



**CHINO VALLEY**  
UNIFIED SCHOOL DISTRICT

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

# BOARD OF EDUCATION AGENDA

## January 18, 2018

### **BOARD OF EDUCATION**

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

—◆—  
Jonah Botello, Student Representative

### **SUPERINTENDENT**

Wayne M. Joseph

**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
REGULAR MEETING OF THE BOARD OF EDUCATION  
5130 Riverside Drive, Chino, CA 91710**

**District Board Room**

**3:45 p.m. – Closed Session • 7:00 p.m. – Regular Meeting**

**January 18, 2018**

## **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.
- Order of business is approximate and subject to change.

### **I. OPENING BUSINESS**

#### **I.A. CALL TO ORDER – 3:45 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. Conference with Legal Counsel Existing Litigation: Government Code 54954.5 (c) and 54956.9 (d)(1): Oxford Preparatory Academy v. Chino Valley Unified School District, et. al. SBC No. CIVDS1710045. (Chidester, Margaret A. & Associates) (15 minutes)
- c. Conference with Legal Counsel Anticipated Litigation: Government Code 54956.9 (d)(2) and (e)(1): One possible case. (Atkinson, Andelson, Loya, Ruud & Romo) (15 minutes)
- d. Conference with Legal Counsel Anticipated Litigation: Government Code 54954.5(c) and 54956.9 (d (2): Two possible cases. (Chidester, Margaret A. & Associates) (45 minutes)
- e. 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, Dr. Suzanne Hernandez, Lea Fellows, and Richard Rideout. (5 minutes)
- f. Public Employee Discipline/Dismissal/Release: Government Code 54957: (20 minutes)
- g. Public Employee Appointment: Government Code 54957: Coordinator, Information Services, and Coordinator, Behavior Intervention. (5 minutes)
- h. Conference with Labor Negotiators: Government Code 54957.6: Agency designated representatives Sylvia Orozco and James Na with unrepresented employee: New Superintendent Dr. Norm Enfield. (1 hour)

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

1. Report Closed Session Action
2. Pledge of Allegiance

- I.C. STUDENT SHOWCASE/PRESENTATIONS**
  - 1. Borba Elementary School
  - 2. Boys Republic
  - 3. LCAP: College and Career Indicator
- I.D. COMMENTS FROM STUDENT REPRESENTATIVE**
- I.E. EMPLOYEE REPRESENTATIVES' COMMUNICATIONS**
- I.F. COMMUNITY LIAISONS' COMMUNICATIONS**
- I.G. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA**
- I.H. CHANGES AND DELETIONS**

<b>II. INFORMATION</b>
------------------------

**II.A. BUSINESS SERVICES**

- II.A.1. 2016/2017 Independent Auditor's Annual Financial Audit Report**  
Page 7 Recommend the Board of Education receive for information the 2016/2017 Independent Auditor's Annual Financial Audit Report.

**II.B. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**

- II.B.1. Revision of Board Policy 6153 Instruction—School-Sponsored Trips**  
Page 8 Recommend the Board of Education receive for information the revision of Board Policy 6153 Instruction—School-Sponsored Trips.

- II.B.2. Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for October Through December 2017**  
Page 11 Recommend the Board of Education receive for information the Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for October through December 2017.

**II.C. FACILITIES, PLANNING, AND OPERATIONS**

- II.C.1. Measure G Financial/Performance Audit Report**  
Page 13 Recommend the Board of Education receive for information the Measure G Financial/Performance Audit Report.

**III. CONSENT**

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

**III.A. ADMINISTRATION**

**III.A.1. Minutes of the Organizational Meeting of December 14, 2017, and Special Meeting of January 8, 2018**

Page 15

Recommend the Board of Education approve the minutes of the organizational meeting of December 14, 2017, and special meeting of January 8, 2018.

**III.B. BUSINESS SERVICES**

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

Page 28

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

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

Page 29

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

**III.B.3. Donations**

Page 32

Recommend the Board of Education accept the donations.

**III.B.4. Legal Services**

Page 35

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

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

Page 36

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. School Sponsored Trips**

Page 41

Recommend the Board of Education approve/ratify the following school-sponsored trips: Cattle ES; Liberty ES; Newman ES; Cal Aero K-8; Ramona JHS; Chino Hills JHS; and Don Lugo HS.

**III.C.2. Resolution 2017/2018-36 to Recognize February as Career and Technical Education Month**

Page 43

Recommend the Board of Education adopt Resolution 2017/2018-36 to recognize February as Career and Technical Education Month.

**III.C.3. Chino Valley Unified School District School 2017/2018 Accountability Report Card**  
Page 46

Recommend the Board of Education approve the Chino Valley Unified School District 2017/2018 School Accountability Report Card.

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

**III.D.1. Purchase Order Register**

Page 48  
Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

**III.D.2. Agreements for Contract/Consultant Services**

Page 49  
Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

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

Page 52  
Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.

**III.D.4. Resolution 2017/2018-35 for Authorization to Utilize Piggyback Contract**  
Page 57

Recommend the Board of Education adopt Resolution 2017/2018-35 for authorization to utilize piggyback contract.

**III.D.5. Notice of Completion for CUPCCAA Bid 17-18-05I, Asphalt Repair at Ayala HS**  
Page 61

Recommend the Board of Education approve the Notice of Completion for CUPCCAA Bid 17-18-05I, Asphalt Repair at Ayala HS.

**III.D.6. Approval of Payment to Elite Modular Leasing and Sales, Inc., Under Threat of Potential Litigation or Disputed Claim**  
Page 63

Recommend the Board of Education approve payment to Elite Modular Leasing and Sales, Inc., under the threat of potential litigation or disputed claim.

**III.D.7. Selection of Citizens' Advisory Committee Members for the Naming of Facilities**  
Page 64

Recommend the Board of Education approve the Selection of Citizens' Advisory Committee Members for the Naming of Facilities: Art Bennett, Carol Cole, and Don Bridge.

**III.E. HUMAN RESOURCES**

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

Page 65  
Recommend the Board of Education approve/ratify the certificated/classified personnel items.

**III.E.2. New Job Description for Lead Nurse**

Page 74

Recommend the Board of Education:

- a) Approve the new job description of Lead Nurse, and
- b) Authorize the creation of the Lead Nurse position.

**III.E.3. Clinical Affiliation Agreement with California State University, Fullerton**

Page 79

Recommend the Board of Education approve the clinical affiliation agreement with California State University, Fullerton.

**IV. COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

**V. ADJOURNMENT**

Prepared by: Patricia Kaylor, Administrative Secretary, Board of Education  
Date posted: January 12, 2017

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 18, 2018  
**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: 2016/2017 INDEPENDENT AUDITOR'S ANNUAL FINANCIAL AUDIT REPORT**

=====  
**BACKGROUND**

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

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

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

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

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

**RECOMMENDATION**

It is recommended the Board of Education receive for information the 2016/2017 Independent Auditor's Annual Financial Audit Report.

**FISCAL IMPACT**

None.

WMJ:SHC:LP:wc

**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** January 18, 2018  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Grace Park, Ed.D., Assistant Superintendent, Curriculum, Instruction, Innovation, and Support  
**SUBJECT: REVISION OF BOARD POLICY 6153 INSTRUCTION – SCHOOL-SPONSORED TRIPS**

=====

**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 6153 Instruction – School-Sponsored Trips is being updated to reflect new law (AB 341, 2017) which eliminates the prohibition against the use of district funds to pay for the expenses of students participating in field trips or excursions to another state, to the District of Columbia, or to a foreign country.

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

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

**RECOMMENDATION**

It is recommended the Board of Education receive for information the revision of Board Policy 6153 Instruction – School-Sponsored Trips.

**FISCAL IMPACT**

None.

WMJ:GP:rtt



### SCHOOL-SPONSORED TRIPS

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. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the District's course of study. (Education Code 35330)

(cf. 6143 - Courses of Study)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6145.2 - Athletic Competition)

Requests for school-sponsored trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other school-sponsored trips shall be approved in advance by the principal.

The principal shall establish a process for approving a staff member's request to conduct a school-sponsored trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, District and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

(cf. 3530 - Insurance Management)  
(cf. 3541.1 - Transportation for School-Related Trips)  
(cf. 5142 - Safety)  
(cf. 5143 - Insurance)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

(cf. 1230 - School-Connected Organizations)  
(cf. 1321 - Solicitation of Funds from and by Students)  
(cf. 1700 - Relations Between Private Industry and the Schools)

THE BOARD MAY APPROVE THE USE OF District funds ~~shall not be used to pay~~ FOR student expenses for IN-STATE, out-of-state or out-of-country field trips or excursions WHEN PERMITTED BY LAW. However IN ADDITION, expenses of instructors, chaperones, and other personnel participating in such trips, as well as

**SCHOOL-SPONSORED TRIPS (cont.)**

incidental expenses for the use of District equipment during the trip, may be paid from District funds. (Education Code 35330)

**Legal Reference:**

EDUCATION CODE

8760 Authorization of outdoor science and conservation programs  
32040-32044 First aid equipment: field trips  
35330 Excursions and field trips  
35331 Provision for medical or hospital service for pupils (on field trips)  
35332 Transportation by chartered airline  
35350 Transportation of students  
44808 Liability when pupils not on school property  
48908 Duties of pupils; authority of teachers

BUSINESS AND PROFESSIONS CODE

17550-17550.9 Sellers of travel  
17552-17556.5 Educational travel organizations

**Management Resources:**

WEBSITES

American Red Cross: [www.redcross.org](http://www.redcross.org)  
California Association of Directors of Activities: [www.cada1.org](http://www.cada1.org)  
U.S. Department of Homeland Security: [www.dhs.gov](http://www.dhs.gov)

**Chino Valley Unified School District**

Policy adopted: August 21, 1997

Revised: February 2, 2012

REVISED:

**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** January 18, 2018  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Grace Park, Ed.D., Assistant Superintendent, Curriculum, Instruction, Innovation, and Support  
**SUBJECT: WILLIAMS SETTLEMENT LEGISLATION QUARTERLY UNIFORM COMPLAINT REPORT SUMMARY FOR OCTOBER THROUGH DECEMBER 2017**

=====

**BACKGROUND**

In accordance with the Williams settlement legislation, Education Code 35186 states that the Superintendent or designee shall report summarized data on the nature and resolution of all Williams related complaints to the Board of Education and the San Bernardino County Superintendent of Schools on a quarterly basis. Williams related complaints are complaints specific to 1) insufficiency of instructional materials, 2) unsafe facilities, or 3) teacher vacancy or misassignment. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled board meeting.

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

**RECOMMENDATION**

It is recommended the Board of Education receive for information the Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for October through December 2017.

**FISCAL IMPACT**

None.

WMJ:GP:rtt

**Williams Settlement Legislation**  
**Quarterly Uniform Complaint Report Summary**  
*For submission to school district governing board and county office of education*

District Name: Chino Valley Unified School District

Quarter covered by this report: October 2017 – December 2017

Please fill in the following table. Enter 0 in any cell that does not apply.

	<b>Number of complaints received in quarter</b>	<b>Number of complaints resolved</b>	<b>Number of complaints unresolved</b>
<b>Instructional Materials</b>	0	0	0
<b>Facilities</b>	0	0	0
<b>Teacher Vacancy and Misassignments</b>	0	0	0
<b>Totals</b>	0	0	0

Submitted by: Grace Park, Ed.D.

Title: Assistant Superintendent, Curriculum, Instruction, Innovation, and Support

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 18, 2018  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations  
**SUBJECT: MEASURE G FINANCIAL/PERFORMANCE AUDIT REPORT**

=====

**BACKGROUND**

On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools and Financial Accountability Act. Proposition 39 amended portions of the California Constitution to provide for the issuance of general obligation bonds by school districts, community college districts, or county offices of education, "for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of rental property for school facilities", upon approval by 55 percent of the electorate. In addition to reducing the approval threshold from two-thirds to 55 percent, Proposition 39 and the enacting legislation (AB 1908 and AB 2659) requires the following accountability measures as codified in Education Code sections 15278-15282:

1. Requires that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIII A, Section 1(b)(3)(C) of the California Constitution, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.
2. The school district must list the specific school facilities projects to be funded in the ballot measure, and must certify that the governing board has evaluated safety, class size reduction and information technology needs in developing the project list.
3. Requires the school district to appoint a Citizens' Oversight Committee.
4. Requires the school district to conduct an annual independent financial audit and performance audit in accordance with the Government Auditing Standards issued by the comptroller general of the United States of the bond proceeds until all of the proceeds have been expended.

5. Requires the school district to conduct an annual independent performance audit to ensure that the funds have been expended only on the specific projects listed.

The objectives of the financial/performance audit are twofold:

1. Determine whether expenditures charged to the building fund have been made in accordance with the bond project list approved by the voters through the approval of Measure G.
2. Determine whether salary transactions charged to the building fund were in support of Measure G and not for District general administration or operations.

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

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 Measure G Financial/Performance Audit Report.

### **FISCAL IMPACT**

None.

WMJ:GJS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION**  
December 14, 2017

**MINUTES**

<b>I. OPENING BUSINESS</b>
----------------------------

**I.A. CALL TO ORDER – 4:25 P.M.**

1. Roll Call

President Orozco called to order the organizational meeting of the Board of Education, Thursday, December 14, 2017, at 4:25 p.m. with Blair, Feix, Na, and Orozco present. Mr. Cruz arrived at 4:40 p.m.

Administrative Personnel

Wayne M. Joseph, Superintendent  
Norm Enfield, Ed.D., Deputy Superintendent  
Sandra H. Chen, Assistant Superintendent, Business Services  
Lea Fellows, Assistant Superintendent, Human Resources  
Grace Park, Ed.D., Assistant Superintendent, CIIS  
Gregory J. Stachura, Asst. Supt., Facilities, Planning, & Operations

2. Public Comment on Closed Session Items

None.

3. Closed Session

President Orozco adjourned to closed session at 4:25 p.m. regarding conference with legal counsel existing and anticipated litigation; student discipline; student readmissions; conference with labor negotiators (A.C.T. and CSEA); public employee discipline/dismissal/release; public employee appointment: junior high school principal; and conference with labor negotiators with unrepresented employee: new Superintendent Dr. Norm Enfield. For the record, student readmission case number 15/16-27 was added to the agenda due to an inadvertent omission. The Board was advised of typographical omission and was sufficiently apprised of facts, case, and specific student to consider on readmission and compliance with rehabilitation plan.

