

**PALERMO UNION
SCHOOL DISTRICT**

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

Superintendent
Dr. Jacqueline Dolar

Board of Trustees
Walter Hancock
Marie L. Thomas
Thomas Robertson
Susan Short
Richard Wulbern

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, Principal

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

SPECIAL BOARD MEETING AGENDA

**ADDENDUM
February 12, 2014**

**Closed Session (Student Hearing)
6:15 p.m.**

**Regular Meeting
7:00 p.m. (approximately)**

**Place: District Office
7390 Bulldog Way
Palermo, CA 95968**

CLOSED SESSION (Time _____)

Closed session for the purpose of discussing Student Matters/Discipline, in accordance with Education Code Sections 49073 and 49076, regarding Expulsion Case No. 07/19/05, I.D. No. 191077.

OPEN SESSION (Time _____)

REPORT ON ACTION(S) TAKEN IN CLOSED SESSION

7. Action on Expulsion Case No. 07/19/05, ID No. 191077.

a. Action No. 1 - Finding of Fact.

ACTION _____ MOTION _____ SECOND _____ VOTE _____

b. Action No. 2 – Action Pending Expulsion

ACTION _____ MOTION _____ SECOND _____ VOTE _____

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SPECIAL BOARD MEETING AGENDA

February 12, 2014

Place: District Office

7390 Bulldog Way, Palermo, CA 95968

6:30 p.m.

[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_____

5. **Business Items**

- a. It is recommended that the Public Disclosure of Proposed Collective Bargaining Agreement reflecting the cost of the Agreement with the Palermo Teachers Association CTA/NEA, which includes a Certification of the District's Ability to Meet the Cost of the Collective Bargaining Agreement be approved.

REFERENCE #1

ACTION_____MOTION_____SECOND_____VOTE_____

5. **Business Items (continued)**

- b. It is recommended that the Collective Bargaining Agreement between the Palermo Union School District and the Palermo Teachers Association CTA/NEA dated January 28, 2014, and the Certification of Acceptance by the Board of the Proposed Collective Bargaining Agreement be approved. The agreement is effective July 1, 2012 through June 30, 2015.

For 2012/2013 the agreement includes a one-time, off-schedule payment to each full-time unit member employed by the District as of the date of the tentative agreement, in an amount equivalent to 1% of each full-time member's current step of the salary schedule. Part-time employees shall receive a pro-rated amount.

For 2013/2014 the agreement includes a 4.25% salary schedule adjustment retroactive to July 1, 2013, an increase to the maximum district contribution toward medical benefits of 4.25% (\$32/month) effective February 2014, and changes to the stipend schedule as follows: The "7-8 Boys and Girls Basketball" stipend amount is increased from \$1,321 to \$1,500. The "Student Body Advisor 4-5" stipend in the amount of \$599 is revised to "Student Body Advisor 4-5 or Yearbook Advisor 4-5" at the rate of \$600.

REFERENCE #2

ACTION _____ MOTION _____ SECOND _____ VOTE _____

- c. It is recommended that the Public Disclosure of Proposed Collective Bargaining Agreement reflecting the cost of the Agreement with the California School Employees Association, Chapter 366, which includes a Certification of the District's Ability to Meet the Cost of the Collective Bargaining Agreement be approved.

REFERENCE #3

ACTION _____ MOTION _____ SECOND _____ VOTE _____

- d. It is recommended that the Collective Bargaining Agreement between the Palermo Union School District and the California School Employees Association Chapter 366 dated January 29, 2014, and Certification of Acceptance by the Board of the Proposed Collective Bargaining Agreement be approved. The agreement is effective July 1, 2011 through June 30, 2014.

5. **Business Items (continued)**

For 2013/2014 the agreement includes a one-time, off-schedule payment to each full-time unit member employed by the District as of the date of the tentative agreement, in an amount equivalent to 1% of each full-time member's current step of the salary schedule. Part-time employees shall receive a pro-rated amount based on FTE. An on-going 4.25% salary schedule adjustment retroactive to July 1, 2013; and an on-going increase to the maximum district contribution toward medical benefits of 4.25% (\$34/month) effective February 2014.

Also included are a reclassification of the Library Technician position from Class 4 to Class 5 and a reclassification of the Cafeteria Manager position from Class 10 to Class 11, retroactive to July 1, 2013.

REFERENCE #4

ACTION____MOTION____SECOND____ VOTE_____

6. **Staff Reports/Business Items.**

- a. It is recommended that the revised job description for Business Manager be approved.

REFERENCE #5

ACTION____MOTION____SECOND____ VOTE_____

- b. It is recommended that the revision to the Business Manager Salary on the Classified Management/Confidential Salary Schedule, be approved.

REFERENCE #6

ACTION____MOTION____SECOND____ VOTE_____

7. **Personnel – Recommendation: Approval**

Certificated Management:

- a. It is recommended that the Certificated Management employees each receive a one-time, off-schedule payment of 1% of current salary. That the Certificated Management salary schedule be adjusted by 4.25%, retroactive to July 1, 2013 and there be an increase to the district contribution toward medical benefits of 4.25% (\$32/month) effective February 2014.

ACTION____MOTION____SECOND____ VOTE_____

Classified Management:

- b. It is recommended that the Classified Management/Confidential employees each receive a one-time, off-schedule payment of 1% of current salary. That the Classified Management/Confidential salary schedule be adjusted by 4.25%, retroactive to July 1, 2013 and there be an increase to the district contribution toward medical benefits of 4.25% (\$32/month) effective February 2014,

ACTION_____MOTION_____SECOND_____ VOTE_____

8. Board Items.

CLOSED SESSION (Time_____)

Closed session regarding matters of personnel/employment (interview candidate for new Superintendent) 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; and matters of negotiations with unrepresented groups, certificated management and classified management/confidential, in accordance with Government Code Section 54957.6.

OPEN SESSION (Time_____)

REPORT ON ACTION(S) TAKEN IN CLOSED SESSION

ADJOURNMENT (Time_____)

PUBLIC DISCLOSURE FORM

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

Palermo School District

Bargaining/Represented Unit: Palermo Teachers Association

Certificated Classified

The proposed agreement covers the period beginning 7/1/2012 and ending 6/30/2015

It will be acted upon by the District Governing Board at the meeting on 2/12/2014

A. Proposed Change in Compensation

Compensation	Cost prior to Proposed Agreement	Fiscal Impact of Proposed Agreement		
		Current Year Increase/Decrease to cost	Year 2 Increase/Decrease to cost	Year 3 Increase/Decrease to cost
1. Salary Schedule (This is to include <u>Step and Column.</u>)	\$3,906,328	\$166,019	\$169,410	\$171,419
2. Other Compensation Changes to Stipends, Bonuses, Longevity, O/T, Differential, etc.	\$168,908	\$7,178	\$8,692	\$9,482
Description of "Other Compensation"	1% off sched	\$40,752	0	0
3 Statutory Benefits STRS,PERS,FICA,WC,UI, Medicare, etc.	\$481,082	\$25,257	\$21,025	\$21,355
4. Health and Welfare Plans	\$716,184	\$10,620	\$25,487	\$25,487
5. Total Compensation (Add Items 1 thru 4)	\$5,272,502	\$249,826	\$224,614	\$227,743
Percentage Change		4.74%	4.26%	4.32%

B. Average Cost of Compensation per Employee

6. Total Number of Represented Employees (Use FTE's if appropriate)	66.63	66.63	66.63	66.63
7. Total compensation Cost for Average Employee	\$79,131	\$3,749	\$3,371	\$3,418

C. Change to Fund Balance

8. Unrestricted/Undesignated Fund Balance Prior to Agreement (Funds)	\$1,656,256
9. Fund Balance Following Agreement	\$1,232,136
10. Change to Fund Balance	(\$424,120)
11. Economic Reserve Requirement	\$317,989

Disclosure of Collective Bargaining Agreement

Page 2

12. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what was the percentage increase given, what is the effective date of the increase, and what is the annualized percentage increase for "Year 1"?
- 1% off schedule and 4.25 on-schedule retroactive to July 1, 2013. Additional \$32 per month toward medical premiums effective February 2014. An increase in stipends of \$779
-
13. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain)
- No
-
14. Proposed negotiated changes in non-compensation items (e.g., class size adjustments, staff development days, teacher prep time, etc.)
-
15. What contingency language is included in the proposed agreement (i.e., re-openers, etc.)?
-

Source of Funding for Proposed Agreement

Current Year:

- Funding was included in adopted budget
- Funding will come from designated reserves
- Funding will come from: _____

Second Year:

- Funding was included in adopted budget
- Funding will come from designated reserves
- Funding will come from: _____

Third Year:

- Funding was included in adopted budget
- Funding will come from designated reserves
- Funding will come from: _____


CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COST OF COLLECTIVE BARGAINING AGREEMENT

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

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of the Palermo Union School District (District), hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Palermo Teachers Association CTA/NEA Bargaining Unit, during the term of the agreement from 7/1/2012 to 6/30/2015.

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


N/A (No budget revisions necessary)



District Superintendent
(Signature)

31-Jan-14

Date



Chief Business Officer
(Signature)

31-Jan-14

Date

CERTIFICATION NO. 2: CERTIFICATION OF ACCEPTANCE BY BOARD OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

_____	12-Feb-14
District Superintendent (or Designee)	Date
(Signature)	
_____	12-Feb-14
Gail Shirley, Business Manager	Phone
Contact Person	

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on 12-Feb-14, took action to approve the proposed Agreement with the Palermo Teachers Association Bargaining Unit.

_____	12-Feb-14
President (or Clerk), Governing Board	Date
(Signature)	

Special Note: The Butte County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

PUBLIC DISCLOSURE FORM

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

Palermo School District

Bargaining/Represented Unit: Palermo CSEA Chapter 366

Certificated Classified

The proposed agreement covers the period beginning 7/1/2013 and ending 6/30/2014

It will be acted upon by the District Governing Board at the meeting on 2/12/2014

A. Proposed Change in Compensation

Compensation	Cost prior to Proposed Agreement	Fiscal Impact of Proposed Agreement		
		Current Year Increase/Decrease to cost	Year 2 Increase/Decrease to cost	Year 3 Increase/Decrease to cost
1. Salary Schedule (This is to include <u>Step and Column.</u>)	\$1,557,817	\$68,328	\$93,272	\$90,941
2. Other Compensation Changes to Stipends, Bonuses, Longevity, O/T, Differential, etc.				
Description of "Other Compensation"	1% off sched	\$15,578	0	0
3. Statutory Benefits STRS,PERS,FICA,WC,UI, Medicare, etc.	\$330,133	\$17,332	\$19,766	\$18,823
4. Health and Welfare Plans	\$384,989	\$5,744	\$13,785	\$13,785
5. Total Compensation (Add Items 1 thru 4)	\$2,272,939	\$106,982	\$126,823	\$123,549
Percentage Change		4.71%	5.58%	5.44%

B. Average Cost of Compensation per Employee

6. Total Number of Represented Employees (Use FTE's if appropriate)	54.53	54.53	54.53	54.53
7. Total compensation Cost for <u>Average</u> Employee	\$41,682	\$1,962	\$2,326	\$2,266

C. Change to Fund Balance

8. Unrestricted/Undesignated Fund Balance Prior to Agreement (Funds	\$1,656,256
9. Fund Balance Following Agreement	\$1,232,136
10. Change to Fund Balance	(\$424,120)
11. Economic Reserve Requirement	\$317,989

Disclosure of Collective Bargaining Agreement

Page 2

12. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what was the percentage increase given, what is the effective date of the increase, and what is the annualized percentage increase for "Year 1"?
- 1% off schedule and 4.25 on-schedule retroactive to July 1, 2013. Additional \$32 per month toward medical premiums effective February 2014. An increase in stipends of \$779
-
-
13. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain)
- No
-
-
14. Proposed negotiated changes in non-compensation items (e.g., class size adjustments, staff development days, teacher prep time, etc.)
-
-
15. What contingency language is included in the proposed agreement (i.e., re-openers, etc.)?
-
-

Source of Funding for Proposed Agreement

Current Year:

- Funding was included in adopted budget
- Funding will come from designated reserves
- Funding will come from: _____

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- Funding will come from designated reserves
- Funding will come from: _____

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- Funding will come from: _____


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In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of the Palermo Union School District (District), hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Palermo CSEA Chapter 366 Bargaining Unit, during the term of the agreement from 7/1/2012 to 6/30/2015.

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

N/A (No budget revisions necessary)

 31-Jan-14
District Superintendent Date
(Signature)

 31-Jan-14
Chief Business Officer Date
(Signature)

CERTIFICATION NO. 2: CERTIFICATION OF ACCEPTANCE BY BOARD OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

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The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

_____	12-Feb-14
District Superintendent (or Designee)	Date
(Signature)	
_____	12-Feb-14
Gail Shirley, Business Manager	Phone
Contact Person	

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on 12-Feb-14, took action to approve the proposed Agreement with the Palermo CSEA Chapter 366 Bargaining Unit.

_____	12-Feb-14
President (or Clerk), Governing Board	Date
(Signature)	

Special Note: The Butte County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

PALERMO UNION SCHOOL DISTRICT
JOB DESCRIPTION

Business Manager
(Classified Management)

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 classified employees in a fair and reasonable manner.

BASIC FUNCTION

Under the direction of the Superintendent, the Business Manager will maintain responsibility for District business operations, including budget development and administration; fiscal and accounting services; attendance accounting; purchasing; food services and other related operational functions as assigned. Responsible, along with the Superintendent and Board, for maintaining the fiscal integrity and solvency of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop, monitor, and administer district budgets, provide budget assumptions and present budget documents to the board
- Monitor financial transactions to insure consistency with laws, regulations and District policies
- Responsible for all legally required reporting including interim reports, multi-year projections and cash flow projections
- Maintain categorical account records and perform required financial reporting
- Administer payroll, accounts payable, accounts receivable and other related activities
- Responsible for year-end closing process, compilation of financial statements and coordinating with external auditors; developing and presenting regular reports to the administration and the board
- Attend school board meetings and other meetings as assigned
- Provide supervision, training and evaluation of assigned staff
- Provide technical expertise, information and assistance to the Superintendent regarding all topics within purview

- Serve on the district negotiating team, preparing related financial information and analysis. Present financial data, assisting Superintendent in all aspects of bargaining unit negotiations
- Attend workshops and meetings to the extent that such attendance advances his/her general responsibilities to the District
- Perform additional related duties as assigned by the Superintendent

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.

EDUCATION AND EXPERIENCE

Bachelor's degree or equivalent in business, accounting or public administration and at least three years of experience in California school finance and supervision of employees or
 Associate's degree in business, accounting or public administration and at least five years of experience in California school finance and supervision of employees
 CPA certification preferred
 Chief Business Official certification desirable

QUALIFICATIONS

Knowledge of:

- Public school finance including school district accounting, budgeting and revenue determination
- The organizational and budgeting structures of school districts
- Financial analysis methods and procedures
- The general capabilities and applications of electronic data processing relative to assigned areas of responsibilities
- Principles and practices of budgeting, accounting and proper auditing techniques

Ability to:

- Analyze and interpret proposed and adopted legislation affecting school fiscal and budgetary matters
- Understand, analyze and explain mathematical models used for financing schools
- Communicate effectively both orally and in writing
- Evaluate, train and coordinate the work of assigned staff performing a variety of business and financial functions

Language skills:

- Ability to read and comprehend complex instructions, correspondence and memos.
- Ability to write effective business correspondence.
- Ability to effectively present information in one-on-one, small and large group situations.

Reasoning ability:

- Ability to apply common sense understanding to carry out complex instructions furnished in written, oral, diagram or schedule form.
- Ability to deal with problems involving a few known variables.

Certificates and licenses:

- California Driver's License required by first day of service.

Other skills and abilities:

- Ability to interact with staff members and others in an open, friendly, business-like manner.
- Ability to maintain a cooperative relationship with others. Ability to work under short timelines.

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.

Visual acuity to see and read a variety of materials and to perform a variety of accounting duties

Hearing and speaking to exchange information in person and on the telephone, and to communicate so others will be able to clearly understand normal conversation

Dexterity of hands and fingers to operate a telephone, computer keyboard and other office equipment

Physical agility to bend at the waist, kneel, stoop and crouch to file materials. Ability to lift and carry 35 pounds.

Sitting or standing for extended periods of time

WORK ENVIRONMENT

Office environment

Constant interruptions

**PALERMO UNION SCHOOL DISTRICT
2013-14 CLASSIFIED MANAGEMENT/CONFIDENTIAL SALARY SCHEDULE**

Hourly/Monthly Salary Schedule

POSITION	CLASS		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8/9	STEP 10/11	STEP 12/13	STEP 14/15	STEP 16/17	STEP 18/19	STEP 20/21
Payroll Technician Personnel Technician/Receptionist	A	Hourly	16.39	16.96	17.55	18.17	18.80	19.46	20.14	20.85	21.47	22.10	22.72	23.35	23.98	24.60
		Monthly	2,851.86	2,951.04	3,053.70	3,161.58	3,271.20	3,386.04	3,504.36	3,627.90	3,735.78	3,845.40	3,953.28	4,062.90	4,172.52	4,280.92
Director of Food Services	I	Hourly	16.78	17.37	17.98	18.61	19.26	19.93	20.63	21.35	21.99	22.63	23.27	23.91	24.55	25.19
		Monthly	2,919.72	3,022.38	3,128.52	3,238.14	3,351.24	3,467.82	3,589.62	3,714.90	3,826.26	3,937.62	4,048.98	4,160.34	4,271.70	4,383.06
Superintendent's Secretary	II	Hourly	19.26	19.93	20.63	21.35	22.10	22.87	23.67	24.50	25.24	25.97	26.71	27.44	28.18	28.91
		Monthly	3,351.24	3,467.82	3,589.62	3,714.90	3,845.40	3,979.38	4,118.58	4,263.00	4,391.76	4,518.78	4,647.54	4,774.56	4,903.32	5,030.34
Chief Mechanic/Maintenance/Operations	III	Hourly	18.12	18.76	19.41	20.09	20.80	21.53	22.28	23.06	23.75	24.44	25.13	25.83	26.52	27.21
		Monthly	3,152.88	3,264.24	3,377.34	3,495.66	3,619.20	3,746.22	3,876.72	4,012.44	4,132.50	4,252.56	4,372.62	4,494.42	4,614.48	4,734.54

Monthly amounts are for informational purposes only and are based on 8 hours per day, 261 days per year

Annual Salary Schedule

POSITION	CLASS		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8/9	STEP 10/11	STEP 12/13	STEP 14/15	STEP 16/17	STEP 18/19	STEP 20/21
Director of Maintenance/Operations*	IV	Annually	46,662	48,295	49,985	51,735	53,546	55,420	57,359	59,367	61,148	62,929	64,710	66,491	68,272	70,053
		Monthly	3,888.50	4,024.59	4,165.45	4,311.24	4,462.14	4,618.31	4,779.95	4,947.25	5,095.67	5,244.09	5,392.50	5,540.92	5,689.34	5,837.76
Business Manager*	V	Annually	67,171	69,522	71,955	74,474	77,080	79,778	82,570	85,460	88,024	90,588	93,152	95,716	98,279	100,843
		Monthly	5,597.58	5,793.50	5,996.27	6,206.14	6,423.36	6,648.17	6,880.86	7,121.69	7,335.34	7,548.99	7,762.64	7,976.29	8,189.94	8,403.59

*=Salaried position

Vacation Schedule

- 1-5 Years = 1 Day/Month
- 6-9 Years = 1.25 Days/Month
- 10-13 Years = 1.50 Days/Month
- 14+ Years = 1.75 Days/Month

Substitutes will be paid at the minimum salary of the position for which they are substituting.

REFERENCE #6

Board Approved :