

# PALERMO UNION SCHOOL DISTRICT

7390 Bulldog Way  
Palermo, CA 95968-9700  
(530) 533-4842  
Fax (530) 532-1047

Superintendent  
Dr. Bryan L. Caples

Board of Trustees  
Debbie Hoffman  
Loretta Long  
Susan Short  
William Bynum  
Jessica King

Helen Wilcox School  
5737 Autrey Lane  
Oroville, CA 95966  
(530) 533-7626  
Fax (530) 533-6949  
Heather Scott, Principal

Honcut School  
68 School Street  
Oroville, CA 95966  
(530) 742-5284  
Fax (530) 742-2955  
Heather Scott, Principal

Palermo School  
7350 Bulldog Way  
Palermo, CA 95968  
(530) 533-4708  
Fax (530) 532-7801  
Kathleen Andoe-Nolind, Principal

Golden Hills School  
2400 Via Canela  
Oroville, CA 95966  
(530) 532-6000  
Fax (530) 534-7982  
Carol Brown, Principal

An Equal Opportunity Employer

## BOARD MEETING AGENDA February 15, 2017 Place: District Office 7390 Bulldog Way, Palermo, CA 95968 6:00 p.m. (Closed Session – Student Matters)

[Note: The Board of Trustees may take action on any item posted on this Agenda. Members of the public may directly address the Board concerning any item on this Agenda prior to or during the Board consideration of that item, as determined by the Board President. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in these meetings, please contact the Superintendent's Office (530) 533-4842, ext. 7. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to these meetings. This Agenda and all supporting documents are available for public review at the District Office, 7390 Bulldog Way, Palermo, CA. Documents that have been distributed to the Board less than 72 hours before the meeting are available for public inspection at the District Office, 7390 Bulldog Way, Palermo, CA 95968]

### INTRODUCTION

1. **Call to Order.** (Time\_\_\_\_\_)
2. **Flag Salute.**
3. **Roll Call.**
4. **Approval of Agenda.**

ACTION\_\_\_\_\_MOTION\_\_\_\_\_SECOND\_\_\_\_\_VOTE\_\_\_\_\_

### CLOSED SESSION (Time\_\_\_\_\_)

Closed session for the purpose of discussing Student Matters/Discipline, in accordance with Education Code Sections 48918 and 35146, regarding Expulsion Case No. 05/16/03, ID# 172512.

### OPEN SESSION (Time\_\_\_\_\_)

### REPORT ON ACTION(S) TAKEN IN CLOSED SESSION

### ACTIONS ITEMS

5. Action on Expulsion Case No. 05/16/03, I.D. No. 172512.
  - a. Action No. 1 - Finding of Fact.  
ACTION\_\_\_\_\_MOTION\_\_\_\_\_SECOND\_\_\_\_\_VOTE\_\_\_\_\_
  - b. Action No. 2 – Action Pending Expulsion.  
ACTION\_\_\_\_\_MOTION\_\_\_\_\_SECOND\_\_\_\_\_VOTE\_\_\_\_\_

6. **Audience with the Board.**

**Non-Agenda Items:**

At this time the Board President will invite anyone in the audience wishing to address the Board on a matter not listed on the agenda to stand, state your name for the record and make your presentation. Presentations may be limited to five (5) minutes. The Brown Act, however, does not allow the Governing Board to discuss or take action on any item that is not on the posted agenda. The item may, by Board direction, be placed on a later Board Meeting Agenda for discussion and/or action. The Board may direct the Superintendent to investigate the subject and present a follow-up report at a future Board Meeting.

7. **Audience with the Board.**

**Agenda Items:**

This is the time the Board President will invite anyone in the audience wishing to address the Board on a matter that is on the agenda to state your name and the agenda item on which you wish to speak. When that item comes up on the agenda you will be asked to stand and repeat your name for the record, and make your presentation [five (5) minute time limit per person].

8. **CONSENT AGENDA**

The consent agenda will be approved by a single motion and vote unless items are removed by a Board member and placed on the regular agenda for discussion and action.

**Action Items**

a. Minutes of February 1, 2017.

b. Surplus and Obsolete Requests.

Requests to declare surplus/obsolete equipment and District property be approved and the Superintendent be directed to dispose of said equipment and property, according to the appropriate method, including disposal, as per Education Code Sections 60500-01, 60510-11, 60520-21, 60530, and Board Policy #3270. Surplus/Obsolete Items (which may include disposal of surplus property in the local dump or donation to a charitable organization due to value of such property not defraying the cost of its sale. All items below are valued at less than \$2,500).

Surplus/Obsolete Items:

Note: Paperwork on these items is available at the District Office for review.

I Mac Computer with keyboard #2909, 3313, 2905, 1575, 3310, 2937

Power MacIntosh G3 #634

Mac Desktop Computer 22 #3342

Apple Laptop Cart #3553

Manfrotto Tripod #3046

Brother Printer #2056

8. **CONSENT AGENDA**  
The consent agenda will be approved by a single motion and vote unless items are removed by a Board member and placed on the regular agenda for discussion and action.

**Reports**

- a. Events Calendar.

REFERENCE #1

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_VOTE\_\_\_\_\_

9. **ITEMS REMOVED FROM CONSENT AGENDA**

- a.

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_VOTE\_\_\_\_\_

- b.

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_VOTE\_\_\_\_\_

10. **Staff Reports/Business Items.**

- a. It is recommended that the 2017/2018 School Calendar be approved.

REFERENCE #2

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_VOTE\_\_\_\_\_

- b. It is recommended that the 2017/2018 Administrative School Calendar be approved.

REFERENCE#3

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_VOTE\_\_\_\_\_

- c. It is recommended that the Memorandum of Understanding between County of Butte and Palermo Union School District to provide health education be approved.

REFERENCE#4

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_VOTE\_\_\_\_\_

- d. It is recommended that the Job Description for Preschool and Child Care Teacher be approved.

REFERENCE#5

ACTION\_\_\_\_MOTION\_\_\_\_SECOND\_\_\_\_VOTE\_\_\_\_\_

- e. Ruthie Anaya, Chief Business Official, to lead a discussion of the Palermo Union School District Budget.

10. **Staff Reports/Business Items.**

- g. California School Employees Association, Bargaining Unit 366.  
(Comments from CSEA, if any, to the Governing Board.)
- h. Palermo Teachers Association Bargaining Unit (PTA/CTA/NEA).  
(Comments from PTA, if any, to the Governing Board.)

11. **Board Policies and Administrative Regulations.**

None.

12. **Correspondence.**

None.

13. **Superintendent's Reports.**

14. **Board Items.**

15. **CLOSED SESSION** (Time \_\_\_\_\_)

Closed session regarding matters of personnel/employment (substitute teacher, substitute custodian cafeteria aide, instructional aide, instructional aide child development) all in accordance with Government Code Section 54957; matters of negotiations with the Palermo Teachers Association (PTA/CTA/NEA) and Classified School Employees Association, Bargaining Unit 366, in accordance with Government Code Section 54957.6, with designated representative Dr. Bryan Caples, Superintendent; and matters of negotiations with unrepresented groups, certificated management and classified management/confidential, in accordance with Government Code Section 54957.6, with designated representative Dr. Bryan Caples, Superintendent.

**OPEN SESSION** (Time \_\_\_\_\_)

**REPORT ON ACTION(S) TAKEN IN CLOSED SESSION**

**ACTION ITEMS**

16. **Personnel – Recommendation: Approval.** (Pending successful completion of pre-employment requirements.)

**Certificated:**

- a. Richard Padilla, substitute teacher, effective January 30, 2017
- b. Alejandra Puentes Rodriguez, substitute teacher, effective January 27, 2017

**Classified:**

- c. Robert Fletcher, substitute custodian, effective January 27, 2017
- d. David Murray, Cafeteria Aide, 2 hours, effective February 2, 2017
- e. Kathleen Phelan, substitute instructional aide, effective February 9, 2017
- f. Arina Xiong, substitute instructional aide, effective February 6, 2017
- g. Kathleen Phelan, instructional aide, class 4, step 1, 3.5 hours, effective February 16, 2017
- h. Arina Xiong, instructional aide – Indian education, class 4, step 1, 3.5 hours, effective February 16, 2017

16. **Personnel – Recommendation: Approval.** (Pending successful completion of pre-employment requirements.)

**Child Development Program:**

- i. Janet Lee, substitute instructional aide child development, effective February 7, 2017
- j. Alyssa Tomlinson, substitute instructional aide child development, effective February 6, 2017
- k. Janet Lee, instructional aide child development, class 4, step 3, 3.75 hours, effective February 16, 2017
- l. Alyssa Tomlinson, instructional aide child development, class 4, setp 1, 3.75 hours, effective February 16, 2017

ACTION \_\_\_\_\_ MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

**ADJOURNMENT** (Time \_\_\_\_\_)

**REGULAR BOARD MEETING**

1. President Debbie Hoffman called the meeting to order at 6:01 p.m., and welcomed those in attendance.
2. President Debbie Hoffman led those in attendance in the flag salute.
3. Members of the Governing Board in attendance were: Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King.

Others present were: Ruthie Anaya, Caitlin Webb, Anna Johnson, Jane Shettlesworth, Tina Jamison, Carol Brown, Kathleen Nolind, Kathy Ray and Cindy Daniluke.

4. A motion was made by Susan Short, seconded by Loretta Long, recommending that the agenda be approved. Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King voted aye. Motion unanimously carried.

**CLOSED SESSION**

The Board recessed into closed session at 6:01 p.m. for the purpose of discussing Student Matters/Discipline, in accordance with Education Code Sections 48918 and 35146, regarding Expulsion Case No. 01/16/06, ID# 205300.

**OPEN SESSION**

The Board reconvened into open session at 6:31 p.m.

**REPORT ON ACTION(S) TAKEN IN CLOSED SESSION**

No action was taken in closed session.

**REGULAR BOARD MEETING****ACTIONS ITEMS**

## 5. Action on Expulsion Case No. 01/16/06, I.D. No. 205300.

## a. Action No. 1 - Finding of Fact.

A motion was made by Susan Short, seconded by Loretta Long, that Student No. 01/16/06, I.D. No. 205300, did violate Education Code Section 48900 (b):

Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee.

Debbie Hoffman, Loretta Long, Susan Short, William Bynum, and Jessica King voted aye. Motion unanimously carried.

## b. Action No. 2 – Action No. 2 – Action Pending Expulsion

A motion was made by Susan Short, seconded by Loretta Long, recommending that the expulsion of Student No. 01/16/06, I.D. No. 205300, be suspended and the student be readmitted to Golden Hills School on a behavioral plan through the end of the 2016/2017 school year.

If the student successfully completes the recommended behavior plan, the expulsion may be expunged from the student's school records upon meeting requirements for graduation from the Palermo Union School District, subject to approval of the Governing Board.

6. **Audience with the Board.****Non-Agenda Items:**

No one had business to bring before the Board.

7. **Audience with the Board.****Agenda Items:**

Tina Jamison asked to speak on item 10e.

**REGULAR BOARD MEETING****8. CONSENT AGENDA**

A motion was made by Susan Short, seconded by Loretta Long, recommending that the following consent agenda items be approved. Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King voted aye. Motion unanimously carried.

**Action Items**

- a. Minutes of January 18, 2017 Regular Board Meeting.
- b. Warrants:  
Warrant Numbers 00808850 – 00810761 funds 1,12,13 in the amount of \$169,883.12.
- c. Surplus and Obsolete Requests:  
Slim Switch space Save Data Switch #1985

**Reports**

- d. Events Calendar.
- e. Staff Development Report – January 2017.
- f. Quarterly Report on Williams Uniform Complaints [Education Code 35186] was presented for information. No complaints were filed with any school in the district during the quarter indicated (October, November, and December 2016).
- g. Donation from Mr. and Mrs. Enloe of copy paper, backpacks, highlighters and ink pens with an estimated value of \$73 to Helen Wilcox School.
- h. Donation from Feather River Properties of miscellaneous office supplies to the Palermo Union School District.
- i. Donation from LifeTouch Studios in the amount of \$273.00 to Golden Hills School.
- j. Palermo School Activity Account Ledger December 1, 2016 – December 30, 2016.



**REGULAR BOARD MEETING****9. ITEMS REMOVED FROM CONSENT AGENDA**

There were no items removed from the consent agenda.

**10. Staff Reports/Business Items.**

- a. A motion was made by Susan Short, seconded by Loretta Long recommending that the 2015-2016 School Accountability Report Cards for Honcut, Helen Wilcox School, Golden Hills School, Palermo School, and Palermo Community Day School (K-8) be approved. Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King voted aye. Motion unanimously carried.
- b. The 2017/2018 School Calendar was presented for review.
- c. A motion was made by Susan Short, seconded by Loretta Long recommending that the agreement between Margaret Salerno, Speech Pathologist and the Palermo Union School District be approved. Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King voted aye. Motion unanimously carried.
- d. A motion was made by Susan Short, seconded by Loretta Long recommending that the agreement between Center-Track and the Palermo Union School District in the amount of \$4,989.26 be approved. Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King voted aye. Motion unanimously carried.
- e. There was a discussion of Food Services. The Food Service Director will attend the March 1, 2017 Board meeting to bring more information and to answer questions. Tina Jamison voiced concerns about her preschool class having to eat lunch in the school cafeteria.
- f. There were no comments from the California School Employees Association Bargaining Unit 366.
- g. There were no comments from the Palermo Teachers Association Bargaining Unit (PTA/CTA/NEA).

**REGULAR BOARD MEETING****10. Board Policies and Administrative Regulations.**

- a. Administrative Regulation #6145, Instruction – Extracurricular and Cocurricular Activities, was presented for annual (mandated) review.
- b. Board Policy #5116.1, Students – Intradistrict Open Enrollment, (Unsafe Schools Choice) was presented for annual (mandated) review.

**11. Correspondence.**

Butte County Office of Education review of 2016-17 First Interim Budget.

**12. Superintendent's Reports.**

None.

**13. Board Items.**

Bill Bynum discussed the Chess Tournament at Palermo School and complimented the maintenance staff on their support. There were approximately 185 chess players, with 20 from Palermo District. Bill also discussed the Butte County Office of Education Board Workshop that he, Dr. Bryan Caples and Cindy Daniluke attended. He suggested that the format would be better if it allowed time for questions.

**CLOSED SESSION**

1. The Board recessed into closed session at 6:58 p.m. regarding matters of personnel/employment/ (instructional aide child development and cafeteria aide) all in accordance with Government Code Section 54957.
2. Matters of negotiations with the Palermo Teachers Association (PTA/CTA/NEA) and Classified School Employees Association, Bargaining Unit 366, in accordance with Government Code Section 54957.6, with designated representative Dr. Bryan Caples, Superintendent; and matters of negotiations with unrepresented groups, certificated management and classified management/ confidential, in accordance with Government Code Section 54957.6, with designated representative Dr. Bryan Caples, Superintendent and for the purpose of public employee performance evaluation (Superintendent), in accordance with Government Code Section 54957.2.

**REGULAR BOARD MEETING****OPEN SESSION**

The Board reconvened into open session at 8:45p.m.

**REPORT ON ACTION(S) TAKEN IN CLOSED SESSION**

No action was taken in closed session.

**ACTION ITEMS****14. Personnel – Recommendation: Approval.**

A motion was made by Susan Short, seconded by Loretta Long, recommending that the following personnel items be approved (pending successful completion of pre-employment requirements). Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King voted aye. Motion unanimously carried.

**Classified:**

- a. Silas Deanda, cafeteria aide, resignation effective January 18, 2017.
- b. David Murray, cafeteria aide, class 1, step 1, effective February 2, 2017.

**Child Development Programs:**

- c. Katie Clark, instructional aide, amend hours from 3.5 to 3.75, effective January 3, 2017.
- d. Mireya Romero, instructional aide, change in contract days from 261 to 206, effective February 27, 2017.

**ADJOURNMENT**

President Debbie Hoffman declared the meeting adjourned at 8:45p.m.

Respectfully submitted,

Bryan L. Caples, Ed.D  
Secretary to the Governing Board

## EVENTS CALENDAR

February 15, 2017	Spelling Bee	<i>Golden Hills 1:15pm</i>
February 17, 2017	Lincoln's Birthday	<i>No school students, teachers or staff</i>
February 20, 2017	Washington's Birthday	<i>No school students, teachers or staff</i>
February 17-24, 2017	Intercession	<i>No school students, teachers</i>
February 27, 2017	Kindergarten Registration begins	<i>Helen Wilcox</i>
March 3, 2017	Dr. Seuss Day	<i>Helen Wilcox</i>
March 10, 2017	Sports Day/Assembly	<i>Helen Wilcox</i>
March 24, 2017	Trimester Awards	<i>Palermo School 8<sup>th</sup> – 8:30; 7<sup>th</sup>– 9:00; 6<sup>th</sup> –9:30</i>
April 10-14, 2017	Book Fair	<i>Helen Wilcox</i>
April 13, 2017	Open House	<i>Helen Wilcox Honcut</i>
April 17-21, 2017	Intercession	<i>No school students, teachers</i>
May 12, 2017	Mom's Day	<i>Helen Wilcox and Golden Hills</i>
May 17, 2017	Open House	<i>Palermo School</i>
May 22, 2017	Book Fair	<i>Golden Hills</i>
May 25, 2017	Open House	<i>Golden Hills</i>
May 29, 2017	Memorial Day	<i>No school students, teachers or staff</i>
June 9, 2017	Dad's Day	<i>Helen Wilcox and Golden Hills</i>
June 14, 2017	8 <sup>th</sup> Grade Graduation	<i>Palermo School</i>

Revised: 2/3/17 cc: L. Storrs; L. Davis; D. Dudley; C. Wiemers; R. Anaya; K. Ray; Jessica Sorenson

# Palermo Union School District

## 2017-2018 School Calendar

July 2017					
M	T	W	TH	F	
	3	[4]	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

4th of July Holiday

August 2017 12/180					
M	T	W	TH	F	
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

14 & 15 Teacher Work Day/No Students  
 15 Back-to-School Helen Wilcox, Honcut  
 15 Back-to-School Palermo  
 16 - First Day of School  
 Back-to-School Night Golden Hills

September 2017 32/180					
M	T	W	TH	F	
					1
	[4]	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

1 Grandparents' Day  
 4 Labor Day/No School  
 22 Progress Reports Go Home

October 2017 49/180					
M	T	W	TH	F	
	{2}	{3}	{4}	{5}	{6}
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

2 - 6 Intersession/No School

November 2017 65/180					
M	T	W	TH	F	
		1	2	3	
	6	7	8	9	[10]
	P	P	P	P	P
	{20}	{21}	{22}	[23]	[24]
	27	28	29	30	

10 Veterans Day/No School  
 13-17 Parent Conference Week  
 20 - 24 Thanksgiving Break/No School

December 2017 80/180					
M	T	W	TH	F	
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	{22}
	[25]	[26]	{27}	{28}	{29}

22 - 29 Christmas Break/No School

January 2018 97/180					
M	T	W	TH	F	
	[1]	[2]	{3}	{4}	{5}
	8	9	10	11	12
	[15]	16	17	18	19
	22	23	24	25	26
	29	30	31		

1 - 5 Christmas Break/No School  
 12- Progress Reports Go Home  
 15- Martin Luther King Jr. Day/No School

February 2018 111/180					
M	T	W	TH	F	
			1	2	
	5	6	7	8	9
	12	13	14	15	[16]
	[19]	{20}	{21}	{22}	{23}
	26	27	28		

16- Lincoln's Birthday -No School  
 19-Washington's Birthday-No School  
 20- 23 Intersession/No School

March 2018 132/180					
M	T	W	TH	F	
			1	2	
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	{30}

30 - Easter Break

April 2018 148/180					
M	T	W	TH	F	
	{2}	{3}	{4}	{5}	{6}
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

2-6 Easter Break  
 13 Progress Reports Go Home

May 2018 170/180					
M	T	W	TH	F	
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	[28]	29	30	31	

4 Mom's Day  
**Open House Honcut/Helen Wilcox**  
**Open House Palermo School**  
 26 - Open House Golden Hills  
 28 Memorial Day/No School

June 2018 180/180					
M	T	W	TH	F	
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

1 & 8 Extra Min. Day (1.5 hrs. early dismissal)  
 8 Dad's Day  
**14 - 8th Grade Graduation/Last Day of School**  
 15 Teacher Work Day/No Students

Board Approved:

11-3-17 End of 1st Trimester (52)

3-2-18 End of 2nd Trimester (60)

6-14-18 End of 3rd Trimester (68) =180

[ ] = Holiday (all employees) { } = No School Students & 10 mo. employees P = Parent Conf. Week (1.5 hrs. early dismissal)

Teacher Work Days/No Students	H = Holiday/No School	I = Intersession/No School	Parent Conference Week
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# Palermo Union School District

## 2017-2018 School Calendar

July 2017					
M	T	W	TH	F	
	3	[4]	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

4th of July Holiday

August 2017 12/180					
M	T	W	TH	F	
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
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14 & 15 Teacher Work Day/No Students  
 15 Back-to-School Helen Wilcox, Honcut  
 15 Back-to-School Palermo  
 16 - First Day of School  
 Back-to-School Night Golden Hills

September 2017 32/180					
M	T	W	TH	F	
					1
	[4]	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

1 Grandparents' Day  
 4 Labor Day/No School  
 22 Progress Reports Go Home

October 2017 49/180					
M	T	W	TH	F	
	{2}	{3}	{4}	{5}	{6}
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

2 - 6 Intersession/No School

November 2017 65/180					
M	T	W	TH	F	
		1	2	3	
	6	7	8	9	[10]
	P	P	P	P	P
	{20}	{21}	{22}	[23]	[24]
	27	28	29	30	

10 Veterans Day/No School  
 13-17 Parent Conference Week  
 20 - 24 Thanksgiving Break/No School

December 2017 80/180					
M	T	W	TH	F	
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	{22}
	[25]	[26]	{27}	{28}	{29}

22 - 29 Christmas Break/No School

January 2018 97/180					
M	T	W	TH	F	
	[1]	[2]	{3}	{4}	{5}
	8	9	10	11	12
	[15]	16	17	18	19
	22	23	24	25	26
	29	30	31		

1 - 5 Christmas Break/No School  
 12- Progress Reports Go Home  
 15- Martin Luther King Jr. Day/No School

February 2018 111/180					
M	T	W	TH	F	
			1	2	
	5	6	7	8	9
	12	13	14	15	[16]
	[19]	{20}	{21}	{22}	{23}
	26	27	28		

16- Lincoln's Birthday -No School  
 19-Washington's Birthday-No School  
 20- 23 Intersession/No School

March 2018 132/180					
M	T	W	TH	F	
			1	2	
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	{30}

30 - Easter Break

April 2018 148/180					
M	T	W	TH	F	
	{2}	{3}	{4}	{5}	{6}
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

2-6 Easter Break  
 13 Progress Reports Go Home

May 2018 170/180					
M	T	W	TH	F	
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	[28]	29	30	31	

4 Mom's Day  
**Open House Honcut/Helen Wilcox**  
**Open House Palermo School**  
 26 - Open House Golden Hills  
 28 Memorial Day/No School

June 2018 180/180					
M	T	W	TH	F	
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

1 & 8 Extra Min. Day (1.5 hrs. early dismissal)  
 8 Dad's Day  
**14 - 8th Grade Graduation/Last Day of School**  
 15 Teacher Work Day/No Students

Board Approved:

11-3-17 End of 1st Trimester (52)

3-2-18 End of 2nd Trimester (60)

6-14-18 End of 3rd Trimester (68) =180

[ ] = Holiday (all employees) { } = No School Students & 10 mo. employees P = Parent Conf. Week (1.5 hrs. early dismissal)

Teacher Work Days/No Students	H = Holiday/No School	I = Intersession/No School	Parent Conference Week
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PALERMO UNION SCHOOL DISTRICT

2017-2018 SCHOOL YEAR

MONTH	M	T	W	TH	F	EVENT	DAYS	CUM	
JUL	3	4	5	6	7	Jul 4 4th of July Holiday			
	10	11	12	13	14				
	17	18	19	20	21				
	24	25	26	27	28				
	31	1	2	3	4				
AUG	7	8	9	10	11				
1st	AUG	{14}	{15}	16	17	18	Aug 14/15 Teacher Work Days (no students)		
	SEP	21	22	23	24	25	Aug 15 Back-to-School Nights HW, Honcut, Palermo		
		28	29	30	31	1	Aug 16 Classes begin - First Day of School		
		4	5	6	7	8	Aug 16 Back-to-School Night Golden Hills		
		11	12	13	14	15	Sep 1 Grandparents' Day		
18	19	20	21	22	Sep 4 Labor Day (All Employees)	17	17		
2nd	25	26	27	28	29				
	2	3	4	5	6	Oct 2-6 Intercession (No students, teachers or 10-mo emp)	15	32	
	9	10	11	12	13				
3rd	16	17	18	19	20				
	23	24	25	26	27				
	30	31	1	2	3	Nov 3 End of First Trimester	20	52	
4th	NOV	6	7	8	9	10	Nov 10 Veterans Day (All Employees)		
	DEC	13	14	15	16	17	Nov 13-17 Parent Conf Week (Extra Min Days 1.5 hours early dismissal)		
		20	21	*22	23	24	Nov 20-23 Intercession (No students, teacher or 10-mo emp)		
		27	28	29	30	1	Nov 22 In Lieu of Adm Day (No students, teachers or 10-mo emp)		
		4	5	6	7	8	Nov 23-24 Thanksgiving Holidays (All Employees)	14	66
5th	DEC	11	12	13	14	15	Dec 1 P-1		
	JAN	18	19	20	21	22	Dec 22- Jan 5 Christmas Break (No students, teachers, or 10-mo emp)		
		25	26	27	28	29	Dec 25-26 Christmas Holidays (All Employees)		
		1	2	3	4	5	Jan 1 New Year's Eve Holiday (All Employees)		
		8	9	10	11	12	Jan 2 New Year's Holiday (All Employees)	19	85
6th	JAN	15	16	17	18	19	Jan 15 Martin Luther King Jr. Day (All Employees)		
	FEB	22	23	24	25	26			
		29	30	31	1	2			
7th	FEB	5	6	7	8	9			
	MAR	12	13	14	15	16	Feb 16 Lincoln's Birthday (All Employees)		
		19	20	21	22	23	Feb 19 President's Day (All Employees)		
		26	27	28	1	2	Feb 20-23 Intercession (No students, teachers or 10-mo emp)		
		5	6	7	8	9	Mar 2 End of 2nd Trimester	14	118
8th	MAR	12	13	14	15	16			
	APR	19	20	21	22	23	Mar 29 P-2		
		26	27	28	29	30	Mar 30 Easter Break (No students, teachers or 10-mo emp)		
9th	APR	2	3	4	5	6	Apr 2-6 Easter Break (No students, teachers or 10-mo emp)	14	132
	MAY	9	10	11	12	13			
		16	17	18	19	20			
		23	24	25	26	27			
		30	1	2	3	4	May 4 Mom's Day	20	152
10th	MAY	7	8	9	10	11			
	JUN	14	15	16	17	18	May 26 Open House Honcut/Helen Wilcox/Palermo		
		21	22	23	24	25	May 28 Memorial Day (All Employees)		
		28	29	30	31	1	May 28 Memorial Day (All Employees)	19	171
11th	JUN	4	5	6	7	8	Jun 1 Extra Minimum Day (1.5 hrs early dismissal)		
	JUN	11	12	13	14	{15}	Jun 8 Extra Minimum Day (1.5 hrs early dismissal)		
		18	19	20	21	22	Jun 8 Dad's Day		
		25	26	27	28	29	Jun 14 8th Grade Graduation/End of 3rd Trimester		
		Jun 14 Last Day of School							
Jun 15 Teacher Work Day (No students)					9	180			

☐ Legal Holiday      ■ Intercession (No students, teachers or 10 mo emp)

{ } Teacher workdays (No students)      Unless Otherwise indicated, every Friday is a 1 hr. early dismissal

No Minimum Days for Community Day School      \*As per negotiated agreement, 12 month emp choose 1 floating holiday, with approval

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**County of Butte**  
**And**  
**Palermo Union School District**

This Memorandum of Understanding (MOU) is entered into by and between the County of Butte, a political subdivision of the State of California, hereinafter referred to as "County" through its Public Health Department (PHD), and Palermo Union School District (District). This MOU shall set forth the types and terms of collaborative services between County and District.

**Purpose:**

County and District shall work together toward the mutual goal of providing education to youth in regards to Sexually Transmitted Diseases (STDs) and human immunodeficiency virus (HIV) for youth residing in Butte County through presentations. Both County and District are in agreement that County PHD is the local expert agency that can help meet the goal and will provide services at no cost to District. Both County and District believe that the coordination and services described below will further this goal and agree to the following:

**County shall:**

1. Provide designated qualified County staff to serve as County PHD Group Facilitator. If County PHD staff changes during the term of MOU, County will notify designated District Nurse in a timely manner.
2. Openly communicate with designated District Nurse with timely notification to agree upon dates of each presentation and attend such presentations, as well as provide notification of any necessary cancellations and rescheduling of any groups at least 24 hours in advance.
3. Deliver age appropriate and medically accurate information in regards to STDs/HIV to students at Palermo Middle School.
4. Have a licensed clinician authorize that the curriculum that will be delivered to youth will be medically accurate and age appropriate for students at Palermo Middle School.
5. Provide qualified staff (PHD Group Facilitator) to facilitate the presentation for youth identified by District.
6. Bring necessary equipment, which may include but is not limited to a laptop with projector and class education materials, to adequately convey the information to youth.

**District shall:**

1. Openly communicate with County PHD Group Facilitator with timely notification to agree upon dates of each presentation, as well as provide notification of any necessary cancellations and rescheduling of any groups at least 24 hours in advance.
2. Provide a District staff member who is cleared by District/Department of Justice/Federal Bureau of Investigations (BIA/DOJ/FBI) standards to supervise youth during each presentation.
3. Provide a location for the presentation for each group at a designated facility to be determined by County and District as needed and as deemed appropriate.



**TERMS AND CONDITIONS:**

- I. **TERM:** The term of this MOU shall become effective upon date of execution and terminate three years from date of execution, or until revoked by either party.
- II. **COMPENSATION:** This MOU is non-financial in nature and binds no party to financial obligations to any other. Each party will manage its own finances and neither can commit funds or the actions of the other party.
- III. **CONFIDENTIALITY:** Both County and District have an ethical and legal obligation to protect the privacy rights of clients and shall maintain the confidentiality of all records and information related to class presentations, including, but not limited to class sign-in sheets, surveys or other personal information gathered during classroom interactions and activities.
- IV. **INDEPENDENT CONTRACTOR:** District is an independent contractor, working under his/her own supervision and direction and is not a representative or employee of County. District agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this MOU.
- V. **MUTUAL HOLD HARMLESS:** District shall defend, indemnify and hold harmless the County, 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 MOU 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 District, its officers, agents or employees.

County shall defend, indemnify and hold harmless District, 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 MOU, 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 County, its officers, agents or employees.

- VI. **INSURANCE:** Each party shall be responsible for its own actions or omissions and those of its employees. Each party shall be individually responsible for providing insurance coverage in accordance with its existing employee and volunteer policies and practices. Each party shall maintain its own equipment in safe and operational condition.
- VII. **ALTERATION OF TERMS:** The body of this MOU fully expresses all understandings of the parties concerning all matters covered and shall constitute the total MOU. No addition to, or alteration of, the terms of this MOU whether by written or verbal understanding of the parties, their officers, agents or employees shall be valid unless made in the form of written amendment to this MOU which is formally approved and executed by all parties.

VIII. **NOTICES:** All notices, claims, correspondence, reports and/or statements authorized or required by this MOU shall be addressed as follows:

County	Jean Ayers Butte County Public Health 695 Oleander Avenue Chico, CA 95926 Email: jayers@buttecounty.net Phone: (530) 879-3665
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Palermo Union School District	Bryan Caples Superintendent 7390 Bulldog Way Palermo, CA 95968 Email: bcaples@palermoschools.org Phone: (530) 533-4842
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IX. **DISPUTE RESOLUTION:** Any disagreements that may occur shall be resolved at the lowest possible level within County and District and with a cooperative spirit. County and District will designate individuals who are responsible to resolve issues in a timely fashion regarding this MOU. Should agreement not be reached between County and District after working through the process already prescribed, then the matter should go for discussion and consideration between the Directors of each agency.

X. **APPLICABLE LAW AND FORUM:** This MOU shall be construed and interpreted according to California law and any action to enforce the terms of this MOU for the breach thereof shall be brought and tried in the County of Butte.

XI. **TERMINATION:** County and District each reserve the right to immediately terminate this MOU, notifying each other likewise in writing.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the day and year first above written.

\_\_\_\_\_  
Bryan Caples  
Superintendent  
Palermo Union School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cathy Raevsky, Director  
County of Butte  
Butte County Public Health Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tamara Ingersoll, Contracts & Procurement Manager  
General Services

\_\_\_\_\_  
Date

Approved as to Form:  
BUTTE COUNTY COUNSEL

By: \_\_\_\_\_  
Date

Reviewed for Contract Policy Compliance

By: \_\_\_\_\_  
General Services Contract Division

**PALERMO UNION SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**PRESCHOOL AND CHILD CARE TEACHER**

**1. PURPOSE**

The purpose of this document is to list a limited number of duties typically performed by a person in the classification cited above as well as certain requirements necessary to perform these duties. It is not intended to be a complete list of duties nor requirements, but rather, examples by which to select and compensate certificated employees in a fair and reasonable manner.

**SUMMARY**

The Preschool teacher works in a child development facility and implements a child development program and provides related educational services for children as per state law and regulations. Teacher stimulates the children's curiosity and imagination by providing them with opportunities to learn "play" experiences and to question, observe, investigate, and experiment. The Preschool teacher introduces and directs art, music, language communication, play, and other creative activities; helps each child (whether a newcomer, hyperactive, or shy) adjust to the preschool setting as naturally and comfortably as possible; and helps children adapt to group living. The preschool teacher is aware of each child's mental, physical, and emotional needs and potential; consults with parents, administrators, and child development specialists; and provides a school "readiness" program.

**2. ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as assigned.**

Assesses student abilities as related to desired educational goals, objectives, and outcomes.

Plans appropriate instructional/learning strategies and activities, including determination of appropriate principles of learning, classroom organizational structures, and kind and level of materials.

Coordinate staff and parent in-service meetings.

Conduct parent meetings as necessary.

Participates in in-service and staff development activities and staff meetings as required or assigned.

Continually assesses student achievement and maintains appropriate assessment and evaluation documentation for institutional reporting purposes.

Manages allotted learning time to maximize student achievement.

Assigns work to and supervises instructional assistants and parent and student volunteers if applicable.

Ensures classroom and/or instructional environment is attractive, healthful, safe and conducive to learning

Monitors student behavior in non instructional areas as assigned or required and intervenes to control and modify disruptive behavior, reporting to administrator as appropriate.

Instructs students in citizenship, basic communication skills, and other general elements of the PUSD course of study specified in State and District laws, policy and/or procedures.

Provides planned learning experiences in order to motivate students and best utilize the available time for instruction.

Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.

Evaluates a student's academic and social growth, keeps appropriate records, prepares progress reports, and communicates with other staff and parents on the individual student's progress.

Identifies pupil needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.

Maintains professional competence through participation in in-service activities provided by the District and/or self-selected professional growth activities.

Performs basic attendance accounting and business services as required.

Selects and requisitions books, instructional aids and instructional supplies, and maintains required inventory records.

Insures a comfortable room environment through control of heating, lighting and ventilation to the extent possible.

Assists in the evaluation of the work of instructional aides.

Performs related duties as assigned.

### **QUALIFICATIONS**

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.

### **EDUCATION AND EXPERIENCE**

Possess a Child Development Teacher Permit, or comparable permit; First Aid and CPR certification. . Possess organizational skills with expertise in formulating curriculum. Has knowledge of preschool/childcare programs. Utilizes appropriate activities to ensure student success.

### **LANGUAGE SKILLS**

Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or district regulations. Ability to write reports correspondence, and instructional manuals. Ability to effectively present information and respond to questions from administrators, parents, students, and then general public.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, algebra, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of known variables in situations where creative problem solving is required. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to manipulate, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

## **SUPERVISION EXERCISED OR RECEIVED**

Under the immediate supervision of site supervisor and/or program director.