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

1. Report Closed Session Action

President Orozco reconvened the organizational meeting of the Board of Education at 7:02 p.m. The Board met in closed session from 4:25 p.m. to 6:51 p.m. regarding conference with legal counsel existing and anticipated

## Minutes of the Organizational Meeting of the Board of Education December 14, 2017

litigation; student discipline; student readmissions; conference with labor negotiators (A.C.T. and CSEA); public employee discipline/dismissal/release; public employee appointment: junior high school principal; and conference with labor negotiators with unrepresented employee: new Superintendent Dr. Norm Enfield. The Board appointed Matthew McCain as principal of Magnolia JHS effective January 8, 2018, by a unanimous vote of 5-0 with Cruz, Feix, Blair, Na, and Orozco voting yes. No further action was taken that required public disclosure.

2. Pledge of Allegiance  
Gregory Mota, Don Lugo HS student, led the Pledge of Allegiance.

### **I.C. PRESENTATIONS**

1. Student Showcase: Chino Hills Girls Robotics  
The Chino Hills Girls Robotics team demonstrated their skills, as well as other robotics teams from Ayala HS.
2. Boys Republic HS: Della Robbia Wreath Presentation  
Principal Carl Hampton and student representatives presented the Della Robbia Wreath to the Board of Education.
3. Don Lugo HS Lead Academy: CSBA Golden Bell Award Recipient  
Principal Dr. Kim Cabrera and LEAD advisor Brian Engstrom spoke about the Golden Bell Award they received from CSBA.
4. Community Service Groups Recognition  
President Orozco presented proclamations to community service groups in recognition of their contributions and partnerships with the District. Recognized were: Chino American Legion Post 299; Chino Rotary Club; Chino Valley Lions Club; Kiwanis Club of Chino; Kiwanis Club of Chino Hills; Rancho del Chino Rotary Club; Rotary Club of Greater Chino Hills; Soroptimist International of the Chino Valley, Inc.; and Soroptimist International of Chino Hills/Inland Empire.
5. LCAP: Academic Indicator and College and Career Indicator  
Dr. Grace Park, Assistant Superintendent of Curriculum, Instruction, Innovation, and Support, provided a report.

President Feix called a recess from 8:46 p.m. to 8:51 p.m.



## Minutes of the Organizational Meeting of the Board of Education December 14, 2017

### I.D. ORGANIZATION OF BOARD

#### Election of Officers/Representatives

1. thru 3. Election of President, Vice President, and Clerk: Moved (Na) seconded (Blair) carried unanimously (5-0) to elect Pamela Feix as president, James Na as vice president, Irene Hernandez-Blair as clerk, and the Superintendent as secretary to the Board. Student representative voted yes.
4. Election of Board Liaison–City of Chino  
Sylvia Orozco volunteered to serve as liaison to the city of Chino. There were no other volunteers or nominations. Sylvia Orozco was selected.
5. Election of Board Liaison–City of Chino Hills  
James Na volunteered to serve as liaison to the city of Chino Hills. There were no other volunteers or nominations. James Na was selected.
6. Election of Board Liaison–City of Ontario  
Andrew Cruz volunteered to serve as liaison to the city of Ontario. There were no other volunteers or nominations. Andrew Cruz was selected.
7. Election of Board Liaison–Chino Valley Independent Fire District  
Pamela Feix volunteered to serve as liaison to the Chino Valley Independent Fire District. There were no other volunteers or nominations. Pamela Feix was selected.
8. Election of Representative–County Committee on School District Organization  
James Na volunteered to serve as representative to the County Committee on School District Organization, and Andrew Cruz volunteered to serve as alternate. There were no other volunteers or nominations. James Na and Andrew Cruz were selected.
9. Election of Representative–Chino Hills Parks and Recreation Commission  
Pamela Feix nominated James Na to serve as representative to the Chino Hills Parks and Recreation Commission. There were no other volunteers or nominations. James Na was selected.
10. Election of Two Representatives–Joint Meeting with the City of Chino  
Irene Hernandez-Blair and Sylvia Orozco volunteered to serve as representatives to the joint meeting with the city of Chino. There were no other volunteers or nominations. Irene Hernandez-Blair and Sylvia Orozco were selected.

## Minutes of the Organizational Meeting of the Board of Education December 14, 2017

11. Election of Two Representatives–Joint Meeting with the City of Chino Hills  
James Na and Irene Hernandez-Blair volunteered to serve as representatives to the joint meeting with the city of Chino Hills. There were no other volunteers or nominations. James Na and Irene Hernandez-Blair were selected.
12. Election of Representative–Chamber of the Chino Valley  
Sylvia Orozco volunteered to serve as representative to the Chamber of the Chino Valley. There were no other volunteers or nominations. Sylvia Orozco was selected.
13. Election of Representative and Alternate–Baldy View Regional Occupational Program Commission for a Term to Expire in December 2019  
James Na nominated Sylvia Orozco and himself to serve as representative and alternate to the Baldy View Regional Occupational Program Commission for a term to expire in December 2019, respectively. There were no other volunteers or nominations. Sylvia Orozco (representative) and James Na (alternate) were selected.

### **I.E. BOARD PRESIDENT’S PRESENTATION**

President Feix presented Sylvia Orozco with a plaque in appreciation of her service as president 2017.

### **I.F. COMMENTS FROM STUDENT REPRESENTATIVE**

Jonah Botello reported on the topics discussed at the December 12 SAC meeting, and said the next meeting is scheduled for January 11, 2018.

### **I.G. COMMENTS FROM EMPLOYEE REPRESENTATIVES**

Steve Ball, A.C.T. President, reported that a tentative agreement was reached on December 5 settling last year, this year, and next year; said all five Board members attended the annual CTA school Board dinner for our area; said his youngest, who is serving in the navy and stationed in Japan, is coming home for Christmas.

Denise Arroyo, CSEA President, said the CSEA signed a tentative agreement with the District on Monday; inquired about donating to the robotics teams; announced that Daniel Hernandez is the CSEA president as of January 1; and extended Christmas wishes.

Tom Mackessy, CHAMP representative, thanked Denise Arroyo for her work on CSEA; thanked Steve Ball and Kelly Larned for their negotiations’ effort; and shared thoughts about the Christmas break.

**Minutes of the Organizational Meeting of the Board of Education December 14, 2017**

**I.H. COMMENTS FROM COMMUNITY LIAISONS**

None.

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

Susanna Horner addressed the Board regarding El Rancho ES being returned to the community.

**I.J. CHANGES AND DELETIONS**

The following changes were read into the record: Item II.A.2., California School Boards Association Delegate Assembly Appointment was pulled from the agenda; and Item III.C.2., Student Readmissions, case number 15/16-27 was added to the agenda.

<b>II. ACTION</b>
-------------------

**II.A. ADMINISTRATION**

**II.A.1. 2018/2019 Board Meeting Calendar**

Moved (Na) seconded (Blair) carried unanimously (5-0) to approve the 2018/2019 Board meeting calendar. Student representative voted yes.

**II.A.2. California School Boards Association Delegate Assembly Appointment**

This item was pulled from the agenda.

**II.A.3. Allegiance STEAM Academy Thrive Charter School Petition**

Sadie Burroughs, Andrew Vestey, Troy Stevens, Vanessa Okamoto, and Eric Hasanoff. Moved (Na) seconded (Orozco) motion carried (3-2, Blair and Feix voted no) to adopt Resolution No. 2017/2018-33 Adopting Findings Regarding the Allegiance STEAM Academy Thrive Charter School Petition pursuant to Education Code section 47605(b). Student representative voted yes.

**II.B. BUSINESS SERVICES**

**II.B.1. 2017/2018 First Interim Financial Report**

Moved (Na) seconded (Blair) carried unanimously (5-0) to approve the 2017/2018 First Interim Financial Report, and authorized the President of the Board of Education and the Superintendent to sign the Positive Certification of Financial Condition for the current and two subsequent fiscal years. Student representative voted yes.

**III. CONSENT**

Andrew Cruz pulled for separate action Item III.C.8. Moved (Na) seconded (Orozco) carried unanimously (5-0) to approve the consent calendar, as amended. Student representative voted yes.

**III.A. ADMINISTRATION**

**III.A.1. Minutes of the Special Meeting of November 9, 2017, and Regular Meeting of November 16, 2017**

Approved the minutes of the special meeting of November 9, 2017, and regular meeting of November 16, 2017.

**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 Margaret A. Chidester & Associates.

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

Approved/ratified the application to operate fundraising activities and other activities for the benefit of students.

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

**III.C.1. Student Expulsion Case 17/18-05**

Approved student expulsion case 17/18-05.

**III.C.2. Student Readmission Cases 14/15-03A, 16/17-11, 16/17-30, 16/17-32, 16/17-37, 16/17-41, 16/17-45, and 16/17-51**

Approved student readmission cases 14/15-03A, 16/17-11, 16/17-30, 16/17-32, 16/17-37, 16/17-41, 16/17-45, and 16/17-51. Case number 15/16-27 was added.

**Minutes of the Organizational Meeting of the Board of Education December 14, 2017**

**III.C.3. School-Sponsored Trips**

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

**III.C.4. Revision of Board Policy 0400 Philosophy-Goals-Objectives and Comprehensive Plans—Comprehensive Plans**

Approved the revision of Board Policy 0400 Philosophy-Goals-Objectives and Comprehensive Plans—Comprehensive Plans.

**III.C.5. Revision of Board Policy 0460 Philosophy-Goals-Objectives and Comprehensive Plans—Local Control and Accountability Plan**

Approved the revision of Board Policy 0460 Philosophy-Goals-Objectives and Comprehensive Plans—Local Control and Accountability Plan.

**III.C.6. Revision of Board Policy 0500 Philosophy-Goals-Objectives and Comprehensive Plans – Accountability**

Approved the revision of Board Policy 0500 Philosophy-Goals-Objectives and Comprehensive Plans—Accountability.

**III.C.7. Deletion of Board Policy 0520.2 Philosophy-Goals-Objectives and Comprehensive Plans—Title I Program Improvement Schools**

Approved the deletion of Board Policy 0520.2 Philosophy-Goals-Objectives and Comprehensive Plans—Title I Program Improvement Schools.

President Feix asked for and received consensus to extend the meeting beyond 10:00 a.m.

**III.C.8. Revision of Board Policy 5113 Students—Absences and Excuses**

Moved (Orozco) seconded (Blair) motion carried 3-2 (Cruz and Na voted no) to approve the revision of Board Policy 5113 Students—Absences and Excuses. Student representative voted yes.

**III.C.9. New Board Policy 5116.2 Students—Involuntary Student Transfers**

Approved new Board Policy 5116.2 Students—Involuntary Student Transfers.

**III.C.10. Revision of Board Policy 6142.7 Instruction—Physical Education and Activity**

Approved the revision of Board Policy 6142.7 Instruction – Physical Education and Activity.

**III.C.11. New Board Policy 6172.1 Instruction—Concurrent Enrollment in College Classes**

Approved new Board Policy 6172.1 Instruction—Concurrent Enrollment in College Classes.

## Minutes of the Organizational Meeting of the Board of Education December 14, 2017

### **III.C.12. Career Technical Education/Carl D. Perkins Advisory Committee**

Approved the Career Technical Education/Carl D. Perkins Advisory Committee as follows: Jennell Acker, Teacher, Chino Hills HS (Hospitality & Tourism); Diane Armijo, Armijo News and ABC Public Relations; Michael Armijo, Armijo News and ABC Public Relations; Alyssa Berry, Teacher, Don Lugo HS (Agriculture); Michael J. Bidart, Trial Lawyer, Shernoff Bidart Echeverria, LLP; Yvette Bookout, Computer Operations Support Technician, CVUSD; Charlie Ceballos, Student, Chino Hills HS (Hospitality & Tourism); Scott Eckersall, Engineer, Eckersall LLC; Brian Engstrom, Teacher, Don Lugo HS (Engineering); Reem Hassan, Student, Chino Hills HS (Hospitality & Tourism); Krunali Mehta, Student, Chino Hills HS (Hospitality & Tourism); Rishka Mehta, Student, Chino Hills HS (Hospitality & Tourism); Mike Rolland, Teacher, Chino Hills HS School (Digital Design); Kathy Tan, Parent, Chino Hills HS; Natalie Tong, So. Cal. Prog. Coord., CA Restaurant Association Educational Foundation; Lorraine Vara, Teacher, Chino HS (Law & Justice); and Elizabeth Williams, Teacher, Chino HS (Culinary).

### **III.C.13. Agreement Between the City of Chino Hills and Chino Valley Unified School District Hope for Health for Public Service Project Fiscal Year 2017/2018**

Approved the agreement between the city of Chino Hills and Chino Valley Unified School District Hope for Health for Public Service Project Fiscal Year 2017/2018.

### **III.C.14. 2017/2018 Single Plan for Student Achievement**

Approved the 2017/2018 Single Plan for Student Achievement.

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

### **III.D.1. Purchase Order Register**

Approved/ratified the purchase order register.

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

Approved/ratified the Agreements for Contractor/Consultant Services.

### **III.D.3. Surplus/Obsolete Property**

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

### **III.D.4. Deletion of Board Policy 3515.6 Business and Noninstructional Operations—Monitoring of District Vehicles**

Approved the deletion of Board Policy 3515.6 Business and Noninstructional Operations—Monitoring of District Vehicles.

**Minutes of the Organizational Meeting of the Board of Education December 14, 2017**

**III.D.5. Revision of Board Policy 3540.2 Business and Noninstructional Operations—Pool Vehicle Use**

Approved the revision of Board Policy 3540.2 Business and Noninstructional Operations—Pool Vehicle Use.

**III.D.6. Change Order and Notice of Completion for Bid 16-17-02, Portable Classroom Site Work at Chino Valley Adult School**

Approved the Change Order and Notice of Completion for Bid 16-17-02, Portable Classroom Site Work at Chino Valley Adult School.

**III.D.7. Notice of Completion for CUPCCAA Project**

Approved the Notice of Completion for CUPCCAA Project.

**III.D.8. Resolution 2017/2018-31, Annual and Five Year Developer Fee Reports for Fiscal Year 2016/2017**

Adopted Resolution 2017/2018-31, Annual and Five Year Developer Fee Reports for Fiscal Year 2016/2017.

**III.D.9. Resolution 2017/2018-32, Implementing Prequalification of Construction Contractors Under Assembly Bill 1565 and Public Contract Code 20111.6 Utilizing the Quality Bidders Questionnaire/Service**

Adopted Resolution 2017/2018-32, Implementing Prequalification of Construction Contractors under Assembly Bill 1565 and Public Contract Code 20111.6 Utilizing the Quality Bidders Questionnaire/Service.

**III.D.10. License Agreement with Chino Police Department for Use of the Vacant El Rancho ES for the Purpose of Law Enforcement Training**

Approved the License Agreement with Chino Police Department for use of the vacant El Rancho ES for the Purpose of Law Enforcement Training.

**III.E. HUMAN RESOURCES**

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

Approved/ratified the certificated/classified personnel items.

**III.E.2. Rejection of Claims**

Rejected the claims and referred them to the District's insurance adjuster.

**III.E.3. Revisions to the Job Description for Playground Supervisor**

Approved the revisions to the job description for Playground Supervisor.

**IV. INFORMATION**

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

**IV.A.1. San Bernardino County Superintendent of Schools Williams Report of Findings Decile 1-3 Schools for Borba ES, Dickson ES, Marshall ES, Walnut ES, Ramona JHS, and Chino HS**

Received for information the San Bernardino County Superintendent of Schools Williams Report of Findings Decile 1-3 schools for Borba ES, Dickson ES, Marshall ES, Walnut ES, Ramona JHS, and Chino HS.

**IV.A.2. San Bernardino County Superintendent of Schools Williams Settlement 2016/2017 Annual Report**

Received for information the San Bernardino County Superintendent of Schools Williams Settlement 2016/2017 Annual Report.

**V. COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

Sylvia Orozco thanked Steve Ball for the Board's invitation to the CTA dinner; attended the Make a Child Smile event, the annual Chino Christmas parade, and CSBA conference; said that on January 29 the San Bernardino School Board's Association is having its annual meeting where it will recognize Golden Bell Award recipients; acknowledged Denise Arroyo; and wished everyone happy holidays, merry Christmas, and safe new year.

Andrew Cruz attended Ayala HS's Madrigal Feaste, Make a Child Smile, and Chino Christmas parade; and extended Christmas wishes to all.

Irene Hernandez-Blair thanked staff for following up on her questions regarding her lunch time concerns; read a letter from Walnut ES Principal Karen Morales regarding campus wide participation in the Christmas program; wished her son happy birthday; and wished everyone a happy break.

James Na commended Jonah Botello for sharing lunch time solutions; thanked Sindi Wasserman and Steve Ball for sending Christmas cards; said he hopes that every year we find thankfulness and are content; thanked students who attended Mr. Fjeldsted's celebration of life ceremony; spoke about parent David Choi, who is struggling with his health; thanked Victoria Gill, Litel ES student, for her invitation to the music program; and extended Christmas wishes to all.



**Minutes of the Organizational Meeting of the Board of Education December 14, 2017**

Superintendent Joseph spoke about the District, democracy, and American freedom; wished everyone a merry Christmas and happy holiday season.

President Feix asked for a bond study session; enjoyed the CTA dinner; thanked Steve Ball for his leadership; attended Litel ES and Country Spring ES music programs; asked about emergency planning procedures and for an update regarding our ability to deal with emergencies/disasters; and extended happy holiday wishes.

**VI. ADJOURNMENT**

President Feix adjourned the organizational meeting of the Board of Education at 10:30 p.m.

\_\_\_\_\_  
Pamela Feix, President

\_\_\_\_\_  
Irene Hernandez-Blair, Clerk

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**SPECIAL MEETING OF THE BOARD OF EDUCATION**  
January 8, 2018

**MINUTES**

<b>I. OPENING BUSINESS</b>
----------------------------

**I.A. CALL TO ORDER – 5:00 P.M.**

1. Roll Call

President Feix called to order the special meeting of the Board of Education, Monday, January 8, 2018, at 5:00 p.m. with Cruz, Orozco, and Feix present. Mr. Na arrived at 5:09 p.m. and Mrs. Blair was absent.

Administrative Personnel

Wayne M. Joseph, Superintendent

Norm Enfield, Ed.D., Deputy Superintendent

Sandra H. Chen, Assistant Superintendent, Business Services (absent)

Lea Fellows, Assistant Superintendent, Human Resources

Grace Park, Ed.D., Assistant Superintendent, CIIS

Gregory J. Stachura, Asst. Supt., Facilities, Planning, & Operations

2. Public Comment on Closed Session Items

None.

3. Closed Session

President Feix adjourned to closed session at 5:00 p.m. regarding conference with legal counsel anticipated litigation.

**I.B. RECONVENE TO SPECIAL MEETING – 5:30 P.M.**

1. Report Closed Session Action

President Feix reconvened the special meeting of the Board of Education at 6:05 p.m. The Board met in closed session from 5:00 p.m. to 6:02 p.m. regarding conference with legal counsel anticipated litigation. No action was taken that required public disclosure.

2. Pledge of Allegiance

Greg Stachura, Assistant Superintendent of Facilities, Planning, and Operations, led the Pledge of Allegiance.

**II. ACTION**

**II.A. ADMINISTRATION**

**II.A.1. Allegiance STEAM Academy Thrive Charter School Petition**

Troy Stevens and Raquel Rall addressed the Board in support of the resolution. Moved (Na) seconded (Orozco) to discuss the item. Moved (Orozco) seconded (Na) motion carried by roll call vote with Cruz, Na, Orozco and Feix voting yes (4-0 Blair absent) to strike all language in the amended resolution and in the amended MOU that provides that no further changes will be made. With this change, approve the amended resolution and amended MOU, as presented. Moved (Na) seconded (Orozco) motion carried by roll call vote with Cruz, Na, Orozco and Feix voting yes (4-0 Blair absent) to adopt Resolution No. 2017/2018-34 Amending Chino Valley Unified School District Resolution No. 2017/2018-33 Conditionally Granting the Allegiance STEAM Academy Thrive Charter School Petition and Charter School Memorandum of Understanding Between the Chino Valley Unified School District and Allegiance STEAM Academy, as amended.

**III. ADJOURNMENT**

President Feix adjourned the special meeting of the Board of Education at 6:21 p.m.

\_\_\_\_\_  
Pamela Feix, President

\_\_\_\_\_  
Irene Hernandez-Blair, Clerk

Recorded 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:** January 18, 2018  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Sandra H. Chen, Assistant Superintendent, Business Services  
Liz Pensick, Director, Business Services  
**SUBJECT: WARRANT REGISTER**

=====

**BACKGROUND**

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

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$5,208,845.53 to all District funding sources.

WMJ:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 18, 2018  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Sandra H. Chen, Assistant Superintendent, Business Services  
Liz Pensick, Director, Business Services  
**SUBJECT: FUNDRAISING ACTIVITIES**

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

None.

WMJ:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**January 18, 2018**

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<b><u>Butterfield Ranch ES</u></b>		
PTA	Movie Night	1/19/18
PTA	Chino Hills Pizza Company Dine Out	1/24/18
PTA	Off Campus Candy Sale	1/26/18 - 2/16/18
PTA	Friendship Grams	2/1/18 - 2/9/18
PTA	Chili's Restaurant Family Night Out	2/6/18
PTA	Mother & Son Dance	2/21/18
PTA	Father & Daughter Dance	2/23/18
PTA	Off Campus See's Candy Sale	3/1/18
<b><u>Hidden Trails ES</u></b>		
PTA	Which Wich Superior Sandwiches Dine Out	2/21/18
PTA	Corner Bakery Dine Out	3/14/18
<b><u>Briggs K-8</u></b>		
Renaissance	Monthly After School Juice-It-Up Sale	1/19/18 - 5/16/18
<b><u>Magnolia JHS</u></b>		
Music Boosters	After School Ice Cream Sale	3/9/18
<b><u>Ramona JHS</u></b>		
Band Boosters	Cash for Shoes	1/19/18 - 5/20/18
<b><u>Townsend JHS</u></b>		
Music Boosters	Off Campus See's Candy Sale	2/1/18 - 3/8/18
<b><u>Ayala HS</u></b>		
Christian Club	Chick-fil-A Family Night Out	1/23/18
BAC Boosters	Talent Show	1/26/18
Track & Field Boosters	Track & Field All-Comers Meet	1/27/18
<b><u>Chino HS</u></b>		
Baseball Boosters	Sponsorship Drive	1/19/18 - 2/19/18
NHS Club	Cannataro's Family Night Out	1/26/18

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**January 18, 2018**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Chino HS</u></b> (cont.)		
AVID Club	Cannataro's Family Night Out	2/1/18
Track & Field Boosters	Applebee's Breakfast	2/3/18
IMPACT Club	Dance-A-Thon Ticket Sale	3/5/18 - 3/9/18
<b><u>Chino Hills HS</u></b>		
Philanthropy Club	Off Campus Yard Sale	1/20/18
Football Boosters	Future Starts Strength Academy	1/22/18 - 4/30/18
Spiritleader Boosters	Bravo Burger Family Night Out	1/29/18
Spiritleader Boosters	Park Clean-Up Sponsorship Day	1/29/18

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 18, 2018  
**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**  
**January 18, 2018**

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<b><u>HOPE Program</u></b>		
Tommy Strahan	Gift Cards	\$20.00
Linda Renfrone	Gift Cards	\$40.00
Terri Trembly	Gift Cards	\$50.00
Pastor Roy K. Robbins	Gift Cards	\$90.00
Martin Silveira	Gift Cards	\$100.00
Susan Stack	Gift Cards	\$100.00
Released Time Christian Education	Gift Cards	\$140.00
Oak Ridge PTA	Gift Cards	\$375.00
Mary Carpentier	Gift Cards	\$500.00
Kenneth Gallagher	Gift Cards	\$915.00
Cynthia Burks	Cash	\$1,000.00
Chino Valley Fire Foundation	Gift Cards	\$1,000.00
<b><u>Hidden Trails ES</u></b>		
Ana Chung	Cash	\$25.00
<b><u>Litel ES</u></b>		
Natalie Tuboly	Cash	\$120.00
<b><u>Oak Ridge ES</u></b>		
Yogurtland	Cash	\$300.00
<b><u>Rhodes ES</u></b>		
Rhodes PEP Club	Cash	\$205.00
<b><u>Wickman ES</u></b>		
Chandrahas & Sunita Moholkar	Cash	\$1,000.00

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**January 18, 2018**

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<b><u>Cal Aero K-8</u></b>		
Wells Fargo Your Cause	Cash	\$25.00
Edison International	Cash	\$600.00
<b><u>Canyon Hills JHS</u></b>		
Tyrone Liu	Cash	\$63.00
Natalie Javid	Cash	\$100.00
Good Shepherd Presbyterian Church	Cash	\$1,000.00
<b><u>Townsend JHS</u></b>		
Pepsi Bottling Group LLC	Cash	\$234.00
<b><u>Ayala HS</u></b>		
Natalie Javid	Cash	\$100.00
Bottling Group LLC-FSV	Cash	\$375.00
College Board	Cash	\$1,500.00
Chino Valley Medical Center	Cash	\$2,500.00
<b><u>Chino HS</u></b>		
Best Western Pine Tree	Cash	\$100.00
Cock-A-Doodle Restaurant	Cash	\$500.00
Billy Liang DDS	Cash	\$500.00
Riverside Grill	Cash	\$500.00
Chino Valley Medical Center	Cash	\$4,000.00
<b><u>Chino Hills HS</u></b>		
Edison Your Cause	Cash	\$60.00
Veritas Health Services	Cash	\$2,000.00

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

**DATE:** January 18, 2018

**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	2017/2018 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	October 2017	\$ 16,017.63	\$ 78,415.91
Margaret A. Chidester & Associates	October 2017	\$173,428.89	\$458,251.72
McCune & Harber, LLP	-	-	\$ 45.00
Parker & Covert LLP	-	-	\$ 247.50
	<b>Total</b>	\$189,446.52	\$536,960.13

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$189,446.52 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:** January 18, 2018  
**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 Sylvia Orozco, President of the Board of Education; James Na, Clerk of the Board of Education; adds Pamela Feix, President of the Board of Education; and, Irene Hernandez-Blair, Clerk of the Board of Education.

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

None.

WMJ:SHC:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
 AUTHORIZED SIGNATURE LIST  
 January 18, 2018**

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.

<b>DOCUMENTS</b>	<b>NAMES</b>
Certificated Notice of Employment**	Wayne M. Joseph Norm Enfield Lea Fellows Suzanne Hernandez Richard Rideout
Classified Notice of Employment**	Wayne M. Joseph Norm Enfield Lea Fellows Suzanne Hernandez Richard Rideout
Notice of Intent Not to Re-Employ	Wayne M. Joseph Norm Enfield Lea Fellows Suzanne Hernandez Richard Rideout
Notice of Employment – Youth Work Experience**	Wayne M. Joseph Norm Enfield Grace Park Julian Rodriguez Daniel Sosa
Temporary Teaching Credentials and Credential Applications	Wayne M. Joseph Norm Enfield Lea Fellows Suzanne Hernandez Richard Rideout
Statements of Need	Wayne M. Joseph Norm Enfield Lea Fellows Suzanne Hernandez Richard Rideout
Inter District and Intra District Attendance Agreements	Wayne M. Joseph Sandra H. Chen Norm Enfield Lea Fellows Grace Park Stephanie Johnson
Claim of Plaintiff Statements	Wayne M. Joseph Sandra H. Chen Norm Enfield Lea Fellows Greg Stachura Craig Frame

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

DOCUMENTS	NAMES
Special Projects Funding Applications, Funding Certifications	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Greg Stachura Beverly Beemer
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
Briggs Fundamental Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Liz Pensick Patti Newton
Buena Vista HS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Liz Pensick Patti Newton
Cal Aero Preserve Academy Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Liz Pensick Patti Newton
Canyon Hills JHS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Liz Pensick Patti Newton
Magnolia JHS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Liz Pensick Patti Newton
Ramona JHS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Liz Pensick Patti Newton
Townsend JHS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Liz Pensick Patti Newton

DOCUMENTS	NAMES
Woodcrest JHS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Liz Pensick Patti Newton
Elementary Student Bodies*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Liz Pensick Patti Newton
Travel Advances	Wayne M. Joseph Sandra H. Chen Norm Enfield
Housing Construction Impact Reports	Wayne M. Joseph Sandra H. Chen Norm Enfield Greg Stachura Beverly Beemer
District Orders, Contracts and in Lieu of Transportation Payments**	Wayne M. Joseph Sandra H. Chen Norm Enfield Lea Fellows Grace Park Greg Stachura Anna G. Hamilton Liz Pensick
Approval of the Release of Commercial Warrants as Payments to Vendors**	Wayne M. Joseph Sandra H. Chen Norm Enfield Greg Stachura Beverly Beemer 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 Beverly Beemer Liz Pensick
Necessary School Facilities Program Documents (State Allocation Board)	Wayne M. Joseph Sandra H. Chen Norm Enfield Greg Stachura Beverly Beemer
Certification of Board of Education Minutes	Wayne M. Joseph Norm Enfield <del>Sylvia Orozco</del> —(President) <del>James Na</del> —(Clerk) <b>Pamela Feix</b> —(President)*** <b>Irene Hernandez-Blair</b> —(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:** January 18, 2018  
**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 for:

<b>School-Sponsored Trips</b>	<b>Date</b>	<b>Fiscal Impact</b>
Site: Cattle ES Event: Sacramento Day Trip Place: Sacramento, CA Chaperone: 22 students/22 chaperones	March 19, 2018	Cost: \$379.00 per student Funding Source: Parents
Site: Liberty ES Event: Sacramento Day Trip Place: Sacramento, CA Chaperone: 15 students/11 chaperones	April 13, 2018	Cost: \$394.00 per student Funding Source: Parents

Site: Newman ES Event: Thousand Pines Science Camp Place: Crestline, CA Chaperone: 51 students/6 chaperones	January 16-19, 2018	Cost: \$235.00 per student Funding Source: Parents
Site: Cal Aero K-8 Event: Pali Institute Science Camp Place: Running Springs, CA Chaperone: 110 students/24 chaperones	February 14-16, 2018	Cost: \$285.00 per student Funding Source: Parents
Site: Ramona JHS Event: Washington D.C. Trip Place: Washington, D.C.; Philadelphia, PA; and Gettysburg, PA Chaperone: 22 students/4 chaperones	June 5-9, 2018	Cost: \$2,200.00 per student Funding Source: Parents and fundraising
Site: Chino Hills HS Event: Advancement Via Individual Determination University Tour Place: Daly City, CA Chaperone: 37 students/5 chaperones	February 8-10, 2018	Cost: \$150.00 per student Funding Source: Parents and fundraising
Site: Chino Hills HS Event: California Association of Student Leaders Leadership Conference Place: Ontario, CA Chaperone: 20 students/3 chaperones	April 7-9, 2018	Cost: \$375.00 per student Funding Source: Parents
Site: Don Lugo HS Event: Made for Excellence Advanced Leadership Academy Place: Ontario, CA Chaperone: 6 students/1 chaperone	January 26-27, 2018	Cost: \$115.00 per student Funding Source: Parents and fundraising

## **FISCAL IMPACT**

None.

WMJ:GP:rtt

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 18, 2018

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

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

**SUBJECT: RESOLUTION 2017/2018-36 TO RECOGNIZE FEBRUARY AS CAREER AND TECHNICAL EDUCATION MONTH**

=====

**BACKGROUND**

Career Technical Education (CTE) is a program of study that involves a multiyear sequence of courses that integrates core academic with technical and occupational knowledge. Skills attained from this program will empower students to choose a meaningful and sustainable career by providing a pathway to postsecondary education and careers.

Career and Technical Education Month is a public awareness campaign that takes place each February to celebrate the value of CTE and the achievements and accomplishments of CTE programs across the country.

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

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2017/2018-36 to recognize February as Career and Technical Education Month.

**FISCAL IMPACT**

None.

WMJ:GP:rtt

**Chino Valley Unified School District  
Resolution 2017/2018-36  
To Recognize February as  
Career and Technical Education Month**

**WHEREAS**, the month of February has been designated Career and Technical Education Month by the Association for Career and Technical Education; and

**WHEREAS**, career and technical education helps students form career goals and provides them with pathways, and opportunities to gain the academic, technical and employability skills necessary for true “Career Readiness”; and

**WHEREAS**, leaders from business and industry nationwide report increasing challenges related to addressing the skills gap and connecting qualified professionals with available careers in critical and growing CTE-related fields, including healthcare, energy, advanced manufacturing and information technology; and

**WHEREAS**, career and technical education students experience meaningful, real-world problem solving and applications, emerging technologies, and opportunities to interface with experts through business and industry partnerships; and

**WHEREAS**, career and technical education is part of the backbone of workforce and economic development, fostering productivity in business and industry and contributes to America’s leadership in the globally competitive marketplace; and

**WHEREAS**, career and technical education prepares students for fulfilling careers by offering integrated programs of study that link secondary and postsecondary education and lead to the attainment of industry-recognized credentials; and

**WHEREAS**, career and technical education offers individuals lifelong opportunities to learn new skills, which provide them with career choices and advancement opportunities; and

**WHEREAS**, cooperative efforts between career and technical educators, business, and industry stimulate growth and vitality in the local economy; and

**WHEREAS**, CTE programs of Chino Valley Unified School District offers rigor, relevance, and relationships that engage students in career path preparation and options for employment, industry recognized credentials and post-secondary education;

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby finds, determines, and declares February 2018 as Career and Technical Education Month and urges residents to become familiar with the services and benefits offered by career and technical education programs.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 18<sup>th</sup> day of January 2018 by the following vote:

Blair \_\_\_\_\_  
Cruz \_\_\_\_\_  
Feix \_\_\_\_\_  
Na \_\_\_\_\_  
Orozco \_\_\_\_\_

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

---

Wayne M. Joseph, Superintendent  
Secretary, Board of Education

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

**DATE:** January 18, 2018

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

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

**SUBJECT: CHINO VALLEY UNIFIED SCHOOL DISTRICT 2017/2018 SCHOOL ACCOUNTABILITY REPORT CARD**

=====

**BACKGROUND**

Every school in California is required by state law to publish a School Accountability Report Card (SARC), by February 1 of each year. The SARC contains information about the condition and performance of each California public school. Additionally, data reported in the Local Control Accountability Plan (LCAP) is to be consistent with data reported in the SARC.

The SARC generally begins with a profile that provides background information about the school and its students. The profile summarizes the school's mission, goals, and accomplishments. State law requires that the SARC contains all of the following:

- Demographics
- School safety and climate for learning information
- Facilities inspection results
- Academic data
- Class size
- Teacher and staff information
- Curriculum and instruction descriptions
- Postsecondary preparation information
- Fiscal and expenditure data
- Types of services

State law encourages schools to make a concerted effort to notify parents of the purpose of the SARC. Specifically, schools are required to notify all parents about the availability of the SARC and instructions about how the SARC can be obtained both through the internet and on paper. It is also required that if a sufficient number of the school's enrolled students speak a single primary language other than English, state

law requires that the SARC be made available to parents in the appropriate language.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Chino Valley Unified School District 2017/2018 School Accountability Report Card.

**FISCAL IMPACT**

None.

WMJ:GP:rtt

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 18, 2018  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations  
Anna G. Hamilton, Director, Purchasing  
**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**

\$7,443,893.27 to all District funding sources.

WMJ:GJS:AGH:pw



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 18, 2018  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations  
Anna G. Hamilton, Director, Purchasing  
**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:AGH:pw

<b>BUSINESS SERVICES</b>	<b>FISCAL IMPACT</b>
<p><b>B-1718-008 California Schools Voluntary Employees Benefits Association (VEBA).</b>            To provide participation in VEBA for the provision of health and welfare benefits for CVUSD playground supervisors.            Submitted by: Payroll Department            Duration of Agreement: January 18, 2018 – December 31, 2018</p>	<p>Contract amount: Per rate sheet            Funding source: General Fund</p>

<b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>	<b>FISCAL IMPACT</b>
<p><b>CIIS-1718-105 Newsela.</b>            To provide web based training sessions.            Submitted by: Woodcrest JHS            Duration of Agreement: January 1, 2018 – December 31, 2019</p>	<p>Contract amount: \$1,800.00            Funding source: Educator Effectiveness Grant</p>
<p><b>CIIS-1718-106 Newsela.</b>            To provide PRO school site license.            Submitted by: Woodcrest JHS            Duration of Agreement: January 1, 2018 – December 31, 2018</p>	<p>Contract amount: \$4,000.00            Funding source: Title I</p>
<p><b>CIIS-1718-107 Tools4ever.</b>            To provide training resources for technology staff.            Submitted by: Technology            Duration of Agreement: November 17, 2017 – November 16, 2018</p>	<p>Contract amount: \$875.00            Funding source: General Fund</p>
<p><b>CIIS-1718-108 Catalyst Speech Language Pathology.</b>            To provide speech and language services.            Submitted by: Special Education            Duration of Agreement: January 19, 2018 – June 30, 2018</p>	<p>Contract amount: \$50,000.00            Funding source: Special Education</p>
<p><b>CIIS-1718-109 ClassLink.</b>            To provide annual site license for ClassLink single sign-on solution.            Submitted by: Technology            Duration of Agreement: January 1, 2018 – December 31, 2018</p>	<p>Contract amount: \$85,820.00            Funding source: LCAP</p>

<b>FACILITIES, PLANNING, AND OPERATIONS</b>	<b>FISCAL IMPACT</b>
<p><b>F-1718-017 Tower Seekers.</b>            To provide consulting services for District owned cellular towers.            Submitted by: Facilities, Planning, and Operations            Duration of Agreement: December 1, 2017 – June 30, 2021</p>	<p>Contract amount: \$300.00 per hour            Funding source: General Fund</p>
<p><b>F-1718-018 Elite Modular, Inc.</b>            To provide 3-year lease of two (2) 24'x40' relocatable modular classroom buildings. Serial numbers: 37261-37262 and 73711-37312.            Submitted by: Facilities, Planning, and Operations            Duration of Agreement: January 1, 2018 – December 31, 2020</p>	<p>Contract amount: \$79,800.00            Funding source: Capital Facilities</p>

<b>HUMAN RESOURCES</b>	<b>FISCAL IMPACT</b>
<p><b>HR-1718-011 Community Matters.</b>            To provide training and support for Safe School Ambassadors.            Submitted by: Human Resources            Duration of Agreement: July 1, 2017 – June 30, 2018</p>	<p>Contract amount: \$3,800.00            Funding source: General Fund</p>

<b>MASTER CONTRACTS</b>	<b>FISCAL IMPACT</b>
<b>MC-1718-043 Spin Indoor Soccer Center.</b> To provide facility use of indoor hall. Submitted by: Wickman ES Duration of Agreement: January 19, 2018 – June 30, 2021	Contract amount: Per rate sheet  Funding source: Various
<b>MC-1718-044 BK Rodgers Inc., dba Kidsreptileparties.com.</b> To provide reptile assembly. Submitted by: Hidden Trails ES Duration of Agreement: January 19, 2018 – June 30, 2021	Contract amount: Per rate sheet  Funding source: Various
<b>MC-1718-045 Walsworth Publishing Co.</b> To provide yearbook publishing. Submitted by: Briggs K-8 Duration of Agreement: September 1, 2017 – June 30, 2018	Contract amount: \$8,325.28  Funding source: ASB
<b>MC-1718-046 American Red Cross.</b> To provide CPR/First Aid training. Submitted by: Chino HS Duration of Agreement: January 19, 2018 – June 30, 2021	Contract amount: None  Funding source: None

<b>APPROVED CONTRACTS TO BE AMENDED</b>	<b>AMENDMENT</b>
<b>CIIS-1617-060 Blackboard Inc.</b> To provide custom design template for District website. Submitted by: Deputy Superintendent Duration of Agreement: April 7, 2017 – March 31, 2018 Original Agreement Board Approved: April 6, 2017	Increase contract amount from \$80,409.96 to \$82,129.96  Funding source: General Fund
<b>CIIS-1718-004 City of Chino.</b> To provide ASES after school programs. Submitted by: Health Services Duration of Agreement: July 1, 2017 – June 20, 2018 Original Agreement Board Approved: June 15, 2017	Increase contract amount from \$438,697.00 to \$474,016.51  Funding source: ASES Grant
<b>MC-1516-004 Parent Institute for Quality Education (PIQE).</b> To provide parent engagement classes. Submitted by: Don Lugo HS/Purchasing Department Duration of Agreement: July 1, 2015 – June 30, 2018 Original Agreement Board Approved: June 25, 2015	Increase contact amount from \$10,000.00 to \$10,500.00  Funding source: LCAP
<b>F-1718-014 Colbi Technologies, Inc.</b> To provide quality bidders and accountability software services for mandated construction bidding and accounting requirements. Submitted by: Facilities, Planning, and Operations Duration of Agreement: December 15, 2017 – December 14, 2018 Original Agreement Board Approved: December 14, 2017	Increase contract amount from \$86,750.00 to \$151,750.00  Funding source: Capital Facilities and General Fund
<b>SBCSS-14/15-0041 – San Bernardino County Superintendent of Schools – Amendment #2.</b> To provide alternative education programs. Submitted by: Purchasing Department Duration of Agreement: July 1, 2017 – June 30, 2018 Original Agreement Board Approved: July 17, 2014	Increase 2017/2018 contract amount from \$16,869.00 to \$17,131.70  Funding source: General Fund

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 18, 2018  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations  
**SUBJECT: SURPLUS/OBSOLETE PROPERTY**

=====

**BACKGROUND**

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

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

Increase to the General Fund from proceeds of sale.

WMJ:GJS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
SURPLUS/OBSOLETE PROPERTY**  
January 18, 2018

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
TV	Samsung	30745	Alternative Ed.
TV	Sony	7022732	Alternative Ed.
TV	Sony	7022754	Alternative Ed.
TV	Sony	7049207	Alternative Ed.
TV	Sony	7022758	Alternative Ed.
TV	Sony	7048954	Alternative Ed.
TV	Sony	7022755	Alternative Ed.
TV	Samsung	30368	Alternative Ed.
TV	Sony	7020509	Alternative Ed.
TV	Sony	7022739	Alternative Ed.
TV	Sony	7022747	Alternative Ed.
Speaker	JBL	36-67678	Alternative Ed.
Speaker	JBL	36-67678	Alternative Ed.
TV	Sharp	A29622	Alternative Ed.
TV	Sony	7022360	Alternative Ed.
TV	Samsung	30699	Alternative Ed.
TV	Samsung	3CAH700623	Alternative Ed.
TV	Samsung	30074	Alternative Ed.
TV	RCA	A26897	Alternative Ed.
TV	Sharp	A29621	Alternative Ed.
Laptop	Dell Latitude 5420	6RN15S1/39581	Technology
Laptop	Dell Latitude 5420	DP106S1/3893	Technology
MacBook	Apple	25351/WB7331BHZ5W	Technology
MacBook	Apple	W87331FSZ5W	Technology
MacBook	Apple	W8739058Z5Z	Technology
MacBook	Apple	W87331FFZ5W	Technology
MacBook Pro	Apple	31500	Technology
Projector	Epson	47140	Technology
Document Camera	AverMedia	38927	Technology
Projector	Epson	KM3F014471L/32651	Technology
Projector	Epson	KM3F014476L/32636	Technology
Document Camera	AverMedia	5306186200032	Technology
Projector	Epson	GY8G620111F	Technology
Projector	Epson	KM3F031044L	Technology
Projector	Epson	KM3F071071L	Technology
Projector	Epson	JXJF759645L	Technology
Projector	Epson	PG4F110378L	Technology
Computer	Hp 6005 Small FF	MXL042007M	Technology

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
iPad	Apple	PR52762961/DMPHLNTDDJ8V	Technology
Document Camera	AverMedia	6757410040P/33906	Technology
MacBook	Apple	W8732904Z5W/25427	Technology
Computer	Dell	2628805394/53927	Technology
E5420	Dell	DNW76S1/39914	Technology
Surface 3	Microsoft	018875652652	Technology
MacBook	Apple	CPWLQJ65DTY3/41687	Technology
Optiplex 780	Dell	35203	Technology
Latitude E6400	Dell	29231/CFWCGJ1	Technology
t620 Thin Client	HP	42908/MXL4131414	Technology
t620 Thin Client	HP	42726/MXL413144L	Technology
t620 Thin Client	HP	MXL41313YN	Technology
Projector	Epson	GY8G620381F/ 22524	Technology
Projector	Epson	KM3F931958L/ 29778	Technology
Document Camera	Avery	007661108SP	Technology
T620 Thin Client	HP	42071/MXL413136K	Technology
T620 Thin Client	HP	42908/mxl4131414	Technology
T620 Thin Client	HP	MXL41313YN	Technology
T620 Thin Client	HP	42726/MXL413144L	Technology
T620 Thin Client	HP	44368/MXL4341G18	Technology
Macbook	Apple	W87328XXZ5W	Technology
Optiplex 755	Dell	27344/B1ZPZF1	Technology
Keyboard	Logitech	820-002864	Technology
Surface	Microsoft	078537551652	Technology
Laptop	Dell	49897/117NG22	Technology
Dell 3160	Dell	50131/3824264306	Technology
Optiplex 780	Dell	141JLN1	Technology
Latitude 5400	Dell	32050	Technology
22" Monitor	Dell		Technology
Access Pointe		38825	Technology
Computer	Mac	23104	Chaparral ES
Computer	Mac	23031	Chaparral ES
Computer	Mac	23107	Chaparral ES
Computer	Mac	23131	Chaparral ES
Computer	Mac	23106	Chaparral ES
Computer	Mac	23038	Chaparral ES
Projector Lens	Eiki	0001-4278	Chaparral ES
All Hazards Alert	Midland		Chaparral ES
Laptop	Dell 5400	19225985977	Litel ES
Printer			Rhodes ES
Overhead Projectors (6)			Canyon Hills JHS
3 Drawer File Cabinet	A00137		Canyon Hills JHS

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
3 Drawer File Cabinet			Canyon Hills JHS
3 Drawer File Cabinet			Canyon Hills JHS
3 Drawer File Cabinet			Canyon Hills JHS
Metal Book Shelves (2)			Canyon Hills JHS
Laser disc player		C03098	Canyon Hills JHS
Office Chairs (4)			Canyon Hills JHS
Phaser Printer	Xerox	3124	Canyon Hills JHS
Phaser Printer	Xerox	3124	Canyon Hills JHS
Printer	HP		Canyon Hills JHS
TV	GE	A28940	Canyon Hills JHS
TV	GE	A26939	Canyon Hills JHS
TV	Sharp	35459	Canyon Hills JHS
TV	Samsung	30205	Canyon Hills JHS
TV	Samsung	30206	Canyon Hills JHS
TV	Zenith	A24483	Canyon Hills JHS
DVD/VHS	Symphonic	U28227634	Canyon Hills JHS
DVD/VHS	Insignia	042405792	Canyon Hills JHS
DVD/VHS	Insignia	180102414	Canyon Hills JHS
T.V. Wall Mount Brackets (7)			Canyon Hills JHS
TV	GE	A27475	Canyon Hills JHS
TV	GE	A27474	Canyon Hills JHS
TV	GE	A26935	Canyon Hills JHS
TV	GE	A37094	Canyon Hills JHS
TV	GE	A37093	Canyon Hills JHS
TV	GE	A25936	Canyon Hills JHS
TV	Samsung	36898	Canyon Hills JHS
TV	Samsung		Canyon Hills JHS
TV	Zenith	639684	Canyon Hills JHS
TV	RCA	36896	Canyon Hills JHS
TV	RCA	36895	Canyon Hills JHS
DVD/VHS	Insignia	509084231	Canyon Hills JHS
DVD/VHS	Magnavox		Canyon Hills JHS
TV Wall Mount Brackets (12)			Canyon Hills JHS
Monitors (2)	Dell		Townsend JHS
Keyboards (4)	Dell		Townsend JHS
Computer	Dell	35008	Boys Republic HS
Computer	Dell	34800	Boys Republic HS
Computer	Dell	34790	Boys Republic HS
Computer	Dell	34811	Boys Republic HS
Computer	Dell	34806	Boys Republic HS
Computer	Dell	34817	Boys Republic HS
Printer	HP 2430n	22152	Boys Republic HS

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Switch	Office Connect		Boys Republic HS
Computer	Dell	34810	Boys Republic HS
Computer	Dell	35005	Boys Republic HS
Computer	Dell	34787	Boys Republic HS
Computer	Dell	34826	Boys Republic HS
Computer	Dell	34825	Boys Republic HS
Computer	Dell	34783	Boys Republic HS
Computer	Dell	40367	Boys Republic HS
Computer	Dell	40359	Boys Republic HS
Computer	Dell	40360	Boys Republic HS
Computer	Dell	40363	Boys Republic HS
Computer	Dell	40364	Boys Republic HS
Computer	Dell	40362	Boys Republic HS
Computer	Dell	40366	Boys Republic HS
Computer	Dell	40354	Boys Republic HS
Computer	Dell	40358	Boys Republic HS
Computer	Dell	40349	Boys Republic HS
Printer	HP	14230	Chino HS
Calculator	Texas Instruments	320132	Chino HS
Calculator	Texas Instruments	4323	Chino HS
Monitor	Dell	REVADD	Chino HS
Speakers	Dell	REVAD1	Chino HS
Computer	Dell	C8T3041	Chino HS
Keyboard	Dell	236-09-LV-AD	Chino HS
Computer	Dell	IZVL931	Chino HS
Computer	Dell	5MH2WD	Chino HS
Printer	Xerox	MXV048618	Chino HS
Printer	HP	CNB8F7389V	Chino HS
Tower	Dell	29596	Chino HS
Tower	Optiplex Dell 755	2401100237	Chino HS
Printer	HP	14229	Chino HS
Tower	Dell	40037	Chino HS



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 18, 2018

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

**PREPARED BY:** Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations  
Anna G. Hamilton, Director, Purchasing

**SUBJECT: RESOLUTION 2017/2018-35 FOR AUTHORIZATION TO UTILIZE PIGGYBACK CONTRACT**

=====

**BACKGROUND**

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

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

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

Staff requests approval of the following resolution to provide authorization for the District to participate by piggyback in contract as itemized below:

<b>Resolution</b>	<b>Contract</b>	<b>Contractor</b>	<b>Description</b>	<b>Term</b>
2017/2018-35	San Diego Unified School District No. GD-16-0758-76	School Specialty	Classroom supplies, equipment, and chemicals	12/8/2015-12/31/2018

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

## **RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2017/2018-35 for authorization to utilize piggyback contract.

## **FISCAL IMPACT**

Unknown.

WMJ:GJS:AGH:pw

**Chino Valley Unified School District  
Resolution 2017/2018-35  
Authorization to Utilize the San Diego Unified School District Contract  
GD-16-0758-76 With School Specialty  
to Purchase Classroom Supplies, Equipment, and Chemicals  
Through the Piggyback Contract**

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

**WHEREAS**, San Diego Unified School District currently has a piggyback contract, Contract GD-16-0758-76, in accordance with Public Contract Code 20118 with School Specialty that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

**WHEREAS**, the Board has determined that it is in the best interest of the District to authorize the purchase of classroom supplies, equipment, and chemicals through the piggyback contract procured by the San Diego Unified School District Contract GD-16-0758-76.

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

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

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of classroom supplies, equipment, and chemicals through the piggyback contract originally procured by the San Diego Unified School District Contract GD-16-0758-76 is in the best interests of the District because there is volume pricing that can be used to reduce the District's overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of classroom supplies, equipment, and chemicals in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the San Diego Unified School District Contract GD-16-0758-76.

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

Section 5. Effective Date. This resolution shall be effective as of December 8, 2015, for the term ending December 31, 2018.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 18th day of January 2018 by the following vote:

Blair	_____
Cruz	_____
Feix	_____
Na	_____
Orozco	_____

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

---

Wayne M. Joseph, Superintendent  
Secretary, Board of Education

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 18, 2018

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

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

**SUBJECT: NOTICE OF COMPLETION FOR CUPCCAA BID 17-18-05I, ASPHALT REPAIR AT AYALA HS**

=====

**BACKGROUND**

On May 9, 2013, the Board of Education adopted Resolution 2012/2013-71, Adoption of California Uniform Public Construction Cost Accounting Act (CUPCCAA). Per Public Contract Code 22030, the adoption of CUPCCAA allows the use of alternate bidding procedures for projects under \$175,000.00, while still ensuring the District receives the lowest pricing possible from responsible vendors and contractors. Utilizing CUPCCAA, the District has completed the projects listed below:

On August 17, 2017, the Board of Education awarded CUPCCAA Bid 17-18-05I, Asphalt Repair at Ayala HS to Premier Paving, Inc. All contracted work was completed on December 4, 2017. Contract summary is provided below.

<b>CUPCCAA Bid</b>	<b>Project Description</b>	<b>Contractor</b>	<b>Total Contract</b>	<b>Change Order</b>	<b>Total</b>	<b>5% Retention Amount</b>	<b>Funding Source</b>
17-18-05I	Asphalt Repair at Ayala HS	Premier Paving Inc.	\$164,000.00	N/A	\$164,000.00	\$8,200.00	25

Documentation indicating satisfactory completion and compliance with specifications and project requirements has been obtained from the following individuals: school site administrators; James Costa, Construction Coordinator; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

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

## **RECOMMENDATION**

It is recommended the Board of Education approve the Notice of Completion for CUPCCAA Bid 17-18-05I, Asphalt Repair at Ayala HS.

## **FISCAL IMPACT**

\$164,000.00 to Tax A Fund 25.

WMJ:GJS:MS:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 18, 2017

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

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

**SUBJECT: APPROVAL OF PAYMENT TO ELITE MODULAR LEASING AND SALES, INC., UNDER THREAT OF POTENTIAL LITIGATION OR DISPUTED CLAIM**

=====

**BACKGROUND**

On February 16, 2017, the Board of Education adopted resolution 2016/2017-17 to utilize piggyback contract #40-09/2016-17, Savannah School District, with Elite Modular Leasing and Sales, Inc. for the purchase, lease, relocation, dismantling, and removal of Division of State Architect (DSA) approved portable buildings.

Utilizing this contract, the District purchased one, 60' x 40' portable classroom for installation at the Chino Valley Adult School in the amount of \$250,302.60. The installation of the building and all related work was completed on October 12, 2017, and the Board approved the Notice of Completion on December 14, 2017.

On January 10, 2018, District staff received communication from the San Bernardino County Superintendent of Schools, District Financial Services Division, that payment to Elite Modular Leasing and Sales, Inc. could not be processed because the modular building is installed on a permanent foundation, and as such, it becomes real estate. Per county counsel, a school district may not piggyback on real estate and therefore the District's procurement procedures (use of this piggyback bid) are rendered deficient. With this bid deficiency, the Board of Education must approve payment to the vendor under threat of potential litigation or disputed claim.

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

**RECOMMENDATION**

It is recommended the Board of Education approve payment to Elite Modular Leasing and Sales, Inc., under threat of potential litigation or disputed claim.

**FISCAL IMPACT**

\$250,302.60 Adult Education Fund 11.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 18, 2017  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations  
**SUBJECT: SELECTION OF CITIZENS' ADVISORY COMMITTEE MEMBERS FOR THE NAMING OF FACILITIES**

=====

**BACKGROUND**

In accordance with Board Policy 7310 Facilities – Naming of Facilities, a Citizens' Advisory Committee shall be appointed to review name suggestions and make a recommendation to the Board of Education on the proposed naming or renaming of facilities. In accordance with Administrative Regulation 1220 Community Relations – Citizen Advisory Committees, advisory committee members will be appointed by Board members from applications submitted by interested community members. This committee is subject to Brown Act requirements.

During the month of September 2017, the District solicited the community seeking new members to serve on the committee and community members Tony Flores and Mark Hargrove were approved by the Board on October 5, 2017. Since then, the District has received additional letters of interest/qualifications from community members Art Bennett, Carol Cole, and Don Bridge.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the Selection of Citizens' Advisory Committee Members for the Naming of Facilities: Art Bennett, Carol Cole, and Don Bridge.

**FISCAL IMPACT**

None.

WMJ:GJS:pw



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 18, 2018  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Lea Fellows, Assistant Superintendent, Human Resources  
Suzanne Hernandez, Ed.D., Director, Human Resources  
Richard Rideout, Director, Human Resources  
**SUBJECT: CERTIFICATED/CLASSIFIED PERSONNEL ITEMS**

=====  
**BACKGROUND**

Board approval of personnel transactions is required by Board Bylaw 9324 Bylaws of the Board - Minutes and Recordings and Education Code 35163. Included are new hires based on need, which includes replacements, growth, and/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:LF:SH:RR:mcm

**CERTIFICATED PERSONNEL**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
MCGEE, Sarah	Special Education Teacher	Dickey ES/ Glenmeade ES	01/19/2018
WILLETT, Audra	Elementary Teacher	Walnut ES	01/19/2018
SWANSON, Kylie	Math Teacher	Chino HS	01/19/2018
MOORE, Aubrey	Math Teacher	Chino Hills HS	01/19/2018

**HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2017/2018 SCHOOL YEAR**

**RETIREMENT**

LENTZ, Randy (37 years of service)	Wood/Welding Teacher	Boys Republic HS	02/02/2018
---------------------------------------	----------------------	------------------	------------

**APPOINTMENT – EXTRA DUTY**

RITCHIE, Aidan (NBM)	Band (B)	Townsend JHS	01/19/2018
COX, Tate (NBM)	Boys Water Polo (GF)	Ayala HS	01/19/2018
LUNCZ, Pam	Boys Water Polo (B)	Ayala HS	01/19/2018
SJOL, Adam	Boys Water Polo (B)	Ayala HS	01/19/2018
CRASK, Madison (NBM)	Track & Field (GF)	Chino HS	01/19/2018
OCHOA, Javier (NBM)	Baseball (GF)	Chino HS	01/19/2018
BLANDO, Garnet (NBM)	Softball (GF)	Chino Hills HS	01/19/2018
GENSLER, Don (NBM)	Track & Field (B)	Chino Hills HS	01/19/2018
GRANT, Donald	Boys Basketball (B)	Chino Hills HS	01/19/2018
HOENISCH, Brad (NBM)	Softball (GF)	Chino Hills HS	01/19/2018
KELTNER, Melissa (NBM)	Track & Field (B)	Chino Hills HS	01/19/2018
MARQUEZ, Ronald (NBM)	Boys Tennis (GF)	Chino Hills HS	01/19/2018
MISAWA, Keane	Badminton (GF)	Chino Hills HS	01/19/2018
METOYER, James (NBM)	Boys Soccer (B)	Chino Hills HS	01/19/2018
RITCHIE, Aidan (NBM)	Band (B)	Chino Hills HS	01/19/2018
ASHFORD, Mark (NBM)	Baseball (GF)	Don Lugo HS	01/19/2018
CICCONE, Thomas	Track & Field (GF)	Don Lugo HS	01/19/2018
LANGWASSER, Charles (NBM)	Track & Field (GF)	Don Lugo HS	01/19/2018
LIZER, Toby	Swim (GF)	Don Lugo HS	01/19/2018
POLITE, Coby	Track & Field (GF)	Don Lugo HS	01/19/2018
POTEET Jr., Ronald	Softball (GF)	Don Lugo HS	01/19/2018
ROMAN, Alexis (NBM)	Softball (GF)	Don Lugo HS	01/19/2018
ROY, Alex (NBM)	Track & Field (B)	Don Lugo HS	01/19/2018
THIGPEN, William	Track & Field (GF)	Don Lugo HS	01/19/2018

TOTAL GF: \$46,971.00

**CERTIFICATED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
--------------------	------------------------	------------------------	----------------------------------

**APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2017, THROUGH  
JUNE 30, 2018**

BARRIOS-HAUG, Suzanne	BRACAMONTES, Janelle	BUCK, Gabriella
GARCIA, Julia	GOR, Anna	HERNANDEZ, Monica
HUDSPETH, Samantha	MATTSON, Amy	MESERVE, Judith
TAN, Celine	WAITE, Madison	

**CLASSIFIED PERSONNEL**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
--------------------	------------------------	------------------------	------------------------------

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

ANGUIANO, Leticia	Playground Supervisor (GF)	Borba ES	01/08/2018
BLEVINS, Donna	Playground Supervisor (GF)	Borba ES	01/08/2018
CHERNEY, Barbara	Playground Supervisor (GF)	Borba ES	01/08/2018
GARCIA, Mary E.	Playground Supervisor (GF)	Borba ES	01/08/2018
FIGUEROA DE HERNANDEZ, Silvia	Playground Supervisor (GF)	Borba ES	01/08/2018
BURKS, Kristi	Playground Supervisor (GF)	Butterfield Ranch ES	01/08/2018
GUERRA, Marlo	Playground Supervisor (GF)	Butterfield Ranch ES	01/08/2018
PENA, Michal	Playground Supervisor (GF)	Butterfield Ranch ES	01/08/2018
WYZYKOWSKI, Brandi	Playground Supervisor (GF)	Butterfield Ranch ES	01/08/2018
FOX-LEEMING, Nancy	Playground Supervisor (GF)	Cattle ES	01/08/2018
GUTENSOHN, Joanne	Playground Supervisor (GF)	Cattle ES	01/08/2018
VALADEZ, Blanca	Playground Supervisor (GF)	Cattle ES	01/08/2018
YEPEZ, Valee	Playground Supervisor (GF)	Cattle ES	01/08/2018
BOJORQUEZ DE GONZALES, Katie	Playground Supervisor (GF)	Chaparral ES	01/08/2018
IBARRA, Erika	Playground Supervisor (GF)	Chaparral ES	01/08/2018
LIVELY, Danielle	Playground Supervisor (GF)	Chaparral ES	01/08/2018
BARRAGAN, Ana	Playground Supervisor (GF)	Cortez ES	01/08/2018
CAMERON, Nyla	Nutrition Services Asst. I (NS)	Cortez ES	01/19/2018
GUTIERREZ, Antoinette	Playground Supervisor (GF)	Cortez ES	01/08/2018
PEREZ, Monica	Playground Supervisor (GF)	Cortez ES	01/08/2018
PEREZ, Veda	Playground Supervisor (GF)	Cortez ES	01/08/2018
BUTANI, Purvangi	Playground Supervisor (GF)	Country Springs ES	01/08/2018
GOLDEN, Rosa	Playground Supervisor (GF)	Country Springs ES	01/08/2018
SHAH, Honey	Playground Supervisor (GF)	Country Springs ES	01/08/2018
ARROYO, Samantha	Playground Supervisor (GF)	Dickey ES	01/08/2018
BANUELOS, Doreen	Playground Supervisor (GF)	Dickey ES	01/08/2018
ROSAS, Hilda	Playground Supervisor (GF)	Dickey ES	01/08/2018
ARIAS, Priscilla	Playground Supervisor (GF)	Dickson ES	01/08/2018
CABRERA, Dolores	Playground Supervisor (GF)	Dickson ES	01/08/2018
GONZALEZ, Erika	Playground Supervisor (GF)	Dickson ES	01/08/2018
VALDEZ, Gloria	Playground Supervisor (GF)	Dickson ES	01/08/2018
ORTIZ, Maria E.	Playground Supervisor (GF)	Eagle Canyon ES	01/08/2018
ORTIZ, Maria L.	Playground Supervisor (GF)	Eagle Canyon ES	01/08/2018

**CLASSIFIED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>APPOINTMENT</u></b> (cont.)			
SOTO, Beatrice	Playground Supervisor (GF)	Eagle Canyon ES	01/08/2018
ZELAYA-AGUILAR, Amalia	Playground Supervisor (GF)	Eagle Canyon ES	01/08/2018
DAVIS, Shari	Playground Supervisor (GF)	Glenmeade ES	01/08/2018
OLIVA, Amparo	Playground Supervisor (GF)	Glenmeade ES	01/08/2018
RAMOS, Francisca	Playground Supervisor (GF)	Glenmeade ES	01/08/2018
CHAVEZ, Lorraine	Playground Supervisor (GF)	Hidden Trails ES	01/08/2018
HOEGEL-PAVELSKY, Vanessa	Playground Supervisor (GF)	Hidden Trails ES	01/08/2018
MACDONALD, Diana	Playground Supervisor (GF)	Hidden Trails ES	01/08/2018
SOLORZANO, Ana	Playground Supervisor (GF)	Hidden Trails ES	01/08/2018
BECERRIL, Yesenia	Playground Supervisor (GF)	Liberty ES	01/08/2018
FELIX, Araceli	Playground Supervisor (GF)	Liberty ES	01/08/2018
LEYVA, Zulema	Playground Supervisor (GF)	Liberty ES	01/08/2018
MANUEL, Kalilah	Playground Supervisor (GF)	Liberty ES	01/08/2018
DUNCAN, Esther	Playground Supervisor (GF)	Litel ES	01/08/2018
GOMEZ, Laura	Playground Supervisor (GF)	Litel ES	01/08/2018
HALL, Cindy	Playground Supervisor (GF)	Litel ES	01/08/2018
GALLARDO DE AGUILERA, Maria	Playground Supervisor (GF)	Marshall ES	01/08/2018
MARTIN, Jamey	Playground Supervisor (GF)	Marshall ES	01/08/2018
MARTINEZ, Maria S.	Playground Supervisor (GF)	Marshall ES	01/08/2018
OROSCO, Jessica	Playground Supervisor (GF)	Marshall ES	01/08/2018
OCAMPO-BARRAGAN, Martha	Playground Supervisor (GF)	Newman ES	01/08/2018
PONCE, April	Playground Supervisor (GF)	Newman ES	01/08/2018
YOUNG, Karen	Playground Supervisor (GF)	Newman ES	01/08/2018
CASTRO, Cynthia	Playground Supervisor (GF)	Oak Ridge ES	01/08/2018
DAVIS, Cynthia	Playground Supervisor (GF)	Oak Ridge ES	01/08/2018
LOPEZ, Carolina	Playground Supervisor (GF)	Oak Ridge ES	01/08/2018
VAN VOORHIS, Alison	Playground Supervisor (GF)	Oak Ridge ES	01/08/2018
CERVANTES, Evangelina	Playground Supervisor (GF)	Rhodes ES	01/08/2018
CUOMO, April	Playground Supervisor (GF)	Rhodes ES	01/08/2018
HUERTA, Gina	Elementary Library/Media Center Asst. (GF)	Rhodes ES	01/23/2018
PRATT, Sandy	Playground Supervisor (GF)	Rhodes ES	01/08/2018
RAYFORD, Linda	Playground Supervisor (GF)	Rhodes ES	01/08/2018
BECKMAN, Yvonne	Playground Supervisor (GF)	Rolling Ridge ES	01/08/2018

**CLASSIFIED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>APPOINTMENT</u></b> (cont.)			
ROMERO, Julie	Playground Supervisor (GF)	Rolling Ridge ES	01/08/2018
RUMBAUGH, Shawna	Playground Supervisor (GF)	Rolling Ridge ES	01/08/2018
STONE, Jennifer	Playground Supervisor (GF)	Rolling Ridge ES	01/08/2018
BLANDON, Sandrine	Playground Supervisor (GF)	Walnut ES	01/08/2018
GARCIA, Nicole	IA/Special Ed./SH (SELPA/GF)	Walnut ES	01/19/2018
ORTEGA, Celia	Playground Supervisor (GF)	Walnut ES	01/08/2018
PRATT, Ashley	Playground Supervisor (GF)	Walnut ES	01/08/2018
VALENZUELA, Lisa	Playground Supervisor (GF)	Walnut ES	01/08/2018
SHIRLEY, Colleen	Playground Supervisor (GF)	Wickman ES	01/08/2018
WAPP, Eleanor	Playground Supervisor (GF)	Wickman ES	01/08/2018
ANDERSON, Emily	Playground Supervisor (GF)	Briggs K-8	01/08/2018
BURGESS, Kelleigh	Playground Supervisor (GF)	Briggs K-8	01/08/2018
DEDMAN, Melissa	Playground Supervisor (GF)	Briggs K-8	01/08/2018
MEDINA, Mary Louise	Playground Supervisor (GF)	Briggs K-8	01/08/2018
SMITH, Stacy	Playground Supervisor (GF)	Briggs K-8	01/08/2018
BARILONE, Felicia	Playground Supervisor (GF)	Cal Aero K-8	01/08/2018
BENAVIDEZ, Luz	Playground Supervisor (GF)	Cal Aero K-8	01/08/2018
DIAZ, Rebecca	Playground Supervisor (GF)	Cal Aero K-8	01/08/2018
HARRIS, Kleisha	Playground Supervisor (GF)	Cal Aero K-8	01/08/2018
KUDER, Mallory	Playground Supervisor (GF)	Cal Aero K-8	01/08/2018
MORENO, Lourdes	Playground Supervisor (GF)	Cal Aero K-8	01/08/2018
SHAH, Sejal	Playground Supervisor (GF)	Cal Aero K-8	01/08/2018
FANNING, Elizabeth	Playground Supervisor (GF)	Canyon Hills JHS	01/08/2018
FOLEY, Doreen	Playground Supervisor (GF)	Canyon Hills JHS	01/08/2018
LAYAYE, Rosalina	IA/Special Ed. (SELPA/GF)	Canyon Hills JHS	01/19/2018
MCKINNEY, Rella Rebecca	Playground Supervisor (GF)	Canyon Hills JHS	01/08/2018
DE ACEVEDO-CORREA, Justyn	IA/Special Ed. (SELPA/GF)	Magnolia JHS	01/19/2018
MAMOLA, Blaine	Playground Supervisor (GF)	Magnolia JHS	01/08/2018
SERNA, Denise	Playground Supervisor (GF)	Magnolia JHS	01/08/2018
SNEATH, Kimberly	Playground Supervisor (GF)	Magnolia JHS	01/08/2018
VARGAS, Kelley	Playground Supervisor (GF)	Magnolia JHS	01/08/2018
ALFARO, Maria C.	Playground Supervisor (GF)	Ramona JHS	01/08/2018
QUINTERO, Edith	Playground Supervisor (GF)	Ramona JHS	01/08/2018

**CLASSIFIED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>APPOINTMENT</u></b> (cont.)			
ROBLES, Dalia	Playground Supervisor (GF)	Ramona JHS	01/08/2018
DICKERSON, Joyce	Playground Supervisor (GF)	Townsend JHS	01/08/2018
GARCIA, Marcial	Playground Supervisor (GF)	Townsend JHS	01/08/2018
LEPPOLD, Vickie	Playground Supervisor (GF)	Townsend JHS	01/08/2018
SEEBALAC, Cindy	Playground Supervisor (GF)	Townsend JHS	01/08/2018
SIRISUB, Brenda	Central Kitchen Asst. I (NS)	Woodcrest JHS	01/19/2018
SCHMITT, Evangelina	Playground Supervisor (GF)	Woodcrest JHS	01/08/2018
DORSEY, Roy	Playground Supervisor (GF)	Ayala HS	01/08/2018
HUNT, Brandy	IA/Special Ed./SH (SELPA/GF)	Ayala HS	01/19/2018
MEZA, Claudia	Playground Supervisor (GF)	Ayala HS	01/08/2018
ADAME, Melisa	Playground Supervisor (GF)	Chino HS	01/08/2018
AIRHART, Pearl	Playground Supervisor (GF)	Chino HS	01/08/2018
ARAGON, Dorothy	Playground Supervisor (GF)	Chino HS	01/08/2018
FAVELA ALVARADO, Leticia	Playground Supervisor (GF)	Chino HS	01/08/2018
GONZALEZ, Maxina	IA/Special Ed. (SELPA/GF)	Chino Hills HS	01/19/2018
JEPEWAY, Gwen	IA/Special Ed./SH (SELPA/GF)	Chino Hills HS	01/19/2018
CHUC, Nancy	Playground Supervisor (GF)	Don Lugo HS	01/08/2018
KANG, Jennie	IA/Biling.-Bilit./Korean (ABG)	Adult School	01/22/2018
LOPEZ, Victor	Groundsworker I (GF)	Maintenance	01/19/2018
ARMENTA, Linda	IA/Special Ed./SH (SELPA/GF)	Special Ed.	01/19/2018

**PROMOTION**

LOPEZ, Jesus	FROM: Custodian II (GF) 8 hrs./261 contract days TO: Maintenance Sprinkler Technician III (GF) 8 hrs./261 contract days	Chino Hills HS  Maintenance	01/19/2018
ESCALANTE, Fernando	FROM: Custodian I (GF) 2 hrs./261 contract days TO: Maintenance III-Metal Worker/Welder (GF) 8 hrs./261 contract days	Maintenance  Maintenance	01/19/2018

**CLASSIFIED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
<b><u>ADDITIONAL ASSIGNMENT</u></b>			
RIOS, Martha	Playground Supervisor (GF)	Eagle Canyon ES	01/08/2018
LEON, Belen	Playground Supervisor (GF)	Newman ES	01/08/2018
RAMIREZ, Evelia	Playground Supervisor (GF)	Newman ES	01/08/2018
BONDE, Nicole	Playground Supervisor (GF)	Walnut ES	01/08/2018
SOTELO, Mike	Custodian I (GF)	Briggs K-8	01/19/2018
CASTILLO, Monika	Playground Supervisor (GF)	Canyon Hills JHS	01/08/2018
YOKOTA, Doris	Playground Supervisor (GF)	Canyon Hills JHS	01/08/2018
BONG, Christine	Playground Supervisor (GF)	Ramona JHS	01/09/2018
BOYER, Deanna	Playground Supervisor (GF)	Woodcrest JHS	01/08/2018
MEJIA, Fabiola	Playground Supervisor (GF)	Woodcrest JHS	01/08/2018
SOUSA, Elizabeth	Playground Supervisor (GF)	Woodcrest JHS	01/08/2018

**CHANGE IN ASSIGNMENT**

ANDERSON, Taina	FROM: Typist Clerk II (GF) 8 hrs./201 work days TO: Typist Clerk II (GF) 8 hrs./261 contract days	Rolling Ridge ES  Technology	01/19/2018
LEON, Belen	FROM: Central Kitchen Assistant I (NS) 3.5 hrs./181 work days TO: Nutrition Services Assistant I (NS) 3 hrs./181 work days	Canyon Hills JHS  Newman ES	01/19/2018
CHAN, Aura	FROM: Central Kitchen Assistant I (NS) 3.5 hrs./181 work days TO: Central Kitchen Assistant I (NS) 6.5 hrs./181 work days	Magnolia JHS  Townsend JHS	01/19/2018

**PLACED ON 39 MONTH RE-EMPLOYMENT LIST**

MOUW, Jacqueline	Bus Driver (GF)	Transportation	12/21/2017
------------------	-----------------	----------------	------------



**CLASSIFIED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
--------------------	------------------------	------------------------	------------------------------

**RESIGNATION OF POSITION**

CASTILLO, Monika	Custodian I (GF)	Alternative Education	01/05/2018
------------------	------------------	-----------------------	------------

**RESIGNATION**

LEONARDO, Noemi	Bilingual Typist Clerk I (GF)	Glenmeade ES	12/19/2017
-----------------	-------------------------------	--------------	------------

**RETIREMENT**

BURNS, Bridget (13 years of service)	IA/Special Ed. (SELPA/GF)	Newman ES	12/24/2017
PRENOVOST, Michelle (16 years of service)	Typist Clerk II (GF/C)	Boys Republic HS	02/01/2018
SELTZ, Joyce (32 years of service)	Secondary Library/Media Center Asst. (GF)	Chino Hills HS	04/10/2018
MONAGHAN, Rosemary (19 years of service)	IA/Special Ed. (SELPA/GF)	Don Lugo HS	01/09/2018
BANCHICH, Stephen (17 years of service)	Network Support Tech. (GF)	Technology	01/25/2018

**APPOINTMENT OF CLASSIFIED SUBSTITUTES EFFECTIVE JULY 1, 2017, THROUGH JUNE 30, 2018**

KATSUHIRO, Kate	MEDRANO, Jasmine	OBOZA, Cathleen
WALSH, Lauren		

- |  |  |
|--|--|
| (504) = Federal Law for Individuals with Handicaps | (NS) = Nutrition Services Budget                 |
| (ACE) = Ace Driving School                         | (OPPR) = Opportunity Program                     |
| (ABG) = Adult Education Block Grant                | (PFA) = Parent Faculty Association               |
| (ASB) = Associated Student Body                    | (R) = Restricted                                 |
| (ASF) = Adult School Funded                        | (ROP) = Regional Occupation Program              |
| (ATE) = Alternative to Expulsion                   | (SAT) = Saturday School                          |
| (B) = Booster Club                                 | (SB813) = Medi-Cal Admin. Activities Entity Fund |
| (BTSA) = Beginning Teacher Support & Assessment    | (SELPA) = Special Education Local Plan Area      |
| (C) = Categorically Funded                         | (SOAR) = Students on a Rise                      |
| (CAHSEE) = California High School Exit Exam        | (SPEC) = Spectrum Schools                        |
| (CC) = Children's Center (Marshall)                | (SS) = Summer School                             |
| (CDF) = Child Development Fund                     | (SWAS) = School within a School                  |
| (CSR) = Class Size Reduction                       | (VA) = Virtual Academy                           |
| (CVLA) = Chino Valley Learning Academy             | (WIA) = Workforce Investment Act                 |
| (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                    |  |

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 18, 2018  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Lea Fellows Assistant Superintendent, Human Resources  
Suzanne Hernandez, Ed. D., Director, Human Resources  
Richard Rideout, Director, Human Resources  
**SUBJECT: NEW JOB DESCRIPTION FOR LEAD NURSE**

=====

**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.

New language is provided in UPPER CASE.

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

**RECOMMENDATION**

It is recommended the Board of Education:

- a) Approve the new job description of Lead Nurse, and
- b) Authorize the creation of the Lead Nurse position.

**FISCAL IMPACT**

Annual salary range of \$47,271.00 to \$98,979.00, and yearly stipend of \$1,181.77 to \$2,954.43 to the General Fund.

WMJ:LF:SH:RR:mcm

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### LEAD NURSE

**DESCRIPTION OF POSITION:** WHILE NOT AN ADMINISTRATIVE POSITION, IN COLLABORATION WITH THE DIRECTOR OF HEALTH SERVICES, THE LEAD NURSE WILL PLAN, ORGANIZE, AND MONITOR THE HEALTH SERVICES PROGRAM FOR THE DISTRICT, ASSESS PROGRAM EFFECTIVENESS AND COMPLIANCE WITH ALL RELEVANT LAWS, ENSURE EFFECTIVE AND EFFICIENT PROGRAM FUNCTIONING AND WORK CLOSELY WITH THE SCHOOL NURSES TO ENSURE APPROPRIATE DELIVERY OF SERVICES.

**MAJOR DUTIES AND RESPONSIBILITIES:** DEVELOPS A PLAN (ANNUALLY, AND AS NEEDED) FOR SCHOOL NURSE AND HEALTH TECHNICIAN'S COVERAGE AT DISTRICT SCHOOLS. **(E)**

ADVISES IN RECRUITMENT, SCREENING, HIRING, TRAINING AND ASSIGNING DEPARTMENT PERSONNEL. **(E)**

DEVELOPS AND COORDINATES REQUIRED HEALTH SCREENING ACTIVITIES, PREPARES ANNUAL REPORTS AS REQUIRED. **(E)**

CONDUCTS DEPARTMENT MEETINGS AND ATTENDS RELEVANT SCHOOL, DISTRICT, AND PROFESSIONAL MEETINGS AS NECESSARY. **(E)**

INVENTORIES, ORDERS, AND DISTRIBUTES DEPARTMENTAL MATERIALS AND EQUIPMENT (INCLUDING MAINTENANCE); ADVISES SUPERVISOR ON DEPARTMENT'S BUDGETARY NEEDS. **(E)**

ACTS AS A RESOURCE PERSON FOR THE DEPARTMENT PERSONNEL ON HEALTH ASSESSMENTS, SCREENINGS, SPECIALIZED PHYSICAL HEALTH CARE SERVICES (SPHCS), COMMUNICABLE DISEASES, ETC. **(E)**

PROVIDES IN-SERVICE TRAINING FOR DEPARTMENT PERSONNEL; PROVIDES DIRECT ASSISTANCE TO SCHOOL NURSES AND HEALTH

TECHNICIANS UPON REQUEST OF EITHER STAFF MEMBER OR SUPERVISOR. **(E)**

ASSISTS WITH DISTRICT MEDICAL AND MAA BILLING ACTIVITIES. **(E)**

PROMOTES THE DEPARTMENT PROGRAMS THROUGHOUT THE DISTRICT AND COMMUNITY; DEVELOPS TECHNIQUES FOR ENHANCING POSITIVE PUBLIC RELATIONS. **(E)**

ADVISES ADMINISTRATION IN THE SUPERVISION AND EVALUATION OF HEALTH STAFF. **(E)**

REPRESENTS THE DISTRICT AT LOCAL, COUNTY AND REGIONAL MEETINGS. **(E)**

ASSISTS WITH COMMUNITY, PARENT AND STAFF COMPLAINT RESOLUTION. **(E)**

COORDINATES AND ASSISTS IN DEVELOPMENT AND IMPLEMENTATION OF POLICIES AND PROCEDURES RELATED TO SPECIALIZED PHYSICAL HEALTH CARE SERVICES (SPHCS), INCLUDING CARE PLANS. **(E)**

CONSULTS WITH SCHOOL NURSES FOR HOME AND HOSPITAL PROCEDURES, AS NEEDED. **(E)**

CONVENES MEETINGS WITH SCHOOL NURSES TO DEVELOP POLICY RECOMMENDATIONS TO IMPROVE DELIVERY OF SERVICES. **(E)**

ADVISES AND ASSISTS WITH SUPERVISION OF LICENSED VOCATIONAL NURSES AND/OR SCHOOL HEALTH TECHNICIANS. **(E)**

COORDINATES ON-THE-JOB TRAINING FOR NEW SCHOOL NURSES. **(E)**

ADVISES NURSES DURING SUMMER SCHOOL. **(E)**

RELAYS IMPORTANT INFORMATION TO SCHOOL NURSES OR ADMINISTRATION. PROVIDES UPDATES ON SCHOOL HEALTH ISSUES. COMMUNICATES WITH THE SCHOOL SYSTEM ADMINISTRATION REGARDING SCHOOL HEALTH PROGRAM AND PRACTICE ISSUES, NEEDS OF NURSES WITHIN THE

SYSTEM, STATE MANDATED COMPLIANCE ISSUES, AND REQUIREMENTS, ETC. **(E)**

ASSURES THAT SCHOOL HEALTH POLICIES AND PROCEDURES ADHERE TO FEDERAL, STATE, AND CURRENT STANDARDS OF THE NURSING PRACTICE ACT, AND ARE CORRECTLY IMPLEMENTED THROUGHOUT THE SCHOOL SYSTEM. **(E)**

ADVISES AND ASSISTS GRANT-FUNDED HEALTH PROGRAMS. **(E)**

PERFORMS RELATED DUTIES AS ASSIGNED. **(E)**

**CREDENTIALS:**

HEALTH AND DEVELOPMENT CREDENTIAL AUTHORIZING SERVICE AS A SCHOOL NURSE OR STANDARD DESIGNATED SERVICES IN HEALTH AUTHORIZING SERVICE AS A SCHOOL NURSE, AND AUDIOMETRY CERTIFICATE.

**EDUCATION:**

BACHELOR'S DEGREE, INCLUDING ALL COURSES NEEDED TO MEET CREDENTIAL REQUIREMENTS.

**EXPERIENCE:**

SUCCESSFUL NURSING EXPERIENCE, PREFERABLY IN THE FIELD OF PUBLIC HEALTH, IS DESIRABLE FOR ASSIGNMENT TO THIS POSITION. THREE YEARS OF SUCCESSFUL SCHOOL NURSE EXPERIENCE.

**SUPERVISOR:**

DIRECTOR OF HEALTH SERVICES.

**WORKING CONDITIONS:**

SCHOOL HEALTH AND DISTRICT OFFICE ENVIRONMENT; CONSIDERABLE DISTRACTION AND CONSTANT INTERRUPTIONS FROM OFFICE ACTIVITIES; EXTENSIVE CONTACT WITH STUDENTS; SUBJECT TO INTERRUPTIONS FROM MEDICAL AND EMERGENCY AND/OR DISASTER SITUATIONS; TRANSPORT OF STUDENTS IN PRESCRIBED MEDICAL EQUIPMENT, I.E., WHEELCHAIR, GURNEY, OR STRETCHER; SUBJECT TO DRIVING TO DISTRICT AND COUNTY LOCATIONS.

**ENVIRONMENT:**

INDOOR AND OUTDOOR ENVIRONMENTS.

**PHYSICAL ABILITIES:**

BENDING AT THE WAIST AND REACHING TO RETRIEVE AND MAINTAIN FILES AND RECORDS; CARRYING, PUSHING, OR PULLING, CLIMBING LADDERS/STEP STOOLS; DEXTERITY OF HANDS AND FINGERS TO OPERATE COMPUTER KEYBOARD

AND OTHER JOB-RELATED EQUIPMENT; LIFTING 50 POUNDS USING PROPER LIFTING METHODS; KNEELING, CROUCHING, OR STOOPING; REACHING OVERHEAD, ABOVE THE SHOULDERS AND HORIZONTALLY TO RETRIEVE AND SHELVES SUPPLIES; VISUAL AND HEARING ABILITIES TO PERFORM JOB RESPONSIBILITIES.

**HAZARDS:**

EXPOSURE TO BLOOD OR BODY FLUIDS; MAY BE EXPOSED TO OR COME IN CONTACT WITH INDIVIDUALS WITH COMMUNICABLE DISEASES; EXPOSURE TO A VARIETY OF INFESTATIONS; EXPOSURE TO INDIVIDUALS WITH EXCESSIVE BODY ODOR; EXTENDED VIEWING OF COMPUTER MONITOR; NOISE AND FUMES FROM EQUIPMENT OPERATION; WORKING AROUND AND WITH MACHINERY HAVING MOVING PARTS.

**SPECIAL REQUIREMENTS:**

MUST POSSESS, OR OBTAIN PRIOR TO APPOINTMENT, A VALID CALIFORNIA DRIVER'S LICENSE. MUST HAVE THE ABILITY TO OBTAIN AND MAINTAIN INSURABILITY STATUS UNDER THE DISTRICT'S VEHICLE INSURANCE POLICY.

BOARD APPROVED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** January 18, 2018

**TO:** Members, Board of Education

**FROM:** Wayne M. Joseph, Superintendent

**PREPARED BY:** Lea Fellows, Assistant Superintendent, Human Resources  
Suzanne Hernandez, Ed.D., Director, Human Resources  
Richard Rideout, Director, Human Resources

**SUBJECT: CLINICAL AFFILIATION AGREEMENT WITH CALIFORNIA STATE UNIVERSITY, FULLERTON**

=====

**BACKGROUND**

Internships provide a high quality of learning, support and practical experience for professionals in training. The Chino Valley Unified School District has an opportunity to establish a clinical affiliation agreement with California State University, Fullerton. The agreement will provide fully accredited health science programs for the purpose of providing clinical training for students.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the clinical affiliation agreement with California State University, Fullerton.

**FISCAL IMPACT**

None.

WMJ:LF:SH:RR:mcm

## CLINICAL AFFILIATION AGREEMENT

This Agreement is made this 20<sup>th</sup> day of December, 2017, by and between the State of California acting through the Trustees of the California State University on behalf of **CALIFORNIA STATE UNIVERSITY, FULLERTON**, hereinafter called the (“University”) and **CHINO VALLEY UNIFIED SCHOOL DISTRICT**, hereinafter called the (“Affiliate”). The parties may be referred to collectively as the “Parties” and singularly as a “Party”.

- A. University is an institution of higher learning authorized pursuant to California law to offer fully accredited health science programs and to maintain classes and such programs at Affiliate for the purpose of providing clinical training for students in such classes.
- B. Affiliate operates clinical facility which is suitable for University’s Clinical training programs offered in BSN; School Nurse credential; MSN: Leadership, Women’s Health Care, School Nursing, Nurse Educator, FNP Concentrations; and DNP. (“Program” or “Programs”).
- C. The purpose of this Agreement is to set forth the terms and conditions pursuant to which the parties will institute the Programs at Affiliate.
- D. The parties will both benefit by making a Program available to University students at Affiliate.

### THE PARTIES AGREE AS FOLLOWS:

#### I. GENERAL INFORMATION ABOUT THE PROGRAM

- A. The maximum number of University students who may participate in the Program during each training period shall be mutually agreed by the parties at least 30 days before the training period begins.
- B. The starting date and length of each Program training period shall be determined by mutual agreement.

#### II. UNIVERSITY’S RESPONSIBILITIES

- A. Academic Responsibility. University shall develop the curriculum of the Programs and shall be responsible for offering health care education programs eligible, if necessary, for accreditation and approval by any state board or agency.
- B. Schedule of Assignments. University shall notify Affiliate’s Program supervisor of student assignments, including the name of the student, level of academic preparation, and length and dates of proposed clinical experience.
- C. Orientation Program. University shall provide orientation to all students and ensure that all students receive clinical instruction and have necessary basic skills prior to the clinical experience at Affiliate.



D. Records. University shall maintain all personnel records for its staff and all attendance academic records for its students participating in the Programs. University shall implement and maintain an evaluation process of the students' progress throughout the Programs.

E. Discipline. University shall be responsible for counseling, controlling and disciplining students.

F. Health Clearance. University shall inform students of the students' need to comply with Affiliate's requirements for immunizations and tests, including but not limited to an annual health examination, negative tuberculin skin test/and or chest x-ray as required. Also, University shall inform students of the students' need to comply with Affiliate's policies and procedures regarding blood-borne pathogens, including but not limited to, universal precautions.

G. Student Responsibilities. University shall notify students in the Program that they are responsible for:

- 1) Complying with Affiliate's clinical and administrative policies, procedures, rules and regulations, including undergoing and passing any required background check;
- 2) Arranging for their own transportation and living arrangements if not provided by University;
- 3) Assuming responsibility for their personal illnesses, necessary immunizations, tuberculin tests, and annual health examinations;
- 4) Maintaining the confidentiality of patient information:
  - a) No student shall have access to or have the right to receive any medical record, except when necessary in the regular course of the clinical experience. The discussion, transmission, or narration in any form by students of any individually identifiable patient information, medical or otherwise, obtained in the course of the Program is forbidden except as a necessary part of the practical experience;
  - b) Neither University nor its employees or agents shall be granted access to individually identifiable information unless the patient has first given consent using a form approved by Affiliate that complies with applicable state and federal law, including the Health Insurance Portability and Accountability Act ("HIPAA") and its implementing regulations;
  - c) Affiliate shall reasonably assist University in obtaining patient consent in appropriate circumstances. In the absence of consent, students shall use de-identified information only in any discussions about the clinical experience with University, its employees, or agents.
- 5) Complying with Affiliate's dress code and wearing name badges identifying themselves as students;
- 6) Attending an orientation to be provided by their University instructors;
- 7) Notifying Affiliate immediately of any violation of state or federal laws by any student; and

8) Providing services to Affiliate's patients only under the direct supervision of the University faculty and/or Affiliate's professional staff.

H. Payroll Taxes and Withholdings. University shall be solely responsible for any payroll taxes, withholdings, Workers' Compensation and any other insurance or benefits of any kind for University's employees and agents, if any, who provide services to the Program under this Agreement. Students are not employees or agents of the University and shall receive no compensation for their participation in the Program, either from University or Affiliate.

I. Background Checks. If required by Affiliate, ensure that students complete any background check required by Affiliate and submit such results to Affiliate for review and approval.

### III. AFFILIATE'S RESPONSIBILITIES

A. Clinical Experience. Affiliate shall accept from University the mutually agreed upon number of students enrolled in the Program and shall provide the students with clinical experience during the agreed upon dates and times (for pre-licensure students, the University faculty will be supervising the students).

B. Implementation of Programs. Affiliate agrees to cooperate with and assist in the planning and implementation of the Programs at Affiliate for the benefit of students from University.

C. Orientation Program for University Instructors. Affiliate shall provide an orientation for University instructors who will oversee students in the Program, and shall include all information and materials that University instructors are to provide during the student orientation required in paragraphs II.C and II.G.6) above.

D. Access to Facilities. Affiliate shall permit students enrolled in the Program access to Affiliate facilities as appropriate and necessary for their Program, provided that the students' presence shall not interfere with Affiliate's activities.

E. Records and Evaluations. University shall maintain complete records and reports on each student's performance and Affiliate staff shall provide input on student performance to University as requested (Only faculty can evaluate student performance for grading; Affiliate staff provide input on student performance at the prelicensure level).

F. Withdrawal of Students. Affiliate may request that University withdraw from the program any student who Affiliate determines is not performing satisfactorily, refuses to follow Affiliate's administrative policies, procedures, rules and regulations, or violates any federal or state laws. Such requests must be in writing and must include a statement as to the reason or reasons for Affiliate's request. University shall comply with the written request within five (5) days after actually receiving it.

G. Emergency Health Care/First Aid. Affiliate shall, on any day when a student is receiving training at its facilities, provide to that student necessary emergency health care or first aid for accidents occurring in its facilities. Any emergency health care or first aid provided by Affiliate shall be billed to the student at Affiliate's normal billing rate for private-pay patients.

Except as provided in this paragraph, Affiliate shall have no obligation to furnish medical or surgical care to any student.

H. Student Supervision. In the absence of University faculty, Affiliate shall permit students to perform services for patients only when under the supervision of a registered, licensed, or certified clinician/professional on Affiliate's staff. Such clinicians or professionals are to be certified or licensed in the discipline in which supervision is provided. Students shall train (students train vs. work), perform assignments, and participate in ward rounds, clinics, staff meetings, and in-service educational programs at the discretion of their University faculty and/or Affiliate-designated supervisors. Students are to be regarded as trainees, not employees, and are not to replace Affiliate's staff.

I. Affiliate's Confidentiality Policies. As trainees, students shall be considered members of Affiliate's "workforce," as that term is defined by the HIPAA regulations at 45 C.F.R. § 160.103, and shall be subject to Affiliate's policies respecting confidentiality of medical information. In order to ensure that students comply with such policies, Affiliate shall provide students with substantially the same training that it provides to its regular employees.

#### IV. AFFIRMATIVE ACTION AND NON-DISCRIMINATION

The parties agree that all students receiving clinical training pursuant to this Agreement shall be selected without discrimination on account of race, color, religion, national origin, ancestry, disability, marital status, gender, gender identity, sexual orientation, age or veteran status.

#### V. STATUS OF UNIVERSITY AND AFFILIATE

The parties expressly understand and agree that the students enrolled in the Program are in attendance for educational purposes, and such students are not considered employees of either Affiliate or University for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or Workers' Compensation insurance. Students are, however, considered members of Affiliate's "workforce" for purposes of HIPAA compliance.

#### VI. INSURANCE

A. University Insurance. The State of California has elected to be self-insured for its general liability, worker's compensation, professional liability, motor vehicle liability, and property exposures through an annual appropriation from the General Fund. As a State agency, the California State University, Office of the Chancellor, the Trustees, and its system of campuses are included in this self-insured program.

The Office of Risk Management in the Chancellor's Office administers the general liability, workers' compensation, property, and professional liability programs. The State Office of Risk and Insurance Management administers the motor vehicle liability program.

Under this form of insurance, the State and its employees (as defined in Section 810.2 of the Government Code) are insured for any tort liability that may develop through carrying out official activities, including state official operations on non-state owned property. Should any claims arise by reason of such operations or under an official contract or license agreement, they should be referred to the California State University, Office of Risk Management, 401 Golden Shore, 5<sup>th</sup> Floor, Long Beach, CA 90802-4210.

B. Student Insurance. The California State University Risk Management Authority maintains a Student Professional Liability Insurance Program (SPLIP).

Coverage is provided on a “claims-made” basis for claims which are both made against the Insured during the Policy Period and reported to the Carrier as soon as practicable, but not later than three (3) years after the Policy Period for claims arising from Professional Services which are rendered or Incidents which occurred during the Policy Period.

Insureds include CSU students enrolled in required credited coursework in addition to employees, faculty and staff of the CSU.

Coverage includes General, Professional, & Educator’s Errors and Omissions Liability. Coverage limits are two million (\$2,000,000) each loss and four million (\$4,000,000) aggregate for all Covered Parties, and not per student. A party to whom the University is obligated by written agreement to provide such coverage are included as additional insureds.

C. Affiliate Insurance. Affiliate shall procure and maintain in force during the term of this Agreement, at its sole cost and expense, insurance in amounts that are reasonably necessary to protect it against liability arising from any and all negligent acts or incidents caused by its employees. Coverage under such professional and commercial general liability insurance shall be not less than one million dollars (\$1,000,000) for each occurrence and three million dollars (\$3,000,000) in the aggregate. Such coverage is to be obtained from a carrier rated A VII or better by AM Best or a qualified program of self-insurance. Affiliate shall also maintain and provide evidence of workers’ compensation and disability coverage for its employees as required by law. Affiliate shall provide University with evidence of the insurance coverage required by this paragraph. Affiliate shall promptly notify University of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder.

D. Each Party has the right to request, and agrees to provide upon request, documentation of such coverage(s), to include naming each Party as additional insured.

## VII. INDEMNIFICATION.

A. The University agrees to defend all claims of loss, indemnify and hold harmless the Affiliate and its officers, agents and employees from any and all liability for personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligent acts or omissions or willful misconduct of the University or its employees, officers, or volunteers in the performance of this Agreement.

B. The Affiliate agrees to defend all claims of loss, indemnify, and hold harmless the State of California, the Trustees of the California State University, California State University Fullerton and their officers, agents, volunteers and employees from any and all liability for personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligent acts or omissions or willful misconduct of the Affiliate or its employees, agents or volunteers in the performance of this Agreement.

## VIII. TERM AND TERMINATION

- A. Term. This Agreement shall remain in full force and effective for an initial term of three (3) years beginning March 17, 2018 through March 16, 2021.
- B. Renewal. This Agreement may be renewed by mutual agreement.
- C. Termination. This Agreement may be terminated at any time by written agreement or upon 30 days' advance written notice by one party to the other, PROVIDED, HOWEVER, that in no event shall termination take effect with respect to currently enrolled students, who shall be permitted to complete their training for any semester in which termination would otherwise occur.

## IX. GENERAL PROVISIONS

- A. Amendments. In order to ensure compliance with HIPAA, the following provisions of this Agreement shall not be subject to amendment by any means during the term of this Agreement or any extensions: Section II, Paragraph G, subdivisions 4.a), 4.b), and 4.c); Section II, Paragraph H, to the extent it provides that students are members of Affiliate's "workforce" for purposes of HIPAA; Section III, Paragraphs H and I; and Section V. This Agreement may otherwise be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall take effect, it shall be reduced to writing and signed by the parties.
- B. Assignment. Neither party shall voluntarily or by operation of law, assign or otherwise transfer this Agreement without the other party's prior written consent. Any purported assignment in violation of this paragraph shall be void.
- C. Captions. Captions and headings in this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall not be used to interpret or determine the validity of this Agreement or any of its provisions.
- D. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.
- E. Entire Agreement. This Agreement is the entire agreement between the parties. No other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.
- F. Governing Law. The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.
- G. Electronic Signatures. This Agreement may be executed by facsimile or scanned signature of any party hereto, it being agreed that the facsimile or scanned signature of any party hereto shall be deemed an original for all purposes.
- H. Notices. Notices required under this Agreement shall be sent to the parties by certified or registered mail, return receipt requested, postage prepaid, at the addresses set forth below.

**TO UNIVERSITY:**

California State University, Fullerton  
Contracts & Procurement  
2600 Nutwood Ave., Suite 300  
Fullerton, CA 92831  
Attn: Karen Pearson, Buyer II

**TO AFFILIATE:**

Chino Valley Unified School District  
5130 Riverside Drive  
Chino, CA 91710  
Attn: Lea Fellows

**X. EXECUTION**

By signing below, each of the following represent that they have authority to execute this Agreement and to bind the party on whose behalf their signature is made.

CALIFORNIA STATE UNIVERSITY  
FULLERTON

CHINO VALLEY UNIFIED SCHOOL  
DISTRICT

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Karen Pearson

Name: Lea Fellows

Title: Buyer II

Title: Assistant Superintendent, HR

Date: \_\_\_\_\_

Date: \_\_\_\_\_