



**CHINO VALLEY**  
UNIFIED SCHOOL DISTRICT

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

# BOARD OF EDUCATION AGENDA

**September 21, 2017**

**BOARD OF EDUCATION**

Sylvia Orozco, President

Pamela Feix, Vice President

James Na, Clerk

Irene Hernandez-Blair, Member

Andrew Cruz, Member

Jonah Botello, 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 Board Room

5130 Riverside Drive, Chino, CA 91710

5:15 p.m. – Closed Session • 7:00 p.m. – Regular Meeting

September 21, 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 – 5:15 P.M.

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

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

- a. Conference with Legal Counsel - Existing Litigation (Government Code 54954.4(c) and 54956.9 (d)(1): Federal District Court, Case No. EDCV 14-2336-JGB (DTBx) Freedom from Religion Foundation vs. Chino Valley Unified School District Board of Education. (Tyler & Bursch, LLP) (15 minutes)
- b. Conference with Legal Counsel: Existing Litigation: Government Code 54954.5 (c) and 54956.9 (d)(1): Oxford Preparatory Academy v. Chino Valley Unified School District, et. al. SBC No. CIVDS1710045. (Chidester, Margaret A. & Associates) (15 minutes)
- c. Conference with Legal Counsel–Anticipated Litigation (Government Code 54956.9 (d)(2) and (e)(1): One possible case. (Atkinson, Andelson, Loya, Ruud & Romo) (15 minutes)
- d. Student Readmission (Education Code 35146, 48916 (c)): Case 16/17-35. (5 minutes).
- e. Conference with Labor Negotiators (Government Code 54957.6): A.C.T. and CSEA negotiations. Agency designated representatives: Dr. Norm Enfield, Sandra Chen, Dr. Grace Park, Dr. Suzanne Hernandez, Lea Fellows, and Richard Rideout. (20 minutes)
- f. Public Employee Discipline/Dismissal/Release (Government Code 54957): (20 minutes)

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

1. Report Closed Session Action
2. Pledge of Allegiance

#### I.C. PRESENTATIONS

1. Briggs K-8

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

- I.E. EMPLOYEE REPRESENTATIVES' COMMUNICATIONS
- I.F. COMMUNITY LIAISONS' COMMUNICATIONS
- I.G. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA
- I.H. CHANGES AND DELETIONS

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

**II.A. ADMINISTRATION**

**II.A.1. Minutes of the Special Meeting of August 31, 2017, and Regular Meeting of September 7, 2017**  
 Page 7  
 Recommend the Board of Education approve the minutes of the special meeting of August 31, 2017, and September 7, 2017.

**II.A.2. Revision of Bylaws of the Board 9121—President**  
 Page 17  
 Recommend the Board of Education approve the revision of Bylaws of the Board 9121—President.

**II.A.3. Revision of Bylaws of the Board 9230—Orientation**  
 Page 21  
 Recommend the Board of Education approve the revision of Bylaws of the Board 9230—Orientation.

**II.A.4. Revision of Bylaws of the Board 9400—Self-Evaluation**  
 Page 25  
 Recommend the Board of Education approve the revision of Bylaws of the Board 9400—Board Self-Evaluation.

**II.B. BUSINESS SERVICES**

**II.B.1. Warrant Register**  
 Page 28  
 Recommend the Board of Education approve/ratify the warrant register, provided under separate cover.

**II.B.2. Fundraising Activities**  
 Page 29  
 Recommend the Board of Education approve/ratify the fundraising activities.

**II.B.3. Donations**  
 Page 35  
 Recommend the Board of Education accept the donations.

**II.B.4. Applications to Operate Fundraising Activities and Other Activities for the Benefit of Students**

Page 37

Recommend the Board of Education approve/ratify the applications to operate fundraising activities and other activities for the benefit of students.

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

**II.C.1. Student Readmission Case 16/17-35**

Page 39

Recommend the Board of Education approve student readmission case 16/17-35.

**II.C.2. School Sponsored Trips**

Page 40

Recommend the Board of Education approve/ratify the following school-sponsored trips: Chaparral ES; Cortez ES; Glenmeade ES; Hidden Trails ES; Wickman ES; Townsend JHS; Ayala HS; Chino HS; and Chino Hills HS.

**II.C.3. Revision of Board Policy 5145.3 Students—Nondiscrimination/Harassment of Students**

Page 42

Recommend the Board of Education approve the revision of Board Policy 5145.3 Students—Nondiscrimination/Harassment students.

**II.C.4. Baldy View Regional Occupational Program 2017/2018 Contract for Embedded BVROP Classes**

Page 49

Recommend the Board of Education approve the Baldy View Regional Occupational Program 2017/2018 Contract for Embedded BVROP Classes.

**II.C.5. Baldy View Regional Occupational Program 2017/2018 Contract for Services and Participation Incentive**

Page 55

Recommend the Board of Education approve the Baldy View Regional Occupational Program 2017/2018 Contract for Services and Participation Incentive.

**II.C.6. Baldy View Regional Occupational Program 2017/2018 District Operated Program Contract**

Page 69

Recommend the Board of Education approve the Baldy View Regional Occupational Program 2017/2018 District Operated Program Contract.

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

**II.D.1. Purchase Order Register**

Page 82

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

- II.D.2. Agreements for Contractor/Consultant Services**  
Page 83 Recommend the Board of Education approve/ratify the Agreements for Contractor/Consultant Services.
- II.D.3. Surplus/Obsolete Property**  
Page 86 Recommend the Board of Education declare the District property surplus/obsolete and authorize staff to sell/dispose of said property.
- II.D.4. Revision of Board Policy 7212 Facilities—Mello-Roos Districts**  
Page 90 Recommend the Board of Education approve the revision of Board Policy 7212 Facilities—Mello-Roos Districts.
- II.D.5. Resolution 2017/2018-19 for Authorization to Utilize a Piggyback Contract**  
Page 95 Recommend the Board of Education adopt Resolution 2017/2018-19 for authorization to utilize a piggyback contract.
- II.D.6. RFP 16-17-04, Solid Waste Disposal and Recycling**  
Page 99 Recommend the Board of Education award RFP 16-17-04, Solid Waste Disposal and Recycling to Ware Disposal, Inc.
- II.E. HUMAN RESOURCES**
- II.E.1. Certificated/Classified Personnel Items**  
Page 100 Recommend the Board of Education approve/ratify the certificated/classified personnel items.
- II.E.2. Rejection of Claim**  
Page 104 Recommend the Board of Education reject the claim and refer it to the District's insurance adjuster.
- II.E.3. Revision of Board Policy 4312.1 Management, Supervisory and Confidential Personnel—Contracts**  
Page 105 Recommend the Board of Education approve the revision of Board Policy 4312.1 Management, Supervisory and Confidential Personnel—Contracts.
- II.E.4. Resolution 2017/2018-21 Week of the School Administrator**  
Page 109 Recommend the Board of Education adopt Resolution 2017/2018-21 Week of the School Administrator.
- II.E.5. Revision of the Job Description for Director of Purchasing**  
Page 112 Recommend the Board of Education approve the revision of the job description for Director of Purchasing.

**II.E.6. Revision of the Job Description for Maintenance & Operations Supervisor Logistics and Compliance**  
Page 118

Recommend the Board of Education approve the revision of the job description for Maintenance & Operations Supervisor Logistics and Compliance.

**III. INFORMATION**

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

**III.A.1. Revision of Board Policy and Administrative Regulation 5141.21 Students—Administering Medication and Monitoring Health Conditions**  
Page 125

Recommend the Board of Education receive for information the revision of Board Policy and Administrative Regulation 5141.21 Students—Administering Medication and Monitoring Health Conditions.

**III.B. HUMAN RESOURCES**

**III.B.1. New Board Policy 4151, 4251, 4351 Personnel—Employee Compensation**  
Page 140

Recommend the Board of Education receive for information the new Board Policy 4151, 4251, 4351 Personnel—Employee Compensation.

**IV. COMMUNICATIONS**

**BOARD MEMBERS AND SUPERINTENDENT**

**V. ADJOURNMENT**

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**SPECIAL MEETING OF THE BOARD OF EDUCATION**  
**August 31, 2017**

**MINUTES**

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| <b>I. OPENING BUSINESS</b> |
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**I.A. CALL TO ORDER – 5:00 P.M.**

1. Call to Order

President Orozco called to order the special meeting of the Board of Education, Thursday, August 31, 2017, at 5:00 p.m. with Blair, Cruz, Feix, and Orozco present. Mr. Na arrived at 5:06 p.m.

Administrative Personnel

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

2. Pledge of Allegiance

Sylvia Orozco led the Pledge of Allegiance.

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

Comments from the audience were taken after the presentation.

**I.C. MEASURE G BOND**

Jim DiCamilo, WLC Architects, provided a Measure G project update including where we have been; where we are now; and where we are going. Kevin Cisneros; Kristin Mckee; Sergio Robleto; Russell Bennett; Don Bridge; Paul Rodriguez; and Felix Melendez addressed the Board.

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| <b>II. ADJOURNMENT</b> |
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President Orozco adjourned the study session of the Board of Education at 6:15 p.m.

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Sylvia Orozco, President

\_\_\_\_\_  
James Na, Clerk

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
September 7, 2017

**Minutes**

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| <b>I. OPENING BUSINESS</b> |
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**I.A. CALL TO ORDER – 3:40 P.M.**

1. Roll Call

President Orozco called to order the regular meeting of the Board of Education, Thursday, September 7, 2017, at 3:40 p.m. with Cruz, Feix, and Orozco present. Mr. Na arrived at 3:42 p.m. and Mrs. Blair arrived at 5:26 p.m.

Administrative Personnel

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

2. Public Comment on Closed Session Items

None.

3. Closed Session

President Orozco adjourned to closed session at 3:40 p.m. regarding conference with legal counsel existing and anticipated litigation; conference with labor negotiators (A.C.T. and CSEA); public employee discipline/dismissal/release; and public employee appointment: director, elementary curriculum; and elementary principal and assistant principal; and public employee employment: 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 7:05 p.m. The Board met in closed session from 3:40 p.m. to 6:58 p.m. regarding conference with legal counsel existing and anticipated litigation; conference with labor negotiators (A.C.T. and CSEA); public employee discipline/dismissal/release; and public



employee appointment: director, elementary curriculum; elementary principal and assistant principal; and public employee employment: superintendent. The Board took the following action: by a vote of 4-0, with Cruz, Feix, Na, and Orozco voting yes, and Blair absent, appointed Ryan Candelaria as Principal of Newman ES effective September 8, 2017; by a vote of 4-0, with Cruz, Feix, Na, and Orozco voting yes, and Blair absent, appointed Luke Hackney as Director, Elementary Curriculum effective September 8, 2017; and by a vote of 4-0, with Cruz, Feix, Na, and Orozco voting yes, and Blair absent, appointed Adrienne Chase as Assistant Principal of Litel ES effective September 8, 2017. No further action was taken that required public disclosure.

2. Pledge of Allegiance

Norm Enfield, Deputy Superintendent, led the Pledge of Allegiance.

**I.C. PRESENTATIONS**

1. 2016/2017 Positive Behavior Interventions and Support Silver and Bronze Award Winners

President Orozco presented certificates of recognition to the 2016/2017 Positive Behavioral Interventions and Supports (PBIS) silver and bronze award winners. Silver: Eagle Canyon ES, Walnut Avenue ES, Briggs K-8, Liberty ES, and Woodcrest JHS; and Bronze: Cattle ES, Butterfield Ranch ES, Country Springs ES, Glenmeade ES, and Rolling Ridge ES.

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

Jonah Botello gave a reminder that the first Student Advisory Council meeting is scheduled for September 26 at the District office.

**I.E. EMPLOYEE REPRESENTATIVES' COMMUNICATIONS**

Denise Arroyo, CSEA President, said she is saddened by the passing of Francis Pimenta, Nutrition Services, Chino HS; and addressed concerns regarding nutrition services workers working without air conditioning during triple digit temperatures, and primitive equipment at sites.

Steve Ball, A.C.T. President, reported that A.C.T. and the District are at the bargaining table and hopes for a speedy resolution; spoke about newly hired teachers; said that the A.C.T. held a new teacher welcome reception on September (sic) 28 and thanked Mrs. Feix for attending; and said the beginning of a new school year is always hopeful.

Yvette Farley, CHAMP President, extended congratulations to newly promoted administrators; said CHAMP is meeting next Friday at 6:00 a.m.; said football season has started and that many back to school nights have been successful; said that ACSA is accepting nominations for Administrators of the Year until January; and encouraged secondary administrators to participate in nominations for the Every Student Succeeds Award as well as for the Wilson Grace Award.

**I.F. COMMUNITY LIAISONS' COMMUNICATIONS**

Paul Rodriguez, Chino Council, said the city is moving forward with the college career and civic character fair; said he met with Superintendent Joseph; said he will be working with the Muslim community to work with a student outreach to give after school tutoring to major elementary schools and junior highs, and that he looks forward to working with the District in this regard.

Paola Avendano, Assemblyman Freddie Rodriguez's Field Representative, introduced herself to the Board; and announced a community housing event scheduled for September 9 in Pomona.

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

None.

**I.H. CHANGES AND DELETIONS**

The following change was read into the record: CIIS, Item III.C.1., School-Sponsored Trips, under Ayala HS, added #Digital4Good Awards, San Francisco, September 17-18, 2017, \$400.00 per student, USB funded.

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| <b>II. ACTION</b> |
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**II.A. BUSINESS SERVICES**

**II.A.1. 2016/2017 Unaudited Actuals Financial Report**

Moved (Na) seconded (Blair) carried unanimously (5-0) to approve the 2016/2017 Unaudited Actuals Financial Report, and authorized the Superintendent or designee to sign the 2016/2017 District Certification of Unaudited Actual Financial Report. Student representative voted yes.

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| <b>III. CONSENT</b> |
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Andrew Cruz pulled for separate action Item III.C.5., and Pamela Feix pulled for separate action Item III.D.2. Moved (Na) seconded (Blair) carried unanimously (5-0) to approve the remainder of consent items, as amended. Student representative voted yes.

**III.A. ADMINISTRATION****III.A.1. Minutes of the Regular Meeting of August 17, 2017**

Approved the minutes of the regular meeting of August 17, 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 offices of Atkinson, Andelson, Loya, Ruud & Romo; and Parker & Covert LLP.

**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.

**III.B.6. Resolution 2017/2018-18, Actual Gann Limit for 2016/2017 and Estimated Gann Limit for 2017/2018**

Adopted Resolution 2017/2018-18, Actual Gann Limit for 2016/2017 in the amount of \$158,492,419.00 and Estimated Gann Limit for 2017/2018 in the amount of \$156,452,431.00.

**III.B.7. Revision of Board Policy 3551 Business and Noninstructional Operations—Nutrition Services Operations/Cafeteria Fund**

Approved the revision of Board Policy 3551 Business and Noninstructional Operations—Nutrition Services Operations/Cafeteria Fund.

**III.C. CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT****III.C.1. School Sponsored Trips**

Approved/ratified the following school-sponsored trips: Litel ES, and Ayala HS, as amended.

**III.C.2. Revision of Board Policy 0460 Philosophy, Goals, Objectives, and Comprehensive Plans—Local Control and Accountability Plan**

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

**III.C.3. Revision of Board Policy 5141.52 Students—Suicide Prevention**

Approved the revision of Board Policy 5141.52 Students—Suicide Prevention.

**III.C.4. Revision of Board Policy 6142.93 Instruction—Science Instruction**

Approved the revision of Board Policy 6142.93 Instruction—Science Instruction.

**III.C.5. Revision of Board Policy 6145.2 Instruction—Athletic Competition**

Moved (Blair) seconded (Na) motion carried (3-2, Cruz and Na voted no) to approve the revision of Board Policy 6145.2 Instruction—Athletic Competition. Student representative voted no.

**III.C.6. Revision of Board Policy 6174 Instruction—Education for English Learners**

Approved the revision of Board Policy 6174 Instruction—Education for English Learners.

**III.C.7. Revision of Board Policy 6178.1 Instruction—Work-Based Learning**

Approved the revision of Board Policy 6178.1 Instruction—Work-Based Learning.

**III.C.8. Agricultural Career Technical Education Incentive Grant 2017/2018 Application for Funding for Don Lugo HS**

Approved the Agricultural Career Technical Education Incentive Grant 2017/2018 application for funding for Don Lugo HS.

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

Approved/ratified the purchase order register.

- III.D.2. Agreements for Contractor/Consultant Services**  
Moved (Blair) seconded (Na) carried unanimously (5-0) to approve/ratify the Agreements for Contractor/Consultant Services. Student representative voted yes.
- III.D.3. Surplus/Obsolete Property**  
Declared the District property surplus/obsolete and authorized staff to sell/dispose of said property.
- III.D.4. Revision of Board Policy 7214 Facilities—General Obligation Bonds**  
Approved the revision of Board Policy 7214 Facilities—General Obligation Bonds.
- III.D.5. Revision of Board Policy 3311 Business and Noninstructional Operations—Bids**  
Approved the revision of Board Policy 3311 Business and Noninstructional Operations—Bids.
- III.D.6. Revision of Board Policy 3311.1 Business and Noninstructional Operations—Pre-Qualification of Bidders**  
Approved the revision of Board Policy 3311.1 Business and Noninstructional Operations—Pre-Qualification of Bidders.
- III.D.7. Resolutions 2017/2018-16 and 2017/2018-17 for Authorization to Utilize Piggyback Contracts**  
Adopted Resolutions 2017/2018-16 and 2017/2018-17 for authorization to utilize piggyback contracts.
- III.D.8. Notice of Completion for CUPCCAA Projects**  
Approved the Notice of Completion for CUPCCAA Projects.
- III.D.9. Agreement with Trane Energy Solutions to Proceed with Phase 3 Implementation of Energy Project Energy Efficiency Measure 1, 2, and 3 at Various Sites Under Government Code 4217**  
Approved the Agreement with Trane Energy Solutions to proceed with phase 3 implementation of energy project Energy Efficiency Measure 1, 2, and 3 at various sites under Government Code 4217, contingent on Department of State Architect and California Energy Commission approval.

**III.D.10. Authorization for Use of Chino Valley Unified School District Battery Systems to Participate in California Independent System Operator Demand Response Market Pilot Program Under California Energy Commission Grant Funding Opportunity 15-311**

Approved the Authorization for Use of Chino Valley Unified School District Battery Systems to Participate in California Independent System Operator Demand Response Market Pilot Program Under California Energy Commission Grant Funding Opportunity 15-311.

**III.E. HUMAN RESOURCES**

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

Approved/ratified the certificated/classified personnel items.

**III.E.2. Rejection of Claim**

Rejected the claim and referred it to the District's insurance adjuster.

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| <b>IV. INFORMATION</b> |
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**IV.A. ADMINISTRATION**

**IV.A.1. Revision of Bylaws of the Board 9121—President**

Received for information the revision of Bylaws of the Board 9121—President.

**IV.A.2. Revision of Bylaws of the Board 9230—Orientation**

Received for information the revision of Bylaws of the Board 9230—Orientation.

**IV.A.3. Revision of Bylaws of the Board 9400—Self-Evaluation**

Received for information the revision of Bylaws of the Board 9400—Board Self-Evaluation.

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

**IV.B.1. Revision of Board Policy and New Administrative Regulation 5145.3 Students—Nondiscrimination/Harassment of Students**

Received for information the revision of Board Policy and new Administrative Regulation 5145.3 Students—Nondiscrimination/Harassment of Students.

**IV.B.2. Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for April Through June 2017**

Received for information the Williams Settlement Legislation Quarterly Uniform Complaint Report Summary for April through June 2017.

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

**IV.C.1. Revision of Board Policy 7212 Facilities—Mello-Roos Districts**

Received for information the revision of Board Policy 7212 Facilities—Mello-Roos Districts.

**IV.D. HUMAN RESOURCES**

**IV.D.1. Revision of Board Policy 4312.1 Management, Supervisory and Confidential Personnel—Contracts**

Received for information the revision of Board Policy 4312.1 Management, Supervisory and Confidential Personnel—Contracts.

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| <p><b>V. COMMUNICATIONS</b></p> |
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**BOARD MEMBERS AND SUPERINTENDENT**

Andrew Cruz said he attended Marshall ES’s back to school night; attended Ayala HS, Chino HS, and Chino Hills HS football games; commended the band’s performance, and everyone who contributed to the success of the games; and spoke about kindness and positive experiences given to our community.

Irene Hernandez-Blair apologized for not being in closed session, but said she supports the appointments; said as a new football mom she will most probably be late to closed sessions until November; and congratulated Chino Hills HS for winning the Battle of the Bone game.

James Na thanked Denise Arroyo for bringing up kitchen concerns; shared a parent concern regarding students eating lunch outside during the extreme heat and asked site leaders to make sure our students are safe and comfortable in the heat; and thanked Jonah Botello for his school spirit.

Pamela Feix said the school year officially launched into its fourth week, and said back to school nights have been successful; said the new teacher reception was on August 28; said she visited Rolling Ridge ES for their new garden dedication with funding help by the Inland Empire Utilities; said she is volunteering for two weeks at Canyon Hills JHS’s AVID program; and extended gratitude to the community for their support and working together with the educational community.

Superintendent Joseph thanked everyone for a smooth new school year opening.

President Orozco announced the retiree on the agenda; congratulated all schools that were honored for their PBIS work; and acknowledged audience member Demi Masad.

**VI. ADJOURNMENT**

President Orozco adjourned the regular meeting of the Board of Education at 8:06 p.m.

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Sylvia Orozco, President

\_\_\_\_\_  
James Na, Clerk

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



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** September 21, 2017  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**SUBJECT: REVISION OF BYLAWS OF THE BOARD 9121—PRESIDENT**

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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. Bylaws of the Board 9121—President. Bylaw updated to reorganize and revise the duties of the board president for consistency with information provided in CSBA’s Board President’s Workshop, and to add an optional component on providing training for the president to enhance his/her leadership skills. This item was presented to the Board as information on September 7, 2017.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Bylaws of the Board 9121—President.

**FISCAL IMPACT**

None.

WMJ:pk

**PRESIDENT**

The Board of Education shall elect a president from among its members to provide leadership on behalf of the GOVERNANCE TEAM ~~Board~~ and the educational community it serves.

(cf. 9000 - Role of the Board)  
(cf. 9005 - Governance Standards)  
(cf. 9100 - Organization)

TO ENSURE THAT BOARD MEETINGS ARE CONDUCTED IN AN EFFICIENT, TRANSPARENT, AND ORDERLY MANNER, THE PRESIDENT SHALL ~~The president shall preside at all Board of Education meetings. He/she shall:~~

1. CALL SUCH MEETINGS OF THE BOARD AS HE/SHE MAY DEEM NECESSARY, GIVING NOTICE AS REQUIRED BY LAW

(cf. 9320 - Meetings and Notices)  
(cf. 9321 - Closed Session Purposes and Agendas)

2. CONSULT WITH THE SUPERINTENDENT OR DESIGNEE ON THE PREPARATION OF BOARD MEETING AGENDAS

- 4.3. Call the meeting to order at the appointed time; AND PRESIDE OVER THE MEETING

(cf. 9322 - Agenda/Meeting Materials)

- 2.4 Announce the business to come before the Board in its proper order;
35. Enforce the Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of The Brown Act
- 4.6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- ~~5. Explain what the effect of a motion would be if it is not clear to every member;~~
- 6.7. FACILITATE THE BOARD'S EFFECTIVE DELIBERATION, ENSURING THAT EACH BOARD MEMBER HAS AN OPPORTUNITY TO PARTICIPATE IN THE DELIBERATION AND THAT THE DISCUSSION REMAINS FOCUSED ~~Restrict discussion to the question when a motion is before the Board;~~
- 7.8. Rule on ISSUES OF parliamentary procedure;

~~8.9.~~ Put motions to a vote; EXPLAIN WHAT THE EFFECT OF A MOTION WOULD BE IF IT IS NOT CLEAR TO EVERY MEMBER; and ~~state~~ clearly STATE the results of the vote;

~~9.~~ ~~Be responsible for the orderly conduct of all board meetings.~~

(cf. 9323 - Meeting Conduct)

The BOARD president shall have all the rights of any member of the Board, including the right to ~~move, second,~~ discuss, and vote on all MATTERS ~~questions~~ before the Board.

The Board president shall perform other duties in accordance with law and Board Policy, including but not limited TO:

1. Sign all instruments, acts, ~~and~~ orders AND RESOLUTIONS necessary to COMPLY WITH ~~carry out state~~ LEGAL requirements and CARRY OUT the will of the Board
2. WORKING ~~Consult~~ with the Superintendent or designee TO ENSURE THAT BOARD MEMBERS HAVE NECESSARY MATERIALS AND INFORMATION ~~on the preparation of the Board's agendas~~
3. Work with the Superintendent to ensure that Board members have necessary materials and information;
4. Subject to Board approval, appoint and dissolve all committees;

(cf. 9130 - Board Committees)

~~5.~~ ~~Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;~~

(cf. 9320 - Meeting and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

5. IN CONJUNCTION WITH THE SUPERINTENDENT OR DESIGNEE, represent the District as THE BOARD'S ~~governance~~ spokesperson in COMMUNICATION WITH THE MEDIA ~~in conjunction with the Superintendent;~~
6. LEADING THE BOARD'S ADVOCACY EFFORTS TO BUILD SUPPORT WITHIN THE LOCAL COMMUNITY AND AT THE STATE AND NATIONAL LEVELS

## **PRESIDENT (cont.)**

BB 9121(c)

(cf. 1112 – Media Relations)

When the president resigns or is absent ~~or disabled~~, the vice president shall perform the president's duties. When both the president and vice president are absent ~~or disabled~~, the clerk shall perform the president's duties.

### **Legal Reference:**

#### EDUCATION CODE

35022 President of the Board

35143 Annual organizational meetings; dates and notice

#### GOVERNANCE CODE

54950-54963 Ralph M. Brown Act

### **Management Resources:**

#### CSBA PUBLICATIONS

Board Presidents' Handbook, revised 2002 CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

#### WEBSITES

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

## **Chino Valley Unified School District**

Bylaw adopted: August 17, 1995

Revised: October 21, 2010

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** September 21, 2017  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**SUBJECT: REVISION OF BYLAWS OF THE BOARD 9230—ORIENTATION**

=====

**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. Bylaws of the Board 9230—Orientation is being updated to delete section on “Board Candidate Orientation” and move that material to Board Bylaw 9220—Governing Board Elections. Bylaw also clarifies that an orientation meeting must be conducted in open session if a majority of the members of the board will be discussing district business; provides examples of topics and materials to be addressed in the orientation; and provides information about CSBA trainings for new and first-term board members. This item was presented to the Board as information on September 7, 2017.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Bylaws of the Board 9230—Orientation.

**FISCAL IMPACT**

None.

WMJ:pk

## **ORIENTATION**

### **Board Candidates Orientation**

The Board of Education ~~desires to provide Board candidates with orientation that will enable them to understand the responsibilities and expectations of Board membership. The Superintendent or designee shall provide all candidates with general information about school programs, District operations, and Board responsibilities.~~ RECOGNIZES THE IMPORTANCE OF PROVIDING ALL NEWLY ELECTED OR APPOINTED BOARD MEMBERS WITH SUPPORT AND INFORMATION TO ASSIST THEM IN BECOMING EFFECTIVE MEMBERS OF THE BOARD. INCOMING BOARD MEMBERS SHALL BE PROVIDED AN ORIENTATION DESIGNED TO BUILD THEIR KNOWLEDGE OF THE DISTRICT AND AN UNDERSTANDING OF THE RESPONSIBILITIES OF THEIR POSITION. SUCH ORIENTATION MAY INCLUDE THE PROVISION OF INFORMATION, SUPPORT, AND/OR TRAINING RELATED TO BOARD FUNCTIONS, POLICIES, PROTOCOLS, AND STANDARDS OF CONDUCT.

(cf. 9200 - Board Members, Limits of Authority)

(cf. 9220 - Governing Board Elections)

(cf. 9223 - Filling Vacancies)

The Board encourages all candidates to attend public Board meetings during the period of their candidacy. Candidates have the same access as members of the public to District staff and information.

(cf. 1340 - Access to District Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

### **INCOMING BOARD MEMBERS**

Upon their election OR APPOINTMENT, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office.

ADDITIONAL INFORMATION FOR INCOMING BOARD MEMBERS MAY INCLUDE, BUT IS NOT LIMITED TO, BOARD BYLAWS RELATED TO THE LIMITS OF INDIVIDUAL BOARD MEMBER AUTHORITY, THE CONDUCT OF BOARD MEETINGS, AND OTHER BOARD OPERATIONS; GOVERNANCE STANDARDS FOR ETHICAL CONDUCT; LEGAL REQUIREMENTS RELATED TO CONFLICT OF INTEREST AND PROHIBITED POLITICAL ACTIVITY; PROTOCOLS FOR SPEAKING WITH DISTRICT STAFF, MEMBERS OF THE PUBLIC, AND THE MEDIA; AND PUBLICATIONS ON EFFECTIVE GOVERNANCE PRACTICES.

(cf. 1112 - Media Relations)

(cf. 1160 - Political Processes)

**ORIENTATION (cont.)**

- (cf. 9005 - Governance Standards)
- (cf. 9010 - Public Statements)
- (cf. 9011 - Disclosure of Confidential/Privileged Information)
- (cf. 9012 - Board Member Electronic Communications)
- (cf. 9200 - Limits of Board Member Authority)
- (cf. 9270 - Conflict of Interest)
- (cf. 9323 - Meeting Conduct)

IN ADDITION, the Superintendent OR DESIGNEE SHALL ~~may~~ provide incoming Board members with SPECIFIC ~~additional~~ background ~~and~~ information regarding the DISTRICT, INCLUDING, BUT NOT LIMITED TO, THE District's vision and goals STATEMENTS, LOCAL CONTROL AND ACCOUNTABILITY PLAN AND OTHER COMPREHENSIVE PLANS, STUDENT DEMOGRAPHIC DATA, STUDENT ACHIEVEMENT DATA, DISTRICT POLICY MANUAL, DISTRICT BUDGET, AND MINUTES OF RECENT OPEN BOARD MEETINGS. ~~operations, and current challenges in areas that include, but are not be limited to, student achievement, curriculum, finance, facilities, policy, human resources, and collective bargaining.~~

- (cf. 0000 - Vision)
- (cf. 0200 - Goals for the School District)
- (cf. 0400 - Comprehensive Plans)
- (cf. 0460 - Local Control and Accountability Plan)

THE SUPERINTENDENT OR DESIGNEE MAY OFFER INCOMING BOARD MEMBERS A TOUR OF DISTRICT SCHOOLS AND FACILITIES, AND MAY INTRODUCE THEM TO DISTRICT AND SCHOOL SITE ADMINISTRATORS AND OTHER STAFF.

Incoming members are encouraged, AT DISTRICT EXPENSE, to attend THE CALIFORNIA SCHOOL BOARDS ASSOCIATION'S ORIENTATION FOR NEW TRUSTEES, INSTITUTE FOR NEW AND FIRST-TERM BOARD MEMBERS ~~board meetings and review agenda materials available to the public in order to become familiar with current issues facing the District. Incoming members also may, at District expense,~~ AND attend workshops and conferences relevant to THE NEEDS OF THE ~~their individual MEMBER, needs or to the needs of the~~ Board as a whole, or the District.

**Legal Reference:**

EDUCATION CODE

33360 Department of Education and statewide association of school district boards; annual workshops  
33362-33363 Reimbursement of expenses; board member or member-elect

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:  
54952.1 Member of a legislative body  
54952.2 Open meeting laws; posting agenda; board actions  
54952.7 Copies of Brown Act to board members

**ORIENTATION** (cont.)

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards for School Boards

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

WEBSITES

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

**Chino Valley Unified School District**

Bylaw adopted: August 17, 1995

Revised: May 19, 2011

REVISED:



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** September 21, 2017  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**SUBJECT: REVISION OF BYLAWS OF THE BOARD 9400—BOARD SELF-EVALUATION**

=====

**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. Bylaws of the Board 9400—Board Self-Evaluation is being updated for consistency with CSBA’s online board self-evaluation tool and facilitator services. Bylaw also links board self-evaluation to the identification of strategies for strengthening board performance including board trainings. This item was presented to the Board as information on September 7, 2017.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Bylaws of the Board 9400—Board Self-Evaluation.

**FISCAL IMPACT**

None.

WMJ:pk

## **BOARD SELF-EVALUATION**

The Board of Education shall annually conduct a self-evaluation in order to demonstrate accountability to the community and ensure that District governance effectively supports student achievement and the attainment of the District's vision and goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 2140 - Evaluation of the Superintendent)

The evaluation may address any areas of Board responsibility, including but not limited to board performance in relation to vision setting, curriculum, personnel, finance, policy DEVELOPMENT, collective bargaining, and community relations, AND ADVOCACY. The evaluation also may address objectives related to Board meeting operations, relationships among Board members, relationship with the Superintendent, understanding of Board and Superintendent roles and responsibilities, communication skills, or other GOVERNANCE OR Boardsmanship skills.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

The Board shall ~~be evaluated~~ ITSELF as a whole. Individual Board members also are EXPECTED ~~encouraged~~ to use the evaluation process as an opportunity to ~~privately~~ assess AND SET GOALS FOR their own personal performance.

Each year, the Board, with assistance from the Superintendent, shall determine an evaluation method or instrument that measures key components of board responsibility and previously identified performance objectives. Visual and/or audio recordings of a Board meeting may only be used as an evaluation tool when consent is given by all Board members.

Any discussion INVOLVING ~~of~~ the Board's self-evaluation shall be conducted in open session. At the request of the Board, a facilitator may be used to assist with the evaluation process. The Board may invite the Superintendent or other individual(s) with pertinent information to provide input into the evaluation process.

Following the evaluation, the Board shall SET GOALS DEFINE AND/OR REFINE PROTOCOLS AND ESTABLISH PRIORITIES AND OBJECTIVES FOR THE FOLLOWING YEAR'S EVALUATION. THE BOARD SHALL ALSO develop strategies for strengthening Board performance BASED ON IDENTIFIED AREAS OF NEED, INCLUDING, BUT NOT LIMITED TO, BOARD TRAININGS SUCH AS THOSE OFFERED BY THE CALIFORNIA SCHOOL BOARDS ASSOCIATION. ~~and shall establish priorities and objectives for the following year's evaluation.~~

**BOARD SELF-EVALUATION (cont.)**

(cf. 9230 - Orientation)  
(cf. 9240 - Board Development)

**Legal Reference:**

GOVERNMENT CODE

54950-54963 Brown Act; board self-evaluations not covered

**Management Resources:**

CSBA PUBLICATIONS

Professional Governance Standards

Defining Governance, Issue 3: Governance Practices, Governance Brief, April 2014

WEBSITES

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

California School Boards Association Board Self-Evaluation: [www.bse.csba.org](http://www.bse.csba.org)

**Chino Valley Unified School District**

Bylaw Adopted: October 15, 2015

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** September 21, 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**

\$2,006,249.02 to all District funding sources.

WMJ:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** September 21, 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**  
**September 21, 2017**

| <u>SITE/DEPARTMENT</u>     | <u>ACTIVITY/DESCRIPTION</u>          | <u>DATE</u>         |
|----------------------------|--------------------------------------|---------------------|
| <b><u>GATE</u></b>         |                                      |                     |
| AdvoGATE                   | Discovery Science Center Ticket Sale | 10/21/17            |
| <b><u>Cattle ES</u></b>    |                                      |                     |
| PFA                        | Catalog Sale                         | 9/22/17 - 10/9/17   |
| PFA                        | Chipotle Family Night Out            | 12/5/17             |
| PFA                        | Holiday Boutique                     | 12/11/17 - 12/15/17 |
| PFA                        | Book Fair                            | 1/22/18 - 1/26/18   |
| PFA                        | Talent Show                          | 3/2/18              |
| PFA                        | Book Fair                            | 5/21/18 - 5/28/18   |
| PFA                        | Open House Refreshment Sale          | 5/23/18             |
| <b><u>Chaparral ES</u></b> |                                      |                     |
| PTO                        | Scrip Gift Card Sale                 | 9/22/17 - 6/30/18   |
| PTO                        | Juice It Up Coupon Book Sale         | 9/22/17 - 6/30/18   |
| PTO                        | Monthly Yogurtland Family Nights Out | 9/22/17 - 6/30/18   |
| PTO                        | Shoparoo                             | 9/22/17 - 6/30/18   |
| PTO                        | Harkins Movie Night                  | 10/5/17             |
| PTO                        | Chipotle Family Night Out            | 10/12/17            |
| PTO                        | Book Fair                            | 10/16/17 - 11/17/17 |
| PTO                        | Pencil Holiday Gram Sale             | 10/23/17 - 10/31/17 |
| PTO                        | Father/Daughter Dance                | 10/27/17            |
| PTO                        | Project Pie Family Night Out         | 11/8/17             |
| PTO                        | Tastea Family Nights Out             | 11/8/17 & 3/22/18   |
| PTO                        | Creamistry Family Night Out          | 11/8/17             |
| PTO                        | Christmas Boutique                   | 11/27/17 - 12/19/17 |
| PTO                        | Pencil Holiday Gram Sale             | 12/4/17 - 12/15/17  |
| PTO                        | Wendy's Family Night Out             | 12/7/17             |
| PTO                        | Holiday Boutique                     | 12/11/17 - 12/18/17 |
| PTO                        | Panera Bread Family Night Out        | 1/11/18             |
| PTO                        | Mother/Son Dance                     | 2/2/18              |
| PTO                        | Pencil Holiday Gram Sale             | 2/5/18 - 2/14/18    |
| PTO                        | Lettuce Toss It Family Night Out     | 2/8/18              |
| PTO                        | Pencil Holiday Gram Sale             | 3/5/18 - 3/16/18    |
| PTO                        | Penny Donation Drive                 | 4/16/18 - 4/20/18   |

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**September 21, 2017**

| <b><u>SITE/DEPARTMENT</u></b>  | <b><u>ACTIVITY/DESCRIPTION</u></b>   | <b><u>DATE</u></b>  |
|--------------------------------|--------------------------------------|---------------------|
| <b><u>Cortez ES</u></b>        |                                      |                     |
| PFA                            | Family Movie Night                   | 9/22/17             |
| PFA                            | Spirit Wear Sale                     | 9/22/17 - 6/1/18    |
| PFA                            | Off Campus Cookie Dough Sale         | 9/25/17 - 10/9/17   |
| <b><u>Dickson ES</u></b>       |                                      |                     |
| PTA                            | After School Popsicle Sale           | 9/25/17 - 5/31/18   |
| PTA                            | Fall Festival Ticket Sale            | 10/2/17 - 10/20/17  |
| PTA                            | Boo Holiday Gram Sale                | 10/23/17 - 10/30/17 |
| <b><u>Glenmeade ES</u></b>     |                                      |                     |
| PTA                            | After School Smoothie Sale           | 9/28/17             |
| PTA                            | Carl's Jr. Family Night Out          | 10/18/17            |
| PTA                            | Book Fair                            | 11/6/17 - 11/14/17  |
| PTA                            | Trunk-or-Treat/Monster Ball          | 10/27/17            |
| PTA                            | Holiday Book Fair                    | 12/4/17 - 12/8/17   |
| <b><u>Hidden Trails ES</u></b> |                                      |                     |
| PTA                            | Woodstone Pizzeria Family Night Out  | 11/18/17            |
| PTA                            | Leukemia & Lymphoma Donation Drive   | 11/29/17 - 12/13/17 |
| PTA                            | Book Fair                            | 5/14/18 - 5/18/18   |
| <b><u>Liberty ES</u></b>       |                                      |                     |
| ASB                            | Off Campus Candy & Beef Stick Sale   | 10/2/17 - 10/16/17  |
| <b><u>Marshall ES</u></b>      |                                      |                     |
| PTO                            | Fall Catalog Sale                    | 9/22/17 - 10/6/17   |
| PTO                            | Carl's Jr. Family Night Out          | 10/11/17            |
| PTO                            | Yogurtland Family Night Out          | 11/15/17            |
| <b><u>Rhodes ES</u></b>        |                                      |                     |
| PEP Club                       | Tuesdays After School Ice Cream Sale | 9/26/17 - 5/15/18   |
| PEP Club                       | Thursdays After School Popcorn Sale  | 9/28/17 - 5/17/18   |
| PEP Club                       | Fridays After School Snow Cone Sale  | 9/29/17 - 5/25/18   |

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**September 21, 2017**

| <b><u>SITE/DEPARTMENT</u></b>  | <b><u>ACTIVITY/DESCRIPTION</u></b>     | <b><u>DATE</u></b>  |
|--------------------------------|--|---------------------|
| <b><u>Rolling Ridge ES</u></b> |  |                     |
| PTA                            | Panera Bread Family Night Out          | 11/18/17            |
| <b><u>Wickman ES</u></b>       |  |                     |
| PTO                            | JCrew In-Store Shopping Event          | 9/23/17             |
| <b><u>Briggs K-8</u></b>       |  |                     |
| PFA                            | After School Snack Sale                | 10/1/17 - 5/31/18   |
| <b><u>Canyon Hills JHS</u></b> |  |                     |
| AVID                           | Active Sock Sale                       | 12/17/17            |
| <b><u>Magnolia JHS</u></b>     |  |                     |
| ASB                            | Chili's Family Night Out               | 11/7/2017           |
| <b><u>Woodcrest JHS</u></b>    |  |                     |
| ASB                            | Penny Donation Drive                   | 9/22/17 - 9/29/17   |
| ASB                            | After School Events Snack Sale         | 9/22/17 - 6/30/18   |
| ASB                            | Gram Sale                              | 9/22/17 - 6/30/18   |
| ASB                            | Lunch "Shout Outs" Sale                | 9/22/17 - 6/30/18   |
| Music Boosters                 | Spaghetti Dinner Sale                  | 12/20/17            |
| <b><u>Ayala HS</u></b>         |  |                     |
| Badminton Club                 | After School Boba Milk Tea Sale        | 9/22/17             |
| Wrestling Boosters             | Applebee's Breakfast Ticket Sale       | 9/22/17 - 10/8/17   |
| Girls Golf Boosters            | Closest to the Pin Chance              | 9/23/17 & 9/30/17   |
| STEM Robotics Club             | After School Fluff Ice Sale            | 9/25/17             |
| Wrestling Boosters             | Under the Lights Wrestling Ticket Sale | 9/26/17 - 10/13/17  |
| Badminton Club                 | After School Boba Milk Tea Sale        | 9/29/17             |
| Volleyball Team                | Varsity Tournament Refreshment Sale    | 9/29/17 - 9/30/17   |
| Grad Night 2018                | Chick-fil-A Family Night Out           | 10/20/17            |
| Badminton Club                 | After School Boba Milk Tea Sale        | 10/22/17            |
| Science Olympiad               | Chipotle Family Night Out              | 11/1/17             |
| Chinese Club                   | After School Boba Milk Tea Sale        | 11/13/17 - 11/23/17 |
| Halo Club                      | Coins for Autism                       | 11/27/17 - 12/8/17  |



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**September 21, 2017**

| <u>SITE/DEPARTMENT</u>         | <u>ACTIVITY/DESCRIPTION</u>               | <u>DATE</u>         |
|--------------------------------|---|---------------------|
| <b><u>Ayala HS</u></b> (cont.) |   |                     |
| Boys Basketball Team           | JV Basketball Tournament Fees             | 12/4/17 - 12/9/17   |
| Boys Basketball Team           | JV Basketball Tournament Ticket Sale      | 12/4/17 - 12/9/17   |
| Boys Basketball Team           | JV Basketball Tournament Refreshment Sale | 12/4/17 - 12/9/17   |
| <b><u>Chino HS</u></b>         |   |                     |
| Class of 2020                  | Active Sock Sale                          | 9/21/17 - 9/22/17   |
| Girls Basketball Boosters      | Chipotle Family Night Out                 | 10/4/17             |
| Girls Volleyball Boosters      | Yard Sale                                 | 10/14/17            |
| Pep Squad Boosters             | After School Jr. Cheer Camp               | 10/16/17 - 10/20/17 |
| AVID 2020                      | Chipotle Family Night Out                 | 10/18/17            |
| Band Boosters                  | Super Chili Burger Family Night Out       | 10/18/17            |
| Polynesian Club                | Chipotle Family Night Out                 | 10/20/17            |
| Every Teen Succeeds            | Applebee's Breakfast Ticket Sale          | 10/23/17 - 10/27/17 |
| Band Boosters                  | Pizza Pirates Family Night Out            | 11/8/17             |
| Band Boosters                  | Chipotle Family Night Out                 | 1/17/18             |
| Polynesian Club                | Chipotle Family Night Out                 | 2/7/18              |
| Band Boosters                  | Chino Express Family Night Out            | 2/15/18             |
| Band Boosters                  | Cannataro's Family Night Out              | 3/14/18             |
| AVID 2020                      | Applebee's Breakfast Ticket Sale          | 3/19/18 - 3/23/18   |
| Every Teen Succeeds            | Applebee's Breakfast Ticket Sale          | 4/16/18 - 4/20/18   |
| Band Boosters                  | Yogurtland Family Night Out               | 4/18/18             |
| Band Boosters                  | Philly's Best Family Night Out            | 5/16/18             |
| <b><u>Chino Hills HS</u></b>   |   |                     |
| AVID                           | Spirit Pack Sale                          | 9/22/17 - 10/18/17  |
| AVID                           | Off Campus Candy Bar Sale                 | 9/25/17 - 10/23/17  |
| Dance Boosters                 | Casa Sanchez Family Night Out             | 9/26/17             |
| Football Boosters              | Prize Opportunity Drawing                 | 9/29/17 - 10/27/17  |
|                                | (Approved by the Department of Justice)   |                     |
| Dance Boosters                 | Yard Sale                                 | 9/30/17             |
| Dance Boosters                 | Master Dance Class Entry Fees             | 10/1/17             |
| Dance Boosters                 | Sponsorship/Donation Drive                | 10/1/17 - 10/31/17  |
| Music Boosters                 | Snap! Raise Donation Drive                | 10/1/17 - 12/1/17   |
| Dance Boosters                 | Off Campus Krispy Kreme Donut Sale        | 10/21/17            |
| Dance Boosters                 | Tastea Family Night Out                   | 10/26/17            |
| Dance Boosters                 | Project Pie Family Night Out              | 10/26/17            |
| AVID                           | Snap! Raise Donation Drive                | 1/18/18 - 2/18/18   |

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**September 21, 2017**

| <u>SITE/DEPARTMENT</u> | <u>ACTIVITY/DESCRIPTION</u> | <u>DATE</u>        |
|------------------------|-----------------------------|--------------------|
| <u>Don Lugo HS</u>     |                             |                    |
| Band Boosters          | Off Campus Candy Apple Sale | 10/6/17 - 10/23/17 |

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** September 21, 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**  
**September 21, 2017**

| <u>DEPARTMENT/SITE<br/>DONOR</u>   | <u>ITEM DONATED</u>   | <u>APPROXIMATE<br/>VALUE</u> |
|------------------------------------|-----------------------|------------------------------|
| <b><u>Litel ES</u></b>             |                       |                              |
| Schoola                            | Cash                  | \$20.00                      |
| Kula Foundation                    | Cash                  | \$47.00                      |
| Keith Ishibashi                    | Cash                  | \$130.00                     |
| <b><u>Newman ES</u></b>            |                       |                              |
| Schools First Federal Credit Union | School Supplies       | \$400.00                     |
| <b><u>Rhodes ES</u></b>            |                       |                              |
| Rhodes PEP Club                    | Cash                  | \$10,750.00                  |
| <b><u>Rolling Ridge ES</u></b>     |                       |                              |
| Mr. & Mrs. Trent Thacker           | 2 Samsung Chromebooks | \$860.00                     |
| <b><u>Wickman ES</u></b>           |                       |                              |
| Wickman PTO                        | Cash                  | \$8,378.00                   |
| <b><u>Canyon Hills JHS</u></b>     |                       |                              |
| Yeung Su Lee & Hae Ju Park         | Cash                  | \$300.00                     |
| Prime Care                         | Cash                  | \$500.00                     |
| Canyon Hills PTSA                  | Cash                  | \$1,450.00                   |
| <b><u>Don Lugo HS</u></b>          |                       |                              |
| Gary & Betty Ann Banks             | Cash                  | \$125.00                     |
| Chino Autotech, Inc.               | Cash                  | \$275.00                     |
| Superior Duct Fabrication, Inc.    | Cash                  | \$275.00                     |
| Wahoo's Family Foundation          | Cash                  | \$300.00                     |
| Rancho Oral & Facial Surgery       | Cash                  | \$450.00                     |
| Cold Star, Inc.                    | Cash                  | \$650.00                     |
| School Specialty Furniture         | Furniture             | \$10,524.00                  |

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** September 21, 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: APPLICATIONS TO OPERATE FUNDRAISING ACTIVITIES AND  
OTHER ACTIVITIES FOR THE BENEFIT OF STUDENTS**

=====

**BACKGROUND**

Administrative Regulation 1230 Community Relations – School Connected Organizations requires that any person or group of people desiring to raise money to benefit a student or students at one or more schools within the District shall request authorization to operate by applying to the Chino Valley Unified School District 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 applications to operate fundraising activities and other activities for the benefit of students.

**FISCAL IMPACT**

None.

WMJ:SHC:LP:wc

**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
September 21, 2017**

**AUTHORIZATION TO OPERATE FUNDRAISING ACTIVITIES  
AND OTHER ACTIVITIES FOR THE BENEFIT OF STUDENTS**

**High School**

Ayala  
Ayala

**Organization**

Choral Boosters  
Girls Water Polo Boosters

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** September 21, 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 READMISSION CASE 16/17-35**

=====

**BACKGROUND**

Administrative Regulation 5144.1 Students – Suspension and Expulsion/Due Process  
Readmission after Expulsion state:

- The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student’s rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met.
- School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
- The Superintendent or designee shall transmit his/her recommendation regarding readmission to the Board. The Board shall consider this recommendation, in closed session, if information disclosed would be in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.

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

**RECOMMENDATION**

It is recommended the Board of Education approve student readmission case 16/17-35.

**FISCAL IMPACT**

None.

WMJ:NE:SJ:ss

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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Humility • Civility • Service

**DATE:** September 21, 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 for:

| <b>School-Sponsored Trips</b>  | <b>Date</b>       | <b>Fiscal Impact</b>  |
|--|-------------------|---|
| Site: Chaparral ES<br>Event: Thousand Pines Science Camp<br>Place: Crestline, CA<br>Chaperone: 70 students/23 chaperones | April 9-13, 2018  | Cost: \$275.00 per student<br>Funding Source: Parents and ASB           |
| Site: Cortez ES<br>Event: Thousand Pines Science Camp<br>Place: Crestline, CA<br>Chaperone: 100 students/22 chaperones   | October 3-6, 2017 | Cost: \$235.00 per student<br>Funding Source: School Site Title I Funds |



|   |                             |   |
|---|-----------------------------|---|
| Site: Glenmeade ES<br>Event: Pali Institute Science Camp<br>Place: Running Springs, CA<br>Chaperone: 74 students/18 chaperones  | February 7-9, 2018          | Cost: \$280.00 per student<br>Funding Source: Parents and PTA                         |
| Site: Hidden Trails ES<br>Event: Arrowhead Ranch Science Camp<br>Place: Lake Arrowhead, CA<br>Chaperone: 60 students/12 chaperones  | October 30-November 3, 2017 | Cost: \$270.00 per student<br>Funding Source: Parents                                 |
| Site: Wickman ES<br>Event: Arrowhead Ranch Science Camp<br>Place: Lake Arrowhead, CA<br>Chaperone: 150 students/20 chaperones   | January 9-12, 2018          | Cost: \$260.00 per student<br>Funding Source: Parents, Science Camp Scholarships, PTO |
| Site: Townsend JHS<br>Event: East Coast Trip<br>Places: Washington, DC; Philadelphia, PA; New York, NY<br>Chaperone: 70 students/15 chaperones                                  | April 1-6, 2018             | Cost: \$2,479.00 per student<br>Funding Source: Parents and Fundraising               |
| Site: Ayala HS<br>Event: Clovis Invitational<br>Place: Fresno, CA<br>Chaperone: 40 students/4 chaperones  | October 6-7, 2017           | Cost: \$120.00 per student<br>Funding Source: Boosters                                |
| Site: Ayala HS<br>Event: California High School Cross Country Championships - California Interscholastic Federation<br>Place: Fresno, CA<br>Chaperone: 18 students/4 chaperones | November 24-25, 2017        | Cost: \$100.00 per student<br>Funding Source: Athletics and Boosters                  |
| Site: Chino HS<br>Event: Music Festival<br>Place: Long Beach, CA<br>Chaperone: 78 students/8 chaperones   | February 8-11, 2018         | Cost: \$430.00 per student<br>Funding Source: Boosters                                |
| Site: Chino Hills HS<br>Event: InspirED Youth Leadership<br>Place: San Carlos, CA<br>Chaperone: 4 students/2 chaperones   | September 28-29, 2018       | Cost: \$250.00 per student<br>Funding Source: Facebook Sponsorship                    |

## **FISCAL IMPACT**

None.

WMJ:GP:rtt

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** September 21, 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: REVISION OF BOARD POLICY 5145.3 STUDENTS –  
NONDISCRIMINATION/HARASSMENT OF STUDENTS**

=====  
**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 5145.3 Students – Nondiscrimination/Harassment of Students is being revised to clarify (1) that the policy is applicable to off-campus conduct that may have a continuing impact on a student at school, and (2) that the District must investigate all allegations of discrimination of which it has notice, regardless of whether a formal written complaint is filed, and must take action to address any effect of discrimination found. This item was presented to the Board on September 7, 2017, for information.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 5145.3 Students – Nondiscrimination/Harassment of Students.

**FISCAL IMPACT**

None.

WMJ:NE:SJ:smr

**NONDISCRIMINATION/HARASSMENT OF STUDENTS**

The Board of Education desires to ~~ensure~~ PROVIDE A SAFE SCHOOL ENVIRONMENT THAT ALLOWS ~~equal opportunities for all students~~ EQUAL ACCESS AND OPPORTUNITIES in THE DISTRICT'S ACADEMIC, EXTRACURRICULAR, AND OTHER EDUCATIONAL SUPPORT ~~admission and access to the District's Educational programs, guidance and counseling programs, athletic programs, testing procedures, and other~~ SERVICES AND activities. All ~~District programs and activities shall be free from~~ THE BOARD OF EDUCATION PROHIBITS, AT ANY DISTRICT SCHOOL OR SCHOOL ACTIVITY, UNLAWFUL discrimination, including DISCRIMINATORY harassment, INTIMIDATION, AND BULLYING, TARGETED AT ANY STUDENT BY ANYONE, BASED ON ~~with respect to a~~ THE student's actual or perceived race, color, ANCESTRY, national origin, NATIONALITY, ETHNICITY, ethnic group identification, age, religion, MARITAL OR PARENTAL STATUS, physical or mental disability, sex, ~~or~~ sexual orientation gender, GENDER IDENTITY, OR GENDER EXPRESSION OR ASSOCIATION WITH A PERSON OR GROUP WITH ONE OR MORE OF THESE ACTUAL OR PERCEIVED CHARACTERISTICS.

THIS POLICY SHALL APPLY TO ALL ACTS RELATED TO SCHOOL ACTIVITY OR TO SCHOOL ATTENDANCE OCCURRING WITHIN A DISTRICT SCHOOL, AND TO ACTS WHICH OCCUR OFF CAMPUS OR OUTSIDE OF SCHOOL-RELATED OR SCHOOL-SPONSORED ACTIVITIES BUT WHICH MAY HAVE AN IMPACT OR CREATE A HOSTILE ENVIRONMENT AT SCHOOL.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 5131 - Conduct)  
(cf. 5131.2 - Bullying)  
(cf. 5137 - Positive School Climate)  
(cf. 5145.9 - Hate-Motivated Behavior)  
(cf. 5146 - Married/Pregnant/Parenting Students)  
(cf. 6164.6 - Identification and Education Under Section 504)

UNLAWFUL DISCRIMINATION, INCLUDING DISCRIMINATORY HARASSMENT, INTIMIDATION, OR BULLYING, MAY RESULT FROM PHYSICAL, VERBAL, NONVERBAL, OR WRITTEN CONDUCT BASED ON ANY OF THE CATEGORIES LISTED ABOVE. UNLAWFUL DISCRIMINATION ALSO INCLUDES THE CREATION OF A HOSTILE ENVIRONMENT THROUGH PROHIBITED CONDUCT THAT IS SO SEVERE, PERSISTENT, OR PERVASIVE THAT IT AFFECTS A STUDENT'S ABILITY TO PARTICIPATE IN OR BENEFIT FROM AN EDUCATIONAL PROGRAM OR ACTIVITY; CREATES AN INTIMIDATING, THREATENING, HOSTILE, OR OFFENSIVE EDUCATIONAL ENVIRONMENT; HAS THE EFFECT OF SUBSTANTIALLY OR UNREASONABLY INTERFERING WITH A STUDENT'S ACADEMIC PERFORMANCE; OR OTHERWISE ADVERSELY AFFECTS A STUDENT'S EDUCATIONAL OPPORTUNITIES.

**NONDISCRIMINATION/HARASSMENT OF STUDENTS (cont.)**

UNLAWFUL DISCRIMINATION ALSO INCLUDES DISPARATE TREATMENT OF STUDENTS BASED ON ONE OF THE CATEGORIES ABOVE WITH RESPECT TO THE PROVISION OF OPPORTUNITIES TO PARTICIPATE IN SCHOOL PROGRAMS OR ACTIVITIES OR THE PROVISION OR RECEIPT OF EDUCATION BENEFITS OR SERVICES.

THE BOARD OF EDUCATION ALSO PROHIBITS ANY FORM OF RETALIATION AGAINST ANY INDIVIDUAL WHO REPORTS OR PARTICIPATES IN THE REPORTING OF UNLAWFUL DISCRIMINATION, FILES OR PARTICIPATES IN THE FILING OF A COMPLAINT, OR INVESTIGATES OR PARTICIPATES IN THE INVESTIGATION OF A COMPLAINT OR REPORT ALLEGING UNLAWFUL DISCRIMINATION. RETALIATION COMPLAINTS SHALL BE INVESTIGATED AND RESOLVED IN THE SAME MANNER AS A DISCRIMINATION COMPLAINT.

THE SUPERINTENDENT OR DESIGNEE SHALL FACILITATE STUDENTS' ACCESS TO THE EDUCATIONAL PROGRAM BY PUBLICIZING THE DISTRICT'S NONDISCRIMINATION POLICY AND RELATED COMPLAINT PROCEDURES TO STUDENTS, PARENTS/GUARDIANS, AND EMPLOYEES. HE/SHE SHALL PROVIDE INFORMATION ON THE POLICY AND COMPLAINT PROCEDURES RELATED TO DISCRIMINATION. THE SUPERINTENDENT OR DESIGNEE SHALL REGULARLY REVIEW THE IMPLEMENTATION OF THE DISTRICT'S NONDISCRIMINATION POLICIES AND PRACTICES AND, AS NECESSARY, SHALL TAKE ACTION TO REMOVE ANY IDENTIFIED BARRIER TO STUDENT ACCESS TO OR PARTICIPATION IN THE DISTRICT'S EDUCATIONAL PROGRAM. HE/SHE SHALL REPORT HIS/HER FINDINGS AND RECOMMENDATIONS TO THE BOARD OF EDUCATION AFTER EACH REVIEW.

(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 1330 - Use of Facilities)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6145.2 - Athletic Competition)  
(cf. 6164.2 - Guidance/Counseling Services)

REGARDLESS OF WHETHER A COMPLAINANT COMPLIES WITH THE WRITING, TIMELINE, AND/OR OTHER FORMAL FILING REQUIREMENTS, ALL COMPLAINTS ALLEGING UNLAWFUL DISCRIMINATION, INCLUDING DISCRIMINATORY HARASSMENT, INTIMIDATION, OR BULLYING, SHALL BE INVESTIGATED AND PROMPT ACTION TAKEN TO STOP THE DISCRIMINATION, PREVENT RECURRENCE, AND ADDRESS ANY CONTINUING EFFECT ON STUDENTS.

## **NONDISCRIMINATION/HARASSMENT OF STUDENTS (cont.)**

~~Discrimination may also include retaliation towards students and their parents/guardians for engaging in a “protected activity”. Such “protected activities” include complaining of or reporting discrimination, participating in an investigation of such a complaint, and advocating for the civil rights of a student regardless of whether the complaint relates to the complaining person or someone else.~~

~~(cf. 0410 – Nondiscrimination in District Programs and Activities)  
(cf. 5145.9 – Hate-Motivated Behavior)  
(cf. 5146 – Married/Pregnant/Parenting Students)  
(cf. 6164.6 – Identification and Education Under Section 504)~~

~~The Board prohibits discrimination, including intimidation, harassment and retaliation of any student by any employee, student or other person in the District. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.~~

~~School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in the delivery of services, including, but not limited to, instruction, guidance, and supervision.~~

~~(cf. 5145.2 – Freedom of Speech/Expression)  
(cf. 6145 – Extracurricular and Cocurricular Activities)  
(cf. 6145.2 – Athletic Competition)  
(cf. 6164.2 – Guidance/Counseling Services)~~

~~The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing, retaliatory or other discriminatory behavior.~~

~~Students who engage in UNLAWFUL discrimination, including DISCRIMINATORY harassment, and INTIMIDATION, retaliation, OR BULLYING, in violation of law, board policy, or administrative regulation shall be subject to APPROPRIATE CONSEQUENCE OR discipline, WHICH MAY INCLUDE up to and including counseling, suspension, and/or expulsion WHEN BEHAVIOR IS SEVERE OR PERVASIVE AS DEFINED IN EDUCATION CODE 48900.4. Any employee who permits or engages in harassment, retaliation, or other prohibited discrimination shall be subject to disciplinary action, up to and including dismissal.~~

## **NONDISCRIMINATION/HARASSMENT OF STUDENTS (cont.)**

~~(cf. 4118 – Suspension/Disciplinary Action)  
(cf. 4119.21/4219.21/4319.21 – Professional Standards)  
(cf. 4218 – Dismissal/Suspension/Disciplinary Action)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)  
(cf. 5145.2 - Freedom of Speech/Expression)~~

### **Grievance Procedures**

~~The Board hereby designates the following position as coordinator for nondiscrimination to handle complaints regarding discrimination, including harassment and retaliation, and inquiries regarding the District's nondiscrimination policies:~~

~~Norm Enfield, Ed.D.  
Assistant Superintendent, Human Resources  
Chino Valley Unified School District  
5130 Riverside Drive, Chino, CA 91710  
(909) 628-1201 ext. 1110~~

~~(cf. 1312.1 – Complaints Concerning District Employees)  
(cf. 1312.3 – Uniform Complaint Procedures)~~

~~Any student who feels that he/she has been subjected to discrimination including harassment and retaliation should immediately contact the coordinator, principal or any other staff member. Any student or school employee, who observes an incident of discrimination, including harassment and retaliation, should report the incident to the coordinator or principal, whether or not the victim files a complaint.~~

~~Upon receiving a complaint of discrimination including harassment and retaliation, the coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in Administrative Regulation 5145.7 – Sexual Harassment.~~

~~(cf. 5145.7 – Sexual Harassment)~~

~~The Superintendent or designee shall ensure that the student handbook clearly describes the District's nondiscrimination policy, procedures for filing a complaint regarding discrimination including harassment and retaliation, and the resources that are available to students and parents/guardians, who feel that they have been the victim of discrimination or harassment. The District's policy may also be posted on the District's website or any other location that is easily accessible to students and parents/guardians.~~

## **NONDISCRIMINATION/HARASSMENT OF STUDENTS (cont.)**

### **RECORD-KEEPING**

THE SUPERINTENDENT OR DESIGNEE SHALL MAINTAIN A RECORD OF ALL REPORTED CASES OF UNLAWFUL DISCRIMINATION, INCLUDING DISCRIMINATORY HARASSMENT, INTIMIDATION, OR BULLYING, TO ENABLE THE DISTRICT TO MONITOR, ADDRESS, AND PREVENT REPETITIVE PROHIBITED BEHAVIOR IN DISTRICT SCHOOLS.

(cf. 3580 - District Records)

#### **Legal Reference:**

##### EDUCATION CODE

200-262.4 Prohibition of Discrimination  
48900.3 Suspension or Expulsion for Act of Hate Violence  
48900.4 Suspension or Expulsion for Threats or Harassment  
48904 Liability of Parent/guardian for Willful Student Misconduct  
48907 Student Exercise of Free Expression  
48950 Freedom of Speech  
48985 Translation of Notices  
49020-49023 Athletic Programs  
51500 Prohibited Instruction or Activity  
5150 Prohibited Means of Instruction  
6004 Prohibited Instructional Materials

##### CIVIL CODE

1714. Liability of Parents/guardians for Willful Misconduct of Minor

##### PENAL CODE

422.5 Definition of Hate Crime  
422.6 Crimes, Harassment

##### CODE OF REGULATIONS, TITLE 5

432 Student Record  
4600-4687 Uniform Complaint Procedures  
4900-4965 Nondiscrimination in Elementary and Secondary Education Programs

##### UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972  
12101-12213 Title II Equal Opportunity for Individuals with Disabilities

##### UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

##### UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
6101-6107 Age Discrimination Act of 1975

##### CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on Basis of Disability; Complaints

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

99.31 Disclosure of Personally Identifiable Information  
100.3 Prohibition of Discrimination on Basis of Race, Color or National Origin  
104.7 Designation of Responsible Employee for Section 504  
106.8 Designation of Responsible Employee for Title IX

**NONDISCRIMINATION/HARASSMENT OF STUDENTS (cont.)**

106.9 Notification of Nondiscrimination on Basis of Sex

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

**Management Resources:**

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEBSITES

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

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

California Safe Schools Coalition: [www.casafeschools.org](http://www.casafeschools.org)

First Amendment Center: [www.firstamendmentcenter.org](http://www.firstamendmentcenter.org)

National School Boards Association: [www.nsba.org](http://www.nsba.org)

U.S. Department of Education, Office for Civil Rights: [www.ed.gov/about/offices/list/ocr](http://www.ed.gov/about/offices/list/ocr)

**Chino Valley Unified School District**

Policy adopted: January 23, 1997

Revised: September 3, 1998

Revised: August 5, 2010

Revised: January 17, 2013

Revised: September 5, 2013

REVISED:



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** September 21, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM 2017/2018  
CONTRACT FOR EMBEDDED BVROP CLASSES**

=====

**BACKGROUND**

Each year, the Chino Valley Unified School District enters into a contract with the Baldy View Regional Occupational Program (BVROP) for the purpose of providing embedded BVROP classes at various locations within the District.

The embedded BVROP classes in the District are outlined in Appendix A of the contract.

This contract was approved by the Baldy View Regional Occupational Program Commission on August 7, 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 Baldy View Regional Occupational Program 2017/2018 Contract for Embedded BVROP Classes.

**FISCAL IMPACT**

None.

WMJ:GP:JR:rtt

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM

2017/18 CONTRACT FOR EMBEDDED BVROP CLASSES – CHINO VALLEY USD

This Agreement is made by and between Chino Valley Unified School District, hereinafter referred to as “District”, and Baldy View Regional Occupational Program, hereinafter referred to as "BVROP."

WITNESSETH:

WHEREAS, District desires to utilize special BVROP services, referred to as “Embedded Class(es)”;

and

WHEREAS, District has the facilities for the Embedded Class(es) during the regular school day;

and

WHEREAS, BVROP has the personnel, and expertise to perform certain services for the District; and BVROP is willing to make these services available for the period beginning July 1, 2017 and ending June 30, 2018.

THEREFORE, it is understood that the afore-mentioned services shall be subject to the terms and conditions hereinafter set forth:

1. The minimum class size enrollment for an Embedded Class(es) at comprehensive school sites is twenty-five (25) students and fifteen (15) students at continuation and alternative school sites.
2. The District has the sole responsibility for supporting Embedded Class(es) on its campuses.

3. When the enrollment of a(n) Embedded Class(es) fails to meet minimum class size standards, the District is responsible for providing BVROP supplemental funding based on the difference between actual ADA generated and the budgeted annual income based on minimum enrollment requirements.
4. Embedded Class(es), as reflected in Appendix A, may be cancelled by BVROP or District without penalty prior to August 1, 2017.

CHINO VALLEY UNIFIED  
SCHOOL DISTRICT

BALDY VIEW REGIONAL  
OCCUPATIONAL PROGRAM

By \_\_\_\_\_

By Shelley Adams

Title \_\_\_\_\_

Title Superintendent

Board Authorization On:

Commission Authorization On:

Date \_\_\_\_\_

Date 8/9/17

# APPENDIX A

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### 2017-2018 Track Changes

| EMBEDDED ROP CLASSES           |  |      |        |
|--------------------------------|--|------|--------|
| HIGH SCHOOL                    | CLASS TITLE  | FALL | SPRING |
| <b>AYALA HIGH SCHOOL</b>       |  |      |        |
|                                | Sports Medicine  | 5    | 5      |
|                                | Sports Medicine  | 5    | 5      |
| <b>BOYS REPUBLIC</b>           |  |      |        |
|                                | Brick, Block and Stonemasonry and Introduction to Concrete Masonry | 10   | 10     |
|                                | Landscape and Turf Management & Landscape Design (Adv)             | 10   | 10     |
| <b>CHINO HIGH SCHOOL</b>       |  |      |        |
|                                | Criminal Justice   | 5    | 5      |
|                                | Criminal Justice   | 5    | 5      |
|                                | Emergency Responder  | 5    | 5      |
|                                | Emergency Responder  | 5    | 5      |
|                                | Forensic Science and Forensic Science 2                            | 5    | 5      |
|                                | Sports Medicine  | 5    | 5      |
|                                | Sports Medicine  | 5    | 5      |
| <b>CHINO HILLS HIGH SCHOOL</b> |  |      |        |
|                                | Emergency Medical Responder  | 5    | 5      |
|                                | Emergency Medical Responder  | 5    | 5      |
|                                | Event Planning   | 5    | 5      |
|                                | Event Planning   | 5    | 5      |
|                                | Forensic Science and Forensic Science 2                            | 5    | 5      |
|                                | Forensic Science and Forensic Science 2                            | 5    | 5      |
|                                | Health Support Services  | 5    | 5      |
|                                | Health Support Services  | 5    | 5      |
|                                | Healthcare Occupations   | 5    | 5      |
|                                | Healthcare Occupations   | 5    | 5      |
|                                | Sports Medicine  | 5    | 5      |
|                                | Sports Medicine  | 5    | 5      |
|                                | Sports Medicine  | 5    | 5      |
|                                | Sports Medicine  | 5    | 5      |

# APPENDIX A

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### 2017-2018 Track Changes

| EMBEDDED ROP CLASSES (CONTINUED) |  |      |        |
|----------------------------------|--|------|--------|
| HIGH SCHOOL                      | CLASS TITLE                                  | FALL | SPRING |
| <b>DON LUGO HIGH SCHOOL</b>      |  |      |        |
|                                  | *Building Trades                             | 5    | 5      |
|                                  | *Building Trades                             | 5    | 5      |
|                                  | Welding Technology                           | 5    | 5      |
|                                  | Welding Technology                           | 5    | 5      |
|                                  | *Welding Technology                          | 5    | 5      |
|                                  | *Welding Technology and Welding Technology 2 | 5    | 5      |
|                                  | Food and Beverage Production and Preparation | 5    | 5      |
|                                  | Food and Hospitality Services                | 5    | 5      |
|                                  | Food and Hospitality Services                | 5    | 5      |
|                                  | Food and Hospitality Services                | 5    | 5      |
|                                  | Food and Hospitality Services                | 5    | 5      |
|                                  | Sports Medicine                              | 5    | 5      |
|                                  | Sports Medicine                              | 5    | 5      |

|  |                                 | FALL       | SPRING     |
|--|---------------------------------|------------|------------|
| <b>2017/2018</b>   | <b>CREDIT ALLOCATION TOTAL:</b> | <b>200</b> | <b>200</b> |
| <i>2017/2018 Fall/Spring- Don Lugo High School: Added 2 sections of Building Trades (+10 Credits Fall; +10 Credits Spring)</i>                   |                                 |            |            |
| <i>2017/2018 Fall/Spring- Don Lugo High School: Added Welding Technology Class (+5 Credits Fall; +5 Credits Spring)</i>                          |                                 |            |            |
| <i>2017/2018 Fall/Spring- Don Lugo High School: Added Welding Technology and Welding Technology 2 Class (+5 Credits Fall; +5 Credits Spring)</i> |                                 |            |            |

|   |                                  | FALL       | SPRING     |
|---|----------------------------------|------------|------------|
| <b>2016/2017</b>  | <b>CREDIT ALLOCATION TOTAL:</b>  | <b>135</b> | <b>135</b> |
| <b>2016/2017</b>  | <b>CREDIT UTILIZATION TOTAL:</b> | <b>180</b> | <b>180</b> |
| <i>2016/2017 Fall/Spring- Ayala High School: Closed and moved Virtual Enterprise Class to Claremont High School due to Ayala High School no longer supporting ROP Program at School Site (-5 Credits Fall; -5 Credits Spring)</i> |                                  |            |            |
| <i>2016/2017 Fall/Spring- Chino Hills High School: Changed Forensic Science Class name to Forensic Science and Forensic Science 2</i>   |                                  |            |            |
| <i>2016/2017 Fall/Spring- Chino Hills High School: Added 2 sections of Emergency Medical Responder 1 to replace 2 ASL Sections (+10 Credits Fall; +10 Credits Spring)</i>   |                                  |            |            |
| <i>2016/2017 Fall/Spring- Chino Hills High School: Added 2 sections of Events Planning (+10 Credits Fall; +10 Credits Spring)</i>   |                                  |            |            |
| <i>2016/2017 Fall/Spring- Chino Hills High School: Added 2 sections of Forensic Science and changed Class name to Forensic Science and Forensic Science 2 (+10 Credits Fall; +10 Credits Spring)</i>                              |                                  |            |            |

*\*New/Additional Class offered for the 2017/2018 School Year*

# APPENDIX A

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### 2017-2018 Track Changes

#### EMBEDDED ROP CLASSES (CONTINUED)

|  | FALL                             | SPRING     |
|--|----------------------------------|------------|
| <b>2016/2017</b>   | <b>CREDIT ALLOCATION TOTAL:</b>  |            |
|  | <b>135</b>                       | <b>135</b> |
| <b>2016/2017</b>   | <b>CREDIT UTILIZATION TOTAL:</b> |            |
|  | <b>180</b>                       | <b>180</b> |
| <i>2016/2017 Fall/Spring- Chino Hills High School: Added Sports Medicine Class to replace 1 ASL Section (+5 Credits Fall; +5 Credits Spring)</i> |                                  |            |
| <i>2016/2017 Fall/Spring- Don Lugo High School: Added 2 sections of Welding Technology (+10 Credits Fall; +10 Credits Spring)</i>                |                                  |            |
| <i>2016/2017 Fall/Spring- Don Lugo High School: Added Sports Medicine Class (+5 Credits Fall; +5 Credits Spring)</i>                             |                                  |            |

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** September 21, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM 2017/2018  
CONTRACT FOR SERVICES AND PARTICIPATION INCENTIVE**

=====

**BACKGROUND**

On a yearly basis, the Chino Valley Unified School District enters into a “Contract for District Services and Participation Incentive” with the Baldy View Regional Occupational Program (BVROP). The contract stipulates that the District shall provide facilities, personnel, and expertise to perform certain services for the BVROP. In return for these services, BVROP pays the District an annual participation incentive described in the contract and for specifics services as shown in Appendix A, B, and C of the contract. These funds are to be used specifically in support of BVROP programs and activities.

This contract was approved by the Baldy View Regional Occupational Program Commission on August 7, 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 Baldy View Regional Occupational Program 2017/2018 Contract for Services and Participation Incentive.

**FISCAL IMPACT**

None.

WMJ:GP:JR:rtt

**BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM**  
**2017-18 CONTRACT FOR SERVICES AND PARTICIPATION INCENTIVE**  
**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

This Agreement is made by and between Chino Valley Unified School District, hereinafter referred to as "District", and Baldy View Regional Occupational Program; hereinafter referred to as "BVROP"

WITNESSETH:

WHEREAS, BVROP desires to utilize special services, referred to as "District Services";  
and

WHEREAS, Chino Valley Unified School District has the facilities, personnel, and expertise to perform certain services for BVROP, and the District is willing to make these services available for the period beginning July 1, 2017 and ending June 30, 2018.

WHEREAS, BVROP has the facilities, personnel, and expertise to perform career technical education programs for the District at the career training center, and BVROP is willing to make these services available for the period beginning July 1, 2017, and ending June 30, 2018.

THEREFORE, it is understood that the aforementioned services shall be subject to the terms and conditions hereinafter set forth:

1. District Services. (See Appendix A)
2. District Representatives. The District, at no cost to BVROP, shall appoint an individual to represent the District in all matters pertaining to BVROP except those specifically reserved for the Commission and Superintendents. This individual shall



serve on the BVROP District Representatives Council (DRC) and shall be responsible to participate in BVROP Course Performance Reviews, teachers meetings, career technician meetings, and other related meetings.

3. In the event the scheduled BVROP teacher assigned to teach on a district campus is absent and a district substitute is obtained through the host district's personnel office, the District will invoice BVROP for the actual BVROP costs and will be reimbursed accordingly. BVROP teachers are to follow the District procedure to obtain a substitute.
4. Career Center. The District, at no cost to BVROP, shall maintain a career center at each of the following locations:

Ayala, Boys Republic, Buena Vista, Chino, Chino Hills, and Don Lugo

High Schools

- a. These services will be operated according to terms listed in Appendix A and Appendix B. At times other than the regular school year, BVROP information concerning programs and enrollment procedures will be available.
- b. The District agrees to assign a person to operate the career center for a minimum of three (3) hours each school day and assist BVROP in recruitment, enrollment, and other duties pertaining to BVROP students. The career center shall be accessible to students on all

scheduled student days during the regular school year. The career center will be evaluated annually on the basis of standards congruent with Appendix B.

- c. The District agrees to allow the career technician to attend six (6) BVROP meetings each year as designated by BVROP and approved by the District Representative. The District also agrees to release any newly assigned career technician up to three additional duty days for orientation and inservice.
5. Participation Incentive. BVROP agrees to pay District an annual participation incentive. The participation incentive is based on a Per Unit Value (PUV) established per the Memorandum of Understanding (MOU) as identified in the Joint Powers Agreement (JPA) multiplied by the ADA generated during the previous year by each participating district's student attendance. BVROP will provide payment of the participation incentive by September 30 of the fiscal year, providing that District submits all attendance by July 31.
6. BVROP Operated Classes Above the "Base" ADA Cap:
  - a. If the District and BVROP mutually agree to additional BVROP classes to be offered above the ADA cap, the District will reimburse BVROP for the cost of the additional class(es) based on the minimum enrollment of twenty-five (25) students at a comprehensive school site and fifteen (15) students at a continuation or alternative school site.

- b. Any BVROP class that is funded by the District above the ADA cap is not subject to the ratio of twenty-five percent (25%) DOP/seventy-five percent (75%) ROP of total high school course offerings.
- c. If two (2) or more Districts agree to additional BVROP classes above the base ADA cap, those Districts will enter into an agreement delineating the number of student units each District guarantees to meet the minimum enrollment requirements.
- d. The District(s) agree(s) to a two-year commitment in order to allow time for the program to establish a student interest base.
- e. To assist member Districts with costs while interest builds in a new course BVROP may waive a portion of “upstart” costs for the first two years if the base ADA cap is being met. I.e., new class starts, member District(s) to pay BVROP assuming 25 students. 20 students enroll, BVROP may waive revenue expectations for the other 5 students for up to 2 years.

7. Exchange of Class Offerings:

- a. An exchange of class offering can be requested by the District or BVROP through the DRC.
  - i. BVROP staff will provide DRC with an analysis of current participants’ home schools.
- b. If a District and BVROP mutually agree to exchange a BVROP class

offered outside the regular school day, the following conditions will apply:

- i. If exchange of class offerings results in lower ADA attainment than the previous class, the partnering District(s) agrees to maintain a minimum enrollment of twenty-five (25) students at a comprehensive school site and fifteen (15) students at a continuation or alternative school site.
- ii. Each participating school district may exchange a class offering(s) on its school sites for another class offering of the same total instructional hours within the confines of:
  - a. BVROP class cannot be exchanged for a DOP class;
  - b. The DOP cap ADA allocation per participating school district must be adhered to unless circumstances warrant re-benching;
  - c. The ratio of twenty-five percent (25%) DOP/seventy-five percent (75%) ROP of total high school course offerings must be maintained.

8. Reduction of Classes:

- a. BVROP classes: Written notification of the class reductions must be made to the BVROP Superintendent by February 1 during the fiscal year preceding the fiscal year in which the reductions will be implemented.
- b. DOP classes: Written notification of the class reductions must be made to

the BVROP Superintendent by February 1 during the fiscal year preceding the fiscal year in which the reductions will be implemented.

- i. If the school district's DOP ADA is returned to BVROP and the other participating districts, that district, at a later date, may request the return of the DOP ADA through written notification to the BVROP Superintendent. The BVROP Superintendent will analyze the ADA allocated within BVROP and make every effort to accommodate the request under the following conditions:
    - a. No harm shall occur to another participating district's DOP program or limit access to BVROP students.
    - b. The return of the DOP program(s) cannot cause the BVROP ratio to exceed twenty-five percent (25%) of the total base ADA cap.
9. Indemnity: District agrees to indemnify and hold BVROP harmless from and against any and all claims for injuries or damages to students, public, or to property, which occur in or upon the property or its improvements provided that such injuries or damages are the result of the negligence or misconduct of the District, its officers, employees, agents, or representatives or the dangerous condition of District property.
- BVROP agrees to indemnify and hold District harmless from and against any and all claims for injuries or damages to students, public, or to property, which occur in or upon the property or its improvements provided that such injuries or damages

are the result of the negligence or misconduct of the BVR0P, its officers, employees, agents, or representatives or the dangerous condition of BVR0P property.

10. Annual Review. This Agreement will be reviewed annually by both parties prior to the end of the current contract year.

No part of this contract or appendices may supersede or violate any portion of a District's collective bargaining agreement with any employee association or staff member.

11. Termination. This Agreement may be terminated by either the District or BVR0P Upon mutual consent by serving 30 days written notice of such intention to terminate on the other party. The District will receive the final participation incentive payment from BVR0P based on submitted ADA.
12. Certification. The District agrees to certify by September 1, 2017, that all obligations of the District, provided within the terms of this agreement, have been complied with.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, at Ontario, California.

CHINO VALLEY UNIFIED  
SCHOOL DISTRICT

BALDY VIEW REGIONAL  
OCCUPATIONAL PROGRAM

By \_\_\_\_\_

By Shelley Adams

Title \_\_\_\_\_

Title Superintendent

Board Authorization On:

Commission Authorization On:

Date \_\_\_\_\_

Date 8/9/17

## **BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM**

### **CONTRACT FOR DISTRICT SERVICES APPENDIX A**

The District shall provide services and facilities to the Baldy View R.O.P. within the following categories:

#### **A. ADMINISTRATIVE SERVICES**

1. District Representative Services
  - a. Provides district liaison to BVROP as outlined in body of contract.
2. Business/Personnel Offices Services
  - a. Provides personnel services
  - b. Maintains District payroll account
  - c. Processes purchase orders and related contracts
  - d. Maintains a clear audit trail
  - e. Maintains warehouse as needed
  - f. Maintains and reports inventory
  - g. Provides and reviews related billings
  - h. Prepares annual report of expenditures
3. Student Information Services
  - a. Maintains student data records
  - b. Maintains course offerings
  - c. Maintains current enrollment records
  - d. Prepares documents and communications as necessary



**B. PROGRAM AND STUDENT SERVICES**

1. Provide, maintain, equip, supply, and staff a career center at each regular and continuation high school each day of the regular school year when students are present.
2. Provide support services including career guidance and assessment, and registration services.

**C. FACILITIES**

1. Provide classroom space for R.O.P. classes as available.
2. Provide storage space as available.

**BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM**

**CONTRACT FOR DISTRICT SERVICES  
APPENDIX B**

**PERFORMANCE OBJECTIVES  
CAREER TECHNICIAN STANDARDS**

A Career Technician supported by District funds will:

1. **Actively recruit, screen and enroll high school students for BVROP classes:**
  - Create and maintain visual displays promoting BVROP
  - Display BVROP promotional materials in career center and other appropriate places on campus
  - Serve as liaison with counselors, promote tours of BVROP classes, and provide BVROP printed material.
  - Develop BVROP promotional activities for the school year
  - Schedule class and/or group presentations
  - Disseminate BVROP recruitment materials to teachers, counselors, students, and parents
  - Utilize campus announcements and newspaper for promotion
  - Arrange for BVROP teachers to interact with high school students
  - Maintain an ongoing recruitment list for enrollment in BVROP courses.
  
2. **Assist in promotion of BVROP courses as an integral part of the school's curriculum:**
  - Administer and interpret career interest assessments to students
  - Discuss with school counseling staff and administration usage of BVROP interest survey
  - Organize and maintain student interest list for recruitment purposes

**Contract for District Services**  
**Appendix B**  
**Page -2-**

2. **Assist in promotion of BVROP courses as an integral part of the school's curriculum (continued):**
  - Promote BVROP through campus activities; i.e., back to school night, career fairs, etc.
  - Disseminate BVROP student success stories
  - Communicate regularly with the guidance staff regarding BVROP information
  - Provide BVROP information in home mailers to parents and stakeholders
3. **Be knowledgeable of BVROP course requirements and content:**
  - Visit BVROP teachers and classes
  - Attend selected advisory/employer panel meetings.
4. **Establish and maintain effective communications:**
  - Attend all required BVROP meetings and inservices
  - Process all related BVROP paperwork and student records
  - Provide high school administration, counselors, teachers, and staff with current BVROP information regarding BVROP courses and their outcomes
  - Notify BVROP office of schedule/bell changes on campus
  - Utilize current technology and software to provide access to information for career planning.
  - Meet regularly with guidance staff.
  - Annually, Career Technicians will complete the BVROP self-assessment in collaboration with BVROP and District Representative Council staff

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
 \*\*APPENDIX C  
 PARTICIPATION INCENTIVE 2017/2018

Per Base MOU, ADA for 2017/18 will be based on average of 2014/15 and 2015/16 ADA. Those two years were "hold harmless". Therefore, ADA remains the same as 2015/16 (the last "hold harmless" year). COLA in 2017/18 is 1.56%, applied to \$83.86 of 2016/17 = new amount of \$85.17 per ADA.

|   | CHAFFEY   | CHINO     | CLAREMONT | UPLAND    | TOTAL      |
|---|-----------|-----------|-----------|-----------|------------|
| 2016/17 = \$83.86 + 1.56% COLA              |           |           |           |           |            |
| 85.17 per <b>agreed "hold harmless" ADA</b> | 928.12    | 522.30    | 183.75    | 155.00    | 1,789.17   |
| 2017/18 Participation Incentive             | 79,047.98 | 44,484.29 | 15,649.99 | 13,201.35 | 152,383.61 |

(9)

**ADA ATTRIBUTED TO STUDENTS' DISTRICT OF RESIDENCE (PARTICIPATION INCENTIVE)**

|           | SCHEDULE OF MONTHLY PAYMENTS |           |           |           |            |
|-----------|------------------------------|-----------|-----------|-----------|------------|
|           | 79,047.98                    | 44,484.29 | 15,649.99 | 13,201.35 | 152,383.61 |
| JULY      | 6,587.33                     | 3,707.02  | 1,304.17  | 1,100.11  | 12,698.63  |
| AUGUST    | 6,587.33                     | 3,707.02  | 1,304.17  | 1,100.11  | 12,698.63  |
| SEPTEMBER | 6,587.33                     | 3,707.02  | 1,304.17  | 1,100.11  | 12,698.63  |
| OCTOBER   | 6,587.33                     | 3,707.02  | 1,304.17  | 1,100.11  | 12,698.63  |
| NOVEMBER  | 6,587.33                     | 3,707.02  | 1,304.17  | 1,100.11  | 12,698.63  |
| DECEMBER  | 6,587.33                     | 3,707.02  | 1,304.17  | 1,100.11  | 12,698.63  |
| JANUARY   | 6,587.33                     | 3,707.02  | 1,304.17  | 1,100.11  | 12,698.63  |
| FEBRUARY  | 6,587.33                     | 3,707.02  | 1,304.17  | 1,100.11  | 12,698.63  |
| MARCH     | 6,587.33                     | 3,707.02  | 1,304.17  | 1,100.11  | 12,698.63  |
| APRIL     | 6,587.33                     | 3,707.02  | 1,304.17  | 1,100.11  | 12,698.63  |
| MAY       | 6,587.33                     | 3,707.02  | 1,304.17  | 1,100.11  | 12,698.63  |
| JUNE      | 6,587.33                     | 3,707.02  | 1,304.17  | 1,100.11  | 12,698.63  |
|           | 79,047.98                    | 44,484.29 | 15,649.99 | 13,201.35 | 152,383.61 |

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** September 21, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
2017/2018 DISTRICT OPERATED PROGRAM CONTRACT**

=====

**BACKGROUND**

On a yearly basis, the Chino Valley Unified School District enters into a program contract with the Baldy View Regional Occupation Program (BVROP) for the purpose of establishing and maintaining District operated regional occupational programs at various locations within the District. General services are outlined in the contract and specific program services are stipulated in Appendix A, B, and C of the contract.

This contract was approved by the Baldy View Regional Occupational Program Commission on August 7, 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 Baldy View Regional Occupational Program 2017/2018 District Operated Program Contract.

**FISCAL IMPACT**

None.

WMJ:GP:JR:rtt

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
2017-18 DISTRICT OPERATED PROGRAM CONTRACT – CHINO VALLEY USD

This Agreement is entered into this 1st day of July 2017 by and between Baldy View Regional Occupational Program, hereinafter called "BVROP.", and Chino Valley Unified School District hereinafter called the "District".

WITNESSETH:

WHEREAS, pursuant to Education Code Section 52300 et seq., BVROP is authorized to establish and maintain Regional Occupational Program activities at various locations within the Chaffey Joint Union High School District, Chino Valley Unified School District, Claremont Unified School District, and Upland Unified School District, and

WHEREAS, the programs shown in Appendix "A" will be of benefit to the people of this region; and

WHEREAS, the District wishes to cooperate with BVROP in establishing and maintaining said program;

NOW, THEREFORE, the District and BVROP agree as follows:

The District shall:

1. Submit to BVROP estimated Average Daily Attendance (ADA) for each class.
2. Maintain and submit to BVROP upon request a listing of BVROP equipment available in each class.
3. Administer, supervise, and evaluate the classes based on BVROP established standards.

4. With assistance of BVROP, recruit and enroll students.
5. Provide properly credentialed and qualified employees for each class in accordance with Education Code and Title V.
6. In collaboration with BVROP, share responsibility for providing facilities, equipment, and instructional supplies for each class based on BVROP established standards.
7. Recruit employers to serve on subject area advisory committees and/or career path employer panels.
8. Provide services, including purchasing, utilities, custodial, and maintenance, at no cost to BVROP.
9. Confine expenditure of all funds received through this agreement to support BVROP programs within the District.
10. Certify that the activities included within this Agreement are in compliance with Section 11507 of the California State Administrative Code, Title V.
11. Submit reports and information as requested by BVROP to include:
  - a. Attendance reports
  - b. Student progress reports and evaluation data on programs
  - c. Verification of staff qualifications
  - d. All reports required by the County of San Bernardino and the State of California
  - e. Certification that all obligations of the District, provided within the terms of this agreement, have been complied with.
12. Take out and maintain during the life of this Agreement such public liability

and property damage insurance as will protect this District, its officers, agents and employees from any and all claims arising out of or in any manner connected with the performance and operation of the terms of this Agreement, including claims and liability for death, injury, loss of property and shall furnish BVROP with a certificate of such insurance. The certificate shall provide that BVROP shall receive thirty (30) days advance written notification of changes made to the insurance or cancellation of the insurance provided. Public Liability Insurance shall be in the amount of \$1,000,000 per occurrence combined single limit and property damage insurance shall be in an amount not less than \$10,000. The policies shall be written by a reliable insurance carrier authorized to do such public liability and property damage insurance business in the State of California and shall name BVROP as an added insured.

13. Obtain and maintain, at the expense of the District, all Workers' Compensation Insurance required by law for employees in the operation of this program, including coverage for students that qualify, if any.

The R.O.P. shall:

1. Allocate to the District, ADA based upon the district operated program ADA Distribution Calculation.
2. Provide payment to each partnering school district at eighty percent (80%) of the BVROP revenue limit for District Operated Program (DOP) course offerings up to the DOP ADA cap within sixty (60) calendar days of receipt of said funds.



3. Receive, compile, and submit ADA information for each class.
4. Provide appropriate staff for program monitoring activities.
5. Enter into contracts essential to the operation of each program, including transportation for students.
6. Provide promotional support, materials/activities; i.e., course catalogues, brochures, class schedules.
7. Provide necessary forms to be submitted by the District for reports required by BVROP.
8. Coordinate and convene subject area Advisory Committees and/or career path employer panels for each program.

**District Operated Classes Above ADA Distribution Calculation:**

1. If the District and BVROP mutually agree to additional BVROP classes to be offered above the ADA Distribution Calculation, the District will reimburse BVROP for the cost of the additional class(es).
2. BVROP will reimburse the District at the rate of eighty percent (80%) of the BVROP revenue limit.
3. All of the provisions of this agreement apply to additional class(es).
4. Any DOP class that is funded by the District above the ADA Distribution Calculation is not subject to the ratio of twenty-five percent (25%) DOP/ seventy-five percent (75%) BVROP of total high school course offerings.

**General Provisions:**

1. Classes will be conducted in a facility leased, owned, or rented by the District and other facilities as the District and R.O.P. may mutually approve.

2. All equipment acquired in connection with this activity, unless otherwise specified by agreement, is the property of the District, who has the responsibility for approval of its location and utilization.
3. Teachers hired by the District to teach BVROP classes shall abide by the teacher standards (See Appendix B) and accepted practices of BVROP to the extent that it is not prohibited by the District's local collective bargaining agreements.
4. Any equipment owned by BVROP used in a district operated program, remains the property of BVROP, and may be used by the District for this program or other career technical education programs the District may decide to operate. The costs of maintaining the equipment used is the responsibility of the District.
5. This Agreement will be reviewed annually by both parties prior to the end of the current contract year. No part of this contract or appendices may supersede or violate any portion of a District's collective bargaining agreement with any employee association or staff member.
6. Should a district operated class fall below the minimum standards established by BVROP, it would be subject to termination.
7. This Agreement may be terminated by mutual agreement of District and BVROP at any time.
8. Indemnity District agrees to indemnify and hold harmless from and against any and all claims for injuries or damages to students, public, or to property, which occur in or upon the property or its improvements provided that such

injuries or damages are the result of the negligence or misconduct of the District, officers, employees, agents, or representatives or the dangerous condition of district property.

BVROP agrees to indemnify and hold District harmless from and against any and all claims for injuries or damages to students, public, or to property, which occur in or upon the property or its improvements provided that such injuries or damages are the result of the negligence or misconduct of BVROP, its officers, employees, agents, or representatives or the dangerous condition of BVROP property.

9. This Agreement shall become effective July 1, 2017, and terminate on June 30, 2018.

CHINO VALLEY UNIFIED  
SCHOOL DISTRICT

BALDY VIEW REGIONAL  
OCCUPATIONAL PROGRAM

By \_\_\_\_\_

By Shelley Adams

Title \_\_\_\_\_

Title Superintendent

Board Authorization On:

Commission Authorization On:

Date \_\_\_\_\_

Date 8/9/17

# **APPENDIX A**

## **CHINO VALLEY UNIFIED SCHOOL DISTRICT**

The following reports detail the changes which occurred for class offerings from 2016-2017 to 2017-2018 for Chino Valley Unified School District.

# APPENDIX A CHINO VALLEY UNIFIED SCHOOL DISTRICT 2017-2018 Track Changes

| DOP CLASSES   |                                  |             |               |
|---|----------------------------------|-------------|---------------|
| HIGH SCHOOL   | CLASS TITLE                      | FALL        | SPRING        |
| <b>CHINO HIGH SCHOOL</b>  |                                  |             |               |
|   | Computer Applications 1          | 5           | 5             |
|   | Food and Hospitality Services    | 5           | 5             |
|   |                                  | <b>FALL</b> | <b>SPRING</b> |
| <b>2017/2018</b>  | <b>CREDIT ALLOCATION TOTAL:</b>  | <b>10</b>   | <b>10</b>     |
|   |                                  | <b>FALL</b> | <b>SPRING</b> |
| <b>2016/2017</b>  | <b>CREDIT ALLOCATION TOTAL:</b>  | <b>10</b>   | <b>10</b>     |
| <b>2016/2017</b>  | <b>CREDIT UTILIZATION TOTAL:</b> | <b>10</b>   | <b>10</b>     |
| <i>2016/2017 Fall/Spring- Don Lugo High School: Changed one section of Food and Hospitality Services Class to a Computer Applications 1 Class</i> |                                  |             |               |

# APPENDIX A

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### 2017-2018 Track Changes

| AFTER SCHOOL ROP CLASSES       |  |              |              |
|--------------------------------|--|--------------|--------------|
| HIGH SCHOOL                    | CLASS TITLE                            | FALL         | SPRING       |
| <b>AYALA HIGH SCHOOL</b>       |  |              |              |
|                                | Exploring Athletic Training            | 5            | 5            |
| <b>BUENA VISTA HIGH SCHOOL</b> |  |              |              |
|                                | <del>Game Design and Development</del> | <del>5</del> | <del>5</del> |
|                                | Introduction to Animation              | 10           | 10           |
|                                | Retail Marketing 1                     | 15           | 15           |
| <b>CHINO HIGH SCHOOL</b>       |  |              |              |
|                                | Exploring Athletic Training            | 5            | 5            |
| <b>CHINO HILLS HIGH SCHOOL</b> |  |              |              |
|                                | Computer Graphics and Media Technology | 5            | 5            |
|                                | Sports Medicine CTWEE                  | 10           | 10           |
| <b>DON LUGO HIGH SCHOOL</b>    |  |              |              |
|                                | Food Production & Catering             | 15           | 15           |
|                                | <del>Exploring Athletic Training</del> | <del>5</del> | <del>5</del> |

|  |                                 | FALL      | SPRING    |
|--|---------------------------------|-----------|-----------|
| <b>2017/2018</b>   | <b>CREDIT ALLOCATION TOTAL:</b> | <b>65</b> | <b>65</b> |
| 2017/2018 Fall/Spring- Buena Vista High School: <i>Closed Game Design and Development Class (-5 Credits Fall; -5 Credits Spring)</i>                     |                                 |           |           |
| 2017/2018 Fall/Spring- Buena Vista High School: <i>Changed Introduction to Animation Class Credits from 5 to 10 (+5 Credits Fall; +5 Credits Spring)</i> |                                 |           |           |
| 2017/2018 Fall/Spring- Don Lugo High School: <i>Closed Exploring Athletic Training Class due to Low Enrollment (-5 Credits Fall; -5 Credits Spring)</i>  |                                 |           |           |

|   |                                  | FALL      | SPRING    |
|---|----------------------------------|-----------|-----------|
| <b>2016/2017</b>  | <b>CREDIT ALLOCATION TOTAL:</b>  | <b>85</b> | <b>85</b> |
| <b>2016/2017</b>  | <b>CREDIT UTILIZATION TOTAL:</b> | <b>70</b> | <b>70</b> |
| 2016/2017 Fall/Spring- Ayala High School: <i>Closed/Moved Marketing 1 and Marketing 2 Class due to low enrollment and School Site no longer Supporting ROP (-15 Credits Fall; -15 Credits Spring)</i> |                                  |           |           |
| 2016/2017 Fall/Spring- Buena Vista High School: <i>Closed Warehouse Operations Class and replaced with Retail Marketing 1 class</i>   |                                  |           |           |

*Closed classes denoted in red*

# **BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM**

## **DISTRICT OPERATED PROGRAM CONTRACT APPENDIX B**

### **TEACHER STANDARDS**

These standards are required of all BVROP teachers beyond the actual classroom teaching requirements.

1. Adheres to established BVROP rules and regulations, including California Standards for the Teaching Profession.
2. Provide properly credentialed and qualified employees for each class in accordance with Education Code and Title V.
3. Performs duties as designated in the BVROP teacher's job description.
4. Maintains currency in the subject matter curriculum:
  - Active contact and working relationship with business and industry contacts
  - Job shadowing
  - Employment/work place learning
  - Community classroom/CVE supervision
  - Guest speakers
  - Field trips
  - Use of computer and current technology skills as related to occupational field
5. Participates in advisory meetings/employer panels:
  - Preplanning meeting(s)
  - Recruit business and industry members
  - Attend meeting(s)

**District Operated Program Contract**  
**Appendix B**  
**Page - 2 -**

6. Participates in current teaching strategies training:
  - Effective Teaching Strategies
  - District Inservice
  - Other
7. Attends BVR0P scheduled meetings:
  - Teachers Meetings (6 per year)
  - Subject area curriculum specific meetings
  - Articulation/Curriculum meetings
  - New teacher orientation
8. Promotes and encourages enrollment:
  - Career fair(s)
  - Flyers/promotional materials
  - Guest speaker in related classes
  - Career center presentations
9. Complies with all required BVR0P program and student documentation:
  - Completed accurately/legibly
  - Adherence with established time lines
10. Maintains open communication with:
  - Students, Parents, Counselors, Career Technicians, District Representative, BVR0P Administration/Office Staff
  - Professional/Student Organizations



BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
 2017/18 SCHEDULE OF CAP ADA  
 DISTRICT OPERATED PROGRAM (DOP) 2017-18  
 APPENDIX C

Per Base MOU, ADA for 2017/18 will be based on CAP ADA average of 2014/15 and 2015/16. As those two years were "hold harmless", CAP ADA remains the same as 2015/16 (the last "hold harmless" year). COLA is 1.56% in 2017/18, and is applied to 2016/17 Base Revenue Limit of \$3,619.06, resulting in \$3,675.52 for 2017/18.

|  | CHAFFEY      | CHINO     | CLAREMONT  | UPLAND    | TOTAL        |
|--|--------------|-----------|------------|-----------|--------------|
| BASE = 80% OF 3,675.52: \$2,940.42                                     |              |           |            |           |              |
| 2,940.42 per <span style="color: red;">agreed hold harmless ADA</span> | 350.17 *     | 15.00     | 66.94      | 9.75      | 441.86       |
| TOTAL 2017/18 DISTRICT OPERATED PROGRAM:                               | 1,029,646.87 | 44,106.30 | 196,831.71 | 28,669.10 | 1,299,253.98 |

**DOP = ADA ATTRIBUTED TO THE DISTRICT PROVIDING CLASS(ES) TAUGHT BY DISTRICT TEACHER(S)**

|           | SCHEDULE OF MONTHLY PAYMENTS |           |            |           |              |
|-----------|------------------------------|-----------|------------|-----------|--------------|
|           | 1,029,646.87                 | 44,106.30 | 196,831.71 | 28,669.10 | 1,299,253.98 |
| JULY      | 85,803.91                    | 3,675.53  | 16,402.64  | 2,389.09  | 108,271.17   |
| AUGUST    | 85,803.91                    | 3,675.53  | 16,402.64  | 2,389.09  | 108,271.17   |
| SEPTEMBER | 85,803.91                    | 3,675.53  | 16,402.64  | 2,389.09  | 108,271.17   |
| OCTOBER   | 85,803.91                    | 3,675.53  | 16,402.64  | 2,389.09  | 108,271.17   |
| NOVEMBER  | 85,803.91                    | 3,675.53  | 16,402.64  | 2,389.09  | 108,271.17   |
| DECEMBER  | 85,803.91                    | 3,675.53  | 16,402.64  | 2,389.09  | 108,271.17   |
| JANUARY   | 85,803.91                    | 3,675.53  | 16,402.64  | 2,389.09  | 108,271.17   |
| FEBRUARY  | 85,803.91                    | 3,675.53  | 16,402.64  | 2,389.09  | 108,271.17   |
| MARCH     | 85,803.91                    | 3,675.53  | 16,402.64  | 2,389.09  | 108,271.17   |
| APRIL     | 85,803.91                    | 3,675.53  | 16,402.64  | 2,389.09  | 108,271.17   |
| MAY       | 85,803.91                    | 3,675.53  | 16,402.64  | 2,389.09  | 108,271.17   |
| JUNE      | 85,803.91                    | 3,675.53  | 16,402.64  | 2,389.09  | 108,271.17   |
|           | 1,029,646.87                 | 44,106.30 | 196,831.71 | 28,669.10 | 1,299,253.98 |

\* Includes DOP ADA generated by Cosmetology Program with San Antonio ROP (SAROP)  
Payments to SAROP for Chaffey DOP Portion will be deducted from DOP payments to Chaffey.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** September 21, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: PURCHASE ORDER REGISTER**

=====

**BACKGROUND**

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

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

\$794,813.30 to all District funding sources.

WMJ:GJS:AGH:pw

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** September 21, 2017  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations  
Anna G. Hamilton, Director, Purchasing  
**SUBJECT: AGREEMENTS FOR CONTRACTOR/CONSULTANT SERVICES**

=====

**BACKGROUND**

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

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

As indicated.

WMJ:GJS:AGH:pw

| <b>CURRICULUM, INSTRUCTION, INNOVATION, AND SUPPORT</b>   | <b>FISCAL IMPACT</b>   |
|---|--|
| <p><b>CIIS 1718-083 Edumetrisis, LLC.</b><br/>           To provide student assessment tools (materials/software).<br/>           Submitted by: Special Education<br/>           Duration of Agreement: July 1, 2017 – June 30, 2018</p>  | <p>Contract amount: \$2,400.00<br/>           Funding source: General Fund</p>     |
| <p><b>CIIS 1718-084 Ingenuity Works.</b><br/>           To provide typing program licenses.<br/>           Submitted by: Elementary Curriculum &amp; Instruction<br/>           Duration of Agreement: July 1, 2017 – June 30, 2018</p>   | <p>Contract amount: \$6,185.00<br/>           Funding source: GATE</p>             |
| <p><b>CIIS 1718-085 County of San Bernardino Public Health Department.</b><br/>           To provide partnership services, per the TUPE grant, designed to engage youth actively in planning and implementing projects to increase awareness of tobacco's negative effects on the body.<br/>           Submitted by: Health Services<br/>           Duration of Agreement: July 1, 2017 – June 30, 2018</p> | <p>Contract amount: No cost to the District<br/>           Funding source: N/A</p> |
| <p><b>CIIS 1718-086 RISE Interpreting Inc.</b><br/>           To provide American Sign Language (ASL) interpreting.<br/>           Submitted by: Special Education<br/>           Duration of Agreement: September 22, 2017 – June 30, 2018</p>   | <p>Contract amount: \$25,000.00<br/>           Funding source: General Fund</p>    |
| <p><b>CIIS 1718-087 San Bernardino County Superintendent of Schools.</b><br/>           To provide professional development for Next Generation Science Standards (NGSS) and California science framework trainings for District administrators, coaches, and teachers.<br/>           Submitted by: Professional Development<br/>           Duration of Agreement: July 1, 2017 – October 23, 2018</p>     | <p>Contract amount: \$29,700.00<br/>           Funding source: Title II</p>        |
| <p><b>CIIS 1718-088 Stat Pads LLC.</b><br/>           To provide 3 year public access defibrillation program including medical direction/oversight, Automated External Defibrillator (AED), maintenance tracking program, and training compliance database.<br/>           Submitted by: Don Lugo HS<br/>           Duration of Agreement: September 22, 2017 – September 21, 2020</p>                      | <p>Contact amount: \$500.00<br/>           Funding source: ASB</p>                 |

| <b>FACILITIES, PLANNING, AND OPERATIONS</b>   | <b>FISCAL IMPACT</b>  |
|---|---|
| <p><b>F-1718-007 A&amp;I Reprographics.</b><br/>           To provide full service large and small format scanning services of plan room archives.<br/>           Submitted by: Facilities, Planning, and Operations<br/>           Duration of Agreement: July 1, 2017 – June 30, 2018</p> | <p>Contract amount: \$50,000.00<br/>           Funding source: Capital Facilities</p> |

| <b>MASTER CONTRACTS</b>   | <b>FISCAL IMPACT</b>  |
|---|---|
| <p><b>MC-1718-023 Just My Prom.</b><br/>           To provide event planners.<br/>           Submitted by: Don Lugo HS<br/>           Duration of Agreement: July 1, 2017 – June 30, 2020</p>                       | <p>Contract amount: Per rate sheet<br/>           Funding source: Various</p> |
| <p><b>MC-1718-024 Captains Creed LLC.</b><br/>           To provide motivational speaking services.<br/>           Submitted by: Don Lugo HS<br/>           Duration of Agreement: July 1, 2017 – June 30, 2020</p> | <p>Contract amount: Per rate sheet<br/>           Funding source: Various</p> |

| <b>APPROVED CONTRACT TO BE AMENDED</b>   | <b>AMENDMENT</b>  |
|--|---|
| <p><b>CIIS 1718-072 2 Teach LLC.</b><br/>           To provide professional development for teachers.<br/>           Submitted by: Canyon Hills JHS, Ramona JHS, and<br/>           Don Lugo HS<br/>           Duration of Agreement: July 1, 2017 – June 30, 2018<br/>           Original Agreement Board Approved: August 17, 2017</p> | <p>Increase contract amount from<br/>           \$20,608.25 to \$21,346.05</p> <p>Funding source: Professional<br/>           Development</p> |

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** September 21, 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  
September 21, 2017**

| <u>DESCRIPTION</u> | <u>MAKE/MODEL</u> | <u>I.D./SERIAL</u> | <u>DEPT/SITE</u> |
|--------------------|-------------------|--------------------|------------------|
| Printer            | HP                | CNCCC1S03M         | Deputy Supt.     |
| iMac               | Apple             | 27125              | Technology       |
| OptiPlex 780       | Dell              | 32876/4HQ6V12      | Technology       |
| Latitude           | Dell              | 41253/C5NW3X1      | Technology       |
| Computer Bags      | Various           |                    | Technology       |
| Latitude D610      | Dell              | 22832/3WRKQ91      | Technology       |
| Latitude D610      | Dell              | 22836/1ZRKQ91      | Technology       |
| Latitude D620      | Dell              | 24219/1TXXMC1      | Technology       |
| Latitude D610      | Dell              | 22826/18SKQ91      | Technology       |
| Latitude D620      | Dell              | 24218/7WXXMC1      | Technology       |
| Latitude D610      | Dell              | 22831/HZRKQ91      | Technology       |
| Latitude 2100      | Dell              | 33137/JLJL8M1      | Technology       |
| Latitude 2100      | Dell              | 33152/BMJL8M1      | Technology       |
| Latitude E5430     | Dell              | 41707/2R0BTZ1      | Technology       |
| Latitude E5440     | Dell              | 45571/5DMTL32      | Technology       |
| Latitude E5400     | Dell              | 31146/J263VK1      | Technology       |
| Latitude D610      | Dell              | 22730/27CCQ91      | Technology       |
| Latitude E5430     | Dell              | 40999/BLG9ZW1      | Technology       |
| Access Point       | Juniper           | A28111105105/38837 | Technology       |
| Latitude E5430     | Dell              | 40679/J86FXW1      | Technology       |
| Latitude E5430     | Dell              | 41646/FNSTSY1      | Technology       |
| Latitude E5430     | Dell              | 40678/696FXW1      | Technology       |
| Latitude D630      | Dell              | 3Z5FWD1/26692      | Technology       |
| Latitude D630      | Dell              | 3PNZSB1/23706      | Technology       |
| Latitude D630      | Dell              | B36FWD1/26708      | Technology       |
| Latitude E5430     | Dell              | 41641/JJ1TSY1      | Technology       |
| Latitude E5420     | Dell              | 39075/8T2DMQ1      | Technology       |
| Latitude E5430     | Dell              | 41209/73ZTZW1      | Technology       |
| Optiplex 780       | Dell              | 33791/4D3DPM1      | Technology       |
| E5430              | Dell              | 40798/HZKRXW1      | Technology       |
| E5430              | Dell              | 41186/FLQCZW1      | Technology       |
| PowerEdge R710     | Dell              | 5SVQQL1            | Technology       |
| PowerEdge R710     | Dell              | B5CVKN1            | Technology       |
| PowerEdge R710     | Dell              | B5CWKN1            | Technology       |
| PowerEdge R710     | Dell              | B5BXKN1            | Technology       |
| PowerEdge R710     | Dell              | B5CXKN1            | Technology       |
| PowerEdge R710     | Dell              | 5SVPQL1            | Technology       |
| PowerEdge R710     | Dell              | 1TT2NM1            | Technology       |

| <u>DESCRIPTION</u> | <u>MAKE/MODEL</u> | <u>I.D./SERIAL</u>   | <u>DEPT/SITE</u> |
|--------------------|-------------------|----------------------|------------------|
| PowerEdge R710     | Dell              | 1TVONM1              | Technology       |
| EqualLogic 4000E   | Dell              | 9SWCCG1              | Technology       |
| EqualLogic 4000E   | Dell              | 7ZCHYH1              | Technology       |
| EqualLogic 6000E   | Dell              | 4JSHYHI              | Technology       |
| OptiPlex 780       | Dell              | BWRVCP1/34562/C-0968 | Technology       |
| OptiPlex 780*      | Dell              | BWRTCP1/34565/C-0956 | Technology       |
| OptiPlex 780       | Dell              | BWWSCP1/34575/C-0966 | Technology       |
| OptiPlex 780       | Dell              | BWKWCP1/34586/C-0977 | Technology       |
| OptiPlex 780       | Dell              | BWLSCP1/34587/C-0976 | Technology       |
| OptiPlex 780       | Dell              | BWPSCP1/34593/C-0974 | Technology       |
| OptiPlex 780       | Dell              | BWKVSCP1/34582/C0949 | Technology       |
| OptiPlex 780       | Dell              | BWQSCP1/34568/C-0953 | Technology       |
| OptiPlex 780       | Dell              | BWNVCPI/34583        | Technology       |
| OptiPlex 780       | Dell              | BWLVCP1/34584/C-0947 | Technology       |
| OptiPlex 780       | Dell              | BWNWCP1/34585/C-0978 | Technology       |
| OptiPlex 780       | Dell              | BWSTCP1/C-0963       | Technology       |
| OptiPlex 780       | Dell              | BMMWCP1/34577/C-0964 | Technology       |
| OptiPlex 780       | Dell              | BWNTCP1/34570/C-0961 | Technology       |
| OptiPlex 780       | Dell              | BWVVCP1/34579/C-0962 | Technology       |
| OptiPlex 780       | Dell              | BWPTCP1/34589/C-0982 | Technology       |
| OptiPlex 780       | Dell              | BWQTCP1/34595/C-0972 | Technology       |
| OptiPlex 780       | Dell              | BWTSCP1/34580/C-0951 | Technology       |
| OptiPlex 780       | Dell              | BWKTCP1/34575/C-0957 | Technology       |
| OptiPlex 780       | Dell              | BWLTCP1/34590/C-0981 | Technology       |
| OptiPlex 780       | Dell              | BWPWCP1/34572/C-0959 | Technology       |
| OptiPlex 780       | Dell              | BWQVCP1/34596/C-0971 | Technology       |
| OptiPlex 780       | Dell              | BWQWCP1/34564/C-0970 | Technology       |
| OptiPlex 780       | Dell              | BWTTCP1/34592/C-0979 | Technology       |
| OptiPlex 780       | Dell              | BWRSCP1/34591/C-0980 | Technology       |
| OptiPlex 780       | Dell              | BWMTCP1/34561/C-0967 | Technology       |
| OptiPlex 780       | Dell              | BWVSCP1/34588/C-0975 | Technology       |
| OptiPlex 780       | Dell              | BWSVCP1/34576/C-0965 | Technology       |
| OptiPlex 780       | Dell              | BWTVCP1/34581/C-0950 | Technology       |
| OptiPlex 780       | Dell              | BWPVCP1/C-0954       | Technology       |
| OptiPlex 780       | Dell              | BWLWCP1/34566/C-0955 | Technology       |
| OptiPlex 780       | Dell              | BWSSCP1/34573/C-0958 | Technology       |
| OptiPlex 780       | Dell              | BWVTCP1/34571/C-0960 | Technology       |
| OptiPlex 780       | Dell              | BWNSCP1/34569/C-0952 | Technology       |
| OptiPlex 780       | Dell              | BWMVCP1/34594/C-0973 | Technology       |
| OptiPlex 780       | Dell              | BWMSCP1/34563/C-0969 | Technology       |
| Clocks             | Various           |                      | Technology       |
| Latitude E5400     | Dell              | GBDJXG1/29523        | Technology       |



| <u>DESCRIPTION</u> | <u>MAKE/MODEL</u> | <u>I.D./SERIAL</u> | <u>DEPT/SITE</u> |
|--------------------|-------------------|--------------------|------------------|
| Speaker            | Califone          |                    | Chaparral ES     |
| Refrigerator       | Whirlpool         |                    | Magnolia JHS     |
| Microwave          | GE Profile        |                    | Magnolia JHS     |

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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Humility • Civility • Service

**DATE:** September 21, 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 7212 FACILITIES–MELLO-ROOS DISTRICTS**

=====

**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 7212 Facilities–Mello-Roos Districts is being updated to reflect new laws.

Policy updated to reflect new law (AB 1666, 2016) which requires an agency that has formed a community facilities district (CFD) to post specified financial reports on its website. Policy also expanded to include additional requirements regarding the submission of a petition to form a CFD, timelines for proceedings to form a CFD, consistency with the District’s debt management policy, attendance priority for students residing within the CFD, and procedures for levying special taxes or incurring bonded indebtedness. This agenda item was presented to the Board of Education on September 7, 2017, for information.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 7212 Facilities–Mello-Roos Districts.

**FISCAL IMPACT**

None.

WMJ:GJS:pw

## MELLO-ROOS DISTRICTS

The Board of Education ~~is committed~~ DESIRES to providing adequate facilities in order to ~~accommodate its student enrollment, to~~ enhance student learning and to help the District achieve its vision for educating District students. ~~To that~~ TOWARD THAT end, the Board may order the formation of a community facilities DISTRICT (CFD) (Mello-Roos District) (~~hereinafter "Mello-Roos District"~~) for the acquisition or improvement of school facilities when, in the Board's judgment, it is ~~advisable and~~ in the best interest of District students and the community. THE ISSUANCE OF DEBT THROUGH THE CFD SHALL BE CONSISTENT WITH LAW AND THE DISTRICT'S DEBT MANAGEMENT POLICY.

(cf. 3470 - Debt Issuance and Management)  
 (cf. 7110 - Facilities Master Plan)  
 (cf. 7111 - Evaluating Existing Buildings)  
 (cf. 7210 - Facilities Financing)  
 (cf. 7211 - Developer Fees)  
 (cf. 7213 - School Facilities Improvement Districts)

PROCEEDINGS TO ESTABLISH A CFD MAY BE INSTITUTED AT THE BOARD'S DISCRETION. IN ADDITION, SUCH PROCEEDINGS SHALL BE INSTITUTED WHEN A WRITTEN REQUEST TO ESTABLISH A CFD HAS BEEN FILED BY ANY TWO BOARD MEMBERS OR A PETITION HAS BEEN SUBMITTED BY AT LEAST 10 PERCENT OF REGISTERED VOTERS RESIDING WITHIN THE TERRITORY OF THE PROPOSED CFD OR BY THE OWNERS OF AT LEAST 10 PERCENT OF THE AREA OF LAND TO BE INCLUDED WITHIN THE PROPOSED CFD. (Government Code 53318)

Prior to ~~forming a Mello-Roos District~~ INITIATING PROCEEDINGS TO FORM A CFD, the Board shall consider and adopt local goals and policies that include the following elements: (Government Code 53312.7)

1. The priority that various facilities shall have for financing through a THE Mello-Roos ~~District~~ COMMUNITY FACILITIES ACT, including public facilities to be owned and operated by other public agencies and services to be provided by other public agencies;
2. The credit quality to be required of bond issues and criteria to be used in evaluating the credit quality;
3. Steps by which prospective property purchasers will be fully informed about their related taxpaying obligations;
4. Criteria for evaluating the equity of tax allocation formulas, including desirable and maximum amounts of special tax to be levied against any parcel;

**MELLO-ROOS DISTRICTS (cont.)**

5. Definitions, standards, and assumptions to be used in appraisals required by Government Code 53345.8; and
6. ~~Attendance priority, To the extent provided AUTHORIZED by law, to children of residents in the Mello-Reos District~~ PRIORITY FOR STUDENTS RESIDING WITHIN THE CFD TO ATTEND SCHOOLS FINANCED IN WHOLE OR IN PART BY THE CFD, IN A MANNER THAT ~~The degree of priority must reflect~~S the proportion of each school's financing provided through the ~~Mello-Reos District~~ CFD.

(cf. 5116 - School Attendance Boundaries)

~~The Board may initiate the proceedings to establish a Mello-Reos District. In addition, the Board shall initiate such proceedings when any two Board members have filed a written request or a specified percentage of voters or landowners have filed a petition requesting such a district be formed. The petition or request must describe the boundaries of the territory and specify the types of facilities and services to be financed by the proposed district. (Government Code 53317)~~

WITHIN 45 DAYS OF RECEIVING A WRITTEN REQUEST OR PETITION TO ESTABLISH A CFD, THE BOARD SHALL DETERMINE A FEE TO BE PAID BY THE REQUESTERS OR PETITIONERS WHICH SHALL BE SUFFICIENT TO COMPENSATE THE DISTRICT FOR THE COSTS INCURRED IN CONDUCTING PROCEEDINGS TO CREATE THE CFD. PROCEEDINGS FOR ESTABLISHING THE CFD SHALL ONLY BE INITIATED AFTER PAYMENT OF THE FEE. (Government Code 53318)

Upon Board action to form a ~~Mello-Reos District~~ CFD, or WITHIN 90 DAYS AFTER THE receipt of a petition or request TO FORM A CFD AND THE PAYMENT OF ANY APPLICABLE FEE, the Board shall adopt a Resolution of Intention and conduct a hearing in accordance with law. The resolution shall fix the time and place for holding a public hearing on the establishment of the ~~Mello-Reos District~~ CFD, which shall be within 30-60 days after the adoption of the resolution. Notice of the hearing shall be given by publishing ~~a copy~~ THE TEXT OR A SUMMARY of the Resolution of Intention ONCE, in a newspaper of general circulation PUBLISHED IN THE AREA OF THE PROPOSED CFD, ~~pursuant to Government Code 6061, starting~~ at least seven days before the hearing, and shall include the OTHER requirements specified in Government Code 53322. NOTICE OF THE HEARING MAY ALSO BE SENT BY FIRST-CLASS MAIL TO EACH REGISTERED VOTER AND TO EACH LANDOWNER WITHIN THE PROPOSED CFD. (Government Code 53320, 53321, 53322, 53322.4)

If, after the hearing, the Board ~~determines~~ DECIDES to establish a CFD, the Board shall adopt a Resolution of Formation in accordance with law. (Government Code 53325, 53325.1)

**MELLO-ROOS DISTRICTS** (cont.)

IF A SPECIAL TAX IS PROPOSED TO BE LEVIED IN THE CFD, THE BOARD SHALL SUBMIT THE RESOLUTION OF FORMATION AND OTHER INFORMATION SPECIFIED IN GOVERNMENT CODE 53326 TO THE ELECTIONS OFFICIAL WITHIN THREE BUSINESS DAYS AFTER THE ADOPTION OF THE RESOLUTION OF FORMATION, AND THE QUESTION OF LEVYING THE SPECIAL TAX SHALL BE SUBMITTED TO THE QUALIFIED ELECTORS OF THE PROPOSED CFD IN ACCORDANCE WITH LAW. (Government Code 53326)

Upon approval by two-thirds of the voters in the proposed ~~Mello-Roos District~~ CFD, the tax may be levied ~~The proceeds of any bonds, notes, or other securities issued pursuant to the Mello-Roos Community Facilities Act shall be deposited or invested~~ in accordance with Government Code 53340. (Government Code 53328)

WHENEVER THE BOARD DEEMS IT NECESSARY FOR THE CFD TO INCUR A BONDED INDEBTEDNESS, IT SHALL FOLLOW THE PROCEDURES SPECIFIED IN GOVERNMENT CODE 53345-53365.7, AS APPLICABLE.

THE PROCEEDS OF ANY BONDS, NOTES, OR OTHER SECURITIES ISSUED PURSUANT TO THE MELLO-ROOS COMMUNITY FACILITIES ACT SHALL BE DEPOSITED OR INVESTED IN ACCORDANCE WITH GOVERNMENT CODE 53356.03.

THE SUPERINTENDENT OR DESIGNEE SHALL, WITHIN SEVEN MONTHS AFTER THE LAST DAY OF EACH FISCAL YEAR, PROMINENTLY DISPLAY THE FOLLOWING REPORTS ON THE DISTRICT'S WEBSITE: (Government Code 53343.2)

1. A COPY OF AN ANNUAL REPORT FOR THAT FISCAL YEAR, IF REQUESTED PURSUANT TO GOVERNMENT CODE 53343.1
2. A COPY OF THE REPORT PROVIDED TO THE CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PURSUANT TO GOVERNMENT CODE 53359.5
3. A COPY OF THE REPORT PROVIDED TO THE STATE CONTROLLER'S OFFICE PURSUANT TO GOVERNMENT CODE 12463.2

(cf. 3460 - Financial Reports and Accountability)

**Legal Reference:**EDUCATION CODE

15300-15425 School Facilities Improvement Districts

17060-17066 Joint Venture School Facilities Construction Projects

GOVERNMENT CODE

6061 One Time Notice

**MELLO-ROOS DISTRICTS (cont.)**

12463.2 Reports

17556 Payment of costs mandated by the state

53311-53368.3 Mello-Roos Community Facilities Act of 1982

53753 Assessment Notice And Hearing Requirements

53753.5 Exemptions

54954.1 Mailed Notice to Property Owners

54954.6 New or Increased Tax or Assessment; Public Meetings and Hearings; Notice

65970-65981 School Facilities Development Project

65995 Levies against Development Projects

CODE OF REGULATIONS, TITLE 2

1859-1859.106 School Facility Program

**Management Resources:**

CSBA PUBLICATIONS

Bond Sales - Questions and Considerations for Districts, 2012

WEBSITES

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

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

California Office of Public School Construction: [www.opsc.dgs.ca.gov](http://www.opsc.dgs.ca.gov)

Coalition for Adequate School Housing: [www.cashnet.org](http://www.cashnet.org)

**Chino Valley Unified School District**

Policy Adopted: October 2, 2008

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** September 21, 2017

**TO:** Members, Board of Education

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

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

**SUBJECT: RESOLUTION 2017/2018-19 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 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>Contractors</b>         | <b>Description</b>   | <b>Term</b>         |
|-------------------|--|----------------------------|--|---------------------|
| 2017/2018-19      | State of California<br>Multiple Awards<br>Schedule (CMAS)<br>4-17-84-0059A | Montgomery<br>Hardware Co. | Purchase and<br>Warranty of<br>Physical Access<br>Control Systems<br>(PACS), Alarm<br>and Signal<br>Systems, Facility<br>Management<br>Systems, and<br>Locking Devices | 5/23/2017-7/31/2022 |

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

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2017/2018-19 for authorization to utilize a piggyback contract.

**FISCAL IMPACT**

Unknown.

WMJ:GJS:AGH:pw



**Chino Valley Unified School District  
Resolution 2017/2018-19  
Authorization to Utilize the State of California Multiple Awards Schedule (CMAS)  
Contract 4-17-84-0059A With Montgomery Hardware Co.  
to Purchase and Warranty of Physical Access Control Systems (PACS), Alarm  
and Signal Systems, Facility Management Systems, and Locking Devices  
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 purchase and warranty of PACS, alarm and signal systems, facility management systems, and locking devices for the District;

**WHEREAS**, CMAS currently has a piggyback contract, Contract 4-17-84-0059A, in accordance with Public Contract Code 20118 with Montgomery Hardware Co. that contains the materials, supplies, equipment and/or other personal property the District currently requires;

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

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

**WHEREAS**, the Board has determined that it is in the best interest of the District to authorize the purchase of purchase and warranty of PACS, alarm and signal systems, facility management systems, and locking devices through the piggyback contract procured by the CMAS Contract 4-17-84-0059A.

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

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

Section 2. Determination re: Purchase through Other Public Agency. Pursuant to Public Contract Code 20118, that authorizing the purchase of purchase and warranty of PACS, alarm and signal systems, facility management systems, and locking devices through the piggyback contract originally procured by the CMAS Contract 4-17-84-0059A 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 purchase and warranty of PACS, alarm and signal systems, facility management systems, and locking devices in accordance with Public Contract Code 20118 through the piggyback contract originally procured by the CMAS Contract 4-17-84-0059A.

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 May 23, 2017, for the term ending July 31, 2022.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 21st day of September 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**

**Our Motto:**

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

**DATE:** September 21, 2017  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Gregory J. Stachura, Asst. Supt., Facilities, Planning, and Operations  
Anna G. Hamilton, Director, Purchasing  
**SUBJECT: RFP 16-17-04, SOLID WASTE DISPOSAL AND RECYCLING**

=====

**BACKGROUND**

The Request for Proposals (RFP) process requires vendors to submit proposals within a framework created to fit the District’s unique needs. The District is able to customize the services to be purchased on its specific needs, receive better responses, and ultimately receive a better product or solution for less money.

RFP 16-17-04, Solid Waste Disposal and Recycling Services was published in the Inland Valley Daily Bulletin on June 1 and 8, 2017, and in the Champion Newspapers on June 3, 2017. Proposals were accepted on June 20, 2017, at 1:00 p.m. Proposals were received from two vendors, as follows:

| <b>Contractor</b>   | <b>Annual Proposal</b> | <b>Cost for Recycling</b> |
|---------------------|------------------------|---------------------------|
| Ware Disposal, Inc. | \$201,390.00           | \$0.00                    |
| Waste Management    | \$479,029.74           | \$0.00                    |

The basic scope of work for this project is regular solid waste pickups from school sites and other locations within the Chino Valley Unified School District, and disposal of rubbish and debris which has been placed in containers furnished by the contractor. It shall also be incumbent upon the awarded contractor to implement a District-wide sustainable recycling program in order to reduce the amount of trash collected.

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

**RECOMMENDATION**

It is recommended the Board of Education award RFP 16-17-04, Solid Waste Disposal and Recycling to Ware Disposal, Inc.

**FISCAL IMPACT**

Minimum of \$201,390.00 to the General Fund.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** September 21, 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> |
|--|------------------------|------------------------|------------------------------|
| <b><u>HIRED AT THE APPROPRIATE PLACEMENT ON THE CERTIFICATED MANAGEMENT SALARY SCHEDULE AND APPROPRIATE CREDENTIAL FOR THE 2017/2018 SCHOOL YEAR</u></b> |                        |                        |                              |

|                   |                    |                   |            |
|-------------------|--------------------|-------------------|------------|
| UNTERSEHER, Carol | Program Specialist | Special Education | 09/22/2017 |
|-------------------|--------------------|-------------------|------------|

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

|                 |                 |                |            |
|-----------------|-----------------|----------------|------------|
| FAWCETT, Daniel | English Teacher | Chino Hills HS | 09/14/2017 |
|-----------------|-----------------|----------------|------------|

**APPOINTMENT**

|                                  |              |                  |            |
|----------------------------------|--------------|------------------|------------|
| KOH, Catherine (NBM)             | Band (B)     | Canyon Hills JHS | 09/22/2017 |
| JONES, Jeremiah (NBM)            | Band (B)     | Townsend JHS     | 09/22/2017 |
| ESPINOZA, Sergio (NBM)           | Football (B) | Ayala HS         | 09/22/2017 |
| PERREAULT, Brian (NBM)           | Soccer (GF)  | Ayala HS         | 09/22/2017 |
| PEREZ, Evan (NBM)                | Band (B)     | Chino HS         | 09/22/2017 |
| RICHARDSON, Vanzell (NBM)        | Football (B) | Chino HS         | 09/22/2017 |
| FRANKLIN, John J. (NBM)          | Baseball (B) | Chino Hills HS   | 09/22/2017 |
| GALLEGOS DELGADO Jr., Juan (NBM) | Band (B)     | Chino Hills HS   | 09/22/2017 |
| WELLER, Ryan (NBM)               | Band (B)     | Chino Hills HS   | 09/22/2017 |
| BOGAN, Jeffrey (NBM)             | Football (B) | Chino Hills HS   | 09/22/2017 |

|        |            |
|--------|------------|
| TOTAL: | \$2,636.00 |
|--------|------------|

**APPOINTMENT – EXTRA DUTY – ACTIVITIES**

|                       |                      |          |            |
|-----------------------|----------------------|----------|------------|
| GUILLEN, Alexis (NBM) | Asst. Pep Squad (GF) | Chino HS | 09/22/2017 |
|-----------------------|----------------------|----------|------------|

|        |            |
|--------|------------|
| TOTAL: | \$1,745.00 |
|--------|------------|

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

|                 |                 |                   |
|-----------------|-----------------|-------------------|
| CHIN, Amber     | GUTIERREZ, Mark | HOCHGURTEL, Faith |
| PRIETO, Gabriel | ROWLAND, Pamela | SIMMONS, Kyle     |
| WEST, Gary      |                 |                   |

**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**

|                 |                                 |                |            |
|-----------------|---------------------------------|----------------|------------|
| KUHNS, Richelle | IA/Special Ed. (SELPA/GF)       | Cattle ES      | 09/22/2017 |
| ARREDONDO, Irma | Nutrition Services Asst. I (NS) | Cal Aero K-8   | 09/22/2017 |
| LEON, Jenifer   | Nutrition Services Asst. I (NS) | Cal Aero K-8   | 09/22/2017 |
| GONZALEZ, Cosme | Bus Driver (GF)                 | Transportation | 09/22/2017 |

**PROMOTION**

|                    |  |                       |            |
|--------------------|--|-----------------------|------------|
| VALENCIA, Patricia | FROM: Bilingual Typist Clerk I (GF)<br>4 hrs./201 work days            | Magnolia JHS          | 09/22/2017 |
|                    | TO: Typist Clerk II (GF)<br>8 hrs./201 work days                       | Liberty ES            |            |
| BAGNOLI, Nancy     | FROM: Employment Placement Spec. (WIA/CWY)<br>8 hrs./261 contract days | Alternative Education | 09/22/2017 |
|                    | TO: Assistant Principal Secretary (GF)<br>8 hrs./215 work days         | Chino Hills HS        |            |

**ADMINISTRATIVE REASSIGNMENT**

|                 |  |  |            |
|-----------------|--|--|------------|
| BEEMER, Beverly | FROM: Director, Technology<br>TO: Director, Planning | Technology Facilities, Planning and Operations | 09/22/2017 |
|-----------------|--|--|------------|

**INCREASE HOURS**

|               |   |              |            |
|---------------|---|--------------|------------|
| OLLMAN, Misty | FROM: IA/Special Ed/SH (SELPA/GF)<br>3.5 hrs./181 work days | Glenmeade ES | 09/11/2017 |
|               | TO: IA/Special Ed/SH (SELPA/GF)<br>6 hrs./181 work days     | Glenmeade ES |            |

**CLASSIFIED PERSONNEL** (cont.)

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

**CLOSING OF OFFICIAL RECORDS**

|                  |                                  |          |            |
|------------------|----------------------------------|----------|------------|
| PIMENTA, Frances | Nutrition Services Asst. II (NS) | Chino HS | 08/31/2017 |
|------------------|----------------------------------|----------|------------|

**RESIGNATION**

|                     |                                 |                                   |            |
|---------------------|---------------------------------|-----------------------------------|------------|
| HARGROVE, Stephanie | IA/Elementary Physical Ed. (GF) | Butterfield Ranch/Eagle Canyon ES | 08/22/2017 |
| GARCIA, Jessica     | IA/Childhood Ed (CDF)           | Oak Ridge FC                      | 09/05/2017 |
| GARCIA, Pricilla    | Nutrition Services Asst. I (NS) | Briggs K-8                        | 09/07/2017 |

**RETIREMENT**

|   |                                       |                |            |
|---|---------------------------------------|----------------|------------|
| MAJOWICZ, Martha<br>(29 years of service) | Assistant Principal<br>Secretary (GF) | Chino Hills HS | 12/31/2017 |
| PARIKH, Priti<br>(12 years of service)    | IA/Special Ed./SH (SELPA/GF)          | Chino Hills HS | 09/30/2017 |

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

|                         |                  |                       |
|-------------------------|------------------|-----------------------|
| BAEK, Hyosun            | BUTANI, Purvangi | CERVANTES, Evangelina |
| CHAVEZ, Francine        | DICKERSON, Joyce | GRANT, Lori           |
| GUTIERREZ, Lacey        | LUJAN, Elizabeth | LYONS, James          |
| OCAMPO-BARRAGAN, Martha | OROSCO, Anthony  | ORTIZ, Maria          |
| REDMANN, Brooke         | REYES, Maria     | VAUGHN, Scott         |

(504) = Federal Law for Individuals with Handicaps  
 (ACE) = Ace Driving School  
 (ABG) = Adult Education Block Grant  
 (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:** September 21, 2017  
**TO:** Members, Board of Education  
**FROM:** Wayne M. Joseph, Superintendent  
**PREPARED BY:** Lea Fellows, Assistant Superintendent, Human Resources  
Craig Frame, Director, Risk Management and Human Resources  
**SUBJECT: REJECTION OF CLAIM**

=====

**BACKGROUND**

Claim 17-09-14 was submitted on September 6, 2017, by the Law Offices of Tim Wright on behalf of Maritza Rocha and her son, a student at Walnut ES. Claimant alleges he sustained injury after being bit by ants on school grounds during school hours. Claimant seeks unspecified damages and seeks a settlement demand that lies within the jurisdiction of the Superior Court.

The Board is requested to reject claims against the District to allow insurance carriers to investigate the claims and make recommendations regarding the dispositions.

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

Unknown at present.

WMJ:LF:CF:lag



**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

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**DATE:** September 21, 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 4312.1 MANAGEMENT,  
SUPERVISORY AND CONFIDENTIAL PERSONNEL –  
CONTRACTS**

=====

**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 4312.1 Management, Supervisory and Confidential Personnel – Contracts is being revised to clarify the limited circumstances under which salary and benefits may be discussed in closed session. This item was presented to the Board of Education on September 7, 2017, as information.

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

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of Board Policy 4312.1 Management, Supervisory and Confidential Personnel – Contracts.

**FISCAL IMPACT**

None.

WMJ:LF:SH:RR:mcm

## **CONTRACTS**

The Board of Education recognizes the importance of qualified and competent individuals to lead District programs and to assist the Superintendent in coordinating efforts to achieve District goals and objectives. To that end, the Board may fill certificated administrative and supervisory positions and classified senior management positions on a contract basis.

(cf. 0000 - Vision)  
(cf. 2121 - Superintendent's Contract)  
(cf. 4111/4211/4311 - Recruitment and Selection)  
(cf. 4300 - Administrative and Supervisory Personnel)  
(cf. 4313.2 - Demotion/Reassignment)  
(cf. 4314 - Transfers)

The Board may offer a continuing contract of up to four years to any deputy, associate, or assistant superintendent; any certificated employee holding a position requiring a supervision or administration credential; or any senior manager of the classified service. (Education Code 35031, 44929.20)

Prior to entering into any such contract, the Board and Superintendent shall consider the financial impact of the contract on the District. The proposed contract shall also be reviewed by legal counsel to ensure that all legally required provisions are included in the contract and to address any potentially adverse obligations to the District.

(cf. 3460 - Financial Reports and Accountability)

The Board shall deliberate in the closed session of a regular meeting about the terms of an employment contract for a deputy, associate, or assistant superintendent; other certificated employee holding a position requiring a supervision or administration credential; or a senior manager of the classified service. DISCUSSIONS REGARDING SALARY, SALARY SCHEDULE, OR OTHER COMPENSATION MAY OCCUR IN THE CLOSED SESSION OF A REGULAR MEETING ONLY BETWEEN THE BOARD AND ITS DESIGNATED REPRESENTATIVE(S), AS PERMITTED UNDER GOVERNMENT CODE 54957.6 (THE "LABOR EXCEPTION") FOR THE PURPOSE OF REVIEWING THE BOARD'S POSITION AND/OR INSTRUCTING THE DESIGNATED REPRESENTATIVE(S) PRIOR TO OR DURING BONA FIDE NEGOTIATIONS WITH THE EMPLOYEE. (Government Code 54956, 54957, 54957.6)

(cf. 9320 - Meetings and Notices)  
(cf. 9321 - Closed Session Purposes and Agendas)  
(cf. 9321.1 - Closed Session Actions and Reports)

## **CONTRACTS (cont.)**

Any such employment contract shall be ratified by the Board during an open session of a regularly scheduled Board meeting and reflected in the Board's minutes. (Government Code 3511.1, 53262, 54953)

Copies of the contracts shall be available to the public upon request. (Education Code 53262, 54953)

(cf. 1340 - Access to District Records)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9324 - Minutes and Recordings)

### **Extension of Contract and Reemployment**

A contract shall be extended only by Board action and subsequent to a satisfactory evaluation of the employee's performance. No employment contract shall include a provision for automatic renewal of the contract.

(cf. 4315 - Evaluation/Supervision)

During the term of the contract and with the consent of the employee involved, the Board may reelect or reemploy the employee starting on the next succeeding first day of July and based on terms and conditions mutually agreed upon by the Board and the employee. (Education Code 35031)

If the Board decides not to reelect or reemploy a deputy, associate or assistant superintendent, or a senior manager of the classified service upon the expiration of his/her term, it shall notify the employee in writing 45 CALENDAR days prior to the expiration of the term of the contract. (Education Code 35031)

### **Termination of Contract**

THE BOARD MAY TERMINATE AN EMPLOYMENT CONTRACT PRIOR TO ITS EXPIRATION DATE IN ACCORDANCE WITH THE TERMS AND CONDITIONS AND PROCESS SPECIFIED IN THE CONTRACT.

Every employee contract shall include a provision specifying the legal maximum cash settlement that the employee may receive in the event that the Board finds it necessary to terminate the contract prior to its expiration date. (Government Code 53260)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

**CONTRACTS (cont.)**

In addition, all employee contracts shall include a provision that, if the employee is convicted of a crime involving an abuse of his/her office or position, he/she shall fully reimburse the District for payments he/she receives as paid leave salary pending investigation or as cash settlement upon his/her termination and for any funds expended by the District in his/her criminal legal defense. (Government Code 53243-53243.4, 53260)

**Legal Reference:**

EDUCATION CODE

35030 Title of deputy, associate or assistant superintendent for certain positions

35031 Term of employment

44842 Automatic declining of employment

44843 Notice of employment (to county superintendent)

44929.20 Continuing contract

44951 Continuation in position unless notified

GOVERNMENT CODE

3511.1-3511.2 Local agency executives

53243-53243.4 Abuse of office

53260-53264 Employment contracts

54953 Oral summary of recommended salary and benefits of district executive

54954 Time and place of regular meetings

54956 Brown Act - Open meeting laws; special meetings

54957 Closed session, personnel matters

ATTORNEY GENERAL PUBLICATIONS

57 Ops.Cal.Atty.Gen. 209 (1974)

**Management Resources:**

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

WEBSITES

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

California Office of the Attorney General: [www.oag.ca.gov](http://www.oag.ca.gov)

**Chino Valley Unified School District**

Policy adopted: November 16, 1995

Revised: June 27, 1996

Revised: April 1, 1999

Revised: March 23, 2000

Revised: June 28, 2012

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** September 21, 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 2017/2018-21 WEEK OF THE SCHOOL ADMINISTRATOR**

=====

**BACKGROUND**

Leadership matters for California’s public school system, and the future of its public education system depends greatly upon the quality of its leadership. To that end, the state of California has declared October 8-14, 2017, as the Week of the School Administrator.

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

**RECOMMENDATION**

It is recommended the Board of Education adopt Resolution 2017/2018-21 Week of the School Administrator.

**FISCAL IMPACT**

None.

WMJ:LF:SH:RR:mcm

**Chino Valley Unified School District  
Resolution 2017/2018-21  
Week of the School Administrator**

**WHEREAS**, leadership matters for California’s public education system and the more than 6 million students it serves;

**WHEREAS**, school administrators are passionate, lifelong learners who believe in the value of quality public education;

**WHEREAS**, the title “school administrator” is a broad term used to define many education leadership posts. Superintendents, assistant superintendents, principals, assistant principals, special education and adult education leaders, curriculum and assessment leaders, school business officials, classified education leaders, and the other district employees are considered administrators;

**WHEREAS**, providing quality service for student success is paramount for the profession;

**WHEREAS**, most school administrators began their careers as teachers. The average administrator has served in public education for more than a decade. Most of California’s superintendents have served in education for more than 20 years. Such experience is beneficial in their work to effectively and efficiently lead public education and improve student achievement;

**WHEREAS**, public schools operate with lean management systems. Across the nation, public schools employ fewer managers and supervisors than most public and private sector industries including transportation, food service, manufacturing, utilities, construction, publishing and public administration; and

**WHEREAS**, school leaders depend on a network of support from school communities – fellow administrators, teacher, parents, students, businesses, community members, board trustees, colleges, and universities, community and faith-based organizations, elected officials and district and county staff and resources – to promote ongoing student achievement and school success;

**WHEREAS**, research shows great schools are led by great principals, and great districts are led by great superintendents. These site leaders are supported by extensive administrative networks throughout the state;

**WHEREAS**, the State of California has declared October 8-14, 2017, as the “Week of the School Administrator” in Education Code 44015.1; and

**WHEREAS**, the future of California’s public education system depends upon the quality of its leadership.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Chino Valley Unified School District that all leaders be commended for the contributions they make to successful student achievement.

**APPROVED, PASSED, AND ADOPTED** by the Board of Education of the Chino Valley Unified School District this 21<sup>st</sup> day of September 2017.

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

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

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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:** September 21, 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 THE JOB DESCRIPTION FOR DIRECTOR OF PURCHASING**

=====

**BACKGROUND**

Job descriptions are a statement of duties, qualifications, and responsibilities associated with a particular job. It is a matter of standard practice to modify and/or create job descriptions as new positions become necessary, jobs evolve, and responsibilities and duties change. Additionally, changes in organizational structure, student needs, and other factors require the revision of existing positions to support the District's mission of increased student achievement. This job description is being revised to add the warehouse and delivery operations under the direction of the Director of Purchasing.

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

**RECOMMENDATION**

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

**FISCAL IMPACT**

The revised job description is within the approved budget.

WMJ:LF:SH:RR:mcm



**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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|                    |                      |                        |   |
|--------------------|----------------------|------------------------|---|
| <b>TITLE:</b>      | Director, Purchasing | <b>REPORTS:</b>        | Assistant Superintendent<br>Facilities, Planning & Operations |
| <b>DEPARTMENT:</b> | Purchasing           | <b>CLASSIFICATION:</b> | Management  |
| <b>FLSA:</b>       | Exempt               | <b>WORK YEAR:</b>      | 226   |
| <b>ISSUED:</b>     | 9-06-07              | <b>SALARY:</b>         | Range 15  |

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**BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Facilities, Planning and Operations, plans, COORDINATES, organizes, supervises and directs the Purchasing Department AND THE DISTRICT WAREHOUSE AND DELIVERY OPERATIONS. Plans and directs the buying and bidding processes necessary for all supplies, equipment, and services for the operation of the schools and departments. Reviews and administers District contracts, construction contracts, leasing and real estate documentation. Maintains the District's capital asset inventory. Oversees and directs bids for construction management.

**REPRESENTATIVE DUTIES:**

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

**E = ESSENTIAL FUNCTIONS**

Directs all purchasing AND WAREHOUSE operations. **(E)**

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

Directs and recommends procedures, Board Policy for contract administration, ~~and~~ purchasing, AND WAREHOUSE for effective process. **(E)**

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

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

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

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

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

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

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

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

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

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

PLANS, ORGANIZES, COORDINATES, AND SUPERVISES THE DISTRICT WAREHOUSE OPERATIONS INCLUDING RECEIVING, BAR-CODING EQUIPMENT, FURNITURE, SUPPLIES, DISPOSAL OF SURPLUS, ORGANIZE THE INITIAL SET UP OF COMPUTERS WITH TECHNOLOGY. (E)

RESPONSIBLE FOR INSPECTION OF SHIPMENTS OF EQUIPMENT AND SUPPLIES RECEIVED TO ASSURE COMPLIANCE WITH PURCHASE ORDER SPECIFICATIONS; IDENTIFIES AND REPORTS SHORTAGES, DAMAGED GOODS, OR DISCREPANCIES. (E)

SCHEDULES AND ASSIGNS ROUTINE AND SPECIAL TRANSFER OF SUPPLIES, MATERIALS, MAIL, EQUIPMENT, AND FURNITURE TO VARIOUS DISTRICT LOCATIONS. (E)

SUPERVISES AND EVALUATES THE PERFORMANCE OF ASSIGNED STAFF: ASSIGNS AND REVIEWS WORK AND PARTICIPATES IN THE SELECTION OF NEW PERSONNEL AS ASSIGNED; RECOMMENDS AND PARTICIPATES IN DISCIPLINARY ACTION AS NEEDED. (E)

COORDINATES THE DISTRICT-WIDE INVENTORY ACTIVITIES, PLAN AND LAYOUT STORAGE AREAS TO ALLOW MAXIMUM SPACE UTILIZATION.

OPERATES A COMPUTER TERMINAL TO MAINTAIN A VARIETY OF RECORDS AND REPORTS PERTAINING TO THE FIXED ASSET PROGRAM FOR GASB34, AND RECORDS OF DISPOSAL OF SURPLUS, RECORDS OF SOFTWARE, WAREHOUSE OPERATIONS, STOCK, MAIL DELIVERIES, AND THE BUDGET; TRAINS ASSIGNED STAFF THE PROPER OPERATION OF COMPUTER AND INVENTORY RELATED SOFTWARE APPLICATIONS.

OVERSEES THE MAINTENANCE OF THE WAREHOUSE TO ASSURE CLEAN, ORDERLY, SAFE, AND SECURE OPERATIONS; INSPECTS WAREHOUSE FACILITIES AND EQUIPMENT TO ASSURE SAFE AND PROPER OPERATION; SCHEDULES REPAIRS AS NECESSARY.

COORDINATES THE SALVAGE OF OBSOLETE DISTRICT SUPPLIES AND EQUIPMENT AS DIRECTED, A VARIETY OF SUPPLIES, MATERIALS, AND WAREHOUSE GOODS. (E)

COORDINATES THE FOLLOW-UP OF SHORTAGE, DAMAGE, AND SHIPPING DISCREPANCIES.

CONTINUOUSLY REVIEWS AND EVALUATES WAREHOUSING AND DISTRIBUTION OPERATIONAL PROCEDURES TO ENSURE AN EFFECTIVE AND EFFICIENT OPERATIONAL MODE. (E)

PLANS, ORGANIZES, AND COORDINATES THE WAREHOUSE SPACE LAYOUT AND THE ALLOCATION OF STORAGE SPACE AND FACILITY USAGE.

INSPECTS THE WAREHOUSE FACILITIES AND EQUIPMENT TO ENSURE ADHERENCE TO APPROPRIATE SAFETY AND PREVENTATIVE MAINTENANCE STANDARDS.

PLANS AND CONDUCTS INVENTORY REVIEWS IN MAINTAINING APPROPRIATE WAREHOUSE INVENTORY STOCK LEVELS AND BE ABLE TO ADEQUATELY MEET WAREHOUSE CONSUMER NEEDS.

PLANS, DEVELOPS, IMPLEMENTS, AND MAINTAINS MANUAL AND COMPUTERIZED RECORD MANAGEMENT, STORAGE, AND RETRIEVAL SYSTEM. (E)

OPERATES A VARIETY OF WAREHOUSE DISTRIBUTION EQUIPMENT.

PREPARES THE WAREHOUSE PRELIMINARY BUDGET FOR SUPPLIES, MATERIALS, AND EQUIPMENT.

MONITORS, COORDINATES, AND SUPERVISES DISTRICT SURPLUS AND EXCESS ITEM PROGRAM. (E)

MAY DRIVE A DELIVERY VEHICLE IN EMERGENCY SITUATIONS.

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

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

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

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

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

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

Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:**

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

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

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

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

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

### **ABILITY TO:**

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

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

**PHYSICAL DEMANDS:**

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

**HAZARDS:**

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

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

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(SIGNATURE OF EMPLOYEE)

---

(DATE)

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

Board Approved: 09/06/07

Revised: 01/19/17

REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** September 21, 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 THE JOB DESCRIPTION FOR MAINTENANCE & OPERATIONS SUPERVISOR LOGISTICS AND COMPLIANCE**

=====

**BACKGROUND**

Job descriptions are a statement of duties, qualifications, and responsibilities associated with a particular job. It is a matter of standard practice to modify and/or create job descriptions as new positions become necessary, jobs evolve, and responsibilities and duties change. Additionally, changes in organizational structure, student needs, and other factors require the revision of existing positions to support the District’s mission of increased student achievement. This job description is being revised to update the organizational structure within the Division of Facilities, Planning and Operations.

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

**RECOMMENDATION**

It is recommended the Board of Education approve the revision of the job description for Maintenance & Operations Supervisor Logistics and Compliance.

**FISCAL IMPACT**

None.

WMJ:LF:SH:RR:mcm

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
Position Description

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|   |   |
|---|---|
| <b>TITLE:</b> Maintenance & Operations Supervisor<br>Logistics and Compliance | <b>REPORTS:</b> Director, Maintenance, Operations &<br>Construction |
| <b>DEPARTMENT:</b> Maintenance, Operations<br>& Construction                  | <b>CLASSIFICATION:</b> Management                                   |
| <b>FLSA:</b> Exempt   | <b>WORK YEAR:</b> 261   |
| <b>ISSUED:</b> 11/06/14   | <b>SALARY:</b> Range 36   |

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**BASIC FUNCTION:**

Under the general supervision of the Director of Maintenance, Operations, and Construction, ~~plans, coordinates, and supervises the processes necessary to receive, store, issue, and deliver supplies and equipment; does related work as required.~~ ASSISTS IN THE DEVELOPMENT OF POLICIES, SCHEDULES, AND PROCEDURES RELATING TO SPECIALIZED FIELDS, ASSISTS IN SUPERVISING AND COORDINATING THE INSTALLATION OF EQUIPMENT, MAINTENANCE/REPAIR OF SCHOOL FACILITIES, AND STAFF, INCLUDING, BUT NOT LIMITED TO, PAINTERS, CARPENTERS, PLUMBERS, ELECTRICIANS, AND GROUNDWORKERS, PERFORMS RELATED DUTIES AS REQUIRED. This position also has responsibility for assisting the Director of Maintenance, Operations, and Construction to ensure the District is in compliance with Federal, State, and District rules and regulations applicable to the maintenance and operations of school facilities.

**REPRESENTATIVE DUTIES:**

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

**E= Essential Functions**

Maintains and coordinates elevator repairs and yearly inspections.

Coordinates and maintains all extinguishers, annul systems, and fire suppression devices for the District. **(E)**

Coordinates all fire and insurance inspections. **(E)**

Coordinates all one year and five year fire sprinkler inspections. **(E)**

Coordinates and participates in fire prevention inspections by local fire district. **(E)**

Maintains current knowledge of California State fire codes as they relate to a school district.

Coordinates removal of hazardous waste materials throughout the District.

Keeps track of all mandated costs related to the removal of all Hazardous Waste Materials in the District. **(E)**

Maintains all Asbestos Management Plans (ASHERA 6-month inspections and 3-year inspections).

Maintains all EPA and AQMD certifications and documents for the District. **(E)**

Provides inventory of all chemicals used in District for each individual site.

Produces yearly F.I.T. (Facility Inspection Tool) reports. **(E)**

Helps in all compliance issues related to the American Disabilities Act (ADA) for the District.

Assists with annual site inspections to comply with all Williams Act Laws.

~~Supervises and schedules the maintenance and elimination of all pest and vermin issues in District facilities.~~ THE DISTRICT'S INTEGRATED PEST MANAGEMENT (IPM) PROGRAM **(E)**

~~Plans, organizes, coordinates, and supervises the District warehouse operations including receiving, bar-coding equipment, furniture, supplies, disposal of surplus, organize the initial set up of computers with Technology.~~ **(E)**

~~Responsible for inspection of shipments of equipment and supplies received to assure compliance with purchase order specifications; identifies and reports shortages, damaged goods, or discrepancies.~~ **(E)**

~~Schedules and assigns routine and special transfer of supplies, materials, mail, equipment, and furniture to various District locations.~~ **(E)**

~~Supervises and evaluates the performance of assigned staff; assigns and reviews work and participates in the selection of new personnel as assigned; recommends and participates in disciplinary action as needed.~~ **(E)**

~~Coordinates the District wide inventory activities, plan and layout storage areas to allow maximum space utilization.~~

~~Operates a computer terminal to maintain a variety of records and reports pertaining to the fixed asset program for GASB34, and records of disposal of surplus, records of software, warehouse operations, stock, mail deliveries, and the budget; trains assigned staff the proper operation of computer and inventory related software applications.~~

~~Oversees the maintenance of the warehouse to assure clean, orderly, safe, and secure operations; inspects warehouse facilities and equipment to assure safe and proper operation; schedule repairs as necessary.~~

Conducts in-service safety training for warehouse MAINTENANCE, OPERATIONS AND CONSTRUCTION personnel as necessary.



~~Coordinates the salvage of obsolete District supplies and equipment as directed, a variety of supplies, materials, and warehouse goods. (E)~~

~~Coordinates the follow up of shortage, damage, and shipping discrepancies.~~

~~Continuously reviews and evaluates warehousing and distribution operational procedures to ensure an effective and efficient operational mode. (E)~~

~~Plans, organizes, and coordinates the warehouse space layout and the allocation of storage space and facility usage.~~

~~Inspects the warehouse facilities and equipment to ensure adherence to appropriate safety and preventative maintenance standards.~~

~~Plans and conducts inventory reviews in maintaining appropriate warehouse inventory stock levels and be able to adequately meet warehouse consumer needs.~~

~~Plans, develops, implements, and maintains manual and computerized record management, storage, and retrieval system. (E)~~

~~Operates a variety of warehouse distribution equipment.~~

~~Compiles, prepares, and presents oral and written management reports.~~

~~Prepares the warehouse preliminary budget for supplies, materials, and equipment.~~

~~Monitors, coordinates, and supervises District surplus and excess item program. (E)~~

~~May drive a delivery vehicle in emergency situations.~~

~~Responds to all emergency calls (after hours and on weekends).~~

~~Provides vacation and temporary relief as required.~~

~~Helps with and generate work requests.~~

~~Performs other duties as assigned.~~

~~**E = ESSENTIAL FUNCTIONS**~~

### **MINIMUM REQUIREMENTS:**

#### **Education, experience, licenses, and other requirements:**

Bachelor's degree.

Minimum of three (3) years skilled experience in receiving, storing, and issuing a wide variety of supplies, materials, and equipment.

Prior experience in the following areas are highly desired: fire life safety, integrated pest management, basic level of understanding of building maintenance, and advanced understanding of computer software applications such as MS Outlook, Word, Excel, and Adobe.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

- ~~— Modern warehousing procedures, including receiving, inspecting, and handling, storage, scheduling, and delivering materials.~~
- ~~— Physical inventory procedures.~~
- State and local fire codes.
- Laws and regulations pertaining to the Americans with Disabilities act (ADA).
- Proper record keeping and disposal methods of hazardous waste materials.
- Research methods and report writing techniques.
- Record keeping techniques.
- District organization, operations, policies, and procedures.
- Principles, practices, trends, goals, and objectives of public education.
- Modern technology and office procedures and methods, computer equipment, and computer applications including Word, Excel, MS Windows, and graphics necessary to perform required duties.
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, Composition, and mathematics.
- Principles of organization, supervision and training, laws, rules, and regulations affecting the maintenance and repair of school facilities.
- Computer technology and methods used in processing/accessing information.

### **Ability to:**

- ~~— Issue, receive, and inspect supplies and equipment.~~
- Plan, coordinate and supervise the work of subordinate personnel.
- ~~— Train personnel in sound warehouse procedures.~~
- Understand and carry out oral and written instructions, and communicate to others in a clear manner; both orally and in writing.
- Establish and maintain cooperative and effective relationships with those contacted during the course of the working day.
- Provide leadership and direction to staff as well as management.
- Read and interpret technical documents.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Use computers and modern technology.
- Meet schedules and timelines.
- Analyze situations accurately and adopt appropriate effective course of action.
- Train staff in a variety of skills.
- ~~— Maintain accurate activity and expenditure records for various current warehouse and operations projects and transactions.~~
- Adjust work hours to fit program needs, including response to emergency situations outside of regularly scheduled work hours.

- Acquire and maintain mandated state and local licenses for weed abatement and pest control.

## **WORKING CONDITIONS:**

### **Environment:**

- District office environment, school sites.
- Demanding timelines.
- Subject to frequent interruptions.
- Indoor and outdoor environment.
- Subject to various emergency situations.
- Office and outside environment with multiple staff members.
- Subject to various emergency situations.
- Exposure to chemicals.
- Seasonal heat and cold or adverse weather conditions, noise.
- Subject to fumes, dust, odors, dirt.
- Subject to driving to various District locations to conduct work during the day and evening hours.
- Subject to frequent interruptions and continual deadlines and extensive contact with staff members and the public.
- Subject to various emergency situations.

### **Physical Demands:**

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

### **Hazards:**

- Extended viewing of computer monitor.
- May be exposed to contact with hostile or abusive individuals.
- Climbing, occasional use of step ladders.
- Working around and with office and other equipment having moving parts.

---

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Maintenance & Operations Supervisor-Logistics and Compliance and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

---

**(Signature of Employee)**

---

**(Date)**

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

Board Approved: November 6, 2014  
REVISED:

**Chino Valley Unified School District**

**Our Motto:**

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

**DATE:** September 21, 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: REVISION OF BOARD POLICY AND ADMINISTRATIVE REGULATION 5141.21 STUDENTS – ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS**

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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. The revision of Board Policy and Administrative Regulation 5141.21 Students – Administering Medication and Monitoring Health Conditions are being updated to reflect the revised definition of epinephrine auto-injector pursuant to new law (AB 1386, 2016).

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 5141.21 Students – Administering Medication and Monitoring Health Conditions.

**FISCAL IMPACT**

None.

WMJ:GP:rtt

## ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

THE BOARD OF EDUCATION BELIEVES THAT REGULAR SCHOOL ATTENDANCE IS CRITICAL TO STUDENT LEARNING AND THAT STUDENTS WHO NEED TO TAKE MEDICATION PRESCRIBED OR ORDERED FOR THEM BY THEIR AUTHORIZED HEALTH CARE PROVIDERS SHOULD HAVE AN OPPORTUNITY TO PARTICIPATE IN THE EDUCATIONAL PROGRAM.

(cf. 5113 - Absences and Excuses)  
(cf. 5113.1 - Chronic Absence and Truancy)

~~The Board of Education recognizes that during the school day some students may need to take ANY medication prescribed or ordered by an authorized health care provider, to be functional at school and participate in the educational program. The Superintendent or designee shall develop processes for the administration of medication to these students by school personnel. Ffor any student with a disability, as defined WHO IS QUALIFIED TO RECEIVE SERVICES under the Individuals with Disabilities Education Act or Section 504 Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's Individualized Education Program or Section 504 services plan-, AS APPLICABLE.~~

(cf. 5141.24 - Specialized Health Care Services)  
(cf. 6159 - Individualized Education Program)  
(cf. 6164.6 - Identification and Education under Section 504)

FOR THE ADMINISTRATION OF MEDICATION TO OTHER STUDENTS DURING SCHOOL OR SCHOOL-RELATED ACTIVITIES, THE SUPERINTENDENT OR DESIGNEE SHALL DEVELOP PROTOCOLS WHICH SHALL INCLUDE OPTIONS FOR ALLOWING ~~If a parent/guardian chooses, he/she may~~ TO administer the medication to his/her child at school ~~or, designate another individualS who is not a school employee to do so on his/her behalf, AND, WITH THE CHILD'S AUTHORIZED HEALTH CARE PROVIDER'S APPROVAL, REQUEST THE DISTRICT'S PERMISSION FOR HIS/HER CHILD TO SELF-ADMINISTER A MEDICATION OR SELF-MONITOR AND/OR SELF-TEST FOR A MEDICAL CONDITION.~~

(cf. 1250 - Visitors/Outsiders)  
(cf. 5141 - Health Care and Emergencies)  
(cf. 5141.22 - Infectious Diseases)  
(cf. 5141.23 - Asthma Management)  
(cf. 5141.27 - Food Allergies/Special Dietary Needs)  
(cf. 6116 - Classroom Interruptions)

In addition, upon written request by the parent/guardian and with the approval of the student's authorized health care provider, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the

**ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)**

handling of blood and other bodily fluids. SUCH PROCESSES SHALL BE IMPLEMENTED IN A MANNER THAT PRESERVES CAMPUS SECURITY, MINIMIZES INSTRUCTIONAL INTERRUPTIONS, AND PROMOTES SAFETY AND PRIVACY.

- (cf. 5141 - Health Care and Emergencies)
- (cf. 5141.22 - Infectious Diseases)
- (cf. 5141.23 - Asthma Management)
- (cf. 5141.27 - Food Allergies/Special Dietary Needs)

THE SUPERINTENDENT OR DESIGNEE SHALL MAKE AVAILABLE EPINEPHRINE AUTO-INJECTORS AT EACH SCHOOL FOR PROVIDING EMERGENCY MEDICAL AID TO ANY PERSON SUFFERING, OR REASONABLY BELIEVED TO BE SUFFERING, FROM AN ANAPHYLACTIC REACTION. (Education Code 49414)

**ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL**

WHEN ALLOWED BY LAW, ~~Any~~ medication prescribed TO A STUDENT by an authorized health care provider may be administered by ~~the~~ A school nurse or, WHEN A SCHOOL NURSE OR OTHER MEDICALLY LICENSED PERSON IS UNAVAILABLE AND THE PHYSICIAN HAS AUTHORIZED ADMINISTRATION OF MEDICATION BY UNLICENSED PERSONNEL FOR A PARTICULAR STUDENT, BY other designated school personnel ~~only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider~~

School nurses and other designated school personnel, WITH APPROPRIATE TRAINING, shall administer medications TO STUDENTS in accordance with law, board policy, and administrative regulation, and, AS APPLICABLE, THE WRITTEN STATEMENT PROVIDED BY THE STUDENT'S PARENT/GUARDIAN AND AUTHORIZED HEALTH CARE PROVIDER. SUCH PERSONNEL shall be afforded appropriate liability protection.

- (cf. 3530 - Risk Management/Insurance)
- (cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
- (cf. 4119.43/4219.43/4319.43 - Universal Precautions)

Only a school nurse or other school employee with an appropriate medical license may administer an insulin injection to a student. In the event such licensed school personnel are unavailable, the District may contract with a licensed nurse from a public or private agency to administer insulin to the student. However, in an emergency situation such as a public disaster or epidemic, a trained, unlicensed district employee may administer an insulin injection to a student.

- (cf. 5141.24 - Specialized Health Care Services)

**ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)**

~~To the extent that the administration of a medication, such as epinephrine auto-injector or glucagon, is authorized by law, †~~The Superintendent or designee shall ensure that ~~unlicensed SCHOOL personnel designated to administer it to students~~ ANY MEDICATION receive appropriate training AND, AS NECESSARY, RETRAINING from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with emergency IMMEDIATE communication access to a school nurse, physician, or other appropriate individual. (Education Code 49414, 49414.3, 49414.5, 49423, 49423.1)

The Superintendent or designee shall maintain documentation of the training AND ongoing supervision, as well as annual written verification of competency of such other designated school personnel.

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

**Legal Reference:**EDUCATION CODE

48980 Notification at beginning of term  
 49407 Liability for treatment  
 49408 Emergency information  
 49414 Emergency epinephrine auto-injectors  
 49414.3 Emergency medical assistance; administration of medication for opioid overdose  
 49414.5 Providing school personnel with voluntary emergency training  
 49422-49427 Employment of medical personnel, especially:  
 49423 Administration of prescribed medication for student  
 49423.1 Inhaled asthma medication  
 49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:  
 2726 Authority not conferred  
 2727 Exceptions in general  
 3501 Definitions  
 4119.2 Acquisition of epinephrine auto-injectors  
 4119.8 Acquisition of naloxone hydrochloride or another opioid antagonist

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974  
 1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS

American Nurses Association v. Torlakson, (2013) 57 Cal.4<sup>th</sup> 570



**ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)**

**Management Resources:**

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006

Training Standards for the Administration of Epinephrine Auto-Injectors, rev. 2015

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

Program Advisory on Medication Administration, 2005

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003

WEBSITES

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

American Diabetes Association: [www.diabetes.org](http://www.diabetes.org)

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

National Diabetes Education Program: [www.ndep.nih.gov](http://www.ndep.nih.gov)

U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information: [www.nhlbi.nih.gov/health/public/lung/index.htm#asthma](http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma)

**Chino Valley Unified School District**

Policy adopted: January 23, 1997

Revised: May 7, 2009

Revised: May 5, 2011

REVISED:

## **ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS**

### **Definitions**

Authorized health care provider means an individual who is licensed by the State of California to prescribe OR ORDER medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel ~~may include~~ MEANS any individual employed by the District, including a nonmedical school employee, who has volunteered or consented to administer ~~the~~ medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Individuals that administer or assist students are trained and provide services under the supervision of the school nurse.

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over the counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Epinephrine auto-injector means a disposable ~~drug delivery system~~ DELIVERY DEVICE with a spring-activated needle that is designed for emergency administration DESIGNED FOR THE AUTOMATIC INJECTION OF A PREMEASURED DOSE of epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal INTO THE HUMAN BODY TO PREVENT OR TREAT A LIFE-THREATENING ALLERGIC reaction to anaphylaxis. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

### **Notifications to Parents/Guardians**

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

(cf. 5145.6 - Parental Notifications)

## **ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)**

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

### **Parent/Guardian Responsibilities**

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Providing parent/guardian and authorized health care provider written statements each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600, 626)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician and updating the information when needed. (Education Code 49480)
3. If the student suffers from epilepsy, notifying the principal or designee whenever the student has had an emergency antiseizure medication administered to him/her within the past four hours on a school day. (Education Code 49414.7)
4. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

## **ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)**

### **Parent/Guardian Statement**

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for the authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the ~~authorized~~ health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how District employees will administer the medication or otherwise assist the student in ~~the~~ ITS administration
4. Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable District employees to administer or otherwise assist the student in the administration of medication, including, but not limited to, the parent/guardian's responsibility to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
5. Contain an acknowledgment that the parent/guardian understands that he/she may terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items 1-5 above, if a parent/guardian has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration
2. Release the District and school personnel from civil liability if a student suffers an adverse reaction as a result of self-administering the medication

**ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)**

In addition to the requirements in items 1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the District to administer medication to his/her child, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

**Health Care Provider Statement**

When any District employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer ~~auto-injectable epinephrine~~ or prescribed ~~diabetes or asthma~~ medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)
2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)
4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)
5. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
6. Possible side effects of the medication
7. Name, address, telephone number, and signature of the student's authorized health care provider

When authorizing a District employee to administer emergency antiseizure medication to a student, the authorized health care provider's written statement shall also include the following: (Education Code 49414.7; 5 CCR 626)

**ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)**

1. Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of the medication becomes necessary
2. Any potential adverse responses by the student and recommended mitigation actions, including when to call emergency services
3. A protocol for observing the student after a seizure, including, but not limited to, whether he/she should rest in the school office or return to his/her class and the length of time he/she should be under direct observation
4. A statement that, following a seizure, a school administrator or other staff member shall activate the emergency medical system (911), contact the school nurse and the student's parent/guardian and continue the observation plan

**District Responsibilities**

The school nurse or other designated school personnel shall:

1. Administer or assist in administering the medication in accordance with the authorized health care provider's written statement
2. Accept delivery of medications from parents/guardians and count and record them upon receipt
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medications, and note on the list the type of medication and the times and dosage to be administered
4. Maintain for each student a medication log which may:
  - a. Specify the student's name; medication; dose; method of administration; time of administration during the regular school day; date(s) on which the student is required to take the medication; and the authorized health care provider's name and contact information
  - b. Contain space for daily recording of the date, time, amount of medication administered, and the signature of the individual administering the medication
5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement,

**ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)**

the medication log, and any other written documentation related to the administration of medication to the student

6. Ensure that student confidentiality is appropriately maintained

(cf. 5125 - Student Records)

7. Coordinate and, as appropriate, ensure the administration of medication during field trips and school-related activities

(cf. 5148.2 - Before/After School Programs)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

8. Report to the student's parent/guardian and the site administrator any refusal by the student to take his/her medication

9. Keep all medication to be administered by the District in a locked drawer or cabinet

10. As needed, communicate with the student's authorized health care provider and/or pharmacist regarding the medication and its effects

11. Counsel other designated school personnel regarding the possible effects of the medication on the student's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose

12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, disposed of it in accordance with state laws and local ordinances

13. **IN THE EVENT OF A MEDICAL EMERGENCY REQUIRING ADMINISTRATION OF MEDICATION, Provide immediate medical assistance, if needed, and DIRECTLY OBSERVE THE STUDENT FOLLOWING THE ADMINISTRATION OF MEDICATION, CONTACT THE STUDENT'S PARENT/GUARDIAN, AND DETERMINE WHETHER THE STUDENT SHOULD RETURN TO CLASS, REST IN THE SCHOOL OFFICE, OR RECEIVE FURTHER MEDICAL ASSISTANCE**

14. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when the medication is not administered properly, including administration of the wrong medication or

## **ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)**

failure to administer the medication in accordance with authorized health care provider's written statement

### **Additional Requirements for Management of Epileptic Seizures**

In addition to applicable provisions in the sections above, the Superintendent or designee shall make arrangements for assisting students with epilepsy who may suffer a seizure at school. Such arrangements shall include the following: (Education Code 49414.7; 5 CCR 620-627)

1. **Services or Accommodations:** whenever a parent/guardian requests that a nonmedical District employee be trained to provide emergency medical assistance to his/her child, the parent/guardian shall be notified that the child may qualify for services or accommodations pursuant to 20 USC 1400-1482, the Individuals with Disabilities Education Act (IDEA), or 29 USC 794, Section 504 of the Federal Rehabilitation Act of 1973 (Section 504).

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education under Section 504)

The Superintendent or designee shall assist the parent/guardian to explore that option and shall encourage him/her to adopt the option if the student is determined to be eligible for such service or accommodation.

If the student's parent/guardian refuses to have him/her assessed for services or accommodations under IDEA or Section 504, the Superintendent or designee may develop an individualized health plan, seizure action plan, or other appropriate health plan designed to acknowledge and prepare for the student's health care needs in school.

If no employee volunteers to administer emergency antiseizure medication to a student, the Superintendent or designee shall again notify the student's parent/guardian of the option to have the student assessed for services and accommodations under IDEA or Section 504.

2. **Training:** any employee who volunteers to administer an emergency antiseizure medication shall receive from a licensed health care professional the training specified in 5 CCR 623 before administering such medication. The training shall include, but is not limited to:
  - a. Recognition and treatment of different types of seizures



**ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)**

- b. Administration of an emergency antiseizure medication
- c. Basic emergency follow-up procedures, including, but not limited to, a requirement for the principal or designee to call the emergency 911 telephone number and to contact the student's parent/guardian, but not necessarily to transport the student to an emergency room
- d. Techniques and procedures to ensure student privacy

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)  
(cf. 5022 - Student and Family Privacy Rights)

When a trained employee has not administered an emergency antiseizure medication to a student within two years after completing the training and a student who may need the administration of an emergency antiseizure medication is enrolled in the school, the employee shall be retrained in order to retain the ability to administer an emergency antiseizure medication.

- 3. Notification of Administration: the Superintendent or designee shall establish a process for notifying the credentialed school nurse, or the Superintendent or designee as applicable, whenever an employee administers an emergency antiseizure medication to a student at a school site.
- 4. Supervision of Volunteers: volunteer school employees shall be supervised by a licensed health care professional in accordance with 5 CCR 627.

**Emergency Epinephrine Auto-Injectors**

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

**ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)**

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414, and shall be based on the standards developed by the Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

A school nurse or other qualified supervisor of health or a District administrator if the District does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers.

Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the District for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in his/her personnel file. (Education Code 49414)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying of the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

(cf. 3290 - Gifts, Grants and Bequests)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

**ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (cont.)**

(cf. 3580 - District Records)

**Chino Valley Unified School District**  
Regulation approved: January 23, 1997  
Revised: April 2, 2009  
Revised: April 7, 2011  
Revised: March 5, 2015  
REVISED:

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

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

**DATE:** September 21, 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: NEW BOARD POLICY 4151, 4251, 4351 PERSONNEL –  
EMPLOYEE COMPENSATION**

=====

**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 4151, 4251, 4351 Personnel – Employee Compensation is being established to reflect the adjustments of the salary level at which employees become eligible to receive overtime pay. Policy also revised to reflect the requirement to classify nonadministrative, nonsupervisory certificated employees on the salary schedule based on years of training and experience, the prohibition against paying certificated employees different salaries solely on the basis of the grade levels they teach, and the requirement to post a notice of federal minimum wage provisions.

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 new Board Policy 4151, 4251, 4351 Personnel – Employee Compensation.

**FISCAL IMPACT**

None.

WMJ:LF:SH:RR:mcm

## **EMPLOYEE COMPENSATION**

THE BOARD SHALL ADOPT SEPARATE SALARY SCHEDULES FOR CERTIFICATED, CLASSIFIED, CONFIDENTIAL AND SUPERVISORY AND ADMINISTRATIVE PERSONNEL. THESE SCHEDULES SHALL COMPLY WITH LAW AND COLLECTIVE BARGAINING AGREEMENTS. (Education Code 45022, 45023, 45160, 45162)

(cf. 4121 - Temporary/Substitute Personnel)  
(cf. 4141/4241 - Collective Bargaining Agreement)  
(cf. 4143/4243 - Negotiations/Consultation)

EACH CERTIFICATED EMPLOYEE, EXCEPT AN EMPLOYEE IN AN ADMINISTRATIVE OR SUPERVISORY POSITION, SHALL BE CLASSIFIED ON THE SALARY SCHEDULE ON THE BASIS OF UNIFORM ALLOWANCE FOR YEARS OF TRAINING AND YEARS OF EXPERIENCE, UNLESS THE BOARD AND EMPLOYEE ORGANIZATION NEGOTIATE AND MUTUALLY AGREE TO A SALARY SCHEDULE BASED ON DIFFERENT CRITERIA. CERTIFICATED EMPLOYEES SHALL NOT BE PLACED IN DIFFERENT CLASSIFICATIONS ON THE SCHEDULE, NOR PAID DIFFERENT SALARIES, SOLELY ON THE BASIS OF THE GRADE LEVELS AT WHICH THEY TEACH. (Education Code 45028)

(cf. 4030 - Nondiscrimination in Employment)

SALARY SCHEDULES FOR STAFF WHO ARE NOT A PART OF A BARGAINING UNIT SHALL BE DETERMINED BY THE BOARD AT THE RECOMMENDATION OF THE SUPERINTENDENT OR DESIGNEE.

(cf. 4140/4240/4340 - Bargaining Units)  
(cf. 4312.1 - Contracts)

THE SUPERINTENDENT OR DESIGNEE SHALL POST A NOTICE EXPLAINING THE FAIR LABOR STANDARDS ACT'S WAGE AND HOUR PROVISIONS IN A CONSPICUOUS PLACE AT EACH WORK SITE. (29 CFR 516.4)

A DISTRICT EMPLOYEE SHALL BE PAID AN OVERTIME RATE OF NOT LESS THAN ONE AND ONE-HALF TIMES HIS/HER REGULAR RATE OF PAY FOR ANY HOURS WORKED IN EXCESS OF EIGHT HOURS IN ONE DAY OR 40 HOURS IN ONE WORK WEEK. HOWEVER, EMPLOYEES SHALL BE EXEMPT FROM OVERTIME RULES IF THEY ARE EMPLOYED AS TEACHERS OR SCHOOL ADMINISTRATORS OR IF THEY QUALIFY AS BEING EMPLOYED IN AN EXECUTIVE, ADMINISTRATIVE, OR PROFESSIONAL CAPACITY AND ARE PAID A FIXED SALARY AT OR ABOVE THE SALARY LEVEL ESTABLISHED BY FEDERAL REGULATIONS. (Labor Code 510; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

## **EMPLOYEE COMPENSATION (cont.)**

### **OVERTIME COMPENSATION**

WHEN AUTHORIZED IN A COLLECTIVE BARGAINING AGREEMENT OR OTHER AGREEMENT BETWEEN THE DISTRICT AND EMPLOYEES, AN EMPLOYEE MAY TAKE COMPENSATORY TIME OFF IN LIEU OF OVERTIME COMPENSATION, PROVIDED HE/SHE HAS NOT ACCRUED COMPENSATORY TIME IN EXCESS OF THE LIMITS SPECIFIED IN 29 USC 207 OR AS INDICATED IN THE COLLECTIVE BARGAINING AGREEMENT. AN EMPLOYEE WHO HAS REQUESTED THE USE OF COMPENSATORY TIME SHALL BE ALLOWED TO USE SUCH TIME WITHIN A REASONABLE PERIOD AFTER MAKING THE REQUEST IF THE USE OF THE COMPENSATORY TIME DOES NOT UNDULY DISRUPT DISTRICT OPERATIONS OR AS DELINEATED IN THE COLLECTIVE BARGAINING AGREEMENT. (29 USC 207; 29 CFR 553.20-553.25)

FOR EACH NONEXEMPT EMPLOYEE, THE SUPERINTENDENT OR DESIGNEE SHALL MAINTAIN RECORDS ON THE EMPLOYEE'S WAGES, HOURS, AND OTHER INFORMATION SPECIFIED IN 29 CFR 516.5-516.6.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

#### **Legal Reference:**

##### EDUCATION CODE

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

45028 Salary schedule for certificated employees

45160-45169 Salaries for classified employees

45268 Salary schedule for classified service in merit system districts

##### GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:

3543.2 Scope of representation

3543.7 Duty to meet and negotiate in good faith

##### LABOR CODE

226 Employee access to payroll records

232 Disclosure of wages

510 Overtime compensation; length of work day and week; alternative schedules

##### UNITED STATES CODE, TITLE 26

409A Deferred compensation plans

##### UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

##### CODE OF FEDERAL REGULATIONS, TITLE 26

1.409A-1 Definitions and covered plans

## **EMPLOYEE COMPENSATION (cont.)**

### CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

541.0-541.710 Exemptions for executive, administrative, and professional employees

553.1-553.51 Fair Labor Standards Act; applicability to public agencies

### COURT DECISIONS

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421

### **Management Resources:**

#### WEBSITES

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

Internal Revenue Service: [www.irs.gov](http://www.irs.gov)

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

U.S. Department of Labor, Wage and Hour Division: [www.dol.gov/whd](http://www.dol.gov/whd)

## **Chino Valley Unified School District**

### **POLICY ADOPTED:**