BOARD OF EDUCATION
AGENDA
June 13, 2013

BOARD OF EDUCATION
Sylvia Orozco, President
James Na, Vice President
Irene Hernandez-Blair, Clerk
Andrew Cruz, Member
Charles E. Dickie, Member
Alexa Uekert, Student Representative

SUPERINTENDENT
Wayne M. Joseph

5130 Riverside Drive • Chino, California 91710
909 628 1201 • www.chino.k12.ca.us
CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
5130 Riverside Drive, Chino, CA 91710
4:30 p.m. – Closed Session • 7:00 p.m. – Regular Meeting
June 13, 2013

AGENDA

- The public is invited to address the Board regarding items listed on the agenda. Comments on an agenda item will be accepted during consideration of that item, or prior to consideration of the item in the case of a closed session item.
- In compliance with the Americans with Disabilities Act, please contact the Administrative Secretary, Board of Education, if you require modification or accommodation due to a disability.
- Agenda documents that have been distributed to members of the Board of Education less than 72 hours prior to the meeting are available for inspection at the Chino Valley Unified School District Administration Center, 5130 Riverside Drive, Chino, California, during the regular business hours of 7:30 a.m. to 4:30 p.m., Monday through Friday.

I. OPENING BUSINESS

I.A. CALL TO ORDER – 4:30 P.M.
1. Roll Call
2. Public Comment on Closed Session Items
3. Closed Session

Discussion and possible action:
- Student Expulsions (Education Code 35146, 48918 (c) & (j)): Cases 12/13-37, 12/13-40, and 12/13-46. (15 minutes)
- Student Readmission Matter (Education Code 35146, 48916 (c)): Case 12/13-08A. (5 minutes)
- Public Employee Discipline/Dismissal/Release (Government Code 54957): (10 minutes)
- Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Dr. Norm Enfield, Sandra Chen, Dr. Michelle Harold, and Dr. Heather Williams. (90 minutes)
- Conference with Labor Negotiators (Government Code 54957.6): Agency designated representatives Sylvia Orozco and Charles E. Dickie with unrepresented employee, Superintendent. (30 minutes)

I.B. RECONVENE TO REGULAR OPEN MEETING – 7:00 P.M.
1. Report Closed Session Action
2. Pledge of Allegiance
3. Invocation

I.C. PRESENTATIONS
1. Student Recognition: Girl Scout Gold Award Recipients
2. Pomona Valley Hospital Medical Center & Pomona Valley Health Centers – Attendance Campaign
3. School Smarts Parent Academy

The proceedings of this meeting are being recorded.
I.D. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA

In accordance with Board Bylaw 9323 Bylaws of the Board – Meeting Conduct, please:
a) limit remarks to three minutes (total for all remarks); b) if a topic has been covered, limit remarks to new points; and c) please contact the Superintendent’s Office for procedures regarding complaints against employees, or see the Administrative Secretary, Board of Education, for the form.

I.E. COMMENTS FROM STUDENT REPRESENTATIVE

I.F. COMMENTS FROM EMPLOYEE REPRESENTATIVES

I.G. COMMENTS FROM COMMUNITY LIAISONS

I.H. CHANGES AND DELETIONS

II. ACTION

II.A. BUSINESS SERVICES

II.A.1. Public Hearing and Adoption of Resolution 2012/2013-74 Tier III Categorical Flexibility for 2013/2014

Recommend the Board of Education:
a) Conduct a public hearing regarding the proposed Resolution 2012/2013-74, and

II.A.2. Resolution 2012/2013-75 Use of Education Protection Account Funds

Recommend the Board of Education adopt Resolution 2012/2013-75 Use of Education Protection Account Funds.

III. CONSENT

III.A. ADMINISTRATION

III.A.1. Minutes of the Regular Meeting of May 23, 2013

Recommend the Board of Education approve the minutes of the regular meeting of May 23, 2013.
III.A.2. 2012/2013 District Fourth Annual Golf Tournament Senior Scholarship Recipients
Recommend the Board of Education approve the 2012/2013 District Fourth Annual Golf Tournament Senior Scholarship recipients.

III.B. BUSINESS SERVICES

III.B.1. Purchase Order Register
Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

III.B.2. Warrant Register
Recommend the Board of Education approve/ratify the warrant register, provided under separate cover.

III.B.3. Fundraising Activities
Recommend the Board of Education approve/ratify the fundraising activities.

III.B.4. Donations
Recommend the Board of Education accept the donations.

III.B.5. Legal Services
Recommend the Board of Education approve payment for legal services to the law office of Atkinson, Andelson, Loya, Ruud & Romo.

III.B.6. Revision of Board Policy 3580 Business and Noninstructional Operations—District Records
Recommend the Board of Education approve the revision of Board Policy 3580 Business and Noninstructional Operations—District Records.

III.C. CURRICULUM AND INSTRUCTION

III.C.1. School Sponsored Trips
Recommend the Board of Education approve the following school sponsored trips: Eagle Canyon ES; Oak Ridge ES; Townsend JHS; Ayala HS; Chino HS; and Chino Hills HS.

Recommend the Board of Education approve the Designation of CIF Representatives to League for 2013/2014.

III.C.3. Application for Funding Consolidated Application and Reporting System (CARS) 2013/2014
Recommend the Board of Education approve Application for Funding Consolidated Application and Reporting System (CARS) 2013/2014.
III.D. EDUCATIONAL SERVICES

III.D.1. Student Expulsion Cases 12/13-37, 12/13-40, and 12/13-46
Recommend the Board of Education approve the student expulsion cases 12/13-37, and 12/13-40, and 12/13-46.

III.D.2. Student Admission Case 12/13-08A
Recommend the Board of Education approve student admission case 12/13-08A.


III.D.4. Expulsion Hearing Administrative Panel 2013/2014
Recommend the Board of Education approve the Expulsion Hearing Administrative Panel 2013/2014.

III.E. FACILITIES, PLANNING, AND OPERATIONS

III.E.1. Agreements for Contractor/Consultant Services
Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services, as presented.

III.E.2. Surplus/Obsolete Property
Recommend the Board of Education declare the District property surplus/obsolete and authorize the Purchasing Department to sell/dispose of said property.


III.E.4. Air Filter Supplier
Recommend the Board of Education authorize staff to enter into agreement with Pac West Filter Service as the District’s air filter supplier.

III.E.5. Notice of Completion for Request for Proposals 11-12-02, Chino Hills HS Swimming Pool
Recommend the Board of Education approve the Notice of Completion for Request for Proposals 11-12-02, Chino Hills HS Swimming Pool.
III.E.6. **Notice of Completion for Bid 11-12-11, Modernization at Magnolia JHS**  
Recommend the Board of Education approve the Notice of Completion for Bid 11-12-11, Modernization at Magnolia JHS.

III.E.7. **Notice of Completion for Bid 11-12-12, Slope Renovation at Alternative Education Center**  
Recommend the Board of Education approve the Notice of Completion for Bid 11-12-12, Slope Renovation at Alternative Education Center.

III.F. **HUMAN RESOURCES**

III.F.1. **Certificated/Classified Personnel Items**  
Recommend the Board of Education approve/ratify the certificated/classified personnel items.

III.F.2. **Rejection of Claim**  
Recommend the Board of Education reject the claim and refer it to the District’s insurance adjuster.

III.F.3. **Job Description Revisions for Director, Transportation**  
Recommend the Board of Education approve the job description revisions for Director, Transportation.

III.F.4. **Supervised Fieldwork Agreement**  
Recommend the Board of Education approve the supervised fieldwork agreement with Brandman University.

III.F.5. **Revision of Board Policy 1312.3 Community Relations—Uniform Complaint Procedures**  
Recommend the Board of Education approve the revision of Board Policy 1312.3 Community Relations—Uniform Complaint Procedures.

III.F.6. **Revision of Board Policy 4117.2 Certificated Personnel—Resignation-Certificated Personnel**  
Recommend the Board of Education approve the revision of Board Policy 4117.2 Certificated Personnel—Resignation-Certificated Personnel.

III.F.7. **Deletion of Board Policy 4217.2 Classified Personnel—Resignations-Classified Personnel**  
Recommend the Board of Education approve the deletion of Board Policy 4217.2 Classified Personnel—Resignations-Classified Personnel.

III.F.8. **Revision of Board Policy 4157 All Personnel—Employee Safety**  
Recommend the Board of Education approve the revision of Board Policy 4157 All Personnel—Employee Safety.
III.F.9. Revision of Board Policy 4119.41 All Personnel—Employees with Infectious Disease
Recommend the Board of Education approve the revision of Board Policy 4119.41 All Personnel—Employees with Infectious Disease.

IV. INFORMATION

IV.A. ADMINISTRATION

IV.A.1. Revision of Bylaws of the Board 9130—Board Committees
Page 170
Recommend the Board of Education receive for information the revision of Bylaws of the Board 9130—Board Committees.

IV.A.2. Revision of Bylaws of the Board 9220—Board of Education Elections
Page 175
Recommend the Board of Education receive for information the revision of Bylaws of the Board 9220—Board of Education Elections.

IV.B. BUSINESS SERVICES

IV.B.1. Revision of Board Policy and Administrative Regulation 3460 Business and Noninstructional Operations—Financial Reports and Accountability
Page 180
Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 3460 Business and Noninstructional Operations—Financial Reports and Accountability.

IV.C. CURRICULUM AND INSTRUCTION

IV.C.1. Revision of Board Policy 1325 and Review of Administrative Regulation 1325 Community Relations—Advertising and Promotion
Page 194
Recommend the Board of Education receive for information the revision of Board Policy 1325 and review of Administrative Regulation 1325 Community Relations—Advertising and Promotion.

IV.C.2. Revision of Board Policy and Administrative Regulation 6112 Instruction—School Day
Page 204
Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 6112 Instruction—School Day.

IV.C.3. Revision of Board Policy 6163.1 Instruction—Library Media Centers
Page 213
Recommend the Board of Education receive for information the revision of Board Policy 6163.1 Instruction—Library Media Centers.
Adoption of the 2014/2015 School Calendars

Recommend the Board of Education receive for information the 2014/2015 school calendars for:

a) Standard Track,
b) Boys Republic,
c) Chino Valley Learning Academy, and
d) Chino Valley Adult School.

V. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

VI. ADJOURNMENT
DATE: June 13, 2013
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Sandra H. Chen, Assistant Superintendent, Business Services
Liz Pensick, Director, Business Services
SUBJECT: PUBLIC HEARING AND ADOPTION OF RESOLUTION 2012/2013-74 TIER III CATEGORICAL FLEXIBILITY FOR 2013/14

BACKGROUND

Education Code 42605 grants districts flexibility in Tier III categorical programs and authorizes districts to use these funds for any educational purpose. For the 2008/2009 fiscal year through the 2014/2015 fiscal year, inclusive, local educational agencies that use the flexibility provision of this section shall be deemed to be in compliance with the program and funding requirements contained in statutory, regulatory and provisional language.

As a condition of receipt of the funds, the Board of Education is required to take testimony from the public, identify any program that is proposed to be closed, discuss, approve or disapprove the proposed use of funding, and make explicit the purposes for which the funding will be used. Attached is a list of specific programs, the estimated funding amounts, and the proposed activities for which the funds are to be expended identified by SACS function code. A program where funding is identified under “Active” indicates the program is intact and no funds have been proposed to be swept to the general fund. A program where funding is identified under “Partial” and “Closed” indicates the program has been modified to operate on a reduced amount with the remaining funds proposed to be swept to the general fund. A program where funding is identified under “Closed” only, indicates the program is not in operation and all funds have been proposed to be swept to the general fund.

Adoption of this resolution will allow the District to use funding received for any instructional purpose. This meeting must be held prior to and independent of a board meeting at which the budget is adopted.

Approval of this item supports the goals identified within the District’s Strategic Plan.
RECOMMENDATION

It is recommended the Board of Education:

a) Conduct a public hearing regarding the proposed Resolution 2012/2013-74, and

FISCAL IMPACT

$15,698,096.00 to the General Fund from estimated 2013/2014 Tier III Categorical program funds.

WMJ:SHC:LP:wc
Chino Valley Unified School District  
Resolution 2012/2013-74  
Tier III Categorical Flexibility for 2013/14

WHEREAS, as added and amended by SBX3 4, ABX4 2, and SB 70, Education Code 42605 grants districts flexibility in “Tier III” categorical programs and authorizes districts to use these funds for “any educational purpose, to the extent permitted by federal law.” For the 2008/2009 fiscal year to the 2014/2015 fiscal year, inclusive, local educational agencies that use the flexibility provision of this section shall be deemed to be in compliance with the program and funding requirements contained in statutory, regulatory, and provisional language;

WHEREAS, as a condition of receipt of the funds, the governing board is required, at a regularly scheduled open public hearing, to take testimony from the public, discuss, and approve or disapprove the proposed use of funding and to make explicit the purposes for which the funding will be used;

WHEREAS, Assembly Bill (AB) 189, became effective January 1, 2012, and requires the Tier III public hearing to be held prior to and independent of a meeting at which the budget is adopted. AB 189 also requires a governing board to identify in the notice of the public hearing, any Tier III program that is proposed to be closed; and

WHEREAS, attached to this resolution is a list of specific programs, the estimated funding amounts, and the proposed activities for which the funds are to be expended identified by SACS function code.

NOW THEREFORE BE IT RESOLVED that, following a public hearing in which public testimony was taken, discussion regarding the proposed uses of the funds took place, and programs proposed to be closed were identified, the Chino Valley Unified School District adopts this Resolution approving the proposed uses of the funds as shown on the attached list.

PASSED AND ADOPTED the 13th day of June 2013 by the Board of Education of the Chino Valley Unified School District of San Bernardino County.

Wayne M. Joseph, Superintendent  
Secretary, Board of Education
<table>
<thead>
<tr>
<th>Resource Code</th>
<th>Program Description</th>
<th>Available Funding</th>
<th>Function Code - Use of Funding</th>
<th>Active</th>
<th>Partial</th>
<th>Closed</th>
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<tr>
<td>6390</td>
<td>Adult Education Program</td>
<td>1,351,935</td>
<td>1000-2999 Instruction and Instruction-Related Services</td>
<td>1,351,935</td>
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<td>6760</td>
<td>Arts and Music Block Grant</td>
<td>443,902</td>
<td>1000-2999 Instruction and Instruction-Related Services</td>
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<td>7055</td>
<td>California High School Exit Exam (CAHSEE)</td>
<td>209,464</td>
<td>1000-2999 Instruction and Instruction-Related Services</td>
<td>99,913</td>
<td>109,551</td>
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<td>6091/6092</td>
<td>Cal-SAFE (California School Age Families Education)</td>
<td>440,187</td>
<td>1000-2999 Instruction and Instruction-Related Services</td>
<td>440,187</td>
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<td>7276</td>
<td>Certificated Staff Mentoring</td>
<td>29,557</td>
<td>1000-2999 Instruction and Instruction-Related Services</td>
<td>29,557</td>
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<td>2430</td>
<td>Community Day Schools</td>
<td>115,978</td>
<td>1000-2999 Instruction and Instruction-Related Services</td>
<td>115,978</td>
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<td>6285</td>
<td>Community-Based English Training (CBET)</td>
<td>114,681</td>
<td>1000-2999 Instruction and Instruction-Related Services</td>
<td>114,681</td>
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<td>Deferred Maintenance</td>
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<td>1000-2999 Instruction and Instruction-Related Services</td>
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<td>7140</td>
<td>Gifted and Talented Education (GATE)</td>
<td>214,880</td>
<td>1000-2999 Instruction and Instruction-Related Services</td>
<td>164,880</td>
<td>50,000</td>
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<td>7156</td>
<td>Instructional Materials Realignment</td>
<td>1,829,077</td>
<td>1000-2999 Instruction and Instruction-Related Services</td>
<td>199,445</td>
<td>1,629,632</td>
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<td>Oral Health Assessment</td>
<td>14,824</td>
<td>1000-2999 Instruction and Instruction-Related Services</td>
<td>14,824</td>
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<td>7271</td>
<td>Peer Assistance and Review (PAR)</td>
<td>116,748</td>
<td>1000-2999 Instruction and Instruction-Related Services</td>
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<td>6258</td>
<td>Physical Education Teacher Incentive Grant</td>
<td>293,512</td>
<td>1000-2999 Instruction and Instruction-Related Services</td>
<td>293,512</td>
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<td>7393</td>
<td>Professional Development Block Grant</td>
<td>603,937</td>
<td>1000-2999 Instruction and Instruction-Related Services</td>
<td>603,937</td>
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<td>7390</td>
<td>Pupil Retention Block Grant</td>
<td>127,479</td>
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<td>60,211</td>
<td>67,268</td>
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<td>6350</td>
<td>Regional Occupational Programs (ROP)</td>
<td>1,477,437</td>
<td>1000-2999 Instruction and Instruction-Related Services</td>
<td>1,392,402</td>
<td>85,035</td>
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<td>Remedial Supplemental Instruction</td>
<td>1,470,754</td>
<td>1000-2999 Instruction and Instruction-Related Services</td>
<td>589,754</td>
<td>881,000</td>
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<td>7395</td>
<td>School Improvement Block Grant</td>
<td>1,997,914</td>
<td>1000-2999 Instruction and Instruction-Related Services</td>
<td>1,997,914</td>
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<td>6405</td>
<td>School Safety and Violence Prevention</td>
<td>442,263</td>
<td>8000-8999 Plant Services</td>
<td>442,263</td>
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<td>7080</td>
<td>Secondary School Counseling</td>
<td>939,397</td>
<td>1000-2999 Instruction and Instruction-Related Services</td>
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<td>7294</td>
<td>Staff Development - Math &amp; Reading</td>
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<td>1000-2999 Instruction and Instruction-Related Services</td>
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<td>7296</td>
<td>Staff Development - Math &amp; Reading EL</td>
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<td>7394</td>
<td>Targeted Instructional Improvement Block Grant (TIIG)</td>
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<td>7392</td>
<td>Teacher Credentialing Block Grant</td>
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<td>1000-2999 Instruction and Instruction-Related Services</td>
<td>14,931</td>
<td>285,120</td>
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<td>Total Tier III Funding</td>
<td>15,698,096</td>
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<td>2,268,382</td>
<td>2,521,536</td>
<td>10,908,178</td>
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</table>

June 13, 2013
Page 4
BACKGROUND

Proposition 30 was approved by the voters in California on November 6, 2012. Effective November 7, 2012, Article XIII, Section 36 was added to Proposition 30. Provisions of Article XIII, Section 36 (3) created in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36 (f). Before June 30 of each year, the Superintendent or designee shall estimate the total amount of revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36 (f) that will be available for transfer in the Education Protection Account during the next fiscal year.

In accordance with Article XIII, Section 36, a public meeting must be held on how the Education Protection Account money will be spent. In compliance with Article XIII, Section 36 (e) monies received from the Education Protection Account will be spent as identified in the attachment.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2012/2013-75 Use of Education Protection Account Funds.

FISCAL IMPACT

None. Transfer of funds budgeted in Resource 0000 to 1400, restricting the use of existing funds to instruction purpose only.
WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Superintendent or designee shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the Board of Education shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;
**WHEREAS**, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution; and

**WHEREAS**, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

**NOW THEREFORE BE IT RESOLVED:**

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the Chino Valley Unified School District Board of Education.

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the Chino Valley Unified School District Board of Education has determined to spend the monies received from the Education Protection Act as attached.

__________________________
Wayne M. Joseph, Superintendent
Secretary, Board of Education
### 2012-13 Education Protection Account
Program by Resource Report
Expenditures by Function - Detail

Expenditures through: June 30, 2013
For Fund 01, Resource 1400 Education Protection Account

<table>
<thead>
<tr>
<th>Description</th>
<th>Object Codes</th>
<th>Amount</th>
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<tr>
<td><strong>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</strong></td>
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<tr>
<td>Adjusted Beginning Fund Balance</td>
<td>9791-9795</td>
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<td>Revenue Limit Sources</td>
<td>8010-8099</td>
<td>30,815,438.00</td>
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<td>Federal Revenue</td>
<td>8100-8299</td>
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<td>Other State Revenue</td>
<td>8300-8599</td>
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<td>Other Local Revenue</td>
<td>8600-8799</td>
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<td>All Other Financing Sources and Contributions</td>
<td>8900-8999</td>
<td>0.00</td>
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<tr>
<td>Deferred Revenue</td>
<td>9650</td>
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</table>

**TOTAL AVAILABLE** 30,815,438.00

| **EXPENDITURES AND OTHER FINANCING USES** (Objects 1000-7999) |              |            |
| Instruction                                                  | 1000-1999    | 30,815,438.00 |
| Instruction-Related Services                                 |              |            |
| Instructional Supervision and Administration                 | 2100-2150    | 0.00       |
| AU of a Multidistrict SELPA                                  | 2200         | 0.00       |
| Instructional Library, Media, and Technology                 | 2420         | 0.00       |
| Other Instructional Resources                                | 2490-2495    | 0.00       |
| School Administration                                       | 2700         | 0.00       |
| Pupil Services                                               |              |            |
| Guidance and Counseling Services                             | 3110         | 0.00       |
| Psychological Services                                       | 3120         | 0.00       |
| Attendance and Social Work Services                          | 3130         | 0.00       |
| Health Services                                              | 3140         | 0.00       |
| Speech Pathology and Audiology Services                      | 3150         | 0.00       |
| Pupil Testing Services                                       | 3160         | 0.00       |
| Pupil Transportation                                         | 3600         | 0.00       |
| Food Services                                                | 3700         | 0.00       |
| Other Pupil Services                                         | 3900         | 0.00       |
| Ancillary Services                                           | 4000-4999    | 0.00       |
| Community Services                                           | 5000-5999    | 0.00       |
| Enterprise                                                  | 6000-6999    | 0.00       |
| General Administration                                       | 7000-7999    | 0.00       |
| Plant Services                                               | 8000-8999    | 0.00       |
| Other Outgo                                                  | 9000-9999    | 0.00       |

**TOTAL EXPENDITURES AND OTHER FINANCING USES** 30,815,438.00

| **BALANCE (Total Available minus Total Expenditures and Other Financing Uses)** |              | 0.00 |

June 13, 2013
Page 8
I. OPENING BUSINESS

I.A. CALL TO ORDER – 5:30 P.M.

1. Roll Call
   President Orozco called to order the regular meeting of the Board of Education, Thursday, May 23, 2013, at 5:30 p.m. with Blair, Cruz, Dickie, and Orozco present. Mr. Na arrived at 6:08 p.m.

   Administrative Personnel
   Wayne M. Joseph, Superintendent
   Victoria L. Broberg, Assistant Supt., Curriculum and Instruction
   Sandra H. Chen, Assistant Superintendent, Business Services
   Norm Enfield, Ed.D., Assistant Superintendent, Human Resources
   Patricia M. Miller, Assistant Superintendent, Educational Services
   Gregory J. Stachura, Assistant Supt., Facilities, Planning, and Operations

2. Public Comment on Closed Session Items
   None.

3. Closed Session
   President Orozco adjourned to closed session at 5:30 p.m. regarding a student expulsion; a student admission; public employee discipline/dismissal/release; conference with labor negotiators for A.C.T. and CSEA; and public employee performance evaluation, Superintendent.

I.B. RECONVENE TO REGULAR OPEN MEETING – 7:00 P.M.

1. Report Closed Session Action
   President Orozco reconvened the regular meeting of the Board of Education at 7:06 p.m. The Board met in closed session from 5:30 p.m. to 6:59 p.m. regarding a student expulsion; a student admission; public employee discipline/dismissal/release; conference with labor negotiators for A.C.T. and CSEA; and public employee performance evaluation, Superintendent. No action was taken that required public disclosure.
2. **Pledge of Allegiance**  
   Eugene Laksana, Chino Hills HS student, led the Pledge of Allegiance.

3. **Invocation**  
   Gail Blake-Smith, Director of Chino Valley Released Time Christian Education Program, gave the invocation.

### I.C. PRESENTATIONS

1. **Student Showcase: Butterfield Ranch ES**  
   Butterfield Ranch ES students performed a square dance.

2. **Military Salute**  
   President Orozco presented certificates and flags to graduating seniors who have enlisted in the armed forces.

3. **A.C.T. Scholarships**  
   Justine Cunningham, A.C.T. President, presented 10 A.C.T. sponsored scholarships.

4. **A.C.T. Teachers of the Year**  
   Justine Cunningham, A.C.T. President, presented the A.C.T. Elementary Teacher of the Year Award to Amber Hofmeyer of Hidden Trails ES, and A.C.T. Secondary Teacher of the Year Award to Jackie Wendling of Chino HS.

5. **CVUSD School Nurse of the Year**  
   Laurel Mullally, Director of Health Services, presented the School Nurse of the Year award to Zahira Orioli.

6. **San Bernardino County 2013 Classified School Employee of the Year**  
   Denise Arroyo, CSEA President, presented the San Bernardino County 2013 Classified School Employee of the Year Award to Debbie Long of Chino Hills HS.

7. **ACSA Administrators of the Year**  
   President Orozco acknowledged Michael Vaughn and Julie Fromdahl for being selected by the Association of California School Administrators as Central Office Administrator of the Year, and Elementary Co-administrator of the Year, respectively.
8. **San Bernardino County Superintendent of Schools Child Welfare and Attendance Award for Service**
   President Orozco acknowledged Stephanie Johnson, Director of Child Welfare and Attendance, as recipient of the San Bernardino County Superintendent of Schools Child Welfare and Attendance Award for Service.

9. **San Bernardino County Multilingual Awards**
   President Orozco acknowledged Nancy Fewins, Fabila Vargas, Young-Ji Lee, and Maria Valdez as recipients of the San Bernardino County Multilingual Awards.

10. **West End SELPA Recognition for Dedication to Children with Special Needs**
    President Orozco acknowledged Colleen Alton, Diane Au, Leslie Byrne, Ann Fleck, Luke Hackney, Troy Ingram, Sherri Johnson, Randi McKee, and David Medrano as recipients of the West End SELPA's Dedication to Children with Special Needs Award.

President Orozco called for a recess from 8:15 p.m. to 8:23 p.m.

**I.D. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA**

Jody Bunch addressed the Board about the professional work day; Kimberly Varner addressed the Board regarding special education concerns at Don Lugo HS; Steve Ball, Angela Milversted, Jennifer Brown, and Sindy Cornejo addressed the Board regarding combination classes; David Palmer addressed the Board regarding the Brown Act; Peter Attwood addressed the Board regarding legal expenses; and Julianne Choi addressed the Board regarding Home Based Education.

**I.E. COMMENTS FROM STUDENT REPRESENTATIVE**

Alexa Uekert said that end of year activities are taking place at the high schools including advanced placement testing and graduation preparations; and wished good luck to Stephanie Lewis as the new Board representative.

**I.F. COMMENTS FROM EMPLOYEE REPRESENTATIVES**

Justine Cunningham, A.C.T. President, congratulated Stephanie Lewis on becoming the student Board representative for next year; said it was a pleasure to be able to recognize students and teachers during the evening; addressed the combination class issue; said instructional minutes for combination classes should be a concern to the District; said that two elementary sites have reported to A.C.T that the principals were told to build a combo class at every grade level next year, and spoke about the reasoning;
said the District and Association have been at the bargaining table for the last few months and have been working with District personnel with regard to instructional minutes and hopes they can come to agreement; spoke about the District proposal to eliminate the 7-hour work day; said that the Association is being told that its financial considerations they bring forth will continue to cause deficit spending, and asked why then are the assistant superintendents contracts being extended with step increases; and spoke about step increases for unit members.

Denise Arroyo, CSEA President, gave buttons to the Board in celebration of California School Employees Week; spoke about the assistant superintendent contracts agenda item; spoke about negotiations with the District regarding restoration of days, hours, and positions; spoke about perceptions regarding the assistant superintendent contracts; said that during the last six years, unit members have endured furlough days, layoffs, and reduction in hours and days; said that current negotiations seek to take away from current contract language; said that CSEA has identified close to $1.4 million dollars in vacancies; spoke about the ending balance; said there are funds sufficient for restorations; said the Association has declared impasse; and asked that the Board instruct management to settle the contract now.

I.G. COMMENTS FROM COMMUNITY LIAISONS

Art Bennett, Chino Hills Councilman, said it was nice to see student achievement being recognized; asked that the military enlistees be kept in prayer; said the City of Chino Hills held their State of the City Address last night; said the city is holding a budget session next Tuesday at 3:00 p.m. and invited the public attend; wished all graduating seniors well; and asked that everyone exercise caution on the roads when school is out.

I.H. CHANGES AND DELETIONS

None.

II. ACTION

II.B. EDUCATIONAL SERVICES

II.B.1. Student Member on the Board of Education

President Orozco asked for and received consensus to move this item before Item II.A.1. Moved (Na) seconded (Cruz) carried unanimously (5-0) to approve Stephanie E. Lewis from Don Lugo HS for the 2013/2014 school year as Student Member on the Board of Education, and President Orozco administered the oath of office. Student representative voted yes.
II.A.  ADMINISTRATION

II.A.1.  Employment Contracts for Assistant Superintendents of Business Services, Curriculum and Instruction, Educational Services, Facilities, Planning and Operations, and Human Resources Division of the Chino Valley Unified School District

Ky Rimke, Joyce Bizarro, Cindi Garcia, and Peter Attwood addressed the Board regarding this item. Moved (Dickie) seconded (Na) to discuss the item. Following discussion, moved (Blair) seconded (Dickie) motion failed (2-3, Dickie, Na, and Orozco voted no) to pull the item from the agenda. Following further discussion, moved (Dickie) seconded (Na) motion carried (3-2, Blair and Cruz voted no) to ratify the employment contracts for the Assistant Superintendents of Business Services, Curriculum and Instruction, Educational Services, Facilities, Planning and Operations, and Human Resources Division of the Chino Valley Unified School District. Student representative voted yes.

Student representative left the meeting at 9:55 p.m.

III.  CONSENT

Irene Hernandez-Blair pulled for separate action item III.E.6. and III.F.2; and Charles Dickie pulled for separate action item III.B.5. Moved (Dickie) seconded (Na) carried unanimously (5-0) to approve the remainder of the consent items.

III.A.  ADMINISTRATION

III.A.1.  Minutes of the Regular Meeting of May 9, 2013
Approved the minutes of the regular meeting of May 9, 2013.

III.B.  BUSINESS SERVICES

III.B.1.  Purchase Order Register
Approved/ratified the purchase order register.

III.B.2.  Warrant Register
Approved/ratified the warrant register.

III.B.3.  Fundraising Activities
Approved/ratified the fundraising activities.

III.B.4.  Donations
Accepted the donations.
III.B.5. **Legal Services**

David Palmer addressed the Board regarding this item. Moved (Dickie) seconded (Na) carried unanimously (5-0) to approve payment for legal services to the law office of Parker & Covert LLP.


III.C. **CURRICULUM AND INSTRUCTION**

III.C.1. **School Sponsored Trips**

Approved the following school sponsored trips: Briggs K-8, Ayala HS, and Chino Hills HS.

III.D. **EDUCATIONAL SERVICES**

III.D.1. **Student Expulsion Case 12/13-41**

Approved student expulsion case 12/13-41.

III.D.2. **Student Admission Case 12/13-07A**

Approved student admission case 12/13-07A.

III.E. **FACILITIES, PLANNING, AND OPERATIONS**

III.E.1. **Agreement for Contractor/Consultant Services**

Approved/ratified the Agreement for Contractor/Consultant Services with: Total Compensation Systems, Business Services; Math Their Way, Curriculum and Instruction; Action Learning Systems—Common Core, Curriculum and Instruction; and master contracts with Superior Fundraising, and M & I Hawaiian Shaved Ice, Purchasing.

III.E.2. **Surplus/Obsolete Property**

Declared the District property surplus/obsolete and authorized the Purchasing Department to sell/dispose of said property.

III.E.3. **Bid 12-13-05, Rebid of Science Lab and Transitional Kindergarten Addition at Oxford Preparatory Academy**

Awarded Bid 12-13-05, Rebid of Science Lab and Transitional Kindergarten Addition at Oxford Preparatory Academy, to WCCR Construction.
III.E.4. **Rejection of Bid 12-13-09, Locker Installation at Chino HS and Authorize the Project to be Rebid**
Rejected bids submitted for Bid 12-13-09, Locker Installation at Chino HS and authorized staff to rebid the project.

III.E.5. **Notice of Completion for Bid 12-13-03, Rebid Installation of Scoreboard at Chino HS**
Approved the Notice of Completion for Bid 12-13-03, Rebid Installation of Scoreboard at Chino HS.

III.E.6. **Transportation Fee Increase for the 2013/2014 School Year**
Moved (Blair) seconded (Na) motion carried (4-1, Blair voted no) to approve the transportation fee increase for the 2013/2014 school year.

III.E.7. **Revision of Board Policy 7160 Facilities—Charter School Facilities**
Approved the revision of Board Policy 7160 Facilities—Charter School Facilities.

Moved (Dickie) seconded (Na) carried unanimously (5-0) to suspend Board policy to allow the meeting to continue past 10:00 p.m.

III.F. **HUMAN RESOURCES**

III.F.1. **Certificated/Classified Personnel Items**
Approved/ratified the certificated/classified personnel items.

III.F.2. **Job Description Revisions for Assistant Director—Food Services and Operations Manager—Nutrition Services**
Moved (Blair) seconded (Dickie) carried unanimously (5-0) to approve the job description revisions for Assistant Director—Food Services, and, Operations Manager—Nutrition Services.

IV. **INFORMATION**

IV.A. **BUSINESS SERVICES**

IV.A.1. **Revision of Board Policy and Administrative Regulation 3580 Business And Noninstructional Operations—District Records**
Received for information the revision of Board Policy and Administrative Regulation 3580 Business and Noninstructional Operations—District Records.

IV.B. **FACILITIES, PLANNING, AND OPERATIONS**
IV.B.1. **New Administrative Regulation 3311.3 Business and Noninstructional Operations—Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act**

Received for information the new Administrative Regulation 3311.3 Business and Noninstructional Operations—Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act.

IV.C. **HUMAN RESOURCES**

IV.C.1. **Revision of Board Policy and Administrative Regulation 1312.3 Community Relations—Uniform Complaint Procedures**

Received for information the revision of Board Policy and Administrative Regulation 1312.3 Community Relations—Uniform Complaint Procedures.

IV.C.2. **Revision of Board Policy 4117.2 All Personnel—Resignation**

Received for information the revision of Board Policy 4117.2 All Personnel—Resignation.

IV.C.3. **Deletion of Board Policy 4217.2 Classified Personnel—Resignation**

Received for information the revision of Board Policy 4217.2 Classified Personnel—Resignation.

IV.C.4. **Revision of Board Policy and Administrative Regulation 4157 All Personnel—Employee Safety**

Received for information the revision of Board Policy and Administrative Regulation 4157 All Personnel—Employee Safety.

IV.C.5. **Revision of Board Policy 4119.41 All Personnel—Employees with Infectious Disease**

Received for information the revision of Board Policy 4119.41 All Personnel—Employees with Infectious Disease.

V. **COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

Charles Dickie said he attended a drum line performance at Chino Hill HS, state and world champions, and encouraged the public to attend a performance when they can; commended teacher Laura Rutherford on her teaching strategies and said that all her students were fully engaged; said that one of the reasons that both Chino and Chino Hills are good for kids is because of CVUSD; and encouraged the public to take the opportunity to thank a veteran not just this Memorial Day weekend, but whenever possible.
Andrew Cruz commended individual Cabinet members for their contributions to the District; and closed by reciting Corinthians 1, 9:24.

Irene Hernandez-Blair said she was wearing Glenmeade ES’s spirit shirt; commended students from the Class of 2013 who are pursuing military careers; congratulated A.C.T. scholarship recipients; expressed appreciation to staff members who were recipients of various recognitions and awards; said she is looking forward to participating in graduations this year as a first time Board member; said she hasn’t forgotten about her commitments to reducing combination classes and special education issues; said she is still looking into reduced recess and lunch issues and Chino HS issues including water concerns; and asked the public to remember the true reason for Memorial Day is to honor all military personnel.

James Na thanked Superintendent Joseph and others who attended the funeral for student Sammy Padilla; said he attended a Cities for Life meeting and spoke about the experience of a young woman who was raped and had a child as a result; said that he believed she was a hero for giving life to the child; spoke about the concerns expressed regarding Cabinet member contracts; said we need to work toward serving weaker people with genuine respect; asked that we act as Christians day in and day out; and said that we should be humble and serve more people.

Superintendent Joseph announced that the Bob Sheehan Baseball Field dedication will take place on Sunday, June 2 at 12:30 p.m. at Chino High School; said graduations for the Class of 2013 are nearing; thanked the Board for the vote of confidence they gave to the Cabinet; and thanked Mr. Cruz and Mrs. Blair for the positive remarks regarding Cabinet.

President Orozco said tonight was a difficult evening, but she is hopeful that all items will come back and said she is thankful that the District is in a good position to bring things back; said a neighboring district has had a county advisor appointed and is at risk of a state takeover; said she doesn’t favor combo classes and is hopeful that with one step at a time, perhaps one day they can be eliminated or at least reduced; said it is a pleasure acknowledging all the great things happening in the District; thanked students who are joining the military; acknowledged Cassandra from Ayala HS for doing a wonderful job of emceeing the senior scholarship program with poise and confidence; attended the CSBA Delegate assembly meeting in Sacramento; said that CSBA is looking for student talent from school districts to perform at their annual school board conference; and said she attended the distinguished school ceremonies for Townsend JHS where their jazz band provided entertainment, and suggested that they submit a video for consideration to perform at the annual CSBA conference.

VI. ADJOURNMENT
President Orozco closed the meeting with a moment of silent prayer for the victims of the Oklahoma tornado, and adjourned the regular meeting of the Board at 10:33 p.m.

____________________________     ____________________________
Sylvia Orozco, President        Irene Hernandez-Blair, Clerk

Recorded by: Patricia Kaylor, Administrative Secretary, Board of Education
DATE: June 13, 2013
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Julie Gobin, Director, Communications
SUBJECT: 2012/2013 DISTRICT FOURTH ANNUAL GOLF TOURNAMENT SENIOR SCHOLARSHIP RECIPIENTS

===================================================================

BACKGROUND

Winter 2013, the Board of Education accepted a check from Adams Photography, the facilitator of the District’s Fourth Annual Golf Tournament, held on November 12, 2012, at Vellano Country Club. The golf tournament received tremendous support from the community and $30,000.00 was raised for Chino Valley Unified School District senior scholarships.

Each high school senior was given the opportunity to apply for one of three different scholarships. Among the attributes that students needed to demonstrate to receive one of these scholarships were achievement of an overall grade point average of 3.8 or higher, a need for financial assistance, an outstanding attendance record, and/or participation in school activities that promote good citizenship. The categories were as follows:

- Superintendent’s Award $1,500.00
- President’s Award $1,500.00
- Spirit of Chino Valley Unified School District $1,500.00

The following students were selected to receive the senior scholarships having met the criteria and submitted impressive resumes of leadership and community service throughout their high school years.

Buena Vista High School
Superintendent’s Award - Gabriela Rangel
President’s Award - Fatesha Bennett
Spirit of Chino Valley Unified School District - Elizabeth Alvarez
Ayala High School
Superintendent’s Award - Jennie Chang
President’s Award - Rayan Ahmed
Spirit of Chino Valley Unified School District - Tailor MacLellan

Chino High School
Superintendent’s Award - Kenneth Tea
President’s Award - Andres Marquez
Spirit of Chino Valley Unified School District - Gabriel Madrid

Chino Hills High School
Superintendent’s Award - Trevor Stachura
President’s Award - Angel Vera
Spirit of Chino Valley Unified School District - Kacie Finneran

Don Lugo High School
Superintendent’s Award - Illan Rodriguez
President’s Award - Jasleen Nuno
Spirit of Chino Valley Unified School District - Julia Tapelband

Also receiving a scholarship was Christina Marie Costa (Independent Study - Virtual School, Chino HS)

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve the 2012/2013 District Fourth Annual Golf Tournament Senior Scholarship recipients.

FISCAL IMPACT

None.
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Sandra H. Chen, Assistant Superintendent, Business Services
             Liz Pensick, Director, Business Services

SUBJECT: PURCHASE ORDER REGISTER

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BACKGROUND

Board Policy 3310 Business and Noninstructional Operations – Purchasing requires approval/ratification of purchase orders by the Board of Education. A purchase order is a legal contract between a district and vendor, containing a description of each item listed and/or a statement to the effect that supplies, equipment or services furnished herewith shall be in accordance with specifications and conditions.

Purchase orders represent a commitment of funds. No items on this register will be processed unless within budgeted funds. The actual payment for the services or materials is made with a warrant (check) and reported on the warrant register report.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve/ratify the purchase order register, provided under separate cover.

FISCAL IMPACT

$176,999.89 to all District funding sources.

WMJ:SHC:LP:wc
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Sandra H. Chen, Assistant Superintendent, Business Services
Liz Pensick, Director, Business Services

SUBJECT: WARRANT REGISTER

=====================================================================

BACKGROUND

Education Code 42650 requires the Board to approve and/or ratify all warrants. These payments are made in the form of warrants, and the warrant (check) form is approved by the County Superintendent.

All items listed are within previously budgeted amounts. There is no fiscal impact beyond currently available appropriations.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve/ratify the warrant register, provided under separate cover.

FISCAL IMPACT

$1,635,427.23 to all District funding sources.

WMJ:SHC:LP:wc
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Sandra H. Chen, Assistant Superintendent, Business Services
Liz Pensick, Director, Business Services

SUBJECT: FUNDRAISING ACTIVITIES

===================================================================== 

BACKGROUND

Board Policy 3452 Business and Noninstructional Operations – Student Activity Funds and Board Policy 1230 Community Relations – School Connected Organizations require that fundraising activities be submitted to the Board of Education for approval.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve/ratify the fundraising activities.

FISCAL IMPACT

None.

WMJ:SHC:LP:wc
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<td>Mother/Son Night</td>
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<td>Recycling Program</td>
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<td>Yearbook Dedications</td>
<td>8/22/13 - 6/9/14</td>
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<td>Yearbook Sale</td>
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<td>PTA Membership Drive</td>
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<td>PTA</td>
<td>Fresh &amp; Easy Shop for School Days</td>
<td>8/22/13 - 6/9/14</td>
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# CHINO VALLEY UNIFIED SCHOOL DISTRICT
## June 13, 2013

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<tr>
<td>PTA</td>
<td>Holiday Boutique</td>
<td>12/2/13 - 12/6/13</td>
</tr>
<tr>
<td>ASB</td>
<td>Valentine's Day Gram Sale</td>
<td>2/3/14 - 2/13/14</td>
</tr>
<tr>
<td><strong>Canyon Hills JHS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASB</td>
<td>Magazine/Cookie Dough Sale</td>
<td>9/3/13 - 9/24/13</td>
</tr>
<tr>
<td>ASB</td>
<td>Kahuna Flower Sale</td>
<td>5/28/14 - 6/4/14</td>
</tr>
<tr>
<td><strong>Woodcrest JHS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASB - Music</td>
<td>Music Festivals Concessions</td>
<td>8/26/13 - 6/12/14</td>
</tr>
<tr>
<td><strong>Ayala HS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grad Night 2014</td>
<td>Football Food Fest</td>
<td>8/17/13</td>
</tr>
<tr>
<td>Dance Production</td>
<td>Off Campus Snack Sale</td>
<td>9/30/13 - 10/6/13</td>
</tr>
<tr>
<td>FCCLA/FHA</td>
<td>Cookbook Sale</td>
<td>10/7/13 - 10/14/13</td>
</tr>
<tr>
<td>Girls Basketball</td>
<td>All Star Basketball Game</td>
<td>10/24/13</td>
</tr>
<tr>
<td>BAC Boosters</td>
<td>Festival in the Hills Program Ad Sale</td>
<td>11/1/13 - 3/1/14</td>
</tr>
<tr>
<td>Spirit Boosters</td>
<td>Golf Tournament</td>
<td>11/21/13</td>
</tr>
<tr>
<td>Science Olympiad</td>
<td>Off Campus See's Candy Sale</td>
<td>12/2/13 - 12/13/13</td>
</tr>
<tr>
<td>BAC Boosters</td>
<td>Rose Parade Sharp Seating</td>
<td>12/31/13 - 1/1/14</td>
</tr>
<tr>
<td>BAC Boosters</td>
<td>Program Advertisement Sale</td>
<td>2/1/14 - 3/30/14</td>
</tr>
<tr>
<td>Dance Production</td>
<td>Off Campus Snack Sale</td>
<td>3/17/14 - 3/23/14</td>
</tr>
<tr>
<td><strong>Chino HS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yearbook</td>
<td>Senior Magazine Sale</td>
<td>6/14/13 - 6/30/13</td>
</tr>
<tr>
<td>Music Boosters</td>
<td>Fireworks Booth</td>
<td>7/1/13 - 7/4/13</td>
</tr>
<tr>
<td>Music Boosters</td>
<td>Avon Sale</td>
<td>7/1/13 - 7/23/13</td>
</tr>
<tr>
<td>Photography</td>
<td>Photo Sale</td>
<td>7/1/13 - 6/30/14</td>
</tr>
<tr>
<td>SITE/DEPARTMENT</td>
<td>ACTIVITY/DESCRIPTION</td>
<td>DATE</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td><strong>Chino HS</strong> (cont.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Girls P.E.</td>
<td>Hydration Station</td>
<td>8/1/13 - 6/30/14</td>
</tr>
<tr>
<td>Music Boosters</td>
<td>Flower Bulb Sale</td>
<td>8/6/13 - 8/22/13</td>
</tr>
<tr>
<td>Drama Boosters</td>
<td>Donation Requests for Chairs</td>
<td>8/26/13 - 6/6/14</td>
</tr>
<tr>
<td>Drama Boosters</td>
<td>Drama Event Concessions</td>
<td>8/26/13 - 6/6/14</td>
</tr>
<tr>
<td>Drama Boosters</td>
<td>Opportunity Drawings at End of Show Run</td>
<td>8/26/13 - 6/6/14</td>
</tr>
<tr>
<td>Music Boosters</td>
<td>After School Snack Sale</td>
<td>8/27/13 - 6/10/14</td>
</tr>
<tr>
<td>Music Boosters</td>
<td>Reusable Bag Sale</td>
<td>8/29/13 - 9/6/13</td>
</tr>
<tr>
<td>Christians on Campus</td>
<td>Off Campus Candy Sale</td>
<td>9/16/13 - 9/20/13</td>
</tr>
<tr>
<td>Music Boosters</td>
<td>Yankee Candle Sale</td>
<td>10/1/13 - 10/8/13</td>
</tr>
<tr>
<td>Music Boosters</td>
<td>Chino Invitational</td>
<td>11/2/13</td>
</tr>
<tr>
<td>Music Boosters</td>
<td>Off Campus See's Candy Sale</td>
<td>11/5/13 - 11/12/13</td>
</tr>
<tr>
<td>Drama Boosters</td>
<td>Off Campus See's Candy Sale</td>
<td>12/2/13 - 12/6/13</td>
</tr>
<tr>
<td>Christians on Campus</td>
<td>Off Campus Candy Sale</td>
<td>12/16/13 - 12/20/13</td>
</tr>
<tr>
<td>Music Boosters</td>
<td>Flower Bulb Sale</td>
<td>2/4/14 - 2/11/14</td>
</tr>
<tr>
<td>Drama Boosters</td>
<td>Off Campus See's Candy Sale</td>
<td>3/21/14 - 3/28/14</td>
</tr>
<tr>
<td>Music Boosters</td>
<td>Off Campus See's Candy Sale</td>
<td>4/11/14 - 4/18/14</td>
</tr>
<tr>
<td>Music Boosters</td>
<td>Avon Sale</td>
<td>5/14/14 - 5/21/14</td>
</tr>
<tr>
<td>Music Boosters</td>
<td>Tupperware Sale</td>
<td>7/8/14 - 7/15/14</td>
</tr>
</tbody>
</table>

| **Chino Hills HS** |                      |                    |
| Volleyball        | Media Guide Advertisement Sale | 6/14/13 - 10/30/13 |
| Volleyball        | Banner Advertisement Sale     | 6/14/13 - 10/30/13 |
| Volleyball        | Spirit Wear Sale              | 6/14/13 - 11/30/13 |
| Volleyball        | Freshman Summer Camp          | 6/17/13 - 6/21/13  |
| Aquatics Boosters | Summer Polo Tournament        | 7/13/13 - 7/14/13  |
| Volleyball        | Youth Volleyball Camp         | 7/22/13 - 7/25/13  |
DATE:       June 13, 2013
TO:         Members, Board of Education
FROM:       Wayne M. Joseph, Superintendent
PREPARED BY: Sandra H. Chen, Assistant Superintendent, Business Services
            Liz Pensick, Director, Business Services
SUBJECT:    DONATIONS

BACKGROUND

Board Policy 3290 Business and Noninstructional Operations - Gifts, Grants, and Bequests states the Board of Education may accept any bequest or gift of money or property on behalf of the District. All gifts, grants, and bequests shall become property of the District. Use of the gift shall not be impaired by restrictions or conditions imposed by the donor.

Approximate values are determined by the donor.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education accept the donations.

FISCAL IMPACT

Any cost for repairs of donated equipment will be a site expense.
<table>
<thead>
<tr>
<th>DEPARTMENT/SITE</th>
<th>ITEM DONATED</th>
<th>APPROXIMATE VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Butterfield Ranch ES</strong></td>
<td>Patricia Miller, Cash</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>Edison International, Cash</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>My Hoang, Cash</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>Maria Contreras, Cash</td>
<td>$294.00</td>
</tr>
<tr>
<td></td>
<td>Butterfield Ranch PTA, Cash</td>
<td>$701.99</td>
</tr>
<tr>
<td><strong>Country Springs ES</strong></td>
<td>Jeffrey &amp; Renay Prescott, Cash</td>
<td>$110.00</td>
</tr>
<tr>
<td><strong>Eagle Canyon ES</strong></td>
<td>Edison International, Cash</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Glenmeade ES</strong></td>
<td>Steven Romero, Cash</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Hidden Trails ES</strong></td>
<td>Wells Fargo Foundation, Cash</td>
<td>$25.00</td>
</tr>
<tr>
<td></td>
<td>Hidden Trails Parents, Cash</td>
<td>$150.00</td>
</tr>
<tr>
<td><strong>Oak Ridge ES</strong></td>
<td>Edison International, Cash</td>
<td>$45.22</td>
</tr>
<tr>
<td></td>
<td>Edison International, Cash</td>
<td>$60.44</td>
</tr>
<tr>
<td></td>
<td>Oak Ridge PTA, Cash</td>
<td>$2,333.33</td>
</tr>
<tr>
<td><strong>Wickman ES</strong></td>
<td>Wickman PTO, Cash</td>
<td>$2,196.00</td>
</tr>
<tr>
<td>DEPARTMENT/SITE</td>
<td>ITEM DONATED</td>
<td>APPROXIMATE VALUE</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>CHINO VALLEY UNIFIED SCHOOL DISTRICT</td>
<td>June 13, 2013</td>
<td></td>
</tr>
<tr>
<td><strong>Cal Aero K-8</strong></td>
<td>Cal Aero Flight Crew Cash</td>
<td>$250.00</td>
</tr>
<tr>
<td><strong>Canyon Hills JHS</strong></td>
<td>Robert Kalmar Epson Projector</td>
<td>$350.00</td>
</tr>
<tr>
<td></td>
<td>Argo Group Cash</td>
<td>$750.00</td>
</tr>
<tr>
<td></td>
<td>Canyon Hills PTSA Cash</td>
<td>$1,402.70</td>
</tr>
<tr>
<td><strong>Magnolia JHS</strong></td>
<td>G. Washington's Mount Vernon G. Washington Portrait Replica</td>
<td>Unknown</td>
</tr>
<tr>
<td><strong>Townsend JHS</strong></td>
<td>Edison International Cash</td>
<td>$150.00</td>
</tr>
<tr>
<td></td>
<td>Wells Fargo Foundation Cash</td>
<td>$459.22</td>
</tr>
<tr>
<td><strong>Woodcrest JHS</strong></td>
<td>Dart Foundation Cash</td>
<td>$1,500.00</td>
</tr>
<tr>
<td><strong>Buena Vista HS</strong></td>
<td>Flower Lane Florist Cash</td>
<td>$90.00</td>
</tr>
</tbody>
</table>
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Sandra H. Chen, Assistant Superintendent, Business Services
Liz Pensick, Director, Business Services

SUBJECT: LEGAL SERVICES

BACKGROUND

The following law firms provide services to the Chino Valley Unified School District and have submitted their invoices. The current invoice amounts, along with the fiscal year-to-date totals for each individual law firm, are listed below.

<table>
<thead>
<tr>
<th>FIRM</th>
<th>MONTH</th>
<th>INVOICE AMOUNTS</th>
<th>2012/2013 YEAR-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atkinson, Andelson, Loya, Ruud &amp; Romo</td>
<td>April 2013</td>
<td>$8,775.77</td>
<td>$108,050.03</td>
</tr>
<tr>
<td>Chidester, Margaret A. &amp; Associates</td>
<td>-</td>
<td>-</td>
<td>$453,859.82</td>
</tr>
<tr>
<td>Fagen, Friedman &amp; Fulford LLP</td>
<td>-</td>
<td>-</td>
<td>$15,993.34</td>
</tr>
<tr>
<td>Parker &amp; Covert LLP</td>
<td>-</td>
<td>-</td>
<td>$3,955.90</td>
</tr>
<tr>
<td>Thompson &amp; Colegate LLP</td>
<td>-</td>
<td>-</td>
<td>$410.65</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$582,269.74</strong></td>
<td></td>
</tr>
</tbody>
</table>

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve payment for legal services to the law office of Atkinson, Andelson, Loya, Ruud & Romo.

FISCAL IMPACT

$8,775.77 to the General Fund.

WMJ:SHC:LP:wc
DATE: June 13, 2013
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Sandra H. Chen, Assistant Superintendent, Business Services
Liz Pensick, Director, Business Services
SUBJECT: REVISION OF BOARD POLICY 3580 BUSINESS AND NONINSTRUCTIONAL OPERATIONS – DISTRICT RECORDS

BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 3580 Business and Noninstructional Operations – District Records is being revised to reflect updated laws and current District practice. This agenda item was presented to the Board of Education on May 23, 2013, for information.

New language is provided in UPPER CASE while old language to be deleted is lined through.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve the revision of Board Policy 3580 Business and Noninstructional Operations – District Records.

FISCAL IMPACT

None.

WMJ:SHC:LP:wc
DISTRICT RECORDS

The Board of Education recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)
(cf. 3440 - Inventories)

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, HUMAN RESOURCES personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

(cf. 0440 - District Technology Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4040 - Employee Use of Technology)
(cf. 9011 - Board Member Electronic Communications)

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

IN THE EVENT OF ANY KNOWN OR REASONABLY SUSPECTED BREACH OF THE SECURITY OF DISTRICT RECORDS CONTAINING CONFIDENTIAL PERSONAL INFORMATION INCLUDING, BUT NOT LIMITED TO, A SOCIAL SECURITY NUMBER, DRIVER'S LICENSE OR IDENTIFICATION CARD NUMBER, MEDICAL INFORMATION, HEALTH INSURANCE INFORMATION, OR AN ACCOUNT NUMBER IN COMBINATION WITH AN ACCESS CODE OR PASSWORD THAT WOULD PERMIT ACCESS TO A FINANCIAL ACCOUNT, THE SUPERINTENDENT OR DESIGNEE SHALL IMMEDIATELY NOTIFY LOCAL LAW ENFORCEMENT AGENCIES AND ANY AFFECTED PERSONS. NOTIFICATION OF AFFECTED INDIVIDUALS MAY BE DELAYED IF A LAW ENFORCEMENT AGENCY DETERMINES THAT THE NOTIFICATION WOULD IMPEDE A CRIMINAL INVESTIGATION.

The Superintendent or designee shall ensure that employees receive information about the District's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.
DISTRIBUTION RECORDS (cont.)

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish District residency requirements for enrollment and for school emergency purposes.

(cf. 5111.1 - District Residency)
(cf. 5141 - Health Care and Emergencies)

Legal Reference:
EDUCATION CODE
35145 Public meetings
35163 Official actions, minutes and journal
35250-35255 Records and reports
44031 Personnel file contents and inspection
49065 Reasonable charge for transcripts
49069 Absolute right to access

CODE OF CIVIL PROCEDURE
1985.8 Electronic Discovery Act
2031.010-2031.060 Civil Discovery Act, scope of discovery demand
2031.210-2031.320 Civil Discovery Act, response to inspection demand

GOVERNMENT CODE
6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking
6252-6265 Inspection of public records
12946 Retention of employment applications and records for two years

PENAL CODE
11170 Retention of child abuse reports

CODE OF REGULATIONS, TITLE 5
430 Individual student records; definition
432 Varieties of student records
16020-16022 Records, general provisions
16023-16027 Retention of records

UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.8 Family Educational Rights and Privacy Act

Management Resources:
WEBSITES
California Secretary of State: www.sos.ca.gov/safeathome
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Victoria L. Broberg, Asst. Superintendent, Curriculum and Instruction

SUBJECT: SCHOOL SPONSORED TRIPS

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BACKGROUND

Board Policy 6153 Instruction – School Sponsored Trips, states that field trips are to be considered a method of instruction and shall be planned as such, with definite instructional objectives to advance the learning of the District’s adopted course of study. The purpose of student travel is to provide the student with educational experiences other than those provided within the regular classroom setting and/or experiences.

School Sponsored Trips requires Board approval for all overnight trip(s) and trip(s) in excess of 250 miles (one way). Resources will be identified and established at the school site to assist economically disadvantaged students in obtaining funding for field trips and, in some cases, student travel.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve the following school sponsored trips:

<table>
<thead>
<tr>
<th>School Sponsored Trips</th>
<th>Date</th>
<th>Fiscal Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site: Eagle Canyon ES</td>
<td>December 2-6, 2013</td>
<td>Cost: $290.00 per student Funding Source: Parent/ fundraising</td>
</tr>
<tr>
<td>Event: Outdoor Science Camp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place: Crestline, CA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaperone Ratio: 96 students/3 chaperones plus camp counselors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site: Oak Ridge ES</td>
<td>October 15-18, 2013</td>
<td>Cost: $225.00 per student Funding Source: Parent</td>
</tr>
<tr>
<td>Event: Outdoor Science Camp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place: Crestline, CA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaperone Ratio: 94 students/4 chaperones plus camp counselors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site: Townsend JHS</td>
<td>March 30- April 5, 2014</td>
<td>Cost: $2,485.00 per student Funding Source: Parent</td>
</tr>
<tr>
<td>Event: 8th Grade East Coast Tour 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place: Washington D.C., PA, NY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaperone Ratio: 50 students/5 chaperones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Sponsored Trips</td>
<td>Date</td>
<td>Fiscal Impact</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>-----------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Site: Ayala HS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event: Rumble at the Rock Tournament</td>
<td>July 10-14, 2013</td>
<td>Cost: $58.00 per student Funding Source: USB Account</td>
</tr>
<tr>
<td>Place: Morro Bay, CA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaperone Ratio: 12 students/4 chaperones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site: Ayala HS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event: Wrestling</td>
<td>July 11-13, 2013</td>
<td>Cost: $25.00 per student Funding Source: Booster Club</td>
</tr>
<tr>
<td>Place: La Quinta, CA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaperone Ratio: 14 student/3 chaperones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site: Ayala HS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event: San Diego Classic Tournament</td>
<td>July 18-21, 2013</td>
<td>Cost: $266.25 per student Funding Source: USB Account/Booster Club</td>
</tr>
<tr>
<td>Place: San Diego, CA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaperone Ratio: 12 students/4 chaperones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site: Ayala HS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event: Wrestling</td>
<td>August 3-8, 2013</td>
<td>Cost: $350.00 per student Funding Source: Parent</td>
</tr>
<tr>
<td>Place: Mammoth, CA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaperone Ratio: 30 students/10 chaperones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site: Ayala HS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event: Clovis Invitational</td>
<td>October 11-12, 2013</td>
<td>Cost: $95.00 per student Funding Source: Parent</td>
</tr>
<tr>
<td>Place: Fresno, CA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaperone Ratio: 40 students/4 chaperones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site: Ayala HS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event: State Cross Country Meet</td>
<td>November 29-30, 2013</td>
<td>Cost: $151.00 per student Funding Source: Parent</td>
</tr>
<tr>
<td>Place: Clovis, CA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaperone Ratio: 18 students/3 chaperones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site: Chino HS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event: England/France Education Tour</td>
<td>March 29- April 7, 2014</td>
<td>Cost: $2,935.00 per student Funding Source: Parent/Travel Club</td>
</tr>
<tr>
<td>Place: England and France</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaperone Ratio: 10 students/2 chaperones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site: Chino Hills HS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event: National Assoc. of Student Council</td>
<td>June 20-24, 2013</td>
<td>Cost: $980.00 per student Funding Source: Parent/fundraising</td>
</tr>
<tr>
<td>Place: Las Vegas, NV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaperone Ratio: 8 students/10 chaperones</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FISCAL IMPACT**

As indicated above.

WMJ:VLB:jaf
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Victoria L. Broberg, Assistant Superintendent, Curriculum and Instruction
              Jaime R. Anderson, Director, Curriculum and Instruction

SUBJECT: DESIGNATION OF CALIFORNIA INTERSCHOLASTIC FEDERATION REPRESENTATIVES TO LEAGUE FOR 2013/2014

BACKGROUND

Each year, the California Interscholastic Federation (CIF) requires the Designation of CIF Representatives to League. It is a legal requirement that league representatives be designated and approved by the school district and Board of Education.

Education Code 33353 gives the authority for high school athletics to governing boards and requires that the Board designate its representatives. These representatives are responsible for voting on issues within the league which impact athletics.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve the Designation of CIF Representatives to League for 2013/2014.

FISCAL IMPACT

None.
Please complete the form below for each school under your jurisdiction and RETURN TO THE CIF SECTION OFFICE (ADDRESSED ON REVERSE SIDE) no later than July 2, 2013.

Chino Valley Unified School District/Governing Board at its ___________ meeting, appointed the following individual(s) to serve for the 2013-2014 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL: Ayala High School
NAME OF REPRESENTATIVE: Warren Reed
ADDRESS: 14255 Peyton Drive
PHONE: 909-827-3584
FAX: 909-484-6239
EMAIL: warren_reed@chino.k12.ca.us
CITY: Chino Hills
ZIP: 91709

NAME OF SCHOOL: Chino High School
NAME OF REPRESENTATIVE: Michael Hinkde
ADDRESS: 5472 Park Place
PHONE: 909-827-7351
FAX: 909-548-8004
EMAIL: michael_hinkde@chino.k12.ca.us
CITY: Chino
ZIP: 91710

NAME OF SCHOOL: Chino Hills High School
NAME OF REPRESENTATIVE: Derek Hub
ADDRESS: 18150 Pomona Rincon Road
PHONE: 909-909-7540
FAX: 909-548-8041
EMAIL: derek_hub@chino.k12.ca.us
CITY: Chino Hills
ZIP: 91709

NAME OF SCHOOL: Don Lugo High School
NAME OF REPRESENTATIVE: Joe Marques
ADDRESS: 13400 Pipeline Avenue
PHONE: 909-581-3820
FAX: 909-548-6020
EMAIL: joe_marques@chino.k12.ca.us
CITY: Chino
ZIP: 91710

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. NOTE: League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent’s or Principal’s Name
Address: 6120 Riverside Drive
City: Chino
ZIP: 91710
Phone: (909) 688-1281, ext. 1530
Fax: (909) 707-8101

PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE CIF SECTION OFFICE. SEE REVERSE SIDE FOR CIF SECTION OFFICE ADDRESSES.
2013-2014 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and return to the CIF Section Office (Attention: CIF REVERSE SIDE) no later than July 1, 2013.

Chino Valley Unified

_________________________ School District/Governing Board at its _______________________ meeting,

(Title of school district/governing board)

(name of district/governing board)

appointed the following individual(s) to serve for the 2013-2014 school year as the school’s league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL: Ayala High School

NAME OF REPRESENTATIVE: Diana Yerboi

ADDRESS: 14266 Peyton Drive

CITY: Chino Hills

ZIP: 91709

PHONE: 909-627-3514

FAX: 909-484-8238

E-MAIL: diana_yerboi@chino.k12.ca.us

NAME OF SCHOOL: Chino High School

NAME OF REPRESENTATIVE: Felix Molendrez

ADDRESS: 5472 Park Place

CITY: Chino

ZIP: 91710

PHONE: 909-549-6004

FAX: 909-549-6001

E-MAIL: f_molendrez@chino.k12.ca.us

NAME OF SCHOOL: Chino Hills High School

NAME OF REPRESENTATIVE: Jacqueline Perez

ADDRESS: 18150 Pomona Rincon Road

CITY: Chino Hills

ZIP: 91709

PHONE: 909-549-7540

FAX: 909-549-6041

E-MAIL: Jacqueline_Perez@chino.k12.ca.us

NAME OF SCHOOL: Don Lugo High School

NAME OF REPRESENTATIVE: Don Jones

ADDRESS: 13400 Poodle Avenue

CITY: Chino

ZIP: 91710

PHONE: 909-549-6020

FAX: 909-549-6021

E-MAIL: don_jones@chino.k12.ca.us

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. NOTE: League representatives from public schools and private schools must be designated representatives of the school’s governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent’s or Principal’s Name: ________________________________

Address: 8130 Riverbed Drive

City: Chino

Zip: 91710

Phone: (909) 628-1301, ext. 1330

Fax: (909) 707-9101

PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.
SEE REVERSE SIDE FOR CIF SECTION OFFICE ADDRESS.

June 13, 2013
Page 39
CHINO VALLEY UNIFIED SCHOOL DISTRICT
Our Motto:
Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: June 13, 2013
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Victoria L. Broberg, Asst. Superintendent, Curriculum and Instruction
Michael Vaughn, Ed.D., Director, Program Improvement
SUBJECT: APPLICATION FOR FUNDING CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS) 2013/2014

==================================================================

BACKGROUND

The California Department of Education (CDE) requires that school districts annually indicate in which categorical programs participation will occur during the following school year. The application contains assurances indicating that the LEA will comply with the legal requirements of each program in order to supplement the regular educational programs provided by the District. The application becomes part of the entitlement funding process for all districts.

The submission of an application for funding of consolidated categorical programs indicates the District’s intention to participate in various categorical programs and provides assurances that the program guidelines will be met. For the school year 2013/2014, the District will participate in the following programs: Title I – Part A (Basic Grant); Title I – Part D (Delinquent); Title II – Part A (Teacher Quality); Title III – Part A (LEP Students); Title III – Part A (Immigrant Students); and Economic Impact Aid. Board approval is required for submission.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve Application for Funding Consolidated Application and Reporting System (CARS) 2013/2014.

FISCAL IMPACT

The CDE uses the submission of the application in determining the preliminary funding level for each of the categorical programs. The actual entitlement for each program will be determined after the approval of the State Budget.

WMJ:VLB:MV:jaf
CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)
Chino Valley Unified (36 67678 0000000)

2013-14 Application for Funding

Required fields are denoted with an asterisk (*).

Local Governing Board Approval

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board: 06/13/2013 (ex. 04/30/2012)

District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations, Section 11508, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name: Celia Mora

DELAC review date: 06/11/2013

Meeting minutes web address: chino.k12.ca.us

Please enter the web address of DELAC review meeting minutes. If a web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.

DELAC comment:
If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment.

Application for Categorical Programs
To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Economic Impact Aid
EC 54000 SACS 7090, 7091
By applying for Economic Impact Aid funds the LEA is agreeing to comply with the assurances posted at http://www.cde.ca.gov/fg/ea/co/ca12asstoc.asp.

• Title I Part A (Basic Grant):
ESEA Sec. 1111 et seq
SACS 3010

• Title I Part D (Delinquent):
ESEA Sec. 1401
SACS 3025

• Title II Part A (Title II Part A (Teacher Quality):
ESEA Sec. 2101
SACS 4035

• Title II Part A Immigrant:
ESEA Sec. 3102
SACS 4201

• Title III Part A LEP:
ESEA Sec. 3102
SACS 4203

Last Saved: Art Hinojosa (Art), 5/28/2013 4:35 PM, Draft

[Save] [Return to List]
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Patricia M. Miller, Assistant Superintendent, Educational Services
Stephanie Johnson, Director, Student Support Services

SUBJECT: STUDENT EXPULSION CASES 12/13-37, 12/13-40, AND 12/13-46

===================================================================

BACKGROUND

The Board of Education has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others.

A student may be expelled only by the Board of Education. The Board shall expel, as required by law, any student found to have committed certain offenses listed in Education Code 48915.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

Based upon the recommendation of the Expulsion Hearing Administrative Panel, it is recommended the Board of Education approve the student expulsion cases 12/13-37, 12/13-40, and 12/13-46.

FISCAL IMPACT

None.

WMJ:PMM:SJ:lmc
BACKGROUND

The Board of Education may admit students expelled from other districts in accordance with law when consistent with the Board’s goal to provide a safe and secure school environment for students and staff.

The District shall not enroll a student expelled by another district for any of the offenses listed in Education Code 48915(a) or (c) (mandatory expulsion offenses) during the term of the student's expulsion, unless the enrollment is at a community day school. A student expelled for an act specified in Education Code 48915(a) or (c) may enroll in the District after the term of his/her expulsion if the Board finds, at a hearing, that the student does not pose a continuing danger to students or staff.

The Board, when making its determination whether to enroll an individual who has been expelled from another school district for any of the acts mentioned above, may consider the following options: deny enrollment, permit enrollment, or permit conditional enrollment in a regular school program or another educational program.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

Based upon the evidence presented to the Expulsion Hearing Administrative Panel, it is recommended the request regarding admission to the Chino Valley Unified School District be approved for case 12/13-08A.

FISCAL IMPACT

None.
DATE:       June 13, 2013
TO:         Members, Board of Education
FROM:       Wayne M. Joseph, Superintendent
PREPARED BY: Patricia M. Miller, Assistant Superintendent, Educational Services
            Shawna Petit-Dinkins, Ed.D., Director, Special Education
SUBJECT:   WAIVER OF REQUIREMENT TO SUCCESSFULLY PASS THE
            CALIFORNIA HIGH SCHOOL EXIT EXAM CASES 13-37, 13-38,
            13-49, 13-50, 13-51, AND 13-52

BACKGROUND

Senate Bill 1476 requires a school principal to submit to the governing board of the
school district a request for a waiver of the requirement to successfully pass the high
school exit examination for a pupil with a disability who has taken the high school exit
exam with modifications that alter what the test measures and has received the
equivalent of a passing score on one or both subject matter parts of the exam.

This waiver can be granted if the principal certifies that the pupil has all of the following:

- A current Individualized Education Plan that requires modifications to be provided
to the pupil when taking the high school exit exam.
- High school level coursework either satisfactorily completed or in progress in a
  high school level curriculum sufficient to have attained the skills and knowledge
  otherwise needed to pass the high school exit exam.
- An individual score report for the pupil showing that the pupil has received the
  equivalent of a passing score (350) on the high school exit exam while using a
  modification that fundamentally alters what the high school exit exam measures.

The student cases included in this agenda item have met the requirements specified
above as described in SB 1476.

Approval of this item supports the goals identified within the District’s Strategic Plan.
RECOMMENDATION


FISCAL IMPACT

None.
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Patricia M. Miller, Assistant Superintendent, Educational Services
Stephanie Johnson, Director, Student Support Services

SUBJECT: EXPULSION HEARING ADMINISTRATIVE PANEL 2013/2014

BACKGROUND

Administrative Regulation 5144.1 authorizes the formation and use of administrative panels to conduct expulsion hearings on behalf of the Board of Education (California Education Code 48918). The administrative panel shall be selected from a Board-approved pool. Panel members should be available to serve a minimum of two times per semester. A Board-approved list of administrators is attached. The attached list represents positions rather than names in order to alleviate the need to revise the list throughout the year as administrative assignments change.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended that the Board of Education approve the Expulsion Hearing Administrative Panel for 2013/2014.

FISCAL IMPACT

None.
POOL OF EXPULSION HEARING
ADMINISTRATIVE PANEL MEMBERS

DISTRICT OFFICE PERSONNEL
Director, Alternative Education
Director, Assessment
Director, Curriculum and Instruction
Director(s), Human Resources
Director, Program Improvement
Director, Special Education
Director, Student Support Services
Coordinator, Assessment and Evaluation
Coordinator, Child Welfare and Attendance
Coordinator, ELD
Coordinator, Title 1
Coordinator, Special Education

ELEMENTARY SCHOOLS (K-6)
1. Principal, Borba ES
2. Assistant Principal, Borba ES
3. Principal, Butterfield Ranch ES
4. Assistant Principal, Butterfield Ranch ES
5. Principal, Cattle ES
6. Assistant Principal, Cattle ES
7. Principal, Chaparral ES
8. Assistant Principal Chaparral ES
9. Principal, Cortez ES
10. Assistant Principal, Cortez ES
11. Principal, Country Springs ES
12. Assistant Principal, Country Springs ES
13. Principal, Dickey ES
14. Assistant Principal, Dickey ES
15. Principal, Dickson ES
16. Assistant Principal, Dickson ES
17. Principal, Eagle Canyon ES
18. Assistant Principal, Eagle Canyon ES
19. Principal, Glenmeade ES
20. Assistant Principal, Glenmeade ES
21. Principal, Hidden Trails ES
22. Assistant Principal, Hidden Trails ES
23. Principal, Liberty ES
24. Assistant Principal, Liberty ES
25. Principal, Litel ES
26. Assistant Principal, Litel ES
27. Principal, Marshall ES
28. Assistant Principal, Marshall ES
29. Principal, Newman ES
30. Assistant Principal, Newman ES
31. Principal, Oak Ridge ES
32. Assistant Principal, Oak Ridge ES
33. Principal, Rhodes ES
34. Assistant Principal, Rhodes ES
35. Principal, Rolling Ridge ES
36. Assistant Principal, Rolling Ridge ES
37. Principal, Walnut ES
38. Assistant Principal, Walnut ES
39. Principal, Wickman ES
40. Assistant Principal, Wickman ES

K-8 SCHOOLS
1. Principal, Briggs K-8
2. Assistant Principal, Briggs K-8
3. Principal, Cal Aero K-8
4. Assistant Principal, Cal Aero K-8

SECONDARY SCHOOLS (7-12)
1. Principal, Canyon Hills JHS
2. Assistant Principal(s), Canyon Hills JHS
3. Principal, Magnolia JHS
4. Assistant Principal(s), Magnolia JHS
5. Principal, Ramona JHS
6. Assistant Principal(s), Ramona JHS
7. Principal, Townsend JHS
8. Assistant Principal(s), Townsend JHS
9. Principal, Woodcrest JHS
10. Assistant Principal, Woodcrest JHS
11. Principal, Ayala HS
12. Assistant Principal(s), Ayala HS
13. Principal, Boys Republic HS
14. Principal, Buena Vista HS
15. Principal, Chino HS
16. Assistant Principal(s), Chino HS
17. Principal, Chino Hills HS
18. Assistant Principal(s), Chino Hills HS
19. Principal, Don Lugo HS
20. Assistant Principal(s), Don Lugo HS
21. Assistant Principal, Chino Valley Learning Academy

Administrative Retirees as they become available.
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations

SUBJECT: AGREEMENTS FOR CONTRACTOR/CONSULTANT SERVICES

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BACKGROUND

All contracts between the District and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee. To be valid or to constitute an enforceable obligation against the District, all contracts must be approved and/or ratified by the Board of Education.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

FISCAL IMPACT

As indicated.

WMJ:GJS:It
<table>
<thead>
<tr>
<th>BUSINESS SERVICES</th>
<th>FISCAL IMPACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-1314-001-American Fidelity Assurance Co. To provide Consolidated Omnibus</td>
<td>Contract Amount: Not to exceed $11,036.25</td>
</tr>
<tr>
<td>Budget Reconciliation Act (COBRA) and Health Insurance Portability and</td>
<td>Funding Source: General Fund</td>
</tr>
<tr>
<td>Accountability Act (HIPAA) services.</td>
<td></td>
</tr>
<tr>
<td>Submitted by: Business Services</td>
<td></td>
</tr>
<tr>
<td>Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td></td>
</tr>
<tr>
<td>B-1314-003-Nutrition Services and Health Services. To provide snacks to SOAR.</td>
<td>Contract Amount: 2013/2014</td>
</tr>
<tr>
<td>Submitted by: Nutrition Services</td>
<td>Reimbursement Rates</td>
</tr>
<tr>
<td>Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Funding Source: Health Services</td>
</tr>
<tr>
<td>B-1314-004-Nutrition Services and Spectrum Center Schools and Programs. To</td>
<td>Contract Amount: Breakfast $1.10, lunch $2.75 for paid students; breakfast</td>
</tr>
<tr>
<td>provide breakfast and lunch to Spectrum Center Schools and Programs located at</td>
<td>$0.25, lunch $0.40 for reduced students and free breakfast and lunch for free</td>
</tr>
<tr>
<td>Alternative Education Center (AEC).</td>
<td>students.</td>
</tr>
<tr>
<td>Submitted by: Nutrition Services</td>
<td>Funding Source: Spectrum Schools Center Schools and Programs</td>
</tr>
<tr>
<td>Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td></td>
</tr>
<tr>
<td>B-1314-005-San Bernardino County Superintendent of Schools. To provide financial</td>
<td>Contract Amount: $282,106.15</td>
</tr>
<tr>
<td>system maintenance.</td>
<td>Funding Source: General Fund</td>
</tr>
<tr>
<td>Submitted by: Business Services</td>
<td></td>
</tr>
<tr>
<td>Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td></td>
</tr>
<tr>
<td>B-1314-006-San Bernardino County Superintendent of Schools. To provide courier</td>
<td>Contract Amount: $17,958.38</td>
</tr>
<tr>
<td>services between county and District.</td>
<td>Funding Source: General Fund</td>
</tr>
<tr>
<td>Submitted by: Business Services</td>
<td></td>
</tr>
<tr>
<td>Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td></td>
</tr>
<tr>
<td>B-1314-008-School Services of California. To provide fiscal budget services.</td>
<td>Contract Amount: Not to exceed $2,500.00</td>
</tr>
<tr>
<td>Submitted by: Business Services</td>
<td>Funding Source: General Fund</td>
</tr>
<tr>
<td>Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td></td>
</tr>
<tr>
<td>B-1314-009-Schools First Credit Union. To facilitate the provision of 403(b)</td>
<td>Contract Amount: No cost to District</td>
</tr>
<tr>
<td>services for the District.</td>
<td>Funding Source: N/A</td>
</tr>
<tr>
<td>Submitted by: Business Services</td>
<td></td>
</tr>
<tr>
<td>Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td></td>
</tr>
<tr>
<td>B-1314-010-Nutrition Services and Health Services. To provide lunch and snacks</td>
<td>Contract Amount: 2013/2014</td>
</tr>
<tr>
<td>to Children’s Center.</td>
<td>Reimbursement Rates</td>
</tr>
<tr>
<td>Submitted by: Nutrition Services</td>
<td>Funding Source: Health Services</td>
</tr>
<tr>
<td>Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CURRICULUM AND INSTRUCTION</th>
<th>FISCAL IMPACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-1314-003-Cayen Systems. To provide contracted services.</td>
<td>Contract Amount: $15,770.00</td>
</tr>
<tr>
<td>Submitted by: Program Improvement</td>
<td>Funding Source: Title I</td>
</tr>
<tr>
<td>Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td></td>
</tr>
<tr>
<td>C-1314-005-Educational Partnership. To provide CAHSEE training.</td>
<td>Contract Amount: Based on number of students who satisfy the Valenzuela</td>
</tr>
<tr>
<td>Submitted by: Assessment</td>
<td>requirements</td>
</tr>
<tr>
<td>Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Funding Source: CAHSEE</td>
</tr>
<tr>
<td>C-1314-008-Karen Krupnick. To provide oversight for the “Gate Together” Program.</td>
<td>Contract Amount: $400.00</td>
</tr>
<tr>
<td>Submitted by: Curriculum and Instruction</td>
<td>Funding Source: GATE</td>
</tr>
<tr>
<td>Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td></td>
</tr>
</tbody>
</table>
### CURRICULUM AND INSTRUCTION (cont.)

<table>
<thead>
<tr>
<th>Contract ID</th>
<th>Description</th>
<th>Contract Amount</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-1314-010-Write Guy</td>
<td>To provide professional development. Submitted by: Curriculum and Instruction Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>$8,000.00</td>
<td>Title II</td>
</tr>
<tr>
<td>C-1314-013-Nancy Fetzer’s Literacy Connections</td>
<td>To provide in-service, “School Writing Instruction for English Learners and AT RISK Students.” Submitted by: Curriculum and Instruction Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>$4,950.00</td>
<td>EL and AT RISK</td>
</tr>
</tbody>
</table>

### EDUCATIONAL SERVICES

<table>
<thead>
<tr>
<th>Contract ID</th>
<th>Description</th>
<th>Contract Amount</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1314-001-A.C.E.S. Interpreting Services</td>
<td>To provide American Sign Language interpreters. Submitted by: Special Education Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Per rate sheet</td>
<td>Special Education</td>
</tr>
<tr>
<td>E-1314-002-Eileen Kostyk</td>
<td>To provide Picture Person and Project Self Esteem services at Butterfield Ranch ES Submitted by: Butterfield Ranch ES Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Not to exceed $2,000.00</td>
<td>PTA donation</td>
</tr>
<tr>
<td>E-1314-003-All City Management</td>
<td>To provide crossing guard services to schools in Chino and Chino Hills. Submitted by: Educational Services Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>$73,160.28 District portion</td>
<td>General Fund</td>
</tr>
<tr>
<td>E-1314-004-All City Management</td>
<td>To provide crossing guard services to schools outside the city limits of Chino and Chino Hills. Submitted by: Educational Services Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>$54,658.00</td>
<td>General Fund</td>
</tr>
<tr>
<td>E-1314-005-Alpha Vista Services</td>
<td>To provide assessment and therapy services. Submitted by: Special Education Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Per rate sheet</td>
<td>Special Education</td>
</tr>
<tr>
<td>E-1314-007-Linda Higgins</td>
<td>To reimburse parent for mileage to transport child to school. Submitted by: Special Education Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>56.5¢ per mile</td>
<td>Special Education</td>
</tr>
<tr>
<td>E-1314-008-Autism Behavior Consultants</td>
<td>To provide autism related services. Submitted by: Special Education Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Per rate sheet</td>
<td>Special Education</td>
</tr>
<tr>
<td>E-1314-010-B.J.’s Grant Consultants</td>
<td>To provide grant writing services. Submitted by: Heath Services Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Not to exceed $11,000.00</td>
<td>Local Education Agency (LEA)</td>
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<td>E-1314-011-Baldy View Regional Occupational</td>
<td>To provide distribution warehouse wreath production teacher at Boys Republic High School. Submitted by: Educational Services Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>$6,500.00</td>
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<td>E-1314-012-Big Smiles California Program. To provide access to dental care for under-served students at participating District schools. Submitted by: Health Services Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: No cost to District Funding Source: N/A</td>
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<td>E-1314-014-Cole Burdette. To reimburse parent for mileage to transport child to school. Submitted by: Special Education Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: 56.5¢ per mile Funding Source: Special Education</td>
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<td>E-1314-015-C.P.R. Success. To provide CPR training. Submitted by: Health Services Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: Not to exceed $8,000.00 Funding Source: Health Services</td>
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<td>E-1314-016-Casa Colina. To provide occupational therapy services. Submitted by: Special Education Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: Per rate sheet Funding Source: Special Education</td>
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<td>E-1314-017-Center for Autism and Related Disorders (CARD). To provide autism related services. Submitted by: Special Education Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: Per rate sheet Funding Source: Special Education</td>
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<td>E-1314-019-City of Chino. To provide staff to assist with various programs. Submitted by: Health Services Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: Per attachment B Funding Source: Various</td>
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<td>E-1314-022-Community Matters. To provide training and support for Safe School Ambassadors. Submitted by: Educational Services Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: $5,000.00 per training Funding Source: Sites and Risk Management</td>
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<td>E-1314-024-Sylvan Learning Center of Chino. To provide tutorial services to students that will be identified by the CARE office as “homeless and needing assistance.” Submitted by: Health Services Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: Not to exceed $1,075.00/per student Funding Source: CARE</td>
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<td>E-1314-025-Dee-Ann Emal. To provide consulting services for the Medical Administrative Activities (MAA) program. Submitted by: Health Services Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: Not to exceed $35,000.00 Funding Source: Health Services</td>
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<td>E-1314-026-Extensive Therapy Connection &amp; Solution. To provide speech pathology services. Submitted by: Special Education Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: Per rate sheet Funding Source: Special Education</td>
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<td>E-1314-027-Gale Gorke. To provide SOAR staff training. Submitted by: Child Development Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: $6,000.00 Funding Source: ASES grant</td>
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<td>E-1314-028-Pristine Rehab Care, LLC. To provide speech, language, and occupational therapist.</td>
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<td>E-1314-031-Kinderstreet Operating, LLC. To provide software database for District childcare programs.</td>
<td>Contract Amount: $7,000.00. Funding Source: Child Development</td>
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<td>E-1314-033-Bethany Yaroma. To provide coordination with the Science Academy at Butterfield ES.</td>
<td>Contract Amount: Not to exceed $1,000.00 Funding Source: PTA donation</td>
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<td>E-1314-034-Susanne B. Montgomery. To provide evaluation and consulting services.</td>
<td>Contract Amount: Not to exceed $25,000.00 Funding Source: Project HALT Grant</td>
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<td>E-1314-036-NARCONON. To provide drug prevention and education programs.</td>
<td>Contract Amount: $200.00 per event Funding Source: CVLA</td>
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<td>E-1314-037-New World Language Services. To provide American Sign Language services.</td>
<td>Contract Amount: Per rate sheet Funding Source: Special Education</td>
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<td>E-1314-038-Ray Lozano. To provide tobacco, alcohol, and marijuana information to fulfill TUPE grant.</td>
<td>Contract Amount: $30,000.00 Funding Source: TUPE Grant</td>
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<td>E-1314-039-Pacific Coast Speech. To provide speech services.</td>
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<td>E-1314-040-Pro Care Therapy, Inc. To provide speech services.</td>
<td>Contract Amount: Per rate sheet Funding Source: Special Education</td>
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<td>E-1314-041-Reach Out. To provide tobacco education.</td>
<td>Contract Amount: $67,000.00. Funding Source: Project HALT Grant</td>
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<td>E-1314-042-Russo Fleck and Associates. To provide occupational therapy.</td>
<td>Contract Amount: Per rate sheet Funding Source: Special Education</td>
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<td>E-1314-044-Sandra So, M.D. To provide Child Health Department Prevention screening services.</td>
<td>Contract Amount: $1,000.00 Funding Source: Health Services</td>
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<td>E-1314-045-Speak Up. To provide speech and language therapy. Submitted by: Special Education Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: Per rate sheet Funding Source: Special Education</td>
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<td>E-1314-046-Top Echelon. To provide speech services. Submitted by: Special Education Duration of Agreement: July 1, 2013 – June 30, 2014</td>
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<td>E-1314-048-Ukes Communications Services. To provide assessment and therapy services. Submitted by: Special Education Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: Per rate sheet Funding Source: Special Education</td>
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<td>E-1314-049-Visiting Nurse Association (VNA). To provide LVN services for education therapy and consultation. Submitted by: Special Education Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: Per rate sheet Funding Source: Special Education</td>
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<td>E-1314-050-Therapy Mantra. To provide speech language pathology services. Submitted by: Special Education Duration of Agreement: July 1, 2013 – June 30, 2014</td>
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<td>E-1314-052-Whittier Area Parents Association for the Developmentally Handicapped. To provide assistive technology services related to speech. Submitted by: Special Education Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: Per rate sheet Funding Source: Special Education</td>
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<td>E-1314-053-San Bernardino County Superintendent of Schools. To provide reimbursable meals at county sites. Submitted by: Nutrition Services Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: No cost to District Funding Source: N/A</td>
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<td>E-1314-054-Pearson Vue. To provide GED testing services to Adult School. Submitted by: Educational Services Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: No cost to District Funding Source: Student Fees</td>
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<td>E-1314-055-Scott Backovich. To provide motivational speaking services. Submitted by: Educational Services Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: No cost to District Funding Source: Various</td>
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<td>F-1314-001-CJN Services. To provide services to close out District Division of the State Architect (DSA) projects. Submitted by: Facilities, Planning, and Operations Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: Not to exceed $8,000.00 Funding Source: Facilities/Planning</td>
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<td>F-1314-002-Knowledge Learning Corp. Inc. To lease land for building to provide childcare and educational programs at Eagle Canyon ES. Submitted by: Planning Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: $1,000.00 income to the District Funding Source: N/A</td>
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<td><strong>F-1213-006-RDO Inspection Services, Inc.</strong> To provide DSA inspection services. Submitted by: Facilities, Planning, and Operations Duration of Agreement: June 14, 2013 – June 30, 2014</td>
<td>Contract Amount: $30,000.00 Funding Source: Capital Facilities</td>
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<td><strong>HR-1314-002-Callas and Heise.</strong> To provide legal services in the matter of 132A (Workers Compensation). Submitted by: Risk Management Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: $165.00 per hour Funding Source: Risk Management</td>
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<td><strong>HR-1314-003-Claims Management Associates.</strong> To review District legal bills. Submitted by: Risk Management Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: Not to exceed $20,000.00 Funding Source: Risk Management</td>
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<td><strong>HR-1314-004-Fagen, Friedman &amp; Fulfrost.</strong> To provide legal services. Submitted by: Human Resources Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: Per rate sheet Funding Source: General Fund</td>
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<td><strong>S-1314-001-California School Boards Association.</strong> To provide annual membership. Submitted by: Superintendent Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: $15,253.00 Funding Source: General Fund</td>
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<td><strong>S-1314-003-Hayes Media Group.</strong> To provide videotaping and production of “State of the District” video. Submitted by: Communications Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: $5,000.00 Funding Source: Communications</td>
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<td><strong>S-1314-004-Jennifer Jeffries.</strong> To provide board governance policy and strategic plan facilitation. Submitted by: Superintendent Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: Not to exceed $7,000.00 Funding Source: General Fund</td>
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<tr>
<td><strong>S-1314-007-Thompson &amp; Colgate.</strong> To provide legal services. Submitted by: Superintendent Duration of Agreement: July 1, 2013 – June 30, 2014</td>
<td>Contract Amount: $185.00/$165.00/$80.00 per hour Funding Source: General Fund</td>
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<tr>
<th>MASTER CONTRACTS</th>
<th>FISCAL IMPACT</th>
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<td><strong>MC-1314-002-Big Mouth Presentations.</strong> To provide character assemblies. Submitted by: Purchasing Duration of Agreement: July 1, 2013 – June 30, 2015</td>
<td>Contract Amount: Per rate sheet Funding Source: ASB/PTA/Boosters</td>
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<tr>
<td><strong>MC-1314-003-Spellman Magic.</strong> To provide assemblies at district sites. Submitted by: Purchasing Duration of Agreement: July 1, 2013 – June 30, 2015</td>
<td>Contract Amount: Per rate sheet Funding Source: ASB/PTA/Boosters</td>
</tr>
</tbody>
</table>
DATE: June 13, 2013
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
SUBJECT: SURPLUS/OBSOLETE PROPERTY

BACKGROUND

The Board of Education recognizes that the District may own personal property which is unusable, obsolete, or no longer needed by the District. The Superintendent or designee shall arrange for the sale or disposal of District personal property in accordance with Board policy and the requirements of Education Code 17545.

Lists of surplus items are emailed to the Purchasing Department to be placed on an upcoming Board agenda. After Board approval, items may be picked up by District warehouse or a liquidation company for public auction. Proceeds of the sale are deposited into the General Fund.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education declare the District property surplus/obsolete and authorize the Purchasing Department to sell/dispose of said property.

FISCAL IMPACT

Increase to the General Fund from proceeds of sale.

WMJ:GJS:ljt
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<td>Computer</td>
<td>ViewSonic</td>
<td>103-B138-09</td>
<td>Ayala HS</td>
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<td>103-B138-11</td>
<td>Ayala HS</td>
</tr>
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<td>103-B138-12</td>
<td>Ayala HS</td>
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<tr>
<td>Computer</td>
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<td>103-B138-13</td>
<td>Ayala HS</td>
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BACKGROUND

Public Contract Code (PCC) 20111 requires school district governing boards to competitively bid and award any contracts involving an expenditure of more than $83,400.00 to the lowest responsible bidder.

Notwithstanding PCC 20111 and PCC 20118, Administrative Regulation 3311(e) states that without advertising for bids and upon a determination that it is in the best interest of the District, the Board may authorize District staff by contract, lease, requisition, or purchase order of another public corporation or agency, to lease data-processing equipment, or to purchase materials, supplies, equipment, automotive vehicles, tractors and other personal property for the District in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor (piggyback).

Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, the District may authorize the lease or purchase of personal property directly to the vendor under the same terms that are available to the public corporation or agency under the contract.

Staff requests approval of the following resolutions to provide authorization for the District to participate by piggyback in contracts as itemized:

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Contract</th>
<th>Contractor</th>
<th>Description</th>
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<tbody>
<tr>
<td>2012/2013-45</td>
<td>California Multiple Awards Schedule (CMAS) 3-12-10-2919A</td>
<td>Mitel c/o Blue Violet Networks</td>
<td>Information Technology Equipment and Services</td>
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<tr>
<td>2012/2013-46</td>
<td>Santa Clarita Valley School Food Services Agency RFP #11-12-31012012-01</td>
<td>Gold Star Foods</td>
<td>Frozen Food</td>
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<tr>
<td>Resolution</td>
<td>Contract</td>
<td>Contractor</td>
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<tr>
<td>2012/2013-47</td>
<td>Murrieta Valley Unified School District RFP# P-022213</td>
<td>Gold Star Foods</td>
<td>Fresh and Processed Produce Products</td>
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<td>2012/2013-49</td>
<td>South Bay Co-Op #F11-12.2</td>
<td>Gold Star Foods</td>
<td>Fresh Bread Products</td>
</tr>
<tr>
<td>2012/2013-51</td>
<td>Santa Clara Valley Unified School District RFP #11-12-041712-1</td>
<td>DJ Co-Ops</td>
<td>USDA Commodities</td>
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<td>2012/2013-54</td>
<td>Glendale Unified School District Bid P-1609/10</td>
<td>Culver Newlin</td>
<td>Furniture</td>
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<td>2012/2013-55</td>
<td>Newport-Mesa Unified School District Bid 105-12</td>
<td>Culver Newlin</td>
<td>Furniture</td>
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<td>2012/2013-57</td>
<td>San Bernardino County Superintendent of Schools Bid 11/12-0361</td>
<td>Office Depot</td>
<td>Furniture Systems and Stand Alone</td>
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<td>2012/2013-60</td>
<td>Chawanakee Unified School District Bid #2011-01</td>
<td>Class Leasing, Inc.</td>
<td>Leasing of Portable Classrooms</td>
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<td>2012/2013-61</td>
<td>County of Los Angeles (COLA) #MA-IS-1140174-5</td>
<td>Xerox Corporation</td>
<td>Copier Fleet and Multiple Printer Services</td>
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<td>2012/2013-62</td>
<td>Moreno Valley USD Bid 11-12-06</td>
<td>Gorm</td>
<td>Custodial Supplies and Software</td>
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<td>2012/2013-63</td>
<td>General Services Agreement GS-07F-0248K</td>
<td>Trane</td>
<td>Heating Ventilation Air Conditioning Units</td>
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<td>2012/2013-64</td>
<td>General Services Agreement GS-27F-5064C</td>
<td>Penco</td>
<td>Student Lockers</td>
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<tr>
<td>2012/2013-65</td>
<td>CMAS Supplement 17 Number 3-07-70-2382A</td>
<td>Digital Networks Group, Inc.</td>
<td>Classroom Audio/Video Systems</td>
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<td>2012/2013-66</td>
<td>CMAS Contract #3-11-00-0496B</td>
<td>Lightspeed Technologies, Inc.</td>
<td>Classroom Amplification Systems</td>
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<td>2012/2013-67</td>
<td>CMAS Contract #4-99-78-0006A</td>
<td>Miracle Playground Equipment Co.</td>
<td>Playground Equipment</td>
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<tr>
<td>2012/2013-68</td>
<td>County of San Bernardino RFP-N-38</td>
<td>Poma Distributing Co. Inc.</td>
<td>Gas and Diesel Fuel</td>
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<td>2012/2013-69</td>
<td>Western States Contracting Alliance California Participating Addendum (WSCA) B-27160</td>
<td>Dell Marketing, L.P</td>
<td>Computer Equipment, Software Peripherals, and Related Services</td>
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<td>Resolution</td>
<td>Contract</td>
<td>Contractor</td>
<td>Description</td>
</tr>
<tr>
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</tr>
<tr>
<td>2012/2013-70</td>
<td>Western States Contract Alliance, California Participating Addendum Master Contract 7-10-70-16</td>
<td>Verizon Wireless</td>
<td>Discounts on Telecommunications Services</td>
</tr>
</tbody>
</table>

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolutions 2012/2013-45 through 2012/2013-70, Authorization to Utilize Piggyback Contracts.

**FISCAL IMPACT**

Unknown.

WMJ/GJS:ljt
WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure information technology equipment and services for the District;

WHEREAS, California Multiple Award Schedule (CMAS) currently has a piggyback contract, 3-12-10-2919A, in accordance with Public Contract Code 20118 with Mitel c/o Blue Violet Networks that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of information technology equipment and services through the piggyback contract procured by the CMAS.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of information technology equipment and services through the piggyback contract originally procured by the CMAS is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of information technology equipment and services in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the CMAS.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

____________________________________
Wayne M. Joseph, Superintendent
Secretary, Board of Education
WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure frozen food for the District;

WHEREAS, Santa Clarita Valley School Food Services Agency currently has a piggyback contract, RFP#11-12-31012012-01, in accordance with Public Contract Code 20118 with Gold Star Foods that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of frozen food through the piggyback contract procured by the Santa Clarita Valley School Food Services Agency.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of frozen food through the piggyback contract originally procured by Santa Clarita Valley School Food Services Agency is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of frozen food in accordance with Public Contract Code 20118 through the piggyback contract originally procured by Santa Clarita Valley School Food Services Agency.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

____________________________________
Wayne M. Joseph, Superintendent
Secretary, Board of Education
Authorization to Utilize the Murrieta Valley Unified School District RFP#P-022213 to Purchase Fresh and Processed Produce Products Through the Piggyback Contract

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure fresh and processed produce products for the District;

WHEREAS, Murrieta Valley Unified School District currently has a piggyback contract, RFP#P-022213, in accordance with Public Contract Code 20118 with Gold Star Foods that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of fresh and processed produce products through the piggyback contract procured by the Murrieta Valley Unified School District.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of fresh and processed produce products through the piggyback contract originally procured by Murrieta Valley Unified School District is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of fresh and processed produce products in accordance with Public Contract Code 20118
through the piggyback contract originally procured by Murrieta Valley Unified School District.

Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District’s Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES: 
NOES: 
ABSENT: 
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

Wayne M. Joseph, Superintendent  
Secretary, Board of Education
WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure dairy products for the District;

WHEREAS, Chaffey Joint Unified School District currently has a piggyback contract, Bid 2013-2014, in accordance with Public Contract Code 20118 with Driftwood Dairy that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of dairy products through the piggyback contract procured by the Chaffey Joint Unified School District.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of dairy products through the piggyback contract originally procured by Chaffey Joint Unified School District is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of dairy products in accordance with Public Contract Code 20118 through the piggyback contract originally procured by Chaffey Joint Unified School District.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

____________________________________
Wayne M. Joseph, Superintendent
Secretary, Board of Education
WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure fresh bread products for the District;

WHEREAS, South Bay Co-Op currently has a piggyback contract, #F11-12.2, in accordance with Public Contract Code 20118 with Gold Star Foods that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of fresh bread products through the piggyback contract procured by the South Bay Co-Op.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of fresh bread products through the piggyback contract originally procured by South Bay Co-Op is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District’s Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

Wayne M. Joseph, Superintendent
Secretary, Board of Education
Chino Valley Unified School District  
Resolution 2012/2013-50  
Authorization to Utilize the Pomona Valley Co-Op, Bonita Unified School District  
Contract to Purchase Food Service Paper Supply Items Through  
the Piggyback Contract

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure food service paper supply items for the District;

WHEREAS, Pomona Valley Co-Op, Bonita Unified School District (Lead District) Contract currently has a piggyback contract in accordance with Public Contract Code 20118 with American Paper, P & R Paper, and Sysco L.A. that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of food service paper supply items through the piggyback contract procured by the Pomona Valley Co-Op, Bonita Unified School District contract.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of food service paper supply items through the piggyback contract originally procured by the Pomona Valley Co-Op, Bonita Unified School District contract is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of food service paper supply items in accordance with Public Contract Code 20118 through the
piggyback contract originally procured by the Pomona Valley Co-Op, Bonita Unified School District contract.

Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District’s Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

Wayne M. Joseph, Superintendent
Secretary, Board of Education
Chino Valley Unified School District
Resolution 2012/2013-51
Authorization to Utilize the Santa Clara Valley Unified School District
RFP #11-12-041712-1 to Purchase USDA Commodities
Through the Piggyback Contract

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure USDA Commodities for the District;

WHEREAS, Santa Clara Valley Unified School District currently has a piggyback contract, RFP #11-12-041712-1, in accordance with Public Contract Code 20118 with DJ Co-Ops that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of USDA Commodities through the piggyback contract procured by the Santa Clara Valley Unified School District.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of USDA Commodities through the piggyback contract originally procured by the Santa Clara Valley Unified School District is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of USDA Commodities in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Santa Clara Valley Unified School District.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District’s Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

____________________________________
Wayne M. Joseph, Superintendent
Secretary, Board of Education
Chino Valley Unified School District
Resolution 2012/2013-52
Authorization to Utilize the Pomona Valley Co-Op, Ontario-Montclair School District Contract to Purchase Snacks Through the Piggyback Contract

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure snacks for the District;

WHEREAS, Pomona Valley Co-Op, Ontario-Montclair School District (Lead District) currently has a piggyback contract in accordance with Public Contract Code 20118 with A&R that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of snacks through the piggyback contract procured by the Pomona Valley Co-Op, Ontario-Montclair School District contract.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of snacks through the piggyback contract originally procured by the Pomona Valley Co-Op, Ontario-Montclair School District contract is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

____________________________________
Wayne M. Joseph, Superintendent  
Secretary, Board of Education
Chino Valley Unified School District
Resolution 2012/2013-53
Authorization to Utilize the Pomona Valley Co-Op, Ontario-Montclair School District Contract to Purchase Canned Goods and Condiments Through the Piggyback Contract

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure canned goods and condiments for the District;

WHEREAS, Pomona Valley Co-Op, Ontario-Montclair School District (Lead District) currently has a piggyback contract in accordance with Public Contract Code 20118 with A&R, Gold Star Foods, and Sysco that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of canned goods and condiments through the piggyback contract procured by the Pomona Valley Co-Op, Ontario-Montclair School District contract.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of canned goods and condiments through the piggyback contract originally procured by the Pomona Valley Co-Op, Ontario-Montclair School District contract is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of canned goods and condiments in accordance with Public Contract Code 20118 through the
piggyback contract originally procured by the Pomona Valley Co-Op, Ontario-Montclair School District contract.

Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

Wayne M. Joseph, Superintendent
Secretary, Board of Education
WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure furniture for the District;

WHEREAS, Glendale Unified School District currently has a piggyback contract, Bid P-1609/10, in accordance with Public Contract Code 20118 with Culver Newlin that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of furniture through the piggyback contract procured by the Glendale Unified School District.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of furniture through the piggyback contract originally procured by the Glendale Unified School District is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of furniture in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Glendale Unified School District.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

______________________________
Wayne M. Joseph, Superintendent
Secretary, Board of Education
Chino Valley Unified School District
Resolution 2012/2013-55
Authorization to Utilize the Newport-Mesa Unified School District Bid 105-12
to Purchase Furniture Through the Piggyback Contract

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure furniture for the District;

WHEREAS, Newport-Mesa Unified School District currently has a piggyback contract, Bid 105-12, in accordance with Public Contract Code 20118 with Culver Newlin that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of furniture through the piggyback contract procured by the Newport-Mesa Unified School District.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of furniture through the piggyback contract originally procured by the Newport-Mesa Unified School District is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of furniture in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Newport-Mesa Unified School District.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

____________________________________
Wayne M. Joseph, Superintendent
Secretary, Board of Education
WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure furniture for the District;

WHEREAS, Redlands Unified School District currently has a piggyback contract, Bid 4-11, in accordance with Public Contract Code 20118 with Culver Newlin, Concepts Furnishings, and School Space Solutions that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of furniture through the piggyback contract procured by the Redlands Unified School District.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of furniture through the piggyback contract originally procured by the Redlands Unified School District is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of furniture in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Redlands Unified School District.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

____________________________________
Wayne M. Joseph, Superintendent
Secretary, Board of Education
Chino Valley Unified School District  
Resolution 2012/2013-57  
Authorization to Utilize the San Bernardino County Superintendent of Schools  
Bid 11/12-0361 to Purchase Furniture Systems and Stand Alone  
Through the Piggyback Contract  

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure furniture systems and stand alone for the District;  

WHEREAS, San Bernardino County Superintendent of Schools currently has a piggyback contract, Bid 11/12-0361, in accordance with Public Contract Code 20118 with Office Depot that contains the materials, supplies, equipment and/or other personal property the District currently requires;  

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;  

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and  

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of furniture systems and stand alone through the piggyback contract procured by the San Bernardino County Superintendent of Schools.  

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:  

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.  

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of furniture systems and stand alone through the piggyback contract originally procured by the San Bernardino County Superintendent of Schools is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.  

Section 3. Authorization. The Board hereby authorizes the acquisition of furniture systems and stand alone in accordance with Public Contract Code 20118 through the  

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piggyback contract originally procured by the San Bernardino County Superintendent of Schools.

Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:  

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

______________________________  
Wayne M. Joseph, Superintendent  
Secretary, Board of Education
Chino Valley Unified School District
Resolution 2012/2013-58
Authorization to Utilize the Fontana Unified School District Bid #12/13-1370 to Purchase Office and School Supplies Through the Piggyback Contract

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure office and school supplies for the District;

WHEREAS, Fontana Unified School District currently has a piggyback contract, Bid #12/13-1370, in accordance with Public Contract Code 20118 with Office Depot that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of office and school supplies through the piggyback contract procured by the Fontana Unified School District.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of office and school supplies through the piggyback contract originally procured by the Fontana Unified School District is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of office and school supplies in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Fontana Unified School District.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

_________________________________
Wayne M. Joseph, Superintendent
Secretary, Board of Education
Chino Valley Unified School District  
Resolution 2012/2013-59  
Authorization to Utilize the Los Angeles Unified School District Bid C-1059  
to Purchase Kitchen Equipment Through the Piggyback Contract

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure kitchen equipment for the District;

WHEREAS, Los Angeles Unified School District currently has a piggyback contract, Bid C-1059, in accordance with Public Contract Code 20118 with Arrow Restaurant Equipment and Supplies that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of kitchen equipment through the piggyback contract procured by the Los Angeles Unified School District.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of kitchen equipment through the piggyback contract originally procured by the Los Angeles Unified School District is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of kitchen equipment in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Los Angeles Unified School District.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES: 
NOES: 
ABSENT: 
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

___________________________________
Wayne M. Joseph, Superintendent
Secretary, Board of Education
Chino Valley Unified School District  
Resolution 2012/2013-60  
Authorization to Utilize the Chawanakee Unified School District Bid #2011-01  
for Leasing of Portable Classrooms Through the Piggyback Contract

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure leasing of portable classrooms for the District;

WHEREAS, Chawanakee Unified School District currently has a piggyback contract, Bid #2011-01, in accordance with Public Contract Code 20118 with Class Leasing Inc. that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the leasing of portable classrooms through the piggyback contract procured by the Chawanakee Unified School District.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the leasing of portable classrooms through the piggyback contract originally procured by the Chawanakee Unified School District is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the leasing of portable classrooms in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Chawanakee Unified School District.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 13\textsuperscript{th} day of June 2013 by the following vote:

- **AYES:**
- **NOES:**
- **ABSENT:**
- **ABSTAINED:**

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

Wayne M. Joseph, Superintendent  
Secretary, Board of Education
Chino Valley Unified School District  
Resolution 2012/2013-61  
Authorization to Utilize the County of Los Angeles #MA-IS-1140174-5 to Purchase  
Copier Fleet and Multiple Printer Services Through the Piggyback Contract

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure copier fleet and multiple printer services for the District;

WHEREAS, County of Los Angeles (COLA) currently has a piggyback contract, #MA-IS-1140174-5, in accordance with Public Contract Code 20118 with Xerox Corporation that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of copier fleet and multiple printer services through the piggyback contract procured by the COLA.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of copier fleet and multiple printer services through the piggyback contract originally procured by the COLA is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of copier fleet and multiple printer services in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the COLA.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

Wayne M. Joseph, Superintendent
Secretary, Board of Education
Chino Valley Unified School District
Resolution 2012/2013-62

Authorization to Utilize the Moreno Valley Unified School District Bid #11-12-06 to Purchase Custodial Supplies and Software Through the Piggyback Contract

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure custodial supplies and software for the District;

WHEREAS, Moreno Valley Unified School District currently has a piggyback contract, Bid #11-12-06, in accordance with Public Contract Code 20118 with Gorm that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of custodial supplies and software through the piggyback contract procured by the Moreno Valley Unified School District.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of custodial supplies and software through the piggyback contract originally procured by the Moreno Valley Unified School District is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of custodial supplies and software in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Moreno Valley Unified School District.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

____________________________________
Wayne M. Joseph, Superintendent
Secretary, Board of Education
Chino Valley Unified School District
Resolution 2012/2013-63
Authorization to Utilize the General Services Agreement #GS-07F-0248K
to Purchase Heating Ventilation Air Conditioning Units
Through the Piggyback Contract

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure heating ventilation air conditioning units for the District;

WHEREAS, General Services currently has a piggyback contract, #GS-07F-0248K, in accordance with Public Contract Code 20118 with Trane that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of heating ventilation air conditioning units through the piggyback contract procured by the General Services.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of heating ventilation air conditioning units through the piggyback contract originally procured by the General Services is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of heating ventilation air conditioning units in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the General Services.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

____________________________________
Wayne M. Joseph, Superintendent
Secretary, Board of Education
Chino Valley Unified School District 
Resolution 2012/2013-64 
Authorization to Utilize the General Services Agreement #GS-27F-5064C to 
Purchase Student Lockers Through the Piggyback Contract 

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure student lockers for the District;

WHEREAS, General Services currently has a piggyback contract, #GS-27F-5064C, in accordance with Public Contract Code 20118 with Penco that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of student lockers through the piggyback contract procured by the General Services.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of student lockers through the piggyback contract originally procured by the General Services is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of student lockers in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the General Services.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

____________________________________
Wayne M. Joseph, Superintendent
Secretary, Board of Education
WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure classroom audio/video systems for the District;

WHEREAS, California Multiple Awards Schedule (CMAS) currently has a piggyback contract, Supplement 17 Number 3-07-70-2382A, in accordance with Public Contract Code 20118 with Digital Networks Group, Inc. that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of classroom audio/video systems through the piggyback contract procured by the CMAS.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of classroom audio/video systems through the piggyback contract originally procured by the CMAS is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of classroom audio/video systems in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the CMAS.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

______________________________
Wayne M. Joseph, Superintendent
Secretary, Board of Education
WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure classroom amplification systems for the District;

WHEREAS, California Multiple Awards Schedule (CMAS) currently has a piggyback contract, #3-11-00-0496B, in accordance with Public Contract Code 20118 with Lightspeed Technologies, Inc. that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of classroom amplification systems through the piggyback contract procured by the CMAS.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of classroom amplification systems through the piggyback contract originally procured by the CMAS is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of classroom amplification systems in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the CMAS.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES: 
NOES: 
ABSENT: 
ABSTAINED: 

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

____________________________________
Wayne M. Joseph, Superintendent  
Secretary, Board of Education
Chino Valley Unified School District
Resolution 2012/2013-67
Authorization to Utilize the California Multiple Awards Schedule
Contract #4-99-78-0006A to Purchase Playground Equipment
Through the Piggyback Contract

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure playground equipment for the District;

WHEREAS, California Multiple Awards Schedule (CMAS) currently has a piggyback contract, #4-99-78-0006A, in accordance with Public Contract Code 20118 with Miracle Playground Equipment Company that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of playground equipment through the piggyback contract procured by the CMAS.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of playground equipment through the piggyback contract originally procured by the CMAS is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of playground equipment in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the CMAS.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

Wayne M. Joseph, Superintendent  
Secretary, Board of Education
Chino Valley Unified School District  
Resolution 2012/2013-68  
Authorization to Utilize the County of San Bernardino RFP-N-38  
to Purchase Gas and Diesel Fuel Through the Piggyback Contract

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure gas and diesel fuel for the District;

WHEREAS, County of San Bernardino currently has a piggyback contract, RFP-N-38, in accordance with Public Contract Code 20118 with Poma Distributing Co., Inc. that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of gas and diesel fuel through the piggyback contract procured by the County of San Bernardino.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of gas and diesel fuel through the piggyback contract originally procured by the County of San Bernardino is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of gas and diesel fuel in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the County of San Bernardino.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

Wayne M. Joseph, Superintendent
Secretary, Board of Education
Chino Valley Unified School District
Resolution 2012/2013-69
Authorization to Utilize the Western States Contracting Alliance California Participating Addendum B-27160 to Purchase Computer Equipment, Software Peripherals, and Related Services Through the Piggyback Contract

WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure computer equipment, software peripherals, and related services for the District;

WHEREAS, Western States Contracting Alliance (WSCA) currently has a piggyback contract, California Participating Addendum B-27160, in accordance with Public Contract Code 20118 with Dell Marketing, L.P. that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of computer equipment, software peripherals, and related services through the piggyback contract procured by the WSCA.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of computer equipment, software peripherals, and related services through the piggyback contract originally procured by the WSCA is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of computer equipment, software peripherals, and related services in accordance with
Public Contract Code 20118 through the piggyback contract originally procured by the WSCA.

Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District’s Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

Wayne M. Joseph, Superintendent
Secretary, Board of Education
WHEREAS, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure discounts on telecommunications services for the District;

WHEREAS, Western States Contract Alliance (WSCA) currently has a piggyback contract, California Participating Addendum Master Contract 7-10-70-16, in accordance with Public Contract Code 20118 with Verizon Wireless that contains the materials, supplies, equipment and/or other personal property the District currently requires;

WHEREAS, the board of education of a school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order of any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases from a vendor;

WHEREAS, the board of education of a school district is required to make a determination that a purchase and/or lease through a public corporation or agency is in the best interests of the district to take advantage of this exception; and

WHEREAS, the Board has determined that it is in the best interest of the District to authorize the purchase of discounts on telecommunications services through the piggyback contract procured by the WSCA.

NOW THEREFORE BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. Determination re: Recitals. All of the recitals set forth above are true and correct.

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of discounts on telecommunications services through the piggyback contract originally procured by the WSCA is in the best interests of the District because there is volume pricing that can be used to reduce the District’s overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of discounts on telecommunications services in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the WSCA.
Section 4. Other Actions. The Superintendent or his designee are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to consummate the purchase, sale, and lease, and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, and that any and all such prior actions by the District's Superintendent, or his designee, are hereby ratified by the Board.

Section 5. Effective Date. This resolution shall be effective as of July 1, 2013.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 13th day of June 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

I, Wayne M. Joseph, Secretary of the Chino Valley Unified School District Board of Education, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

Wayne M. Joseph, Superintendent
Secretary, Board of Education
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
Michael J. Chapko, Director, Maintenance, Operations, and Construction

SUBJECT: AIR FILTER SUPPLIER

===================================================================

BACKGROUND

The District advertised a Request for Proposal (RFP) for air filter suppliers on April 15 and April 22, 2013. Three vendors responded to the RFP. One vendor withdrew its proposal. The two remaining proposals were evaluated on Wednesday, May 29, 2013. The evaluation process employed a weighted scoring system looking at cost, scope and quality of service, qualification and experience of the firm, and responsiveness to the RFP. The highest scoring proposal was submitted by Pac West Filter Service.

In order to support District safety and cost-saving efforts, the selected firm will supply hospital grade HVAC air filters and assist with supply chain management to eliminate costs associated with the handling and storage of air filters.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education authorize staff to enter into agreement with Pac West Filter Service as the District’s air filter supplier.

FISCAL IMPACT

$55,577.17 to the General Fund (Routine Restricted Maintenance).

WJM:GJS:MJC:ljt
CHINO VALLEY UNIFIED SCHOOL DISTRICT
Our Motto:
Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
Michael J. Chapko, Director, Maintenance, Operations, and Construction

SUBJECT: NOTICE OF COMPLETION FOR REQUEST FOR PROPOSALS
11-12-02, CHINO HILLS HS SWIMMING POOL

====================================================================

BACKGROUND

On March 15, 2012, the Board of Education awarded Request for Proposals (RFP) 11-12-02, Chino Hills HS Swimming Pool, to Construct 1 One Corp. All contracted work was completed on May 27, 2013. Contract summary is provided below.

<table>
<thead>
<tr>
<th>Guaranteed Maximum Sum</th>
<th>District Contingency</th>
<th>Total Charges to Contingency</th>
<th>Revised Total Project Contract</th>
<th>Retention Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,291,462.00</td>
<td>$529,146.20</td>
<td>$433,652.69</td>
<td>$5,725,114.69</td>
<td>$286,255.73</td>
</tr>
</tbody>
</table>

Documentation indicating satisfactory completion and compliance with specification and Division of the State Architect (DSA) requirements has been obtained from the following individuals:

Jacqueline Perez, Principal, Chino Hills HS
Loren Smith, WLC Architects
Michael Stock, Bernards Management Services
Ken Burr, DSA Inspector of Record
Bill Childress, Construction Coordinator, Facilities, Planning, and Operations
Michael J. Chapko, Director, Maintenance, Operations, and Construction

On January 5, 2012, the Board adopted Resolution 2011/2012-28 to determine and find the Chino Hills HS aquatic center project substantially complex and to increase the statutory minimum retention amounts from 5% to 10%. On March 21, 2013, the Board approved the partial release of retention to the contractor to reduce the retention withheld on this project from 10% to 5%.
Staff recommends approval of the Notice of Completion for this bid. The final retention payment of 5% ($286,255.73) of the value of work done under this contract shall be made 35 days after the Notice of Completion is recorded with the County Recorder.

Approval of this item supports the goals identified within the District’s Strategic Plan.

**RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for Request for Proposals 11-12-02, Chino Hills HS Swimming Pool.

**FISCAL IMPACT**

($95,493.51) Unused Contingency to Measure M Building Fund 21.

WMJ:GJS:MJC:ljt
In accordance with California Government Code 6103, no fee shall be charged of any public agency including school districts for the filing of any document or paper.

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN by the undersigned owner, a political subdivision of the State of California, that a public work of improvement described as Request for Proposals (RFP) 11-12-02, Chino Hills HS Swimming Pool, was completed on May 27, 2013.

The Contractor on such work was Construct 1 One Corp.; contract amount, $5,725,114.69.

The real property upon which said work was done is in the County of San Bernardino, State of California, and described as: (Legal description OR street address OR other specific location; in city OR state.)

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>APN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chino Hills HS</td>
<td>16150 Pomona Rincon, Chino Hills</td>
<td>1028-351-07-0000</td>
</tr>
</tbody>
</table>

Dated: June 13, 2013

STATE OF CALIFORNIA) ss.  
COUNTY OF SAN BERNARDINO

I hereby certify that I am the Secretary of the Board of Education of the CHINO VALLEY UNIFIED SCHOOL DISTRICT, the political subdivision which executed the forgoing notice, and on whose behalf I make this verification; that I have read said notice, know its contents, and that the same is true. I certify under penalty of perjury that the foregoing is true and correct.

At Chino, California.

SIGNED

Wayne M. Joseph, Superintendent
DATE: June 13, 2013
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
Michael J. Chapko, Director, Maintenance, Operations, and Construction
SUBJECT: NOTICE OF COMPLETION FOR BID 11-12-11, MODERNIZATION AT MAGNOLIA JHS

BACKGROUND

On June 14, 2012, the Board of Education awarded Bid 11-12-11, Modernization at Magnolia JHS, to WCCR Construction. All contracted work was completed on May 24, 2013. Contract summary is provided below.

<table>
<thead>
<tr>
<th>Original Bid Amount</th>
<th>Approved Change Orders</th>
<th>Total Contract</th>
<th>Retention Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,424,155.00</td>
<td>$110,950.00</td>
<td>$1,535,105.00</td>
<td>$76,755.25</td>
</tr>
</tbody>
</table>

Documentation indicating satisfactory completion and compliance with specification and Division of the State Architect (DSA) requirements has been obtained from the following individuals:

Melody Kohn, Principal, Magnolia JHS
Loren Smith, WLC Architects
Michael Stock, Bernards Management Services
Mohammed Maybed, DSA Inspector of Record
Bill Childress, Construction Coordinator, Facilities, Planning, and Operations
Michael J. Chapko, Director, Maintenance, Operations, and Construction

Staff recommends approval of the Notice of Completion for this bid. The final retention payment of 5% of the value of work done under this contract shall be made 35 days after the Notice of Completion is recorded with the County Recorder.

Approval of this item supports the goals identified within the District’s Strategic Plan.
RECOMMENDATION

It is recommended the Board of Education approve the Notice of Completion for Bid 11-12-11, Modernization at Magnolia JHS.

FISCAL IMPACT

None.

WMJ:GJS:MJC:ljt
NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN by the undersigned owner, a political subdivision of the State of California, that a public work of improvement described as Bid 11-12-11, Modernization at Magnolia JHS, was completed on May 24, 2013.

The Contractor on such work was WCCR Construction; contract amount, $1,535,105.00.

The real property upon which said work was done is in the County of San Bernardino, State of California, and described as: (Legal description OR street address OR other specific location; in city OR state.)

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>APN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magnolia JHS</td>
<td>13150 Mountain, Chino, CA</td>
<td>1020-181-01-0000</td>
</tr>
</tbody>
</table>

Dated: June 13, 2013

STATE OF CALIFORNIA) ss.
COUNTY OF SAN BERNARDINO)

I hereby certify that I am the Secretary of the Board of Education of the CHINO VALLEY UNIFIED SCHOOL DISTRICT, the political subdivision which executed the foregoing notice, and on whose behalf I make this verification; that I have read said notice, know its contents, and that the same is true. I certify under penalty of perjury that the foregoing is true and correct.

At Chino, California.

SIGNED______________________________________
Wayne M. Joseph, Superintendent
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
Michael J. Chapko, Director, Maintenance, Operations, and Construction

SUBJECT: NOTICE OF COMPLETION FOR BID 11-12-12, SLOPE RENOVATION
AT ALTERNATIVE EDUCATION CENTER

BACKGROUND

On August 16, 2012, the Board of Education awarded Bid 11-12-12, Slope Renovation at
Alternative Education Center, to WCCR Construction. All contracted work was completed
on May 24, 2013. Contract summary is provided below.

<table>
<thead>
<tr>
<th>Original Bid Amount</th>
<th>Approved Change Orders</th>
<th>Total Contract</th>
<th>Retention Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$712,502.00</td>
<td>$17,725.00</td>
<td>$730,227.00</td>
<td>$36,511.35</td>
</tr>
</tbody>
</table>

Documentation indicating satisfactory completion and compliance with specification and
Division of the State Architect (DSA) requirements has been obtained from the following
individuals:

Preston Carr, Director, Alternative Education
Loren Smith, WLC Architects
Michael Stock, Bernards Management Services
Mohammed Maybed, DSA Inspector of Record
Bill Childress, Construction Coordinator
Michael J. Chapko, Director, Maintenance, Operations, and Construction

Staff recommends approval of the Notice of Completion for this bid. The final retention
payment of 5% of the value of work done under this contract shall be made 35 days after
the Notice of Completion is recorded with the County Recorder.

Approval of this item supports the goals identified within the District’s Strategic Plan.
RECOMMENDATION

It is recommended the Board of Education approve the Notice of Completion for Bid 11-12-12, Slope Renovation at Alternative Education Center.

FISCAL IMPACT

None.

WMJ:GJS:MJC:ljt
NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN by the undersigned owner, a political subdivision of the State of California, that a public work of improvement described as Bid 11-12-12, Slope Renovation at Alternative Education Center, was completed on May 24, 2013.

The Contractor on such work was WCCR Construction; contract amount, $730,227.00.

The real property upon which said work was done is in the County of San Bernardino, State of California, and described as: (Legal description OR street address OR other specific location; in city OR state.)

<table>
<thead>
<tr>
<th>School Address</th>
<th>APN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Education Center</td>
<td>1030-041-02-0000</td>
</tr>
</tbody>
</table>

Dated: June 13, 2013

STATE OF CALIFORNIA) ss.
COUNTY OF SAN BERNARDINO)

I hereby certify that I am the Secretary of the Board of Education of the CHINO VALLEY UNIFIED SCHOOL DISTRICT, the political subdivision which executed the foregoing notice, and on whose behalf I make this verification; that I have read said notice, know its contents, and that the same is true. I certify under penalty of perjury that the foregoing is true and correct at Chino, California.

SIGNED____________________________________
Wayne M. Joseph, Superintendent
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Norm Enfield, Ed.D., Assistant Superintendent, Human Resources
Michelle J. Harold, Ed.D., Director, Human Resources
Heather Williams, Ed.D., Director, Human Resources

SUBJECT: CERTIFICATED/CLASSIFIED PERSONNEL ITEMS

BACKGROUNDF

Board approval of personnel transactions is required by Board Bylaw 9324 Bylaws of the Board - Minutes and Recordings and Education Code 35163. Included are new hires based on need, which includes replacements, growth, and class size reduction.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve/ratify the certificated/classified personnel items.

FISCAL IMPACT

All personnel assignments are within the approved staffing ratio for the appropriate school year budget.

WMJ:NE:MJH:HW:smr
**CERTIFICATED PERSONNEL**

**HIRED AT APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2013/2014 SCHOOL YEAR**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>LOCATION</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BARTEL, Mari</td>
<td>Elementary Teacher</td>
<td>Cortez ES</td>
<td>08/21/2013</td>
</tr>
<tr>
<td>CONTRERAS, Carrie</td>
<td>Elementary Teacher</td>
<td>Cortez ES</td>
<td>08/21/2013</td>
</tr>
<tr>
<td>LABRUCHERIE, Kassandra</td>
<td>Elementary Teacher</td>
<td>Cortez ES</td>
<td>08/21/2013</td>
</tr>
<tr>
<td>BUCK, Sarah</td>
<td>Elementary Teacher</td>
<td>Glenmeade ES</td>
<td>08/21/2013</td>
</tr>
<tr>
<td>PATALANO, Catherine</td>
<td>Elementary Teacher</td>
<td>Litel ES</td>
<td>08/21/2013</td>
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<tr>
<td>DAN, Richard</td>
<td>Elementary Teacher</td>
<td>Rolling Ridge ES</td>
<td>08/20/2013</td>
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<tr>
<td>CAMPOS, Rebecca</td>
<td>Elementary Teacher</td>
<td>Walnut ES</td>
<td>08/21/2013</td>
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<tr>
<td>LAWRENCE, Lynn</td>
<td>Elementary Teacher</td>
<td>Walnut ES</td>
<td>08/21/2013</td>
</tr>
<tr>
<td>LOPEZ, Leticia</td>
<td>Elementary Teacher</td>
<td>Walnut ES</td>
<td>08/21/2013</td>
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<tr>
<td>PHELAN, Pamela</td>
<td>Elementary Teacher</td>
<td>Walnut ES</td>
<td>06/05/2013</td>
</tr>
<tr>
<td>SAUCEDO, Andrea</td>
<td>Elementary Teacher</td>
<td>Walnut ES</td>
<td>08/21/2013</td>
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<tr>
<td>ELDER, Cynthia</td>
<td>Elementary Teacher</td>
<td>Alternative Education</td>
<td>08/21/2013</td>
</tr>
<tr>
<td>VALLEROY, Larry</td>
<td>Math Teacher</td>
<td>C.V.L.A.</td>
<td>07/09/2013</td>
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</tbody>
</table>

**APPOINTMENT – SUMMER SCHOOL TEACHERS**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>SCHOOL</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIMON, Karen</td>
<td>1st Grade Teacher</td>
<td>Borba ES</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>HARRISON, Renee</td>
<td>2nd Grade Teacher</td>
<td>Borba ES</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>GOMEZ, Bernadette</td>
<td>3rd Grade Teacher</td>
<td>Borba ES</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>MENDOZA, Norma</td>
<td>4th Grade Teacher</td>
<td>Borba ES</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>MUHR, Laureen</td>
<td>5th Grade Teacher</td>
<td>Borba ES</td>
<td>06/18/2013</td>
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<tr>
<td>INGRAM, Carol</td>
<td>6th Grade Teacher</td>
<td>Borba ES</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>ARAUJO-SALINAS, Laura</td>
<td>English Teacher</td>
<td>Buena Vista HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>KELLY, Erica</td>
<td>English Teacher</td>
<td>Buena Vista HS</td>
<td>07/08/2013</td>
</tr>
<tr>
<td>GAMBOA, Myra</td>
<td>Mathematics Teacher</td>
<td>Buena Vista HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>LIPSEY, Janice</td>
<td>Mathematics Teacher</td>
<td>Buena Vista HS</td>
<td>07/08/2013</td>
</tr>
<tr>
<td>HUTT, Alison</td>
<td>Science Teacher</td>
<td>Buena Vista HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>SMART, Greg</td>
<td>Social Science Teacher</td>
<td>Buena Vista HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>TORRES, Armando</td>
<td>Algebra 1 Teacher</td>
<td>Chino HS</td>
<td>06/18/2013</td>
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<tr>
<td>AMELUXEN, John</td>
<td>Algebra 2 Teacher</td>
<td>Chino HS</td>
<td>06/18/2013</td>
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<tr>
<td>CHANDLER, Jeffery</td>
<td>Biology CP</td>
<td>Chino HS</td>
<td>06/18/2013</td>
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<tr>
<td>GARCIA, Gerald</td>
<td>English 11CP</td>
<td>Chino HS</td>
<td>06/18/2013</td>
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<tr>
<td>JOHNSON, Lindsay</td>
<td>Geometry</td>
<td>Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>BARRETT, Arthur</td>
<td>Geometry A</td>
<td>Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>HINES, Alan</td>
<td>US History</td>
<td>Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>LOPEZ, David</td>
<td>Math Intervention</td>
<td>Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>CONNELL, Doug</td>
<td>Lang. Arts Intervention</td>
<td>Chino HS</td>
<td>07/08/2013</td>
</tr>
</tbody>
</table>
**CERTIFICATED PERSONNEL (cont.)**

**APPOINTMENT – SUMMER SCHOOL TEACHERS (cont.)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade/Subject</th>
<th>School</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUEZADA, Adriana</td>
<td>Math Intervention</td>
<td>Chino HS (JH)</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>CALLACI, Robert</td>
<td>Lang. Arts Intervention</td>
<td>Chino HS (JH)</td>
<td>06/18/2013</td>
</tr>
</tbody>
</table>

**APPOINTMENT – SUMMER SCHOOL NURSES**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIRONAS, Kattia</td>
<td>School Nurse</td>
<td>Borba ES/Chino HS</td>
<td>06/14/2013</td>
</tr>
<tr>
<td>SANDOVAL, Carolina</td>
<td>School Nurse</td>
<td>Borba ES/Chino HS</td>
<td>06/19/2013</td>
</tr>
</tbody>
</table>

**APPOINTMENT – SUMMER SCHOOL TEACHERS – EXTENDED SCHOOL YEAR**

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade/Subject</th>
<th>School</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAVIS, Ryan</td>
<td>Autism 1&lt;sup&gt;st&lt;/sup&gt;-2&lt;sup&gt;nd&lt;/sup&gt; Grades</td>
<td>Borba ES</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>TAGUE, Deborah</td>
<td>Autism 3&lt;sup&gt;rd&lt;/sup&gt;-6&lt;sup&gt;th&lt;/sup&gt; Grades</td>
<td>Borba ES</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>GRISSOM, Austin</td>
<td>SDC M/S K-3&lt;sup&gt;rd&lt;/sup&gt; Grades</td>
<td>Borba ES</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>SAGER, Bonnie</td>
<td>SDC M/S 4&lt;sup&gt;th&lt;/sup&gt;-5&lt;sup&gt;th&lt;/sup&gt; Grades</td>
<td>Borba ES</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>QUIJANO, Jennifer</td>
<td>SDC M/M K-1&lt;sup&gt;st&lt;/sup&gt; Grades</td>
<td>Borba ES</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>CELIS, Adelina</td>
<td>SDC M/M 2&lt;sup&gt;nd&lt;/sup&gt; Grade</td>
<td>Borba ES</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>PROULX, Lesley</td>
<td>SDC M/M 3&lt;sup&gt;rd&lt;/sup&gt; Grade</td>
<td>Borba ES</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>DELORIA, Denise</td>
<td>SDC M/M 4&lt;sup&gt;th&lt;/sup&gt; Grade</td>
<td>Borba ES</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>VALLEROY, Claudia</td>
<td>SDC M/M 5&lt;sup&gt;th&lt;/sup&gt; Grade</td>
<td>Borba ES</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>KNIGHT, Kristen</td>
<td>SDC M/M 6&lt;sup&gt;th&lt;/sup&gt; Grade</td>
<td>Borba ES</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>BAUMAN, Donna</td>
<td>SDC M/M 7&lt;sup&gt;th&lt;/sup&gt; Grade</td>
<td>Chino HS (JH)</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>MONTELLO, Matthew</td>
<td>SDC M/M 8&lt;sup&gt;th&lt;/sup&gt; Grade</td>
<td>Chino HS (JH)</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>UEHARA, Kyoko</td>
<td>SDC M/S 7&lt;sup&gt;th&lt;/sup&gt;-8&lt;sup&gt;th&lt;/sup&gt; Grades</td>
<td>Chino HS (JH)</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>STEVENS, Michelle</td>
<td>SDC M/M CAHSEE L.A.</td>
<td>Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>KINNICK, Kathy</td>
<td>SDC M/M CAHSEE L.A.</td>
<td>Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>SELTZER, Michael</td>
<td>SDC M/M CAHSEE Math</td>
<td>Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>LOMBARDO, Philip</td>
<td>SDC M/M CAHSEE Math</td>
<td>Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>GUTHOM, Melissa</td>
<td>SDC M/M Algebra/Geom</td>
<td>Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>CARPENTER-SELTZER, Tina</td>
<td>SDC Moderate 9&lt;sup&gt;th&lt;/sup&gt;-12&lt;sup&gt;th&lt;/sup&gt; Grades</td>
<td>Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>HOLT, Lauren</td>
<td>SDC M/S 9&lt;sup&gt;th&lt;/sup&gt;-12&lt;sup&gt;th&lt;/sup&gt; Grades</td>
<td>Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>CUADRAS, Cori</td>
<td>SDC M/S 9&lt;sup&gt;th&lt;/sup&gt;-12&lt;sup&gt;th&lt;/sup&gt; Grades</td>
<td>Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>EUBANKS, Yi</td>
<td>SDC Mod Adult/Transition</td>
<td>Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>GUTIERREZ, Eugene</td>
<td>SDC M/S Adult/Transition</td>
<td>Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>BYRNE, Leslie</td>
<td>Adaptive P.E.</td>
<td>Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>OSHIMA, Jennifer</td>
<td>Adaptive P.E.</td>
<td>Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>BLASÉ, Mary</td>
<td>Speech Language Path.</td>
<td>Borba ES/Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>HULME, Nancy</td>
<td>Speech Language Path.</td>
<td>Borba ES/Chino HS</td>
<td>06/18/2013</td>
</tr>
<tr>
<td>WOOLERY, Deborah</td>
<td>Speech Language Path.</td>
<td>Borba ES/Chino HS</td>
<td>06/18/2013</td>
</tr>
</tbody>
</table>
CERTIFICATED PERSONNEL (cont.)

RESTORE TO PERMANENT STATUS

JONES, Douglas  Music Teacher  Media Center  06/03/2013
LEUNG, Monica  Music Teacher  Media Center  08/22/2013

RETIREMENT

KEYS, Kimberly  Elementary Principal  Cattle ES  06/30/2013
GARRETT, Kenneth  Elementary Principal  Dickey ES  06/30/2013
EUBANK, Karen  Elementary Teacher  Glenmeade ES  07/12/2013
BOYLE, Sherre  Elementary Teacher  Briggs K-8  06/14/2013
ESQUER, Cecilia  Spanish Teacher  Ayala HS  07/01/2013
CHAPMAN, David  P.E. Teacher  Don Lugo HS  06/14/2013

RETIREMENT FROM THE 39-MONTH REEMPLOYMENT LIST

ALARCON, Hector  Science Teacher  Ramona JHS  04/30/2013

RESIGNATION

KIMURA, Susan  Program Specialist  Special Education  06/30/2013

PERSONAL LEAVE OF ABSENCE – 2013/2014

BAKER, Andrea  Intervention Teacher  Glenmeade ES  2013/2014
(20% of contract)

LEAVE OF ABSENCE ON LOAN TO ANOTHER AGENCY 2013/2014

BRIDGE, Donald  Social Science Teacher  Ayala HS  2013/2014
PAYNE, Catherine  Director  District Office  2013/2014
WIENS, Audry  Director  District Office  2013/2014

LEAVE OF ABSENCE – A.C.T. PRESIDENT RELEASE TIME

HANCOCK, Todd  Psychology Teacher  Ayala HS  2013/2014

APPOINTMENT – SUMMER - EXTRA DUTY

ALLEN, Jeff  Track & Field (B)  Ayala HS  06/17/2013
CAMPBELL, Amy  Softball (B)  Ayala HS  06/17/2013
CAZETT, Teresa (NBM)  Athletic Trainer (B)  Ayala HS  06/17/2013
DRAUCKER, Sheena (NBM)  Track & Field (B)  Ayala HS  06/17/2013
FALLS, Steven (NBM)  Boys Basketball (B)  Ayala HS  06/17/2013
GOUGEON, Madeline (NBM)  Athletic Trainer (B)  Ayala HS  06/17/2013
CERTIFICATED PERSONNEL (cont.)

APPOINTMENT – SUMMER - EXTRA DUTY (cont.)

IOSSIF, Italia (NBM)  Water Polo (B)  Ayala HS  06/17/2013
JAMES, Keaton (NBM)  Swim (B)  Ayala HS  06/17/2013
KLEIBACKER, Chris  Track & Field (B)  Ayala HS  06/17/2013
KOENIG, Christy  Girls Soccer (B)  Ayala HS  06/17/2013
MACRORIE, Neil (NBM)  Track & Field (B)  Ayala HS  06/17/2013
MOUNE, John  Boys Basketball (B)  Ayala HS  06/17/2013
PARK, Ryan (NBM)  Track & Field (B)  Ayala HS  06/17/2013
TOLIVER, Steven (NBM)  Football (B)  Ayala HS  06/17/2013
WASHA, Douglas (NBM)  Volleyball (B)  Ayala HS  06/17/2013
ZETTERBERG, Andrew (NBM)  Volleyball (B)  Ayala HS  06/17/2013
ZETTERBERG, Stephen (NBM)  Volleyball (B)  Ayala HS  06/17/2013
CARDOZA, Leslie (NBM)  Athletic Trainer (B)  Chino HS  06/17/2013
CRUZ, Ronald (NBM)  Volleyball (B)  Chino HS  06/17/2013
GRAY, Gary (NBM)  Football (B)  Chino HS  06/17/2013
SAIZ, Manny  Football (B)  Chino HS  06/17/2013
BORGOGNO, Matthew (NBM)  Football (B)  Chino Hills HS  06/17/2013
BRESSLER, Keith (NBM)  Football (B)  Chino Hills HS  06/17/2013
GONZALEZ, Oswaldo (NBM)  Football (B)  Chino Hills HS  06/17/2013
MASAD, Tyler (NBM)  Football (B)  Chino Hills HS  06/17/2013
MISAWA, Keane  Golf (B)  Chino Hills HS  06/17/2013
PRESTSATER, Corey (NBM)  Football (B)  Chino Hills HS  06/17/2013
HUNTER, Devin (NBM)  Water Polo (B)  Don Lugo HS  06/17/2013
KNOWLES, Eve (NBM)  Volleyball (B)  Don Lugo HS  06/17/2013
RANDALL, Aaron (NBM)  Football (B)  Don Lugo HS  06/17/2013
REIGHTER, Daniel (NBM)  Volleyball (B)  Don Lugo HS  06/17/2013
RUETER, Jill (NBM)  Athletic Trainer (B)  Don Lugo HS  06/17/2013
SERAIAC, Camille (NBM)  Water Polo (B)  Don Lugo HS  06/17/2013
CLASSIFIED PERSONNEL

HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED MANAGEMENT SALARY SCHEDULE

GELL, Diane   Behavior Intervention Special Education 06/14/2013 Counselor (SELPA/G)

HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE

APPOINTMENT

ARROYO, Carlos  Mechanic I (GF) Transportation 06/14/2013

CHANGE IN ASSIGNMENT/INCREASE IN HOURS

MENESES, Siobhan FROM: IA/Sped. (GF/SELPA) Chino HS 06/14/2013
5 hrs./181 work days
TO: IA/Sped./SH (GF/SELPA) Chino Hills HS
6 hrs./181 work days

RESTORATION OF HOURS/TRANSFER

SUAZO, Julie FROM: Central Kitchen Assistant (NS) Townsend JHS 06/03/2013
3 hrs./181 work days
TO: 4.5 hrs./181 work days Canyon Hills JHS

TRANSFER/INCREASE IN WORK DAYS IN LIEU OF LAYOFF

VILLESCAS, Ruby FROM: IA/Sped. (GF/SELPA) Oxford Prep. Acad. 08/26/2013
5 hrs./160 work days
TO: IA/Sped. (GF/SELPA) Briggs K-8
5 hrs./181 work days

ALIGNMENT OF WORK DAYS TO 181

PEREZ, Monique  IA/Sped. (GF/SELPA) Butterfield Ranch ES 07/01/2013
GONZALEZ, Christina IA/Sped. (GF/SELPA) Dickson/Litel ES 07/01/2013
KIRBY, Joanne IA/Sped./SH (GF/SELPA) Litel ES 07/01/2013
BRADFORD, Kerry IA/Sped./SH (GF/SELPA) Marshall ES 07/01/2013
LUJAN, Mark IA/Sped./SH (GF/SELPA) Newman ES 07/01/2013
CARTY, Kristie IA/Sped. (GF/SELPA) Rolling Ridge ES 07/01/2013
### CLASSIFIED PERSONNEL (cont.)

#### ALIGNMENT OF WORK DAYS TO 181 (cont.)

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#### ALIGNMENT OF WORK DAYS TO 180

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### INCREASE IN DAYS

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### APPOINTMENT – SUPPLEMENTAL INSTRUCTION – SUMMER SCHOOL

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### Classified Personnel (cont.)

#### Appointment – Supplemental Instruction – Summer School (cont.)

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#### Military Leave

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#### Placement on 39-Month Reemployment List

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<th>Position</th>
<th>School</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOPEZ, Maria De Jesus</td>
<td>Cent. Kitchen Asst. I (NS)</td>
<td></td>
<td>06/07/2013</td>
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#### Vacation Payout

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<tr>
<th>Last Name</th>
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<tr>
<td>Chu, Ihwa</td>
<td></td>
<td>Facilities/Planner (MM) Planning</td>
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<td>3.38 days at per diem rate of pay</td>
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#### Resignation

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<tr>
<td>VILLELLA, Christopher</td>
<td>Custodian I (GF)</td>
<td>Dickey ES</td>
<td>06/30/2013</td>
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<tr>
<td>YOKOTA, Doris</td>
<td>Noon Ground Supv. (GF)</td>
<td>Hidden Trails ES</td>
<td>05/20/2013</td>
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<tr>
<td>LATINO, Samantha</td>
<td>IA/ECE (CDF)</td>
<td>Buena Vista HS</td>
<td>08/23/2013</td>
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<tr>
<td>COLES, Frances</td>
<td>Bus Driver (GF)</td>
<td>Transportation</td>
<td>06/28/2013</td>
<td></td>
</tr>
</tbody>
</table>

June 13, 2013
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CLASSIFIED PERSONNEL  (cont.)

RETIREMENT

COOPER, Nancy  Elem. Lib./Media Center Glenmeade ES  07/01/2013
(27 years of service)  Assistant (GF/C)

LEACH, Barbara  IA/Elem. (C) Liberty ES  06/06/2013
(24 years of service)

STOLZ, Celeste  IA/Sped./Voc. Ed. (GF/SELPA) Chino HS  09/18/2013
(27 years of service)

GOLDSWHAITE, Jimell  IA/Sped. (GF/SELPA) Don Lugo HS  06/13/2013
(29 years of service)

AVILA, Joao  Grounds Worker I (GF) Maintenance  08/02/2013
(10 years of service)

APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE JUNE 14, 2013,
THROUGH OCTOBER 17, 2013

OLVERA, Cynthia  Typist Clerk I (GF) Alternative Ed. Ctr.
SPEAR, Maria  Typist Clerk I (SELPA/GF) Special Education

(504) = Federal Law for Individuals with Handicaps
(ACE) = Ace Driving School
(ASB) = Associated Student Body
(ASF) = Adult School Funded
(ATE) = Alternative to Expulsion
(B) = Booster Club
(BTSA) = Beginning Teacher Support & Assessment
(C) = Categorically Funded
(CAHSEE)= California High School Exit Exam
(CC) = Children’s Center (Marshall)
(CDF) = Child Development Fund
(CSR) = Class Size Reduction
(CVLA) = Chino Valley Learning Academy
(E-rate) = Discount Reimbursements for Telecom.
(G) = Grant Funded
(GF) = General Fund
(HBE) = Home Base Education
(MM) = Measure M – Fund 21
(MAA) = Medi-Cal Administrative Activities
(NBM) = Non-Bargaining Member
(ND) = Neglected and Delinquent
(NS) = Nutrition Services Budget
(OPPR) = Opportunity Program
(PFA) = Parent Faculty Association
(R) = Restricted
(ROP) = Regional Occupation Program
(SAT) = Saturday School
(SB813) = Medi-Cal Admin. Activities Entity Fund
(SELPA) = Special Education Local Plan Area
(SOAR) = Students on a Rise
(SPEC) = Spectrum Schools
(SS) = Summer School
(SWAS) = School within a School
(VA) = Virtual Academy
(WIA) = Workforce Investment Act
CHINO VALLEY UNIFIED SCHOOL DISTRICT
Our Motto:
Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE:       June 13, 2013
TO:         Members, Board of Education
FROM:       Wayne M. Joseph, Superintendent
PREPARED BY: Norm Enfield, Ed.D., Assistant Superintendent, Human Resources
            Daniel P. Mellon, ARM-P, Director, Risk Management and Human Resources
SUBJECT:    REJECTION OF CLAIM

BACKGROUND

Claim 13-05-08 submitted on May 22, 2013, by Anne D. Davisson, an employee at Chino HS. Claimant alleges that while she was substituting at the Liberty Fun Club, her vehicle was broken into and various valuable items were stolen. Claimant makes a settlement demand in the amount of $868.13.

The Board is requested to reject the claim against the District to allow the insurance carriers to investigate the merits of the claim and make a recommendation regarding disposition.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education reject the claim and refer it to the District’s insurance adjuster.

FISCAL IMPACT

Unknown at present.
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Norm Enfield, Ed.D., Assistant Superintendent, Human Resources
Michelle J. Harold, Ed.D., Director, Human Resources
Heather Williams, Ed.D., Director, Human Resources

SUBJECT: JOB DESCRIPTION REVISIONS FOR DIRECTOR, TRANSPORTATION

BACKGROUND

Job descriptions are a statement of duties, qualifications, and responsibilities associated with a particular job. It is a matter of standard practice to modify and/or create job descriptions as new positions become necessary, jobs evolve, and responsibilities and duties change. Additionally, changes in organizational structure, student needs, and other factors require the creation of new positions to support the District’s mission of increased student achievement.

It is recommended that this job description be approved to better serve the goals and objectives of the District as they relate to educational and instructional achievement.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve the job description revisions for Director, Transportation.

FISCAL IMPACT

None.

WMJ:NE:MJH:HW:smr
Title: Director, Transportation

Reports: Associate Assistant Superintendent, Business/Facilities, Planning, and Operations

Department: Business Services - Facilities, Planning and Operations

Classification: Classified Management

FLSA: Exempt

Work Year: 256

Issued: November 16, 2000

Salary: Range 16

Basic Functions:

Under the direction of the Associate Assistant Superintendent, Business/Facilities, Planning, and Operations, plans, develops, organizes, implements, monitors, evaluates and directs the District Transportation Department. Supervision of Driver Supervisor, Vehicle Equipment Manager, Dispatchers, bus drivers, Mechanics, clerical and fiscal office personnel.

Representative Duties:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

Distinguishing Characteristics:

This is a single class position characterized by the responsibility to plan, organize, coordinate and supervise the District’s Transportation Department operations.

E = Essential Functions

Examples of Duties/Responsibilities:

1. Provides general leadership, supervision, support and monitoring of transportation operations and personnel. (E)

2. Provides leadership that supports the process of education. (E)

3. Studies and analyzes pupil transportation requirements for each school area along with information regarding overflow and special education transportation needs received from various departments. Needs applied District Planning Department.
policies and prepares/supervises the preparation of an integrated and efficient system of bus routes and schedules each school year; reviews audits, and modifies routes and schedules during the year as required. (E)

4. SUPERVISES THE SCHEDULING OF ALL MAINTENANCE AND REPAIR WORK ON BUSES, AUTOMOBILES, TRUCKS, TRACTORS, AND OTHER MECHANICAL EQUIPMENT USING DIESEL, GAS, AND ALTERNATE FUELS. (E)

5. SUPERVISES THE ORDERING AND MAINTAINING AN INVENTORY OF ALL SHOP SUPPLIES, AUTOMOTIVE EQUIPMENT AND RELATED SHOP EQUIPMENT. (E)

6. SUPERVISES THE PREPARATION OF TIME AND MATERIAL ESTIMATES OF COSTS AND RECORDS OF TIME AND MATERIAL USED. (E)

7. DIRECTS VEHICLE MAINTENANCE PERSONNEL REGARDING METHODS AND PROCEDURES OF SUPPLY AND EQUIPMENT REQUIREMENTS. (E)

8. Supervises and evaluates assigned staff. (E)

9. Maintains information related to transporting students and the use of vehicles. (E)

10. Initiates the purchase and lease of buses and other fleet vehicles.

11. Investigates transportation-related AND STAFF complaints.

12. Prepares boundaries for school transportation coverage.

13. Negotiates and promotes transportation business with other districts.

14. Oversees billing of transportation services performed for other districts. (E)

15. Prepares reports for administrative STAFF and Board use.

16. Ensures compliance with federal, state, and local rules and regulations concerning pupil transportation; maintains strict compliance with federal Department of Transportation (DOT) drug and alcohol regulations; keeps complete records and updated information on all California Highway Patrol (CHP) rules and regulations. Ensures compliance with Regulation 15, AQMD (Air Quality Management District) ride share program. (E)

17. Develops short- and long-range plans and programs for present and future student transportation needs. (E)

18. Investigates and prepares reports on school bus accidents, operations and costs. (E)

19. Purchases District transportation supplies; purchases District school buses and vehicles including preparing grants for school bus replacement.

20. Serves on a variety of committees related to transportation.

21. Analyzes needs and recommends improvements and policies based on data.
22. Develops and recommends annual budget; monitors and controls expenditures; maintains accurate and current cost analysis records; prepares transportation budget requests and data required for the annual J-141 report, and supervises maintenance of computerized record database. (E)

23. Communicates with District personnel and the community to resolve issues of concern; interfaces with CHP, the Department of Motor Vehicles, and other governmental agencies to coordinate transportation operations. (E)

Performs other duties as assigned.

MINIMUM REQUIREMENTS

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

Position requires a Bachelor’s Degree in a related field. Any combination of field-related Associate of Arts Degree and experience may be substituted for the education requirement on a year-to-year basis.

Five (5) years of increasingly responsible public transportation experience, including three (3) years in a supervisory capacity. School district experience desirable.

Possession of a Class B driver’s license; School Bus Driver’s Certificate.

Must be insurable at standard rates and maintain such insurability during the course of employment.

Employment eligibility that may include fingerprints, health (TB) and/or other employment clearances.

Must have a valid California driver’s license and automobile available for use. Must be willing to attend evening, night, and weekend meetings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

− Principles of leadership, administration, supervision, and training.
− Budget preparation and control.
− Operation of transportation system.
− Safe operation and methods of maintenance and repair for school buses and District vehicles.
− Efficient bus routing and scheduling, including home-to-school and field trips.
− Methods of scheduling routes and vehicles.
− Oral and written communication skills.
− Recordkeeping techniques.
− Various computer programs.
− California Vehicle Code, California Code of Regulations (CCR) Title 13, and applicable sections of the California Education Code.

ABILITY TO:

− Plan, organize, coordinate, and direct a student transportation system, programs and services.
− Train, supervise, and evaluate assigned staff.
- Ensure compliance with safety programs and procedures.
- Develop annual budget recommendations.
- Maintain accurate and current records of operations and cost.
- Prepare oral and written reports.
- Operate computers.
- Interpret, apply and explain laws, rules, regulations, policies, procedures and contracts, which affect the District transportation program.
- Communicate effectively orally and in writing.
- Establish and maintain effective and cooperative working relationships with all personnel contacted in the course of performing assigned duties.
- Maintain satisfactory rating from the Motor Carrier Division of the CHP.

WORKING CONDITIONS:

ENVIRONMENT:

- District office environment, school sites, Board meetings, and meetings with local, state, and federal agencies.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with staff members, vehicle maintenance personnel, and the public.
- Indoor and outdoor environment.
- Subject to various emergency situations.
- Occasional driving in adverse weather conditions.

PHYSICAL DEMANDS:

- Ability to work with frequent interruptions.
- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, prepare, process documents and to direct staff.
- Gross and fine motor abilities for occasional work in, under, and with mechanical parts of buses and other vehicles.
- Sitting for extended periods.
- Standing for extended periods.
- Walking for extended periods.
- Walking over rough or uneven surfaces.
- Occasional carrying, pushing, pulling, or lifting light equipment and supplies.
- Occasional kneeling, crouching, or stooping.
- Climbing and occasional use of stepladder.
- Regularly lift/move up to ten (10) pounds; frequently lift/move up to 25 pounds; and occasionally lift/move up to 100 pounds.
HAZARDS:

- Extended viewing of computer monitor.
- Climbing, occasional use of stepladder.
- Noise from large vehicles.
- Some contact with toxic materials.
- Noxious fumes from diesel vehicles.
- Stress from work complexities.
- May be exposed to contact with uncooperative or abusive individuals.
- Working around and with office and other equipment having moving parts.

I have read the above position description and fully understand the requirements set forth herein. I hereby accept the position of Director, Transportation and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)  (Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division Human Resources.

Board approved: 07/27/00
Revised: 08/10/00
Revised: 05/20/04
Revised: 04-19-07
Revised: 07-19-07
REVISED:
DATE: June 13, 2013
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Norm Enfield, Ed.D., Assistant Superintendent, Human Resources
Michelle J. Harold, Ed.D., Director, Human Resources
Heather Williams, Ed.D., Director, Human Resources

SUBJECT: SUPERVISED FIELDWORK AGREEMENT

====================================================================

BACKGROUND

In an effort to meet the demands for fully qualified administrators and teachers in California in single subject and multiple subject credential areas, partnerships with colleges and universities play a critical role in meeting the District’s future need for new teachers. Internships also provide a high quality of learning, support and practical classroom experience for teachers in training. The Chino Valley Unified School District has an opportunity to establish a supervised fieldwork agreement with Brandman University which will provide a valuable source of new administrators, teachers, school psychologists, and counselors for future needs of the District.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve the supervised fieldwork agreement with Brandman University.

FISCAL IMPACT

None.

WMJ:NE:MJH:HW:smr
SUPERVISED FIELDWORK AGREEMENT

Please check below all the applicable supervised fieldwork in which in your District will be participating with Brandman University Ontario Campus.

- TEACHER EDUCATION [X]
- SCHOOL PSYCHOLOGY [X]
- SCHOOL COUNSELING [X]
- EDUCATION ADMINISTRATION [X]

THIS AGREEMENT is made and entered into by and between Brandman University hereinafter called the "UNIVERSITY," and the Chino Valley Unified School District, hereinafter called "FIELDWORK SITE."

I. RESPONSIBILITIES OF THE UNIVERSITY

A. The UNIVERSITY will assure that the student shall have completed the necessary educational prerequisites, to be eligible for supervised fieldwork including proof of negative TB test current within one year of supervised fieldwork and issuance of finger print clearance.

B. The UNIVERSITY shall designate a faculty or staff member to coordinate, consult, and collaborate with the classroom teacher or district designee of the FIELDWORK SITE, the activities of each student assigned to FIELDWORK SITE and student fieldwork experience.

C. The UNIVERSITY shall complete periodic observations and/or evaluations of the student regarding his/her performance at the FIELDWORK SITE as per arrangement between the UNIVERSITY faculty or staff member and the FIELDWORK SITE supervisor.

D. The UNIVERSITY may provide monetary compensation for services rendered by the FIELDWORK SITE in an amount not to exceed the actual cost of the services rendered by the FIELDWORK SITE per Appendix A.

II. RESPONSIBILITIES OF THE FIELDWORK SITE

A. The FIELDWORK SITE shall provide students with experiences with a student population that is diverse in terms of ethnicity, culture, language, socio-economics and/or special needs.

B. The FIELDWORK SITE staff will promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FIELDWORK SITE or involving employees or agents of the FIELDWORK SITE, take prompt and effective remedial action when discrimination or harassment is found to have occurred, and promptly notify the UNIVERSITY of the existence and outcome of any complaint of harassment by, against, or involving any participating student.

C. The FIELDWORK SITE staff will provide, upon request by any participating student, such reasonable accommodations at the FIELDWORK SITE as required by law in order to allow qualified disabled students to participate in the program.
D. To provide for emergency health care of the student in case of accident at the expense of the student.

E. To provide all participating students with a copy of the FIELDWORK SITE’S rules, regulations, policies, and procedures with which the students are expected to comply and notify the UNIVERSITY of any change in its personnel, operation, or policies which may affect the field education experience.

F. Comply with all federal, state and local statutes and regulations applicable to the operation of the program, including without limitation, laws relating to the confidentiality of student records.

G. The FIELDWORK SITE staff shall comply with APPENDIX B regarding the FIELDWORK SITE’S supervision of UNIVERSITY students.

III. THE PARTIES MUTUALLY AGREE

A. The FIELDWORK SITE shall provide field experiences in such schools or classes of the FIELDWORK SITE and under the direct supervision and instruction of such employees of the FIELDWORK SITE, as specified by the duly authorized representatives of the FIELDWORK SITE and the UNIVERSITY.

B. The FIELDWORK SITE may, for good cause, refuse to accept for field experiences, or terminate the field experience assignment of any student of the UNIVERSITY assigned to the FIELDWORK SITE in writing. Prior to removal of a student, the FIELDWORK SITE shall consult with the UNIVERSITY about its concerns and proposed course of action. The UNIVERSITY may terminate the field experience assignment or student teaching assignment of any student of the UNIVERSITY at the FIELDWORK SITE at any time, and may do so if the FIELDWORK SITE so requests in writing with a statement of reasons why the FIELDWORK SITE desires to have the student withdrawn.

C. Neither party shall discriminate in the assignment of students on the basis of race, color, disability, sex, religion, national origin, ancestry, sexual orientation, or any other basis prohibited by law.

D. The UNIVERSITY agrees to indemnify, hold harmless, and defend the FIELDWORK SITE, its agents, and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the FIELDWORK SITE because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents, employees, or students.

E. The FIELDWORK SITE agrees to indemnify, hold harmless, and at the UNIVERSITY’S request, defend the UNIVERSITY, its agencies and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the UNIVERSITY because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement, and due or claimed to be due to the negligence of the FIELDWORK SITE, its agents, or employees.

F. The parties agree that the students are considered learners who are fulfilling specific requirements for field experiences as part of a degree and/or credential requirement. Therefore, regardless of the nature or extent of the acts performed by them, students are not to be considered employees or agents of either the UNIVERSITY or the FIELDWORK SITE for any purpose including Workers’ Compensation or any other employee benefit programs. The students shall not be entitled to any monetary remuneration for services performed by them in the course of their training.
G. The parties mutually agree each shall provide and maintain commercial general liability insurance or self-insurance acceptable to both parties in the minimum amounts of $1,000,000 per occurrence, $3,000,000 general aggregate and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Agreement. Except for ten (10) days notice of non-payment of premium, the Parties will require 30 days written notice for any policies that are canceled, non-renewed, or coverage/limits that are reduced or materially altered.

H. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.

I. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.

J. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

FIELDWORK SITE CONTACT INFORMATION:  
Chino Valley Unified School District  
5130 Riverside Drive  
Chino CA 91710  
Attn: Norman Enfield  
Assistant Superintendent, Human Resources  
Tel: (909) 628-1201

UNIVERSITY CONTACT INFORMATION:  
Brandman University  
16355 Laguna Canyon Road  
Irvine, CA 92618  
Attn: School of Education, Dean  
Tel: (949) 341-9811

K. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.

L. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.

M. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.

N. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.
IV. TERM AND TERMINATION OF AGREEMENT

A. THE TERM of this Agreement shall be effective 06/14/2013 (Cannot be older than older than 2 months from signature date) and shall continue in full force and effect through 06/13/2018(not to exceed 5 years). This Agreement may be renewed for one (1) additional term of the contract by mutual written consent of the parties.

B. THIS AGREEMENT may be terminated by either the UNIVERSITY or the FIELDWORK SITE with or without cause upon thirty (30) days written notice provided that (subject to the other terms of this Agreement) all students performing fieldwork at the time of notice of termination are given the opportunity to complete their fieldwork at the Fieldwork Site.

SIGNATURES:

FIELDWORK SITE:  
Signature:  
Name:  
Title:  
Date:

UNIVERSITY:  
Signature:  
Name:  Gary Brahm  
Title:  Chancellor  
Date:  

June 13, 2013
Appendix A
Payment for Master Teachers for Teacher Education Fieldwork Only

SPECIAL PROVISIONS – RATES and PAYMENTS

(a) $ 250.00 Master Teacher stipend per eight (8) week session of full-time student teaching consisting of three to six (3-6) units for Multiple and Single Subject Credential candidates.

(b) $ 250.00 Master Teacher stipend per eight (8) week session of full-time student teaching consisting of three to six (3-6) units for Education Specialist Instruction Credential (Special Education) candidates.

METHOD OF PAYMENT: Stipend is to be paid directly to the Fieldwork site.

In the event the assignment of a UNIVERSITY student is terminated by the UNIVERSITY and/or the FIELDWORK SITE for any reason after the student has been in student teaching and has been at the assignment for a minimum of two weeks, FIELDWORK SITE shall receive payment for one assignment on account of each student as though there had been no termination of the assignment. Said payment is to exceed no more than six (6) units per session of terminated assignment. In the event the field experience of a UNIVERSITY student is terminated by the UNIVERSITY and/or the FIELDWORK SITE for any reason after the student has been in the field experience for a minimum of two weeks, FIELDWORK SITE shall receive payment for one assignment on account of each student as though there had been no termination of the assignment.

Within thirty (30) days following the close of each session or academic session of the UNIVERSITY, the FIELDWORK SITE shall submit an invoice, in triplicate, to the UNIVERSITY for payment at the rate provided therein for all field experiences provided by the FIELDWORK SITE under and in accordance with this agreement during said session. This process may be altered according to individual districts procedures as to the manner in which the invoicing will proceed so long as the parties mutually agree to such alteration in advance.
Appendix B
Specific Supervision Requirements for Each Program

Teacher Education Fieldwork:

A. "Field Experience" as used herein and elsewhere in this agreement means active participation in the duties and function of classroom under the direct supervision and instruction of employees of the FIELDWORK SITE who hold valid teaching credentials issued by the California Commission on Teacher Credentialing, authorizing them to serve as classroom teachers in the schools or classes in which the field experience is provided, and have completed a minimum of three years successful teaching experience. "Student Teaching" is used herein and elsewhere in this agreement means participation in the duties and function of classroom teaching under the direct supervision and instruction of employees of the FIELDWORK SITE who hold valid, teaching credentials issued by the California Commission on Teacher Credentialing, authorizing them to serve as classroom teachers in the schools or classes in which the student teaching experience is provided, and have completed a minimum of three years successful teaching experience.

B. The UNIVERSITY’S Teacher Education Policy provides that student teachers without emergency or substitute permits may not be asked by the school districts to serve and be paid for substitute teaching as, under California law, student teachers are not certificated personnel and as they require full-time supervision. Those holding substitute or emergency permits may substitute for their master teacher only (a maximum of four (4) days only): when s/he is ill; when it is determined by the principal that this is in the best interest of the students in the classroom as well as the candidate; after the first four weeks of the first assignment; and/or when the candidate is paid.

C. "Session of Student Teaching," for Multiple Subject and Single Subject Credential candidates as used herein and elsewhere in this agreement is considered to be a full day of student teaching daily for five (5) days a week for a minimum of nine (9) weeks for elementary credential candidates (for this, the elementary credential candidate receives three to six (3-6) session units of practice teaching credit), and three periods a day for five (5) days a week for a minimum of nine (9) weeks for secondary credential candidates (for this, the secondary credential candidate receives three to six (3-6) session units of practice teaching credit).

D. "Session of Student Teaching," for Education Specialist Instruction Credential (Special Education) candidates as used herein and elsewhere in this agreement is considered to be a full day of student teaching daily for five (5) days a week for a minimum of nine (9) weeks for elementary credential candidates (for this, the elementary credential candidate receives three to six (3-6) session units of practice teaching credit), and three periods a day for five (5) days a week for a minimum of nine (9) weeks for secondary credential candidates (for this, the secondary credential candidate receives three to six (3-6) session units of practice teaching credit).

E. An assignment of a Multiple Subject and Single Subject Credential candidate of the UNIVERSITY to student teaching in classes of schools of the FIELDWORK SITE shall be for a two nine (9) week session as mutually agreed between the UNIVERSITY and FIELDWORK SITE.

F. An assignment of an Education Specialist Instruction Credential (Special Education) candidate of the UNIVERSITY to student teaching in classes of schools of the FIELDWORK SITE shall be for a single nine (9) week session as mutually agreed between the UNIVERSITY and FIELDWORK SITE.

G. The assignment of a UNIVERSITY student to field experiences and student teaching at FIELDWORK SITE shall be deemed to be effective for the purposes of this agreement as of the date the student presents to the proper FIELDWORK SITE officials the assignment papers or
other documents provided by the UNIVERSITY effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

School Counseling Fieldwork:

A. Provide an average of one (1) hour of individual or one-and-one-half (1.5) hours of small group supervision per week from an experienced school counselor with at least two years of professional experience.

B. Provide opportunities for students to gain a broad range of experiences, including experiences in:
   a. Data based decision making: Assessing and reevaluating individual pupils and their programs.
   b. Collaboration and consultation with school personnel and participation on interdisciplinary teams.
   c. Developing, implementing and evaluating academic and behavioral interventions.
   d. Providing counseling and other mental health interventions.
   e. Home, school, community collaboration: working with parents and community members.
   f. Learning about, helping develop, or evaluating policy, practices and programs.
   g. Participating in professional development activities.
   h. Participating in individual or group supervision.
   i. Learning about and using technology and information systems.
   j. Learning about Individual differences and student diversity.

C. The FIELDWORK SITE shall provide activities that occur across at minimum of two of four settings, including (a) preschool, (b) elementary, (c) middle school or junior high, and (d) high school.

D. The FIELDWORK SITE in collaboration with the UNIVERSITY will designate one school counselor who has at least two years experience in school counseling to serve as the primary supervisor. The student may also work with other experienced school counselors for specific activities. In no case shall any supervisor be assigned by the FIELDWORK SITE to provide concurrent supervision for more than two interns or students.

E. The FIELDWORK SITE shall ensure that the student receives an average of one hour of individual or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.

F. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university session.

G. The FIELDWORK SITE shall ensure that the student will be treated by the district as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the student is encouraged to participate in district, SELPA, or county committees; and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.

School Psychology Fieldwork:

A. Provide an average of one (1) hour of individual or one-and-one-half (1.5) hours of small group supervision per week from an experienced school psychologist with at least two years of professional experience.

B. Provide experiences with a diverse student population.

C. Provide experiences with a variety of educational programs.
D. Provide opportunities for students to gain a broad range of experiences, including experiences in:

- Data based decision making: Assessing and reevaluating individual pupils and their programs.
- Collaboration and consultation with school personnel and participation on interdisciplinary teams.
- Developing, implementing and evaluating academic and behavioral interventions.
- Providing counseling and other mental health interventions.
- Home, school, community collaboration: working with parents and community members.
- Learning about, helping develop, or evaluating policy, practices and programs.
- Participating in professional development activities.
- Participating in individual or group supervision.
- Learning about and using technology and information systems.
- Learning about Individual differences and student diversity.

E. The FIELDWORK SITE shall provide activities that occur across at minimum of two of four settings, including (a) preschool, (b) elementary, (c) middle school or junior high, and (d) high school.

F. The FIELDWORK SITE in collaboration with the UNIVERSITY will designate one school psychologist who has at least two years experience in school Psychology to serve as the primary supervisor. The student may also work with other experienced school psychologists for specific activities. In no case shall any supervisor be assigned by the FIELDWORK SITE to provide concurrent supervision for more than two interns or students.

G. The FIELDWORK SITE shall ensure that the student receives an average of one hour of individual or one and a half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.

H. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university session.

I. The FIELDWORK SITE shall ensure that the student will be treated by the district as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the student is encouraged to participate in district, SELPA, or county committees; and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.

School Administration:

A. The FIELDWORK SITE shall provide student with individual and/or small group supervision from an experienced school administrator.

B. The FIELDWORK SITE shall ensure that the student receives an average of one hour of individual and/or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.

C. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university session.
BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 1312.3 Community Relations – Uniform Complaint Procedures is being revised to reflect changes pursuant to Education Code 234.1, as amended by AB 9 (Ch. 723, Statutes 2011), districts are required to adopt a process for receiving and investigating complaints alleging discrimination, harassment, intimidation, and bullying that meets the requirements specified in the law, including applicable timelines and an appeal process to follow if a complainant disagrees with the resolution of the complaint. This agenda item was presented to the Board of Education on May 23, 2013, for information.

New language is provided in UPPER CASE while old language to be deleted is lined through.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve the revision of Board Policy 1312.3 Community Relations – Uniform Complaint Procedures.

FISCAL IMPACT

None.
UNIFORM COMPLAINT PROCEDURES

The Board of Education recognizes the District’s HAS THE PRIMARY responsibility to ENSURE COMPLIANCE comply with applicable state and federal laws and regulations governing educational programs. The District shall investigate AND SEEK TO RESOLVE any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, HARASSMENT, INTIMIDATION, OR BULLYING and shall seek to resolve those complaints in accordance with the District’s uniform complaint procedures.

The District shall use the uniform complaint procedures to address any complaint alleging unlawful discrimination, HARASSMENT, INTIMIDATION, OR BULLYING in District programs and activities based on actual OR PERCEIVED CHARACTERISTICS OF race OR ETHNICITY, color, ancestry, NATIONALITY, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or GENDER expression, or genetic information, OR ANY OTHER CHARACTERISTIC IDENTIFIED IN EDUCATION CODE 200 OR 220, PENAL CODE 422.55, OR GOVERNMENT CODE 11135, OR BASED ON the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Uniform complaint procedures shall also be used to address any complaints alleging the District’s failure to comply with THE PROHIBITION AGAINST REQUIRING STUDENTS TO PAY FEES, DEPOSITS, OR OTHER CHARGES FOR PARTICIPATION IN EDUCATIONAL ACTIVITIES, THE REQUIREMENTS FOR THE DEVELOPMENT AND ADOPTION OF A SCHOOL SAFETY PLAN, AND state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs and the development and adoption of the school safety plan.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5146 - Child Care and Development)
UNIFORM COMPLAINT PROCEDURES (cont.)

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

The Board acknowledges and respects every individual's right to privacy. In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate, FOR ANY COMPLAINT ALLEGING DISCRIMINATION, HARASSMENT, INTIMIDATION, OR BULLYING, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

The District's Williams uniform complaint procedures, Administrative Regulation 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials.
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff.
3. Teacher vacancies and misassignments.

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UNIFORM COMPLAINT PROCEDURES (cont.)

4. Deficiency in the District's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

This complaint procedure will be disseminated to all employees, in written form, and a signed certification by the site/department administrator will be obtained. This procedure is being provided as part of the parent/pupil information packet distributed annually to parents/guardians at the beginning of the first semester of each school year.

Additionally, the procedure will be posted at a prominent place at each school site and at the District office and will become a part of every employee and pupil handbook.

Complaint forms are available at each school site and District office.

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedures
35186 Williams uniform complaint procedures
37254 Intensive instruction and services for students who have not passed exit exam
41500-41513 Categorical education block grants
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records
49490-49590 Child nutrition programs
52160-52178 Bilingual education programs
52300-52490 Career technical education
52500-52616.24 Adult schools
52800-52870 School-based program coordination
54000-54028 Economic impact aid programs
54100-54145 Miller-Unruh Basic Reading Act
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56867 Special education programs
59000-59300 Special schools and center
64000-64001 Consolidated application process
GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12990-12996 Fair Employment and Housing Act
PENAL CODE
422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege
UNIFORM COMPLAINT PROCEDURES (cont.)

CODE OF REGULATIONS, TITLE 5
3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20
6301-6577 Title I basic programs
6601-6777 Title II preparing and recruiting high quality teachers and principals
6801-6871 Title III language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act
7201-7283g Title V promoting informed parental choice and innovative programs
7301-7372 Title V rural and low-income school programs

Management Resources:
WEBSITES
California School Boards Association: www.csba.org
California Department of Education: www.cde.ca.gov
U.S. Department of Education, Office for Civil Rights: www.ed.gov/about/offices/list/ocr

Chino Valley Unified School District
Policy adopted: October 19, 1995
Revised: September 4, 2003
Revised: December 9, 2004
Revised: September 1, 2005
Revised: October 15, 2009
Revised: August 16, 2012
REVISED:
DATE: June 13, 2013
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Norm Enfield, Ed.D., Assistant Superintendent, Human Resources
Michelle J. Harold, Ed.D., Director, Human Resources
Heather Williams, Ed.D., Director, Human Resources

SUBJECT: REVISION OF BOARD POLICY 4117.2 CERTIFICATED PERSONNEL – RESIGNATION-CERTIFICATED PERSONNEL

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BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 4117.2 Certificated Personnel – Resignation-Certificated Personnel is being revised to reflect updated laws and current District practice. This agenda item was presented to the Board of Education on May 23, 2013, for information.

New language is provided in UPPER CASE while old language to be deleted is lined through.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve the revision of Board Policy 4117.2 Certificated Personnel – Resignation-Certificated Personnel.

FISCAL IMPACT

None.

WMJ:NE:MJH:HW:smr
RESIGNATION — CERTIFICATED PERSONNEL

In the event an ANY DISTRICT employee WHO desires to resign HIS/HER POSITION SHALL SUBMIT, IN WRITING, USING THE NOTICE OF RESIGNATION/RETIREMENT FORM OR A FORMAL LETTER, WHICH INDICATES THE DATE WHICH THE EMPLOYEE INTENDS AS HIS/HER LAST DAY AT WORK. during the school year, such resignation shall be effective as of the last day services are rendered to the District. A written notice of resignation shall be filed with the Superintendent OR DESIGNEE. The Board of Education encourages employees to provide advance notice that is appropriate for the position they hold.

An employee and the Board may agree that a resignation will be accepted at a mutually agreed upon date not later than two years beyond the close of the school year during which the resignation is received by the Board. (Education Code 44930, 45201)

THE EFFECTIVE DATE OF THE RESIGNATION SHALL BE A DATE NOT LATER THAN THE CLOSE OF THE SCHOOL YEAR DURING WHICH THE RESIGNATION IS RECEIVED.

Except as otherwise provided for in the teachers’ SPECIFIC Collective Bargaining Agreement, the Superintendent or designee is authorized to accept the written resignation of any employee on behalf of the Board of Education, and the resignation shall be effective immediately on acceptance of the Superintendent or designee. A resignation presented to and accepted by the Superintendent OR DESIGNEE may not be withdrawn by the employee. The Board shall ratify the Superintendent's OR DESIGNEE'S action at a regularly scheduled meeting.

If a certificated employee leaves District service during the school year without obtaining acceptance of his/her resignation, or if he/she leaves before the effective date of the resignation, the Superintendent or designee shall report this fact, with supporting evidence, to the California Commission on Teacher Credentialing.

Legal Reference:
EDUCATION CODE
35161 Board delegation of any powers or duties
44420 Failure to fulfill contract as ground for suspension of diplomas and certificates
44433 Unauthorized departure from service as unprofessional conduct
44930 Acceptance and date of resignation
45201 Power to accept resignation
RESIGNATION — CERTIFICATED PERSONNEL (cont.)

CODE OF REGULATIONS, TITLE 5
80303 Reports of change in employment status
80304 Notice of sexual misconduct

COURT DECISIONS

Chino Valley Unified School District
Policy adopted: November 16, 1995
Revised: March 23, 2000
REVISED:
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Norm Enfield, Ed.D., Assistant Superintendent, Human Resources
Michelle J. Harold, Ed.D., Director, Human Resources
Heather Williams, Ed.D., Director, Human Resources

SUBJECT: DELETION OF BOARD POLICY 4217.2 CLASSIFIED PERSONNEL – RESIGNATIONS-CLASSIFIED PERSONNEL

BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 4217.2 Classified Personnel – Resignations-Classified Personnel language has been included in Board Policy 4117.2 which addresses resignations for all District personnel. This agenda item was presented to the Board of Education on May 23, 2013, for information.

Language to be deleted is lined through.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve the deletion of Board Policy 4217.2 Classified Personnel – Resignations-Classified Personnel.

FISCAL IMPACT

None.
RESIGNATIONS—CLASSIFIED PERSONNEL

In the event an employee desires to resign during the school year, such resignation shall be effective as of the last day services are rendered to the District.

Ample notice of intention to resign should be given by an employee who plans to leave the District. Normally, no less than two weeks notice should be given.

The Superintendent or designee is authorized to accept the written resignation of an employee on behalf of the Board of Education, and the resignation shall be effective immediately on acceptance of the Superintendent or designee. A resignation presented to and accepted by the Superintendent may not be withdrawn by the employee. The Board of Education shall ratify the Superintendent's action at the next regularly scheduled meeting.

Legal Reference:
EDUCATION CODE
45201 Power of governing board to accept resignation and fix its effective date
44930 Acceptance and date of resignation

Chino Valley Unified School District
Policy adopted: November 16, 1995
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Norm Enfield, Ed.D., Assistant Superintendent, Human Resources
Michelle J. Harold, Ed.D., Director, Human Resources
Heather Williams, Ed.D., Director, Human Resources

SUBJECT: REVISION OF BOARD POLICY 4157 ALL PERSONNEL – EMPLOYEE SAFETY

BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 4157 All Personnel – Employee Safety is being revised to reflect updated laws and current District practice. This agenda item was presented to the Board of Education on May 23, 2013, for information.

New language is provided in UPPER CASE while old language to be deleted is lined through.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve the revision of Board Policy 4157 All Personnel – Employee Safety.

FISCAL IMPACT

None.
EMPLOYEE SAFETY

THE BOARD OF EDUCATION IS COMMITTED TO MAXIMIZING Employee safety AND BELIEVES THAT WORKPLACE SAFETY IS EVERY EMPLOYEE'S RESPONSIBILITY. is a primary concern of the Board of Education and administration of the Chino Valley Unified School District. The District's obligation is to provide and maintain safe and healthful Working conditions and equipment SHALL at all times, to comply with standards prescribed by FEDERAL, applicable state, and local laws and regulations affecting employee safety, and to conduct continuous education and training programs to develop safe attitudes, awareness and practices. Safety must always be a serious consideration in any work project.

(cf. 0450 - Comprehensive Safety Plan)

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful (Labor Code 6402)

The Board expects all employees to use safe work practices and, to THE EXTENT POSSIBLE, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall promote safety and correct any unsafe work practiceS through education, training and enforcement.

(cf. 4117.4 - Dismissal)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law. (Labor Code 6401.7)

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 4157.2/4257.2/4357.2 - Ergonomics)
(cf. 4158/4258/4358 - Employee Security)

The Board of Education shall ensure that the Superintendent or designee SHALL ENSURE THE READY AVAILABILITY OF FIRST AID MATERIAL AT DISTRICT WORKPLACES AND SHALL MAKE EFFECTIVE PROVISIONS, IN ADVANCE, FOR PROMPT MEDICAL TREATMENT IN THE EVENT OF AN EMPLOYEE'S SERIOUS INJURY OR ILLNESS. (8 CCR 3400) provides eye protective devices as specified in
EMPLOYEE SAFETY (cont.)

law and administrative regulation. -

No employee shall be discharged or discriminated against for making complaints, instituting proceedings or testifying with regard to employee safety or health, or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7 (Labor Code 6310)

Immediate district legal responsibilities under the California Occupational Safety and Health Act of 1973 and California Code of Regulations and California Labor Code effective July 1, 1991, provided for the following:-

1. Furnish a place of employment which is safe and healthful for all employees.

2. Post, for all employees, information regarding rights and obligations under the occupation safety and health law.

3. File with the Department of Industrial Regulations, Division of Labor Statistics and Research, a complete report of every injury or occupational illness arising out of or in the course of employment, unless disability resulting from such injury does not last through the day or does not require medical service other than first aid.

The Superintendent shall develop such rules, regulations, and procedures as are necessary for the implementation of this policy.

(cf. 3514 - Environmental Safety).
(cf. 3514.1 - Hazardous Substances).
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease).
(cf. 4158/4258/4358 - Employee Security).

Legal Reference:
EDUCATION CODE
32030-32034  Eye safety
32225-32226  Communications devices in classrooms
32280-32289  School safety plans
44984  Required rules for industrial accident and illness leave of absence
GOVERNMENT CODE
3543.2  Scope of bargaining
LABOR CODE
3300  Definitions
6305  Occupational safety and health standards; special order
6310  Retaliation for filing complaint prohibited
6400-6413.5  Responsibilities and duties of employers and employees, especially:
EMPLOYEE SAFETY (cont.)

6401.7 Injury and illness prevention program

CODE OF REGULATIONS, TITLE 8
3203 Injury and illness prevention program
3400 Medical services and first aid
5095-5100 Control of noise exposure

CODE OF FEDERAL REGULATIONS, TITLE 29
1910.95 Noise standards

Management Resources:

DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS
Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. August 2005

WEBSITES
California Department of Industrial Relations, Occupational Safety and Health: www.dir.ca.gov/occupational_safety.html
Centers for Disease Control and Prevention: www.cdc.gov
National Hearing Conservation Association: www.hearingconservation.org
National Institute for Occupational Safety and Health: www.cdc.gov/niosh
U.S. Department of Labor, Occupational Safety and Health Administration: www.osha.gov

Chino Valley Unified School District
Policy adopted: November 16, 1995
Revised: March 23, 2000
REVISED:
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Norm Enfield, Ed.D., Assistant Superintendent, Human Resources
Michelle J. Harold, Ed.D., Director, Human Resources
Heather Williams, Ed.D., Director, Human Resources

SUBJECT: REVISION OF BOARD POLICY 4119.41 ALL PERSONNEL – EMPLOYEES WITH INFECTIOUS DISEASE

BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 4119.41 All Personnel – Employees with Infectious Disease is being revised to reflect updated laws and current District practice. This agenda item was presented to the Board of Education on May 23, 2013, for information.

New language is provided in UPPER CASE while old language to be deleted is lined through.

Approval of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education approve the revision of Board Policy 4119.41 All Personnel – Employees with Infectious Disease.

FISCAL IMPACT

None.
EMPLOYEES WITH INFECTION DISEASE

The Board of Education DESIRES TO PROMOTE THE HEALTH OF DISTRICT STUDENTS AND STAFF IN ORDER TO REDUCE ABSENTEEISM AND ENHANCE EMPLOYEE AND STUDENT PERFORMANCE. THE SUPERINTENDENT OR DESIGNEE SHALL DEVELOP STRATEGIES TO PREVENT THE OUTBREAK OR SPREAD OF INFECTIOUS DISEASES AT DISTRICT SITES. encourages each employee to inform the district as soon as possible if he/she contracts an infectious disease which creates a physical or mental disability. The Board will reasonably accommodate the needs of such individuals. The Board may reassign or grant disability leave to an employee who is unable to perform his/her job responsibilities because of illness or because the employee’s illness significantly endangers his/her health or safety or the health or safety of others.–

(cf. 4161.1/4261.1/4361.1 - Personal Illness/Injury Leave)
(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

AN INFECTIOUS DISEASE IS ONE THAT IS CAUSED BY A MICROORGANISM AND IS POTENTIALLY TRANSMITTABLE TO ANOTHER INDIVIDUAL, WHETHER THROUGH AIRBORNE TRANSMISSION, BLOODBORNE TRANSMISSION, SKIN-TO-SKIN CONTACT, FOODBORNE TRANSMISSION, OR OTHER CASUAL OR NONCASUAL MEANS. A COMMUNICABLE INFECTIOUS DISEASE, SUCH AS INFLUENZA OR CHICKEN POX, IS CONTAGIOUS AND CAN BE READILY TRANSMITTED BY INFECTIOUS BACTERIA OR VIRAL ORGANISMS.

IN ACCORDANCE WITH LAW, JOB APPLICANTS SHALL BE REQUIRED TO PROVIDE EVIDENCE THAT THEY ARE FREE OF TUBERCULOSIS OR ANY OTHER COMMUNICABLE INFECTIOUS DISEASE PRIOR TO BEGINNING EMPLOYMENT.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

TO PREVENT THE OUTBREAK OR SPREAD OF INFECTIOUS DISEASES, THE SUPERINTENDENT OR DESIGNEE MAY PROVIDE INFECTION PREVENTION SUPPLIES AND INFORMATION TO EMPLOYEES, INCLUDING INFORMATION ABOUT RECOMMENDED VACCINATIONS. EMPLOYEES ALSO SHALL OBSERVE UNIVERSAL PRECAUTIONS TO AVOID CONTACT WITH POTENTIALLY INFECTIOUS BLOOD OR OTHER BODILY FLUIDS.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 4131/4231/4331 - Staff Development)
EMPLOYEES WITH INFECTIOUS DISEASE (cont.)

PLANS FOR ADDRESSING A COMMUNICABLE INFECTIOUS DISEASE OUTBREAK, INCLUDING, BUT NOT LIMITED TO, PLANS FOR ADDRESSING EMPLOYEE SHORTAGES DURING SUCH AN OUTBREAK, SHALL BE INCLUDED IN THE DISTRICT’S EMERGENCY PREPAREDNESS PLAN.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 5112.2 - Exclusions from Attendance)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.31 - Immunizations)

THE SUPERINTENDENT OR DESIGNEE SHALL IMMEDIATELY REPORT TO THE LOCAL HEALTH OFFICER THE PRESENCE OR SUSPECTED PRESENCE OF ANY COMMUNICABLE INFECTIOUS DISEASE. IN ADDITION, A SCHOOL NURSE OR OTHER HEALTH CARE PROVIDER WHO KNOWS OF OR IS IN ATTENDANCE ON A CASE OR SUSPECTED CASE OF ANY OF THE DISEASES OR CONDITIONS LISTED IN 17 CCR 2500 SHALL MAKE A REPORT TO THE LOCAL HEALTH OFFICER. IF NO HEALTH CARE PROVIDER IS IN ATTENDANCE, ANY INDIVIDUAL HAVING KNOWLEDGE OF A PERSON WHO IS SUSPECTED TO BE SUFFERING FROM ONE OF THE SPECIFIED DISEASES OR CONDITIONS MAY MAKE A REPORT TO THE LOCAL HEALTH OFFICER. (17 CCR 2500, 2508)

(cf. 5141.6 - School Health Services)

NONDISCRIMINATION/REASONABLE ACCOMMODATION

THE DISTRICT SHALL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR JOB APPLICANT WHO HAS AN INFECTIOUS DISEASE THAT MEETS THE FEDERAL OR STATE DEFINITION OF A DISABILITY UNDER THE AMERICANS WITH DISABILITIES ACT, CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT, OR SECTION 504 OF THE FEDERAL REHABILITATION ACT. (GOVERNMENT CODE 12900-12996; 29 USC 794; 42 USC 12101-12213)

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)

No employee will be discriminated against because of his/her disability. Legal protection established for disabled persons extend to individuals significantly impaired by infectious diseases.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4112.4/4212.4/4312.4 - Health Examinations)
EMPLOYEES WITH INFECTIOUS DISEASE (cont.)

UPON REQUEST, ANY QUALIFIED PERSON WITH A DISABILITY SHALL BE PROVIDED REASONABLE ACCOMMODATION TO PERFORM THE ESSENTIAL DUTIES OF HIS/HER POSITION IN ACCORDANCE WITH THE CRITERIA AND PROCESSES DESCRIBED IN AR 4032 - REASONABLE ACCOMMODATION.

(cf. 4032 - Reasonable Accommodation)

When informed that an employee has a disabling infectious disease, the Superintendent or designee may request that the employee sign a release form to provide confidential medical information and records.

In determining a reasonable accommodation of the employee's condition, the Superintendent or designee may consult with public health officials or physicians with expertise in the diagnosis and treatment of infectious disease. The Superintendent or designee may also communicate with the employee's physician regarding the employee's ability to perform the essential requirements of the job with reasonable accommodation and without posing significant health or safety risks to the employee or others.

The Superintendent or designee shall prepare a confidential report which includes his/her recommendation and the medical information upon which it is based. These recommendations shall take into consideration:

1. The nature of the disease and the probability of its being transmitted, including the duration and severity of the risk.

2. The physical condition of the employee, including diagnosis, treatment, and prognosis of the condition.

3. The actual requirements of the employee's job and the expected type of interaction with others in the school setting.

This report shall be forwarded to the Board for confidential review and action.

The job assignment of an employee with a disabling infectious disease shall be reevaluated whenever there is a change in medical knowledge or in the employee's medical regimen or health which might affect his/her assignment.
EMPLOYEES WITH INFECTIOUS DISEASE (cont.)

Confidentiality

The Board and the Superintendent or designee shall ensure that employee rights to confidentiality are strictly observed. The district shall disclose medical record information only to the extent required or permitted by law. The medical records of any employee with a disabling infectious disease shall be held in strict confidence.

Legal Reference:
EDUCATION CODE
44839 Medical certificate; periodic medical examination
44839.5 Requirements for employment of retirant
49406 Examination for tuberculosis (employees)
CIVIL CODE
56-56.37 Confidentiality of medical information
GOVERNMENT CODE
12900-12996 Fair Employment and Housing Act
HEALTH AND SAFETY CODE
120975-121020 Mandated blood testing and confidentiality to protect public health
CODE OF REGULATIONS, TITLE 2
7293.5-7294.2 Discrimination based on disability
CODE OF REGULATIONS, TITLE 5
5502-5504 Medical certification
CODE OF REGULATIONS, TITLE 17
2500 Reportable diseases and conditions
2508 Reporting of communicable diseases; duty of schools
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act
COURT DECISIONS

Management Resources:
CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS
H1N1 Influenza (Swine Flu), Fact Sheet, April 2009
Pandemic Influenza, Fact Sheet, September 2007
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS
California HIV/AIDS Laws, 2009, January 2010
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS
Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002
EMPLOYEES WITH INFECTIOUS DISEASE (cont.)

WEBSITES
California School Boards Association: www.csba.org
California Department of Public Health: www.cdph.ca.gov
California School Nurses Organization: www.csno.org
Centers for Disease Control and Prevention: www.cdc.gov
U.S. Department of Health and Human Services: www.hhs.gov

Chino Valley Unified School District
Policy adopted: November 16, 1995
REVISED:
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

SUBJECT: REVISION OF BYLAWS OF THE BOARD 9130—BOARD COMMITTEES

===================================================================

BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Bylaws of the Board 9130—Board Committees has been revised to clarify applicability of the Brown Act to Board-created committees; describe the circumstances under which committees may meet in closed session; and reflect the Attorney General’s opinion that a committee created through a collective bargaining agreement is not a committee created by the Board and thus is not necessarily subject to open meeting requirements. Additionally, the Bylaw is revised to specify decisions that will be made at the time a committee is established; address who is responsible for appointing committee members; and delete material regarding the Board not obligated to provide for public comment at board meetings on matters that were open to public comment during meeting of Board subcommittees, which is now addressed in Board Bylaw 9322—Agenda/Meeting Materials).

New language is provided in UPPER CASE while old language to be deleted is lined through.

Consideration of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Bylaws of the Board 9130—Board Committees.

FISCAL IMPACT

None.

WMJ:pk
BOARD COMMITTEES

The Board of Education may establish a Board committees as necessary whenever it determines that such a committee would benefit the district by providing diverse viewpoints, specialized knowledge or expertise, or increased efficiency. Such committees may be subcommittees of the Board or committees that include members of the community, staff, or other stakeholder groups.

(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 9140 - Board Representatives)

Upon establishing a committee, the Board shall clearly define the committee’s purpose, any timeline for completion of assigned responsibilities, any stakeholder groups or individuals to be represented on the committee, length of time that committee members are expected to serve, and expectations for reporting to the Board and/or the Superintendent or designee. Unless specifically authorized by the Board to act on its behalf, the Committee shall act in an advisory capacity.

Except for subcommittees of the Board, Committee members shall, as appropriate, be recommended by the Superintendent or designee and appointed by the Board President, subject to Board approval.

(cf. 9121 - President)

The Superintendent or designee shall provide Committee members with information and assistance necessary for the fulfillment of the Committee’s charges, and may serve as a non-voting advisor to the Committee at the discretion of the Board.

Whenever so charged, Committees may actively seek input and participation by parents/guardians, staff, community, and students and may consult with local public boards and agencies.

Any Committee not required by law may be dissolved when its duties or term has been completed or whenever the Board deems necessary.
BOARD COMMITTEES (cont.)

Board committees shall provide public notice of their meetings and conduct these meetings in accordance with the state open meeting laws.

Meetings of advisory committees or standing committees for which an agenda is posted at least 72 hours in advance of the meeting pursuant to Government Code 54954.2, shall be considered, for purposes of the Brown Act, as regular meetings of the Board. (Government Code 54954)

(cf: 9320 — Meetings and Notices)
(cf: 9322 — Agenda/Meeting Materials)

Board advisory committees composed solely of less than a quorum of the Board are not subject to open meeting laws unless they are standing committees with a continuing subject matter jurisdiction or a meeting schedule established by the Board. (Government Code 54952)

Standing committees with a continuing subject matter jurisdiction include but are not limited to those responsible for providing advice on budgets, audits, contracts and personnel matters at the Board’s request.

When a majority of the members of the Board attend an open and noticed meeting of a standing committee, the Board members who are not members of the standing committee shall attend only as observers. (Government Code 54952.2)

The Superintendent or designee may serve as an advisor to any committee at the discretion of the Board.

Whenever so charged, committees may actively seek input and participation by parents/guardians, staff, community and students, and may consult with local public boards and agencies.

When a Board committee composed exclusively of Board members has provided for public comment on an item at a public meeting before or during the committee’s consideration of the item, the Board is not obliged to provide for public comment on the item at a subsequent Board meeting. Public comment shall be afforded, however, if the Board determines that the item has been substantially changed since it was heard by the committee. (Government Code 54954.3)

COMMITTEE MEETINGS

UNLESS OTHERWISE EXEMPTED BY LAW, BOARD-CREATED COMMITTEES SHALL PROVIDE PUBLIC NOTICE OF THEIR MEETINGS AND CONDUCT MEETINGS IN ACCORDANCE WITH GOVERNMENT CODE 54950-54963 (The Brown Act).
BOARD COMMITTEES (cont.)

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

HOWEVER, BOARD SUBCOMMITTEES COMPOSED SOLELY OF LESS THAN A QUORUM OF THE MEMBERS OF THE BOARD ARE NOT SUBJECT TO OPEN MEETING LAWS UNLESS THEY ARE STANDING COMMITTEES. STANDING COMMITTEES OF THE BOARD, IRRESPECTIVE OF MEMBERSHIP, ARE THOSE THAT HAVE A CONTINUING SUBJECT MATTER JURISDICTION OR A MEETING SCHEDULE ESTABLISHED BY ACTION OF THE BOARD. (Government Code 54952)

STANDING COMMITTEES WITH A CONTINUING SUBJECT MATTER JURISDICTION INCLUDE, BUT ARE NOT LIMITED TO, THOSE RESPONSIBLE FOR PROVIDING ADVICE ON BUDGETS, AUDITS, BOARD POLICY, CONTRACTS, AND PERSONNEL MATTERS AT THE BOARD'S REQUEST.

(cf. 3100 - Budget)
(cf. 3430 - Investing)
(cf. 9310 - Board Policies)


WHENEVER ANY ADVISORY OR STANDING COMMITTEE, INCLUDING A COMMITTEE NOT OTHERWISE SUBJECT TO THE BROWN ACT, POSTS A MEETING AGENDA AT LEAST 72 HOURS IN ADVANCE OF THE MEETING, THAT MEETING SHALL BE CONSIDERED AS A REGULAR MEETING OF THE BOARD FOR PURPOSES OF THE BROWN ACT AND THEREFORE MUST BE HELD WITHIN DISTRICT BOUNDARIES UNLESS OTHERWISE AUTHORIZED BY LAW. (Government Code 54954)

COMMITTEES MAY MEET IN A CLOSED SESSION DURING A REGULAR OR SPECIAL MEETING ONLY FOR THOSE PURPOSES SPECIFICALLY AUTHORIZED BY LAW FOR CLOSED SESSIONS HELD BY THE BOARD.

(cf. 9321 – Closed Session Purposes and Agendas)

Legal Reference:
EDUCATION CODE
35010  Control of district; prescription and enforcement of rules
35024  Executive committee
35160  Authority of governing boards
35160.1  Broad authority of school districts
BOARD COMMITTEES (cont.)

GOVERNMENT CODE
54950-54963 The Brown Act, especially:
54952 Legislative body, definition
54952.2 Definition of meeting
54954 Time and place of regular meetings; special meetings; emergencies
54954.3 Opportunity for public to address legislative body
54957 Closed session purposes

COURT DECISIONS

ATTORNEY GENERAL OPINIONS

Management Resources:
CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS
The Brown Act: School Boards and Open Meeting Laws, 2009

WEBSITES
California School Boards Association: www.csba.org
National School Boards Association: www.nsba.org

Chino Valley Unified School District
Bylaw adopted: August 17, 1995
Revised: May 19, 2011
REVISED:
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

SUBJECT: REVISION OF BYLAWS OF THE BOARD 9220—BOARD OF EDUCATION ELECTIONS

BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Bylaws of the Board 9220—Board of Education Elections has been revised to reflect new law (AB 2410, 2012) which provides that a person is ineligible to hold public office if he/she has been convicted of a felony involving bribery, offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any of these crimes. Bylaw also adds section which addresses the methods of electing board members and reflects the California Voting Rights Act which prohibits the use of the at-large voting method when its use prevents members of a protected class from being elected to the Board.

New language is provided in UPPER CASE while old language to be deleted is lined through.

Consideration of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Bylaws of the Board 9220—Board of Education Elections

FISCAL IMPACT

None.
BOARD OF EDUCATION ELECTIONS

Any person is eligible to be a Board member OF THE BOARD OF EDUCATION, without further qualifications, if he/she is 18 years of age or older, a citizen of the state CALIFORNIA, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. ANY PERSON WHO HAS BEEN CONVICTED OF A FELONY INVOLVING THE GIVING, ACCEPTING, OR OFFERING OF A BRIBE, EMBEZZLEMENT OR THEFT OF PUBLIC FUNDS, EXTORTION, PERJURY, OR CONSPIRACY TO COMMIT ANY SUCH CRIME, UNDER CALIFORNIA LAW OR THE LAW OF ANOTHER STATE, THE UNITED STATES OF AMERICA, OR ANOTHER COUNTRY, IS NOT ELIGIBLE TO BE A CANDIDATE FOR OFFICE OR BE A BOARD MEMBER EXCEPT WHEN HE/SHE HAS BEEN GRANTED A PARDON IN ACCORDANCE WITH LAW. (Education Code 35107; Elections Code 20)

A District employee elected to the Board shall resign his/her position EMPLOYMENT before being sworn in or shall have his/her employment automatically terminated upon being sworn into office. (Education Code 35107)

(cf. 9224 - Oath of Affirmation)
(cf. 9270 - Conflict of Interest)

Whenever possible, TO REDUCE COSTS ASSOCIATED WITH CONDUCTING ELECTIONS, the Board shall MAY consolidate Board elections with the local municipal or statewide primary or general election. Board of Education election procedures shall be conducted in accordance with state and federal law.

(cf. 9110 - Terms of Office)

ELECTING BOARD MEMBERS

BOARD MEMBERS MAY RESIDE ANYWHERE WITHIN THE DISTRICT’S BOUNDARIES AND SHALL BE ELECTED BY ALL VOTERS IN THE DISTRICT.

TO ENSURE ONGOING COMPLIANCE WITH THE CALIFORNIA AND FEDERAL VOTING RIGHTS ACTS, THE BOARD MAY REVIEW THE DISTRICT’S BOARD ELECTION METHOD TO DETERMINE WHETHER ANY MODIFICATION IS NECESSARY DUE TO CHANGES IN THE DISTRICT’S POPULATION OR ANY OF ITS RACIAL, COLOR, OR LANGUAGE MINORITY GROUP COMPOSITION. THE REVIEW SHALL BE BASED ON THE SUPERINTENDENT OR DESIGNEE’S REPORT TO THE BOARD AFTER THE RELEASE OF EACH DECENNIAL FEDERAL CENSUS.
BB 9220(b)  
BOARD OF EDUCATION ELECTIONS (cont.)

Campaign Conduct

In order to help protect the public’s trust in the electoral process as well as the public's confidence in the Board and District, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 9050 - Governance Standards)

Statement of Qualifications

The District shall assume no part of the cost of printing, handling, translating or mailing candidate statements filed pursuant to Elections Code 13307. AS A CONDITION OF HAVING CANDIDATE STATEMENTS INCLUDED IN THE VOTER'S PAMPHLET, THE DISTRICT MAY REQUIRE CANDIDATES TO PAY THEIR ESTIMATED PRO RATA SHARE OF THESE COSTS TO THE DISTRICT IN ADVANCE PURSUANT TO ELECTIONS CODE 13307.

On the 125th day prior to the day fixed for the general District election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary’s signature and District seal to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the District to be filled at the general election and which offices, if any, are for the balance of an unexpired term

2. Whether the District or the candidate is to pay for the publication of a statement of qualifications pursuant to elections code 13307

(cf. 9223 – Filling Vacancies)

Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

Tie Votes in Board Member Elections

Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the board. The Board at that time shall determine the winner by lot. (Education Code 5016)
BOARD OF EDUCATION ELECTIONS (cont.)

EDUCATION CODE
1000 Composition, and trustee area, county board of education
1006 Qualifications for holding office, county board of education
5000-5033 Elections
5220-5231 Elections
5300-5304 General provisions (conduct of elections)
5320-5329 Order and call of elections
5340-5345 Consolidation of elections
5360-5363 Election notice
5380 Compensation (of election officer)
5390 Qualifications of voters
5420-5426 Cost of elections
5440-5442 Miscellaneous provisions
7054 Use of district property
35107 Eligibility; school district employees
35177 Campaign expenditures or contributions
35239 Compensation of governing board member of districts with less than 70 ADA

ELECTIONS CODE
20 Public office eligibility
1302 Local elections, school district election
2201 Grounds for cancellation
4000-4004 Elections conducted wholly by mail
10400-10418 Consolidation of elections
10509 Notice of election by secretary
10600-10604 School district elections
13307 Candidate's statement
13309 Candidate's statement, indigence
14025-14032 California Voting Rights Act
20440 Code of Fair Campaign Practices

GOVERNMENT CODE
1021 Conviction of crime
1097 Illegal participation in public contract
12940 Nondiscrimination, Fair Employment and Housing Act
81000-91014 Political Reform Act

PENAL CODE
68 Bribes
74 Acceptance of gratuity
424 Embezzlement and falsification of accounts by public officers
661 Removal for neglect or violation of official duty

CALIFORNIA CONSTITUTION
Article 2, Section 2 Voters, qualifications
Article 7, Section 7 Conflicting offices
Article 7, Section 8 Disqualification from office

UNITED STATES CODE, TITLE 42
1973-1973aa-6 Voting Rights Act

COURT DECISIONS
Sanchez v. City of Modesto, (2006) 51 Cal.Rptr.3d 821

June 13, 2013
Page 178
BOARD OF EDUCATION ELECTIONS (cont.)

ATTORNEY GENERAL OPINIONS

Management Resources:
WEBSITES
California School Boards Association: www.csba.org
California Secretary of State's Office: www.ss.ca.gov
Fair Political Practices Commission: www.fppc.ca.gov
Institute for Local Self Government: www.ca-ilg.org

Chino Valley Unified School District
Bylaw approved: October 9, 1997
Revised: May 5, 2011
REVISED:
CHINO VALLEY UNIFIED SCHOOL DISTRICT
Our Motto:
Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: June 13, 2013
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Sandra H. Chen, Assistant Superintendent, Business Services
Liz Pensick, Director, Business Services
SUBJECT: REVISION OF BOARD POLICY AND ADMINISTRATIVE REGULATION 3460 BUSINESS AND NONINSTRUCTIONAL OPERATIONS – FINANCIAL REPORTS AND ACCOUNTABILITY

BACKGROUND
Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy and Administrative Regulation 3460 Business and Noninstructional Operations – Financial Reports and Accountability are being revised to reflect updated laws and current District practice.

New language is provided in UPPER CASE while old language to be deleted is lined through.

Consideration of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION
It is recommended the Board of Education receive for information the revision of Board Policy and Administrative Regulation 3460 Business and Noninstructional Operations – Financial Reports and Accountability.

FISCAL IMPACT
None.

WMJ:SHC:LP:wc
FINANCIAL REPORTS AND ACCOUNTABILITY

The Board of Education is committed to ENSURING PUBLIC ACCOUNTABILITY AND THE FISCAL HEALTH OF THE DISTRICT meeting its fiduciary duty to the public. The Board shall adopt sound fiscal policies, and oversee the District’s financial condition, and continually evaluate whether the District's budget and financial operations support the District’s goals for student achievement. The Superintendent or designee shall keep the Board informed about the District’s finances and shall submit timely reports so that the Board can take appropriate action to ensure the District’s financial stability. The Superintendent or designee may recommend amendments to the District’s budgeted revenues and expenditures as may be necessary to maintain a balanced budget.

(cf. 3100 - Budget)
(cf. 3110 - Transfer of Funds)
(cf. 3300 - Expenditures/Expending Authority)
(cf. 3430 - Investing)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 9000 - Role of the Board)

The Board recognizes the need to implement the required accounting and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education. The District’s goal is to properly account for the financial and economic resources of the District and to enhance the understandability and usefulness of external financial reports for the community.

The Superintendent or designee shall ensure that all financial reports, including a management discussion and analysis, are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education. HE/SHE SHALL ESTABLISH A SYSTEM OF ONGOING INTERNAL CONTROLS TO ENSURE THE RELIABILITY OF FINANCIAL REPORTING.

(cf. 3400 - Management of District Assets/Accounts)

WHEN REQUIRED BY LAW OR THE BOARD, THE SUPERINTENDENT OR DESIGNEE SHALL SUBMIT TO THE BOARD REPORTS OF THE DISTRICT’S FINANCIAL STATUS, INCLUDING, BUT NOT LIMITED TO, ANY REPORT SPECIFIED IN THIS BOARD POLICY OR ACCOMPANYING ADMINISTRATIVE REGULATION. WHEN ANY SUCH REPORT MUST BE APPROVED BY THE BOARD PRIOR TO ITS SUBMISSION TO A LOCAL, STATE, AND/OR FEDERAL AGENCY, THE SUPERINTENDENT OR DESIGNEE SHALL PROVIDE THE REPORT TO THE BOARD IN SUFFICIENT TIME TO ENABLE THE BOARD TO CAREFULLY REVIEW THE REPORT AND MEET ANY APPLICABLE SUBMISSION DEADLINE.
FINANCIAL REPORTS AND ACCOUNTABILITY (cont.)

Based on financial reports provided by the Superintendent or designee and in accordance with law and administrative regulation, the Board shall:

1. Approve and file an annual statement of the District’s receipts and expenditures for the preceding fiscal year (Education Code 42100)

2. Adopt a resolution identifying the District’s estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year (Education Code 42132, Government Code 7910)

3. Approve interim fiscal reports and certify whether the District will be able to meet its fiscal obligations for the remainder of the fiscal year and two subsequent fiscal years (Education Code 42130, 42131)

4. Provide for an annual audit, select an independent auditor, and review the audit report (Education Code 41020, 41020.3)

The independent auditor shall present the audit report to the Board at a public meeting and the Board shall have an opportunity to ask questions of the auditor and request further information about the audit findings.

The Board shall regularly communicate the District’s financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district’s financial stability.

If District conditions predict fiscal distress or indicate that the District might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the District’s fiscal health and may contract with an external individual or organization to advise the District on fiscal matters.

UNAUDITED ACTUAL RECEIPTS AND EXPENDITURES

ON OR BEFORE SEPTEMBER 15, THE BOARD SHALL APPROVE AND FILE WITH THE COUNTY SUPERINTENDENT A STATEMENT OF THE DISTRICT'S UNAUDITED ACTUAL RECEIPTS AND EXPENDITURES FOR THE PRECEDING FISCAL YEAR. THE SUPERINTENDENT OR DESIGNEE SHALL PREPARE THIS STATEMENT USING THE STATE'S STANDARDIZED ACCOUNT CODE STRUCTURE (SACS) AS PRESCRIBED BY THE SUPERINTENDENT OF PUBLIC INSTRUCTION. (EDUCATION CODE 42100)
FINANCIAL REPORTS AND ACCOUNTABILITY (cont.)

GANN APPROPRIATIONS LIMIT RESOLUTION

ON OR BEFORE SEPTEMBER 15, THE BOARD SHALL ADOPT A RESOLUTION IDENTIFYING, PURSUANT TO GOVERNMENT CODE 7900-7914, THE DISTRICT’S ESTIMATED APPROPRIATIONS LIMIT FOR THE CURRENT FISCAL YEAR AND THE ACTUAL APPROPRIATIONS LIMIT FOR THE PRECEDING FISCAL YEAR. DOCUMENTATION USED TO IDENTIFY THESE LIMITS SHALL BE MADE AVAILABLE TO THE PUBLIC ON THE DAY OF THE BOARD MEETING. (EDUCATION CODE 42132; GOVERNMENT CODE 7910)

(cf. 9322 - Agenda/Meeting Materials)

INTERIM REPORTS/CERTIFICATION OF ABILITY TO MEET FISCAL OBLIGATIONS


1. "POSITIVE CERTIFICATION" INDICATING THAT THE DISTRICT WILL MEET ITS FINANCIAL OBLIGATIONS FOR THE CURRENT FISCAL YEAR AND TWO SUBSEQUENT FISCAL YEARS

2. "QUALIFIED CERTIFICATION" INDICATING THAT THE DISTRICT MAY NOT MEET ITS FINANCIAL OBLIGATIONS FOR THE CURRENT FISCAL YEAR OR TWO SUBSEQUENT FISCAL YEARS

3. "NEGATIVE CERTIFICATION" INDICATING THAT THE DISTRICT WILL BE UNABLE TO MEET ITS FINANCIAL OBLIGATIONS FOR THE REMAINDER OF THE FISCAL YEAR OR THE SUBSEQUENT FISCAL YEAR
FINANCIAL REPORTS AND ACCOUNTABILITY (cont.)

THE SUPERINTENDENT OR DESIGNEE SHALL SUBMIT A COPY OF EACH INTERIM REPORT AND CERTIFICATION TO THE COUNTY SUPERINTENDENT USING THE STATE'S SACS SOFTWARE, AS PRESCRIBED BY THE SPI. (EDUCATION CODE 42130, 42131)

IF THE DISTRICT'S CERTIFICATION IS SUBSEQUENTLY CHANGED BY THE COUNTY SUPERINTENDENT FROM A POSITIVE TO A QUALIFIED OR NEGATIVE CERTIFICATION, OR FROM A QUALIFIED TO A NEGATIVE CERTIFICATION, THE BOARD MAY APPEAL THE DECISION TO THE SPI WITHIN FIVE DAYS OF RECEIVING THE NOTICE OF CHANGE. (EDUCATION CODE 42131)

WHENEVER THE DISTRICT RECEIVES A QUALIFIED OR NEGATIVE CERTIFICATION FROM THE BOARD OR THE COUNTY SUPERINTENDENT, THE SUPERINTENDENT OR DESIGNEE SHALL COOPERATE IN THE IMPLEMENTATION OF ANY REMEDIAL ACTIONS TAKEN OR PRESCRIBED BY THE COUNTY SUPERINTENDENT UNDER THE AUTHORITY GRANTED TO HIM/HER PURSUANT TO EDUCATION CODE 42131.

IF THE SECOND INTERIM REPORT IS ACCOMPANIED BY A QUALIFIED OR NEGATIVE CERTIFICATION, THE BOARD SHALL, NO LATER THAN JUNE 1, PROVIDE TO THE COUNTY SUPERINTENDENT, THE STATE CONTROLLER, AND THE SPI A FINANCIAL STATEMENT AS OF APRIL 30 ("THIRD INTERIM REPORT") THAT PROJECTS THE DISTRICT'S FUND AND CASH BALANCES THROUGH JUNE 30. (EDUCATION CODE 42131)


PURSUANT TO EDUCATION CODE 41020, IF THE DISTRICT HAS A DISAPPROVED BUDGET, HAS RECEIVED A NEGATIVE CERTIFICATION ON ANY BUDGET OR INTERIM FISCAL REPORT DURING THE CURRENT FISCAL YEAR OR EITHER OF THE TWO PRECEDING FISCAL YEARS, OR HAS OTHERWISE BEEN DETERMINED BY THE COUNTY SUPERINTENDENT TO HAVE A LACK OF GOING CONCERN, ANY CONTRACT THE DISTRICT ENTERS INTO FOR AUDITING SERVICES MUST BE APPROVED BY THE COUNTY SUPERINTENDENT.
FINANCIAL REPORTS AND ACCOUNTABILITY (cont.)

BY APRIL 1 OF EACH YEAR, THE BOARD SHALL PROVIDE FOR AN ANNUAL AUDIT OF THE DISTRICT'S BOOKS AND ACCOUNTS. (EDUCATION CODE 41020)

TO CONDUCT THE AUDIT, THE BOARD SHALL SELECT A CERTIFIED PUBLIC ACCOUNTANT OR PUBLIC ACCOUNTANT LICENSED BY THE STATE BOARD OF ACCOUNTANCY FROM AMONG THOSE DEEMED QUALIFIED BY THE STATE CONTROLLER. (EDUCATION CODE 41020, 41020.5)

THE BOARD SHALL NOT SELECT ANY PUBLIC ACCOUNTING FIRM TO PROVIDE AUDIT SERVICES IF THE LEAD OR COORDINATING AUDIT PARTNER HAVING PRIMARY RESPONSIBILITY FOR THE AUDIT, OR THE AUDIT PARTNER RESPONSIBLE FOR REVIEWING THE AUDIT, HAS PERFORMED AUDIT SERVICES FOR THE DISTRICT IN EACH OF THE SIX PREVIOUS FISCAL YEARS. (EDUCATION CODE 41020)


PRIOR TO DECEMBER 15 WHENEVER POSSIBLE, BUT IN NO CASE LATER THAN JANUARY 31, THE BOARD SHALL REVIEW, AT AN OPEN MEETING, THE ANNUAL DISTRICT AUDIT FOR THE PRIOR YEAR, ANY AUDIT EXCEPTIONS IDENTIFIED IN THAT AUDIT, THE RECOMMENDATIONS OR FINDINGS OF ANY MANAGEMENT LETTER ISSUED BY THE AUDITOR, AND ANY DESCRIPTION OF CORRECTION OR PLANS TO CORRECT ANY EXCEPTIONS OR ANY ISSUE RAISED IN A MANAGEMENT LETTER. (EDUCATION CODE 41020.3)

THE BOARD SHALL HAVE AN OPPORTUNITY AT THE MEETING TO ASK QUESTIONS OF THE AUDITOR AND REQUEST FURTHER INFORMATION ABOUT THE AUDIT FINDINGS.

Legal Reference:
EDUCATION CODE
1240 Duties of county superintendent of schools
14500-14508 Financial and compliance audits
17150-17150.1 Public disclosure of non-voter-approved debt
17170-17199.5 California School Finance Authority
33127 Standards and criteria for local budgets and expenditures
33128 Standards and criteria; inclusions
33129 Standards and criteria; use by local agencies
35035 Powers and duties of superintendent
41010-41023 Accounting system
41326 Emergency apportionment
41344 Repayment of apportionment significant audit exceptions
41344.1 Appeals of audit findings
FINANCIAL REPORTS AND ACCOUNTABILITY (cont.)

41455 Examination of financial problems of local districts
42100-42105 Requirement to prepare and file annual statement
42120-42129 Budget requirements
42130-42134 Financial reports and certifications
42140-42142 Public disclosure of fiscal obligations
42637 County superintendent review of district's financial and budgetary conditions
42652 Revocation or suspension of warrant authority
48300-48316 Student attendance alternatives

GOVERNMENT CODE
3540.2 School district; qualified or negative certification; proposed agreement review and comment
7900-7914 Appropriations limit
16429.1 Local agency investment fund
53646 Reports of investment policy and compliance

CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure
15070 Submission of reports using standardized account code structure
15440-15451 Criteria and standards for school district budgets
15453-15464 Criteria and standards for school district interim reports
19810-19816.1 Audits

UNITED STATES CODE, TITLE 31
7501-7507 Single audits of federal program funds

Management Resources:

CSBA PUBLICATIONS
Maximizing School Board Governance: Fiscal Accountability, 2006

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS
New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007
Audit Resolution Process: Repayment Plans, December 8, 2000

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS
Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS
Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009
Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004
Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

STATE CONTROLLER PUBLICATIONS
Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)

U.S. GOVERNMENT ACCOUNTABILITY OFFICE AND PRESIDENT’S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS
Government Auditing Standards, 2011

U.S. OFFICE OF MANAGEMENT AND BUDGET CIRCULARS
A-133 Audits of States, Local Governments, and Non-Profit Organizations

WEBITES
California School Boards Association: www.csba.org
California Association of School Business Officials: www.casbo.org
California County Superintendents Educational Services Association: www.ccsesa.org
California Department of Education, Finance and Grants: www.cde.ca.gov/fg
Education Audit Appeals Panel: www.eaap.ca.gov
Fiscal Crisis and Management Assistance Team: www.fcmat.org
FINANCIAL REPORTS AND ACCOUNTABILITY (cont.)

41455 Examination of financial problems of local districts
42100-42105 Requirement to prepare and file annual statement
State Controller’s Office: www.sco.ca.gov
U.S. Office of Management and Budget: www.whitehouse.gov/omb

Chino Valley Unified School District
Policy Adopted: November 16, 1995
Revised: May 9, 2002
Revised: November 16, 2006
Revised: April 2, 2009
REVISED:

June 13, 2013
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FINANCIAL REPORTS AND ACCOUNTABILITY

Interim Reports

The Superintendent or designee shall submit two interim fiscal reports to the Board of Education, the first report covering the District's financial and budgetary status for the period of July 1 through October 31 and the second report covering July 1 through January 31. The reports and supporting data shall also be made available by the District for public review. (Education Code 42130)

Each interim FISCAL report DEVELOPED PURSUANT TO EDUCATION CODE 42130 shall include an assessment of the District budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding FISCAL year. The report shall be based on criteria and standards adopted by the State Board of Education which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, and facilities maintenance. (Education Code 33128.3, 42130; 5 CCR 15453-15464)

The report shall also consider supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions, (I.E., PROJECTED CONTRIBUTIONS FROM UNRESTRICTED GENERAL FUND RESOURCES TO RESTRICTED GENERAL FUND RESOURCES, PROJECTED TRANSFERS TO OR FROM THE GENERAL FUND TO COVER OPERATING DEFICITS IN THE GENERAL FUND OR ANY OTHER FUND, AND CAPITAL PROJECT COST OVERRUNS THAT MAY IMPACT THE GENERAL FUND BUDGET), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464)

(cf. 3100 - Budget)
(cf. 3111 - Deferred Maintenance Funds)
(cf. 3220.1 - Lottery Funds)
(cf. 3300 - Expenditures and Purchases)
(cf. 3314 - Payment for Goods and Services)

Within 45 days after the close of the period reported, the Board shall approve the interim fiscal report and certify, on the basis of the interim report and any additional financial information known by the Board to exist at the time of certification, whether the District is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following:

1. A positive certification will indicate that the District will meet its financial obligations for the current fiscal year and two subsequent fiscal years.
2. A qualified certification will indicate that the District may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

3. A negative certification will indicate that the District, based upon current projections, will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year.

The Superintendent or designee shall submit a copy of the interim report and certification to the County Superintendent using the state’s SACS, as prescribed by the Superintendent of Public Instruction. (Education Code 42130, 42131)

If the District submits a positive certification that is subsequently changed by the County Superintendent to a qualified or negative certification, the District may appeal the decision to the Superintendent of Public Instruction within five days of receiving the notice of change. (Education Code 42131)

Whenever the District receives a qualified or negative certification as determined by the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131. Whenever the County Superintendent conducts a comprehensive review of the District’s financial and budgetary conditions after determining that the District’s budget does not comply with state standards and criteria for fiscal stability, the Board shall review the County Superintendent’s recommendations at a public board meeting. Within 15 days of receiving the report, the District shall notify the County Superintendent and the Superintendent of Public Instruction of its proposed actions on the recommendations. (Education Code 42637)

If the second interim report of the fiscal year is accompanied by a qualified or negative certification as determined by the Board or subsequently by the County Superintendent, the Superintendent or designee shall, no later than June 1, provide to the County Superintendent, the Controller, and the Superintendent of Public Instruction a financial statement that reports data for the period July 1 through April 30 and projects the District’s fund and cash balances as of June 30. (Education Code 42131)

Unaudited Actual Receipts and Expenditures

The Superintendent or designee shall prepare a statement of all unaudited actual receipts and expenditures of the District for the preceding fiscal year, using the state’s Standardized Account Code Structure (SACS) as prescribed by the Superintendent of Public Instruction. On or before September 15, the Board shall approve this statement and file it with the County Superintendent of Schools. (Education Code 42100)
FINANCIAL REPORTS AND ACCOUNTABILITY (cont.)

GANN Appropriations Limit Resolution

The Board shall adopt a resolution by September 15 of each year to identify the estimated appropriations limit for the District for the current fiscal year and the actual appropriations limit of the District during the preceding year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132, Government Code 7910)

(cf. 1340 – Access to District Records)

Audit Report

By April 1 of each year, the Board shall either provide for an audit of the District’s books and accounts, or make arrangements with the County Superintendent to provide for that audit. (Education Code 41020)

The Superintendent or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.

To conduct the audit, the Board shall select a certified public accountant, or public accountant licensed by the State Board of Accountancy, from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

The Board shall not select any public accounting firm to provide audit services if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the District in each of the six previous fiscal years. (Education Code 41020)

The Superintendent or designee shall cooperate with the auditor SELECTED BY THE BOARD OF EDUCATION to provide the necessary financial records and to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

The audit shall include an audit of income and expenditures by source of funds for all funds of the District, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the District, as well as an audit of student attendance procedures. (Education Code 41020)

(cf. 3430 - Investing)
(cf. 3451 - Petty Cash Funds)
(cf. 3452 - Student Activity Funds)
(cf. 3551 - Food Service Operations/Cafeteria Funds)

WHEN REQUIRED BY FEDERAL LAW, SPECIFIED RECORDS PERTAINING TO THE AUDIT OF FEDERAL FUNDS RECEIVED AND EXPENDED BY THE DISTRICT SHALL BE TRANSMITTED TO THE FEDERAL CLEARINGHOUSE DESIGNATED BY
THE FEDERAL OFFICE OF MANAGEMENT AND BUDGET AND SHALL BE MADE AVAILABLE FOR PUBLIC INSPECTION. SUCH RECORDS SHALL BE TRANSMITTED WITHIN 30 DAYS AFTER RECEIPT OF THE AUDITOR’S REPORT OR WITHIN NINE MONTHS AFTER THE END OF THE FISCAL YEAR, WHICHEVER IS SOONER, UNLESS A LONGER PERIOD IS AGREED TO IN ADVANCE BY THE FEDERAL AGENCY OR A DIFFERENT PERIOD IS SPECIFIED IN A PROGRAM-SPECIFIC AUDIT GUIDE. (31 USC 7502)

By January 31 of each year, the Board shall review, at an open meeting, the annual District audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

(c.f. 9322—Agenda/Meeting Materials)

To the extent possible, the Board’s review shall occur prior to December 15 to provide the Board and the community an opportunity to review the audit before it is submitted to local and state agencies.

No later than December 15, the Superintendent or designee shall file the report of the audit for the preceding fiscal year with the County Superintendent, the California Department of Education, and the State Controller. (Education Code 41020)

If an audit finding results in the District being required to repay an apportionment or pay a penalty, the District may appeal the finding to the Education Audit Appeals Panel by making an informal, summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the District, it shall not provide any non-auditing, management or other consulting services except as provided in Government Accounting Standards, Amendment #3, published by the U.S. Government Accounting Office. (Education Code 41020)

**FUND BALANCE**

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. **Nonspendable fund balance**, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
FINANCIAL REPORTS AND ACCOUNTABILITY (cont.)

2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law

3. Committed fund balance, including amounts constrained to specific purposes by the Board

4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose

5. Unassigned fund balance, including amounts that are available for any purpose

Negative Balance Report

Whenever the District reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

Non-Voter Approved Debt Report

Upon approval by the Board, to proceed with the issuance of certificates of participation bonds, revenue bonds, or any agreement for financing school construction PURSUANT TO EDUCATION CODE 17170-17199.5, the Superintendent or designee shall notify the County Superintendent and the County Auditor. The Superintendent or designee shall provide the Board, the County Auditor, the County Superintendent, and the public with related repayment schedules and evidence of the District's ability to repay the obligation. (Education Code 17150.1)

(cf. 7214 - General Obligation Bonds)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the District, The Superintendent or designee shall provide notice to the County Superintendent and County Auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the County Auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the District's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)
Other Postemployment Benefits Report (GASB 45)

In accordance with GASB statement 45, the District's financial statements shall report the annual expense of non-pension Other Postemployment Benefits (OPEBS) on an accrual basis over the retiree's active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBS are not prefunded, the District shall report a liability on its financial statements.

(cf. 4154/4254/4354 - Health and Welfare Benefits)
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBS and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The amount of the District's financial obligation for OPEBS shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.

Workers' Compensation Claims Report

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

Chino Valley Unified School District
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DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Victoria L. Broberg, Asst. Superintendent, Curriculum and Instruction
Julie Gobin, Director, Communications

SUBJECT: REVISION OF BOARD POLICY 1325 AND REVIEW OF ADMINISTRATIVE REGULATION 1325 COMMUNITY RELATIONS - ADVERTISING AND PROMOTION

BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 1325 Community Relations - Advertising and Promotion is being revised to reflect updated laws and current District practice. Administrative Regulation 1325 Community Relations - Advertising and Promotion has been reviewed, no changes are recommended.

New language is provided in UPPER CASE while old language to be deleted is lined through.

Consideration of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Board Policy 1325 and review of Administrative Regulation 1325 Community Relations - Advertising and Promotion.

FISCAL IMPACT

None.

WMJ:VLB:JG:jaf
ADVERTISING AND PROMOTION

Distribution of Materials

THE BOARD OF EDUCATION ESTABLISHES THIS POLICY TO ENSURE EFFECTIVE AND CONSISTENT IMPLEMENTATION OF ITS DIRECTIONS RELATED TO ADVERTISEMENTS AND PROMOTIONS BY NON-SCHOOL GROUPS IN SCHOOL SPONSORED PUBLICATIONS, WEBSITES, AND SOCIAL MEDIA AND ON SCHOOL FACILITIES. STUDENT SPEECH SHALL BE REGULATED IN ACCORDANCE WITH BP/AR 5145.2 – FREEDOM OF SPEECH/EXPRESSION.

(cf. 1113 - District and School Websites)
(cf. 1114 - District Sponsored Social Media)
(cf. 1330 - Use of School Facilities)
(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6145.5 - Student Organizations and Equal Access)

LIMITED PUBLIC FORUM

In order to enhance support for and involvement in district schools, The Board desires to promote positive relationships between the District its schools and THE community. Within established guidelines, the District and its schools may publicize services, events, meetings and products for mutual benefit.

1. DISTRIBUTION OF NONCOMMERCIAL MATERIALS THAT PUBLICIZE SERVICES, SPECIAL EVENTS, PUBLIC MEETINGS, OR OTHER GATHERINGS OF INTEREST TO STUDENTS OR PARENTS/GUARDIANS

(cf. 1400 - Relations Between Other Governmental Agencies and Schools)
(cf. 6162.8 - Research)

2. DISTRIBUTION OF PROMOTIONAL MATERIALS OF A COMMERCIAL NATURE TO STUDENTS OR PARENTS/GUARDIANS

(cf. 1700 - Relations Between Private Industry and the Schools)

3. PAID ADVERTISEMENTS ON SCHOOL PROPERTY, INCLUDING, BUT NOT LIMITED TO, ADVERTISEMENTS ON BILLBOARDS AND SCOREBOARDS

4. PAID ADVERTISEMENTS IN SCHOOL SPONSORED PUBLICATIONS, YEARBOOKS, ANNOUNCEMENTS, AND OTHER SCHOOL COMMUNICATIONS, INCLUDING WEBSITES AND SOCIAL MEDIA
ADVERTISING AND PROMOTION (cont.)

5. PRODUCTS AND MATERIALS DONATED BY COMMERCIAL ENTERPRISES FOR EDUCATIONAL USE, INCLUDING THOSE THAT BEAR THE NAME AND/OR LOGO OF THE DONOR, AS LONG AS THEY DO NOT UNDULY PROMOTE THE DONOR OR ANY COMMERCIAL ACTIVITY OR PRODUCT

(cf. 3290 - Gifts, Grants and Bequests)
(cf. 6161.11 - Supplementary Instructional Materials)

PRIOR TO THE DISTRIBUTION, POSTING, OR PUBLISHING OF ANY NON-SCHOOL GROUP’S PROMOTIONAL MATERIALS OR ADVERTISEMENT, THE SUPERINTENDENT, PRINCIPAL, OR DESIGNEE SHALL REVIEW THE MATERIALS OR ADVERTISEMENT BASED ON THE CRITERIA LISTED BELOW. HE/SHE MAY NOT DISAPPROVE MATERIALS OR ADVERTISEMENT IN AN ARBITRARY OR CAPRICIOUS MANNER OR IN A WAY THAT DISCRIMINATES AGAINST A PARTICULAR VIEWPOINT ON A SUBJECT THAT IS OTHERWISE ALLOWED BY BOARD POLICY.

ALL MATERIALS TO BE DISTRIBUTED SHALL BEAR THE NAME AND CONTACT INFORMATION OF THE SPONSORING ENTITY.

AS NECESSARY, THE SUPERINTENDENT, PRINCIPAL, OR DESIGNEE SHALL REQUIRE A DISCLAIMER ON ANY NON-SCHOOL GROUP’S PROMOTIONAL MATERIALS TO BE DISTRIBUTED, POSTED, OR PUBLISHED, STATING THAT THE DISTRIBUTION, POSTING, OR PUBLISHING OF THE MATERIALS DOES NOT IMPLY DISTRICT ENDORSEMENT OF THE GROUP’S ACTIVITIES, PRODUCTS, OR SERVICES. DISTRICT AND SCHOOL SPONSORED PUBLICATIONS SHALL INCLUDE A DISCLAIMER STATEING THAT THE DISTRICT OR SCHOOL DOES NOT ENDORSE ANY ADVERTISED PRODUCTS OR SERVICES.

The Superintendent or designee may approve the distribution of printed materials prepared by governmental agencies, service organizations or school-related organizations. The Superintendent or designee also may approve distribution of promotional materials of a commercial nature, paid advertisements on District and school property and paid advertisements in or through District and school publications and other methods of communications.

CRITERIA FOR APPROVAL

THE SUPERINTENDENT, PRINCIPAL, OR DESIGNEE SHALL NOT ACCEPT FOR DISTRIBUTION ANY MATERIALS OR ADVERTISEMENTS THAT:

1. ARE LEWD, OBSCENE, LIBELOUS, OR SLANDEROUS
ADVERTISING AND PROMOTION (cont.)

2. INCITE STUDENTS TO COMMIT UNLAWFUL ACTS, VIOLATE SCHOOL RULES, OR DISRUPT THE ORDERLY OPERATION OF THE SCHOOLS

3. PROMOTE ANY PARTICULAR POLITICAL INTEREST, CANDIDATE, PARTY, OR BALLOT MEASURE, UNLESS THE CANDIDATES OR ADVOCATES FROM ALL SIDES ARE PROVIDED THE OPPORTUNITY TO PRESENT THEIR VIEWS TO THE STUDENTS DURING SCHOOL HOURS OR DURING EVENTS SCHEDULED PURSUANT TO THE CIVIC CENTER ACT

(cf. 1160 - Political Processes)
(cf. 4119.25 - Political Activities of Employees)

4. PROSELYTIZE OR POSITION THE DISTRICT ON ANY SIDE OF A CONTROVERSIAL ISSUE

(cf. 6144 - Controversial Issues)

5. DISCRIMINATE AGAINST, ATTACH, OR DENIGRATE ANY GROUP ON ACCOUNT OF ANY UNLAWFUL CONSIDERATION

(cf. 0410 - Nondiscrimination in District Programs and Activities)

6. PROMOTE THE USE OR SALE OF MATERIALS OR SERVICES THAT ARE ILLEGAL OR INCONSISTENT WITH SCHOOL OBJECTIVES, INCLUDING, BUT NOT LIMITED TO, MATERIALS OR ADVERTISEMENTS FOR TOBACCO, INTOXICANTS, NON-NUTRITIOUS FOODS AND BEVERAGES, AND MOVIES OR PRODUCTS UNSUITABLE FOR CHILDREN

(cf. 5030 - Student Wellness)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.62 - Tobacco)

7. SOLICIT FUNDS OR SERVICES FOR AN ORGANIZATION, WITH THE EXCEPTION OF SOLICITATIONS AUTHORIZED IN BOARD POLICY

(cf. 1321 - Solicitation of Funds from and by Students)

8. DISTRIBUTE UNSOLICITED MERCHANDISE FOR WHICH AN ENSURING PAYMENT IS REQUESTED

MISSION OF THE DISTRICT, DIRECTLY BENEFIT THE STUDENTS, OR ARE OF INTRINSIC VALUE TO THE STUDENTS OR THEIR PARENTS/GUARDIANS

(cf. 0000 - Vision)

SCHOOLS MAY ESTABLISH ADDITIONAL CRITERIA PERTAINING TO THE CONTENT OF ADVERTISEMENTS IN SCHOOL PUBLICATIONS AND YEARBOOKS, AS DEEMED APPROPRIATE BY THE SUPERINTENDENT OR DESIGNEE IN ACCORDANCE WITH LAW AND BOARD POLICY.

Products and informational materials provided by commercial enterprises may be used or displayed as long as they do not interfere with the goals or spirit of the District strategic plan and do not disrupt the learning process, unduly distract students or staff, or otherwise negatively influence the school climate. Such materials may bear the name or logo of the donor. The use of such materials does not imply District endorsement of any identified commercial products or services.

Materials may not be distributed to students, advertised in school-sponsored publications or posted on campus if they are obscene, libelous, or slanderous, incite students to commit unlawful acts, are discriminatory, solicit funds or services not authorized by board policy, or promote the use or sale of materials or services which are illegal.

The schools also shall not distribute partisan materials pertaining to a candidate, party, or ballot measure except as allowed in the administrative regulations.

(cf. 1330 - Use of School Facilities)

Additional criteria may be established pertaining to the content of these advertisements which may limit them to curriculum relevance, interest or benefit to students, support of the basic educational mission of the district, or intrinsic value to parents/guardians.

Students shall not be exploited to raise money, and time spent securing ads shall not infringe upon the school program.

Legal Reference:
California Constitution
Article 1, Section 2 Free speech rights
Education Code
7050-7058 Political activities of school officers and employees
35160 Authority of governing Boards
35160.1 Board authority of school districts
35172 Promotional activities
38130-38138 Civic Center Act
Business and Professions Code
25664 Advertisements encouraging minors to drink
ADVERTISING AND PROMOTION (cont.)

U.S. Constitution
Amendment 1, Freedom of speech and expression

Court Cases
Yeo v. Town of Lexington, (199) U.S. First Circuit Court of Appeals, No. 96-1623
760 F. Supp. 856

Management Resources:
California School Boards Association Publications
School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006
Website
California School Boards Association: www.csba.org

Chino Valley Unified School District
Policy Adopted: October 19, 1995
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Revised: October 19, 2006
Revised: June 3, 2010
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ADVERTISING AND PROMOTION

Because the Board of Education desires to promote positive relationships between the District, its schools and the community, businesses and industry; within established guidelines, the District and schools may publicize services, events, meetings and products for mutual benefit.

The Superintendent or designee may approve the distribution of printed materials prepared by governmental agencies, service organizations or school-related organizations, in addition to materials that are commercial in nature.

Only advertising or promotional materials approved by the Superintendent or designee may be distributed to or disseminated by students, or displayed on campus. Unless generated by the school or the district, surveys or questionnaires requiring student or parent/guardian response also must be approved by the Superintendent or designee.

(cf. 6162.8 - Research)

The Superintendent or designee may approve:

1. Distribution of noncommercial materials that publicize services, special events, public meetings or other items of interest to students or parents/guardians

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6145.5 - Student Organizations and Equal Access)
(cf. 6162.8 - Research)

2. Distribution of promotional materials of a commercial nature to students or parents/guardians

(cf. 1700 - Relations Between Private Industry and the Schools)

3. Paid advertisements on school property, including but not limited to billboard advertisements. Display of such advertisements shall be limited to athletic fields, gymnasiums, and multipurpose rooms and shall not be placed on any exterior fence, wall, or corridor without approval from the Superintendent or designee

4. Paid advertisements in District and school-sponsored media, publications, yearbooks, announcements and other District and school communications

5. Banners acknowledging corporate sponsorships. Display of such banners shall be limited to athletic fields, gymnasiums and/or multipurpose rooms, and shall
ADVERTISING AND PROMOTION (cont.)

not be placed on any exterior fence, wall, or corridor without approval from the Superintendent or designee

6. Products and materials donated by commercial enterprises for use in the classroom, or on the campus, as long as they serve an educational purpose and do not unduly promote any commercial activity or products. Such materials may bear the name and/or logo of the donor.

(cf. 3290 - Gifts, Grants and Bequests)
(cf. 6161.11 - Supplementary Instructional Materials)

7. At the discretion of the site principal, flyers announcing paid after-school activities such as music lessons, tutoring, enrichment activities, etc., on the campus may be distributed to students. The flyer must clearly state that the activity is not a school sponsored activity. The provider of the service must complete a use of facilities agreement and meet all district and site requirements stated in that agreement. No other advertisement of these activities may be done on campus.

8. Temporary banners promoting school events, activities, and fundraisers for school sponsored organizations may be displayed on the campus. These banners shall be removed immediately upon the conclusion of the event.

Prior to distribution, publication or posting, the Superintendent or designee shall review and approve all advertising copy and promotional materials to ensure compliance with board policy.

The Superintendent or designee may selectively approve or disapprove materials based on the criteria listed below. However, decisions may not be made in an arbitrary or capricious manner or in a way that discriminates against a particular viewpoint on a subject that would otherwise be allowed.

All materials to be distributed shall bear the name and contact information of the sponsoring entity.

The use of promotional materials or advertisements does not imply district endorsement of products or services. The District and schools are encouraged to include a disclaimer in District and/or school media, publications and yearbooks stating that the District and/or school does not endorse advertised products or services.

Materials may not be distributed to students, posted or otherwise displayed on campus or advertised in school-sponsored publications if they:
ADVERTISING AND PROMOTION (cont.)

1. Are obscene, libelous, or slanderous. (Education Code 48907)

2. Incite students to commit unlawful acts, violate school rules, or disrupt the District or school's orderly operation. (Education Code 48907)

3. Promote any particular political interest, candidate, party or ballot measure, unless such materials are being distributed at a forum in which candidates or advocates from all sides are presenting their views to the students during school hours or during events scheduled pursuant to the Civic Center Act.

(cf. 1160 - Political Processes)
(cf. 1330 - Use of School Facilities)
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

4. Discriminate against, attack or denigrate any group on account of any unlawful consideration such as sex, race, color, religion, ancestry, national origin, handicap, or disadvantage; or promote one group over another.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

5. Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy.

(cf. 1321 - Solicitation of Funds From and By Students)

6. Promote the use or sale of materials or services which are illegal or inconsistent with school objectives including but not limited to advertisements for tobacco, intoxicants, and movies or products unsuitable for children.

(cf. 6000 - Instruction: Concepts and Roles)

7. Distribute unsolicited merchandise for which an ensuing payment is requested.

The Superintendent or designee may consider the educational value of materials or advertisements, the age or maturity of students in the intended audience, and whether the materials or advertisements support the basic educational mission of the district, directly benefit the students or are of intrinsic value to the students or their parents/guardians.

Schools are encouraged to establish and apply criteria similar to those noted above to the content of advertisements in school-sponsored publications and other school communications.
ADVERTISING AND PROMOTION (cont.)

Students shall not be exploited to raise money, and time spent securing advertising shall not infringe upon the school program.

Chino Valley Unified School District
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Revised: October 5, 2006
Revised: May 20, 2010
REVIEWED:
DATE: June 13, 2013
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Victoria L. Broberg, Asst. Superintendent, Curriculum and Instruction
SUBJECT: REVISION OF BOARD POLICY AND ADMINISTRATIVE REGULATION 6112 INSTRUCTION – SCHOOL DAY

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BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy and Administrative Regulation 6112 Instruction – School Day is being revised to reflect updated laws and current District practice.

New language is provided in UPPER CASE while old language to be deleted is lined through.

Consideration of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Board Policy and Administrative Regulation 6112 Instruction – School Day.

FISCAL IMPACT

None.
SCHOOL DAY

The Board of Education shall fix the length of the school day subject to the provisions of
the law. (Education Code 46100)

(cf. 6111 - School Calendar)

THE LENGTH OF THE SCHOOL DAY SHALL APPLY EQUALLY TO STUDENTS
WITH DISABILITIES UNLESS OTHERWISE SPECIFIED IN THE STUDENT’S
INDIVIDUALIZED EDUCATION PROGRAM OR SECTION 504 PLAN.

(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education under Section 504)

The Superintendent or designee shall schedule class periods giving consideration to
course requirements and curricular demands, availability of school facilities, the age and
attention span of students, and legal requirements.

(cf. 5030 - Student Wellness)
(cf. 6142.7 - Physical Education and Activity)

Minimum Day - Alternative Schedules

The Superintendent or designee shall approve all minimum days, late-start days, and/or
full student-free days in advance. The Superintendent or designee shall require that
parents be notified as early as practicable, but not less than THIRTY (30) school days
prior to a minimum day, late-start day, or full student-free day. Regularly scheduled
minimum days, late start days, or full student free days shall not require such notice
provided that a school calendar or other notice of said days is sent to parents at the
beginning of the school year.

Official School and District Hours

The official school hours of the Chino Valley Unified School District shall be the hours
the schools' administration offices are open for business. These hours include the
district office, elementary schools, junior high schools, high schools, and the adult
school.

Normal business hours for all K-8 schools and the district office will be 7:30 a.m.-4:30
p.m. Office hours for high schools are 7:00 a.m.-4:00 p.m. Any exception due to
special events that require all employees to be in attendance must be collaboratively
planned with the Superintendent or designee.
SCHOOL DAY (cont.)

Official school hours shall be posted at every entrance to each school and grounds of the District. Variations of these hours on a regular or individual basis must be approved by the Superintendent or designee. These hours establish the time that visitors must comply with Education Code provisions requiring their prompt departure from a district site when so requested by appropriate school personnel and with district requirements to sign in and check out at the school office prior to entering the campus.

IN ESTABLISHING THE DAILY INSTRUCTIONAL SCHEDULE FOR EACH SECONDARY SCHOOL, THE SUPERINTENDENT OR DESIGNEE SHALL GIVE CONSIDERATION TO COURSE REQUIREMENTS AND CURRICULAR DEMANDS, AVAILABILITY OF SCHOOL FACILITIES, AND APPLICABLE LEGAL REQUIREMENTS.

THE BOARD ENCOURAGES FLEXIBILITY IN SCHEDULING SO AS TO PROVIDE LONGER TIME BLOCKS OR CLASS PERIODS WHEN APPROPRIATE AND DESIRABLE TO SUPPORT STUDENT LEARNING, PROVIDE MORE INTENSIVE STUDY OF CORE ACADEMIC SUBJECTS OR EXTENDED EXPLORATION OF COMPLEX TOPICS, AND REDUCE TRANSITION TIME BETWEEN CLASSES.

PRIOR TO IMPLEMENTING A BLOCK SCHEDULE PROGRAM IN WHICH SECONDARY STUDENTS ATTEND CLASS FOR FEWER SCHOOL DAYS, THE BOARD SHALL CONSULT WITH THE CERTIFICATED AND CLASSIFIED EMPLOYEES OF THE SCHOOL IN A GOOD FAITH EFFORT TO REACH AGREEMENT AND SHALL ALSO CONSULT WITH PARENTS/GUARDIANS OF THE STUDENTS WHO WOULD BE AFFECTED BY THE CHANGE AND THE COMMUNITY AT LARGE. SUCH CONSULTATION SHALL INCLUDE AT LEAST ONE PUBLIC HEARING FOR WHICH THE BOARD HAS GIVEN ADEQUATE NOTICE TO THE EMPLOYEES AND TO THE PARENTS/GUARDIANS OF AFFECTED STUDENTS.

(EDUCATION CODE 46162)

(cf. 9320 - Meetings and Notices)

Legal Reference:
EDUCATION CODE
8970-8974 Early Primary Program, including Extended-Day Kindergarten
37202 Equal time in all schools
37670 Year-round schools
46010 Total days of attendance
46100 Length of School day
46110-46119 Kindergarten and elementary schools (day of attendance)
SCHOOL DAY (cont.)

46140-46147 Junior High School and High School (day of attendance)
46160-46162 Alternative schedule - Junior High and High School
46170 Continuation schools, minimum day
46180 Opportunity schools, minimum day
46190-46192 Adult Education classes, day of attendance
46200-46206 Incentives for longer instructional day and year
48200 Compulsory attendance for minimum school day
48663 Community day school, minimum school day
48800-48802 Concurrent enrollment in community college
51222 Physical education, instructional minutes
51760-51769.5 Work experience education
52325 Regional occupation center, minimum day

Management Resources:
NATIONAL ASSOCIATION FOR SPORT AND PHYSICAL EDUCATION POSITION STATEMENTS
Recess for Elementary School Students, 2006
STATE BOARD OF EDUCATION POLICY STATEMENTS
99-03 Physical Education (PE) Requirements for Block Schedules, July 2006
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Extending Learning Time for Disadvantaged Students, August 1995
WEST ED PUBLICATIONS
Full-Day Kindergarten: Expanding Learning Opportunities, Policy Brief, April 2005
WEBSITES
California Department of Education: www.cde.ca.gov
National Association for Sport and Physical Education: www.aahperd.org/naspe
State Board of Education: www.cde.ca.gov/re/tr/wr/waiverpolicies.asp, www.cde.ca.gov/re/
WestEd: www.wested.org

Chino Valley Unified School District
Policy adopted: August 21, 1997
Revised: June 18, 2009
REVISED:
SCHOOL DAY

Kindergarten

EXCEPT AS OTHERWISE PROVIDED BY LAW, THE AVERAGE SCHOOL DAY ESTABLISHED FOR KINDERGARTEN STUDENTS SHALL BE AT LEAST THREE HOURS, INCLUDING RECESSES BUT EXCLUDING NOON INTERMISSIONS, BUT NO LONGER THAT FOUR HOURS, EXCLUDING RECESSES. (EDUCATION CODE 46111, 46114, 46115, 46117)

The minimum school day for kindergarten students shall be 180 minutes, including recesses but excluding noon intermissions. (Education Code 46115, 46117)

The maximum school day for kindergarten students shall be four hours (240 minutes), excluding recesses. (Education Code 46111)

RECESS MAY BE COUNTED AS INSTRUCTIONAL MINUTES FOR PURPOSES OF DETERMINING THE MAXIMUM SCHOOL DAY IF TEACHER SUPERVISION OCCURS.

The maximum school day for kindergarten students may be longer than four hours under the following circumstances:

1. The maximum school day for multi-track year round schools operating pursuant to Education Code 37670(a) shall be 265 minutes excluding recesses. (Education Code 46111)

(cf. 6117 - Year-Round Schedules)

2.

IN ANY DISTRICT SCHOOL OPERATING THE KINDERGARTEN SCHOOL DAY MAY EXCEED FOUR HOURS, EXCLUDING RECESS, if the district has established an early primary program pursuant to Education Code 8970-8974, THE KINDERGARTEN SCHOOL DAY MAY EXCEED FOUR HOURS, EXCLUDING RECESS, and meets IF both of the following conditions ARE MET: (Education Code 8973)

a.

1. The Board of Education HAS declared that the extended-day kindergarten program does not exceed the length of the primary school day.

b.
SCHOOL DAY (cont.)

2. The extended-day kindergarten program includes ample opportunity for both active and quiet activities within an integrated, experiential, and developmentally appropriate educational program.

GRADES 1-8 Elementary Schools

EXCEPT AS OTHERWISE PROVIDED BY LAW, THE SCHOOL DAY FOR ELEMENTARY AND MIDDLE SCHOOL STUDENTS SHALL BE:

The minimum school day for students in elementary schools shall be:

1. AT LEAST 230 minutes for students in grades 1-3, UNLESS THE BOARD HAS PRESCRIBED A SHORTER SCHOOL DAY BECAUSE OF LACK OF SCHOOL FACILITIES REQUIRING DOUBLE SESSIONS, IN WHICH CASE THE MINIMUM SCHOOL DAY SHALL BE 200 MINUTES. (Education Code 46112, 46142)

2. AT LEAST 240 minutes for students in grades 4-8 (Education Code 46113, 46142)

IN DETERMINING THE NUMBER OF MINUTES FOR PURPOSES OF COMPLIANCE WITH THE MINIMUM SCHOOL DAY FOR students in grades 1-8, the minimum school day excludes both noon intermissions and recesses SHALL BE EXCLUDED. (Education Code 46115)

The above minimum days do not apply to situations in grades 1-3 in which the Board has prescribed a shorter school day because of lack of school facilities requiring double sessions. (Education Code 46112, 46113)

GRADES 9-12 Secondary Schools

The minimum school day FOR STUDENTS IN GRADES 9-12 junior high and high school students shall be AT LEAST 240 minutes unless otherwise provided by law. (Education Code 46141, 46142)

HOWEVER, THE SCHOOL DAY MAY BE LESS THAN 240 MINUTES WHEN AUTHORIZED BY LAW. The PROGRAMS THAT HAVE A minimum school day OF shall be 180 minutes INCLUDE, BUT ARE NOT NECESSARILY LIMITED TO: for students enrolled in a continuation high school, continuation education classes, opportunity school or classes, adult education classes, special day or Saturday vocational training program, or specified work experience program. (Education Code 46144, 46170, 46180, 46190)
SCHOOL DAY (cont.)

1. CONTINUATION HIGH SCHOOL OR CLASSES (EDUCATIONAL CODE 46141, 46170)
   (cf. 6184 - Continuation Education)

2. OPPORTUNITY SCHOOL OR CLASSES (EDUCATION CODE 46141, 46180)

3. REGIONAL OCCUPATIONAL CENTER (EDUCATION CODE 46141, 52325)

4. WORK EXPERIENCE EDUCATION PROGRAM APPROVED PURSUANT TO
   EDUCATION CODE 51760-51769.5 (EDUCATION Code 46141, 46144)

A STUDENT IN GRADE 12 WHO IS ENROLLED IN WORK EXPERIENCE
EDUCATION AND IS IN HIS/HER LAST SEMESTER OR QUARTER BEFORE
GRADUATION MAY BE PERMITTED TO ATTEND SCHOOL FOR LESS THAN 180
MINUTES PER SCHOOL DAY IF HE/SHE WOULD COMPLETE ALL
REQUIREMENTS FOR GRADUATION, EXCEPT PHYSICAL EDUCATION COURSES,
IN LESS THAN 180 MINUTES EACH DAY. (EDUCATION CODE 46147)
   (cf. 6178.1 – Work Based Learning)

5. CONCURRENT ENROLLMENT IN A COMMUNITY COLLEGE PURSUANT TO
   EDUCATION CODE 48800-48802 OR, FOR STUDENTS IN GRADES 11-12,
   PART-TIME ENROLLMENT IN CLASSES OF THE CALIFORNIA STATE
   UNIVERSITY OR UNIVERSITY OF CALIFORNIA, PROVIDE ACADEMIC
   CREDIT WILL BE AWARDED UPON SATISFACTORY COMPLETION OF
   ENROLLED COURSES (EDUCATION CODE 46146)

6. AN EARLY COLLEGE HIGH SCHOOL OR MIDDLE COLLEGE HIGH SCHOOL,
   PROVIDED THE STUDENTS ARE ENROLLED IN COMMUNITY COLLEGE OR
   COLLEGE CLASSES IN ACCORDANCE WITH ITEM #5 ABOVE (EDUCATION
   CODE 46141, 46146.5)

7. SPECIAL DAY OR SATURDAY VOCATIONAL TRAINING PROGRAM
   CONDUCTED UNDER A FEDERALLY APPROVED PLAN FOR CAREER
   TECHNICAL EDUCATION (EDUCATION CODE 46141, 46144)
   (cf. 6178 - Career Technical Education)

8. ADULT EDUCATION CLASSES (EDUCATION CODE 46190)
   (cf. 6200 - Adult Education)
SCHOOL DAY (cont.)

FOR AN EVENING HIGH SCHOOL OPERATED PURSUANT TO EDUCATION CODE 51720-51724, THE NUMBER OF DAYS, SPECIFIC DAYS OF THE WEEK, AND NUMBER OF HOURS DURING WHICH THE PROGRAM SHALL BE IN SESSION SHALL BE DETERMINED BY THE BOARD. (EDUCATION CODE 46141, 57121)

STUDENTS IN GRADE 12 SHALL BE ENROLLED IN AT LEAST FIVE COURSES EACH SEMESTER OF THE EQUIVALENT NUMBER OF COURSES EACH QUARTER. THIS REQUIREMENT SHALL NOT APPLY TO STUDENTS ENROLLED IN REGIONAL OCCUPATIONAL CENTERS OR PROGRAMS, COURSES AT ACCREDITED POSTSECONDARY INSTITUTIONS, INDEPENDENT STUDY, SPECIAL EDUCATION PROGRAMS IN WHICH THE STUDENT’S INDIVIDUALIZED EDUCATION PROGRAM ESTABLISHES A DIFFERENT NUMBER OF COURSES, CONTINUATION EDUCATION CLASSES, WORK EXPERIENCE EDUCATION PROGRAMS, OR ANY OTHER COURSE OF STUDY AUTHORIZED BY THE BOARD THAT IS EQUIVALENT TO THE APPROVED HIGH SCHOOL COURSE OF STUDY. (EDUCATION CODE 46145)

(cf. 6158 - Independent Study)
(cf. 6159 - Individualized Education Program)

Alternative Block Schedule for SECONDARY SCHOOLS Junior High and High Schools

IN ORDER TO ESTABLISH A BLOCK OR OTHER ALTERNATIVE SCHEDULE OR TO ACCOMMODATE CAREER TECHNICAL EDUCATION AND REGIONAL OCCUPATIONAL CENTER/PROGRAM COURSES, the DISTRICT Board may authorize any students to attend fewer THAN THE TOTAL NUMBER OF DAYS IN WHICH school IS IN SESSION days in any district junior high or high school as long as PROVIDED THAT the students attend classes for at least 1,200 minutes during any five school day period or 2,400 minutes during any 10 school day period, to accommodate career technical education, regional occupational center and program courses, or block or other alternative school class schedules. (Education Code 46160)

Prior to implementing the block schedule program in which students attend class for fewer school days, the Board shall consult in good faith in an effort to reach agreement with the certificated and classified employees of the school, with the parents/guardians of the students who would be affected by the change, and with the community at large. Such consultation shall include at least one public hearing for which the Board has given adequate notice to the employees and to the parents/guardians of affected students. (Education Code 46162)

(cf. 9320 - Meetings and Notices)
SCHOOL DAY (cont.)

School hours shall be posted at the entrance to each school site. (Education Code 32211)

Any person not required by his/her employment to be in a school building or on the grounds of a school during school hours shall be required to sign in at the school office, state the purpose for the visit, and receive permission from the principal or designee prior to entering the school grounds. Any approved visitor will be given a badge verifying that he/she has a legitimate purpose for being on campus. Upon departure, the visitor is to sign out and return the badge to the office.

Any person who is not authorized to be in a school building or on school grounds during school hours may be required to leave the building or grounds in accordance with Education Code 32211.

Chino Valley Unified School District
Regulation approved: August 21, 1997
Revised: May 7, 2009
REVISED:
CHINO VALLEY UNIFIED SCHOOL DISTRICT
Our Motto:
Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE:       June 13, 2013
TO:         Members, Board of Education
FROM:       Wayne M. Joseph, Superintendent
PREPARED BY: Victoria L. Broberg, Asst. Superintendent, Curriculum and Instruction
SUBJECT:    REVISION OF BOARD POLICY 6163.1 INSTRUCTION – LIBRARY MEDIA CENTERS

BACKGROUND

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 6163.1 Instruction – Library Media Centers is being revised to reflect updated laws and current District practice.

New language is provided in UPPER CASE while old language to be deleted is lined through.

Consideration of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education receive for information the revision of Board Policy 6163.1 Instruction – Library Media Centers.

FISCAL IMPACT

None.

WMJ:VLB:jaf
LIBRARY MEDIA CENTERS

The Board of Education recognizes that school LIBRARIES library media centers support the educational program by providing access to a variety of informational AND SUPPLEMENTAL resources THAT CAN HELP RAISE THE ACADEMIC ACHIEVEMENT OF ALL STUDENTS. TO THE EXTENT THAT FUNDING IS AVAILABLE, SCHOOL LIBRARIES SHALL BE STOCKED The Board desires to provide library media centers with up-to-date books, reference materials and electronic information resources THAT necessary to promote literacy, support students in achieving academic standards, and PREPARE encourage students to become lifelong learners.

(cf. 0440 - District Technology Plan)
(cf. 6011 - Academic Standards)
(cf. 6163.4 - Student Use of Technology)
(cf. 7110 - Facilities Master Plan)

School Libraries shall be open for use by students and teachers during the school day (Education Code 18103) as funding allows.

WITH THE APPROVAL OF THE BOARD, A SCHOOL LIBRARY MAY BE OPEN AT OTHER HOURS OUTSIDE THE SCHOOL DAY, INCLUDING EVENINGS AND SATURDAYS. ANY LIBRARY OPEN TO SERVE STUDENTS DURING EVENING AND SATURDAY HOURS SHALL BE UNDER THE SUPERVISION OF A CERTIFICATED EMPLOYEE WHO CONSENTS TO THE ASSIGNMENT. (EDUCATION CODE 18103)

The District’s school libraries may provide: (5 CCR 16040)

The Board of Education believes that school libraries have a responsibility to nurture intellectual growth, promote advanced thinking skills, and life-long reading habits.

Resources permitting, school libraries should provide:

1. Library instruction to students that enables them to become proficient users of library resources

2. Information to teachers and administrators concerning sources and availability of instructional materials that will aid in the development of school curriculum, and, in cooperation with classroom teachers, the development of instructional units and activities using library resources

(cf. 6141 – Curriculum Development and Evaluation)

3. Assistance to teachers and students in the evaluation, selection, production, and uses of instructional materials.
LIBRARY MEDIA CENTERS (cont.)

4. A collection of materials and resources that support the curriculum and are appropriate for user needs.

5. Assistance to teachers, administrators, and other school staff members in becoming knowledgeable about appropriate uses of library media services, materials, and equipment.

(cf. 4131 – Staff Development)
(cf. 4231 – Staff Development)

STAFFING

TO STAFF SCHOOL LIBRARIES, THE DISTRICT MAY EMPLOY ONE OR MORE TEACHER LIBRARIANS WHO POSSESS APPROPRIATE CREDENTIALS ISSUED BY THE COMMISSION ON TEACHER CREDENTIALING. (EDUCATION CODE 18120, 44868; 5 CCR 80024.6, 80053)

(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)

THE SUPERINTENDENT OR DESIGNEE MAY ASSIGN TEACHER LIBRARIANS TO PERFORM THE FOLLOWING DUTIES IN ACCORDANCE WITH THE AUTHORIZATIONS OF THEIR CREDENTIAL: (5 CCR 80053, 80053.1)

1. INSTRUCT STUDENTS IN ACCESSING, EVALUATING, USING, AND INTEGRATING INFORMATION AND RESOURCES IN THE LIBRARY PROGRAM AND/OR PROVIDE DEPARTMENTALIZED INSTRUCTION IN INFORMATION LITERACY, DIGITAL LITERACY, AND DIGITAL CITIZENSHIP

2. PLAN AND COORDINATE SCHOOL LIBRARY PROGRAMS WITH THE DISTRICT’S INSTRUCTIONAL PROGRAMS THROUGH COLLABORATION WITH TEACHERS.

3. SELECT MATERIALS FOR SCHOOL AND DISTRICT LIBRARIES

4. DEVELOP AND DELIVER STAFF DEVELOPMENT PROGRAMS FOR SCHOOL LIBRARY SERVICES

5. COORDINATE OR SUPERVISE LIBRARY PROGRAMS AT THE SCHOOL OR DISTRICT LEVEL

6. PLAN AND CONDUCT A COURSE OF INSTRUCTION FOR STUDENTS WHO ASSIST IN THE OPERATION OF SCHOOL LIBRARIES
LIBRARY MEDIA CENTERS (cont.)

7. SUPERVISE CLASSIFIED PERSONNEL ASSIGNED SCHOOL LIBRARY DUTIES

8. DEVELOP PROCEDURES FOR AND MANAGEMENT OF THE SCHOOL AND DISTRICT LIBRARIES

THE BOARD ALSO MAY APPOINT CLASSIFIED PARAPROFESSIONALS TO SERVE AS LIBRARY AIDES OR LIBRARY TECHNICIANS. VOLUNTEERS MAY ASSIST WITH SCHOOL LIBRARY MEDIA ASSISTANTS IN ACCORDANCE WITH LAW, BOARD POLICY, AND ADMINISTRATIVE REGULATION.

(cf. 1240 - Volunteer Assistance)
(cf. 4222 - Teachers Aides/Paraprofessionals)

DISTRICT LIBRARY PLANS

Whenever a school receives state funding for school and library improvement pursuant to Education Code 41570-41573, the school site council shall develop a single plan for student achievement which incorporates a district-wide plan for school libraries. (Education Code 41572)

(cf. 0420 - School Plans/Site Councils)

In developing the district-wide plan, the Superintendent or designee is encouraged to consult with school library media teacher LIBRARIANS, classroom teachers, Library/Media Center Assistants, administrators, parents/guardians, and students as appropriate in the development of the plan.

The District-wide library plan shall describe the District’s vision and goals for the District’s libraries and action steps including how funds will be distributed to school sites TO SUPPORT LIBRARIES. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, prioritization of needs, and other related matters.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)

The Districtwide library plan shall be regularly reviewed and updated.

CLASSROOM LIBRARIES FOR GRADES K-4

When state funding is available for CLASSROOM library materials in grades K-4, classrooms, the Superintendent or designee shall develop, for certification by the Board,
LIBRARY MEDIA CENTERS (cont.)

a District-wide classroom library plan grades K-4. The plan shall include a means of preventing loss, damage, or destruction of the materials, (Education Code 60242)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 6161.2 - Damaged or Lost Instructional Materials)

The District-wide LIBRARY plan for school libraries developed pursuant to Education Code 41572 may fulfill this requirement provided the plan meets the criteria SPECIFIED IN of Education Code 60242.

The Superintendent or designee is encouraged to consult with primary grade teachers and TEACHER LIBRARIANS EMPLOYED BY THE DISTRICT AND/OR COUNTY OFFICE OF EDUCATION IN THE DEVELOPMENT OF THE K-4 CLASSROOM LIBRARY and/or county office of education library media teachers in the development of the plan and to consider selections from the list of books recommended by the CALIFORNIA DEPARTMENT OF EDUCATION (CDE). State Librarian pursuant to Education Code 19336.

SELECTION AND EVALUATION OF SCHOOL LIBRARY MATERIALS

LIBRARY MATERIALS SHALL INCLUDE PRINT AND ELECTRONIC RESOURCES THAT ALIGN WITH THE CURRICULUM AND ARE ACCESSIBLE TO STUDENTS WITH VARYING COGNITIVE OR LANGUAGE NEEDS.

LIBRARY MATERIALS School librarians shall BE evaluated AND materials, using professional selection aids and standards, in accordance with law, Board policy, and administrative regulation THROUGH A The selection process THAT shall invites recommendations from administrators, teachers, other staff, parents/guardians, LIBRARY/MEDIA CENTER ASSISTANTS and students as appropriate. The Director of Media Services shall review all library purchases.

Schools without a certificated librarian are encouraged to select materials in consultation with a library media teacher, ADMINISTRATORS, TEACHERS, OTHER STAFF, PARENTS/GUARDIANS, LIBRARY/MEDIA CENTER ASSISTANTS AND STUDENTS and/or the director of media services.

(cf. 6144 - Controversial Issues)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
LIBRARY MEDIA CENTERS (cont.)

Library materials should be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain OUTDATED obsolete subject matter or are no longer appropriate shall be removed, and lost or worn materials may be replaced if possible.

(cf. 3270 - Sale and disposal of books, equipment and supplies)

ALL GIFTS AND DONATIONS OF SCHOOL LIBRARY MATERIALS SHALL BE SUBJECT TO THE SAME CRITERIA AS MATERIALS SELECTED FOR PURCHASE BY THE DISTRICT.

(cf. 1260 - Educational Foundation)
(cf. 3290 - Gifts, Grants and Bequests)

Complaints regarding the appropriateness of library materials shall be addressed using the District’s procedures for complaints regarding instructional materials.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

FEES

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

(cf. 3260 - Fees and charges)

TO ENCOURAGE STUDENTS TO RETURN MATERIALS IN A TIMELY MANNER, A NOMINAL FEE SHALL BE CHARGED FOR THE LATER RETURN OF MATERIALS.

LIBRARY INSTRUCTION

TEACHER LIBRARIANS LIBRARY/MEDIA CENTER ASSISTANTS AND/OR CLASSROOM TEACHERS SHALL PROVIDE LIBRARY INSTRUCTION TO DEVELOP STUDENTS’ INFORMATION LITERACY SKILLS, SUCH INSTRUCTION SHALL BE ALIGNED WITH STATE ACADEMIC STANDARDS FOR LIBRARY INSTRUCTION AND SHALL PREPARE STUDENTS TO:

1. ACCESS INFORMATION BY APPLYING KNOWLEDGE OF THE ORGANIZATION OF LIBRARIES, PRINT MATERIALS, DIGITAL MEDIA, AND OTHER SOURCES

2. EVALUATE AND ANALYZE INFORMATION TO DETERMINE APPROPRIATENESS IN ADDRESSING THE SCOPE OF INQUIRY
LIBRARY MEDIA CENTERS (cont.)

3. ORGANIZE, SYNTHESIZE, CREATE, AND COMMUNICATE INFORMATION

4. INTEGRATE INFORMATION LITERACY SKILLS INTO ALL AREAS OF LEARNING AND PURSUE INFORMATION INDEPENDENTLY TO BECOME LIFE-LONG LEARNERS

TEACHER LIBRARIANS AND/OR LIBRARY/MEDIA CENTER ASSISTANTS MAY PROVIDE SUPPORT TO TEACHERS, ADMINISTRATORS, AND OTHER STAFF BY IDENTIFYING INSTRUCTIONAL MATERIALS THAT WILL AID IN THE DEVELOPMENT OF CURRICULUM AND INSTRUCTIONAL ACTIVITIES AND BY PROVIDING INFORMATION ABOUT EFFECTIVE AND ETHICAL USES OF SCHOOL LIBRARY SERVICES AND EQUIPMENT.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6141 - Curriculum Development and Evaluation)

PROGRAM EVALUATION

THE SUPERINTENDENT OR DESIGNEE SHALL ANNUALLY ASSESS AND REPORT TO THE BOARD REGARDING THE CONDITION AND USE OF SCHOOL LIBRARIES. THE ASSESSMENT SHALL EVALUATE, AT A MINIMUM:

1. ACCESS OF STUDENTS AND STAFF TO SCHOOL LIBRARIES DURING SCHOOL HOURS AND, AS APPROPRIATE, ACCESS OUTSIDE THE SCHOOL DAY

2. THE PROCESS AND FREQUENCY BY WHICH STUDENTS ARE ALLOWED TO CHECK OUT LIBRARY MATERIALS

3. STAFFING LEVELS, QUALIFICATIONS, AND NUMBER OF HOURS WORKED


5. ANY SPECIAL PROGRAMS OFFERED AT THE SCHOOL TO ENCOURAGE READING AND/OR LIBRARY USE
LIBRARY MEDIA CENTERS (cont.)

6. THE ADEQUACY OF THE FACILITY SPACE AND EQUIPMENT DESIGNATED FOR THE SCHOOL LIBRARY

7. SOURCE(S) AND ADEQUACY OF FUNDING FOR SCHOOL LIBRARIES

REPORTS

The District shall, on or before August 31 each year, report to the CDE California Department of Education on the condition of school libraries. THIS SURVEY IS CONDUCTED ONLINE VIA THE CDE’S WEBSITE. for the preceding year ending June 30. (Education Code 18122)

Legal Reference:
EDUCATION CODE
1703 Coordination of district library services by county superintendent
1770-1775 Provision of library services by county superintendent
18100-18203 School libraries
18300-18571 Union high school district/ unified school district library district
19335-19336 Reading Initiative Program; recommended books
35021 Volunteer aides
41570-41573 School and Library Improvement Block Grant
42605 Tier 3 categorical flexibility
44868-44869 Qualifications and employment of library media teachers
45340-45349 Instructional aides
60240-60251.5 State Instructional Materials Fund, purchase of classroom library materials
REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS
18181 Districtwide library plan
52012 Establishment of school site council
52014-52015 School plans
CODE OF REGULATIONS, TITLE 5
16040-16043 School libraries
80023-80023.2 Emergency permits, general requirements
80024.6 Emergency teacher librarian services permit
80026-80026.6 Emergency permits
80053-80053.1 Teacher librarian services credential

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Examples of model school library standards for California Public Schools Supporting Common Core State Standards (CCSS) for English Language Arts and Literacy in History/Social Studies, Science, and Technical subjects, rev. February 2012
Model School Library Standards for California Public Schools: Kindergarten Through Grade Twelve, 2010 (includes standards for student instruction as well as program standards)
Looking at the School Library: An Evaluation Tool, 2003
Recommended Literature: Kindergarten Through Grade Twelve
CALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATIONS
Standards and Guidelines for Strong School Libraries, 2004
LIBRARY MEDIA CENTERS (cont.)

WEBSITES
American Association of School Librarians: www.ala.org/aasl
California School Library Association: www.csla.net

Chino Valley Unified School District
Policy Adopted: August 21, 1997
Revised: February 4, 2010
REVISED:
DATE: June 13, 2013

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Victoria L. Broberg, Asst. Superintendent, Curriculum and Instruction

SUBJECT: ADOPTION OF THE 2014/2015 SCHOOL CALENDARS

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BACKGROUND

The Calendar Committee including A.C.T., CSEA, CHAMP and parent representatives worked in a collaborative manner to develop calendars that would meet the needs of our students, staff, and community. This committee has reached consensus on the following four (4) school calendars for 2014/2015 and is recommending them for consideration: Standard Track; Boys Republic; Chino Valley Learning Academy; and Chino Valley Adult School.

Consideration of this item supports the goals identified within the District’s Strategic Plan.

RECOMMENDATION

It is recommended the Board of Education receive for information the 2014/2015 school calendars for:

a) Standard Track,
b) Boys Republic,
c) Chino Valley Learning Academy, and
d) Chino Valley Adult School.

FISCAL IMPACT

None.

WMJ:VLB:jaf
# CHINO VALLEY UNIFIED SCHOOL DISTRICT
## 2014-2015 CALENDAR

### 180 School Days – Traditional

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<th>JULY 2014</th>
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**IMPORTANT DATES**

### JULY 2014
- Independence Day
- New Teach. Wk. Day
- K-6 Teacher Wk. Day
- All Teacher Wk. Day
- School Starts
- Sept. 1 Labor Day
- Nov. 10 No School
- Nov. 11 Veteran’s Day
- Nov. 24-26 No School
- Nov. 27-28 Thanksgiving Holiday
- Dec. 22-Jan. 2 Christmas/Winter Break

### AUGUST 2014
- Jan. 23 Wk. Day 7-12
- School Day K-6
- Jan. 19 Martin Luther King Day
- Feb. 9 Lincoln’s Birthday
- Feb. 16 Washington’s Birthday
- Apr. 6-10 Spring Break
- May 25 Memorial Day
- June 9 E Last Day of School
- June 10 E Teacher Work Day
- June 10 S Last Day of School
- June 11 S Teacher Work Day
- Wk. Day 7-12
- School Day K-6
- Martin Luther King Day
- Lincoln’s Birthday
- Washington’s Birthday
- Spring Break
- Memorial Day
- E Last Day of School
- E Teacher Work Day
- S Last Day of School
- S Teacher Work Day

**Opening and Closing**
- **Legal Holidays**
- **Schools Closed**
- **Spring Break**

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June 13, 2013
Page 223
SCHOOL HOLIDAYS 2014-2015

July 4, 2014  Friday  Independence Day
September 1, 2014  Monday  Labor Day
November 10, 2014  Monday  No School
November 11, 2014  Tuesday  Veterans’ Day
November 24-26, 2014  Monday-Wednesday  No School
November 27-28, 2014  Thursday-Friday  Thanksgiving Holiday
January 19, 2015  Monday  Martin Luther King, Jr. Day
February 9, 2015  Monday  Lincoln’s Birthday (Observed)
February 16, 2015  Monday  Washington’s Birthday (Presidents Day)
April 6-10, 2015  Monday-Friday  Spring Break
May 25, 2015  Monday  Memorial Day

GRADING SCHEDULES FOR ALL SCHOOLS

Elementary Report Cards Distributed
(Trimester ends on the Friday prior to distribution)

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Junior High School Trimester Progress Report (PR)/Report Card (RC) Grading Period

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High School Semester Progress Report (PR)/Report Card (RC) Grading Period

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Junior High and High School Standard Semester Dates

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## CHINO VALLEY UNIFIED SCHOOL DISTRICT
### 2014-2015 CALENDAR

**Boys Republic (217 Days)**

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### IMPORTANT DATES

- **July 4**: Independence Day
- **July 7**: School Starts
- **Aug. 25-29**: No School
- **Sept. 1**: Labor Day
- **Nov. 10-11**: Veteran’s Day Observation
- **Nov. 24-26**: School Closed
- **Nov. 27-28**: Thanksgiving Holiday
- **Dec. 22–Jan. 2**: Christmas/Winter Break
- **Jan. 19**: Martin Luther King Day
- **Feb. 9**: Lincoln’s Birthday
- **Feb. 16**: Washington’s Birthday
- **Apr. 6-10**: Spring Break
- **May 25**: Memorial Day
- **June 16**: Last Day of School
- **Jun. 19, 22-23**: Teacher Work Day
- **June 13, 2013**: Opening and closing
- **June 13, 2013**: Legal Holidays
- **June 13, 2013**: Schools closed
- **June 13, 2013**: Spring Break
CHINO VALLEY UNIFIED SCHOOL DISTRICT
2014-2015 CALENDAR
CVLA (208 School Days)

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IMPORTANT DATES

July 4
Aug. 21
Aug. 25
Sept. 1
Nov. 10-11
Nov. 24-28
Dec. 22–Jan. 2

Independence Day
All Teacher Wk. Day
School Starts
Labor Day
Veteran’s Day
Thanksgiving Holiday
Christmas/Winter Break

Jan. 16
Jan. 19
Feb. 9
Feb. 16
Apr. 6-10
May 25
June 5

Teacher Work Day
Martin Luther King Day
Lincoln’s Birthday
Washington’s Birthday
Spring Break
Memorial Day
Teacher Work Day

June 13, 2013
Page 226
CHINO VALLEY UNIFIED SCHOOL DISTRICT
2014-2015 CALENDAR
Adult School (208 Days)

**JULY 2014**

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**IMPORTANT DATES**

- **July 4**  Independence Day
- **July 7**  School Starts
- **Aug. 25-Sept. 5**  School Closed
- **Nov. 10-11**  Veteran’s Day Observation
- **Nov. 24-26**  Thanksgiving Holiday
- **Dec. 22–Jan. 2**  Christmas/Winter Break
- **Jan. 19**  Martin Luther King Day
- **Feb. 9**  Lincoln’s Birthday
- **Feb. 16**  Washington’s Birthday
- **Apr. 6-10**  Spring Break
- **May 25**  Memorial Day
- **June 12**  Last Day of School

**Indicators**

- Opening and Closing
- Legal Holidays
- Schools Closed
- Spring Break

June 13, 2013
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