date: 3/25/14

CLIENT: \_\_\_\_\_  
Printed Name of CLIENT's Signatory

BY: Cr. J. Park  
Signature

Date: 10/15/14

12.10.5

## **Scope of Work: Northern California Writing Project Elementary Inservice Program for Hamilton City Unified School District**

### **Achievement, Citizenship, and Engagement**

This 15-hour inservice program is designed to focus on increasing student achievement, including improved performance on school, district, and state assessments. The program will consist of carefully structured staff development workshops, strategic planning for Common Core Literacy standards, and will include blending program materials from *Treasures* and *Being a Writer*.

### **Topics to be covered:**

- Methods to improve student commitment to learning, as well as increase parent involvement in school
- Effective use of technology to support student achievement
- Teaching literacy to support test-taking skills (e.g. editing to recognize surface errors) without sacrificing the teaching of writing
- Blending language arts programs *Treasures* and *Being a Writer*
- Implementing teacher research in a variety of areas (e.g. student behavior and its relationship to academic achievement; planning and implementation strategies for adopted materials; designing common assessments; etc.)

### **Calendar of Work:**

#### *Foundational Workshops:*

- Interactive workshop to provide introduction to materials and practices
- Date: September 29, 2014

#### *School-Year Inservice Sessions:*

- Inservice Workshops and Professional Learning Community working groups facilitated by NCWP staff.
- Dates during 2014-15 School Year:
  - Friday, Oct. 31
  - Friday, Dec. 12
  - Monday, Jan. 26
  - Friday, Feb. 27
  - Friday, Mar. 27
  - Monday, Apr. 20
  - Monday, May 18

*Follow-up Support Through June 30, 2016*

12.10.6

3-12-2015

Hamilton Unified School District Board

Mr. Charles Tracy, Superintendent

Mr. Chris Oseguera, Principal

To Whom It May Concern:

Please note that I plan to retire from the district at the end of this school year. My final work day will be the last day of school, June 5<sup>th</sup>, 2015. My contract ends on Tuesday, June 30<sup>th</sup>, 2015 which will be the last day I will be available to Hamilton Unified School District.

Thank you

A handwritten signature in cursive script, appearing to read "Wendy R. Robinson", with a long horizontal flourish extending to the right.

Wendy R. Robinson

12.11.1

April 1, 2015

Charles Tracy and HUSD Board Members  
Hamilton Unified School District  
P.O. Box 488  
Hamilton City, CA 95951

Dear Mr. Tracy and Board Members,

Please accept this letter as formal notification of my resignation as Hamilton High School Administrative Assistant to the Principal effective May 1, 2015.

I have accepted a position in which I will utilize my degree in psychology and will help me grow professionally, which has been my goal for some time. I wish to thank the district for all the support and opportunities it has offered me. If it had not been for this support, I may not have attained my degree.

I have truly enjoyed working at Hamilton High School for 17 years; it has been by second family. If there is anything I can do to help with this transition period, please let me know. I would like to help as much as possible.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "Martha Alvarez", with a long, sweeping flourish extending to the right.

Martha L. Alvarez

12.11.2

Hamilton Unified School District

**Quarterly Report on Williams Uniform Complaints**  
(Education Code § 35186)

Person completing this form: Charles Tracy

Title: Superintendent

Quarterly Report Submission Date:  
*(check one)*

- January 2015
- April 2015
- July 2015
- October 2015

Date for information to be reported publicly at governing board meeting: April 13, 2015.

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.

	Total No. of Complaints	No. Resolved	No. Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
TOTALS			

\_\_\_\_\_  
Charles Tracy, Superintendent

\_\_\_\_\_  
Date Signed

12.12.1