



**CHINO VALLEY**  
UNIFIED SCHOOL DISTRICT

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

# BOARD OF EDUCATION AGENDA

**April 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

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5130 Riverside Drive. Chino. California 91710  
[www.chino.k12.ca.us](http://www.chino.k12.ca.us)

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**Woodcrest Junior High School – Multi Purpose Room**  
**2725 S. Campus Avenue, Ontario, CA 91761**  
**4:30 p.m. – Closed Session • 7:00 p.m. – Regular Meeting**  
**April 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 – 4:30 P.M.**

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

**Discussion and possible action:**

- a. Conference with Legal Counsel – Anticipated Litigation (Government Code 54954.5 (c) and 54956.9 (d)(2): One possible case (Chidester, Margaret A. & Associates) (30 minutes)
- b. Conference with Legal Counsel–Existing Litigation (Government Code 54954.4(c) and 54956.9)(d)(1): Federal District Court, Case No. EDCV 14-2336-JGB (DTBx) Freedom from Religion Foundation vs. Chino Valley Unified School District Board of Education (Tyler & Bursch, LLP) (15 minutes)
- c. Student Expulsion Matters (Education Code 35146, 48918 (c) & (j): Cases 15/16-17; 15/16-20; 15/16-21; 15/16-23; and 15/16-24. (45 minutes)
- d. 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)
- e. Public Employee Discipline/Dismissal/Release (Government Code 54957): (15 minutes)
- f. Public Employee Appointment (Government Code 54957): Coordinator of Special Education, and Coordinator of Information Services (10 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

The proceedings of this meeting are being recorded.

**I.C. PRESENTATIONS**

- 1. Student Showcase: Country Springs ES
- 2. Chino HS: Erika Aguila, CIF Central Division 150lb. Wrestling Champ
- 3. Ayala HS: Basketball, CIF Southern Section 3AA
- 4. Don Lugo HS: Joe Marcos, Athletic Director
- 5. Adult School
- 6. HOPE Resource Center

**I.D. COMMENTS FROM STUDENT REPRESENTATIVE**

**I.E. COMMENTS FROM EMPLOYEE REPRESENTATIVES**

**I.F. COMMENTS FROM COMMUNITY LIAISONS**

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

**I.H. CHANGES AND DELETIONS**

<b>II. ACTION</b>
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**II.A. HUMAN RESOURCES**

**II.A.1. Resolution 2015/2016-56 Notice of Layoff of Certain Classified Staff Pursuant to Education Code 45117 and 45298**

Page 7

Recommend the Board of Education adopt Resolution 2015/2016-56 Notice of Layoff of Certain Classified Staff pursuant to Education Code 45117 and 45298.

Motion \_\_\_ Second \_\_\_  
Preferential Vote: \_\_\_  
Vote: Yes \_\_\_ No \_\_\_

**II.A.2. Resolution 2015/2016-57 Notice of Layoff and Elimination of Certain Child Development Permit Staff**

Page 9

Recommend the Board of Education adopt Resolution 2015/2016-57 Notice of Layoff and Elimination of Certain Child Development Permit Staff.

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 Regular Meeting of March 17, 2016, and Special Meeting of March 23, 2016**  
Page 11

Recommend the Board of Education approve the minutes of the regular meeting of March 17, 2016, and special meeting of March 23, 2016.

**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. Legal Services**

Page 26 Recommend the Board of Education approve payment for legal services to the law offices of Atkinson, Andelson, Loya, Ruud & Romo; and Chidester, Margaret A. & Associates.

**III.C. EDUCATIONAL SERVICES**

**III.C.1. Student Expulsion Cases 15/16-17, 15/16-20, 15/16-21, 15/16-23, and 15/16-24**  
Page 27

Recommend the Board of Education approve the student expulsion cases 15/16-17, 15/16-20, 15/16-21, 15/16-23, and 15/16-24.

**III.C.2. School-Sponsored Trips**

Page 28 Recommend the Board of Education approve the following school-sponsored trips: Canyon Hills JHS; Ayala HS; Chino HS; Chino Hills HS; and Don Lugo HS.

**III.C.3. Revision of Board Policy 0460 Philosophy, Goals, Objectives, and Comprehensive Plans—Local Control and Accountability Plan**  
Page 30

Recommend the Board of Education approve the revision of Board Policy 0460 Philosophy, Goals, Objectives, and Comprehensive Plans—Local Control and Accountability Plan.

**III.C.4. Revision of Board Policy 5141.6 Students—School Health Services**  
Page 36 Recommend the Board of Education approve the revision of Board Policy 5141.6 Students—School Health Services.

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

**III.D.1. Purchase Order Register**  
Page 42 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

**III.D.2. Agreements for Contractor/Consultant Services**  
Page 43 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

**III.D.3. Surplus/Obsolete Property**  
Page 45 Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.

**III.E. HUMAN RESOURCES**

**III.E.1. Certificated/Classified Personnel Items**  
Page 48 Recommend the Board of Education approve/ratify the certificated/classified personnel items.

**III.E.2. Revision of Board Policy 4121 Personnel—Temporary/Substitute Personnel**  
Page 58 Recommend the Board of Education approve the revision of Board Policy 4121 Personnel—Temporary/Substitute Personnel.

<b>IV INFORMATION</b>
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**IV.A. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**

**IV.A.1. Revision of Board Policy and Administrative Regulation 6200 Instruction—Adult Education**  
Page 65 Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 6200 Instruction—Adult Education.

**V. COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

**VI. ADJOURNMENT**

Date posted: April 1, 2016  
Prepared by: Patricia Kaylor, Administrative Secretary, Board of Education

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** April 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: RESOLUTION 2015/2016-56 NOTICE OF LAYOFF OF CERTAIN CLASSIFIED STAFF PURSUANT TO EDUCATION CODE 45117 AND 45298**

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**BACKGROUND**

The First Five funding for the Grant Support Specialist and Instructional Aide/Childhood Education, positions within the Family Literacy Program, expire on June 30, 2016. Chino Valley Unified School District has determined that it is necessary to discontinue certain classified services for the 2016/2017 school year due to a lack of funds. This requires the elimination of 1.125 full time equivalent positions.

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2015/2016-56 Notice of Layoff of Certain Classified Staff pursuant to Education Code 45117 and 45298.

**FISCAL IMPACT**

\$53,090.00 annual savings to the restricted programs/other funds.

WMJ:GP:LF:RR:jaf

**Chino Valley Unified School District  
Resolution 2015/2016-56  
Notice of Layoff of Certain Classified Staff Pursuant to  
Education Code 45117 and 45298**

**WHEREAS**, due to lack of funds or lack of work, the Board of Education of the Chino Valley Unified School District hereby finds that it is in the best interest of the District to eliminate existing classified positions to the following extent:

**POSITIONS ELIMINATED**

- |    |     |     |  |      |     |
|----|-----|-----|--|------|-----|
| 1. | One | (1) | Instructional Aide/Childhood Education | .625 | FTE |
| 2. | One | (1) | Grant Support Specialist               | .5   | FTE |

**NOW THEREFORE BE IT RESOLVED** by the Board as follows:

1. The classified positions specified herein above be eliminated by layoff pursuant to the District rules and regulations and applicable provisions of the California Education Code.
2. The said elimination by layoff become effective sixty (60) calendar days following service of notice of layoff on the affected employees, subject to any negotiations to the extent required by law.
3. Pursuant to Education Code 45117, the Superintendent or his designee is directed to give notices of layoff to the affected classified employees.
4. Pursuant to Education Code 45298, the affected classified employees laid off, pursuant to this resolution shall be eligible for reemployment.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 7<sup>th</sup> day of April 2016 by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

I, Wayne M. Joseph, Secretary of the Board of Education of the Chino Valley Unified School District, certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Board at a regular meeting as stated.

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Wayne M. Joseph, Superintendent  
Secretary, Board of Education



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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**DATE:** April 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: RESOLUTION 2015/2016-57 NOTICE OF LAYOFF AND  
ELIMINATION OF CERTAIN CHILD DEVELOPMENT PERMIT  
STAFF**

=====

**BACKGROUND**

The First Five funding for the Childhood Development Teacher, a position within the Family Literacy Program, expires on June 30, 2016. Chino Valley Unified School District has determined that it is necessary to discontinue certain child development permit staff for the 2016/2017 school year due to a lack of funds. This requires the elimination of 1.0 full time equivalent position.

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2015/2016-57 Notice of Layoff and Elimination of Certain Child Development Permit Staff.

**FISCAL IMPACT**

\$56,927.00 annual savings to the restricted programs/other funds.

WMJ:GP:LF:RR:jaf

**Chino Valley Unified School District  
Resolution 2015/2016-57  
Notice of Layoff and Elimination of Certain  
Child Development Permit Staff**

**WHEREAS** due to lack of funds or lack of work, this Board hereby finds that it is in the best interest of this District to reduce and/or eliminate existing positions to the following extent:

1. One (1) Child Development Teacher 1.0 FTE

**NOW THEREFORE BE IT RESOLVED** by the Board as follows:

1. The Child Development position specified herein above be reduced by layoff pursuant to the District rules and regulations and applicable provisions of the California Education Code.
2. That said reduction or elimination by layoff become effective July 1, 2016, following service of notice of layoff on the affected employee, subject to any negotiations to the extent required by law.
3. That the Superintendent or his designee is directed to give notice of layoff to the affected employee.
4. That pursuant to Education Code 8366, the affected Child Development Permit employee laid off, or reduced in hours, pursuant to this resolution shall be eligible for reemployment.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 7<sup>th</sup> day of April 2016 by the following votes:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAINED: \_\_\_\_\_

I, Wayne M. Joseph, Secretary of the Board of Education of the Chino Valley Unified School District, certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Board at a regular meeting as stated.

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Wayne M. Joseph, Superintendent  
Secretary, Board of Education

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**March 17, 2016**

**MINUTES**

<b>I. OPENING BUSINESS</b>
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**I.A. CALL TO ORDER – 5:30 P.M.**

1. Roll Call

President Cruz called to order the regular meeting of the Board of Education, Thursday, March 17, 2016, at 5:30 p.m. with Blair, Cruz, Feix, Na, and Orozco present.

Administrative Personnel

Wayne M. Joseph, Superintendent

Norm Enfield, Ed.D., Deputy Superintendent

Sandra H. Chen, Assistant Superintendent, Business Services

Jeanette Chien, Ed.D., Asst. Superintendent, Educational Services (absent)

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

President Cruz adjourned to closed session at 5:30 p.m. regarding conference with legal counsel existing litigation; student discipline; 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

President Cruz reconvened the regular meeting of the Board of Education at 7:08 p.m. The Board met in closed session from 5:30 p.m. to 6:57 p.m. regarding conference with legal counsel existing litigation; student discipline; conference with legal labor negotiators, A.C.T. and CSEA; and public employee discipline/dismissal/release. By a unanimous vote of 5-0, with Feix, Blair, Na, Orozco and Cruz voting yes, the Board took action to release temporary certificated employee 25549 immediately pursuant to Education Code section 44954.

2. Pledge of Allegiance

Wyatt Summerford, Eagle Canyon ES student, led the Pledge of Allegiance.

**I.C. PRESENTATIONS**

1. Student Showcase: Eagle Canyon ES

Eagle Canyon ES students performed skits with poems.

**I.D. COMMENTS FROM STUDENT REPRESENTATIVE**

Shweta Shaw extended Saint Patrick Day wishes; said it is important for students to grasp the concept of Common Core and practice it every day; said she enjoyed seeing Eagle Canyon students wearing UCLA t-shirts during their presentation; spoke about Ayala HS's Every 15 Minutes event; spoke about Ayala HS's Sadie's Dance; commended all student performances and applauded the talented students of the District.

**I.E. COMMENTS FROM EMPLOYEE REPRESENTATIVES**

Todd Hancock, A.C.T. President, extended Saint Patrick Day wishes; spoke about the A.C.T.'s upcoming Common Core Summit; quoted Riva McIntyre regarding succeeding in life; spoke about the check presented at the last Board meeting representing the dollar value that teachers volunteer off the clock; spoke about the four Cs; spoke about the shortage of teachers; and said that the A.C.T. is not in favor of the certification for OPA.

Denise Arroyo, CSEA President, thanked the District for supporting CSEA staff attendance at its para-educator conference; and said CSEA is not in support of OPA.

**I.F. COMMENTS FROM COMMUNITY LIAISONS**

Mike Kreeger, Fire Board, expressed thanks for the meetings orderly conduct; spoke about the Every 15 Minutes event at Ayala HS; and encouraged everyone to exercise caution and safety during the Easter break.

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

None.

**I.H. CHANGES AND DELETIONS**

None.

**II. ACTION****II.A. ADMINISTRATION****II.A.1. Oxford Preparatory Academy Renewal Charter School Petition**

Maria Gonzales and Diana Boudreaux addressed the Board in support in favor of the recommendation to deny renewal; Andrew Crowe, Greta Proctor, Barbara Black, Jared McLeod, William Sanchez, Julie Collier, Peter Patel, Darren Evans, Alberto Diaz, Amelia Flores, Glenn Chapel, Andrea Roberts, Gisele Leon, Katie Saller, Caitlen Manthorne, and MK Gottbrecht addressed the Board opposed to the recommendation to deny renewal. Moved (Blair) seconded (Feix), and by a roll call vote with Blair, Feix, Na, Orozco, and Cruz voting 'yes,' (5-0), the Board voted to unanimously adopt Resolution No. 2015/2016-55 Adopting the Findings regarding the Oxford Preparatory Academy Renewal Charter School Petition pursuant to Education Code section 47605(b). Student representative voted 'no'.

President Cruz called a recess from 8:35 p.m. to 8:43 p.m.

**II.B. BUSINESS SERVICES****II.B.1. 2015/2016 Second Interim Financial Report**

Moved (Feix) seconded (Blair) carried unanimously (5-0) to approve the 2015/2016 Second 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. Student representative voted yes.

**III. CONSENT**

Moved (Blair) seconded (Feix) carried unanimously (5-0) to approve the consent items.

**III.A. ADMINISTRATION****III.A.1. Minutes of the Regular Meeting of March 3, 2016, and Special Meeting of March 7, 2016**

Approved the minutes of the regular meeting of March 3, 2016, and special meeting of March 7, 2016.

**III.B. BUSINESS SERVICES**

**III.B.1. Warrant Register**

Approved/ratified the warrant register.

**III.B.2. Fundraising Activities**

Approved/ratified the fundraising activities.

**III.B.3. Donations**

Accepted the donations.

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

**III.C.1. Revision of Board Policy 6146.1 Instruction—High School Graduation Requirements**

Approved the revision of Board Policy 6146.1 Instruction—High School Graduation Requirements.

**III.C.2. New Course Integrated Mathematics 3 Honors**

Approved the new course Integrated Mathematics 3 Honors.

**III.C.3. Cal Aero K-8 2016/2017 Intersession Program**

Approved the Cal Aero K-8 2016/2017 Intersession Program.

**III.D. EDUCATIONAL SERVICES**

**III.D.1. Student Expulsion Case 15/16-18**

Approved the student expulsion case 15/16-18.

**III.D.2. School-Sponsored Trips**

Approved the following school-sponsored trips: Country Springs ES; Briggs K-8; Townsend JHS; Ayala HS; Chino HS; Chino Hills HS; and Don Lugo HS.

**III.D.3. New Board Policy 5111.1 Students—District Residency**

Approved the new Board Policy 5111.1 Students—District Residency.

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

**III.E.1. Purchase Order Register**

Approved/ratified the purchase order register.

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

Approved/ratified the Agreements for Contractor/Consultant Services.

**III.E.3. Surplus/Obsolete Property**

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

**III.E.4. Notice of Completion for CUPCCAA Projects**

Approved the Notice of Completion for CUPCCAA Projects.

**III.E.5. 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.F. HUMAN RESOURCES**

**III.F.1. Certificated/Classified Personnel Items**

Approved/ratified the certificated/classified personnel items.

**III.F.2. Revision of Board Policy 4119.11, 4219.11, 4319.11 All Personnel—Sexual Harassment**

Approved the revision of Board Policy 4119.11, 4219.11, 4319.11 All Personnel—Sexual Harassment.

<b>IV INFORMATION</b>
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**IV.A. EDUCATIONAL SERVICES**

**IV.A.1. Revision of Board Policy and new Administrative Regulation 0460 Philosophy, Goals, Objectives, and Comprehensive Plans—Local Control and Accountability Plan**

Received for information the revision of Board Policy and new Administrative Regulation 0460 Philosophy, Goals, Objectives, and Comprehensive Plans—Local Control and Accountability Plan.

**IV.A.2. Revision of Board Policy and Administrative Regulation 5141.6 Students—School Health Services**

Received for information the revision of Board Policy and Administrative Regulation 5141.6 Students—School Health Services.

**IV.B. HUMAN RESOURCES**

**IV.B.1. Revision of Board Policy 4121 Personnel—Temporary/Substitute Personnel**

Received for information the revision of Board Policy 4121 Personnel—Temporary/Substitute Personnel.

**V. COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

Irene Hernandez made no comments.

James Na made no comments.

Pamela Feix made no comments.

Sylvia Orozco made no comments.

Superintendent Joseph said the third round of Facilities Master Plan Update meetings are underway; said College Bound Night for all Chino Valley Unified School District juniors and their parents is scheduled for March 21 from 6:00 p.m. to 8:00 p.m. in the large gym at Chino Hills HS; congratulated Chino Valley Adult School on its recent three-year accreditation from the Western Association of Schools and Colleges; and announced that Board meetings are now available on the District website and thanked Mrs. Blair for her persistence, and Justin Tirabasso, Technology Department, for making it happen.

President Cruz made no comments.

**VI. ADJOURNMENT**

President Cruz adjourned the regular meeting of the Board of Education at 8:52 p.m.

\_\_\_\_\_  
Andrew Cruz, President

\_\_\_\_\_  
Pamela Feix, Clerk

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



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**SPECIAL CLOSED SESSION MEETING OF THE BOARD OF EDUCATION**  
**March 23, 2016**

**MINUTES**

<b>I. OPENING BUSINESS</b>
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**I.A. CALL TO ORDER – 5:45 P.M.**

1. Roll Call  
President Cruz called to order the special meeting of the Board of Education, Wednesday, March 23, 2016, at 5:45 p.m. with Blair, Cruz, Feix, Na, and Orozco present.

Administrative Personnel  
Wayne M. Joseph, Superintendent

2. Pledge of Allegiance  
President Cruz led the Pledge of Allegiance.

3. Public Comment on Closed Session  
None.

**I.B. CLOSED SESSION**

President Cruz adjourned to closed session at 5:45 p.m. regarding public employee evaluation: Superintendent.

**I.C. RECONVENE TO OPEN MEETING**

1. Report Closed Session Action  
President Cruz reconvened the special meeting of the Board of Education at 7:30 p.m. The Board met in closed session from 5:45 p.m. to 7:30 p.m. regarding public employee evaluation: Superintendent. No action was taken that required public disclosure.

<b>II. ADJOURNMENT</b>
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President Cruz adjourned the special meeting of the Board of Education at 7:30 p.m.

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Andrew Cruz, President

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Pamela Feix, Clerk

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** April 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**

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**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**

\$4,429,686.22 to all District funding sources.

WMJ:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** April 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**  
**April 7, 2016**

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<b><u>Chaparral ES</u></b>		
PTO	Quakes Game Night Ticket Sale	4/8/16 - 6/30/16
<b><u>Oak Ridge ES</u></b>		
PTA	Walk-A-thon	4/22/16
PTA	Spirit Night at the Habit	5/10/16
PTA	Art Fair Donation Drive	5/11/16
PTA	Spring Basket Donation Drive	5/11/16
<b><u>Rolling Ridge ES</u></b>		
PTA	Mother/Son Event	5/14/16
<b><u>Ramona JHS</u></b>		
ASB - General	Spirit Day at Yogurtland	4/21/16
ASB - General	Chili's Family Night Out	5/16/16
<b><u>Townsend JHS</u></b>		
Music Boosters	Parent Social at Chino Hills Brewing Company	5/19/16
<b><u>Ayala HS</u></b>		
Choral Boosters	Cooler Bag Sale	4/26/16 - 5/6/16
Choral Boosters	Yogurtland Family Night Out	5/3/16
<b><u>Chino Hills HS</u></b>		
Football Boosters	Football Camp	4/8/16 - 4/27/16
Track and Field	Donation Drive	4/8/16 - 4/30/16
Academic Decathlon	Donation Drive	4/8/16 - 5/6/16
Philanthropy Club	Henna Art Booth	4/12/16 - 4/14/16
Philanthropy Club	Pacific Fish Grill Family Night Out	4/13/16
AVID	Active Sock Sale	4/13/16
PTSA	After School Kona Ice Sale	4/20/16 & 5/18/16
Aquatics Committee	Chino Hills Aquatics Invitational Snack Bar	4/22/16 - 4/23/16

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**April 7, 2016**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Chino Hills HS</u></b> (cont.)		
Football Boosters	Youth Football Camp	4/30/16
Aquatics Committee	Boys & Girls Summer Scrimmage League	6/11/16 - 7/28/16
Aquatics Committee	Summer Youth Swim Camp	6/20/16 - 7/7/16
Aquatics Committee	Summer Youth Water Polo Camp	6/20/16 - 7/7/16
Cross Country	Donation Drive	6/27/16 - 8/12/16
<b><u>Don Lugo HS</u></b>		
Sports Boosters	Pieology Family Night Outs	4/8/16 - 4/11/16
ASB - Leadership	Newspaper Subscription Sale	5/1/16 - 5/15/16

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** April 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**

=====

**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**  
**April 7, 2017**

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<b><u>HOPE Center</u></b>		
Manufactured Housing Educational Trust	Cash	\$750.00
<b><u>Purchasing Department</u></b>		
HON	892 Task Chairs	\$178,400.00
<b><u>Country Springs ES</u></b>		
Country Springs PFA	Cash	\$4,574.34
<b><u>Dickson ES</u></b>		
Target	Cash	\$196.52
Scholastic Inc.	Cash	\$500.00
<b><u>Eagle Canyon ES</u></b>		
Rowan Anderson	25 Library Books	\$100.00
<b><u>Glenmeade ES</u></b>		
Kevin Butscher	HP Tablet	\$100.00
Glenmeade PTA	Cash	\$500.00
<b><u>Liberty ES</u></b>		
Target	Cash	\$567.25
<b><u>Oak Ridge ES</u></b>		
Enriquez Bolivar	Cash	\$20.00
Mrs. Encarnacion	Cash	\$20.00
Timothy Mulqueen	Cash	\$20.00
Mrs. Ng	Cash	\$20.00
Lauren Ramos	Cash	\$20.00
Mrs. Rivera	Cash	\$20.00

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**April 7, 2017**

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<b><u>Oak Ridge ES</u></b> (cont.)		
Oak Ridge PTA	Cash	\$507.42
Target	Cash	\$941.27
Oak Ridge PTA	Cash	\$2,494.41
<b><u>Rolling Ridge ES</u></b>		
Wells Fargo	Cash	\$75.00
Barnes & Noble	Cash	\$335.90
<b><u>Walnut ES</u></b>		
Target	Cash	\$166.38
<b><u>Cal Aero K-8</u></b>		
Wells Fargo	Cash	\$55.00
<b><u>Canyon Hills JHS</u></b>		
Target	Cash	\$214.84
<b><u>Ayala HS</u></b>		
Bottling Group, LLC	Cash	\$95.07
<b><u>Chino HS</u></b>		
Edison International	Cash	\$300.00
Schools First	Cash	\$500.00
Target	Cash	\$1,218.54
<b><u>Chino Hills HS</u></b>		
Your Cause	Cash	\$2.00
Verizon Foundation	Cash	\$750.00
Pacific Life Foundation	Cash	\$3,000.00



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**April 7, 2017**

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<b><u>Don Lugo HS</u></b>		
Charles Flexser & Vivian Burke	Cash	\$25.00
Yolanda Morales	Cash	\$50.00
Ananta Mukerji & Kumkum Mukherjee	Cash	\$50.00
Patricia Sturchio	Cash	\$50.00
Luis Gomez	Cash	\$100.00
Mike & Melissa Restovich	Cash	\$100.00
JMR Custom Finish Inc.	Cash	\$100.00
Jerry & Candy Reyes	Cash	\$100.00
Livier Santana	Cash	\$100.00
Kathie Spaun	Cash	\$100.00
Gerald & Jane Stowell	Cash	\$100.00
Dorothe Voll	Cash	\$100.00
Zoe Williams	Cash	\$100.00
Michael & Connie Weeks	Cash	\$100.00
DAL Sports Boosters	Cash	\$150.00
John & Yolanda Beasley	Cash	\$200.00
Leo Glaab	Cash	\$200.00
BluePrint Interactive, LLC	Cash	\$250.00
National Little League of Chino	Cash	\$300.00
Thomas & Valerie Arellano	Cash	\$400.00
Patrick O'Brien	Cash	\$1,000.00

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

**DATE:** April 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: LEGAL SERVICES**

=====

**BACKGROUND**

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

FIRM	MONTH	INVOICE AMOUNTS	2015/2016 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	February 2016	\$ 21,869.13	\$ 108,280.96
Chidester, Margaret A. & Associates	January 2016	\$ 62,197.03	\$ 183,026.72
Parker & Covert LLP	-	-	\$ 416.50
	<b>Total</b>	\$ 84,066.16	\$ 291,724.18

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

**RECOMMENDATION**

It is recommended the Board of Education approve payment for legal services to the law offices of Atkinson, Andelson, Loya, Ruud & Romo; and Chidester, Margaret A. & Associates.

**FISCAL IMPACT**

\$84,066.16 to the General Fund.

WMJ:SHC:LP:wc

**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** April 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: STUDENT EXPULSION CASES 15/16-17, 15/16-20, 15/16-21,  
15/16-23, AND 15/16-24**

=====

**BACKGROUND**

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

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

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

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

**RECOMMENDATION**

Based upon the recommendation of the Expulsion Hearing Administrative Panel, it is recommended the Board of Education approve the student expulsion cases 15/16-17, 15/16-20, 15/16-21, 15/16-23, and 15/16-24.

**FISCAL IMPACT**

None.

WMJ:JC:SJ:lmc

**Chino Valley Unified School District**

**Our Motto:**

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Humility • Civility • Service

**DATE:** April 7, 2016  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Jeanette Chien, Ed.D., Asst. Superintendent, Educational Services  
**SUBJECT: SCHOOL-SPONSORED TRIPS**

=====

**BACKGROUND**

The Board of Education recognizes that school-sponsored trips are an important component of a student’s development and supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the District’s course of study or school related social, educational, cultural, athletic, school band activities, or other extracurricular or cocurricular activities. Resources will be identified and established at the school site to assist economically disadvantaged students in obtaining funding for field trips and, in some cases, student travel.

Field trips that require overnight stay or are in excess of 250 miles (one way) require board 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 following school-sponsored trips:

<b>School-Sponsored Trips</b>	<b>Date</b>	<b>Fiscal Impact</b>
Site: Canyon Hills JHS Event: 2016 VEX World Robotics Competition Place: Louisville, KY Chaperone Ratio: 10 students/9 chaperones	April 20-23, 2016	Cost: \$2,312.00 per student Funding Source: District
Site: Ayala HS Event: State CIF Finals – Boys Basketball Place: Sacramento, CA Chaperone Ratio: 15 students/5 chaperones	March 23-25, 2016	Cost: \$550.00 per student Funding Source: District

<b>School-Sponsored Trips</b>	<b>Date</b>	<b>Fiscal Impact</b>
Site: Ayala HS Event: State CIF Finals – Spirit Leaders for Boys Basketball Place: Sacramento, CA Chaperone Ratio: 30 students/4 chaperones	March 24-25, 2016	Cost: \$75.00 per student Funding Source: Parents
Site: Ayala HS Event: State Leadership Conference – FBLA Place: Ontario, CA Chaperone Ratio: 35 students/5 chaperones	April 14-17, 2016	Cost: \$240.00 per student Funding Source: Parents
Site: Ayala HS Event: 2016 Reno Jazz Festival Place: Reno, NV Chaperone Ratio: 34 students/4 chaperones	April 28-May 1, 2016	Cost: \$500.00 per student Funding Source: Parents
Site: Chino HS Event: Travel Club Educational Tour Place: Charleston, MA; New York, NY; Washington DC; East Coast Chaperone Ratio: 12 students/2 chaperones	March 25-April 1, 2017	Cost: \$2,400.00 per student Funding Source: Parents
Site: Chino HS Event: FHA - Hero State Leadership Meeting Place: Riverside, CA Chaperone Ratio: 12 students/2 chaperones	April 16-19, 2016	Cost: \$469.00 per student Funding Source: Parents
Site: Chino Hills HS Event: WGI Championships – Drumline Place: Dayton, OH Chaperone Ratio: 45 students/9 chaperones	April 12-17, 2016	Cost: \$1,036.00 per student Funding Source: Parents
Site: Chino Hills HS Event: State CIF Finals – Boys Basketball Place: Sacramento, CA Chaperone Ratio: 51 students/19 chaperones	March 23-25, 2016	Cost: \$550.00 per student Funding Source: District
Site: Don Lugo HS Event: National Journalism Convention Place: Los Angeles, CA Chaperone Ratio: 12 students/2 chaperones	April 14-16, 2016	Cost: \$295.00 per student Funding Source: Parents

## **FISCAL IMPACT**

None.

WMJ:JC:Imc

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

**DATE:** April 7, 2016  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Jeanette Chien, Ed.D., Asst. Superintendent, Educational Services  
**SUBJECT:** **REVISION OF BOARD POLICY 0460 PHILOSOPHY, GOALS, OBJECTIVES, AND COMPREHENSIVE PLANS – LOCAL CONTROL AND ACCOUNTABILITY PLAN**

=====

**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 0460 Philosophy, Goals, Objectives, and Comprehensive Plans – Local Control and Accountability Plan is being updated to reflect new Title 5 Regulations which (1) present a template for the local control and accountability plan (LCAP); (2) define and give examples of the means by which districts may consult with students when developing the LCAP; (3) address the composition of the parent advisory committee and English learner parent advisory committee; and (4) require the County Superintendent of Schools to review district descriptions, if any, of districtwide or schoolwide services provided with local control funding formula (LCFF) supplemental or concentration funds. This agenda item was presented to the Board of Education on March 17, 2016, 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 0460 Philosophy, Goals, Objectives, and Comprehensive Plans – Local Control and Accountability Plan.

**FISCAL IMPACT**

None.

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN**

The Board of Education desires to ensure the most effective use of available state funding to improve outcomes for all students. A community-based, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions aligned with ~~state and local priorities~~ and to facilitate continuous improvement of District practices.

(cf. 0000 - Concepts and Roles)  
(cf. 0200 - Goals for the School District)

The Board shall adopt a districtwide Local Control and Accountability Plan (LCAP); ~~FOLLOWING using the template provided IN 5 CCR 15497.5, by the State Board of Education, which addresses the state priorities specified in Education Code 52060 AND ANY LOCAL PRIORITIES ADOPTED BY THE BOARD. The LCAP shall be UPDATED ON OR BEFORE JULY 1 OF EACH YEAR AND, LIKE THE DISTRICT BUDGET, SHALL COVER THE NEXT FISCAL YEAR AND SUBSEQUENT TWO FISCAL YEARS effective for three years and shall be updated on or before July 1 of each year. (Education Code 52060) In addition, the LCAP shall address any local priorities adopted by the Board.~~

(cf. 3100 - Budget)

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" and other underperforming students.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth and are counted only once for purposes of the local control funding formula. (Education Code 42238.02)

(cf. 3553 - Free and Reduced Price Meals)  
(cf. 6173.1 - Education for Foster Youth)  
(cf. 6174 - Education for English Language Learners)

~~THE LCAP SHALL ALSO BE ALIGNED WITH To minimize duplication of effort and provide clear direction for program implementation, the LCAP and other district and school plans shall be aligned to the extent possible IN ORDER TO MINIMIZE DUPLICATON OF EFFORT AND PROVIDE CLEAR DIRECTION FOR PROGRAM IMPLEMENTATION.~~

(cf. 0400 - Comprehensive Plans)  
(cf. 0440 - District Technology Plan)  
(cf. 0450 - Comprehensive Safety Plan)  
(cf. 5030 - Student Wellness)  
(cf. 6171 - Title I Programs)  
(cf. 7110 - Facilities Master Plan)

**LOCAL CONTROL AND ACCOUNTABILITY PLAN (cont.)**

The Superintendent or designee shall review the Single Plan for Student Achievement (SPSA) submitted by each District school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP or the annual update are consistent with strategies included in the SPSA. (Education Code 52062)

(cf. 0420 - School Plans/Site Councils)

Any complaint that the District has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

**Plan Development**

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the numbers of students in various student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Superintendent or designee shall consult with teachers, principals, administrators, other school personnel, and employee bargaining units, parents/guardians, and students in developing the LCAP. CONSULTATION WITH STUDENTS SHALL ENABLE UNDUPLICATED STUDENTS AND OTHER NUMERICALLY SIGNIFICANT STUDENT SUBGROUPS TO REVIEW AND COMMENT ON LCAP DEVELOPMENT AND MAY INCLUDE SURVEYS OF STUDENTS, STUDENT FORUMS, STUDENT ADVISORY COMMITTEES, AND/OR MEETINGS WITH STUDENT GOVERNMENT BODIES OR OTHER GROUPS REPRESENTING STUDENTS. (Education Code 52060; 5 CCR 15495) (Education Code 52060)

(cf. 1220 - Citizen Advisory Committees)

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 6020 - Parent Involvement)

**Public Review and Input**

The Board shall establish ~~the following committee(s) to review and comment on the LCAP: (Education Code 52063)~~ a parent advisory committee TO REVIEW AND COMMENT ON THE LCAP. THE COMMITTEE SHALL BE COMPRISED OF A MAJORITY OF PARENTS/GUARDIANS AND SHALL include at least one parent/guardian of AN unduplicated student as defined above. (Education Code 52063; 5 CCR 15495)



**LOCAL CONTROL AND ACCOUNTABILITY PLAN (cont.)**

WHENEVER DISTRICT ENROLLMENT INCLUDES AT LEAST 15 PERCENT ENGLISH LEARNERS WITH ~~An English Learner parent advisory committee whenever district enrollment includes at least 15 percent English Learners and~~ at least 50 students who are English Learners, THE BOARD SHALL ESTABLISH AN ENGLISH LEARNER PARENT ADVISORY COMMITTEE COMPOSED OF A MAJORITY OF PARENTS/GUARDIANS OF ENGLISH LEARNERS. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP ~~or the annual update~~ to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP ~~or the annual update to the LCAP~~. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP ~~or the annual update~~ shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

(cf. 5145.6 - Parental Notifications)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP ~~or the annual update~~. The public hearing shall be held at the same meeting as the public BUDGET hearing required PURSUANT TO ~~prior to the adoption of the District budget in accordance with~~ Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

(cf. 9320 - Meetings and Notices)

**Adoption of the Plan**

THE BOARD SHALL ADOPT THE LCAP prior to adopting the District budget, but at the same public meeting ~~the Board shall adopt the LCAP or the annual update~~. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

**LOCAL CONTROL AND ACCOUNTABILITY PLAN (cont.)****Submission of Plan to County Superintendent of Schools**

Not later than five days after adoption of the LCAP ~~or the annual update to the LCAP~~, the Board shall file the LCAP ~~or the annual update~~ with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP ~~or the annual update~~, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

**Monitoring Progress**

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by him/her and the Board, regarding the District's progress toward attaining each goal identified in the LCAP. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

(cf. 0500 - Accountability)

**Technical Assistance/Intervention**

When it is in the best interest of the District, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in the identification of District strengths and weaknesses in regard to state priorities and review of effective, evidence-based programs that apply to the District's goals.
2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups.
3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074.

In the event that the County Superintendent requires the District to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

**LOCAL CONTROL AND ACCOUNTABILITY PLAN (cont.)**

If the Superintendent of Public Instruction (SPI) identifies the District as needing intervention pursuant to Education Code 52072, the District shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the District's LCAP.
2. Revision of the District's budget in accordance with changes in the LCAP.
3. A determination to stay or rescind any District action that would prevent the District from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement.

**Legal Reference:****EDUCATION CODE**

17002 State School Building Lease-Purchase Law, including definition of good repair

41020 Audits

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning pilot program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

60811.3 Assessment of language development

64001 Single plan for student achievement

99300-99301 Early Assessment Program

**UNITED STATES CODE, TITLE 20**

6312 Local educational agency plan

6826 Title III funds, local plans

**Management Resources:****CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS**

Impact of Local Control Funding Formula on Board Policies, November 2013

Local Control Funding Formula 2013, Governance Brief, August 2013

State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

California School Accounting Manual

**WEBSITES**

California School Boards Association: [www.csba.org](http://www.csba.org)

California Department of Education: [www.cde.ca.gov](http://www.cde.ca.gov)

**Chino Valley Unified School District**

Policy adopted: August 7, 2014

REVISED:

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

**DATE:** April 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 5141.6 STUDENTS – SCHOOL HEALTH SERVICES**

=====

**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 5141.6 Students – School Health Services is being updated to reflect legal requirement to provide service for substance abuse, and to submit an annual report as a condition of continued participation as a Medi-Cal provider. This agenda item was presented to the Board of Education on March 17, 2016, 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 5141.6 Students – School Health Services.

**FISCAL IMPACT**

None.

WMJ:JC:LM:imc

## SCHOOL HEALTH SERVICES

The Board of Education recognizes that good physical and mental health is critical to a student's ability to learn and believes that all students should have access to comprehensive health services. The District may provide access to health services at or near district schools through the establishment of a school health center and/or mobile van(s) that serve multiple campuses.

The Board and the Superintendent or designee shall collaborate with local and state agencies and health care providers to assess the health needs of students in district schools and the community. Based on THE RESULTS, this needs assessment and the availability of resources, the Superintendent or designee shall recommend for Board approval the types of health services to be provided by the District.

- (cf. 5131.6 - Alcohol and Other Drugs)
- (cf. 5131.61 - Drug Testing)
- (cf. 5131.62 - Tobacco)
- (cf. 5131.63 - Steroids)
- (cf. 5141 - Health Care and Emergencies)
- (cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
- (cf. 5141.22 - Infectious Diseases)
- (cf. 5141.23 - Asthma Management)
- (cf. 5141.24 - Specialized Health Care Services)
- (cf. 5141.26 - Tuberculosis Testing)
- (cf. 5141.3 - Health Examinations)
- (cf. 5141.31 - Immunizations)
- (cf. 5141.32 - Health Screening for School Entry)
- (cf. 5141.33 - Head Lice)
- (cf. 5141.4 - Child Abuse Prevention and Reporting)
- (cf. 5141.52 - Suicide Prevention)
- (cf. 6145.2 - Athletic Competition)
- (cf. 6159 - Individualized Education Program)
- (cf. 6164.6 - Identification and Education under Section 504)

~~The Board may employ or contract with health care professionals or partner with community health centers to provide the services under the terms of a written contract or memorandum of understanding.~~

~~(cf. 3312 - Contracts)~~

Board approval shall be required for any proposed use of district resources and facilities to support school health services. The Superintendent or designee shall identify funding opportunities available through grant programs, private foundations, and partnerships with local agencies and organizations.

- (cf. 1260 - Educational Foundation)
- (cf. 1330.1 - Joint Use Agreement)
- (cf. 3100 - Budget)
- (cf. 7000 - Facilities Master Plan)

**SCHOOL HEALTH SERVICES (cont.)**

The Superintendent or designee shall coordinate the provision of school health services with other student wellness initiatives, including health education, ~~programs that address~~ nutrition and physical fitness PROGRAMS, and other activities designed to create a healthy school environment. The Superintendent or designee shall encourage joint planning and regular communications among health services staff, district administrators, teachers, counselors, other staff, and parents/guardians.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Counseling/Guidance Services)

**Consent and Confidentiality**

The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929, HEALTH & SAFETY CODE 124260, or other applicable laws.

The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

(cf. 5125 - Student Records)

**Payment/Reimbursement for Services**

The Board desires that costs not be a barrier to student access to services. Services may be provided free of charge or on a sliding scale in accordance with law.

The Superintendent or designee shall establish procedures for billing public and private insurance programs and other applicable programs for reimbursement of services as appropriate.

(cf. 5143 - Insurance)

The District shall serve as a Medi-Cal provider to the extent feasible, comply with all related legal requirements, and seek reimbursement of costs to the extent allowed by law.

**SCHOOL HEALTH SERVICES (cont.)**

To further encourage student access to health care services, the Superintendent or designee shall develop and implement ~~strategies to assist in~~ outreach STRATEGIES TO INCREASE and enrollment of eligible students from low-to-moderate income families in affordable, comprehensive state or federal health coverage programs and local health initiatives. Such strategies may include, but not be limited to, providing information about the Medi-Cal program on the application for free and reduced-price meals in accordance with law and providing students and parents/guardians with information about the low-cost Healthy Families insurance program.

(cf. 3553 - Free and Reduced Price Meals)

**Program Evaluation**

In order to continuously improve school health services, the Board shall evaluate the effectiveness of such services and the extent to which they continue to meet student needs.

The Superintendent or designee shall provide the Board with periodic reports that may include, but not necessarily be limited to, rates of participation in school health services; changes in student outcomes such as school attendance or achievement; feedback from staff and participants regarding program accessibility and operations, including accessibility to low-income and linguistically and culturally diverse students and families; and program costs and revenues.

(cf. 0500 - Accountability)

**Legal Reference:**EDUCATION CODE

8800-8807 Healthy Start support services for children

49073-49079 Privacy of student records

49423.5 Specialized physical health care services

49557.2-49558 Eligibility for free and reduced-price meals; sharing information with Medi-Cal

FAMILY CODE

6920-6929 Consent by minor for medical treatment

GOVERNMENT CODE

95020 Individualized family service plan

HEALTH AND SAFETY CODE

104830-104865 School-based application of fluoride or other tooth decay-inhibiting agent

121020 HIV/AIDS testing and treatment; parental consent for minor under age 12

123110 Minor's right to access health records

123115 Limitation on parent/guardian access to minor's health records

123800-123995 California Children's Services Act

124025-124110 Child Health and Disability Prevention Program

124172-124174.6 Public School Health Center Support Program

124260 Mental health services; consent by minors age 12 and older

130300-130317 Health Insurance Portability and Accountability Act (HIPAA)

## **SCHOOL HEALTH SERVICES (cont.)**

### WELFARE AND INSTITUTIONS CODE

14059.5 Definition of "medically necessary"  
14100.2 Confidentiality of Medi-Cal information  
14115 Medi-Cal claims process  
14124.90 Third-party health coverage  
14132.06 Covered benefits; health services provided by local educational agencies  
14132.47 Administrative claiming process and targeted case management

### CODE OF REGULATIONS, TITLE 10

2699.6500-2699.6905 Healthy Families Program

### CODE OF REGULATIONS, TITLE 17

2951 Testing standards for hearing tests  
6800-6874 Child Health and Disability Prevention Program

### CODE OF REGULATIONS, TITLE 22

51009 Confidentiality  
51050-51192 Definitions of Medi-Cal providers and services  
51200 Requirements for providers  
51231.2 Wheelchair van requirements  
51270 Local educational agency provider; conditions for participation  
51304 Limitations on specified benefits  
51309 Psychology, physical therapy, occupational therapy, speech pathology, audiological services  
51323 Medical transportation services  
51351 Targeted case management services  
51360 Local educational agency; types of services  
51491 Local educational agency eligibility for payment  
51535.5 Reimbursement to local educational agency providers

### UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act (FERPA)

### UNITED STATES CODE, TITLE 42

1320c-9 Prohibition against disclosure of records  
1397aa-1397jj State Children's Health Insurance Program

### CODE OF FEDERAL REGULATIONS, TITLE 42

431.300 Use and disclosure of information on Medicaid applicants and recipients

### CODE OF FEDERAL REGULATIONS, TITLE 45

164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

### **Management Resources:**

#### CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Expanding Access to School Health Services: Policy Considerations for Governing Boards, Policy Brief, November 2008

Promoting Oral Health for California's Student: New Role, New Opportunities for Schools, Policy Brief, November 2008

Providing School Health Services in California: Perceptions, Challenges and Needs of District Leadership Teams, 2008

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

#### CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES PUBLICATIONS

LEA Medi-Cal Provider Manual

California School-Based Medi-Cal Administrative Activities Manual

#### DEPARTMENT OF HEALTH SERVICES POLICY LETTERS

00-06 Managed Care Plan Relationships with Local Education Agency Providers, December 11, 2000



**SCHOOL HEALTH SERVICES (cont.)**

NATIONAL ASSEMBLY ON SCHOOL-BASED HEALTH CARE PUBLICATIONS

A Guidebook for Evaluating School-Based Health Centers

NATIONAL CENTER FOR YOUTH LAW PUBLICATIONS

Minor Consent, Confidentiality, a Child Abuse Reporting in California, October 2006

WEBSITES

California School Boards Association: [www.csba.org](http://www.csba.org)

California School Boards Association, PractiCal

Program: [www.csba.org/Services/Services/DistrictServices/PractiCal.aspx](http://www.csba.org/Services/Services/DistrictServices/PractiCal.aspx)"; [www.csba.org](http://www.csba.org);

[www.csba.org/Services/Services/DistrictServices/PractiCal.aspx](http://www.csba.org/Services/Services/DistrictServices/PractiCal.aspx)

California County Superintendents Educational Services Association: [www.ccsesa.org](http://www.ccsesa.org)

California Department of Education, Health Services and School Nursing: [www.cde.ca.gov/ls/he/hn](http://www.cde.ca.gov/ls/he/hn)

California Department of Health Care Services: [www.dhcs.ca.gov](http://www.dhcs.ca.gov)

California Department of Public Health: [www.cdph.ca.gov](http://www.cdph.ca.gov)

California School Health Centers Association: [www.schoolhealthcenters.org](http://www.schoolhealthcenters.org)

California School Nurses Organization: [www.csno.org](http://www.csno.org)

Center for Health and Health Care in Schools: [www.healthinschools.org](http://www.healthinschools.org)

Centers for Disease Control and Prevention, School Health Policies and Programs (SHPPS)

Study: [www.cdc.gov/HealthyYouth/shpps](http://www.cdc.gov/HealthyYouth/shpps)

Centers for Medicare and Medicaid Services: [www.cms.hhs.gov](http://www.cms.hhs.gov)

Healthy Families Program: [www.healthyfamilies.ca.gov](http://www.healthyfamilies.ca.gov)

National Assembly on School-Based Health Care: [www.nasbhc.org](http://www.nasbhc.org)

National Center for Youth Law: [www.youthlaw.org](http://www.youthlaw.org)

**Chino Valley Unified School District**

Policy adopted: August 20, 2009

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** April 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**

\$1,462,634.33 to all District funding sources.

WMJ:GJS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** April 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

<b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>	<b>FISCAL IMPACT</b>
<p><b>CIIS-1516-082 Aeries SIS/Eagle Software.</b>            To provide Aeries training for school site and Help Desk staff members.            Submitted by: Technology Department            Duration of Agreement: April 8, 2016 – June 30, 2016</p>	<p>Contract Amount: \$7,500.00            Funding Source: 1 TIME funding</p>
<p><b>CIIS-1516-083 International Academy of Science.</b> To provide administrator and teacher training.            Submitted by: Alternative Education Department            Duration of Agreement: April 8, 2016 – June 30, 2016</p>	<p>Contract Amount: \$2,000.00            Funding Source: Intervention funds</p>
<p><b>CIIS-1516-084 ESL 4 Asia.</b>            District to provide the use of real property to ESL 4 Asia for the purpose of operating a private non-public educational program.            Submitted by: Deputy Superintendent            Duration of Agreement: July 1, 2016 – June 30, 2021</p>	<p>Contract Amount: \$60,000.00 income per year plus \$4,500.00 per student income beginning year 2.            Funding Source: N/A</p>

<b>MASTER CONTRACTS</b>	<b>FISCAL IMPACT</b>
<p><b>MC-1516-118 Interact Event Productions.</b>            To provide DJ and field games at school events.            Submitted by: Rolling Ridge ES/Purchasing Department            Duration of Agreement: April 8, 2016 – June 30, 2018</p>	<p>Contract Amount: Per rate sheet            Funding Source: ASB/PFA/PTA, Boosters</p>
<p><b>MC-1516-119 Stones Smokehouse BBQ &amp; Grill.</b>            To provide catering and banquet facilities.            Submitted by: Ayala HS/Purchasing Department            Duration of Agreement: April 8, 2016 – June 30, 2018</p>	<p>Contract Amount: Per rate sheet            Funding Source: ASB/PFA/PTA, Boosters</p>

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** April 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**

April 7, 2016

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Copier	Konica	31109680	Alternative Ed.
Printer	HP	CNGLD05391	Facilities
Printer	HP Laser Jet 4700n	22498	Health Services
Samsung TV	Samsung	3CAH800808	Glenmeade ES
DVD/VCR	Samsung	B6086CCS329111B	Glenmeade ES
DVD/VCR	JVC	10850510A	Glenmeade ES
DVD/VCR	JVC	08152324	Glenmeade ES
Laptop	Dell	33225	Glenmeade ES
Laptop	Dell	28773	Glenmeade ES
Laptop	Dell	26621	Glenmeade ES
Laptop	Dell	26630	Glenmeade ES
Laptop	Dell	33224	Glenmeade ES
Recorder	AverMedia F50	38963	Glenmeade ES
Recorder	AverMedia 300AF	28136	Glenmeade ES
Amp. System	Classroom Amp.	36729	Glenmeade ES
Power Plug	Kill a watt PS	36-67678	Glenmeade ES
eMAC	Apple	21667	Wickman ES
eMAC	Apple	17395	Wickman ES
eMAC	Apple	17295	Wickman ES
eMAC	Apple	17563	Wickman ES
eMAC	Apple	17586	Wickman ES
eMAC	Apple	21702	Wickman ES
eMAC	Apple	19215	Wickman ES
eMAC	Apple	19214	Wickman ES
eMAC	Apple	21661	Wickman ES
eMAC	Apple	17491	Wickman ES
eMAC	Apple	212--	Wickman ES
eMAC	Apple	17495	Wickman ES
eMAC	Apple	17600	Wickman ES
eMAC	Apple	17535	Wickman ES
eMAC	Apple	17548	Wickman ES
eMAC	Apple	17394	Wickman ES
eMAC	Apple	17594	Wickman ES
eMAC	Apple	17544	Wickman ES
eMAC	Apple	17318	Wickman ES
eMAC	Apple	21662	Wickman ES
eMAC	Apple	17494	Wickman ES
eMAC	Apple	17507	Wickman ES
eMAC	Apple	17397	Wickman ES
Printer	HP Laser Jet 2300	18094	Wickman ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
PC Tower	CBS	16289	Chino HS
PC Tower	CBS	16289	Chino HS
PC Tower	CBS	16292	Chino HS
PC Tower	Dell	B62VX31	Chino HS
PC Tower	Dell	27936	Chino HS
PC Tower	Dell	27911	Chino HS
PC Tower	Dell	24137	Chino HS
PC Tower	Dell	26399	Chino HS
PC Tower	Dell	24485	Chino HS
PC Tower	Dell	24113	Chino HS
PC Tower	Dell	24485	Chino HS
Printer	HP	14231	Chino HS
Scanner	HP	15605	Chino HS
Monitor	HP	15609	Chino HS
Floppy Drive	Smart Disk	14892	Chino HS
Floppy Drive	Smart Disk	C0605	Chino HS
Keyboard			Chino HS
Mouse (2)	Various		Chino HS
Monitor	Viewsonic	A0T02522015	Chino HS
Printer	Laserjet	0025	Chino HS
Printer	HP	14253	Chino HS
DVD Player	Panasonic	VB3EU01825	Chino HS
Projector	Beseler	C00650	Chino HS
Printer	Xerox	NVAA16603	Chino HS
TV	Samsung	4125	Chino HS
Calculators (4)	TI		Chino HS
PC Tower	Dell	683VQPI	Chino HS
Headphones	CA	X 30	Chino HS
PC Tower	Dell	041L	Chino HS
PC Tower	Samsung	2784	Chino HS
PC Tower	Samsung	0396	Chino HS
PC Tower	Dell	22134	Chino HS
PC Tower	Dell	22743	Chino HS
PC Tower	Dell	AH1M	Chino HS
PC Tower	Dell	DBM3	Chino HS
PC Tower	Dell	27917	Chino HS
PC Tower	Dell	35NL	Chino HS
DVD/VCR	Go Video	15959	Chino HS
DVD/VCR	Go Video	15998	Chino HS
DVD/VCR	Go Video	16005	Chino HS
Broken TVs (3)	Various		Chino HS
File Cabinets (5)			Chino HS
TV Mounts (3)	Various		Chino HS

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** April 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**

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**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**

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

**PLACED ON 39 MONTH RE-EMPLOYMENT**

CHADWICK, Amber	Assistant Principal	Hidden Trails ES	03/15/2016
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**RESIGNATION**

BALLARD, Michelle	School Psychologist	Special Ed.	04/07/2016
SILVA, Justin	Coordinator Special Ed.	Special Ed.	04/07/2016

**HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED MANAGEMENT SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2016/2017 SCHOOL YEAR**

KHALIL, Mary	School Psychologist	Special Ed.	08/08/2016
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**HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2015/2016 SCHOOL YEAR**

CANEDO, Jessica	Special Ed. Teacher	Walnut ES	04/08/2016
HAYES, Lisa	Biology Teacher	Chino Hills HS	04/11/2016

**RETIREMENT**

WOLDHUIS, Ruth (24 years of service)	Elementary Teacher	Briggs K-8	06/09/2016
PAPAZIAN, Laura (23 years of service)	Elementary Teacher	Cattle ES	03/19/2016
NELSON, Carol (19 years of service)	Special Ed. Teacher	Canyon Hills JHS	06/10/2016
BLEA, Sharlene (25 years of service)	English Teacher	Townsend JHS	06/10/2016
FJELDSTED, Daniel (18 years of service)	Elementary Teacher	Rhodes ES	03/25/2016

**APPOINTMENT – EXTRA DUTY**

AKER, Carol	Track (GF)	Canyon Hills JHS	04/08/2016
BROMLEY, Maureen	Basketball (GF)	Canyon Hills JHS	04/08/2016

**CERTIFICATED PERSONNEL** (cont.)

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

MARTIN, Richard	Basketball (GF)	Canyon Hills JHS	04/08/2016
SAMPANG, Mitchell (NBM)	Band (B)	Chino HS	04/08/2016
TRINIDAD, Jesus (NBM)	Dance (B)	Chino Hills HS	04/08/2016
GANO, Greg (NBM)	Football (GF)	Don Lugo HS	04/08/2016
LANGRELL, Janna (NBM)	Track & Field (GF)	Don Lugo HS	04/08/2016

**APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE AUGUST 17, 2015, THROUGH JUNE 30, 2016**

BAKER, Lisa	BHOJANI, Sharmeen	DAVIS, Robert
MILLSAP, Nancy		

**CLASSIFIED PERSONNEL**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**HIRED AT THE APPROPRIATE PLACEMENT ON THE CLASSIFIED SALARY SCHEDULE**

**APPOINTMENT**

NEWTON, Michael	Custodian I (GF)	Maintenance	04/08/2016
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**CHANGE IN ASSIGNMENT**

VARGAS VALENZUELA, Fabila	FROM: Bilingual Typist Clerk I (GF) 3.5 hrs./200 work days and School Community Liaison Bilingual (C) 2 hrs./180 work days	Liberty ES Liberty ES	04/08/2016
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	TO: Testing Aide/Bilingual Biliterate (GF) 6 hrs./213 work days	Assessment	
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PRACHT, Chris	FROM: Electronics Technician II (GF) 8 hrs./261 contract days	Technology	04/08/2016
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	TO: Maintenance III - Electrician (GF) 8 hrs./261 contract days	Maintenance	
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**INCREASE DAYS**

CAMERON, Daniel	FROM: Custodian I (GF) 8 hrs./215 work days	Cal Aero K-8	07/01/2016
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	TO: Custodian I (GF) 8 hrs./261 contract days	Cal Aero K-8	
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ELLSWORTH, Judy	FROM: Health Tech. (GF) 5.5 hrs./185 work days	Cal Aero K-8	07/01/2016
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	TO: Health Tech. (GF) 5.5 hrs./261 contract days	Cal Aero K-8	
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**CLASSIFIED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>INCREASE DAYS</u></b> (cont.)			
SANDWELL, Nancy	FROM: Nutrition Services Manager I (NS) 6 hrs./183 work days TO: Nutrition Services Manager I (NS) 6 hrs./261 contract days	Cal Aero K-8  Cal Aero K-8	07/01/2016
SMITH, Cheryl	FROM: School Secretary I (GF) 8 hrs./215 work days TO: School Secretary I (GF) 8 hrs./261 contract days	Cal Aero K-8  Cal Aero K-8	07/01/2016
VELAZQUEZ, Adriana	FROM: Attendance Clerk (GF) 8 hrs./195 work days TO: Attendance Clerk (GF) 8 hrs./261 contract days	Magnolia JHS  Cal Aero K-8	03/21/2016
GIBSON, Erin	FROM: School Secretary II (GF) 8 hrs./215 work days TO: School Secretary II (GF) 8 hrs./225 work days	Ayala HS  Ayala HS	07/01/2016
COUGHLIN, Tina	FROM: School Secretary II (GF) 8 hrs./215 work days TO: School Secretary II (GF) 8 hrs./225 work days	Chino HS  Chino HS	07/01/2016
TAYLOR, Melanie	FROM: School Secretary II (GF) 8 hrs./215 work days TO: School Secretary II (GF) 8 hrs./225 work days	Chino Hills HS  Chino Hills HS	07/01/2016

**CLASSIFIED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>INCREASE DAYS</u></b> (cont.)			
PETERSON, Maria	FROM: School Secretary II (GF) 8 hrs./215 work days TO: School Secretary II (GF) 8 hrs./225 work days	Don Lugo HS Don Lugo HS	07/01/2016
BLANCO, Eileen	FROM: Supplemental Instruction Support Tech. (GF) 8 hrs./215 work days TO: Supplemental Instruction Support Tech. (GF) 8 hrs./261 contract days	Alternative Ed. Alternative Ed.	07/01/2016
GIBSON, Kimberlee	FROM: School Secretary I (GF) 8 hrs./215 work days TO: School Secretary I (GF) 8 hrs./261 contract days	Alternative Ed. Alternative Ed.	07/01/2016
GUZMAN DE BOSMAN, Maria	FROM: District Media Center Clerk (GF) 8 hrs./215 work days TO: District Media Center Clerk (GF) 8 hrs./261 contract days	Professional Development Center Professional Development Center	07/01/2016
PLASCENCIA, Sofia	FROM: District Media Center Oper. Tech. (GF) 8 hrs./215 work days TO: District Media Center Oper. Tech. (GF) 8 hrs./261 contract days	Professional Development Center Professional Development Center	07/01/2016

**CLASSIFIED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**INCREASE DAYS** (cont.)

NIGBOR, Rebecca	FROM: Nutrition Services Manager I (NS) 3.75 hrs./183 work days TO: Nutrition Services Manager I (NS) 6 hrs./183 work days	Butterfield Ranch ES	08/11/2016
KOMORA, Lisa	FROM: Nutrition Services Manager I (NS) 3.75 hrs./183 work days TO: Nutrition Services Manager I (NS) 6 hrs./183 work days	Eagle Canyon ES	08/11/2016
LIZARRAGA-VALDEZ, Manuela	FROM: Nutrition Services Manager I (NS) 3.75 hrs./183 work days TO: Nutrition Services Manager I (NS) 6 hrs./183 work days	Litel ES	08/11/2016
IBARRA, Guillermina	FROM: Nutrition Services Manager I (NS) 3.75 hrs./183 work days TO: Nutrition Services Manager I (NS) 6 hrs./183 work days	Rolling Ridge ES	08/11/2016

**MILITARY LEAVE**

ALBITRES, Tiffani	IA/SPED/RSP (SELPA/GF)	Magnolia JHS	04/01/2016
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**RESIGNATION**

OSORNIO, Catherine	Elementary Library/Media Center Assistant (GF)	Oak Ridge ES	03/18/2016
HONORE, Ronald	Custodian I (GF)	Boys Republic HS	03/16/2016
SANAM, Gladys	Bus Driver (GF)	Transportation	03/31/2016

**CLASSIFIED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**RETIREMENT**

THRUSH, Carol (13 years of service)	Personnel Clerk III (GF)	Human Resources	07/01/2016
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**RETIREMENT DATE REVISION**

DE OLIVEIRA, Wanderlei (17 years of service)	Custodian II (GF)	Wickman ES	04/02/2016
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**APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE JANUARY 1, 2016, THROUGH JUNE 30, 2016**

VASQUEZ, Yadira	IA/SPED/SH	Borba ES
NEAL, Nicole	IA/SPED/SH	Butterfield Ranch ES
KUHNS, Richelle	IA/SPED/SH	Cattle ES
MC GOWAN, Brandy	IA/SPED/SH	Cortez ES
CRISTOBAL, Joseph	IA/SPED/SH	Country Springs ES
SABUHA, Syeda	IA/SPED/SH	Country Springs ES
SALDIVAR, Eileen	IA/SPED/SH	Country Springs ES
SOLORIO, Stacy	IA/SPED/SH	Country Springs ES
STICKLES, Valerie	IA/SPED/Collaborative	Dickson ES
BAILEY, Rebecca	IA/SPED/SH	Eagle Canyon ES
PHANBUH, Wandalin	IA/SPED/Collaborative	Eagle Canyon ES
BOISELLE, Michelle	IA/SPED/SH	Glenmeade ES
PLUMA, Valerie	IA/SPED/SH	Hidden Trails ES
ARRISON, Shannon	IA/SPED/SH	Liberty ES
GONZALEZ, Martin	IA/SPED/SH	Litel ES
MACANAS, Maileen	IA/SPED/SH	Litel ES
PEREZ, Ranelle	IA/SPED/Collaborative	Litel ES
WAKE, Alyssa	IA/SPED/SH	Litel ES
CONRARDY, Victoria	IA/SPED/SH	Marshall ES
ANGIANO, Gabriella	IA/SPED/SH	Oak Ridge ES
CUPP, Victoria	IA/SPED/SH	Rhodes ES
HARGROVE, Stephanie	IA/SPED/SH	Rhodes ES
JEPEWAY, Gwen	IA/SPED/SH	Rhodes ES
CASILLAS, Sylvia	IA/SPED/Collaborative	Rolling Ridge ES
HAMILTON, Bernice	IA/SPED/Collaborative	Rolling Ridge ES
HOLIDAY, Joy	IA/SPED/SH	Wickman ES
OLLMAN, Misty	IA/SPED/SH	Cal Aero K-8
JONES, Marsha	IA/SPED/SH	Canyon Hills JHS
SCHWARTZMEYER, Nanette	IA/SPED/SH	Canyon Hills JHS

**CLASSIFIED PERSONNEL** (cont.)

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

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
WILCOX, Carolyn	IA/SPED/SH	Canyon Hills JHS	
RODIL, Maria	IA/SPED/SH	Magnolia JHS	
VRIELING, Karen	IA/SPED/SH	Magnolia JHS	
HERRERA, Susana	IA/SPED/SH	Townsend JHS	
HILL, Kimberly	IA/SPED/SH	Townsend JHS	
VAKA, Nancy	IA/SPED/SH	Townsend JHS	
BAEZA, Marilyn	IA/SPED/SH	Woodcrest JHS	
FIGUEROA, Virginia	IA/SPED/SH	Woodcrest JHS	
HIGUERA, Ana	IA/SPED/SH	Woodcrest JHS	
LANTER, Donald	IA/SPED/SH	Woodcrest JHS	
DONIAK, Kylie	IA/SPED/SH	Ayala HS	
MARTINEZ, Esther	IA/SPED/SH	Ayala HS	
SANCHEZ, Virnie	IA/SPED/SH	Ayala HS	
CRUMP, Laura	IA/SPED/SH	Chino HS	
RODRIGUEZ, Adrian	IA/SPED/SH	Chino HS	
ALAMILLO, Marisol	IA/SPED/SH	Chino Hills HS	
BAYONA, Karen	IA/SPED/SH	Chino Hills HS	
DELGADO, Linda	IA/SPED/SH	Chino Hills HS	
PALMER, Anne	IA/SPED/SH	Chino Hills HS	
SANCHEZ, Mark	IA/SPED/SH	Chino Hills HS	
CORREA, Lucia	IA/SPED/SH	Don Lugo HS	
GOMEZ, Michelle	IA/SPED/SH	Don Lugo HS	
HERNANDEZ, Elena	IA/SPED/SH (Bus)	Special Ed.	
HILL, Kimberly	IA/SPED/SH (Bus)	Special Ed.	
VISTA, Santri	IA/SPED/SH (Bus)	Special Ed.	

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

ARIAS, Priscilla	CORDOVA, Rick	ENRIQUEZ, Daniel
HARRIS, Kleisha	MONTOYA, Eric	SOTELO, Ruby
STAFFORD, Bailey		



## **CLASSIFIED PERSONNEL** (cont.)

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** April 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 BOARD POLICY 4121 PERSONNEL –  
TEMPORARY/SUBSTITUTE PERSONNEL**

=====  
**BACKGROUND**

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 4121 Personnel – Temporary/Substitute Personnel is being updated to reflect new law AB 304 which amends the Healthy Workplaces, Healthy Families Act to authorize paid sick leave accrual on a basis other than one hour for each 30 hours worked. This clarifies that retired annuitants who have not reinstated to the applicable public retirement system are exempt from paid sick leave. This item was presented to the Board of Education on March 17, 2016, for information.

New language is provided in UPPER CASE under Paid Sick Leave Option 2.

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 4121 Personnel – Temporary/Substitute Personnel.

**FISCAL IMPACT**

None.

WMJ:GP:LF:RR:jaf

## **TEMPORARY/SUBSTITUTE PERSONNEL**

The Board of Education recognizes that substitute and temporary personnel perform an essential role in promoting student achievement and desires to employ highly qualified, appropriately credentialed employees to fill such positions.

(cf. 4112.2 - Certification)

### **Hiring**

The Superintendent or designee shall recommend candidates for substitute or temporary positions for Board approval, and shall ensure that all substitute and temporary employees are assigned in accordance with law and the authorizations specified in their credential.

(cf. 4113 - Assignment)

Substitute personnel may be employed on an on-call, day-to-day basis. In addition, after September 1 of any school year, the Board may employ substitute personnel for the remainder of the school year for positions for which no regular employee is available. The District shall first demonstrate to the Commission on Teacher Credentialing the inability to acquire the services of a qualified regular employee. (Education Code 44917)

(cf. 4117.14 - Postretirement Employment)

Permanent or probationary certificated employees who were laid off pursuant to Education Code 44955 and who have a preferred right of reappointment shall be given priority for substitute service in the order of their original employment. (Education Code 44956, 44957)

(cf. 4117.3 - Personnel Reduction)

### **Classification**

At the time of initial employment and each July thereafter, the Board shall classify substitute and temporary employees as such. (Education Code 44915, 44916)

The Board may classify as substitute personnel a teacher hired to fill the position of a regularly employed person who is absent from service. (Education Code 44917)

To address the need for additional certificated employees when regular District employees are absent due to leaves or long-term illness, the Board may classify a teacher

**TEMPORARY/SUBSTITUTE PERSONNEL** (cont.)

who is employed for at least one semester and up to one complete school year as a temporary employee. Any person whose service begins in the second semester and before March 15 may be classified as a temporary employee even if employed for less than a semester. The Board shall determine the number of persons who shall be so employed, which shall not exceed the identified need based on the absence of regular employees. (Education Code 44920)

The Board also shall classify as temporary employees those certificated persons, other than substitute employees, who are employed to:

1. Serve from day to day during the first three months of any school term to teach temporary classes which shall not exist after that time or perform any other duties which do not last longer than the first three months of any school term (Education Code 44919)
2. Teach in special day and evening classes for adults or in schools of migratory population for not more than four months of the school term (Education Code 44919)

(cf. 6200 - Adult Education)

3. Serve in a limited assignment supervising student athletic activities provided such assignments have first been made available to teachers presently employed in the District (Education Code 44919)

(cf. 4127 - Temporary Athletic Team Coaches)

4. Serve in a position for a period not to exceed 20 working days in order to prevent the stoppage of District business during an emergency when persons are not immediately available for probationary classification (Education Code 44919)
5. Serve only for the first semester because the District expects a reduction in student enrollment during the second semester due to mid-year graduations (Education Code 44921)

For purposes of classifying employees pursuant to item #1 or #2 above, the school year shall not be divided into more than two school terms. (Education Code 44919)

Any employee hired to provide services in a categorically funded program or project may be employed for a period less than a full school year. He/she may be classified as a temporary employee if the period of employment will end at the expiration of that program or project. (Education Code 44909)

## **TEMPORARY/SUBSTITUTE PERSONNEL (cont.)**

### **Salary and Benefits**

The Board shall adopt and make public a salary schedule setting the daily or pay period rate(s) for substitute employees for all categories or classes of certificated employees of the District. (Education Code 44977, 45030)

Temporary employees shall participate in the health and welfare plans or other fringe benefits of the District.

(cf. 4154 - Health and Welfare Benefits)

### **Paid Sick Leave**

The Superintendent or designee shall select either approach under Labor Code 246:

Option 1: Any temporary or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Such employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)

Or

Option 2: EXCEPT FOR A RETIRED ANNUITANT WHO IS NOT REINSTATED, any temporary or substitute employee who works for 30 or more days within a year of his/her employment shall be credited with 24 hours/3 days of paid sick leave for that year. Unused sick leave shall not carry over to the following year of employment. (Labor Code 246)

A temporary or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. The diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee or his/her family member as defined in Labor Code 245.5
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child. When the employee has been a victim of domestic violence, sexual assault, or stalking

(cf. 4161.1 - Personal Illness/Injury Leave)

**TEMPORARY/SUBSTITUTE PERSONNEL (cont.)**

No employee shall be denied the right to use accrued sick days and the District shall not in any manner discriminate or retaliate against any employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging District violation of Labor Code 245-249. The Superintendent or designee shall display a poster containing required information, provide notice to eligible employees of their sick leave rights, keep or records of employees' use of sick leave for three years, and comply with other requirements specified in Labor Code 245-249 and in AR 4161.1/4361.1 – Personal Illness/Injury Leave.

**Release from Employment/Dismissal**

The Board may dismiss a substitute employee at any time at its discretion. (Education Code 44953)

The Board may release a temporary employee at its discretion if the employee has served less than 75 percent of the number of days that District schools are maintained during one school year. After serving 75 percent of the number of days that District schools are maintained during one school year, a temporary employee may be released as long as he/she is notified, before the last day of June, of the District's decision not to reelect him/her for the following school year. (Education Code 37200, 44954)

(cf. 4112.9 - Employee Notifications)

**Reemployment as a Probationary Employee**

Unless released from employment pursuant to Education Code 44954, any person employed for one complete school year as a temporary employee shall, if reemployed for the following school year in a vacant position requiring certification qualifications, be classified as a probationary employee. With the exception of on-call, day-to-day substitutes, if a temporary or substitute employee performs the duties normally required of certificated employees for at least 75 percent of the number of days the regular schools of the District were maintained in that school year and is then employed as a substitute employee shall be credited as one year's employment as a probationary employee for purposes of acquiring permanent status. (Education Code 44917, 44918, 44920)

(cf. 4116 - Probationary/Permanent Status)

Vacant position means a position in which the employee is qualified to serve and which is not filled by a permanent or probationary employee. It shall not include a position which would be filled by a permanent or probationary employee except for the fact that such employee is on leave. (Education Code 44920, 44921)

**TEMPORARY/SUBSTITUTE PERSONNEL** (cont.)

A temporary employee hired pursuant to item #1 or #2 in the section "Classification" above shall be classified as a probationary employee if the duties continue beyond the time limits of the assignment. (Education Code 44919)

A person employed pursuant to item #5 in the section "Classification" above who is then continued in employment beyond the first semester shall be classified as a probationary employee for the entire school year and shall be reemployed to fill any vacant positions in the District for which he/she is certified. Preference for available positions shall be determined by the Board as prescribed by Education Code 44846 and 44846. (Education Code 44921)

With the exception of on-call, day-to-day substitutes, any temporary or substitute employee who was released pursuant to Education Code 44954 but who has nevertheless served in a certificated position in the District for at least 75 percent of each of two consecutive school years shall receive first priority if the District fills a vacant position for the subsequent school year at the grade level at which the employee served during either year. In the case of a departmentalized program, the employee shall have taught the subject matter in which the vacant position occurs. (Education Code 44918)

**Legal Reference****EDUCATION CODE**

22455.5 provision of retirement plan information to potential members  
 22515 Irrevocable election to join retirement plan  
 37200 School calendar  
 44252.5 State basic skills assessment required for certificated personnel  
 44300 Emergency teaching or specialist permits  
 44830 Employment of certificated persons; requirements of proficiency in basic skills  
 44839.5 Employment of retirant  
 44845 Date of employment  
 44846 Criteria for reemployment preferences  
 44909 Employees providing services through categorically funded programs  
 44914 Substitute and probationary employment computation for classification as permanent employee  
 44915 Classification of probationary employees  
 44916 Time of classification; statement of employment status  
 44917 Classification of substitute employees  
 44918 Substitute or temporary employee deemed probationary employee; reemployment rights  
 44919 Classification of temporary employees  
 44920 Employment of certain temporary employees; classifications  
 44921 Employment of temporary employees; reemployment rights (unified and high school districts)  
 44953 Dismissal of substitute employees  
 44954 Release of temporary employees  
 44955 Layoff of permanent and probationary employees  
 44956 Rights of laid-off permanent employees to substitute positions  
 44957 Rights of laid-off probationary employees to substitute positions  
 44977 Salary schedule for substitute employees  
 45030 Substitutes  
 45041 Computation of salary

**TEMPORARY/SUBSTITUTE PERSONNEL (cont.)**

45042 Alternative method of computation of less than one school year  
45043 Compensation for employment beginning in the second semester  
46060-56063 Substitute teachers in special education

GOVERNMENT CODE

3540.1 Educational employment relations act, definitions  
220 Sections inapplicable to public employees

LABOR CODE

230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off  
230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off  
233 Illness of child, parent, spouse or domestic partner  
234 Absence control policy  
245-249 Healthy workplaces, healthy families act of 2014

CODE OF REGULATIONS, TITLE 5

5502 Filing of notice of physical examination for employment of retired person  
5503 Physical examination for employment of retired persons  
5590 Temporary athletic team coach  
80025-80025.5 Emergency substitute teaching permits

COURT DECISIONS

McIntyre v. Sonoma Valley Unified School District (2012) 206 cal.app.4th 170  
Stockton Teachers Association CTA/NEA v. Stockton Unified School District (2012) 204 cal.app.4th 446  
Neily v. Manhattan Beach Unified School District, (2011) 192 cal.app.4th 187  
California Teachers Association v. Vallejo City Unified School District, (2007) 149 cal.app.4th 135  
Bakersfield Elementary Teachers Assn. v. Bakersfield City School District, (2006) 145 cal.app.4th 1260, 1277  
Kavanaugh v. West Sonoma Union High School District, (2003) 29 cal.4th 911

**Management Resources**

WEBSITES

California School Boards Association: [www.csba.org](http://www.csba.org)  
Commission on Teacher Credentialing: [www.ctc.ca.gov](http://www.ctc.ca.gov)

**Chino Valley Unified School District**

Policy Adopted: June 11, 2015

REVISED:



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** April 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  
Carl W. Hampton, Principal, Adult School

**SUBJECT: REVISION OF BOARD POLICY AND ADMINISTRATIVE  
REGULATION 6200 INSTRUCTION – ADULT EDUCATION**

=====

**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 District practice.

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

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

**RECOMMENDATION**

It is recommended the Board of Education receive for information the revision of Board Policy and Administrative Regulation 6200 Instruction – Adult Education.

**FISCAL IMPACT**

None.

WMJ:NE:CWH:smr

**ADULT EDUCATION**

The Board of Education recognizes that education is a lifelong process that it is important for individuals to continuously develop new skills.

The Superintendent or designee shall develop and oversee the District's adult education program. The Board shall approve all courses to be offered in this program.

**GRADUATION REQUIREMENTS FOR AN ADULT DIPLOMA**

HIGH SCHOOL GRADUATION SHALL REQUIRE A TOTAL OF 180 UNITS OF COURSE CREDIT AS PRESCRIBED BY THE CHINO VALLEY UNIFIED SCHOOL DISTRICT (CVUSD) AND THE STATE DEPARTMENT OF EDUCATION.

1. CREDITS WILL BE GIVEN FROM THE 9TH GRADE AND BEYOND IN THE AREA OF REQUIRED SUBJECTS SUCH AS ENGLISH, MATH, SCIENCE, AND SOCIAL STUDIES, AS WELL AS ANY ELECTIVE SUBJECTS. CREDITS FROM 8TH GRADE MAY BE GIVEN FOR QUALIFYING MATH COURSES THAT COULD BE USED TOWARDS HIGH SCHOOL GRADUATION REQUIREMENTS.
2. PHYSICAL EDUCATION IS NOT A REQUIREMENT OF ADULT SCHOOL.
3. FIVE UNITS OF CREDIT WILL BE GIVEN FOR COURSES CONSISTING OF A MINIMUM OF 60 HOURS OF INSTRUCTION AT CHINO VALLEY ADULT SCHOOL.
4. TRANSFER OF CREDITS BY CONCURRENTLY ENROLLED HIGH SCHOOL STUDENTS: STUDENTS MAY TRANSFER A MAXIMUM OF 20 CREDITS EARNED FROM CHINO VALLEY ADULT SCHOOL BACK TO A CVUSD HIGH SCHOOL IN ORDER TO RECEIVE A DIPLOMA FROM THE HIGH SCHOOL OF ATTENDANCE.

**REQUIRED SUBJECTS**

- A. MATH: 20 CREDITS - COMMENCING WITH THE 2003/2004 SCHOOL YEAR, AND EACH YEAR THEREAFTER, ALL STUDENTS MUST COMPLETE A YEAR OF ALGEBRA OR HIGHER. (EDUCATION CODE 51224.5)
- B. ENGLISH: 30 CREDITS
- C. LIFE SCIENCE: 10 CREDITS
- D. PHYSICAL SCIENCE: 10 CREDITS
- E. U. S. HISTORY: 10 CREDITS
- F. AMERICAN GOVERNMENT: 5 CREDITS
- G. WORLD HISTORY: 10 CREDITS
- H. ECONOMICS: 5 CREDITS

**ADULT EDUCATION (cont.)**

- I. FINE ARTS OR FOREIGN LANGUAGE OR CAREER TECHNICAL EDUCATION/REGIONAL OCCUPATIONAL PROGRAM: 10 CREDITS
- J. ELECTIVES: 70 CREDITS
- K. TOTAL OF 180 CREDITS MUST BE EARNED
- L. RESIDENCE: TWO COURSES OF WORK TOTALING 10 CREDITS MUST BE TAKEN AT CHINO VALLEY ADULT SCHOOL TO QUALIFY FOR AN ADULT HIGH SCHOOL DIPLOMA

(cf. 0410 - Nondiscrimination in District Programs and Activities)

**Legal Reference:**

EDUCATION CODE

8500-8538 Adult education  
41975-41976.2 Adult education; authorized classes and courses  
44865 Qualifications for home teachers and teachers in special classes  
46190-46192 Adult school; days of attendance  
46300.4 Independent study in adult education  
46351-46352 Adult classes  
51040 Prescribed courses  
51224.5 – Mathematics course requirement  
51225.3 Requirements for graduation  
51241-51246 Exemptions from attendance  
51730-51732 Elementary school special day and evening classes  
51810-51815 Community service classes  
51938 Parental excuse from sexual education or HIV/AIDS prevention education  
52500-52523 Adult schools  
52530-52531 Use of hospitals  
52540-52544 Adult English classes  
52550-52556 Classes in citizenship  
52570-52572 Disabled adults  
52610-52616.24 Finances  
52651-52656 Immigrant Workforce Preparation Act  
60410 Books for adult classes

CODE OF REGULATIONS, TITLE 5

10501 Adult education  
10508 Records and reports  
10530-10560 Standards  
10600-10615 Adult education innovation

UNITED STATES CODE, TITLE 8

1184 Foreign students

**Management Resources:**

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Adult Education Handbook for California, 1997

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

0319.97 Amendments to F-1 Student Visa Requirements, LO: 1-97

**ADULT EDUCATION (cont.)**

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

0600.92 Using Independent Study in Adult Education Programs: An Option

0609.88 Education Fees for F-1 Visa Students

0622.87 Discrimination Against the Handicapped in Adult Education Programs

**Chino Valley Unified School District**

Policy adopted: August 21, 1997

Revised: May 5, 2011

REVISED:

**ADULT EDUCATION**

All adult education programs, courses and classes, and their enrollment period shall be listed in the District's catalog of adult education classes provided to the public. (Education Code 52523)

**Enrollment**

Adults shall have first priority for enrollment in any adult education class, provided they enroll during the regular enrollment period. (Education Code 52523)

For purposes of these programs, "adults" include persons age 18 or older or other persons not concurrently enrolled in a regular high school program. (Education Code 52610)

Students possessing or seeking an F-1 Visa designation shall not be enrolled in District adult school programs. Students currently enrolled with an F-1 Visa designation shall continue to be eligible for enrollment in District adult schools until their visa expires or until they leave the United States. (8 USC 1184)

(cf. 5111.2 – Nonresident Foreign Students)

**Concurrent Enrollment of High School Students**

High school students shall be permitted to enroll in adult education program, course or class for sound educational purposes. Such classes shall supplement and not supplant the regular high school curriculum. Sound educational purposes include, but are not limited to, the following: (Education Code 52523)

1. The adult education program, course or class is not offered in the regular high school curriculum.
2. The student needs the adult education program, course or class in order to make up deficient credits for graduation from high school.
3. The adult education program, course or class allows the student to gain vocational and technical skills beyond that provided by the regular high school's vocational and technical education program.

(cf. 6178 – Career Technical Education)

4. The adult education program, course or class supplements and enriches the high school student's educational experience.

**ADULT EDUCATION (cont.)**

High school students are expected to enroll in regular high school classes before seeking admission to any similar classes offered in the adult education program. A failed course, however, may be repeated through adult education.

Before enrolling in an adult education class, the high school student shall complete a counseling session that includes his/her parent/guardian and a certificated representative of the high school. The certificated high school representative shall arrange this meeting and ensure that the student's school record includes written documentation of the meeting, and both of the following statements: (Education Code 52500.1)

1. That the student is enrolling voluntarily in the adult education class, and
2. That this enrollment will enhance the student's progress toward meeting educational requirements for high school graduation.

The above statement shall be signed by the student, the parent/guardian, and the certified high school representative.

(cf. 6164.2 – Guidance/Counseling Services)

**Courses**

A proposed adult education class shall have an educational purpose and meet the following criteria required for approval by the California Department of Education:

1. The class shall be located in facilities which clearly identify the class as being open to the general public, with the exception of apprenticeship training classes, classes designed to serve the needs of disabled adults, classes in state hospitals, and classes in jails and prisons. (Education Code 52517, 52570)

(cf. 0410 – Nondiscrimination in District Programs and Activities)

2. Class time shall be devoted to instruction.
3. Course content shall be educational and intended to teach a skill or knowledge unrelated to repetitive practices.
4. The course title shall clearly indicate its educational nature.

Adult education classes or courses shall offer instruction in one or more of the following categories: (Education Code 41976)

**ADULT EDUCATION (cont.)**

1. Parenting, including parent cooperative preschools, classes in child growth and development, and parent-child relationships.
2. Elementary and secondary basic skills and other courses and classes required for the high school diploma.
3. English as a second language (ESL).
4. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation classes in the basic skills of speaking, listening, reading, writing, mathematics, decision making, and problem solving, and other classes required for preparation to participate in job-specific technical training.
5. Programs for substantially disabled persons.
6. Short-term vocational programs with high employment potential.
7. Programs for older adults.
8. Programs for apprentices.
9. ~~Home economics.~~
10. ~~Health and safety education.~~

Classes for adults may be offered any day or evening, including weekends, for such length of time during the school year as determined by the Board. (Education Code 52505, 52513)

**Community Service Classes**

As part of the adult education program, the Board of Education may establish and maintain community service classes to provide instruction that contributes to the physical, mental, moral, economic, or civic development of any persons who may wish to enroll. (Education Code 51810)

Certificates of skill or accomplishment may be provided upon the satisfactory completion of community service classes. (Education Code 51813)

## **ADULT EDUCATION (cont.)**

### **Independent Study**

~~The Superintendent or designee may make independent study available as an instructional strategy for students enrolled in adult education as appropriate to meet their individual needs.~~

~~(cf. 6158—Independent Study)~~

~~Participation in independent study shall be voluntary. (Education Code 51747)~~

~~For students 21 years of age or older, or students 19 years of age or older who have not been continuously enrolled in school since their 18th birthday, any course taken through independent study must be a course listed in Education Code 51225.3 or otherwise required by the Board as a prerequisite to receiving a diploma for high school graduation. (Education Code 46300.4)~~

### **Fees**

~~The district may charge adult students a registration fee for each adult education class, with the following exceptions:~~

- ~~1. No fee shall be charged for a class for which high school credit is granted if the class is taken by an individual who does not hold a high school diploma. (Education Code 52612)~~
- ~~2. No charge shall be made for a class in an elementary subject or a class in English or citizenship for foreigners unless the student is a nonimmigrant alien with an F-1 Visa status. Any nonimmigrant enrolled in these classes shall be charged a fee to cover the full cost of the instruction, not to exceed actual costs. The fee shall be adopted by the Board at a regular meeting at least 90 days before the beginning of the class for which the fee is charged. (Education Code 52612, 52613)~~

~~Except for those fees required by law, at the recommendation of the Superintendent or designee, the payment of fees may be waived in cases of unusual hardship.~~

~~The Board may fix a charge, not to exceed costs, for books furnished to adult education students. In some cases books may be obtained from the district at cost or may be obtained on loan with the payment of a refundable deposit. In addition, materials purchased from the incidental expense account may be sold to adult school students for use in their classes. (Education Code 52615, 60410)~~

~~(cf. 3260—Fees and Charges)~~



**ADULT EDUCATION (cont.)**

**Graduation Requirements**

~~A certificate of completion of the eighth grade shall be awarded through the adult school upon successful completion of the following:~~

- ~~1. At least one term in the adult elementary program which includes reading, writing, arithmetic, spelling, current events, geography, California and U.S. history, civics and natural science.~~
- ~~2. Overall eighth grade placement on a recognized standard achievement test.~~
- ~~3. Successful passage of a district test in U.S. History and Constitution.~~

~~Adult education students who fulfill the District's graduation requirements shall receive a diploma of high school graduation.~~

~~(cf. 6146.1 High School Graduation Requirements/Standards of Proficiency)~~

**Chino Valley Unified School District**

Regulation approved: August 21, 1997

Revised: March 5, 1998

Revised: April 7, 2011

REVISED: