



CHINO VALLEY
UNIFIED SCHOOL DISTRICT

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

BOARD OF EDUCATION AGENDA

January 19, 2017

BOARD OF EDUCATION

Sylvia Orozco, President

Pamela Feix, Vice President

James Na, Clerk

Irene Hernandez-Blair, Member

Andrew Cruz, Member

Carlos Ruelas, Student Representative

SUPERINTENDENT

Wayne M. Joseph

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

REGULAR MEETING OF THE BOARD OF EDUCATION

District Office Board Room

5130 Riverside Drive, Chino, CA 91710

4:00 p.m. – Closed Session • 7:00 p.m. – Regular Meeting

January 19, 2017

AGENDA

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

I. OPENING BUSINESS

I.A. CALL TO ORDER – 4:00 P.M.

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

Discussion and possible action:

- a. Conference with Legal Counsel–Anticipated Litigation Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9 and Section 54954.5(c): One potential case. (Chidester, Margaret A. & Associates) (60 minutes)
- b. Conference with Legal Counsel – Existing Litigation (Government Code 54954.4(c) and 54956.9)(d)(1): Federal District Court, Case No. EDCV 14-2336-JGB (DTBx) Freedom from Religion Foundation vs. Chino Valley Unified School District Board of Education. (Tyler & Bursch, LLP) (15 minutes)
- c. Student Expulsion Matter (Education Code 35146, 48918 (c) & (j)): Case 16/17-28. (15 minutes)
- d. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Dr. Norm Enfield, Sandra Chen, Dr. Grace Park, Lea Fellows, and Richard Rideout. (15 minutes)
- e. Public Employee Discipline/Dismissal/Release (Government Code 54957): (30 minutes)
- f. Public Employee Appointment (Government Code 54957): Elementary principal; coordinator, special education. (10 minutes)
- g. Public Employee Performance Evaluation (Government Code 54957): Superintendent. (30 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

I.C. PRESENTATIONS

1. Butterfield Ranch ES
2. Chino Valley Fire Foundation Donation
3. English Language Arts/English Language Development Textbooks for Grades K Through 6
4. Measure G Bond

The proceedings of this meeting are being recorded.

January 19, 2017

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- I.D. COMMENTS FROM STUDENT REPRESENTATIVE**
- I.E. COMMENTS FROM EMPLOYEE REPRESENTATIVES**
- I.F. COMMENTS FROM COMMUNITY LIAISONS**
- I.G. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA**
- I.H. CHANGES AND DELETIONS**

II. INFORMATION

II.A. BUSINESS SERVICES

II.A.1. 2015/2016 Independent Auditor's Annual Financial Audit Report

Page 7 Recommend the Board of Education receive for information the 2015/2016 Independent Auditor's Annual Financial Audit Report.

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

II.B.1. Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for October Through December 2016

Page 8 Recommend the Board of Education receive for information the Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for October through December 2016.

II.C. FACILITIES, PLANNING, AND OPERATIONS

II.C.1. Measure M Final Financial/Performance Audit Report

Page 10 Recommend the Board of Education receive for information the Measure M Final Financial/Performance Audit Report.

II.C.2. New Board Policy and Administrative Regulation 3470 Business and Noninstructional Operations—Debt Issuance and Management

Page 12 Recommend the Board of Education receive for information new Board Policy and Administrative Regulation 3470 Business and Noninstructional Operations—Debt Issuance and Management.

II.C.3. New Administrative Regulation 3470.1 Business and Noninstructional Operations—Tax Compliance

Page 32 Recommend the Board of Education receive for information new Administrative Regulation 3470.1 Business and Noninstructional Operations—Tax Compliance.

III. CONSENT

Motion____Second____
Preferential Vote: ____
Vote: Yes ____No ____

III.A. ADMINISTRATION**III.A.1. Minutes of the Organizational Meeting of December 15, 2016**

Page 41 Recommend the Board of Education approve the minutes of the organizational meeting of December 15, 2016.

III.B. BUSINESS SERVICES**III.B.1. Warrant Register**

Page 51 Recommend the Board of Education approve/ratify the warrant register, provided under separate cover.

III.B.2. Fundraising Activities

Page 52 Recommend the Board of Education approve/ratify the fundraising activities.

III.B.3. Donations

Page 55 Recommend the Board of Education accept the donations.

III.B.4. Legal Services

Page 58 Recommend the Board of Education approve payment for legal services to the law offices of Atkinson, Andelson, Loya, Ruud & Romo; and Chidester, Margaret A. & Associates.

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

Page 59 Recommend the Board of Education approve the signature authorizations for Chino Valley Unified School District.

III.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**III.C.1. Student Expulsion Case 16/17-28**

Page 64 Recommend the Board of Education approve the student expulsion case 16/17-28.

III.C.2. School-Sponsored Trips

Page 65 Recommend the Board of Education approve/ratify the school-sponsored trips for: Ayala HS; Chino Hills HS; and Don Lugo HS.

III.C.3. 2017/2018 Student Attendance Calendar for Boys Republic HS, Chino Valley Learning Academy, and Chino Valley Adult School

Page 67 Recommend the Board of Education approve the 2017/2018 Student Attendance Calendar for Boys Republic HS, Chino Valley Learning Academy, and Chino Valley Adult School.

III.C.4. Adoption of English Language Arts/English Language Development Textbooks for Grades K Through 6

Page 71

Recommend the Board of Education adopt the following English Language Arts/English Language Development textbooks for grades K through 6:

- a) Grade K – CA Wonders ELA/ELD, Student “Reading and Writing Workshop” Volumes 1-11, © 2017;
- b) Grade 1 – CA Wonders ELA/ELD, Student “Reading and Writing Workshop” Volumes 1-4, © 2017;
- c) Grade 1 – CA Wonders ELA/ELD, Student “Literature Anthology” Volumes 1-4, © 2017;
- d) Grade 2 – CA Wonders ELA/ELD, Student “Reading and Writing Workshop” Volume 1, © 2017;
- e) Grade 2 – CA Wonders ELA/ELD, Student “Literature Anthology” Volume 1, © 2017;
- f) Grade 3 – CA Wonders ELA/ELD, Student “Reading and Writing Workshop” Volume 1, © 2017;
- g) Grade 3 – CA Wonders ELA/ELD, Student “Literature Anthology” Volume 1, © 2017;
- h) Grade 4 – CA Wonders ELA/ELD, Student “Reading and Writing Workshop” Volume 1, © 2017;
- i) Grade 4 – CA Wonders ELA/ELD, Student “Literature Anthology” Volume 1, © 2017;
- j) Grade 5 – CA Wonders ELA/ELD, Student “Reading and Writing Workshop” Volume 1, © 2017;
- k) Grade 5 – CA Wonders ELA/ELD, Student “Literature Anthology” Volume 1, © 2017;
- l) Grade 6 – CA Wonders ELA/ELD, Student “Reading and Writing Workshop” Volume 1, © 2017; and
- m) Grade 6 – CA Wonders ELA/ELD, Student “Literature Anthology” Volume 1, © 2017.

III.C.5. Revision of Board Policy 0520.2 Philosophy-Goals-Objections and Comprehensive Plans—Title 1 Program Improvement Schools

Page 73

Recommend the Board of Education approve the revision of Board Policy 0520.2 Philosophy-Goals-Objections and Comprehensive Plans—Title 1 Program Improvement Schools.

III.C.6. School Accountability Report Card 2016/2017

Page 77

Recommend the Board of Education approve the School Accountability Report Card 2016/2017 for each school in the Chino Valley Unified School District.

III.D. FACILITIES, PLANNING, AND OPERATIONS**III.D.1. Purchase Order Register**

Page 79

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

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

Page 80 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.

III.D.3. Surplus/Obsolete Property

Page 82 Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.

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

Page 87 Recommend the Board of Education approve the Notice of Completion for CUPCCAA Project.

III.E. HUMAN RESOURCES

III.E.1. Certificated/Classified Personnel Items

Page 88 Recommend the Board of Education approve/ratify the certificated/classified personnel items.

III.E.2. Revision to the Job Description for Director of Purchasing

Page 94 Recommend the Board of Education approve the revision to the job description for Director of Purchasing.

IV. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

V. ADJOURNMENT

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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DATE: January 19, 2017

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: **2015/2016 INDEPENDENT AUDITOR'S ANNUAL FINANCIAL AUDIT REPORT**

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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 2015/2016 Independent Auditor's Annual Financial Audit Report.

FISCAL IMPACT

None.

WMJ:SHC:LP:wc

Chino Valley Unified School District

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DATE: January 19, 2017

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 2016**

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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 2016.

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 2016 – December 2016

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

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

Submitted by: Grace Park, Ed.D.

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: January 19, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

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

**SUBJECT: MEASURE M FINAL 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 M.
2. Determine whether salary transactions charged to the Building Fund were in support of Measure M 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.

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 Measure M Final Financial/Performance Audit Report.

FISCAL IMPACT

None.

WMJ:GJS:pw

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DATE: January 19, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Sandra H. Chen, Assistant Superintendent, Business Services
Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations

**SUBJECT: NEW BOARD POLICY AND ADMINISTRATIVE REGULATION
3470 BUSINESS AND NONINSTRUCTIONAL OPERATIONS -
DEBT ISSUANCE AND MANAGEMENT**

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BACKGROUND

Board policies, administrative regulations, and bylaws are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy and Administrative Regulation 3470 Business and Noninstructional Operations - Debt Issuance and Management has been created to reflect new and updated laws and current District practice.

Under new law (SB 1029, Ch. 307, 2016), any district/COE that proposes to issue debt (bonds, notes, certificates of participation or other debt) will be required to certify that it has adopted a policy with specified components and that the proposed debt issuance is consistent with that policy. The certification must be filed with the California Debt and Investment Advisory Commission (CDIAC) as part of the Report of Proposed Debt Issuance, at least 30 days prior to the sale of any debt issue. The new law applies to any debt issue sold after the effective date of the bill (January 1, 2017), including general obligation bonds authorized in the November 2016 elections.

New language is provided in UPPER CASE.

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 new Board Policy and Administrative Regulation 3470 Business and Noninstructional Operations - Debt Issuance and Management.

FISCAL IMPACT

None.

WMJ:SHC:GJS:pw

DEBT ISSUANCE AND MANAGEMENT

THE BOARD OF EDUCATION IS COMMITTED TO LONG-TERM CAPITAL AND FINANCIAL PLANNING AND RECOGNIZES THAT THE ISSUANCE OF DEBT IS A KEY SOURCE FOR FUNDING THE IMPROVEMENT AND MAINTENANCE OF SCHOOL FACILITIES AND MANAGING CASH FLOW. ANY DEBT ISSUED BY THE DISTRICT SHALL BE CONSISTENT WITH LAW AND THIS POLICY.

(cf. 3000 - Concepts and Roles)
(cf. 3460 - Financial Reports and Accountability)
(cf. 7110 - Facilities Master Plan)
(cf. 7210 - Facilities Financing)

THE DISTRICT SHALL NOT ENTER INTO INDEBTEDNESS OR LIABILITY THAT IN ANY YEAR EXCEEDS THE INCOME AND REVENUE PROVIDED FOR SUCH YEAR, UNLESS TWO-THIRDS OF THE VOTERS APPROVE THE OBLIGATION OR ONE OF THE EXCEPTIONS SPECIFIED IN LAW APPLIES. (California Constitution, Article 16, Section 18)

WHEN THE BOARD DETERMINES THAT IT IS IN THE BEST INTEREST OF THE DISTRICT, THE BOARD MAY ISSUE DEBT OR ORDER AN ELECTION TO ISSUE DEBT. THE SUPERINTENDENT OR DESIGNEE SHALL MAKE RECOMMENDATIONS TO THE BOARD REGARDING APPROPRIATE FINANCING METHODS FOR CAPITAL PROJECTS OR OTHER PROJECTS THAT ARE AUTHORIZED PURPOSES FOR DEBT ISSUANCE. WHEN APPROVED BY THE BOARD AND/OR THE VOTERS AS APPLICABLE, THE SUPERINTENDENT OR DESIGNEE SHALL ADMINISTER AND COORDINATE THE DISTRICT'S DEBT ISSUANCE PROGRAM AND ACTIVITIES, INCLUDING THE TIMING OF ISSUANCE, SIZING OF ISSUANCE, METHOD OF SALE, STRUCTURING OF THE ISSUE, AND MARKETING STRATEGIES.

THE SUPERINTENDENT OR DESIGNEE SHALL RETAIN A FINANCIAL ADVISOR, MUNICIPAL ADVISOR, INVESTMENT ADVISOR, AND OTHER FINANCIAL SERVICES PROFESSIONALS AS NEEDED TO ASSIST WITH THE STRUCTURING OF THE DEBT ISSUANCE AND TO PROVIDE GENERAL ADVICE ON THE DISTRICT'S DEBT MANAGEMENT PROGRAM, FINANCING OPTIONS, INVESTMENTS, AND COMPLIANCE WITH LEGAL REQUIREMENTS. CONTRACTS FOR SERVICES PROVIDED BY SUCH ADVISORS MAY BE FOR A SINGLE TRANSACTION OR FOR MULTIPLE TRANSACTIONS, CONSISTENT WITH THE CONTRACTING REQUIREMENTS IN EDUCATION CODE 17596. IN THE EVENT THAT THE DISTRICT ISSUES DEBT THROUGH A NEGOTIATED SALE, UNDERWRITERS MAY BE SELECTED FOR MULTIPLE TRANSACTIONS IF MULTIPLE ISSUANCES ARE PLANNED FOR THE SAME PROJECT. IN ADDITION, THE DISTRICT SHALL SELECT A LEGAL TEAM ON AN AS-NEEDED BASIS

DEBT ISSUANCE AND MANAGEMENT (cont.)

TO ASSIST WITH DEBT ISSUANCES OR SPECIAL PROJECTS.

(cf. 3312 - Contracts)
(cf. 3600 - Consultants)
(cf. 9270 - Conflict of Interest)

GOALS

THE DISTRICT'S DEBT ISSUANCE ACTIVITIES AND PROCEDURES SHALL BE ALIGNED WITH THE DISTRICT'S VISION AND GOALS FOR PROVIDING ADEQUATE FACILITIES AND PROGRAMS THAT SUPPORT STUDENT LEARNING AND WELL-BEING. WHEN ISSUING DEBT, THE DISTRICT SHALL ENSURE THAT IT:

1. MAINTAINS ACCOUNTABILITY FOR THE FISCAL HEALTH OF THE DISTRICT, INCLUDING PRUDENT MANAGEMENT AND TRANSPARENCY OF THE DISTRICT'S FINANCING PROGRAMS
2. ATTAINS THE BEST POSSIBLE CREDIT RATING FOR EACH DEBT ISSUE IN ORDER TO REDUCE INTEREST COSTS, WITHIN THE CONTEXT OF PRESERVING FINANCIAL FLEXIBILITY AND MEETING CAPITAL FUNDING REQUIREMENTS
3. TAKES ALL PRACTICAL PRECAUTIONS AND PROACTIVE MEASURES TO AVOID ANY FINANCIAL DECISION THAT WILL NEGATIVELY IMPACT CURRENT CREDIT RATINGS ON EXISTING OR FUTURE DEBT ISSUES
4. MAINTAINS EFFECTIVE COMMUNICATION WITH RATING AGENCIES AND, AS APPROPRIATE, CREDIT ENHANCERS SUCH AS BOND INSURERS OR OTHER PROVIDERS OF CREDIT OR LIQUIDITY INSTRUMENTS IN ORDER TO ENHANCE THE CREDITWORTHINESS, LIQUIDITY, OR MARKETABILITY OF THE DEBT
5. MONITORS THE DISTRICT'S STATUTORY DEBT LIMIT IN RELATION TO ASSESSED VALUATION WITHIN THE DISTRICT AND THE TAX BURDEN NEEDED TO MEET LONG-TERM DEBT SERVICE REQUIREMENTS
6. WHEN DETERMINING THE TIMING OF DEBT ISSUANCE, CONSIDERS MARKET CONDITIONS, CASH FLOWS ASSOCIATED WITH REPAYMENT, AND THE DISTRICT'S ABILITY TO EXPEND THE OBTAINED FUNDS IN A TIMELY, EFFICIENT, AND ECONOMICAL MANNER CONSISTENT WITH FEDERAL TAX LAWS

DEBT ISSUANCE AND MANAGEMENT (cont.)

7. DETERMINES THE AMORTIZATION (MATURITY) SCHEDULE WHICH WILL FIT BEST WITHIN THE OVERALL DEBT STRUCTURE OF THE DISTRICT AT THE TIME THE NEW DEBT IS ISSUED
8. CONSIDERS THE USEFUL LIVES OF ASSETS FUNDED BY THE DEBT ISSUE, AS WELL AS REPAIR AND REPLACEMENT COSTS OF THOSE ASSETS TO BE INCURRED IN THE FUTURE
9. PRESERVES THE AVAILABILITY OF THE DISTRICT'S GENERAL FUND FOR OPERATING PURPOSES AND OTHER PURPOSES THAT CANNOT BE FUNDED BY THE ISSUANCE OF VOTER-APPROVED DEBT
10. MEETS THE ONGOING OBLIGATIONS AND ACCOUNTABILITY REQUIREMENTS ASSOCIATED WITH THE ISSUANCE AND MANAGEMENT OF DEBT UNDER STATE AND FEDERAL TAX AND SECURITIES LAWS

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 7000 - Concepts and Roles)

AUTHORIZED PURPOSES FOR THE ISSUANCE OF DEBT

THE DISTRICT MAY ISSUE DEBT FOR ANY OF THE FOLLOWING PURPOSES:

1. TO PAY FOR THE COST OF CAPITAL IMPROVEMENTS, INCLUDING ACQUIRING, CONSTRUCTING, RECONSTRUCTING, REHABILITATING, REPLACING, IMPROVING, EXTENDING, ENLARGING, AND/OR EQUIPPING DISTRICT FACILITIES
2. TO REFUND EXISTING DEBT
3. TO PROVIDE FOR CASH FLOW NEEDS

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

PURSUANT TO GOVERNMENT CODE 53854, GENERAL OPERATING COSTS, INCLUDING, BUT NOT LIMITED TO, ITEMS NORMALLY FUNDED IN THE DISTRICT'S ANNUAL OPERATING BUDGET, SHALL NOT BE FINANCED FROM DEBT PAYABLE LATER THAN 15 MONTHS FROM THE DATE OF ISSUANCE. THE DISTRICT MAY DEEM IT DESIRABLE TO FINANCE CASH FLOW REQUIREMENTS

DEBT ISSUANCE AND MANAGEMENT (cont.)

UNDER CERTAIN CONDITIONS SO THAT AVAILABLE RESOURCES BETTER MATCH EXPENDITURES WITHIN A GIVEN FISCAL YEAR. TO SATISFY BOTH STATE CONSTITUTIONAL AND STATUTORY CONSTRAINTS, SUCH CASH FLOW BORROWING SHALL BE PAYABLE FROM TAXES, INCOME, REVENUE, CASH RECEIPTS, AND OTHER MONEYS ATTRIBUTABLE TO THE FISCAL YEAR IN WHICH THE DEBT IS ISSUED.

AUTHORIZED TYPES OF DEBT

THE SUPERINTENDENT OR DESIGNEE SHALL RECOMMEND TO THE BOARD POTENTIAL FINANCING METHOD(S) THAT RESULT IN THE HIGHEST BENEFIT TO THE DISTRICT, WITH THE COST OF STAFF AND CONSULTANTS CONSIDERED. POTENTIAL FINANCING SOURCES MAY INCLUDE:

1. SHORT-TERM DEBT

- A. SHORT-TERM DEBT, SUCH AS TAX AND REVENUE ANTICIPATION NOTES (TRANS), WHEN NECESSARY TO ALLOW THE DISTRICT TO MEET ITS CASH FLOW REQUIREMENTS (Government Code 53850-53858)
- B. BOND ANTICIPATION NOTES (BANS) TO PROVIDE INTERIM FINANCING FOR CAPITAL BOND PROJECTS THAT WILL ULTIMATELY BE PAID FROM GENERAL OBLIGATION BONDS (Education Code 15150)
- C. GRANT ANTICIPATION NOTES (GANS) TO PROVIDE INTERIM FINANCING PENDING THE RECEIPT OF GRANTS AND/OR LOANS FROM THE STATE OR FEDERAL GOVERNMENT THAT HAVE BEEN APPROPRIATED AND COMMITTED TO THE DISTRICT (Government Code 53859-53859.08)

2. LONG-TERM DEBT

- A. GENERAL OBLIGATION BONDS FOR PROJECTS APPROVED BY VOTERS (California Constitution, Article 13A, Section 1; Education Code 15100-15262, 15264-15276; Government Code 53506-53509.5)

(cf. 7214 - General Obligation Bonds)

- B. SPECIAL TAX BONDS ISSUED PURSUANT TO THE MELLO-ROOS COMMUNITY FACILITIES ACT OF 1982 (Government Code 53311-53368.3)

(cf. 7212 - Mello-Roos Districts)

DEBT ISSUANCE AND MANAGEMENT (cont.)

3. LEASE FINANCING, INCLUDING CERTIFICATES OF PARTICIPATION (COPS)
 - A. LEASE FINANCING TO FUND THE HIGHEST PRIORITY CAPITAL EQUIPMENT PURCHASES WHEN PAY-AS-YOU-GO FINANCING IS NOT FEASIBLE (Education Code 17450-17453.1)
 - B. LEASE FINANCING TO FUND FACILITIES PROJECTS WHEN THERE IS INSUFFICIENT TIME TO OBTAIN VOTER APPROVAL OR IN INSTANCES WHERE OBTAINING VOTER APPROVAL IS EITHER NOT FEASIBLE OR UNAVAILABLE (Education Code 17400-17429)
4. SPECIAL FINANCING PROGRAMS OR STRUCTURES OFFERED BY THE FEDERAL OR STATE GOVERNMENT, SUCH AS QUALIFIED ZONE ACADEMY BONDS OR OTHER TAX CREDIT OBLIGATIONS OR OBLIGATIONS THAT PROVIDE SUBSIDIZED INTEREST PAYMENTS, WHEN THE USE OF SUCH PROGRAMS OR STRUCTURES IS DETERMINED TO RESULT IN SUFFICIENTLY LOWER FINANCING COSTS COMPARED TO TRADITIONAL TAX-EXEMPT BONDS AND/OR COPS
5. TEMPORARY BORROWING FROM OTHER SOURCES SUCH AS THE COUNTY TREASURER COPS, TRANS, REVENUE BONDS, OR ANY OTHER NON-VOTER APPROVED DEBT INSTRUMENT SHALL NOT BE ISSUED BY THE DISTRICT IN ANY FISCAL YEAR IN WHICH THE DISTRICT HAS A QUALIFIED OR NEGATIVE CERTIFICATION, UNLESS THE COUNTY SUPERINTENDENT OF SCHOOLS DETERMINES, PURSUANT TO CRITERIA ESTABLISHED BY THE SUPERINTENDENT OF PUBLIC INSTRUCTION, THAT THE DISTRICT'S REPAYMENT OF THAT INDEBTEDNESS IS PROBABLE. (Education Code 42133)

RELATIONSHIP OF DEBT TO DISTRICT FACILITIES PROGRAM AND BUDGET

DECISIONS REGARDING THE ISSUANCE OF DEBT FOR THE PURPOSE OF FINANCING CAPITAL IMPROVEMENT SHALL BE ALIGNED WITH CURRENT NEEDS FOR ACQUISITION, DEVELOPMENT, AND/OR IMPROVEMENT OF DISTRICT PROPERTY AND FACILITIES AS IDENTIFIED IN THE DISTRICT'S FACILITIES MASTER PLAN OR OTHER APPLICABLE NEEDS ASSESSMENT, THE PROJECTED COSTS OF THOSE NEEDS, SCHEDULES FOR THE PROJECTS, AND THE EXPECTED RESOURCES.

DEBT ISSUANCE AND MANAGEMENT (cont.)

THE COST OF DEBT ISSUED FOR MAJOR CAPITAL REPAIRS OR REPLACEMENTS SHALL BE EVALUATED AGAINST THE POTENTIAL COST OF DELAYING SUCH REPAIRS AND/OR REPLACING SUCH FACILITIES.

WHEN CONSIDERING A DEBT ISSUANCE, THE BOARD AND THE SUPERINTENDENT OR DESIGNEE SHALL EVALUATE BOTH THE SHORT-TERM AND LONG-TERM IMPLICATIONS OF THE DEBT ISSUANCE AND ADDITIONAL OPERATING COSTS ASSOCIATED WITH THE NEW PROJECTS INVOLVED. SUCH EVALUATION MAY INCLUDE, BUT IS NOT LIMITED TO, THE PROJECTED RATIO OF ANNUAL DEBT SERVICE TO THE TAX BURDEN ON THE DISTRICT'S TAXPAYERS AND THE RATIO OF ANNUAL DEBT SERVICE SECURED BY THE GENERAL FUND TO GENERAL FUND EXPENDITURES.

THE DISTRICT MAY ENTER INTO CREDIT ENHANCEMENT AGREEMENTS SUCH AS MUNICIPAL BOND INSURANCE, SURETY BONDS, LETTERS OF CREDIT, AND LINES OF CREDIT WITH COMMERCIAL BANKS, MUNICIPAL BOND INSURANCE COMPANIES, OR OTHER FINANCIAL ENTITIES WHEN THEIR USE IS JUDGED TO LOWER BORROWING COSTS, ELIMINATE RESTRICTIVE COVENANTS, OR HAVE A NET ECONOMIC BENEFIT TO THE FINANCING.

STRUCTURE OF DEBT ISSUES

THE DISTRICT SHALL CONSIDER THE OVERALL IMPACT OF THE CURRENT AND FUTURE DEBT BURDEN OF THE FINANCING WHEN DETERMINING THE DURATION OF THE DEBT ISSUE.

THE DISTRICT SHALL DESIGN THE FINANCING SCHEDULE AND REPAYMENT OF DEBT SO AS TO TAKE BEST ADVANTAGE OF MARKET CONDITIONS, ENSURE COST EFFECTIVENESS, PROVIDE FLEXIBILITY, AND, AS PRACTICAL, RECAPTURE OR MAXIMIZE ITS DEBT CAPACITY FOR FUTURE USE. PRINCIPAL AMORTIZATION WILL BE STRUCTURED TO MEET DEBT REPAYMENT, TAX RATE, AND FLEXIBILITY GOALS.

FOR NEW MONEY DEBT ISSUANCES FOR CAPITAL IMPROVEMENTS, THE DISTRICT SHALL SIZE THE DEBT ISSUANCE WITH THE AIM OF FUNDING CAPITAL PROJECTS AS DEEMED APPROPRIATE BY THE BOARD, AS LONG AS THE ISSUANCE IS CONSISTENT WITH THE OVERALL FINANCING PLAN, DOES NOT EXCEED THE AMOUNT AUTHORIZED BY VOTERS, AND, UNLESS A WAIVER IS SOUGHT AND RECEIVED FROM THE STATE, WILL NOT CAUSE THE DISTRICT TO EXCEED THE LIMITATION ON DEBT ISSUANCES SPECIFIED IN THE CALIFORNIA CONSTITUTION OR EDUCATION CODE 15106.

DEBT ISSUANCE AND MANAGEMENT (cont.)

TO THE EXTENT PRACTICABLE, THE DISTRICT SHALL ALSO CONSIDER CREDIT ISSUES, MARKET FACTORS, AND TAX LAW WHEN SIZING THE DISTRICT'S BOND ISSUANCE. THE SIZING OF REFUNDING BONDS SHALL BE DETERMINED BY THE AMOUNT OF MONEY THAT WILL BE REQUIRED TO COVER THE PRINCIPAL OF, ANY ACCRUED INTEREST ON, AND ANY REDEMPTION PREMIUM FOR THE DEBT TO BE PAID ON THE CALL DATE AND TO COVER APPROPRIATE FINANCING COSTS.

ANY GENERAL OBLIGATION BOND ISSUED BY THE DISTRICT SHALL MATURE WITHIN 40 YEARS OF THE ISSUANCE DATE OR AS OTHERWISE REQUIRED BY LAW. (California Constitution, Article 16, Section 18; Government Code 53508.6)

THE FINAL MATURITY OF EQUIPMENT OR REAL PROPERTY LEASE OBLIGATIONS WILL BE LIMITED TO THE USEFUL LIFE OF THE ASSETS TO BE FINANCED BUT, WITH RESPECT TO A LEASE PURCHASE OF EQUIPMENT, NO LONGER THAN A PERIOD OF 10 YEARS. (Education Code 17452)

METHOD OF SALE

FOR THE SALE OF ANY DISTRICT-ISSUED DEBT, THE SUPERINTENDENT OR DESIGNEE SHALL RECOMMEND THE METHOD OF SALE WITH THE POTENTIAL TO ACHIEVE THE LOWEST FINANCING COST AND/OR TO GENERATE OTHER BENEFITS TO THE DISTRICT. POTENTIAL METHODS OF SALE INCLUDE:

1. A COMPETITIVE BIDDING PROCESS THROUGH WHICH THE AWARD IS BASED ON, AMONG OTHER FACTORS, THE LOWEST OFFERED TRUE INTEREST COST
2. NEGOTIATED SALE, SUBJECT TO APPROVAL BY THE DISTRICT TO ENSURE THAT INTEREST COSTS ARE IN ACCORDANCE WITH COMPARABLE MARKET INTEREST RATES
3. PRIVATE PLACEMENT SALE, WHEN THE FINANCING CAN OR MUST BE STRUCTURED FOR A SINGLE OR LIMITED NUMBER OF PURCHASERS OR WHERE THE TERMS OF THE PRIVATE PLACEMENT ARE MORE BENEFICIAL TO THE DISTRICT THAN EITHER A NEGOTIATED OR COMPETITIVE SALE

DEBT ISSUANCE AND MANAGEMENT (cont.)

INVESTMENT OF PROCEED

THE DISTRICT SHALL ACTIVELY MANAGE THE PROCEEDS OF DEBT ISSUED FOR PUBLIC PURPOSES IN A MANNER THAT IS CONSISTENT WITH STATE LAW GOVERNING THE INVESTMENT OF PUBLIC FUNDS AND WITH THE PERMITTED SECURITIES COVENANTS OF RELATED FINANCING DOCUMENTS EXECUTED BY THE DISTRICT. WHERE APPLICABLE, THE DISTRICT'S OFFICIAL INVESTMENT POLICY AND LEGAL DOCUMENTS FOR A PARTICULAR DEBT ISSUANCE SHALL GOVERN SPECIFIC METHODS OF INVESTMENT OF BOND-RELATED PROCEEDS. PRESERVATION OF PRINCIPAL SHALL BE THE PRIMARY GOAL OF ANY INVESTMENT STRATEGY, FOLLOWED BY THE AVAILABILITY OF FUNDS AND THEN BY RETURN ON INVESTMENT.

(cf. 3430 - Investing)

WITH REGARD TO GENERAL OBLIGATION BONDS, THE DISTRICT SHALL INVEST NEW MONEY BOND PROCEEDS IN THE COUNTY TREASURY POOL AS REQUIRED BY LAW. (Education Code 15146)

THE MANAGEMENT OF PUBLIC FUNDS SHALL ENABLE THE DISTRICT TO RESPOND TO CHANGES IN MARKETS OR CHANGES IN PAYMENT OR CONSTRUCTION SCHEDULES SO AS TO ENSURE LIQUIDITY AND MINIMIZE RISK.

REFUNDING/RESTRUCTURING

THE DISTRICT MAY CONSIDER REFUNDING OR RESTRUCTURING OUTSTANDING DEBT IF IT WILL BE FINANCIALLY ADVANTAGEOUS OR BENEFICIAL FOR DEBT REPAYMENT AND/OR STRUCTURING FLEXIBILITY. WHEN DOING SO, THE DISTRICT SHALL CONSIDER THE MAXIMIZATION OF THE DISTRICT'S EXPECTED NET SAVINGS OVER THE LIFE OF THE DEBT ISSUANCE AND, WHEN USING A GENERAL OBLIGATION BOND TO REFUND AN EXISTING BOND, SHALL ENSURE THAT THE FINAL MATURITY OF THE REFUNDING BOND IS NO LONGER THAN THE FINAL MATURITY OF THE EXISTING BOND.

INTERNAL CONTROLS

THE SUPERINTENDENT OR DESIGNEE SHALL ESTABLISH INTERNAL CONTROL PROCEDURES TO ENSURE THAT THE PROCEEDS OF ANY DEBT ISSUANCE ARE DIRECTED TO THE INTENDED USE.

DEBT ISSUANCE AND MANAGEMENT (cont.)

SUCH PROCEDURES SHALL ASSIST THE DISTRICT IN MAINTAINING THE EFFECTIVENESS AND EFFICIENCY OF OPERATIONS, PROPERLY EXPENDING FUNDS, RELIABLY REPORTING DEBT INCURRED BY THE DISTRICT AND THE USE OF THE PROCEEDS, COMPLYING WITH ALL LAWS AND REGULATIONS, PREVENTING FRAUD, AND AVOIDING CONFLICT OF INTEREST.

(cf. 3314 - Payments for Goods and Services)
(cf. 3400 - Management of District Assets/Accounts)

THE DISTRICT SHALL BE VIGILANT IN USING BOND PROCEEDS IN ACCORDANCE WITH THE STATED PURPOSES AT THE TIME SUCH DEBT WAS INCURRED AS DEFINED IN THE TEXT OF THE VOTER-APPROVED BOND MEASURE. (Government Code 53410)

WHEN FEASIBLE, THE DISTRICT SHALL ISSUE DEBT WITH A DEFINED REVENUE SOURCE IN ORDER TO PRESERVE THE USE OF THE GENERAL FUND FOR GENERAL OPERATING PURPOSES.

THE DISTRICT SHALL ANNUALLY CONDUCT A DUE DILIGENCE REVIEW TO ENSURE ITS COMPLIANCE WITH ALL ONGOING OBLIGATIONS APPLICABLE TO ISSUERS OF DEBT. SUCH A REVIEW MAY BE CONDUCTED BY GENERAL LEGAL COUNSEL OR BOND COUNSEL. ANY DISTRICT PERSONNEL INVOLVED IN CONDUCTING SUCH REVIEWS SHALL RECEIVE PERIODIC TRAINING REGARDING THEIR RESPONSIBILITIES.

IN ADDITION, THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT THE DISTRICT COMPLETES, AS APPLICABLE, ALL PERFORMANCE AND FINANCIAL AUDITS THAT MAY BE REQUIRED FOR ANY DEBT ISSUED BY THE DISTRICT, INCLUDING DISCLOSURE REQUIREMENTS APPLICABLE TO A PARTICULAR TRANSACTION.

RECORDS/REPORTS

AT LEAST 30 DAYS PRIOR TO THE SALE OF ANY DEBT ISSUE, THE SUPERINTENDENT OR DESIGNEE SHALL SUBMIT A REPORT OF THE PROPOSED ISSUANCE TO THE CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION (CDIAC). SUCH REPORT SHALL INCLUDE A SELF-CERTIFICATION THAT THE DISTRICT HAS ADOPTED A POLICY CONCERNING THE USE OF DEBT THAT COMPLIES WITH LAW AND THAT THE CONTEMPLATED DEBT ISSUANCE IS CONSISTENT WITH THAT POLICY. (Government Code 8855)

DEBT ISSUANCE AND MANAGEMENT (cont.)

ON OR BEFORE JANUARY 31 OF EACH YEAR, THE SUPERINTENDENT OR DESIGNEE SHALL SUBMIT A REPORT TO THE CDIAAC REGARDING THE DEBT AUTHORIZED, THE DEBT OUTSTANDING, AND THE USE OF PROCEEDS OF THE ISSUED DEBT FOR THE PERIOD FROM JULY 1 TO JUNE 30. (Government Code 8855)

THE SUPERINTENDENT OR DESIGNEE SHALL PROVIDE INITIAL AND ANY ANNUAL OR ONGOING DISCLOSURES REQUIRED BY 17 CFR 240.10b-5 AND 240.15c2-12 TO THE MUNICIPAL SECURITIES RULEMAKING BOARD, INVESTORS, AND OTHER PERSONS OR ENTITIES ENTITLED TO DISCLOSURE, AND SHALL ENSURE THAT THE DISTRICT'S DISCLOSURE FILINGS ARE UPDATED AS NEEDED.

THE SUPERINTENDENT OR DESIGNEE SHALL MAINTAIN TRANSACTION RECORDS OF DECISIONS MADE IN CONNECTION WITH EACH DEBT ISSUANCE, INCLUDING THE SELECTION OF MEMBERS OF THE FINANCING TEAM, THE STRUCTURING OF THE FINANCING, SELECTION OF CREDIT ENHANCEMENT PRODUCTS AND PROVIDERS, AND SELECTION OF INVESTMENT PRODUCTS. EACH TRANSACTION FILE SHALL INCLUDE THE OFFICIAL TRANSCRIPT FOR THE FINANCING, INTEREST RATES AND COST OF ISSUANCE ON THE DAY WHEN THE DEBT WAS SOLD ("FINAL NUMBER RUNS"), AND A POST-PRICING SUMMARY OF THE DEBT ISSUE. IN ADDITION, DOCUMENTATION EVIDENCING THE EXPENDITURE OF PROCEEDS, THE USE OF DEBT-FINANCED PROPERTY BY PUBLIC AND PRIVATE ENTITIES, ALL SOURCES OF PAYMENT OR SECURITY FOR THE DEBT, AND INVESTMENT OF PROCEEDS SHALL BE KEPT FOR AS LONG AS THE DEBT IS OUTSTANDING, PLUS THE PERIOD ENDING THREE YEARS AFTER THE FINANCIAL PAYMENT DATE OF THE DEBT OR THE FINAL PAYMENT DATE OF ANY OBLIGATIONS OR SERIES OF BONDS ISSUED TO REFUND DIRECTLY OR INDIRECTLY ALL OF ANY PORTION OF THE DEBT, WHICHEVER IS LATER.

THE SUPERINTENDENT OR DESIGNEE SHALL ANNUALLY REPORT TO THE BOARD REGARDING DEBTS ISSUED BY THE DISTRICT, INCLUDING INFORMATION ON ACTUAL AND PROJECTED TAX RATES, AN ANALYSIS OF BONDING CAPACITY, RATINGS ON THE DISTRICT'S BONDS, MARKET UPDATE AND REFUNDING OPPORTUNITIES, NEW DEVELOPMENT FOR CALIFORNIA BOND FINANCINGS, AND THE DISTRICT'S COMPLIANCE WITH POST-ISSUANCE REQUIREMENTS.

DEBT ISSUANCE AND MANAGEMENT (cont.)

Legal Reference:

EDUCATION CODE

5300-5441 Conduct of elections
15100-15262 Bonds for school districts and community college districts
15264-15276 Strict accountability in local school construction bonds
15278-15288 Citizen's oversight committees
15300-15425 School Facilities Improvement Districts
17150 Public disclosure of non-voter-approved debt
17400-17429 Leasing of district property
17450-17453.1 Leasing of equipment
17456 Sale or lease of district property
17596 Duration of contracts
42130-42134 Financial reports and certifications

ELECTIONS CODE

1000 Established election dates

GOVERNMENT CODE

8855 California Debt and Investment Advisory Commission
53311-53368.3 Mello-Roos Community Facilities Act
53410-53411 Bond reporting
53506-53509.5 General obligation bonds
53550-53569 Refunding bonds of local agencies
53580-53595.55 Bonds
53850-53858 Tax and revenue anticipation notes
53859-53859.08 Grant anticipation notes

CALIFORNIA CONSTITUTION

Article 13A, Section 1 Tax limitation

Article 16, Section 18 Debt limit

UNITED STATES CODE, TITLE 15

780-4 Registration of municipal securities dealers

UNITED STATES CODE, TITLE 26

54E Qualified Zone Academy Bonds

CODE OF FEDERAL REGULATIONS, TITLE 17

240.10b-5 Prohibition against fraud or deceit

240.15c2-12 Municipal securities disclosure

CODE OF FEDERAL REGULATIONS, TITLE 26

1.103 Interest on state and local bonds

1.141 Private activity bonds

1.148 Arbitrage and rebate

1.149 Hedge bonds

1.6001-1 Records

Management Resources:

CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS

California Debt Issuance Primer

GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS

An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016

Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015

Investment of Bond Proceeds, Best Practice, September 2014

Selecting and Managing Municipal Advisors, Best Practice, February 2014

Debt Management Policy, Best Practice, October 2012

DEBT ISSUANCE AND MANAGEMENT (cont.)

Analyzing and Issuing Refunding Bonds, Best Practice, February 2011

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax Exempt Bond FAQs Regarding Record Retention Requirements

Tax-Exempt Governmental Bonds, Publication 4079, rev. 2016

U.S. GOVERNMENT ACCOUNTABILITY OFFICE PUBLICATIONS

Internal Control System Checklist

WEBSITES

California Debt and Investment Advisory Commission: www.treasurer.ca.gov/cdiac

Government Finance Officers Association: www.gfoa.org

Internal Revenue Service: www.irs.gov

Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA):
www.emma.msrb.org

U.S. Government Accountability Office: www.gao.gov

U.S. Securities and Exchange Commission: www.sec.gov

Chino Valley Unified School District

POLICY ADOPTED:

DEBT ISSUANCE AND MANAGEMENT

STRUCTURE OF DEBT ISSUES

A. MATURITY OF DEBT: THE DURATION OF A DEBT ISSUE SHALL BE CONSISTENT, TO THE EXTENT POSSIBLE, WITH THE ECONOMIC OR USEFUL LIFE OF THE IMPROVEMENT OR ASSET THAT THE ISSUE IS FINANCING. THE FINAL MATURITY OF THE DEBT SHALL BE EQUAL TO OR LESS THAN THE USEFUL LIFE OF THE ASSETS BEING FINANCED, AND THE AVERAGE LIFE OF THE FINANCING SHALL NOT EXCEED 120% OF THE AVERAGE LIFE OF THE ASSETS BEING FINANCED.

B. DEBT SERVICE STRUCTURE: THE DISTRICT SHALL DESIGN THE FINANCING SCHEDULE AND REPAYMENT OF DEBT SO AS TO TAKE BEST ADVANTAGE OF MARKET CONDITIONS, PROVIDE FLEXIBILITY, AND, AS PRACTICAL, TO RECAPTURE OR MAXIMIZE ITS CREDIT FOR FUTURE USE. ANNUAL DEBT SERVICE PAYMENTS WILL GENERALLY BE AMORTIZED ON A LEVEL BASIS OR IN THE CASE OF G.O. BONDS CONSISTENT WITH CONSERVATIVE GROWTH EXPECTATIONS. THE DISTRICT WILL WORK WITH ITS MUNICIPAL ADVISOR AND UNDERWRITER IN STRUCTURING DEBT SERVICE. IN SOME CASES, FOR EXAMPLE, WITH RESPECT TO CFD SPECIAL TAX BONDS, CERTIFICATES OF PARTICIPATION AND OTHER DEBT INSTRUMENTS, THE DEBT REPAYMENT MAY BE STRUCTURED BASED ON PROJECTED GROWTH AND/OR PROJECTED REVENUES IN THE RESPECTIVE CFD, REPAYMENT PLANS TAILORED TO THE DISTRICT'S ESTIMATED SOURCES OF REVENUES, ETC.

C. CAPITALIZED INTEREST: UNLESS REQUIRED FOR STRUCTURING PURPOSES OR FOR A NON-GENERAL FUND DEBT SUCH AS A CFD FINANCING, THE DISTRICT WILL AVOID THE USE OF CAPITALIZED INTEREST IN ORDER TO AVOID UNNECESSARILY INCREASING THE BOND SIZE AND INTEREST EXPENSE. CERTAIN TYPES OF FINANCINGS SUCH AS COPS MAY REQUIRE THAT INTEREST ON THE DEBT BE PAID FROM CAPITALIZED INTEREST UNTIL THE DISTRICT HAS USE AND POSSESSION OF THE UNDERLYING PROJECT.

D. CALL PROVISIONS: THE ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES OR HIS OR HER DESIGNEE MAY SET FORTH CALL PROVISIONS FOR EACH DEBT ISSUE, BASED UPON THE ANALYSIS FROM THE UNDERWRITERS AND MUNICIPAL ADVISORS OF THE ECONOMICS OF CALLABLE VERSUS NON-CALLABLE FEATURES.

DEBT ISSUANCE AND MANAGEMENT (cont.)

SALE OF SECURITIES

THERE ARE TWO METHODS OF A PUBLIC SALE: COMPETITIVE OR NEGOTIATED. BOTH METHODS OF SALE SHALL BE CONSIDERED FOR ALL ISSUANCE OF DEBT TO THE EXTENT ALLOWED BY LAW, AS EACH METHOD HAS THE POTENTIAL TO ACHIEVE THE LOWEST FINANCING COST GIVEN THE RIGHT CONDITIONS. ANY AWARD THROUGH NEGOTIATION SHALL BE SUBJECT TO APPROVAL BY THE DISTRICT, GENERALLY THE ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES OR HIS OR HER DESIGNEE, TO ENSURE THAT INTEREST COSTS ARE IN ACCORDANCE WITH COMPARABLE MARKET INTEREST RATES. WHEN A COMPETITIVE BIDDING PROCESS IS DEEMED THE MOST ADVANTAGEOUS METHOD OF SALE FOR THE DISTRICT, AWARD WILL BE BASED UPON, AMONG OTHER FACTORS, THE LOWEST OFFERED TRUE INTEREST COST ("TIC"). WHILE NOT USED AS FREQUENTLY AS NEGOTIATED OR COMPETITIVE SALE METHODS, A PRIVATE PLACEMENT SALE WOULD BE APPROPRIATE WHEN THE FINANCING CAN OR MUST BE STRUCTURED FOR A SINGLE OR LIMITED NUMBER OF PURCHASERS.

CREDIT ENHANCEMENTS

THE DISTRICT MAY ENTER INTO CREDIT ENHANCEMENT AGREEMENTS SUCH AS MUNICIPAL BOND INSURANCE AND LETTERS OF CREDIT WITH COMMERCIAL BANKS, MUNICIPAL BOND INSURANCE COMPANIES, OR OTHER FINANCIAL ENTITIES WHEN IT RESULTS IN A LOWER BORROWING COST, ELIMINATES RESTRICTIVE COVENANTS, OR HAS A NET ECONOMIC BENEFIT TO THE ISSUANCE. THE DISTRICT SHALL USE A COMPETITIVE PROCESS TO SELECT PROVIDERS OF SUCH PRODUCTS TO THE EXTENT APPLICABLE.

DEBT ISSUED TO FINANCE OPERATING COSTS

THE DISTRICT CANNOT FINANCE GENERAL OPERATING COSTS FROM DEBT HAVING MATURITIES GREATER THAN FIFTEEN MONTHS. HOWEVER, THE DISTRICT MAY DEEM IT NECESSARY TO FINANCE CASH FLOW REQUIREMENTS UNDER CERTAIN CONDITIONS. SUCH CASH FLOW BORROWINGS MUST BE PAYABLE FROM TAXES, INCOME, REVENUE, CASH RECEIPTS AND OTHER MONEYS ATTRIBUTABLE TO THE FISCAL YEAR IN WHICH THE DEBT IS ISSUED. GENERAL OPERATING COSTS INCLUDE, BUT MAY NOT BE LIMITED TO, THOSE ITEMS NORMALLY FUNDED IN THE DISTRICT'S ANNUAL OPERATING BUDGET AND HAVING A USEFUL LIFE OF LESS THAN ONE YEAR.

DEBT ISSUANCE AND MANAGEMENT (cont.)**CONTINUING DISCLOSURE**

THE DISTRICT SHALL PREPARE OR CAUSE TO BE PREPARED APPROPRIATE DISCLOSURES AS REQUIRED BY THE SECURITIES AND EXCHANGE COMMISSION RULE 15C2-12, THE FEDERAL GOVERNMENT, THE STATE OF CALIFORNIA, RATING AGENCIES, BOND INSURERS, UNDERWRITERS, BOND COUNSEL, INVESTORS, TAXPAYERS, AND OTHER PERSONS OR ENTITIES ENTITLED TO DISCLOSURE TO ENSURE COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS AND AGREEMENTS TO PROVIDE ONGOING DISCLOSURE. IN ACKNOWLEDGEMENT OF SIGNIFICANT LEGAL REFORM AND CHANGES TO FINANCIAL REGULATIONS IN THE UNITED STATES FOLLOWING THE 2008 FINANCIAL CRISIS, THE DISTRICT HAS DEVELOPED THE "POLICIES AND PROCEDURES FOR POST-ISSUANCE CONTINUING DISCLOSURE COMPLIANCE" (THE "DISCLOSURE POLICY") IN ORDER TO PROVIDE DETAILED GUIDELINES TO DISTRICT PERSONNEL, ENSURE COMPLIANCE WITH THE LAW, REDUCE LIABILITY FOR MISSTATEMENTS AND OMISSIONS, AND REDUCE BORROWING COSTS BY PROMOTING GOOD INVESTOR RELATIONS.

THE DISTRICT PREPARES OFFERING DOCUMENTS AND ENTERS INTO CONTINUING DISCLOSURE AGREEMENTS OR CERTIFICATES FOR ITS BONDS AND OTHER FINANCINGS THAT REQUIRE ANNUAL UPDATES OF FINANCIAL AND OPERATING DATA AND FILING OF NOTICES OF CERTAIN EVENTS. UNDER FEDERAL SECURITIES LAWS, THE DISTRICT MUST EXERCISE DUE CARE IN USING PUBLIC STATEMENTS TO SELL BONDS AND OTHER SECURITIES TO AVOID MATERIAL MISSTATEMENTS OR OMISSIONS OF FACT. KNOWLEDGE OF ANY OFFICER OR EMPLOYEE OF THE DISTRICT, AS WELL AS INFORMATION CONTAINED IN DISTRICT FILES, MAY BE IMPUTED TO THE DISTRICT. THE DISCLOSURE POLICY APPLIES WHEN THE DISTRICT MAKES "PUBLIC STATEMENTS," INCLUDING STATEMENTS OR OTHER COMMUNICATIONS INTENDED OR EXPECTED TO BE ACCESSIBLE TO AND RELIED UPON BY INVESTORS IN CONNECTION WITH DISTRICT BONDS, NOTES OR OTHER DEBT SECURITIES. EXAMPLES OF SUCH PUBLIC STATEMENTS INCLUDE OFFICIAL STATEMENTS AND SOLICITATION STATEMENTS; ANNUAL FINANCIAL AND OPERATING DATA, EVENT NOTICES, AND OTHER INFORMATION FILED THROUGH THE MUNICIPAL SECURITIES RULEMAKING BOARD'S ELECTRONIC MUNICIPAL MARKET ACCESS ("EMMA") SYSTEM; WEBSITE CONTENT; PRESS RELEASES, ETC. THE PURPOSES OF THE DISCLOSURE POLICY INCLUDE COMPLIANCE WITH THE LAW, REDUCING LIABILITY FOR ANY MISSTATEMENTS AND OMISSIONS, REDUCING BORROWING COSTS BY PROMOTING GOOD INVESTOR RELATIONS AND PROTECTING THE PUBLIC FROM MISSTATEMENTS OR OMISSIONS MADE BY THE DISTRICT. THE DISCLOSURE POLICY INCLUDES PROCEDURES TO ENSURE COMPLETE AND TIMELY DISCLOSURE,

DEBT ISSUANCE AND MANAGEMENT (cont.)

RESPONSIVENESS TO INQUIRIES MADE TO THE DISTRICT, REASONABLE CARE IN THE PREPARATION, DISSEMINATION, AND FILING OF DISCLOSURE, THE OPPORTUNITY FOR BOARD REVIEW OF DOCUMENTS AND STATEMENTS, AND AUTHORIZATION FOR FILINGS OF REQUIRED INFORMATION.

THE DISTRICT SHALL MAKE AVAILABLE ITS AUDITED FINANCIAL STATEMENTS AND OFFICIAL STATEMENTS, IF APPLICABLE, WILL BE MAINTAINED ON THE EMMA WEBSITE SO LONG AS DISTRICT DEBT IS OUTSTANDING, SO THAT INTERESTED PERSONS HAVE A CONVENIENT WAY TO LOCATE MAJOR FINANCIAL REPORTS AND DOCUMENTS PERTAINING TO THE DISTRICT'S FINANCES AND DEBT.

REVIEW OF FINANCING PROPOSALS

ALL CAPITAL FINANCING PROPOSALS INVOLVING A PLEDGE OF THE DISTRICT'S CREDIT THROUGH THE SALE OF SECURITIES, EXECUTION OF LOANS OR LEASE AGREEMENTS OR OTHERWISE DIRECTLY OR INDIRECTLY THE LENDING OR PLEDGING OF THE DISTRICT'S CREDIT INITIALLY SHALL BE REFERRED TO THE ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES OR DESIGNEE WHO SHALL DETERMINE THE FINANCIAL FEASIBILITY OF SUCH PROPOSAL AND MAKE RECOMMENDATIONS ACCORDINGLY TO THE BOARD. WHEN DEEMED APPROPRIATE BY THE ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES OR DESIGNEE IT MAY SEEK ADVICE FROM ITS MUNICIPAL ADVISOR WHEN CONSIDERING SUCH PROPOSALS.

RATING AGENCY, BOND INSURER AND CREDIT ENHANCER RELATIONS

THE DISTRICT SHALL ENDEAVOR TO MAINTAIN EFFECTIVE RELATIONS WITH THE RATING AGENCIES, BOND INSURERS AND CREDIT ENHANCERS. THE ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES OR DESIGNEE ALONG WITH THE DISTRICT'S MUNICIPAL ADVISOR AND UNDERWRITER SHALL MEET WITH, MAKE PRESENTATIONS TO, OR OTHERWISE COMMUNICATE WITH THE RATING AGENCIES, BOND INSURERS AND CREDIT ENHANCERS ON A CONSISTENT AND REGULAR BASIS IN ORDER TO KEEP THE AGENCIES INFORMED CONCERNING THE DISTRICT'S CAPITAL PLANS, DEBT ISSUANCE PROGRAM, AND OTHER APPROPRIATE FINANCIAL INFORMATION.

DEBT ISSUANCE AND MANAGEMENT (cont.)

INVESTMENT COMMUNITY RELATIONS

THE DISTRICT SHALL ENDEAVOR TO MAINTAIN A POSITIVE RELATIONSHIP WITH THE INVESTMENT COMMUNITY. THE OFFICE OF THE ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES OR DESIGNEE SHALL, AS NECESSARY, PREPARE REPORTS AND OTHER FORMS OF COMMUNICATION REGARDING THE DISTRICT'S INDEBTEDNESS, AS WELL AS ITS FUTURE FINANCING PLANS. THIS INCLUDES INFORMATION PRESENTED TO THE MEDIA AND OTHER PUBLIC SOURCES OF INFORMATION.

REFUNDING AND RESTRUCTURING POLICY

WHENEVER DEEMED TO BE IN THE BEST INTEREST OF THE DISTRICT, THE DISTRICT SHALL CONSIDER REFUNDING OR RESTRUCTURING OUTSTANDING DEBT WHEN FINANCIALLY ADVANTAGEOUS OR BENEFICIAL FOR STRUCTURING. THE ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES OR DESIGNEE SHALL REVIEW A NET PRESENT VALUE ANALYSIS OF ANY PROPOSED REFUNDING IN ORDER TO MAKE A DETERMINATION REGARDING THE COST-EFFECTIVENESS OF THE PROPOSED REFUNDING. GENERALLY, THE DISTRICT WILL INITIATE A REFUNDING WHEN A TARGETED NET PRESENT VALUE SAVINGS CAN BE ACHIEVED. CERTAIN EXCEPTIONS MAY APPLY, AT THE DISCRETION OF THE ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES OR DESIGNEE, AND LOWER PERCENTAGES MAY BE MORE APPLICABLE, SUCH AS FOR TRANSACTIONS WITH ONLY A FEW YEARS UNTIL MATURITY OR FOR COPS BEING DEFEASED OR REDEEMED FROM PROCEEDS OF G.O. BONDS.

INVESTMENT OF BORROWED PROCEEDS

THE DISTRICT ACKNOWLEDGES ITS ON-GOING FIDUCIARY RESPONSIBILITIES TO ACTIVELY MANAGE THE PROCEEDS OF DEBT ISSUED FOR PUBLIC PURPOSES IN A MANNER THAT IS CONSISTENT WITH CALIFORNIA LAW GOVERNING THE INVESTMENT OF PUBLIC FUNDS AND WITH THE PERMITTED SECURITIES COVENANTS OF RELATED BOND DOCUMENTS EXECUTED BY THE DISTRICT. PRESERVATION OF PRINCIPAL WILL BE THE PRIMARY GOAL OF ANY INVESTMENT STRATEGY FOLLOWED BY THE AVAILABILITY OF FUNDS, FOLLOWED BY RETURN ON INVESTMENT.

DEBT ISSUANCE AND MANAGEMENT (cont.)

TRANSACTION RECORDS

THE ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES OR HIS OR HER DESIGNEE SHALL MAINTAIN COMPLETE RECORDS OF DECISIONS MADE IN CONNECTION WITH EACH FINANCING, INCLUDING THE SELECTION OF MEMBERS OF THE FINANCING TEAM, THE STRUCTURING OF THE FINANCING, SELECTION OF CREDIT ENHANCEMENT PRODUCTS AND PROVIDERS AND SELECTION OF INVESTMENT PRODUCTS. EACH TRANSACTION FILE SHALL INCLUDE THE OFFICIAL TRANSCRIPT FOR THE FINANCING, THE FINAL NUMBER RUNS AND A POST-PRICING SUMMARY OF THE DEBT ISSUE. THE OFFICE OF THE ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES OR DESIGNEE SHALL TIMELY PROVIDE A SUMMARY OF EACH FINANCING TO THE BOARD.

FINANCING TEAM MEMBERS

RETENTION OF CONSULTANTS

A. INDEPENDENT MUNICIPAL ADVISOR/FINANCIAL ADVISOR: THE DISTRICT MAY RETAIN A GENERAL FINANCIAL ADVISORY TEAM TO PROVIDE GENERAL ADVICE ON THE DISTRICT'S DEBT MANAGEMENT PROGRAM, FINANCIAL CONDITION, BUDGET OPTIONS AND BOND RATING AGENCY RELATIONS. ADDITIONALLY, THE MUNICIPAL ADVISOR MAY STRUCTURE THE DISTRICT'S BOND ISSUANCES AND MAY BE USED ON AN AS-NEEDED BASIS TO STRUCTURE BOND ISSUANCES THAT DO NOT FALL INTO THE OTHER CATEGORIES OF DISTRICT DEBT OBLIGATIONS.

B. BOND COUNSEL: THE DISTRICT MAY SELECT BOND COUNSEL TO BE USED TO STRUCTURE BOND ISSUANCES WHICH DO NOT FALL INTO THE OTHER CATEGORIES OF DISTRICT DEBT OBLIGATIONS. ADDITIONALLY, ONE OR MORE FIRMS WILL BE SELECTED TO PROVIDE GENERAL LEGAL ADVICE ON DEBT FINANCING.

C. DISCLOSURE COUNSEL: THE DISTRICT MAY RETAIN DISCLOSURE COUNSEL TO PREPARE PRELIMINARY AND FINAL OFFICIAL STATEMENTS INTENDED FOR USE BY THE DISTRICT'S UNDERWRITER(S) IN THE OFFERING AND SALE OF BONDS OR OTHER PUBLIC DEBT ISSUANCES. SUCH DISCLOSURE COUNSEL WORK INCLUDES, BUT IS NOT LIMITED TO PERFORMING "DUE DILIGENCE," ASSISTING WITH DISTRICT COMPLIANCE WITH CONTINUING DISCLOSURE OBLIGATIONS, AND MAY INCLUDE PROVIDING LEGAL ADVICE WITH RESPECT TO DEBT FINANCING. THE DISTRICT MAY RETAIN THE SAME LAW FIRM TO ACT AS BOTH BOND COUNSEL AND DISCLOSURE COUNSEL FOR EFFICIENCY COORDINATION AND COST EFFICIENCY.

DEBT ISSUANCE AND MANAGEMENT (cont.)

D. UNDERWRITER: WHEN A NEGOTIATED SALE METHOD IS USED, THE DISTRICT WILL SELECT AN UNDERWRITER (OR UNDERWRITERS), IN ACCORDANCE WITH CURRENT GOVERNING LAWS. THE UNDERWRITER(S) PURCHASES SECURITIES FROM THE DISTRICT ON ANY DEBT FINANCING WITH THE INTENT TO RESELL THE BONDS/SECURITIES TO INVESTORS.

Chino Valley Unified School District
REGULATION APPROVED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2017
TO: Members, Board of Education
FROM: Wayne M. Joseph, Superintendent
PREPARED BY: Sandra H. Chen, Assistant Superintendent, Business Services
Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations
**SUBJECT: NEW ADMINISTRATIVE REGULATION 3470.1 BUSINESS AND
NONINSTRUCTIONAL OPERATIONS – TAX COMPLIANCE**

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BACKGROUND

Board policies, administrative regulations, and bylaws are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. New Administrative Regulation 3470.1 Business and Noninstructional Operations – Tax Compliance has been created to reflect new and updated laws and current District practice.

In general, this Administrative Regulation ensures compliance with tax law requirements applicable to each of the District's tax-exempt issues, whether comprising general obligation bonds, refunding general obligation bonds, bond anticipation notes, certificates of participation, revenue obligations, community facilities District bonds/special tax bonds or other instruments.

New language is provided in UPPER CASE.

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 new Administrative Regulation 3470.1 Business and Noninstructional Operations – Tax Compliance.

FISCAL IMPACT

None.

WMJ:SHC:GJS:pw

TAX COMPLIANCE**PURPOSE:**

THE FOLLOWING ADMINISTRATIVE REGULATION OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT (THE "ISSUER") IS INTENDED TO ENSURE COMPLIANCE WITH TAX LAW REQUIREMENTS APPLICABLE TO EACH OF THE ISSUER'S TAX-EXEMPT ISSUES, WHETHER COMPRISING GENERAL OBLIGATION BONDS, REFUNDING GENERAL OBLIGATION BONDS, BOND ANTICIPATION NOTES, CERTIFICATES OF PARTICIPATION, REVENUE OBLIGATIONS, COMMUNITY FACILITIES DISTRICT BONDS/SPECIAL TAX BONDS OR OTHER INSTRUMENTS.

IN GENERAL

THIS DOCUMENT CONTAINS PROCEDURES AND GUIDELINES (THE "PROCEDURES AND GUIDELINES") OF THE ISSUER TO FURTHER ASSURE CONTINUING COMPLIANCE BY THE ISSUER WITH CERTAIN FEDERAL TAX REQUIREMENTS APPLICABLE TO EACH OF ITS ISSUANCES OF OBLIGATIONS THE INTEREST ON WHICH IS INTENDED TO BE EXCLUDED FROM THE GROSS INCOME OF THE OWNERS THEREOF FOR FEDERAL INCOME TAX PURPOSES (EACH, A "TAX-EXEMPT ISSUE").

THESE PROCEDURES AND GUIDELINES RELATE TO REQUIREMENTS THAT MUST BE MET SUBSEQUENT TO THE ISSUANCE OF A TAX-EXEMPT ISSUE IN ORDER TO MAINTAIN THE EXCLUSION OF INTEREST ON THAT TAX-EXEMPT ISSUE. SUCH REQUIREMENTS INCLUDE, WITHOUT LIMITATION: THOSE REQUIRING THE TIMELY ALLOCATION OF PROCEEDS OF THAT ISSUE TO THE GOVERNMENTAL PURPOSES OF THE ISSUE; THOSE REGULATING THE INVESTMENT OF PROCEEDS OF THAT ISSUE UNDER THE ARBITRAGE REBATE RULES; THOSE LIMITING THE PRIVATE BUSINESS USE OF FACILITIES FINANCED OR REFINANCED BY THAT ISSUE; AND THOSE PERTAINING TO THE CREATION AND RETENTION OF RECORDS OF SUCH EXPENDITURE, USE AND INVESTMENT OF SUCH PROCEEDS AND OF THE USE OF SUCH FACILITIES.

THESE PROCEDURES AND GUIDELINES SUPPLEMENT ANY POST-ISSUANCE COMPLIANCE POLICY PREVIOUSLY ADOPTED BY THE ISSUER THAT OTHERWISE WOULD BE APPLICABLE TO THAT ISSUE, BUT DO NOT SUPERSEDE, LIMIT OR CONTRAVENE ANY REPRESENTATIONS, STATEMENTS OR COVENANTS OF THE ISSUER CONTAINED IN THE FINANCING DOCUMENTS, TAX CERTIFICATIONS AND OTHER DOCUMENTS (THE "DOCUMENTS") DELIVERED IN CONNECTION WITH THE ISSUANCE OF OR OTHERWISE APPLICABLE TO THE SUBJECT TAX-EXEMPT ISSUE.

TAX COMPLIANCE (cont.)**POLICY**

IT IS THE POLICY OF THE ISSUER TO ADHERE TO ALL APPLICABLE TAX REQUIREMENTS WITH RESPECT TO EACH TAX-EXEMPT ISSUE NECESSARY TO ESTABLISH AND ASSURE THE CONTINUING EXCLUSION OF INTEREST FROM GROSS INCOME. THESE INCLUDE, BUT ARE NOT LIMITED TO: REQUIREMENTS RELATING TO THE USE OF PROCEEDS OF THE ISSUE AND OF FACILITIES FINANCED OR REFINANCED WITH SUCH PROCEEDS; ARBITRAGE YIELD RESTRICTION AND ARBITRAGE REBATE REQUIREMENTS, REQUIREMENTS AS TO TIMELY AND ACCURATE RETURN FILINGS; AND OTHER TAX REQUIREMENTS SET FORTH IN THE DOCUMENTS. IN FURTHERANCE OF THIS GENERAL POLICY, THESE PROCEDURES AND GUIDELINES ADDRESS CERTAIN COMPLIANCE MONITORING AND RECORD CREATION AND RETENTION PROCEDURES WITH RESPECT TO EACH TAX-EXEMPT ISSUE.

RELEVANT ISSUES

CERTAIN OF THE ISSUER'S TAX-EXEMPT ISSUES HAVE BEEN OR WILL BE ISSUED FOR CURRENT PROJECTS COSTS OR OPERATING OR ADMINISTRATIVE COSTS OF THE ISSUER ("NEW MONEY PURPOSES"); OTHERS OF THE ISSUER'S TAX-EXEMPT ISSUES HAVE BEEN OR WILL BE ISSUED TO REFUND OR PREPAY ONE OR MORE PRIOR FEDERALLY TAXABLE OR TAX-EXEMPT OBLIGATIONS OF THE ISSUER ("REFUNDING PURPOSES"); AND OTHER TAX-EXEMPT ISSUES OF THE ISSUER HAVE BEEN OR WILL BE ISSUED FOR BOTH NEW MONEY PURPOSES AND REFUNDING PURPOSES.

THE ISSUER UNDERSTANDS THAT FOR PURPOSES OF MONITORING COMPLIANCE WITH THE TAX REQUIREMENTS APPLICABLE TO A TAX-EXEMPT ISSUE, IT IS NECESSARY TO IDENTIFY EACH FACILITY TO WHICH ANY PROCEEDS ARE TO BE OR WERE ALLOCATED AS A NEW MONEY PURPOSE WHETHER THOSE PROCEEDS ARE THOSE OF THE TAX-EXEMPT ISSUE ITSELF OR ARE THOSE OF A PRIOR TAXABLE OR TAX-EXEMPT OBLIGATION THAT IS BEING REFUNDED (OR WAS REFUNDED THROUGH A SERIES OF ONE OR MORE TAXABLE OR TAX-EXEMPT PRIOR OBLIGATIONS THAT IS BEING REFUNDED) AS A REFUNDING PURPOSE OF THE TAX-EXEMPT ISSUE (EACH, A "PRIOR ISSUE" IN RESPECT OF THE TAX-EXEMPT ISSUE). EACH SUCH FACILITY IS REFERRED TO HEREIN AS AN "ORIGINAL FACILITY", AND EACH ISSUE ANY PROCEEDS OF WHICH WERE OR ARE TO BE ALLOCATED (IN A NEW MONEY PURPOSE OF THAT ISSUE) TO THE COSTS OF ACQUISITION, CONSTRUCTION OR IMPROVEMENT OF THE ORIGINAL FACILITY (INCLUDING THE TAX-EXEMPT ISSUE, TO THE EXTENT OF PROCEEDS SO ALLOCATED IN A NEW MONEY PURPOSE) IS REFERRED TO AS AN "ORIGINAL ISSUE" IN RESPECT OF THE TAX-EXEMPT ISSUE. FOR PURPOSES OF THIS POLICY, THE "RELEVANT ISSUES" IN

TAX COMPLIANCE (cont.)

RESPECT OF A TAX-EXEMPT ISSUE INCLUDE EACH ORIGINAL ISSUE AND EACH PRIOR ISSUE IN RESPECT OF THAT ISSUE.

COMPLIANCE MONITORING

IT IS THE POLICY OF THE ISSUER TO MONITOR COMPLIANCE WITH THE FEDERAL TAX REQUIREMENTS APPLICABLE TO EACH TAX-EXEMPT ISSUE, INCLUDING THE TAX COVENANTS OF THE ISSUER CONTAINED IN THE DOCUMENTS FOR THAT TAX-EXEMPT ISSUE. IT IS THE FURTHER POLICY OF THE ISSUER, IN THE EVENT THAT A COMPLIANCE OFFICER (AS DEFINED HEREIN) DESIGNATED HEREUNDER DETERMINES THAT ANY SUCH REQUIREMENT HAS OR MAY HAVE BEEN OR IS IN JEOPARDY OF BEING VIOLATED, TO EVALUATE THAT DETERMINATION AND, IF APPROPRIATE, TO IMPLEMENT REMEDIAL OR CORRECTIVE ACTIONS WITH RESPECT TO THAT REQUIREMENT, ALL AS DESCRIBED HEREIN.

FOR EACH TAX-EXEMPT ISSUE, IT IS THE POLICY OF THE ISSUER TO IDENTIFY, COLLECT AND MAINTAIN IN A SINGLE CENTRAL LOCATION A COPY OF EACH OF THE DOCUMENTS PERTAINING TO SUCH ISSUE AND, FURTHER, TO ANNOTATE EACH DOCUMENT IN THE MANNER THAT APPEARS MOST LIKELY UNDER THE CIRCUMSTANCES TO CREATE A PERMANENT AND USEFUL RECORD TO IDENTIFY AND MAKE READILY ACCESSIBLE THE APPLICABLE TAX REPRESENTATIONS, COVENANTS AND REQUIREMENTS THE COMPLIANCE WITH WHICH IS REQUIRED IN ORDER TO ESTABLISH AND PRESERVE THE EXCLUSION OF INTEREST ON THAT TAX-EXEMPT ISSUE FROM GROSS INCOME. IN ADDITION, IT IS THE POLICY OF THE ISSUER TO MAINTAIN A LOG OR REGISTRY AS AN UP-TO-DATE CONSOLIDATED RELIABLE CURRENT RECORD OF ITS TAX-EXEMPT ISSUES, SETTING FORTH FOR EACH TAX-EXEMPT ISSUE:

1. THE LOCATION (PHYSICAL OR VIRTUAL) OF THE RELEVANT DOCUMENTS IN SUFFICIENT DETAIL TO ALLOW SUCCESSIVE COMPLIANCE OFFICERS READY ACCESS THERETO;
2. THE LOCATION(S) OF THE RECORDS IN RESPECT OF THAT TAX-EXEMPT ISSUE AND EACH RELEVANT ISSUE (DESCRIBED IN MORE DETAIL BELOW) AND, IF ANY RECORD IS HELD BY A THIRD-PARTY, THE IDENTITY AND CONTACT INFORMATION OF THAT THIRD PARTY;
3. THE LOCATION OF EACH REPORT OR COMPILATION (ARBITRAGE REBATE COMPUTATION REPORT, DETERMINATION OF ANNUAL AVERAGE PRIVATE BUSINESS USE, CUMULATIVE RECORD OF PRIVATE PAYMENT, ETC.) THAT EITHER OF THE COMPLIANCE OFFICERS DETERMINES IS NECESSARY TO THE

TAX COMPLIANCE (cont.)

DEMONSTRATION OF CONTINUING COMPLIANCE WITH THE TAX REQUIREMENTS; AND

4. THE SCHEDULE OF FUTURE ARBITRAGE REBATE DETERMINATIONS, FILINGS, OR OTHER ACTIONS NECESSARY TO MAINTAIN COMPLIANCE WITH THE TAX REQUIREMENTS, IN A FORM SUITABLE TO ACT AS A "TICKLER" TO ASSURE TIMELY ACTION.

RECORD CREATION AND RETENTION

TO IMPLEMENT THE POLICIES OF THE ISSUER SET FORTH HEREIN, EMPLOYEES OF THE ISSUER, UNDER THE SUPERVISION OF A COMPLIANCE OFFICER, WILL CREATE, COLLECT, SHEPHERD AND RETAIN THE FOLLOWING DOCUMENTS AND RECORDS WITH RESPECT TO EACH TAX-EXEMPT ISSUE AND EACH RELEVANT ISSUE THERETO (COLLECTIVELY, THE "RECORDS" IN RESPECT OF THAT ISSUE):

- BOND TRANSCRIPT;
- DOCUMENTATION IDENTIFYING EACH ORIGINAL FACILITY FINANCED IN WHOLE OR IN PART BY AN ORIGINAL ISSUE, AND, AS TO EACH ALLOCATION OF PROCEEDS OF THAT ORIGINAL ISSUE TO THAT ORIGINAL FACILITY: (I) THE DATE AND AMOUNT OF THAT ALLOCATION; (II) SUPPORTING DOCUMENTATION FOR EACH ALLOCATION, EVIDENCING THE FACT OF A CASH EXPENDITURE (NOT LATER THAN 30 DAYS AFTER THE ALLOCATION), THE PURPOSE OF THE EXPENDITURE (E.G., TRUSTEE REQUISITIONS, VENDOR INVOICES, ETC.); AND (III), WHERE FUNDS FROM SOURCES OTHER THAN THAT ORIGINAL ISSUE WERE OR ARE TO BE ALLOCATED TO THE CAPITAL COSTS OF THAT ORIGINAL FACILITY, A TABULATION (WHICH MAY BE IN THE FORM OF A SPREADSHEET OR DATABASE PRESENTATION) SHOWING EACH SUCH SOURCE OF FUNDS (INCLUDING PROCEEDS OF THE ORIGINAL ISSUE), THE AMOUNT OF FUNDS FROM EACH SOURCE ALLOCATED AMONG SUCH CAPITAL COSTS, AND THE BASIS (E.G., A TIMELY ELECTED AND CONSISTENTLY APPLIED SPECIFIC TRACING; GROSS PROCEEDS SPENT FIRST; FIRST-IN, FIRST-OUT; OR RATABLE ALLOCATION METHODOLOGY) SUPPORTING SUCH ALLOCATION;

TAX COMPLIANCE (cont.)

- DOCUMENTATION SUFFICIENT TO ALLOW THE DETERMINATION OF THE EXTENT OF USE OF EACH ORIGINAL FACILITY FOR ANY PRIVATE BUSINESS USE (E.G., BY REASON OF AN OWNERSHIP OR LEASEHOLD INTEREST HELD BY ANY NONGOVERNMENTAL PERSON, OR A MANAGEMENT CONTRACT, RESEARCH AGREEMENT, OUTPUT PURCHASE AGREEMENT), INCLUDING: (I) COPIES OF ANY LEASE, JOINT VENTURE AGREEMENT, CONTRACT OR OTHER DOCUMENT ESTABLISHING THAT USE; (II) RECORDS SHOWING WITH SPECIFICITY THE PERIODS OF TIME DURING WHICH SUCH USE OCCURRED; (III) THE PORTION OF THE ORIGINAL FACILITY AFFECTED BY SUCH USE; (IV) THE EXTENT OF ANY CONCURRENT OR CONTEMPORANEOUS USE OF THE ORIGINAL FACILITY BY THE ISSUER, BY ANOTHER GOVERNMENTAL PERSON OR THE GENERAL PUBLIC; AND (V) ANY OTHER DOCUMENTATION THAT THE COMPLIANCE OFFICER BELIEVES TO BE NECESSARY TO SUCH DETERMINATION. IN THE CASE OF ANY ORIGINAL ISSUE FOR WHICH SUCH DOCUMENTATION HAS NOT PREVIOUSLY BEEN COLLECTED OR RETAINED, THE ISSUER WILL DILIGENTLY SHEPHERD AND PRESERVE SUCH RELEVANT DOCUMENTATION AS CAN BE LOCATED, AND INVESTIGATE AND RESEARCH THE PRIOR USE OF EACH SUCH ORIGINAL FACILITY IN ORDER TO RECREATE, TO THE EXTENT AND AS ACCURATELY AS POSSIBLE, A HISTORY OF ANY SUCH PRIVATE BUSINESS USE;
- DOCUMENTATION SHOWING THE SOURCES OF AND SECURITY FOR THE PAYMENT OF DEBT SERVICE ON THE TAX-EXEMPT ISSUE AND EACH RELEVANT ISSUE;
- DOCUMENTATION (INCLUDING COPIES OF CONTEMPORANEOUS TRUSTEE ACCOUNT STATEMENTS; TRADE CONFIRMATIONS; BID SOLICITATION MATERIALS AND RESPONSES; FAIRNESS OPINIONS OR RECOMMENDATIONS OF FINANCIAL ADVISORS TO THE ISSUER; AND SO ON) RELATED TO THE INVESTMENT OF PROCEEDS OF THE TAX-EXEMPT ISSUE, INCLUDING THE PURCHASE AND SALE OF SECURITIES, STATE AND LOCAL GOVERNMENT SERIES SECURITIES ("SLGS") SUBSCRIPTIONS, GUARANTEED INVESTMENT CONTRACTS, INVESTMENT INCOME RECEIVED, YIELD CALCULATIONS, AND REBATE CALCULATIONS;

TAX COMPLIANCE (cont.)

- A COPY OF EACH RETURN AS FILED WITH THE IRS FOR THE TAX-EXEMPT ISSUE AND EACH RELEVANT ISSUE (INCLUDING, AS APPLICABLE, IRS FORMS 8038, 8038-B, 8038-G, 8038-GC, 8038-T AND 8038-R), TOGETHER WITH SUFFICIENT RECORDS TO SHOW THAT SUCH RETURN WAS CORRECT AND, IN THE CASE OF THE TAX-EXEMPT ISSUE, TIMELY FILED; AND
- ANY OTHER DOCUMENTATION THAT IS OR SUBSEQUENTLY MAY BECOME MATERIAL TO THE DETERMINATION OF WHETHER INTEREST ON THE TAX-EXEMPT ISSUE IS AND CONTINUES TO BE EXCLUDED FROM GROSS INCOME FOR FEDERAL INCOME TAX PURPOSES.

EXCEPT AS OTHERWISE SET FORTH IN THE DOCUMENTS FOR A TAX-EXEMPT ISSUE, THE ISSUER WILL RETAIN THE RECORDS DESCRIBED ABOVE IN HARD AND/OR ELECTRONIC COPY FORMAT UNTIL THREE YEARS FOLLOWING THE FINAL RETIREMENT OF ANY OBLIGATION COMPRISED BY THAT TAX-EXEMPT ISSUE OR ANY RELEVANT ISSUE, OR BY ANY ISSUE ISSUED TO REFUND THAT TAX-EXEMPT ISSUE. WITH RESPECT TO TAX-EXEMPT OBLIGATIONS THAT ARE REFUNDING BONDS, THE ISSUER WILL RETAIN THE ABOVE-DESCRIBED RECORDS FOR THE REFUNDING AND REFUNDED BONDS (AND ANY EARLIER ISSUE IN THE CASE OF A SERIES OF REFUNDINGS).

COMPLIANCE OFFICERS

EACH OF THE FOLLOWING OFFICERS OF THE ISSUER (EACH, A "COMPLIANCE OFFICER") IS RESPONSIBLE FOR MONITORING COMPLIANCE WITH THE TAX REQUIREMENTS AND RECORD CREATION AND MAINTENANCE REQUIREMENTS DESCRIBED IN THIS POLICY APPLICABLE TO EACH TAX-EXEMPT ISSUE: THE SUPERINTENDENT, THE ASSISTANT SUPERINTENDENT, BUSINESS SERVICES AND THE ASSISTANT SUPERINTENDENT, FACILITIES, PLANNING & OPERATIONS OF THE ISSUER. IF A VACANCY ARISES IN SUCH OFFICE, THE SUPERINTENDENT OR ACTING SUPERINTENDENT SHALL DESIGNATE AN INDIVIDUAL TO SERVE AS THE COMPLIANCE OFFICER UNTIL THAT VACANCY HAS BEEN FILLED. EACH COMPLIANCE OFFICER MAY DELEGATE RESPONSIBILITY AS THAT COMPLIANCE OFFICER BELIEVES APPROPRIATE, BUT IN EVERY EVENT THAT COMPLIANCE OFFICER WILL REMAIN ULTIMATELY RESPONSIBLE FOR THE PERFORMANCE OF THESE MONITORING AND RECORD CREATION AND MAINTENANCE OBLIGATIONS.

TAX COMPLIANCE (cont.)

IT IS THE POLICY OF THE ISSUER THAT IF EITHER OF THE COMPLIANCE OFFICERS DETERMINES THAT ANY TAX REQUIREMENT IN RESPECT OF A TAX-EXEMPT ISSUE HAS NOT OR MAY HAVE NOT BEEN SATISFIED, OR MAY BE IN JEOPARDY OF NOT BEING SATISFIED, THAT COMPLIANCE OFFICER IS TO BRING THE MATTER TO THE ATTENTION OF THE OTHER COMPLIANCE OFFICER AND, IF SATISFACTORY RESOLUTION OF THE MATTER CANNOT BE AGREED OR ACHIEVED, THAT SUCH COMPLIANCE OFFICER BRING THE MATTER TO THE ATTENTION OF THE BOARD OF EDUCATION "BOARD" (OR TO SUCH COMMITTEE OF THE BOARD AS MAY HAVE BEEN ESTABLISHED BY THE BOARD SPECIFICALLY FOR SUCH PURPOSE) FOR SUCH FURTHER ACTION AS MAY BE NECESSARY TO COMPLY WITH THE POLICY OF THE ISSUER SET FORTH HEREIN.

IT IS THE POLICY OF THE ISSUER TO SUPPORT FULLY THE EFFORTS OF THE COMPLIANCE OFFICERS IN CARRYING OUT THE POLICY SET FORTH HEREIN. IN FURTHERANCE THEREOF, EACH COMPLIANCE OFFICER IS AUTHORIZED AND ENCOURAGED TO CONSULT WITH LEGAL COUNSEL OF THE ISSUER, AND, IF NECESSARY, WITH OUTSIDE LEGAL COUNSEL, TO ASSURE THAT SUCH OFFICER IS COMPETENT TO CARRY OUT SUCH RESPONSIBILITIES. THE ISSUER UNDERSTANDS THAT IN ORDER TO CARRY OUT SUCH RESPONSIBILITIES, EACH COMPLIANCE OFFICER MUST UNDERSTAND FULLY THE CIRCUMSTANCES OF THE ISSUANCE OF EACH TAX-EXEMPT ISSUE, AND OF THE INVESTMENT AND USE OF THE PROCEEDS OF THAT ISSUE, AND SUCH OTHER FACTS AS THAT COMPLIANCE OFFICER BELIEVES RELEVANT. IT IS THE POLICY OF THE ISSUER THAT EACH COMPLIANCE OFFICER SHOULD REVIEW SUCH DOCUMENTS OF THE ISSUER, AND SHOULD CONSULT WITH EACH OR ANY EMPLOYEE OF THE ISSUER OR OUTSIDE CONTRACTOR, VENDOR OR CONSULTANT, IN ORDER TO OBTAIN SUCH INFORMATION, AS HE OR SHE BELIEVES TO BE RELEVANT AND NECESSARY TO CARRYING OUT HIS OR HER RESPONSIBILITIES UNDER THIS POLICY. IT IS THE FURTHER POLICY OF THE ISSUER THAT IT IS THE RESPONSIBILITY OF EACH EMPLOYEE OF THE ISSUER POSSESSING INFORMATION THAT HE OR SHE BELIEVES TO BE RELEVANT TO THE FULFILLMENT BY A COMPLIANCE OFFICER OF HIS OR HER RESPONSIBILITIES, TO PROVIDE SUCH INFORMATION TO THAT COMPLIANCE OFFICER FREELY AND WITHOUT FEAR OF RETRIBUTION.

COORDINATION WITH DOCUMENTS

IN THE EVENT OF ANY IRRECONCILABLE CONFLICT BETWEEN THESE PROCEDURES AND GUIDELINES AND THE DOCUMENTS, THE DOCUMENTS SHALL GOVERN.

TAX COMPLIANCE (cont.)

Chino Valley Unified School District
REGULATION APPROVED:

CHINO VALLEY UNIFIED SCHOOL DISTRICT
ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION
December 15, 2016

MINUTES

I. OPENING BUSINESS

I.A. CALL TO ORDER – 4:00 P.M.

1. Roll Call

President Cruz called to order the organizational meeting of the Board of Education Thursday, December 15, 2016, at 4:00 p.m. with Cruz, Feix, Na, and Orozco present. Blair was absent during closed session. Superintendent Joseph administered the Oath of Office to Mr. Na, and Mr. Cruz.

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, Curriculum, Instruction, Innovation, and Support

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

2. Public Comment on Closed Session Items

None.

3. Closed Session

President Cruz adjourned to closed session at 4:03 p.m. regarding conference with legal counsel existing litigation; a student admission; student readmissions; student discipline matters; conference with labor negotiators A.C.T. and CSEA; public employee discipline/dismissal/release; and public employee appointment: elementary assistant principals, junior high assistant principals, and assistant director of nutrition services.

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

1. Report Closed Session Action

President Cruz reconvened the regular meeting of the Board of Education at 7:00 p.m. The Board met in closed session from 4:03 p.m. to 6:37 p.m. regarding conference with legal counsel existing litigation; a student

admission; student readmissions; student discipline matters; conference with labor negotiators A.C.T. and CSEA; public employee discipline/dismissal/release; and public employee appointment: elementary assistant principals; junior high assistant principals; assistant director of nutrition services; and director of human resources. By a vote of 4-0 with Orozco, Feix, Na, and Cruz voting yes and Blair absent, the Board appointed Sylas Herrera as assistant director of nutrition services effective December 16, 2016; appointed Janine Milligan as assistant principal of Rolling Ridge effective January 3, 2017; appointed Debra Fisher-Hinshaw as assistant principal of Hidden Trails effective January 9, 2017; appointed Randal Buoncristiani as assistant principal of Canyon Hills effective January 13, 2017; and appointed Suzanne Hernandez as director of human resources effective December 19, 2016.

2. Pledge of Allegiance

Carl Hampton led the Pledge of Allegiance.

I.C. OATH OF OFFICE FOR BOARD MEMBERS

Congresswoman Norma Torres administered the Oath of Office to Irene Hernandez-Blair, and Judge Mark Peterson administered the Oath of Office to James Na and Andrew Cruz.

I.D. PRESENTATIONS

1. Student Showcase: Ayala HS Marching Band

The student showcase was deleted from the agenda.

2. Boys Republic: Della Robbia Wreath Presentation

Boys Republic Principal Carl Hampton, staff, and students presented Della Robbia Wreaths and baked goods to the Board of Education.

3. Shoes That Fit

President Cruz presented a certificate of recognition to the national organization Shoes that Fit, who assist children in need.

I.E. ORGANIZATION OF BOARD

1.- Election of Officers/Representatives

3. Moved (Na) seconded (Blair) carried unanimously (5-0) to select Sylvia Orozco as President; moved (Blair) seconded (Na) (5-0) for Pamela Feix as Vice President; moved (Blair) seconded (Feix) (5-0) for James Na as Clerk, and identify the Superintendent as Secretary to the Board.

4. Election of Board Liaison - City of Chino
Sylvia Orozco volunteered to serve as Board liaison to the City of Chino. There were no other volunteers or nominations. Sylvia Orozco was selected as liaison to the City of Chino.
5. Election of the Board Liaison for the City of Chino Hills
James Na volunteered to serve as Board liaison to the City of Chino Hills. There were no other volunteers or nominations. James Na was selected as liaison to the City of Chino Hills.
6. Election of Board Liaison–City of Ontario
Irene Hernandez-Blair volunteered to serve as Board liaison to the City of Ontario. There were no other volunteers or nominations. Irene Hernandez-Blair was selected as liaison to the City of Ontario.
7. Election of Board Liaison–Chino Valley Independent Fire District
Pamela Feix volunteered to serve as Board liaison to the Chino Valley Independent Fire District. There were no other volunteers or nominations. Pamela Feix was selected as liaison to the Chino Valley Independent Fire District.
8. Election of Representative–County Committee on School District Organization
Irene Hernandez-Blair volunteered to serve as representative to the County Committee on School District Organization, and Andrew Cruz volunteered as alternate. There were no other volunteers or nominations. Irene Hernandez-Blair was selected as representative to the County Committee on School District Organization, and Andrew Cruz as alternate.
9. Election of Representative–Chino Hills Parks and Recreation Commission
Andrew Cruz volunteered to serve as representative to the Chino Hills Parks and Recreation Commission. There were no other volunteers or nominations. Andrew Cruz was selected as representative to Chino Hills Parks and Recreation Commission.
10. Election of Two Representatives–Joint Meeting with the City of Chino
Andrew Cruz and James Na volunteered to serve as representatives to the joint meeting with the City of Chino. There were no other volunteers or nominations. Andrew Cruz and James Na were selected as representatives to the joint meeting with the City of Chino.
11. Election of Two Representatives-Joint Meeting with the City of Chino Hills
Andrew Cruz and Sylvia Orozco volunteered to serve as representatives to the joint meeting with the City of Chino Hills. There were no other volunteers or nominations. Andrew Cruz and Sylvia Orozco were selected as representatives to the joint meeting with the City of Chino Hills.

12. Election of Representative– Chino Valley Chamber of Commerce

James Na volunteered to serve as representative to the Chino Valley Chamber of Commerce. There were no other volunteers or nominations. James Na was selected as representative to the Chino Valley Chamber of Commerce.

I.F. BOARD PRESIDENT'S PRESENTATION

President Orozco presented Andrew Cruz, the 2016 President to the Board of Education, with a plaque in recognition of his service.

I.G. BREAK FOR RECEPTION

President Orozco called a recess from 7:55 p.m. to 8:17 p.m.

I.H. COMMENTS FROM STUDENT REPRESENTATIVE

Student representative Carlos Ruelas said that finals are over; said the semester was very satisfying; congratulated reelected Board members; commended students from Boys Republic; and wished everyone happy holidays.

I.I. COMMENTS FROM EMPLOYEE REPRESENTATIVES

Todd Hancock, A.C.T. President, said that the CSEA representative (Denise Arroyo) should speak first; welcomed Suzanne Hernandez as Director of Human Resources, and acknowledged newly appointed administrators; said he visited Boys Republic wreath making; spoke about the end of semester closing prior to Christmas break; emphasized the service rendered throughout the District by various people and organizations to others; extended congratulations for the Bond passing; spoke about the swearing in process and the associated responsibilities; said he looks forward to moving forward in 2017; spoke about the ELA program process and A.C.T.'s involvement; and extended holiday wishes.

Denise Arroyo, CSEA President, congratulated newly appointed administrators; spoke about the Board's decision regarding OPA; shared the passing of classified unit member Kimberly Graxen who served the District for 28 years; and extended merry Christmas wishes.

I.J. COMMENTS FROM COMMUNITY LIAISONS

None.

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

None.

I.L. CHANGES AND DELETIONS

The following changes were read into the record: Business Services: Item III.B.6., Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students, under Chaparral ES corrected the 'organization' to read PTO; CIIS: Item III.C.2., Student Readmission Case 15/16-34 was deleted from the agenda; and case number 15/16-52, amended enrollment to Don Lugo HS; 15/16-50 amended enrollment to Don Lugo HS; and 15/16-42 amended enrollment to Buena Vista HS; Human Resources: Item III.E.1., Certificated/Classified Personnel Items, under Resignation, Jonathan Damico, amended resignation date to read January 2, 2017; CIIS: Item IV.A.2., Revision of Board Policy 6142.94 Instruction-History Social Science Instruction was deleted from the agenda.

II. ACTION**II.A. ADMINISTRATION****II.A.1. 2017/2018 Board Meeting Calendar**

Moved (Na) seconded (Blair) carried unanimously (5-0) to approve the 2017/2018 Board meeting calendar. Student representative voted yes.

II.B. BUSINESS SERVICES**II.B.1. 2016/2017 First Interim Financial Report**

Moved (Blair) seconded (Na) carried unanimously (5-0) to approve the 2016/2017 First Interim Financial Report, and authorize 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.

II.C. FACILITIES, PLANNING, AND OPERATIONS**II.C.1. Resolution 2016/2017-15 Emergency Request to San Bernardino County Superintendent of Schools for Authorization to Award a Contract Without Bidding and Advertising for Replacement of the Districtwide Two-way Radio System**

Moved (Na) seconded (Cruz) carried unanimously (5-0) to adopt Resolution 2016/2017-15 Emergency Request to San Bernardino County Superintendent of Schools for Authorization to Award a Contract Without Bidding and Advertising for Replacement of the Districtwide Two-way Radio System. Student representative voted yes.

III. CONSENT

Sylvia Orozco pulled for separate action Item III.D.6, and III.C.1., III.C.2., and III.C.3. Moved (Blair) seconded (Cruz) carried unanimously (5-0) to approve the consent items, as amended. Student representative voted yes.

III.A. ADMINISTRATION**III.A.1. Minutes of the Regular Meeting of November 17, 2016; and Special Meetings of November 28, 2016, and December 5, 2016.**

Approved the minutes of the regular meeting of November 17, 2016; and special meetings of November 28, 2016, and December 5, 2016.

III.A.2. Revision of Board Bylaw Exhibit 9323.2 Bylaws of the Board—Actions by the Board

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

III.B. BUSINESS SERVICES**III.B.1. Warrant Register**

Approved/ratified the warrant register.

III.B.2. Fundraising Activities

Approved/ratified the fundraising activities.

III.B.3. Donations

Accepted the donations.

III.B.4. Legal Services

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

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

Approved the signature authorizations for Chino Valley Unified School District.

III.B.6. Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students

Approved/ratified the applications to operate fundraising activities and other activities for the benefit of students, as amended.

III.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT**III.C.1. Student Admission Case 16/17-06A**

Moved (Na) seconded (Cruz) motion carried (4-0-1, Blair abstained) to approve student admission case 16/17-06A.

III.C.2. Student Readmission Cases 15/16-34, 15/16-42, 15/16-47, 15/16-50, and 15/16-52

Moved (Na) seconded (Cruz) motion carried (4-0-1, Blair abstained) to approve student readmission cases (15/16-34 was deleted from the agenda), 15/16-42 (as amended), 15/16-47, 15/16-50 (as amended), and 15/16-52 (as amended).

III.C.3. Student Expulsion Cases 16/17-15, 16/17-17, 16/17-19, and 16/17-25

Moved (Na) seconded (Cruz) motion carried (4-0-1, Blair abstained) to approve the student expulsion cases 16/17-15, 16/17-17, 16/17-19, and 16/17-25.

III.C.4. School-Sponsored Trips

Approved/ratified the school-sponsored trips for Cattle ES; Ayala HS; Chino HS; Chino Hills HS; Don Lugo HS; and Alternative Education.

III.C.5. Multi Track Year Round Student Attendance Calendar 2017/2018 for Cal Aero Preserve Academy

Approved the Multi Track Year Round Student Attendance Calendar 2017/2018 for Cal Aero Preserve Academy.

III.D. FACILITIES, PLANNING, AND OPERATIONS**III.D.1. Purchase Order Register**

Approved/ratified the purchase order register.

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

Approved/ratified the Agreements for Contractor/Consultant Services.

III.D.3. Surplus/Obsolete Property

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

III.D.4. Change Order and Notice of Completion for Bid 14-15-10, Renovation of Professional Development Center II

Approved the change order and Notice of Completion for Bid 14-15-10, Renovation of Professional Development Center II.

III.D.5. Notice of Completion for CUPCCAA Project

Approved the Notice of Completion for CUPCCAA Project.

III.D.6. Certification of Measure G General Obligation Bond Election Results

Mark Hargrove addressed the Board on this item. Moved (Blair) seconded (Na) carried unanimously (5-0) to certify Measure G General Obligation Bond Election Results. Student representative voted yes.

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

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

III.E.2. Rejection of Claims

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

III.E.3. Affiliation Agreement with Azusa Pacific University School of Nursing

Approved the Affiliation Agreement with Azusa Pacific University School of Nursing.

III.E.4. Job Description Revisions for Construction Coordinator

Approved the revision to the job description for Construction Coordinator.

IV. INFORMATION**IV.A. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT****IV.A.1. Revision of Board Policy and Administrative Regulation 0520.2 Philosophy-Goals-Objectives and Comprehensive Plans—Title 1 Program Improvement Schools**

Received for information the revision of Board Policy and Administrative Regulation 0520.2 Philosophy-Goals-Objectives and Comprehensive Plans—Title 1 Program Improvement Schools.

IV.A.2. Revision of Board Policy 6142.94 Instruction—History/Social Science Instruction

This item was deleted from the agenda.

IV.A.3. Revision of Administrative Regulation 6171 Instruction—Title 1 Programs

Received for information the revision of Administrative Regulation 6171 Instruction—Title 1 Programs.

IV.A.4. 2017/2018 Student Attendance Calendar for Boys Republic High School, Chino Valley Learning Academy, and Chino Valley Adult School

Received for information the 2017/2018 Student Attendance Calendar for Boys Republic High School, Chino Valley Learning Academy, and Chino Valley Adult School.

IV.A.5. 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.6. San Bernardino County Superintendent of Schools Williams Settlement 2015/2016 Annual Report

Received for information the San Bernardino County Superintendent of Schools Williams Settlement 2015/2016 Annual Report.

IV.B. FACILITIES, PLANNING, AND OPERATIONS

IV.B.1. Revision of Board Policy and Administrative Regulation 3311 Business and Noninstructional Operations—Bids

Received for information the revision of Board Policy and Administrative Regulation 3311 Business and Noninstructional Operations—Bids.

IV.C. HUMAN RESOURCES

IV.C.1. Revision of Administrative Regulation 4115 Personnel—Evaluation/Supervision

Received for information the revision of Administrative Regulation 4115 Personnel—Evaluation/Supervision.

V. COMMUNICATIONS

BOARD MEMBERS AND SUPERINTENDENT

Andrew Cruz attended the Night of Giving at Litel ES; said that he and Mr. Na attended a retirement celebration in the maintenance department; spoke about lending a listening ear to students; encouraged people to give; and wished everyone a merry Christmas.

Irene Hernandez-Blair spoke about the passing of a Walnut ES student and reminded everyone to be mindful of the loss of children; extended season greetings; said 2017 will be a great year for you; and congratulated Mrs. Orozco and Mrs. Feix on their new positions.

James Na spoke about finals being over, and thanked teachers for the effort put into testing; attended the maintenance retirement/Christmas luncheon; attended Gretchen McCombs celebration of life; spoke about random acts of kindness; and extended Christmas wishes.

Pamela Feix visited Boys Republic HS for the wreath making; attended the Canyon Hills JHS gingerbread house building competition; commented on one of the issues in this election regarding overtime and compensation; spoke about Ayala HS teacher and tennis coach Paulette Ojinaga giving of her personal time to be with students; and wished everyone a merry Christmas, happy holiday, and happy new year.

Superintendent Joseph extended thanks to everyone who supported and voted on Measure G; spoke about the uniqueness of this caring community; and wished everyone a merry Christmas and happy new year.

President Orozco acknowledged retirees on the agenda, and apologized for missing the retiree luncheon; announced that she will be serving as the president of the San Bernardino County School Boards Association (SBCSBA), and that her seat on SANDABS is now open as a result of that; announced the SBCSBA Annual Meeting on January 30, the Governor's Budget Perspective Workshop from Capitol Advisors on January 19, and the Legislative Action Day on March 21; requested a policy item be brought forward that addresses the use of school grounds for campaign and election activities; responded to a speaker's request directed to her at the November 17 Board meeting regarding rescinding resolutions related to AB 1266 and Proposition 8 by clarifying the process of rescinding those agenda items; and wished everyone a happy holiday and merry Christmas.

VI. ADJOURNMENT

President Orozco adjourned the organizational meeting of the Board of Education at 9:03 p.m. and announced that the Capital Facilities Corporation meeting was immediately following.

Sylvia Orozco, President

James Na, 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 19, 2017
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

\$ 3,928,212.79 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 19, 2017

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 19, 2017

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Chaparral ES</u>		
PTO	Family Fun Movie Night	1/20/17
<u>Country Springs ES</u>		
Student Council	Pennies for Patients	1/20/17 - 1/27/17
<u>Glenmeade ES</u>		
PTA	Harkins Movie Night	2/16/17
PTA	Father/Son Campout	3/10/17 - 3/11/17
<u>Marshall ES</u>		
PTO	Chuck E. Cheese Family Night Out	2/15/17
PTO	Carl's Jr. Family Night Out	3/15/17
<u>Rolling Ridge ES</u>		
PTA	JoJo's Family Dine Out	1/18/17
<u>Briggs K-8</u>		
PFA	Skate Express Night	1/11/17
PFA	Applebee's Family Night Out	2/1/17
PFA	Val-O-Gram Sale	2/8/17 - 2/14/17
PFA	Father/Son Bowling Night	2/15/17
PFA	Color Run-A-Thon	3/8/17
PFA	Father/Daughter Dance	3/10/17
PFA	Spring Book Fair	3/20/17 - 3/22/17
<u>Magnolia JHS</u>		
MAPSS	Off Campus Spring Candy Sale	2/9/17 - 2/28/17
<u>Woodcrest JHS</u>		
ASB - General	School Activity Concessions	1/20/17 - 6/1/17
ASB - General	Valentine Gram Sale	2/9/17 - 2/13/17

CHINO VALLEY UNIFIED SCHOOL DISTRICT
January 19, 2017

<u>SITE/DEPARTMENT</u>	<u>ACTIVITY/DESCRIPTION</u>	<u>DATE</u>
<u>Woodcrest JHS</u> (cont.)		
ASB - General	Spring Gram Sale	4/1/17 - 4/13/17
<u>Ayala HS</u>		
Pre-Med Society	7 Leaves Café Family Night Out	1/20/17
Science Olympiad	Off Campus See's Candy Sale	1/20/17 - 2/1/17
Wrestling	Valentine's Day Gram Sale	1/20/17 - 2/14/17
AVID	Snap! Raise Donation Drive	1/24/17 - 2/24/17
Drama Club	Donation Drive	2/2/17 - 2/11/17
Girls Waterpolo Boosters	Off Campus Cookie Dough Sale	2/13/17
<u>Chino Hills HS</u>		
Boys Soccer	Project Pie & Creamistry Night Out	1/20/17
Boys Basketball	Silky Sock Sale	1/20/17 - 2/20/17
Dance Team Boosters	Donation Drive	1/20/17 - 3/2/17
H.S.A.	Every 15 Minutes Donation Drive	1/20/17 - 3/15/17
Boys Basketball	T-Shirt Sale	1/20/17 - 6/1/17
Aquatics Booster Club	Donation Drive	2/1/17 - 6/1/17
Aquatics Booster Club	Snack Bar at Swim Meets	2/1/17 - 6/1/17
Baseball Boosters	Baseball Drop Ticket Sale	2/11/17 - 4/22/17
Theater Club	Summer Camp - Little Mermaid	6/26/17 - 6/30/17
<u>Don Lugo HS</u>		
AVID	JoJo's Family Pizza Nights	1/12/17 - 3/9/17
Spirit Boosters	Cheer Youth Clinic	2/4/17
Girls Softball	Chipotle Family Night Out	2/22/17
Track & Field	Jog-A-Thon	2/25/17

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2017
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 19, 2017

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Health Services - CARE</u>		
John Thomas	Gift Cards	\$300.00
<u>Health Services - HOPE</u>		
Glenna Oliver	Gift Cards	\$250.00
Kathaleen McGhan	Gift Cards	\$350.00
Kenneth Gallagher	Gift Cards	\$1,000.00
<u>Chaparral ES</u>		
Mario & Veronica Gutierrez	Colored Copy Paper	\$105.00
<u>Eagle Canyon ES</u>		
Mahmoud Maraach	Copy Paper	\$500.00
<u>Glenmeade ES</u>		
Cal Poly Foundation	Cash	\$2,000.00
<u>Oak Ridge ES</u>		
Cal Poly Foundation	Cash	\$2,000.00
<u>Rhodes ES</u>		
Rhodes PEP Club	Cash	\$5,000.00
<u>Cal Aero K-8</u>		
The Kula Foundation	Cash	\$48.00
Lewis Family Foundation	Cash	\$1,250.00
<u>Canyon Hills JHS</u>		
The Kula Foundation	Cash	\$33.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT
January 19, 2017

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<u>Magnolia JHS</u>		
Walmart	Cash	\$1,000.00
<u>Townsend JHS</u>		
The Kula Foundation	Cash	\$26.00
<u>Ayala HS</u>		
Parker House Inc.	Cash	\$100.00
Empower Physical Therapy	Cash	\$100.00
Jack Oh, DDS	Cash	\$150.00
Sempra Energy Foundation	Cash	\$250.00
<u>Chino HS</u>		
William Lee	Cash	\$28.00
Best Western Pine Tree	Cash	\$500.00
Cock-A-Doodle Restaurant, Inc.	Cash	\$500.00
Billy S. Liang, DDS	Cash	\$500.00
Riverside Grill	Cash	\$500.00
<u>Chino Hills HS</u>		
Martha Rolland	Cash	\$250.00

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

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

SUBJECT: LEGAL SERVICES

=====

BACKGROUND

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

FIRM	MONTH	INVOICE AMOUNTS	2016/2017 YEAR-TO-DATE
Atkinson, Andelson, Loya, Ruud & Romo	November 2016	\$ 16,533.38	\$ 68,770.16
Chidester, Margaret A. & Associates	October 2016	\$ 144,949.23	\$ 414,373.65
Parker & Covert LLP	-	-	\$ 1,224.00
	Total	\$ 161,482.61	\$ 484,367.81

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

RECOMMENDATION

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

FISCAL IMPACT

\$161,482.61 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 19, 2017

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 adds signature authorization for Suzanne Hernandez, Director, Human Resources.

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 19, 2017

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

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

DOCUMENTS	NAMES
Certificated Notice of Employment**	Wayne M. Joseph Norm Enfield 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 Don Jones 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 Dan Mellon

DOCUMENTS	NAMES
Small Claims Court Representatives**	Wayne M. Joseph Sandra H. Chen Norm Enfield Lea Fellows Suzanne Hernandez*** Dan Mellon Richard Rideout
Forms/Report/Claims for Workers' Compensation Risk Management	Wayne M. Joseph Sandra H. Chen Norm Enfield Lea Fellows Suzanne Hernandez*** Dan Mellon 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 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 Liz Pensick
Special Projects Funding Applications, Funding Certifications	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park Greg Stachura
Miscellaneous Receipts Checking Account*	Wayne M. Joseph Sandra H. Chen Norm Enfield Liz Pensick Patti Newton

DOCUMENTS	NAMES
Forms, Reports, Checks for Nutrition Service Cafeteria Account*	Sandra H. Chen Liz Pensick Patti Newton Javier Quirarte
Buena Vista HS Associated Student Body*	Wayne M. Joseph Sandra H. Chen Norm Enfield Grace Park 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
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

DOCUMENTS	NAMES
Housing Construction Impact Reports	Wayne M. Joseph Sandra H. Chen Norm Enfield Greg Stachura
District Orders, Contracts and in Lieu of Transportation Payments**	Wayne M. Joseph Sandra H. Chen Norm Enfield Lea Fellows Grace Park Greg Stachura Liz Pensick
Approval of the Release of Commercial Warrants as Payments to Vendors**	Wayne M. Joseph Sandra H. Chen Norm Enfield Greg Stachura Liz Pensick Patti Newton
Bank Documents	Sandra H. Chen Liz Pensick
Electronic Signature Key Authorization	Sandra H. Chen Liz Pensick Patti Newton
Budget and Expenditure Transfers or Adjustments**	Wayne M. Joseph Sandra H. Chen Norm Enfield Greg Stachura Liz Pensick
Necessary School Facilities Program Documents (State Allocation Board)	Wayne M. Joseph Sandra H. Chen Norm Enfield Greg Stachura
Certification of Board of Education Minutes	Wayne M. Joseph Norm Enfield Sylvia Orozco - (President) James Na – (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 19, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Norm Enfield, Ed.D., Deputy Superintendent
Stephanie Johnson, Director, Student Support Services

SUBJECT: STUDENT EXPLUSION CASE 16/17-28

=====

BACKGROUND

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

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

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

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

RECOMMENDATION

Based upon the recommendation of the Expulsion Hearing Administrative Panel, it is recommended the Board of Education approve student expulsion case 16/17-28.

FISCAL IMPACT

None.

WMJ:NE:SJ:ss

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

DATE: January 19, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

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

SUBJECT: SCHOOL-SPONSORED TRIPS

=====

BACKGROUND

The Board of Education recognizes that school-sponsored trips are an important component of a student's development and supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the District's course of study or school related social, educational, cultural, athletic, school band activities, or other extracurricular or cocurricular activities. Resources will be identified and established at the school site to assist economically disadvantaged students in obtaining funding for field trips and, in some cases, student travel. School sponsored trips that require overnight stay or are in excess of 250 miles (one way) require board approval.

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

RECOMMENDATION

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

School-Sponsored Trips	Date	Fiscal Impact
Site: Ayala HS Event: Wrestling C.I.F. State Tournament Place: Bakersfield, CA Chaperone Ratio: 14 students/2 chaperones	March 3-4, 2017	Cost: \$100.00 per student Funding Source: Parents

School-Sponsored Trips	Date	Fiscal Impact
Site: Ayala HS Event: Champions Invitational Tournament Place: Indio, CA Chaperone Ratio: 5 students/2 chaperones	March 30-April 1, 2017	Cost: \$650.00 per student Funding Source: Boys Golf Trust Account
Site: Chino Hills HS Event: Wrestling State Championships Place: Bakersfield, CA Chaperone Ratio: 10 students/2 chaperones	March 2-5, 2017	Cost: \$250.00 per student Funding Source: Athletics/ ASB
Site: Chino Hills HS Event: Choir Tour Place: Kenner, LA Chaperone Ratio: 40 students/6 chaperones	March 24-28, 2017	Cost: \$1,740.00 per student Funding Source: Parents/ Fundraising
Site: Don Lugo HS Event: Made for Excellence Conference/ Advanced Leadership Academy Conference Place: Ontario, CA Chaperone Ratio: 12 students/3 chaperones	January 27-28, 2017	Cost: \$100.00 per student Funding Source: Students
Site: Don Lugo HS Event: AVID Sophomore San Diego College Tour Place: San Diego, CA Chaperone Ratio: 30 students/6 chaperones	February 2-3, 2017	Cost: \$50.00 per student Funding Source: AVID Budget/ Students
Site: Don Lugo HS Event: Chico State Field Day Place: Chico, CA Chaperone Ratio: 12 students/3 chaperones	March 10-12, 2017	Cost: \$100.00 per student Funding Source: Students/ Perkins
Site: Don Lugo HS Event: Northern California College Tour Place: Santa Barbara, CA Chaperone Ratio: 50 students/5 chaperones	March 5-8, 2017	Cost: \$375.00 per student Funding Source: Fundraising/ College Readiness Trust Account
Site: Don Lugo HS Event: UC Davis Field Day Place: Davis, CA Chaperone Ratio: 12 students/3 chaperones	March 3-5, 2017	Cost: \$100.00 per student Funding Source: Students/ Agriculture Incentive Grants

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 19, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

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

SUBJECT: **2017/2018 STUDENT ATTENDANCE CALENDAR FOR BOYS
REPUBLIC HS, CHINO VALLEY LEARNING ACADEMY, AND
CHINO VALLEY ADULT SCHOOL**

=====

BACKGROUND

The Board will consider the Student Attendance Calendar for the 2017/2018 school year. The Student Attendance Calendar is adopted sufficiently in advance of the school year in order to provide community stakeholders with ample time to provide input and conduct advance planning for the coming year. Additionally, adoption of the Student Attendance Calendar at this time permits the District to meet with exclusive representatives of the District's certificated and classified employees regarding applicable work year calendars. The Student Attendance Calendar is not intended to constitute the employee work year calendar, which will be negotiated to the extent required by law. This item was presented to the Board of Education on December 15, 2016, as information.

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

RECOMMENDATION

It is recommended the Board of Education approve the 2017/2018 Student Attendance Calendar for Boys Republic HS, Chino Valley Learning Academy, and Chino Valley Adult School.

FISCAL IMPACT

None.

WMJ:GP:rtt

Chino Valley Unified School District
2017-2018 STUDENT ATTENDANCE CALENDAR

Boys Republic High School
(217 School Days)

JULY 2017

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

AUGUST 2017

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

SEPTEMBER 2017

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

OCTOBER 2017

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

NOVEMBER 2017

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

DECEMBER 2017

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

JANUARY 2018

S	M	T	W	Th	F	S
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FEBRUARY 2018

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MARCH 2018

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APRIL 2018

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MAY 2018

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JUNE 2018

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IMPORTANT DATES

<p>July 3-7 School Closed</p> <p>July 4 Independence Day</p> <p>July 10 First Day of School</p> <p>Sept 4 Labor Day</p> <p>Sept 4-8 School Closed</p> <p>Sept 18 X Teacher Workday (student free)</p> <p>Nov 10 Veteran's Day observed</p> <p>Nov 20-24 Thanksgiving Break</p> <p>Dec 22 X Teacher Workday (student free)</p> <p>Dec 21-Jan 5 Winter Break</p>	<p>Jan 15 Martin Luther King Day</p> <p>Feb 12 Lincoln's Birthday</p> <p>Feb 19 Washington's Birthday</p> <p>April 2-6 Spring Break</p> <p>May 28 Memorial Day</p> <p>June 21 Last Day of School</p> <p>June 22 X Teacher Workday (student free)</p>	<p> First day of School</p> <p> Last Day of School</p> <p> Legal Holiday</p> <p> School Closed</p>
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Chino Valley Unified School District
2017-2018 STUDENT ATTENDANCE CALENDAR
 Chino Valley Learning Academy
 (204 Student Days)

JULY 2017

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AUGUST 2017

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SEPTEMBER 2017

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OCTOBER 2017

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NOVEMBER 2017

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DECEMBER 2017

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JANUARY 2018

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FEBRUARY 2018

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MARCH 2018

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APRIL 2018

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MAY 2018

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JUNE 2018

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IMPORTANT DATES

July 4	Independence Day	Jan 15	Martin Luther King Day	 First day of School Last Day of School
July 5	First Day of School	Feb 12	Lincoln's Birthday	
July 24-Aug 11	School Closed	Feb 19	Washington's Birthday	
Aug 11	X Teacher Workday (student free)	April 2-6	Spring Break	 Legal Holiday
Sept 4	Labor Day	May 28	Memorial Day	
Nov 10	Veteran's Day observed	June 15	Last Day of School	 School Closed
Nov 20-24	Thanksgiving Break	June 18	X Teacher Workday (student free)	
Dec 20	X Teacher Workday (student free)			
Dec 20-Jan 5	Winter Break			

Chino Valley Unified School District
2017-2018 STUDENT ATTENDANCE CALENDAR

Chino Valley Adult School
207 Student Days

JULY 2017

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AUGUST 2017

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SEPTEMBER 2017

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OCTOBER 2017

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NOVEMBER 2017

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DECEMBER 2017

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JANUARY 2018

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FEBRUARY 2018

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MARCH 2018

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APRIL 2018

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MAY 2018

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JUNE 2018

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IMPORTANT DATES

July 3-7	School Closed	Jan 15	Martin Luther King Day	 First day of School Last Day of School  Legal Holiday  School Closed
July 4	Independence Day	Feb 12	Lincoln's Birthday	
July 10	First Day of School	Feb 19	Washington's Birthday	
Sept 4	Labor Day	April 2-6	Spring Break	
Nov 10	Veteran's Day observed	May 28	Memorial Day	
Nov 20-24	Thanksgiving Break	June 1	Last Day of School	
Dec 21-Jan 5	Winter Break			

Board approved: _____

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park Ed.D., Assistant Superintendent, Curriculum, Instruction,
Innovation, and Support
Daniel J. Sosa, Director, Elementary Curriculum and Instruction

**SUBJECT: ADOPTION OF ENGLISH LANGUAGE ARTS/ENGLISH
LANGUAGE DEVELOPMENT TEXTBOOKS FOR GRADES K
THROUGH 6**

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BACKGROUND

To provide current standard-aligned instructional materials to the students in Chino Valley Unified School District, as mandated by the state of California, the program specified below is proposed for adoption.

The selection process for these materials involved representative teachers from each grade level with a vested interest in the material. Elementary Curriculum and Instruction secured samples of all state-adopted textbooks. Teachers evaluated all textbooks and selected one publisher that best matched District goals and needs.

Those textbooks were piloted in classrooms and were examined relative to the program criteria published by the California Department of Education (2014), English Language Arts/English Language Development Framework for California Public Schools, Chapter Twelve. Specifically, the textbooks were evaluated for alignment to standards (Criteria 1), program organization (Criteria 2), quality of assessments (Criteria 3), provision for universal access (Criteria 4), quality of instructional planning and teacher support (Criteria 5), and quality of the Designated English Language Development materials (ELD).

The textbooks were presented to the Curriculum Coordinating Committee, and A.C.T. has been consulted.

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

RECOMMENDATION

It is recommended the Board of Education adopt the following English Language Arts/English Language Development textbooks for grades K through 6:

- a) Grade K – CA Wonders ELA/ELD, Student “Reading and Writing Workshop” Volumes 1-11, © 2017;
- b) Grade 1 – CA Wonders ELA/ELD, Student “Reading and Writing Workshop” Volumes 1-4, © 2017;
- c) Grade 1 – CA Wonders ELA/ELD, Student “Literature Anthology” Volumes 1-4, © 2017;
- d) Grade 2 – CA Wonders ELA/ELD, Student “Reading and Writing Workshop” Volume 1, © 2017;
- e) Grade 2 – CA Wonders ELA/ELD, Student “Literature Anthology” Volume 1, © 2017;
- f) Grade 3 – CA Wonders ELA/ELD, Student “Reading and Writing Workshop” Volume 1, © 2017;
- g) Grade 3 – CA Wonders ELA/ELD, Student “Literature Anthology” Volume 1, © 2017;
- h) Grade 4 – CA Wonders ELA/ELD, Student “Reading and Writing Workshop” Volume 1, © 2017;
- i) Grade 4 – CA Wonders ELA/ELD, Student “Literature Anthology” Volume 1, © 2017;
- j) Grade 5 – CA Wonders ELA/ELD, Student “Reading and Writing Workshop” Volume 1, © 2017;
- k) Grade 5 – CA Wonders ELA/ELD, Student “Literature Anthology” Volume 1, © 2017;
- l) Grade 6 – CA Wonders ELA/ELD, Student “Reading and Writing Workshop” Volume 1, © 2017; and
- m) Grade 6 – CA Wonders ELA/ELD, Student “Literature Anthology” Volume 1, © 2017.

FISCAL IMPACT

\$3,071,000.00 estimated costs for English Language Arts/English Language Development textbooks for grades K through 6.

WMJ:GP:DS:mg

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

PREPARED BY: Grace Park, Ed.D., Assistant Superintendent, Curriculum, Instruction,
Innovation, and Support
Mary M. Salcido, Director, Access and Equity

**SUBJECT: REVISION OF BOARD POLICY 0520.2 PHILOSOPHY-GOALS-
OBJECTIVES AND COMPREHENSIVE PLANS – TITLE I
PROGRAM IMPROVEMENT SCHOOLS**

=====

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 0520.2 Philosophy-Goals-Objectives and Comprehensive Plans – Title I Program Improvement Schools is being revised to reflect the Every Student Succeeds Act (ESSA) (Public Law 114-95), U.S. Department of Education guidance, and the California Department of Education (CDE) transition plan, which requires schools identified for program improvement to continue to implement their school improvement plans during the 2016//2017 school year while a new system of school support and improvement activities for Title I schools is developed. The policy also deletes references to the federal measure of “adequate yearly progress” and the requirements to offer intradistrict transfers and supplemental educational services to eligible students, as these have been eliminated under ESSA. The regulation adds section on “Alternative Supports” to reflect CDE’s transition plan which requires that District-defined supports be provided to eligible students. This item was presented to the Board of Education on December 15, 2016, as information.

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

RECOMMENDATION

It is recommended the Board of Education approve the revision of Board Policy 0520.2 Philosophy-Goals-Objectives and Comprehensive Plans – Title I Program Improvement Schools.

FISCAL IMPACT

None.

WMJ:GP:MMS:smr

TITLE I PROGRAM IMPROVEMENT SCHOOLS

The Board of Education is committed to enabling all District students to meet state academic achievement standards and to narrowing the achievement gap among student groups. To that end, the ~~Board~~ DISTRICT shall ~~assist all District schools, including those receiving federal Title I funds, to achieve adequate yearly progress as defined by the State Board of Education~~ PROVIDE SUPPORT AND ASSISTANCE TO INCREASE STUDENT ACHIEVEMENT IN ANY SCHOOL THAT RECEIVES FEDERAL TITLE I FUNDING AND HAS BEEN IDENTIFIED BY THE CALIFORNIA DEPARTMENT OF EDUCATION AS A PROGRAM IMPROVEMENT (PI) SCHOOL.

(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6171 - Title I Programs)

~~Whenever a District school is identified by the California Department of Education as in need of program improvement (PI), the Superintendent or designee shall ensure that school improvement efforts~~ STRATEGIES DEVELOPED FOR ANY PI SCHOOL are coordinated, ~~and aligned,~~ AND EFFECTIVELY IMPLEMENTED IN ACCORDANCE WITH ADMINISTRATIVE REGULATION AND THE BOARD-APPROVED SCHOOL IMPROVEMENT PLAN. ~~He/she shall also revise the school's Single Plan for Student Achievement in accordance with law and as specified in administrative regulation.~~

(cf. 0420 - School Plans/Site Councils)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 6179 - Supplemental Instruction)

AS NECESSARY, THE SUPERINTENDENT OR DESIGNEE SHALL DETERMINE CORRECTIVE ACTIONS FOR SCHOOLS IN YEAR 3 OF PI AND/OR RESTRUCTURING OPTIONS FOR SCHOOLS IN YEAR 4 OF PI OR BEYOND.

~~Depending on the length of time a District school has been identified for PI, the District shall provide opportunities for student transfers, supplemental educational services, other corrective actions and/or restructuring in accordance with law.~~

~~(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 6179 - Supplemental Instruction)~~

WHENEVER A SCHOOL IS IDENTIFIED FOR YEAR 4 PI BUT IS NOT IDENTIFIED AS A "PERSISTENTLY LOWEST ACHIEVING SCHOOL" PURSUANT TO EDUCATION CODE 53201, THE PARENTS/GUARDIANS OF STUDENTS ATTENDING THAT SCHOOL MAY PETITION THE BOARD TO IMPLEMENT AN INTERVENTION FOR THE PURPOSE OF IMPROVING ACADEMIC ACHIEVEMENT OR STUDENT SAFETY, PROVIDED THAT THE STATE LIMIT ON THE NUMBER OF SUCH SCHOOLS HAS NOT YET BEEN REACHED. TO BE CONSIDERED BY THE BOARD, THE PETITION SHALL CONTAIN ALL REQUIRED CONTENT AND SIGNATURES AND SPECIFY ONE

TITLE I PROGRAM IMPROVEMENT SCHOOLS (cont.)

OF FOUR INTERVENTION MODELS (I.E., TURNAROUND MODEL, RESTART MODEL, SCHOOL CLOSURE, OR TRANSFORMATION MODEL) OR AN ALTERNATIVE GOVERNANCE ARRANGEMENT, AS DESCRIBED IN 5 CCR 4803-4807. THE DISTRICT SHALL IMPLEMENT THE OPTION REQUESTED BY THE PARENTS/GUARDIANS UNLESS, AT A REGULARLY SCHEDULED PUBLIC HEARING, THE BOARD MAKES A FINDING IN WRITING STATING THE REASON IT CANNOT IMPLEMENT THE RECOMMENDED OPTION AND INSTEAD DESIGNATES ONE OF THE OTHER OPTIONS TO BE IMPLEMENTED. (Education Code 53300-53303; 5 CCR 4800-4808)

PROGRAM EVALUATION

~~The Board shall annually review the adequate yearly progress of each District school based on state academic assessments and other indicators specified in the state plan for the No Child Left Behind Act. The Superintendent or designee shall publicize and disseminate the results of this review to parents/guardians, principals, schools, and the community so that the instructional program can be continually refined to help all students meet state academic standards. (20 USC 6316)~~

THE SUPERINTENDENT OR DESIGNEE SHALL DEVELOP AN ANNUAL REPORT CARD THAT INCLUDES THE INFORMATION SPECIFIED IN 20 USC 6311 FOR EACH DISTRICT SCHOOL AND FOR THE DISTRICT AS A WHOLE. THE REQUIRED INFORMATION MAY BE INCORPORATED INTO EACH SCHOOL'S SCHOOL ACCOUNTABILITY REPORT CARD. (20 USC 6311)

(cf. 0510 - School Accountability Report Card)
(cf. 6190 - Evaluation of the Instructional Program)

~~The Board and Superintendent or designee also shall review the effectiveness of the actions and activities carried out by PI schools with respect to parental involvement, professional development, and other PI activities. (20 USC 6316)~~

~~(cf. 4131 - Staff Development)
(cf. 6020 - Parent Involvement)~~

THE REPORT CARD SHALL BE CONCISE, PRESENTED IN AN UNDERSTANDABLE AND UNIFORM FORMAT, AND, TO THE EXTENT PRACTICABLE, IN A LANGUAGE THAT PARENTS/GUARDIANS CAN UNDERSTAND. IT SHALL BE MADE ACCESSIBLE TO THE PUBLIC ON THE DISTRICT'S WEB SITE. (20 USC 6311)

(cf. 1113 - District and School Websites)

TITLE I PROGRAM IMPROVEMENT SCHOOLS (cont.)

As necessary based on the results of ~~these~~ THIS evaluations, the Board may require the Superintendent or designee to review and revise any of the school's reform plans, including the school's Single Plan for Student Achievement, allocate additional resources toward the implementation of the plan, and/or require more frequent monitoring of the school's progress in order to raise student achievement.

Legal Reference:

EDUCATION CODE

35256 School accountability report card

53200-53203 Persistently lowest achieving schools

53300-53303 Parent Empowerment Act

64000 Categorical programs included in consolidated application

64001 Single school plan for student achievement, consolidated application programs

CODE OF REGULATIONS, TITLE 5

11992-11994 Persistently dangerous schools, definition

4800-4808 Parent Empowerment petitions

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

6301 Title I program purpose

6311 State plan; state and local educational agency report cards

6312 Local educational agency plan

6313 Eligibility of schools and school attendance areas; funding allocation

7912 Persistently dangerous schools

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

200.49-200.51 State responsibilities

200.52-200.53 District improvement

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

FEDERAL REGISTER

Final Rule and Supplementary Information, October 29, 2008. Vol. 73, No. 210, pages 64436-64513

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016

WEBSITES

California School Boards Association: www.csba.org

California Department of Education, Program Improvement: www.cde.ca.gov/ta/ac/ti/programimprov.asp

United States Department of Education: www.ed.gov

Chino Valley Unified School District

Policy Adopted: September 4, 2003

Revised: August 18, 2011

REVISED:

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

DATE: January 19, 2017

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 ACCOUNTABILITY REPORT CARD 2016/2017

=====

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. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

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

- Demographics
- School safety and climate for learning information
- Academic data
- Class size
- Teacher and staff information
- Curriculum and instruction descriptions
- Postsecondary preparation information
- Fiscal and expenditure data
- Title 1 Program Improvement
- Highly Qualified teacher information

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 School Accountability Report Card 2016/2017 for all schools in the Chino Valley Unified School District.

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 19, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

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

SUBJECT: PURCHASE ORDER REGISTER

=====

BACKGROUND

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

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

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

RECOMMENDATION

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

FISCAL IMPACT

\$682,578.53 all District funding sources.

WMJ:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

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

SUBJECT: AGREEMENTS FOR CONTRACTOR/CONSULTANT SERVICES

=====

BACKGROUND

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

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

RECOMMENDATION

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

FISCAL IMPACT

As indicated.

WMJ:GJS:pw

CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT	FISCAL IMPACT
CIIS-1617-048 Aeries SIS/Eagle Software. To provide Aeries training for school site and District staff. Submitted by: Curriculum, Instruction, Innovation, and Support Duration of Agreement: January 20, 2017 – June 30, 2017	Contract Amount: Not to Exceed \$10,000.00 Funding Source: Technology

HUMAN RESOURCES	FISCAL IMPACT
HR-1617-004 The Crypsis Group. To provide forensic analysis of District network and data systems. Submitted by: Risk Management Duration of Agreement: December 20, 2016 – December 20, 2017	Contract Amount: Not to Exceed \$20,000.00 Funding Source: General Fund

MASTER CONTRACT	FISCAL IMPACT
MC-1617-033 IS Campus Tours. To provide Northern California college campus tours. Submitted by: Chino HS/Purchasing Department Duration of Agreement: January 20, 2017 – June 30, 2019	Contract Amount: \$18,570.00 Funding Source: AVID, PFA/PTA/ASB/USB/Boosters

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
CIIS-1617-023 M1 Greisy Winicki Landham. To provide professional development. Submitted by: Curriculum, Instruction, Innovation, and Support Duration of Agreement: September 2, 2016 – June 30, 2017 Original Agreement Board Approved: September 1, 2016	Increase contract amount \$6,000.00 from \$4,000.00 to \$10,000.00
CIIS-1516-079 M1 The California College Guidance Initiative. To provide an electronic format for students grades 8-12 to build college and career folios. Submitted by: Curriculum, Instruction, Innovation, and Support Duration of Agreement: February 5, 2016 – June 30, 2016 Original Agreement Board Approved: February 4, 2016	Extend contract term to June 30, 2017
ES-1617-032 M1 All City Management Services. To provide crossing guard services for schools in Chino and Chino Hills. Submitted by: Curriculum, Instruction, Innovation, and Support Duration of Agreement: July 1, 2016 – June 30, 2017 Original Agreement Board Approved: June 16, 2016	Provide an additional crossing guard for Walnut ES. Increase contract amount by \$5,475.96.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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

DATE: January 19, 2017

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

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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 19, 2017

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
3 Drawer Lateral File			Assessment
Computer	Dell/Optiplex 760	30257/HYR9KK1	Health Services
Computer	Dell/Optiplex 745	24334/DQG3SC1	Health Services
Computer	Dell/Optiplex 760	30262/JS30BK1	Health Services
Computer	Dell/Optiplex 745	24205/DQ6ONC1	Health Services
Brown Vision Box	Good Lite		Health Services
Optiplex 760	Dell	F8BDTK1/31274	Technology
Optiplex 760	Dell	788DTK1/31273	Technology
Optiplex 760	Dell	H78DTK1/31276	Technology
Optiplex 760	Dell	959DTK1/31296	Technology
Optiplex 760	Dell	D8BDTK1	Technology
Optiplex 760	Dell	C59DTK1/31304	Technology
Optiplex 760	Dell	659DTK1	Technology
Optiplex 760	Dell	78BDTK1/31289	Technology
Optiplex 760	Dell	G49DTK1	Technology
Optiplex 760	Dell	J78DTK1/31287	Technology
Optiplex 760	Dell	18BDTK1/31284	Technology
Optiplex 760	Dell	4KBDTK1/31272	Technology
Optiplex 760	Dell	D59DTK1/31268	Technology
Optiplex 760	Dell	5KBDTK1	Technology
Optiplex 760	Dell	68BDTK1/31266	Technology
Optiplex 760	Dell	988DTK1/31264	Technology
Optiplex 760	Dell	459DTK1/31265	Technology
Optiplex 760	Dell	JBG9TJK1	Technology
Optiplex 760	Dell	6509TK1/31374	Technology
Optiplex 760	Dell	8K8DTK1/31305	Technology
Optiplex 760	Dell	31285	Technology
Optiplex 760	Dell	31286/C8BDTK1	Technology
Optiplex 760	Dell	31283/J8BDTK1	Technology
Optiplex 760	Dell	28BDTK1/31338	Technology
Optiplex 760	Dell	F59DTK1/31297	Technology
Optiplex 760	Dell	31309	Technology
Optiplex 760	Dell	31362/BZX8TK1	Technology
Optiplex 760	Dell	31288/3P8DTK1	Technology
Optiplex 760	Dell	31270/588DTK1	Technology
Optiplex 760	Dell	31295/759DTK1	Technology
Optiplex 760	Dell	31277/58BDTK1	Technology
Optiplex 760	Dell	31269	Technology

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
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<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
OptiPlex 745	Dell		Cattle ES
OptiPlex 745	Dell		Cattle ES
OptiPlex 745	Dell		Cattle ES
Latitude E5400	Dell	G2RJTK1/31038	Cal Aero K-8
Latitude E5400	Dell	3DLKTK1/31045	Cal Aero K-8
Latitude E5400	Dell	62RJTK1/31043	Cal Aero K-8
Latitude E5400	Dell	JVCSTL1/31716	Cal Aero K-8
Latitude E5400	Dell	D3RJTK1/31030	Cal Aero K-8
Latitude E5400	Dell	13RJTK1/31034	Cal Aero K-8
Latitude E5400	Dell	23RJTK1/31042	Cal Aero K-8
Latitude E5400	Dell	1DLKTK1/31049	Cal Aero K-8
Latitude E5400	Dell	FCLKTK1/31050	Cal Aero K-8
Latitude E5400	Dell	52RJTK1/31031	Cal Aero K-8
Latitude E5400	Dell	5DLKTK1	Cal Aero K-8
Latitude E5400	Dell	2DLKTK1/31052	Cal Aero K-8
Latitude E5400	Dell	82RJTK1/31040	Cal Aero K-8
Latitude E5400	Dell	53RJTK1/31033	Cal Aero K-8
Latitude E5400	Dell	D2RJTK1/31039	Cal Aero K-8
Latitude E5400	Dell	C2RJTK1/31028	Cal Aero K-8
Latitude E5400	Dell	JCLKTK1/31046	Cal Aero K-8
Latitude E5400	Dell	GCLKTK1/31047	Cal Aero K-8
Latitude E5400	Dell	93RJTK1/31036	Cal Aero K-8
Television	GE	A26937	Canyon Hills JHS
Television	Zenith System 3	30203	Canyon Hills JHS
Television	Samsung	30207	Canyon Hills JHS
TV stand/wall mounts-3			Canyon Hills JHS
4 drawer file cabinets-2			Canyon Hills JHS
4ft round table			Canyon Hills JHS
8x4 table -2		8WTVY1	Canyon Hills JHS
Laptop Latitude 2100	Dell	CLYFLL1	Woodcrest JHS
Laptop Latitude 2100	Dell	7MYFLL1/32135	Woodcrest JHS
Laptop Latitude 2100	Dell	1MYFLL1/32131	Woodcrest JHS
Laptop Latitude 2100	Dell	7LYFLL1/32133	Woodcrest JHS
Laptop Latitude 2100	Dell	CMYFLL1/32132	Woodcrest JHS
Laptop Latitude 2100	Dell	8MYFLL1/32142	Woodcrest JHS
Laptop Latitude 2100	Dell	JLYFLL1/32139	Woodcrest JHS
Laptop Latitude 2100	Dell	HLYFLL1/32151	Woodcrest JHS
Laptop Latitude 2100	Dell	HMYFLL1/32138	Woodcrest JHS
Laptop Latitude 2100	Dell	GLYFLL1/32134	Woodcrest JHS
Laptop Latitude 2100	Dell	4MYFLL1/32129	Woodcrest JHS
Laptop Latitude 2100	Dell	2MYFLL1/32141	Woodcrest JHS
Laptop Latitude 2100	Dell	DLYFLL1/32144	Woodcrest JHS

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Laptop Latitude 2100	Dell	9LYFLL1/32127	Woodcrest JHS
Laptop Latitude 2100	Dell	FLYFLL1/32145	Woodcrest JHS
Laptop Latitude 2100	Dell	GMVFLL1/32150	Woodcrest JHS
Laptop Latitude 2100	Dell	8LYFLL1/32137	Woodcrest JHS
Monitor	Dell	CN-OTP222	Chino HS
Keyboard	Dell	8115	Chino HS
Mouse	Dell	L1A07GBG	Chino HS
Keyboard	Apple	KY12408RNK4VC	Chino HS
Keyboard	Dell	CN0RH659735717	Chino HS
Keyboard	Dell	CN00J33171616038	Chino HS
Keyboard	Dell	CN04G4817161643I	Chino HS
Mouse	Dell	CN011031173826410	Chino HS
Computer	Dell	JB5R4M1	Chino HS
Printer	Xerox	GAL087609	Chino HS
Computer	Dell	24135	Chino HS
Computer	CBS	11864	Chino HS
Monitor	Dell	FSS1101700100092C	Chino HS
Mouse	Logitech	3686	Chino HS
Stool		1444	Chino HS
Table (Yellow)			Chino HS
TV	JVC	17914463	Chino HS
TV Cart			Chino HS
Projector	3M	S181014530	Chino HS
TV	Samsung	334971	Chino HS
VCR	Go Video	4299	Chino HS
TV Stand	Luxor		Chino HS
TV	Panasonic	C05032	Chino HS
TV Stand			Chino HS
TV	Samsung	3562	Chino HS
TV Stand			Chino HS
Overhead Projector	Elki	10303043	Chino HS
Overhead Projector	Elki	10303033	Chino HS
Overhead Projector	3M	80030731	Chino HS
4-Drawer File Cabinet	HON		CVLA
4-Drawer File Cabinet	HON		CVLA
4-Drawer File Cabinet	HON		CVLA
4-Drawer File Cabinet	HON		CVLA

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Our Motto:

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Humility • Civility • Service

DATE: January 19, 2017

TO: Members, Board of Education

FROM: Wayne M. Joseph, Superintendent

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

SUBJECT: NOTICE OF COMPLETION FOR CUPCCAA PROJECT

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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 project listed below.

CUPCCAA Project	Project Description	Contractor	Original Quotation	Change Order	Total	Funding Source
CC2017-11	Concrete in Quad Areas for Woodcrest JHS	Angelo Construction	\$24,975.00	N/A	\$24,975.00	25

Documentation indicating satisfactory completion and compliance with specifications has been obtained from school site administrators; Jonathan Campbell, Project Manager; and Martin Silveira, Director, Maintenance, Operations, and Construction.

Staff recommends approval of the Notice of Completion for this project.

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 Project.

FISCAL IMPACT

\$24,975.00 to Ontario RDA Fund 25.

WMJ:GJS:pw

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: January 19, 2017

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

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BACKGROUND

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

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

RECOMMENDATION

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

FISCAL IMPACT

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

WMJ:LF:SH:RR:mcm

CERTIFICATED PERSONNEL

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

JONES, Jerry	School Psychologist 40%	Special Education	01/20/2017
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HIRED AT APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2016/2017 SCHOOL YEAR

HAYES, Denise	Education Specialist	Ayala HS	01/20/2017
RUIZ, Arnulfo	Counselor (Part time)	Buena Vista HS	01/24/2017
KOCHERT, Jeffrey	Ceramics Teacher	Chino HS	01/20/2017
LATIMORE, Dennis	English Teacher	Chino Hills HS	01/20/2017
FEE, Christine	Speech & Lang. Path.	Special Education	01/20/2017

LEAVE OF ABSENCE

REAMS, Robert	Education Specialist	Ayala HS	02/02/2017 through 06/30/2017
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RESIGNATION

CASTRO, David	Elementary Teacher	Hidden Trails ES	01/06/2017
HOHENSHELT, Trina	Child Development Teacher	Rolling Ridge ES	01/13/2017

APPOINTMENT – EXTRA DUTY – ACTIVITIES

GREEN, Maria	Activities Director	Woodcrest JHS	01/03/2017
GREEN, Maria	Pep Squad Advisor	Woodcrest JHS	01/03/2017
AVERY, Casandra	Drill Team Advisor	Don Lugo HS	01/03/2017

APPOINTMENT – EXTRA DUTY – DEPARTMENT CHAIR

EVERHART, Helene	K-1 Grade Level Chair	Eagle Canyon ES	01/03/2017
BERRY, Alyssa	Agriculture Advisor	Don Lugo HS	01/20/2017

CERTIFICATED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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DELETE – EXTRA DUTY – ACTIVITIES

IVEY, Steven	Activities Director	Woodcrest JHS	12/16/2016
IVEY, Steven	Pep Squad Advisor	Woodcrest JHS	12/16/2016
GRIDER, Kiana	Drill Team Advisor	Don Lugo HS	12/15/2016

DELETE – EXTRA DUTY – DEPARTMENT CHAIR

EVERHART, Helene	2-3 Grade Level Chair	Eagle Canyon ES	12/16/2016
MILLIGAN, Janine	K-1 Grade Level Chair	Eagle Canyon ES	12/16/2016
OLSEN-SIEGFRIED, Robin	Agriculture Advisor	Don Lugo HS	1/20/2017

APPOINTMENT – EXTRA DUTY

CARDENAS CASILLAS, Luis (NBM)	Band (B)	Townsend JHS	01/20/2017
COX, Tate (NBM)	Swim (GF)	Ayala HS	01/20/2017
SAIZ, Manuel	Track and Field (GF)	Ayala HS	01/20/2017
SJOL, Adam	Swim (GF)	Ayala HS	01/20/2017
ROY, Alex (NBM)	Track and Field (GF)	Don Lugo HS	01/20/2017

TOTAL:	\$9,723.00
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**APPOINTMENT OF CERTIFICATED SUBSTITUTES EFFECTIVE JULY 1, 2016,
THROUGH JUNE 30, 2017**

DAVID, Breanna	MAKOROW, Steven	PETERSON, Rebecca
SANDERS, Branden	VASQUEZ, Patricia	

CLASSIFIED PERSONNEL

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

GREENLUNA, Alexis	IA/Childhood Ed. (CDF)	Chaparral FC	01/20/2017
DUENAS, Alex	IA/Childhood Ed. (CDF)	Rhodes FC	01/20/2017
SCHMIDT, Gloria	IA/SPED (SELPA/GF)	Ayala HS	01/20/2017
ARAMBULA, Rossanna	IA/Childhood Ed. (CDF)	BV Infant/Toddler Center	01/20/2017
MACIAS, Guadalupe	Child Development Program Technician (CDF)	Health Services/Child Development	01/20/2017
GLICK, Brian	Groundsworker I (GF)	Maintenance	01/20/2017
LEE, Allen	Maintenance III HVAC-R (GF)	Maintenance	01/20/2017

PROMOTION

REIS, Kristin	FROM: IA/Childhood Ed. (CDF) 3 hrs./150 work days and IA/SPED (SELPA/GF) 3.5 hrs./181 work days TO: Typist Clerk II (GF) 8 hrs./261 contract days	Country Springs FC Don Lugo HS Special Ed.	01/20/2017
GUTIERREZ, Deborah	FROM: Central Kitchen Assistant I (NS) 2 hrs./181 work days TO: IA/Computer Assisted Instruction (C) 3.8 hrs./175 work days	Ramona JHS Cattle ES	01/20/2017
OROSCO, Andy	FROM: Groundsworker II (GF) 8 hrs./261 contract days TO: Grounds Equipment Operator II (GF) 8 hrs./261 contract days	Maintenance Maintenance	01/20/2017 01/20/2017

CLASSIFIED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
RYAN, Lorrie	FROM: Purchasing Clerk III (GF) 8 hrs./261 contract days TO: Administrative Secretary I – CSEA (GF) 8 hrs./261 contract days	Purchasing Secondary Curriculum	01/20/2017

CHANGE IN ASSIGNMENT

GUILLEN-MEZA, Gludy	FROM: Nutrition Services Assistant I (NS) 2 hrs./181 work days TO: Nutrition Services Assistant I (NS) 3 hrs./181 work days	Walnut ES Marshall ES	01/20/2017
CHAIDEZ-GUERRERO, Jesus	FROM: Custodian I (GF) 2 hrs./261 contract days TO: Custodian I (GF) 8 hrs./261 contract days	Alternative Ed. Chino Hills HS	01/20/2017

CLOSING OF OFFICIAL RECORDS

KELLY, Tracy	IA/Special Ed. (SELPA/GF)	Canyon Hills JHS	01/01/2017
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RETIREMENT

GRAY, Arthur (28 years of service)	Security Person (GF)	Ayala HS	03/01/2017
ZAOKOPNY, Helga (16 years of service)	Fringe Benefits Tech. (C)	Business	02/06/2017

**APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE OCTOBER 1, 2016,
THROUGH DECEMBER 31, 2016**

GARCIA, LILY	IA/SPED/SH (SELPA/GF)	Ayala HS
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CLASSIFIED PERSONNEL (cont.)

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
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**APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE JANUARY 1, 2017,
THROUGH MARCH 31, 2017**

DUNN, Clara	IA/SPED/SH (SELPA/GF)	Ayala HS
SERRATO, Myra	IA/SPED/SH (Bus Aide)	Special Education

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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DATE: January 19, 2017

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: REVISION TO THE JOB DESCRIPTION FOR DIRECTOR OF
PURCHASING**

=====

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.

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

RECOMMENDATION

It is recommended the Board of Education approve the revision to the job description for Director of Purchasing.

FISCAL IMPACT

None.

WMJ:LF:SH:RR:mcm

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Director, Purchasing	REPORTS:	Associate ASSISTANT Superintendent Business/Facilities, Planning & Operations
DEPARTMENT:	Purchasing	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	226
ISSUED:	9-06-07	SALARY:	Range 15

BASIC FUNCTION:

Under the direction of the ~~Associate~~ ASSISTANT Superintendent of ~~Business/Operations~~ FACILITIES, PLANNING AND OPERATIONS, plans, organizes, supervises and directs the Purchasing Department, ~~Duplicating Department,~~ as well as the District warehouse and delivery operations. Plans and directs the buying and bidding processes necessary for all supplies, equipment, and services for the operation of the schools and departments. Reviews and administers District contracts, construction contracts, leasing and real estate documentation. ~~Oversees the Duplicating Department and delivery drivers, and~~ Maintains the District's capital asset inventory. Oversees and directs bids for construction management.

REPRESENTATIVE DUTIES:

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

E = ESSENTIAL FUNCTIONS

Directs all purchasing ~~warehouse and duplicating~~ operations. (E)

Maintains contacts with school sites in order to obtain comprehensive information about products and service. (E)

Directs and recommends procedures, Board policy for contract administration, AND purchasing, ~~warehouse and duplicating~~ for effective process. (E)

Ensures that requests for purchases from schools and departments are analyzed and processed to meet site and department needs; confers with requisitioner regarding requirements, uses, and makes recommendations as to commodities and services. (E)

Secures price for both formal, informal bid and quotation documents. (E)

Negotiates and monitors contracts with vendors/consultants prior to Board approval. (E)

Keeps abreast of current prices and qualities, technological, ergonomic, and other changes to commodities; new and alternative commodities; and sources of supply, and vendor performance. (E)

Directs, analyzes and performs technical and administrative duties involved in the processing of contracts. Ensures all supporting documentation required for Board consideration. Updates procedure according to Board policy and legal requirements. (E)

Directs the bidding process to ensure compliance with specifications, District guidelines and legal requirements. Analyzes bids and makes recommendations of award. (E)

Oversees files of district-wide contracts, agreement, leases, and real property records. (E)

Prepares leasing resolutions and documentation for publication and Board approval. (E)

Makes recommendations concerning standardization of equipment and supplies. (E)

Oversees the follow-up of purchases to ensure compliance with bid and time specifications. Directs disposal of surplus property, inventory of surplus equipment and the sale and disposal of surplus property according to District policies and state laws. (E)

Prepares, submits, and oversees the budget for Purchasing and Warehouse. (E)

Manages and maintains District records in compliance with legal guidelines. (E)

Oversees and provides support between departments, the District and a wide range of contracts. (E)

Oversees the purchase, lease and rental of portable classrooms. (E)

Investigates complaints and assists in solving problems related to the ordering or receipt of materials and services. (E)

Supervises, evaluates and provides on-going training for assigned employees. (E)

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

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

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

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, procedures, and legal requirements of school district purchasing.
- Legal requirements governing purchasing procedures, formal bidding requirements, contractual agreements, and business functions in the District as contained in the California education code, public contract code, civil code and other applicable laws and regulations.
- Sources of supply and commodity pricing methods.
- Direct effective purchasing, AND contracts. ~~duplicating and warehouse methods.~~
- State school building program and office of public school construction regulations.
- General principles of supervision and training.
- Legal codes related to school construction contracts including but not limited to public contract, labor, civil and government codes.
- Research methods and report writing techniques.
- Record keeping techniques.
- District organization, operations, policies, and procedures.
- Principles, practices, trends, goals, and objectives of public education.
- Modern technology and office procedures and methods, computer equipment, and computer applications including work, excel, ms windows, and graphics necessary to perform required duties.
- Budget preparation and control.
- Oral and written communication skills, including English usage, grammar, spelling punctuation, vocabulary, composition, and mathematics.

ABILITY TO:

- Provide leadership and direction to staff as well as management.
- Conduct research, prepare and present written reports and publicly represent the District in a professional manner.
- Read and interpret technical documents.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze problems and develop solutions.
- Use computers and modern technology.
- Meet schedules and time-lines.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships.
- Develop clear and concise purchasing specifications.
- Analyze situations accurately and adopt appropriate effective course of action.
- Economically purchase supplies, equipment and services.
- Evaluate items to be purchased for quality, price needs of the District and compliance with established specifications.
- Understand and apply laws, rules, regulations and directives.

WORKING CONDITIONS:

ENVIRONMENT:

- District office environment, school sites, Board meetings, and meetings with local, state, and federal agencies.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with staff members and the public.
- Indoor and outdoor environment.
- Subject to various emergency situations.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read and to prepare/process documents, and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking for extended periods.
- Walking over rough or uneven surfaces.
- Physical activity may be required, which could include moderate lifting.

HAZARDS:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.
- May be exposed to contact with hostile or abusive individuals.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Director, Purchasing and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(SIGNATURE OF EMPLOYEE)

(DATE)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Office.

Board Approved: 09/06/07

REVISED: