

Measure K Charter School Committee, Members

Blue Oak Charter School: Tim Drury & Trisha Atehortua Inspire School of Arts and Sciences: Jen Josephson & Peggy Hawks Chico Country Day Charter School: Stuart Langford & Wendy Fairon Nord Country School: Ed Johnson & Tanner Schaeffer CORE Butte Charter School: Mary Cox & Jenna Springer Sherwood Montessori: Michelle Yezbick & Pat Casey Forest Ranch Charter School: Christia Marasco & Robin Gebart Wildflower Open Classroom: Tom Hicks & Steve Tchudi

Chico Unified School District Measure K Charter School Committee Meeting Notice

Date: August 24, 2026

Time/Location: 3:45 pm CORE Butte Charter School, 2847 Notre Dame Blvd. Chico, CA 95928

Agenda

Information, Procedures, and Conduct of CUSD Measure K Charter School Committee Meetings:

Student Participation:

At the discretion of the Chair, students may be given priority to address items to the Committee

Public input on specific agenda items and those items not on the agenda:

The CUSD Measure K Charter School Committee welcomes and encourages public comments. Any person desiring to speak shall be allowed to speak during public comment time and can speak once on any agenda item when it is being discussed. Speaking time shall generally be limited to three minutes unless a longer period is permitted by the Committee Chair. In the case of numerous requests to address the same item, the Committee may select representatives to speak on each side of the item. Each person who addresses the Committee must be first recognized by the presiding officer and give his or her name. Comments must be directed to the Committee as a whole and not to individual committee members. The Committee shall not take action or enter into discussion or dialog on any matter that is not on the meeting agenda, except as allowed by law. Items brought forth at this part of the meeting may be taken under advisement by the Committee and may be placed on the agenda of a subsequent meeting for discussion or action by the Committee at the discretion of the Committee Chair & Vice Chair.

Special Needs: If you have special needs because of a disability or you require assistance or auxiliary aids to participate in the meeting, please contact the CUSD office at 530.891.3000. CUSD will attempt to accommodate your disability.

Copies of Agendas and Related Materials: Materials are available at the meeting, on the CUSD website at www.chicousd.org, or in the district office prior to the meeting @ 1163 East 7th Street, Chico, CA 95928.

1. REGULAR SESSION:

1.1 Call to Order and Roll Call

Blue Oak Charter School:
Inspire School of Arts and Sciences:
Nord Country School:
Chico Country Day Charter School:
CORE Butte Charter School:
Sherwood Montessori:
Forest Ranch Charter School:
Wildflower Open Classroom:

1.2 Approval of Minutes of the Regular Meeting of June 1, 2026

2. PUBLIC COMMENTS:

3. DISCUSSION/ACTION ITEMS:

- 3.1. Project Procurement & Approval Workflow**
- 3.2. Chico Country Day School Project Recommendation Form: Turf Project Approval of Remaining Funds**

4. ITEMS FROM COMMITTEE MEMBERS:

5. Next Meeting: September 28, 2026

6. ADJOURNMENT:

Measure K Charter School Committee. Members

Blue Oak Charter School: Tim Drury & Tricia Atehoua Inspire School of Arts and Sciences: Jen Josephson & Peggy Hawks Chico Country Day Charter School: Stuart Langford & Wendy Fairon Nord Country School: Ed Johnson & Tanner Schaeffer CORE Butte Charter School: Mary Cox & Jenna Springer Sherwood Montessori: Michelle Yezbick & Pat Casey Forest Ranch Charter School: Christia Marasco and Robin Gebhardt Wildflower Open Classroom: Tom Hicks & Steve Tchudi

Chico Unified School District Measure K Charter School Committee Meeting Notice

Date: June 1, 2026

Time/Location: 3:45 pm CORE Butte Charter School, 2847 Notre Dame Blvd. Chico, CA 95928

Minutes

Information, Procedures, and Conduct of CUSD Measure K Charter School Committee Meetings:

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1. REGULAR SESSION

1.1 Call to Order and Roll Call

Jenna Springer, Measure K Chair, called the meeting to order at **3:55 p.m.**

ATTENDEES:

Chico Country Day: Stuart Langford, Renee Houbart (Sub for Wendy Fairon)

CORE Butte Charter School: Jenna Springer

Sherwood Montessori: Michelle Yezbick

Wildflower: Steve Tchudi

Nord: Tanner Schaeffer

CUSD Staff - Charise Bromley

ABSENT: Julie Kistle, Peggy Hawks, Ed Johnson, Christa Marasco, Tim Drury

1.2 Approval of Minutes of the Regular Meeting of May 11, 2026

Steve Tchudi motioned to approve items 1.2, **Stuart Langford** seconded the motion.

2. PUBLIC COMMENTS

No public comment

3. DISCUSSION/ACTION ITEMS

Nord Project Cabinets Motion by Tanner Schaeffer; second by Michelle Yezbick.

Nord Project Carpet: Motion by Michelle Yezbick; second by Jenna Springer.

Nord Project Rec: Garden Fence: Motion by Tanner Schaeffer; second by Jenna Springer.

Items from Committee members

4. Next Meeting: July 27, 2026

5. ADJOURNMENT

Stuart Langford motioned to adjourn the meeting. **Steve Tchudi** seconded the motion. The meeting was adjourned at 4:00 p.m.

Attestation of Committee Secretary:

A handwritten signature in blue ink, appearing to read "Wendy Faison", is written over a horizontal line.

Project Procurement & Approval Workflow

Phase 1: Approvals & Documentation

1. **Initiation:** Complete the **Project Recommendation Form**.
 2. **Internal Review:** Obtain formal **Committee Approval** and the necessary signoffs.
 3. **Board Governance:** Submit the project for **CUSD Board Approval**. Ensure all physical or digital sign-off sheets are completed.
 4. **Handoff:** Once Board-approved, compile all relevant quotes, links, W-9 Forms and (Delivery Instructions) and other related documentation and email them to **Laura Markusen** in CUSD Facilities (Imarkusen@chicousd.org).
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Phase 2: Purchase Order (PO) Lifecycle

1. **PO Creation:** Laura Markusen enters the request into the CUSD system to generate a Purchase Order.
 2. **System Approval:** The PO moves through the CUSD internal approval process.
 3. **Distribution:**
 - The CUSD Buyer sends the official PO to the **Vendor**.
 - The CUSD Buyer copies **Laura** and/or the **Charter School** on this transmission.
 - Laura sends a final copy of the PO to the Charter School for their records.
-

Phase 3: Coordination & Execution

1. **Vendor Management:** The **Charter School** takes the lead on:
 - Following up with the vendor regarding delivery timelines.
 - Coordinating the scheduling of the specific job/installation.
 2. **Project Completion:** The vendor performs the work or delivers the goods as outlined in the contract.
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Phase 4: Payment & Closeout

1. **Verification:** Upon completion, the Charter School reviews the final invoice for accuracy (invoices received by CUSD will be forwarded to Charter School).
 2. **Sign-off:** The Charter School **signs the invoice** to verify receipt of goods/services.
 3. **Submission:** The signed invoice is sent to **Laura Markusen** for payment approval processing.
 4. **Finalization:** * **Accounts Payable (AP)** issues payment.
 - The Purchase Order is officially marked as **Complete and Closed**.
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Quick Reference Contacts

Role	Responsibility	Contact
Facilities Coordination	PO Creation & Payment Approval	Laura Markusen (Imarkusen@chicousd.org)

Charter School	Coordination & Invoice Verification	Project Lead
CUSD Buyer	PO Distribution	District Purchasing Dept

Note: Ensure all quotes sent to Facilities **include** valid tax and shipping estimates to avoid delays during the PO creation phase.

Measure K Charter School Facilities Committee
Project Recommendation Form for Consideration by CUSD Board of Trustees

GENERAL INFORMATION:

Submission Meeting Date	August 24, 2026
Name of School	Chico Country Day
Address of School	102 W 11 th St, Chico, CA 95928
Contact Name	Wendy Fairon
Contact Phone/Email	530-895-2650
Year Established	1996
Next Renewal Date	2028
CDS Code	04 61424 6113773
Charter Number	112
Website	www.chicocountryday.org

1. Type of Project:

- ☐ Planning
☐ Construction
☐ Health Safety (Including ADA)
☒ Modernization/Repair/Renovation/Improve
☐ Purchase or Lease Project
☐ Other (including FF&E)

2. Project Narrative:

3. Charter School Property Project Location: *(If project location is different from address above.)*

- _____
 a. Does your school currently operate on a CUSD School Site: ☒ yes ☐ no
 b. Does your school lease property/buildings from a private owner: ☐ yes ☒ no

4. Current enrollment and ADA: 603 enrollment

5. Financial Questions

- a. Was your prior annual audit report free of any negative findings? ☐ yes ☒ no
If no, please explain- 1 finding carried over from prior year regarding year end closing
 b. What were your cash reserves as a percent of expenditures at the end of the prior fiscal year? 8%

6. Project Schedule *Please briefly describe the timeline for the project planning and completion.*

7. Preliminary Estimate (Cost)

	Round 1	Round 2	Round 3
Allocation Per Round			
Less Previously Allocated Funds	Current Balance: \$67,103.14		

Less Current Project Funds Requested	Less Remaining Project Funds Requested: 64,852.75		
Remaining Measure K Allocation	\$2,250.39		

School Facilities Projects to be Funded with Proceeds of Bonds

“Bond proceeds will be expended to repair, modernize, replace, renovate, expand, construct, acquire, equip, furnish and otherwise improve the classrooms and school facilities the [charter’s] existing schools, new school sites, and other [charter] owned properties to provide equity among campuses, improved facilities, and student access to instructional technology.”—Measure K

Documentation *(please indicate those completed)*

All Projects

Project Narrative: general scope of work	___x___ Included
Enrollment Capacity: Current Facility and/or Proposed	___x___ Included
Preliminary Estimate (Cost)	___x___ Included
Project Schedule	___x___ Included

Building/Modernization/Renovation Projects

Feasibility Study and Site Review	_____ Included ___x___ Not Applicable
Enrollment Capacity: Current Facility and/or Proposed	_____ Included ___x___ Not Applicable
Pre-Schematics <i>(to be completed by a District approved architect and/or engineering team)</i>	_____ Included ___x___ Not Applicable
Facility Assessment	_____ Included ___x___ Not Applicable
Schematic Drawing(s) <i>(areas of work)</i>	_____ Included ___x___ Not Applicable
CEQA Process Determination <i>(pre-CEQA-form)</i>	_____ Included ___x___ Not Applicable
Design Development Drawings	_____ Included ___x___ Not Applicable
Design or Bid Estimate	_____ Included ___x___ Not Applicable
Construction Documents	_____ Included ___x___ Not Applicable

For Committee Use:

All necessary documents were included: _____ yes _____no
(if no: request for additional documentation)

CORE QUESTIONS:

1. Does the project fall under the bond language?
2. Given the life span of a bond, is the project an appropriate use of funds?
3. Has the school demonstrated the feasibility of project completion?
4. Has the local school board approved the project?

MEASURE K—CHARTER FACILITIES COMMITTEE APPROVAL

Date of Committee Approval: _____

Attestation of Committee Secretary: _____

For questions or clarifications relative to the completion of this application, please contact:

Julie Kistle at jkistle@chicousd.org or (530) 891-3000 x. 20602



Background

In March 2026, the Board approved \$214,647.25 in Measure K funding toward the Chico Country Day School (CCDS) turf project. The project was undertaken to improve the school's outdoor play and activity areas by replacing existing surfaces with synthetic turf and completing related site improvements.

The completed project included installation of synthetic turf in the large field area and along the front of the play area and concrete walkway near the basketball courts. The work also included site preparation and drainage improvements, irrigation modifications, new trees and landscaping, installation of a ball wall system, mow curb, fence access and repair, and additional turf work beneath the play structure.

The final invoice from Dawson Landscaping, dated August 6, 2026, reflects a total completed project cost of \$279,500.00.

Based on the final project cost and the amount previously approved through Measure K, an additional \$64,852.75 is needed to fully fund the project:

Final Project Cost: \$279,500.00

Previously Approved Measure K Funding: \$214,647.25

Remaining Funding Requested: \$64,852.75

As part of project closeout, \$67,103.14 in previously allocated Measure K funds from other projects was returned, creating available Measure K capacity that may be used toward the remaining CCDS turf project cost.

Requested Action

CCDS recommends approval of an additional **\$64,852.75** in Measure K funds for the Chico Country Day School turf project, bringing the total Measure K funding for the completed project to \$279,500.00.