



CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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

BOARD OF EDUCATION AGENDA

November 17, 2016

BOARD OF EDUCATION

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

Carlos Ruelas, Student Representative

◆◆◆
SUPERINTENDENT

Wayne M. Joseph

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
5130 Riverside Drive, Chino, CA 91710
5:15 p.m. – Closed Session • 7:00 p.m. – Regular Meeting
November 17, 2016

AGENDA

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

I. OPENING BUSINESS

I.A. CALL TO ORDER – 5:15 P.M.

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

Discussion and possible action (times are approximate):

- a. 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)
- b. Student Discipline Matters (Education Code 35146, 48918 (c) & (j)): Expulsion cases 16/17-10, 16/17-14, and 16/17-20. (45 minutes)
- c. 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. (15 minutes)
- d. Public Employee Discipline/Dismissal/Release (Government Code 54957): (15 minutes)
- e. Public Employee Appointment (Government Code 54957): Coordinator of Secondary Curriculum. (15 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

I.C. PRESENTATIONS

1. Student Showcase: Chino Hills HS Chamber Singers

I.D. COMMENTS FROM STUDENT REPRESENTATIVE

I.E. COMMENTS FROM EMPLOYEE REPRESENTATIVES

The proceedings of this meeting are being recorded.

- I.F. COMMENTS FROM COMMUNITY LIAISONS
- I.G. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA
- I.H. CHANGES AND DELETIONS

II. ACTION

II.A. HUMAN RESOURCES

II.A.1. Employment Contract for Lea Fellows, Assistant Superintendent, Human Resources of the Chino Valley Unified School District
 Page 7
 Recommend the Board of Education approve the employment contract for Lea Fellows, Assistant Superintendent, Human Resources of the Chino Valley Unified School District.

Motion ___ Second ___
 Preferential Vote: ___
 Vote: Yes ___ No ___

III. CONSENT

Motion ___ Second ___
 Preferential Vote: ___
 Vote: Yes ___ No ___

III.A. ADMINISTRATION

III.A.1. Minutes of the Regular Meeting of November 3, 2016
 Page 13
 Recommend the Board of Education approve the minutes of the regular meeting of November 3, 2016.

III.A.2. Establishment of Date and Time for Annual Organizational Meeting
 Page 20
 Recommend the Board of Education establish December 15, 2016, at 7:00 p.m. as the annual organizational meeting of the Chino Valley Unified School District Board of Education.

III.B. BUSINESS SERVICES

III.B.1. Warrant Register
 Page 21
 Recommend the Board of Education approve/ratify the warrant register, provided under separate cover.

III.B.2. Fundraising Activities
 Page 22
 Recommend the Board of Education approve/ratify the fundraising activities.

III.B.3. Donations
 Page 25
 Recommend the Board of Education accept the donations.

III.B.4. Legal Services

Page 27 Recommend the Board of Education approve payment for legal services to the law offices of Chidester, Margaret A & Associates; and Parker & Covert LLP.

III.B.5. Signature Authorizations for Chino Valley Unified School District

Page 28 Recommend the Board of Education approve the signature authorizations for Chino Valley Unified School District.

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

III.C.1. Student Expulsion Cases 16/17-10, 16/17-14, and 16/17-20.

Page 34 Recommend the Board of Education approve the student expulsion cases 16/17-10, 16/17-14, and 16/17-20.

III.C.2. 2017 Supplemental Summer Instruction Program and Special Education Extended School Year

Page 35 Recommend the Board of Education approve the 2017 Supplemental Summer Instruction Program and Special Education Extended School Year.

III.C.3. Student Attendance Calendar for the 2017/2018 School Year

Page 37 Recommend the Board of Education approve the Student Attendance Calendar for the 2017/2018 school year.

III.C.4. School-Sponsored Trips

Page 39 Recommend the Board of Education approve/ratify the school-sponsored trips for Ayala HS; Chino Hills HS; and Don Lugo HS.

III.D. FACILITIES, PLANNING, AND OPERATIONS

III.D.1. Purchase Order Register

Page 41 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

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

Page 42 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

III.D.3. Surplus/Obsolete Property

Page 44 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 47 Recommend the Board of Education approve/ratify the certificated/classified personnel items.

III.E.2. Rejection of Claims

Page 52 Recommend the Board of Education reject the claims and refer them to the District's insurance adjuster.

III.E.3. Job Description Revisions for Child Development Teacher, Children's Center Teacher, Head Teacher—Children's Center, and Infant/Toddler Center Teacher

Page 53 Recommend the Board of Education approve the job description revisions for Child Development Teacher, Children's Center Teacher, Head Teacher—Children's Center, and Infant/Toddler Center Teacher.

III.E.4. Revision of Job Description for District Postal Specialist

Page 64 Recommend the Board of Education approve the revision of the job description for District Postal Specialist.

III.E.5. Revision of Board Policy 4112.21 Personnel—Interns

Page 68 Recommend the Board of Education approve the revision of Board Policy 4112.21 Personnel—Interns.

IV. INFORMATION

IV.A. ADMINISTRATION

IV.A.1. Revision of Board Bylaw Exhibit 9323.3 Bylaws of the Board—Actions by the Board

Page 72 Recommend the Board of Education receive for information the revision of Board Bylaw Exhibit 9323.3 Bylaws of the Board—Actions by the Board.

IV.B. BUSINESS SERVICES

IV.B.1. Adopted 2016/2017 Organized Unorganized Student Body Budgets

Page 77 Recommend the Board of Education receive for information the adopted 2016/2017 organized and unorganized student body budgets.

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

IV.C.1. Multi Track Year Round Student Attendance Calendar 2017/2018 for Cal Aero Preserve Academy

Page 79 Recommend the Board of Education receive for information the Multi Track Year Round Student Attendance Calendar 2017/2018 for Cal Aero Preserve Academy.

V. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

VI. ADJOURNMENT

Date posted: November 14, 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: November 17, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park, Ed.D., Asst. Supt., Curriculum, Instruction, Innovation, and Support

SUBJECT: EMPLOYMENT CONTRACT FOR LEA FELLOWS, ASSISTANT SUPERINTENDENT, HUMAN RESOURCES OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT

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BACKGROUND

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

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

RECOMMENDATION

It is recommended the Board of Education approve the employment contract for Lea Fellows, Assistant Superintendent, Human Resources of the Chino Valley Unified School District.

FISCAL IMPACT

This position is within the approved budget.

WMJ:GP:mcm

CONTRACT FOR EMPLOYMENT OF ASSISTANT SUPERINTENDENT

between the

BOARD OF EDUCATION

of the

CHINO VALLEY UNIFIED SCHOOL DISTRICT

County of San Bernardino, California

and

Lea Fellows

1. OFFER

This contract is entered into this 17th day of November 2016, by the Board of Education of the Chino Valley Unified School District (“District”) and Lea Fellows. The District hereby employs Lea Fellows as Assistant Superintendent, Human Resources (“Assistant Superintendent”) for a term beginning November 18, 2016, and ending June 30, 2020. This contract may be extended annually, subject to the terms and conditions hereinafter set forth below, and subject to the Assistant Superintendent receiving a satisfactory job performance evaluation on or before March 1st of each calendar year by the Superintendent or designee.

2. SALARY

The Assistant Superintendent shall be afforded the same opportunity to STEP on the salary schedule as all other employees of the District. The annual salary of the Assistant Superintendent shall be Range 12 STEP 1, one hundred forty-six thousand, seven hundred five dollars (\$146,705.00), payable in twelve (12) equal payments. The Assistant Superintendent shall receive an annual salary increase that is not less than the percentage increase granted to the other management employees of the District.

3. LONGEVITY

The Assistant Superintendent shall be afforded the same opportunity to participate in the District's longevity program as all other management employees, which is payable in twelve (12) equal payments.

4. FRINGE BENEFITS

The Assistant Superintendent shall be afforded the same opportunity to participate in the District's benefit program as all other management employees. The Assistant Superintendent shall receive three hundred fifty dollars (\$350.00) a month to defray her cost of using her personal vehicle for District business.

5. ORGANIZATIONAL MEMBERSHIP

The District shall pay full dues for the Assistant Superintendent's membership in the Association of California School Administrators (ACSA) or one other as deemed appropriate by the Assistant Superintendent.

6. SALARY CHANGE

The Board of Education reserves the right to modify the annual salary rate of the Assistant Superintendent's contract, provided that the salary shall not be decreased without the Assistant Superintendent's consent.

7. VACATIONS AND SICK LEAVE

The Assistant Superintendent shall be required to render twelve (12) months of full and regular service to the District during each annual period covered by this agreement, except that the Assistant Superintendent shall be entitled to twenty-two (22) vacation days according to District policy. The Assistant Superintendent is entitled to cash out up to thirty (30) days of unused vacation annually. In the event of termination of employment, the Assistant Superintendent shall be entitled to compensation for unused vacation at the salary range effective during the school year in which the vacation credit was earned, not to exceed 56 days. The Assistant Superintendent will be entitled to twenty-two (22) days of earned sick leave per year.

8. CONDITIONS

This contract is subject to all applicable laws of the State of California and to the lawful rules and regulations of the California State Board of Education and the Board of Education of the District. Said laws, rules, and regulations are hereby made a part of the terms and conditions of this contract, as though herein set forth.

9. RENEWAL

This contract may be terminated by the Board provided that written notice be given to the Assistant Superintendent no later than March 15th of the final year of the contract.

10. TERMINATION FOR CAUSE

The District may terminate this contract at any time for cause, pursuant to the California Education Code. In the event of termination for cause, the District shall have no obligation to pay remaining salary or benefits, except for that salary or benefits accrued by the Assistant Superintendent through the effective date of said termination.

11. EARLY TERMINATION BY ASSISTANT SUPERINTENDENT

The Assistant Superintendent may terminate his obligation under this contract by giving the District at least thirty (30) days written notice in advance of said termination in which case he shall receive his salary and benefits during said period unless the parties mutually agree in writing to other provisions.

12. EVALUATION

The Assistant Superintendent shall report to, and be directly responsible to the Superintendent or designee. The Superintendent or designee shall evaluate and assess in writing the performance of the Assistant Superintendent at least once a year during the term of this agreement. Said evaluation and assessment shall be reasonably related to the job description of the Assistant Superintendent and the goals and objectives of the District.

13. STATEMENT REQUIRED BY GOVERNMENT CODE SECTION 53260

Regardless of the term of this Contract, if this Contract is terminated, the maximum cash settlement that the Assistant Superintendent may receive shall be in an amount equivalent to her monthly salary multiplied by the number of months left on the unexpired term of the Contract, not to exceed eighteen (18) months.

14. STATEMENT REQUIRED BY GOVERNMENT CODE SECTION 53243.2

If this contract is terminated any cash settlement related to the termination shall be fully reimbursed to the District if the Assistant Superintendent is convicted of a crime involving an abuse of her office or position.

15. ACTION AT OPEN SESSION OF REGULAR MEETING

Pursuant to Government Code sections 54956(b) and 54957.6(a), this contract shall be approved in an open session of a regular meeting of the Board of Education.

16. SAVING CLAUSE

If any provisions of this Contract are held to be contrary to law by final legislative act or a court of competent jurisdiction inclusive of appeals, if any, such provisions shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions shall continue in full force and effect.

17. COMPLETE AGREEMENT

The Contract is the full and complete agreement between the parties hereto. Any amendment, modifications, or variations from the terms of this Contract shall be in writing and shall be effective only upon approval of such amendment, modification, or variation by the Board and the Assistant Superintendent.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE EXECUTED THEIR CONTRACT ON THE DATE INDICATED, UPON ACTION OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT.

SIGNATURES OF THE BOARD OF EDUCATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT,

County of San Bernardino, California

Andrew Cruz, President Date _____

Sylvia Orozco, Vice President Date _____

Pamela Feix, Clerk Date _____

James Na, Member Date _____

Irene Hernandez-Blair, Member Date _____

SIGNATURE OF THE ASSISTANT SUPERINTENDENT, HUMAN RESOURCES

Lea Fellows Date _____

CHINO VALLEY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
November 3, 2016

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 3:30 P.M.

1. Roll Call

President Cruz called to order the regular meeting of the Board of Education, Thursday, November 3, 2016, at 3:30 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

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 3:30 p.m. regarding conference with legal counsel existing and anticipated (two cases) litigation; student discipline matters; conference with labor negotiators A.C.T. and CSEA; public employee discipline/dismissal/release; public employee appointment: assistant superintendent of human resources; and public employee performance evaluation: Superintendent.

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 7:04 p.m. The Board met in closed session from 3:30 p.m. to 6:58 p.m. regarding conference with legal counsel existing and anticipated (two cases) litigation; student discipline matters; conference with labor negotiators A.C.T. and CSEA; public employee discipline/dismissal/release; public employee appointment: assistant superintendent of human resources; and public employee performance evaluation: Superintendent.

By a unanimous vote of 5-0, with Feix, Blair, Na, Orozco, and Cruz voting yes, the Board appointed Lea Fellows as Assistant Superintendent of Human Resources effective November 18, 2016.

2. Pledge of Allegiance
Student Breanna led the Pledge of Allegiance.

I.C. PRESENTATIONS AND RECOGNITIONS

1. Student Showcase: Briggs K-8
Briggs K-8 students shared their project based learning/STEAM projects “You Matter – An Exhibition of Physical and Chemical Properties.”

I.D. COMMENTS FROM STUDENT REPRESENTATIVE

Absent.

I.E. COMMENTS FROM EMPLOYEE REPRESENTATIVES

Todd Hancock, A.C.T. President, commended Briggs K-8 students who made a project presentation; congratulated Lea Fellows on her appointment; spoke about school Board elections and the relationship between Board members and the union; spoke about AB 1266; spoke about the Association’s election/campaign expenditure; spoke about a former school Board member’s comments regarding bargaining; spoke about social media comments; and asked that we stay unified and positive.

Denise Arroyo spoke about the Briggs K-8 presentation; congratulated Lea Fellows on her promotion; extended a reminder to vote on November 8; and commented on the Chino Valley family.

I.F. COMMENTS FROM COMMUNITY LIAISONS

Mike Kreeger, Fire Board, said there are activities happening in early December, and that the communities of Chino, Chino Hills, and South Ontario are family; announced the December 3rd and 4th Stuff the Boot Toy Drive; said the Fire District will be working with the District on December 7 for its Code Three Delivery event; extended a reminder regarding daylight savings time this weekend; extended a reminder to change smoke detector batteries; and to use caution around Christmas trees during the holidays.

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

Steven Miranda, Ashtyn Macias, Deidra Torres addressed the Board in support of the Alternative Education Center; Mrs. Caroline addressed the Board regarding the Christian vote; Naomi Minogue addressed the Board regarding AB 1266; Jim Case addressed the Board regarding telling the truth; Mia Ontiveros addressed the Board regarding College Readiness Block Grant, Care Center, and PTA at Don Lugo HS; Diane Boudreaux addressed the Board regarding unions and negotiations, paying more taxes, and community schools; Blanchy Rodriguez addressed the Board regarding school board member responsibilities; Frankie Verduzco addressed the Board regarding Walnut ES and student concerns; Samantha Odo, Amy Valenzuela, Jared McLeod, Carrie Birchler, Andrew Crowe, and Alberto Diaz addressed the Board regarding the OPA renewal; Kolistia Kleczko, Ashley Elias, Sierra Flores, Racquel Sisco, Savannah Van Veldhuizen, Monique Newman, Michael Kleczko, Jerry Elias, James Flores, Brad Sisco, Natasha Van Veldhuizen, Chris Van Veldhuizen, Natalia Flores, Sandra Cisco, Angela Newman, Sandi Quezada, and Brian Burk addressed the Board regarding the Ayala HS girls' volleyball coach.

President Cruz called two recesses during comments from the audience on items not on the agenda: 8:38 p.m. to 8:54 p.m. and 9:38 p.m. to 9:43 p.m.

I.H. CHANGES AND DELETIONS

None.

<p>II. ACTION</p>

II.A. HUMAN RESOURCES

II.A.1. Public Notice and Hearing Regarding the District's Initial Bargaining Proposal to the Associated Chino Teachers for Negotiating a Successor Collective Bargaining Agreement Effective July 1, 2016

President Cruz opened the public hearing regarding the District's Initial Bargaining Proposal to the Associated Chino Teachers for Negotiating a Successor Collective Bargaining Agreement Effective July 1, 2016, at 9:44 p.m. There were no speakers, and the hearing was closed at 9:44 p.m.

II.A.2. Addendum to the Employment Contract for Grace Park, Ed.D., Assistant Superintendent, Human Resources of the Chino Valley Unified School District

Moved (Blair) seconded (Na) carried unanimously (5-0) to approve the addendum to the employment contract for Grace Park, Ed.D., Assistant Superintendent, Human Resources of the Chino Valley Unified School District.

III. CONSENT

Irene Hernandez-Blair pulled for separate action Item III.A.2. Moved (Blair) seconded (Na) carried unanimously (5-0) to approve the consent items.

III.A. ADMINISTRATION**III.A.1. Minutes of the Regular Meeting of October 20, 2016**

Approved the minutes of the regular meeting of October 20, 2016.

III.A.2. New Board Bylaw 9010.5 Bylaws of the Board—Public Statements Regarding Religion or Non-Religion

Moved (Blair) seconded (Orozco) carried unanimously (5-0) to approve new Board Bylaw 9010.5 Bylaws of the Board—Public Statements Regarding Religion or Non-Religion.

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.B.4. Legal Services

Approved payment for legal services to the law office of Atkinson, Andelson, Loya, Ruud, & Romo.

III.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**III.C.1. Student Expulsion Cases 16/17-05, 16/17-09, 16/17-11, and 16/17-12**

Approved the student expulsion cases 16/17-05, 16/17-09, 16/17-11, and 16/17-12.

III.C.2. New Course Life Essentials

Approved the new course Life Essentials.

III.D. EDUCATIONAL SERVICES**III.D.1. School-Sponsored Trips**

Approved/ratified the school-sponsored trips for Chino Hills HS.

III.D.2. Amendment to the Local Agreement for Child Development Services CCTR-6194 and CSPP-6398 and Adoption of Resolution 2016/2017-12

Approved the amendment to the Local Agreement for Child Development Services CCTR-6194 and CSPP-6398 and adopt Resolution 2016/2017-12.

III.D.3. Proclamation for the Great American Smokeout on November 17, 2016

Adopted The Great American Smokeout proclamation on November 17, 2016.

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. Community Facilities District No. 4 (College Park) Special Tax Accountability Report for Fiscal Year 2015/2016

Accepted and filed the Community Facilities District No. 4 (College Park) Special Tax Accountability Report for Fiscal Year 2015/2016.

III.E.4. Notice of Completion for CUPCCAA Project

Approved the Notice of Completion for CUPCCAA Project.

III.F. HUMAN RESOURCES

III.F.1. Certificated/Classified Personnel Items

Approved/ratified the certificated/classified personnel items.

IV. INFORMATION

IV.A. HUMAN RESOURCES

IV.A.1. Revision of Board Policy 4112.21 Personnel—Interns

Received for information the revision of Board Policy 4112.21 Personnel—Interns.

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

Received for information the revision of Administrative Regulation 4112.23 Personnel—Special Education Staff.

IV.A.3. Student Attendance Calendar for the 2017/2018 School Year

Received for information the Student Attendance Calendar for the 2017/2018 school year.

V. COMMUNICATIONS

Irene Hernandez-Blair clarified information that was included in a local newspaper advertisement regarding Oxford Preparatory Academy requesting to speak to the Board in closed session; said Don Lugo HS student athlete Anthony Miller was voted So. Cal Preps Legends Male Athlete of the Week; and shared the accomplishments of the District's Committee for the Arts and spoke about its orchestra program.

James Na said he visited Ayala HS student Mark Salas who was involved in a major automobile accident in front of Ayala HS; thanked Ayala HS girls' volleyball players who showed up and for standing up for what is right; commended Alternative Education teachers; thanked Buena Vista Principal Rigo Vasquez for supporting students; said CVLA administrator Ron Mead is doing a wonderful job; said students who attend charter schools are included as our children.

Pamela Feix apologized for not being at the last meeting; said she visited Newman ES when Chino Police Department Sergeant Mena began the week long junior police academy with sixth grade students; and said the Ayala HS girls' tennis team won league championships this year.

President Cruz received consensus to extend the meeting beyond 10:00 p.m.

Sylvia Orozco congratulated Briggs K-8 on a great presentation; acknowledged the retirees on the agenda; attended the San Bernardino County School Board Association Joint Fall Meeting; attended the City of Chino Youth Sports Presidents' Dinner; acknowledged Ayala HS girls' volleyball players, former players, and parents for having the courage to come forward and speak; and asked that we not forget Veterans Day next week.

Superintendent Joseph said 44 marching bands will compete in the 46th annual Chino Invitational Band Review and Field Show Tournament on Saturday; said the District Marching Band Showcase is scheduled for November 16 at Ayala HS stadium; and spoke about Chino Hills HS's AVID students celebrating a Moreno Valley boy's birthday.

President Cruz reiterated the quote regarding teaching the way children learn; spoke about Veterans' Day; and closed with a statement regarding union endorsements in the upcoming election and the entire A.C.T. Collective Bargaining Agreement being renegotiated.

VI. ADJOURNMENT

President Cruz adjourned the regular meeting of the Board of Education at 10:07 p.m.

Andrew Cruz, President

Pamela Feix, Clerk

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: November 17, 2016
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
SUBJECT: ESTABLISHMENT OF DATE AND TIME FOR ANNUAL ORGANIZATIONAL MEETING

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BACKGROUND

Education Codes 5017, 35143 and 72000(c)(2)(a) require that governing boards hold an annual organizational meeting and that each member of the board be notified in writing of the date and time selected. The 2016 organizational meeting must be held at the first meeting within 15 days commencing with and including the first Friday in December between December 2 and December 16.

The annual organizational meeting will be held on December 15, 2016, at 7:00 p.m. At that time, a president, vice president, clerk, and representatives to various organizations will be selected.

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

RECOMMENDATION

It is recommended the Board of Education establish December 15, 2016, at 7:00 p.m. as the annual organizational meeting of the Chino Valley Unified School District Board of Education.

FISCAL IMPACT

None.

WMJ:pk

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: November 17, 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

\$3,030,720.90 to all District funding sources.

WMJ:SHC:LP:wc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: November 17, 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

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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
November 17, 2016

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Dickey ES</u>		
PTO	PTO Membership Drive	12/1/16 - 5/30/17
PTO	After School Tag Sale	12/9/16 - 5/19/17
PTO	Winter Formal Ticket/Flower Sale	1/3/17 - 1/27/17
<u>Dickson ES</u>		
PTA	Holiday Boutique	12/5/16 -12/19/16
PTA	Family Movie Night Refreshment Sale	12/9/16
<u>Marshall ES</u>		
ASB	Pennies for Patients	11/18/16 -12/7/16
PTO	Dessert With Santa	12/13/16
<u>Briggs K-8</u>		
PFA	Holiday Boutique	12/5/16 - 12/9/16
PFA	Mother/Daughter Event	12/6/16
PFA	Pieology Family Night Out	12/14/16
National Jr. Honor Society	Dollars for Collars	12/14/16
National Jr. Honor Society	Active Sock Sale	3/10/17
<u>Canyon Hills JHS</u>		
Renaissance	Rubio's Once a Month Nights Out	11/18/16 - 5/19/17
<u>Ayala HS</u>		
Key Club	After School Fluffy Ice Sale	11/25/16
Girls Waterpolo Boosters	Entertainment Book Sale	11/29/16 - 12/6/16
Mock Trial	Bravo Burger Spirit Day	12/1/16
Grad Night 2017	Chick-fil-A Calendar Sale	12/1/16 - 1/31/17
Chinese Club	After School Boba Milk Tea Sale	12/5/16 - 12/9/16
BAC Boosters	Chick-fil-A Take Out Tuesday	12/6/16
Girls Waterpolo Boosters	Applebee's Breakfast	12/10/16
Badminton Team	Carl's Jr. Coupon Book Sale	12/16/16 - 6/2/17
BAC Boosters	Rose Parade Sharp Seating	12/29/16 - 1/1/17

CHINO VALLEY UNIFIED SCHOOL DISTRICT
November 17, 2016

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Chino HS</u>		
Girls Basketball Boosters	Donation Drive	11/18/16 - 12/18/16
Boys Soccer Boosters	Donation Drive	11/18/16 - 12/18/16
Boys Basketball Boosters	Ufund4us.com Donation Drive	11/19/16 - 12/11/16
Girls Basketball Boosters	Applebee's Breakfast	11/20/16
AVID	Chick-fil-A Family Night Out	11/22/16
AVID	Chili's Family Night Out	11/22/16
AVID	Coldstone Creamery Family Night Out	11/22/16
AVID	Mountain Mike's Family Night Out	11/22/16
AVID	Yogurtland Family Night Out	11/22/16
Girls Basketball Boosters	Off Campus See's Candy Sale	11/24/16 - 12/8/16
Boys Basketball Boosters	Free Throw-A-Thon	11/26/16
LJPS Academy	Cannataro's Flyer Night	11/30/16
ASB	Volleyball Game Ticket Sale	12/1/16
AVID	Applebee's Pancake Breakfast	12/10/16
<u>Chino Hills HS</u>		
Girls Soccer	Donation Drive	11/14/16 - 11/30/16
Key Club	Boba Sale	11/18/16
Best Buddies Club	Donation Drive	11/18/16 - 5/30/17
Fashion Club	Winter Fashion Show Ticket Sale	12/9/16
<u>Don Lugo HS</u>		
AP Club	Barnes & Noble Holiday Wrap Donations	12/1/16 - 12/31/16
Girls Soccer	Girls Varsity Soccer Tournament	12/2/16 & 12/10/16
Girls Soccer	Girls Jr. Varsity Soccer Tournament	12/19/16 - 12/20/16
We Remember Club	Off Campus Popcorn/Cookie Dough Sale	2/27/17 - 3/15/17

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 17, 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
November 17, 2016

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Cattle ES</u>		
The Kula Foundation	Cash	\$28.00
Wells Fargo	Cash	\$65.00
<u>Country Springs ES</u>		
PFA	Cash	\$2,510.00
<u>Oak Ridge ES</u>		
Sanchez Family	Cash	\$10.00
Wells Fargo	Cash	\$130.00
<u>Wickman ES</u>		
PTO	Cash	\$249.00
<u>Canyon Hills JHS</u>		
Diamond Bar Senior Citizens Club	Cash	\$1,000.00
<u>Chino HS</u>		
Loren's Glass	Glass for Forensic Science Class	\$50.00
<u>Chino Hills HS</u>		
Martin & Susan Lindemulder	Cash	\$100.00
West Coast Copper & Supply	Cash	\$4,000.00
<u>Don Lugo HS</u>		
Carey Thomas	Cash	\$70.00

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

DATE: November 17, 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	2016/2017 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	-	-	\$ 40,938.93
Chidester, Margaret A. & Associates	September 2016	\$ 113,200.66	\$ 271,189.42
Parker & Covert LLP	October 2016	\$ 510.00	\$ 1,224.00
	Total	\$ 113,710.66	\$ 313,352.35

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 Chidester, Margaret A. & Associates; and Parker & Covert LLP.

FISCAL IMPACT

\$113,710.66 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: November 17, 2016
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Sandra H. Chen, Assistant Superintendent, Business Services
SUBJECT: SIGNATURE AUTHORIZATIONS FOR CHINO VALLEY UNIFIED SCHOOL DISTRICT

=====

BACKGROUND

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

This updated signature list removes signature authorization for Jeanette Chien, Assistant Superintendent, Educational Services; and revises signature authorizations to reflect current position changes for Grace Park, Assistant Superintendent, Curriculum, Instruction, Innovation & Support; Lea Fellows, Assistant Superintendent, Human Resources; and Greg Stachura, Assistant Superintendent, Facilities, Planning & Operations.

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

RECOMMENDATION

It is recommended the Board of Education approve the signature authorizations for Chino Valley Unified School District.

FISCAL IMPACT

None.

WMJ:SHC:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
 AUTHORIZED SIGNATURE LIST
 November 17, 2016**

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

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

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

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

DOCUMENTS	NAMES
All Other Special Projects Applications and Report Documents	Wayne M. Joseph Sandra H. Chen Norm Enfield Lea Fellows*** Grace Park Jeanette Chien Greg Stachura Liz Pensick
Special Projects Funding Applications, Funding Certifications	Wayne M. Joseph Sandra H. Chen Norm Enfield Jeanette Chien Grace Park*** Greg Stachura
Miscellaneous Receipts Checking Account*	Wayne M. Joseph Sandra H. Chen Norm Enfield Liz Pensick Patti Newton
Forms, Reports, Checks for Nutrition Service Cafeteria Account*	Sandra H. Chen Liz Pensick Patti Newton Javier Quirarte
Buena Vista HS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park*** Jeanette Chien Liz Pensick Patti Newton
Cal Aero Preserve Academy Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park*** Jeanette Chien Liz Pensick Patti Newton
Canyon Hills JHS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park*** Jeanette Chien Liz Pensick Patti Newton
Magnolia JHS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park*** Jeanette Chien Liz Pensick Patti Newton
Ramona JHS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park*** Jeanette Chien Liz Pensick Patti Newton

DOCUMENTS	NAMES
Townsend JHS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park*** Jeanette Chien Liz Pensick Patti Newton
Woodcrest JHS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park*** Jeanette Chien Liz Pensick Patti Newton
Elementary Student Bodies*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park*** Jeanette Chien Liz Pensick Patti Newton
Travel Advances	Wayne M. Joseph Sandra H. Chen Norm Enfield Jeanette Chien
Housing Construction Impact Reports	Wayne M. Joseph Sandra H. Chen Norm Enfield Greg Stachura
District Orders, Contracts and in Lieu of Transportation Payments**	Wayne M. Joseph Sandra H. Chen Norm Enfield Lea Fellows*** Grace Park Jeanette Chien Greg Stachura Liz Pensick
Approval of the Release of Commercial Warrants as Payments to Vendors**	Wayne M. Joseph Sandra H. Chen Norm Enfield Greg Stachura Liz Pensick Patti Newton
Bank Documents	Sandra H. Chen Liz Pensick
Electronic Signature Key Authorization	Sandra H. Chen Liz Pensick Patti Newton
Budget and Expenditure Transfers or Adjustments**	Wayne M. Joseph Sandra H. Chen Norm Enfield Greg Stachura Liz Pensick

DOCUMENTS	NAMES
Necessary School Facilities Program Documents (State Allocation Board)	Wayne M. Joseph Sandra H. Chen Norm Enfield Greg Stachura
Certification of Board of Education Minutes	Wayne M. Joseph Norm Enfield Andrew Cruz – (President) Pamela Feix – (Clerk)

- * Requires more than one signature
- ** Requires separate Board action
- *** Name added

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 17, 2016
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Norm Enfield, Ed.D., Deputy Superintendent
Stephanie Johnson, Director, Student Support Services
SUBJECT: STUDENT EXPLUSION CASES 16/17-10, 16/17-14, AND 16/17-20

=====

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 16/17-10, 16/17-14, and 16/17-20.

FISCAL IMPACT

None.

WMJ:NE:SJ:ss

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

Student Achievement • Safe Schools • Positive School Climate
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DATE: November 17, 2016

TO: Members, Board of Education

FROM: Norm Enfield, Ed.D., Deputy Superintendent
Preston R. Carr, Ed.D., Director, Alternative Education
Anne Ingulsrud, Director, Special Education

**SUBJECT: 2017 SUPPLEMENTAL SUMMER INSTRUCTION PROGRAM AND
SPECIAL EDUCATION EXTENDED SCHOOL YEAR**

=====

BACKGROUND

The Board of Education recognizes that summer school provides valuable opportunities for students to improve their skills and make academic progress. The District’s summer school program may be used to provide supplemental instruction for students failing to meet academic requirements in accordance with the law, board policy, and administrative regulation.

Supplemental Summer Instruction Program

Elementary	June 19 – July 18, 2017	Monday – Friday	7:30 a.m. – 11:45 a.m.
Junior High	June 19 – July 18, 2017	Monday – Friday	Period 1 7:30 a.m. – 9:30 a.m. Period 2 9:45 a.m. – 11:45 a.m.
High School <i>*Priority to Seniors</i>	June 12 – June 27, 2017 June 29 – July 18, 2017	Monday – Friday	7:30 a.m. – 11:45 a.m.
Continuation High School	June 12 – June 27, 2017 June 29 – July 18, 2017	Monday – Friday	7:30 a.m. – 11:45 a.m.

Special Education Extended School Year

Elementary	June 19 – July 18, 2017	Monday – Friday	7:30 a.m. – 11:45 a.m.
Junior High	June 19 – July 18, 2017	Monday – Friday	Period 1 7:30 a.m. – 9:30 a.m. Period 2 9:45 a.m. – 11:45 a.m.
High School	June 12 – July 18, 2017	Monday – Friday	Period 1 7:30 a.m. – 9:30 a.m. Period 2 9:45 a.m. – 11:45 a.m.

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

RECOMMENDATION

It is recommended the Board of Education approve the 2017 Supplemental Summer Instruction Program and Special Education Extended School Year.

FISCAL IMPACT

Supplemental Summer Instruction Program and Special Education Extended School Year are funded by the state.

WMJ:NE:PRC:Al:eb

Chino Valley Unified School District

Our Motto:

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

DATE: November 17, 2016
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Grace Park, Ed.D., Asst. Supt., Curriculum, Instruction, Innovation,
and Support
**SUBJECT: STUDENT ATTENDANCE CALENDAR FOR THE 2017/2018
SCHOOL YEAR**

=====
BACKGROUND

Each year, the Board adopts a Student Attendance Calendar applicable for the succeeding school year. The Student Attendance Calendar is adopted sufficiently in advance of the new school year in order to provide community stakeholders with ample time to provide input and conduct advance planning for the coming year. Additionally, adoption of the Student Attendance Calendar at this time permits the District to meet with exclusive representatives of the District’s certificated and classified employees regarding applicable work year calendars. The Student Attendance Calendar is not intended to constitute the employee work year calendar, which will be negotiated to the extent required by law. This agenda item was presented to the Board of Education on November 3, 2016, for information.

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

RECOMMENDATION

It is recommended the Board of Education approve the Student Attendance Calendar for the 2017/2018 school year.

FISCAL IMPACT

None.

WMJ:GP:lmc

Chino Valley Unified School District
2017-2018 STUDENT ATTENDANCE CALENDAR
 180 School Days – Traditional

JULY 2017

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2017

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	●	●	X	○	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	△	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2018

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					





MAY 2018

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2018

S	M	T	W	Th	F	S
					○	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

IMPORTANT DATES

July 4	Independence Day	Jan 15	Martin Luther King Day	 First day of School  Last Day of School  Legal Holiday  School Closed
Aug 8-9	● New Teacher Workday	Feb 12	Lincoln's Birthday	
Aug 10	X K-6 Teacher Workday	Feb 19	Washington's Birthday	
Aug 11	○ All Teacher Workday	April 2-6	Spring Break	
Aug 14	First Day of School	May 28	Memorial Day	
Sept 4	Labor Day	May 31	Last Day of School	
Nov 10	Veterans' Day observed	June 1	○ All Teacher Workday	
Nov 20-24	Thanksgiving Break			
Dec 20	△ 7-12 Teacher Workday			
Dec 20-Jan 5	Winter Break			

Chino Valley Unified School District

Our Motto:

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

DATE: November 17, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park, Ed.D., Assistant Superintendent, Curriculum, Instruction, Innovation, and Support

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. School sponsored 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:

School-Sponsored Trips	Date	Fiscal Impact
Site: Ayala HS Event: Choir Tour Place: Washington DC Chaperone Ratio: 69 students/8 chaperones	March 29-April 2, 2017	Cost: \$1,200.00 per student Funding Source: Parents
Site: Ayala HS Event: CASL State Conference Place: San Jose, CA Chaperone Ratio: 26 students/3 chaperones	April 1-3, 2017	Cost: \$507.00 per student Funding Source: Parents/ USB

School-Sponsored Trips	Date	Fiscal Impact
Site: Chino Hills HS Event: Hoop Hall Classic West Place: Scottsdale, AZ Chaperone Ratio: 14 students/5 chaperones	December 9, 2016	Cost: no cost per student Funding Source: Tournament Sponsor
Site: Chino Hills HS Event: Tarkanian Classic Basketball Tournament Place: Las Vegas, NV Chaperone Ratio: 14 students/5 chaperones	December 16-20, 2016	Cost: no cost per student Funding Source: Tournament Sponsor
Site: Chino Hills HS Event: Max Preps Holiday Classic Place: Palm Springs, CA Chaperone Ratio: 14 students/5 chaperones	December 26-30, 2016	Cost: no cost per student Funding Source: Tournament Sponsor
Site: Chino Hills HS Event: CASL State Conference Place: San Jose, CA Chaperone Ratio: 50 students/5 chaperones	April 1-3, 2017	Cost: \$375.00 per student Funding Source: Parents
Site: Don Lugo HS Event: CASL State Conference Place: San Jose, CA Chaperone Ratio: 16 students/2 chaperones	April 1-3, 2017	Cost: \$475.00 per student Funding Source: Parents
Site: Don Lugo HS Event: Reno Jazz Festival Place: Reno, NV Chaperone Ratio: 20 students/2 chaperones	April 27-30, 2017	Cost: \$600.00 per student Funding Source: Parents

FISCAL IMPACT

None.

WMJ:GP:lmc

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: November 17, 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

\$2,390,249.74 to all District funding sources.

WMJ:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 17, 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

MASTER CONTRACT	FISCAL IMPACT
<p>MC-1617-026 Inland Hills Church. To provide venue for high school awards night events. Submitted by: Don Lugo HS/Purchasing Department Duration of Agreement: November 18, 2016 – June 30, 2019</p>	<p>Contract Amount: per rate sheet Funding Source: PFA/PTA/ASB/USB/Boosters</p>

APPROVED CONTRACT TO BE AMENDED	AMENDMENT
<p>ES-1516-043 M1 City of Chino Hills To provide School Resource Officers (SRO's) at Ayala HS and Chino Hills HS. Submitted by: Educational Services Duration of Agreement: September 1, 2016 – June 2, 2017 Original Agreement Board Approved: January 7, 2016</p>	<p>Extend contract through June 2, 2017 Increase contract amount \$10,636.50 from \$212,525.50 to \$223,162.00</p>

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: November 17, 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
November 17, 2016**

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Work Center	Xerox	VK017134	Chino Hills HS
T.V.	Samsung	39ZT551620E/16236	Chino Hills HS
T.V.	Samsung	39ZT751909E	Chino Hills HS
VHS	Samsung	GVAT500447W/16268	Chino Hills HS
VHS	Samsung	GVAT102oi2N/16220	Chino Hills HS
Computer	Apple eMac	19571	Chino Hills HS
Computer	Apple eMac	18681	Chino Hills HS
Computer	Apple eMac	20730	Chino Hills HS
Computer Box	Apple	20738	Chino Hills HS
Computer Box	Apple	20736	Chino Hills HS
Optiplex 760	Dell	OU344C/31710	Chino Hills HS
Keyboard	Dell		Chino Hills HS
Computer	iMac	14853	Chino Hills HS
Computer	iMac	02778	Chino Hills HS
Computer	iMac	17012	Chino Hills HS
Computer	Apple eMac	22260	Chino Hills HS
Computer	iMac	12482	Chino Hills HS
Computer	iMac	12785	Chino Hills HS
Computer Box	Apple	19520	Chino Hills HS
Computer Box	Apple	19516	Chino Hills HS
Computer Box	Apple	20739	Chino Hills HS
Computer Box	Apple	18426	Chino Hills HS
Computer Box	Apple	18424	Chino Hills HS
Computer	iMac	14865	Chino Hills HS
Computer	iMac	02777	Chino Hills HS
DVD Player	Daewoo	DE136085204	Chino Hills HS
T.V.	Samsung	39ZT751837L	Chino Hills HS
T.V.	Samsung	39ZT951130E	Chino Hills HS
VHS Player	Panasonic	F4IA20582	Chino Hills HS
T.V.	Samsung	39ZA852469B/13445	Chino Hills HS
VHS Box	Samsung	GVAT103031T/16230	Chino Hills HS
VHS Box	Samsung	GVAT102861V/16281	Chino Hills HS
T.V.	Samsung	39ZT551885E/16240	Chino Hills HS
VHS Player	Panasonic	F4IA20823	Chino Hills HS
Computer	Apple eMac	16711	Chino Hills HS
T.V.	Samsung	39ZR352483X/13426	Chino Hills HS
T.V.	Samsung	16259	Chino Hills HS
T.V.	Samsung	39ZT751938T/16233	Chino Hills HS

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
T.V.	Samsung	39ZT551619Z	Chino Hills HS
VHS Box	Samsung	GVBT901678P	Chino Hills HS
VHS Box	Samsung	GVBT902331V	Chino Hills HS
VHS Box	Samsung	GVBT902777L	Chino Hills HS
Monitor	Dell	EN-066639-72872-61E	Chino Hills HS
T.V.	Samsung	39ZT457245P/16260	Chino Hills HS
T.V.	Samsung	39ZT551604B/16247	Chino Hills HS
Printer	HP Laserjet	15812	Chino Hills HS
Monitor	Viewsonic	AIM032030234	Chino Hills HS
Monitor	Viewsonic	AIM032030800	Chino Hills HS
Monitor	Apple	Y13340TPNNF/18784	Chino Hills HS
T.V.	Samsung	39ZT7519NL	Chino Hills HS
VHS Box	Samsung	39ZT751860A	Chino Hills HS
VHS Box	Samsung	6VBT902909W	Chino Hills HS
VHS Box	Samsung	6VBT901811F	Chino Hills HS
T.V.	Samsung	39ZT751859V	Chino Hills HS
CBS		18975	Chino Hills HS
T.V.	Samsung	39ZT751910V	Chino Hills HS
T.V.	Phillips	YAIA0444038528	Chino Hills HS
T.V.	Phillips		Chino Hills HS
Computer	Apple eMac	18711	Chino Hills HS
Computer	Apple eMac	22259	Chino Hills HS
Computer	Apple eMac	17045	Chino Hills HS

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

DATE: November 17, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park, Ed.D., Asst. Supt., Curriculum, Instruction, Innovation,
and Support
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/or 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:mcm

CERTIFICATED PERSONNEL

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED MANAGEMENT SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2016/2017 SCHOOL YEAR</u>			

LOPEZ, Cathleen	School Psychologist	Special Education	11/28/2016
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CHANGE IN ASSIGNMENT

MONTGOMERY, Cheree	FROM: Coordinator, Secondary Curriculum TO: Coordinator, Elementary Curriculum	Curriculum, Instruction, Innovation, and Support Curriculum, Instruction, Innovation, and Support	11/18/2016
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HIRED AT APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2016/2017 SCHOOL YEAR

MORENO, Tracy	Special Ed. Teacher	Newman/Rhodes	11/18/2016
STITT, Songhee	Special Ed. Teacher	Cal Aero K-8	12/12/2016
MAGALLON, Sirena	Speech/Language Pathologist	Special Education	11/28/2016

RESIGNATION

HOLLEY, Karol	Behavior Intervention Psychologist	Special Education	11/04/2016
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APPOINTMENT – EXTRA DUTY – DEPARTMENT CHAIR

BERGMANN, Jamie	Pep Squad Advisor	Ayala HS	11/18/2016
ELLINGTON, Matthew	Audio/Visual Coordinator	Ayala HS	11/18/2016
GILLESPIE, Stacy (NBM)	Pep Squad Advisor	Ayala HS	11/18/2016

DELETE – EXTRA DUTY – DEPARTMENT CHAIR

RUSSELL, Kevin	Audio/Visual Coordinator	Ayala HS	10/07/2016
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APPOINTMENT – EXTRA DUTY

JERECZEK, Richard (NBM)	Basketball (GF)	Townsend JHS	11/18/2016
LOPEZ, Erik (NBM)	Wrestling (B)	Ayala HS	11/18/2016
SOLTYSIK, Dylan (NBM)	Wrestling (B)	Ayala HS	11/18/2016
ANGULO, Alex	Wrestling (GF)	Chino HS	11/18/2016
TAYLOR, Lucas (NBM)	Wrestling (GF)	Chino HS	11/18/2016

CERTIFICATED PERSONNEL (cont.)

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

HEIDER, Brian (NBM)	Girls Water Polo (B)	Chino Hills HS	11/18/2016
ZUNIGA, Jonathan (NBM)	Band (B)	Chino Hills HS	11/18/2016
GONZALEZ, Jesse (NBM)	Band (B)	Don Lugo HS	11/18/2016
		TOTAL:	\$9,771.00

APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2016, THROUGH JUNE 30, 2017

FRANCHINO, Karleigh HOSSEINZADEH, Mahshid NEHMENS, Amy

CLASSIFIED PERSONNEL

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

RAMIREZ, Evelia	Nutrition Srvcs. Asst. I (NS)	Chaparral ES	11/18/2016
VARGAS, Erika	Bilingual Typist Clerk I (C)	Glenmeade ES	11/18/2016
RAMIREZ, Maria	Nutrition Srvcs. Asst. I (NS)	Marshall ES	11/18/2016
DE LA ROSA, Steve	Electronics Technician II (GF)	Technology	11/18/2016
FIERRO, Cherryle	Bus Driver (GF)	Transportation	11/18/2016

PROMOTION

CHICO, Ana	FROM: School Community Liaison/Biling. Spanish (GF) 3 hrs./175 work days	Don Lugo HS	11/18/2016
	TO: Typist Clerk II (GF) 8 hrs./201 work days	Ayala HS	

CHANGE IN ASSIGNMENT

MILVERSTED, Dana	FROM: IA/SPED (SELPA/GF) 3.5 hrs./181 work days	Ayala HS	11/18/2016
	TO: IA/SPED/SH (SELPA/GF) 6 hrs./181 work days	Eagle Canyon ES	
JIMENEZ, Maritza	FROM: District Attendance Liaison (GF) 3.5 hrs./183 work days	Student Support	11/18/2016
	TO: District Student Records Specialist (GF) 8 hrs./261 contract days	Student Support	

ADDITIONAL ASSIGNMENT

MELLO, Karen	Nutrition Srvcs. Asst. I (NS)	Oak Ridge ES	11/18/2016
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RETIREMENT

CANNONE, Linda (26 years of service)	Admin. Secretary IIA (GF)	Curriculum, Instruction, Innovation, and Support	12/31/2016
CHILDRESS, William (37 years of service)	Construction Coordinator (GF)	Maintenance	12/30/2016

CLASSIFIED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
<u>CLOSING OF OFFICIAL RECORDS</u>			
SEGURA, Alma	Custodian I (GF)	CVLA	11/04/2016
	Custodian I (GF)	Media Center	11/04/2016
	Custodian I (GF)	Student Support	11/04/2016

APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2016, THROUGH JUNE 30, 2017

CHAMOIS, Rochanda	CRUZ, Bianca	Dunn, Clara
GALLARDO, Keilah	KING, Rosemary	NOLTE, Mary
PEREZ, Naomi	REAMS, Allyson	

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 17, 2016
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Grace Park, Ed.D., Asst. Supt., Curriculum, Instruction, Innovation, and Support
Daniel P. Mellon, ARM-P, Director, Risk Management and Human Resources
SUBJECT: REJECTION OF CLAIMS

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BACKGROUND

Claim 16-10-10 was submitted on October 31, 2016, by Gilbert Quinones, Esq., Attorney, on behalf of Francisco Reyes Espinoza. Claimant alleges vehicle damage after being broadsided by a District employee driving his scheduled route within the community. Claimant seeks unspecified damages and seeks a settlement demand that lies within the jurisdiction of the Superior Court.

Claim 16-11-11 was submitted on November 1, 2016, by William D. Carey, a classified employee at Chino Valley Unified School District. Claimant alleges vehicle damage after a District employee backed into his personal vehicle in the transportation parking lot. Claimant seeks reimbursement for vehicle damage in the amount of \$1,887.16.

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

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

RECOMMENDATION

It is recommended the Board of Education reject the claims and refer them to the District's insurance adjuster.

FISCAL IMPACT

Unknown at present.

WMJ:GP:DPM:lag

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 17, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park, Ed.D., Asst. Supt., Curriculum, Instruction, Innovation,
and Support
Lea Fellows, Director, Human Resources
Richard Rideout, Director, Human Resources

**SUBJECT: JOB DESCRIPTION REVISIONS FOR CHILD DEVELOPMENT
TEACHER, CHILDREN’S CENTER TEACHER, HEAD TEACHER -
CHILDREN’S CENTER, AND INFANT/TODDLER CENTER
TEACHER**

=====

BACKGROUND

Job descriptions are a statement of duties, qualifications, and responsibilities associated with a particular job. It is a matter of standard practice to modify and/or create job descriptions as new positions become necessary, jobs evolve, and responsibilities and duties change. Additionally, changes in organizational structure, student needs, and other factors require the revision of existing positions to support the District’s mission of increased student achievement. These job descriptions are being revised to reflect Senate Bill 792, which requires employees that work in day care centers to be immunized against influenza, pertussis, and measles. In addition, revisions to the supervisor’s title are being modernized.

The District consulted with the Associated Chino Teachers regarding the revisions of the job descriptions.

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

RECOMMENDATION

It is recommended the Board of Education approve the job description revisions for Child Development Teacher, Children’s Center Teacher, Head Teacher - Children’s Center, and Infant/Toddler Center Teacher.

FISCAL IMPACT

None.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

CHILD DEVELOPMENT TEACHER

DESCRIPTION OF POSITION:

Child Development Teacher, under the direction of the COORDINATOR, Child Development Administrator, plans, develops, directs and supervises the General Child Care program in accordance with California Department of Education (CDE) and California Department of Social Services/Community Care Licensing regulations.

MAJOR DUTIES AND RESPONSIBILITIES:

Execute and direct a developmentally appropriate child care and development program that provides individual and group activities designed to stimulate growth across the learning domains for children ages 3-12. **(E)**

Develop and enforce a plan for safe and effective supervision of children. **(E)**

Provide a safe and healthy environment, with appropriate standards for positive child behavior and pro-social development. **(E)**

Supervise and direct the work of support staff; assist in obtaining substitute staff; provide training of support staff; provide lunch/break coverage to support staff as needed. **(E)**

Guide daily routine activities of children such as eating, sleeping, dressing, toileting and other functions. **(E)**

Develop and implement lesson plans based on the children's identified needs and developmental abilities; cultivate and demonstrate understanding of a child's development of children's abilities, skills, and interest; submit recommendations for purchase of instructional materials to help achieve educational goals. **(E)**

Complete developmental profiles for all children according to CDE standards; conduct parent conferences; maintain communication with parents on informal and formal basis regarding developmental progress, positive behavior, health concerns or questions, or special needs of the child; collaborate with other professional staff to assess and address health and developmental problems. **(E)**

Implement a nutrition program in accordance with USDA regulations for children; develop age-appropriate menus; maintain accurate records for Child Care Food Program reports; cooperate and assist administrative staff with reports, food program evaluation, and food program audits. **(E)**

Assess and maintain center environments according to CDE standards for environments; devise and implement action plans to maintain acceptable environment rating; submit recommendations for purchase of needed equipment or supplies. **(E)**

Maintain accurate records for attendance reporting and enrollment documentation; assist in development of policies and procedures. **(E)**

Develop a plan for and conduct a minimum of three (3) parent advisory committee meetings. **(E)**

Maintain positive relationship with parents, communicating formally and informally regarding positive behavior, concerns, questions or special needs of the child.

Maintain positive relationship with school site administration and teachers.

Maintain a pleasant working relationship with center staff and District personnel.

Perform other related duties as assigned.

(E) = Essential Functions

CREDENTIAL: Valid California Child Development Site Supervisor Permit.

QUALIFICATIONS: Proven skills in flexibility and sensitivity to change situations and needs; to problem solve and structure time effectively: to direct individual and group activities of children and families: to effectively carry out written and oral instructions: to communicate effectively with parents and children; and to maintain cooperative professional work relationships.

Knowledge of and ability to read, interpret, and apply Title 5, Title 22, and California Department of Education regulations.

Ability to work successfully with minority and low-income families, and demonstrated knowledge of the basic needs of children and families.

Strong college preparation in Early Childhood Development desirable.

Knowledge of English and Spanish, Cantonese or Vietnamese desirable.

EXPERIENCE: Successful teaching experience in a child development setting, with children ages 3-13, is desirable.

WORKING CONDITIONS: Classroom;
Playground;
Restroom;
Instructional settings within the community.

PHYSICAL ABILITIES: Lifting at least 50 pounds;
Walking and standing for extended periods of time;
Running;
Visual ability to read, prepare, and process documents;

Pushing and pulling;
Reaching overhead, above shoulders and horizontally;
Must be willing to diaper and provide toilet assistance to students;
Dexterity of hands and fingers to operate other adaptive equipment
and classroom instructional materials;
Gripping and grasping.

**ADDITIONAL
REQUIREMENTS:**

UNDER SENATE BILL 792, EMPLOYEES WORKING IN DAY CARE
CENTERS ARE REQUIRED TO BE IMMUNIZED AGAINST
INFLUENZA, PERTUSIS AND MEASLES.

HAZARDS:

Exposure to contact with blood, body fluids and waste materials;
Contact with cleaning agents and chemicals.

Board Approved: October 16, 2008
REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

CHILDREN'S CENTER TEACHER

DESCRIPTION OF POSITION:	Plans and directs positive classroom activities for preschool and school age children.
MAJOR DUTIES AND RESPONSIBILITIES:	<p>Prepares instructional objectives for the group, the strategies for meeting them, and the means for their evaluation.</p> <p>Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.</p> <p>Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.</p> <p>Supervises pupils in classrooms and other than classroom activities during the assigned working day.</p> <p>Guides routine activities of children such as eating, sleeping, dressing, toileting and other functions.</p> <p>Provides leadership and direction for Instructional Aides and volunteers.</p>
QUALIFICATIONS:	<p>Appropriate credential authorizing service as a Children's Center teacher.</p> <p>Ability to work effectively in a multiethnic setting.</p> <p>Knowledge of current trends and research concerning child growth and development patterns and learning theories.</p> <p>Previous successful teaching experience with preschool children, infants through age 13 desirable.</p> <p>Strong formal education in early childhood education desirable.</p> <p>Experience working with children who are ill desirable.</p> <p>Proven skills in working with parents desirable.</p> <p>Knowledge of English and Spanish, Cantonese or Vietnamese desirable.</p>
RESPONSIBLE TO:	COORDINATOR, CHILD DEVELOPMENT— Administrator, Child Development Programs.

**ADDITIONAL
REQUIREMENTS:**

UNDER SENATE BILL 792, EMPLOYEES WORKING IN DAY CARE CENTERS ARE REQUIRED TO BE IMMUNIZED AGAINST INFLUENZA, PERTUSIS AND MEASLES.

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

HEAD TEACHER – CHILDREN’S CENTER

DESCRIPTION OF POSITION:

Be concerned about the problems of the community and those less fortunate; have a positive attitude, be able to communicate, intermix, and accept supervision, be able to relate to the problems of the community on a personal basis, aid in setting up priorities in dealing with concerns of the Children’s Center program, provide “leadership” at parent meetings until leadership develops within the group. Serves as a liaison between parents and the school district.

MAJOR DUTIES AND RESPONSIBILITIES:

Conduct the Children’s Center Program according to the policies and directives of the Chino Valley Unified School District and the California State Department of Education which include:

Encourage the child’s emotional and social development, improving and expanding the child’s ability to think and speak clearly, improve comprehension and usage of the English language in non-English speaking children, broadening the scope of the child’s environment and providing wider areas of social and learning experiences.

Developing confidence in the child in his relationship at home, in the school situation, and toward society in general, helping both the child and the child’s family toward a greater confidence, self-respect and dignity.

Keep class attendance, conduct a parent participation program, conduct periodic evaluation of the program under the direction of the Director, help maintain good public relations and communication between the community and the school.

Assist in program development, submit recommendations for materials and equipment.

Make home visits as the need arises.

Attend all workshops and meetings unless other arrangements have been made with the director.

Keep and maintain a lesson plan book and other records that are necessary, including cumulative folders for children and information for monthly or state required reports.

Administer tests, report all accidents or problems to the ~~Early Childhood~~ Early Childhood Coordinator, CHILD DEVELOPMENT follow through on basic health and emotional needs and referrals.

Participates in Parent/Teacher conferences for school age children.

Assigns responsibilities of NYC workers, volunteers or student aides.

Assists in supervision of activities of all assigned personnel.

CREDENTIAL: Children's Center Permit.

SUPERVISION: Responsible to: ~~Early Childhood~~ Coordinator, CHILD DEVELOPMENT
and ~~Director of Special Projects~~.

ADDITIONAL REQUIREMENTS: UNDER SENATE BILL 792, EMPLOYEES WORKING IN DAY CARE CENTERS ARE REQUIRED TO BE IMMUNIZED AGAINST INFLUENZA, PERTUSIS AND MEASLES.

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

INFANT/TODDLER CENTER TEACHER

DESCRIPTION OF POSITION:

Infant/Toddler Center Teacher, under the direction of the COORDINATOR, Child Development Administrator, plans develops, directs and supervises the Infant/Toddler Center Child Care and Development program in accordance with the standards established by the California Department of Education (CDE) and California Department of Social Services/Community Care Licensing regulations.

MAJOR DUTIES AND RESPONSIBILITIES:

Execute a developmentally appropriate infant/toddler program that meets the social, emotional, cognitive, physical and intellectual needs of the children (new born – 5 years old). **(E)**

Develop and enforce a plan for safe and effective supervision of children. **(E)**

Provide a safe and healthy environment, with appropriate standards for positive behavior and social skills development. **(E)**

Develop and implement lesson plans based on children's identified needs; submit recommendations for instructional materials and equipment that meet the educational goals of the lesson plans. **(E)**

Supervise and direct the work of support staff; assist in obtaining substitute staff; provide training of support staff; provide lunch/break coverage to support staff. **(E)**

Guide daily routine activities of children such as eating, sleeping, dressing, toileting and other functions. **(E)**

Implement a nutrition program in accordance with USDA regulations for children; develop age-appropriate menus; maintain accurate records for Child Care Food Program reports; cooperate and assist administrative staff with reports, food program evaluation, and food program audits. **(E)**

Complete developmental profiles for all children according to CDE standards; conduct parent conferences; maintain communication with parents on informal and formal basis regarding developmental progress, positive behavior, health concerns or questions, or special needs of the child; collaborate with other professional staff to assess and address health and developmental problems. **(E)**

Assess and maintain center environment according to CDE standards; devise and implement action plans to maintain acceptable environment rating; submit recommendations for purchase of equipment and supplies to maintain environments. **(E)**

Maintain accurate records for attendance reporting and enrollment documentation; assist in the development of policies and procedures. **(E)**

Develop a plan for and conduct a minimum of three (3) teen parent advisory committee meetings. **(E)**

Maintain positive relationship with parents, communicating formally and informally regarding positive behavior, concerns, questions or special needs of the child.

Maintain positive relationship with school site administration and teachers.

Maintains a pleasant working relationship with center staff and District personnel.

Performs other related duties as assigned.

(E) = Essential Functions

CREDENTIAL: Valid California Child Development Site Supervisor Permit.

QUALIFICATIONS: A minimum of three (3) Early Childhood Education units in Infant/Toddler Caregiving.

Proof of Program for Infant/Toddler Caregivers (PITC) completion desirable.

Proven skills in flexibility and sensitivity to changing situations and needs; to problem solve and structure time effectively; to direct individual and group activities of children and families; to effectively carry out written and oral instructions; to communicate effectively with parents and children; and to maintain cooperative professional work relationships.

Knowledge of and ability to read/interpret/apply Title 5, Title 22, and California Department of Education regulations.

Ability to work successfully with pregnant and parenting teen population; knowledge of basic needs of children and families; and ability to connect families to community resources.

Strong college preparation in Early Childhood Development desirable.

Knowledge of English and Spanish, Cantonese or Vietnamese desirable.

EXPERIENCE: Successful teaching experience in a child development setting with children ages 0-5 is desirable.

WORKING CONDITIONS: Classroom;
Playground;
Restroom;
Instructional settings within the community.

PHYSICAL ABILITIES: Walking and standing for extended periods of time;
Running;
Stooping and bending at waist for prolonged periods of time;

Visual ability to read, prepare, and process documents;
Pushing and pulling;
Reaching overhead, above shoulders and Horizontally;
Must be willing to diaper and provide toilet assistance to students;
Dexterity of hands and fingers to operate other adaptive equipment
and classroom instructional materials;
Gripping and grasping.

**ADDITIONAL
REQUIREMENTS:**

UNDER SENTATE BILL 792, EMPLOYEES WORKING IN DAY CARE
CENTERS ARE REQUIRED TO BE IMMUNIZED AGAINST
INFLUENZA, PERTUSIS AND MEASLES.

HAZARDS:

Exposure to contact with blood, body fluids and waste materials;
Contact with cleaning agents and chemicals.

Board Approved: 10/2/2008
REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 17, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park, Ed.D., Asst. Supt., Curriculum, Instruction, Innovation,
and Support
Lea Fellows, Director, Human Resources
Richard Rideout, Director, Human Resources

**SUBJECT: REVISION OF JOB DESCRIPTION FOR DISTRICT POSTAL
SPECIALIST**

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BACKGROUND

Job descriptions are a statement of duties, qualifications, and responsibilities associated with a particular job. It is a matter of standard practice to modify and/or create job descriptions as new positions become necessary, jobs evolve, and responsibilities and duties change. Additionally, changes in organizational structure, student needs, and other factors require the revision of existing positions to support the District's mission of increased student achievement. In this case, one revision under experience is being changed.

The District has consulted with the California School Employees Association on the job description as required.

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 the job description for District Postal Specialist.

FISCAL IMPACT

None.

WMJ:GP:LF:RR:mcm

DISTRICT POSTAL SPECIALIST

DEFINITION

Under general supervision, bar codes, tabs, and meters all outgoing United States mail; receives, sorts, and distributes District mail. This is a single position classification which is characterized by the responsibility to provide mail service to all District sites, the United States Post Office, and other mail carriers.

OCCUPATIONAL GROUP

Classified (Clerical)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Processes incoming and outgoing mail using the appropriate sort program. **(E)**
2. Receives, tabs, bar codes, meters, sorts, and bundles outgoing mail utilizing designated equipment. **(E)**
3. Delivers mail to and collects mail from designated District offices and departments.
4. Interacts and advises schools/District personnel and/or the public in matters requiring knowledge of rules, procedures, policies and activities relating to District mail room and United States Postal Service by telephone or in person. **(E)**
5. Monitors District postal account via computer. Interacts with the United States Postal Service and other mail carriers. **(E)**
6. Receives and prepares packages and letters for special delivery.
7. May perform department clerical work to support day to day operations.
8. Collaborates with department staff in the preparation of print matter which requires mailing. **(E)**
9. Prepares automated bulk first class and standard mail utilizing specialized address correction, validation, and presorting software. **(E)**
10. Queries student addresses from District student database and prepares list in appropriate file format for importing into presorting software.

11. Operates and maintains mailing equipment.
12. Prepares United States Postal Service online forms utilizing postal software.
13. Assists with the preparation of various department reports by inputting appropriate data or querying data; maintains, compiles, and retrieves a variety of records.
14. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- Postal rules, regulations, and all postal rates.
- Computer operations and applications.
- Spreadsheets import/export file formats.
- Correct usage of the English language, grammar and spelling.
- Mathematical calculations.
- Accurate record keeping.

Ability to:

- Implement United States and District mail rules and regulations.
- Operate a variety of mailroom equipment, i.e., postal meter, tabbing machine, etc.
- Perform intermediate computer skills.
- Follow oral and written directions.
- Maintain accurate records and prepare reports.
- Establish and maintain cooperative and effective relationships with those contacted during the course of the work day.
- Learn new methods and procedures as required.
- Provide positive customer service.

EXPERIENCE

Six months working experience in a mailroom environment desirable.

EDUCATION/CERTIFICATION

High School diploma or its equivalent. Courses in postal services desirable.

RESPONSIBLE TO:

Reprographics Manager

WORKING CONDITIONS

- Printing, graphics, and mail services environment.
- Considerable distractions and constant interruptions.
- Demanding timelines.
- Indoor/outdoor and noisy environment.
- Occasional evening and/or variable hours.
- Regular exposure to fumes, dust, and odors, and contact with cleaning agents and chemicals.
- Temperature extremes.

PHYSICAL ABILITIES

- Bending at the waist and reaching to lift boxes, mail, mail bags and other items.
- Pushing or pulling assorted mail carts.
- Dexterity of hands and fingers to operate job related equipment.
- Heavy lifting of objects weighing up to 50 pounds using proper lifting methods.
- Kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Stooping, turning, twisting, and walking on uneven surfaces.
- Walking and standing for long periods of time.
- Visual, speaking, and hearing ability to perform job responsibilities.

HAZARDS

- Contact with cleaning agents, fumes, and chemicals.
- Possible contact with toxic materials.
- Extended viewing of computer monitor.
- Noise from equipment.
- Temperature extremes.
- Working in a cramped or restrictive work station.
- Working around and with machinery having moving parts.

Approved: 09/09/80
Revised: 10/02/03
Revised: January 16, 2014
REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 17, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park, Ed.D., Asst. Supt., Curriculum, Instruction, Innovation,
and Support
Lea Fellows, Director, Human Resources
Richard Rideout, Director, Human Resources

SUBJECT: REVISION OF BOARD POLICY 4112.21 PERSONNEL - INTERNS

=====

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 4112.21 Personnel – Interns is being revised to reflect repeal of 20 USC 6319 pursuant to the Every Student Succeeds Act (P.L. 114-95). This agenda item was presented to the Board of Education on November 3, 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 4112.21 Personnel – Interns.

FISCAL IMPACT

None.

WMJ:GP:LF:RR:mcm

INTERNS

The Board of Education may employ interns as necessary to fulfill the need for sufficient instructional staff and to provide future teachers an opportunity to link teaching theory with practice in order to meet state credentialing requirements. In addition, the District may employ teachers who already possess a preliminary or clear credential and are pursuing a credential in a different specialization as interns for positions that require such other credential.

cf. 4112.2 - Certification
cf. 4112.22 - Staff Teaching English Language Learners
cf. 4112.23 - Special Education Staff

The Superintendent or designee may enter into partnership agreements with one or more approved teacher preparation programs sponsored by colleges or universities and/or may provide a District intern program with approval of the Commission on Teacher Credentialing (CTC). Any intern program in which the District participates shall be aligned with the preconditions and program standards adopted by the CTC.

The Superintendent or designee shall make reasonable efforts to recruit an intern from an approved program within the region whenever a teacher with a preliminary or clear credential is not available for a position requiring certification. (Education Code 44225.7)

cf. 4111/4211/4311 - Recruitment and Selection

The Superintendent or designee shall ensure that any intern employed by the District possesses an appropriate intern credential and is adequately prepared for the responsibilities of the position.

An intern may be assigned to provide the same service as a holder of a regular multiple subject, single subject, or education specialist credential in accordance with the authorizations and grade/age level specified on the intern credential. (Education Code 44454, 44325, 44326, 44830.3)

cf. 4113 - Assignment

~~An intern may be assigned to teach core academic subjects, as defined in law, if he/she meets the definition of a "highly qualified" teacher adopted by the State Board of Education. (20 USC 6319, 7801; 5 CCR 6100-6112)~~

Terms of employment for interns shall be consistent with law and the District's collective bargaining agreement, as applicable.

cf. 4116 - Probationary/Permanent Status
cf. 4141/4121 - Collective Bargaining Agreement

INTERNS (cont.)

Interns shall receive intensive, structured supervision and ongoing support by qualified personnel in order to enhance their instructional skills and knowledge. The Superintendent or designee shall ensure that District staff serving as supervisors, mentor teachers, or other support providers receive appropriate training to fulfill their responsibilities and that they maintain frequent communication with the interns they are assigned to assist.

cf. 4131 - Staff Development
cf. 4131.1 - Teacher Support and Guidance

Interns shall be provided with ongoing feedback regarding their performance and shall be formally evaluated in accordance with Board policy and the District's collective bargaining agreement.

cf. 4115 - Evaluation/Supervision

Upon receiving notification from the Superintendent or designee that an intern has successfully completed the program, the Board may recommend to the CTC that the intern be awarded a preliminary (Education Code 44328, 44468, 44830.3)

The Board shall regularly evaluate the effectiveness of the intern program(s) to determine whether changes are needed in the support and/or assignment of interns. The Board's evaluation shall be based on a report by the Superintendent or designee, including, but not limited to, data on student performance in classes taught by interns, feedback from interns and supervisors, and the number of interns who successfully complete the program and obtain general education or education specialist credentials.

cf. 0500 - Accountability

Legal Reference:

EDUCATION CODE

300-340 English language education for immigrant children
44225 Credentials, responsibilities of Commission on Teacher Credentialing
44225.7 Priority for hiring fully prepared teacher
44253.3-44253.4 Certificate to provide services to English-Learners
44253.10 Qualifications to provide specially designed academic instruction in English
44259 Minimum requirements for teaching credential
44314 Diversified or liberal arts program
44321 CTC approval of internship programs
44325-44328 District interns
44339-44341 Teacher fitness
44450-44468 Teacher Education Internship Act of 1967 (university interns)
44830.3 Employing district interns
44885.5 District interns classified as probationary employees

INTERNS (cont.)

CODE OF REGULATIONS, TITLE 5

6100-6126 No Child Left Behind teacher requirements

80021.1 Provisional internship permit

80033 Intern teaching credential

80055 Internship credential, extension for extenuating circumstances

COURT DECISIONS

Renee v. Duncan, 686 F.3d 1002 (2012)

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

CL-840 Early Completion Option

SB 2042 Multiple Subject and Single Subject Preliminary Credential Program Standards, rev. February 2014

Intern Preservice, Support and Supervision Requirements: Preparation to Teach English Learners, Program Sponsor Alert 13-06, June 3, 2013

Education Specialist Teaching and Other Related Services Credential Program Standards, rev. May 2013

California Standards for the Teaching Profession, October 2009

Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013

Administrator's Assignment Manual, 2008

Preparation of Intern Credential Holders Prior to Service as Teacher of Record as an Intern, Coded Correspondence 08-03, March 3, 2008

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Improving Teacher Quality State Grants, rev. October 5, 2006

WEBSITES

California School Boards Association: www.csba.org

Commission on Teacher Credentialing, Interns: www.ctc.ca.gov/educator-prep/intern

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

Chino Valley Unified School District

Policy approved: April 1, 1999

Revised: November 4, 2010

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 17, 2016
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
SUBJECT: REVISION OF BOARD BYLAW EXHIBIT 9323.2 BYLAWS OF THE BOARD—ACTIONS BY THE BOARD

=====

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 Bylaw Exhibit 9323.2 Bylaws of the Board—Actions by the Board is being revised to add requirement for two-thirds vote of the board when a K-8 district chooses to establish a community day school. Item 7 under ‘Actions Requiring a two-thirds vote of the Board’ is being added.

New language is in caps.

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 Bylaw Exhibit 9323.2 Bylaws of the Board—Actions by the Board.

FISCAL IMPACT

None.

WMJ:pk

ACTIONS BY THE BOARD

Actions Requiring a Super Majority Vote

Actions requiring a two-thirds vote of the Board:

1. Resolution declaring intention to sell or lease real property (Education Code 17466)

(cf. 3280 - Sale or Lease of District-Owned Real Property)

2. Resolution declaring intent of Board of Education to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)
3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)
4. Lease for up to three months of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)
5. Request for temporary borrowing pursuant to Government Code 53820-53833, to pay District obligations incurred before the receipt of District income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)
6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, action to render city or county zoning ordinances inapplicable to a proposed use of the property by the District (Government Code 53094)

(cf. 7131 - Relations with Local Agencies)

(cf. 7150 - Site Selection and Development)

(cf. 7160 - Charter School Facilities)

7. WHEN THE DISTRICT IS ORGANIZED TO SERVE ONLY GRADES K-8 AND SEEKS TO ESTABLISH A COMMUNITY DAY SCHOOL FOR ANY OF GRADES K-8 (Education Code 48660)

(cf. 6185 - Community Day School)

8. When the District has an average daily attendance (ADA) of 2,500 or less seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

ACTIONS BY THE BOARD (cont.)

9. When the District is organized to serve only grades K-8 and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)
10. When the District desires to operate a community day school to serve grades K-6 (and no higher grades) on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

(cf. 6185 - Community Day School)

11. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the District (Education Code 15266)

(cf. 7214 - General Obligation Bonds)

12. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)

(cf. 7213 - School Facilities Improvement Districts)

13. Resolution to place a parcel tax on the ballot (government Code 53724)
14. Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:

1. Determination that there is a need to take immediate action and that the need for action came to the District's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)

ACTIONS BY THE BOARD (cont.)

2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

Actions Requiring a Four-Fifths Vote of the Board:

1. Expenditure and transfer of necessary funds and use of District property or personnel to meet a national or local emergency created by war, military, naval or air attack or sabotage, or to provide for adequate national or local defense. (Government Code 53790-53792)

(cf. 3110 - Transfer of Funds)

2. Resolution for District borrowing based on issuance of notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the District's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing. (Government Code 53822, 53824)
3. Resolution for District borrowing, between July 15 and August 30, of up to 25 percent of the estimated income and revenue to be received by the District during that fiscal year from apportionments based on ADA for the preceding year. (Government Code 53823-53824)
4. Declaration of an emergency in order to authorize the District to include a particular brand name or product in a bid specification. (Public Contract Code 3400)

(cf. 3311 - Bids)

5. Resolution to award a contract for a public works project at \$187,500 or less to the lowest responsible bidder, when the District is using the informal process authorized under the Uniform Public Construction Cost Accounting Act for projects of \$175,000 or less, all bids received are in excess of \$175,000 and the Board determines that the District's costs estimate was reasonable. (Public Contract Code 22034)

ACTIONS BY THE BOARD (cont.)

Actions Requiring a Unanimous Vote of the Board:

1. Resolution authorizing and prescribing the terms of a community lease for extraction of gas. (Education Code 17510-17511)
2. Waiver of the competitive bid process pursuant to Public Contract Code 20111 when the Board determines that an emergency exists and upon approval of the County Superintendent of Schools. (Public Contract Code 20113)

Action Requiring a Unanimous Vote of the Board Members Present at the Meeting:

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property in the local dump or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

Chino Valley Unified School District

Revised: August 17, 1995

Revised: July 17, 2003

Revised: September 8, 2011

Revised: March 21, 2013

Revised: September 1, 2016

REVISED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: November 17, 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: ADOPTED 2016/2017 ORGANIZED AND UNORGANIZED STUDENT
BODY BUDGETS**

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BACKGROUND

Board Policy 3452 Business and Noninstructional Operations – Student Activity Funds requires organized and unorganized student body budgets to be submitted to the Board of Education each year for information. The list that follows reflects the adopted student body budgets for fiscal year 2016/2017.

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 adopted 2016/2017 organized and unorganized student body budgets.

FISCAL IMPACT

None.

WMJ:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
ASSOCIATED STUDENT BODY
ADOPTED BUDGET 2016/2017**

ORGANIZED STUDENT BODIES

COMPREHENSIVE HIGH SCHOOLS

	TOTAL	
Ayala HS	\$ 1,661,016	
Chino HS	\$ 836,090	
Chino Hills HS	\$ 1,205,170	
Don Lugo HS	\$ 940,704	
TOTAL HIGH SCHOOLS		\$ 4,642,980

JUNIOR HIGH SCHOOLS

Cal Aero K-8	\$ 64,726	
Canyon Hills JHS	\$ 255,953	
Magnolia JHS	\$ 148,051	
Ramona JHS	\$ 72,805	
Townsend JHS	\$ 176,514	
Woodcrest JHS	\$ 56,476	
TOTAL JUNIOR HIGH SCHOOLS		\$ 774,525

TOTAL ORGANIZED STUDENT BODIES **\$ 5,417,505**

UNORGANIZED STUDENT BODIES

DISTRICT ASB/ELEMENTARY GENERAL

Elementary General	\$ 10,854	\$ 10,854
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CONTINUATION HIGH SCHOOL

Buena Vista HS	\$ 32,326	\$ 32,326
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ELEMENTARY SCHOOLS

Borba ES	\$ 19,924	
Briggs K-8*	\$ -	
Butterfield Ranch ES	\$ 417	
Cattle ES	\$ 49,080	
Chaparral ES	\$ 32,994	
Cortez ES*	\$ -	
Country Springs ES*	\$ -	
Dickey ES	\$ 5,184	
Dickson ES	\$ 52,024	
Eagle Canyon ES	\$ 44,047	
Glenmeade ES*	\$ -	
Hidden Trails ES	\$ 5,619	
Liberty ES	\$ 48,816	
Litel ES	\$ 20,151	
Marshall ES	\$ 24,492	
Newman ES	\$ 17,290	
Oak Ridge ES	\$ 6,024	
Rhodes ES	\$ 523	
Rolling Ridge ES	\$ 63,817	
TOTAL ELEMENTARY SCHOOLS		\$ 390,402

TOTAL UNORGANIZED STUDENT BODIES **\$ 433,582**

TOTAL ASB BUDGETS **\$ 5,851,087**

* ASB Dormant Accounts/Zero Balances

Chino Valley Unified School District

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DATE: November 17, 2016

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park, Ed.D., Assistant Superintendent, Curriculum, Instruction, Innovation, and Support

SUBJECT: MULTI TRACK YEAR ROUND STUDENT ATTENDANCE CALENDAR 2017/2018 FOR CAL AERO PRESERVE ACADEMY

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BACKGROUND

Each year, the Board adopts a Student Attendance Calendar applicable for the succeeding school year. The Student Attendance Calendar is adopted sufficiently in advance of the new school year in order to provide community stakeholders with ample time to provide input and conduct advance planning for the coming year. Additionally, adoption of the Student Attendance Calendar at this time permits the District to meet with exclusive representatives of the District’s certificated and classified employees regarding applicable work year calendars. The Student Attendance Calendar is not intended to constitute the employee work year calendar, which will be negotiated to the extent required by law.

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

RECOMMENDATION

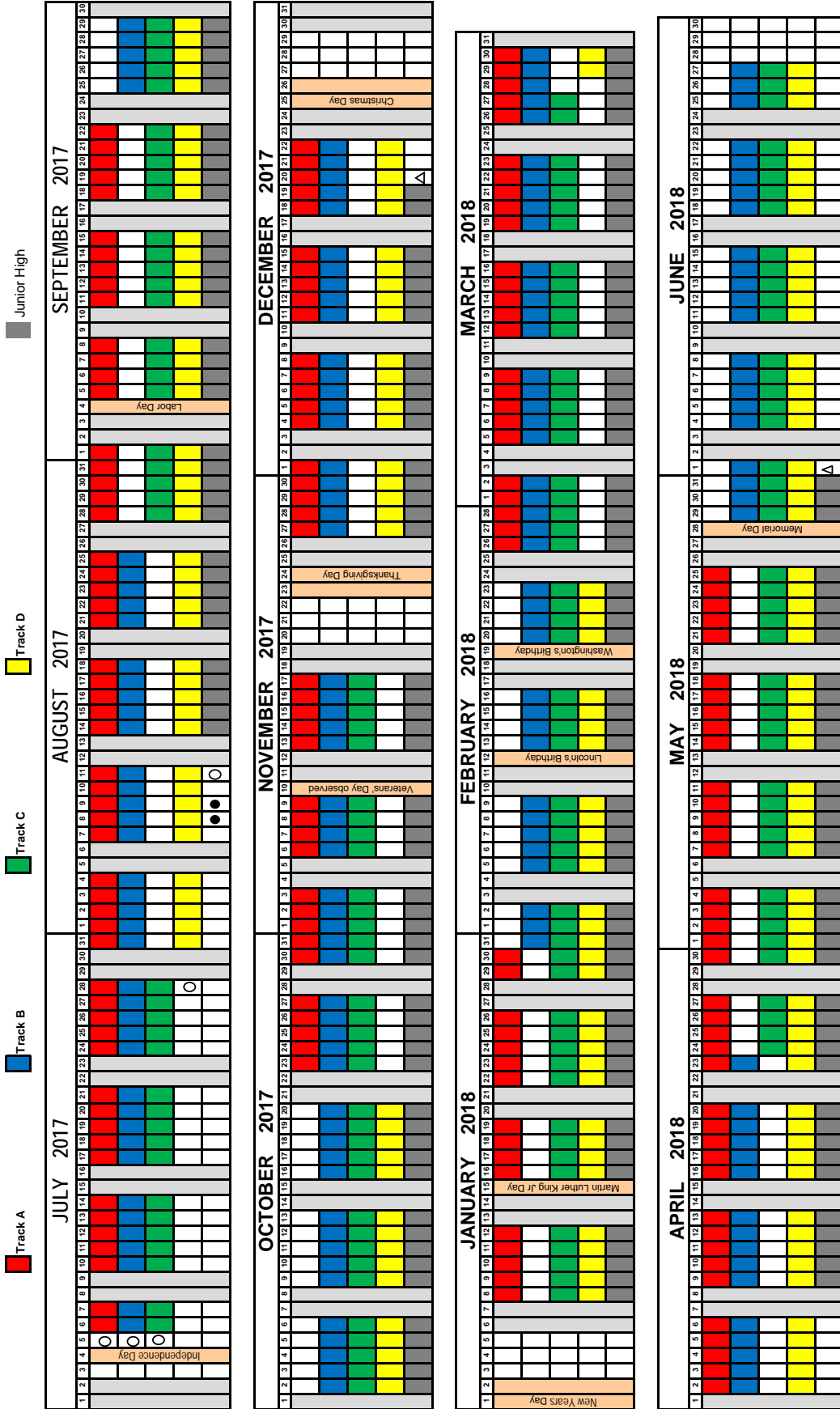
It is recommended the Board of Education receive for information the Multi Track Year Round Student Attendance Calendar 2017/2018 for Cal Aero Preserve Academy.

FISCAL IMPACT

None.

WMJ:GP:Imc

Chino Valley Unified School District
2017-2018 MULTITRACK YEAR-ROUND STUDENT ATTENDANCE CALENDAR
 Cal Aero Preserve Academy



Board Approved: