



**CHINO VALLEY**  
**UNIFIED SCHOOL DISTRICT**

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

# **BOARD OF EDUCATION AGENDA**

## **February 16, 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

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

# CHINO VALLEY UNIFIED SCHOOL DISTRICT

## REGULAR MEETING OF THE BOARD OF EDUCATION

District Office Board Room

5130 Riverside Drive, Chino, CA 91710

4:10 p.m. – Closed Session • 7:00 p.m. – Regular Meeting

February 16, 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.
- Order of business is approximate and subject to change.

### I. OPENING BUSINESS

#### I.A. CALL TO ORDER – 4:10 P.M.

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

#### Discussion and possible action (times are approximate):

- a. Conference with Legal Counsel - Existing Litigation (Government Code 54954.4(c) and 54956.9)(d)(1): Federal District Court, Case No. EDCV 14-2336-JGB (DTBx) Freedom from Religion Foundation vs. Chino Valley Unified School District Board of Education. (Tyler & Bursch, LLP) (15 minutes)
- b. Student Expulsion Matters (Education Code 35146, 48918 (c) & (j)): Cases 16/17-30 and 16/17-32. (20 minutes)
- c. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Dr. Norm Enfield, Sandra Chen, Dr. Grace Park, Lea Fellows, and Richard Rideout. (15 minutes)
- d. Public Employee Discipline/Dismissal/Release (Government Code 54957): (90 minutes)
- e. Public Employee Appointment (Government Code 54957): K-8 assistant principal. (15 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

#### I.C. PRESENTATION

1. Rhodes ES

#### I.D. COMMENTS FROM STUDENT REPRESENTATIVE

#### I.E. COMMENTS FROM EMPLOYEE REPRESENTATIVES

The proceedings of this meeting are being recorded.

February 16, 2017

Page 2

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

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

**I.H. CHANGES AND DELETIONS**

<b>II. ACTION</b>
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**II.A. ADMINISTRATION**

**II.A.1. Public Hearing Regarding Sycamore Preparatory Academy Charter School Petition**

Page 7

Recommend the Board of Education conduct a public hearing regarding the Sycamore Preparatory Academy charter school petition.

**II.A.2. Resolution 2016/2017-21 Initiating Process of Establishing Trustee Areas and Elections by Trustee Areas**

Page 8

Recommend the Board of Education adopt Resolution 2016/2017-21 Initiating Process of Establishing Trustee Areas and Elections by Trustee Areas.

**II.B. HUMAN RESOURCES**

**II.B.1. Resolution 2016/2017-19 Release of Temporary Certificated Employees**

Page 12

Recommend the Board of Education adopt Resolution 2016/2017-19 Release of Temporary Certificated Employees, and authorize the Superintendent or his designee to send Notice of Release to employees affected with an effective date of June 30, 2017.

<b>III. CONSENT</b>
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Motion \_\_\_\_ Second \_\_\_\_  
Preferential Vote: \_\_\_\_  
Vote: Yes \_\_\_\_ No \_\_\_\_

**III.A. ADMINISTRATION**

**III.A.1. Minutes of the January 26, 2017 Special Meeting, and February 2, 2017 Regular Meeting**

Page 14

Recommend the Board of Education approve the minutes of the January 26, 2017 special meeting, and February 2, 2017 regular meeting.

**III.B. BUSINESS SERVICES**

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

Page 23

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

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

Page 24 Recommend the Board of Education approve/ratify the fundraising activities.

**III.B.3. Donations**

Page 27 Recommend the Board of Education accept the donations.

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

Page 31 Recommend the Board of Education approve payment for legal services to the law office of Atkinson, Andelson, Loya, Ruud & Romo.

**III.B.5. Request for Allowance of Attendance and Instructional Time Credit Due to Emergency Conditions at Cal Aero Preserve Academy**

Page 32 Recommend the Board of Education approve the request for allowance of attendance and instructional time credit due to emergency conditions at Cal Aero Preserve Academy.

**III.B.6. Request for Allowance of Attendance Due to the Proclamation of a State of Emergency**

Page 33 Recommend the Board of Education approve the request for allowance of attendance due to the proclamation of a State of Emergency.

**III.B.7. Request for Allowance of Attendance and Instructional Time Credit Due to Emergency Conditions at Chino Hills HS**

Page 34 Recommend the Board of Education approve the request for allowance of attendance and instructional time credit due to emergency conditions at Chino Hills HS.

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

**III.C.1. Student Expulsion Cases 16/17-30 and 16/17-32**

Page 35 Recommend the Board of Education approve the student expulsion cases 16/17-30 and 16/17-32.

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

Page 36 Recommend the Board of Education approve/ratify the school-sponsored trips for: Canyon Hills JHS, Magnolia JHS, and Chino Hills HS.

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

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

Page 38 Recommend the Board of Education approve/ratify the purchase order register, provided under separate cover.

**III.D.2. Agreement for Contractor/Consultant Services**

Page 39 Recommend the Board of Education approve/ratify the Agreement for Contractor/Consultant Services.

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

Page 42

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

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

Page 45

Recommend the Board of Education approve the Notice of Completion for CUPCCAA Projects.

**III.D.5. Change Order and Notice of Completion for Bid No. 15-16-02, District Delivery Vehicles**

Page 47

Recommend the Board of Education approve the change order and Notice of Completion for Bid No. 15-16-02, District Delivery Vehicles.

**III.D.6. Resolution 2016/2017-17 for Authorization to Utilize a Piggyback Contract**

Page 50

Recommend the Board of Education adopt Resolution 2016/2017-17 for authorization to utilize a piggyback contract.

**III.D.7. Resolution 2016/2017-20 Authorization to Apply for and Secure Grant Funding from the South Coast Air Quality Management District PA2017-01 AB923 Electric School Bus Funding Program**

Page 54

Recommend the Board of Education adopt Resolution 2016/2017-20 for Authorization to Apply for and Secure Grant Funding from the South Coast Air Quality Management District PA2017-01 AB923 Electric School Bus Funding Program.

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

Page 57

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

**III.E.2. Revision of Board Policy 4117.2 All Personnel—Resignation**

Page 62

Recommend the Board of Education approve the revision of Board Policy 4117.2 All Personnel—Resignation.

**IV. INFORMATION****IV.A. BUSINESS SERVICES****IV.A.1. New Board Policy 3230 and Administrative Regulation 3230 Business and Noninstructional Operations—Federal Grant Funds**

Page 64

Recommend the Board of Education receive for information new Board Policy 3230 and Administrative Regulation 3230 Business and Noninstructional Operations—Federal Grant Funds.

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

**IV.B.1. New Course Advanced Placement Computer Science Applications**

Page 74 Recommend the Board of Education receive for information the new course Advanced Placement Computer Science Applications.

**IV.B.2. San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools Second Quarterly Report 2016/2017**

Page 83

Recommend the Board of Education receive for information the San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools Second Quarterly Report 2016/2017.

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

**IV.C.1. Revision of Board Policy and Administrative Regulation 3270 Business and Noninstructional Operations—Sale and Disposal of Books, Equipment, and Supplies**

Page 86

Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 3270 Business and Noninstructional Operations—Sale and Disposal of Books, Equipment, and Supplies.

**IV.C.2. Revision of Administrative Regulation 3512 Business and Noninstructional Operations—Equipment**

Page 92

Recommend the Board of Education receive for information the revision of Administrative Regulation 3512 Business and Noninstructional Operations—Equipment.

**IV.D. HUMAN RESOURCES**

**IV.D.1. Revision of Board Policy 4112.2 Personnel—Certification**

Page 96

Recommend the Board of Education receive for information the revision of Board Policy 4112.2 Personnel—Certification.

**V. COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

**VI. ADJOURNMENT**

## ACTION

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** February 16, 2017

**TO:** Members, Board of Education

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

**SUBJECT: PUBLIC HEARING REGARDING SYCAMORE PREPARATORY  
ACADEMY CHARTER SCHOOL PETITION**

=====

**BACKGROUND**

On January 19, 2017, Sycamore Preparatory Academy submitted a charter school petition to the Chino Valley Unified School District.

California Education Code Section 47605 establishes the procedures and timelines for charter school petitions. California Education Code section 47605(b) requires the Board of Education to hold a public hearing to consider the level of support for the petition by teachers employed by the District, other employees of the District, and parents.

**RECOMMENDATION**

It is recommended the Board of Education conduct a public hearing regarding the Sycamore Preparatory Academy charter school petition.

**FISCAL IMPACT**

None.

WMJ:pk



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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**DATE:** February 16, 2017

**TO:** Members, Board of Education

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

**SUBJECT: RESOLUTION 2016/2017-21 INITIATING PROCESS OF  
ESTABLISHING TRUSTEE AREAS AND ELECTIONS BY TRUSTEE  
AREAS**

=====

**BACKGROUND**

The Chino Valley Unified School District (District) currently utilizes an “at-large” method of election to select Board members. Under state law, an at-large method of election may be subject to challenge under the California Voting Rights Act of 2002 (CVRA). To ensure compliance with the CVRA and to avoid potential legal challenges, approval of the following resolution will begin the process of establishing trustee areas for elections to 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 adopt Resolution 2016/2017-21 Initiating Process of Establishing Trustee Areas and Elections by Trustee Areas.

**FISCAL IMPACT**

None.

WMJ:pk

**Chino Valley Unified School District  
Resolution 2016/2017-21  
Initiating Process of Establishing Trustee Areas and Elections by Trustee Areas**

**WHEREAS**, the Chino Valley Unified School District (District) does not have trustee areas for the members of its Board of Education (Board), and the District currently utilizes an “at-large” method of election to select Board members; and

**WHEREAS**, the Board is aware that under state law an at-large method of election may be subject to challenge under the California Voting Rights Act of 2002 (CVRA), California Elections Code §§ 14025, et seq.; and

**WHEREAS**, the Board, based on this awareness, has had an ongoing interest in ensuring compliance with the CVRA or, at minimum, avoid the potential for costly litigation under the CVRA; and

**WHEREAS**, by-trustee area electoral systems are not vulnerable to challenge under the CVRA; and

**WHEREAS**, in a by-trustee area system of election, candidates for the Board must reside within a trustee area, and candidates are elected only by the voters of that trustee area; and

**WHEREAS**, given the potential financial and other consequences of a legal challenge under the CVRA to the District’s current election system, the Board considers it prudent to initiate the process to transition to a by-trustee area system of election; and

**WHEREAS**, transitioning to having trustee areas and changing the election method is a time-consuming process, which provides for public input and the involvement of the County Committee on School District Organization, rendering it infeasible to complete a transition in time for the November 2018 election; and

**WHEREAS**, the Board intends to complete the process of transitioning to trustee areas, and election of Board members by trustee area, commencing with the November 2020 election.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby finds the foregoing recitals to be true and correct; and

**BE IT FURTHER RESOLVED** that the Board directs the Superintendent or his designee to immediately initiate the legal and regulatory process to establish trustee areas within the District, as provided in Education Code section 5019, in sufficient time for trustee areas to be established for the November 2020 election of members of the Board; and

**BE IT FURTHER RESOLVED** that the Board directs the Superintendent or his designee to immediately initiate the legal and regulatory process of changing the method of electing members of the Board, from the current at-large system whereby each member of the Board is elected by the registered voters of the entire District (Education Code section 5030(a)), to a method which provides that Board members residing in each trustee will be elected by the registered voters of that particular trustee area (Education Code 5030(b)), in sufficient time for the new method of electing members of the Board to be in place for the November 2020 election; and

**BE IT FURTHER AND FINALLY RESOLVED** that the Superintendent or his designee is authorized and directed to initiate the legal and regulatory process to seek a waiver, from the State Board of Education, of the requirements of Education Code section 5020 and related statutes, so that action of the County Committee on School District Organization establishing trustee election areas and adopting one of the alternative methods of electing Board members specified in Education Code section 5030 does not constitute an order of election, and that trustee area elections will therefore be commenced effective with the November 2020 election.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 16th day of February 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

The below-signed attests that she was present at the open session meeting of the Board of Education on February 16, 2017, and that a majority of the members approved this Resolution.

BY: \_\_\_\_\_

DATED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Sylvia Orozco  
President, Board of Education  
Chino Valley Unified School District

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

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Wayne M. Joseph, Superintendent  
Secretary, Board of Education

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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**DATE:** February 16, 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: RESOLUTION 2016/2017-19 RELEASE OF TEMPORARY  
CERTIFICATED EMPLOYEES**

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**BACKGROUND**

Pursuant to Education Code 44954(b), the Board of Education is required to notify temporary employees in a position requiring certificated qualifications of the Board's decision to release the employees from a position for the succeeding school year.

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2016/2017-19 Release of Temporary Certificated Employees, and authorize the Superintendent or his designee to send Notice of Release to employees affected with an effective date of June 30, 2017.

**FISCAL IMPACT**

None.

WMJ:LF:SH:RR:mcm

Chino Valley Unified School District  
Resolution 2016/2017-19  
Release of Temporary Certificated Employees

**WHEREAS**, Education Code 44954(b) requires that the Board of Education shall notify temporary employees, in positions required certification qualifications of the Board's decision to release the employees from such positions if they will not have preferential rights to vacancies for the next succeeding school year;

**WHEREAS**, the District currently employs numerous temporary employees in positions requiring certification qualifications; and

**WHEREAS**, the Board of Education has determined to release all temporary certificated employees for the 2016/2017 school year, at this time.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Education hereby directs that a notice of non-reelect be sent pursuant to Education Code 44954(b) by the District to all temporary certificated employees with an effective date of June 30, 2017.

**BE IT FURTHER RESOLVED** that to the extent that any teacher presently contracted as temporary asserts a claim to probationary employment, said teacher is also hereby non-re-elected from all probationary employment in the District pursuant to Education Code 44929.21.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 16<sup>th</sup> day of February 2017 by the following votes:

AYES:	_____
NOES:	_____
ABSENT:	_____
ABSTAINED:	_____

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

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Wayne, M. Joseph, Superintendent  
Secretary, Board of Education



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**SPECIAL MEETING OF THE BOARD OF EDUCATION**  
January 26, 2017

**MINUTES**

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

1. Roll Call

President Orozco called to order the special meeting of the Board of Education, Thursday, January 26, 2017, at 5:30 p.m. with Blair, Feix, Na, Orozco, and Cruz present.

Administrative Personnel

Wayne M. Joseph, Superintendent

Norm Enfield, Ed.D., Deputy Superintendent

Sandra H. Chen, Assistant Superintendent, Business Services

Lea Fellows, Assistant Superintendent, Human Resources

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

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

2. Pledge of Allegiance

Superintendent Joseph led the Pledge of Allegiance.

**I.B. COMMENTS FROM THE AUDIENCE ON ITEMS ON THE AGENDA**

None.

**I.C. MEASURE G BOND**

Jim DiCamillo, WLC Architect, facilitated a discussion for the prioritization of projects associated with the first issuance of Measure G funds reflecting up to \$200 million in expenditures. After discussion, the Board designated possible projects for the first issuance of the bond dollars including: modernization of 11 schools, facilitated by a potential 60% of state modernization funds (Rolling Ridge ES, Oak Ridge ES, Litel ES, Hidden Trails ES, Eagle Canyon ES, Country Springs ES, Howard Cattle ES, Butterfield Ranch ES, Townsend JHS, Canyon Hills JHS, and Ayala HS); furniture needs associated with modernization work; technology needs associated with modernization work; Chino HS addition; Preserve school II addition, contingent upon negotiations with builders; and classroom additions for Woodcrest JHS, Townsend JHS, Ramona JHS, Magnolia JHS, and Canyon Hills JHS.



The Board also discussed possible projects for the second issuance reflecting up to \$200 million in possible in expenditures to include: further technology; continued work on Chino HS; furniture; and renovation of: Walnut ES; Rhodes ES; El Rancho ES [sic]; Newman ES; Marshall ES; Liberty ES; Glenmeade ES; Dickson ES; Dickey ES; Cortez ES; Chapparal ES; Cal Aero ES; Briggs ES; Borba ES; Don Lugo HS; Woodcrest JHS; Ramona JHS; and Magnolia JHS.

## **II. ADJOURNMENT**

President Orozco adjourned the study session of the Board of Education at 6:57 p.m.

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Sylvia Orozco, President

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James Na, Clerk

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
District Office Board Room  
February 2, 2017

**MINUTES**

<b>I. OPENING BUSINESS</b>
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**I.A. CALL TO ORDER – 3:15 P.M.**

1. Roll Call

President Orozco called to order the regular meeting of the Board of Education, Thursday, February 2, 2017, at 3:15 p.m. with Blair, Cruz, Feix, Na, and Orozco present.

Administrative Personnel

Wayne M. Joseph, Superintendent

Norm Enfield, Ed.D., Deputy Superintendent

Sandra H. Chen, Assistant Superintendent, Business Services

Lea Fellows, Assistant Superintendent, Human Resources

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

Gregory J. Stachura, Asst. Supt., Facilities, Planning, & Operations (absent)

2. Public Comment on Closed Session Items

None.

3. Closed Session

President Orozco adjourned to closed session at 3:15 p.m. regarding conference with legal counsel anticipated and existing litigation; a student discipline matter; a student readmission; conference with labor negotiators, A.C.T. and CSEA; public employee discipline/dismissal/release; public employee appointment: K-8 assistant principal; and public employee performance evaluation: Superintendent.

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

1. Report Closed Session Action

President Orozco reconvened the regular meeting of the Board of Education at 7:00 p.m. The Board met in closed session from 3:15 p.m. to 6:55 p.m. regarding conference with legal counsel anticipated and existing litigation; a student discipline matter; a student readmission; conference with labor negotiators, A.C.T. and CSEA; public employee discipline/dismissal/

release; public employee appointment: K-8 assistant principal; and public employee performance evaluation: Superintendent. No action was taken that required public disclosure.

2. Pledge of Allegiance

Denise Sunderland, Principal, Glenmeade ES, led the Pledge of Allegiance.

**I.C. PRESENTATION**

1. Glenmeade ES

Kinder and TK students from Glenmeade ES gave a musical performance.

President Orozco introduced two students who are participating in the District's Student Government Day on February 9, 2017.

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

Carlos Ruelas commented on Student Government Day; and acknowledged the Glenmeade ES students' performance.

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

Todd Hancock, A.C.T. President, spoke about the recent issues the District has dealt with including the storms, and appreciates how the District handled teachers getting in late; and said now that the holiday season is over, spring break is next and then the home stretch.

Yvette Farley, CHAMP President, spoke about actions that inspire others; thanked Julian Rodriguez's team for a successful technology day last week; thanked Beverly Beemer for her support with an assistant principal PLC; congratulated Mary Salcido as being named ASCA Administrator of the Year, and Karen Morales as the recipient of the Wilson Grace Award; gave reminder dates for the ACSA Spring Celebration Award Dinner on April 20, ACSA High School Scholarship applications due March 10; said CHAMP is sending a representative to Legislative Action Day in Sacramento on April 2 and 3; and announced a CHAMP sponsored event scheduled on February 22 with guest speaker David Culberhouse, LCAP Program Manager for SBCS.

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

Glenn Duncan, Chino city council, said the council appointed Gary George to its vacant council seat; and spoke about the efforts put forth recovering from the storms.

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

Mary Hancock addressed the Board regarding a "Financial Literacy Course"; Tiffani Sierra addressed the Board regarding an arts program; Barbara Hale addressed the Board regarding Sycamore Preparatory; and Elena Lecaro addressed the Board to express gratitude.

**I.H. CHANGES AND DELETIONS**

The following change was made for the record: Item III.D.3., Agreements for Contractor/Consultant Services, added contract S-1617-008 McCune & Harber, LLP, to provide legal counsel and services, submitted by Superintendent, from February 3, 2017, to June 30, 2018, contract amount per rate sheet, funding source, general fund.

**II. ACTION****II.A. ADMINISTRATION**

- II.A.1. California School Boards Association Delegate Assembly Appointment**  
Moved (Blair) seconded (Cruz) to discuss the item. Moved (Blair) seconded (Feix) motion carried (4-0-1, Na absent) to appoint Sylvia Orozco as the delegate from the Chino Valley Unified School District to the California School Boards Association Delegate Assembly for a term beginning April 1, 2017, through March 31, 2019.

**III. CONSENT**

Irene Hernandez-Blair pulled for separate action Item III.C.5., and President Orozco pulled for separate action Item III.D.4. Moved (Blair) seconded (Feix) motion carried (4-0-1, Na absent) to approve the consent items, as amended. Student representative voted yes.

**II.A. ADMINISTRATION**

- III.A.1. Minutes of the Special Meetings of January 12, 2017, and Regular Meeting of January 19, 2017**  
Approved the minutes of the special meetings of January 12, 2017, and regular meeting of January 19, 2017.

**III.B. BUSINESS SERVICES**

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

Approved/ratified the warrant register.

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

Approved/ratified the fundraising activities.

**III.B.3. Donations**

Accepted the donations.

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

Approved payment for legal services to the law office of Chidester, Margaret A. & Associates.

**III.B.5. 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.

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

**III.C.1. Student Expulsion Case 16/17-29**

Approved the student expulsion case 16/17-29.

**III.C.2. Student Readmission Case 16/17-06A**

Approved student readmission case 16/17-06A.

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

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

**III.C.4. 2016/2017 Single Plan for Student Achievement**

Approved the 2016/2017 Single Plan for Student Achievement.

**III.C.5. Proclamation for National School Counseling Week, February 6-10, 2017**

Moved (Blair) seconded (Cruz) motion carried (4-0-1, Na absent) to adopt the proclamation for National School Counseling Week, February 6-10, 2017. Student representative voted yes.

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

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

Approved/ratified the purchase order register.

**III.D.2. Agreement for Contractor/Consultant Services**

Approved/ratified the Agreement for Contractor/Consultant Services, as amended. Student representative voted yes.

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

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

**III.D.4. Approval of Members for the Measure G Bond Citizens' Oversight Committee**

Moved (Blair) seconded (Cruz) motion carried (4-0-1, Na absent) to approve the following members to serve on the Measure G Bond Citizens' Oversight Committee: Robert Basile, Member Active in a Business Organization Representing the Business Community Located Within the School District's Geographic Boundary; Brett Benson, Member Active in a Senior Citizens' Organization; Mark Hargrove, Member Active in a Bona Fide Taxpayers' Organization; Kevin Cisneroz, Connie Harr, and William Kolbow, Members Parent/Guardian of an Enrolled CVUSD Student Residing in the Community of Chino, Chino Hills, or South Ontario; Mariaelena Gomez-Lecaro and Bonnie Tran, Member Parent/ Guardian of an Enrolled CVUSD Student and Active in a Parent-Teacher Organization, such as a Parent Teacher Association or School Site Council Residing in the Community of Chino, Chino Hills, or South Ontario; and Carol Cole, Don Bridge, and Mike Rohrer, At-Large Member Residents of the Community of Chino, Chino Hills, or South Ontario. Student representative voted yes.

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

Approved the Notice of Completion for CUPCCAA Project.

**III.D.6. Revision of Board Policy 3311 Business and Noninstructional Operations—Bids**

Approved the revision of Board Policy 3311 Business and Noninstructional Operations—Bids.

**III.D.7. New Board Policy 3470 Business and Noninstructional Operations—Debt Issuance and Management**

Approved new Board Policy 3470 Business and Noninstructional Operations—Debt Issuance and Management.

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

Approved/ratified the certificated/classified personnel items.

**III.E.2. Internship Agreement with Biola University**

Approved the internship agreement with Biola University.

**IV. INFORMATION****IV.A. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT****IV.A.1. 2016/2017 First Semester Student Expulsion Report**

Received for information the 2016/2017 First Semester Student Expulsion Report.

**IV.B. HUMAN RESOURCES****IV.B.1. Revision of Board Policy 4117.2 Personnel—Resignation**

Received for information the revision of Board Policy 4117.2 Personnel—Resignation.

**IV.B.2. New Administration Regulation 4222 Personnel—Teacher Aides/Paraprofessionals**

Received for information the new Administrative Regulation 4222 Personnel—Teacher Aides/Paraprofessionals.

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

Andrew Cruz said the achievement plan is going in the right direction and in line with the LCAP; commended Julian Rodriguez and his staff for work with ChET; attended the science fair; spoke about Governor Brown's plans for special education funding; said he agreed with Mary Hancock's comments; and acknowledged Ms. Lecaro's comments.

Irene Hernandez-Blair asked if the District can create communication with city partners regarding emergency alerts they send out so that the District can also relay that information to parents; and announced Don Lugo HS is offering an Early College Program.

James Na was absent.

Pamela Feix made no comments.

Superintendent Joseph said tomorrow is the last day of the School Quality Survey; spoke about the 37<sup>th</sup> annual Student Government Day scheduled for February 9; spoke about the annual Hit the Greens for Scholarships Golf Tournament to benefit scholarships for Chino Valley Unified School District's Class of 2017 scheduled for March 17 at Los Serranos Country Club, and will also include the Richard Gird Educational Hall of Fame induction ceremony; and commended Chino Hills HS principal and students for the conduct they demonstrated during the power outage.

President Orozco acknowledged retirees on the agenda; said she presided as President to recognize the CSBA Golden Bell winners from San Bernardino County; distributed flyers to Board members regarding upcoming Board events; and said the Board's first bond study session was productive, and asked Superintendent Joseph to provide the Board with the next steps.

<b>VI. ADJOURNMENT</b>
------------------------

President Orozco adjourned the regular meeting of the Board of Education at 7:51 p.m.

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Sylvia Orozco, President

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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:** February 16, 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**

\$2,988,108.43 to all District funding sources.

WMJ:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** February 16, 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**  
**February 16, 2017**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Borba ES</u></b>		
PFA	Off Campus See's Candy Sale	2/17/17 - 3/3/17
PFA	Scrip Gift Card Sale	4/10/17 - 4/28/17
PFA	Taqueria Y Mariscos Madrigal Dinner Sale	5/11/17
<b><u>Dickey ES</u></b>		
PTO	Pencil Gram Sale	2/17/17 - 3/23/17
<b><u>Dickson ES</u></b>		
PTA	McTeacher's Night	2/27/17
<b><u>Eagle Canyon ES</u></b>		
PTA	Read-A-Thon	2/17/17 - 3/30/17
PTA	Quakes Game	4/14/17
<b><u>Glenmeade ES</u></b>		
PTA	The Habit Family Day	2/22/17
<b><u>Marshall ES</u></b>		
PTO	Coupon Booklet Sale	3/6/17 - 3/17/17
PTO	Shakey's Pizza Family Night Out	3/15/17
<b><u>Newman ES</u></b>		
ASB	Off Campus Catalog Sale	2/20/17 - 3/3/17
<b><u>Ayala HS</u></b>		
Drama Club	Donation Drive	2/17/17
BAC Boosters	Off Campus Krispy Kreme Sale	2/17/17 - 3/4/17
BAC Boosters	Reusable Totes Sale	2/17/17 - 6/30/17
STEM Robotics	Chick-fil-A Days	2/21/17 - 2/22/17
Students Against Sexism	Smashburger Family Night Out	2/22/17
Key Club	Panera Bread Family Night Out	2/23/17

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**February 16, 2017**

<b><u>SITE/DEPARTMENT</u></b>	<b><u>ACTIVITY/DESCRIPTION</u></b>	<b><u>DATE</u></b>
<b><u>Ayala HS</u></b> (cont.)		
Baseball Boosters	Food Trucks	2/25/17
Football Club	Thursday Night Football Camp	3/2/17 - 5/18/17
BAC Boosters	Off Campus See's Candy Sale	3/13/17 - 3/29/17
STEM Robotics	Bruxie Family Night Out	3/16/17
Key Club	Acoustic Show	5/20/17
<b><u>Chino HS</u></b>		
Girls Basketball Boosters	Off Campus Candy Sale	2/17/17 - 3/3/17
Leos Club	Charter Dinner Night	2/21/17
Girls Softball Boosters	Sponsorship Drive	2/17/17 - 5/6/17
Girls Softball Boosters	Mountain Mike's Family Night Out	2/24/17
Girls Softball Boosters	Cannataro's Family Night Out	3/27/17
<b><u>Chino Hills HS</u></b>		
ASB - Every 15 Minutes	Chipotle Family Night Out	3/6/17
<b><u>Don Lugo HS</u></b>		
Leadership	Angels Baseball Ticket Voucher Sale	2/17/17 - 3/15/17
Hearts & Heroes	Family Nights Out	3/20/17 & 4/24/17
Hearts & Heroes	Family Night Out	5/18/17

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** February 16, 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**  
**February 16, 2017**

<b><u>DEPARTMENT/SITE DONOR</u></b>	<b><u>ITEM DONATED</u></b>	<b><u>APPROXIMATE VALUE</u></b>
<b><u>Assessment &amp; Instructional Technology</u></b>		
Xerox	Pens	\$250.00
McGraw Hill	USB Car Chargers & Highlighters	\$260.00
USC Rossier	Magnetic Clips	\$300.00
Trident Case	Drawstring Bags w/office supplies	\$900.00
Office Depot	Cash	\$2,500.00
<b><u>CARE Program</u></b>		
Chino Valley Fire Foundation	Cash	\$1,000.00
<b><u>Superintendent's Office</u></b>		
CSEA	Cash	\$500.00
<b><u>Chaparral ES</u></b>		
Water Education	Cash	\$450.00
<b><u>Cortez ES</u></b>		
The Kula Foundation	Cash	\$31.00
Kroger	Cash	\$49.00
Bottling Group LLC	Cash	\$60.00
<b><u>Country Springs ES</u></b>		
PFA	Cash	\$166.00
PFA	Cash	\$2,077.00
<b><u>Dickson ES</u></b>		
Box Tops for Education	Cash	\$379.00

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**February 16, 2017**

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<b><u>Glenmeade ES</u></b>		
Scholarship America	Cash	\$700.00
<b><u>Liberty ES</u></b>		
Kroger	Cash	\$60.00
Target	Cash	\$520.00
Wells Fargo Foundation	Cash	\$1,000.00
<b><u>Newman ES</u></b>		
Cal Poly Pomona Foundation	Cash	\$1,500.00
SHI	Pens & Stress Balls	\$450.00
<b><u>Oak Ridge ES</u></b>		
Jacquelyn Maas	Cash	\$10.00
PTA	Cash	\$2,333.00
<b><u>Rolling Ridge ES</u></b>		
Kay Schaffer	Cash	\$200.00
<b><u>Briggs K-8</u></b>		
Cambridge International	Cash	\$1,000.00
<b><u>Cal Aero K-8</u></b>		
Cal Aero Flight Crew (PTO)	Cash	\$500.00
<b><u>Townsend JHS</u></b>		
Pepsi Bottling Group	Cash	\$87.00
Pepsi Bottling Group	Cash	\$90.00
Water Education	Cash	\$600.00

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**February 16, 2017**

<u>DEPARTMENT/SITE DONOR</u>	<u>ITEM DONATED</u>	<u>APPROXIMATE VALUE</u>
<b><u>Ayala HS</u></b>		
Capital One	Cash	\$90.00
Bottling Group LLC	Cash	\$244.00
Cal Poly Pomona Foundation	Cash	\$2,000.00
<b><u>Don Lugo HS</u></b>		
Phillip Harwood	Cash	\$250.00
Cambridge International	Cash	\$1,000.00



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
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Humility • Civility • Service

**DATE:** February 16, 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	December 2016	\$ 26,496.05	\$ 95,266.21
Chidester, Margaret A. & Associates	-	-	\$ 563,420.70
Parker & Covert LLP	-	-	\$ 1,224.00
	<b>Total</b>	\$ 26,496.05	\$ 659,910.91

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 office of Atkinson, Andelson, Loya, Ruud & Romo.

**FISCAL IMPACT**

\$26,496.05 to the General Fund.

WMJ:SHC:LP:wc

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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**DATE:** February 16, 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: REQUEST FOR ALLOWANCE OF ATTENDANCE AND INSTRUCTIONAL  
TIME CREDIT DUE TO EMERGENCY CONDITIONS AT CAL AERO  
PRESERVE ACADEMY**

=====

### **BACKGROUND**

Education Code 41422 authorizes maintenance of apportionments in instances when one or more schools must be closed because of “extraordinary conditions”. Education Code 46392 provides for the crediting of average daily attendance (ADA) whenever the ADA of any school district has been materially decreased because of an emergency.

On January 23, 2017, Governor Brown issued a proclamation of a State of Emergency in several counties, including San Bernardino County, due to the severe winter storms. These winter storms have caused flooding, mudslides, erosion, debris flow, and damage to the roads and highways to many communities.

The Cal Aero Preserve Academy community was a highly impacted area. The storms coupled with multiple road closures prevented many residents and students from leaving or entering the Cal Aero Preserve Academy. The City of Chino also highly encouraged its residents to shelter in place. Out of an abundance of caution, the District determined, in conversations with the City of Chino and the Chino Police Department, to cancel classes at Cal Aero Preserve Academy on Monday, January 23, 2017.

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the request for allowance of attendance and instructional time credit due to emergency conditions at Cal Aero Preserve Academy.

### **FISCAL IMPACT**

Negate loss of ADA.

WMJ:SHC:LP:wc

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

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**DATE:** February 16, 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: REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO THE  
PROCLAMATION OF A STATE OF EMERGENCY**

---

### **BACKGROUND**

When the average daily attendance (ADA) of a school district is decreased due to a declared State of Emergency, Education Code 46392 allows the District to request authorization to disregard lost attendance days in the computation of ADA during the State of Emergency period.

On January 23, 2017, due to the severe winter storms, Governor Brown issued a proclamation of a State of Emergency in several counties, including San Bernardino County. These winter storms have caused flooding, mudslides, erosion, debris flow, and damage to the roads and highways to many communities. The severe winter storms, coupled with multiple road closures in the community prevented some residents and students from leaving their homes. As a result, all Chino Valley Unified School District schools suffered a material decrease (loss of ADA) on the day of the Governor's State of Emergency proclamation.

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the request for allowance of attendance due to the proclamation of a State of Emergency.

### **FISCAL IMPACT**

Negate loss of ADA.

WMJ:SHC:LP:wc

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

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**DATE:** February 16, 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: REQUEST FOR ALLOWANCE OF ATTENDANCE AND INSTRUCTIONAL  
TIME CREDIT DUE TO EMERGENCY CONDITIONS AT CHINO HILLS HS**

=====

### **BACKGROUND**

Education Code 41422 authorizes maintenance of apportionments in instances when one or more schools must be closed because of “extraordinary conditions”. Education Code 46392 provides for the crediting of average daily attendance (ADA) whenever the ADA of any school district has been materially decreased because of an emergency.

On February 1, 2017, an automobile accident near Chino Hills High School took down power lines leaving the entire campus and surrounding communities without power. At 7:18 a.m. the Southern California Edison Company declared a power outage at the school site. Restoration of power to the school was estimated at 8:30 a.m. and later revised to 10:00 p.m. Due to safety concerns, school was closed at 10:00 a.m. and students were dismissed after attending their first period classes. All scheduled extracurricular activities were also canceled for the day. The actual time of restoration of power to the school site was just past 5:00 a.m. on February 2, 2017.

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

### **RECOMMENDATION**

It is recommended the Board of Education approve the request for allowance of attendance and instructional time credit due to emergency conditions at Chino Hills HS.

### **FISCAL IMPACT**

Negate loss of ADA.

WMJ:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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**DATE:** February 16, 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 CASES 16/17-30 AND 16/17-32**

=====

**BACKGROUND**

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

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

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

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

**RECOMMENDATION**

Based upon the recommendation of the Expulsion Hearing Administrative Panel, it is recommended the Board of Education approve the student expulsion cases 16/17-30 and 16/17-32.

**FISCAL IMPACT**

None.

WMJ:NE:SJ:ss

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

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**DATE:** February 16, 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: Canyon Hills JHS Event: East Coast Tour 2017 Place: Alexandria, VA; New York, NY; and Washington, DC Chaperone: 44 students/8 chaperones	March 26-31, 2017	Cost: \$2,379.00 per student Funding Source: Parents
Site: Magnolia JHS Event: East Coast Tour 2017 Place: Alexandria, VA; New York, NY; and Washington, DC Chaperone: 21 students/3 chaperones	March 26-31, 2017	Cost: \$2,370.00 per student Funding Source: Parents

Site: Chino Hills HS Event: Winter Guard International Regional Competition Place: Las Vegas, NV Chaperone Ratio: 30 students/12 chaperones	March 24-26, 2017	Cost: \$325.00 per student Funding Source: Boosters
Site: Chino Hills HS Event: USA Dance Nationals Place: Long Beach, CA Chaperone Ratio: 25 students/4 chaperones	March 31-April 2, 2017	Cost: \$200.00 per student Funding Source: Boosters
Site: Chino Hills HS Event: Winter Guard International Regional Competition Place: Dayton, OH Chaperone: 12 students/ 8 chaperones	April 5-9, 2017	Cost: \$1,500.00 per student Funding Source: Boosters
Site: Chino Hills HS Event: Winter Guard International Regional Competition Place: Dayton, OH Chaperone: 41 students/8 chaperones	April 18-23, 2017	Cost: \$1,500.00 per student Funding Source: Boosters
Site: Chino Hills HS Event: California Activities Directors Association Summer Camp Place: Santa Barbara, CA Chaperone: 20 students/3 chaperones	July 7-10, 2017	Cost: \$400.00 per student Funding Source: Students

## **FISCAL IMPACT**

None.

WMJ:GP:rtt

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** February 16, 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**

\$435,848.49 to all District funding sources.

WMJ:GJS:pw



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** February 16, 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

<b>SUPERINTENDENT</b>	<b>FISCAL IMPACT</b>
<b>S-1617-007 San Bernardino County Sheriff's Department.</b> To provide police services at special events. Submitted by: Superintendent Duration of Agreement: January 1, 2017 – June 30, 2017	Contract Amount: not to exceed \$25,000.00 Funding Source: General Fund

<b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>	<b>FISCAL IMPACT</b>
<b>CIIS-1617-050 Renaissance Learning.</b> To provide professional development - reading. Submitted by: Briggs K-8 Duration of Agreement: February 17, 2017 – June 30, 2017	Contract Amount: \$3,000.00 Funding Source: Professional Development
<b>CIIS-1617-051 Anthony Cummings Educational Consultant LLC.</b> To provide student mentorship and guidance. Submitted by: Chino HS Duration of Agreement: February 17, 2017 – June 30, 2017	Contract Amount: \$14,060.00 Funding Source: Title I
<b>CIIS-1617-052 Houghton Mifflin Harcourt.</b> To provide training for Read 180 teachers. Submitted by: Secondary Curriculum Duration of Agreement: February 17, 2017 – June 30, 2017	Contract Amount: \$6,897.00 Funding Source: LCAP
<b>CIIS-1617-053 Soren Bennick Productions Inc.</b> To provide anti-bullying assembly. Submitted by: Briggs K-8 Duration of Agreement: February 17, 2017 – June 30, 2017	Contract Amount: \$885.00 Funding Source: Title I
<b>CIIS-1617-054 Emote Education, Inc.</b> To provide pilot program for proactive real-time staff communication to support students. Submitted by: Don Lugo HS Duration of Agreement: February 17, 2017 – June 30, 2017	Contract Amount: None Funding Source: None

<b>FACILITIES, PLANNING, AND OPERATIONS</b>	<b>FISCAL IMPACT</b>
<b>SBCSS-16/17-0699 County Classroom Maintenance.</b> CVUSD to provide classroom maintenance at county owned/operated classrooms at thirteen (13) sites. Submitted by: Facilities, Planning, and Operations Duration of Agreement: July 1, 2016 – June 30, 2017	Contract Amount: None Funding Source: None
<b>SBCSS-16/17-0700 District Classroom Use at Woodcrest JHS.</b> CVUSD to provide one (1) special education classroom to SBCSS at Woodcrest JHS. Submitted by: Facilities, Planning, and Operations Duration of Agreement: July 1, 2016 – June 30, 2017	Contract Amount: None Funding Source: None

<b>HUMAN RESOURCES</b>	<b>FISCAL IMPACT</b>
<b>HR-1617-005 Paul Crost.</b> To provide mediation services. Submitted by: Human Resources Duration of Agreement: February 17, 2017 – June 30, 2017	Contract Amount: per rate sheet Funding Source: Human Resources and Associated Chino Teachers

APPROVED CONTRACTS TO BE AMENDED	AMENDMENT
<b>ES-1617-040 M1 A.C.E.S.</b> To provide sign language and interpreting services. Submitted by: Educational Services Duration of Agreement: July 1, 2016 – June 30, 2017 Original Agreement Board Approved: September 1, 2016	Increase contract amount from \$1,000.00 to \$6,000.00 Funding Source: Educational Services
<b>SBC-11-510- A-5 M1 San Bernardino County Probation Department.</b> To provide two full time probation officers. Submitted by: Curriculum, Instruction, Innovation, and Support Duration of Agreement: July 1, 2016 – June 30, 2017 Original Agreement Board Approved: April 21, 2016	Extend contract term one year to June 30, 2018 Decrease contract amount from \$56,224.00 to \$29,528.00 Funding Source: General Fund

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** February 16, 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**

=====

**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**  
February 16, 2017

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Computer	Dell		Cattle ES
Computer	Dell		Cattle ES
Computer	Dell		Cattle ES
Computer	Dell		Cattle ES
Computer	Dell		Cattle ES
Computer	Dell		Cattle ES
Computer	Dell		Cattle ES
Computer	Dell		Cattle ES
Computer	Dell		Cattle ES
Computer	Dell		Cattle ES
Computer	Dell		Cattle ES
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Computer	Dell		Cattle ES
Computer	Dell		Cattle ES
Computer	Dell		Cattle ES
Computer	Dell		Cattle ES
Computer	Dell		Cattle ES
Computer	Dell		Cattle ES
Computer	Dell		Cattle ES
Computer	Dell	Cfv30f1	Cattle ES
Computer	Dell	Cyj30fy1	Cattle ES
Computer	Dell	Cfv30f1	Cattle ES
Computer	Dell	Bhv30f1	Cattle ES
Computer	Dell	6bj30f1	Cattle ES
Computer	Dell	314 lab 26	Cattle ES
Computer	Dell	Hgb30f1	Cattle ES
Printer	HP	Lazer jet 2200dn	Cattle ES
Computer	Dell	B60TBK1	Newman ES
Computer	Dell	13ZDBM1	Newman ES
Computer	Dell	860TBK1	Newman ES
Computer	Dell	BJB30F1	Newman ES
Computer	Dell	FKC3KC1	Newman ES
Computer	Dell	9GB30F1	Newman ES
Computer	Dell	BLC3KC1	Newman ES
Computer	Dell	CBJ30F1	Newman ES
Computer	Dell	670TBK1	Newman ES
Computer	Dell	46DTBK1	Newman ES

<u>DESCRIPTION</u>	<u>MAKE/MODEL</u>	<u>I.D./SERIAL</u>	<u>DEPT/SITE</u>
Computer	Dell	28J51D1	Newman ES
Computer	Dell	27DTBK1	Newman ES
Computer	Dell	6GB30F1	Newman ES
Computer	Dell	2PL0LJ1	Newman ES
Computer	Dell	96DTBK1	Newman ES
Computer	Dell	H60TBK1	Newman ES

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Our Motto:

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

**DATE:** February 16, 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 PROJECTS**

=====

### **BACKGROUND**

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

<b>CUPCCAA Project</b>	<b>Project Description</b>	<b>Contractor</b>	<b>Original Quotation</b>	<b>Change Order</b>	<b>Total</b>	<b>Funding Source</b>
CC2017-08	Install Wall Pads and Wrestling Mats at Chino HS	BSN Sports	\$21,461.37	N/A	\$21,461.37	01
CC2017-10	Fabrication and Installation of Security Screens at Adult School and Chino HS	Angelo Construction	\$56,836.00	N/A	\$56,836.00	11 25
CC2017-12	Replacement of Flooring at Cal Aero Preserve Academy K-8	Rite-Way Flooring Inc.	\$37,156.00	(\$2,165.00)	\$34,991.00	25
CC2017-13	Fabricate and Install New Casework at Chino Hills HS	Chino Cabinet Co., Inc.	\$21,490.00	N/A	\$21,490.00	25
CC2017-14	Landscaping Upgrades at Walnut ES	WCCR Construction	\$45,880.00	N/A	\$45,880.00	25
CC2017-15	Office Renovation at District	WCCR Construction	\$58,600.00	N/A	\$58,600.00	25

<b>CUPCCAA Project</b>	<b>Project Description</b>	<b>Contractor</b>	<b>Original Quotation</b>	<b>Change Order</b>	<b>Total</b>	<b>Funding Source</b>
CC2017-18	Office Renovations at District's 100 Building	WCCR Construction	\$15,200.00	N/A	\$15,200.00	25
CC2017-19	Interior Painting at Cal Aero Preserve Academy K-8 Community Center	Omega Construction	\$22,000.00	N/A	\$22,000.00	25

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

Staff recommends approval of the Notice of Completion for these projects.

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 Projects.

### **FISCAL IMPACT**

\$21,461.37 to General Fund 01.  
 \$39,491.00 to Adult Education Fund 11.  
 \$56,991.00 to Capital Facilities Fund 25.  
 \$21,490.00 to Special Tax A Fund 25.  
 \$137,025.00 to RDA Fund 25.

WMJ:GJS:pw



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** February 16, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: CHANGE ORDER AND NOTICE OF COMPLETION FOR  
BID NO. 15-16-02, DISTRICT DELIVERY VEHICLES**

=====

**BACKGROUND**

On May 19, 2016, the Board of Education awarded Bid No. 5-16-02, District Delivery Vehicles to Fritts Ford.

During the course of vehicle ordering and delivery, pricing changes took effect resulting in a lower overall cost for the vehicles. The following change order has been reviewed and recommended for approval by District staff.

Change Order	Contractor	Amount
1	Fritts Ford	(\$8,338.10)
	Bid Amount	\$337,007.60
	Revised Total Project Amount	\$328,669.50

This change order results in a net decrease of \$8,338.10 to the overall cost of the vehicles and no change in contract time. The revised total cost of the vehicles, including the change order is \$328,669.50.

All vehicles were delivered on December 21, 2016. Contract summary is provided below.

Fritts Ford			
Original Bid Amount	Approved Change Order	Total Contract	5% Retention Amount
\$337,007.60	(\$8,338.10)	\$328,669.50	\$16,433.48

Documentation indicating satisfactory completion and compliance with specifications and requirements has been obtained from the following individuals; Sam Sousa, Supervisor; and Martin Silveira, Director, Maintenance, Operations, and Construction.

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

**RECOMMENDATION**

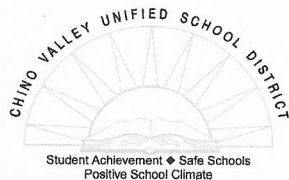
It is recommended the Board of Education approve the change order and Notice of Completion for Bid No. 15-16-02, District Delivery Vehicles.

**FISCAL IMPACT**

(\$8,338.10) to General Fund.

WMJ:GJS:pw

# CHINO VALLEY UNIFIED SCHOOL DISTRICT



Maintenance & Operations Department  
5130 Riverside Drive  
Chino, CA 91719  
Telephone: 909.628.1201 x1450 FAX: 909.590.1639  
**C H A N G E O R D E R**

DATE: February 6, 2017

BID #: 15-16-02, District Delivery Vehicles

OWNER: Chino Valley Unified School District

CONTRACTOR / TRADE: Fritts Ford

CHANGE ORDER #: 1

THE CONTRACTOR / TRADE IS HEREBY AUTHORIZED TO DO THE FOLLOWING: Price adjustment for buying versus 5-year lease purchase.

Requested by: District  
Funds: N/A  
Drawing #: N/A

Reason: District opted for straight purchase of all vehicles versus 5-year lease purchase

The original contract amount was:	\$ 337,007.60
The contract amount will be decreased by this Change Order:	\$ 8,338.10
The new contract amount including this Change Order will be:	\$ 328,669.50
The contract time will remain the same.	
The date of completion as a result of this Change Order is December 21, 2016	

**APPROVED BY:**

MAINTENANCE DEPT: [Signature]

DATE: 2.6.17

DIRECTOR MOC: \_\_\_\_\_

DATE: \_\_\_\_\_

CHANGE ACCEPTED BY: [Signature]

DATE: 2/6/17

PROJECT MGR.: N/A

DATE: —

DSA INSPECTOR: N/A

DATE: —

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** February 16, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: RESOLUTION 2016/2017-17 FOR AUTHORIZATION TO UTILIZE A PIGGYBACK CONTRACT**

=====

**BACKGROUND**

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

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

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

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

<b>Resolution</b>	<b>Contract</b>	<b>Contractor</b>	<b>Description</b>	<b>Term</b>
2016/2017-17	Savanna School District SSPU #40-09/2016-17	Elite Modular Leasing and Sales Inc.	purchase, lease, relocation, dismantling, and removal of Division of the State Architect (DSA) approved portable buildings	1/18/17-1/17/18

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

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2016/2017-17 for authorization to utilize a piggyback contract.

**FISCAL IMPACT**

Unknown.

WMJ:GJS:pw

**Chino Valley Unified School District  
Resolution 2016/2017-17  
Authorization to Utilize the Savanna School District SSPU #40-09/2016-17  
With Elite Modular Leasing and Sales, Inc.  
The Purchase, Lease, Relocation, Dismantling, and Removal of Division of the  
State Architect (DSA) approved portable buildings  
Through the Piggyback Contract**

**WHEREAS**, the Board of Education (Board) of the Chino Valley Unified School District (District) has determined that a true and very real need exists to procure the purchase, lease, relocation, dismantling, and removal of DSA approved portable buildings for the District;

**WHEREAS**, Savanna School District currently has a piggyback contract, SSPU #40-09/2016-17, in accordance with Public Contract Code 20118 with Elite Modular Leasing and Sales, Inc. that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

**WHEREAS**, the Board has determined that it is in the best interest of the District to authorize the purchase, lease, relocation, dismantling, and removal of DSA approved portable buildings through the piggyback contract procured by the Savanna School District SSPU #40-09/2016-17.

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

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

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase, lease, relocation, dismantling, and removal of DSA approved portable buildings through the piggyback contract originally procured by the Savanna School District SSPU #40-09/2016-17 is in the best interests of the District because there is volume pricing that can be used to reduce the District's overall price.

Section 3. Authorization. The Board hereby authorizes the acquisition of the purchase, lease, relocation, dismantling, and removal of DSA approved portable buildings in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the Savanna School District SSPU #40-09/2016-17.

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

Section 5. Effective Date. This resolution shall be effective as of January 18, 2017, for the term ending January 17, 2018.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 16th day of February 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

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

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Wayne M. Joseph, Superintendent  
Secretary, Board of Education

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** February 16, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT:** **RESOLUTION 2016/2017-20 AUTHORIZATION TO APPLY FOR AND  
SECURE GRANT FUNDING FROM THE SOUTH COAST AIR  
QUALITY MANAGEMENT DISTRICT PA2017-01 AB923 ELECTRIC  
SCHOOL BUS FUNDING PROGRAM**

=====

**BACKGROUND**

On December 2, 2016, the South Coast Air Quality Management District approved and released applications for their Electric School Bus Funding Program PA2017-01. This program allows public school districts to apply for grant funds for the purchase of zero emission school buses (ZEBs) and the related/necessary electrical infrastructure.

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

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2016/2017-20 for Authorization to Apply for and Secure Grant Funding from the South Coast Air Quality Management District PA2017-01 AB923 Electric School Bus Funding Program.

**FISCAL IMPACT**

None.

WMJ:GJS:pw



**Chino Valley Unified School District  
Resolution 2016/2017-20  
Authorization to Apply for and Secure Grant Funding from the  
South Coast Air Quality Management District  
PA2017-01 AB923 Electric School Bus Funding Program**

**WHEREAS**, the Board of Trustees of the Chino Valley Unified School District of San Bernardino County, State of California, has determined the District's Transportation needs; and

**WHEREAS**, the District qualifies to apply for and secure grant funding from the South Coast Air Quality Management District (SCAQMD) under PA2017-01 AB923 Electric School Bus Funding Program, released at the December 2, 2016 SCAQMD Board Meeting, and;

**WHEREAS**, this grant is for the purchase of new electric school buses and related electrical infrastructure. The grant application process for these SCAQMD AB 923 funds requires that the Board of Education commit to pay for any additional options above the grant amount, such as required special needs equipment, that might also be on the bus granted and ordered from the bus vendor, and;

**WHEREAS**, the Board of Education by this resolution is also showing that they are fully committed to obtaining these grants and following through with all of the requirements of this grant program, and;

**WHEREAS**, the school match requirement and the cost of the additional options, required, is approximately \$26,000.00 per bus, to be paid by the Chino Valley Unified School District.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of the Chino Valley Unified School District does hereby authorize the School District's Representative, Gregory J. Stachura, Assistant Superintendent, Facilities, Planning and Operations, to apply for and secure all possible funding for purchase of new electric school buses and related electrical infrastructure, with a commitment by this Board through this resolution to pay all additional option costs, on any buses granted through the SCAQMD PA 2017-01 AB 923 program,.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 16th day of February 2017 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

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

---

Wayne M. Joseph, Superintendent  
Secretary, Board of Education

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** February 16, 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**

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

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

WMJ:LF:SH:RR:mcm

**CERTIFICATED PERSONNEL**

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

ASHBY, John	Assistant Principal-HS	Don Lugo HS	02/24/2017
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**HIRED AT APPROPRIATE PLACEMENT ON THE CERTIFICATED SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2016/2017 SCHOOL YEAR**

SABBARA, Dana	Special Ed. Teacher	Ayala HS	02/17/2017
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**RETIREMENT**

PARSONS, Ann Lynne (24 years of service)	Elementary Teacher	Litel ES	06/03/2017
GARCIA, Gerald (27 years of service)	Spanish Teacher	Chino HS	02/08/2017

**RESIGNATION**

WHITE, Guy	English Teacher	Don Lugo HS	03/24/2017
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**APPOINTMENT – EXTRA DUTY**

AYALA, Alfonso (NBM)	Boys Soccer (B)	Ayala HS	02/17/2017
CAPPS, Ronald	Golf (B)	Ayala HS	02/17/2017
DONOVAN, Kenny	Golf (GF)	Ayala HS	02/17/2017
ANGULO, Alex	Baseball (B)	Chino HS	02/17/2017
BRASHEAR, Sean (NBM)	Softball (GF)	Chino HS	02/17/2017
SMITH, Michael E. (NBM)	Softball (GF)	Chino HS	02/17/2017
WUERTZ, Sarah (NBM)	Swim (B)	Chino HS	02/17/2017
CASEY, Sean	Baseball (GF)	Chino Hills HS	02/17/2017
CHAVEZ, Kevin (NBM)	Baseball (GF)	Chino Hills HS	02/17/2017
DUNBAR, Jake (NBM)	Baseball (B)	Chino Hills HS	02/17/2017
FLORES, Bryan (NBM)	Baseball (B)	Chino Hills HS	02/17/2017
FULLERTON, Keith	Baseball (B)	Chino Hills HS	02/17/2017
LONG, Debra (NBM)	Wrestling (B)	Chino Hills HS	02/17/2017
MELCHOR, Andrew (NBM)	Baseball (B)	Chino Hills HS	02/17/2017
PLUNKETT, Dan (NBM)	Baseball (GF)	Chino Hills HS	02/17/2017
CICCONE, Thomas	Track & Field (GF)	Don Lugo HS	02/17/2017

**CERTIFICATED PERSONNEL** (cont.)

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>EFFECTIVE DATE</u></b>
CRAWFORD, Timothy (NBM)	Track & Field (B)	Don Lugo HS	02/17/2017
CURTIS, DeMarco (NBM)	Boys Basketball (B)	Don Lugo HS	02/17/2017
DE GUZMAN, Enrico (NBM)	Boys Tennis (GF)	Don Lugo HS	02/17/2017
POLITE, Coby	Track & Field (GF)	Don Lugo HS	02/17/2017
		TOTAL:	\$29,094.00

**DELETE – EXTRA DUTY**

GRIDER, Kiana Jo (NBM)	Drill Team (B)	Ramona JHS	02/17/2017
GRIDER, Kiana Jo (NBM)	Drill Team (B)	Don Lugo HS	02/17/2017

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

CHANG, Elliott	DE LA ROSA, Daniel	MARTINEZ, Bryan
----------------	--------------------	-----------------

**CLASSIFIED PERSONNEL**

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

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

OLLMAN, Misty	IA/Special Ed./SH (SELPA/GF)	Chaparral ES	02/17/2017
VELASQUEZ, Maribel	IA/Elementary (C)	Dickson ES	02/17/2017
MAZA, Daniel	Typist Clerk II (GF)	Glenmeade ES	02/17/2017
CORREA, Berta	Health Technician (GF)	Wickman ES	02/17/2017
BHAMIN, Ramandeep	IA/Special Ed. (SELPA/GF)	Ayala HS	02/17/2017
SANCHEZ, Mark	IA/Special Ed./SH (SELPA/GF)	Ayala HS	02/17/2017
GARDNER, Martel	District Postal Specialist (GF)	Duplicating	02/17/2017

**ADDITIONAL ASSIGNMENT**

VALDIVIESO, Laura	School Community Liaison/ Bilingual-Spanish (C)	Don Lugo HS	02/17/2017
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**RELEASE PROBATIONARY EMPLOYEE FROM A POSITION WITHOUT PREJUDICE**

Employee #25013	01/18/2017
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**RELEASE OF PROBATIONARY EMPLOYEE WITHOUT PREJUDICE**

Employee #26187	02/03/2017
-----------------	------------

**RESIGNATION**

MARTINEZ, Bryan	IA/Childhood Ed. (CDF)	Butterfield Ranch FC	02/16/2017
MILLER, Kristine	Child Care Specialist (CDF)	Country Springs FC	02/15/2017
CRUZ, Steven	Technology Technician (GF)	Technology	02/07/2017

**APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE JANUARY 1, 2017, THROUGH MARCH 31, 2017**

GILLING, Stephan	IA/SPED/SH	Borba ES
CONTRERAS, Esmeralda	Bilingual Typist Clerk I	Transportation

**APPOINTMENT OF SHORT TERM EMPLOYEES EFFECTIVE APRIL 1, 2017, THROUGH JUNE 30, 2017**

CONTRERAS, Esmeralda	Bilingual Typist Clerk I	Transportation
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**CLASSIFIED PERSONNEL** (cont.)

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

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

CAMPOS QUIROZ, Christopher	CISNEROS, Pamela	DOMINGUEZ, Arlena
----------------------------	------------------	-------------------

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

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** February 16, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: REVISION OF BOARD POLICY 4117.2 ALL PERSONNEL -  
RESIGNATION**

=====

**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 4117.2 All Personnel – Resignation is being revised to include the classified and management number sequence to the policy as GAMUT recommended. This agenda item was presented to the Board of Education on February 2, 2016, for information.

New numbers are provided in **bold** while old language to be deleted is ~~lined through~~.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 4117.2 All Personnel – Resignation.

**FISCAL IMPACT**

None.

WMJ:LF:SH:RR:mcm



**RESIGNATION**

Any District employee who desires to resign his/her position shall submit, in writing, using the notice of resignation/retirement form or a formal letter, which indicates the date which the employee intends as his/her last day at work. A written notice of resignation shall be filed with the Superintendent or designee. The Board of Education encourages employees to provide advance notice that is appropriate for the position they hold.

The effective date of the resignation shall be a date not later than the close of the school year during which the resignation is received.

Except as otherwise provided for in the specific Collective Bargaining Agreement, the Superintendent or designee is authorized to accept the written resignation of any employee on behalf of the Board of Education, and the resignation shall be effective immediately on acceptance of the Superintendent or designee. A resignation presented to and accepted by the Superintendent or designee may not be withdrawn by the employee. The Board shall ratify the Superintendent's or designee's action at a regularly scheduled meeting.

If a certificated employee leaves District service during the school year without obtaining acceptance of his/her resignation, or if he/she leaves before the effective date of the resignation, the Superintendent or designee shall report this fact, with supporting evidence, to the California Commission on Teacher Credentialing.

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

35161 Board delegation of any powers or duties

44420 Failure to fulfill contract as ground for suspension of diplomas and certificates

44433 Unauthorized departure from service as unprofessional conduct

44930 Acceptance and date of resignation

45201 Power to accept resignation

**CODE OF REGULATIONS, TITLE 5**

80303 Reports of change in employment status

80304 Notice of sexual misconduct

**COURT DECISIONS**

American Federation of Teachers, Local #1050 v. Board of Education of Pasadena Unified School District, (1980) 107 Cal.App.3d 829

**Chino Valley Unified School District**

Policy adopted: November 16, 1995

Revised: March 23, 2000

Revised: June 13, 2013

REVISED:



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** February 16, 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: NEW BOARD POLICY 3230 AND ADMINISTRATIVE REGULATION  
3230 BUSINESS AND NONINSTRUCTIONAL OPERATIONS –  
FEDERAL GRANT FUNDS**

=====

**BACKGROUND**

Board policies and regulations are routinely developed as a result of changes in law, mandates, federal regulations, and current practice. New Board Policy 3230 and Administrative Regulation 3230 Business and Noninstructional Operations – Federal Grant Funds are being created to reflect updates to both laws and current practice.

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 3230 and Administrative Regulation 3230 Business and Noninstructional Operations – Federal Grant Funds.

**FISCAL IMPACT**

None.

WMJ:SHC:LP:wc

**FEDERAL GRANT FUNDS**

THE GOVERNING BOARD RECOGNIZES THE DISTRICT'S RESPONSIBILITY TO MAINTAIN FISCAL INTEGRITY AND TRANSPARENCY IN THE USE OF ALL FUNDS AWARDED THROUGH FEDERAL GRANTS. THE DISTRICT SHALL COMPLY WITH ALL REQUIREMENTS DETAILED IN ANY GRANT AGREEMENT WITH AN AWARDING AGENCY AND WITH THE FEDERAL UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS SPECIFIED IN 2 CFR 200.0-200.521 AND ANY STRICTER STATE LAWS AND DISTRICT POLICY.

ANY GOODS OR SERVICES PURCHASED WITH FEDERAL FUNDS SHALL BE REASONABLE IN COST AND NECESSARY FOR THE PROPER AND EFFICIENT PERFORMANCE OR ADMINISTRATION OF THE PROGRAM.

THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT THE DISTRICT'S FINANCIAL MANAGEMENT SYSTEMS AND PROCEDURES PROVIDE FOR THE FOLLOWING: (2 CFR 200.302)

1. IDENTIFICATION IN DISTRICT ACCOUNTS OF EACH FEDERAL AWARD RECEIVED AND EXPENDED AND THE FEDERAL PROGRAM UNDER WHICH IT WAS RECEIVED.

(cf. 3100 - Budget)

2. ACCURATE, CURRENT, AND COMPLETE DISCLOSURE OF THE FINANCIAL AND PERFORMANCE RESULTS OF EACH FEDERAL AWARD OR PROGRAM IN ACCORDANCE WITH THE REPORTING REQUIREMENTS OF 2 CFR 200.327 AND 200.328.

(cf. 3460 - Financial Reports and Accountability)

3. RECORDS AND SUPPORTING DOCUMENTATION THAT ADEQUATELY IDENTIFY THE SOURCE AND APPLICATION OF FUNDS FOR FEDERALLY FUNDED ACTIVITIES, INCLUDING INFORMATION PERTAINING TO FEDERAL AWARDS, AUTHORIZATIONS, OBLIGATIONS, UNOBLIGATED BALANCES, ASSETS, EXPENDITURES, INCOME, AND INTEREST.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

4. EFFECTIVE CONTROLS AND ACCOUNTABILITY FOR ALL FUNDS, PROPERTY, AND OTHER ASSETS AND ASSURANCE THAT ALL ASSETS ARE USED SOLELY FOR AUTHORIZED PURPOSES.

**FEDERAL GRANT FUNDS (CONT.)**

5. COMPARISON OF ACTUAL EXPENDITURES WITH BUDGETED AMOUNTS FOR EACH FEDERAL AWARD
6. WRITTEN PROCEDURES TO IMPLEMENT PROVISIONS GOVERNING PAYMENTS AS SPECIFIED IN 2 CFR 200.305.
7. WRITTEN PROCEDURES FOR DETERMINING THE ALLOW ABILITY OF COSTS IN ACCORDANCE WITH 2 CFR 200.400-200.475 AND THE TERMS AND CONDITIONS OF THE FEDERAL GRANT AWARD. (CF. 3400 - MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS)

THE SUPERINTENDENT OR DESIGNEE SHALL DEVELOP AND IMPLEMENT APPROPRIATE INTERNAL CONTROL PROCESSES TO REASONABLY ASSURE THAT TRANSACTIONS ARE PROPERLY EXECUTED, RECORDED, AND ACCOUNTED FOR SO THAT THE DISTRICT CAN PREPARE RELIABLE FINANCIAL STATEMENTS AND FEDERAL REPORTS, MAINTAIN ACCOUNTABILITY OVER ASSETS, AND DEMONSTRATE COMPLIANCE WITH FEDERAL LAWS, REGULATIONS, AND CONDITIONS OF THE FEDERAL AWARD. (2 CFR 200.61, 200.62, 200.303)

EQUIPMENT PURCHASED WITH FEDERAL FUNDS SHALL BE PROPERLY INVENTORIED AND ADEQUATELY MAINTAINED TO SAFEGUARD AGAINST LOSS, DAMAGE, OR THEFT OF THE PROPERTY.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)  
(cf. 3440 - Inventories)  
(cf. 3512 - Equipment)

ALL STAFF INVOLVED IN THE ADMINISTRATION OR IMPLEMENTATION OF PROGRAMS AND ACTIVITIES SUPPORTED BY FEDERAL FUNDS SHALL RECEIVE INFORMATION AND TRAINING ON THE ALLOWABLE USE OF FEDERAL FUNDS, PURCHASING PROCEDURES, AND REPORTING PROCESSES COMMENSURATE WITH THEIR DUTIES.

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

THE DISTRICT SHALL SUBMIT PERFORMANCE REPORTS TO THE AWARING AGENCY IN ACCORDANCE WITH THE SCHEDULE AND INDICATORS REQUIRED FOR THAT FEDERAL GRANT BY LAW AND THE AWARING AGENCY. AS REQUIRED, SUCH REPORTS MAY INCLUDE A COMPARISON OF ACTUAL ACCOMPLISHMENTS TO THE OBJECTIVES OF THE FEDERAL AWARD, THE

## **FEDERAL GRANT FUNDS (CONT.)**

RELATIONSHIP BETWEEN FINANCIAL DATA AND PERFORMANCE ACCOMPLISHMENTS, THE REASONS THAT ESTABLISHED GOALS WERE NOT MET IF APPLICABLE, COST INFORMATION TO DEMONSTRATE COST EFFECTIVE PRACTICES, ANALYSIS AND EXPLANATION OF ANY COST OVERRUNS OR HIGH UNIT COSTS, AND OTHER RELEVANT INFORMATION. THE FINAL PERFORMANCE REPORT SHALL BE SUBMITTED WITHIN 90 DAYS AFTER THE ENDING DATE OF THE GRANT. (2 CFR 200.301, 200.328)

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

### **Legal Reference:**

#### EDUCATION CODE

42122-42129 Budget requirements

#### CODE OF FEDERAL REGULATIONS, TITLE 2

180.220 Amount of contract subject to suspension and debarment rules

200.0-200.521 Federal uniform grant guidance, especially:

200.1-200.99 Definitions

200.100-200.113 General provisions

200.317-200.326 Procurement standards

200.327-200.329 Monitoring and reporting

200.333-200.337 Record retention

200.400-200.475 Cost principles

200.500-200.521 Audit requirements

#### CODE OF FEDERAL REGULATIONS, TITLE 34

76.730-76.731 Records related to federal grant programs

#### CODE OF FEDERAL REGULATIONS, TITLE 48

2.101 Federal acquisition regulation; definitions

### **Management Resources:**

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Department of Education Audit Guide

California School Accounting Manual

#### EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

#### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Questions and Answers Regarding 2 CFR Part 200, March 17, 2016

#### WEBSITES

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

Education Audit Appeals Panel: [www.eaap.ca.gov](http://www.eaap.ca.gov)

Office of Management and Budget, Uniform Guidance: [www.whitehouse.gov/omb/grants\\_docs](http://www.whitehouse.gov/omb/grants_docs)

State Controller's Office: [www.sco.ca.gov](http://www.sco.ca.gov)

System for Award Management (SAM): [www.sam.gov/portal/SAM/##11](http://www.sam.gov/portal/SAM/##11)

U.S. Department of Education: [www.ed.gov](http://www.ed.gov)

U.S. Government Accountability Office: [www.gao.gov](http://www.gao.gov)

## **CHINO VALLEY UNIFIED SCHOOL DISTRICT**

### **POLICY ADOPTED:**

**FEDERAL GRANT FUNDS****ALLOWABLE COSTS**

PRIOR TO OBLIGATING OR SPENDING ANY FEDERAL GRANT FUNDS, THE SUPERINTENDENT OR DESIGNEE SHALL DETERMINE WHETHER A PROPOSED PURCHASE IS AN ALLOWABLE EXPENDITURE OF FEDERAL FUNDS IN ACCORDANCE WITH 2 CFR 200.400-200.475 AND THE TERMS AND CONDITIONS OF THE FEDERAL GRANT AWARD. HE/SHE SHALL ALSO DETERMINE WHETHER THE EXPENSE IS A DIRECT OR INDIRECT COST AS DEFINED IN 2 CFR 200.413 AND 200.414 AND, IF THE PURCHASE WILL BENEFIT OTHER PROGRAMS NOT INCLUDED IN THE GRANT AWARD, THE APPROPRIATE SHARE TO BE ALLOCATED TO THE FEDERAL GRANT.

(cf. 3350 - Travel Expenses)

THE SUPERINTENDENT OR DESIGNEE SHALL REVIEW AND APPROVE ALL TRANSACTIONS INVOLVING FEDERAL GRANT FUNDS AND SHALL ENSURE THE PROPER CODING OF EXPENDITURES CONSISTENT WITH THE CALIFORNIA SCHOOL ACCOUNTING MANUAL.

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

**PERIOD OF PERFORMANCE**

ALL OBLIGATIONS OF FEDERAL FUNDS SHALL OCCUR ON OR BETWEEN THE BEGINNING AND ENDING DATES OF THE GRANT PROJECT AND SHALL BE PAID NO LATER THAN 90 DAYS AFTER THE END OF THE FUNDING PERIOD, UNLESS SPECIFICALLY AUTHORIZED BY THE GRANT AWARD TO BE CARRIED OVER BEYOND THE INITIAL TERM OF THE GRANT. (2 CFR 200.77, 200.308, 200.309, 200.343)

**PROCUREMENT**

ON OR BEFORE JULY 1, 2017, OR SUCH LATER DATE AS MAY BE APPROVED IN THE UNIFORM GUIDANCE, THE SUPERINTENDENT OR DESIGNEE SHALL COMPLY WITH THE STANDARDS SPECIFIED IN 2 CFR 200.317-200.326 AND APPENDIX II OF PART 200 WHEN PROCURING GOODS AND SERVICES NEEDED TO CARRY OUT A FEDERAL GRANT AS WELL AS ANY MORE RESTRICTIVE STATE LAWS AND DISTRICT POLICIES CONCERNING THE PROCUREMENT OF GOODS AND SERVICES.

**FEDERAL GRANT FUNDS (CONT.)**

AS APPROPRIATE TO ENCOURAGE GREATER ECONOMY AND EFFICIENCY, THE SUPERINTENDENT OR DESIGNEE SHALL AVOID ACQUISITION OF UNNECESSARY OR DUPLICATIVE ITEMS, GIVE CONSIDERATION TO CONSOLIDATING OR BREAKING OUT PROCUREMENTS, ANALYZE LEASE VERSUS PURCHASE ALTERNATIVES, CONSIDER ENTERING INTO AN INTERAGENCY AGREEMENT FOR PROCUREMENT OF COMMON OR SHARED GOODS AND SERVICES, AND/OR USE FEDERAL EXCESS OR SURPLUS PROPERTY. (2 CFR 200.318)

THE PROCUREMENT OF GOODS OR SERVICES WITH FEDERAL FUNDS SHALL BE CONDUCTED IN A MANNER THAT PROVIDES FULL AND OPEN COMPETITION IN ACCORDANCE WITH STATE LAWS AND DISTRICT REGULATIONS AND THE FOLLOWING REQUIREMENTS:

1. ANY PURCHASE OF SUPPLIES OR SERVICES THAT DOES NOT EXCEED THE "MICRO-PURCHASE" THRESHOLD (\$3,500.00) SPECIFIED IN 48 CFR 2.101 MAY BE AWARDED WITHOUT SOLICITING COMPETITIVE QUOTES, PROVIDED THAT THE DISTRICT CONSIDERS THE PRICE TO BE REASONABLE AND MAINTAINS WRITTEN EVIDENCE OF THIS REASONABLENESS IN THE RECORD OF ALL MICRO-PURCHASES. (2 CFR 200.67, 200.320)
2. FOR ANY PURCHASE THAT EXCEEDS THE MICRO-PURCHASE THRESHOLD BUT IS LESS THAN THE BID LIMIT REQUIRED BY PUBLIC CONTRACT CODE 20111, THE SUPERINTENDENT OR DESIGNEE SHALL UTILIZE "SMALL-PURCHASE" PROCEDURES THAT INCLUDE OBTAINING PRICE OR RATE QUOTES FROM AN ADEQUATE NUMBER OF QUALIFIED SOURCES. (2 CFR 200.320)
3. CONTRACTS FOR GOODS OR SERVICES OVER THE BID LIMITS REQUIRED BY PUBLIC CONTRACT CODE 20111 SHALL BE AWARDED PURSUANT TO CALIFORNIA LAW AND AR 3311 - BIDS, UNLESS EXEMPT FROM BIDDING UNDER THE LAW.

(cf. 3311 - Bids)

4. IF A PURCHASE IS EXEMPT FROM BIDDING AND THE DISTRICT'S SOLICITATION IS BY A REQUEST FOR PROPOSALS, THE AWARD MAY BE MADE BY EITHER A FIXED-PRICE OR COST-REIMBURSEMENT TYPE CONTRACT AWARDED TO THE ENTITY WHOSE PROPOSAL IS MOST ADVANTAGEOUS TO THE PROGRAM, WITH PRICE AND OTHER FACTORS CONSIDERED. (2 CFR 200.320)

(cf. 3312 - Contracts)



**FEDERAL GRANT FUNDS (CONT.)**

5. PROCUREMENT BY NONCOMPETITIVE PROPOSALS (SOLE SOURCING) MAY BE USED ONLY WHEN THE ITEM IS AVAILABLE FROM A SINGLE SOURCE, THE NEED OR EMERGENCY WILL NOT PERMIT A DELAY RESULTING FROM COMPETITIVE SOLICITATION, THE AWARDING AGENCY RESULTING FROM COMPETITIVE SOLICITATION, THE AWARDING AGENCY EXPRESSLY AUTHORIZES SOLE SOURCING IN RESPONSE TO THE DISTRICT'S REQUEST, AND/OR COMPETITION IS DETERMINED INADEQUATE AFTER SOLICITATION OF A NUMBER OF SOURCES. (2 CFR 200.320)
6. TIME AND MATERIALS TYPE CONTRACTS MAY BE USED ONLY AFTER A DETERMINATION THAT NO OTHER CONTRACT IS SUITABLE AND IF THE CONTRACT INCLUDES A CEILING PRICE THAT THE CONTRACTOR EXCEEDS AT ITS OWN RISK. TIME AND MATERIALS TYPE CONTRACT MEANS A CONTRACT WHOSE COST IS THE SUM OF THE ACTUAL COST OF MATERIALS AND DIRECT LABOR HOURS CHARGED AT FIXED HOURLY RATES THAT REFLECT WAGES, GENERAL ADMINISTRATIVE EXPENSES, AND PROFIT. (2 CFR 200.328)

FOR ANY PURCHASE OF \$25,000 OR MORE, THE SUPERINTENDENT OR DESIGNEE SHALL VERIFY THAT ANY VENDOR WHICH IS USED TO PROCURE GOODS OR SERVICES IS NOT EXCLUDED OR DISQUALIFIED BY THE FEDERAL GOVERNMENT. (2 CFR 180.220, 200.213)

ALL SOLICITATIONS SHALL INCORPORATE A CLEAR AND ACCURATE DESCRIPTION OF THE TECHNICAL REQUIREMENTS FOR THE MATERIAL, PRODUCT, OR SERVICE TO BE PROCURED. SUCH DESCRIPTION SHALL NOT, IN COMPETITIVE PROCUREMENTS, CONTAIN FEATURES WHICH UNDULY RESTRICT COMPETITION. THE DESCRIPTION SHALL AVOID DETAILED PRODUCT SPECIFICATIONS TO THE EXTENT POSSIBLE, BUT MAY INCLUDE A STATEMENT OF THE QUALITATIVE NATURE OF THE MATERIAL, PRODUCT, OR SERVICE TO BE PROCURED AND, WHEN NECESSARY, SHALL SET FORTH THOSE MINIMUM ESSENTIAL CHARACTERISTICS AND STANDARDS TO WHICH IT MUST CONFORM IF IT IS TO SATISFY ITS INTENDED USE. WHEN IT IS IMPRACTICAL OR NOT ECONOMICAL TO MAKE A CLEAR AND ACCURATE DESCRIPTION OF THE TECHNICAL REQUIREMENTS, A BRAND NAME OR EQUIVALENT DESCRIPTION MAY BE USED TO DEFINE THE PERFORMANCE OR OTHER SALIENT REQUIREMENTS OF PROCUREMENT, CLEARLY STATING THE SPECIFIC FEATURES OF THE NAMED BRAND WHICH MUST BE MET BY OFFERS. IN ADDITION, EVERY SOLICITATION SHALL IDENTIFY ALL REQUIREMENTS WHICH THE OFFER MUST FULFILL AND ANY OTHER FACTORS TO BE USED IN EVALUATING BIDS OR PROPOSALS. (2 CFR 200.319)

## **FEDERAL GRANT FUNDS (CONT.)**

THE SUPERINTENDENT OR DESIGNEE SHALL MAINTAIN SUFFICIENT RECORDS TO DOCUMENT THE PROCUREMENT, INCLUDING, BUT NOT LIMITED TO, THE RATIONALE FOR THE METHOD OF PROCUREMENT, SELECTION OF THE CONTRACT TYPE, CONTRACTOR SELECTION OR REJECTION, AND THE BASIS FOR THE CONTRACT PRICE. (2 CFR 200.318)

THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT ALL CONTRACTS FOR PURCHASES USING FEDERAL GRANT FUNDS CONTAIN THE APPLICABLE CONTRACT PROVISIONS DESCRIBED IN APPENDIX II TO PART 200 - CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS. (2 CFR 200.326)

## **CAPITAL EXPENDITURES**

THE SUPERINTENDENT OR DESIGNEE SHALL OBTAIN PRIOR WRITTEN APPROVAL FROM THE AWARDING AGENCY BEFORE USING FEDERAL FUNDS TO MAKE CAPITAL EXPENDITURES, INCLUDING THE ACQUISITION OF LAND, FACILITIES, EQUIPMENT, AND INTELLECTUAL PROPERTY AND EXPENDITURES TO MAKE ADDITIONS, IMPROVEMENTS, MODIFICATIONS, REPLACEMENTS, REARRANGEMENTS, REINSTALLATIONS, RENOVATIONS, OR ALTERATIONS TO CAPITAL ASSETS THAT MATERIALLY INCREASE THEIR VALUE OR USEFUL LIFE. (2 CFR 200.12, 200.13, 200.20, 200.33, 200.48, 200.58, 200.89, 200.313, 200.439)

## **CONFLICT OF INTEREST**

NO GOVERNING BOARD MEMBER, DISTRICT EMPLOYEE, OR DISTRICT REPRESENTATIVE SHALL PARTICIPATE IN THE SELECTION, AWARD, OR ADMINISTRATION OF A CONTRACT SUPPORTED BY FEDERAL FUNDS IF HE/SHE HAS A REAL OR APPARENT CONFLICT OF INTEREST, SUCH AS WHEN HE/SHE OR A MEMBER OF HIS/HER IMMEDIATE FAMILY, HIS/HER PARTNER, OR AN ORGANIZATION WHICH EMPLOYS OR IS ABOUT TO EMPLOY ANY OF THEM HAS A FINANCIAL INTEREST IN OR A TANGIBLE PERSONAL BENEFIT FROM A FIRM CONSIDERED FOR A CONTRACT. SUCH PERSONS ARE PROHIBITED FROM SOLICITING OR ACCEPTING GRATUITIES, FAVORS, OR ANYTHING OF MONETARY VALUE FROM CONTRACTORS OR SUBCONTRACTORS UNLESS THE GIFT IS AN UNSOLICITED ITEM OF NOMINAL VALUE. (2 CFR 200.318)

EMPLOYEES ENGAGED IN THE SELECTION, AWARD, AND ADMINISTRATION OF CONTRACTS SHALL ALSO COMPLY WITH BB 9270 - CONFLICT OF INTEREST.

(cf. 9270 - Conflict of Interest)

**FEDERAL GRANT FUNDS (CONT.)****CASH MANAGEMENT**

THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THE DISTRICT'S COMPLIANCE WITH 2 CFR 200.305 PERTAINING TO PAYMENTS AND CASH MANAGEMENT, INCLUDING COMPLIANCE WITH APPLICABLE METHODS AND PROCEDURES THAT MINIMIZE THE TIME ELAPSING BETWEEN THE TRANSFER OF FUNDS TO THE DISTRICT AND THE DISTRICT'S DISBURSEMENT OF FUNDS. (2 CFR 200.305)

WHEN AUTHORIZED BY LAW, THE DISTRICT MAY RECEIVE ADVANCE PAYMENTS OF FEDERAL GRANT FUNDS, LIMITED TO THE MINIMUM AMOUNTS NEEDED AND TIMED IN ACCORDANCE WITH THE ACTUAL IMMEDIATE CASH REQUIREMENTS OF THE DISTRICT FOR CARRYING OUT THE PURPOSE OF THE PROGRAM OR PROJECT. EXCEPT UNDER SPECIFIED CONDITIONS, THE DISTRICT SHALL MAINTAIN THE ADVANCE PAYMENTS IN AN INTEREST-BEARING ACCOUNT. THE DISTRICT SHALL REMIT INTEREST EARNED ON THE ADVANCED PAYMENT TO THE AWARDING AGENCY ON AN ANNUAL BASIS, BUT MAY RETAIN INTEREST AMOUNTS SPECIFIED IN 2 CFR 200.305 FOR ADMINISTRATIVE EXPENSES. (2 CFR 200.305)

WHEN REQUIRED BY THE AWARDING AGENCY, THE DISTRICT SHALL INSTEAD SUBMIT A REQUEST FOR REIMBURSEMENT OF ACTUAL EXPENSES INCURRED. THE DISTRICT MAY ALSO REQUEST REIMBURSEMENT AS AN ALTERNATIVE TO RECEIVING ADVANCE PAYMENTS. (2 CFR 200.305)

THE SUPERINTENDENT OR DESIGNEE SHALL MAINTAIN SOURCE DOCUMENTATION SUPPORTING THE EXPENDITURE OF FEDERAL FUNDS, SUCH AS INVOICES, TIME SHEETS, PAYROLL STUBS, OR OTHER APPROPRIATE DOCUMENTATION.

**PERSONNEL**

ALL DISTRICT EMPLOYEES WHO ARE PAID IN FULL OR IN PART WITH FEDERAL FUNDS, INCLUDING EMPLOYEES WHOSE SALARY IS PAID WITH STATE OR LOCAL FUNDS BUT IS USED TO MEET A REQUIRED MATCH OR IN-KIND CONTRIBUTION TO A FEDERAL PROGRAM, SHALL DOCUMENT THE AMOUNT OF TIME THEY SPEND ON GRANT ACTIVITIES. (2 CFR 200.430)

**RECORDS**

EXCEPT AS OTHERWISE PROVIDED IN 2 CFR 200.333, OR WHERE STATE LAW OR DISTRICT POLICY REQUIRES A LONGER RETENTION PERIOD, FINANCIAL RECORDS, SUPPORTING DOCUMENTS, STATISTICAL RECORDS, AND ALL

**FEDERAL GRANT FUNDS (CONT.)**

**AUDITS**

OTHER DISTRICT RECORDS RELATED TO A FEDERAL AWARD SHALL BE RETAINED FOR A PERIOD OF THREE YEARS FROM THE DATE OF SUBMISSION OF THE FINAL EXPENDITURE REPORT OR, FOR A FEDERAL AWARD THAT IS RENEWED QUARTERLY OR ANNUALLY, FROM THE DATE OF THE SUBMISSION OF THE QUARTERLY OR ANNUAL FINANCIAL REPORT. (2 CFR 200.333)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

WHENEVER THE DISTRICT EXPENDS \$750,000 OR MORE IN FEDERAL GRANT FUNDS DURING A FISCAL YEAR, IT SHALL ARRANGE FOR EITHER A SINGLE AUDIT OR A PROGRAM-SPECIFIC AUDIT IN ACCORDANCE WITH 2 CFR 200.507 OR 200.514. (2 CFR 200.501)

THE SUPERINTENDENT OR DESIGNEE SHALL ENSURE THAT THE AUDIT MEETS THE REQUIREMENTS SPECIFIED IN 2 CFR 200.500-200.521.

SPECIFIED RECORDS PERTAINING TO THE AUDIT OF FEDERAL FUNDS EXPENDED BY THE DISTRICT SHALL BE TRANSMITTED TO THE CLEARINGHOUSE DESIGNATED BY THE FEDERAL OFFICE OF MANAGEMENT AND BUDGET AND SHALL BE MADE AVAILABLE FOR PUBLIC INSPECTION. SUCH RECORDS SHALL BE TRANSMITTED WITHIN 30 DAYS AFTER RECEIPT OF THE AUDITOR'S REPORT OR WITHIN NINE MONTHS AFTER THE END OF THE AUDIT PERIOD, WHICHEVER IS SOONER, UNLESS A LONGER PERIOD IS AGREED TO IN ADVANCE BY THE FEDERAL AGENCY OR A DIFFERENT PERIOD IS SPECIFIED IN A PROGRAM-SPECIFIC AUDIT GUIDE. (2 CFR 200.512)

IN THE EVENT THAT THE AUDIT IDENTIFIES ANY DEFICIENCY, THE SUPERINTENDENT OR DESIGNEE SHALL PROMPTLY ACT TO EITHER CORRECT THE IDENTIFIED DEFICIENCY, PRODUCE RECOMMENDED IMPROVEMENTS, OR DEMONSTRATE THAT THE AUDIT FINDING IS INVALID OR DOES NOT WARRANT ACTION. (2 CFR 200.26, 200.508, 200.511)

**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:** February 16, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: NEW COURSE ADVANCED PLACEMENT COMPUTER SCIENCE APPLICATIONS**

=====

### **BACKGROUND**

The Chino Valley Unified School District routinely revises curriculum guides and develops new courses in accordance with State Content Standards, State Frameworks, and student need. Accordingly, the revision and development of curriculum guides are the result of a collaborative effort of teachers in the related academic area.

Advanced Placement (AP) Computer Science Applications (CSA) builds on the basic skills learned in AP Computer Science Principles (AP CSP) to teach students Java and authentic Android app development. Students in this course continue to hone their communication and collaboration skills while learning to use a variety of tools. The primary goal of the course is to create independent-thinking app developers: every unit in this course builds on students' prior knowledge and skills until they are able to complete an app development cycle independently from the ground up. This course aims to fully develop Object Oriented Programming (OOP) skills that were introduced in AP Computer Science Programming.

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

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 new course Advanced Placement Computer Science Applications.

### **FISCAL IMPACT**

None.

WMJ:GP:DJ:lar

# Chino Valley Unified School District

## High School Course Description

A. CONTACTS	
<b>1. School/District Information:</b>	School/District: Chino Valley Unified School District Street Address: 5130 Riverside Dr., Chino, CA 91710 Phone: (909) 628-1201 Web Site: chino.k12.ca.us
<b>2. Course Contact:</b>	Teacher Contact: Anthony Pittman Position/Title: Teacher Site: Ayala High School Phone: (909) 627-3584 E-mail: anthony_pittman@chino.k12.ca.us
B. COVER PAGE - COURSE ID	
<b>1. Course Title:</b>	Advanced Placement (AP) Computer Science Applications (CSA)
<b>2. Transcript Title/Abbreviation:</b>	AP CSA
<b>3. Transcript Course Code/Number:</b>	
<b>4. Seeking Honors Distinction:</b>	AP distinction
<b>5. Subject Area/Category:</b>	Meets "g" a-g UC/CSU elective requirement
<b>6. Grade Level(s):</b>	11-12
<b>7. Unit Value:</b>	10 credits/ 5 credits per semester
<b>8. Course Previously Approved by UC:</b>	Yes
<b>9. Course Classified as a Career Technical Education Course:</b>	No
<b>10. Course Modeled after a UC- Approved Course:</b>	Yes
<b>11. Repeatable for Credit:</b>	Yes
<b>12. Date of Board Approval:</b>	
<b>13. Brief Course Description:</b> <p>AP Computer Science Applications (AP CSA) aligns with the College Board's Computer Science Applications framework and the PLTW (Project Lead the Way) Computer Science framework. AP CSA builds on the basic skills learned in AP Computer Science Principles (AP CSP) to teach students Java and authentic Android app development. Students in this course continue to hone their communication and collaboration skills while learning to use a variety of tools. The primary goal of the course is to create independent-thinking app developers: every unit in this course builds on students' prior knowledge and skills until they are able to complete an app development cycle independently from the ground up.</p> <p>AP CSA is designed to cover all learning objectives in the College Board's AP Computer Science Applications framework, and exceeds the College Board's requirement of 20 hours of lab activity. It is also an example of a CSTA (Computer Science Teachers Association) level 3C course.</p> <p>The course is designed to be readily adaptable to student interests and community assets. Individual teachers are encouraged to modify the course content so that it feels as authentic and meaningful within the local context as possible. This course aims to fully develop Object Oriented Programming (OOP) skills that were introduced in AP Computer Science Programming.</p>	
<b>14. Prerequisites:</b>	Integrated Math 3/3H or completion of AP CSP
<b>15. Context for Course:</b>	

# Chino Valley Unified School District

## High School Course Description

This class is designed to further student ability in programming. Instruction includes the learning and practice several programming languages. It also develops awareness and skill in app development for mobile devices. This class will provide the hands-on training and practice in these skills. Students will be working on apps they develop in a project-based-learning model of instruction.

### **16. History of Course Development:**

AP Computer Science Applications had been around for more than 10 years as the AP CSAB (Computer Science Accreditation Board) exam, which was discontinued in 2008 and replaced with the CSA exam. The exam and materials are constantly evolving. The most recent iteration of the exam uses the Google Android platform to develop full-fledged apps using the coding language Java.

### **17. Textbooks:**

None

### **18. Supplemental Instructional Materials:**

Access to computers with appropriate software and access to mobile devices

## **C. COURSE CONTENT**

### **1. Course Purpose:**

AP Computer Science Applications emphasizes object-oriented programming methodology with an emphasis on problem solving and algorithm development and is meant to be the equivalent of a first-semester course in computer science. It also includes the study of data structures and abstraction.

#### **1. Object-Oriented Program Design:**

The overall goal for designing a piece of software (a computer program) is to correctly solve the given problem. At the same time, this goal should encompass specifying and designing a program that is understandable, and can be adapted to changing circumstances. The design process needs to be based on a thorough understanding of the problem to be solved.

##### **a. Program and Class Design**

#### **2. Program Implementation:**

Part of the problem-solving process is the statement of solutions in a precise form that invites review and analysis. The implementation of solutions in the Java programming language reinforces concepts, allows potential solutions to be tested, and encourages discussion of solutions and alternatives.

##### **a. Implementation techniques**

##### **b. Programming constructs**

##### **c. Java library classes and interfaces included in the AP Java subset**

#### **3. Program Analysis:**

The analysis of programs includes examining and testing programs to determine whether they correctly meet their specifications. It also includes the analysis of programs or algorithms in order to understand their time and space requirements when applied to different data sets.

##### **a. Testing**

##### **b. Debugging**

##### **c. Runtime exceptions**

##### **d. Program correctness**

##### **e. Algorithm Analysis**

##### **f. Numerical representations of integers**

# Chino Valley Unified School District

## High School Course Description

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### 1. Standard Data Structures:

Data structures are used to represent information within a program. Abstraction is an important theme in the development and application of data structures.

- a. Primitive data types (int, Boolean, double)
- b. Strings
- c. Classes
- d. Lists
- e. Arrays (1-dimensional and 2-dimensional)

### 2. Standard Algorithms:

Standard algorithms serve as examples of good solutions to standard problems. Many are intertwined with standard data structures. These algorithms provide examples for analysis of program efficiency.

- a. Operations on data structures
- b. Searching
- c. Sorting

### 3. Computing in Context:

An awareness of the ethical and social implications of computing systems is necessary for the study of computer science. These topics need not be covered in detail, but should be considered throughout the course.

- a. System reliability
- b. Privacy
- c. Legal issues and intellectual property
- d. Social and ethical ramifications of computer use

For more detail on the course topics covered in Computer Science A, see the Course Description:

<https://secure-media.collegeboard.org/digitalServices/pdf/ap/ap-computer-science-a-course-description.pdf>

## 2. Course Outline:

### Unit 1: Introducing Java:

Unit 1 provides a primer in the basics of the Java programming language and Object Oriented Programming (OOP). Students create classes, instantiate them, add instance data and access that data. They use conditionals, iteration, arithmetic and logical operators, arrays and iterators, first in BlueJ to ensure code correctness, and then in Android Studio to incorporate their own code into fully functional apps. The material provided also includes extra practice on all these Java topics and more.

#### Introducing Java

#### Lesson 1.1 Objects in Java:

The goal of this lesson is to give students the tools they need to create Java objects. Students create their own methods and call them to manage and manipulate data. Students then program the logic into a weather app that notifies the user of appropriate courses of action to take when heading out the door in the morning based on the weather forecast. The lesson concludes with students augmenting the artificially intelligent natural language processing Magpie app based on the College Board's Magpie Chatbot lab.

- a. Activity 1.1.1 – Introduction to Android Development
- b. Activity 1.1.2 – Your First Class
- c. Activity 1.1.3 – Making Objects
- d. Activity 1.1.4 – If It's Raining...
- e. Activity 1.1.5 – Your Sci-Fi Name
- f. Activity 1.1.6 – Chatting with Magpie



# Chino Valley Unified School District

## High School Course Description

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### Lesson 1.2 Manipulating Data:

This lesson focuses on managing data in arrays and using iteration in Java. Students write code in BlueJ that parses string data and then plug that code into an app in Android Studio that retrieves data from the device's local memory. They also write code to manage and maintain a list of billboard music ratings. The unit culminates with students creating an app from the ground up that uses buttons to play sound assets.

- a. Activity 1.2.1 – Parsing Text
- b. Activity 1.2.2 – Today's Top 40
- c. Activity 1.2.3 – Data Storage
- d. Activity 1.2.4 – Create an Android Project
- e. Activity 1.2.5 – Synthesizer

### Unit 2: Vanilla Android Development:

Students spend most of this unit developing a viewer for college applications, with college admissions officials as the target audience. Highlights of this unit include working with fragments, mastering encapsulation, and designing and implementing apps that incorporate the most common and useful user interface elements. Students use a Backend as A Service (BaaS) to implement persistent data within their app, allowing a user to access their data from any Android device. At the end of the unit, students design apps and perform usability testing on their designs using a prototyping tool.

### Lesson 2.1 App Navigation:

Students begin this lesson by testing out a sample app that showcases the functionality of the final product they are asked to produce in the Unit 2. The College App is designed to quickly show an admissions officer whatever assets an applicant has provided in a mobile format. Students learn to incorporate and extend several common User Interface (UI) features into the College App. In the process, they learn about inheritance and class definitions and also have an opportunity to apply prior knowledge of basic Java constructs. Incorporating a navigation drawer into the app improves usability and gives students experience working with a design pattern found in many real world apps. Finally, students explore and critique a Unified Modeling Language (UML) diagram and other documentation for the College App.

- a. Activity 2.1.1 – Usability Testing
- b. Activity 2.1.2 – Prototyping with proto.io
- c. Activity 2.1.3 – Classes
- d. Project 2.1.4 – App Navigation
- e. Activity 2.1.5 – User Input

### Lesson 2.2 Data Persistence:

This lesson continues to emphasize the OOP paradigm, reinforcing previous learning. Additionally, students learn about and use some common data structures including Array Lists. Students create their own checked exceptions, and access a Backend as a Service (BaaS) to implement data persistence. They create classes that inherit from interfaces or other classes and use these within data structures, necessitating a solid understanding of polymorphism. Finally, students decide on a feature to add to the College App and implement it.

- a. Activity 2.2.1 – Exceptions and Scope
- b. Activity 2.2.2 – Remote Database
- c. Activity 2.2.3 – List View
- d. Problem 2.2.4 – One Method, Many Classes
- e. Activity 2.2.5 – List and Detail
- f. Project 2.2.6 – Integration Testing and Unit Testing (4 days)

# Chino Valley Unified School District

## High School Course Description

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### Lesson 2.3 The Development Process:

Students start out this lesson by accessing Google's libraries for taking and displaying pictures in the College App. Having completed the College App, students will have fully utilized the Array List class in one dimension, extended interfaces and abstract classes, overloaded methods and more. This lesson culminates with students choosing a project in which they will extend their knowledge. They will revisit this project at the end of the course when they know more about Android development. Students must prototype and test their app for usability, as well as properly document and present their final products.

- a. Activity 2.3.1 – Let Me Take a Selfie
- b. Activity 2.3.2 – The Development Process

### Unit 3: Advanced Android Features:

The goal of Unit 3 is for students to reach a level of understanding of Google's Android libraries that allows them to create apps using a broad range of mobile features such as Global Positioning Systems (GPS) and Internet services. The major project in this unit is a social networking app that utilizes the BaaS they learned in Unit 2. Students begin by learning to manage a new set of data in the back-end database, writing client and server code in their app. Students then learn to access the GPS features of mobile devices, to reading QR codes (Quick Response codes) and accessing the web. The unit culminates in a problem in which students create a geo-cache style app using the techniques they dev

### Lesson 3.1 Trip Tracker:

In this lesson, students learn to add a backend service to their apps. Students store and retrieve user data from the cloud. This provides teachers with an opportunity to connect the OOP that students have learned in Java to authentic web frameworks and APIs (Application Programming Interfaces). The goal of this lesson is to give students the power to create apps that store significant amounts of data, that benefit from crowd/cloud-sourcing, and then allow users to access data from anywhere. Students manage the front and back end interfaces for a social networking app, going through the steps of prototyping and usability testing. They continue to enhance the social networking app throughout this unit.

- a. Activity 3.1.1 – Trip Tracker Start Up
- b. Activity 3.1.2 – User Authentication
- c. Activity 3.1.3 – A New Trip
- d. Activity 3.1.4 – Listing Trips
- e. Activity 3.1.5 – Updates and Deletes
- f. Activity 3.1.6 – Public vs. Private Trips
- g. Activity 3.1.7 – Sort Algorithms
- h. Activity 3.1.8 – Search Algorithms
- i. Project 3.1.9 – Social Networking App – Design
- j. Project 3.1.10 – Social Networking App – Development

### Lesson 3.2 Location Awareness:

In this lesson students reinforce their understanding of basic Java language constructs and OOP while making their apps location aware with GPS. They also practice data storage and management by adding location data to posts that users make in the app.

- a. Activity 3.2.1 – Preparing for Google Play Services
- b. Activity 3.2.2 – Using Google Play Services
- c. Project 3.2.3 – Location Awareness App – Design
- d. Activity 3.2.4 – Location Awareness App – Development (4 days)

# Chino Valley Unified School District

## High School Course Description

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### Lesson 3.3 Contacts in an App:

This lesson concludes work on the Trip Tracker app by adding the ability to query the device to discover locally stored contacts. Each contact is categorized into a subclass of an abstract type and then combined into a large list, requiring students to use and understand polymorphism. To achieve the finished product, students must use common features such as auto boxing, common methods from the String class, and dynamic late binding, in addition to reinforcing all of the Java constructs from the previous unit. Students create a GeoQuest app that combines the camera feature from Unit 2, the geolocation feature from Lesson 3.2 and knowledge of polymorphism, lists, and strings. The app keeps track of a list of polymorphic quest items to find around campus; when a team member discovers a quest item, the user records it in the app with a geolocation tag and an image of the item. When all required items have been found, the quest is complete.

- a. Activity 3.3.1 – Trip Cost and Rating
- b. Activity 3.3.2 – Polymorphic People
- c. Activity 3.3.3 – Persistent People
- d. Activity 3.3.4 – Polymorphic Behavior
- e. Activity 3.3.5 – Geo-Quest

### Lesson 3.4 App Analysis:

The goal of this lesson is to explore nuances of the Java language, especially those that occur during computational algorithms. Students will analyze the performance of various sorts and searches, perform statement execution counts, learn a simple rounding algorithm, experiment with operator precedence, witness integer overflow, and convert between the hexadecimal and decimal number systems.

- a. Activity 3.4.1 – Investigating Sort
- b. Activity 3.4.2 – Investigating Search
- c. Activity 3.4.3 – Computations in Java

### Unit 4: The LibGDX Game Development Framework:

The goal of Unit 4 is to give students an opportunity to practice and refine their understanding of Java techniques in the context of game development. LibGDX is a popular open source game development framework that is constantly growing due to the contributions of its active community members. An important part of this lesson is teaching students to access resources to help themselves utilize all the tools that are available to them. Students learn to incorporate media assets, and work with graphics and touch events. Students access and manipulate data in 2D data structures, and interpret code created using the MVC pattern before making significant modifications of their own. Finally, students create a unique app that incorporates elements like geolocation, communication with a database, and utilization of the camera, speakers, and microphone. The choice of app theme and topic are left to the student, though they should target a specific audience, and benefit their community in some way.

Students will need to find a "client" with whom they will communicate regularly about the progress of the project. This could be the manager of a GitHub repository, a community leader, or a local business owner. Students might also choose to develop a full-fledged game at this point in the course with their fellow students as the clients.

### Lesson 4.1 Creating a New World:

The goal of this lesson is to get students to understand the foundations of game development in LibGDX. The end product uses the touch screen to register user input. Students incorporate 2D graphic assets into the project, and manipulate 2D data structures.

- a. Activity 4.1.1 – LibGDX Setup
- b. Activity 4.1.2 – Level Loading
- c. Activity 4.1.3 – Walls, Characters, and Doodads

# Chino Valley Unified School District

## High School Course Description

### Lesson 4.2 Graphic Adventure Game:

In this lesson, students transfer their knowledge to fix problems with existing source code and add entirely new features to an existing game. In order to meaningfully improve the existing code, students must use math and problem solving skills as well as Java and object oriented concepts covered previously in this course.

- a. Activity 4.2.1 – Code Overview
- b. Activity 4.2.2 – Erratic Movement
- c. Project 4.2.3 – Game Improvement

### Lesson 4.3 Independent Projects:

Before the start of this lesson, students may opt to investigate bonus activities that cover animation outside of LibGDX, and publish apps they develop. In this lesson students put into practice everything they've explored in the course thus far. Likely more than for any task they've taken on up to this point, this problem requires students to be effective teammates, collaborators, communicators, and developers. Students will be tasked with finding an authentic "client" for their work with whom regular communication is embedded in the Agile design process. This project may be a continuation of student work from Unit 2. Student projects should address authentic needs in their community, though the choice of problem is left to the individual students. Example projects might include a water conservation awareness app for clients living in the drought-riddled southwest, or a puzzle game for friends to play. Students might choose to make an app that allows students to register online for courses at their school, develop an educational game for younger students, or perhaps even build an interactive set of tutorials for this very course. The possibilities are limitless, but the time available is not. Students will need to practice expert time management skills in order to create successful apps.

- a. Problem 4.3.1 – Make an App

Android is a trademark of Google Inc.

### 3. Key Assignments:

One 2.5-3 week project each semester

### 4. Instructional Methods and/or Strategies:

Project Lead the Way APB (Activity, Project, and Problem-based) Instructional Design providing students with unique opportunities to work collaboratively, identify problems, apply what they know, persevere through challenges, find unique solutions, and lead their own learning.

### 5. Assessment Including Methods and/or Tools:

- AP Computer Science Applications Course Description (PDF) (Opens in new window)
- AP Computer Science Applications quick reference (PDF) (Opens in new window)

The exam is three hours long and has two sections — multiple choice and free-response.

Students will not be tested on minor points of syntax. All code given is consistent with the AP Java subset. All responses involving code must be answered in Java. The exam also includes a quick reference to both the multiple-choice and free-response sections of the exam.

Section I: Multiple Choice | 40 Questions | 1 hour and 30 minutes | 50% of Final Exam Score

Question topics will include:

- Programming Fundamentals
- Data Structures
- Logic
- Algorithms/Problem Solving
- Object-Oriented Programming
- Recursion
- Software engineering

# Chino Valley Unified School District

## High School Course Description

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Section II: Free-Response | 4 Questions | 1 hour and 30 minutes | 50% of Final Exam Score  
Short answer questions, each requiring Java programming language.

**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** February 16, 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: SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS  
WILLIAMS FINDINGS DECILE 1-3 SCHOOLS SECOND  
QUARTERLY REPORT 2016/2017**

=====

**BACKGROUND**

California Education Code 1240 requires that the San Bernardino County Superintendent of Schools visit all decile 1-3 schools (Williams monitored schools currently based on the 2012 Academic Performance Index and all Quality Education Investment Act schools) identified in the county and report the results of findings on a quarterly basis to ensure compliance with the Williams Legislation. The San Bernardino County Superintendent of Schools office is required to file quarterly reports on schools progress in rectifying any findings.

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

**RECOMMENDATION**

It is recommended the Board of Education receive for information the San Bernardino County Superintendent of Schools Williams Findings Decile 1-3 Schools Second Quarterly Report 2016/2017.

**FISCAL IMPACT**

None.

WMJ:GP:rtt



January 31, 2017

Mr. Wayne M. Joseph, Superintendent  
Chino Valley Unified School District  
5130 Riverside Drive  
Chino, CA 91710

Dear Mr. Joseph,

California Education Code section 1240 requires that I visit all deciles 1-3 schools (*Williams* monitored schools currently based on the 2012 Academic Performance Index [API]) identified in our county and report to you the results of my findings on a quarterly basis. The instructional materials sufficiency reviews and facilities inspections were conducted during the first quarter of the 2016/17 fiscal year as part of the *Williams* site visitations and the findings were reported in October 2016.

The School Accountability Report Card (SARC) reviews took place during the second quarter (October through December) and the final findings are reported below. Please note that amended versions submitted in response to the initial findings were accepted through January. The annual teacher assignment monitor and review process began November 7, 2016 and concludes by report to the California Commission on Teacher Credentialing on July 1, 2017. The final teacher assignment information will be provided in the fourth quarterly report.

In summary, there are no findings to report in the following areas:

1. **Instructional Materials**
2. **School Facilities**
3. **Teacher Assignments**

My findings are as follows:

4. **SARC**

2014/2015 SARCs published in the 2015/2016 school year were reviewed for accuracy of information pertaining to the quality, currency and availability of instructional materials, and facilities good repair. Upon final review, no inaccuracies were reported for any of the district's *Williams*-monitored sites.

This report serves as your district's **second quarterly report** for the 2016/17 fiscal year. Please agendaize this report for your next regularly scheduled Board meeting.

It has been a pleasure to work in partnership with you and the staff of the Chino Valley Unified School District.

Sincerely,

A handwritten signature in black ink, appearing to read "Ted Alejandre". The signature is fluid and cursive, with the first name "Ted" being more prominent and the last name "Alejandre" following in a similar style.

Ted Alejandre  
County Superintendent

cc: Ms. Sylvia Orozco, Board President  
Dr. Grace Park, *Williams* Liaison  
Mr. Richard De Nava, SBCSS Assistant Superintendent, Business Services  
Ms. Barbara Alejandre, SBCSS Chief Intergovernmental Relations Officer  
Ms. Supriya Barrows, SBCSS Legislative Services Manager



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** February 16, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT:** **REVISION OF BOARD POLICY AND ADMINISTRATIVE  
REGULATION 3270 BUSINESS AND NONINSTRUCTIONAL  
OPERATIONS – SALE AND DISPOSAL OF BOOKS, EQUIPMENT,  
AND SUPPLIES**

=====

**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 3270 Business and Noninstructional Operations – Sale and Disposal of Books, Equipment, and Supplies are being revised to reflect updated minor revisions in the renumbering of legal cites pursuant to the Uniform Guidance for federal grant funds and to cross-reference new BP/AR 3230-Federal Grant Funds.

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

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

**RECOMMENDATION**

It is recommended the Board of Education receive for information the revision of Board Policy and Administrative Regulation 3270 Business and Noninstructional Operations – Sale and Disposal of Books, Equipment, and Supplies.

**FISCAL IMPACT**

None.

WMJ:GJS:pw

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES**

The Board of Education recognizes its fiscal responsibility to maximize the use of District equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective District operations. When the Board, upon recommendation of the Superintendent or designee, declares any District-owned personal property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold or otherwise disposed of as prescribed by law and administrative regulation.

(cf. 0440 - District Technology Plan)

(cf. 3512 - Equipment)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

The Board shall approve the price and terms of any sale or lease of personal property of the District.

If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500.00 in value, the property may be sold without advertising for bids. (Education Code 17546)

(cf. 9323.2 - Actions by the Board)

If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of in ~~district~~ THE LOCAL PUBLIC ~~trash~~ DUMP. (Education Code 17546)

Instructional materials shall be considered obsolete or unusable by the District if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the District's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the District. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:

1. Contain information rendered inaccurate or incomplete by new research or technologies
2. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy

## **SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (cont.)**

### **3. Are damaged beyond use or repair**

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 1312.4 - Williams Uniform Complaint Procedures)  
(cf. 6011 - Academic Standards)  
(cf. 6143 - Courses of Study)  
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The Superintendent or designee shall establish procedures to be used whenever the District sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible return.  
(~~34 CFR 80.32~~) (2 CFR 200.313)

(cf. 3230 - Federal Grant Funds)  
(cf. 3440 - Inventories)

#### **Legal Reference:**

##### EDUCATION CODE

17540-17542 Sale or Lease of Personal Property by one District to Another

17545-17555 Sale of Personal Property

35168 Inventory, Including Record of Time and Mode of Disposal

60510-60530 Sale, Donation, or Disposal of Instructional Materials

##### GOVERNMENT CODE

25505 District Property; Disposition; Proceeds

##### CODE OF REGULATIONS, TITLE 5

3944 Consolidated Categorical Programs, District Title to Equipment

3946 Disposal of Equipment Purchased With State and Federal Consolidated Application Funds

##### UNITED STATES CODE, TITLE 40

549 Surplus Property

##### CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 Federal Uniform Grant Guidance

#### **Management Resources:**

##### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

##### WEBSITES

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

School Services of California, Inc.: [www.sscal.com](http://www.sscal.com)

## **Chino Valley Unified School District**

Policy adopted: November 16, 1995

Revised: September 18, 2008

Revised: November 4, 2010

Revised: December 10, 2015

Revised: September 1, 2016

REVISED:

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES****Instructional Materials**

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the District. Alternatively, such materials may be donated to: (Education Code 60510)

1. Another district, county free library, or other state institution
2. A United States public agency or institution
3. A nonprofit charitable organization
4. Children or adults in California or foreign countries for the purpose of increasing the general literacy of the people

(cf. 0440 - District Technology Plan)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Any organization, agency, or institution receiving obsolete instructional materials donated by the District shall certify to the Board of Education that it agrees to make no charge to any persons to whom it gives or lends these materials. (Education Code 60511)

At least 60 days before selling or donating surplus or undistributed obsolete instructional materials, the Superintendent or designee shall notify the public of the District's intention to do so through a public service announcement on a local television station, in a local newspaper, or by other means that will most effectively reach the entities described above. Representatives of those entities and members of the public also shall be notified of the opportunity to address the Board regarding the distribution of these materials.

(cf. 9323 - Meeting Conduct)

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code ~~60530~~ 60511)

1. Mutilated as not to be salable as instructional materials and sold for scrap or for use in the manufacture of paper pulp or other substances at the highest obtainable price
2. Destroyed by any economical means, provided that the materials are not destroyed until at least 30 days after the District has given notice to all persons who have filed a request for such notice

## **SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (cont.)**

(cf. 3510 - Green School Operations)  
(cf. 3511.1 - Integrated Waste Management)

### **Equipment/Supplies Acquired with Federal Funds**

When the District has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the original equipment or sell the property and use the proceeds to offset the cost of the replacement property. (~~34 CFR 80.32~~) (2 CFR 200.313)

(cf. 3230 - Federal Grant Funds)

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federally supported activities, the District may retain or sell such items or, if the item has a current fair market value of less than \$5,000.00 may otherwise dispose of the item in a manner approved by the Board. Whenever the District sells equipment or supplies that have a current fair market value of \$5,000.00 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies. (~~34 CFR 80.32-80.33~~) (2 CFR 200.313, 200.314)

In the event that the District is provided equipment that is federally owned, the District shall request disposition instructions from the federal agency when it no longer needs the equipment. (~~34 CFR 80.32~~) (2 CFR 200.313)

### **Other Personal Property**

The District may sell other surplus or obsolete District-owned personal property through any of the following methods:

1. The Superintendent or designee may advertise for bids by posting a notice in at least three public places in the District for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the District and, if possible, publishing within the District. The District shall sell the property to the highest responsible bidder or shall reject all bids. (Education Code 17545, 17548)

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17546)

(cf. 3311 - Bids)

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (cont.)**

2. The property may be sold by means of a public auction conducted by District employees, employees of other public agencies, or by contract with a private auction firm. (Education Code 17545)
3. The District may sell the property without advertising for bids under any of the following conditions:
  - a. The Board members in attendance at a meeting have unanimously determined that the property does not exceed \$2,500.00 in value. (Education Code 17546)

(cf. 9323.2 - Actions by the Board)

- b. The District sells the property to agencies of federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540; 40 USC 549)
- c. The District sells or leases the property to agencies of the federal, state, or local government or to any other school district and the price and terms of the sale or lease are fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

Money received from the sale of surplus personal property shall be either deposited in the District reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

(cf. 3100 - Budget)

**Chino Valley Unified School District**

Regulation approved: September 4, 2008

Revised: October 21, 2010

Revised: November 19, 2015

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** February 16, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: REVISION OF ADMINISTRATIVE REGULATION 3512 BUSINESS  
AND NONINSTRUCTIONAL OPERATIONS-EQUIPMENT**

=====

**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. Administrative Regulation 3512 Business and Noninstructional Operations-Equipment is being revised to reflect updated minor revisions in the renumbering of legal cites pursuant to the Uniform Guidance for federal grant funds and to cross-reference new BP/AR 3230-Federal Grant Funds.

New Code of Federal Regulations (CFR) is provided in UPPER CASE while old CFR to be deleted is ~~lined through~~.

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

**RECOMMENDATION**

It is recommended the Board of Education receive for information the revision of Administrative Regulation 3512 Business and Noninstructional Operations-Equipment.

**FISCAL IMPACT**

None.

WMJ:GJS:pw

**EQUIPMENT**

District equipment shall be used primarily for educational purposes and/or to conduct District business. The Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate use of District equipment and that any misuse may be cause for disciplinary action or loss of user privilege.

(cf. 0440 - District Technology Plan)  
(cf. 3515.4 - Recovery for Property Loss or Damage)  
(cf. 3540 - Transportation)  
(cf. 3551 - Food Service Operations/Cafeteria Fund)  
(cf. 4040 - Employee Use of Technology)  
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 5142 - Safety)  
(cf. 5144 - Discipline)  
(cf. 6000 - Concepts and Roles)  
(cf. 6163.4 - Student Use of Technology)  
(cf. 6171 - Title I Programs)

School-connected organizations may be granted reasonable use of the equipment for school-related matters as long as it does not interfere with the use by students or employees or otherwise disrupt District operations.

(cf. 1230 - School-Connected Organizations)  
(cf. 1330 - Use of School Facilities)

The Superintendent or designee shall approve the transfer of any District equipment from one work site to another and the removal of any District equipment for off-site use. When any equipment is taken off site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

Employees transferred to another work site shall take with them only those personal items that have been purchased with their own funds unless otherwise authorized by the Superintendent or designee or applicable Board policy.

The Superintendent or designee shall maintain an inventory of all equipment currently valued in excess of \$500.00. (Education Code 35168; 5 CCR 3946)

(cf. 3440 - Inventories)

When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or ~~34 CFR 80.32~~, 2 CFR 200.313, as applicable.

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



## **EQUIPMENT (cont.)**

### **Equipment Acquired with Federal Funds**

The Superintendent or designee shall obtain prior written approval from the California Department of Education or other awarding agency before purchasing equipment with federal funds. (2 CFR 200.48, 200.313, 200.439)

(cf. 3230 - Federal Grant Funds)

(cf. 3300 - Expenditures and Purchases)

All equipment purchased for federal programs funded through the consolidated application pursuant to Education Code 64000-64001 shall be labeled with the name of the project, identification number, and name of the District. (~~5 CCR 3946~~) (2 CFR 200.313; 5 CCR 3946)

For any equipment acquired in whole or in part with federal funds, the Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. He/she shall also develop adequate safeguards to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft. (~~34 CFR 80.32~~) (2 CFR 200.313)

(cf. 3530 - Risk Management/Insurance)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. The equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally acquired or when use of the equipment is no longer needed for the original program. (~~34 CFR 80.32~~) (2 CFR 200.313)

#### **Legal Reference:**

##### **EDUCATION CODE**

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

17605 Delegation of authority to purchase supplies and equipment

35160 Authority of governing boards

35168 Inventory of equipment

64000-64001 Consolidated application process

##### **CODE OF REGULATIONS, TITLE 5**

3946 Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds

4424 Comparability of services

16023 Class 1 - Permanent records

##### **UNITED STATES CODE, TITLE 20**

6321 Fiscal requirements

**EQUIPMENT (cont.)**

CODE OF FEDERAL REGULATIONS, TITLE 2  
200.0-200.521 Federal uniform grant guidance

**Management Resources:**

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS  
California School Accounting Manual

WEBSITES

California Department of Education: [www.cde.ca.gov](http://www.cde.ca.gov)  
Office of Management and Budget: [www.whitehouse.gov/omb](http://www.whitehouse.gov/omb)

**Chino Valley Unified School District**

Regulation approved: December 10, 2015

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** February 16, 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 OF BOARD POLICY 4112.2 PERSONNEL -  
CERTIFICATION**

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**BACKGROUND**

Board policies, administrative regulations, and bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice. Board Policy 4112.2 Personnel – Certification is being revised to add requirements, as amended by the Every Student Succeeds Act (P.L. 114-95). The only change is under the heading “Priorities for Hiring Based on Unavailability of Credentialed Teacher,” which indicates that a qualified candidate must possess an intern credential.

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 the revision of Board Policy 4112.2 Personnel – Certification.

**FISCAL IMPACT**

None.

WMJ:LF:SH:RR:mcm

**CERTIFICATION**

The Board of Education recognizes that the District's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or District requirements for the position.

(cf. 4111/4211/4311 - Recruitment and Selection)  
(cf. 4112.21 - Interns)  
(cf. 4112.22 - Staff Teaching English Language Learners)  
(cf. 4112.23 - Special Education Staff)  
(cf. 4112.5/4312.5 - Criminal Record Search)  
(cf. 4113 - Assignment)  
(cf. 4121 - Temporary/Substitute Personnel)  
(cf. 5148 - Child Care and Development)  
(cf. 6178 - Career Technical Education)  
(cf. 6200 - Adult Education)

The Superintendent or designee may provide assistance and support to teachers holding preliminary credentials to help them meet the qualifications required for the clear credential.

(cf. 4131 – Staff Development)

**Priorities for Hiring Based on Unavailability of Credentialed Teacher**

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher for each assignment. Whenever a teacher with a clear or preliminary credential is not available, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who is qualified to participate in and enrolls in an approved intern program in the region of the District AND POSSESSES AN INTERN CREDENTIAL
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who holds a provisional internship permit (PIP) or short-term staff permit issued by the CTC

The Board shall approve, as an action item at a public Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

**CERTIFICATION (cont.)**

3. As a last resort, an individual who holds an emergency permit issued by the CTC or for whom a credential waiver has been granted by the CTC

Prior to requesting that the CTC issue an emergency permit pursuant to item #3 above or a limited assignment permit which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled public Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the District's specified employment criteria for the position(s) and that the District has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the District estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

**National Board for Professional Teaching Standards Certification**

The Board encourages District teachers to voluntarily complete the requirements for the advanced certification awarded by the National Board for Professional Teaching Standards.

The Superintendent or designee shall inform all teachers about the program and how to acquire the necessary application and information materials. In accordance with the collective bargaining agreement and the District budget, the Superintendent or designee may provide release time, fee support, a stipend upon completion, or other support to teachers participating in the program.

## **CERTIFICATION (cont.)**

### **Legal Reference:**

#### **EDUCATION CODE**

8360-8370 Qualifications of child care personnel  
32340-32341 Unlawful issuance of a credential  
35186 Complaints regarding teacher vacancy or misassignment  
44066 Limitations on certification requirements  
44200-44399.1 teacher credentialing, especially:  
44250-44277 Credential types; minimum requirements  
44300-44302 Emergency permits  
44325-44328 District interns  
44330-44355 Certificates and credentials  
44420-44440 Revocation and suspension of credentials  
44450-44468 University internship program  
44830-44929 Employment of certificated persons; requirement of proficiency in basic skills  
56060-56063 Substitute teachers in special education

#### **CODE OF REGULATIONS, TITLE 5**

80001-80674.6 Commission on Teacher Credentialing

#### **UNITED STATES CODE, TITLE 20**

6312 Title I local educational agency plans; notifications regarding teacher qualifications

#### **CODE OF FEDERAL REGULATIONS, TITLE 34**

200.61 Parent notification regarding teacher qualifications

#### **COURT DECISIONS**

Association of Mexican-American Educators et al.v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534

### **Management Resources:**

#### **COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS**

CL-667 Basic Skills Requirement  
CL-856 Provisional Internship Permit  
CL-858 Short-Term Staff Permit  
13-01 Hiring Hierarchy in Education Code 44225.7, Coded Correspondence, January 30, 2013  
Subject Matter Authorization Guideline Book, 2012  
Supplementary Authorization Guideline Book, 2012  
California Standards for the Teaching Profession, 2009  
The Administrator's Assignment Manual, rev. September 2007

#### **WEBSITES**

Commission on Teacher Credentialing: [www.ctc.ca.gov](http://www.ctc.ca.gov)  
Commission on Teacher Credentialing, Credential Information Guide (for employers' use only):  
<http://www.ctc.ca.gov/credentials/cig>  
National Board for Professional Teaching Standards: [www.nbpts.org](http://www.nbpts.org)  
U.S. Department of Education: [www.ed.gov](http://www.ed.gov)

## **Chino Valley Unified School District**

Policy adopted: November 16, 1995

Revised: April 1, 1999

Revised: March 23, 2000

Revised: November 4, 2010

Revised: November 6, 2014

REVISED: