



CHINO VALLEY
UNIFIED SCHOOL DISTRICT

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

BOARD OF EDUCATION

AGENDA

January 7, 2016

BOARD OF EDUCATION

Andrew Cruz, President
Sylvia Orozco, Vice President
Pamela Feix, Clerk
James Na, Member
Irene Hernandez-Blair, Member

Shweta Shah, Student Representative



SUPERINTENDENT
Wayne M. Joseph

5130 Riverside Drive. Chino. California 91710
www.chino.k12.ca.us

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
5130 Riverside Drive, Chino, CA 91710
5:45 p.m. – Closed Session • 7:00 p.m. – Regular Meeting
January 7, 2016

AGENDA

- The public is invited to address the Board of Education 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. Persons wishing to address the Board are requested to complete and submit to the Administrative Secretary, Board of Education, a "Request to Speak" form available at the entrance to the Board room.
- 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 – 5:45 P.M.

1. Roll Call
2. Public Comment on Closed Session Items
3. Closed Session

Discussion and possible action:

- a. Conference with Legal Counsel–Existing Litigation (Government Code 54954.4(c) and 54956.9)(d)(1): USDC Central District Eastern Division Case No. 5:14-CV-2336. (Pacific Justice Institute) (30 minutes)
- b. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Dr. Norm Enfield, Sandra Chen, Dr. Grace Park, Lea Fellows, and Richard Rideout. (30 minutes)
- c. Public Employee Discipline/Dismissal/Release (Government Code 54957): (15 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

I.C. PRESENTATIONS

1. Student Showcase: Cal Aero Preserve Academy
2. Special Recognition: Students Steven Beadle and Destiny Miquel
3. Health Center Update

I.D. COMMENTS FROM STUDENT REPRESENTATIVE

I.E. COMMENTS FROM EMPLOYEE REPRESENTATIVES

The proceedings of this meeting are being recorded.

I.F. COMMENTS FROM COMMUNITY LIAISONS

I.G. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA

I.H. CHANGES AND DELETIONS

II. ACTION

II.A. HUMAN RESOURCES

II.A.1. Addendum to the Employment Contract for Wayne M. Joseph, Superintendent of the Chino Valley Unified School District

Page 1

Recommend the Board of Education approve the addendum to the employment contract for Wayne M. Joseph, Superintendent.

Motion ____ Second ____
Preferential Vote: ____
Vote: Yes ____ No ____

II.A.2. Addendum to the Employment Contracts for the Deputy Superintendent and Assistant Superintendents of Business Services, Educational Services, Facilities, Planning, and Operations, and Human Resources Division of the Chino Valley Unified School District

Page 3

Recommend the Board of Education approve the addendum to the employment contracts for the Deputy Superintendent and Assistant Superintendents of Business Services, Educational Services, Facilities, Planning, and Operations, and Human Resources Division of the Chino Valley Unified School District.

Motion ____ Second ____
Preferential Vote: ____
Vote: Yes ____ No ____

III. CONSENT

Motion ____ Second ____
Preferential Vote: ____
Vote: Yes ____ No ____

III.A. ADMINISTRATION

III.A.1. Minutes of the Organizational Meeting of December 10, 2015

Page 9

Recommend the Board of Education approve the minutes of the organizational meeting of December 10, 2015.

III.B. BUSINESS SERVICES

III.B.1. Warrant Register

Page 18 Recommend the Board of Education approve/ratify the warrant register, provided under separate cover.

III.B.2. Fundraising Activities

Page 19 Recommend the Board of Education approve/ratify the fundraising activities.

III.B.3. Donations

Page 22 Recommend the Board of Education accept the donations.

III.B.4. Signature Authorizations for Chino Valley Unified School District

Page 27 Recommend the Board of Education approve the signature authorizations for Chino Valley Unified School District.

III.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT

III.C.1. New Course Career Technical Work Experience (Internship)

Page 32 Recommend the Board of Education approve the new course Career Technical Work Experience (Internship).

III.D. EDUCATIONAL SERVICES

III.D.1. Revision of Board Policy 5116.1 Students—Intradistrict Open Enrollment

Page 37 Recommend the Board of Education approve the revision of Board Policy 5116.1 Students—Intradistrict Open Enrollment.

III.D.2. Revision of Board Policy 5141.31 Students—Immunizations

Page 43 Recommend the Board of Education approve the revision of Board Policy 5141.31 Students—Immunizations.

III.E. FACILITIES, PLANNING, AND OPERATIONS

III.E.1. Purchase Order Register

Page 47 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

III.E.2. Agreements for Contractor/Consultant Services

Page 48 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

III.E.3. Surplus/Obsolete Property

Page 50 Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.

III.E.4. Resolution 2015/2016-44 for Authorization to Utilize a Piggyback Contract
Page 52 Recommend the Board of Education adopt Resolution 2015/2016-44 for authorization to utilize a piggyback contract.

III.E.5. Change Order and Notice of Completion for Bid 14-15-08, Installation of Single Ply Roofing at Various Sites
Page 56 Recommend the Board of Education approve the change order and Notice of Completion for Bid 14-15-08, Installation of Single Ply Roofing at Various Sites.

III.E.6. Notice of Completion for Bid 14-15-09, L.E.D. Lighting Replacement at Various Sites
Page 59 Recommend the Board of Education approve the Notice of Completion for Bid 14-15-09, L.E.D. Lighting Replacement at Various Sites.

III.E.7. Change Order for Bid 14-15-10, Renovation of Professional Development Center II
Page 60 Recommend the Board of Education approve the change order for Bid 14-15-10, Renovation of Professional Development Center II.

III.E.8. Change Orders and Notice of Completion for Bid 14-15-16, Portable Classroom and Site Work at Chaparral ES and Rhodes ES
Page 63 Recommend the Board of Education approve the change orders and Notice of Completion for Bid 14-15-16, Portable Classroom and Site Work at Chaparral ES and Rhodes ES.

III.F. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items
Page 69 Recommend the Board of Education approve/ratify the certificated/classified personnel items.

III.E.2. Rejection of Claims
Page 75 Recommend the Board of Education reject the claims and refer them to the District's insurance adjuster.

IV INFORMATION

IV.A. BUSINESS SERVICES

IV.A.1. 2014/2015 Independent Auditor's Annual Financial Audit Report
Page 76 Recommend the Board of Education receive for information the 2014/2015 Independent Auditor's Financial Audit Report.

IV.B. EDUCATIONAL SERVICES**IV.B.1. San Bernardino County Superintendent of Schools Williams Settlement 2014/2015 Annual Report**

Page 77

Recommend the Board of Education receive for information the San Bernardino County Superintendent of Schools Williams Settlement 2014/2015 Annual Report.

IV.C. HUMAN RESOURCES**IV.C.1. Revision of Board Policy and Review of Administrative Regulation 4040 Personnel—Employee Use of Technology**

Page 86

Recommend the Board of Education receive for information the revision of Board Policy and review of Administrative Regulation 4040 Personnel—Employee Use of Technology.

IV.C.2. Revision of Administrative Regulation 4112.23 Personnel—Special Education Staff

Page 93

Recommend the Board of Education receive for information the revision of Administrative Regulation 4112.23 Personnel—Special Education Staff.

IV.C.3. Revision of Administrative Regulation 4119.11, 4219.11, and 4319.11 Personnel—Sexual Harassment

Page 99

Recommend the Board of Education receive for information the revision of Administrative Regulation 4119.11, 4219.11, and 4319.11 Personnel—Sexual Harassment.

V. COMMUNICATIONS**BOARD MEMBERS AND SUPERINTENDENT****VI. ADJOURNMENT**

Date posted: December 18, 2015

Prepared by: Patricia Kaylor, Administrative Secretary, Board of Education

ACTION

HUMAN RESOURCES

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park, Ed.D., Assistant Superintendent, Human Resources

SUBJECT: **ADDENDUM TO THE EMPLOYMENT CONTRACT FOR WAYNE M. JOSEPH, SUPERINTENDENT OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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BACKGROUND

Government Code 53262 requires that “all contracts with a superintendent, deputy superintendent, assistant superintendent, associate superintendent...of a local agency be ratified in an open session of the governing body which shall be reflected in the governing body’s minutes.” Copies of the employment contract for the Superintendent shall be made available to the public upon request.

The Board is asked to approve an addendum to the Superintendent’s employment contract for a term beginning July 1, 2016 and ending June 30, 2020. All other provisions of the contract for employment shall remain unchanged.

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

RECOMMENDATION

It is recommended the Board of Education approve the addendum to the employment contract for Wayne M. Joseph, Superintendent of the Chino Valley Unified School District.

FISCAL IMPACT

The position is within the approved budget.

ADDENDUM TO CONTRACT FOR EMPLOYEMENT OF
SUPERINTENDENT
BETWEEN THE BOARD OF EDUCATION
OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT
COUNTY OF SAN BERNARDINO, CALIFORNIA
AND
WAYNE M. JOSEPH

The November 20, 2014, Contract for Employment for Wayne M. Joseph, Superintendent, shall be amended as set forth below:

Item 2 – Term of Employment

The term of this contract shall be from July 1, 2016, through June 30, 2020.

All other provisions of the Contract for Employment shall remain unchanged.

SIGNATURE OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED
SCHOOL DISTRICT

County of San Bernardino, California

Andrew Cruz, President / Date

Sylvia Orozco, Vice President / Date

Pamela Feix, Clerk / Date

Irene Hernandez-Blair, Member / Date

James Na, Member / Date

SIGNATURE OF THE SUPERINTENDENT

Wayne M. Joseph / Date

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate

Humility • Civility • Service

DATE: January 7, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park, Ed.D., Assistant Superintendent, Human Resources

SUBJECT: ADDENDUM TO THE EMPLOYMENT CONTRACTS FOR THE DEPUTY SUPERINTENDENT AND ASSISTANT SUPERINTENDENTS OF BUSINESS SERVICES, EDUCATIONAL SERVICES, FACILITIES, PLANNING, AND OPERATIONS, AND HUMAN RESOURCES DIVISION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT

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BACKGROUND

Government Code 53262 requires that “all contracts with a superintendent, deputy superintendent, assistant superintendent, associate superintendent...of a local agency be ratified in an open session of the governing body which shall be reflected in the governing body’s minutes.” Copies of the employment contracts for Deputy Superintendent and Assistant Superintendents of Business Services, Educational Services, Facilities, Planning, and Operations, and Human Resources Division shall be made available to the public upon request.

The Board is asked to approve an addendum to the Deputy and Assistant Superintendents’ employment contracts for a term beginning July 1, 2016 and ending June 30, 2020. All other provisions of the contracts for employment shall remain unchanged.

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

RECOMMENDATION

It is recommended the Board of Education approve the addendum to the employment contracts for the Deputy Superintendent and Assistant Superintendents of Business Services, Educational Services, Facilities, Planning, and Operations, and Human Resources Division of the Chino Valley Unified School District.

FISCAL IMPACT

The positions are within the approved budget.

WMJ:GP:jaf

ADDENDUM TO CONTRACT FOR EMPLOYMENT OF
DEPUTY SUPERINTENDENT
CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT
BETWEEN THE BOARD OF EDUCATION
OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT
COUNTY OF SAN BERNARDINO, CALIFORNIA
AND
NORMAN P. ENFIELD, ED.D.

The March 19, 2015, Contract for Employment for Norman P. Enfield, Ed.D., Deputy Superintendent, Curriculum, Instruction, Innovation, and Support shall be amended as set forth below:

Item 1 – Offer

The District hereby employs Norman P. Enfield, Ed.D., as Deputy Superintendent, Curriculum, Instruction, Innovation, and Support (“Deputy Superintendent”) for a term beginning July 1, 2016, and ending June 30, 2020.

All other provisions of the Contract for Employment shall remain unchanged.

SIGNATURE OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT

County of San Bernardino, California

Andrew Cruz, President / Date

Sylvia Orozco, Vice President / Date

Pamela Feix, Clerk / Date

Irene Hernandez-Blair, Member / Date

James Na, Member / Date

SIGNATURE OF THE DEPUTY SUPERINTENDENT

Norman P. Enfield, Ed.D. / Date

ADDENDUM TO CONTRACT FOR EMPLOYMENT OF
ASSISTANT SUPERINTENDENT OF
BUSINESS SERVICES
BETWEEN THE BOARD OF EDUCATION
OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT
COUNTY OF SAN BERNARDINO, CALIFORNIA
AND
SANDRA H. CHEN

The March 19, 2015, Contract for Employment for Sandra H. Chen, Assistant Superintendent, Business Services, shall be amended as set forth below:

Item 1 – Offer

The District hereby employs Sandra H. Chen as Assistant Superintendent, Business Services (“Assistant Superintendent”) for a term beginning July 1, 2016, and ending June 30, 2020.

All other provisions of the Contract for Employment shall remain unchanged.

SIGNATURE OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT

County of San Bernardino, California

Andrew Cruz, President / Date

Sylvia Orozco, Vice President / Date

Pamela Feix, Clerk / Date

Irene Hernandez-Blair, Member / Date

James Na, Member / Date

SIGNATURE OF THE ASSISTANT SUPERINTENDENT

Sandra H. Chen / Date

ADDENDUM TO CONTRACT FOR EMPLOYMENT OF
ASSISTANT SUPERINTENDENT OF
HUMAN RESOURCES
BETWEEN THE BOARD OF EDUCATION
OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT
COUNTY OF SAN BERNARDINO, CALIFORNIA
AND
GRACE PARK, ED.D.

The March 19, 2015, Contract for Employment for Grace Park, Ed.D., Assistant Superintendent, Human Resources, shall be amended as set forth below:

Item 1 – Offer

The District hereby employs Grace Park, Ed.D. as Assistant Superintendent, Human Resources (“Assistant Superintendent”) for a term beginning July 1, 2016, and ending June 30, 2020.

All other provisions of the Contract for Employment shall remain unchanged.

SIGNATURE OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED
SCHOOL DISTRICT

County of San Bernardino, California

Andrew Cruz, President / Date

Sylvia Orozco, Vice President / Date

Pamela Feix, Clerk / Date

Irene Hernandez-Blair, Member / Date

James Na, Member / Date

SIGNATURE OF THE ASSISTANT SUPERINTENDENT

Grace Park, Ed.D. / Date

ADDENDUM TO CONTRACT FOR EMPLOYMENT OF
ASSISTANT SUPERINTENDENT OF
EDUCATIONAL SERVICES
BETWEEN THE BOARD OF EDUCATION
OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT
COUNTY OF SAN BERNARDINO, CALIFORNIA
AND
JEANETTE RODRIGUEZ-CHIEN, ED.D.

The September 17, 2015, Contract for Employment for Jeanette Rodriguez-Chien, Ed.D., Assistant Superintendent, Educational Services, shall be amended as set forth below:

Item 1 – Offer

The District hereby employs Jeanette Rodriguez-Chien, Ed.D. as Assistant Superintendent, Educational Services (“Assistant Superintendent”) for a term beginning July 1, 2016, and ending June 30, 2020.

All other provisions of the Contract for Employment shall remain unchanged.

SIGNATURE OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED
SCHOOL DISTRICT

County of San Bernardino, California

Andrew Cruz, President / Date

Sylvia Orozco, Vice President / Date

Pamela Feix, Clerk / Date

Irene Hernandez-Blair, Member / Date

James Na, Member / Date

SIGNATURE OF THE ASSISTANT SUPERINTENDENT

Jeanette Rodriguez-Chien, Ed.D. / Date

ADDENDUM TO CONTRACT FOR EMPLOYMENT OF
ASSISTANT SUPERINTENDENT OF
FACILITIES, PLANNING AND OPERATIONS
BETWEEN THE BOARD OF EDUCATION
OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT
COUNTY OF SAN BERNARDINO, CALIFORNIA
AND
GREGORY J. STACHURA

The March 19, 2015, Contract for Employment for Gregory J. Stachura, Assistant Superintendent, Facilities, Planning, and Operations shall be amended as set forth below:

Item 1 – Offer

The District hereby employs Gregory J. Stachura as Assistant Superintendent, Facilities, Planning, and Operations (“Assistant Superintendent”) for a term beginning July 1, 2016, and ending June 30, 2020.

All other provisions of the Contract for Employment shall remain unchanged.

SIGNATURE OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT

County of San Bernardino, California

Andrew Cruz, President / Date

Sylvia Orozco, Vice President / Date

Pamela Feix, Clerk / Date

Irene Hernandez-Blair, Member / Date

James Na, Member / Date

SIGNATURE OF THE ASSISTANT SUPERINTENDENT

Gregory J. Stachura / Date

CONSENT

ADMINISTRATION

CHINO VALLEY UNIFIED SCHOOL DISTRICT
ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION
December 10, 2015

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 5:30 P.M.

1. Roll Call

Vice President Cruz called to order the organizational meeting of the Board of Education, Thursday, December 10, 2015, at 5:30 p.m. with Blair, Cruz, Feix and Orozco present. Mr. Na arrived at 5:36 p.m.

Administrative Personnel

Wayne M. Joseph, Superintendent

Norm Enfield, Ed.D., Deputy Superintendent

Sandra H. Chen, Assistant Superintendent, Business Services

Jeanette Chien, Ed.D., Assistant Superintendent, Educational Services

Grace Park, Ed.D., Assistant Superintendent, Human Resources

Gregory J. Stachura, Assistant Supt., Facilities, Planning, and Operations

2. Public Comment on Closed Session Items

None.

3. Closed Session

Vice President adjourned to closed session at 5:30 p.m. regarding student discipline; conference with legal counsel, existing litigation; conference with legal labor negotiators, A.C.T. and CSEA; and public employee discipline/dismissal/ release.

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

1. Report Closed Session Action

Vice President Cruz reconvened the organizational meeting of the Board of Education at 7:01 p.m. The Board met in closed session from 5:30 p.m. to 6:57 p.m. regarding student discipline; conference with legal counsel, existing litigation; conference with legal labor negotiators, A.C.T. and CSEA; and public employee discipline/dismissal/release. No action was taken that required public disclosure.

2. Pledge of Allegiance

Calvin Park, Townsend JHS student, led the Pledge of Allegiance.

Pastor Reggie Thomas, Chino Valley Community Church, gave an invocation.

I.C. PRESENTATIONS

1. Student Showcase: Townsend Junior High School
Band teacher Anne Rutt led students in a medley of holiday music.
2. Boys Republic, Della Robbia Wreath Presentation
Boys Republic Principal Carl Hampton, accompanied by students and staff, presented the Della Robbia Wreath to the Board of Education.

I.D. ORGANIZATION OF BOARD

- 1- Election of Officers/Representatives
3. Sylvia Orozco spoke in support of maintaining the integrity of the Board policy governing officer rotation, and Irene Hernandez-Blair explained why she would be voting no for the rotation. Moved (Na) seconded (Orozco) motion carried (3-2, Blair and Feix voted no) to select Andrew Cruz as President, Sylvia Orozco as Vice President, Pamela Feix as Clerk, and identified Superintendent Wayne Joseph as the Secretary to the Board of Education.
4. Election of Board Liaison – City of Chino
Sylvia Orozco nominated Andrew Cruz to serve as Board liaison for the City of Chino. There were no other nominations. Andrew Cruz was selected as Board liaison to the City of Chino.
5. Election of Board Liaison – City of Chino Hills
James Na volunteered to serve as Board liaison for the City of Chino Hills. There were no other volunteers. James Na was selected as Board liaison to the City of Chino Hills.
6. Election of Board Liaison – City of Ontario
Sylvia Orozco volunteered to serve as Board liaison for the City of Ontario. There were no other volunteers. Sylvia Orozco was selected as Board liaison to the City of Ontario.
7. Election of Board Liaison – Chino Valley Independent Fire District
Andrew Cruz volunteered to serve as Board liaison for the Chino Valley Independent Fire District. There were no other volunteers. Andrew Cruz was selected as Board liaison to the Chino Valley Independent Fire District.
8. Election of Representative and alternate – County Committee on School District Organization
Pamela Feix volunteered to serve as Board representative for the County Committee on School District Organization, and Sylvia Orozco volunteered to serve as alternate. There were no other volunteers. Pamela Feix was selected as Board representative for the County Committee on School District Organization, and Sylvia Orozco to serve as alternate.

Minutes of the Organizational Meeting of the Board of Education December 10, 2015

9. Election of Representative – Chino Hills Parks and Recreation Commission
Sylvia Orozco volunteered to serve as Board representative to the Chino Hills Parks and Recreation Commission. There were no other volunteers. Sylvia Orozco was selected as representative to the Chino Hills Parks and Recreation Commission.
10. Election of Two Representatives – Joint Meeting with the City of Chino
Andrew Cruz and James Na volunteered to serve as Board representatives to the Joint Meeting with the City of Chino. There were no other volunteers. Andrew Cruz and James Na were selected as representatives to the Joint Meeting with the City of Chino.
11. Election of Two Representatives – Joint Meeting with the City of Chino Hills
James Na and Pamela Feix volunteered to serve as Board representatives to the Joint Meeting with the City of Chino Hills. There were no other volunteers. James Na and Pamela Feix were selected as representatives to the Joint Meeting with the City of Chino Hills.
12. Election of Representative – Chamber of the Chino Valley
James Na volunteered to serve as Board representative to the Chamber of the Chino Valley. There were no other volunteers. James Na was selected as Board representative to the Chamber of the Chino Valley.
13. Election of Representative and Alternate – Baldy View Regional Occupational Program Commission for a Term to Expire in December 2017
James Na nominated Sylvia Orozco to serve as Board representative to the Baldy View Regional Occupational Program Commission, and Sylvia Orozco nominated James Na to serve as alternate. There were no other nominations. Sylvia Orozco was selected as Board representative to the Baldy View Regional Occupational Program Commission, and James Na as alternate for a term to expire in December 2017.

I.E. BOARD RECOGNITION

Irene Hernandez-Blair declined the plaque in recognition of her service as President from December 11, 2014, through October 1, 2015.

I.F. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA

Gail Blake-Smith, Mia Ontiveros, James Reid, Juan Pawluck, Robert Ramirez, Carolyn Schenkel, Joe McTarnsney, and Elena Lecaro addressed the Board in support of Board members [Cruz, Orozco, and Na]; Russell Mills addressed the Board regarding the Freedom from Religion lawsuit; Yolanda Gonzalez addressed the Board regarding Board leadership; Lisa Greathouse addressed the Board regarding the presidency vote; Jim Gallagher addressed the Board regarding Board officers; Jim Case addressed the Board regarding

Minutes of the Organizational Meeting of the Board of Education December 10, 2015

expectations of school Board members; Naomi Minogue addressed the Board regarding Board presidency; and Jennifer McDermott addressed the Board regarding Board meetings.

President Cruz called a recess from 8:22 p.m. to 8:31 p.m.

I.G. COMMENTS FROM STUDENT REPRESENTATIVE

Superintendent Joseph read Shweta Shah's report in her absence. He noted that Ms. Shah was not able to attend the meeting as she was out of town visiting colleges; said that on December 2 she partook in her schools economic summit and that she would love to see the summit implemented at more schools for their economic courses; said Ayala HS is having its Madrigal Feaste; and extended holiday wishes to all.

I.H. COMMENTS FROM EMPLOYEE REPRESENTATIVES

Todd Hancock, A.C.T. President, congratulated the Board members for their advancement in positions; extended condolences to the families of the San Bernardino shootings; announced that NCLB is gone; quoted Ben Franklin regarding an investment in knowledge; gave kudos to the Townsend JHS students; encouraged everyone to attend the Madrigal Feaste; quoted Confucius regarding not stopping; thanked teachers at Cal Aero for the school calendar; recognized the young men from Boys Republic for graduating; said he loves the District and the people, teachers, and students; said good things are happening at Ayala HS with community partners; and closed by saying success means changing lives one student at a time.

Denise Arroyo, CSEA President, acknowledged the Townsend JHS performers; congratulated the new Board president and other officers; said she is happy to announce that she was reelected to a fourth term; spoke about the San Bernardino massacre; and wished everyone a merry Christmas and happy New Year.

I.I. COMMENTS FROM COMMUNITY LIAISONS

Art Bennett, Chino Hills council, announced that he was selected as mayor of Chino Hills and Ray Marquez as the vice mayor; said he will continue to be the liaison to the District; extended kudos to the Townsend JHS performers; said the [Board officer] selection was right as was the consistency in the Board policy; spoke about not living in the past; extended various holiday wishes; and closed by extending God's blessings to everyone and our teachers.

Mike Kreeger, Fire Board, said the Fire Board and District are partners in many things and that is why there is a liaison reporting at Board meetings; announced the Walmart sponsored Make a Child Smile event; and spoke about how the department assisted in the San Bernardino tragedy last week.

I.J. CHANGES AND DELETIONS

The following changes were read into the record: Business Services, Item III.B.2., Fundraising Activities, was yellow-sheeted; and Human Resources, Item III.E.1., under Krystal Villalpando, corrected position to read Typist Clerk II, WIA.

II. ACTION

II.A. ADMINISTRATION

II.A.1. 2016 Board Meeting Calendar

Moved (Blair) seconded (Na) carried unanimously (5-0) to approve the 2016 Board meeting calendar.

II.A.2. Nominations for CSBA Delegate Assembly

Moved (Orozco) seconded (Na) carried unanimously (5-0) to nominate the entire slate of candidates (Barbara J. Drew, Cathline Fort, Karen S. Morgan, Caryn Payzant, Mary Sandoval, Lynda Savage, Barbara Schneider, Jane D. Smith, and Donna West) to the California School Boards Association Delegate Assembly.

II.B. BUSINESS SERVICES

II.B.1. 2015/2016 First Interim Financial Report

Moved (Blair) seconded (Orozco) carried unanimously (5-0) to approve the 2015/2016 First Interim Financial Report, and authorized the President of the Board of Education and the Superintendent to sign the positive Certification of Financial Condition for the current and two subsequent fiscal years.

III. CONSENT

Irene Hernandez-Blair pulled for separate action Item III.D.4., and Pamela Feix pulled for separate action Item III.C.4., and III.E.2. Moved (Na) seconded (Orozco) carried unanimously (5-0) to approve the consent items, as amended.

III.A. ADMINISTRATION

III.A.1. Minutes of the Regular Meeting of November 19, 2015

Approved the minutes of the regular meeting of November 19, 2015.

III.B. BUSINESS SERVICES

III.B.1. Warrant Register

Approved/ratified the warrant register.

III.B.2. Fundraising Activities

Approved/ratified the fundraising activities, as amended.

III.B.3. Donations

Accepted the donations.

III.B.4. Legal Services

Approved payment for legal services to the law offices of Atkinson, Andelson, Loya, Ruud & Romo; Chidester, Margaret A. & Associates; and Parker & Covert LLP.

III.B.5. Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students

Approved the applications to operate fundraising activities and other activities for the benefit of students.

III.C. EDUCATIONAL SERVICES

III.C.1. Student Expulsion Case 15/16-13

Approved student expulsion case 15/16-13.

III.C.2. School Sponsored Trips

Approved the following school sponsored trips: Glenmeade ES; Ayala HS; Chino Hills HS; and Don Lugo HS.

III.C.3. Parent Representative on the Community Advisory Committee for the West End Special Education Local Plan Area

Approved Rosalina Layaye as the parent representative on the Community Advisory Committee for the West End Special Education Local Plan Area.

III.C.4. Revised Multitrack Year-Round Student Attendance Calendar 2016/2017 for Cal Aero Preserve Academy

Moved (Na) seconded (Blair) carried unanimously (5-0) to approve the revised Multitrack Year-Round Student Attendance Calendar 2016/2017 for Cal Aero Preserve Academy.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Approved/ratified the purchase order register.

III.D.2. Agreements for Contractor/Consultant Services

Approved/ratified the Agreements for Contractor/Consultant Services.

Minutes of the Organizational Meeting of the Board of Education December 10, 2015

III.D.3. Surplus/Obsolete Property

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

III.D.4. Resolution 2015/2016-43 Kindergarten Through Community College Public Education Facilities Bond Act of 2016

Moved (Blair) seconded (Na) carried unanimously (5-0) to adopt Resolution 2015/2016-43 Kindergarten through Community College Public Education Facilities Bond Act of 2016.

III.D.5. Community Facilities District No. 4 (College Park) Special Tax Accountability Report for Fiscal Year 2014/2015

Accepted and filed the Community Facilities District No. 4 (College Park) Special Tax Accountability Report for Fiscal Year 2014/2015.

III.D.6. Naming the Chino HS Track After Ray “Grandpa” Ortiz

Approved naming the Chino HS track after Ray “Grandpa” Ortiz.

III.D.7. Revision of Board Policy 3270 Business and Noninstructional Operations—Sale and Disposal of Books, Equipment and Supplies

Approved the revision of Board Policy 3270 Business and Noninstructional Operations—Sale and Disposal of Books, Equipment and Supplies.

III.D.8. Change Order for Bid 14-15-06, Replacement of Transportation Department Lifts

Approved the change order for Bid 14-15-06, Replacement of Transportation Department Lifts.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

Approved/ratified the certificated/classified personnel items, as amended.

III.E.2. New Job Description for Transportation Supervisor

Moved (Blair) seconded (Na) carried unanimously (5-0) to approve the new job description for Transportation Supervisor, and authorized the creation of a Transportation Supervisor position.

IV. INFORMATION

IV.A. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT

IV.A.1. New Course Career Technical Work Experience (Internship)

Received for information the new course Career Technical Work Experience (Internship).

IV.B. EDUCATIONAL SERVICES

IV.B.1. Revision of Administrative Regulation 5112.2 Students—Exclusions from Attendance

Received for information the revision of Administrative Regulation 5112.2 Students—Exclusions from Attendance.

IV.B.2. Revision of Board Policy and Administrative Regulation 5116.1 Students—Intradistrict Open Enrollment

Received for information the revision of Board Policy and Administrative Regulation 5116.1 Students—Intradistrict Open Enrollment.

IV.B.3. Revision of Board Policy and Administrative Regulation 5141.31 Students—Immunizations

Received for information the revision of Board Policy and Administrative Regulation 5141.31 Students—Immunizations.

IV.C. FACILITIES, PLANNING, AND OPERATIONS

IV.C.1. New Administrative Regulation 3512 Business and Noninstructional Operations—Equipment

Received for information new Administrative Regulation 3512 Business and Noninstructional Operations—Equipment.

V. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

Irene Hernandez Blair said it was unfortunate that individuals make incorrect assumptions about her; said she is upholding the oath to represent all students; thanked Boys Republic students for the Christmas wreaths; said the HOPE or CARE programs are still in need of coats/jackets or sweaters; said she is looking forward to the Madrigal Feaste program at Ayala HS; thanked Superintendent Joseph and Cabinet for the work they did throughout the year; wished everyone a merry Christmas, feliz Navidad and happy holidays; wished her son a happy 13th birthday; and spoke about acknowledging diversity.

James Na said he attended the Chino Hills HS play Chemo Girl, a play about a girl fighting cancer; remembered Adolpho Bernal; said there is no time to hate; spoke about school safety, and the police officer who said he would take a bullet for victims during the San Bernardino terrorist attack; said he would like to address securing campuses relative to the possibility of a bond passing; said District football teams are doing a great job; and extended Christmas wishes to all.

Pamela Feix wished all employees, management, certificated and classified staff the happiest of holidays.

Minutes of the Organizational Meeting of the Board of Education December 10, 2015

Sylvia Orozco acknowledged retirees on the agenda; attended the CSBA Education and Trade conference and delegate assembly meeting; said she will be serving as president of ROP for a two-year term; spoke about vocational training in schools; said ROP highlighted instructor Chino HS teacher Terry Hensen in its November newsletter; said the Townsend JHS performance was wonderful; thanked Boys Republic for the wreaths; spoke about community partnerships with local agencies; apologized for not being able to attend the Make a Child Smile event; thanked those who contacted the Board secretary to extend support to the Board; and wished everyone happy holidays, merry Christmas and a safe and happy New Year.

Superintendent Joseph announced that Ayala HS band and colorguard is the Western Band Association Grand Champions after taking first place at the competition in November; said the District's Health Center was featured on the California School-based Health Alliance website; reflected about the past year in the District, about contentious times, and about democracy playing out in the District; said we need to take stock that we live in a place where we can disagree; said we are blessed in this country and in the Chino Valley; and extended pleasant holiday wishes.

President Cruz asked for a moment of silence in memory of victims in last week's San Bernardino terrorist attack; said he and Mr. Na attended Anna Borba's Honor Roll Award celebrations; said he attended the city of Chino's Boxing Thanksgiving show/ Gobbler Gloves; said he attended the CSBA Annual Education Conference last week with Dr. Enfield and Mrs. Orozco; and extended Christmas wishes to everyone.

VI. ADJOURNMENT

President Cruz adjourned the organizational meeting of the Board of Education at 9:18 p.m.

Andrew Cruz, President

Pamela Feix, Clerk

Recorded by: Patricia Kaylor, Administrative Secretary to the Board of Education

BUSINESS SERVICES

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016
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

\$1,856,640.10 to all District funding sources.

WMJ:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT
January 7, 2016

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Dickey ES</u>		
PTO	Pencil Gram Sale	1/8/16 - 4/30/16
PTO	Movie Nights	1/8/16 - 5/30/16
<u>Glenmeade ES</u>		
PTA	Cheese Steak House Dine Out Days	1/15/16 - 1/17/16
PTA	Mother/Son Dance Ticket Sale	1/25/16 - 2/19/16
PTA	Jack-In-The-Box Dine Out Day	2/4/16
<u>Hidden Trails ES</u>		
PTA	Chick-fil-A Dine Out Day	1/14/16
PTA	Family Magic Night	2/12/16
<u>Rhodes ES</u>		
PEP Club	Chipotle Family Fun Night	1/26/16
<u>Townsend JHS</u>		
Dance Team Boosters	Dance Showcase	1/15/16
PTSA	Pieology Family Dinner Night	2/18/16
<u>Ayala HS</u>		
Grad Night 2016	E-Waste Recycling Event	1/17/16
<u>Chino HS</u>		
Boys Soccer Boosters	Snack Bar	1/8/16 - 6/30/16
Boys Soccer Boosters	Spirit Wear Sale	1/8/16 - 6/30/16
Football Boosters	Off Campus Cookie Dough Sale	1/11/16 - 1/22/16
Girls Soccer Boosters	Taco Night Ticket Sale	1/17/16 - 1/24/16
Boys Soccer Boosters	Discount Card Sale	1/18/16 - 1/29/16
Baseball Boosters	Sponsorship Drive	1/18/16 - 6/30/16
Boys Soccer Boosters	Spaghetti Dinner	1/27/16

CHINO VALLEY UNIFIED SCHOOL DISTRICT
January 7, 2016

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Chino Hills HS</u>		
Health Science Academy	CPR Certification Class	1/12/16 - 1/28/16
Club ED	California Pizza Kitchen Dine Out Day	1/13/16
HALO Dance 4 Autism	Penny Donation Drive	1/25/16 - 1/30/16
HALO Dance 4 Autism	HALO Dance Show	4/8/16
<u>Don Lugo HS</u>		
Spirit Boosters	Off Campus See's Candy Sale	1/8/16 - 1/29/16

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016
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

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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.

WMJ:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT
January 7, 2016

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Health Services</u>		
Chino Valley Fire Foundation	Cash	\$1,000.00
<u>Health Services/HOPE Program</u>		
Bernard Wolfswinkel	Cash	\$100.00
California Institution For Men	Cash	\$4,165.42
<u>Health Services/CARE Program</u>		
Veterans of Foreign Wars-Post 11546	12 Stater Bros. Gift Cards	\$300.00
<u>Borba ES</u>		
Nicole Benitez	Cash	\$100.00
<u>Chaparral ES</u>		
Baldev Singh	Cash	\$501.00
Staples	Office/School Supplies	\$5,000.00
<u>Glenmeade ES</u>		
Barnes & Noble	Cash	\$9.03
Yogurtland	Cash	\$20.00
<u>Hidden Trails ES</u>		
Parent(s) of Kimberly Wang	Cash	\$20.00
Parent(s) of Roderick Billedo	Cash	\$25.00
Parent(s) of Ian Chen	Cash	\$25.00
Parent(s) of Justin Choi	Cash	\$25.00
Parent(s) of Peyton Choi	Cash	\$25.00
Parent(s) of Victoria Choi	Cash	\$25.00
Parent(s) of Michael Chu	Cash	\$25.00
Parent(s) of Mykayla DeArmas	Cash	\$25.00
Parent(s) of Kaylie Do	Cash	\$25.00
Parent(s) of Ainsley Fulkerson	Cash	\$25.00
Parent(s) of Nicolas Garcia	Cash	\$25.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT
January 7, 2016

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Hidden Trails ES</u> (cont.)		
Parent(s) of Kaylene Guzman	Cash	\$25.00
Parent(s) of Sean Hua	Cash	\$25.00
Parent(s) of Stephen Hung	Cash	\$25.00
Parent(s) of Thomas Kim	Cash	\$25.00
Parent(s) of Kacie Liang	Cash	\$25.00
Parent(s) of Riley Mendoza	Cash	\$25.00
Parent(s) of LeAnn Mu	Cash	\$25.00
Parent(s) of Irene Oh	Cash	\$25.00
Parent(s) of Aaron Orishi	Cash	\$25.00
Parent(s) of Riya Patel	Cash	\$25.00
Parent(s) of Matthew Praniuk	Cash	\$25.00
Parent(s) of Malaia Reger	Cash	\$25.00
Parent(s) of Brayden Saavedra	Cash	\$25.00
Parent(s) of Kian Santiago	Cash	\$25.00
Parent(s) of Whelby Smith	Cash	\$25.00
Parent(s) of Jared Steins	Cash	\$25.00
Parent(s) of Vivica Swenson	Cash	\$25.00
Parent(s) of Candy Tong	Cash	\$25.00
Parent(s) of Rose Wong	Cash	\$25.00
Parent(s) of Rose Wong	Cash	\$25.00
Parent(s) of Elaine Zu	Cash	\$25.00
Parent(s) of Alice Zhu	Cash	\$25.00
Parent(s) of Albert Zou	Cash	\$25.00
Parent(s) of Michelle Zou	Cash	\$25.00
Parent(s) of Tristan & Ciara McManus	Cash	\$30.00
Parent(s) of Zhe Wang	Cash	\$30.00
Parent(s) of Xinyi & Kimberly Wang	Cash	\$40.00
Parent(s) of Cynthia & Claire Wang	Cash	\$50.00
Parent(s) of Carson & David Yee	Cash	\$50.00
Mansour Chiropractic Inc.	Cash	\$120.00
Hidden Trails PTA	Cash	\$250.00
<u>Liberty ES</u>		
CEC Entertainment, Inc.	Cash	\$302.05

CHINO VALLEY UNIFIED SCHOOL DISTRICT
January 7, 2016

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Oak Ridge ES</u>		
Heather Leslie	Cash	\$20.00
Wells Fargo	Cash	\$70.00
Oak Ridge PTA	Cash	\$201.52
<u>Rhodes ES</u>		
PEP Club	Cash	\$2,500.00
<u>Wickman ES</u>		
Anonymous	Cash	\$300.00
<u>Cal Aero K-8</u>		
Yogurtland	Cash	\$15.00
<u>Canyon Hills JHS</u>		
YaYu Zhai	Cash	\$1,000.00
<u>Ramona JHS</u>		
Anonymous	Cash	\$300.00
<u>Townsend JHS</u>		
Edison International	Cash	\$60.00
<u>Chino HS</u>		
Yogurtland	Cash	\$10.00
Nelys H. McMaster	Cash	\$50.00
<u>Chino Hills HS</u>		
Tammy Fraley	Cash	\$2.00
YourCause.com	Cash	\$4.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT
January 7, 2016

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Chino Hills HS</u> (cont.)		
Yogurtland	Cash	\$47.00
Wells Fargo	Cash	\$60.00
<u>Don Lugo HS</u>		
Yogurtland	Cash	\$15.00
Dominic Procaccino	Cash	\$40.00
Patricia Veliz Gilbert	Cash	\$50.00
David & Alic Liu	Cash	\$50.00
Hilarion Marapao, Jr.	Cash	\$50.00
Kenny Lee	Cash	\$100.00
Nippar Poolthananunt	Cash	\$100.00
Nancy A. Veliz	Cash	\$100.00
Lulu Wang	Cash	\$100.00
Williams Sign Co.	Cash	\$100.00
Lindsay Sandoval	Cash	\$125.00
Ann Thuy Bui	Cash	\$250.00
Superior Duct Fabrication, Inc.	Cash	\$400.00
Jackie Nicholson	Cash	\$500.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Sandra H. Chen, Assistant Superintendent, Business Services
SUBJECT: SIGNATURE AUTHORIZATIONS FOR CHINO VALLEY UNIFIED SCHOOL DISTRICT

=====

BACKGROUND

Signature authorization items are routinely brought to the Board for approval based on changes in the organization. Signature authorization allows employees and Board members to perform designated functions in the course of their assigned duties. Approval of the list authorizes designated employees and Board members specific signature authority.

This updated signature list removes signature authorization for Irene Hernandez-Blair, President of the Board of Education; Sylvia Orozco, Clerk of the Board of Education; adds Andrew Cruz, President of the Board of Education; and Pamela Feix, Clerk of 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 the signature authorizations for Chino Valley Unified School District.

FISCAL IMPACT

None.

WJM:SHC:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT
AUTHORIZED SIGNATURE LIST
January 7, 2016

In accordance with provisions of legal codes for the State of California, the Board of Education of the Chino Valley Unified School District hereby delegates authority to sign documents on their behalf, subject to the conditions noted below.

No contract signed pursuant to this delegation shall be valid until such approval has been granted by the governing body of this school district. The duration of this delegation shall extend until revoked or amended.

DOCUMENTS	NAMES
Certificated Notice of Employment**	Wayne M. Joseph Norm Enfield Grace Park Lea Fellows Richard Rideout
Classified Notice of Employment**	Wayne M. Joseph Norm Enfield Grace Park Lea Fellows Richard Rideout
Notice of Intent Not to Re-Employ	Wayne M. Joseph Norm Enfield Grace Park Lea Fellows Richard Rideout
Notice of Employment – Youth Work Experience**	Wayne M. Joseph Norm Enfield Grace Park Don Jones Jeanette Chien Daniel Sosa
Temporary Teaching Credentials and Credential Applications	Wayne M. Joseph Norm Enfield Grace Park Lea Fellows Richard Rideout
Statements of Need	Wayne M. Joseph Norm Enfield Grace Park Lea Fellows Richard Rideout
Inter District and Intra District Attendance Agreements	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Jeanette Chien Stephanie Johnson
Claim of Plaintiff Statements	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Greg Stachura Dan Mellon

DOCUMENTS	NAMES
Small Claims Court Representatives**	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Lea Fellows Dan Mellon Richard Rideout
Forms/Report/Claims for Workers' Compensation Risk Management	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Lea Fellows Dan Mellon Richard Rideout
Payroll Orders	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Jeanette Chien Greg Stachura Liz Pensick Patti Newton
Payroll Connected District Orders	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Jeanette Chien Greg Stachura Liz Pensick Patti Newton
Custodian of Revolving Cash Fund for the General Fund*	Wayne M. Joseph Sandra H. Chen (custodian) Norm Enfield Grace Park Jeanette Chien Liz Pensick Patti Newton
District Orders for Employee Mileage Reimbursement and Transportation Reports	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Jeanette Chien Liz Pensick
Purchase Orders**	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Jeanette Chien Greg Stachura Liz Pensick Patti Newton
All Other Special Projects Applications and Report Documents	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Jeanette Chien Greg Stachura Liz Pensick

DOCUMENTS	NAMES
Special Projects Funding Applications, Funding Certifications	Wayne M. Joseph Sandra H. Chen Norm Enfield Jeanette Chien Greg Stachura
Miscellaneous Receipts Checking Account*	Wayne M. Joseph Sandra H. Chen Norm Enfield Liz Pensick Patti Newton
Forms, Reports, Checks for Nutrition Service Cafeteria Account*	Sandy Bernstein Sandra H. Chen Liz Pensick Patti Newton
Buena Vista HS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Jeanette Chien Liz Pensick Patti Newton
Cal Aero Preserve Academy Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Jeanette Chien Liz Pensick Patti Newton
Canyon Hills JHS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Jeanette Chien Liz Pensick Patti Newton
Magnolia JHS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Jeanette Chien Liz Pensick Patti Newton
Ramona JHS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Jeanette Chien Liz Pensick Patti Newton
Townsend JHS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Jeanette Chien Liz Pensick Patti Newton
Woodcrest JHS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Jeanette Chien Liz Pensick Patti Newton

DOCUMENTS	NAMES
Elementary Student Bodies*	Wayne M. Joseph Sandra H. Chen Norm Enfield Jeanette Chien Liz Pensick Patti Newton
Travel Advances	Wayne M. Joseph Sandra H. Chen Norm Enfield Jeanette Chien
Housing Construction Impact Reports	Wayne M. Joseph Sandra H. Chen Norm Enfield Greg Stachura
District Orders, Contracts and in Lieu of Transportation Payments**	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Jeanette Chien Greg Stachura Liz Pensick
Approval of the Release of Commercial Warrants as Payments to Vendors**	Wayne M. Joseph Sandra H. Chen Norm Enfield Greg Stachura Liz Pensick Patti Newton
Bank Documents	Sandra H. Chen Liz Pensick
Electronic Signature Key Authorization	Sandra H. Chen Liz Pensick Patti Newton
Budget and Expenditure Transfers or Adjustments**	Wayne M. Joseph Sandra H. Chen Norm Enfield Greg Stachura Liz Pensick
Necessary School Facilities Program Documents (State Allocation Board)	Wayne M. Joseph Sandra H. Chen Norm Enfield Greg Stachura
Certification of Board of Education Minutes	Wayne M. Joseph Norm Enfield Irene Hernandez-Blair (President) Sylvia Orozco (Clerk) Andrew Cruz – (President)*** Pamela Feix – (Clerk)***

* Requires more than one signature

** Requires separate Board action

*** Name added

**CURRICULUM,
INSTRUCTION,
INNOVATION, AND
SUPPORT**

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Norm Enfield, Ed.D., Deputy Superintendent, Curriculum, Instruction, Innovation, and Support
Don Jones, Director, Secondary Curriculum and Instruction

**SUBJECT: NEW COURSE CAREER TECHNICAL WORK EXPERIENCE
(INTERNSHIP)**

=====

BACKGROUND

The Chino Valley Unified School District routinely revises curriculum guides and develops new courses in accordance with State Content Standards, State Frameworks, and student need. Accordingly, the revision and development of curriculum guides are the results of a collaborative effort of teachers in the related academic areas. This item was presented to the Board on December 10, 2015, for information.

Career Technical Work Experience (Internship) is an elective course combining non-paid work-based learning experiences (job shadowing, observations, and internships) with classroom instruction in employability skills and career exploration. This course is aligned with the state and federal guidelines, Education Code 51760 and 51775, the California Association of Work Experience Educators (CAWEE), Work Experience Framework, and Content Standards for California Public Schools. Students develop positive work habits, self-confidence, job skills, and a personal career exploration portfolio.

This course was presented to the Curriculum Council and A.C.T. has been consulted.

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

RECOMMENDATION

It is recommended the Board of Education approve the new course Career Technical Work Experience (Internship).

FISCAL IMPACT

None.

WMJ:NE:DJ:ede

Chino Valley Unified School District

High School Course Description # _____

CONTACTS	
1. School Information:	School: Chino Valley Unified School District Street Address: 5130 Riverside Dr., Chino, CA 91710 Mailing Address: 5130 Riverside Dr., Chino, CA 91710 Phone: (909) 628-1201 Web Site: http://www.chino.k12.ca.us
2. Course Contact:	Teacher Contact: Linda L. Zeigler Position/Title: Work Experience Coordinator Phone: (909) 628-1201 E-mail: linda_zeigler@chino.k12.ca.us
A. COVER PAGE - COURSE ID	
1. Course Title:	Career Technical Work Experience (Internship)
2. Transcript Title/Abbreviation:	C.T.W.E. Internship
3. Transcript Course Code/Number:	
4. Seeking Honors Distinction:	No
5. Subject Area/Category:	Elective
6. Grade level(s):	10-12
7. Unit Value:	5 credits – May be repeated not to exceed 20 credits – elective
8. Length of Course:	One (1) semester
9. Was this course previously approved by UC?	No
10. Is this course classified as a Career Technical Education course:	Yes
11. Is this course modeled after an UC-approved course?	No
12. Board Approved:	
13. Brief Course Description:	<p>Career Technical Work Experience is an elective course combining non-paid work-based learning experiences (job shadowing, observations, and internships) with classroom instruction in employability skills and career exploration. The course is aligned with the state and federal guidelines, Education Code 51760 and 51775, the California Association of Work Experience Educators (CAWEE) Work Experience Framework, and Content Standards for California Public Schools. Students develop positive work habits, self-confidence, job skills, and a personal career exploration portfolio.</p>
14. Prerequisites:	Teacher Approved Internship
15. Context for Course:	<p>Students attend one class period of instruction and serve an average of six hours a week at their work-based learning site each week. All work-based learning experiences, tasks, duties, and work sites must meet all child labor codes and be approved by the Work Experience coordinator. Credit for this course will be earned by completion of the course requirements based on time sheets, employer evaluation and industry specific assessments, journals, class assignments, and Chino Valley Unified School District required forms (Hold Harmless Waiver, Training Agreements and Volunteer Work Permits).</p>
16. History of Course Development:	<p>Students learn on the job skills as interns, job shadowing, or community servants and earn credits for these work based learning opportunities through enrollment in the Work Experience course to meet the Link Learning guidelines, and protect the District's liability. Colleges wish to have a separate designation for Career Technical Work Experience Internships on the student's transcripts.</p>

Chino Valley Unified School District

High School Course Description # _____

B. COURSE CONTENT

Course Purpose:

Career Technical Work Experience is a course designed to introduce students to a broad spectrum of employability skills and career awareness. The purpose of this course is to prepare, train, monitor, support, and expand students' knowledge, and skills in industry specific areas related to their academy focus.

Course Outline:

1. Career Exploration
2. The Intern Process
3. Employability Skills
4. Business Interviews and Orientations
5. Labor Laws
6. Safety in the Work Place
7. Success on the Job
8. Ethics in the Work Place
9. Advancement and Promotions
10. Leaving a Job
11. College and Career Planning

Course Objective:

1. Identify personal interest, aptitudes, information, and skills necessary for informed career decision making.
2. Understand the steps of the hiring process and demonstrate ways to successfully obtain employment or a non-paid work-based learning experience.
3. Demonstrate personal employability skills for seeking a job internship.
4. Understand how to properly compose and format a business letter, resume, and thank you note.
5. Identify and demonstrate effective job interview skills and techniques, including hand shaking, eye contact, active listening, professional dress, and practicing appropriate responses to potential interview questions.
6. Evaluate personal character traits, such as trust, respect, and responsibility and understand the impact personal characteristics have on career success.
7. Understand employer expectations, responding to a supervisor's evaluation and taking steps to improve job performance.
8. Understand basic labor laws, including safety regulations, sexual harassment, employment contracts, union agreements, etc.
9. Participate in employer orientations to understand employer expectations, training plans, and performance evaluations.
10. Recognize and explain pride on the job, professionalism, work ethics, workplace privacy, initiative, and personnel records.
11. Identify the most common work place accidents, the steps to take to avoid these potential hazards, and steps to take when and if an accident occurs.
12. Understand the potential for crime or natural disasters to occur while working and the appropriate steps the employer wants taken in these events.
13. Identify situations and the process and procedures at work that require ethical actions and decision making, such as reasons for missing work, being late, reporting actions of others to supervisors, issues of honesty, etc.
14. Understand the definition of and how to recognize sexual harassment when it occurs and know the appropriate actions that need to be taken to have a non-offensive work environment.
15. Understand the common reasons that employees dismissed and identify steps to be taken to avoid being let go.
16. Demonstrate how to show initiative and confidence on the job, to learn additional job tasks, duties and responsibilities that can lead to obtaining pay raises, and/or promotions.

Chino Valley Unified School District
High School Course Description # _____

17. Create a properly formatted letter of appreciation and resignation that result in a letter of recommendation from an employer.
18. Understand how personal skill development and education affects employability and income potential.
19. Investigate the job outlook and employment projections for a career area of interest.
20. Understand career paths and strategies for obtaining post-secondary education and entry-level employment within chosen field, culminating in development of a personal career plan.

Key Assignments:

- Interest and Aptitude Test
- Employability Skills
- Preparing a Resume and Cover Letter
- Techniques to Search for a Job or Internship
- Preparing for an Interview - grooming/dress/appearance/body language/hand shake/eye contact
- Job Interview Questions
- Mock Interviewing
- Job Training and Orientations
- Labor Laws
- First Impressions
- Positive Work Skills
- Job Survival - getting along with others
- Ethics in the Work Place
- Safety on the Job
- Sexual Harassment in the Work Place
- Career Portfolio
- Getting the Paid Job or Promotion
- Career Exploration and Post-Secondary Training
- Networking
- Employer Appreciation

Instructional Methods and/or Strategies:

- Direct Instruction
- Simulations/Job Shadowing/Internship
- Journaling
- Discussions/Debates
- Group Projects and Presentations
- Computer Research and Reports
- Audio Visual Presentations
- Worksheets
- Scientific Analysis

Assessment Including Methods and/or Tools:

- Program Application, Cover Letter, Resume, and Interviews
- Program Notebook: Journals, Video Notes, and Worksheets
- Code Quizzes and Industry Test

Chino Valley Unified School District
High School Course Description # _____

- Student Presentations/Skills Demonstrations
- Internship Hours Logs
- Employer/Mentor Evaluations

EDUCATIONAL SERVICES

Chino Valley Unified School District
Our Motto:
Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Jeanette Chien, Ed.D., Asst. Superintendent, Educational Services
Stephanie Johnson, Director, Student Support Services

**SUBJECT: REVISION OF BOARD POLICY 5116.1 STUDENTS –
INTRADISTRICT OPEN ENROLLMENT**

=====

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. The revision of Board Policy 5116.1 Students – Intradistrict Open Enrollment reflects new laws and current district practice. This item was presented to the Board of Education on December 10, 2015, 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 5116.1 Students – Intradistrict Open Enrollment.

FISCAL IMPACT

None.

WMJ:JC:SJ:lmc

INTRADISTRICT OPEN ENROLLMENT

The Board of Education desires to provide enrollment options that meet the diverse needs and interests of district students AND PARENTS/GUARDIANS, WHILE ALSO BALANCING ENROLLMENT IN ORDER TO MAXIMIZE THE EFFICIENT USE OF DISTRICT FACILITIES. The Superintendent shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

(cf. 5117 - Interdistrict Attendance)

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. (Education Code 35160.5)

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

The District will not assume any responsibility for transportation of students who have received an intra-district transfer.

Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

(cf. 5116 - School Attendance Boundaries)

THE SUPERINTENDENT OR DESIGNEE SHALL GRANT priority TO ANY DISTRICT STUDENT TO ATTEND ANOTHER DISTRICT SCHOOL, INCLUDING A CHARTER SCHOOL, ~~for attendance outside HIS/HER student's attendance area shall be given~~ as follows:

1. ANY STUDENT ENROLLED IN A DISTRICT SCHOOL THAT HAS BEEN IDENTIFIED ON THE STATE'S OPEN ENROLLMENT LIST. (EDUCATION CODE 48354)

(cf. 5118 – Open Enrollment Act Transfers)

INTRADISTRICT OPEN ENROLLMENT (cont.)

2. If a district school receiving Title I funds are identified for program improvement (PI), corrective action, or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school. (20 USC 6316)

(cf. 0420.4 - Charter Schools)

(cf. 0520.2 - Title I Program Improvement School)

(cf. 6117.1 - Title I Programs)

3. If while on school grounds, a student becomes the victim of a violent criminal offense, he/she shall be provided an option to transfer to another district school. (20 USC 7912)
4. If a student attends a school designated by the California Department of Education as "persistently dangerous," he/she shall be provided an option to transfer to another district school. (20 USC 7912; 5 CCR 11992)

(cf. 0450 - Comprehensive Safety Plan)

5. The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.

To grant priority under these circumstances, the Superintendent must have received either: (Education Code 35160.5)

- a. A written statement from a representative of an appropriate state or local agency, including but not limited to a law enforcement official or social worker, or a properly licensed registered professional, including but not limited to a psychiatrist, psychologist, or marriage and family therapist
 - b. A court order, including a temporary restraining order and injunction
6. Siblings of students who have established residency in a school shall have first priority for available space at that school in succeeding years, if the older or younger sibling is currently enrolled. Once the sibling has been enrolled, he/she has established residency at that school. Schools may enroll siblings on a day specially established for that purpose prior to the enrollment of other students.
 7. The next priority for open enrollment will be students whose parent/guardian is assigned to that school as his/her primary place of employment.

INTRADISTRICT OPEN ENROLLMENT (cont.)

8. Residency established through the open enrollment option applies only to the elementary, junior high, or high school that granted the transfer. It does not extend to the other schools in the attendance area of choice.

Students enrolled in a school other than their neighborhood attendance area school, through the open enrollment (choice) option, shall declare while in the sixth grade and again in the eighth, whether they desire to remain in the feeder junior high or high school of their selected resident school of choice. The parent must complete an application for the selected school during the open enrollment application period. This election is subject to space availability at the requested school. When sufficient space is not available, requests for admission will be handled in the same random, unbiased, lottery selection process. Students not admitted will be placed on a waiting list (which expires on September 30, each year for all sites. Siblings will have priority as described above. Students not admitted will return to their neighborhood school of residence according to district attendance boundaries.

9. When applications for a given school(s) exceeds available space, all requests for admission will be handled on a random, unbiased lottery basis. By law, a first come, first served selection process does not constitute a random unbiased process.

After the initial lottery has been conducted when space is not available to accommodate all applicants, students shall be placed on a waiting list for the school of choice and be enrolled in the school of the attendance area in which they reside. The waiting list shall be established to indicate the rank order in which students may be accepted as openings occur. Parents will be notified of their child's position on the waiting list. The list will expire on September 30 each year for all sites.

The Superintendent, or designee, shall inform applicants by mail as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.

- ~~9. Special day class students will continue to be placed through the Individual Education Program (IEP) committee process.~~
10. The parent/guardian may request an intradistrict transfer for other special circumstances that do not fall within #1 through #8 above. The Superintendent or designee shall review such requests on a case-by-case basis before making a decision regarding approval.

INTRADISTRICT OPEN ENROLLMENT (cont.)

For all other applications for enrollment outside a school's attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever a school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

(cf. 6172 - Gifted and Talented Student Program)

Parents are required to enroll their child in the school in their attendance area until notified of the transfer approval. Students who are not enrolled in their attendance area school on the first day of school may be removed from the transfer process.

APPLICATION AND SELECTION PROCESS

THE SUPERINTENDENT OR DESIGNEE SHALL CALCULATE EACH SCHOOL'S CAPACITY IN A NONARBITRARY MANNER USING STUDENT ENROLLMENT AND AVAILABLE SPACE. (EDUCATION CODE 35160.5)

THE SUPERINTENDENT OR DESIGNEE SHALL USE A RANDOM, UNBIASED SELECTION PROCESS TO DETERMINE WHO SHALL BE ADMITTED WHENEVER THE SCHOOL RECEIVES ADMISSION REQUESTS THAT ARE IN EXCESS OF THE SCHOOL'S CAPACITY. (EDUCATION CODE 35160.5)

ENROLLMENT DECISIONS SHALL NOT BE BASED ON A STUDENT'S ACADEMIC OR ATHLETIC PERFORMANCE, EXCEPT THAT EXISTING ENTRANCE CRITERIA FOR SPECIALIZED SCHOOLS OR PROGRAMS MAY BE USED PROVIDED THAT THE CRITERIA ARE UNIFORMLY APPLIED TO ALL APPLICANTS. ACADEMIC PERFORMANCE MAY BE USED TO DETERMINE ELIGIBILITY FOR, OR PLACEMENT IN, PROGRAMS FOR GIFTED AND TALENTED STUDENTS. (EDUCATION CODE 35160.5)

(cf. 6172 - Gifted and Talented Student Program)

Transportation

Except as required by 20 USC 6316 for transfers out of Title I program improvement schools, the District shall not be obligated to provide transportation for students who attend school outside their attendance area.

INTRADISTRICT OPEN ENROLLMENT (cont.)

(cf. 3540 - Transportation)

(cf. 3250 - Bus Passes & Transportation Fees)

Legal Reference:

EDUCATION CODE

200 Prohibition against discrimination

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48200 Compulsory attendance

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48980 Notice at beginning of term

CODE OF REGULATIONS, TITLE 5

11992-11994 Definition of persistently dangerous schools

UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 95 (2002)

Management Resources:

U.S. DEPARTMENT OF EDUCATION NONREGULATORY GUIDANCE

Public School Choice, January 2009

Unsafe School Choice Option, May 2004

WEBSITES

California School Boards Association: www.csba.org

California Department of Education, Unsafe School Choice Option: www.cde.ca.gov/ls/ss/se/usco.asp

U.S. Department of Education, No Child Left Behind: www.nclb.gov

Chino Valley Unified School District

Policy approved: January 23, 1997

Revised: October 5, 2000

Revised: September 4, 2003

Revised: April 2, 2009

REVISED:

Chino Valley Unified School District
Our Motto:
Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Jeanette Chien, Ed.D., Asst. Superintendent, Educational Services
Laurel Mullally, Ed.D., Director, Health Services/Child Development

SUBJECT: REVISION OF BOARD POLICY 5141.31 STUDENTS – IMMUNIZATIONS

=====

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. The revision of Board Policy 5141.31 Students – Immunizations has been updated to reflect new law SB 277 which limits the personal beliefs exemption to students who parent/guardian submits a letter or written affidavit by January 1, 2016, in which case the exception shall be effective only until the student enters the next grade span, as defined. Policy also deletes material related to conditional enrollment of transfer students while waiting for the transfer of immunization records, now addressed in the Administrative Regulation. This item was presented to the Board of Education on December 10, 2015, 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 5141.31 Students – Immunizations.

FISCAL IMPACT

None.

WMJ:JC:LM:lmc

IMMUNIZATIONS

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Board of Education shall cooperate with state and local public health agencies to encourage and facilitate immunization of all District students against preventable diseases.

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.26 - Tuberculosis Testing)
(cf. 6142.8 - Comprehensive Health Education)

Each student enrolling for the first time in a district elementary or secondary school, preschool, or child care and development program OR, AFTER JULY 1, 2016, ENROLLING IN OR ADVANCING TO GRADE 7 shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all required immunizations in accordance with law.

Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

(cf. 5112.1 - Exemptions from Attendance)
(cf. 5112.2 - Exclusions from Attendance)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)

~~Transfer Students~~

Each transfer student shall BE REQUESTED TO present his/her immunization record, IF POSSIBLE, UPON REGISTRATION AT A DISTRICT SCHOOL. ~~certifying that he/she has received all required immunizations currently due before he/she is admitted to school.~~

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)

~~However, when necessary, a transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school. If these records do not arrive within 30 school days, the student shall present written documentation by an authorized health care provider showing that the required immunizations were received. If such documentation is not presented, the student shall be excluded from school until the required immunizations have been administered. (17 CCR 6070)~~

IMMUNIZATIONS (cont.)

The Superintendent or designee may arrange for an authorized health care provider to administer immunizations at school to any student whose parent/guardian has consented in writing. At the beginning of the school year, parents/guardians shall be notified of their right to provide consent for the administration of an immunization to their child at school. (Education Code 49403)

(cf. 5141.3 - Health Examinations)
(cf. 5141.6 - Student Health Services)
(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

44871 Qualifications of supervisor of health
46010 Total days of attendance
48216 Immunization
48853.5 Immediate enrollment of foster youth
48980 Required notification of rights
49403 Cooperation in control of communicable disease and immunizations
49426 Duties of school nurses
49701 Flexibility in enrollment of children of military families
51745-51749.6 Independent Study

HEALTH AND SAFETY CODE

120325-120380 Immunization against communicable disease, especially:
120335 Immunization requirement for admission
120395 Information about meningococcal disease, including recommendation for vaccination
120440 Disclosure of immunization information

CODE OF REGULATIONS, TITLE 5

430 Student records

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 42

11432 Immediate enrollment of homeless children

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

California Immunization Handbook for Child Care Programs and Schools, August 2015

Guide to Immunizations Required for Child Care

Guide to Immunizations Required for School Entry

Parents' Guide to Immunizations Required for Child Care

Parents' Guide to Immunizations Required for School Entry

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of Local Education Agencies and State Compliance Reporting, July 2015

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Family Educational Rights and Privacy Act (FERPA) and H1N1, October 2009

IMMUNIZATIONS (cont.)

WEBSITES

California Department of Education: www.cde.ca.gov

California Department of Public Health, Immunization Branch: www.cdph.ca.gov/programs/immunize

California Department of Public Health, Shots for Schools: shotsforschools.org

Centers for Disease Control and Prevention: www.cdc.gov

Education Audit Appeals Panel: www.eaap.ca.gov

U.S. Department of Education: www.ed.gov

Chino Valley Unified School District

Policy adopted: January 23, 1997

Revised: February 8, 2001

Revised: February 22, 2001

Revised: May 5, 2011

REVISED:

**FACILITIES,
PLANNING,
OPERATIONS**

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

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

SUBJECT: PURCHASE ORDER REGISTER

=====

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 item 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

\$397,997.03 to all District funding sources.

WMJ:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016

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

=====

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:pw

DEPUTY SUPERINTENDENT	FISCAL IMPACT
DS-1516-002 Caryn Lewis. To provide professional development for elementary Project Based Learning/Science, Technology, Engineering, and Mathematics. Submitted by: Deputy Superintendent Duration of Agreement: January 8, 2016 – June 30, 2016	Contract Amount: Not to Exceed \$10,000.00 Funding Source: Title II

EDUCATIONAL SERVICES	FISCAL IMPACT
ES-1516-040 Trang Doan. To provide on campus Science Academy program at Butterfield Ranch ES. Submitted by: Educational Services Duration of Agreement: January 8, 2016 – June 30, 2016	Contract Amount: \$2,000.00 Funding Source: Butterfield Ranch PTA
ES-1516-041 Eileen Kostyk. To provide on campus Art Academy program at Butterfield Ranch ES. Submitted by: Educational Services Duration of Agreement: January 8, 2016 – June 30, 2016	Contract Amount: \$2,000.00 Funding Source: Butterfield Ranch PTA
ES-1516-042 Eileen Kostyk. To provide on campus Project Self Esteem program at Butterfield Ranch ES. Submitted by: Educational Services Duration of Agreement: January 8, 2016 – June 30, 2016	Contract Amount: \$2,000.00 Funding Source: Butterfield Ranch PTA
ES-1516-043 City of Chino Hills. To provide School Resource Officers at Ayala HS and Chino Hills HS. Submitted by: Educational Services Duration of Agreement: September 1, 2015 – June 30, 2016	Contract Amount: Not to Exceed \$212,525.50, excluding overtime. Funding Source: Educational Services

MASTER CONTRACTS	FISCAL IMPACT
MC-1516-102 Party 4 Beauty. To provide face painting, balloon twisting, and henna tattoos. Submitted by: Chaparral ES/Purchasing Department Duration of Agreement: January 8, 2016 – June 30, 2018	Contract Amount: Per fee schedule. Funding Source: ASB/PFA/PTA/Boosters
MC-1516-103 Orange County Department of Education. To provide Inside the Outdoors school program. Submitted by: Purchasing Department Duration of Agreement: September 1, 2015 – August 31, 2016	Contract Amount: Per fee schedule. Funding Source: ASB/PFA/PTA/Boosters

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: January 7, 2016

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 Facilities/Planning 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 staff to sell/dispose of said property.

FISCAL IMPACT

Increase to the General Fund from proceeds of sale.

WMJ:GJS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
SURPLUS/OBSOLETE PROPERTY**

January 7, 2016

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Printer	HP Office Jet Pro	X576 DW mfp/VCVRA-1212	Facilities

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

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

SUBJECT: RESOLUTION 2015/2016-44 FOR AUTHORIZATION TO UTILIZE A PIGGYBACK CONTRACT

=====

BACKGROUND

Public Contract Code (PCC) 20111 requires school district governing boards to competitively bid and award any contracts involving an expenditure of more than \$86,000.00 to the lowest responsible bidder.

Notwithstanding PCC 20111, PCC 20118 and Administrative Regulation 3311 state 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 resolution to provide authorization for the District to participate by piggyback in the contract as itemized:

Resolution	Contract	Contractor	Description	Term
2015/2016-44	County of Los Angeles (COLA) Contract MA-IS-114074-10	Xerox Corporation	Photocopy Equipment	1/01/2016-12/31/2016

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

RECOMMENDATION

It is recommended the Board of Education adopt Resolution 2015/2016-44 for authorization to utilize a piggyback contract.

FISCAL IMPACT

Unknown.

WMJ:GJS:pw

**Chino Valley Unified School District
Resolution 2015/2016-44
Authorization to Utilize the County of Los Angeles (COLA)
Contract MA-IS-114074-10 With Xerox Corporation
to Purchase Photocopy 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 photocopy equipment for the District;

WHEREAS, COLA currently has a piggyback contract, Contract MA-IS-114074-10, 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 photocopy equipment through the piggyback contract procured by the COLA Contract MA-IS-114074-10.

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 photocopy equipment through the piggyback contract originally procured by the COLA Contract MA-IS-114074-10 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 photocopy equipment in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the COLA Contract MA-IS-114074-10.

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 January 1, 2016, for the term ending December 31, 2016.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Chino Valley Unified School District this 7th day of January 2016 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

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

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

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR BID
14-15-08, INSTALLATION OF SINGLE PLY ROOFING AT VARIOUS
SITES**

BACKGROUND

On May 7, 2015, the Board of Education awarded Bid No. 14-15-08, Installation of Single Ply Roofing at Various Sites to Letner Roofing Co. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff, and construction manager.

Change Order	Contractor	Amount
1	Letner Roofing Co.	\$44,057.00
	Bid Amount:	\$1,498,313.00
	Revised Total Project Amount:	\$1,542,370.00
	Retention Amount:	\$77,118.50

The change order results in a net increase of \$44,057.00 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$1,542,370.00. Approval of the change order allows for compensation to the contractor to perform the additional work as described. All contracted work was completed on December 10, 2015.

Documentation indicating satisfactory completion and compliance with specification has been obtained from the following individuals: school site administrators; Dante Garcia, Construction Manager; Bill Childress, Construction Coordinator; Martin Silveira, Director, Maintenance, Operations, and Construction.

Staff recommends the 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 change order and Notice of Completion for Bid 14-15-08, Installation of Single Ply Roofing at Various Sites.

FISCAL IMPACT

\$44,057.00 to Deferred Maintenance Fund 14.

WMJ:GJS:MS:pw



CHINO VALLEY UNIFIED SCHOOL DISTRICT

Maintenance, Operations & Construction Department
5130 Riverside Drive
Chino, CA 91719
Telephone: 909.628.1201 x1450 FAX: 909.590.1639

CHANGE ORDER # 1

DATE: 12/10/15

PROJECT / BID #: 14-15-08

OWNER: Chino Valley Unified School District

CONTRACTOR: Letner Roofing Co.

THE CONTRACTOR IS HEREBY AUTHORIZED TO DO THE FOLLOWING:

Change Order # 1.0 Woodcrest JH; Change from mechanically attached to fully adhered membrane at gym area. \$7,901.00

Requested by: The District

Reason: Existing rooftop conduit attached on underside of roof deck change to avoid damage to conduit.

Change Order # 1.1 Woodcrest Credit to the District for labor and materials removed (\$1,844.00)

From scope per Co 1.0

Requested by: The District

Reason: Materials not required due to the change in application.

Change Order # 1.2 Ramona: Credit for labor & materials removed from scope for change in application (\$16,814.00)

Requested By: The District

Reason: Application changed

Change Order # 1.3 Ramona: Apply insulation on deck to account for conduit on roof, boy & girls Locker-room. \$59,856.00

Requested by: The District

Reason: Required to maintain taper plan.

Change Order # 1.4 Ramona Patch area for District electrician for existing problem. \$908.00

Requested by: The District

Reason: Repair existing electrical problem.

Change Order # 1.5 Ramona Charge back for electrical repairs caused by roofing contractor (\$5,950.00).

Requested by: The District

Reason: Repair damaged conduit.

The original contract amount was:

\$1,498,313.00

The contract amount will be increased by this Change Order:

\$44,057.00

The new contract amount including this Change Order will be:

\$1,542,370.00

The original contract completion date: 8/17/15

The contract time will be increased by days: 118

The date of completion as a result of this Change Order is: 12/10/15

APPROVED BY:

GENERAL CONTRACTOR (Letner Roofing)

CVUSD CONSTRUCTION COORDINATOR (Bill Childress)

CVUSD DIRECTOR OF MAINTENANCE, OPERATIONS & CONSTRUCTION
(Martin Silveira)

OWNER (Greg Stachura)

12/10/15
DATE

12/11/15
DATE

12/11/15
DATE

12/14/15
DATE

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
Martin Silveira, Director, Maintenance and Operations

**SUBJECT: NOTICE OF COMPLETION FOR BID 14-15-09, L.E.D. LIGHTING
REPLACEMENT AT VARIOUS SITES**

=====

BACKGROUND

On May 21, 2015, the Board of Education awarded Bid 14-15-09, L.E.D. Lighting Replacement at Various Sites to Retro Tek Energy Services. All contracted work was completed on August 17, 2015. Contract summary is provided below.

Original Bid Amount	Approved Change Orders	Total Contract	5% Retention Amount
\$87,899.00	(\$3,181.00)	\$84,718.00	\$4,235.90

Documentation indicating satisfactory completion and compliance with specifications and project requirements has been obtained from the following individuals: school site administrators; Carrie Salazar, Construction Manager; Carla Kleinjan, Product Manager; and Martin Silveira, Director, Maintenance and Operations.

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 14-15-09, L.E.D. Lighting Replacement at Various Sites.

FISCAL IMPACT

None.

WMJ:GJS:MS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

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

**SUBJECT: CHANGE ORDER FOR BID 14-15-10, RENOVATION OF
PROFESSIONAL DEVELOPMENT CENTER II**

=====

BACKGROUND

On June 11, 2015, the Board of Education awarded Bid 14-15-10, Renovation of Professional Development Center II to WCCR Construction, Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change order has been reviewed and recommended for approval by District staff and WLC architects.

The change order results in no change to the construction cost and an increase of 136 days in contract time. Approval of this change order allows for adequate time for the contractor to perform the work as described.

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

RECOMMENDATION

It is recommended the Board of Education approve the change order for Bid 14-15-10, Renovation of Professional Development Center II.

FISCAL IMPACT

None.

WMJ:GJS:pw

W L C ARCHITECTS
 8163 Rochester Avenue, Suite 100
 Rancho Cucamonga, CA 91730

DSA Application # N/A
 DSA File # N/A
 OPSC Application # N/A
 Non-Structural X

PROJECT:	PDC2 Tenant Improvements	STRUCTURAL	PROJECT #:	1418300.54
OWNER:	Chino Valley Unified School District		CHANGE ORDER #:	1
CONTRACTOR:	WCCR Construction		DATE:	12/10/2015

CHANGE ORDER # 1

STARTING CONTRACT AMOUNT \$ 1,909,476.00

THE CONTRACTOR IS HEREBY AUTHORIZED TO DO THE FOLLOWING:

ITEM:		DAYS	EXTRA	CREDIT
1.1	Contract Time Extension:			
Description:	Additional time needed for the District's coordination with their consultants in effort to implement a new access control system (electronic door locks) to reflect the updated District master plan and the District's review and subsequent design changes and implementation to low voltage systems.			
		136	\$0.00	\$0.00
Total		136	\$0.00	\$0.00

W L C ARCHITECTS
8163 Rochester Avenue, Suite 100
Rancho Cucamonga, CA 91730

DSA Application # N/A
DSA File # N/A
OPSC Application # N/A

STRUCTURAL

Non-Structural X

PROJECT: PDC2 Tenant Improvements
OWNER: Chino Valley Unified School District
CONTRACTOR: WCCR Construction

PROJECT #: 1418300.54
CHANGE ORDER #: 1
DATE: 12/10/2015

CHANGE ORDER # 1

STARTING CONTRACT AMOUNT \$ 1,909,476.00

The Original Contract Sum was	\$	1,909,476.00
Net Change by Previously Authorized Change Orders		\$0.00
The Contract Sum Prior to this Change Order was	\$	1,909,476.00
The Contract Sum will be decreased by this Change Order in the Amount of		\$0.00
The New Contract Sum including this Change Order will be	\$	1,909,476.00
The Contract time will be increased by One Hundred Thirty-Six (136) Days.		136
Project Change Order to Date		\$0.00
The date of Substantial Completion as of the date of this Change Order therefore is April 15, 2016.		
Change Order Percentage		0.00%

APPROVED

GREG STACHURA, Assistant Superintendent of Facilities Planning and Operations
Chino Valley Unified School District
5130 Riverside Drive
Chino, CA 91710-4310

12/11/15
DATE

WILLIAM CHILDRESS, Maintenance Supervisor
Chino Valley Unified School District
5130 Riverside Drive
Chino, CA 91710-4310

12/11/15
DATE

JOHN BUCK, General Contractor
WCCR Construction
2910 South Archibald Avenue
Ontario, CA 91761

12/11/15
DATE

JAMES P. DICAMILLO
WLC ARCHITECTS, INC.
8163 Rochester Avenue, Suite 100
Rancho Cucamonga, CA 91730

12/10/2015
DATE



PF:hb/P51418300x1-co

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

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

**SUBJECT: CHANGE ORDERS AND NOTICE OF COMPLETION FOR BID
14-15-16, PORTABLE CLASSROOM AND SITE WORK AT
CHAPARRAL ES AND RHODES ES**

BACKGROUND

On June 11, 2015, the Board of Education awarded Bid No. 14-15-16, Portable Classroom and Site Work at Chaparral ES and Rhodes ES to WCCR Construction, Inc. During the course of construction, modifications to the original approved plans are made due to unforeseen conditions, revisions, or amended project scope. The following change orders have been reviewed and recommended for approval by District staff, and construction manager.

Change Order	Contractor	Amount
Chaparral: 1	WCCR Construction Inc.	\$1,500.00
Rhodes: 1	WCCR Construction Inc.	(\$19,900.00)
Bid Amount:		\$399,200.00
Revised Total Project Amount:		\$380,800.00
Retention Amount:		\$19,040.00

The change orders result in a net decrease of \$18,400.00 to the construction cost and no change in contract time. The revised total project cost, including all change orders, is \$380,800.00. Approval of the change orders allows for compensation to the contractor to perform the additional work as described. All contracted work was completed on November 20, 2015.

Documentation indicating satisfactory completion and compliance with specification and Division of the State Architect (DSA) requirements has been obtained from the following individuals: school site administrators; Peter Fox, Architect; Paul Wadum, DSA Inspector; Dante Garcia, Construction Manager; Bill Childress, Construction Coordinator; Martin Silveira, Director, Maintenance, Operations, and Construction.

Staff recommends the 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 change orders and Notice of Completion for Bid 14-15-16, Portable Classroom and Site Work at Chaparral ES and Rhodes ES.

FISCAL IMPACT

(\$18,400.00) to Capital Facilities Fund 25.

WMJ:GJS:MS:pw

DSA Application #	04-114408
DSA File #	36-11
OPSC Application #	N/A
	Non-Structural X

PROJECT #:	1514100.54
CHANGE ORDER #:	1
DATE:	12/9/2015

STARTING CONTRACT AMOUNT \$ 93,400.00

ITEM:	1.1	PCO 4	DAYS	EXTRA	CREDIT
Description:	Add panic devices to one gate.			\$ 1,500.00	
Total			0	\$ 1,500.00	\$ -

W L C ARCHITECTS
8163 Rochester Avenue, Suite 100
Rancho Cucamonga, CA 91730

DSA Application # 04-114408
DSA File # 36-11
OPSC Application # N/A

PROJECT: Chaparral Elementary School 2015 Portable Classrooms
OWNER: Chino Valley Unified School District
CONTRACTOR: WCCR Construction

STRUCTURAL
Non-Structural X
PROJECT #: 1514100.54
CHANGE ORDER #: 1
DATE: 12/9/2015

CHANGE ORDER # 1

STARTING CONTRACT AMOUNT \$ 93,400.00

The Original Contract Sum was
Net Change by Previously Authorized Change Orders
The Contract Sum Prior to this Change Order was
The Contract Sum will be increased by this Change Order in the Amount of
The New Contract Sum including this Change Order will be
The Contract time will be increased by zero (0) Days.
Project Change Order to Date

\$ 93,400.00
\$
\$ 93,400.00
\$ 1,500.00
\$ 94,900.00
\$ 1,500.00

Change Order Percentage

1.60%

APPROVED

GREG STACHURA, Assistant Superintendent of Facilities Planning and Operations
Chino Valley Unified School District
5130 Riverside Drive
Chino, CA 91710-4310

12/11/15
DATE

WILLIAM CHILDRESS, Maintenance Supervisor
Chino Valley Unified School District
5130 Riverside Drive
Chino, CA 91710-4310

12/11/15
DATE

DANTE GARCIA, Assistant Construction Manager
Vanir Construction Management, Inc.
290 North D Street, Suite 900
San Bernardino, CA 92401

12/10/15
DATE

JOHN BUCK, General Contractor
WCCR Construction
2910 South Archibald Avenue
Ontario, CA 91761

12/10/15
DATE

PAUL C. WADUM, Inspector
Paul C. Wadum Inspections
8414 Snow Cap Avenue
Pinon Hills, CA 92373

12/10/15
DATE

JAMES P. DICAMILLO
WLC ARCHITECTS, INC.
8163 Rochester Avenue, Suite 100
Rancho Cucamonga, CA 91730

12/9/2015
DATE



PF:hb/P51514100x1-co

W L C ARCHITECTS
8163 Rochester Avenue, Suite 100
Rancho Cucamonga, CA 91730

DSA Application # 04-114407
DSA File # 36-11
OPSC Application # N/A
Non-Structural X

STRUCTURAL

PROJECT:	Rhodes Elementary School Summer 2015 Portable Classrooms	PROJECT #:	1514000.54
OWNER:	Chino Valley Unified School District	CHANGE ORDER #:	1
CONTRACTOR:	WCCR Construction	DATE:	12/9/2015

CHANGE ORDER # 1

STARTING CONTRACT AMOUNT \$ 305,800.00

THE CONTRACTOR IS HEREBY AUTHORIZED TO DO THE FOLLOWING:

ITEM:			DAYS	EXTRA	CREDIT
1.1	PCO 1				
Description:	Delete drywells and pave under portables.			\$ 5,520.00	
1.2	PCO 2				
Description:	Move backstop.			\$ 3,000.00	
1.3	PCO 3				
Description:	Remove one set of grates and add four panic devices.			\$ 7,100.00	
1.4	PCO 4				
Description:	Credit for the allowance.				\$ (35,000.00)
1.5	PCO 5				
Description:	Credit for v-gutter.				\$ (520.00)
		Total	0	\$ 15,620.00	\$ (35,520.00)

W L C ARCHITECTS
8163 Rochester Avenue, Suite 100
Rancho Cucamonga, CA 91730

DSA Application # 04-114407
DSA File # 36-11
OPSC Application # N/A

STRUCTURAL

Non-Structural X

PROJECT: Rhodes Elementary School Summer 2015 Portable Classrooms
OWNER: Chino Valley Unified School District
CONTRACTOR: WCCR Construction

PROJECT #: 1514000.54
CHANGE ORDER #: 1
DATE: 12/9/2015

CHANGE ORDER # 1

STARTING CONTRACT AMOUNT \$ 305,800.00

The Original Contract Sum was	\$ 305,800.00
Net Change by Previously Authorized Change Orders	\$
The Contract Sum Prior to this Change Order was	\$ 305,800.00
The Contract Sum will be decreased by this Change Order in the Amount of	\$ (19,900.00)
The New Contract Sum including this Change Order will be	\$ 285,900.00
The Contract time will be increased by zero (0) Days.	
Project Change Order to Date	\$ (19,900.00)
Change Order Percentage	-6.51%

APPROVED

GREG STACHURA, Assistant Superintendent of Facilities Planning and Operations
Chino Valley Unified School District
5130 Riverside Drive
Chino, CA 91710-4310

12/11/15
DATE

WILLIAM CHILDRESS, Maintenance Supervisor
Chino Valley Unified School District
5130 Riverside Drive
Chino, CA 91710-4310

12/11/15
DATE

DANTE GARCIA, Assistant Construction Manager
Vanir Construction Management, Inc.
280 North D Street, Suite 900
San Bernardino, CA 92401

12/10/15
DATE

JOHN BUCK, General Contractor
WCCR Construction
2910 South Archibald Avenue
Ontario, CA 91761

12/10/15
DATE

PAUL C. WADUM, Inspector
Paul C. Wadum Inspections
8414 Snow Cap Avenue
Pinon Hills, CA 92373

12/10/15
DATE

JAMES P. DICAMILLO
WLC ARCHITECTS, INC.
8163 Rochester Avenue, Suite 100
Rancho Cucamonga, CA 91730

1/9/2015
DATE

PF:hb/P51514000x1-co



HUMAN RESOURCES

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

DATE: January 7, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park, Ed.D., Assistant Superintendent, Human Resources
Lea Fellows, Director, Human Resources
Richard Rideout, Director, Human Resources

SUBJECT: CERTIFICATED/CLASSIFIED PERSONNEL ITEMS

=====

BACKGROUND

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:GP:LF:RR:jaf

CERTIFICATED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED MANAGEMENT SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2015/2016 SCHOOL YEAR</u>			

BOURNE, Dannette	School Psychologist	Special Ed.	01/08/2016
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DELETE – EXTRA DUTY

ALLEN, Jeffrey	Boys Tennis (GF)	Ayala HS	12/11/2015
DIMARCO, Tonino (NBM)	Boys Tennis (GF)	Ayala HS	12/11/2015
DRAUCKER, Sheena	Boys Tennis (GF)	Ayala HS	12/11/2015
DUNHAM, Emily (NBM)	Boys Tennis (B)	Ayala HS	12/11/2015
KLEIBACKER, Christian	Boys Tennis (GF)	Ayala HS	12/11/2015
MACRORIE, Neil (NBM)	Boys Tennis (B)	Ayala HS	12/11/2015
PARKS, Ryan (NBM)	Boys Tennis (B)	Ayala HS	12/11/2015
VERA, Steven (NBM)	Boys Tennis (B)	Ayala HS	12/11/2015

APPOINTMENT – EXTRA DUTY

CASINO, Nicole (NBM)	Band (B)	Townsend JHS	01/08/2016
ALLEN, Jeffrey	Track & Field (GF)	Ayala HS	01/08/2016
DIMARCO, Tonino (NBM)	Track & Field (GF)	Ayala HS	01/08/2016
DRAUCKER, Sheena	Track & Field (GF)	Ayala HS	01/08/2016
DUNHAM, Emily (NBM)	Track & Field (B)	Ayala HS	01/08/2016
KLEIBACKER, Christian	Track & Field (GF)	Ayala HS	01/08/2016
LONDON, Martel (NBM)	Baseball (B)	Ayala HS	01/07/2016
MACRORIE, Neil (NBM)	Track & Field (B)	Ayala HS	01/08/2016
OROZCO, Edgar (NBM)	Boys Soccer (GF)	Ayala HS	01/08/2016
PARKS, Ryan (NBM)	Track & Field (B)	Ayala HS	01/08/2016
VERA, Steven (NBM)	Track & Field (B)	Ayala HS	01/08/2016
ARREOLA, Eder (NBM)	Boys Soccer (B)	Chino HS	01/08/2016
GARDEA, Carlos (NBM)	Boys Soccer (B)	Chino HS	01/08/2016
GILLETTE, Vanessa (NBM)	Athletic Trainer (B)	Chino HS	01/08/2016
LUJAN, Mark (NBM)	Baseball (B)	Chino HS	01/08/2016
PAVON VALLADARES, Manuel (NBM)	Boys Soccer (B)	Chino HS	01/08/2016
SALAS, Roberto (NBM)	Wrestling (B)	Chino HS	01/08/2016
SANTOYO, Jordan (NBM)	Boys Soccer (B)	Chino HS	01/08/2016
VALENZUELA, Benito	Golf (GF)	Chino HS	01/08/2016
GARCIA, Phillip	Boys Tennis (GF)	Chino Hills HS	01/08/2016

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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APPOINTMENT – EXTRA DUTY (cont.)

KUNISHIMA, John	Boys Water Polo (B)	Chino Hills HS	01/08/2016
PRESTSATER, Cory	Boys Tennis (GF)	Chino Hills HS	01/08/2016
TOBIN, Timothy (NBM)	Boys Water Polo (B)	Chino Hills HS	01/08/2016
VERDUZCO, Jenna (NBM)	Track & Field (B)	Chino Hills HS	01/08/2016
CELESTINO, Raquel (NBM)	Swim (GF)	Don Lugo HS	01/08/2016
CHEEVER, Gary (NBM)	Swim (GF)	Don Lugo HS	01/08/2016
CICCONI, Thomas	Track & Field (GF)	Don Lugo HS	01/08/2016
CLARK, Richard (NBM)	Golf (GF)	Don Lugo HS	01/08/2016
DE GUZMAN, Enrico (NBM)	Boys Tennis (GF)	Don Lugo HS	01/08/2016
GRAVES, Noah (NBM)	Swim (GF)	Don Lugo HS	01/08/2016
LIZER, Toby	Swim (GF)	Don Lugo HS	01/08/2016
MAKOROW, Scott (NBM)	Baseball (GF)	Don Lugo HS	01/08/2016
MILLER, Jeffrey (NBM)	Baseball (GF)	Don Lugo HS	01/08/2016
PINTO, Matthew (B)	Softball (GF)	Don Lugo HS	01/08/2016
POTEET Jr, Ronald	Softball (GF)	Don Lugo HS	01/08/2016
SHEFFIELD, Raymond	Softball (GF)	Don Lugo HS	01/08/2016

RESIGNATION

BIZAL, Theresa	English Teacher	Ayala HS	01/21/2016
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**APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2015,
THROUGH JUNE 30, 2016**

BUB, Rebecca	CENTENO, Rosalinda	GONZALES, Brittany
MARSHALL, April	PAYNE, John	

CLASSIFIED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED MANAGEMENT CONFIDENTIAL SALARY SCHEDULE</u>			
BACA, Donna	Behavior Intervention Counselor (SELPA/GF)	Special Ed.	01/08/2016
BATEMAN, Nancy	Behavior Intervention Counselor (SELPA/GF)	Special Ed.	01/08/2016

**HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY
SCHEDULE****APPOINTMENT**

GONZALES, Gregory	Nutrition Services Assistant I (NS)	Glenmeade ES	01/08/2016
HONORE, Ronald	Custodian I (GF)	Boys Republic HS	01/08/2016
AGUIRRE, Abraham	Maintenance II-Painter (GF)	Maintenance	01/08/2016
LOPEZ, Ronald Jr.	Warehouse Delivery Worker (NS/GF)	Warehouse	01/08/2016

PROMOTION

SPURGEON, Nancy	FROM: Typist Clerk II (GF) 8 hrs./201 work days	Rolling Ridge ES	01/08/2016
	TO: School Secretary I (GF) 8 hrs./215 work days	Rolling Ridge ES	
MAGALLANES, Marisol	FROM: Bus Driver (GF) 4.5 hrs./183 work days	Transportation	01/25/2016
	TO: Dispatcher/Scheduler (GF) 8 hrs./261 contract days	Transportation	

CHANGE IN ASSIGNMENT

AUBE, Darcie	FROM: IA/SPED/SDC (SELPA/GF) 5 hrs./181 work days	Cal Aero K-8	01/08/2016
	TO: IA/SPED/SH (SELPA/GF) 6 hrs./181 work days	Ayala HS	

CLASSIFIED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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CHANGE IN ASSIGNMENT (cont.)

MORALES, Kathleen	FROM: IA/SPED/SDC (SELPA/GF) 5 hrs./181 work days TO: IA/SPED/SH (SELPA/GF) 6 hrs./181 work days	Marshall ES Ayala HS	01/08/2016
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INCREASE HOURS/DAYS

MARINES, Esperanza	FROM: Bus Driver (GF) 5.0 hrs./183 work days TO: Bus Driver (GF) 5.0 hrs./208 work days	Transportation Transportation	01/21/2016
ONO, Maxine	FROM: Bus Driver (GF) 6.5 hrs./208 work days TO: Bus Driver (GF) 7.0 hrs./208 work days	Transportation Transportation	01/21/2016
PRICE, Laura	FROM: Bus Driver (GF) 5.0 hrs./183 work days TO: Bus Driver (GF) 5.0 hrs./208 work days	Transportation Transportation	01/21/2016
SANAM, Gladys	FROM: Bus Driver (GF) 5.0 hrs./208 work days TO: Bus Driver (GF) 6.5 hrs./208 work days	Transportation Transportation	01/21/2016

RESIGNATION

HALL, Richard	IA/SPED/SH (SELPA/GF)	Ayala HS	11/25/2015
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RETIREMENT

FINCHER, Brenda (27 years of service)	Attendance Clerk (GF)	Briggs K-8	02/25/2016
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APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE JANUARY 1, 2016, THROUGH JUNE 30, 2016

KUHNS, Richelle	IA/SPED/SH	Cattle ES
SABUHA, Syeda	IA/SPED/SH	Country Springs ES

CLASSIFIED PERSONNEL (cont.)

**APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE JANUARY 1, 2016,
THROUGH JUNE 30, 2016** (cont.)

BOISELLE, Michelle	IA/SPED/SH	Glenmeade ES
MACANAS, Maileen	IA/SPED/SH	Litel ES
JEPEWAY, Gwen	IA/SPED/SH	Magnolia JHS

**APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2015,
THROUGH JUNE 30, 2016**

GALLEGOS, Andrew	LOPEZ, Tyler	GREENWICH, Martha
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(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
(CWY) = Cal Works Youth
(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
(MH) = Mental Health – Special Ed.
(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: January 7, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park, Ed.D., Assistant Superintendent, Human Resources
Daniel P. Mellon, ARM-P, Director, Risk Management and Human Resources

SUBJECT: REJECTION OF CLAIMS

=====

BACKGROUND

Claim 15-12-19 was submitted on December 3, 2015, by Hortencia Tenorio, a parent of a student at Chino Hills HS. Claimant alleges severe injury while helping the choir class set-up for bingo in the school gym. Claimant seeks reimbursement for medical expenses that are undeclared at this time.

Claim 15-12-20 was submitted on December 7, 2015, by Crystal DeArman, a teacher at Walnut ES. Claimant alleges vehicle damage after a first grade student threw a rock at the front windshield of her vehicle that was parked in the school parking lot during school hours. Claimant seeks reimbursement for vehicle damage in the amount of \$120.00.

The Board is requested to reject the claims against the District to allow the insurance carriers to investigate the merits of the claims 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 claims and refer them to the District's insurance adjuster.

FISCAL IMPACT

Unknown at present.

WMJ:GP:DPM:lag

BUSINESS SERVICES

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016

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: 2014/2015 INDEPENDENT AUDITOR'S ANNUAL FINANCIAL AUDIT REPORT

=====

BACKGROUND

Education Code 41020 states the Governing Board of each school district must provide an annual audit of all funds under the jurisdiction and control of the District.

Education Code 41020 further requires that not later than December 15 of each year, a copy of the annual audit report for the prior year be filed with the County Superintendent of Schools, the State Department of Education, and the State Controller's Office.

By January 31 of each year, the Board of Education must review the annual audit for the prior year at a public meeting. The Annual Audit Report has been provided under separate cover.

A representative from Vavrinek, Trine, Day & Co., LLP, will present the audit report and answer questions at the Board meeting.

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 Independent Auditor's Annual Financial Audit Report.

FISCAL IMPACT

None.

WMJ:SHC:LP:wc

EDUCATIONAL SERVICES

Chino Valley Unified School District

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Jeanette Chien, Ed.D., Asst. Superintendent, Educational Services

SUBJECT: **SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS
WILLIAMS SETTLEMENT 2014/2015 ANNUAL REPORT**

=====

BACKGROUND

California Education Code 1240 requires that the San Bernardino County Superintendent of Schools staff continues to regularly monitor and report on the status of all Williams monitored schools in the county (currently decile 1-3 schools based on the 2012 Academic Performance Index) to ensure compliance with the Williams Legislation. Attached is a copy of the Williams Annual Report for Chino Valley Unified School District as well as countywide findings by supervisorial district based on the 2014/2015 school year visitation findings. Valenzuela monitoring was also completed in 2014/2015, and applicable findings are included in this report.

According to Section 1240(c)(2)(B), the annual report shall be submitted to the governing board of each school district, the county board of education, as well as the county board of supervisors at a regularly scheduled meeting held in accordance with public notification requirements.

Consideration of this item supports the goals identified within the District's Strategic Plan.

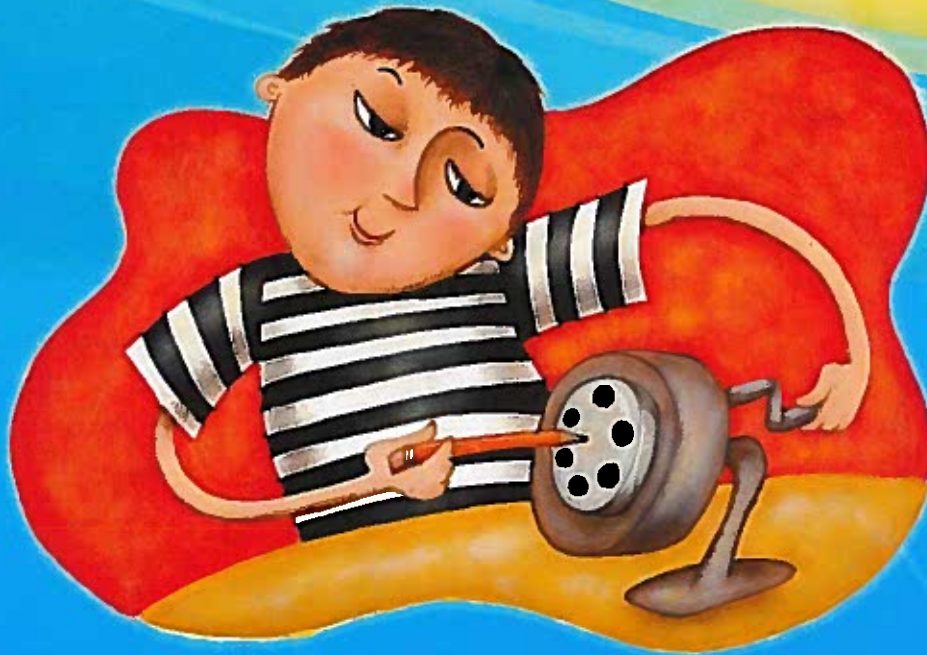
RECOMMENDATION

It is recommended the Board of Education receive for information the San Bernardino County Superintendent of Schools Williams Settlement 2014/2015 Annual Report.

FISCAL IMPACT

None.

WMJ:JC:lmc



Williams Settlement
2014/2015 Annual Report
for
Chino Valley Unified School District

November 2015

**Chino Valley Unified School District
2014/2015 Williams Annual Report**

School	Total Enrollment	Decile 1-3 Rank	Total "Good Repair" Facility Deficiencies		Outstanding "Good Repair" Facility Deficiencies		Remedied "Emergency Repair" Facility Deficiencies		Outstanding "Emergency Repair" Facility Deficiencies		Instructional Materials Insufficiencies		Teacher Misassignments		Inaccurate School Accountability Report Cards	
			Total	Deficiencies	Total	Deficiencies	Total	Deficiencies	Total	Deficiencies	Total	Deficiencies	Total	Deficiencies	Total	Deficiencies
Borba (Anna A.) Elementary	592	3	4	0	4	0	1	0	1	0	0	0	0	0	0	0
Chino High	2,369	3	6	0	6	0	0	0	0	0	0	0	0	0	0	0
Dickson (Doris) Elementary	667	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Marshall (E.J.) Elementary	484	3	23	0	23	0	0	0	0	0	0	0	0	0	0	0
Ramona Junior High	579	3	8	2	6	1	1	0	1	0	0	0	0	0	0	0
Walnut Avenue Elementary	721	2	4	0	4	0	0	0	0	0	0	0	0	0	0	0
Subtotals	5,412		45	2	43	2	2	0	2	0	0	0	0	0	0	0

Chino Valley Unified School District
Valenzuela Settlement Monitoring
2014/2015 Districtwide Student Notice and Service Data Summary

District	Non Pass Count	Notified Count	Elected Count	Served Count	Services Provided										ELA Passed	Math Passed
					Diagnostic Assessment	Individual Inst.	Group Inst.	Eng. Lang. Inst.	Test Taking Skills	Academic Counseling	Technology Based Inst.	Outside Entity	Other Service			
Class of 2013	N/A	N/A	N/A	N/A	-	-	-	-	-	-	-	-	-	N/A	N/A	
Subtotals	N/A	N/A	N/A	N/A										N/A	N/A	

San Bernardino County Superintendent of Schools
Williams Settlement Annual Report by Supervisory District
2014/2015 School Year

School District	Total Enrollment	Total Schools	Deciles 1-3 Schools	Total "Good Repair" Facility Deficiencies	Remedied "Good Repair" Facility Deficiencies	Outstanding "Good Repair" Facility Deficiencies	Total "Emergency Repair" Facility Deficiencies	Remedied "Emergency Repair" Facility Deficiencies	Outstanding "Emergency Repair" Facility Deficiencies	Instructional Materials Insufficiencies	Teacher Misassignments	Inaccurate School Accountability Report Cards
1st Supervisory District												
Adelanto Elementary	10,378	18	7	77	40	37	0	0	0	0	23	0
Apple Valley Unified	14,401	15	2	23	21	2	0	0	0	0	0	0
Hesperia Unified	23,735	31	7	48	25	23	0	0	0	0	0	0
Needles Unified	835	4	3	7	5	2	0	0	0	0	0	0
Snowline Joint Unified	7,826	12	2	32	3	29	0	0	0	0	0	0
Victor Elementary	12,181	18	7	30	16	14	0	0	0	0	0	0
Victor Valley Union High	13,889	11	5	73	38	35	1	0	1	0	2	0
2nd Supervisory District												
Cucamonga	2,517	4	1	2	0	2	0	0	0	0	0	0
Fontana Unified	39,470	44	17	93	23	70	6	2	4	0	0	0
3rd Supervisory District												
Barstow Unified	5,920	13	3	17	0	17	0	0	0	0	0	0
Colton Joint Unified	23,322	29	11	149	105	44	0	0	0	0	0	0
Lucerne Valley Unified	2,921	6	3	8	7	1	0	0	0	0	0	0
Morongo Unified	9,439	18	3	23	4	19	0	0	0	0	0	0
Redlands Unified	21,326	28	1	0	0	0	0	0	0	0	0	0
San Bernardino City Unified	53,365	87	43	381	290	91	11	1	10	0	8	0
Yucaipa-Calimesa Joint Unified	9,779	15	2	16	0	16	0	0	0	0	0	0
4th Supervisory District												
Chino Valley Unified	29,937	36	6	45	2	43	2	0	2	0	0	0
Ontario-Montclair	22,521	33	16	42	14	28	0	0	0	0	0	0
5th Supervisory District												
Colton Joint Unified	23,322	29	11	149	105	44	0	0	0	0	0	0
Fontana Unified	39,470	44	17	93	23	70	6	2	4	0	0	0
Rialto Unified	26,225	30	11	42	30	12	0	0	0	0	0	0
San Bernardino City Unified	53,365	87	43	381	290	91	11	1	10	0	8	0
County Totals	329,987	452	150	1,108	623	485	20	3	17	0	33	0

Refer to *Williams Glossary of Terms*

San Bernardino County Superintendent of Schools
Valenzuela Legislation - District Student Notice and Service Data Summary by Supervisorial District
2014/2015 School Year - Class of 2013

School District	Services Provided															
	Non Pass Count	Notified Count	Elected Count	Served Count	Diagnostic Assessment	Individual Inst.	Group Inst.	Eng. Lang. Inst.	Test Taking Skills	Academic Counseling	Technology Based Inst.	Outside Entity	Other Service	ELA Passed	Math Passed	
1st Supervisorial District																
Apple Valley Unified	N/A	N/A	N/A	N/A	-	-	-	-	-	-	-	-	-	N/A	N/A	
Needles Unified	7	7	0	0	-	-	-	-	-	✓	✓	-	-	0	0	
Victor Valley Union High	N/A	N/A	N/A	N/A	-	-	-	-	-	-	-	-	-	N/A	N/A	
2nd Supervisorial District																
Fontana Unified	14	13	10	14	✓	-	✓	✓	✓	-	✓	-	✓	0	0	
3rd Supervisorial District																
Barstow Unified	23	23	3	3	-	✓	✓	✓	-	✓	-	-	-	1	0	
Colton Joint Unified	90	90	90	90	✓	✓	✓	✓	✓	✓	✓	-	✓	25	24	
San Bernardino City Unified	127	127	71	71	✓	✓	✓	✓	✓	✓	✓	-	-	12	10	
4th Supervisorial District																
Chino Valley Unified	N/A	N/A	N/A	N/A	-	-	-	-	-	-	-	-	-	N/A	N/A	
5th Supervisorial District																
Colton Joint Unified	90	90	90	90	✓	✓	✓	✓	✓	✓	✓	-	✓	25	24	
Fontana Unified	14	13	10	14	✓	-	✓	✓	✓	-	✓	-	✓	0	0	
San Bernardino City Unified	127	127	71	71	✓	✓	✓	✓	✓	✓	✓	-	-	12	10	
Subtotals																
	261	260	174	178										38	34	

Refer to *Valenzuela* Glossary of Terms

Williams Glossary of Terms

Academic Performance Index (API) – The API summarizes a school's or a local educational agency's (LEA) academic performance and progress on statewide assessments. Simply put, the API is calculated by converting a student's performance on a statewide assessment into points on the API scale. These points are then averaged across all students and all tests and the result is a school's API.

Deciles – State ranking of schools (determined by a school's Academic Performance Index [API]) rated one through ten (lowest to highest). Education Code requiring the API ranking of schools was repealed in 2013. As of 2014, ranks are no longer being produced.

Decile 1-3 Schools – Schools ranked in deciles 1-3 rank in the bottom 30 percent of all schools. *Williams* Settlement county monitoring applies to schools ranked in deciles one, two, and three currently determined by the 2012 Base Academic Performance Index. Decile 1-3 schools are monitored for: (1) sufficiency of instructional materials; (2) clean, safe and functional facilities; (3) accuracy of data reported on the School Accountability Report Card (SARC); and (4) teacher misassignments and vacancies.

Emergency Repair – Structures or systems of a facility are in a condition that poses an emergency or urgent threat to the health and safety of pupils or staff.

Good Repair – Good repair is defined to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional. Good repair status is determined by a school facility inspection and evaluation instrument (known as the *Facilities Inspection Tool* [FIT]) developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria.

Inaccurate School Accountability Report Card (SARC) – SARCs with outstanding inaccuracies or missing information pertaining to the quality, currency and availability of sufficient textbooks and/or instructional materials and the safety, cleanliness and adequacy of school facilities. These areas are reviewed in accordance with the state's data definitions and the previous year's *Williams* visit findings. *All California public schools must annually provide SARCs-specific information about themselves to the community allowing the public to evaluate and compare schools for student achievement, environment, resources, and demographics.*

Instructional Materials Insufficiencies – The number of insufficiencies identified in the four core subject areas (English language arts, mathematics, science, and history-social science) at each school during the *Williams* site visits that were not corrected by the eighth week of school. Sufficient textbooks or instructional materials means, "each pupil, including English Learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home."

Williams Settlement – The American Civil Liberties Union filed *Williams v. California* on behalf of the plaintiffs (nearly 100 students from San Francisco County) as a class action lawsuit against the State of California and its educational agencies. The basis of the lawsuit was that public school agencies failed to provide public school students with equal access to instructional materials, safe and clean school facilities, and qualified teachers. The issues of equity for disadvantaged and minority students, particularly in large and urban school districts, were the crux of the case.

The *Williams* Lawsuit Settlement was reached and enacted into law in August 2004. County superintendents must annually review and report on deciles 1-3 schools (currently based on the 2012 Base Academic Performance Index) for the following:

- **Instructional Materials**—All students, including English Learners, must have sufficient access to standards-aligned instructional materials or textbooks in all core subject areas for use in class and at home.
- **Facilities**—All schools must be safe, clean, and in good repair.
- **Teacher Credentialing and Assignment**—All schools must have teachers that are appropriately certificated for their specific teaching assignment, including English Language Learner authorization.
- **Public Reporting**—All schools must include information on the sufficiency of instructional materials, repair of school facilities, and teacher misassignments and vacancies in their School Accountability Report Card (SARC). Additionally, all schools must post a notice in each classroom informing parents and guardians of their right to file a Uniform Complaint regarding instructional materials sufficiency, facilities repair, and teacher vacancy or misassignments.

Note: All schools, regardless of decile ranking, must adhere to Williams requirements.

Valenzuela Glossary of Terms

✓ – An intensive instruction service that the district identified as provided for eligible students.

– – An intensive instruction service that the district did not identify as provided for eligible students.

Academic Counseling – An intensive instruction service provided to students who have not passed one or both sections of the California High School Exit Examination (CAHSEE). Students meet individually with a counselor to discuss their academic difficulties and implementation strategies in order to pass the CAHSEE.

California High School Exit Examination (CAHSEE) – Prior to the statutory suspension of this requirement in October 2015, students were required to pass this examination prior to receiving a high school diploma.

Diagnostic Assessment – A tool used to identify the area in which intensive instruction and services are necessary for the student to pass the English/language arts and/or mathematics section of the CAHSEE.

ELA Passed – The number of students that passed the English/language arts section of the CAHSEE after receiving intensive instruction services.

Elected Count – The number of students that elected to receive intensive instruction services for two consecutive academic years or until passage of the CAHSEE, whichever came first.

English Language Instruction – An intensive instruction service provided to English learners who have not passed one or both sections of the CAHSEE. English language development is provided to English learners to assist the student in passing the CAHSEE.

Intensive Instruction Services – A method of instruction used to assist a student in passing the CAHSEE. Examples of intensive instruction include the following: individual instruction, group instruction, English language instruction, test taking skills, academic counseling, technology-based instruction, instruction provided by an outside entity or other services. The number of students that utilized each type of instruction is documented in each column.

Math Passed – The number of students that passed the mathematics section of the CAHSEE after receiving intensive instruction services.

N/A – The district reported that they were not providing a CAHSEE Intensive Instruction Services program for post grade 12 students in accordance with statute; therefore, there are no findings to report.

HUMAN RESOURCES

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park, Ed.D., Assistant Superintendent, Human Resources
Beverly Beemer, Director, Technology
Lea Fellows, Director, Human Resources
Richard Rideout, Director, Human Resources

**SUBJECT: REVISION OF BOARD POLICY AND REVIEW OF
ADMINISTRATIVE REGULATION 4040 PERSONNEL –
EMPLOYEE USE OF TECHNOLOGY**

=====

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 4040 Personnel – Employee Use of Technology is being revised to delete outdated section on use of cell phone or mobile communications device. Administrative Regulation 4040 Personnel – Employee Use of Technology has been reviewed and 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 and review of Administrative Regulation 4040 Personnel – Employee Use of Technology.

FISCAL IMPACT

None.

WMJ:GP:BB:LF:RR:jaf

EMPLOYEE USE OF TECHNOLOGY

The Board of Education recognizes that technological resources can enhance employee performance by offering EFFECTIVE tools to assist in providing a quality instructional program; facilitating communications with parents/guardians, students, and the community; supporting District and school operations; and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

(cf. 0440 - District Technology Plan)
(cf. 1100 - Communication with the public)
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-sponsored social media)
(cf. 4032 - Reasonable Accommodation)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Employees shall be responsible for the appropriate use of technology and shall use District technology resources primarily for purposes related to their employment.

(cf. 0410 - Nondiscrimination in District programs and activities)
(cf. 4119.11 - Sexual Harassment)
(cf. 4119.21/4219.21/4319.21 - Professional standards)
(cf. 4119.23 - Unauthorized Release of confidential/privileged information)
(cf. 4119.25 - Political Activities of Employees)
(cf. 5125 - Student records)
(cf. 5125.1 - Release of directory information)
(cf. 6162.6 - Use of copyrighted materials)
(cf. 6163.4 - Student use of technology)

DISTRICT TECHNOLOGY INCLUDES, BUT IS NOT LIMITED TO, COMPUTERS, THE DISTRICT'S COMPUTER NETWORK INCLUDING SERVERS AND WIRELESS COMPUTER NETWORKING TECHNOLOGY (WI-FI), THE INTERNET, EMAIL, USB DRIVES, WIRELESS ACCESS POINTS (ROUTERS), TABLET COMPUTERS, SMARTPHONES AND SMART DEVICES, TELEPHONES, CELLULAR TELEPHONES, PERSONAL DIGITAL ASSISTANT, PAGERS, MP3 PLAYERS, WEARABLE TECHNOLOGY, ANY WIRELESS COMMUNICATION DEVICE INCLUDING EMERGENCY RADIOS, AND/OR FUTURE TECHNOLOGICAL INNOVATIONS, WHETHER ACCESSED ON OR OFF SITE OR THROUGH DISTRICT-OWNED EQUIPMENT OR DEVICES.

EMPLOYEES SHALL NOT USE DISTRICT TECHNOLOGY TO ACCESS, POST, SUBMIT, PUBLISH, OR DISPLAY HARMFUL OR INAPPROPRIATE MATTER THAT IS THREATENING, OBSCENE, DISRUPTIVE, SEXUALLY EXPLICIT, OR UNETHICAL OR

EMPLOYEE USE OF TECHNOLOGY (cont.)

THAT PROMOTES ANY ACTIVITY PROHIBITED BY LAW, BOARD POLICY, OR ADMINISTRATIVE REGULATIONS.

HARMFUL MATTER INCLUDES MATTER, TAKEN AS A WHOLE, WHICH TO THE AVERAGE PERSON, APPLYING CONTEMPORARY STATEWIDE STANDARDS, APPEALS TO THE PRURIENT INTEREST AND IS MATTER WHICH DEPICTS OR DESCRIBES, IN A PATENTLY OFFENSIVE WAY, SEXUAL CONDUCT AND WHICH LACKS SERIOUS LITERARY, ARTISTIC, POLITICAL, OR SCIENTIFIC VALUE FOR MINORS. (PENAL CODE 313)

Employees shall be notified that computer files and electronic communications, including e-mail and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

~~Online Internet Services~~

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that PROTECTS AGAINST ~~prevents~~ access to visual depictions that are obscene, ~~or~~ child pornography, OR HARMFUL TO MINORS and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

To ensure proper use the Superintendent or designee may monitor DISTRICT TECHNOLOGY ~~usage of technological resources~~, including the accessing of e-mail, stored files and the Internet.

Monitoring may occur at any time without advance notice or consent AND FOR ANY REASON ALLOWED BY LAW. When passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

The Superintendent or designee shall establish administrative regulations and an acceptable use agreement which outline employee obligations and responsibilities related to the use of District technology. The Superintendent or designee also may establish guidelines and limits on the use of technology resources. Inappropriate use shall result in a cancellation of the employee's user privileges, disciplinary action and/or legal action in accordance with law, Board policy and administrative regulation.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Suspension/Demotion/or Dismissal)

EMPLOYEE USE OF TECHNOLOGY (cont.)

The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees who use the District's technological resources. Employees shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

Use of Cellular Phone or WIRELESS COMMUNICATION DEVICE ~~Mobile Communications Device~~

An employee shall not use a cellular phone or other WIRELESS COMMUNICATION ~~mobile communications~~ device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a CELLULAR phone or WIRELESS COMMUNICATION ~~mobile communications~~ device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

Legal Reference:

EDUCATION CODE

52295.10-52295.55 Implementation of Enhancing Education Through technology grant program

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

VEHICLE CODE

23123 Wireless telephones in vehicles

23123.5 Mobile communication devices; text messaging while driving

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 20

6751-6777 ENHANCING Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

UNITED STATES CODE, TITLE 20

67551-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

COURT DECISIONS

City of Ontario v. Quon et al. (2010) 000 U.S. 08-1332

EMPLOYEE USE OF TECHNOLOGY (cont.)

Management Resources

Websites

California School Board Association: www.csba.org

American Library Association: www.ala.org

California Department of Education: www.cde.ca.gov

Federal Communications commission: www.fcc.gov

U.S. Department of Education: www.ed.gov

Chino Valley Unified School District

Policy adopted: September 4, 1997

Revised: July 18, 2002

Revised: September 18, 2003

Revised: July 14, 2011

REVISED:

EMPLOYEE USE OF TECHNOLOGY**Online/Internet Services: User Obligations and Responsibilities**

Employees are authorized to use District equipment to access the Internet or online services in accordance with Board policy, the District's Acceptable Use Agreement, and the user obligations and responsibilities specified below.

1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information, network passwords, home addresses, and telephone numbers private. Employees shall use the system only under their own account and password.
2. Employees shall use the system safely, responsibly and primarily for work related purposes

(cf. 6162.7 - Use of Technology in Instruction)

3. Employees shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4119.11/42198.11/4319.11 - Sexual Harassment)

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors. (Penal Code 313)

4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy or administrative regulations
5. Employees shall not use the system to engage in commercial or other for profit activities without permission of the Superintendent or designee.
6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

(cf. 6162.6 – Use of Copyrighted Materials)

EMPLOYEE USE OF TECHNOLOGY (cont.)

7. Employees shall not attempt to interfere with other user's ability to send or receive e-mail, nor shall they attempt to read, delete, copy, modify or forge other users' e-mail.
8. Employees shall not develop any classroom or work related websites, blogs, forums, or similar online communications representing the District or using district equipment or resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for District online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the District is not responsible for the content of the messages. The District retains the right to delete material on any such online communications.
9. Users shall report any security problem or misuse of the services to the Superintendent or designee.
10. No employee shall disclose their password for accessing any District system to any student.
11. Employees are prohibited from the use of personal e-mail accounts and personal electronic devices (such as cell phones) for electronic communication with students, parents, and other employees.

Chino Valley Unified School District

Regulation approved: September 4, 1997

Revised: July 18, 2002

Revised: September 18, 2003

Revised: June 30, 2011

REVIEWED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park, Ed.D., Assistant Superintendent, Human Resources
Lea Fellows, Director, Human Resources
Richard Rideout, Director, Human Resources

**SUBJECT: REVISION OF ADMINISTRATIVE REGULATION 4112.23
PERSONNEL – SPECIAL EDUCATION STAFF**

=====

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. Administrative Regulation 4112.23 Personnel – Special Education Staff is being revised to update credentials and authorizations available from the Commission on Teacher Credentialing. This regulation adds materials related to the emergency permit, internship permit and short-term permit, waivers, professional development and induction programs.

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 Administrative Regulation 4112.23 Personnel – Special Education Staff.

FISCAL IMPACT

None.

WMJ:GP:LE:RR:jaf

SPECIAL EDUCATION STAFF

Qualifications/Assignment of Special Education Teachers

Any teacher assigned to serve students with disabilities shall possess an appropriate credential or other authorization ISSUED BY THE COMMISSION ON TEACHER CREDENTIALING (CTC) that specifically authorizes him/her to teach students with the primary disability within the program placement recommended in the students' Individualized Education Program (IEP). (5 CCR 80046.1-80048.9.4)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

Special education teachers who teach core academic subjects shall possess the qualifications required by the No Child Left Behind Act. (5 CCR 6100-6126; 20 USC 1401, 6319, 7801; 34 CFR 200.55-200.57, 300.18)

THE DISTRICT MAY EMPLOY A PERSON WITH AN APPROPRIATE DISTRICT INTERN CREDENTIAL TO PROVIDE CLASSROOM INSTRUCTION TO STUDENTS WITH DISABILITIES, PROVIDED HE/SHE HAS MET THE SUBJECT MATTER REQUIREMENT SPECIFIED IN EDUCATION CODE 44325 AND RECEIVES GUIDANCE, SUPERVISION, AND PROFESSIONAL DEVELOPMENT THROUGH AN ESTABLISHED DISTRICT INTERN PROGRAM. (EDUCATION CODE 44325, 44326, 44830.3)

(cf. 4112.21 - District Interns)

The Superintendent or designee may request that THE ~~Commission on Teacher Credentialing~~ CTC to issue a special education limited assignment teaching permit WHICH to authorizeS a qualified special education teacher, with his/her written consent, to serve outside the specialty area of his/her credential. ~~In so doing, the District shall submit a declaration of need for fully qualified educators that satisfies the requirements of 5 CCR 80026.~~ If the teacher has not yet obtained permanent status, the Superintendent or designee shall assign one or more experienced educators in the special education subject area(s) of the permit, who have at least three years of full-time teaching experience in each of the subject area(s) of the permit, to provide guidance and assistance to the permit holder. (5 CCR 80026, 80027.1)

AS NEEDED, THE DISTRICT MAY APPLY TO THE CTC FOR AN EMERGENCY PERMIT FOR RESOURCE SPECIALIST SERVICES PURSUANT TO 5 CCR 80023.2 AND 80024.31.

SPECIAL EDUCATION STAFF (cont.)

WHEN REQUESTING EITHER A LIMITED ASSIGNMENT TEACHING PERMIT OR AN EMERGENCY RESOURCE SPECIALIST PERMIT, THE SUPERINTENDENT OR DESIGNEE SHALL SUBMIT A DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS THAT SATISFIES THE REQUIREMENTS OF 5 CCR 80026 AND HAS BEEN APPROVED BY THE BOARD AT A REGULARLY SCHEDULED BOARD MEETING. (5 CCR 80026)

IF THERE IS A NEED TO IMMEDIATELY FILL A CLASSROOM VACANCY OR A SUITABLE CREDENTIALLED TEACHER CANNOT BE FOUND AFTER A DILIGENT SEARCH, THE SUPERINTENDENT OR DESIGNEE MAY, AS APPROPRIATE, APPLY TO THE CTC FOR A SHORT-TERM STAFF PERMIT PURSUANT TO 5 CCR 80021, A PROVISIONAL INTERNSHIP PERMIT PURSUANT TO 5 CCR 80021.1, OR, AS A LAST RESORT, A CREDENTIAL WAIVER.

INDIVIDUALS PROVIDING RELATED SERVICES TO STUDENTS WITH DISABILITIES, INCLUDING DEVELOPMENTAL, CORRECTIVE, AND OTHER SUPPORTIVE AND RELATED SERVICES, SHALL MEET THE APPLICABLE QUALIFICATIONS SPECIFIED IN 5 CCR 3051-3051.24. (5 CCR 3051; 34 CFR 300.34, 300.156)

(cf. 3312 - Contracts)

THE SUPERINTENDENT OR DESIGNEE SHALL PROVIDE ONGOING PROFESSIONAL DEVELOPMENT AS NEEDED TO ASSIST SPECIAL EDUCATION STAFF IN UPDATING AND IMPROVING THEIR KNOWLEDGE AND SKILLS.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

WHENEVER A CANDIDATE FOR A CLEAR EDUCATION SPECIALIST CREDENTIAL IS EMPLOYED BY THE DISTRICT, THE SUPERINTENDENT OR DESIGNEE SHALL, WITHIN 60 DAYS OF EMPLOYMENT, COLLABORATE WITH THE CANDIDATE AND, AS APPLICABLE, WITH THE COLLEGE OR UNIVERSITY TO DEVELOP AN INDIVIDUALIZED INDUCTION PLAN INCLUDING SUPPORTED INDUCTION AND JOB-RELATED COURSE OF ADVANCED PREPARATION. (5 CCR 80048.8.1)

~~The District may employ a person with an appropriate District internship credential to provide classroom instruction to students with disabilities, provided he/she has met the subject matter requirement specified in Education Code 44325 and receives guidance, supervision, and professional development through an established District internship program. (Education Code 44325, 44326, 44830.3)~~

SPECIAL EDUCATION STAFF (cont.)

RESOURCE SPECIALISTS

~~The DUTIES OF District shall employ certificated resource specialists to provide services for students with disabilities which shall include, but are not be limited to: (Education Code 56362; 5 CCR 80070.5)~~

1. ~~Providing instruction and services to students whose needs have been identified in an IEP and who are assigned to regular classroom teachers for a majority of the school day~~

~~A student shall not be enrolled in a resource specialist program for a majority of a school day without approval by the student's IEP team.~~

2. CONDUCTING EDUCATIONAL ASSESSMENTS

3. ~~Providing information and assistance to students with disabilities and their parents/guardians~~
4. ~~Providing consultation, resource information, and material regarding students with disabilities to STAFF MEMBERS IN THE REGULAR EDUCATION PROGRAM AND THE STUDENTS' PARENTS/GUARDIANS their parents/guardians and regular education staff members~~
5. ~~Coordinating special education services with the regular school programs for each student with disabilities enrolled in the resource specialist program~~
6. ~~Monitoring student progress on a regular basis, participating in the review and revision of IEPs as appropriate, and referring students who do not demonstrate APPROPRIATE sufficient progress to the IEP team~~

7. ~~PROVIDING SERVICES FOR At the secondary STUDENTS THAT school level, emphasizing academic achievement, career and vocational development, and preparation for adult life Resource specialists shall not simultaneously be assigned to serve as resource specialists and to teach regular classes. (Education Code 56362)~~

~~ANY STUDENT WHO RECEIVES RESOURCE SPECIALIST SERVICES SHALL BE ASSIGNED TO REGULAR CLASSROOM TEACHER(S) FOR A MAJORITY OF THE SCHOOL DAY, UNLESS HIS/HER IEP TEAM APPROVES ENROLLMENT IN THE RESOURCE SPECIALIST PROGRAM FOR A MAJORITY OF THE SCHOOL DAY. (EDUCATION CODE 56362; 5 CCR 80070.5)~~

SPECIAL EDUCATION STAFF (cont.)

RESOURCE SPECIALISTS SHALL NOT SIMULTANEOUSLY BE ASSIGNED TO SERVE AS RESOURCE SPECIALISTS AND TO TEACH REGULAR CLASSES. (EDUCATION CODE 56362)

The resource specialist program shall be under the direction of a resource specialist who possesses the qualifications specified in Education Code 56362. and 5 CCR 80070.8. (Education Code 56362)

CASELOADS

The Superintendent or designee shall ensure that caseloads for special education teachers are within the maximum caseloads established by law, THE collective bargaining agreement, and/or the comprehensive plan of the Special Education Local Plan Area (SELPA) in which the District participates.

(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 1312.3 - Uniform Complaint Procedures)

No resource specialist shall have a caseload which exceeds 28 students. As necessary and with the agreement of the resource specialist, the Board may request a waiver from the State Board of Education to increase the caseload to no more than 32 students, provided that an individual resource specialist does not have a caseload exceeding 28 students for more than two school years and has the assistance of an instructional aide at least five hours daily during the period of the waiver. (Education Code 56362, 56362.1; 5 CCR 3100)

(cf. 1431 - Waivers)

The average caseload for language, speech, and hearing specialists shall not exceed 55 cases, unless otherwise specified and reasons stated in the SELPA plan. The maximum caseload for speech and language specialists exclusively serving preschool children with disabilities age 3-5 years shall not exceed 40. (Education Code 56363.3, 56441.7)

Legal Reference:

EDUCATION CODE

8264.8 Staffing ratios

44250-44279 Credentials, especially:

44256 Credential types, specialist instruction

44258.9 Assignment monitoring

44265-44265.9 Special education credential

44325-44328 District interns

SPECIAL EDUCATION STAFF (cont.)

44830.3 District interns, supervision and professional development
56000-56865 Special education, especially:
56195.8 Adoption of policies
56361 Program options
56362-56362.5 Resource specialist program
56363.3 Maximum caseload; language, speech, and hearing specialists
56440-56441.7 – Programs for individuals between the ages of three and five years; caseloads

CODE OF REGULATIONS, TITLE 5

3051.1- 3051.24 Staff qualifications to provide related services to students with disabilities
3100 Waivers of maximum caseload for resource specialists
6100-6126 Teacher qualifications, No Child Left Behind Act
80021 Short-term staff permit
80021.1 Provisional internship permit
80023.2 Emergency permits
80025.4 Substitute teaching, special education
80026 Declaration of need for fully qualified educators
80027.1 Special education limited assignment teaching permit
80046.1 Adapted physical education specialist
80046.5 Credential holders authorized to serve students with disabilities
80047-80047.9 Credentials to provide instructional services to student with disabilities
80048-80048.9.4 Credential requirements and authorizations
80070.1-80070.6 Resource specialists

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act, especially:
1401 Definition of highly qualified special education teacher
6319 Highly qualified teachers
7801 Definitions, highly qualified teacher

CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 Highly qualified teachers
300.8 Definition of autism
300.18 Highly qualified special education teachers
300.34 Related services
300.156 Special education personnel requirements

Management Resources

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Special Education Teaching and Services Credentials, Added Authorizations in Special Education, and Limited Assignment Permits for California Prepared Teachers: Frequently Asked Questions, May 26, 2014
Education Specialist Teaching and Other Related Services Credential Program Standards, 2012

WEBSITES

California Association of Resource Specialists and Special Education Teachers: www.carsplus.org
California Department of Education, Special Education: www.cde.ca.gov/sp/se
California Speech-Language-Hearing Association: www.csha.org
Commission on Teacher Credentialing: www.ctc.ca.gov
National Association of Special Education Teachers: www.naset.org

Chino Valley Unified School District

Regulation approved: October 21, 2010

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

DATE: January 7, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park, Ed.D., Assistant Superintendent, Human Resources
Lea Fellows, Director, Human Resources
Richard Rideout, Director, Human Resources

**SUBJECT: REVISION OF ADMINISTRATIVE REGULATION 4119.11, 4219.11,
AND 4319.11 PERSONNEL - SEXUAL HARASSMENT**

=====

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. Administrative Regulation 4119.11, 4219.11, and 4319.11 Personnel – Sexual Harassment is being revised to clarify that this AR is mandated pursuant to state law and reflects new law AB 2053, 2014.

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 Administrative Regulation 4119.11, 4219.11, and 4319.11 Personnel – Sexual Harassment.

FISCAL IMPACT

None.

WMJ:GP:LF:RR:jaf

SEXUAL HARASSMENT

Definitions

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; GOVERNMENT CODE 12940; 5 CCR 4916)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment or educational decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment. REGARDLESS OF WHETHER OR NOT THE ALLEGED HARASSER WAS MOTIVATED BY SEXUAL DESIRE, the conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working or educational environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the District.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects

SEXUAL HARASSMENT (cont.)

3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

~~Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the District's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.~~

Training

THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT ALL EMPLOYEES RECEIVE TRAINING REGARDING THE DISTRICT'S SEXUAL HARASSMENT POLICIES WHEN HIRED AND PERIODICALLY THEREAFTER. SUCH TRAINING SHALL INCLUDE THE PROCEDURES FOR REPORTING AND/OR FILING COMPLAINTS INVOLVING AN EMPLOYEE, EMPLOYEES' DUTY TO USE THE DISTRICT'S COMPLAINT PROCEDURES, AND EMPLOYEE OBLIGATIONS WHEN A SEXUAL HARASSMENT REPORT INVOLVING A STUDENT IS MADE TO THE EMPLOYEE.

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 5145.7 - Sexual Harassment)

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All SUCH newly hired or promoted ~~supervisory~~ employees shall receive training within six months of their assumption of the NEW ~~supervisory~~ position. (Government Code 12950.1)

A SUPERVISORY EMPLOYEE IS ANY EMPLOYEE WITH THE AUTHORITY TO HIRE, TRANSFER, SUSPEND, LAY OFF, PROMOTE, DISCHARGE, ASSIGN, REWARD, OR DISCIPLINE OTHER EMPLOYEES, OR TO EFFECTIVELY RECOMMEND SUCH ACTION.

THE DISTRICT'S SEXUAL HARASSMENT TRAINING AND EDUCATION PROGRAM FOR SUPERVISORY EMPLOYEES SHALL INCLUDE THE PROVISION OF: (GOVERNMENT CODE 12950.1; 2 CCR 11023)

SEXUAL HARASSMENT (cont.)

1. INFORMATION AND PRACTICAL GUIDANCE REGARDING FEDERAL AND STATE LAWS ON THE PROHIBITION AGAINST AND THE PREVENTION AND CORRECTION OF SEXUAL HARASSMENT, AND THE REMEDIES AVAILABLE TO THE VICTIMS OF SEXUAL HARASSMENT IN EMPLOYMENT
2. PRACTICAL EXAMPLES AIMED AT INSTRUCTING SUPERVISORS IN THE PREVENTION OF HARASSMENT, DISCRIMINATION, AND RETALIATION
3. A COMPONENT ON THE PREVENTION OF ABUSIVE CONDUCT THAT ADDRESSES THE USE OF DEROGATORY REMARKS, INSULTS, OR EPITHETS, OTHER VERBAL OR PHYSICAL CONDUCT THAT A REASONABLE PERSON WOULD FIND THREATENING, INTIMIDATING, OR HUMILIATING, AND THE GRATUITOUS SABOTAGE OR UNDERMINING OF A PERSON'S WORK PERFORMANCE
4. ALL OTHER CONTENTS OF MANDATED TRAINING SPECIFIED IN 2 CCR 11023

THE SUPERINTENDENT OR DESIGNEE SHALL RETAIN FOR AT LEAST TWO YEARS THE RECORDS OF ANY TRAINING PROVIDED TO SUPERVISORY EMPLOYEES. SUCH RECORDS SHALL INCLUDE THE NAMES OF TRAINED EMPLOYEES, DATE OF THE TRAINING, THE TYPE OF TRAINING, AND THE NAME OF THE TRAINING PROVIDER. (2 CCR 11023)

~~The District's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR 7288.0 and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1; 2 CCR 7288.0)~~

~~In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the District's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the District's complaint procedures.~~

Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

SEXUAL HARASSMENT (cont.)

1. Be displayed in a prominent location in the main administrative building, District office, or other area of the school where notices of District rules, regulations, procedures, and standards of conduct are posted
2. Be provided to EVERY DISTRICT EMPLOYEE ~~each faculty member, all members of the administrative staff, and all members of the support staff~~ at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Appear in any school or District publication that sets forth the school's or District's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of District information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The District's complaint process available to the employee
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

AR 4119.11(e)
4219.11
4319.11

SEXUAL HARASSMENT (cont.)

In addition, the District shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)

Chino Valley Unified School District

Regulation approved: November 16, 1995

Revised: March 23, 2000

Revised: November 3, 2011

REVISED: